**BURBANK UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION**
REGULAR MEETING

Thursday, June 20, 2024

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

Burbank City Hall
275 E. Olive Avenue
Burbank, California

**AGENDA**

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

1. CALL TO ORDER

1.a NOTICE TO THE PUBLIC

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

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

1. Speakers who wish to provide a Public Comment virtually should sign up at this link: https://forms.gle/Btxm8Md3fCRmCY6D9 3pm on Wednesday, June 19th. Please indicate if your comment pertains to (1) an item on this agenda, or (2) a subject within the jurisdiction of the Board of Education. Closed Session Public Comments must be given in person.

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

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

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

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

2. REQUESTS TO ADDRESS THE BOARD

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

2.b Staff Responses

2.c Board Members' Responses

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

3.a Action on Student Expulsion
The Board of Education will take action in closed session pursuant to Education Code Section 48915(a)(1)(D), 48900.e, 48900.4 and 48915(e) on the expulsion recommendation by the Administrative Hearing Panel for Student 960035084, as presented in Confidential Exhibit 3a.

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

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

5. REPORTING ON CLOSED SESSION

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

7. ITEMS FOR FUTURE AGENDAS

8. REPORTS FROM THE BOARD AND STAFF

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

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

9. REQUESTS TO ADDRESS THE BOARD

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

9.b Superintendent's Comments
John Paramo, Superintendent, will respond to public comment.

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

10. REPORTS TO THE BOARD

10.a Report on Excess Reserves
Andrew Cantwell, Assistant Superintendent, Administrative Services, will report on the Ending Fund Balance in Excess of Reserve for Economic Uncertainties (REU), as presented.

Excess Reserves - Ending Fund Balance 062024.pdf

10.b Report on Temporary Inter-fund Cash Borrowing 2024-2025
Andrew Cantwell, Assistant Superintendent, Administrative Services, will report on the

Temporary Inter-Fund Cash Borrowing 2024-2025, as presented.

Temporary Interfund Cash Borrowing Report 24-25.pdf

10.c Report on Authorizing Temporary Transfers from the School Pools Fund Maintained by the Los Angeles County Treasurer 2024-2025

Andrew Cantwell, Assistant Superintendent, Administrative Services, will report on Authorizing Temporary Transfers from the School Pools Fund Maintained by the Los Angeles County Treasurer 2024-2025, as permitted in Article XVI, Section 6, of the California Constitution, as presented.

Temporary Transfers County Treasurer Report.pdf

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

11.a Public Hearing on the Temporary Inter-Fund Cash Borrowing Resolution for the 2024-2025 Fiscal Year

The Board of Education will conduct a public hearing to receive input from any interested parties on the District's Temporary Inter-Fund Cash Borrowing Resolution for the 2024-2025 Fiscal Year, Prior to Final Adoption as required by Education Code Section 42603.1, as presented.

Temporary Inter-Fund Cash Borrowing - Public Hearing 24-25.pdf

11.b Public Hearing on the Temporary Transfers from the School Pools Fund Maintained by the Los Angeles County Treasurer 2024-2025 Fiscal Year

The Board of Education will conduct a public hearing to receive input from any interested parties on the District's Temporary Transfers from the School Pools Fund Maintained by the Los Angeles County Treasurer 2024-2025 as permitted in Article XVI, Section 6, of the California Constitution, as presented.

Temporary Transfers County Treasury - Public Hearing 24-25.pdf

12. NEW AND/OR UNFINISHED BUSINESS

12.a Adoption of Resolution 42 for Fiscal Stabilization Plan

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education adopt Resolution 42 for Approving the Development of a Fiscal Solvency, as presented.

Resolution 42 - Fiscal Stabilization 062024.pdf

12.b Adoption of Resolution 43 Authorizing Temporary Transfers from the School Pools Fund Maintained by the Los Angeles County Treasurer 2024-2025

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education adopt Resolution 43 Authorizing Temporary Transfers from the School Pools Fund Maintained by the Los Angeles County Treasurer 2024-2025 as permitted in Article XVI, Section 6, of the California Constitution, as presented.

Resolution 43 - Temp Transfer School Pool Fund LA County Treasurer 24-25.pdf

12.c Adoption of Resolution 44 Authorizing Temporary Inter-fund Cash Borrowing 2024-2025
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education adopt Resolution 44 Authorizing Temporary Inter-Fund Cash Borrowing transfers up to 75% of the fund balances of the District for the 2024-2025 payment obligations as permitted in Education Code 42603, as presented.

Resolution - 44 Temporary Interfund Cash Borrowing.pdf

12.d World Language Textbook Adoption (Lottery Textbook Fund)
Peter Knapik, Assistant Superintendent, Educational Services, recommends the Board of Education adopt the Vista Higher Learning World Language Textbooks, Daccord 2024, Descubre 2022, Galeria 2025, Perspectivas 1e, Temas 3e, Themes 2e, not to exceed $1,156,890.68 (01.0-63000-0-11100-10000-4110-742-9000 Lottery Textbook Funds), as presented.

World Language Textbook Adoption 6 20 24.pdf

12.e Approval of the 2024-2025 Consolidated Application for Categorical Programs
Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the submission of the 2024-2025 Consolidated Application for Funding Categorical Programs, June Submission, and the authority to sign and submit the application to the California Department of Education be exercised pursuant to BUSD—AR 3314, as presented.

Consolidated Application Approval 6 20 24.pdf

12.f Approval of Agreement between Boys and Girls Club of Burbank and the After School Education and Safety (ASES) Program
Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the Agreement between the Burbank Unified School District and the Boys and Girls Club of Burbank and Greater East Valley, to provide services for the After School Education and Safety (ASES) Program, not to exceed $600,000 (01.0-74250.0-0-00000-27000-5810-7429000) and not to exceed $100,000 (01.0-2600.0-0-00000-27000-5810-7429000), effective July 1, 2024 through June 30, 2025, and that authority to sign this agreement be exercised pursuant to BUSD –AR 3314, as presented.

BAGCB ASES Contract 2024-25 - 6 20 24.pdf

12.g Advanced Placement (AP) Spanish Textbook Adoption (Lottery Textbook Fund)
Peter Knapik, Assistant Superintendent, Educational Services, recommends the board of education adopt the Wayside Publishing AP Spanish Textbook, Azulejo, 2nd Edition, not to exceed $12,945.50 (01.0-63000-0-11100-10000-4110-742-9000 Lottery Textbook Funds), as presented.

AP Spanish Language Textbook Adoption 6 20 24.pdf

12.h Approval of 100% Childcare Fee Reduction for Unduplicated Students Paid by Expanded Learning Opportunities Program for Around the Bell and Boys and Girls Club of Burbank, from

July 1, 2024, through June 30, 2025
Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the 100% reduction in fees for unduplicated students in the Around the Bell childcare program (no agreement required as this is a District run program) and the Agreement between the Burbank Unified School District Boys and Girls Club of Burbank to provide childcare services at a 100% rate reduction paid by the Expanded Learning Opportunities Program (ELOP), not to exceed $1,750,000.00 (01.0-2600.0-0-00000-27000-5810-7429000), effective July 1, 2024, through June 30, 2025, and that authority to sign this agreement be exercised pursuant to BUSD –AR 3314, as presented.

BGCB ELOP 100% Reduction 2024-2025 Contract- 6. 20. 24..pdf

12.i Approval of Agreement Between the Burbank Unified School District and Evernorth Behavioral Health, Inc. (Human Resources)
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the Agreement Between the Burbank Unified School District and Evernorth Behavioral Health, Inc. for the Employment Assistance Program, effective January 1, 2025 through December 31, 2026 (01.0-00000.0-00000-72000-5860-755-2000-0000), and that authority to sign the Agreement for Professional Services be exercised pursuant to BUSD -- AR 3314, as presented.

Approval of Agreement Between the Burbank Unified School District and Evernorth Behavioral Health, Inc. (Human Resources).pdf

12.j Approval of Agreement for Professional Services (Human Resources)
Sarah Rudchenko, Assistant Superintendent, Human Resource Services, recommends that the Board of Education approve the Agreement for Professional Services between the Burbank Unified School District and Frontline to provide employee absence management and substitute placement for classified and certificated employees, effective July 1, 2024 through June 30, 2025, not to exceed $33,212.00 (01.0-00000.0-00000-72000-5840-740-1000-0000) and that authority to sign the Agreement for Professional Services be exercised pursuant to BUSD -- AR 3314, as presented.

Approval of Agreement Professional Services (Human Resources).pdf

12.k Second Reading of the 2024-2025 Burbank Unified School District Local Control Funding Formula (LCFF) and Local Control and Accountability Plan (LCAP)
Peter Knapik, Assistant Superintendent, Educational Services, and Robyn Anders, Director of Instructional Technology & Accountability, will facilitate the second reading of the proposed 2024-2025 Burbank Unified School District Local Control Funding Formula (LCFF) and Local Control and Accountability Plan (LCAP) and recommends that the Board of Education approve the 2024-2025 Burbank Unified School District Local Control Funding Formula (LCFF) and Local Control and Accountability Plan (LCAP), as presented.

LCAP 24-25 (2nd reading) 6-20-24.pdf

12.l Second Reading and Adoption of Proposed Budget
Andrew Cantwell, Assistant Superintendent, Administrative Services, will facilitate a second reading of the proposed budget for the 2024-2025 fiscal year and recommends that the Board of Education adopt the 2024-2025 budget, as presented.

Proposed Budget 2024-25 062024 reduced.pdf

12.m Approval of Title Change for Elementary Arts Instructor to Visual and Performing Arts Instructor

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the Title Change for Elementary Arts Instructor to Visual and Performing Arts Instructor being funded by Proposition 28, effect8ive July 1, 2024, as presented.

Approval of Title Change for Elementary Arts Instructor to Visual and Performing Arts Instructor.pdf

12.n Approval of Status of Local Indicators

Robyn Anders, Director of Instructional Technology and Accountability, recommends that the Board of Education approve the Status of All Local Indicators as "Met", as presented.

Approval of Status of Local Indicators 6 20 2024.pdf

13. CONSENT AGENDA

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

13.a Action on Student Expulsion

The Board of Education will take action in closed session pursuant to Education Code Section 48915(a)(1)(D), 48900.e, 48900.4 and 48915(e) on the expulsion recommendation by the Administrative Hearing Panel for Student 960035084, as presented in Confidential Exhibit 3a.

13.b Approval of Minutes

John Paramo, Superintendent, recommends that the Board of Education approve the minutes of the Regular Board of Education Meeting on May 18, 2023, as presented.

Minutes 05.18.23.pdf

13.c Approval of Minutes

John Paramo, Superintendent, recommends that the Board of Education approve the minutes of the Regular Board of Education Meeting on June 1, 2023, as presented.

Minutes 06.01.23.pdf

13.d Approval of Minutes

John Paramo, Superintendent, recommends that the Board of Education approve the minutes of the Special Board of Education Meeting on June 7, 2023, as presented.

Minutes 06.07.23 Sp.pdf

13.e Approval of Minutes

John Paramo, Superintendent, recommends that the Board of Education approve the minutes of

the Regular Board of Education Meeting on June 15, 2023, as presented.

Minutes 06.15.23.pdf

13.f Approval of Minutes
John Paramo, Superintendent, recommends that the Board of Education approve the minutes of the Special Board of Education Meeting on June 22, 2023, as presented.

Minutes 6.22.23 Sp.pdf

13.g Approval of Minutes
John Paramo, Superintendent, recommends that the Board of Education approve the minutes of the Regular Board of Education Meeting on July 20, 2023, as presented.

Minutes 7.20.23.pdf

13.h Approval of Minutes
John Paramo, Superintendent, recommends that the Board of Education approve the minutes of the Special Meeting on August 1, 2023, as presented.

Minutes 8.1.23 Sp.pdf

13.i Approval of Minutes
John Paramo, Superintendent, recommends that the Board of Education approve the minutes of the Regular Board of Education Meeting on August 3, 2023, as presented.

Minutes 8.3.23.pdf

13.j Approval of Minutes
John Paramo, Superintendent, recommends that the Board of Education approve the minutes of the Regular Board of Education Meeting on August 17, 2023, as presented.

Minutes 8.17.23.pdf

13.k Ratification of the Participating Internship Partner Agreement for Burbank Unified School District
Oscar Macias, Director, Secondary Education and DEI, recommends that the Board of Education ratify the Participating Internship Partner agreement for the Burbank Unified School District, effective June 3, 2024, through June 3, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Intern Partner Agreement BLANK 6 20 24_.pdf

13.l Ratification of the Participating Internship Partner Agreement Between Burbank Unified School District and VOLT
Oscar Macias, Director, Secondary Education and DEI, recommends that the Board of Education ratify the Participating Internship Partner agreement between the Burbank Unified School District and VOLT, effective June 3, 2024, through June 3, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

VOLT INTERN PARTNERSHIP AGREEMENT 6 20 24.pdf

13.m Approval of the 2023-2024 Purchase Order Report
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve purchase orders for 2023-2024 as listed through May 27, 2024, as presented.

2023-2024 PURCHASE ORDER REPORT.pdf

13.n Approval of the 2024-2025 Purchase Order Report
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve purchase orders for 2024-2025 as listed through May 27, 2024, as presented.

2024-2025 PURCHASE ORDER REPORT.pdf

13.o Approval of John Burroughs High School Girls' Varsity Basketball (Overnight) Field Trip
Oscar Macias, Director of Secondary Education & DEI, recommends that the Board of Education approve the John Burroughs High School Varsity Girls Basketball Team (Overnight) Field Trip request to participate in the Varsity Girls Tournament in Kealakekua, Hawaii, from Tuesday, November 26, 2024 to Sunday, December 1, 2024, as presented.

JBHS Basketball Overnight Field Trip HI 6 20 24.pdf

13.p Approval of the Motor Vehicle Network (MVN) Agreement with Burbank Adult School
Peter Knapik, Assistant Superintendent, Educational Services recommends that the Board of Education approve the Agreement between Burbank Unified School District and the Motor Vehicle Network not to exceed $9000.00, (11.0-63910.0-41101-27000-5850-5330000, 11.0-63910.0-41102-27000-5850-5330000,11.0-63910.0-41104-27000-5850-5330000, 11.0-63910.0-41106-27000-5850-5330000), effective July 27, 2024 through July 26, 2025, as presented.

BAS MVN 6 20 24.pdf

13.q Adoption of the Los Angeles County Plan for Expelled Students in Accordance with AB922
Julie Markussen, Director, Student Services, recommends that the Board of Education adopt the Los Angeles County Plan for Expelled Students in Accordance with AB922, as presented.

Board Memo - 6.20.24.pdf

13.r Acceptance of Notice of Completion, Sunbelt Controls Inc., Remove and Replacement of Honeywell Controllers in Auditorium, Burbank high School (Routine Restricted Maintenance)
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed, remove and replacement of honeywell controllers in Auditorium at Burbank High School, PO 24000440, not to exceed $44,606.00 (010-81500-0-00000-85000-6250-752-3100-0000) Routine Restricted Maintenance, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

6-20 NOC_Sunbelt_BHS_RRM.pdf

13.s Approval of Award of Contract, Integrated Demolition and Remediation Inc., CUPCCAA Bid

for Initial Demolition for Aquatic Modernization, Burbank High School (Capital Outlay)
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an award of contract between Burbank Unified School District and Integrated Demolition and Remediation Inc., for CUPCCAA Bid for initial demolition for aquatic modernization for Burbank High School, not to exceed $180,000 (40.0-90329.0-00000-85000-6205-431-0000) Capital Outlay, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

6-20_AOC_Integrated_BHS_Capital.pdf

13.t Burbank High School Cheer (Overnight) Field Trip
Oscar Macias, Director Secondary Education & DEI, recommends that the Board of Education approve the Burbank High School Cheer Team (Overnight) Field Trip request to participate in the USA 2023 Cheer Camp in Palm Springs, CA from Sunday, July 28, 2024 through Wednesday, July 31, 2024, as presented.

BHS cheer Team Extended Overnight Field Trip 6 20 24.pdf

13.u Burbank High School Junior Varsity Cheer (Overnight) Field Trip
Oscar Macias, Director Secondary Education & DEI, recommends that the Board of Education approve the Burbank High School Junior Varsity Cheer Team (Overnight) Field Trip request to participate in the World Class Cheer Camp in Indian Wells, CA from Monday, July 22, 2024 through Wednesday, July 24, 2024, as presented.

BHS JV cheer Team Extended Overnight Field Trip 6 20 24.pdf

13.v Approval of Agreement for Professional Services (Special Education)
Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Hathaway Sycamores, to provide Educationally Related Mental Health services for special education students at Magnolia Park School, not to exceed $467,500 (01.0-65460.0-57601-1180-5810-7440000) Effective July 1, 2024 through June 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Hathaway-Sycamores_SELPA Program.pdf

13.w Approval of Agreement for Professional Services (Special Education)
Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Hathaway Sycamores, to provide Educationally Related Mental Health services for special education students at Magnolia Park School, not to exceed $255,700 (1.0-33270.0-57601-11800-5810-7440000 = $189,588 and 01.0-65460.0-57601-1180-5810-7440000 = $36,112) Effective July 1, 2024 through June 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Hathaway-Sycamores.pdf

13.x Approval of Agreement for Professional Services (Special Education)
Jennifer Nicholson, Director of Special Education and Psychological Services, recommends

that the Board of Education approve an agreement between Burbank Unified School District and Gary D Stromberg & Associates, LLC, to provide three speech and language pathologists, not to exceed $483,300 (01.0-65000.0-57602-11901-5850-7440000), effective July 1, 2024 through June 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Gary Stromberg.pdf

13.y Approval of Agreement for Professional Services (Special Education)
Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Kids Physical Therapy, Inc., to provide physical therapy services for Burbank special education students, not to exceed $178,640 (01.0-65000.0-57602-11900-5850-7440000), effective July 1, 2024 through June 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Kids Physical Therapy.pdf

13.z Approval of Agreement for Professional Services (Special Education)
Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and SoCal Psychology Center, to provide a psychoeducational IEE, not to exceed $6,000 (01.0-65000.0-57602-11900-5850-744000) for special education student 960020440, effective June 21, 2024 through December 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960020440 SoCal Psychology Center.pdf

13.aa Ratification of Agreement for Professional Services (Special Education)
Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Protocol Agency, Inc., to provide a Licensed Vocational Nurse (LVN), not to exceed $88,145 (01.0-65000.0-57602-11900-5850-744000) for Burbank special education student 960038124, effective June 3, 2024 through May 22, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960038124 Protocol Agency_LVN_Ratification.pdf

13.ab Ratification of Agreement for Professional Services (Special Education)
Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Protocol Agency, Inc., to provide a Licensed Vocational Nurse (LVN), not to exceed $88,145 (01.0-65000.0-57602-11900-5850-744000) for Burbank special education students, effective June 3, 2024 through May 22, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Protocol Agency_LVN_Ratification.pdf

13.ac Ratification of Agreement for Professional Services (Special Education)
Jennifer Nicholson, Director of Special Education and Psychological Services, recommends

that the Board of Education ratify an agreement between the Burbank Unified School District and Professional Tutors of America for Special Education Student 960030413, not to exceed $3,920 (01.0-65000.0-57602-11900-5850-7440000), effective May 24, 2024 through January 21, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960030413 Professional Tutors_Ratification.pdf

13.ad Action on Final Settlement Agreement (Special Education)
Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960039936, not to exceed $19,250, (01.0-65000.0-50010-36000-5813-7440000), May 23, 2024 through December 31, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960039936 Settlement Agreement.pdf

13.ae Approval of District Memberships 2024-2025
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the memberships in professional organizations for the 2024-2025, as presented.

District Memberships 2024-2025 062024.pdf

13.af Approval of Financial Agreement with Canon Solutions America, Inc.
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the financial agreement between Burbank Unified School District and Canon Solutions America to acquire this print and finishing equipment, together with training, support, maintenance and supplies on a 42-month lease term, effective July 1, 2024 through January 20, 2028, not to exceed $312,504.36 plus tax, plus a maintenance "click charge" of $0.0093 per black and white page and $0.04 per color page (01.0-00000.0-00000-72000-5631-7401000), and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

Canon Agreement 062024.pdf

13.ag Approval of Financial Agreements with Sharp Electronics Corporation
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the financial agreements between Burbank Unified School District and Sharp Business Systems to acquire copiers and printers together with training, support, maintenance and supplies on a 24-month lease term, effective July 1, 2024 through June 30, 2026, not to exceed $409,786.08 plus maintenance fees ("clicks charges") at $0.011 B&W and $0.11 color for desktop printers and $0.0049 B&W and $0.049 color for Sharp MFPs "per click" (01.0-00000.0-00000-72000-5631-7401000), and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

Sharp Agreement 062024.pdf

13.ah Approval of Agreement with Hanover Research (LCAP Funds)
Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of

Education approve the agreement for consultant services between the Burbank Unified School District and Hanover Research, to provide focus group and research assistance, effective July 1, 2024 through June 30, 2025, not to
exceed $69,385 (01.0-01500.0-11100-10000-5890-7420000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Approval of Hanover Agreement 062024.pdf

13.ai Approval of Agreement for Professional Services (Special Education)
Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Therapy In Action, to provide an occupational therapy assessment, not to exceed $1,725 (01.0-65000.0-57602-11900-5850-744000) for special education student 960022536, effective June 21, 2024 through December 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960022536 Therapy In Action.pdf

13.aj Approval of Professional Agreement with Ledesma & Meyers Construction Company, Inc.
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the agreement between Burbank Unified School District and Ledesma & Meyers Construction Company, Inc., effective June 21, 2024 through June 30, 2025, or CDE deadline, not to exceed $1,000,000 (01.0-70320.0-00000-37000-5850-7490000), and that authority to sign the agreements be exercised pursuant to BUSD-AR 3314, as presented.

Professional Agreement Ledesma Meyers 062024.pdf

13.ak Approval of Memorandum of Understanding between Burbank Adult School and Burbank Therapy Center
Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the Memorandum of Understanding between Burbank Unified School District and Burbank Therapy Center, as presented.

BAS__Clinical_Sites_6_20_24.pdf

13.al Amendment of Agreement for Professional Services (Special Education)
Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education amend 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 960034998, not to exceed $1,370 (01.0-65000.0-57602-11900-5850-7440000), effective May 24, 2024 through December 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was June 6, 2024 for a total not to exceed $1,000. This amendment adds an additional $370 for IEP attendance. The total not to exceed amount will be $1,370.

SPED Student 960034998 Hear Now_Amendment.pdf

13.am Approval of Contracts with Emerald Cove Outdoor Science Institute, High Trails Outdoor Science School, Pali Institute, and American Outdoor Educators

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the contract with Emerald Cove Outdoor Science Institute, High Trails Outdoor Science School, Pali Institute, and American Outdoor Educators, effective July 1, 2024, through June 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

OSS Contracts 2024-25- Ed Em D H McK M St R W-6.20.pdf

13.an Approval of Amended Consultant Agreement for Isela Giedt

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve an amended Consultant Agreement between Burbank Unified School District and Isela Geidt to provide instructional consultant services, effective February 26, 2024 through May 5, 2024, in the amount of $1,000 (01.0-90201.0-11100-10000-5850-3218100), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Approval of Amended Agmt Isela Giedt 062024.pdf

13.ao Approval of Instructional Consultant Services

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

Approval of Instructional Consultants 062024.pdf

13.ap Ratification of Agreement for Non-Instructional Consultant Services

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

Ratification of Non-Inst Consultant 062024.pdf

13.aq Ratification of Agreement for Instructional Consultant Services

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

Ratification of Instructional Consultants 062024.pdf

13.ar Approval of University Agreement - Western New England University

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the University Agreement between the Burbank Unified School District and Western New England University to provide educational field experience, effective June 21, 2024 and through until terminated three (3) years on June 21, 2027, and that authority to sign the Agreement to be exercised pursuant to BUSD -- AR 3314, as presented.

Approval of University Agreement- Western New England University.pdf

13.as Acceptance of Notice of Completion, AVI Systems, Inc. for the Board Room Audiovisual Upgrade Project at the District Office

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following project as completed: Board Room Audiovisual Upgrade Project, District Office by AVI Systems, Inc. (01.0-00000.0-00000-77000-6450-74020000), PO 24002098, not to exceed $20,701.54, as presented.

NOC_AVI Systems Inc_Audiovisual Project_District Office_062024.pdf

13.at Approval of School Site and Department Software Licenses and Memberships for 2024 - 2025

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the District Software Licenses and Memberships for the 2024-2025 school year, as presented.

Approval_School Site and Department Software Licenses and Memberships for 2024-2025_062024.pdf

13.au Approval of Personnel Report Number 23-24-21

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Personnel Report number 23-24-21, covering Certificated and Classified personnel, and consisting of Pages 1 to 28 inclusive, as presented.

Personnel Report 23-24-21.pdf

13.av Approval of Professional Agreement with UniFirst Corporation

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the agreement between Burbank Unified School District and UniFirst Corporation, effective July 1, 2024 through June 30, 2025, not to exceed $11,500 (13.0-53200.0-00000-37000-5850-9000000), and that authority to sign the agreements be exercised pursuant to BUSD-AR 3314, as presented.

Professional Agreement Unifirst 062024.pdf

14. REPORTS FROM BOARD MEMBERS

14.a Reports from Board Members

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

15. ADJOURNMENT

**Burbank 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: | Mariam Abdelhamid, Director of Fiscal Services |
| SUBMITTED BY: | Terri Ramirez-Adams, Senior Administrative Assistant |
| DATE: | June 20, 2024 |
| SUBJECT: | Report on Excess Reserves |

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**Background:**

Per Education Code Section 42127(a)(2)(B), districts that propose to adopt a budget that includes a combined assigned and unassigned ending fund balance in excess of the minimum recommended reserve for economic uncertainties (REU) must provide the following information at the public hearing for their proposed budget prior to budget adoption:

- The minimum reserve for REU level required in each year identified in the budget
- The amount of assigned and unassigned ending fund balance that exceeds the REU in each year
- Reasons for the REU being greater than the minimum

**District's required REU level:**

The District is required to retain a 3% REU, the Board of Education recognizing their duty to maintain fiscal solvency set Board policy to reserve an additional 3%.

**District's Assigned and Unassigned Ending Fund Balances:**

| | 2024-25 | 2025-26 | 2026-27 |
|---|---|---|---|
| Beginning Balance | $41,932,235 | $32,501,468 | $21,479,998 |
| Revenue | $204,721,469 | $199,811,547 | $203,887,117 |
| Expense | $222,667,903 | $210,086,772 | $207,592,070 |
| Non-Spendable | $100,060 | $100,060 | $100,060 |
| Vacation Liability | $272,000 | $272,000 | $272,000 |
| Committed | $9,799,069 | $-0- | $-0- |
| Assigned LCAP Supplemental | $524,000 | $-0- | $-0- |
| Restricted Ending Fund Balance | $1,086,399 | ($2,746,054) | $2,052,741 |

| | | | |
|---|---|---|---|
| Reserve (REU) 3% | $6,681,987 | $6,302,603 | $6,227,762 |
| Board REU up to 3% | $7,768,386 | $3,556,549 | $3,340,800 |
| Unassigned Fund Balance | ($1,224,701) | $3,414,364 | $-0- |

**District's Reasons for Unassigned Ending Fund Balance in Excess of REU:**

It is prudent for the District to carry an amount over the required and Board approved reserved to protect against the volatility of state revenues.

**Financial Impact:**

None

**Recommendations:**

Andrew Cantwell, Assistant Superintendent, Administrative Services, will report on the Ending Fund Balance in Excess of reserve for economic uncertainties (REU), as presented.

**Burbank Unified School District**
**Administrative Services**

**REPORT TO THE BOARD**

| | |
|---|---|
| TO: | Members of the Board of Education and Superintendent |
| FROM: | Andrew Cantwell, Assistant Superintendent, Administrative Services |
| PREPARED BY: | Mariam Abdelhamid, Director of Fiscal Services |
| SUBMITTED BY: | Terri Ramirez-Adams, Senior Administrative Assistant |
| DATE: | June 20, 2024 |
| SUBJECT: | Report on Temporary Inter-fund Cash Borrowing 2024-2025 |

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**Background:**

Education code 42603 permits the temporary borrowing of moneys between District funds to facilitate the payment of obligations. This allows the District to cover a temporary negative cash flow balance amounts in any and all District funds, but does not increase the total amount authorized for expenditures nor is it considered income to the borrowing fund.

**Discussion/Issues:**

In accordance with Education Code Section 42603, temporary borrowing of cash between funds prior to March 3, 2025, must be repaid by June 30, 2025. Temporary borrowing of cash between funds from March 3, 2024, through June 30, 2025, shall be repaid in the same fiscal year or in the following fiscal year.

- Up to 75% of the fund balance can be temporarily transferred to another fund for cash flow purposes
    - This is an increase from the normal 75% limitation
- A public hearing is required to be held before the governing board adopts the resolution
    - Please note this has not previously required in statute
- A governing board resolution authorizing the temporary borrowing is required:
    - The District governing board is required to hold a public hearing to take testimony from the public before the board adopts the required resolution

**Fiscal Impact:**

None.

**Recommendation:**

Andrew Cantwell, Assistant Superintendent, Administrative Services, will report on the Temporary Inter-Fund Cash Borrowing 2024-2025, as presented.

**Burbank Unified School District**
**Administrative Services**

**REPORT TO THE BOARD**

| | |
|---|---|
| TO: | Members of the Board of Education and Superintendent |
| FROM: | Andrew Cantwell, Assistant Superintendent, Administrative Services |
| PREPARED BY: | Mariam Abdelhamid, Director of Fiscal Services |
| SUBMITTED BY: | Terri Ramirez-Adams, Senior Administrative Assistant |
| DATE: | June 20, 2024 |
| SUBJECT: | Report on Authorizing Temporary Transfers from the School Pools Fund Maintained by the Los Angeles County Treasurer 2024-2025 |

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**Background:**

Temporary borrowing of cash from the Treasurer in the event of cash deficiencies allows for borrowing from the School Pools Fund maintained by the Los Angeles County Treasurer as permitted in Article XVI, Section 6, of the California Constitution.

**Discussion/Issues:**

The Treasurer cannot loan districts money after the aforementioned Monday and districts must be cash self- sufficient from that point on until the end of the year. Tax and Revenue Anticipation Notes (TRANs) repayment amounts must be set aside before borrowing from the Treasurer is permitted.

The temporary borrowing from the Treasurer may be made under the following restrictions:

- No more than 85 percent of the anticipated revenues accruing to the school district may be borrowed.
- Borrowing may not be made prior to the first day of the fiscal year nor after the last Monday in April of the current fiscal year.
- Repayment from the revenues accruing to the school district shall be made before any other obligation is met from such revenue.

**Fiscal Impact:**

There is no fiscal impact in adopting this resolution.

**Recommendation:**

Andrew Cantwell, Assistant Superintendent, Administrative Services, will report on Authorizing Temporary Transfers from the School Pools Fund Maintained by the Los Angeles County Treasurer 2024-2025, as permitted in Article XVI, Section 6, of the California Constitution, as presented.

**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: | Mariam Abdelhamid, Director of Fiscal Services |
| SUBMITTED BY: | Terri Ramirez-Adams, Senior Administrative Assistant |
| DATE: | June 20, 2024 |
| SUBJECT: | Public Hearing on the Temporary Inter-Fund Cash Borrowing Resolution for the 2024-2025 Fiscal Year |

---

**Background:**

Education code 42603 permits the temporary borrowing of moneys between District funds to facilitate the payment of obligations. This allows the District to cover a temporary negative cash flow balance amounts in any and all District funds, but does not increase the total amount authorized for expenditures nor is it considered income to the borrowing fund.

**Discussion/Issues:**

In accordance with Education Code Section 42603, temporary borrowing of cash between funds prior to March 3, 2025, must be repaid by June 30, 2025. Temporary borrowing of cash between funds from March 3, 2025, through June 30, 2025, shall be repaid in the same fiscal year or in the following fiscal year.

- Up to 75% of the fund balance can be temporarily transferred to another fund for cash flow purposes
- A public hearing is required to be held before the governing board adopts the resolution
- A governing board resolution authorizing the temporary borrowing is required:

The District governing board is required to hold a public hearing to take testimony from the public before the board adopts the required resolution.

**Fiscal Impact:**

There is no fiscal impact in adopting this resolution.

**Recommendation:**

The Board of Education will conduct a public hearing to receive input from any interested parties on the District's Temporary Inter-Fund Cash Borrowing Resolution for the 2024-2025 Fiscal Year, Prior to Final Adoption as required by Education Code Section 42603.1, as presented.

BURBANK UNIFIED SCHOOL DISTRICT

**PUBLIC HEARING NOTICE**
**TEMPORARY INTER-FUND CASH BORROWING RESOLUTION**
**FOR THE 2024-2025 FISCAL YEAR**

NOTICE IS HEREBY GIVEN that the Board of Education of the Burbank Unified School District will hold a Public Hearing on the Temporary Inter-Fund Cash Borrowing Resolution for the 2024-2025 Fiscal Year, Prior to Final Adoption as required by Education Code Section 42603.1.

The public is cordially invited to attend this meeting. At the public hearing any interested person(s) may be heard on this matter. The Temporary Inter-Fund Cash Borrowing Resolution for the 2024-2025 Fiscal Year for the Burbank Unified School District will be on file and available for public inspection should members of the public wish to review the resolution prior to the public hearing.

Hearing Date: June 20, 2024

Time: 6:00 p.m.

Location: Burbank City Hall
275 E. Olive Avenue
Burbank, CA 91502

**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: | Mariam Abdelhamid, Director of Fiscal Services |
| SUBMITTED BY: | Terri Ramirez-Adams, Senior Administrative Assistant |
| DATE: | June 20, 2024 |
| SUBJECT: | Public Hearing on the Temporary Transfers from the School Pools Fund Maintained by the Los Angeles County Treasurer for the 2024-2025 Fiscal Year |

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**Background:**

Temporary borrowing of cash from the Treasurer in the event of cash deficiencies allows for borrowing from the School Pools Fund maintained by the Los Angeles County Treasurer as permitted in Article XVI, Section 6, of the California Constitution.

**Discussion/Issues:**

The Treasurer cannot loan districts money after the aforementioned Monday and districts must be cash self-sufficient from that point on until the end of the year. Tax and Revenue Anticipation Notes (TRANs) repayment amounts must be set aside before borrowing from the Treasurer is permitted.

The temporary borrowing from the Treasurer may be made under the following restrictions:

- No more than 85 percent of the anticipated revenues accruing to the school district may be borrowed.
- Borrowing may not be made prior to the first day of the fiscal year nor after the last Monday in April of the current fiscal year.
- Repayment from the revenues accruing to the school district shall be made before any other obligation is met from such revenue.

**Fiscal Impact:**

There is no fiscal impact in adopting this resolution.

**Recommendation:**

The Board of Education will conduct a public hearing to receive input from any interested parties on the District's Temporary Transfers from the School Pools Fund Maintained by the Los Angeles County Treasurer 2024-2025 as permitted in Article XVI, Section 6, of the California Constitution, as presented.

BURBANK UNIFIED SCHOOL DISTRICT

**PUBLIC HEARING NOTICE**
**TEMPORARY TRANSFERS FROM THE SCHOOL POOLS FUND**
**MAINTAINED BY THE LOS ANGELES COUNTY TREASURER**
**RESOLUTION FOR THE 2024-2025 FISCAL YEAR**

NOTICE IS HEREBY GIVEN that the Board of Education of the Burbank Unified School District will hold a Public Hearing on the Temporary Transfers from the School Pools Fund Maintained by the Los Angeles County Treasurer 2024-2025 as permitted in Article XVI, Section 6, of the California Constitution.

The public is cordially invited to attend this meeting. At the public hearing any interested person(s) may be heard on this matter. The Temporary Transfers from the School Pools Fund Maintained by the Los Angeles County Treasurer 2024-2025 for the Burbank Unified School District will be on file and available for public inspection should members of the public wish to review the resolution prior to the public hearing.

Hearing Date: June 20, 2024

Time: 6:00 p.m.

Location: Burbank City Hall
275 E. Olive Avenue
Burbank, CA 91502

**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: | Mariam Abdelhamid, Director of Fiscal Services |
| SUBMITTED BY: | Terri Ramirez-Adams, Senior Administrative Assistant |
| DATE: | June 20, 2024 |
| SUBJECT: | Adoption of Resolution 42 for Fiscal Stabilization Plan |

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**Background:**

The Burbank Unified School District must adopt a budget that reflects actual revenues and expenses from July 1 through June 30 which must be reviewed, approved and submitted to the Los Angeles County Office of Education (LACOE) on or before June 30, 2024. This budget is based upon assumptions regarding projected enrollment, State and Federal funding.

**Discussion/Issues:**

In order to remain fiscally solvent, the District will need to make a plan and implement reductions to reach the required 3% Reserve for Economic Uncertainty in fiscal year 2025-2026. The Board recognizes its fiduciary responsibility to maintain fiscal solvency and the resolution provides acknowledgement of the potential reductions and cuts necessary to make in order to remain fiscally solvent in 2025-2026.

**Fiscal Impact:**

There is no fiscal impact in adopting this resolution.

**Recommendation:**

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education adopt Resolution 42 for Approving the Development of a Fiscal Solvency, as presented.

**RESOLUTION 42**

**RESOLUTION OF THE BOARD OF EDUCATION OF THE BURBANK UNIFIED SCHOOL DISTRICT APPROVING THE DEVELOPMENT OF A FISCAL STABILIZATION PLAN AND IMPLEMENTATION TIMELINE FOR FISCAL YEAR 2025-2026**

**IN SUBMITTING**, the 2024-2025 Burbank Unified School District Adopted Budget, the Board understands its fiduciary responsibility to maintain fiscal solvency for the current and subsequent two fiscal years pursuant to Education Code 42127. At this time, the District is projecting a deficit in the first year out in it's multi-year projection. Therefore, the Board is approving the development of a fiscal stabilization plan along with an implementation timeline for fiscal year 2025-2026.

**WHEREAS**, for the 2025-2026 fiscal year, it is projected that the District will need to implement budget reductions of $6,050,000 and

**WHEREAS**, while these actions must be taken to maintain the fiscal stability of the District, the Board of Education will continue to make every effort to sustain a high quality education program for our students; and

**BE IT FURTHER RESOLVED,** that the District will submit a more refined and specific plan with the District's 2024-25 45-day revision and/or First Interim based upon the budget planning recommendations issued by the Los Angeles County Office of Education. Any additional updates to that plan will be dependent on the adopted 2024-25 State Budget.

**PASSED AND ADOPTED** by the Board of Education of the Burbank Unified School District on this June 20, 2024, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ATTEST: _____

_____
President of the Board of Education of the
Burbank Unified School District

_____
Clerk of the Board of Education
Burbank Unified School District

**Burbank Unified School District**
**Administrative Services**

**REPORT TO THE BOARD**

| | |
|---|---|
| TO: | Members of the Board of Education and Superintendent |
| FROM: | Andrew Cantwell, Assistant Superintendent, Administrative Services |
| PREPARED BY: | Mariam Abdelhamid, Director of Fiscal Services |
| SUBMITTED BY: | Terri Ramirez-Adams, Senior Administrative Assistant |
| DATE: | June 20, 2024 |
| SUBJECT: | Adoption of Resolution 43 Authorizing Temporary Transfers from the School Pools Fund Maintained by the Los Angeles County Treasurer 2024-2025 |

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**Background:**

Temporary borrowing of cash from the Treasurer in the event of cash deficiencies allows for borrowing from the School Pools Fund maintained by the Los Angeles County Treasurer as permitted in Article XVI, Section 6, of the California Constitution. Temporary borrowing of cash from the Treasurer in the event of cash deficiencies is available through the last Monday of April.

**Discussion/Issues:**

The Treasurer cannot loan districts money after the aforementioned Monday and districts must be cash self-sufficient from that point on until the end of the year. Tax and Revenue Anticipation Notes (TRANs) repayment amounts must be set aside before borrowing from the Treasurer is permitted.

The temporary borrowing from the Treasurer may be made under the following restrictions:

- No more than 85 percent of the anticipated revenues accruing to the school district may be borrowed.
- Borrowing may not be made prior to the first day of the fiscal year nor after the last Monday in April of the current fiscal year.
- Repayment from the revenues accruing to the school district shall be made before any other obligation is met from such revenue.

**Fiscal Impact:**

There is no fiscal impact in adopting this resolution.

**Recommendation:**

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education adopt Resolution 43 Authorizing Temporary Transfers from the School Pools Fund Maintained by the Los Angeles County Treasurer 2024-2025 as permitted in Article XVI, Section 6, of the California Constitution, as presented.

## CASH BORROWING RESOLUTION

### Temporary Transfers from the School Pools Fund Maintained by the Los Angeles County Treasurer

Burbank Unified School District

WHEREAS, sufficient cash is needed to pay obligations for current operating requirements lawfully incurred in the fiscal year, and;

WHEREAS, Article XVI, Section 6, of the California Constitution allows for borrowing from the School Pools Fund maintained by the Los Angeles County Treasurer (Treasurer), and;

WHEREAS, the following restrictions apply to this authorization:

1. Maximum amount of authorized borrowing: $ 85%
2. For fiscal year: 2024-2025
3. Shall not exceed 85 percent of the anticipated revenues accruing to the district.
4. Shall not be made prior to the first day of the fiscal year nor after the last Monday in April of the current fiscal year.
5. Shall be repaid from revenues accruing to the district before any other obligation of the district is met from such revenue.

NOW, THEREFORE, BE IT RESOLVED, that the Governing Board of the Burbank Unified School District hereby requests the Treasurer to make temporary transfers of funds.

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**Certification of the Clerk of the Governing Board**

The agenda listing this item for action was posted as required by law.

This resolution was adopted by the Governing Board on: June 20, 2024
Date

Signature: _____
Clerk of the Governing Board

Attachment No. 3
Info Bul. No. 6848
SFS-A53-2023-2024

| Description | Object | Beginning Balances (Ref. Only) | July | August | September | October | November | December | January | February |
|---|---|---|---|---|---|---|---|---|---|---|
| ESTIMATES THROUGH THE MONTH OF: | JUNE | | | | | | | | | |
| A. BEGINNING CASH | | | 41,932,235.16 | 36,807,528.15 | 18,882,757.99 | 18,902,285.75 | 10,921,935.54 | 1,794,250.43 | 21,210,844.90 | 23,066,406.59 |
| B. RECEIPTS | | | | | | | | | | |
| LCFF/Revenue Limit Sources | | | | | | | | | | |
| Principal Apportionment | 8010-8019 | | 3,342,142.81 | 3,342,142.81 | 14,658,691.45 | 6,015,857.62 | 6,015,857.62 | 14,658,692.36 | 6,015,857.62 | 7,772,551.72 |
| Property Taxes | 8020-8079 | | 897,398.36 | 677,600.87 | 0.00 | 0.00 | 664,709.60 | 20,129,781.06 | 12,669,076.24 | 7,117,938.93 |
| Miscellaneous Funds | 8080-8099 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Federal Revenue | 8100-8299 | | 0.00 | 0.00 | 7,888.81 | 124,333.24 | 71,743.50 | 352,295.24 | 708,315.06 | 735,072.98 |
| Other State Revenue | 8300-8599 | | 795,930.31 | 899,827.67 | 3,787,244.15 | 3,755,419.88 | 2,109,281.20 | 2,499,024.66 | 1,432,674.05 | 3,644,940.84 |
| Other Local Revenue | 8600-8799 | | 452.81 | 1,636.05 | 10,474.66 | 18,468.26 | 335,898.71 | 16,779.73 | 216,510.06 | 139,496.65 |
| Interfund Transfers In | 8900-8929 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| All Other Financing Sources | 8930-8979 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL RECEIPTS | | | 5,035,924.29 | 4,921,207.41 | 18,464,299.07 | 9,914,079.01 | 9,197,490.63 | 37,656,573.05 | 21,042,433.03 | 19,410,001.12 |
| C. DISBURSEMENTS | | | | | | | | | | |
| Certificated Salaries | 1000-1999 | | 633,934.18 | 6,882,777.92 | 6,513,345.95 | 6,908,621.10 | 7,075,178.91 | 7,429,587.99 | 7,931,637.43 | 8,005,919.41 |
| Classified Salaries | 2000-2999 | | 323,810.39 | 2,376,914.24 | 2,978,564.14 | 3,243,355.29 | 3,588,615.92 | 4,023,515.78 | 3,222,256.18 | 4,062,785.21 |
| Employee Benefits | 3000-3999 | | 141,352.96 | 2,409,019.07 | 4,026,840.35 | 4,163,353.97 | 4,232,153.91 | 4,573,359.61 | 4,700,610.70 | 5,188,533.16 |
| Books and Supplies | 4000-4999 | | 47,168.85 | 972,684.24 | 455,320.61 | 262,494.93 | 191,831.60 | 192,400.43 | 119,187.39 | 1,578,535.79 |
| Services | 5000-5999 | | 179,521.99 | 3,184,847.23 | 1,870,773.28 | 3,448,922.71 | 3,382,697.31 | 2,720,498.44 | 3,355,457.80 | 2,942,932.74 |
| Capital Outlay | 6000-6999 | | 0.00 | 76,719.97 | 17,369.88 | 59,065.24 | 20,104.95 | 19,603.41 | 104,759.03 | 136,660.10 |
| Other Outgo | 7000-7499 | | 1,324.29 | 49,650.81 | 26,138.03 | 25,553.67 | 96,854.51 | 15,865.72 | 142,634.56 | 59,423.05 |
| Interfund Transfers Out | 7600-7629 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 13,000.00 |

| Description | Object | Beginning Balances (Ref. Only) | July | August | September | October | November | December | January | February |
|---|---|---|---|---|---|---|---|---|---|---|
| All Other Financing Uses | 7630-7699 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL DISBURSEMENTS | | | 1,327,112.67 | 15,952,613.48 | 15,888,352.24 | 18,111,366.91 | 18,587,437.10 | 18,974,831.38 | 19,576,543.09 | 21,987,789.45 |
| D. BALANCE SHEET ITEMS | | | | | | | | | | |
| Assets and Deferred Outflows | | | | | | | | | | |
| Cash Not In Treasury | 9111-9199 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Accounts Receivable | 9200-9299 | 34,900,216.11 | 103,236.64 | 1,403,664.81 | (241,954.97) | 67,545.30 | 7,474.28 | 563,480.39 | 149,179.39 | 6,028,359.51 |
| Due From Other Funds | 9310 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Stores | 9320 | 30,486.07 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Prepaid Expenditures | 9330 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Other Current Assets | 9340 | 647,197.88 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Lease Receivable | 9380 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Deferred Outflows of Resources | 9490 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| SUBTOTAL | | 35,577,900.06 | 103,236.64 | 1,403,664.81 | (241,954.97) | 67,545.30 | 7,474.28 | 563,480.39 | 149,179.39 | 6,028,359.51 |
| Liabilities and Deferred Inflows | | | | | | | | | | |
| Accounts Payable | 9500-9599 | 25,372,444.02 | 8,936,755.28 | 8,297,028.90 | 902,342.10 | (149,392.39) | (436,846.50) | (171,372.40) | (240,492.37) | 1,589,619.29 |
| Due To Other Funds | 9610 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Current Loans | 9640 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Unearned Revenues | 9650 | 3,006,303.80 | 0.00 | 0.00 | 1,412,122.00 | 0.00 | 182,059.42 | 0.00 | 0.00 | 282,424.48 |
| Deferred Inflows of Resources | 9690 | 15,460,577.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| SUBTOTAL | | 43,839,324.82 | 8,936,755.28 | 8,297,028.90 | 2,314,464.10 | (149,392.39) | (254,787.08) | (171,372.40) | (240,492.37) | 1,872,043.77 |
| Nonoperating | | | | | | | | | | |
| Suspense Clearing | 9910 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL BALANCE SHEET ITEMS | | (8,261,424.76) | (8,833,518.64) | (6,893,364.09) | (2,556,419.07) | 216,937.69 | 262,261.36 | 734,852.79 | 389,671.76 | 4,156,315.75 |
| E. NET INCREASE/DECREASE (B - C + D) | | | (5,124,707.01) | (17,924,770.16) | 19,527.76 | (7,980,350.21) | (9,127,685.12) | 19,416,594.47 | 1,855,561.70 | 1,578,527.42 |
| F. ENDING CASH (A + E) | | | 36,807,528.15 | 18,882,757.99 | 18,902,285.75 | 10,921,935.54 | 1,794,250.43 | 21,210,844.90 | 23,066,406.59 | 24,644,934.01 |
| G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS | | | | | | | | | | |

| Description | Object | March | April | May | June | Accruals | Adjustments | TOTAL | BUDGET |
|---|---|---|---|---|---|---|---|---|---|
| ESTIMATES THROUGH THE MONTH OF: | JUNE | | | | | | | | |
| A. BEGINNING CASH | | 24,644,934.01 | 26,223,461.43 | 27,801,988.85 | 29,380,516.26 | | | | |
| B. RECEIPTS | | | | | | | | | |
| LCFF/Revenue Limit Sources | | | | | | | | | |
| Principal Apportionment | 8010-8019 | 7,772,551.72 | 7,772,551.72 | 7,772,551.72 | 7,772,551.72 | 3,797,893.11 | 0.00 | 96,709,894.00 | 96,709,894.00 |
| Property Taxes | 8020-8079 | 7,117,938.93 | 7,117,938.93 | 7,117,938.93 | 7,117,938.93 | (135,219.79) | 0.00 | 70,493,041.00 | 70,493,041.00 |
| Miscellaneous Funds | 8080-8099 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Federal Revenue | 8100-8299 | 735,072.98 | 735,072.98 | 735,072.98 | 735,072.98 | 1,629,350.25 | 0.00 | 6,569,291.00 | 6,569,291.00 |
| Other State Revenue | 8300-8599 | 3,644,940.84 | 3,644,940.84 | 3,644,940.84 | 3,644,940.84 | (3,551,172.14) | 0.00 | 29,952,934.00 | 29,952,934.00 |
| Other Local Revenue | 8600-8799 | 139,496.65 | 139,496.65 | 139,496.65 | 139,496.65 | (301,394.53) | 0.00 | 996,309.00 | 996,309.00 |
| Interfund Transfers In | 8900-8929 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| All Other Financing Sources | 8930-8979 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL RECEIPTS | | 19,410,001.12 | 19,410,001.12 | 19,410,001.12 | 19,410,001.12 | 1,439,456.89 | 0.00 | 204,721,469.00 | 204,721,469.00 |
| C. DISBURSEMENTS | | | | | | | | | |
| Certificated Salaries | 1000-1999 | 8,005,919.41 | 8,005,919.41 | 8,005,919.41 | 8,005,919.41 | 2,125,127.47 | 0.00 | 85,529,808.00 | 84,536,636.00 |
| Classified Salaries | 2000-2999 | 4,062,785.21 | 4,062,785.21 | 4,062,785.21 | 4,062,785.21 | 0.00 | 0.00 | 40,070,958.00 | 40,227,877.00 |
| Employee Benefits | 3000-3999 | 5,188,533.16 | 5,188,533.16 | 5,188,533.16 | 5,188,533.16 | 161,622.66 | 0.00 | 50,350,979.00 | 50,032,784.00 |
| Books and Supplies | 4000-4999 | 1,578,535.79 | 1,578,535.79 | 1,578,535.79 | 1,578,535.79 | 0.00 | 0.00 | 10,133,767.00 | 10,133,767.00 |
| Services | 5000-5999 | 2,942,932.74 | 2,942,932.74 | 2,942,932.74 | 2,942,932.74 | 2,066,918.57 | 0.00 | 34,924,301.00 | 34,924,301.00 |
| Capital Outlay | 6000-6999 | 136,660.10 | 136,660.10 | 136,660.10 | 136,660.10 | 0.00 | 0.00 | 980,923.00 | 980,923.00 |
| Other Outgo | 7000-7499 | 59,423.05 | 59,423.05 | 59,423.05 | 59,423.05 | 22,030.17 | 0.00 | 677,167.00 | 677,167.00 |
| Interfund Transfers Out | 7600-7629 | 13,000.00 | 13,000.00 | 13,000.00 | 13,000.00 | 0.00 | 0.00 | 65,000.00 | 65,000.00 |
| All Other Financing Uses | 7630-7699 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

| Description | Object | March | April | May | June | Accruals | Adjustments | TOTAL | BUDGET |
|---|---|---|---|---|---|---|---|---|---|
| TOTAL DISBURSEMENTS | | 21,987,789.45 | 21,987,789.45 | 21,987,789.45 | 21,987,789.45 | 4,375,698.87 | 0.00 | 222,732,903.00 | 221,578,455.00 |
| D. BALANCE SHEET ITEMS | | | | | | | | | |
| Assets and Deferred Outflows | | | | | | | | | |
| Cash Not In Treasury | 9111-9199 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Accounts Receivable | 9200-9299 | 6,028,359.51 | 6,028,359.51 | 6,028,359.51 | 6,028,359.51 | 2,705,792.70 | 0.00 | 34,900,216.11 | |
| Due From Other Funds | 9310 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Stores | 9320 | 0.00 | 0.00 | 0.00 | 0.00 | 30,486.07 | 0.00 | 30,486.07 | |
| Prepaid Expenditures | 9330 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Other Current Assets | 9340 | 0.00 | 0.00 | 0.00 | 0.00 | 647,197.88 | 0.00 | 647,197.88 | |
| Lease Receivable | 9380 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | 0.00 | |
| Deferred Outflows of Resources | 9490 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| SUBTOTAL | | 6,028,359.51 | 6,028,359.51 | 6,028,359.51 | 6,028,359.51 | 3,383,476.65 | 0.00 | 35,577,900.06 | |
| Liabilities and Deferred Inflows | | | | | | | | | |
| Accounts Payable | 9500-9599 | 1,589,619.29 | 1,589,619.29 | 1,589,619.29 | 1,589,619.29 | 286,324.95 | 0.00 | 25,372,444.02 | |
| Due To Other Funds | 9610 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Current Loans | 9640 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Unearned Revenues | 9650 | 282,424.48 | 282,424.48 | 282,424.48 | 282,424.48 | 0.00 | 0.00 | 3,006,303.80 | |
| Deferred Inflows of Resources | 9690 | 0.00 | 0.00 | 0.00 | 15,460,577.00 | 0.00 | 0.00 | 15,460,577.00 | |
| SUBTOTAL | | 1,872,043.77 | 1,872,043.77 | 1,872,043.77 | 17,332,620.77 | 286,324.95 | 0.00 | 43,839,324.82 | |
| Nonoperating | | | | | | | | | |
| Suspense Clearing | 9910 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| TOTAL BALANCE SHEET ITEMS | | 4,156,315.75 | 4,156,315.75 | 4,156,315.75 | (11,304,261.25) | 3,097,151.70 | 0.00 | (8,261,424.76) | |
| E. NET INCREASE/DECREASE (B - C + D) | | 1,578,527.42 | 1,578,527.42 | 1,578,527.42 | (13,882,049.58) | 160,909.72 | 0.00 | (26,272,858.76) | (16,856,986.00) |
| F. ENDING CASH (A + E) | | 26,223,461.43 | 27,801,988.85 | 29,380,516.26 | 15,498,466.68 | | | | |
| G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS | | | | | | | | 15,659,376.40 | |

| Description | Object | Beginning Balances (Ref. Only) | July | August | September | October | November | December | January | February |
|---|---|---|---|---|---|---|---|---|---|---|
| ESTIMATES THROUGH THE MONTH OF: | JUNE | | | | | | | | | |
| A. BEGINNING CASH | | | 15,498,466.68 | 10,858,062.39 | (5,637,942.90) | (8,425,488.66) | (15,219,750.73) | (22,804,342.52) | (5,704,921.21) | (2,060,726.63) |
| B. RECEIPTS | | | | | | | | | | |
| LCFF/Revenue Limit Sources | | | | | | | | | | |
| Principal Apportionment | 8010-8019 | | 3,958,383.00 | 3,958,383.00 | 12,073,069.00 | 7,125,090.00 | 7,125,090.00 | 12,073,069.00 | 7,125,090.00 | 7,125,090.00 |
| Property Taxes | 8020-8079 | | 897,398.36 | 677,600.87 | 0.00 | 0.00 | 664,709.60 | 20,129,781.06 | 12,669,076.24 | 7,117,938.93 |
| Miscellaneous Funds | 8080-8099 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Federal Revenue | 8100-8299 | | 0.00 | 0.00 | 8,119.95 | 127,976.21 | 73,845.59 | 362,617.49 | 729,068.69 | 756,610.62 |
| Other State Revenue | 8300-8599 | | 599,789.71 | 678,083.71 | 2,853,955.99 | 2,829,974.16 | 1,589,492.38 | 1,883,191.61 | 1,079,621.10 | 2,746,720.40 |
| Other Local Revenue | 8600-8799 | | 466.08 | 1,683.99 | 10,781.57 | 19,009.38 | 345,740.54 | 17,271.38 | 222,853.81 | 143,583.90 |
| Interfund Transfers In | 8900-8929 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| All Other Financing Sources | 8930-8979 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL RECEIPTS | | | 5,456,037.15 | 5,315,751.58 | 14,945,926.52 | 10,102,049.76 | 9,798,878.11 | 34,465,930.54 | 21,825,709.84 | 17,889,943.85 |
| C. DISBURSEMENTS | | | | | | | | | | |
| Certificated Salaries | 1000-1999 | | 625,712.84 | 6,793,516.79 | 6,428,875.90 | 6,819,024.81 | 6,983,422.58 | 7,333,235.41 | 7,828,773.89 | 7,902,092.52 |
| Classified Salaries | 2000-2999 | | 309,827.42 | 2,274,272.92 | 2,849,942.02 | 3,103,298.80 | 3,433,650.19 | 3,849,769.94 | 3,083,110.82 | 3,887,343.62 |
| Employee Benefits | 3000-3999 | | 138,455.80 | 2,359,643.99 | 3,944,306.53 | 4,078,022.17 | 4,145,412.00 | 4,479,624.37 | 4,604,267.33 | 5,082,189.37 |
| Books and Supplies | 4000-4999 | | 37,872.13 | 780,973.38 | 365,579.35 | 210,758.59 | 154,022.61 | 154,479.33 | 95,696.19 | 1,267,414.82 |
| Services | 5000-5999 | | 149,527.17 | 2,652,717.94 | 1,558,201.53 | 2,872,671.28 | 2,817,510.92 | 2,265,953.28 | 2,794,822.63 | 2,451,222.90 |
| Capital Outlay | 6000-6999 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Other Outgo | 7000-7499 | | 1,527.45 | 57,267.75 | 30,147.87 | 29,473.86 | 111,712.97 | 18,299.69 | 164,516.16 | 68,539.15 |
| Interfund Transfers Out | 7600-7629 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

| Description | Object | Beginning Balances (Ref. Only) | July | August | September | October | November | December | January | February |
|---|---|---|---|---|---|---|---|---|---|---|
| All Other Financing Uses | 7630-7699 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL DISBURSEMENTS | | | 1,262,922.80 | 14,918,392.78 | 15,177,053.20 | 17,113,249.51 | 17,645,731.27 | 18,101,362.02 | 18,571,187.01 | 20,658,802.38 |
| D. BALANCE SHEET ITEMS | | | | | | | | | | |
| Assets and Deferred Outflows | | | | | | | | | | |
| Cash Not In Treasury | 9111-9199 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Accounts Receivable | 9200-9299 | 34,900,216.11 | 103,236.64 | 1,403,664.81 | (241,954.97) | 67,545.30 | 7,474.28 | 563,480.39 | 149,179.39 | 6,028,359.51 |
| Due From Other Funds | 9310 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Stores | 9320 | 30,486.07 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Prepaid Expenditures | 9330 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Other Current Assets | 9340 | 647,197.88 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Lease Receivable | 9380 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Deferred Outflows of Resources | 9490 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| SUBTOTAL | | 35,577,900.06 | 103,236.64 | 1,403,664.81 | (241,954.97) | 67,545.30 | 7,474.28 | 563,480.39 | 149,179.39 | 6,028,359.51 |
| Liabilities and Deferred Inflows | | | | | | | | | | |
| Accounts Payable | 9500-9599 | 25,372,444.02 | 8,936,755.28 | 8,297,028.90 | 902,342.10 | (149,392.39) | (436,846.50) | (171,372.40) | (240,492.37) | 1,589,619.29 |
| Due To Other Funds | 9610 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Current Loans | 9640 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Unearned Revenues | 9650 | 3,006,303.80 | 0.00 | 0.00 | 1,412,122.00 | 0.00 | 182,059.42 | 0.00 | 0.00 | 282,424.48 |
| Deferred Inflows of Resources | 9690 | 15,460,577.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| SUBTOTAL | | 43,839,324.82 | 8,936,755.28 | 8,297,028.90 | 2,314,464.10 | (149,392.39) | (254,787.08) | (171,372.40) | (240,492.37) | 1,872,043.77 |
| Nonoperating | | | | | | | | | | |
| Suspense Clearing | 9910 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL BALANCE SHEET ITEMS | | (8,261,424.76) | (8,833,518.64) | (6,893,364.09) | (2,556,419.07) | 216,937.69 | 262,261.36 | 734,852.79 | 389,671.76 | 4,156,315.75 |
| E. NET INCREASE/DECREASE (B - C + D) | | | (4,640,404.29) | (16,496,005.29) | (2,787,545.76) | (6,794,262.06) | (7,584,591.80) | 17,099,421.31 | 3,644,194.59 | 1,387,457.22 |
| F. ENDING CASH (A + E) | | | 10,858,062.39 | (5,637,942.90) | (8,425,488.66) | (15,219,750.73) | (22,804,342.52) | (5,704,921.21) | (2,060,726.63) | (673,269.41) |
| G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS | | | | | | | | | | |

| Description | Object | March | April | May | June | Accruals | Adjustments | TOTAL | BUDGET |
|---|---|---|---|---|---|---|---|---|---|
| ESTIMATES THROUGH THE MONTH OF: | JUNE | | | | | | | | |
| A. BEGINNING CASH | | (673,269.41) | 5,662,166.80 | 7,049,624.02 | 8,437,081.23 | | | | |
| B. RECEIPTS | | | | | | | | | |
| LCFF/Revenue Limit Sources | | | | | | | | | |
| Principal Apportionment | 8010-8019 | 12,073,069.00 | 7,125,090.00 | 7,125,090.00 | 4,947,979.00 | 7,125,090.00 | 0.00 | 98,959,582.00 | 98,959,582.00 |
| Property Taxes | 8020-8079 | 7,117,938.93 | 7,117,938.93 | 7,117,938.93 | 7,117,938.93 | (135,219.79) | 0.00 | 70,493,041.00 | 70,493,041.00 |
| Miscellaneous Funds | 8080-8099 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Federal Revenue | 8100-8299 | 756,610.62 | 756,610.62 | 756,610.62 | 756,610.62 | 1,677,090.21 | 0.00 | 6,761,771.23 | 6,761,771.23 |
| Other State Revenue | 8300-8599 | 2,746,720.40 | 2,746,720.40 | 2,746,720.40 | 2,746,720.40 | (2,676,059.06) | 0.00 | 22,571,651.63 | 22,571,651.63 |
| Other Local Revenue | 8600-8799 | 143,583.90 | 143,583.90 | 143,583.90 | 143,583.90 | (310,225.39) | 0.00 | 1,025,500.85 | 1,025,500.85 |
| Interfund Transfers In | 8900-8929 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| All Other Financing Sources | 8930-8979 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL RECEIPTS | | 22,837,922.85 | 17,889,943.85 | 17,889,943.85 | 15,712,832.85 | 5,680,675.97 | 0.00 | 199,811,546.71 | 199,811,546.71 |
| C. DISBURSEMENTS | | | | | | | | | |
| Certificated Salaries | 1000-1999 | 7,902,092.52 | 7,902,092.52 | 7,902,092.52 | 7,902,092.52 | 2,097,567.19 | 0.00 | 84,420,592.02 | 84,420,592.02 |
| Classified Salaries | 2000-2999 | 3,887,343.62 | 3,887,343.62 | 3,887,343.62 | 3,887,343.62 | 0.00 | 0.00 | 38,340,590.23 | 38,340,590.23 |
| Employee Benefits | 3000-3999 | 5,082,189.37 | 5,082,189.37 | 5,082,189.37 | 5,082,189.37 | 158,310.05 | 0.00 | 49,318,989.07 | 49,318,989.07 |
| Books and Supplies | 4000-4999 | 1,267,414.82 | 1,267,414.82 | 1,267,414.82 | 1,267,414.82 | 0.00 | 0.00 | 8,136,455.69 | 8,136,455.69 |
| Services | 5000-5999 | 2,451,222.90 | 2,451,222.90 | 2,451,222.90 | 2,451,222.90 | 1,721,574.56 | 0.00 | 29,089,093.82 | 29,089,093.82 |
| Capital Outlay | 6000-6999 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Other Outgo | 7000-7499 | 68,539.15 | 68,539.15 | 68,539.15 | 68,539.15 | 25,409.82 | 0.00 | 781,051.31 | 781,051.31 |
| Interfund Transfers Out | 7600-7629 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| All Other Financing Uses | 7630-7699 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

| Description | Object | March | April | May | June | Accruals | Adjustments | TOTAL | BUDGET |
|---|---|---|---|---|---|---|---|---|---|
| TOTAL DISBURSEMENTS | | 20,658,802.38 | 20,658,802.38 | 20,658,802.38 | 20,658,802.38 | 4,002,861.63 | 0.00 | 210,086,772.14 | 210,086,772.14 |
| D. BALANCE SHEET ITEMS | | | | | | | | | |
| Assets and Deferred Outflows | | | | | | | | | |
| Cash Not In Treasury | 9111-9199 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Accounts Receivable | 9200-9299 | 6,028,359.51 | 6,028,359.51 | 6,028,359.51 | 6,028,359.51 | 2,705,792.70 | 0.00 | 34,900,216.11 | |
| Due From Other Funds | 9310 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Stores | 9320 | 0.00 | 0.00 | 0.00 | 0.00 | 30,486.07 | 0.00 | 30,486.07 | |
| Prepaid Expenditures | 9330 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Other Current Assets | 9340 | 0.00 | 0.00 | 0.00 | 0.00 | 647,197.88 | 0.00 | 647,197.88 | |
| Lease Receivable | 9380 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Deferred Outflows of Resources | 9490 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| SUBTOTAL | | 6,028,359.51 | 6,028,359.51 | 6,028,359.51 | 6,028,359.51 | 3,383,476.65 | 0.00 | 35,577,900.06 | |
| Liabilities and Deferred Inflows | | | | | | | | | |
| Accounts Payable | 9500-9599 | 1,589,619.29 | 1,589,619.29 | 1,589,619.29 | 1,589,619.29 | 286,324.95 | 0.00 | 25,372,444.02 | |
| Due To Other Funds | 9610 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Current Loans | 9640 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Unearned Revenues | 9650 | 282,424.48 | 282,424.48 | 282,424.48 | 282,424.48 | 0.00 | 0.00 | 3,006,303.80 | |
| Deferred Inflows of Resources | 9690 | 0.00 | 0.00 | 0.00 | 15,460,577.00 | 0.00 | 0.00 | 15,460,577.00 | |
| SUBTOTAL | | 1,872,043.77 | 1,872,043.77 | 1,872,043.77 | 17,332,620.77 | 286,324.95 | 0.00 | 43,839,324.82 | |
| Nonoperating | | | | | | | | | |
| Suspense Clearing | 9910 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| TOTAL BALANCE SHEET ITEMS | | 4,156,315.75 | 4,156,315.75 | 4,156,315.75 | (11,304,261.25) | 3,097,151.70 | 0.00 | (8,261,424.76) | |
| E. NET INCREASE/DECREASE (B - C + D) | | 6,335,436.22 | 1,387,457.22 | 1,387,457.22 | (16,250,230.78) | 4,774,966.04 | 0.00 | (18,536,650.19) | (10,275,225.43) |
| F. ENDING CASH (A + E) | | 5,662,166.80 | 7,049,624.02 | 8,437,081.23 | (7,813,149.55) | | | | |
| G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS | | | | | | | | (3,038,183.51) | |

**Burbank Unified School District**
**Administrative Services**

**REPORT TO THE BOARD**

| | |
|---|---|
| TO: | Members of the Board of Education and Superintendent |
| FROM: | Andrew Cantwell, Assistant Superintendent, Administrative Services |
| PREPARED BY: | Mariam Abdelhamid, Director of Fiscal Services |
| SUBMITTED BY: | Terri Ramirez-Adams, Senior Administrative Assistant |
| DATE: | June 20, 2024 |
| SUBJECT: | Adoption of Resolution 44 Authorizing Temporary Inter-fund Cash Borrowing 2024-2025 |

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**Background:**

Education code 42603 permits the temporary borrowing of moneys between District funds to facilitate the payment of obligations. This allows the District to cover a temporary negative cash flow balance amounts in any and all District funds, but does not increase the total amount authorized for expenditures nor is it considered income to the borrowing fund.

**Discussion/Issues:**

Inter-fund loans are set up in various District funds to reflect short-term loans between funds for cash flow purposes and the making and repayment of inter-fund loans must be approved by the Governing Board.

In accordance with Education Code Section 42603, temporary borrowing of cash up to 75% of the fund balance between funds prior to March 3, 2025, must be repaid by June 30, 2025. Temporary borrowing of cash up to 75% of the fund balance between funds from March 3, 2025, through June 30, 2025, shall be repaid in the same fiscal year or in the following fiscal year.

**Fiscal Impact:**

None.

**Recommendation:**

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education adopt Resolution 44 Authorizing Temporary Inter-Fund Cash Borrowing transfers up to 75% of the fund balances of the District for the 2024-2025 payment obligations as permitted in Education Code 42603, as presented.

## CASH BORROWING RESOLUTION

### Temporary Interfund Cash Borrowing

Burbank Unified School District

WHEREAS, sufficient cash is needed to pay obligations for current operating requirements lawfully incurred in the fiscal year, and;

WHEREAS, temporary transfer of cash between district funds is permitted by Education Code Section 42603, and;

WHEREAS, the following restrictions apply to this authorization:

1. Maximum amount of authorized borrowing: $ 75% .
2. For fiscal year: 2024-2025 .
3. Amount shall not exceed 75 percent of any moneys held in any fund.
4. Funds borrowed shall not be available for appropriation or considered income to the borrowing fund.
5. Borrowing shall occur only when the fund receiving the money will earn sufficient income during the current fiscal year.
6. The amounts borrowed shall be **repaid** either in the same fiscal year or in the following fiscal year if the borrowing takes place within the final 120 calendar days of a fiscal year.

NOW, THEREFORE, BE IT RESOLVED, that the governing board of the Burbank Unified School District hereby authorizes the borrowing of cash between all of the district funds.

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**Certification of the Clerk of the Governing Board**

The agenda listing this item for action was posted as required by law.

The resolution was adopted by the Governing Board on June 20, 2024
Date

Signature: _____
Clerk of the Governing Board

Attachment No. 2
Info Bul. No. 6848
SFS-A53-2023-2024

| Description | Object | Beginning Balances (Ref. Only) | July | August | September | October | November | December | January | February |
|---|---|---|---|---|---|---|---|---|---|---|
| ESTIMATES THROUGH THE MONTH OF: | JUNE | | | | | | | | | |
| A. BEGINNING CASH | | | 41,932,235.16 | 36,807,528.15 | 18,882,757.99 | 18,902,285.75 | 10,921,935.54 | 1,794,250.43 | 21,210,844.90 | 23,066,406.59 |
| B. RECEIPTS | | | | | | | | | | |
| LCFF/Revenue Limit Sources | | | | | | | | | | |
| Principal Apportionment | 8010-8019 | | 3,342,142.81 | 3,342,142.81 | 14,658,691.45 | 6,015,857.62 | 6,015,857.62 | 14,658,692.36 | 6,015,857.62 | 7,772,551.72 |
| Property Taxes | 8020-8079 | | 897,398.36 | 677,600.87 | 0.00 | 0.00 | 664,709.60 | 20,129,781.06 | 12,669,076.24 | 7,117,938.93 |
| Miscellaneous Funds | 8080-8099 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Federal Revenue | 8100-8299 | | 0.00 | 0.00 | 7,888.81 | 124,333.24 | 71,743.50 | 352,295.24 | 708,315.06 | 735,072.98 |
| Other State Revenue | 8300-8599 | | 795,930.31 | 899,827.67 | 3,787,244.15 | 3,755,419.88 | 2,109,281.20 | 2,499,024.66 | 1,432,674.05 | 3,644,940.84 |
| Other Local Revenue | 8600-8799 | | 452.81 | 1,636.05 | 10,474.66 | 18,468.26 | 335,898.71 | 16,779.73 | 216,510.06 | 139,496.65 |
| Interfund Transfers In | 8900-8929 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| All Other Financing Sources | 8930-8979 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL RECEIPTS | | | 5,035,924.29 | 4,921,207.41 | 18,464,299.07 | 9,914,079.01 | 9,197,490.63 | 37,656,573.05 | 21,042,433.03 | 19,410,001.12 |
| C. DISBURSEMENTS | | | | | | | | | | |
| Certificated Salaries | 1000-1999 | | 633,934.18 | 6,882,777.92 | 6,513,345.95 | 6,908,621.10 | 7,075,178.91 | 7,429,587.99 | 7,931,637.43 | 8,005,919.41 |
| Classified Salaries | 2000-2999 | | 323,810.39 | 2,376,914.24 | 2,978,564.14 | 3,243,355.29 | 3,588,615.92 | 4,023,515.78 | 3,222,256.18 | 4,062,785.21 |
| Employee Benefits | 3000-3999 | | 141,352.96 | 2,409,019.07 | 4,026,840.35 | 4,163,353.97 | 4,232,153.91 | 4,573,359.61 | 4,700,610.70 | 5,188,533.16 |
| Books and Supplies | 4000-4999 | | 47,168.85 | 972,684.24 | 455,320.61 | 262,494.93 | 191,831.60 | 192,400.43 | 119,187.39 | 1,578,535.79 |
| Services | 5000-5999 | | 179,521.99 | 3,184,847.23 | 1,870,773.28 | 3,448,922.71 | 3,382,697.31 | 2,720,498.44 | 3,355,457.80 | 2,942,932.74 |
| Capital Outlay | 6000-6999 | | 0.00 | 76,719.97 | 17,369.88 | 59,065.24 | 20,104.95 | 19,603.41 | 104,759.03 | 136,660.10 |
| Other Outgo | 7000-7499 | | 1,324.29 | 49,650.81 | 26,138.03 | 25,553.67 | 96,854.51 | 15,865.72 | 142,634.56 | 59,423.05 |
| Interfund Transfers Out | 7600-7629 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 13,000.00 |

| Description | Object | Beginning Balances (Ref. Only) | July | August | September | October | November | December | January | February |
|---|---|---|---|---|---|---|---|---|---|---|
| All Other Financing Uses | 7630-7699 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL DISBURSEMENTS | | | 1,327,112.67 | 15,952,613.48 | 15,888,352.24 | 18,111,366.91 | 18,587,437.10 | 18,974,831.38 | 19,576,543.09 | 21,987,789.45 |
| D. BALANCE SHEET ITEMS | | | | | | | | | | |
| Assets and Deferred Outflows | | | | | | | | | | |
| Cash Not In Treasury | 9111-9199 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Accounts Receivable | 9200-9299 | 34,900,216.11 | 103,236.64 | 1,403,664.81 | (241,954.97) | 67,545.30 | 7,474.28 | 563,480.39 | 149,179.39 | 6,028,359.51 |
| Due From Other Funds | 9310 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Stores | 9320 | 30,486.07 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Prepaid Expenditures | 9330 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Other Current Assets | 9340 | 647,197.88 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Lease Receivable | 9380 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Deferred Outflows of Resources | 9490 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| SUBTOTAL | | 35,577,900.06 | 103,236.64 | 1,403,664.81 | (241,954.97) | 67,545.30 | 7,474.28 | 563,480.39 | 149,179.39 | 6,028,359.51 |
| Liabilities and Deferred Inflows | | | | | | | | | | |
| Accounts Payable | 9500-9599 | 25,372,444.02 | 8,936,755.28 | 8,297,028.90 | 902,342.10 | (149,392.39) | (436,846.50) | (171,372.40) | (240,492.37) | 1,589,619.29 |
| Due To Other Funds | 9610 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Current Loans | 9640 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Unearned Revenues | 9650 | 3,006,303.80 | 0.00 | 0.00 | 1,412,122.00 | 0.00 | 182,059.42 | 0.00 | 0.00 | 282,424.48 |
| Deferred Inflows of Resources | 9690 | 15,460,577.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| SUBTOTAL | | 43,839,324.82 | 8,936,755.28 | 8,297,028.90 | 2,314,464.10 | (149,392.39) | (254,787.08) | (171,372.40) | (240,492.37) | 1,872,043.77 |
| Nonoperating | | | | | | | | | | |
| Suspense Clearing | 9910 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL BALANCE SHEET ITEMS | | (8,261,424.76) | (8,833,518.64) | (6,893,364.09) | (2,556,419.07) | 216,937.69 | 262,261.36 | 734,852.79 | 389,671.76 | 4,156,315.75 |
| E. NET INCREASE/DECREASE (B - C + D) | | | (5,124,707.01) | (17,924,770.16) | 19,527.76 | (7,980,350.21) | (9,127,685.12) | 19,416,594.47 | 1,855,561.70 | 1,578,527.42 |
| F. ENDING CASH (A + E) | | | 36,807,528.15 | 18,882,757.99 | 18,902,285.75 | 10,921,935.54 | 1,794,250.43 | 21,210,844.90 | 23,066,406.59 | 24,644,934.01 |
| G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS | | | | | | | | | | |

| Description | Object | March | April | May | June | Accruals | Adjustments | TOTAL | BUDGET |
|---|---|---|---|---|---|---|---|---|---|
| ESTIMATES THROUGH THE MONTH OF: | JUNE | | | | | | | | |
| A. BEGINNING CASH | | 24,644,934.01 | 26,223,461.43 | 27,801,988.85 | 29,380,516.26 | | | | |
| B. RECEIPTS | | | | | | | | | |
| LCFF/Revenue Limit Sources | | | | | | | | | |
| Principal Apportionment | 8010-8019 | 7,772,551.72 | 7,772,551.72 | 7,772,551.72 | 7,772,551.72 | 3,797,893.11 | 0.00 | 96,709,894.00 | 96,709,894.00 |
| Property Taxes | 8020-8079 | 7,117,938.93 | 7,117,938.93 | 7,117,938.93 | 7,117,938.93 | (135,219.79) | 0.00 | 70,493,041.00 | 70,493,041.00 |
| Miscellaneous Funds | 8080-8099 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Federal Revenue | 8100-8299 | 735,072.98 | 735,072.98 | 735,072.98 | 735,072.98 | 1,629,350.25 | 0.00 | 6,569,291.00 | 6,569,291.00 |
| Other State Revenue | 8300-8599 | 3,644,940.84 | 3,644,940.84 | 3,644,940.84 | 3,644,940.84 | (3,551,172.14) | 0.00 | 29,952,934.00 | 29,952,934.00 |
| Other Local Revenue | 8600-8799 | 139,496.65 | 139,496.65 | 139,496.65 | 139,496.65 | (301,394.53) | 0.00 | 996,309.00 | 996,309.00 |
| Interfund Transfers In | 8900-8929 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| All Other Financing Sources | 8930-8979 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL RECEIPTS | | 19,410,001.12 | 19,410,001.12 | 19,410,001.12 | 19,410,001.12 | 1,439,456.89 | 0.00 | 204,721,469.00 | 204,721,469.00 |
| C. DISBURSEMENTS | | | | | | | | | |
| Certificated Salaries | 1000-1999 | 8,005,919.41 | 8,005,919.41 | 8,005,919.41 | 8,005,919.41 | 2,125,127.47 | 0.00 | 85,529,808.00 | 84,536,636.00 |
| Classified Salaries | 2000-2999 | 4,062,785.21 | 4,062,785.21 | 4,062,785.21 | 4,062,785.21 | 0.00 | 0.00 | 40,070,958.00 | 40,227,877.00 |
| Employee Benefits | 3000-3999 | 5,188,533.16 | 5,188,533.16 | 5,188,533.16 | 5,188,533.16 | 161,622.66 | 0.00 | 50,350,979.00 | 50,032,784.00 |
| Books and Supplies | 4000-4999 | 1,578,535.79 | 1,578,535.79 | 1,578,535.79 | 1,578,535.79 | 0.00 | 0.00 | 10,133,767.00 | 10,133,767.00 |
| Services | 5000-5999 | 2,942,932.74 | 2,942,932.74 | 2,942,932.74 | 2,942,932.74 | 2,066,918.57 | 0.00 | 34,924,301.00 | 34,924,301.00 |
| Capital Outlay | 6000-6999 | 136,660.10 | 136,660.10 | 136,660.10 | 136,660.10 | 0.00 | 0.00 | 980,923.00 | 980,923.00 |
| Other Outgo | 7000-7499 | 59,423.05 | 59,423.05 | 59,423.05 | 59,423.05 | 22,030.17 | 0.00 | 677,167.00 | 677,167.00 |
| Interfund Transfers Out | 7600-7629 | 13,000.00 | 13,000.00 | 13,000.00 | 13,000.00 | 0.00 | 0.00 | 65,000.00 | 65,000.00 |
| All Other Financing Uses | 7630-7699 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

| Description | Object | March | April | May | June | Accruals | Adjustments | TOTAL | BUDGET |
|---|---|---|---|---|---|---|---|---|---|
| TOTAL DISBURSEMENTS | | 21,987,789.45 | 21,987,789.45 | 21,987,789.45 | 21,987,789.45 | 4,375,698.87 | 0.00 | 222,732,903.00 | 221,578,455.00 |
| D. BALANCE SHEET ITEMS | | | | | | | | | |
| Assets and Deferred Outflows | | | | | | | | | |
| Cash Not In Treasury | 9111-9199 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Accounts Receivable | 9200-9299 | 6,028,359.51 | 6,028,359.51 | 6,028,359.51 | 6,028,359.51 | 2,705,792.70 | 0.00 | 34,900,216.11 | |
| Due From Other Funds | 9310 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Stores | 9320 | 0.00 | 0.00 | 0.00 | 0.00 | 30,486.07 | 0.00 | 30,486.07 | |
| Prepaid Expenditures | 9330 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Other Current Assets | 9340 | 0.00 | 0.00 | 0.00 | 0.00 | 647,197.88 | 0.00 | 647,197.88 | |
| Lease Receivable | 9380 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | 0.00 | |
| Deferred Outflows of Resources | 9490 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| SUBTOTAL | | 6,028,359.51 | 6,028,359.51 | 6,028,359.51 | 6,028,359.51 | 3,383,476.65 | 0.00 | 35,577,900.06 | |
| Liabilities and Deferred Inflows | | | | | | | | | |
| Accounts Payable | 9500-9599 | 1,589,619.29 | 1,589,619.29 | 1,589,619.29 | 1,589,619.29 | 286,324.95 | 0.00 | 25,372,444.02 | |
| Due To Other Funds | 9610 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Current Loans | 9640 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Unearned Revenues | 9650 | 282,424.48 | 282,424.48 | 282,424.48 | 282,424.48 | 0.00 | 0.00 | 3,006,303.80 | |
| Deferred Inflows of Resources | 9690 | 0.00 | 0.00 | 0.00 | 15,460,577.00 | 0.00 | 0.00 | 15,460,577.00 | |
| SUBTOTAL | | 1,872,043.77 | 1,872,043.77 | 1,872,043.77 | 17,332,620.77 | 286,324.95 | 0.00 | 43,839,324.82 | |
| Nonoperating | | | | | | | | | |
| Suspense Clearing | 9910 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| TOTAL BALANCE SHEET ITEMS | | 4,156,315.75 | 4,156,315.75 | 4,156,315.75 | (11,304,261.25) | 3,097,151.70 | 0.00 | (8,261,424.76) | |
| E. NET INCREASE/DECREASE (B - C + D) | | 1,578,527.42 | 1,578,527.42 | 1,578,527.42 | (13,882,049.58) | 160,909.72 | 0.00 | (26,272,858.76) | (16,856,986.00) |
| F. ENDING CASH (A + E) | | 26,223,461.43 | 27,801,988.85 | 29,380,516.26 | 15,498,466.68 | | | | |
| G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS | | | | | | | | 15,659,376.40 | |

| Description | Object | Beginning Balances (Ref. Only) | July | August | September | October | November | December | January | February |
|---|---|---|---|---|---|---|---|---|---|---|
| ESTIMATES THROUGH THE MONTH OF: | JUNE | | | | | | | | | |
| A. BEGINNING CASH | | | 15,498,466.68 | 10,858,062.39 | (5,637,942.90) | (8,425,488.66) | (15,219,750.73) | (22,804,342.52) | (5,704,921.21) | (2,060,726.63) |
| B. RECEIPTS | | | | | | | | | | |
| LCFF/Revenue Limit Sources | | | | | | | | | | |
| Principal Apportionment | 8010-8019 | | 3,958,383.00 | 3,958,383.00 | 12,073,069.00 | 7,125,090.00 | 7,125,090.00 | 12,073,069.00 | 7,125,090.00 | 7,125,090.00 |
| Property Taxes | 8020-8079 | | 897,398.36 | 677,600.87 | 0.00 | 0.00 | 664,709.60 | 20,129,781.06 | 12,669,076.24 | 7,117,938.93 |
| Miscellaneous Funds | 8080-8099 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Federal Revenue | 8100-8299 | | 0.00 | 0.00 | 8,119.95 | 127,976.21 | 73,845.59 | 362,617.49 | 729,068.69 | 756,610.62 |
| Other State Revenue | 8300-8599 | | 599,789.71 | 678,083.71 | 2,853,955.99 | 2,829,974.16 | 1,589,492.38 | 1,883,191.61 | 1,079,621.10 | 2,746,720.40 |
| Other Local Revenue | 8600-8799 | | 466.08 | 1,683.99 | 10,781.57 | 19,009.38 | 345,740.54 | 17,271.38 | 222,853.81 | 143,583.90 |
| Interfund Transfers In | 8900-8929 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| All Other Financing Sources | 8930-8979 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL RECEIPTS | | | 5,456,037.15 | 5,315,751.58 | 14,945,926.52 | 10,102,049.76 | 9,798,878.11 | 34,465,930.54 | 21,825,709.84 | 17,889,943.85 |
| C. DISBURSEMENTS | | | | | | | | | | |
| Certificated Salaries | 1000-1999 | | 625,712.84 | 6,793,516.79 | 6,428,875.90 | 6,819,024.81 | 6,983,422.58 | 7,333,235.41 | 7,828,773.89 | 7,902,092.52 |
| Classified Salaries | 2000-2999 | | 309,827.42 | 2,274,272.92 | 2,849,942.02 | 3,103,298.80 | 3,433,650.19 | 3,849,769.94 | 3,083,110.82 | 3,887,343.62 |
| Employee Benefits | 3000-3999 | | 138,455.80 | 2,359,643.99 | 3,944,306.53 | 4,078,022.17 | 4,145,412.00 | 4,479,624.37 | 4,604,267.33 | 5,082,189.37 |
| Books and Supplies | 4000-4999 | | 37,872.13 | 780,973.38 | 365,579.35 | 210,758.59 | 154,022.61 | 154,479.33 | 95,696.19 | 1,267,414.82 |
| Services | 5000-5999 | | 149,527.17 | 2,652,717.94 | 1,558,201.53 | 2,872,671.28 | 2,817,510.92 | 2,265,953.28 | 2,794,822.63 | 2,451,222.90 |
| Capital Outlay | 6000-6999 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Other Outgo | 7000-7499 | | 1,527.45 | 57,267.75 | 30,147.87 | 29,473.86 | 111,712.97 | 18,299.69 | 164,516.16 | 68,539.15 |
| Interfund Transfers Out | 7600-7629 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

| Description | Object | Beginning Balances (Ref. Only) | July | August | September | October | November | December | January | February |
|---|---|---|---|---|---|---|---|---|---|---|
| All Other Financing Uses | 7630-7699 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL DISBURSEMENTS | | | 1,262,922.80 | 14,918,392.78 | 15,177,053.20 | 17,113,249.51 | 17,645,731.27 | 18,101,362.02 | 18,571,187.01 | 20,658,802.38 |
| D. BALANCE SHEET ITEMS | | | | | | | | | | |
| Assets and Deferred Outflows | | | | | | | | | | |
| Cash Not In Treasury | 9111-9199 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Accounts Receivable | 9200-9299 | 34,900,216.11 | 103,236.64 | 1,403,664.81 | (241,954.97) | 67,545.30 | 7,474.28 | 563,480.39 | 149,179.39 | 6,028,359.51 |
| Due From Other Funds | 9310 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Stores | 9320 | 30,486.07 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Prepaid Expenditures | 9330 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Other Current Assets | 9340 | 647,197.88 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Lease Receivable | 9380 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Deferred Outflows of Resources | 9490 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| SUBTOTAL | | 35,577,900.06 | 103,236.64 | 1,403,664.81 | (241,954.97) | 67,545.30 | 7,474.28 | 563,480.39 | 149,179.39 | 6,028,359.51 |
| Liabilities and Deferred Inflows | | | | | | | | | | |
| Accounts Payable | 9500-9599 | 25,372,444.02 | 8,936,755.28 | 8,297,028.90 | 902,342.10 | (149,392.39) | (436,846.50) | (171,372.40) | (240,492.37) | 1,589,619.29 |
| Due To Other Funds | 9610 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Current Loans | 9640 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Unearned Revenues | 9650 | 3,006,303.80 | 0.00 | 0.00 | 1,412,122.00 | 0.00 | 182,059.42 | 0.00 | 0.00 | 282,424.48 |
| Deferred Inflows of Resources | 9690 | 15,460,577.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| SUBTOTAL | | 43,839,324.82 | 8,936,755.28 | 8,297,028.90 | 2,314,464.10 | (149,392.39) | (254,787.08) | (171,372.40) | (240,492.37) | 1,872,043.77 |
| Nonoperating | | | | | | | | | | |
| Suspense Clearing | 9910 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL BALANCE SHEET ITEMS | | (8,261,424.76) | (8,833,518.64) | (6,893,364.09) | (2,556,419.07) | 216,937.69 | 262,261.36 | 734,852.79 | 389,671.76 | 4,156,315.75 |
| E. NET INCREASE/DECREASE (B - C + D) | | | (4,640,404.29) | (16,496,005.29) | (2,787,545.76) | (6,794,262.06) | (7,584,591.80) | 17,099,421.31 | 3,644,194.59 | 1,387,457.22 |
| F. ENDING CASH (A + E) | | | 10,858,062.39 | (5,637,942.90) | (8,425,488.66) | (15,219,750.73) | (22,804,342.52) | (5,704,921.21) | (2,060,726.63) | (673,269.41) |
| G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS | | | | | | | | | | |

| Description | Object | March | April | May | June | Accruals | Adjustments | TOTAL | BUDGET |
|---|---|---|---|---|---|---|---|---|---|
| ESTIMATES THROUGH THE MONTH OF: | JUNE | | | | | | | | |
| A. BEGINNING CASH | | (673,269.41) | 5,662,166.80 | 7,049,624.02 | 8,437,081.23 | | | | |
| B. RECEIPTS | | | | | | | | | |
| LCFF/Revenue Limit Sources | | | | | | | | | |
| Principal Apportionment | 8010-8019 | 12,073,069.00 | 7,125,090.00 | 7,125,090.00 | 4,947,979.00 | 7,125,090.00 | 0.00 | 98,959,582.00 | 98,959,582.00 |
| Property Taxes | 8020-8079 | 7,117,938.93 | 7,117,938.93 | 7,117,938.93 | 7,117,938.93 | (135,219.79) | 0.00 | 70,493,041.00 | 70,493,041.00 |
| Miscellaneous Funds | 8080-8099 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Federal Revenue | 8100-8299 | 756,610.62 | 756,610.62 | 756,610.62 | 756,610.62 | 1,677,090.21 | 0.00 | 6,761,771.23 | 6,761,771.23 |
| Other State Revenue | 8300-8599 | 2,746,720.40 | 2,746,720.40 | 2,746,720.40 | 2,746,720.40 | (2,676,059.06) | 0.00 | 22,571,651.63 | 22,571,651.63 |
| Other Local Revenue | 8600-8799 | 143,583.90 | 143,583.90 | 143,583.90 | 143,583.90 | (310,225.39) | 0.00 | 1,025,500.85 | 1,025,500.85 |
| Interfund Transfers In | 8900-8929 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| All Other Financing Sources | 8930-8979 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL RECEIPTS | | 22,837,922.85 | 17,889,943.85 | 17,889,943.85 | 15,712,832.85 | 5,680,675.97 | 0.00 | 199,811,546.71 | 199,811,546.71 |
| C. DISBURSEMENTS | | | | | | | | | |
| Certificated Salaries | 1000-1999 | 7,902,092.52 | 7,902,092.52 | 7,902,092.52 | 7,902,092.52 | 2,097,567.19 | 0.00 | 84,420,592.02 | 84,420,592.02 |
| Classified Salaries | 2000-2999 | 3,887,343.62 | 3,887,343.62 | 3,887,343.62 | 3,887,343.62 | 0.00 | 0.00 | 38,340,590.23 | 38,340,590.23 |
| Employee Benefits | 3000-3999 | 5,082,189.37 | 5,082,189.37 | 5,082,189.37 | 5,082,189.37 | 158,310.05 | 0.00 | 49,318,989.07 | 49,318,989.07 |
| Books and Supplies | 4000-4999 | 1,267,414.82 | 1,267,414.82 | 1,267,414.82 | 1,267,414.82 | 0.00 | 0.00 | 8,136,455.69 | 8,136,455.69 |
| Services | 5000-5999 | 2,451,222.90 | 2,451,222.90 | 2,451,222.90 | 2,451,222.90 | 1,721,574.56 | 0.00 | 29,089,093.82 | 29,089,093.82 |
| Capital Outlay | 6000-6999 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Other Outgo | 7000-7499 | 68,539.15 | 68,539.15 | 68,539.15 | 68,539.15 | 25,409.82 | 0.00 | 781,051.31 | 781,051.31 |
| Interfund Transfers Out | 7600-7629 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| All Other Financing Uses | 7630-7699 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

| Description | Object | March | April | May | June | Accruals | Adjustments | TOTAL | BUDGET |
|---|---|---|---|---|---|---|---|---|---|
| TOTAL DISBURSEMENTS | | 20,658,802.38 | 20,658,802.38 | 20,658,802.38 | 20,658,802.38 | 4,002,861.63 | 0.00 | 210,086,772.14 | 210,086,772.14 |
| D. BALANCE SHEET ITEMS | | | | | | | | | |
| Assets and Deferred Outflows | | | | | | | | | |
| Cash Not In Treasury | 9111-9199 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Accounts Receivable | 9200-9299 | 6,028,359.51 | 6,028,359.51 | 6,028,359.51 | 6,028,359.51 | 2,705,792.70 | 0.00 | 34,900,216.11 | |
| Due From Other Funds | 9310 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Stores | 9320 | 0.00 | 0.00 | 0.00 | 0.00 | 30,486.07 | 0.00 | 30,486.07 | |
| Prepaid Expenditures | 9330 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Other Current Assets | 9340 | 0.00 | 0.00 | 0.00 | 0.00 | 647,197.88 | 0.00 | 647,197.88 | |
| Lease Receivable | 9380 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Deferred Outflows of Resources | 9490 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| SUBTOTAL | | 6,028,359.51 | 6,028,359.51 | 6,028,359.51 | 6,028,359.51 | 3,383,476.65 | 0.00 | 35,577,900.06 | |
| Liabilities and Deferred Inflows | | | | | | | | | |
| Accounts Payable | 9500-9599 | 1,589,619.29 | 1,589,619.29 | 1,589,619.29 | 1,589,619.29 | 286,324.95 | 0.00 | 25,372,444.02 | |
| Due To Other Funds | 9610 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Current Loans | 9640 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Unearned Revenues | 9650 | 282,424.48 | 282,424.48 | 282,424.48 | 282,424.48 | 0.00 | 0.00 | 3,006,303.80 | |
| Deferred Inflows of Resources | 9690 | 0.00 | 0.00 | 0.00 | 15,460,577.00 | 0.00 | 0.00 | 15,460,577.00 | |
| SUBTOTAL | | 1,872,043.77 | 1,872,043.77 | 1,872,043.77 | 17,332,620.77 | 286,324.95 | 0.00 | 43,839,324.82 | |
| Nonoperating | | | | | | | | | |
| Suspense Clearing | 9910 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| TOTAL BALANCE SHEET ITEMS | | 4,156,315.75 | 4,156,315.75 | 4,156,315.75 | (11,304,261.25) | 3,097,151.70 | 0.00 | (8,261,424.76) | |
| E. NET INCREASE/DECREASE (B - C + D) | | 6,335,436.22 | 1,387,457.22 | 1,387,457.22 | (16,250,230.78) | 4,774,966.04 | 0.00 | (18,536,650.19) | (10,275,225.43) |
| F. ENDING CASH (A + E) | | 5,662,166.80 | 7,049,624.02 | 8,437,081.23 | (7,813,149.55) | | | | |
| G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS | | | | | | | | (3,038,183.51) | |

**Burbank Unified School District**
**Instructional Services**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Peter Knapik, Assistant Superintendent, Educational Services |
| PREPARED BY: | Peter Knapik, Assistant Superintendent, Educational Services |
| SUBMITTED BY: | Laura Erisman, Administrative Secretary |
| DATE: | June 20, 2024 |
| SUBJECT: | World Language Textbook (Lottery Textbook Fund) |

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**Background:**

During the 2023-2024 school year, the Burbank Unified School District piloted state-approved world language textbooks for secondary schools. The process started with a group of secondary world language teachers and site administrators attending a textbook preview. Our teachers narrowed their selection down to Carnegie Learning and Vista Higher Learning.

Teachers volunteered to pilot the textbooks during the 2023-2024 school year. There were teacher representatives from each of the high schools and middle schools. All of the teachers piloted Carnegie Learning in the fall, and they all piloted Vista Higher Learning 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 Carnegie Learning and Vista Higher Learning. 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 Vista Higher Learning textbook.

**Fiscal Impact:**

The fiscal impact of the World Language Textbook Adoption is $1,156,890.68. The cost will be paid from appropriation number, 01.0-63000-0-11100-10000-4110-742-9000 (lottery textbook funds)

**Daccord 2024**

| Qty | Item Number | Description | Unit Price | Total Value | Total Cost |
|---|---|---|---|---|---|
| 1 | 978-1-54337-969-3 | Daccord 2024 Level 1 Student Edition | $91.95 | $91.95 | $91.95 |
| 2 | 978-1-54337-974-7 | Daccord 2024 Level 1 Teacher Edition | $135.95 | $271.90 | $271.90 |
| 175 | 978-1-54339-791-8 | Daccord 2024 Level 1 Student Edition(Hardcover) + Prime(8 year license) | $276.95 | $48,466.25 | $48,466.25 |
| 1 | 978-1-54337-970-9 | Daccord 2024 Level 2 Student Edition | $91.95 | $91.95 | $91.95 |
| 2 | 978-1-54337-975-4 | Daccord 2024 Level 2 Teacher Edition | $135.95 | $271.90 | $271.90 |
| 135 | 978-1-54339-800-7 | Daccord 2024 Level 2 Student Edition(Hardcover) + Prime(8 year license) | $276.95 | $37,388.25 | $37,388.25 |
| 1 | 978-1-54337-971-6 | Daccord 2024 Level 3 Student Edition | $91.95 | $91.95 | $91.95 |
| 2 | 978-1-54337-976-1 | Daccord 2024 Level 3 Teacher Edition | $135.95 | $271.90 | $271.90 |
| 80 | 978-1-54339-803-8 | Daccord 2024 Level 3 Student Edition(Hardcover) + Prime(8 year license) | $276.95 | $22,156.00 | $22,156.00 |

**Descubre 2022**

| Qty | Item Number | Description | Unit Price | Total Value | Total Cost |
|---|---|---|---|---|---|
| 874 | 978-1-54339-783-3 | Descubre 2022 Level 1 Student Edition(Hardcover) + Prime(8 year license) | $276.95 | $242,054.30 | $242,054.30 |
| 1 | 978-1-54333-120-2 | Descubre 2022 Level 1 Student Edition | $91.95 | $91.95 | $91.95 |
| 4 | 978-1-54333-125-7 | Descubre 2022 Level 1 Teacher Edition | $135.95 | $543.80 | $543.80 |
| 635 | 978-1-54338-557-1 | Descubre 2022 Level 2 Student Edition(Hardcover) + Prime(8 year license) | $276.95 | $175,863.25 | $175,863.25 |
| 1 | 978-1-54333-123-3 | Descubre 2022 Level 2 Student Edition | $91.95 | $91.95 | $91.95 |
| 4 | 978-1-54333-128-8 | Descubre 2022 Level 2 Teacher Edition | $135.95 | $543.80 | $543.80 |
| 1,560 | 978-1-54338-560-1 | Descubre 2022 Level 3 Student Edition(Hardcover) + Prime(8 year license) | $276.95 | $432,042.00 | $432,042.00 |
| 1 | 978-1-54333-124-0 | Descubre 2022 Level 3 Student Edition | $91.95 | $91.95 | $91.95 |
| 2 | 978-1-54333-129-5 | Descubre 2022 Level 3 Teacher Edition | $135.95 | $271.90 | $271.90 |

**Galeria 2025**

| Qty | Item Number | Description | Unit Price | Total Value | Total Cost |
|---|---|---|---|---|---|
| 160 | 978-1-66992-983-3 | Galeria 2025 1 Student Edition(SCH-HC) + Supersite Plus(v)(7 year license) | $187.95 | $30,072.00 | $30,072.00 |
| 1 | 978-1-66991-532-4 | Galeria 2025 1 Student Edition (SCH-HC) | $90.95 | $90.95 | $90.95 |
| 2 | 978-1-66991-534-8 | Galeria 2025 1 Teacher Edition | $165.95 | $331.90 | $331.90 |

| Perspectivas 1e | | | | | |
|---|---|---|---|---|---|
| Qty | Item Number | Description | Unit Price | Total Value | Total Cost |
| 160 | 978-1-66991-370-2 | Perspectivas 1e Student Edition(Hardcover) + Supersite Plus(v) + WebSAM(8 year license) | $272.95 | $43,672.00 | $43,672.00 |
| 1 | 978-1-54333-115-8 | Perspectivas 1e Student Edition (Hardcover) | $124.95 | $124.95 | $124.95 |
| 2 | 978-1-54333-118-9 | Perspectivas 1e Instructor Annotated Edition | $214.00 | $428.00 | $428.00 |

| Temas 3e | | | | | |
|---|---|---|---|---|---|
| Qty | Item Number | Description | Unit Price | Total Value | Total Cost |
| 1 | 978-1-54338-274-7 | Temas 3e Student Edition (Hardcover) | $96.95 | $96.95 | $96.95 |

| Temas 3e & AP Spanish 3e | | | | | |
|---|---|---|---|---|---|
| Qty | Item Number | Description | Unit Price | Total Value | Total Cost |
| 160 | 978-1-54339-809-0 | Temas 3e Student Edition + SupersitePl(8 year license) + AP Span 3e Student Edition + SupersitePl(8 year license) | $334.95 | $53,592.00 | $53,592.00 |

| Themes 2e | | | | | |
|---|---|---|---|---|---|
| Qty | Item Number | Description | Unit Price | Total Value | Total Cost |
| 1 | 978-1-54332-911-7 | Themes 2e Student Edition (Hardcover) | $96.95 | $96.95 | $96.95 |
| 40 | 978-1-66991-525-6 | Themes 2e Student Edition + SupersitePl(8 year license) + AP French SupersitePl(8 year license) | $314.95 | $12,598.00 | $12,598.00 |

**Recommendation:**

Peter Knapik, Assistant Superintendent, Educational Services, recommends the Board of Education adopt the Vista Higher Learning World Language Textbooks, Daccord 2024, Descubre 2022, Galeria 2025, Perspectivas 1e, Temas 3e, Themes 2e, not to exceed $1,156,890.68 (01.0-63000-0-11100-10000-4110-742-9000 Lottery Textbook Funds), as presented.

# COST PROPOSAL

Quote Prepared On June 5, 2024
Quote Valid Through October 15, 2024
Quote No. 2405157040
Version No. 2

| Prepared For | Prepared By |
|---|---|
| Laura Erisman<br>Burbank Unified School District<br>1900 W. Olive Avenue<br>Burbank, CA 91506 | Steve Santoro<br>ssantoro@vistahigherlearning.com<br>(617) 728-9359<br>Vista Higher Learning<br>500 Boylston St, Suite 620<br>Boston, MA 02116-3736 |

## Daccord 2024

| Qty | Item Number | Description | Unit Price | Total Value | Total Cost |
|---|---|---|---|---|---|
| 1 | 978-1-54337-969-3 | Daccord 2024 Level 1 Student Edition | $91.95 | $91.95 | $91.95 |
| 2 | 978-1-54337-974-7 | Daccord 2024 Level 1 Teacher Edition | $135.95 | $271.90 | $271.90 |
| 175 | 978-1-54339-791-8 | Daccord 2024 Level 1 Student Edition(Hardcover) + Prime(8 year license) | $276.95 | $48,466.25 | $48,466.25 |
| 1 | 978-1-54337-970-9 | Daccord 2024 Level 2 Student Edition | $91.95 | $91.95 | $91.95 |
| 2 | 978-1-54337-975-4 | Daccord 2024 Level 2 Teacher Edition | $135.95 | $271.90 | $271.90 |
| 135 | 978-1-54339-800-7 | Daccord 2024 Level 2 Student Edition(Hardcover) + Prime(8 year license) | $276.95 | $37,388.25 | $37,388.25 |
| 1 | 978-1-54337-971-6 | Daccord 2024 Level 3 Student Edition | $91.95 | $91.95 | $91.95 |
| 2 | 978-1-54337-976-1 | Daccord 2024 Level 3 Teacher Edition | $135.95 | $271.90 | $271.90 |
| 80 | 978-1-54339-803-8 | Daccord 2024 Level 3 Student Edition(Hardcover) + Prime(8 year license) | $276.95 | $22,156.00 | $22,156.00 |

## Descubre 2022

| Qty | Item Number | Description | Unit Price | Total Value | Total Cost |
|---|---|---|---|---|---|
| 874 | 978-1-54339-783-3 | Descubre 2022 Level 1 Student Edition(Hardcover) + Prime(8 year license) | $276.95 | $242,054.30 | $242,054.30 |
| 1 | 978-1-54333-120-2 | Descubre 2022 Level 1 Student Edition | $91.95 | $91.95 | $91.95 |
| 4 | 978-1-54333-125-7 | Descubre 2022 Level 1 Teacher Edition | $135.95 | $543.80 | $543.80 |
| 635 | 978-1-54338-557-1 | Descubre 2022 Level 2 Student Edition(Hardcover) + Prime(8 year license) | $276.95 | $175,863.25 | $175,863.25 |
| 1 | 978-1-54333-123-3 | Descubre 2022 Level 2 Student Edition | $91.95 | $91.95 | $91.95 |
| 4 | 978-1-54333-128-8 | Descubre 2022 Level 2 Teacher Edition | $135.95 | $543.80 | $543.80 |
| 1,560 | 978-1-54338-560-1 | Descubre 2022 Level 3 Student Edition(Hardcover) + Prime(8 year license) | $276.95 | $432,042.00 | $432,042.00 |
| 1 | 978-1-54333-124-0 | Descubre 2022 Level 3 Student Edition | $91.95 | $91.95 | $91.95 |
| 2 | 978-1-54333-129-5 | Descubre 2022 Level 3 Teacher Edition | $135.95 | $271.90 | $271.90 |

## Galeria 2025

# COST PROPOSAL

Quote Prepared On June 5, 2024
Quote Valid Through October 15, 2024
Quote No. 2405157040
Version No. 2

| Qty | Item Number | Description | Unit Price | Total Value | Total Cost |
|---|---|---|---|---|---|
| 160 | 978-1-66992-983-3 | Galeria 2025 1 Student Edition(SCH-HC) + Supersite Plus(v)(7 year license) | $187.95 | $30,072.00 | $30,072.00 |
| 1 | 978-1-66991-532-4 | Galeria 2025 1 Student Edition (SCH-HC) | $90.95 | $90.95 | $90.95 |
| 2 | 978-1-66991-534-8 | Galeria 2025 1 Teacher Edition | $165.95 | $331.90 | $331.90 |

**Perspectivas 1e**

| Qty | Item Number | Description | Unit Price | Total Value | Total Cost |
|---|---|---|---|---|---|
| 160 | 978-1-66991-370-2 | Perspectivas 1e Student Edition(Hardcover) + Supersite Plus(v) + WebSAM(8 year license) | $272.95 | $43,672.00 | $43,672.00 |
| 1 | 978-1-54333-115-8 | Perspectivas 1e Student Edition (Hardcover) | $124.95 | $124.95 | $124.95 |
| 2 | 978-1-54333-118-9 | Perspectivas 1e Instructor Annotated Edition | $214.00 | $428.00 | $428.00 |

**Temas 3e**

| Qty | Item Number | Description | Unit Price | Total Value | Total Cost |
|---|---|---|---|---|---|
| 1 | 978-1-54338-274-7 | Temas 3e Student Edition (Hardcover) | $96.95 | $96.95 | $96.95 |

**Temas 3e & AP Spanish 3e**

| Qty | Item Number | Description | Unit Price | Total Value | Total Cost |
|---|---|---|---|---|---|
| 160 | 978-1-54339-809-0 | Temas 3e Student Edition + SupersitePl(8 year license) + AP Span 3e Student Edition + SupersitePl(8 year license) | $334.95 | $53,592.00 | $53,592.00 |

**Themes 2e**

| Qty | Item Number | Description | Unit Price | Total Value | Total Cost |
|---|---|---|---|---|---|
| 1 | 978-1-54332-911-7 | Themes 2e Student Edition (Hardcover) | $96.95 | $96.95 | $96.95 |
| 40 | 978-1-66991-525-6 | Themes 2e Student Edition + SupersitePl(8 year license) + AP French SupersitePl(8 year license) | $314.95 | $12,598.00 | $12,598.00 |

| | |
|---|---|
| **Total Cost** | $1,101,800.65 |
| **Est. Shipping (5%)** | $55,090.03 |
| **Est. Grand Total Cost** | **$1,156,890.68** |

**Ordering Instructions**

- Purchase Orders will be processed upon receipt and will be invoiced for the full "Total Cost" amount as shown above as well as the actual final Shipping charges required for your shipment, where applicable. Please note that the "Est. Shipping" amount shown above is an estimate only and may be different than the final charges applied.
- When submitting your Purchase Order, please be sure to attach:
  - A copy of this Quote
  - If applicable, a copy of your signed and dated tax exemption certificate
- To place your order, please contact Customer Support:

**Vista Higher Learning**
500 Boylston Street, Suite 620
Boston, MA 02116
**Email:** orders@vistahigherlearning.com
**Phone:** (800) 269-6311, option 3
**Fax:** (617) 426-5215

## Terms of Purchase

By accepting a Quote, initiating a Purchase Order to us, entering into a separate agreement with us, and/or ordering online content, you are agreeing to these Terms of Purchase. The Vista Higher Learning Terms of Purchase shall govern all sales of materials and online content and shall supersede any and all terms and conditions attached to your Purchase Orders and/or any other document that you present to Vista Higher Learning, which shall be considered as a confirmation only and the terms and conditions shall in no way amend, prevail over, supplement or supersede any term or condition hereof.

- **Terms of Use:** All sales of Vista Higher Learning materials and online content are expressly made subject to the Vista Higher Learning Terms of Use: https://www.vhlcentral.com/terms_of_use.
- **Return Policy:** Returns of Vista Higher Learning materials and online content are subject to the Vista Higher Learning Return Policy: https://vistahigherlearning.com/return-policy.
- **Tax:** Prices included within this Quote are exclusive of all applicable taxes, which are the responsibility of the Customer. Customer must provide documentation of tax-exempt status, if applicable.
- **Subscription Term:** For digital product license purchases, the duration of access being purchased based on the product license selection outlined in the Quote above will be considered the Subscription Term.
- **Term Dates:** Subscription Terms are aligned to an academic year calendar and will start as of the next upcoming academic year following the receipt of a Purchase Order, unless otherwise requested by Customer. All product licenses will have the same start and end dates aligned with the Subscription Term.
- **Unused Licenses:** All product licenses must be used within the purchased Subscription Term. Unused licenses during the purchased Subscription Term are not refundable or eligible for credit.
- **Licensing Add-ons:** If purchasing additional license quantities and/or licensing level upgrades to be added onto an existing base of product licenses, the additional quantities and/or upgrades will be applied beginning with the currently active Subscription Term, unless otherwise requested by Customer. All product licenses must maintain the same start and end dates aligned with the Subscription Term, with any additional quantities and/or upgrades matching the current expiration date of the existing Subscription Term in place.

**Thank you for your business!**

**Burbank Unified School District**
**Instructional Services**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Peter Knapik, Assistant Superintendent, Educational Services |
| PREPARED BY: | Peter Knapik, Assistant Superintendent, Educational Services |
| SUBMITTED BY: | Glenda Diaz Nolasco, Administrative Secretary |
| DATE: | June 20, 2024 |
| SUBJECT: | Approval of the 2024-2025 Consolidated Application for Categorical Programs |

---

**Background:**
For over two decades, the California Department of Education (CDE) has required that school districts submit a Consolidated Application to receive funds for federal and State categorical programs. The application for these funds has been changed in several ways. First, the application is submitted online through the web-based Consolidated Application Reporting System (CARS). Second, the CARS system has two data collection reporting periods: Winter and Spring/Summer. Third, because of annual CDE changes to the application format, submission periods for the application are often delayed.

The Spring/Summer application is a collection of data about pupil participation and details regarding prior year expenditures of the prior year. The District qualifies for Title I, Part A, Basic Grant (Helping Disadvantaged Children), Title II, Part A (Teacher Quality and Professional Development), Title III, Part A (Program for English Learner (EL) Students), Title III Immigrant Education Program, and Title IV Student Support and Academic Achievement Program.

Federal guidelines also allow local non-profit private schools to receive federal funding, along with Burbank Unified programs. Historically, Burbank private schools have participated in the Title II program.

The next application, the winter data collection, includes budget information, scheduled to be submitted to the CDE in February 2025 after district funding entitlements are received from the CDE. The winter data reporting will indicate the number of pupil participants in each of these programs, the District allocation by program, and delineate planned District and school site funding allocations for each of the federal and State programs for the Consolidated Application.

**Discussion and Issues:**
At this time, the District has estimated allocations that will be available for these programs for 2024-2025. However, during the 2022-2023 school year, the District received $2,423,621 in federal categorical funds. This breaks down to:

- $1,718,964 for Title 1, Part A: Helping Disadvantaged Children K-8;
- $303,232 for Title II, Part A: Teacher Quality K-12;
- $191,472 for Title III Limited English Proficient K-12;
- $76,472 For Title III Immigrant; and
- $133,481 for Title IV Student Support.

Burbank Unified School District qualifies for and will request funding in the following areas. (See Attachment):
For Qualifying Students:

- Title I, Part A, Helping Disadvantaged Children
- Title II, Part A, Teacher Quality and Professional Development
- Title III, Part A, Program for English Learner Students
- Title III, Immigrant Education Program
- Title IV, Student Support

The Superintendent's signature on the Consolidated Application serves as certification that the District will observe all the applicable rules and regulations and that all the assurances are accepted as the basic legal conditions for the operation of these programs.

**Fiscal Impact:**
Approval of this application by the California Department of Education will provide funding for the listed programs for the 2024-2025 school year.

**Recommendation:**
Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the submission of the 2024-2025 Consolidated Application for Funding Categorical Programs, June Submission, and the authority to sign and submit the application to the California Department of Education be exercised pursuant to BUSD—AR 3314, as presented.

**Attachment A**

**2024-2025 Consolidated Application Program Descriptions**

| Program | Program Description |
|---|---|
| Title I, Part A,<br>Helping Disadvantaged Children | Title I, Part A provides supplemental funds to be used to narrow the educational gap between disadvantaged children and other children in those areas where the highest concentration of children from low-income families attend school. |
| Title II, Part A-<br>Teacher Quality and Professional Development | Title II focuses on upgrading the expertise of teachers and other school staff to enable them to be "highly qualified" so that they may teach all children in the core academic subjects. Funds support sustained, high-quality professional development directed to achieve high performance related to the State content standards. Funds under this section may be used to carry out effective approaches to reducing class size with highly qualified teachers to improve educational achievement for both regular and special needs children with particular consideration given to reducing class size in the early elementary grades. |
| Title III, Part A<br>Program for English Learner (EL) Students | Title III authorizes funding for supplementary programs and services for EL students. Required activities include the provision of instruction and instructional support services related to English language development and academic progress in the core curriculum in a manner that allows EL students to meet grade level and graduation requirements. Programs also must provide staff development opportunities to school staff assigned to EL student populations. Title III funds may also be used for a variety of instructional support, curricular development, parental involvement, and related EL student program activities. |
| Title III, Immigrant Education Program | Title III Immigrant Education funding supplements instructional opportunities for immigrant students and their families. Allowable activities include family literacy, parent and family outreach, and training activities designed to assist parents and families to become active participants in the education of their children; interventions for immigrant children and youth; acquisition of curricular materials, educational software, and technologies to be used in the program carried out with funds; and allowable direct administration expenses for a fiscal year may not exceed two percent of such funds for the cost of administering this subpart. |
| Title IV, Student Support | Title IV provides funding to improve students' academic achievement by increasing school district capacity to provide all students with access to a well-rounded education; improve school conditions for students learning, and improve the use of technology to improve academic achievement and digital literacy of all students. |

**Burbank Unified School District**
**Instructional Services**

**REPORT TO THE BOARD**

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Peter Knapik, Assistant Superintendent, Educational Services |
| PREPARED BY: | Peter Knapik, Assistant Superintendent, Educational Services |
| SUBMITTED BY: | Glenda Diaz Nolasco, Administrative Secretary |
| DATE: | June 20, 2024 |
| SUBJECT: | Approval of Agreement between Boys and Girls Club of Burbank and the After School Education and Safety (ASES) Program |

**Background:**
Since 1999, Burbank Unified School District has participated in the After School Education and Safety (ASES) program. The initial grant funding for this program was awarded to Providencia Elementary School, Luther Burbank Middle School, and Fairgrove Academy from the Hacienda La Puente School Unified District. At the time, Fairgrove Academy was included in this funding because it joined with the two Burbank schools in the District's original consortium application. Once BUSD was selected as an ASES recipient, the California Department of Education (CDE) stipulated that the District would be the Fiscal Agent for the grant for all three of these schools. Four years ago, Fairgrove Academy was removed from the District's ASES Grant. Currently, BUSD's ASES program serves approximately 441 students at Walt Disney Elementary School, Providencia Elementary School, George Washington Elementary School, and Luther Burbank Middle School.

**District-Wide Goals 2022-23:**
1.0 Students will be career/college ready via high-quality instruction
2.0 Students will be physically, emotionally, and mentally healthy

**Discussion/Issues:**
ASES is an after-school program that offers tutoring and homework assistance in core curricular areas and enrichment. Components include physical education activities, recreational activities, and instruction in the arts. The ASES program is popular with students and parents. Annual evaluations show that there has been improved attendance and academic performance from those who participate in the program. Accepting this grant will allow the ASES program to continue operating at its current capacity, for the entire 2024-2025 school year. The After School Education and Safety (ASES) Program funding and the Expanded Learning Opportunities Program (ELOP) funding will be used to pay for the childcare services provided by the Boys and Girls of Burbank and Greater East Valley. The ELOP and ASES grant awards for 2023-2024 have not been received to date but will be included as available funding for the ASES program. Services begin on August 12, 2024.

**Fiscal Impact:**
The entire amount of funding allocated to the Boys and Girls Club of Burbank for their staffing, support, and programming for the ASES program comes from the ASES and ELOP grant awards. The ELOP grant award for 2023-2024 was $4,307,143. The ASES Grant Award for 2023-2024 is for $691,994.96. The ELOP and ASES grant awards for 2024-2025 have not been received to date to fund the ASES program. The 2024-2025 grant awards are expected to be similar to the 2023-2024 grant awards. Services begin on August 12, 2024.

**Recommendation:**

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the Agreement between the Burbank Unified School District and the Boys and Girls Club of Burbank and Greater East Valley, to provide services for the After School Education and Safety (ASES) Program, not to exceed $600,000 (01.0- 74250.0-0-00000-27000-5810-7429000) and not to exceed $100,000 (01.0-2600.0-0-00000-27000-5810-7429000), effective July 1, 2024 through June 30, 2025, and that authority to sign this agreement be exercised pursuant to BUSD –AR 3314, as presented.

**2024-2025 AGREEMENT FOR AFTER SCHOOL EDUCATION SERVICES**

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

**RECITAL**

WHEREAS, DISTRICT is the Local Educational Agency and applicant for the After School Education and Safety ["ASES"] Grant.

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

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

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

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

    a. Providencia Elementary School: up to 96 students;
    b. Disney Elementary School: up to 96 students;
    c. Washington Elementary School: up to 96 students;
    d. Luther Middle School: up to 96 students

BAGCB further agrees to comply with any further requirements imposed on the DISTRICT bythe California Department of Education as a result of the Expanded Learning Opportunities Program (ELOP) and/or After School Education and Safety (ASES) Grant award.

BAGCB Agrees:

A. **Operational Requirements:**

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

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

- To collaborate with the DISTRICT, ASES Coordinator, and site coordinators to develop an enrichment plan.

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

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

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

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

B. **Staffing Requirements:**

- To ensure that all personnel who have direct supervision of students be subject to the support from the DISTRICT ASES Coordinator and meet the minimum qualifications asstated in the grant bypassing the DISTRICT-approved ASES assessment for program staff.

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

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

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

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

**C. Reporting and Evaluation of Program:**

- To submit monthly payroll and invoices for reimbursement.

- To provide background checks, fingerprints, hiring, and payroll services.

- To keep accurate records and report actual pre-approved expenditures to the DISTRICT on a monthly basis.

- To provide information for the statewide independent evaluation for the California Department of Education, as required under the ASES and ELOP grants.

- To implement procedures that enable the DISTRICT staff to assist BAGCB employees to complete registration forms and annual enrollment information for BAGCB, as may reasonablybe necessary to enable BAGCB to fulfill their duties and requirements.

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

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

2. **Use of District Facilities**:

The DISTRICT shall provide sufficient after-school classrooms, playgrounds, and anyother spaces, as necessary, for the ASES program.

3. **Term:**

The term of this Agreement is from July 1, 2024, to June 30, 2025. By agreement of the parties, this Agreement may be renewed for successive one-year periods.

4. **Compensation:**

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

4.1 Up to $600,000.00 payable to BAGCB as follows:

$485,000.00 for the purchase of monthly payroll expenditures for ASES staff providing direct services to students on regular school days when the ASES program is operating from August 1, 2024, through June 30, 2025.

4.2 $115,000.00 administrative and operational expenses (hiring staff and processing, finance, payroll, oversite) from July 1, 2024, through June 30, 2025. Including up to $15,000 per year for staff members such as Athletic Director or Operations who work directly with students.

4.3 BACGB shall make every effort to submit payroll and invoices to the Program Coordinator by the 5th and 20th day of each month following the end of payroll, in order for the DISTRICT to review these, and if correct, process these for reimbursement.

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

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

5. **Termination:**

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

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

6. **Amendment:**

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

7. **Indemnification:**

7.1 Except to the extent resulting from or arising out of the negligence or willful misconduct of the DISTRICT, its Board, or any member thereof; or their respectiveofficers, employees, agents, or representatives, BAGCB agrees to indemnify, hold harmless, release and defend (even if the allegations are false, fraudulent or groundless), to the maximum extent permitted by law, and

covenants not to sue, the DISTTRICT, its Board and each member thereof; and their respective officers, employees, agents, or representatives, from any and all liability, loss, suits, claims, damages, costs, judgments, and expenses (including attorney's fees and costs of litigation) which result from, or arise out of, or are claimedto result from or to arise out of any act of neglect, default or omission of BAGCB, its employees, representatives, subcontractors, or agents relating toits activity or performance under this Agreement.

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

8. **Insurance:**

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

8.1 Comprehensive General Liability insurance with limits of at least $2,000,000 combined single limits for bodily injury and death, and $500,000 property damage meeting above standards.

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

8.3 BAGCB shall comply with the applicable sections of the California Labor Code concerning worker's compensation for injuries on the job. Compliance is accomplished by securing and maintaining in force a policy of workers' compensation insurance with statutory limits and Employer's Liability Insurance

with a minimum limit of $1,000,000.00 per accident. The policy shall be endorsedto waive all rights of subrogation against DISTRICT, its board members, officers, employees, and volunteers for losses related to worker's compensation arising from the performance of this Agreement.

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

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

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

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

9. **Rules of Construction:**

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

10. **Severance Provision:**

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

11. **Counterparts:**

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

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

| Boys and Girls Club | | Burbank Unified School District | |
|---|---|---|---|
| Shanna Warren | Date | John Paramo, Ed.D. | Date |
| Executive Director | | Superintendent of Schools | |

# Burbank Unified School District
## Instructional Services
## REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Peter Knapik, Assistant Superintendent, Educational Services |
| PREPARED BY: | Peter Knapik, Assistant Superintendent, Educational Services |
| SUBMITTED BY: | Laura Erisman, Administrative Secretary |
| DATE: | June 20, 2024 |
| SUBJECT: | Advanced Placement (AP) Spanish Textbook Adoption (Lottery Textbook Fund) |

**Background:**

During the 2023-2024 school year, the Burbank Unified School District piloted state-approved Advanced Placement Spanish Textbooks. Our teachers narrowed their selection down to Wayside Publishing.

Teachers volunteered to pilot the textbooks during the 2023-2024 school year. There were teacher representatives from each of the high schools.

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 Wayside Publishing. The evaluations were tallied and the data was compiled for the teachers to access. The evaluation scores are in favor of the Wayside Publishing for Advanced Placement Spanish.

**Fiscal Impact:**

The fiscal impact of the Advanced Placement Spanish Textbook Adoption is $12,945.50 The cost will be paid from appropriation number, 01.0-63000-0-11100-10000-4110-742-9000 (lottery textbook funds)

**Azulejo**

| QTY | ISBN | DESCRIPTION | SUBSCRIPTION LENGTH (Years) | LIST PRICE | EXTENDED PRICE |
|---|---|---|---|---|---|
| 45 | 9781942400318 | Azulejo, 2nd Edition, Hardcover Print and Digital (FlexText + Explorer) (ISBN:9781942400318) | 8 | $13,944.60 | $11,155.50 |
| | | | | **Azulejo TOTAL:** | $11,155.50 |

**Gratis Teacher Materials**

| QTY | ISBN | DESCRIPTION | SUBSCRIPTION LENGTH (Years) | LIST PRICE | EXTENDED PRICE |
|---|---|---|---|---|---|
| 2 | 9781944876548 | Azulejo, 2nd Edition, Teacher Print and Digital Package (SC TE + Teacher FlexText + Student FlexText + Explorer) (ISBN:9781944876548) | 8 | $657.14 | $0.00 |
| | | | | **Gratis Teacher Materials TOTAL:** | $0.00 |

**Shipping & Sales Tax**

| QTY | ISBN | DESCRIPTION | SUBSCRIPTION LENGTH (Years) | LIST PRICE | EXTENDED PRICE |
|---|---|---|---|---|---|
| 1 | | Shipping and Handling | | $586.44 | $586.44 |

| QTY | ISBN | DESCRIPTION | SUBSCRIPTION LENGTH (Years) | LIST PRICE | EXTENDED PRICE |
|---|---|---|---|---|---|
| 1 | | Sales Tax | | $1,203.56 | $1,203.56 |
| | | | | **Shipping & Sales Tax TOTAL:** | $1,790.00 |

| | |
|---|---|
| **TOTAL:** | $12,945.50 |

**Recommendation:**

Peter Knapik, Assistant Superintendent, Educational Services, recommends the board of education adopt the Wayside Publishing AP Spanish Textbook, Azulejo, 2nd Edition, not to exceed $12,945.50 (01.0-63000-0-11100-10000-4110-742-9000 Lottery Textbook Funds), as presented.

**Burbank Unified School District**
**Instructional Services**

**REPORT TO THE BOARD**

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Peter Knapik, Assistant Superintendent, Educational Services |
| PREPARED BY: | Peter Knapik, Assistant Superintendent, Educational Services |
| SUBMITTED BY: | Glenda Diaz Nolasco, Administrative Secretary |
| DATE: | June 20, 2024 |
| SUBJECT: | Approval of 100% Childcare Fee Reduction for Unduplicated Students Paid by Expanded Learning Opportunities Program for Around the Bell and Boys and Girls Club of Burbank, from July 1, 2024, through June 30, 2025 |

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

"Expanded learning" means before-school, after-school, summer, or intersession learning programs that focus on developing the academic, social, emotional, and physical needs and interests of pupils through hands-on, engaging learning experiences. It is the intent of the Legislature that expanded learning programs are pupil-centered, results-driven include community partners, and complement, but do not replicate, learning activities in the regular school day and school year.

**District-Wide Goals 2022-23:**
1.0 Students will be career/college ready via high-quality instruction
2.0 Students will be physically, emotionally, and mentally healthy

**Discussion/Issues:**
ELOP funding is available to reduce the childcare rates for unduplicated students including students participating in the free/reduced lunch program, English learners, students experiencing homelessness, and foster students.

It is proposed that the District's Around the Bell program reduce childcare fees by 100% for unduplicated students. Transitional Kindergarten and Kindergarten full fee is $173 per week and will be reduced to $0 per week. For grades 1-5 the full fee is $134 per week and will be reduced to $0 per week. The balance (100%) will be picked up by the Expanded Learning Opportunities Program (ELOP) funding.

It is proposed that the Boys and Girls Club of Burbank program reduce childcare fees by 100% for unduplicated students. Morning care only rates will reduce from $110 per month to $0 per month. Transitional Kindergarten and Kindergarten daily rates will be reduced from $200 to $0 per month. Grades 1-5 afterschool rates will reduce from $170 to $0 per month. For grades 6-8 afterschool care will reduce from $110 to $0 per month. The balance (100%) will be picked up by the Expanded Learning Opportunities Program (ELOP) funding.
Additionally, ELOP funds will pay for gate monitors for fourteen school locations for child care employed by the Boys and Girls Club of Burbank. Gate monitors will be employed from 3:00 p.m. to 6:15 p.m. This is an additional safety procedure to monitor the release of childcare students to family members.

**Fiscal Impact:**

Families will pay 0% of the organization's fees by week or month depending on the grade level. The balance (100%) will be invoiced to the District for payment. It is estimated that paying the balance of the 100% rate reduction will cost up to $1,750,000 for 700 students who receive childcare from these organizations. Both programs have a seating capacity so there is a limit. Seats are filled on a first-come, first-served basis. The ELOP allocation for 2023-2024 is $4,307,143. The funding award for 2024-2025 has not been published yet by the California Department of Education; however, it is anticipated that the District will receive a $4,000,000 plus allocation.

**Recommendation:**

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the 100% reduction in fees for unduplicated students in the Around the Bell childcare program (no agreement required as this is a District run program) and the Agreement between the Burbank Unified School District Boys and Girls Club of Burbank to provide childcare services at a 100% rate reduction paid by the Expanded Learning Opportunities Program (ELOP), not to exceed $1,750,000.00 (01.0-2600.0-0-00000-27000-5810-7429000), effective July 1, 2024, through June 30, 2025, and that authority to sign this agreement be exercised pursuant to BUSD –AR 3314, as presented.

**2024-2025 AGREEMENT FOR A 100% REDUCTION IN STUDENT FEES FOR BURBANK USD UNDUPLICATED STUDENTS ATTENDING THE BOYS AND GIRLS CLUB OF BURBANK**

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

**RECITAL**

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

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

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

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

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

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

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

BAGCB Agrees:

A. **Operational Requirements:**

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

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

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

- To offer TK/K childcare from 7:00 a.m. to the start of the school day at Edison, Harte, Miller, Providencia, and Stevenson Elementary schools with the option to offer additional school sites based on the community's need for childcare. There is also an option to offer morning childcare to other grade levels at an elementary school.

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

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

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

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

B. **Staffing Requirements:**

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

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

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

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

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

**C. Reporting and Evaluation of Program:**

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

- To provide background checks and fingerprints of hired staff.

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

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

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

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

2. **Use of District Facilities**:

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

3. **Term:**

The term of this Agreement is from July 1, 2024, to June 30, 2025. By agreement of the parties, this Agreement may be renewed for successive one-year periods.

4. **Compensation:**

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

4.1 Up to $1,500,000 payable to BAGCB as follows:

$1,000,000 for 100% reduced rates for BAGBC members, Grades TK/K through Grade 6 who qualify for ELOP funding from July 1, 2024, through June 30, 2025. The names of qualifying students will be provided along with the monthly invoicing.

4.2 $500,000 administrative expenses including gate monitors and TK/K through Grade 6 from July 1, 2024, through June 30, 2025.

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

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

5. **Termination:**

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

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

6. **Amendment:**

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

7. **Indemnification:**

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

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

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

8. **Insurance:**

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

8.1 Comprehensive General Liability insurance with limits of at least $2,000,000 combined single limits for bodily injury and death, and $500,000 property damage meeting above standards.

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

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

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

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

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

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

9. **Rules of Construction:**

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

10. **Severance Provision:**

In the event that any of the terms or provisions of this Agreement are found to be legally unenforceable, then the remaining terms and conditions shall nevertheless

be enforceable without regard to any such provisions or terms that are found to be legally unenforceable.

11. **Counterparts:**

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

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

| Boys and Girls Club | | Burbank Unified School District | |
|---|---|---|---|
| _____ | | _____ | |
| Shanna Warren<br>Executive Director | Date | John Paramo, Ed.D.<br>Superintendent of Schools | Date |

**BURBANK UNIFIED SCHOOL DISTRICT**
**Human Resources Services**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Sarah Rudchenko, Assistant Superintendent, Human Resources Services |
| PREPARED BY: | Lauren Trammell, Executive Assistant, Human Resources Services |
| SUBMITTED BY: | Lauren Trammell, Executive Assistant, Human Resources Services |
| DATE: | June 20, 2024 |
| SUBJECT: | Approval of Agreement Between the Burbank Unified School District and Evernorth Behavioral Health, Inc. (Human Resources) |

**Background**
Evernorth Behavior Health Inc., formerly known as Cigna Behavioral Health, has partnered with Burbank Unified School District for the past twenty-three (23) years together for a successful Employee Assistance Program. An Employee Assistance Program (EAP) is a voluntary work-based program that offers free and confidential mental health assessment for short-term counseling, referrals, and follow-up services for employees. EAPs address a broad and complex body of issues affecting mental and emotional well-being of Burbank Unified School District Employees.

**Discussion/Issues**
With the employee count of 2,030 employees, twenty (20) employer service hours per contract year is to be used for critical incident responses, manager training, and on-site wellness seminars. Should these be exceeded per twelve (12) month period, additional hours may be purchased. The EAP includes three (3) face-to-face visits per presenting issues at no charge to all employees and their household members, management consultation, and referral services.

**Fiscal Impact**
The District will use the Agreement between the Burbank Unified School District and Evernorth Behavioral Health, Inc., to serve the mental and emotional needs of employees. At a $1.89 per employee per month, this will be paid using account (01.0-00000.0-00000-72000-5860-755-2000-0000).

**Recommendation**
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the Agreement Between the Burbank Unified School District and Evernorth Behavioral Health, Inc. for the Employment Assistance Program, effective January 1, 2025 through December 31, 2026 (01.0-00000.0-00000-72000-5860-755-2000-0000), and that authority to sign the Agreement for Professional Services be exercised pursuant to BUSD—AR 3314, as presented.

EVERNORTH

May 15, 2024
Kellie DiPiazza
1900 W Olive Ave
Burbank, CA 91506

## RE: Burbank Unified School District EAP Renewal

Dear Kellie,

Evernorth Care Solutions, Inc. ("Evernorth"), and Burbank Unified School District have partnered together for a successful Employee Assistance Program ("EAP"). We are pleased to continue providing this program to Burbank Unified School District and we appreciate this opportunity to continue working with you.

**Employee Assistance Program**

The below EAP renewal information is for the 24-month period beginning 1/1/2025 through 12/31/2026

**Rates/Fees**

| Product | *Current Fee | *Renewal Fee | Rate Change | Employer Service Hours |
|---|---|---|---|---|
| Emp. Asst. & LE A&R | $1.89 PEPM* | $1.89 PEPM* | 0% | 10 hours per 1,000 employees or 20 actual hours per contract year |

**per employee per month*

Evernorth Behavioral will not revise the EAP rate during the 24 period from the renewal date, assuming all other financial assumptions remain constant. It assumes an employee count of 2,030 and includes 20 employer service hours per contract year to be used for critical incident responses, manager training, and on-site wellness seminars. Should you exceed 20 employer service hours per 12-month period, you may purchase additional hours on a fee-for-service basis.

This renewal for your EAP continues to provide Three (3) face-to-face visits per presenting issue at no charge to all employees and their household members, management consultation and referral services. Evernorth Behavioral will continue to provide EAP services for Burbank Unified School District pursuant to the terms of your EAP agreement ("Agreement"). This signed renewal letter will serve to amend the Agreement. Please have a duly authorized individual of Burbank Unified School District sign to indicate acceptance of the above rate.

Retain a copy of the renewal letter for your files and return the signed original to me at:

Jill.Staloch@evernorth.com

If a signature is not obtained within thirty (30) days prior to the effective date of this renewal notice, the renewal terms will be deemed accepted as presented. The renewal letter and receipt confirmation will serve as the contract amendment. Evernorth Behavioral will continue to provide services for participants pursuant to the terms of the Agreement, as amended.

If you have any questions about the information in this letter, please contact me at 770.261.7394 as soon as possible.

Thank you for the opportunity to continue to serve you and your employees.

Best regards,

Jill Staloch, MA, LPCC
Evernorth Behavioral EAP Account Manager

Accepted by: _____ Title: _____

Date: _____

**BURBANK UNIFIED SCHOOL DISTRICT**
**Human Resources Services**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Sarah Rudchenko, Assistant Superintendent, Human Resources Services |
| PREPARED BY: | Lauren Trammell, Executive Assistant, Human Resources Services |
| SUBMITTED BY: | Lauren Trammell, Executive Assistant, Human Resources Services |
| DATE: | June 20, 2024 |
| SUBJECT: | Approval of Agreement for Professional Services (Human Resources) |

**Background**
The purpose of the Agreement for Professional Services with Frontline Technologies is to provide employee absence management and substitute placement to classified and certificated employees during the 2024-2025 school year.

**Discussion/Issues**
The agreement with Frontline Education will provide District staff with access to the automated employee absence management and substitute placement system via the telephone and via the internet.

The term of the agreement is as follows:

July 1, 2024 through June 30, 2025.

**Fiscal Impact**
The financial impact to the district is $33,212.00 (01.0-00000.0-00000-72000-5840-740-1000-0000).

**Recommendation**
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the Agreement for Professional Services between the Burbank Unified School District and Frontline to provide employee absence management and substitute placement for classified and certificated employees, effective July 1, 2024 through June 30, 2025, not to exceed $33,212.00 (01.0-00000.0-00000-72000-5840-740-1000-0000) and that authority to sign the Agreement for Professional Services be exercised pursuant to BUSD—AR 3314, as presented.

frontline education

# INVOICE

Acct #: 16201
#INVUS204408

Burbank Unified School Dist
1900 W Olive Ave
Burbank CA 91506

**Start Date:** 7/1/2024
**Due Date:** 7/31/2024

**PAYMENT INFORMATION**

**Please send checks to:**

Frontline Technologies Group LLC
PO Box 780577
Philadelphia, PA 19178-0577

**To make payment via ACH/EFT:**

Bank Name: Wells Fargo, N.A.
Account Name: Frontline Technologies Group LLC
ABA/Routing #: 121000248
Account #: 4121566533
Swift Code: WFBIUS6S

Please include the invoice number in the memo of your check or ACH payment to ensure timely processing.

Please send remittance advice to Billing@FrontlineEd.com.

You can find a copy of our W9 at http://help.frontlinek12.com/WebNav/Docs/FrontlineEducationW9.pdf.

| Qty | Description | Start | End | End User | Rate | Amount |
|---|---|---|---|---|---|---|
| 1 | Absence & Substitute Management, unlimited usage for internal employees | 7/1/2024 | 6/30/2025 | 16201 Burbank Unified School Dist | $33,212.00 | $33,212.00 |

Your timely payment is important to maintain continuous subscription status and allow for delivery of services. Our billing system tracks by contract, not PO#. We are unable to address PO# inquiries. Please check with your internal departments for PO# information. Any PO copies and/or vouchers for signature can be emailed to billing@frontlineed.com.

SUBTOTAL $33,212.00

TOTAL DUE BY 7/31/2024 $33,212.00

**Burbank Unified School District**
**Instructional Services**
# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Peter Knapik, Assistant Superintendent, Educational Services<br>Robyn Anders, Director of Instructional Technology & Accountability |
| PREPARED BY: | Peter Knapik, Director of Instructional Technology & Accountability |
| SUBMITTED BY: | Glenda Diaz Nolasco, Administrative Secretary |
| DATE: | June 20, 2024 |
| SUBJECT: | Second Reading of the 2024-2025 Burbank Unified School District Local Control Funding Formula (LCFF) and Local Control and Accountability Plan (LCAP) |

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**Background**:
In 2013, the Governor of California proposed full funding flexibility for local school districts called the Local Control Funding Formula (LCFF). Prior to LCFF, California schools were funded through the Revenue Limit System. Revenue limits were created in response to a lawsuit over inequities in funding per pupil based on the relative wealth of each school district. Under revenue limits, each district had a base revenue limit, which was a set dollar amount per pupil. A district's revenue limit entitlement was its base revenue limit multiplied by the number of students attending its schools. The number of students was measured by the district's average daily attendance (ADA). The revenue limit entitlement was funded by local property taxes and state aid. A percentage of the property tax revenue generated by real property located within a district was assigned to the district; state aid made up the difference between a district's entitlement and its property tax revenue. If a district's property tax revenue exceeded its entitlement, it retained these "excess taxes". The sum of the entitlement and any excess taxes were a district's revenue limit funds.

The LCAP is intended to be a comprehensive planning tool. Each LCAP goal must be aligned to one or more of the eight State priorities. The eight State priorities are as follows: Student Engagement, Other Student Outcomes, Parental Involvement, Access to a Broad Curriculum, Common Core State Standards, Basic Services, School Climate, and Student Achievement. There are three sections to the LCAP and each section contains guiding questions that must be addressed, as well. The three LCAP sections are Stakeholder Engagement, Goals and Progress Indicators, and Actions, Services, and Expenditures.

**District Wide Goals for 2022-2023:**
1. Students will be career/college ready via high-quality instruction.
2. Students will be physically, emotionally, and mentally healthy.
3. Recruit and retain highly qualified employees.
4. Maintain efficient and effective operations.

**Discussion/Issues:**
The Burbank Unified School District's LCAP draft document has been the result of several months of stakeholder input, review of performance metrics, and program data. There have been seven LCAP Advisory Committee meetings throughout the school year, and progress on the Plan has been discussed at several Board of Education meetings. On May 14th, 2024, the Board of Education held a Town Hall Meeting, to provide further community input, review current LCAP Base Grant and Supplemental Grant programs, and discussing programs proposed for the 2024-2025 LCAP.

On June 6, 2024, the Burbank Unified School District LCAP was submitted for a first reading and a public hearing, as required by Education Code. The District's goal is to have the Board of Education adopt the LCAP on June 20, 2024. The BUSD LCAP will then be submitted to the Los Angeles County Office of Education for approval.

**Fiscal Impact:**
The fiscal impact to the district will be determined as district goals and school site goals are drafted. The fiscal impact will not exceed the amount budgeted under LCFF or the supplemental grant funding BUSD receives.

**Recommendation:**
Peter Knapik, Assistant Superintendent, Educational Services, and Robyn Anders, Director of Instructional Technology & Accountability, will facilitate the second reading of the proposed 2024-2025 Burbank Unified School District Local Control Funding Formula (LCFF) and Local Control and Accountability Plan (LCAP) and recommends that the Board of Education approve the 2024-2025 Burbank Unified School District Local Control Funding Formula (LCFF) and Local Control and Accountability Plan (LCAP), as presented.

# LCFF Budget Overview for Parents

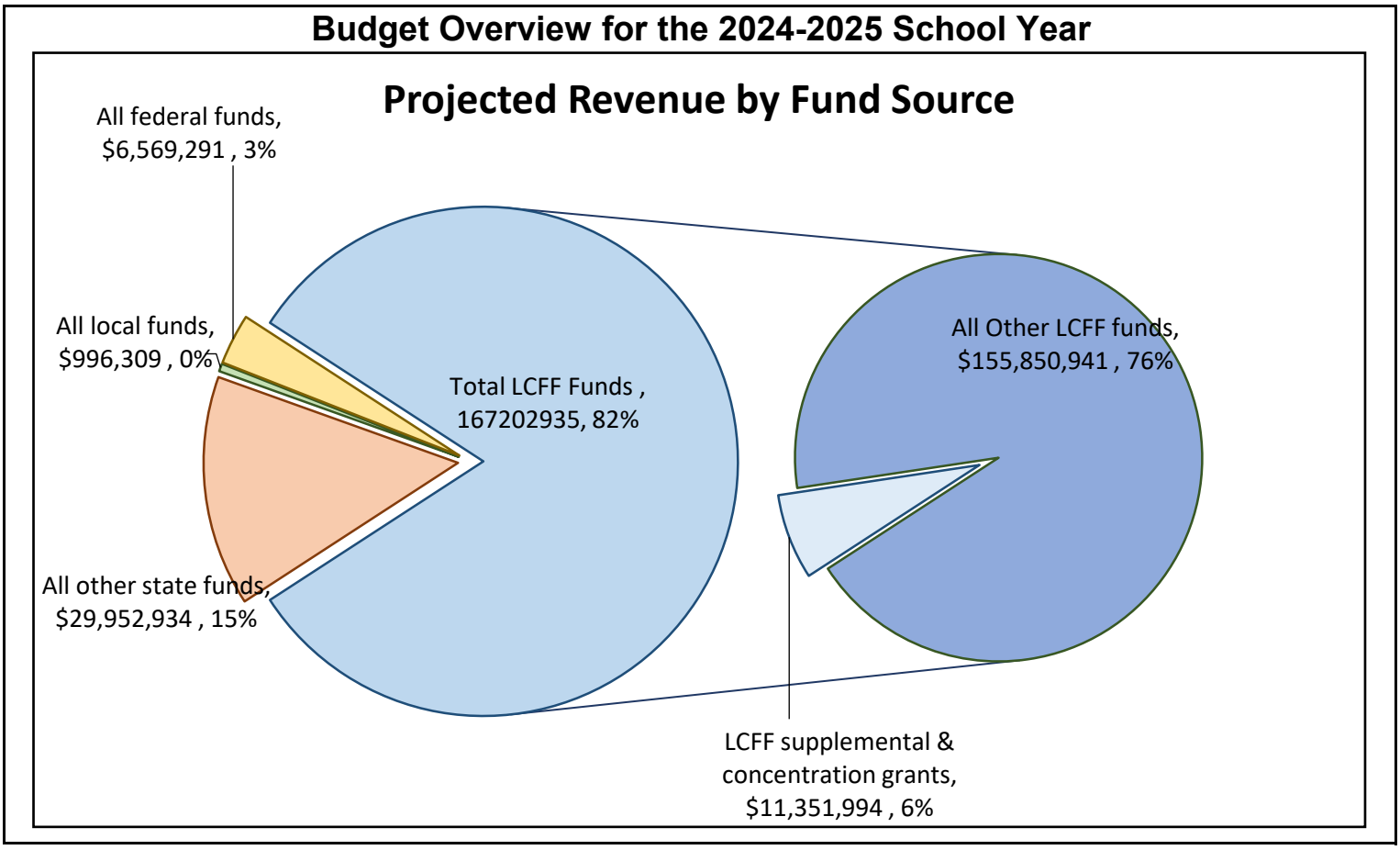
Local Educational Agency (LEA) Name: Burbank Unified School District

CDS Code: 19643370000000

School Year: 2024-2025

LEA contact information: Robyn AndersDirector of Inst. Tech. and Accountability

School districts receive funding from different sources: state funds under the Local Control Funding Formula (LCFF), other state funds, local funds, and federal funds. LCFF funds include a base level of funding for all LEAs and extra funding - called "supplemental and concentration" grants - to LEAs based on the enrollment of high needs students (foster youth, English learners, and low-income students).

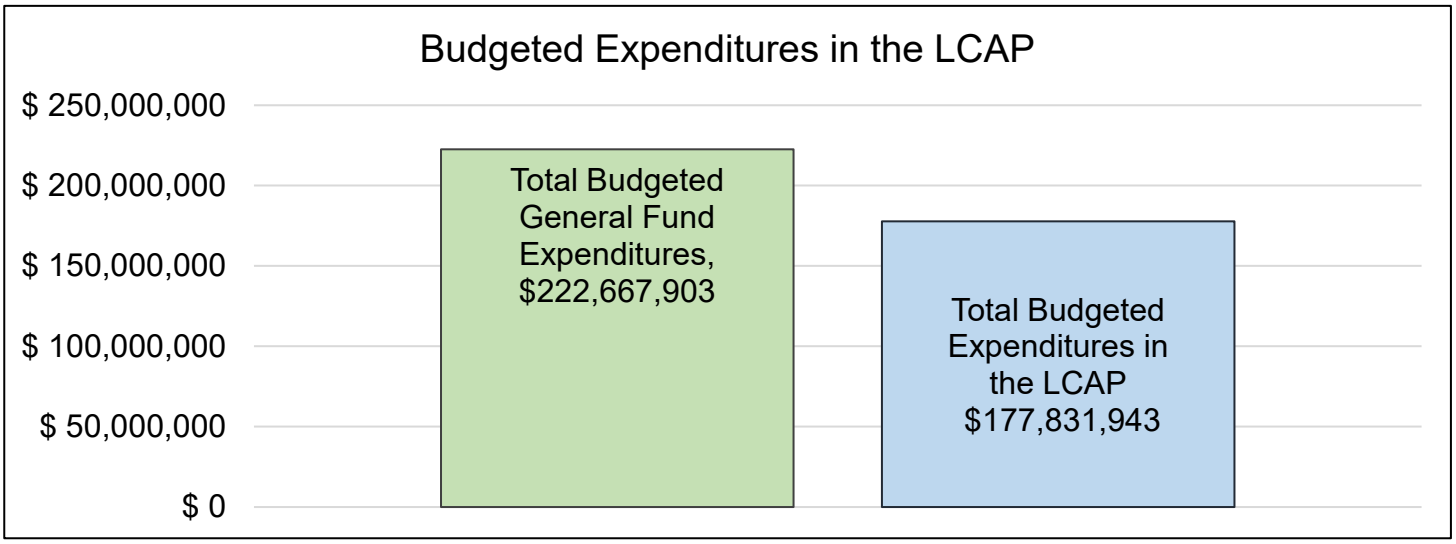



This chart shows the total general purpose revenue Burbank Unified School District expects to receive in the coming year from all sources.

The text description for the above chart is as follows: The total revenue projected for Burbank Unified School District is $204,721,469.00, of which $167,202,935.00 is Local Control Funding Formula (LCFF), $29,952,934.00 is other state funds, $996,309.00 is local funds, and $6,569,291.00 is federal funds. Of the $167,202,935.00 in LCFF Funds, $11,351,994.00 is generated based on the enrollment of high needs students (foster youth, English learner, and low-income students).

# LCFF Budget Overview for Parents

The LCFF gives school districts more flexibility in deciding how to use state funds. In exchange, school districts must work with parents, educators, students, and the community to develop a Local Control and Accountability Plan (LCAP) that shows how they will use these funds to serve students.




This chart provides a quick summary of how much Burbank Unified School District plans to spend for 2024-2025. It shows how much of the total is tied to planned actions and services in the LCAP.

The text description of the above chart is as follows: Burbank Unified School District plans to spend $222,667,903.00 for the 2024-2025 school year. Of that amount, $177,831,943.00 is tied to actions/services in the LCAP and $44,835,960.00 is not included in the LCAP. The budgeted expenditures that are not included in the LCAP will be used for the following:

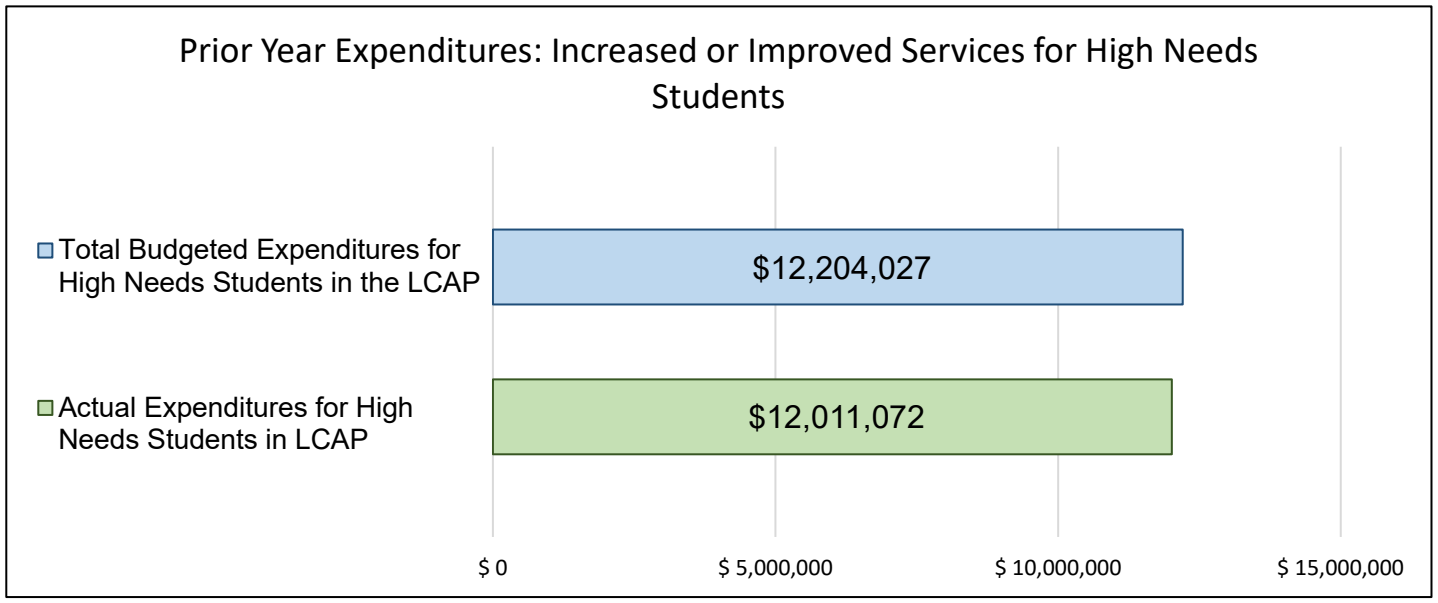
General Fund Budget Expenditures not in included in the LCAP will be primarily used for personnel costs including benefits and retirement contributions. Facility and Maintenance Operations staff, including custodians to provide a clean, safe, and secure learning environment for all students is anticipated to cost $7,395358. Certificated Personnel and Administrative Costs at the District and Site Level is anticipated to cost $116,732,680.

## Increased or Improved Services for High Needs Students in the LCAP for the 2024-2025 School Year

In 2024-2025, Burbank Unified School District is projecting it will receive $11,351,994.00 based on the enrollment of foster youth, English learner, and low-income students. Burbank Unified School District must describe how it intends to increase or improve services for high needs students in the LCAP. Burbank Unified School District plans to spend $12,201,496.00 towards meeting this requirement, as described in the LCAP.

# LCFF Budget Overview for Parents

## Update on Increased or Improved Services for High Needs Students in 2023-2024




This chart compares what Burbank Unified School District budgeted last year in the LCAP for actions and services that contribute to increasing or improving services for high needs students with what Burbank Unified School District estimates it has spent on actions and services that contribute to increasing or improving services for high needs students in the current year.

The text description of the above chart is as follows: In 2023-2024, Burbank Unified School District's LCAP budgeted $12,204,027.00 for planned actions to increase or improve services for high needs students. Burbank Unified School District actually spent $12,011,072.00 for actions to increase or improve services for high needs students in 2023-2024. The difference between the budgeted and actual expenditures of $192,955.00 had the following impact on Burbank Unified School District's ability to increase or improve services for high needs students:

Total 2023-2024 expenditures for actions and services to increase or improve services for high needs students was lower than budgeted due to unfilled positions, leaves, or other cost savings in personnel due to position which remained open or vacant for an extended amount of time. In most cases, qualified personnel were not available to fill positions. Additionally, other grant funding was identified in some cases as well.

# 2023-2024 Local Control and Accountability Plan Annual Update

**The instructions for completing the 2023-2024 Local Control and Accountability Plan (LCAP) Annual Update follow the template.**

| Local Educational Agency (LEA) Name | Contact Name and Title | Email and Phone |
|---|---|---|
| Burbank Unified | Robyn Anders Director of Instructional Technology & Accountability | robynanders@burbankusd.org 8187294517 |

## *Goals and Actions*

### Goal

| Goal # | Description |
|---|---|
| 1 | Students will be career/college ready via high-quality instruction of State Standards as measured by State, federal, and District assessment tools including the California Dashboard with success as indicated in the metrics which defines targets for each metric by the end of the 2020-21 school year. (Instructional Services)<br><br>State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Two: State Standards (Conditions of Learning)<br>Priority Three: Parental Involvement (Engagement)<br>Priority Four: Pupil Achievement (Pupil Outcomes)<br>Priority Five: Pupil Engagement (Engagement)<br>Priority Seven: Course Access (Conditions of Learning)<br><br>BUSD Board of Education Goal 1:<br>Students will be career/college ready via high-quality instruction |

## *Measuring and Reporting Results*

| Metric | Baseline | Year 1 Outcome | Year 2 Outcome | Year 3 Outcome | Desired Outcome for 2023-2024 |
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| Percent of English Learners Exceeding or Meeting Standards | In 2018-2019, 25.54% of English Learners scored Exceeds or Meets | In 2020-2021, data for the CAASPP Assessment was unreliable/unavailable. | In 2021-2022, 20.28% of English Learners scored Exceeds or Meets | In 2202-20223, 13.41% of English Learners scored Exceeds or Meets Standards | Increase by 2% the percent of English Learners scoring Exceeds or Meets |

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| on English Language Arts CAASPP will increase by 2% | Standards on the English Language Arts CAASPP | The CAASPP Assessment was successfully administered in 2021-2022 and data will be reported on this metric for the 2021-2022 in the year 2 outcome. | Standards on the ELA CAASPP | on the English Language Arts CAASPP | Expectations on the English Language Arts CAASPP |
| Percent of Socioeconomically Disadvantaged Students Exceeding or Meeting Standards on the English Language Arts CAASPP will increase by 2% | In 2018-2019, 52.41% of Socioeconomically Disadvantaged students scored Exceeds or Meets Standards on the English Language Arts CAASPP | In 2020-2021, data for the CAASPP Assessment was unreliable/unavailable. The CAASPP Assessment was successfully administered in 2021-2022 and data will be reported on this metric for the 2021-2022 in the year 2 outcome. | In 2021-2022, 47.15% of Socioeconomically Disadvantaged students scored Exceeds or Meets Standards on the English Language Arts CAASPP | In 2202-20223, 47.15% of Socioeconomically Disadvantaged scored Exceeds or Meets Standards on the English Language Arts CAASPP | Increase by 2% the percent of Socioeconomically Disadvantaged students who score Exceeds or Meets Standards on English Language Arts CAASPP |
| Percent of Homeless Students Exceeding or Meeting Standards on the English Language Arts CAASPP will increase by 2% (subgroup count 127 students experiencing homelessness; 0.0086%) | In 2018-2019, 44.27% of Homeless Students scored Exceeds or Meets Standards on the English Language Arts CAASPP (subgroup count 127 students experiencing homelessness; 0.0086%) | In 2020-2021, data for the CAASPP Assessment was unreliable/unavailable. The CAASPP Assessment was successfully administered in 2021-2022 and data will be reported on this metric for the 2021-2022 in the year 2 outcome. | In 2021-2022, 36.00% of Homeless Students scored Exceeds or Meets Standards on the English Language Arts CAASPP | In 2022-2023, 42.86% of Homeless Students scored Exceeds or Meets Standards on the ELA CAASPP | Increase by 2% the percent of Homeless Students scoring Exceeds or Meets Expectations on the English Language Arts CAASPP |
| Percent of Foster Students Exceeding and Meeting Standards on the English Language Arts CAASAPP will increase by 2% (subgroup count 21 foster youth; 0.0014%) | In 2018-2019, NA% of Foster Students scored Exceeds or Meets Standards on the English Language Arts CAASPP (subgroup count 21 foster youth; 0.0014%) | In 2020-2021, data for the CAASPP Assessment was unreliable/unavailable. The CAASPP Assessment was successfully administered in 2021-2022 and data will be reported on this metric for the 2021-2022 in the year 2 outcome. | In 2021-2022, 25.00% of Foster Students scored Exceeds or Meets Standards on the English Language Arts CAASPP | In 2022-2023, NA% of Foster Students scored Exceeds or Meets Standards on the English Language Arts CAASPP | Increase by 2% the percent of Foster students scoring Exceeds or Meets Expectations on the English Language Arts CAASPP |
| Percent of Students with Disabilities Exceeding or Meeting Standards on the English Language Arts CAASPP will increase by 2% | In 2018-2019, 26.01% of Students with Disabilities scored Exceeds or Meets Standards on the English Language Arts CAASPP | In 2020-2021, data for the CAASPP Assessment was unreliable/unavailable. The CAASPP Assessment was successfully administered in 2021-2022 and data will be | In 2018-2019, 25.67% of Students with Disabilities scored Exceeds or Meets Standards on the English Language Arts CAASPP | In 2022-2023, 27.31% of Students with Disabilities scored Exceeds or Meets Standards on the English Language Arts CAASPP | Increase by 2% the percent of Students with Disabilities who exceed or meet standards on the English Language Arts CAASPP |

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| | | reported on this metric for the 2021-2022 in the year 2 outcome. | | | |
| Percent of Hispanic students Exceeding or Meeting Standards on the English Language Arts CAASPP will increase by 2% | In 2018-2019, 40.56% of Hispanic students scored Exceeds or Meets Standards on the English Language Arts CAASPP | In 2020-2021, data for the CAASPP Assessment was unreliable/unavailable. The CAASPP Assessment was successfully administered in 2021-2022 and data will be reported on this metric for the 2021-2022 in the year 2 outcome. | In 2021-2022, 46.99% of Hispanic students scored Exceeds or Meets Standards on the English Language Arts CAASPP | In 2022-2023, 47.49% of Hispanic students scored Exceeds or Meets Standards on the English Language Arts CAASPP | Increase by 2% the percent of Hispanic students who meet Exceed or Meet Standards on the English Language Arts CAASPP |
| Percent of GATE students Exceeding or Meeting Standards on the English Language Arts CAASPP will increase by 2% | In 2018-2019, 96.5% of GATE students scored Exceeds or Meets Standards on the English Language Arts CAASPP | In 2020-2021, data for the CAASPP Assessment was unreliable/unavailable. The CAASPP Assessment was successfully administered in 2021-2022 and data will be reported on this metric for the 2021-2022 in the year 2 outcome. | In 2021-2022, 93.3% of GATE students scored Exceeds or Meets Standards on the English Language Arts CAASPP | In 2022-2023, 93.8% of GATE students scored Exceeds or Meets Standards on the English Language Arts CAASPP | Increase by 2% the percent of GATE students who Exceed or Meet Standards on the English Language Arts CAASPP |
| Percent of English Learners who score Exceed and Meet Standards of the Math CAASPP will increase by 2% | In 2018-2019, 23.39% of English Learner students scored Exceed and Meet Standards of the Math CAASPP | In 2020-2021, data for the CAASPP Assessment was unreliable/unavailable. The CAASPP Assessment was successfully administered in 2021-2022 and data will be reported on this metric for the 2021-2022 in the year 2 outcome. | In 2021-2022, 21.34% of English Learner students scored Exceed and Meet Standards on the Math CAASPP | In 2022-2023, 15.14% of English Learner students scored Exceed and Meet Standards of the Math CAASPP | Increase by 2% the percent of English Learners who Exceed or Meet Standards on the Math CAASPP |
| Percent of Socioeconomically Disadvantaged Students Exceeding or Meeting Standards on Math CAASPP will increase by 2% | In 2018-2019, 37.50% of Socioeconomically Disadvantaged Students scored Exceeds or Meets Standards on the Math CAASPP | In 2020-2021, data for the CAASPP Assessment was unreliable/unavailable. The CAASPP Assessment was successfully administered in 2021-2022 and data will be reported on this metric for the 2021-2022 in the year 2 outcome. | In 2021-2022, 34.44% of Socioeconomically Disadvantaged Students scored Exceeds or Meets Standards on the Math CAASPP | In 2022-2023, 32.74% of Socioeconomically Disadvantaged Students scored Exceeds or Meets Standards on the Math CAASPP | Increase by 2% the percent of Socioeconomically Disadvantaged Students Exceeding or Meeting Standards on Math CAASPP |
| Percent of Homeless | In 2018-2019, 19.67% of | In 2020-2021, data for the | In 2021-2022, 16.00% of | In 2022-2023, 28.58% of | Increase by 2% the percent |

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| Students Exceeding or Meeting Standards on the Mathematics CAASPP will increase by 2% (subgroup count 127 students experiencing homelessness; 0.0086%) | Homeless Students scored Exceeds or Meets Standards on the Mathematics CAASPP (subgroup count 127 students experiencing homelessness; 0.0086%) | CAASPP Assessment was unreliable/unavailable. The CAASPP Assessment was successfully administered in 2021-2022 and data will be reported on this metric for the 2021-2022 in the year 2 outcome. | Homeless Students scored Exceeds or Meets Standards on the Mathematics CAASPP | Homeless Students scored Exceeds or Meets Standards on the Mathematics CAASPP | of Homeless students Exceeding or Meeting Standards on the Mathematics CAASPP |
| Percent of Foster Students who score Exceeds or Meets Standards on the Mathematics CAASPP will increase by 2% (subgroup count 21 foster youth; 0.0014%) | In 2018-2019, NA% of Foster Students scored Exceeds or Meets Standards on the Mathematics CAASPP (subgroup count 21 foster youth; 0.0014%) | In 2020-2021, data for the CAASPP Assessment was unreliable/unavailable. The CAASPP Assessment was successfully administered in 2021-2022 and data will be reported on this metric for the 2021-2022 in the year 2 outcome. | In 2021-2022, 6.25% of Foster Students scored Exceeds or Meets Standards on the Mathematics CAASPP | In 2022-2023, NA% of Foster Students scored Exceeds or Meets Standards on the Mathematics CAASPP | Increase by 2% the percent of Foster Students scoring Exceeds or Meets Expectations on the Mathematics CAASPP |
| Percent of Students with Disabilities that Exceed or Meet Standards on the Mathematics CAASPP will increase by 2% | In 2018-2019, 17.44% of Students with Disabilities scored Exceeds or Meets Standards on the Mathematics CAASPP | In 2020-2021, data for the CAASPP Assessment was unreliable/unavailable. The CAASPP Assessment was successfully administered in 2021-2022 and data will be reported on this metric for the 2021-2022 in the year 2 outcome. | In 2021-2022, 17.11% of Students with Disabilities scored exceeds or Meets standards on the Mathematics CAASPP | In 2022-2023, 19.06% of Students with Disabilities scored exceeds or Meets standards on the Mathematics CAASPP | Increase by 2% the percent of Students with Disabilities who exceed or meet standards on the Mathematics CAASPP |
| Percent of Hispanic students who Exceed or Meet Standards on the Mathematics CAASPP will increase by 2% | In 2018-2019, 35.99% of Hispanic students scored Exceeds or Meets Standards on the Mathematics CAASPP | In 2020-2021, data for the CAASPP Assessment was unreliable/unavailable. The CAASPP Assessment was successfully administered in 2021-2022 and data will be reported on this metric for the 2021-2022 in the year 2 outcome. | In 2021-2022, 29.88% of Hispanic students scored Exceeds or Meets Standards on the Mathematics CAASPP | In 2022-2023 30.18% of Hispanic students scored Exceeds or Meets Standards on the Mathematics CAASPP | Increase by 2% the percent of Hispanic students who meet Exceed or Meet Standards on the Mathematics CAASPP |
| Percent of GATE students who score Exceeds or Meets Standards on the Mathematics CAASPP will increase | In 2018-2019, 94.4% of GATE students scored Exceeds or Meets Standards on the Mathematics CAASPP | In 2020-2021, data for the CAASPP Assessment was unreliable/unavailable. The CAASPP Assessment was successfully administered in 2021- | In 2021-2022, 90.8% of GATE students scored Exceeds or Meets Standards on the Mathematics CAASPP | In 2022-2023, 91.4% of GATE students scored Exceeds or Meets Standards on the Mathematics CAASPP | Increase by 2% the percent of GATE students who Exceed or Meet Standards on the Mathematics CAASPP |

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| by 2% | | 2022 and data will be reported on this metric for the 2021-2022 in the year 2 outcome. | | | |
| Percent of All Students who score Exceeds or Meet Standards on the English Language Arts CAASPP | In 2018-2019, 64.94% of All Students scored Exceeds or Meets Standards on the English Language Arts CAASPP | In 2020-2021, data for the CAASPP Assessment was unreliable/unavailable. The CAASPP Assessment was successfully administered in 2021-2022 and data will be reported on this metric for the 2021-2022 in the year 2 outcome. | In 2021-2022, 58.88% of All Students scored Exceeds or Meets Standards on the English Language Arts CAASPP | In 2022-2023, 58.43% of All Students scored Exceeds or Meets Standards on the English Language Arts CAASPP | Increase by 2% the percent of All Students who Exceed or Meet Standards on the English Language Arts CAASPP |
| Percent of All Students who score Exceeds ort Meets Standards on the Mathematics CAASPP will increase by 2% | In 2018-2019, 51.19% of All Students scored Exceeds or Meets Standards on the Mathematics CAASPP | In 2020-2021, data for the CAASPP Assessment was unreliable/unavailable. The CAASPP Assessment was successfully administered in 2021-2022 and data will be reported on this metric for the 2021-2022 in the year 2 outcome. | In 2021-2022, 45.78% of All Students scored Exceeds or Meets Standards on the Mathematics CAASPP | In 2022-2023, 44.40% of All Students scored Exceeds or Meets Standards on the Mathematics CAASPP | Increase by 2% the percent of All Students who Exceed or Meet Standards on the Mathematics CAASPP |
| Percent of English Learners making progress towards English language proficiency as reported on the California Dashboard | In 2019-2020, 56.5% of English Learners making progress towards English language proficiency as reported on the California Dashboard | Data for this metric has not been available on the California Dashboard since the baseline was set in 2019-2020. | In 2021-2022, 54.2% of English Learners making progress towards English language proficiency as reported on the California Dashboard | In 2022-2023, 57.7% of English Learners making progress towards English language proficiency as reported on the California Dashboard | Increase by 2% the percent of English Learners making Progress on the ELPAC |
| Percent of English Learners being reclassified as determined by the Reclassification Rate will meet or exceed previous annual rate or at least pass the State reclassification rate | In 2018-2019, 18.8% of English Learners were reclassified | In 2020-2021, 10.6% of ELs were reclassified | In 2021-2022, 17.3% of English Learners were reclassified. This is no longer calculated by the state. | In 2022-2023, 20.7% of English Learners were reclassified. This is no longer calculated by the state. | Maintain or increase by 2% the reclassification rate of English Learners or exceed the State's reclassification rate |
| Percent of fully credential teachers in grades Transitional | In 2020-2021, 100% of teachers are fully credentialed per teaching | In 2021-2022, BUSD anticipates having 25 teacher mis-assignments | In 2022-2023, 100% of teachers are fully credentialed per teaching | In 2022-2023, BUSD anticipates having 42 Out-of-Field Teacher (Local | Maintain 100% of teachers who are fully credentialed per teaching assignment |

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| Kindergarten through Grade 12 will be maintained | assignment in grades Transitional Kindergarten through Grade 12 | based on initial reporting in a new reporting system and requirements. Official results are still pending from CDE with new reporting system. | assignment in grades Transitional Kindergarten through Grade 12 | Assignment Approval by Board), 5 Ineffective Teacher (emergency permit, waiver), 29 Inexperienced Teacher (2 years or less) | |
| Graduation Rate for All Students will increase by 2% | In 2018-2019, 92.3% of All Students were graduated from high school | In 2020-21, 92.2% of BUSD Students graduated from high school | In 2021-2022, 96.2% of BUSD students graduated from high school | In 2022-2023 93.2% of All Students were graduated from high school | Increase by 2% the percent of All Students who are graduated from high school |
| Graduation Rate of English Learners will increase by 2% | In 2018-2019, 86.5% of English Learners were graduated from high school | In 2020-21, 83.8% of ELs graduated from high school. | In 2021-22, 89.2% of ELS graduated from high school | In 2022-2023, 80.6% of English Learners were graduated from high school | Increase by 2% the percent of English Learners who are graduated from high school |
| Graduation Rate of Socio-economically Disadvantaged Students will increase by 2% | In 2018-2019, 90.7% of Socio-economically Disadvantaged Students were graduated from high school | In 2020-21, 89.6% of SED students graduated from high school. | In 2021-22, 95.3% of SED students graduated from high school | In 2022-2023, 91.0% of Socio-economically Disadvantaged Students were graduated from high school | Increase by 2% the percent of Socio-economically Disadvantaged Students who are graduated from high school |
| Graduation Rate for Homeless Students will increase by 2% | In 2018-2019, 88.9% of Homeless Students were graduated from high school | In 2020-21, 100% of Homeless students graduated from high school | In 2021-22, 94.4% of Homeless students graduated from high school | In 2022-2023, 90.9% of Homeless Students were graduated from high school | Increase by 2% the percent of Homeless Students who are graduated from high school |
| Graduation Rate for Foster Youth will increase by 2% | In 2018-2019, NA% of Foster Youth were graduated from high school (Subgroup too small to report) | In 2020-21, NA% of Foster Youth were graduated from high school (Subgroup too small to report) | In 2021-22, NA% of Foster Youth were graduated from high school (Subgroup too small to report) | In 2022-2023 NA% of Foster Youth were graduated from high school (Subgroup too small to report) | Increase by 2% the percent of Foster Youth who are graduated from high school |
| Graduation Rate for Students with Disabilities will increase by 2% | In 2018-2019, 85.6% of Students with Disabilities were graduated from high school | In 2020-21, 79.1% of SWDs graduated from high school | In 2021-22, 91.5% of SWDs graduated from high school | In 2022-2023, 88.3% of Students with Disabilities were graduated from high school | Increase by 2% the percent of Students with Disabilities who are graduated from high school |
| Graduation Rate for Hispanic Students will increase by 2% | In 2018-2019, 89.5% of Hispanic Students were graduated from high school | In 2020-21, 88.7% of ELs graduated from high school | In 2021-22, 96.5% of Hispanic students graduated from high school | In 2022-2023, 94.0% of Hispanic Students were graduated from high school | Increase by 2% the percent of Hispanic Students who are graduated from high school |
| Percent of "D" and "F" Grade Rate in Middle School and | Spring 2019 - 8.50% of middle school students earned a "D" or "F" | Fall of 2021 - 7.7% of middle school students earned a "D" or "F" | Fall of 2022 - 8.4% of middle school students earned a "D" or "F" | Fall of 2023 - 7.7% of middle school students earned a "D" or "F" | Decrease by 5% the percent of middle school and high school students who earn a |

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| High School will decrease by 2% | Fall 2019 - 8.05% of middle school students earned a "D" or "F"<br>Spring 2019 - 12.10% of high school students earned a "D" or "F"<br>Fall 2019 - 11.23% of high school students earned a "D" or "F" | Spring of 2022 - 8.7% of middle school students earned a "D" or "F"<br>Fall of 2021 - 11.7% of high school students earned a "D" of "F"<br>Spring of 2022 - 13% of high school students earned a "D" of "F" | Spring of 2023 - 8.86% of middle school students earned a "D" or "F"<br>Fall of 2022 - 13.6% of high school students earned a "D" of "F"<br>Spring of 2023 - 12.55% of high school students earned a "D" of "F" | Spring of 2024 - 8.14% of middle school students earned a "D" or "F"<br>Fall of 2023 - 11.2% of high school students earned a "D" or "F"<br>Spring of 2024 - 12.05% of high school students earned a "D" or "F" | "D" or "F" grades in Spring and Fall |
| Drop-Out Rate will decrease for High School students annually. | In 2017-2018, the Drop-Out Rate was 2% (CDE no longer calculates the drop out rate; however, the District will calculate) | In 2020-21, the drop-out rate was 2% | In 2021-22, the dropout rate was 2.38% | In 2022-2023, the Drop- Out Rate was 1.4% (CDE no longer calculates the dropout rate) | Decrease by 2% the percent of students who Drop-Out |
| Percentage of students on the Early Assessment Program scoring Prepared and Approaching Prepared will increase by 2% annually until the students reach the highest level of performance | Prepared: 67.6%<br>Approaching Prepared: 13.6%<br>Not Prepared: 18.8% | In 2020-2021, data for the CAASPP Assessment was unreliable/unavailable. The CAASPP Assessment was successfully administered in 2021-2022 and data will be reported on this metric for the 2021-2022 in the year 2 outcome. | Spring of 2022 - Prepared: 66.0% Approaching Prepared: 20.0% Not Prepared: 14.1% | Prepared: 65.23% Approaching Prepared: 19.58% Not Prepared: 15.19% | Increase by 3% the percent of students who are Prepared on the Early Assessment Program (EAP) |
| Percentage of students completing the A-G requirements. The completion rate will increase by 2% per year until students reach the highest level of performance. | In 2018-2019, 49.2% of high school students met A-G completion rate | In 2020-2021, 45.2% of high school students met A-G completion Rate as measured by the CA dashboard. I reporting error was identified and 49.6% is the actual percentage of A-G completion rate using local data. | In 2021-2022, 50.0% of high school students met A-G completion requirements | In 2022-2023 48.0% of high school students met A-G completion rate | Increase by 5% the percent of high school students who meet A-G requirements |
| Percentage of Secondary Student Credit Recovery Rate will increase by 2% annually | In 2018-2019, the "Traditional" recovery rate of students was 84%<br>In 2019-2019, the "Online" recovery rate of students was 70% | In 2020-2021, the recovery rate of students was 69.5% (235 more students than in 2019 - Summer School) | In 2021-2022, the "Traditional" recovery rate of students was 93.0% Online credit recovery was not offered | In 2022-2023, the "Traditional" recovery rate of students was 92.8% In 2022-2023, online credit recovery was not offered. | Increase by 5% the percent of students who recover credits towards graduation either through traditional or online methods |
| Percent of Advanced Placement (AP) | In 2018-2019, 69.3% of students on average pass | In 2020-2021, 61% of students on average pass | In 2021-2022, 79.4% of students on average pass | In 2022-2023, 76.8% of students on average pass the | Increase on average by 5% the percent of students who |

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| Examination Passing Rate with a "3" or better will increase by 2% annually until students reach the highest performance level | the Advanced Placement Examination with a "3" or better | the Advanced Placement Examination with a “3” or better | the Advanced Placement Examination with a “3” or better | Advanced Placement Examination with a "3" or better | pass the Advanced Placement Examination with a "3" or better |
| Percent of Student Expulsions from the District will reduce/maintain at 0% expelled | In 2020-2021, no students were expelled from the District | In 2021-2022, no students were expelled from the District | In 2021-2022, no students were expelled from the District | In 2022-2023, no students were expelled from the District | The percent of students expelled from the District will be 0% |
| 100% Compliance with the Williams Act Instructional Materials Requirement | 100% Compliance with the Williams Act Instructional Materials Requirement in 2020-2021 | 100% Compliance with the Williams Act Instructional Materials Requirement in 2021-2022 | 100% Compliance with the Williams Act Instructional Materials Requirement in Fall of 2022 | 100% Compliance with the Williams Act Instructional Materials Requirement in 2022-2023 | 100% Compliance with the Williams Act Instructional Materials Requirement |
| Parent Participation in Decision Making Groups: DELAC, LCAP Advisory Group, PTA Council Meetings | 100% Compliance with DELAC, LCAP Advisory Group, and PTA Council participation in 2020-2021 | 100% Compliance with DELAC, LCAP Advisory Group, and PTA Council participation in 2021-2022 | 100% Compliance with DELAC, LCAP Advisory Group, and PTA Council participation Fall of 2022 | 100% Compliance with DELAC, LCAP Advisory Group, and PTA Council participation | 100% Compliance with DELAC, LCAP Advisory Group, and PTA Council participation |
| Percent of students proficient in English Langauge Arts as Measured by District Assessment will increase by at least 2% annually | Elementary baseline is 51% proficient in English Langauge Arts<br>Secondary baseline is 54% proficient in English Langauge Arts | In 2021-2022, 68% of Elementary students scored proficient on the I-Ready end-of-year reading assessment.<br>In 2021-2022, 52% of Middle School students scored proficient on the I-Ready end-of-year reading assessment.<br>In 2021-2022, 63% of High School students scored proficient on the spring District Writing Prompt. | In 2022-2023, 66% of Elementary students scored proficient on the I-Ready end-of-year reading assessment.<br>In 2022-2023, 52% of Middle School students scored proficient on the I-Ready end-of-year reading assessment.<br>In 2022-2023, 61.5% of High School students scored proficient on the spring District Writing Prompt. | In 2023-2024, 66% of Elementary students scored proficient on the I-Ready end-of-year reading assessment.<br>In 2023-2024, 50% of Middle School students scored proficient on the I-Ready end-of-year reading assessment.<br>In 2023-2024, 57% of High School students scored proficient on the spring District Writing Prompt. | Elementary outcome is expected to be at 60% proficient in English Langauge Arts on District assessment<br>Secondary outcome is expected to be at 64% proficient in English Langauge Arts on District assessment |
| Percent of students proficient in Mathematics as measured by District Assessment will | Elementary baseline is 42% proficient in Mathematics<br>Secondary baseline is 44% proficient in | In 2021-2022, 62% of Elementary students scored proficient on the I-Ready end-of-year math assessment. | In 2022-2023, 59% of Elementary students scored proficient on the I-Ready end-of-year math assessment. | In 2023-2024, 58% of Elementary students scored proficient on the I-Ready end-of-year math assessment.<br>In 2023-2024, 43% of Middle | Elementary outcome is expected to be at 52% proficient in Mathematics on District assessment<br>Secondary outcome is |

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| increase by at least 2% annually | Mathematics | In 2021-2022, 45% of Middle School students scored proficient on the I-Ready end-of-year math assessment.<br>In 2021-2022, 44% of High School students scored proficient on the spring Math District Benchmark Assessments. | In 2022-2023, 43% of Middle School students scored proficient on the I-Ready end-of-year math assessment.<br>In 2022-2023, 42.25% of High School students scored proficient on the spring Math District Benchmark Assessments. | School students scored proficient on the I-Ready end-of-year math assessment.<br>In 2023-2024, 41.1% of High School students scored proficient on the spring Math District Benchmark Assessments. | expected to be at 54% proficient in Mathematics on District assessment |
| Percent of students college/career ready will increase annually by 2% | In 2018-2019, 67.7% of students were prepared as indicated in the GREEN Tier on the California Dashboard | In 2020-2021, data for this metric was unavailable on the CA Dashboard. | In 2021-2022, data for this metric was unavailable on the CA Dashboard. | In 2022-2023, 49.6% of students were prepared as indicated in the GREEN Tier on the California Dashboard | Increase by 2% of students who are college/career prepared |
| Percent of college/career students completing the A-G requirements. The completion rate will increase by 2% per year until students reach the highest performance level. | In 2018-2019, 67.4% of college/career students met the A-G completion requirement. | In 2020-2021, data for this metric was unavailable on the CA Dashboard. | in 2021-2022, data for this metric was unavailable on the CA Dashboard. However, 48.8% of all students met the A-G completion requirement. | In 2022-2023, 85.9% of college/career students met the A-G completion requirement. | Increase by 2% annually, the percent of college/career students completing the A-G requirement |
| Access to a Broad Course of Student (Credit Recovery) | In 2018-2019, the metric was met as reported by the District. | In 2020-2021, the metric was met as reported by the District. | In 2021-2022, the metric was met as reported by the District. | In 2022-2023, the metric was met as reported by the District. | Continue to meet the Access to a Broad Course of Study as reported by the District annually for the California Dashboard |
| Access and Enrollment Local Measure | In 2018-2019, the District reported that the Access and Enrollment metric was met. | In 2020-2021, the District reported that the Access and Enrollment metric was met. | In 2021-2022, the District reported that the Access and Enrollment metric was met. | In 2022-2023, the District reported that the Access and Enrollment metric was met. | Continue to meet the Access and Enrollment metric as reported by the District |
| Adopted Course of Study | In 2018-2019, the District reported that the Adopted Course of Study metric was met. | In 2020-2021, the District reported that the Access and Enrollment metric was met. | In 2021-2022, the District reported that the Access and Enrollment metric was met. | In 2022-2023, the District reported that the Adopted Course of Study metric was met. | Continue to meet the Adopted Course of Study metric as reported by the District |
| Four Year Adjusted Cohort Graduation Rate | In 2019-20, the four year adjusted cohort graduation rate was reported as 91.6% | In 2020-2021, the four year adjusted cohort graduation rate was reported as 92.2% | In 2021-2022, the four year adjusted cohort graduation rate was reported as 96.2% | In 2022-2023, the four year adjusted cohort graduation rate was reported as 93.2% | Continue to increase the four year adjusted cohort graduation rate by 2% annually |

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| Percent of Students with Disabilities identified through the California Dashboard as two or more levels below/above the general population in Burbank Unified in the area of Pupil Achievement. | In the 2022 CA Dashboard, Students with Disabilities were identified as having an Achievement Rate of -73.6 distance from standard (DFS) in English Language Arts and -114.4 DFS in Math. | NA - Metric not in place | In the 2022 CA Dashboard, Students with Disabilities were identified as having an Achievement Rate of -73.6 distance from standard (DFS) in English Language Arts and -114.4 DFS in Math. | In 2022-2023, the District reported that the Access and Enrollment metric was met. | The desired outcome is is to decrease the chronic absenteeism rate to be one level below or equal to the level of all students in BUSD. If this metric is no longer reported in this manner, BUSD desires this metric to decrease by 5 points in ELA and 10 points in Math. |

## *Goal Analysis*

An analysis of how this goal was carried out in the previous year.

A description of any substantive differences in planned actions and actual implementation of these actions.

In 2023-2024, adjustments needed to be made to this goal's actions based on staffing and the reallocation of funding for a few specific action items. Specific positions in the LCAP remained vacant as we were not able to recruit or identify qualified staff to fill openings. This was particularly true for highly competitive positions in the state such as instructional aides. The result was a discrepancy in budgeted amounts for personnel in some instances. Some positions remained vacant at some school sites until qualified candidates could be found to fill the position. Those situations included ELD Instructional Assistants and long-term substitutes in certain teaching positions. At the same time, specific vacancies were sometimes filled with candidates who were highly qualified and created an increase in salary/benefits because of their placement on the salary scale. Positions impacted by this scenario include Curriculum Specialists, Psychologists, and Elementary Intervention Specialists. Additional costs were added in the school year as bargaining units negotiated salary increases in the form of retroactive pay and/or increased benefits which were applied to the current school year budget. Thus, an increase in our actuals to close the 2023-24 budget.

During the 2023-24 school year, an immediate need that was identified was the need to increase funding to an existing action item due to increased enrollment of students who needed additional ELD services. This resulted in an increase in expenditures for the following: Elementary ELD Specialists and Secondary Designated ELD Sections. In addition to the above changes in plans. Actions specific to Goal 1 that were not funded because of grant funds or other monies included Child Care State Preschool and Extended Learning Opportunities, all other items were implemented according to planned actions and their descriptions. Throughout the 2023-2024 school year specific action items were identified for an increase in funding because of demand. These actions are being considered for supplemental carry-over funds and they include Elementary ELD Specialists, Dual Immersion Instructional Assistants, Psychologists at Title I Schools, and an increase in our base ELD Programs.

In total, 26 of 31 action items were implemented as planned with minor adjustments based on vacancies, salary adjustments, and/or increased participation in the program.

One of the five items that was not budgeted through supplemental funds was due to other more restrictive funds being more appropriate to fund the item. The action was still implemented as planned but used ELOP to fund action item 9: Secondary Summer School – Extended Learning for English Learners.

Two of the five items were not budgeted in supplemental because they were previous action items from prior years and it was determined they would not be budgeted for in LCAP prior to 24-25 and would be funded by other funding sources in the 24-25 school year. These include item 2: Extended Transitional Kindergarten and item 10: Preschool Partial Cost of Teacher and Instructional Aides.

Lastly, two of the five items not implemented were items from previous years that were determined ineffective or no longer necessary to provide the service. These were not budgeted for in 24-25 nor where they planned to be implemented and they are item 21: Professional Development Teacher on Special Assignment and item 30: Secondary Summer School Stipend for Credit Recovery.

A thorough review of our metrics, state dashboard, and local metrics and indicators identifies growth in some areas whereas we did not meet the majority of our academic performance metrics related to CAASPP English and Math proficiency. BUSD identifies the performance in ELA and Math as an area for growth but also recognizes the context in which students were learning throughout the three-year plan. The disruption of the pandemic and subsequent year in distance learning contributed to unforeseen circumstances that made it increasingly challenging to meet our academic metrics. An area of growth in academic performance was our Hispanic students who met their growth target in English Language Arts. Students with Disabilities showed growth in both English and Math but did not hit their target in our metric. The other common metric in goal one is our graduation rate as it improved but not enough to meet the identified growth target except for the subgroups of Students with Disabilities and Hispanic students. BUSD met our metrics measuring our progress in meeting local indicators on the state dashboard as well as other metrics including AP Pass rate and Drop-out Rates.

Ultimately, BUSD recognizes the challenges we've faced in the last three years and has determined many of our action items and progress toward meeting our first goal need more time and incremental adjustments to fully measure the successes or ineffectiveness of our action items. Having said that, we are always looking to improve our practices by providing new professional development and training that addresses the immediate needs of our students and staff.

## An explanation of material differences between Budgeted Expenditures and Estimated Actual Expenditures and/or Planned Percentages of Improved Services and Estimated Actual Percentages of Improved Services.

For the 2023-2024 school year grants and funding opportunities continued to be available for specific actions listed in BUSD's LCAP. In accordance with our district goals and LCAP plan funding and grants were used in a manner consistent with many of the actions in our LCAP. The result is supplemental funds derived from LCFF funding were either not used or used to absorb increases in cost in other actions. Actions specific to Goal 1 that were not funded because of grant funds or other monies specific to action 2: Extended Transitional Kindergarten, action 9: Secondary Summer School – Extended Learning for English Learners, Action 10: Preschool Partial Cost of Teacher and Instructional Aides (one preschool classroom 1 teacher 1 aide). Action 21: Secondary Summer School Stipends, was not budgeted for an was not an action planned for implementation in 23-24.

Additionally, costs associated with many of the actions increased or decreased due to changes in personnel and the subsequent increase in salary or vacancies experienced during the 2023-2024 school year. However, the most significant increase in cost is due to retroactive pay and benefits that were negotiated during the school year.

## Differences between Budgeted Expenditures and Estimated Actual Expenditures for Actions identified for Improved Services

| Goal | Action | Action Description | 23-24 Initial Budget | 23-24 Estimated Actuals | Material Difference |
|---|---|---|---|---|---|
| 1 | 1 | Elementary Class Size Reduction Grades 4 and 5 | $228,508 | $221,374 | $7,133.64 |
| 1 | 2 | Extended Transitional Kindergarten | $0 | $0 | $0.00 |
| 1 | 3 | Elementary ELD Specialists | $390,697 | $550,259 | ($159,562.35) |
| 1 | 4 | Elementary ELD Instructional Assistants | $481,389 | $427,821 | $53,568.18 |
| 1 | 5 | Dual Immersion Teacher Cost Share | $610,891 | $625,451 | ($14,559.85) |
| 1 | 6 | Dual Immersion Instructional Assistants | $121,172 | $155,513 | ($34,340.83) |
| 1 | 7 | Secondary Designated ELD Teachers | $794,908 | $845,446 | ($50,537.86) |
| 1 | 8 | Interpreters for Second Language Learner Parents | $65,000 | $50,634 | $14,366.04 |
| 1 | 9 | Secondary Summer School - Extended Learning for Eng ... | $52,000 | $0 | ($52,000.00) |
| 1 | 10 | Preschool Partial Cost of Teacher and Instructional A | $0 | $0 | $0.00 |
| 1 | 11 | Professional Development Day Costs for All Teachers ... | $1,000,000 | $1,000,000 | $0.00 |
| 1 | 12 | Induction Professional Development Teacher on Speci ... | $25,428 | $24,217 | $1,210.64 |
| 1 | 13 | Peer Assistance and Review Teacher on Special Assig ... | $28,177 | $30,338 | ($2,161.10) |
| 1 | 14 | Elementary Response to Intervention for Reading/La ... | $500,839 | $464,523 | $36,315.55 |
| 1 | 15 | Middle School School Psychologist (2.0 FTEs) | $330,098 | $408,142 | ($78,043.70) |
| 1 | 16 | Teacher Support and Professional Development for In ... | $27,040 | $26,734 | $305.75 |
| 1 | 17 | Behavior Specialists (2.0 FTEs) | $175,218 | $193,075 | ($17,856.90) |
| 1 | 18 | English Learner Program, Supplemental Supports | $1,442,578 | $1,351,888 | $90,689.85 |
| 1 | 19 | Full Time Curriculum Specialists for all elementary sch ... | $1,513,911 | $1,646,136 | ($132,225.26) |
| 1 | 20 | Library Coordinators at Elementary Schools | $383,100 | $386,600 | ($3,500.08) |
| 1 | 21 | Professional Development Teacher on Special Assign ... | $0 | $0 | $0.00 |
| 1 | 28 | Targeted support for at-promise students who are in th ... | $5,000 | $2,600 | $2,400.00 |
| | | **Goal 1 SUBTOTAL** | **$8,175,954** | **$8,410,752** | **($286,798)** |

An explanation of how effective or ineffective the specific actions were in making progress toward the goal during the three-year LCAP cycle.

The The action items supporting goal one of our LCAP focus are primarily focused on support for English Language Learners and providing interventions as well as good first instruction in our primary grades. Action items associated with these efforts to provide interventions have included and will continue to include: Full-Time Curriculum Specialists for all Elementary Schools, Elementary Response to Intervention for Reading/Language Arts & Math, and Elementary Class Size Reduction in Grades 4 & 5. Action items associated with supporting English Language Development (ELD) include ELD Specialists,

ELD Instructional Aides, Secondary Designated ELD Sections, Interpreters, and our ELD program funding.
In 2023-2024 BUSD identified the 26 of the 31 actions that were funded through supplemental budget or other funds to be effective in addressing the desired outcomes of goal one. Being able to meet the majority of instructional metrics was a success given the obstacles and challenges that transpired over the past three years which included a pandemic and 12+ months in distance learning. Many of our goal one actions proved to be effective in addressing the changing instructional models and addressing any deficits in student knowledge as they returned to in-person. All of these action items allowed BUSD to maintain or show growth in academic areas that would have otherwise decreased further without these programs, services, and staff. Lastly, while we did not meet all of our metrics, we believe we succeeded in maintaining high academic performance which is a success in its own with based on the challenges over the course of the three-year LCAP. The following outlines challenges, areas where demand increased, and two items that will not be continued based on participation below what we had planned and hoped for.
One of the five items that was identified as effective was due to other more restrictive funds being more appropriate to fund the item. The action was still implemented as planned but used ELOP to fund action item 9: Secondary Summer School – Extended Learning for English Learners.
Additionally, two of the five items were not identified as effective because they were previous action items from prior years and it was determined they would not be budgeted for in LCAP prior to 24-25 and would be funded by other funding sources in the 24-25 school year. These include item 2: Extended Transitional Kindergarten and item 10: Preschool Partial Cost of Teacher and Instructional Aides.
Two of the five items not implemented were items from previous years that were determined ineffective or no longer necessary to provide the service. These were not budgeted for in 24-25 nor where they planned to be implemented and they are item 21: Professional Development Teacher on Special Assignment and item 30: Secondary Summer School Stipend for Credit Recovery.
BUSD has relied heavily on the action items in place to support our ELD population as new immigrant families with English Learners have been continuously enrolling at many of our sites. Historically we receive these students in our primary grades and at the beginning of the school year, but recent trends have put a strain on our secondary programs as they've received most of the new enrollments throughout the year. As a result of these trends, BUSD increased spending in this category to provide additional staffing to provide an increase in classes and/or classroom support for the increase in this population. The impact on student performance is seen in our CAASPP scores as the percentage of ELD students testing at or above grade level has declined by five percent on the English language Arts Assessment. We believe this is primarily the result of supporting an increase in ELD enrollments in our secondary schools. Additionally, these enrollments are new to the country and have very limited English Language skills. However, our percentages of ELD students being reclassified or making progress toward proficiency have remained steady since the adoption of our LCAP. ELLs continue to progress at a percentage of 57.7% one point from 2019-20.
The second area of focus is providing interventions and high-quality first instruction in our primary grades after significant gaps in learning occurred during the pandemic. CAASPP results from the spring of 2023, and benchmark assessments given in the 2023-24 school year indicate an increase in student proficiency. At mid-year in grades K-8, 58% of students are showing proficiency in ELA. Additionally, in grades K-8, 45% of students are showing proficiency in Math. CAASPP scores report 58.4% of students at grade level in ELA and 44.4% in math. These scores are a slight decline from pre-pandemic scores but we believe our scores are trending towards pre-pandemic levels and our LCAP desired outcomes. The following actions we believe are contributing to proficiency on our local English and math benchmark assessments as well as maintaining and/or decreasing D and F rates in English and Math:

- Action 19: Full-Time Curriculum Specialists for all Elementary Schools
- Action 14: Elementary Response to Intervention for Reading/Language Arts & Math
- Action 1: Elementary Class Size Reduction Grades 4 & 5

Actions that proved to be difficult to implement were the professional development opportunities provided by our Teacher Support and Professional Development for Instructional Technology TOSA (0.2 FTE) and our Peer Assistance and Review Teacher on Special Assignment (TOSA) (0.2 FTE). Participation in these opportunities was hindered by local bargaining unit language and lack of participation from our teaching members. These items were not included in our plan going forward.
While we were able to meet half of our metrics in goal one we believe the vast majority of our actions in goal one are effective. They have allowed us to sustain high scores and standards for students through a difficult three-year span. Additionally, the demand and participation in student-focused actions have caused us to plan for increases in funding in many of the action items to meet the demands of the enrollments in the programs and staffing required to provide these services.

| A description of any changes made to the planned goal, metrics, desired outcomes, or actions for the coming year that resulted from reflections on prior practice. |
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| The LCAP adoption process identified an increased need for support and programming for our English Learner population. The increase in English Learners has increased the demand and participation in our ELD programs and other English language acquisition supports. Additionally, practices throughout other classrooms as well as grading practices have been identified as needing additional professional development and training to adjust for the recent changes in our demographics within BUSD. Throughout a series of meetings with educational partners, meetings with site admin, a town hall discussion with the board of education, and the final adoption process, BUSD has identified the following adjustments that need to be made based on current trends in our data, enrollment, and performance context from the past three years:<br>- Increase support for Elementary ELD programming to support new immigrant families.<br>- Provide funding for sheltered sections and/or reduced class sizes for English Learners in Secondary Social Studies and Science classrooms.<br>- Dedicate funding toward ELD Instructional Assistants in Secondary Designated ELD Classrooms<br>- Provide funding to sustain and increase Professional Development in English Language Arts and Math with a focus on Culturally responsive pedagogy and equity in grading.<br>- Provide funding to sustain assessment programs that drive our response to intervention programming.<br>Two items were identified to be removed from the goal and no longer funded. These items were not directly supporting students. Recent changes in the agreement between the teacher's bargaining unit and BUSD made teacher participation in these programs cost-prohibitive. Educational partners needed to reallocate funding to other programs due to budget constraints. Items in goal one that had the consensus of educational partners to remove or reduce funding include:<br>- Item 13: Peer Assistance Review Teacher on Special Assignment<br>- Item 16: Teacher Support and Professional Development for Instructional Technology TOSA<br>The last group of items listed were no longer being funded or other restrictive funds were more appropriate funding sources so they will be removed from the LCAP for future funding. Items that were not funded in the last year of the plan and will fall out of the LCAP include:<br>- Action 10: Preschool partial cost of teacher and instructional assistants<br>- Action 9: Summer School Extended Learning for English Learners<br>- Action 21: Professional Development Teacher on Special Assignment<br>- Action 21: Summer School Stipends for Credit Recovery<br>Lastly, the increases in items funding to goal one indicate a shift of funding for our goals for the next three-year LCAP cycle. Funding from goal two is being reallocated to goal one to provide more funding for our academic programs as we see the need to increase performance scores and support new enrollment trends. |

**A report of the Total Estimated Actual Expenditures for last year's actions may be found in the Annual Update Table. A report of the Estimated Actual Percentages of Improved Services for last year's actions may be found in the Contributing Actions Annual Update Table.**

# Goal

| Goal # | Description |
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| 2 | Students will be physically, emotionally, and mentally healthy and supported through Parental Involvement as measured by State, federal, and District assessment tools including the California Dashboard with success as indicated in the metrics which defines targets for each metric by the end of 2021-22 school year. (Educational Services)<br><br>State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Two: State Standards (Conditions of Learning)<br>Priority Three: Parental Involvement (Engagement)<br>Priority Four: Pupil Achievement (Pupil Outcomes)<br>Priority Five: Pupil Engagement (Engagement)<br>Priority Six: School Climate (Engagement)<br>Priority Seven: Course Access (Conditions of Learning)<br>Priority Eight: Other Pupil Outcomes (Pupil Outcomes)<br><br>BUSD Board of Education Goal 2:<br>Students will be physically, emotionally, and mentally healthy |

## *Measuring and Reporting Results*

| Metric | Baseline | Year 1 Outcome | Year 2 Outcome | Year 3 Outcome | Desired Outcome for 2023-2024 |
|---|---|---|---|---|---|
| Percent of "D" and "F" Grade Rate in Middle School and High School will decrease by 2% | Spring 2019 - 8.50% of middle school students earned a "D" or "F"<br>Fall 2019 - 8.05% of middle school students earned a "D" or "F"<br>Spring 2019 - 12.10% of high school students earned a "D" or "F"<br>Fall 2019 - 11.23% of high school students earned a "D" or "F" | Fall of 2021 - 7.7% of middle school students earned a "D" or "F"<br>Spring of 2022 - 8.7% of middle school students earned a "D" or "F"<br>Fall of 2021 - 11.7% of high school students earned a "D" of "F"<br>Spring of 2022 - 13% of high school students earned a "D" of "F" | Fall of 2022 - 8.4% of middle school students earned a "D" or "F"<br>Spring of 2023 - 8.86% of middle school students earned a "D" or "F"<br>Fall of 2022 - 13.6% of high school students earned a "D" of "F"<br>Spring of 2023 - 12.55% of high school students earned a "D" of "F" | Fall of 2023 - 7.7% of middle school students earned a "D" or "F"<br>Spring of 2024 - 8.14% of middle school students earned a "D" or "F"<br>Fall of 2023 - 11.2% of high school students earned a "D" or "F"<br>Spring of 2024 - 12.05% of high school students earned a "D" or "F" | Decrease by 5% the percent of middle school and high school students who earn a "D" or "F" grades in Spring and Fall |
| A-G Requirements Completion Rate will increase by 2% | In 2018-2019, 49.2% of high school students met A-G completion rate | In 2020-2021, 45.2% of high school students met A-G completion Rate as measured by the CA dashboard. I reporting error was identified and 49.6% is the actual percentage of A-G completion rate using local data. | In 2021-2022, 50.0% of high school students met A-G completion requirements | In 2022-2023, 48.0% of high school students met A-G completion rate | Increase by 5% the percent of high school students who meet A-G Requirements |

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| Graduation Rate for All Students will increase by 2% | In 2018-2019, 92.3% of All Students were graduated from high school | In 2020-21, 92.3% of BUSD students graduated from high school | In 2021-2022, 96.2% of BUSD students graduated from HS | In 2022-2023 93.2% of All Students were graduated from high school | Increase by 2% the percent of All Students who are graduated from high school |
| Graduation Rate of English Learners will increase by 2% | In 2018-2019, 86.5% of English Learners were graduated from high school | In 2020-21, 83.8% of ELS graduated from high school | In 2021-22, 89.2% of ELS graduated from high school | In 2022-2023, 80.6% of English Learners were graduated from high school | Increase by 2% the percent of English Learners who are graduated from high school |
| Graduation Rate of Socio-economically Disadvantaged Students will increase by 2% | In 2018-2019, 90.7% of Socio-economically Disadvantaged Students were graduated from high school | In 2020-21, 89.6% of Socio-economically Disadvantaged students graduated from high school | In 2021-22, 95.3% of Socio-economically Disadvantaged students graduated from high school | In 2022-2023, 91.0% of Socio-economically Disadvantaged Students were graduated from high school | Increase by 2% the percent of Socio-economically Disadvantaged Students who are graduated from high school |
| Graduation Rate for Homeless Students will increase by 2% | In 2018-2019, 88.9% of Homeless Students were graduated from high school | In 2020-21, 100.0% of Homeless students graduated from high school | In 2021-22, 94.4% of Homeless students graduated from high school | In 2022-2023, 90.9% of Homeless Students were graduated from high school | Increase by 2% the percent of Homeless Students who are graduated from high school |
| Graduation Rate for Foster Youth will increase by 2% | In 2018-2019, NA% of Foster Youth were graduated from high school (Subgroup too small to report) | In 2020-2021, NA% of Foster Youth were graduated from high school (Subgroup too small to report) | In 2021-2022, NA% of Foster Youth were graduated from high school (Subgroup too small to report) | In 2022-2023 NA% of Foster Youth were graduated from high school (Subgroup too small to report) | Increase by 2% the percent of Foster Youth who are graduated from high school |
| Graduation Rate for Students with Disabilities will increase by 2% | In 2018-2019, 85.6% of Students with Disabilities were graduated from high school | In 2020-21, 79.1% of Students with Disabilities graduated from high school | In 2021-22, 91.5% of Students with Disabilities graduated from high school | In 2022-2023, 88.3% of Students with Disabilities were graduated from high school | Increase by 2% the percent of Students with Disabilities who are graduated from high school |
| Graduation Rate for Hispanic Students will increase by 2% | In 2018-2019, 89.5% of Hispanic Students were graduated from high school | In 2020-21, 88.7% of Hispanic students graduated from high school | In 2021-22, 96.5% of Hispanic students graduated from high school | In 2022-2023, 94.0% of Hispanic Students were graduated from high school | Increase by 2% the percent of Hispanic Students who are graduated from high school |
| Suspension Rate District wide will be maintained or at least decrease by 1% | In 2018-2019, 2.7% of students were suspended at least once (Green on dashboard with a decline of 0.3%) | In 2020-2021, 0.1% of students were suspended at least once. | In 2021-2022, 2.3% of students were suspended at least once. | In 2022-2023, 3.2% of students were suspended at least once | Decrease suspension rate by 1% district wide to maintain Green or advance to Blue on the Dashboard |
| School Attendance Rate will increase by 2% | In 2018-2019, the attendance rate was 94.97% district-wide as | In 2020-2021, the attendance rate was 87.7% districtwide. | In 2021-2022, the attendance rate was 93.3% districtwide. | In 2022-2023, the attendance rate was 91.71% district-wide | Increase school attendance rate by 2% |

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| | this is the most current data available pre-COVID-19 with a full year of in-person instruction | | | | |
| Chronic Absenteeism Rate | 6.7% of students are chronically absent (Green on the Dashboard with a decline of 0.5%) | In 2020-2021, 34.6% of students were chronically absent (TK-5 – 16%; 6-8 – 34%; 9-12 – 57%; Secondary – 48%) | In 2021-2022, 19.7% of students were chronically absent | In 2022-2023, 18.9% of students are chronically absent | Decrease chronic absenteeism by 2% to main Green level on Dashboard or advance to Blue level on Dashboard |
| Dropout Rate - Four Year Adjusted Cohort Graduation Rate | In 2019-202, the four year adjusted cohort graduation rate was reported as 91.6% | In 2020-2021, the four-year adjusted cohort graduation rate was reported as 92.2% | In 2021-2022, the four year adjusted cohort graduation rate was reported as 96.2% | In 2022-2023, the four year adjusted cohort graduation rate was reported as 93.2% | The four year adjusted cohort graduation rate is expected to be 100% |
| Middle School Drop Out Rate | Middle school dropout rate of 1% will decrease by a minimum of 1% until it reaches and remains at 0% | In 2020-2021, middle school drop out rate was 0% | In 2021-2022, middle school drop out rate was 0% | In 2022-2023, Middle school dropout rate remains at 0% | Reduce middle school dropout rate to 0% |
| Percent of Student Expulsions from the District will reduce/maintain at 0% expelled | In 2020-2021, no students were expelled from the District | In 2021-2022, no students were expelled from the District | In 2021-2022, no students were expelled from the District | In 2022-2023, no students were expelled from the District | The percent of students expelled from the District will be 0% |
| Percentage of families who report via the satisfaction survey that "My family is welcome at my school" will increase by 2% annually | In 2020-2021, School Satisfaction Survey analysis indicated the following: My family is welcome at my school: Students - 78% | In 2021-2022, this data was not collected in the School Satisfaction Survey in lieu of LA County and Board Policy restrictions on visitors, events, and volunteers on campus. | In 2022-2023, School Satisfaction Survey analysis indicated the following: My family is welcome at my school: Students - 76% | In 2023-2024, School Satisfaction Survey analysis indicated the following: My family is welcome at my school:<br>Students - 79% | Increase by 2% annually the families whop report that they feel welcome at their school via the satisfaction survey |
| Survey and other local measures of pupils, parents, and staff, on the sense of safety. | In 2020-2021, School Satisfaction Survey analysis indicated the following: Children are safe at school - Staff - 90%; Students - 74%; Parents - 83% | In 2021-2022, School Satisfaction Survey analysis indicated the following: Children are safe at school - Staff - 83%; Students - 66%; Parents - 81% | In 2022-2023, School Satisfaction Survey analysis indicated the following: Children are safe at school - Staff - 76%; Students - 60%; Parents - 73% | In 2023-2024, School Satisfaction Survey analysis indicated the following: Children are safe at school - Staff - 80%; Students - 59%; Parents - 79% | Student, parent, and staff sense of safety as measured by BUSD Satisfaction Surveys will increase by a minimum of 2% per year until it reaches and remains at 100% (students: all or most of the time, parents/staff: strongly agree or agree). |
| Surveys of pupils, | In 2020-2021, School | In 2021-2022, School | In 2022-2023, School | In 2023-2024, School | Student, parent, and staff |

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| parents, and staff, on the sense of care. | Satisfaction Survey analysis indicated the following: School is a positive and supportive learning environment: Staff - 94%; Students - 69%; Parents: 79% | Satisfaction Survey analysis indicated the following: School is a positive and supportive learning environment: Staff - 85%; Students - 63%; Parents: 78% | Satisfaction Survey analysis indicated the following: School is a positive and supportive learning environment: Staff - 82%; Students - 64%; Parents: 75% | Satisfaction Survey analysis indicated the following: School is a positive and supportive learning environment: Staff - 89%; Students - 57%; Parents: 79% | sense of care as measured by BUSD Satisfaction Surveys will increase by a minimum of 2% per year (students: all or most of the time, parents/staff: strongly agree or agree) until students reach the highest level of performance |
| Surveys of pupils, parents, and staff, on the sense of connectedness. | In 2020-2021, School Satisfaction Survey analysis indicated the following: We treat each other with respect: Staff - 90%; Students - 78%; Parents - 86% | In 2021-2022, School Satisfaction Survey analysis indicated the following: We treat each other with respect: Staff - 80%; Students - 70%; Parents - 82% | In 2022-2023, School Satisfaction Survey analysis indicated the following: We treat each other with respect: Staff - 74%; Students - 78%; Parents - 86% | In 2023-2024, School Satisfaction Survey analysis indicated the following: We treat each other with respect: Staff - 81%; Students - 63%; Parents - 84% | Surveys of pupils, parents, and staff, on the sense of connectedness will increase by 2% annually. |
| Percent of Foster Youth Students identified through the California Dashboard as two or more levels below/above the general population in Burbank Unified in the areas of School Climate and Pupil Engagement. | In the 2022 CA Dashboard, Foster Youth students were identified as having a suspension rate of 14.9% and a Chronic Absenteeism Rate of 39.9% | NA - Metric was not in place | In the 2022 CA Dashboard, Foster Youth students were identified as having a suspension rate of 14.9% and a Chronic Absenteeism Rate of 39.9% | In the 2023 CA Dashboard, Foster Youth students were identified as having a suspension rate of 10.3% and a Chronic Absenteeism Rate of 37.5% | The desired outcome is to decrease the suspension and chronic absenteeism rates to be one level below or equal to the level of all students in BUSD. If this metric is no longer reported in this manner, BUSD desires these metrics to decrease by 3%. |
| Percent of Students with Disabilities identified through the California Dashboard as two or more levels below/above the general population in Burbank Unified in the area of Pupil Engagement. | In the 2022 CA Dashboard, Students with Disabilities were identified as having a Chronic Absenteeism Rate of 39.9% | NA - Metric was not yet in place | In the 2022 CA Dashboard, Students with Disabilities were identified as having a Chronic Absenteeism Rate of 39.9% | In the 2023 CA Dashboard, Students with Disabilities were identified as having a Chronic Absenteeism Rate of 27.0% | The desired outcome is to decrease the chronic absenteeism rate to be one level below or equal to the level of all students in BUSD. If this metric is no longer reported in this manner, BUSD desires these metrics to decrease by 3%. |

## *Goal Analysis*

An analysis of how this goal was carried out in the previous year.

### A description of any substantive differences in planned actions and actual implementation of these actions.

Goal two of our LCAP had significant changes occur during the 23-24 school year and discussions during our LCAP adoption process proved to identify the need for changes in goal two for the 24-25 school year. Positions ended up costing more in most cases based on changes in staffing and/or negotiated increases in retroactive wages. Vacancies in the following positions were the result of unqualified or no available candidates for the position of CDS instructional assistants. In contrast, the following positions were filled with highly qualified candidates who increased the cost associated because of the salary/benefits of Monterey Teachers. A significant increase in funding for the Burbank Family Services agency for school-based counseling took place as an immediate need was identified for the increase in participation in this program. On the contrary, with looming budget cuts and recent increases in alternatives for credit recovery and initial credit, BUSD decided to reallocate funding for summer school programs to balance the supplemental budget. Lastly, costs associated with the PBIS program were not used this past year compared to previous years due to the contract with LACOE for training being completed.
Of the 17 action items in goal two, 11 of the 17 items were implemented as planned. Of the six items that were not implemented as planned, two were items from previous plans that were no longer budgeted or planned for implementation in 23-24. These include Item 7: Intervention Sections, and Item 15: Students Experiencing Homeless Transportation. The needs associated with these items were addressed through other funds or services. Of the six items that were not implemented, three were identified early in the school year as items we could pivot away from as the need to decrease spending due to budget concerns identified these items as places we could look for more cost-effective services or programs. These include item 9 Secondary English Learner Initial Credit Summer School, item 10 Secondary Online Credit Recovery, and item 13: Costs for PBIS Training. Lastly, the final item that was not implemented as planned was item 8: Family Services Agency of Burbank (FSA) Counseling Program. This item saw a dramatic increase in spending due to the immediate demand for counseling services at all sites.
The decision to reallocate secondary summer school funds was determined by the need for counseling services during the school year as well as the increased need for our English Learner Programs. Funds that would be used for summer school were reallocated during the school year to support the increased enrollment in these programs thus increasing funds for our goal one priorities as well as other actions within goal two. The decision to no longer host secondary summer school does not significantly impact BUSD students as there has been an increase in free options for summer school through online providers, local community colleges, and regional charter schools. These options have proven to be viable and popular with families in recent years. The decision to reallocate funds was discussed with LCAP Educational Partners for the 24-27 LCAP and was immediately implemented in the 23-24 school year.

### An explanation of material differences between Budgeted Expenditures and Estimated Actual Expenditures and/or Planned Percentages of Improved Services and Estimated Actual Percentages of Improved Services.

For the 2023-2024 school year there were multiple grants and funding opportunities still available for specific actions listed in BUSD's LCAP. In accordance with our district goals and LCAP plan funding and grants were used in a manner consistent with many of the actions in our LCAP. The result is supplemental funds derived from LCFF funding were either not used or used to absorb increases in cost in other actions or goals.  For example, students Experiencing Homelessness Transportation used other funding to provide this service. Additionally, costs associated with many of the actions increased or decreased due to changes in personnel and the subsequent increase in salary or vacancies experienced during the 2023-2024 school year.

## Differences between Budgeted Expenditures and Estimated Actual Expenditures for Actions identified for Improved Services

| Goal | Action | Action Description | 23-24 Initial Budget | 23-24 Estimated Actuals | Material Difference |
|---|---|---|---|---|---|
| 2 | 1 | High School Counselors (3.0 FTEs) | $407,298 | $305,806 | $101,491.66 |
| 2 | 2 | Middle School Counselors (3.0 FTE) | $418,449 | $429,292 | ($10,842.81) |
| 2 | 3 | Monterey Teachers (4.0 FTEs) | $525,201 | $600,213 | ($75,011.70) |
| 2 | 4 | Monterey High School Assistant Principal | $155,545 | $189,255 | ($33,710.06) |
| 2 | 5 | Community Day School Teachers (2.0 FTE) | $267,319 | $293,794 | ($26,474.84) |
| 2 | 6 | Community Day School Instructional Assistants (4.0 FTE) | $155,126 | $124,604 | $30,522.45 |
| 2 | 7 | Intervention Sections | $0 | $0 | $0.00 |
| 2 | 8 | Family Services Agency of Burbank (FSA) Counseling Pr ... | $30,000 | $230,000 | ($200,000.00) |
| 2 | 9 | Secondary English Learners Initial Credit Summer Scho ... | $170,478 | $27,404 | $143,074.00 |
| 2 | 10 | Secondary Online Credit Recovery | $372,439 | $67,671 | $304,767.92 |
| 2 | 11 | Secondary At-Risk Intervention Specialists (6 FTEs) | $448,725 | $451,354 | ($2,628.78) |
| 2 | 12 | Elementary At-Risk Intervention Specialists (11 FTEs) | $927,751 | $942,109 | ($14,357.67) |
| 2 | 13 | Costs for PBIS Training | $33,000 | $0 | $33,000 |
| 2 | 14 | Homeless/Foster/At-Risk Youth Specialist | $86,878 | $52,703 | $34,175.25 |
| 2 | 15 | Students Experiencing Homelessness Transportation | $0 | $0 | $0.00 |
| 2 | 16 | Diversity, Equity, & Inclusion Supplemental Materials | $10,000 | $656 | $9,344.18 |
| 2 | 17 | School Climate & Mental Health Surveys (Hanover) | $52,000 | $43,781 | $8,219.10 |
| | | **Goal 2 SUBTOTAL** | **$4,060,209** | **$3,758,640** | **$301,569** |

An explanation of how effective or ineffective the specific actions were in making progress toward the goal during the three-year LCAP cycle.

BUSD only met approximately half of the metrics in goal two by the end of the three-year LCAP cycle. Much like goal one and the remaining concerns from the pandemic and instructional time spent in distance learning, BUSD recognizes the metrics within goal two had baselines that were going to be challenging to improve upon. However, graduation rates have shown growth in this goal while other metrics have shown a decrease in performance and have yet to rebound from the obstacles associated with the last three years.

In the wake of the pandemic and supporting students as they recover from deficits that resulted from over a year of instruction in distance learning, many of the challenges BUSD has needed to address are related to student mental health and responding to students with chronic absenteeism.
Specific subgroups that need attention were identified in the 24-27 LCAP plan summary as the most common indicator where subgroups had the lowest performance level was chronic absenteeism with some subgroups pairing this indicator with academic performance or suspension rate.
During the 23-24 school year, BUSD increased the funding for Burbank Family Services and the school-based counseling they provide students. There is speculation about the quality of services and whether the program is meeting the needs of our students. Metrics identified to measure these needs did not increase with the increase in funding. Continued monitoring and adjustments in funding will be made for the 24-25 school year because of the uncertainty with this action item and meeting the objectives of the goal and metrics.
In total the majority of actions in goal two were found to be effective in addressing the needs of our students meeting the intended goals and metrics established in the LCAP. Five of the 17 items are were identified as effective and they include actions 3, 10,12,13, and 17. Eight of the 17 items will not be continued in the future LCAP to address budget shortfalls even though they were effective in most schools and in most cases. These include items: 1, 2, 4, 5, 6, 9, 11, and 16. This leaves four items, three of which were no longer implemented so their effectiveness will not be determined. The last item will be closely monitored next in the subsequent years to fully understand the effectiveness of the service as there is high demand for mental heath services. This item is action 8: Family Services Agency of Burbank (FS) Counseling Program as it yet to be determined how effective this program is in meeting the needs of our students.
Funding concerns led to the decision to adjust our secondary summer school programming in the 23-24 school year. Funds were being spent to support the immediate needs of our English Learner population and a decision was made with educational partners to reduce funding for this action to balance the supplemental budget and take advantage of existing programs that are free, viable, and popular with students and families.
The increase in chronic absenteeism and the continuing concern of subgroups and students missing school has caused BUSD to evaluate the role of secondary intervention specialists and other action items in goal two. Along with this, counseling staffing, Community Day School, and administrative staffing at Monterey High School were all closely monitored this year as a result.
A positive indicator for BUSD was our graduation rate among all subgroups monitored in our metrics. This is particularly true at Monterey Continuation High School and the teaching staff that is funded through LCAP is effective in meeting this metric and our objectives in goal two.

## A description of any changes made to the planned goal, metrics, desired outcomes, or actions for the coming year that resulted from reflections on prior practice.

Goal two of our LCAP will see significant changes in the 24-27 LCAP. Funds are being reallocated from goal two to improve and increase services provided in goal one. This is primarily the result of increased enrollments of English Learners as well as the priority to increase student achievement and provide improved instructional practices to account for the changing demographics within BUSD.

In the previous LCAP's goal analysis goal two, it was identified that BUSD would closely monitor the enrollments and success of the student population served by Community Day School. This monitoring revealed concerns about the progress students were making regarding attendance. This also coincided with changes in legislation which are not aligned to the practice of transferring students to a community day school because of attendance concerns. A decision was made to close the community day school and reallocate funding to provide a program that could still meet the needs of students served by this school. Services will now be provided by the SOAR program and will address both behavioral concerns as well as improve services for students with chronic absenteeism.

In addition to the closure of BUSD's Community Day School, it was also determined the funding for secondary intervention specialists would need to be reallocated to improve instructional services in goal one as well as redirect funding to the SOAR program for a different approach to meeting the needs of students struggling with attendance.

A decision late in the LCAP adoption process involved the staffing for counselors provided by the LCAP. Due to increasing budget concerns and the need to stabilize a budget while addressing an over decline in enrollment. It was determined with educational partners that a reduction in student to counselor ratio would have to be made to balance budgetary demands and concerns. While the increase in staffing in counseling most likely had an impact on our positive graduation rate, the student-to-counselor ratios were identified as an item that was too costly in the budget to sustain as other services and programs need to

increase to meet the enrollment trends and demands we are currently facing.

As stated previously in the analysis of goal two, changes to credit recovery and our summer school offerings have resulted in the decision to reallocate funding for these programs. Additionally, the administrate staffing at Monterey High School which is a continuation school was reduced due to a decline in enrollment in this program as well as the increase in participation in credit recovery options outside of BUSD.

In total, the following items will no longer be in place in the 24-25 LCAP:
- Action 1: High School Counselors
- Action 2: Middle School Counselors
- Action 4: Monterey High School Assistant Principal
- Action 5: Community Day School Teachers
- Action 6: Community Day School Instructional Assistants
- Action 7: Intervention Sections
- Action 9: Secondary English Learners Initial Credit Summer School
- Action 11: Secondary At-Risk Intervention Specialists
- Action 13: Costs for PBIS Training
- Action 15: Students Experiencing Homelessness Transportation
- Action 16: DEI Supplemental Materials

**A report of the Total Estimated Actual Expenditures for last year's actions may be found in the Annual Update Table. A report of the Estimated Actual Percentages of Improved Services for last year's actions may be found in the Contributing Actions Annual Update Table.**

# Goal

| Goal # | Description |
|---|---|

| | |
|---|---|
| 3 | Recruit and retain quality employees as measured by full employment of teaching staff with appropriate credentials and placed in appropriate assignments following Williams compliance by September 1, 2021, depending on clearance requirements (i.e., fingerprinting). (Human Resources)<br><br>State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Two: State Standards (Conditions of Learning)<br>Priority Three: Parental Involvement (Engagement)<br>Priority Four: Pupil Achievement (Pupil Outcomes)<br>Priority Five: Pupil Engagement (Engagement)<br>Priority Six: School Climate (Engagement)<br>Priority Seven: Course Access (Conditions of Learning)<br>Priority Eight: Other Pupil Outcomes (Pupil Outcomes)<br><br>BUSD Board of Education Goal 3:<br>Recruit and retain highly qualified employees |

## *Measuring and Reporting Results*

| Metric | Baseline | Year 1 Outcome | Year 2 Outcome | Year 3 Outcome | Desired Outcome for 2023-2024 |
|---|---|---|---|---|---|
| Annual professional development on diversity, equity, and inclusion for parents, classified staff, teachers, administrators impacting relationships among the stated groups and leading towards positive student outcomes academically and behaviorally | In 2020-21, no training was provided; however, planning of staff development had occurred | In 2021-2022 this metric was partially met as all teachers and administrators participated in professional development regarding diversity, equity, and inclusion. | In 2022-2023 this metric was met as all teachers, administrators, and classified participated in professional development regarding diversity, equity, and inclusion. | In 2023-2024 this metric was met as all teachers, administrators, and classified participated in professional development regarding diversity, equity, and inclusion. | Diversity, Equity, and Inclusion professional development to be in a sustainable model. Continued maintenance and monitoring to be in place for additional needs regarding DEI policies and programs. |
| Survey data will indicate progress in positive relationships among staff, students, and families leading to more open communication, | In 2020-2021, School Satisfaction Survey analysis indicated the following: Teachers communicate students about academic progress: Students - 60%; Parents - | In 2021-2022, School Satisfaction Survey analysis indicated the following: Teachers communicate students about academic progress: Students - 56%; Parents - | In 2022-2023, School Satisfaction Survey analysis indicated the following: Teachers communicate students about academic progress: Students - 55%; Parents - | In 2023-2024, School Satisfaction Survey analysis indicated the following: Teachers communicate students about academic progress: Students - 48%; Parents - 76%; Staff - 88% | Increase by 2% annually the respondents who report they agree that teachers communicate with students about academic progress |

| | | | | | |
|---|---|---|---|---|---|
| academic achievement, and positive student behavior | 78%; Staff - 94% | 77%; Staff - 90% | 76%; Staff - 84% | | |
| Survey results related to diversity, equity, and inclusion | The baseline for this metric is pending surveys results from spring 2021 administration of survey | in 2021-2022, survey results indicate the following: [My/My student's] culture, ethnicity, gender identity, gender expression, sexual orientation, and race are acknowledged and celebrated by the school: 55% of Students Agree, 64% of Parents agree, and 67% of Staff agree. | in 2022-2023, survey results indicate the following: [My/My student's] culture, ethnicity, gender identity, gender expression, sexual orientation, and race are acknowledged and celebrated by the school: 55% of Students Agree, 62% of Parents agree, and 68% of Staff agree. | In 2023-2024, survey results indicate the following: [My/My student's] culture, ethnicity, gender identity, gender expression, sexual orientation, and race are acknowledged and celebrated by the school: 57% of Students Agree, 63% of Parents agree, and 73% of Staff agree. | The majority of employee respondents will rate satisfactory or above with questions identified on an annual survey |
| Employment of Certificated Personnel Administrators will meet the needs of the District and be in alignment with State certification requirements | In 2020-2021, the District is at full employment and is 100% compliant with State certification requirements | In 2021-2021, the District is 100% compliant with State certification requirements | In 2022-2023, the District is 100% compliant with State certification requirements | In 2023-2024, the District is 100% compliant with State certification requirements | 100% of certificated personnel and administrators will be 100% compliant with State certification requirements and meet the needs of the District |

## *Goal Analysis*

An analysis of how this goal was carried out in the previous year.

A description of any substantive differences in planned actions and actual implementation of these actions.

In broad terms, goal 3 is focused on the hiring, training, and retention of highly qualified staff and teachers. Four actions for goal three were funded using supplemental funds. These goals were:
- Action 1: Diversity, Equity, and Inclusion Consultant
- Action 2: Professional Development on Diversity, Equity, and Inclusion
- Action 3: DEI Mental Health Consultant
- Action 5: DEI Site Lead Stipends
- Action 6: DEI Site Lead Collaboration

Early in the year it was determined we would no longer proceed with Professional Development on Diversity, Equity, & Inclusion as we had completed the base training provided and it was clear we were able to move forward with the work and ideas of our staff and lead teachers. Second, we also experienced a vacancy in the DEI Mental Health Consultant item which caused us to implement an alternative method for providing support in this area which did not require

this position to be filled later in the school year. We did see an increase in the use of funds for our DEI Site lead stipends and for DEI Site Lead Collaboration. Our contract with a DEI consultant stayed consistent with the budgeted amount.

## An explanation of material differences between Budgeted Expenditures and Estimated Actual Expenditures and/or Planned Percentages of Improved Services and Estimated Actual Percentages of Improved Services.

Three action items were fully funded once positions were filled and planning could proceed. Items 1, 4, & 6. Two items were not implemented due to vacancy or the decision to no longer pursue additional professional development from an outside organization; these include actions: 2 and 4.

## Differences between Budgeted Expenditures and Estimated Actual Expenditures for Actions identified for Improved Services

| Goal | Action | Action Description | 23-24 Initial Budget | 23-24 Estimated Actuals | Material Difference |
|---|---|---|---|---|---|
| 3 | 1 | Diversity, Equity, and Inclusion Consultant | $44,700 | $45,000 | ($300.00) |
| 3 | 2 | PD on Diversity, Equity, & Inclusion (Facing History) | $10,000 | $0 | $10,000 |
| 3 | 4 | DEI Mental Health Consultant | $25,000 | $0 | $25,000 |
| 3 | 5 | DEI Site Lead Stipends | $136,488 | $98,697 | $37,791.22 |
| 3 | 6 | DEI Site Lead Collaboration | $69,776 | $85,507 | ($15,730.96) |
| | | **Goal 3 SUBTOTAL** | **$285,964** | **$229,204** | **$56,760** |

An explanation of how effective or ineffective the specific actions were in making progress toward the goal during the three-year LCAP cycle.

BUSD has made significant progress toward providing professional development on diversity, equity, and inclusion for parents, teachers, and administrators. We believe this has positively impacted students academically and behaviorally as a result. In 2023-2024 the district ensured that all certificated and classified staff participated in DEI trainings. Additionally, it was a re-occurring topic in administrator meetings as well as site faculty meetings. Teachers took an increased role in preparing and delivering trainings and presentations around diversity, equity, and inclusion. Lastly, BUSD believes we have seen effective

practices put in place as a result of these action items and look to expand the reach of these practices through continued support for teacher leads and collaboration under the purview of a DEI consultant. Items 1, 5, & 6 were all determined to be effective. Items 2 and 4 were not implemented and were not found to be effective as a result.

A description of any changes made to the planned goal, metrics, desired outcomes, or actions for the coming year that resulted from reflections on prior practice.

BUSD has developed practices and procedures to increase our awareness and response to the diverse needs of our students and families. We are committed to the work of creating equity for all students and will continue to make decisions through the lens of our DEI work to improve the educational environment for not just all student students, employees, and families, but also increase and/or improve the education environment for communities that have historically been overlooked or disregarded when making decisions or implementing practices. BUSD will continue the current action items as well as recruit and fill vacancies with new staff committed to the work of diversity, equity, and inclusion. As a result of a change in practice in DEI Mental health supports and the identification that dedicated professional development around DEI is no longer needed. BUSD will no longer include the action items for a DEI Mental Health Consultant and Professional Development on Diversity, Equity, and Inclusion.

**A report of the Total Estimated Actual Expenditures for last year's actions may be found in the Annual Update Table. A report of the Estimated Actual Percentages of Improved Services for last year's actions may be found in the Contributing Actions Annual Update Table.**

# Goal

| Goal # | Description |
|---|---|
| 4 | Efficient and effective operations as measured by appropriate facilities especially classrooms that are conducive to the needs of the instructional program from the first day of the school year meeting Williams facilities requirements. (Business Services)<br><br>State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Three: Parental Involvement (Engagement)<br>Priority Six: School Climate (Engagement)<br>Priority Eight: Other Pupil Outcomes (Pupil Outcomes)<br><br>BUSD Board of Education Goal:<br>Maintain efficient and effective operations |

## *Measuring and Reporting Results*

| Metric | Baseline | Year 1 Outcome | Year 2 Outcome | Year 3 Outcome | Desired Outcome for 2023-2024 |
|---|---|---|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| 100% Compliance with the Facilities Inspection Tool (FIT) | 100% compliance with the completion of the Facilities Inspection Tool (FIT) in 2020-21 | 100% compliance with the completion of the Facilities Inspection Tool (FIT) in 2021-22 | 100% compliance with the completion of the Facilities Inspection Tool (FIT) in 2022-23 | 100% compliance with the completion of the Facilities Inspection Tool (FIT) in 2023-24 | 100% compliance with the completion of the facilities Inspection Tool (FIT) |

## *Goal Analysis*

An analysis of how this goal was carried out in the previous year.

A description of any substantive differences in planned actions and actual implementation of these actions.

Appropriate funding and effort have continued for the maintenance and operation of all schools and sites. Bond money is still being used for new construction with the majority of this work occurring on the Disney Elementary campus. Additionally, significant rains brought attention to our facilities and roofing improvements and needs. 2023-2024 brought many ongoing vacancies as positions became vacant and qualified candidates were difficult to find. The facilities department worked closely with HR to fill any open positions within facilities both long-term and with substitutes for day-to-day vacancies.

An explanation of material differences between Budgeted Expenditures and Estimated Actual Expenditures and/or Planned Percentages of Improved Services and Estimated Actual Percentages of Improved Services.

All Goal 4 action items were fully funded with no supplemental funds variation in budgeted amount compared to actual expenditures as this goal is funded through base grant funds or grant and bond monies.

An explanation of how effective or ineffective the specific actions were in making progress toward the goal during the three-year LCAP cycle.

District FIT reports were all complete in a timely manner and any findings were addressed immediately. The district is in good standing will all reporting and the conditions of our campuses. Day-to-day operations were maintained throughout 2023-2024 school year.

A description of any changes made to the planned goal, metrics, desired outcomes, or actions for the coming year that resulted from reflections on prior practice.

No changes are planned to be made to the actions for this goal.

**A report of the Total Estimated Actual Expenditures for last year's actions may be found in the Annual Update Table. A report of the Estimated Actual Percentages of Improved Services for last year's actions may be found in the Contributing Actions Annual Update Table.**

## *Instructions*

*For additional questions or technical assistance related to the completion of the Local Control and Accountability Plan (LCAP) template, please contact the local county office of education (COE), or the California Department of Education's (CDE's) Local Agency Systems Support Office, by phone at 916-319-0809 or by email at LCFF@cde.ca.gov.*

Complete the prompts as instructed for each goal included in the 2023–24 LCAP. Duplicate the tables as needed. The 2023–24 LCAP Annual Update must be included with the 2024–25 LCAP.

## *Goals and Actions*

### Goal(s)

**Description:**

Copy and paste verbatim from the 2023–24 LCAP.

### Measuring and Reporting Results

- Copy and paste verbatim from the 2023–24 LCAP.

**Metric:**

- Copy and paste verbatim from the 2023–24 LCAP.

**Baseline:**

- Copy and paste verbatim from the 2023–24 LCAP.

**Year 1 Outcome:**

- Copy and paste verbatim from the 2023–24 LCAP.

**Year 2 Outcome:**

- Copy and paste verbatim from the 2023–24 LCAP.

**Year 3 Outcome:**

- When completing the 2023–24 LCAP Annual Update, enter the most recent data available. Indicate the school year to which the data applies.

**Desired Outcome for 2023–24:**

- Copy and paste verbatim from the 2023–24 LCAP.

Timeline for completing the "**Measuring and Reporting Results**" part of the Goal.

| Metric | Baseline | Year 1 Outcome | Year 2 Outcome | Year 3 Outcome | Desired Outcome for Year 3 (2023–24) |
|---|---|---|---|---|---|
| Copy and paste verbatim from the 2023–24 LCAP. | Copy and paste verbatim from the 2023–24 LCAP. | Copy and paste verbatim from the 2023–24 LCAP. | Copy and paste verbatim from the 2023–24 LCAP. | Enter information in this box when completing the 2023–24 LCAP Annual Update. | Copy and paste verbatim from the 2023–24 LCAP. |

## Goal Analysis

Using actual annual measurable outcome data, including data from the Dashboard, analyze whether the planned actions were effective in achieving the goal. Respond to the prompts as instructed.

A description of any substantive differences in planned actions and actual implementation of these actions.

- Describe the overall implementation of the actions to achieve the articulated goal. Include a discussion of relevant challenges and successes experienced with the implementation process. This must include any instance where the LEA did not implement a planned action or implemented a planned action in a manner that differs substantively from how it was described in the adopted LCAP.

An explanation of material differences between Budgeted Expenditures and Estimated Actual Expenditures and/or Planned Percentages of Improved Services and Estimated Actual Percentages of Improved Services.

- Explain material differences between Budgeted Expenditures and Estimated Actual Expenditures and between the Planned Percentages of Improved Services and Estimated Actual Percentages of Improved Services, as applicable. Minor variances in expenditures or percentages do not need to be addressed, and a dollar-for-dollar accounting is not required.

An explanation of how effective or ineffective the specific actions were in making progress toward the goal during the three-year LCAP cycle.

- Describe the effectiveness or ineffectiveness of the specific actions in making progress toward the goal during the three-year LCAP cycle. "Effectiveness" means the degree to which the actions were successful in producing the desired result and "ineffectiveness" means that the actions did not produce any significant or desired result.
    - In some cases, not all actions in a goal will be intended to improve performance on all of the metrics associated with the goal.
    - When responding to this prompt, LEAs may assess the effectiveness of a single action or group of actions within the goal in the context of performance on a single metric or group of specific metrics within the goal that are applicable to the action(s). Grouping actions with metrics will allow for more robust analysis of whether the strategy the LEA is using to impact a specified set of metrics

is working and increase transparency for educational partners. LEAs are encouraged to use such an approach when goals include multiple actions and metrics that are not closely associated.

- Beginning with the development of the 2024–25 LCAP, the LEA must change actions that have not proven effective over a three-year period.

A description of any changes made to the planned goal, metrics, desired outcomes, or actions for the coming year that resulted from reflections on prior practice.

- Describe any changes made to this goal, expected outcomes, metrics, or actions to achieve this goal as a result of this analysis and analysis of the data provided in the Dashboard or other local data, as applicable.
    - As noted above, beginning with the development of the 2024–25 LCAP, the LEA must change actions that have not proven effective over a three-year period. For actions that have been identified as ineffective, the LEA must identify the ineffective action and must include a description of the following:
        - The reasons for the ineffectiveness, and
        - How changes to the action will result in a new or strengthened approach.

California Department of Education
November 2023

# Local Control and Accountability Plan

**The instructions for completing the Local Control and Accountability Plan (LCAP) follow the template.**

| Local Educational Agency (LEA) Name | Contact Name and Title | Email and Phone |
|---|---|---|
| Burbank Unified | Robyn Anders Director of Instructional Technology & Accountability | robynanders@burbankusd.org 8187294517 |

# Plan Summary 2024-2025

## General Information

A description of the LEA, its schools, and its students in grades transitional kindergarten-12, as applicable to the LEA.

The Burbank Unified School District serves the community of Burbank, a separate municipality with its independent government and services. Burbank is located in the San Fernando Valley and is surrounded by Los Angeles, Hollywood, and North Hollywood. The Burbank Unified School District provides a comprehensive, balanced educational program from Transitional Kindergarten through Grade 12, providing a standards-based curriculum attending to both basic skills development and concept development while addressing individual differences and needs. The district is governed by a five-member Board of Education and served by central administrative staff. A diverse and culturally enriched student population attends eleven TK-5 elementary schools, three middle schools, two comprehensive high schools, and a continuation school. In addition, the district offers childcare programs, several special education alternative programs, an Independent Learning Academy (independent study program), a continuation school, and an adult school. The total school enrollment for Burbank Unified School District is 14,240. A variety of socioeconomic and demographic backgrounds make up the Burbank community. BUSD students are 47.7% Caucasian (including Armenian, European, and Middle Eastern), 32.7% Hispanic/Latino, 5.3% Asian, 3.3 Filipino, 2.3% African American, 0.02% American Indian, 0.2% Pacific Islander, 5.6% multiple races or declined to state their ethnicity and 12.6% special needs. The following is the summary of student counts for each unduplicated student group:
- English Learners 1,716; 12.0%
- Foster Youth 24 students; 0.2%
- Students Experiencing Homelessness 42 students; 0.3%

In Burbank, 52 languages are spoken with the top four being English, Armenian, Spanish, and Arabic. Approximately 32.54% of BUSD students are considered socioeconomically disadvantaged and 12% are English Learners. Funding remains low due to declining enrollment and no active bonds or parcel taxes. The amount of supplemental and basic funds in the district is beginning to fall short and will not allow the district to sustain programs and staff in future years. Therefore, reductions will be seen at times to conserve funds for future anticipated shortfalls.

The LCAP Plan addresses the Eight State Priorities through the actions and metrics described in this plan. State of California Priorities:
Priority One: Basic (Conditions of Learning)
Priority Two: State Standards (Conditions of Learning)
Priority Three: Parental Involvement (Engagement)
Priority Four: Pupil Achievement (Pupil Outcomes)
Priority Five: Pupil Engagement (Engagement)
Priority Six: School Climate (Engagement)
Priority Seven: Course Access (Conditions of Learning)
Priority Eight: Other Pupil Outcomes (Pupil Outcomes)

BUSD Goals for 2024-2027
1. Students will be career/college ready via high-quality instruction of State Standards as measured by State, federal, and District assessment tools including the California Dashboard.
2. Students will be physically, emotionally, and mentally healthy and supported through Parental Involvement as measured by State, federal, and District assessment tools including the California Dashboard.
3. Recruit and retain quality employees as measured by full employment of teaching staff with appropriate credentials and placed in appropriate assignments.
4. Efficient and effective operations as measured by appropriate facilities especially classrooms that are conducive to the needs of the instructional program.

# Reflections: Annual Performance

A reflection on annual performance based on a review of the California School Dashboard (Dashboard) and local data.

The Burbank Unified School District is proud of its overall performance historically. Below is a quick summary from the Dashboard that helps to describe the progress and successes that the District has made. Previously reported on the California Dashboard for English Language Arts, the academic performance of students in Burbank was a relative strength as indicated by the "green" status from 2017-18 to 2018-19. The 2022-23 Dashboard identified our academic performance as showing as High for English Language Arts and Medium for Mathematics. The 2023-2024 Dashboard identifies our academic performance as showing green for English language arts and yellow for mathematics. Overall, student academic performance in ELA has been well maintained. Graduation rates for Burbank Unified School District have traditionally maintained a high status of green and are identified as yellow on the 2023-24 dashboard. However, Burbank Unified had a 93.2% graduation rate. The Burbank Unified School District college and career indicator established a new baseline which is medium (49.6% prepared).

The previous and current graduation rate and college and career measures can be attributed to:
- intervention programs at the middle school
- robust credit recovery programs
- a robust summer school program for credit recovery and a limited number of courses offered in the summer for initial credit
- career pathways in media, medical, and engineering
- dual enrollment courses with the community college in select courses

BUSD considers the ability to maintain a graduation rate of 93.2% a success. The graduation rate of many of our subgroups improved over the past three years, including students with disabilities, hispanic students, socio-economically disadvantaged, and students experiencing homelessness. Given this data set, the district plans to maintain and build upon its successes, especially in the areas of English Language Arts, Mathematics, English Learner proficiency as measured by ELPAC, Graduation Rates, Chronic Absenteeism, Suspension rates, and strong mental and emotional health. This will be accomplished by having a staff that is well trained and informed so that they can carry out their responsibilities related to each area. Once the staff are well informed and training the implementation and carry through of academics, and the supports that surround achievement need to be accomplished with fidelity and with a strong sense of purpose. The monitoring of student achievement, staff performance, and parental involvement need to be performed each day by school and District administrators.
The Board of Education must be kept well-informed and set expectations on the performance of staff, parents, and students. Every child and every staff member need to positively contribute to the success story of the District through the eyes of each individual.

CAASPP results used for the academic performance indicators on the 2023-24 dashboard from the spring of 2023 administration provide the following results:
- English Language Arts – 58.43% Met or Exceeded the Standard
- Mathematics – 44.40% Met or Exceeded the Standard
BUSD has increased intervention supports and services to students through increased access to mental health services, intervention applications, and an increase in instructional support personnel.

During the 2022-2023 school year, the LCAP Stakeholder Committee, DELAC Parent Advisory Committee, Superintendent's Cabinet, District Leadership Team, and Principals reviewed the planned expected annual measurable outcomes (AMO) outlined in our 2023-2024 LCAP with historical and current data available, including the California School Dashboard and locally collected data through grade reports, diagnostic assessments, and benchmark assessments. Additionally, the committees determined the effectiveness of each service provided and identified strengths, progress, gaps, and areas needing improvement. We specifically looked at any schools, district subgroups, and school subgroups that had the lowest performance level on any of the California dashboard indicators.

The following district sub-groups received the lowest performance level on one or more state indicators on the 2023 dashboard:
- Foster Youth Students in Academic Performance in English Language Arts and Mathematics.
- Students with Disabilities in Academic Performance in English Language Arts
The following schools received the lowest performance level on one or more state indicators on the 2023 dashboard:

College and Career Indicator:
- All Students at Monterey High School
Chronic Absenteeism Indicator:
- All students at Independent Learning Academy
- All students at John Muir High School
- All students at Walt Disney Elementary School
Suspension Indicator
- All students at Burbank Community Day School
- All students at Monterey High School
The following school sub-groups received the lowest performance level on one or more state indicators on the 2023 dashboard:

Academic Performance in the English Language Arts Indicator:
- English Learners at Dolores Huerta Middle School
- Students with Disabilities at Dolores Huerta Middle School
- Students with Disabilities at Luther Burbank Middle School
Academic Performance in the Mathematics Indicator:
- English Learners at Burbank High School
- English Learners at Dolores Huerta Middle School
- Students with Disabilities at Dolores Huerta Middle School
English Learner Progress Indicator:
- English Learners at George Washington Elementary School
College and Career Indicator:
- Hispanic Students, Socio-Economically Disadvantaged Students, and White Students at Monterey High School
Chronic Absenteeism Indicator:
- Asian Students, Hispanic Students, Students with Disabilities, and Socio-Economically Disadvantaged students at Joaquin Miller Elementary
- English Learners, Hispanic students, Socio-Economically Disadvantaged, Students with Disabilities, and White students at John Muir Middle School
- Hispanic students at R. L. Stevenson Elementary School
- Students with Disabilities at Ralph Emerson Elementary School
- Hispanic and Students with Disabilities at Thomas Jefferson Elementary School
- English Learners and Students with Disabilities at Thomas Edison Elementary School
- English Learners, Hispanic, Socio-Economically Disadvantaged, Students with Disabilities and White students at Walt Disney Elementary School
- White students at William McKinley Elementary School
Suspension Indicator:
- African American students and Students with Disabilities at Burbank High School
- Socio-Economically Disadvantaged students at Burroughs High School
- Hispanic and Socio-Economically Disadvantaged at Dolores Huerta Middle School
- Hispanic, and White students at Monterey High School
The following action items will specifically improve services for all district and school subgroups with the lowest performance level in the Academic Performance in the English Language Arts Indicator:
- Goal 1 Action Item 8: Professional Development Day Costs for All Teachers
- Goal 1 Action Item 20: Culturally Responsive Pedagogy Professional Development.
The following action items will specifically improve services for all district and school subgroups with the lowest performance level in the Academic Performance in Mathematics Indicator:
- Goal 1 Action Item 6: Secondary Designated ELD Teachers

- Goal 1 Action Item 8: Professional Development Day Costs for All Teachers
- Goal 1 Action Item 20: Culturally Responsive Pedagogy Professional Development

The following action items will specifically improve services for the English Language Learners at George Washington Elementary
- Goal 1 Action Item 2: Elementary ELD Specialists
- Goal 1 Action Item 3: Elementary ELD Instructional Assistants
- Goal 1 Action Item 10: Elementary Response to Intervention Reading/Language Art and Math
- Goal 1 Action Item 17: Elementary ELD Instructional Supports

The following action items will specifically improve services for Monterey High School and all subgroups with the lowest performance level in the college and career indicator:
- Goal 2 Action Item 1: Monterey Continuation High School Teachers
- Goal 2 Action Item 6: SOAR Program Staff

The following action items will specifically target Walt Disney Elementary, John Muir Middle School, and Independent Learning Academy as well as all subgroups and schools with the lowest performance level in chronic absenteeism:
- Goal 1 Action Item 10: Elementary Response to Intervention Reading/Language Art and Math
- Goal 1 Action Item 11: Middle School Psychologists
- Goal 1 Action Item 16: Professional Development for Twice Exceptional Students
- Goal 1 Action Item 20: Culturally Responsive Pedagogy Professional Development
- Goal 2 Action Item 1: Monterey Continuation High School Teachers
- Goal 2 Action Item 2: FSA School Based Counseling
- Goal 2 Action Item 3: Secondary Credit Recovery
- Goal 2 Action Item 4: Elementary Intervention Specialists
- Goal 2 Action Item 5: Student Services Attendance Specialist Foster/Homeless
- Goal 2 Action Item 6: SOAR Program Staff

The following action items will specifically improve services for Monterey High School, Burbank Community Day School, and all subgroups with the lowest performance level in the Suspension indicator:
- Goal 1 Action Item 20: Culturally Responsive Pedagogy Professional Development
- Goal 2 Action Item 1: Monterey Continuation High School Teachers
- Goal 2 Action Item 2: FSA School Based Counseling
- Goal 2 Action Item 3: Secondary Credit Recovery
- Goal 2 Action Item 1: Monterey Continuation High School Teachers
- Goal 2 Action Item 6: SOAR Program Staff

Based on the previously identified results, Burbank Unified School District is prioritizing the need to address chronic absenteeism across all school and sites but specifically the schools and subgroups identified earlier. Chronic absenteeism rates have increased during the pandemic and distance learning and the return to in-person instruction. They increased to 34.6% in 2021-22 (an increase of 27.9%) after previously dropping to 6.7% prior to the pandemic and were reported at 19.7% on the 2022 Dashboard. The current districtwide rate for chronic absenteeism is 18.9%. As the ramifications of the pandemic diminish, we hope to see this continue to decline, however, this will be a continuous area of focus.

Mathematics historically is an area for growth. The 2022 Dashboard shows BUSD students scoring 19.1 points below standard on average and the 2023 dashboard shows BUSD students scoring 19 points below the standard. CAASPP results show students in testing grades as 44.40% Meeting or Exceeding the Standard. Mathematics curriculum and instruction are being addressed through focused professional development on standards, the core curriculum, instructional practices, monitoring, credit recovery, and interventions. There is also professional learning community (PLC) work being done by grade levels and departments. "D" and "F" rates are being closely monitored and when needed an intervention section or assistance is provided. Additionally, BUSD has actively participated in a Math Collaborative through CAL-ED Partners and is seeing initial signs of progress as D and F rates in High School Algebra I continue to decrease year after year.

Services supporting English language arts such as interventions will need to be maintained and refocused so that significant student subgroups needing remediation are attended to as metrics indicated a decrease in reclassified students in 2020-2021 during distance learning as noted in our Goal 1 & 2 Metrics.

Lastly, continued innovation and improvements are needed in the district's Independent Study program to improve student access and performance for students who participate in this program in light of recent legislation and changes to this program.

# Reflections: Technical Assistance

As applicable, a summary of the work underway as part of technical assistance.

Not Applicable

# Comprehensive Support and Improvement

An LEA with a school or schools eligible for comprehensive support and improvement must respond to the following prompts.

***Schools Identified***

A list of the schools in the LEA that are eligible for comprehensive support and improvement.

***Support for Identified Schools***

A description of how the LEA has or will support its eligible schools in developing comprehensive support and improvement plans.

***Monitoring and Evaluating Effectiveness***

A description of how the LEA will monitor and evaluate the plan to support student and school improvement.

# Engaging Educational Partners

A summary of the process used to engage educational partners in the development of the LCAP.

School districts and county offices of education must, at a minimum, consult with teachers, principals, administrators, other school personnel, local bargaining units, parents, and students in the development of the LCAP.
Charter schools must, at a minimum, consult with teachers, principals, administrators, other school personnel, parents, and students in the development of the LCAP.

An LEA receiving Equity Multiplier funds must also consult with educational partners at schools generating Equity Multiplier funds in the development of the LCAP, specifically, in the development of the required focus goal for each applicable school.

| Educational Partner(s) | Process for Engagement |
|---|---|
| Burbank Community | Website, Newsletters, Public Meetings, Recordings of Public Meetings, Presentation Materials, and Translation of meetings and materials. |
| Burbank Unified Parents of Students | Website, Newsletters, Public Meetings, Survey, Recordings of Public Meetings, Presentation Materials, and Translation of meetings and materials. |
| Burbank Unified Teachers | Website, Newsletters, Public Meetings, Survey, Recordings of Public Meetings, Presentation Materials, and Translation of meetings and materials. |
| Burbank Unified Students | Website, Newsletters, Public Meetings, Survey, Recordings of Public Meetings, Presentation Materials, and Translation of meetings and materials. |
| Burbank Unified Staff | Website, Newsletters, Public Meetings, Survey, Recordings of Public Meetings, Presentation Materials, and Translation of meetings and materials. |
| Burbank Unified Bargaining Units | Individual Meeting with Superintendent and district leadership, Website, Newsletters, Public Meetings, Survey, Recordings of Public Meetings, Presentation Materials, and Translation of meetings and materials. |
| Burbank Unified Principals | Regular Meetings with Superintendent and district leadership, Website, Newsletters, Public Meetings, Survey, Recordings of Public Meetings, Presentation Materials, and Translation of meetings and materials. |
| District English Learner Advisory Committee (DELAC) | Presentations and an agenda item at all calendared DELAC Meetings.<br>Website, Newsletters, Public Meetings, Survey, Recordings of Public Meetings, Presentation Materials, and Translation of meetings and materials. |
| District Administrative Leadership (Cabinet) | Regular Meetings with Superintendent and district leadership, Website, Newsletters, Public Meetings, Recordings of Public Meetings, Presentation Materials, and Translation |
| Consultation with the SELPA | Provided a copy of plan and accompanying presentations. Responded in writing to feedback. |
| ASB Student Representatives | Individualized invites to attend public meetings and give input.<br>Website, Newsletters, Public Meetings, Survey, Recordings of Public Meetings, Presentation Materials, and Translation of meetings and materials. |

## A description of how the adopted LCAP was influenced by the feedback provided by educational partners.

The Burbank Unified School District held ten total public meetings regarding the LCAP adoption process. Seven of these meetings were general session LCAP meetings with the Parent Advisory Group and the public. Three of the meetings were with the School Board and the public. The LCAP was presented at four DELAC meetings for our parents of English Language Learners. Additionally, the LCAP was discussed with the district PTA by our Superintendent. Local bargaining units were consulted throughout the LCAP meetings and process. Students were also represented in the process through ambassadors from their respective Associated Student Body. A survey was published to elicit responses from the community regarding priorities for carryover spending and the local LCAP process. Lastly, the district met with the parents of homeless children to better understand their needs.
All general session LCAP meetings were live-streamed and recorded. The recordings of every LCAP meeting were archived and placed on the district website. All power points and handouts were also placed on the district website with translations. All of this was done to be transparent and to allow families who could not make a meeting to still be able to participate. Questions and answers were provided live and in writing and posted on the website.

The focus of our LCAP meetings included metrics and the action items of the LCAP that could be enhanced based on the data and the implementation. While some action items were condensed based on the data, it provided the community with opportunities for the district to service our most at-risk students. Special attention was given to any possible carryover funds and how we could support our current goals through new or increased actions.
The district plan for educational partner engagement included multiple routes of communication between Teachers, Principals, Administrators, Classified Personnel, the Burbank Teachers Association, the California State Employees Association, parents, and students. These included:
- The district's website advertised the dates of the meetings, the presentations that contained the content of the meetings including metrics, action items, and the budgeted expenditures
- Electronic invitations were sent to the entire Burbank school community including all administrators and staff, all parents, and high school students

- Principals providing messaging through their weekly/regular communications and at parent meetings
- The public had access to information from the BUSD website and BUSD eNEWS notifications which are sent to the public

All materials presented at the LCAP committee meetings were translated into Spanish and Armenian, including presentations, the budget, and all handouts. Additionally, every General Parent/Community Committee meeting was live-streamed on Zoom. The videos for each meeting were then posted on the district website, along with all the materials (presentations, budget, and handouts).

The timeline for the LCAP meetings included:
Wednesday, November 15, 2023, 6:00 pm, Topic - Budget Update
Wednesday, December 13, 2023, 6:00 pm, Topic - Initial Budget Discussion
Wednesday, January 24, 2024, 6:00 pm, Topic - Initial Budget Proposal
Wednesday, February 7, 2024, 6:00 pm, Topic - LCFF Budget Overview
Wednesday, February 21, 2024, 6:00 pm Topic - Instructional Services
Wednesday, March 6, 2024, 6:00 pm Topic - Educational Services
Wednesday, March 27, 2024, 6:00 pm Topic - LCAP Budget Update & Carry Over
Tuesday, Mary 14th, 2024 @ 6:00 pm - LCAP Town Hall and Goal/Metric Review

At each of the meetings listed above, metrics were provided to the community to show evidence of moving toward the goal. The metrics used were those identified in the approved LCAP plan. In addition, a thorough review of the budget for each goal was reviewed along with each action item. At the end of each session, the community had an opportunity to enter a discussion about how each item was funded.

For the school year 2023-2024, there were two primary Burbank Unified School District LCAP Parent Advisory Groups: The General Public LCAP Advisory Group and the District English Learner Advisory Committee. Each of these committees met (separately) a total of 12 times during the 2022-2023 school year. The Committee meetings were held regularly in the evenings from 6:00 pm to 7:00 pm (LCAP Group) and mornings and evenings (DELAC). The LCAP was shared with the DELAC on November 30, 2023; January 18, 2024; February 22, 2024; and March 28, 2024. Additionally, the LCAP Parent Advisor Group provided LCAP information on the previously mentioned LCAP presentation dates on Wednesday evenings at 6 pm.

The 2023-24 Burbank Unified School District (BUSD) LCAP Advisory Group for the 2024-25 LCAP consisted of many individuals from a wide variety of groups. Members included, but were not limited to students, parents, guardians of students, local business partners, representatives of the community, classified employees, certificated employees including teachers, parent volunteers, site administrators, and administrative staff from school sites and the district office.

Parents on the Advisory Group included parents of students who are English Language Learners, Special Education students, Socioeconomically Disadvantaged Students, Reclassified English Learners, Foster Youth, and Parents of students in the Gifted and Talented Education (GATE) program. The parents who participated in the Advisory Group represent a range of ethnic, racial, and unduplicated student subgroups.

District staff invited members of School Site Councils from every school to participate in Advisory Group meetings. Before each LCAP meeting, emails were sent to all parents, staff, and community members who had expressed interest in attending stakeholder group meetings. It is important to note that the Parent Advisory Committee/Group, which was referred to through this document, consisted of two separate committees: one for parents in general, and one for the parents of English Learners. Each of these meetings was comprised of mostly parents. This is reflected in the documented participation at each meeting. There are questions posed at these meetings, to which the superintendent responded in writing or orally. All these questions are noted on the LCAP page of the district's website.

Finally, the Assistant Superintendents and Directors addressed the LCAP in (separate) monthly meetings with the Elementary Principals and Secondary Principals. This provided site administrators with multiple opportunities to share their thoughts and ideas about current LCAP programs and services as well as suggest new ideas - based on the metrics and outcome data provided. Principal meetings that addressed the LCAP were held by level. Elementary: first Wednesday of each month from October-April 2024. Secondary: third Wednesday of each month from October-April 2024.

On May 14th, 2024, a Town Hall meeting was held to review the proposed three-year plan for the 2024-2025 school year and the outgoing years, after which the Superintendent responded to questions submitted by the public. Representatives from the District English Learner Advisory Committee and General Parent Committee were in attendance and asked questions.  At the meeting, the Board of Education and the public were provided with all available data (quantitative and qualitative) for each goal, priority area, and related budget program. All the questions asked were recorded and responded to in writing by the Superintendent's Designee. The questions and answers were posted on the

district website, www.burbankusd.org, in a dedicated area for the LCAP.

Based on recommendations from the May 14, 2024, Town Hall meeting, minor revisions were made, and the LCAP plan was presented to the Board of Education, at a formal Public Hearing on June 6, 2024, at 7:00 pm.
SELPA reviewed the LCAP to share the provisions for Special Needs Students that are reflected in our LCAP plan. Suggestions were made and memorialized for consideration prior to the first reading with the BUSD Board of Education on June 6th, 2024.

The 2024-2025 LCAP was formally approved by the Board of Education at a public meeting on June 20, 2024.
The adoption process for the 2024-2025 LCAP was influenced by the feedback provided by educational partners at every step of the process. Electronic notifications of the meetings, town hall, public hearing, and adoption of the LCAP included an opportunity for the public to speak to the LCAP. Students, staff, and parents were provided a survey early in the process to assist with priorities within the LCAP supplemental budget as well as give input on the process for decision-making. Members of the public were provided the opportunity to submit questions and comments in writing regarding the specific actions and expenditures provided in the LCAP.

Educational Partner feedback and communication have been influential on the development and implementation of the LCAP. Specifically, the impact on the contents of the plan has been greater clarity and transparency regarding the goals and their corresponding actions, services, metrics, and budgets. Many of the items below address the process. Specific items of support for the action items and the metrics are noted toward the end of this section.

The district's inclusive approach to involving educational partners has resulted in an LCAP that is genuinely informed and created through a collaborative process that involves representatives from individuals and groups that have a wide range of interests, ideas, and opinions. Burbank Unified School District educational partners were able to come together and agree on the priorities, LEA goals, and programs that will best serve the students of the district.

The impact of the timely engagement of educational partners in the development of the LCAP has been the maintenance of a sense of trust between the district staff and partners, as well as a sense of collaborative goal-setting and distributed leadership, in terms of the development of the program recommendations for the current LCAP. This was truly a group effort, and the process used to make program recommendations was democratic and transparent. All educational partners had a "voice" and had the opportunity to engage in the decision-making process. The fact that several meetings were dedicated to the specific goals allowed the educational partners to focus on each goal separately, and analyze the extent to which the corresponding services, actions, and budget met the needs of the students who were targeted for support.

Because educational partners had clear access to and understanding of detailed qualitative and quantitative data related to the eight State priorities and four District goals, they were able to participate in the LCAP process in a way where the entire process benefited from their informed ideas and suggestions. As soon as data became available, it was provided to partners, so they could determine areas of LCAP strength and weakness and provide recommendations that could improve upon what had been done the previous year.

The impact of involving representative parents in the development of a plan is truly collaborative and subsequent recommendations from educational partners whose children will benefit most from supplemental grant funds. English Learner parent involvement in the LCAP process has increased significantly over the years of LCAP by holding separate meetings for parents of English Learners with translation available in both Spanish and Armenian.

Students at the high school level participated in the LCAP process, and a survey targeted students for input to gather student perceptions of the LCAP action items within the district goals.

Maintaining the four original goals (and the programs that corresponded to them) was based on qualitative and quantitative data provided for each goal. Educational partners informed the annual update by reviewing each of the District/LCAP goals and the State priorities and analyzing the data for each program included in the LCAP Supplemental Plan. It was the discussion and analysis that led the committee to make their recommendations about the current LCAP-funded programs. A common theme throughout the adoption process was the need to increase and improve services for our growing English Learner population within Burbank. Those priorities were met with our final funding proposals which included the reallocation of funds to provide additional support to the English Learner population.

Specific action items were discussed for consensus among all educational partners and advisory groups to recommend a final budget that included the removal of specific action items including:
- Secondary Summer School Funding
- Secondary Intervention Specialists
- Community Day School Teachers and Aides

- DEI Supplemental Materials
- DEI Mental Health Consultant
- Peer Assistance and Review Position
- MS & HS Counselors
- Administrative Position at the continuation high school

Reallocation of funding to increase or improve services was discussed with all educational partners and advisory groups to recommend a final budget that included the following additions and investments in services:
- Elementary English Learner Development Staffing and Supports
- Secondary Sheltered Classrooms for English Learners
- English Language Development Instructional Assistants for Secondary
- Culturally Responsive Pedagogy Professional Development for Math and English
- Assessment Programs for Response to Intervention
- SOAR Program Staffing

Through many conversations with educational partners throughout the adoption process, a final prioritized budget was produced in May. The 2024-2025 LCAP action items funded by the LCAP Advisory Groups for removal, continuance, or augmentation were supported by the Board of Education, who discussed the plan twice in the spring of 2024 as well as discussed, the plan during the first reading on June 6, 2024, and formally approved the LCAP on June 20, 2024.

# Goals and Actions

## Goal

| Goal # | Description | Type of Goal |
|---|---|---|
| 1 | Students will be career/college ready via high-quality instruction of State Standards as measured by State, federal, and District assessment tools including the California Dashboard.<br><br>(Instrucitonal Services)<br><br>State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Two: State Standards (Conditions of Learning)<br>Priority Three: Parental Involvement (Engagement)<br>Priority Four: Pupil Achievement (Pupil Outcomes)<br>Priority Five: Pupil Engagement (Engagement)<br>Priority Seven: Course Access (Conditions of Learning) | Broad Goal |

State priorities address by this goal.

2, 1, 4, 5, 7, 3

## An explanation of why the LEA has developed this goal.

The goal of BUSD is to provide the highest quality instruction of the California State Standards that leads students to success in career choices and college readiness.

Goal 1 was established based on multiple sources of data: CAASPP scores, California Dashboard indicators, graduation data (district data and Dashboard data), A through G completion rates.

The intention of creating this goal is to ensure that students are given State Standards driven curriculum and that teachers are properly trained in order to effectively deliver instruction in an appropriate manner. Additionally, it is important for the District to provide access to the curriculum for all learners.

Goal 1 focuses on English Learners, Foster Youth, Homeless and Students with Disabilities, and students who are gifted. The targeted subgroups need access to appropriate materials, access to courses and curriculum, the highest quality instruction, and access to interventions and support including not only academic but social-emotional. Similarly, these targeted subgroups will benefit from smaller class size environments when appropriate. Goal 1 is designed to meet these needs of the targeted subgroups, with the understanding that the school district will monitor the following areas to evaluate progress towards goals:

Reclassification rates ELPAC results for English Learners
CAASPP Data for ELs, SEDs, SWDs, Foster Youth, Homeless Students, and Hispanic Students
Graduation Rates for ELs, SEDs, SWDs, Foster Youth, Homeless Students, and Hispanic Students

The reason the goal was established is based on data. Graduation data is good district-wide, but there are discrepancies with subgroup data, which needs attention. The current Dashboard shows gaps in performance for ELs and SED students, despite a relatively good score overall. Similarly, we have seen the same gap in A through G completion and CAASPP data. Part of the impetus for this goal was also to ensure that these subgroups were receiving full access to courses and curriculum. More importantly, instructional materials needed to be appropriate for these stakeholder groups.

The goal addresses good first teaching. When students are not being successful, the goal addresses Response to Intervention at the elementary level and intervention sections at the secondary level. Additionally, the goal addresses a robust design for students to have opportunities in the summer for elementary reteaching and expansion of knowledge and in secondary credit recovery. There are also opportunities for students to maintain their skill level during the summer so they are not losing their academic skills.

As a school of choice, the Independent Learning Academy (ILA) is an opportunity for students to access core classes on APEX Learning, which is an online platform. This allows students more flexible schedules to pursue other goals such as the Junior Olympics, or acting and modeling careers. In some cases, the ILA has been an opportunity for students to engage in their academic learning online because they suffer from various phobias or social disorders.

The focus for Burbank Unified is good first instruction. Therefore, the intention of this goal is to ensure the students in Burbank encounter a curriculum and materials that are aligned with State Standards. It is also important for instruction to be differentiated so that student's needs are being met. Therefore, professional development becomes critical to ensure the most effective delivery of instruction, appropriate methods for checking for understanding, and methods of reteaching differently to meet the needs of students who did not get it the first time.

A focus for this goal includes technology. Not just access to more technology, but the integration of technology into lesson plans that will engage students in the learning process. Similarly, the district continues to endorse Kagan strategies and offers teachers many point of access to be trained during the regular school year.

Goal 1 focuses on:

- Mastery of State Standards
- Professional development for Kagan Classroom technology training
- Professional development time to ensure assessments and lessons are standards aligned
- Google classroom
- Core curriculum online resources

Access to arts and music education is a passion in Burbank. Goal 1 is intended to keep our district focused on our commitment to art and music education and to maintain services that are already currently in place while creating a plan to expand further. Over the last couple of years, the District has created a strategic master plan for art and music education which is captured in the Burbank Arts for All Master Plan.

The following items are paramount to goal 1:

- Maintain current rations of students to teachers for music instruction in grades 2 through 5
- Maintain 1600 instruction minutes per year in music instruction for a student in grades 4 and 5
- Maintain 1200 instruction minutes per year of music instruction for students in grades 2 and 3
- Continue to increase the number of visual  and performing arts courses offered in grades 9 through 12

In summary:  Goal 1 is designed to meet all these needs, with the understanding that the school district will monitor the following areas to evaluate progress toward meeting the action items:

CAASPP data for All Students and Subgroups
Graduation data for All Students and Subgroups
Dropout Rate for High School Students
A through G data AP data for High School Students
D and F Rates for Middle and High School Students
Credit recovery data for High School Students
Teacher Credentialing and Appropriate Assignments (Williams Compliance)
Textbooks and Instructional Materials (Williams Compliance)

# Measuring and Reporting Results

| Metric # | Metric | Baseline | Year 1 Outcome | Year 2 Outcome | Target for Year 3 Outcome | Current Difference from Baseline |
|---|---|---|---|---|---|---|

| | | | | | | |
|---|---|---|---|---|---|---|
| 1 | Percent of All Students who score Exceeds or Meet Standards on the English Language Arts CAASPP will increase by 3 percentage points over 3 years | In 2022-2023, 58.43% of All Students scored Exceeds or Meets Standards on the English Language Arts CAASPP | | | All Students who Exceed or Meet Standards on the English Language Arts CAASPP will increase by 3 percentage points by year 3. | |
| 2 | Percent of English Learners Exceeding or Meeting Standards on English Language Arts CAASPP will increase by 3 percentage points over 3 years | In 2202-20223, 13.41% of English Learners scored Exceeds or Meets Standards on the English Language Arts CAASPP | | | English Learners scoring Exceeds or Meets Expectations on the English Language Arts CAASPP will increase by 3 percentage points by year 3. | |

| | | | | | | |
|---|---|---|---|---|---|---|
| 3 | Percent of Socioeconomically Disadvantaged Students Exceeding or Meeting Standards on the English Language Arts CAASPP will increase by 3 percentage points over 3 years | In 2202-20223, 47.15% of Socioeconomically Disadvantaged scored Exceeds or Meets Standards on the English Language Arts CAASPP | | | Socioeconomically Disadvantaged students who score Exceeds or Meets Standards on English Language Arts CAASPP will increase by 3 percentage points by year 3. | |
| 4 | Percent of Homeless Students Exceeding or Meeting Standards on the English Language Arts CAASPP will increase by 3 percentage points over 3 years | In 2022-2023, 42.86% of Homeless Students scored Exceeds or Meets Standards on the ELA CAASPP | | | Homeless Students scoring Exceeds or Meets Expectations on the English Language Arts CAASPP will increase by 3 percentage points by year 3. | |

| | | | | | | |
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| 5 | Percent of Foster Youth Students who score Exceeds or Meets Standards on the Mathematics CAASPP will increase by 3 percentage points over 3 years | In 2022-2023, NA% of Foster Students scored Exceeds or Meets Standards on the English Language Arts CAASPP | | | Foster students scoring Exceeds or Meets Expectations on the English Language Arts CAASPP will increase by 3 percentage points by year 3. | |
| 6 | Percent of Students with Disabilities Exceeding or Meeting Standards on the English Language Arts CAASPP will increase by 3 percentage points over 3 years | In 2022-2023, 27.31% of Students with Disabilities scored Exceeds or Meets Standards on the English Language Arts CAASPP | | | Students with Disabilities who exceed or meet standards on the English Language Arts CAASPP will increase by 3 percentage points by year 3. | |

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| 7 | Percent of Hispanic students Exceeding or Meeting Standards on the English Language Arts CAASPP will increase by 3 percentage points over 3 years | In 2022-2023, 47.49% of Hispanic students scored Exceeds or Meets Standards on the English Language Arts CAASPP | | | Hispanic students who meet Exceed or Meet Standards on the English Language Arts CAASPP will increase by 3 percentage points over 3 years. | |
| 8 | Percent of Twice Exceptional (GATE & UDP) students Exceeding or Meeting Standards on the English Language Arts CAASPP will increase by 3 percentage points over 3 years | In 2022-2023, 93.8% of GATE students scored Exceeds or Meets Standards on the English Language Arts CAASPP | | | Twice Exceptional (GATE & UDP) students who Exceed or Meet Standards on the English Language Arts CAASPP will increase by 3 percentage points by year 3. | |

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| 9 | Percent of All Students who score Exceeds or Meets Standards on the Mathematics CAASPP will increase by 3 percentage points over 3 years | In 2022-2023, 44.40% of All Students scored Exceeds or Meets Standards on the Mathematics CAASPP | | | All Students who Exceed or Meet Standards on the Mathematics CAASPP will increase by 3 percentage points by year 3. | |
| 10 | Percent of English Learners who score Exceed and Meet Standards of the Math CAASPP will increase by 3 percentage points over 3 years | In 2022-2023, 15.14% of English Learner students scored Exceed and Meet Standards of the Math CAASPP | | | English Learners who Exceed or Meet Standards on the Math CAASPP will increase by 3 percentage points by year 3. | |
| 11 | Percent of Socioeconomically Disadvantaged Students Exceeding or Meeting Standards on Math CAASPP will increase by 3 percentage points over 3 years | In 2022-2023, 19.06% of Students with Disabilities scored exceeds or Meets standards on the Mathematics CAASPP | | | Students with Disabilities who exceed or meet standards on the Mathematics CAASPP will increase by 3 percentage points by year 3. | |

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| 12 | Percent of Homeless Students Exceeding or Meeting Standards on the Mathematics CAASPP will increase by 3 percentage points over 3 years | In 2022-2023, 28.58% of Homeless Students scored Exceeds or Meets Standards on the Mathematics CAASPP | | | Homeless Students Exceeding or Meeting Standards on the Mathematics CAASPP will increase by 3 percentage points by year 3. | |
| 13 | Percent of Foster Youth Students who score Exceeds or Meets Standards on the Mathematics CAASPP will increase by 3 percentage points over 3 years | In 2022-2023, NA% of Foster Students scored Exceeds or Meets Standards on the Mathematics CAASPP | | | oster Youth Students who score Exceeds or Meets Standards on the Mathematics CAASPP will increase by 3 percentage points by year 3. | |
| 14 | Percent of Students with Disabilities that Exceed or Meet Standards on the Mathematics CAASPP will increase by 3 percentage points over 3 years | In 2022-2023, 19.06% of Students with Disabilities scored exceeds or Meets standards on the Mathematics CAASPP | | | Students with Disabilities that Exceed or Meet Standards on the Mathematics CAASPP will increase by 3 percentage points by year 3. | |

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| 15 | Percent of Hispanic students who Exceed or Meet Standards on the Mathematics CAASPP will increase by percentage points over 3 years | In 2022-2023 30.18% of Hispanic students scored Exceeds or Meets Standards on the Mathematics CAASPP | | | percent of Hispanic students who meet Exceed or Meet Standards on the Mathematics CAASPP will increase by 3 percentage points by year 3. | |
| 16 | Percent of Twice Exceptional (GATE & UDP) students who score Exceeds or Meets Standards on the Mathematics CAASPP will increase by 3 percentage points over 3 years. | In 2022-2023, 91.4% of GATE students scored Exceeds or Meets Standards on the Mathematics CAASPP | | | wice Exceptional (GATE & UDP) students who Exceed or Meet Standards on the Mathematics CAASPP will increase by 3 percentage points by year 3. | |

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| 17 | Percent of English Learners making progress towards English language proficiency as reported on the California Dashboard will increase by 3 percentage points over 3 years | In 2022-2023, 57.7% of English Learners making progress towards English language proficiency as reported on the California Dashboard | | | English Learners making Progress on the ELPAC will increase by 3 percentage points by year 3. | |
| 18 | Percent of English Learners being reclassified as determined by the Reclassification Rate will meet or exceed previous annual rate or at least pass the State reclassification rate | In 2022-2023, 20.7% of English Learners were reclassified | | | Maintain or increase the reclassification rate of English Learners. | |

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| 19 | Percent of fully credential teachers in grades Transitional Kindergarten through Grade 12 will be maintained | In 2021-2022, the following was reported on the CDE TAMO Report:<br>Clear - 88.7%<br>Out-of-Field - 2.7%<br>Intern - 0.5%<br>Ineffective - 1.7%<br>Incomplete - 6.1%<br>Unknown - 0.3%<br><br>In 2022-2023, BUSD anticipates having 42 Out-of-Field Teacher (Local Assignment Approval by Board), 5 Ineffective Teacher (emergency permit, waiver), 29 Inexperienced Teacher (2 years or less) | | | Maintain or increase percentage of teachers who are fully credentialed per teaching assignment | |
| 20 | Graduation Rate for All Students will increase by 1 percentage point over 3 years | In 2022-2023 93.2% of All Students were graduated from high school | | | All Students who are graduated from high school will increase by 1 percentage point by year 3. | |
| 21 | Graduation Rate of English Learners will increase by 3 percentage points over 3 years | In 2022-2023, 80.6% of English Learners were graduated from high school | | | All English Learners who are graduated from high school will increase by 3 percentage points by year 3. | |

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| 22 | Graduation Rate of Socio-Economically Disadvantaged Students will increase by 2 percentage points over 3 years | In 2022-2023, 91.0% of Socio-economically Disadvantaged Students were graduated from high school | | | Socio-economically Disadvantaged Students who are graduated from high school will increase by 2 percentage points by year 3. | |
| 23 | Graduation Rate for Homeless Students will increase by 1 percentage points over 3 years | In 2022-2023, 90.9% of Homeless Students were graduated from high school | | | Homeless Students who are graduated from high school will increase by 1 percentage point by year 3. | |
| 24 | Graduation Rate for Foster Youth will increase by 1 percentage point over 3 years | In 2022-2023 NA% of Foster Youth were graduated from high school (Subgroup too small to report) | | | Foster Youth who are graduated from high school will increase by 1 percentage point by year 3. | |
| 25 | Graduation Rate for Students with Disabilities will increase by 2 percentage points over 3 years | In 2022-2023, 88.3% of Students with Disabilities were graduated from high school | | | Students with Disabilities who are graduated from high school will increase by 2 percentage points by year 3. | |

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| 26 | Graduation Rate for Hispanic Students will increase by 1 percentage point over 3 years | In 2022-2023, 94.0% of Hispanic Students were graduated from high school | | | Hispanic Students who are graduated from high school will increase by 1 percentage point by year 3. | |
| 27 | Percent of "D" and "F" Grade Rate in Middle School and High School will decrease by 3 percentage points over 3 years | Fall of 2023 - 7.7% of middle school grades were a "D" or "F"<br>Spring of 2024 - 8.14% of middle school grades were a "D" or "F"<br>Fall of 2023 - 11.2% of high school grades were a "D" or "F"<br>Spring of 2024 - 12.05% of high school grades were a "D" or "F" | | | middle school and high school students who earn a "D" or "F" grades in Spring and Fall will decrease by 3 percentage points by year 3. | |
| 28 | Drop-Out Rate will decrease or be maintained | In 2022-2023, the Drop-Out Rate was 1.4% (CDE no longer calculates the dropout rate; however, the District will calculate) | | | Maintain or decrease the percent of students who Drop-Out | |

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| 29 | Percentage of students completing the A-G requirements. The completion rate will increase by 2% percentage points per year until students reach the highest level of performance. | In 2022-2023 48.0% of high school students met A-G completion rate | | | All students who meet A-G requirements will increase by 6 percentage points by year 3. | |
| 30 | Percentage of Secondary Student Credit Recovery Rate will increase by 1 percentage point over 3 years | In 2022-2023, the "Traditional" recovery rate of students was 92.8% In 2022-2023, online credit recovery was not offered. | | | Students who recover credits towards graduation either through traditional or online methods will increase by 1 percentage point by year 3. | |

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| 31 | Percent of Advanced Placement (AP) Examination Passing Rate with a "3" or better will increase by 2% percentage points annually until students reach the highest performance level | In 2022-2023, 76.8% of students on average pass the Advanced Placement Examination with a "3" or better | | | Students who pass the Advanced Placement Examination with a "3" or better will increase by 6 percentage points by year 3. | |
| 32 | 100% Compliance with the Williams Act Instructional Materials Requirement | 100% Compliance with the Williams Act Instructional Materials Requirement in 2022-2023 | | | 100% Compliance with the Williams Act Instructional Materials Requirement | |
| 33 | Parent Participation in Decision Making Groups: DELAC, LCAP Advisory Group, PTA Council Meetings | 100% Compliance with DELAC, LCAP Advisory Group, and PTA Council participation | | | 100% Compliance with DELAC, LCAP Advisory Group, and PTA Council participation | |

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| 34 | Percent of students proficient in English Language Arts as Measured by District Assessment will increase by 3% over 3 years | In 2023-2024, 66% of Elementary students scored proficient on the I-Ready end-of-year reading assessment.<br>In 2023-2024, 50% of Middle School students scored proficient on the I-Ready end-of-year reading assessment.<br>In 2023-2024, 57% of High School students scored proficient on the spring District Writing Prompt. | | | All Students who are proficient in English Language Arts as Measured by District Assessments will increase by 3 percentage points by year 3. | |
| 35 | Percent of students proficient in Mathematics as measured by District Assessment will increase by 3% over 3 years. | In 2023-2024, 58% of Elementary students scored proficient on the I-Ready end-of-year math assessment.<br>In 2023-2024, 43% of Middle School students scored proficient on the I-Ready end-of-year math assessment.<br>In 2023-2024, 41.1% of High School students scored proficient on the spring Math District Benchmark Assessments. | | | All Students who are proficient in Mathematics as Measured by District Assessment will increase by 3 percentage points by year 3. | |

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| 36 | Percent of students college/career ready will increase annually by 2% percentage points annually until students reach the highest performance level | In 2022-2023, 49.6% of students were prepared as indicated in the GREEN Tier on the California Dashboard | | | Students who are college/career prepared will increase by 6 percentage points by year 3. | |
| 37 | Percent of college/career students completing the A-G requirements. The completion rate will increase by 2% per year until students reach the highest performance level. | In 2022-2023, 85.9% of college/career students met the A-G completion requirement. | | | College/career students completing the A-G requirement will increase by 6 percentage points by year 3. | |
| 38 | Four Year Adjusted Cohort Graduation Rate will increase by 1% over 3 years | In 2022-2023, the four year adjusted cohort graduation rate was reported as 93.2% | | | Four-year adjusted cohort graduation will increase by 1 percentage point by year 3. | |

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| 39 | Meet all Standards on Local Indicators as reported to the California Dashboard | In 2022-2023, the District reported that all Local Dashboard indicators were "Met" | | | Maintain "Met" status on all Locally reported indicators on the California Dashboard. | |
| 40 | Percentage of students on the Early Assessment Program scoring Prepared and Approaching Prepared in ELA will increase by 3 percentage points over 3 years until the students reach the highest level of performance. | Prepared: 65.23% Approaching Prepared: 19.58% Not Prepared: 15.19% | | | students on the Early Assessment Program scoring Prepared and Approaching Prepared in ELA will increase by 3 percentage points by year 3. | |
| 41 | Percentage of students on the Early Assessment Program scoring Prepared and Approaching Prepared in math will increase by 3 percentage points over 3 years until the students reach the highest level of performance. | Prepared: 65.23% Approaching Prepared: 19.58% Not Prepared: 15.19% | | | Students on the Early Assessment Program scoring Prepared and Approaching Prepared in Math will increase by 3 percentage points by year 3. | |

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| 42 | Percent of Student Expulsions from the District will reduce/maintain a percent lower than the state | In 2022-2023, no students were expelled from the District | | | Student Expulsions from the District will reduce/maintain a percent lower than the state | |
| 43 | Access to a Broad Course of Student Local Indicator will be met | In 2022-2023, the metric was met as reported by the District. | | | Access to a Broad Course of Student Local Indicator will continue to be met all 3 years of the plan. | |
| 44 | Percent of All Students who score Exceeds or Meet Standards on the CAST will increase by 3 percentage points over 3 years. | In 2022-2023, 38.54% of All Students scored Exceeds or Meets Standards on the CAST. | | | All Students who score Exceeds or Meet Standards on the CAST will increase by 3 percentage points by year 3. | |

# Goal Analysis for 2024-2025

An analysis of how this goal was carried out in the previous year.

A description of overall implementation, including any substantive differences in planned actions and actual implementation of these actions, and any relevant challenges and successes experienced with implementation.

Not Applicable

An explanation of material differences between Budgeted Expenditures and Estimated Actual Expenditures and/or Planned Percentages of Improved Services and Estimated Actual Percentages of Improved Services.

Not Applicable

A description of the effectiveness or ineffectiveness of the specific actions to date in making progress toward the goal.

Not Applicable

A description of any changes made to the planned goal, metrics, target outcomes, or actions for the coming year that resulted from reflections on prior practice.

Not Applicable

**A report of the Total Estimated Actual Expenditures for last year's actions may be found in the Annual Update Table. A report of the Estimated Actual Percentages of Improved Services for last year's actions may be found in the Contributing Actions Annual Update Table.**

# Actions

| Action # | Title | Description | Total Funds | Contributing |
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| 1 | Elementary Class Size Reduction Grades 4 and 5 | Research shows that smaller class size coupled with effective teaching practices results in greater students achievement. The makeup of classrooms is approximately 40% of students who are English learners, low-income students, foster youth, and students experiencing homelessness. Teachers and instructional assistants provide students with small group and 1:1 instruction that will towards student academic success. The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes.<br><br>Disney ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (68.04%); ELs (16.67%); SEDs (55.00%); Homeless (**%); Foster (**%).<br><br>Disney Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (50.00%); ELs (7.70%); SEDs (36.91%); Homeless (**%); Foster (**%).<br><br>McKinley ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 202-23 baseline: All (45.46%); ELs (0.0%); SEDs (31.33%); Homeless (**%); Foster (**%).<br><br>McKinley Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (37.05%); ELs (11.11%); SEDs (19.27%); Homeless (**%); Foster (**%).<br><br>(**% is too small at school level for percentage)<br><br>4th and 5th Grade Class Size Reduction for Targeted Subgroups<br>- Disney Elementary and McKinley Elementary (Title I Schools)<br><br>Smaller class sizes will allow the teacher and instructional assistants to work with students in | $216,538.00 | Yes |

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| | | small groups and in a 1:1 setting resulting in increased student achievement.<br><br>State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Two: State Standards (Conditions of Learning)<br>Priority Three: Parental Involvement (Engagement)<br>Priority Four: Pupil Achievement (Pupil Outcomes)<br>Priority Five: Pupil Engagement (Engagement)<br>Priority Seven: Course Access (Conditions of Learning)<br><br>BUSD Board of Education Goal 1:<br>Students will be career/college ready via high-quality instruction | | |
| 2 | Elementary ELD Specialists | The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes. ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (** %).<br><br>Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%).<br><br>22-23 ELPAC making progress rate is 57.7%.<br><br>2022-23 reclassification rate is 20.7%<br><br>English Language Development Specialists<br>- Maintain 4 ELD specialists to support students and staff at elementary schools with English Learners<br>- Organize and conduct professional development in Designated ELD<br>- Monitor progress of English Learners and recently reclassified students<br>- Support Project G.L.A.D. and Step up to Writing training and program implementations<br>- Assist in the analysis of data and review with staff<br>- Provide demonstration lessons<br>- Participate in SST's, IEP's, and the development of ILP's for English learners<br>- Provide direct intervention services to English Learners<br><br>The work of ELD specialists provide support to teachers, instructional assistants and students will result in increases (or maintaining when at a high level like reclassification rate) in student achievement and teacher/instructional assistant effectiveness.<br><br>State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Two: State Standards (Conditions of Learning)<br>Priority Three: Parental Involvement (Engagement)<br>Priority Four: Pupil Achievement (Pupil Outcomes)<br>Priority Five: Pupil Engagement (Engagement)<br>Priority Seven: Course Access (Conditions of Learning) | $604,561.00 | Yes |

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| | | BUSD Board of Education Goal 1:<br>Students will be career/college ready via high-quality instruction | | |
| 3 | Elementary ELD Instructional Assistants | The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes.<br><br>ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (**%).<br><br>Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%).<br><br>22-23 ELPAC making progress rate is 57.7%.<br><br>2022-23 reclassification rate is 20.7%<br><br>English Language Development Instructional Assistants<br>- Provide additional hourly support in E/LA and ELD at the elementary level<br>- Work with small groups of students to allow for differentiation and Tier II intervention<br>- Assist teachers in the implementation of the ELD program<br>- Assist teachers in the implementation of the RtI program<br><br>The work of ELD instructional assistants provide support to teachers and students will result in increases (or maintaining when at a high level like reclassification rate) in student achievement and teacher/instructional assistant effectiveness on ELA and math SBAC. | $464,193.00 | Yes |
| 4 | Dual Immersion Teacher Cost Share | Class Size Reduction for Dual Immersion<br>The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes.<br><br>Disney ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (68.04%); ELs (16.67%); SEDs (55.00%); Homeless (**%); Foster (**%).<br><br>Disney Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (50.00%); ELs (7.70%); SEDs (36.91%); Homeless (**%); Foster (**%).<br><br>McKinley ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 202-23 baseline: All (45.46%); ELs (0.0%); SEDs (31.33%); Homeless (**%); Foster (**%).<br><br>McKinley Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (37.05%); ELs (11.11%); SEDs (19.27%); Homeless (**%); Foster (**%). | $627,034.00 | Yes |

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| | | (**% is too small at school level for percentage)<br><br>4th and 5th Grade Class Size Reduction for Targeted Subgroups<br>- Disney Elementary and McKinley Elementary (Title I Schools)<br><br>Research shows that smaller class size coupled with effective teaching practices results in greater students achievement. The makeup of classrooms is primarily of unduplicated students with a concentration of students who are English learners and low-income. Teachers and instructional assistants provide students with small group and 1:1 instruction that will towards student academic success.<br>- This action will fund the partial cost to run the dual immersion classes as it provides the most effective environment for English Language Learners to thrive academically<br>- This action will reduce class size so that there are 5 to 7 fewer students per class to provide additional support to ELD & Low-income students.<br><br>State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Two: State Standards (Conditions of Learning)<br>Priority Three: Parental Involvement (Engagement)<br>Priority Four: Pupil Achievement (Pupil Outcomes)<br>Priority Five: Pupil Engagement (Engagement)<br>Priority Seven: Course Access (Conditions of Learning)<br><br>BUSD Board of Education Goal 1:<br>Students will be career/college ready via high-quality instruction | | |
| 5 | Dual Immersion Instructional Assistants | Dual Immersion (Spanish/English) Program<br>The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes.<br><br>Disney ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (68.04%); ELs (16.67%); SEDs (55.00%); Homeless (**%); Foster (**%).<br><br>Disney Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (50.00%); ELs (7.70%); SEDs (36.91%); Homeless (**%); Foster (**%).<br><br>McKinley ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 202-23 baseline: All (45.46%); ELs (0.0%); SEDs (31.33%); Homeless (**%); Foster (**%).<br><br>McKinley Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (37.05%); ELs (11.11%); SEDs (19.27%); Homeless (**%); Foster (**%).<br><br>(**% is too small at school level for percentage) | $163,845.00 | Yes |

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| | | 4th and 5th Grade Class Size Reduction for Targeted Subgroups<br>- Disney Elementary and McKinley Elementary (Title I Schools)<br>- Instructional assistants are not provided in general education classrooms and only for one hour per day in transitional kindergarten and kindergarten classrooms<br>- Provide Instructional Assistants (IAs) - Primary Language Support for three hours daily<br>- Provide Primary Language Support at Disney Elementary and McKinley Elementary<br>- Work with small groups of students to allow for differentiation and Tier II Intervention (as needed)<br>- Serve as an additional language model of the target language<br>- Assist teachers in the implementation of the dual immersion program<br><br>State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Two: State Standards (Conditions of Learning)<br>Priority Three: Parental Involvement (Engagement)<br>Priority Four: Pupil Achievement (Pupil Outcomes)<br>Priority Five: Pupil Engagement (Engagement)<br>Priority Seven: Course Access (Conditions of Learning)<br><br>BUSD Board of Education Goal 1:<br>Students will be career/college ready via high-quality instruction | | |
| 6 | Secondary Designated ELD Teachers | The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth to provide supplemental English language development instruction in addition to the core instruction provided at the site. The following data set provides the reader with additional data for comparative purposes.<br><br>ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (**%).<br><br>Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%).<br><br>22-23 ELPAC making progress rate is 57.7%.<br><br>2022-23 reclassification rate is 20.7%<br><br>Designated ELD (additional courses)<br>- Provide a separate, additional classes for students who are in Transition English to teach the Standards for ELD (designated ELD)<br>- Support to secondary students who are English learners<br>- Certificated salaries and related statutory benefits<br><br>State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Two: State Standards (Conditions of Learning)<br>Priority Three: Parental Involvement (Engagement)<br>Priority Four: Pupil Achievement (Pupil Outcomes)<br>Priority Five: Pupil Engagement (Engagement) | $690,004.00 | Yes |

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| | | Priority Seven: Course Access (Conditions of Learning)<br><br>BUSD Board of Education Goal 1:<br>Students will be career/college ready via high-quality instruction | | |
| 7 | Interpreters for Second Language Learner Parents | Interpreters (written and spoken) for Second Language Students, Parents, and Family Members<br>- Continue to recruit and hire more classified staff who can provide interpretation services at all sites that have an English Learner Advisory Committee (ELAC), as well as to any District families who require translation<br>- Translate documents for parents of English Language Learners whose children may also be considered low-income students, foster youth, and students experiencing homelessness<br><br>State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Two: State Standards (Conditions of Learning)<br>Priority Three: Parental Involvement (Engagement)<br>Priority Four: Pupil Achievement (Pupil Outcomes)<br>Priority Five: Pupil Engagement (Engagement)<br>Priority Seven: Course Access (Conditions of Learning)<br><br>BUSD Board of Education Goal 1:<br>Students will be career/college ready via high-quality instruction | $153,102.00 | Yes |
| 8 | Induction Professional Development Teacher on Special Assignment | New hires and teaching staff need support for entering into the workforce as well as a mechanism to finish their credentialing to be full-time, highly qualified, permanent teachers. Often times vacancies and new hires are positions that work with our most vulnerable populations including English Learners, Foster Youth, and students experiencing homelessness.<br><br>Teacher on Special Assignment will provide professional development services to induction teachers focusing on the teaching and learning needs of unduplicated students. Attention will be given to the mastery of standards, engagement practices, monitoring, intervention services, assessments, and parent communication. The goal is twofold: raise the leveling of instructional services provided by the teacher with the additional benefit that students receive from better instructional practices that are consistently administered.<br><br>State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Two: State Standards (Conditions of Learning)<br>Priority Three: Parental Involvement (Engagement)<br>Priority Four: Pupil Achievement (Pupil Outcomes)<br>Priority Five: Pupil Engagement (Engagement)<br>Priority Seven: Course Access (Conditions of Learning)<br><br>BUSD Board of Education Goal 1:<br>Students will be career/college ready via high-quality instruction | $26,561.00 | Yes |
| 9 | Professional Development Day Costs for All Teachers (1 1/2 days) | The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes.<br><br>ELA SBAC data indicates the following need to raise the percentage of students who meet or | $1,000,000.00 | Yes |

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| | | exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (**%).<br><br>Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%).<br><br>22-23 ELPAC making progress rate is 57.7%.<br><br>2022-23 reclassification rate is 20.7%<br><br>The focus of professional development is on the delivery of instruction and researched-based strategies to differentiate instruction for unduplicated student groups. English learners, low-income students, and foster youth will benefit from the focus on their instructional needs and the subsequent delivery of lessons by teachers.<br><br>The training will focus on dimensions of diversity, equity, and inclusion as they impact the teaching and learning of students who are low-income, foster, experiencing homelessness, and English learners. Specific curricular supplemental resources, instructional strategies, monitoring systems, interventions, and outcomes will be components of the training. The goal of the training is to raise teaching and learning so that unduplicated students benefit from the work of the instructional staff in getting students more successful in their academic career while also attending to social-emotional learning.<br><br>State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Two: State Standards (Conditions of Learning)<br>Priority Four: Pupil Achievement (Pupil Outcomes)<br>Priority Five: Pupil Engagement (Engagement)<br>Priority Seven: Course Access (Conditions of Learning)<br><br>BUSD Board of Education Goal 1:<br>Students will be career/college ready via high-quality instruction | | |
| 10 | Elementary Response to Intervention for Reading/Language Arts and Math | The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes.<br><br>ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (**%).<br><br>Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%).<br><br>22-23 ELPAC making progress rate is 57.7%.<br><br>2022-23 reclassification rate is 20.7% | $548,376.00 | Yes |

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| | | The data indicate that the needs of English learners and low-income students are significant.<br><br>Intervention teachers and instructional assistants will:<br>- Provide direct intervention to students at skill level provided by certificated classroom and intervention teachers using research-based materials<br>- Utilize full-time curriculum specialists (at elementary) to provide direct support to students and manage the program<br>- Utilize part-time intervention teachers and instructional assistants to provide direct support to students<br>- Provide direct intervention for underperforming students by certificated classroom and intervention teachers and instructional assistants<br>- Utilize full-time curriculum specialists (at elementary) to provide direct support to students and manage the program<br>- Utilize part-time intervention teachers and instructional assistants to provide direct support to students<br>- Create targeted Math Intervention sections at the middle schools<br>- When the math intervention classes cannot be secured because of staffing, the budget funds can be used for aide support or supplemental materials.<br><br>The outcome is to have students master State standards through the delivery of instruction that has high engagement practices, monitoring, assessments, and parent communication.<br><br>State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Two: State Standards (Conditions of Learning)<br>Priority Three: Parental Involvement (Engagement)<br>Priority Four: Pupil Achievement (Pupil Outcomes)<br>Priority Five: Pupil Engagement (Engagement)<br>Priority Seven: Course Access (Conditions of Learning)<br><br>BUSD Board of Education Goal 1:<br>Students will be career/college ready via high-quality instruction | | |
| 11 | Middle School School Psychologist (2.0 FTEs) | Approximately 40% of middle school students qualify for free/reduced lunch and about 20% of these same students experience a high rate of D/F grades. Additionally, about 10% of students in middle schools are English learners. These two psychologist positions serve all three unduplicated populations. They assess students, work with teachers to support the learning needs of students, provide professional development, consult with parents, and assist administrators. The work of the psychologists will help to lower the D/F rates of middle school students, increase attendance and increase test scores. The impact on English learners will be to maintain and increase performance on their daily work and the ELPAC.<br><br>State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Two: State Standards (Conditions of Learning)<br>Priority Three: Parental Involvement (Engagement)<br>Priority Four: Pupil Achievement (Pupil Outcomes)<br>Priority Five: Pupil Engagement (Engagement)<br>Priority Seven: Course Access (Conditions of Learning) | $358,485.00 | Yes |

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| | | BUSD Board of Education Goal 1:<br>Students will be career/college ready via high-quality instruction | | |
| 12 | Behavior Specialists (2.0 FTEs) | Two Behavior Specialists at schools will work with low-income, foster youth, students experiencing homelessness, and English learners. These Behavior<br>Specialists will be working exclusively with the schools with high populations of targeted student subgroups.<br><br>Anecdotal data indicates a rise in the number of students who have increasing behavior and academic needs. At the elementary level especially, the number of students requiring greater assistance has dramatically increased over the past three years going from one/two students in severe need to over 20 students across the district. These students are displaying major meltdowns and become physical to their peers and adults. Their parents are in crisis mode as they also want to work with their children and school staff.<br><br>Behavior specialists work not with the students directly but with teachers, instructional staff, administrators, and parents. Behavior specialists participate in student study teams, 504s, and Special Education.<br><br>Supporting low-income, English learners and homeless/foster youth will result in fewer outbursts, more focused students, greater attendance, and increased achievement as measured by SBAC data and attendance.<br><br>State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Two: State Standards (Conditions of Learning)<br>Priority Three: Parental Involvement (Engagement)<br>Priority Four: Pupil Achievement (Pupil Outcomes)<br>Priority Five: Pupil Engagement (Engagement)<br>Priority Seven: Course Access (Conditions of Learning)<br><br>BUSD Board of Education Goal 1:<br>Students will be career/college ready via high-quality instruction | $202,555.00 | Yes |
| 13 | English Learner Program, Supplemental Supports | There is a need to establish a baseline ELD program for students who are working towards English proficiency as an English Learner.<br><br>ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (**%).<br><br>Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%).<br><br>22-23 ELPAC making progress rate is 57.7%.<br><br>2022-23 reclassification rate is 20.7%<br><br>The program is designed to increase or improve services by:<br>- Provide support for English Learner students in classes by Instructional Assistants | $1,533,613.00 | Yes |

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| | | - Provide supplemental materials and supplies to support site-based English Learner programs<br>- Provide liaison support between the school and community for translation, parent contact, and parent education<br>- Implement and monitor implementation of Master Plan for English Learners<br><br>The work of instructional assistants paid by Maintenance of Effort funds provides support to teachers, instructional assistants and students will result in increases (or maintaining when at a high level like reclassification rate) in student achievement and teacher/instructional assistant effectiveness.<br><br>English learners may also be students who may also be considered low-income students, foster youth, and/or students experiencing homelessness.<br><br>State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Two: State Standards (Conditions of Learning)<br>Priority Three: Parental Involvement (Engagement)<br>Priority Four: Pupil Achievement (Pupil Outcomes)<br>Priority Five: Pupil Engagement (Engagement)<br>Priority Seven: Course Access (Conditions of Learning)<br><br>BUSD Board of Education Goal 1:<br>Students will be career/college ready via high-quality instruction | | |
| 14 | Full Time Curriculum Specialists for all elementary schools | The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes.<br><br>ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (**%).<br><br>Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%).<br><br>The Curriculum Specialists for all elementary schools will increase or improve services through the following duties and tasks:<br>Manage site assessments (including ELPAC)<br>Manage and supervise site RTI program to support underperforming students<br>Organize and conduct professional development<br>Analyze data and review with staff<br>Demonstrate lessons<br>Provide direct intervention services to underperforming students in targeted subgroups including low-income students, English learners, foster youth, and students experiencing homelessness<br><br>State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Two: State Standards (Conditions of Learning)<br>Priority Three: Parental Involvement (Engagement) | $1,531,456.00 | Yes |

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| | | Priority Four: Pupil Achievement (Pupil Outcomes)<br>Priority Five: Pupil Engagement (Engagement)<br>Priority Seven: Course Access (Conditions of Learning)<br><br>BUSD Board of Education Goal 1:<br>Students will be career/college ready via high-quality instruction | | |
| 15 | Library Coordinators at Elementary Schools | Provide focused services to English Learners, Socioeconomically disadvantaged students, foster youth, and students experiencing homelessness through the services that they provide. Services include a concentration on literacy-based skills phonics, word recognition, comprehension, and other age-appropriate literacy standards.<br>Stock and weed collections<br>Manage information systems<br>Manage school-wide Accelerated Reader Program<br>Provide direct services to classes and targeted subgroup students<br>Provide after school access to the library for targeted subgroup students<br><br>State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Two: State Standards (Conditions of Learning)<br>Priority Three: Parental Involvement (Engagement)<br>Priority Four: Pupil Achievement (Pupil Outcomes)<br>Priority Five: Pupil Engagement (Engagement)<br>Priority Seven: Course Access (Conditions of Learning)<br><br>BUSD Board of Education Goal 1:<br>Students will be career/college ready via high-quality instruction | $488,746.00 | Yes |
| 16 | Targeted support for Twice Exceptional students who qualify as GATE and are included in the unduplicated count | BUSD believes in learning beyond the core curriculum by providing GATE enrichment activities and opportunities for unduplicated student groups who may not have access outside of school due to the cost of a program and other restrictions. The LCAP committee identified a need to provide activities during and after school hours in the area of GATE in an effort to connect students to school, create positive experiences, and develop connections with adults. This action provides improved and increased services principally directed toward unduplicated ed students who may not be exposed to GATE activities due to their home environment or financial constraints. This budgeted expenditure is to cover partial costs of the GATE program for students who are English learners, low-income students, and foster youth. This is an increased service to these unduplicated student groups as they benefit from participating in the GATE program and are challenged by the activities implemented through the program. Researchers have identified several barriers to student participation, ranging from the more tangible, including family or work responsibilities, limited resources for equipment or other expenses, and transportation or other logistical difficulties, to the more complex, such as lack of interest in or alienation from school and its activities ( Kleese and D'Onofr io, 1994). Involvement in extracurricular activities also helps at-risk students. John Mahoney and Rober t Cairns ( 1997) indicated that engagement in school extracurricular activities is linked to decreasing r at es of early school dropouts in both boy s and girls.<br><br>State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Two: State Standards (Conditions of Learning)<br>Priority Three: Parental Involvement (Engagement) | $10,000.00 | Yes |

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| | | Priority Four: Pupil Achievement (Pupil Outcomes)<br>Priority Five: Pupil Engagement (Engagement)<br>Priority Seven: Course Access (Conditions of Learning)<br><br>BUSD Board of Education Goal 1:<br>Students will be career/college ready via high-quality instruction | | |
| 17 | Elementary ELD Instructional Supports (staff and/or materials) | The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes.<br><br>ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (**%).<br><br>Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%).<br><br>22-23 ELPAC making progress rate is 57.7%.<br><br>2022-23 reclassification rate is 20.7%<br><br>English Language Development Instructional Assistants<br>- Provide additional hourly support in E/LA and ELD at the elementary level<br>- Work with small groups of students to allow for differentiation and Tier II intervention<br>- Assist teachers in the implementation of the ELD program<br>- Assist teachers in the implementation of the RtI program<br><br>The work of ELD instructional assistants provide support to teachers and students will result in increases (or maintaining when at a high level like reclassification rate) in student achievement and teacher/instructional assistant effectiveness on ELA and math SBAC.<br><br>ELD resources, materials, and supplies. The priority with these funds is to provide instructional assistants to work with english learners. Often times, these positions are hard to fill and remain vacant. In these circumstances, funds will be redirected to purchase resources, materials, and supplies such as but not limited to:<br>- Translated materials<br>- Devices to assist with translation and english language acquisition<br>- Software or programs to assist with translation and english language acquisition.<br>- Intervention staff and/or programs<br>- Intervention materials. | $220,034.00 | Yes |
| 18 | Secondary Sheltered ELD Sections (Social Studies and Science) | The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes.<br><br>ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (**%). | $439,473.00 | Yes |

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| | | Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%).<br><br>22-23 ELPAC making progress rate is 57.7%.<br><br>2022-23 reclassification rate is 20.7%<br><br>Secondary Sheltered ELD Sections are designed to reduce class size or dedicate sheltered sections for ELD students in the subjects of Social Science and Science. These subjects are language intensive subjects that require additional support from instructional staff to provide small group instruction and/or differentiation. Smaller class sized or dedicated sections will allow for teaching staff to better support english learners in these core subject areas. | | |
| 19 | ELD Instructional Assistants, Secondary (5 FTE) | The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes.<br><br>ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (**%).<br><br>Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%).<br><br>22-23 ELPAC making progress rate is 57.7%.<br><br>2022-23 reclassification rate is 20.7%<br><br>English Language Development Instructional Assistants<br>- Provide additional hourly support in E/LA and ELD at the elementary level<br>- Work with small groups of students to allow for differentiation and Tier II intervention<br>- Assist teachers in the implementation of the ELD program<br>- Assist teachers in the implementation of the RtI program<br><br>The work of ELD instructional assistants provide support to teachers and students will result in increases (or maintaining when at a high level like reclassification rate) in student achievement and teacher/instructional assistant effectiveness on ELA and math SBAC. | $100,000.00 | Yes |
| 20 | Culturally Responsive Pedagogy PD (K-12 PLCs in ELA & Math) | The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes.<br><br>ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (**%).<br><br>Math SBAC data indicates the following need to raise the percentage of students who meet or | $125,000.00 | Yes |

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| | | exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%).<br><br>22-23 ELPAC making progress rate is 57.7%.<br><br>2022-23 reclassification rate is 20.7%<br><br>The data indicate that the needs of English learners and low-income students are significant.<br><br>Culturally Responsive Pedagogy PD will create time and space for teachers to work in professional learning communities with identified lead teachers, site administration, and district administration. Collaboration will be focused on instructional practices including our district work in diversity, equity, and inclusion as well as the following:<br>- Equity in grading<br>- Best practices in culturally relevant instruction<br>- Research interventions<br>- The DuFour's essential questions for professional learning communities<br>- Local data from formative assessments and district benchmarks<br>- Plan-Do-Study-Act Cycles | | |
| 21 | RTI Assessment Programs (i-Ready Assessment & School City) | The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes.<br><br>ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (**%).<br><br>Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%).<br><br>22-23 ELPAC making progress rate is 57.7%.<br><br>2022-23 reclassification rate is 20.7%<br><br>The data indicate that the needs of English learners and low-income students are significant.<br><br>RTI Assessment Programs will provide students, staff, and families with performance data to make data-driven decisions regarding interventions for individual, small-group, and whole-group instructional practices. Data will be used to guide professional learning community work in course-alike cohorts as well as grade-level cohorts. Local data is essential in meeting the local indicators on the CA Dashboard. These local assessments will help measure the successful implementation of California State Standards. | $146,634.00 | Yes |
| 22 | GATE Program Annual Identification Assessment Process | - Provide training for teachers and administrators on the CogAT-7 GATE identification instrument<br>- Purchase CogAT-7 assessments for all 3rd grade students and nominated/recommended students at other grade levels<br>- Fund additional psychologist time for students who qualify to take the WISC-V or WNV assessments<br>- Provide extra duty for teacher test administrators | $20,000.00 | No |

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| | | State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Two: State Standards (Conditions of Learning)<br>Priority Three: Parental Involvement (Engagement)<br>Priority Four: Pupil Achievement (Pupil Outcomes)<br>Priority Five: Pupil Engagement (Engagement)<br>Priority Seven: Course Access (Conditions of Learning)<br><br>BUSD Board of Education Goal 1:<br>Students will be career/college ready via high-quality instruction | | |
| 23 | District GATE Coordinator | Provide one (0.2 FTE) certificated teacher to coordinate and support the District's GATE program | $25,658.00 | No |
| 24 | Music Instrument Repair and Replacement | - Provide funding to all secondary school sites for instrumental repair and replacement<br>- Repair or replace damaged or worn-out instruments<br><br>State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Two: State Standards (Conditions of Learning)<br>Priority Four: Pupil Achievement (Pupil Outcomes)<br>Priority Five: Pupil Engagement (Engagement)<br>Priority Seven: Course Access (Conditions of Learning)<br><br>BUSD Board of Education Goal 1:<br>Students will be career/college ready via high-quality instruction | $20,000.00 | No |
| 25 | Secondary Art Supplies and Materials | - Provide additional funding for visual arts classes<br>- Increase available art supplies and materials for students<br>- Replace damaged or worn-out art supplies and materials<br><br>State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Two: State Standards (Conditions of Learning)<br>Priority Four: Pupil Achievement (Pupil Outcomes)<br>Priority Five: Pupil Engagement (Engagement)<br>Priority Seven: Course Access (Conditions of Learning)<br><br>BUSD Board of Education Goal 1:<br>Students will be career/college ready via high-quality instruction | $12,600.00 | No |
| 26 | Provide support for students with disabilities to achieve their Individual Education Plan (IEP) goals. | This budgeted expenditure includes all of the salaries and benefits for Special Education Services across the District. This Special Education expenditure also includes non-public school, contracted services, plus supplies and services, transportation, and instructional assistant personnel.<br><br>State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Two: State Standards (Conditions of Learning)<br>Priority Three: Parental Involvement (Engagement)<br>Priority Four: Pupil Achievement (Pupil Outcomes) | $39,217,554.00 | No |

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| | | Priority Five: Pupil Engagement (Engagement)<br>Priority Seven: Course Access (Conditions of Learning)<br><br>BUSD Board of Education Goal 1:<br>Students will be career/college ready via high-quality instruction | | |
| 27 | Elementary Music Teachers Staffing | Elementary music teachers will:<br>- Provide weekly music instruction<br>- Annually determine the grade level that will be served for music instruction based on financial conditions<br>- Increase when [possible the instructional minutes for elementary music<br>Im-plement components of the District's Arts for All Plan<br><br>State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Two: State Standards (Conditions of Learning)<br>Priority Three: Parental Involvement (Engagement)<br>Priority Four: Pupil Achievement (Pupil Outcomes)<br>Priority Five: Pupil Engagement (Engagement)<br>Priority Seven: Course Access (Conditions of Learning)<br><br>BUSD Board of Education Goal 1:<br>Students will be career/college ready via high-quality instruction | $537,498.00 | No |
| 28 | Provide CTE Pathway offerings to Secondary Students | Provide instruction, course offerings, and appropriate staffing to maintain current CTE Pathways. Provide Instructional Materials for CTE courses. Povide licenses and membership fees associated with CTE courses. | $1,269,998.00 | No |
| 29 | World Language Courses at Middle Schools | - Maintain Spanish 1 classes at each middle school<br>- Provide students with one-year completion to meet UC/CSU A-G requirement for work language<br>- Allow students to continue work language instruction upon entering high school<br><br>State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Two: State Standards (Conditions of Learning)<br>Priority Three: Parental Involvement (Engagement)<br>Priority Four: Pupil Achievement (Pupil Outcomes)<br>Priority Five: Pupil Engagement (Engagement)<br>Priority Seven: Course Access (Conditions of Learning)<br><br>BUSD Board of Education Goal 1:<br>Students will be career/college ready via high-quality instruction | $399,101.00 | No |

# Goal

| Goal # | Description | Type of Goal |
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| 2 | Students will be physically, emotionally, and mentally healthy and supported through Parental Involvement as measured by State, federal, and District assessment tools including the California Dashboard.<br><br>(Educational Services)<br><br>State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Two: State Standards (Conditions of Learning)<br>Priority Three: Parental Involvement (Engagement)<br>Priority Four: Pupil Achievement (Pupil Outcomes)<br>Priority Five: Pupil Engagement (Engagement)<br>Priority Six: School Climate (Engagement)<br>Priority Seven: Course Access (Conditions of Learning)<br>Priority Eight: Other Pupil Outcomes (Pupil Outcomes) | Broad Goal |

State priorities address by this goal.

1, 2, 3, 4, 5, 6, 7, 8

An explanation of why the LEA has developed this goal.

Goal 2 was created to ensure the students in Burbank Unified School District are in a learning environment that is safe. Students will not be able to engage in academic discourse if they do not feel safe physically or emotionally. Therefore, the mental health and wellness of students are addressed in this goal, included but not limited to:

- Access to more psychologists
- Access to intervention specialists
- Access to behavior specialists
- Access to intervention counselors
- Access to mental health and wellness center
- Access to more nurses
- Implementation of PBIS
- Inclusion of parental involvement

# Measuring and Reporting Results

| Metric # | Metric | Baseline | Year 1 Outcome | Year 2 Outcome | Target for Year 3 Outcome | Current Difference from Baseline |
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| 1 | Percentage of students completing the A-G requirements. The completion rate will increase by 2% percentage points per year until students reach the highest level of performance. | In 2022-2023, 48.0% of high school students met A-G completion rate | | | All students who meet A-G requirements will increase by 6 percentage points by year 3. | |
| 2 | Graduation Rate for All Students will increase by 1 percentage point over 3 years | In 2022-2023 93.2% of All Students were graduated from high school | | | All Students who are graduated from high school will increase by 1 percentage points by year 3. | |
| 3 | Graduation Rate of English Learners will increase by 2 percentage points over 3 years | In 2022-2023, 80.6% of English Learners were graduated from high school | | | English Learners who are graduated from HS will increase by 2 percentage points by year 3. | |

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| 4 | Graduation Rate of Socio-Econimcally Disadvantaged Students will increase by 2 percentage points over 3 years | In 2022-2023, 91.0% of Socio-economically Disadvantaged Students were graduated from high school | | | Socio-economically Disadvantaged Students who graduate from HS will increase by 2 percentage points by year 3. | |
| 5 | Graduation Rate for Homeless Students will increase by 2 percentage points over 3 years | In 2022-2023, 90.9% of Homeless Students were graduated from high school | | | Homeless Students who are graduated from high school will increase by 1 percentage points by year 3. | |
| 6 | Graduation Rate for Foster Youth will increase by 1 percentage points over 3 years | In 2022-2023 NA% of Foster Youth were graduated from high school (Subgroup too small to report) | | | Foster Youth who are graduated from high school will increase by 1 percentage points by year 3. | |
| 7 | Graduation Rate for Students with Disabilities will increase by 2 percentage points over 3 years | In 2022-2023, 88.3% of Students with Disabilities were graduated from high school | | | Students with Disabilities who are graduated from high school will increase by 2 percentage points by year 3. | |

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| 8 | Graduation Rate for Hispanic Students will increase by 1 percentage points over 3 years | In 2022-2023, 94.0% of Hispanic Students were graduated from high school | | | Hispanic Students who are graduated from high school will increase by 1 percentage points by year 3. | |
| 9 | Suspension Rate District wide will be maintained or at least decrease by 1 percentage point over 3 years | In 2022-2023, 3.2% of students were suspended at least once | | | Decrease suspension rate by 1% district wide or maintain Green or advance to Blue on the Dashboard | |
| 10 | School Attendance Rate will increase by 1 percentage point over 3 years | In 2022-2023, the attendance rate was 91.71% | | | School attendance rate will increase by 1 percentage points by year 3. | |
| 11 | Chronic Absenteeism Rate will decrease by 9 percentage points over 3 years | 18.9% of students are chronically absent in 2022-2023 | | | Chronic absenteeism decreaes by 9 percentage points by year 3 or maintain Green level or Blue level on CA Dashboard indicator. | |

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| 12 | Dropout Rate - Four Year Adjusted Cohort Graduation Rate will increase by 1 percentage point over 3 years | In 2022-2023, the four year adjusted cohort graduation rate was reported as 93.2% | | | The four-year adjusted cohort graduation will increase by 1 percentage points by year 3. | |
| 13 | Middle School Drop Out Rate will remain at 0% annually | In 2022-2023, Middle school dropout rate remains at 0% | | | Middle school dropout rate will be maintined at 0% | |
| 14 | Percent of Student Expulsions from the District will reduce/maintain at a rate lower than the state on an annual basis | In 2022-2023, no students were expelled from the District | | | Student Expulsions from the District will be maintained at a rate lower than the state on an annual basis | |
| 15 | Survey and other local measures of pupils, parents, and staff, on the sense of safety will improve by 6 percentage points over 3 years. | In 2022-2023, School Satisfaction Survey analysis indicated the following: Children are safe at school - Staff - 76%; Students - 60%; Parents - 73% | | | Pupils, parents, and staff, sense of safety will increase by 6 percentage points by year 3. | |

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| 16 | Surveys of pupils, parents, and staff, on the sense of care will improve by 6 percentage points over 3 years | In 2022-2023, School Satisfaction Survey analysis indicated the following: School is a positive and supportive learning environment: Staff - 82%; Students - 64%; Parents: 75% | | | Pupils, parents, and staff sense of care will improve by 6 percentage points by year 3. | |
| 17 | Surveys of pupils, parents, and staff, on the sense of connectedness will improve by 6 percentage points over 3 years. | In 2022-2023, School Satisfaction Survey analysis indicated the following: We treat each other with respect: Staff - 72%; Students - 65%; Parents - 82% | | | Pupils, parents, and staff sense of connectedness will improve by 6 percentage points by year 3. | |

# Goal Analysis for 2024-2025

An analysis of how this goal was carried out in the previous year.

A description of overall implementation, including any substantive differences in planned actions and actual implementation of these actions, and any relevant challenges and successes experienced with implementation.

Not Applicable

An explanation of material differences between Budgeted Expenditures and Estimated Actual Expenditures and/or Planned Percentages of Improved Services and Estimated Actual Percentages of Improved Services.

Not Applicable

A description of the effectiveness or ineffectiveness of the specific actions to date in making progress toward the goal.

Not Applicable

A description of any changes made to the planned goal, metrics, target outcomes, or actions for the coming year that resulted from reflections on prior practice.

Not Applicable

**A report of the Total Estimated Actual Expenditures for last year's actions may be found in the Annual Update Table. A report of the Estimated Actual Percentages of Improved Services for last year's actions may be found in the Contributing Actions Annual Update Table.**

# Actions

| Action # | Title | Description | Total Funds | Contributing |
|---|---|---|---|---|
| 1 | Monterey Teachers (4.0 FTEs) | Four additional teachers at Monterey High School will provide instructional services to unduplicated students in the continuation school environment.<br>- The continuation high school serves a large number of students that represent our low-income students, English learners, foster/homeless students.<br>- Will increase services to unduplicated students by giving teachers greater opportunities to provide individualized instruction to meet unique student needs.<br>- Low-income, English learners, and foster/homeless youth within this smaller setting will receive small group instruction more regularly, increased 1:1 instruction, closely monitored academic progress, increased intervention beginning with Tier I and then advancing to Tier II as needed<br>- Increasing teachers will improve communicate with parents about the academic and behavioral progress of the unduplicated students on this campus.<br><br>State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Two: State Standards (Conditions of Learning)<br>Priority Three: Parental Involvement (Engagement)<br>Priority Four: Pupil Achievement (Pupil Outcomes)<br>Priority Five: Pupil Engagement (Engagement)<br>Priority Six: School Climate (Engagement)<br>Priority Seven: Course Access (Conditions of Learning)<br>Priority Eight: Other Pupil Outcomes (Pupil Outcomes)<br><br>BUSD Board of Education Goal 2:<br>Students will be physically, emotionally, and mentally healthy | $555,012.00 | Yes |
| 2 | Family Services Agency of Burbank (FSA) Counseling Program | English learners, foster youth, and low-income students have shown to have limited access to personal counseling as these families have voiced the inability to procure these services on their own. Research shows that when students are feeling emotionally safe, they are focused on their students and perform better academically. Unduplicated student groups benefit from this service as targeted funding gives an avenue for students to seek assistance from an outside agency as students may not feel comfortable talking with school district staff. Students may feel more comfortable talking with someone who has less affiliation with the school.<br><br>\he Family Services Agency of Burbank (FSA) provided counseling and mental health services for | $131,500.00 | Yes |

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| | | low-income students, English learners, and foster/homeless students. Academic achievement counseling may also occur depending on the student's needs. The result will be a student who has someone to turn to and help to work with through crisis situation and positively impact his/her academic, social-emotional, and behavioral issue.<br><br>State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Two: State Standards (Conditions of Learning)<br>Priority Three: Parental Involvement (Engagement)<br>Priority Four: Pupil Achievement (Pupil Outcomes)<br>Priority Five: Pupil Engagement (Engagement)<br>Priority Six: School Climate (Engagement)<br>Priority Seven: Course Access (Conditions of Learning)<br>Priority Eight: Other Pupil Outcomes (Pupil Outcomes)<br><br>BUSD Board of Education Goal 2:<br>Students will be physically, emotionally, and mentally healthy | | |
| 3 | Secondary Summer School Credit Recovery | Provide opportunities for high school students who have failed one or more courses during the regular school year to make up credits. The failure rate of students who are low-income, English learners, foster youth, and students experiencing homelessness is at a higher rate than other student subgroups. Credit recovery opportunities helps students towards course completion which leads towards graduation.<br><br>State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Two: State Standards (Conditions of Learning)<br>Priority Three: Parental Involvement (Engagement)<br>Priority Four: Pupil Achievement (Pupil Outcomes)<br>Priority Five: Pupil Engagement (Engagement)<br>Priority Six: School Climate (Engagement)<br>Priority Seven: Course Access (Conditions of Learning)<br>Priority Eight: Other Pupil Outcomes (Pupil Outcomes)<br><br>BUSD Board of Education Goal 2:<br>Students will be physically, emotionally, and mentally healthy | $130,000.00 | Yes |
| 4 | Elementary Intervention Specialists (11 FTEs) | Unduplicated students often have chronic absences; tardy absences, and/or failing grades. Research shows that when students are feeling emotionally safe, they are focused on their students and perform better academically. A need is identified by Elementary Princpals to have staff who can provide socio-emotional learning, respond to students in crisis, and work directly with parents to resolve attendance issues.<br><br>Elementary Intervention Specialists will specialize in providing interventions when students have chronic absences; tardy absences, and/or failing grades<br>- Provide 1.0 FTE for each elementary school.<br>- Concentrate focus on attendance.<br>- Focus is also on character building especially for students in LACP subgroups.<br>- Particularly, a focus on addressing chronic absenteeism. The district will access the services from<br>LACOE and school sites will be given training and assistance from the Department of Student | $1,036,020.00 | Yes |

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|---|---|---|---|---|
| | | Services.<br><br>State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Two: State Standards (Conditions of Learning)<br>Priority Three: Parental Involvement (Engagement)<br>Priority Four: Pupil Achievement (Pupil Outcomes)<br>Priority Five: Pupil Engagement (Engagement)<br>Priority Six: School Climate (Engagement)<br>Priority Seven: Course Access (Conditions of Learning)<br>Priority Eight: Other Pupil Outcomes (Pupil Outcomes)<br><br>BUSD Board of Education Goal 2:<br>Students will be physically, emotionally, and mentally healthy | | |
| 5 | Homeless/Foster/At-Risk Youth Specialist | Students experiencing homelessness and foster youth students need support accessing local and regional resources. Additionally, traditional methods of communication with families are often times not accessible to families in these circumstances. A need for a staff membe who can act as an advocate on behalf of thes student group and individual students has been identified based on the fequency in which these students' ability to access the academic program as well as additional services and activities is often times overlooked or not addressed by traditional staffing.<br><br>Transportation and access to local and regiongal services will be communicated directly with families and individualized communication will be provided to Students and parents experiencing homelessness or who are placed in foster care. Students and famlies will be assisted by this staff to advocate for additional resources and considerations to be able to access the instructional programs as well as other activities and programs.<br><br>State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Two: State Standards (Conditions of Learning)<br>Priority Three: Parental Involvement (Engagement)<br>Priority Four: Pupil Achievement (Pupil Outcomes)<br>Priority Five: Pupil Engagement (Engagement)<br>Priority Six: School Climate (Engagement)<br>Priority Seven: Course Access (Conditions of Learning)<br>Priority Eight: Other Pupil Outcomes (Pupil Outcomes)<br><br>BUSD Board of Education Goal 2:<br>Students will be physically, emotionally, and mentally healthy | $52,543.00 | Yes |
| 6 | School Climate & Mental Health Surveys (Hanover) | BUSD surveys students, families, and staff annually to collect data on a variety of metrics that give us insight into the perspectives, perceptions, and experiences our students, families and staff have. We collect and analyze this data through an outside vendor to allow our participants to remain anonymous. Additionally, the results of these surveys help us measure growth in the metrics section of the LCAP. | $116,279.00 | Yes |
| 7 | Partial SOAR Program Staffing (CDS) (1 teacher; 1 para; 2 specialists) | | $350,006.00 | Yes |

# Goal

| Goal # | Description | Type of Goal |
|---|---|---|
| 3 | Recruit and retain quality employees as measured by full employment of teaching staff with appropriate credentials and placed in appropriate assignments.<br><br>(Human Resources)<br><br>State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Two: State Standards (Conditions of Learning)<br>Priority Three: Parental Involvement (Engagement)<br>Priority Four: Pupil Achievement (Pupil Outcomes)<br>Priority Five: Pupil Engagement (Engagement)<br>Priority Six: School Climate (Engagement)<br>Priority Seven: Course Access (Conditions of Learning)<br>Priority Eight: Other Pupil Outcomes (Pupil Outcomes) | Broad Goal |

State priorities address by this goal.

1, 2, 3, 4, 5, 6, 7, 8

An explanation of why the LEA has developed this goal.

BUSD has traditionally met Williams compliance annually and will work towards maintaining that expectation. Fully credentialed teachers not only are required for compliance but also for the instructional program to meet the learning needs of students.

# Measuring and Reporting Results

| Metric # | Metric | Baseline | Year 1 Outcome | Year 2 Outcome | Target for Year 3 Outcome | Current Difference from Baseline |
|---|---|---|---|---|---|---|

| | | | | | | |
|---|---|---|---|---|---|---|
| 1 | Survey data will indicate progress in positive relationships among staff, students, and families leading to more open communication, academic achievement, and positive student behavior will improve by 6 percentage points over 3 years. | In 2022-2023, School Satisfaction Survey analysis indicated the following: Teachers communicate students about academic progress: Students - 60%; Parents - 78%; Staff - 84% | | | Staff, students, and families sense of open communication, academic achievement, and positive student behavior will improve by 6 percentage points by year 3. | |
| 2 | Survey results related to diversity, equity, and inclusion will improve by 6 percentage points over 3 years | In 2022-2023, School Satisfaction Survey analysis indicated the following:  We treat each other with respect: Staff - 74%; Students - 78%; Parents - 86% | | | Survey results related to diversity, equity, and inclusion will improve by 6 percentage points by year 3. | |

| | | | | | | |
|---|---|---|---|---|---|---|
| 3 | Employment of Certificated Personnel Administrators will meet the needs of the District and be in alignment with State certification requirements | In 2023–2024, this metric was met. | | | Employment of Certificated Personnel Administrators will meet the needs of the District and be in alignment with State certification requirements | |

## Goal Analysis for 2024-2025

An analysis of how this goal was carried out in the previous year.

A description of overall implementation, including any substantive differences in planned actions and actual implementation of these actions, and any relevant challenges and successes experienced with implementation.

Not Applicable

An explanation of material differences between Budgeted Expenditures and Estimated Actual Expenditures and/or Planned Percentages of Improved Services and Estimated Actual Percentages of Improved Services.

Not Applicable

A description of the effectiveness or ineffectiveness of the specific actions to date in making progress toward the goal.

Not Applicable

A description of any changes made to the planned goal, metrics, target outcomes, or actions for the coming year that resulted from reflections on prior practice.

Not Applicable

**A report of the Total Estimated Actual Expenditures for last year's actions may be found in the Annual Update Table. A report of the Estimated Actual Percentages of Improved Services for last year's actions may be found in the Contributing Actions Annual Update Table.**

# Actions

| Action # | Title | Description | Total Funds | Contributing |
|---|---|---|---|---|
| 1 | Diversity, Equity, and Inclusion Consultant | There is a need to develop and expand the areas of diversity, equity, and inclusion from an independent service provider who will coordinate all of the District's diversity, equity, and inclusion (DEI) efforts into one cohesive plan and assists the District with a needs assessment and its subsequent implementation and oversight of diversity, equity, and inclusion efforts within the Burbank Unified School District. This individual will develop, implement, and oversee professional development training for staff on cultural competency, implicit bias, gender difference, disability, sexual harassment, inclusion and diversity, and other topics designed to increase awareness and support of diversity, equity, and inclusion values. There is a need to diversify the curriculum, instructional approaches, and staff which will have a positive impact on the BIPOC community who has a history of experiencing disenfranchisement.<br><br>State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Two: State Standards (Conditions of Learning)<br>Priority Three: Parental Involvement (Engagement)<br>Priority Four: Pupil Achievement (Pupil Outcomes)<br>Priority Five: Pupil Engagement (Engagement)<br>Priority Six: School Climate (Engagement)<br>Priority Seven: Course Access (Conditions of Learning)<br>Priority Eight: Other Pupil Outcomes (Pupil Outcomes)<br><br>BUSD Board of Education Goal 3:<br>Recruit and retain highly qualified employees | $46,935.00 | Yes |
| 2 | Diversity, Equity, & Inclusion Site Teacher Lead Stipends | As a continued extension and progression of the professional development, training, and support our campuses have received in diversity, equity, and inclusion (DEI) practices, a stipend will be given to select teachers on campus who will act as a liaison for students to receive support and voice issues or concerns regarding DEI. Teachers receiving the DEI stipend will collaborate with our DEI consultants and will assist in leading site discussions and professional development for the DEI initiative. | $97,983.00 | Yes |
| 3 | Diversity, Equity, & Inclusion Site Lead Collaboration Time | As a continued extension and progression of the professional development, training, and support our campuses have received in diversity, equity, and inclusion (DEI) practices, collaboration time will be provided to select teachers on campus who will act as a liaison for students to receive support and voice issues or concerns regarding DEI. Teachers will collaborate with our DEI consultants and will assist in leading site discussions and professional development for the DEI initiative. | $35,008.00 | Yes |
| 4 | Certificated Personnel and | Certificated Personnel and Administrative Costs at the District and Site Level to support the | $116,732,680.00 | No |

| | | | | |
|---|---|---|---|---|
| | Administrative Costs at the District and Site Level | education of students<br>Continue to recruit and retain highly qualified certificated staff via a more competitive salary - given competing budgetary needs and interests.<br><br>State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Two: State Standards (Conditions of Learning)<br>Priority Three: Parental Involvement (Engagement)<br>Priority Four: Pupil Achievement (Pupil Outcomes)<br>Priority Five: Pupil Engagement (Engagement)<br>Priority Six: School Climate (Engagement)<br>Priority Seven: Course Access (Conditions of Learning)<br>Priority Eight: Other Pupil Outcomes (Pupil Outcomes)<br><br>BUSD Board of Education Goal 3:<br>Recruit and retain highly qualified employees | | |

# Goal

| Goal # | Description | Type of Goal |
|---|---|---|
| 4 | Efficient and effective operations as measured by appropriate facilities especially classrooms that are conducive to the needs of the instructional program.<br><br>(Business Services)<br><br>State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Three: Parental Involvement (Engagement)<br>Priority Six: School Climate (Engagement)<br>Priority Eight: Other Pupil Outcomes (Pupil Outcomes) | Broad Goal |

State priorities address by this goal.

1, 3, 6, 8

An explanation of why the LEA has developed this goal.

BUSD prides itself in having facilities especially classrooms, playgrounds, libraries, cafeterias, and other instructional areas that meet the needs of the instructional program. It is the expectation that this practice continues.

# Measuring and Reporting Results

| Metric # | Metric | Baseline | Year 1 Outcome | Year 2 Outcome | Target for Year 3 Outcome | Current Difference from Baseline |
|---|---|---|---|---|---|---|
| 1 | 100% Compliance with the Facilities Inspection Tool (FIT) | 100% compliance with the completion of the Facilities Inspection Tool (FIT) in 2022-2023 | | | 100% compliance with the completion of the Facilities Inspection Tool (FIT) | |

# Goal Analysis for 2024-2025

An analysis of how this goal was carried out in the previous year.

A description of overall implementation, including any substantive differences in planned actions and actual implementation of these actions, and any relevant challenges and successes experienced with implementation.

Not Applicable

An explanation of material differences between Budgeted Expenditures and Estimated Actual Expenditures and/or Planned Percentages of Improved Services and Estimated Actual Percentages of Improved Services.

Not Applicable

A description of the effectiveness or ineffectiveness of the specific actions to date in making progress toward the goal.

Not Applicable

A description of any changes made to the planned goal, metrics, target outcomes, or actions for the coming year that resulted from reflections on prior practice.

Not Applicable

**A report of the Total Estimated Actual Expenditures for last year's actions may be found in the Annual Update Table. A report of the Estimated Actual Percentages of Improved Services for last year's actions may be found in the Contributing Actions Annual Update Table.**

# Actions

| Action # | Title | Description | Total Funds | Contributing |
|---|---|---|---|---|
| 2 | Provide Facility and Maintenance Operations staff, including custodians to provide a clean, safe, and secure learning environment for all students. | Provide Facility and Support Operations (FASO) staff, including custodians to provide a clean, safe, and secure learning. This action supports the education of students by having safe and secure facilities.<br><br>State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Three: Parental Involvement (Engagement)<br>Priority Six: School Climate (Engagement)<br>Priority Eight: Other Pupil Outcomes (Pupil Outcomes)<br><br>BUSD Board of Education Goal:<br>Maintain efficient and effective operations | $7,395,358.00 | No |

# Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students for 2024-2025

| Total Projected LCFF Supplemental and/or Concentration Grants | Projected Additional 15 percent LCFF Concentration Grant |
|---|---|
| $11,351,994.00 | $0.00 |

**Required Percentage to Increase or Improve Services for the LCAP Year**

| Projected Percentage to Increase or Improve Services for the Coming School Year | LCFF Carryover — Percentage | LCFF Carryover — Dollar | Total Percentage to Increase or Improve Services for the Coming School Year |
|---|---|---|---|
| 7.34% | 0.00% | $0.00 | 7.34% |

**The Budgeted Expenditures for Actions identified as Contributing may be found in the Contributing Actions Table.**

## Required Descriptions

### *LEA-wide and Schoolwide Actions*

For each action being provided to an entire LEA or school, provide an explanation of (1) the unique identified need(s) of the unduplicated student group(s) for whom the action is principally directed, (2) how the action is designed to address the identified need(s) and why it is being provided on an LEA or schoolwide basis, and (3) the metric(s) used to measure the effectiveness of the action in improving outcomes for the unduplicated student group(s).

| Goal and Action #(s) | Identified Need(s) | How the Action(s) Address Need(s) and Why it is Provided on an LEA-wide or Schoolwide Basis | Metric(s) to Monitor Effectiveness |
|---|---|---|---|
| Goal 1, Action 1 Elementary Class Size Reduction Grades 4 and 5 | Unduplicated pupils' academic achievement in mathematics and literacy, and acquisition of English for EL students.<br><br>The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes.<br><br>Disney ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (68.04%); ELs (16.67%); SEDs (55.00%); Homeless (**%); Foster (**%).<br><br>Disney Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (50.00%); ELs (7.70%); SEDs (36.91%); Homeless (**%); Foster (**%).<br><br>McKinley ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 202-23 baseline: All (45.46%); ELs (0.0%); SEDs (31.33%); Homeless (**%); Foster (**%).<br><br>McKinley Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (37.05%); ELs (11.11%); SEDs (19.27%); Homeless (**%); Foster (**%).<br><br>(**% is too small at school level for percentage) | 4th and 5th Grade Class Size Reduction for Targeted Subgroups<br>- Disney Elementary and McKinley Elementary (Title I Schools)<br><br>This action is School wide though it is principally directed to support smaller classes in upper elementary, which will allow for more focused time with ELs at risk of becoming LTELs, and in small group instruction to support the math and literacy achievement of our unduplicated students. This is to ensure students are on grade level academically before entering middle school.<br><br>Research shows that smaller class size coupled with effective teaching practices results in greater students achievement. The makeup of classrooms is approximately 40% of students who are English learners, low-income students, foster youth, and students experiencing homelessness. Teachers and instructional assistants provide students with small group and 1:1 instruction that will towards student academic success. Smaller class sizes will allow the teacher and instructional assistants to work with students in small groups and in a 1:1 setting resulting in increased student achievement.<br><br>State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Two: State Standards (Conditions of Learning)<br>Priority Three: Parental Involvement (Engagement)<br>Priority Four: Pupil Achievement (Pupil Outcomes)<br>Priority Five: Pupil Engagement (Engagement)<br>Priority Seven: Course Access (Conditions of Learning)<br><br>BUSD Board of Education Goal 1:<br>Students will be career/college ready via high-quality instruction | Metrics 1 - 16 |

| | | | |
|---|---|---|---|
| Goal 1, Action 4 Dual Immersion Teacher Cost Share | The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes.<br>Unduplicated pupils' academic achievement in mathematics and literacy, and acquisition of English for EL students.<br><br>Disney ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (68.04%); ELs (16.67%); SEDs (55.00%); Homeless (**%); Foster (**%).<br><br>Disney Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (50.00%); ELs (7.70%); SEDs (36.91%); Homeless (**%); Foster (**%).<br><br>McKinley ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 202-23 baseline: All (45.46%); ELs (0.0%); SEDs (31.33%); Homeless (**%); Foster (**%).<br><br>McKinley Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (37.05%); ELs (11.11%); SEDs (19.27%); Homeless (**%); Foster (**%).<br><br>(**% is too small at school level for percentage)<br><br>4th and 5th Grade Class Size Reduction for Targeted Subgroups<br>- Disney Elementary and McKinley Elementary (Title I Schools) | This Action is school-wide though it is principally directed to support English language acquisition for English learners, in elementary. Dual-Immersion language classrooms allow mutually beneficial classroom environments for Spanish speaking families and English Speaking families to learn grade level curriculum while obtaining a second language. Re-enforcement of the child's home language will also occur as a result. This will ensure students are at grade level academically before entering middle school and reduce the risk of ELs becoming LTELs.<br><br>Research shows that smaller class size coupled with effective teaching practices results in greater students achievement. The makeup of classrooms is primarily of unduplicated students with a concentration of students who are English learners and low-income. Teachers and instructional assistants provide students with small group and 1:1 instruction that will towards student academic success.<br>- This action will fund the partial cost to run the dual immersion classes as it provides the most effective environment for English Language Learners to thrive academically<br>- This action will reduce class size so that there are 5 to 7 fewer students per class to provide additional support to ELD & Low-income students.<br><br>State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Two: State Standards (Conditions of Learning)<br>Priority Three: Parental Involvement (Engagement)<br>Priority Four: Pupil Achievement (Pupil Outcomes)<br>Priority Five: Pupil Engagement (Engagement)<br>Priority Seven: Course Access (Conditions of Learning)<br><br>BUSD Board of Education Goal 1:<br>Students will be career/college ready via high-quality instruction | Metrics 1, 2, 9, 10, 17, & 18 |

| | | | |
|---|---|---|---|
| Goal 1, Action 5 Dual Immersion Instructional Assistants | The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes.<br><br>Unduplicated pupils' academic achievement in mathematics and literacy, and acquisition of English for EL students.<br><br>Disney ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (68.04%); ELs (16.67%); SEDs (55.00%); Homeless (**%); Foster (**%).<br><br>Disney Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (50.00%); ELs (7.70%); SEDs (36.91%); Homeless (**%); Foster (**%).<br><br>McKinley ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 202-23 baseline: All (45.46%); ELs (0.0%); SEDs (31.33%); Homeless (**%); Foster (**%).<br><br>McKinley Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (37.05%); ELs (11.11%); SEDs (19.27%); Homeless (**%); Foster (**%).<br><br>(**% is too small at school level for percentage) | This Action is school-wide though it is principally directed to support English language acquisition for English learners, in elementary. Dual-Immersion language classrooms allow mutually beneficial classroom environments for Spanish speaking families and English Speaking families to learn grade level curriculum while obtaining a second language. Re-enforcement of the child's home language will also occur as a result. This will ensure students are at grade level academically before entering middle school and reduce the risk of ELs becoming LTELs.<br><br>4th and 5th Grade Class Size Reduction for Targeted Subgroups<br>- Disney Elementary and McKinley Elementary (Title I Schools)<br>- Instructional assistants are not provided in general education classrooms and only for one hour per day in transitional kindergarten and kindergarten classrooms<br>- Provide Instructional Assistants (IAs) - Primary Language Support for three hours daily<br>- Provide Primary Language Support at Disney Elementary and McKinley Elementary<br>- Work with small groups of students to allow for differentiation and Tier II Intervention (as needed)<br>- Serve as an additional language model of the target language<br>- Assist teachers in the implementation of the dual immersion program<br><br>State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Two: State Standards (Conditions of Learning)<br>Priority Three: Parental Involvement (Engagement)<br>Priority Four: Pupil Achievement (Pupil Outcomes)<br>Priority Five: Pupil Engagement (Engagement)<br>Priority Seven: Course Access (Conditions of Learning)<br><br>BUSD Board of Education Goal 1:<br>Students will be career/college ready via high-quality instruction | Metrics 1, 2, 9, 10, 17, & 18 |

| | | | |
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| Goal 1, Action 7 Interpreters for Second Language Learner Parents | Unduplicated pupils' and families need school and district information in a variety of languages. Access to the same educational opportunities require the use of translators and interpreters so families with a home language other than English have the same access to information to make educational decisions for their childresn.<br><br>Interpreters (written and spoken) for Second Language Students, Parents, and Family Members<br>- Continue to recruit and hire more classified staff who can provide interpretation services at all sites that have an English Learner Advisory Committee (ELAC), as well as to any District families who require translation | This action is LEA wide though it is principally directed to support families that speak a language other than English in their household.<br>Translate documents for parents of English Language Learners whose children may also be considered low-income students, foster youth, and students experiencing homelessness | Metrics 2, 10, 17, & 18 |
| Goal 1, Action 8 Induction Professional Development Teacher on Special Assignment | Unduplicated pupils' academic achievement in mathematics and literacy, and acquisition of English for EL students.<br>New hires and teaching staff need support for entering into the workforce as well as a mechanism to finish their credentialing to be full-time, highly qualified, permanent teachers. Often times vacancies and new hires are positions that work with our most vulnerable populations including English Learners, Foster Youth, and students experiencing homelessness. | This action is LEA wide though it is principally directed to support Unduplicated students who are commonly assigned new teachers in the profession or our least senior teaching staff. Providing Professional Development on the teaching standards and induction for new teachers allows for sustainability and increased performance for our students comprised of primarily Unduplicated students.<br>Teacher on Special Assignment will provide professional development services to induction teachers focusing on the teaching and learning needs of unduplicated students. Attention will be given to the mastery of standards, engagement practices, monitoring, intervention services, assessments, and parent communication. The goal is twofold: raise the leveling of instructional services provided by the teacher with the additional benefit that students receive from better instructional practices that are consistently administered.<br><br>State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Two: State Standards (Conditions of Learning)<br>Priority Three: Parental Involvement (Engagement)<br>Priority Four: Pupil Achievement (Pupil Outcomes)<br>Priority Five: Pupil Engagement (Engagement)<br>Priority Seven: Course Access (Conditions of Learning)<br><br>BUSD Board of Education Goal 1:<br>Students will be career/college ready via high-quality instruction | Metrics 1-16 |

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| Goal 1, Action 9 Professional Development Day Costs for All Teachers (1 1/2 days) | Unduplicated pupils' academic achievement in mathematics and literacy, and acquisition of English for EL students.<br>The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes.<br><br>ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (**%).<br><br>Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%).<br><br>22-23 ELPAC making progress rate is 57.7%.<br><br>2022-23 reclassification rate is 20.7% | This action is LEA wide though it is principally directed to support unduplicated student populations, which will allow for more focused time with ELs at risk of becoming LTELs, and in small group instruction to support the math and literacy achievement of our unduplicated students. This is to ensure students are on grade level academically before entering middle school.<br>The focus of professional development is on the delivery of instruction and researched-based strategies to differentiate instruction for unduplicated student groups. English learners, low-income students, and foster youth will benefit from the focus on their instructional needs and the subsequent delivery of lessons by teachers.<br><br>The training will focus on dimensions of diversity, equity, and inclusion as they impact the teaching and learning of students who are low-income, foster, experiencing homelessness, and English learners. Specific curricular supplemental resources, instructional strategies, monitoring systems, interventions, and outcomes will be components of the training. The goal of the training is to raise teaching and learning so that unduplicated students benefit from the work of the instructional staff in getting students more successful in their academic career while also attending to social-emotional learning.<br><br>State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Two: State Standards (Conditions of Learning)<br>Priority Four: Pupil Achievement (Pupil Outcomes)<br>Priority Five: Pupil Engagement (Engagement)<br>Priority Seven: Course Access (Conditions of Learning)<br><br>BUSD Board of Education Goal 1:<br>Students will be career/college ready via high-quality instruction | Metrics 1-16 |

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| Goal 1, Action 10 Elementary Response to Intervention for Reading/Language Arts and Math | Unduplicated pupils' academic achievement in mathematics and literacy, and acquisition of English for EL students.<br><br>The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes.<br><br>ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (**%).<br><br>Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%).<br><br>22-23 ELPAC making progress rate is 57.7%.<br><br>2022-23 reclassification rate is 20.7%<br><br>The data indicate that the needs of English learners and low-income students are significant. | This action is LEA wide though it is principally directed to support small-group interventions in elementary, which will allow for more focused time with ELs at risk of becoming LTELs, and in small group instruction to support the math and literacy achievement of our unduplicated students. This is to ensure students are on grade level academically before entering middle school.<br><br>Intervention teachers and instructional assistants will:<br>- Provide direct intervention to students at skill level provided by certificated classroom and intervention teachers using research-based materials<br>- Utilize full-time curriculum specialists (at elementary) to provide direct support to students and manage the program<br>- Utilize part-time intervention teachers and instructional assistants to provide direct support to students<br>- Provide direct intervention for underperforming students by certificated classroom and<br>intervention teachers and instructional assistants<br>- Utilize full-time curriculum specialists (at elementary) to provide direct support to students and manage the program<br>- Utilize part-time intervention teachers and instructional assistants to provide direct support to students<br>- Create targeted Math Intervention sections at the middle schools<br>- When the math intervention classes cannot be secured because of staffing, the budget funds can be used for aide support or supplemental materials.<br><br>The outcome is to have students master State standards through the delivery of instruction that has high engagement practices, monitoring, assessments, and parent communication.<br><br>State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Two: State Standards (Conditions of Learning)<br>Priority Three: Parental Involvement (Engagement)<br>Priority Four: Pupil Achievement (Pupil Outcomes)<br>Priority Five: Pupil Engagement (Engagement)<br>Priority Seven: Course Access (Conditions of Learning)<br><br>BUSD Board of Education Goal 1:<br>Students will be career/college ready via high-quality instruction | Metrics 1-16 |

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| Goal 1, Action 11 Middle School School Psychologist (2.0 FTEs) | Unduplicated pupils' access to academics in mathematics and literacy, and acquisition of English for EL students.<br>Approximately 40% of middle school students qualify for free/reduced lunch and about 20% of these same students experience a high rate of D/F grades. Additionally, about 10% of students in middle schools are English learners. These two psychologist positions serve all three unduplicated populations. | This action is LEA wide though it is principally directed to support students who have outside factors or basic needs in order to engage and success academically. Providing these services will benefit Unduplicated students more than the general population because they have higher percentage of need and participation in psychological services.<br><br>These two psychologist positions serve all three unduplicated populations. They assess students, work with teachers to support the learning needs of students, provide professional development, consult with parents, and assist administrators. The work of the psychologists will help to lower the D/F rates of middle school students, increase attendance and increase test scores. The impact on English learners will be to maintain and increase performance on their daily work and the ELPAC.<br><br>State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Two: State Standards (Conditions of Learning)<br>Priority Three: Parental Involvement (Engagement)<br>Priority Four: Pupil Achievement (Pupil Outcomes)<br>Priority Five: Pupil Engagement (Engagement)<br>Priority Seven: Course Access (Conditions of Learning)<br><br>BUSD Board of Education Goal 1:<br>Students will be career/college ready via high-quality instruction | Metrics 20-28 |

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| Goal 1, Action 12 Behavior Specialists (2.0 FTEs) | Unduplicated pupils' access to academics in mathematics and literacy, and acquisition of English for EL students.<br>Two Behavior Specialists at schools will work with low-income, foster youth, students experiencing homelessness, and English learners. These Behavior Specialists will be working exclusively with the schools with high populations of targeted student subgroups.<br><br>Anecdotal data indicates a rise in the number of students who have increasing behavior and academic needs. At the elementary level especially, the number of students requiring greater assistance has dramatically increased over the past three years going from one/two students in severe need to over 20 students across the district. These students are displaying major meltdowns and become physical to their peers and adults. Their parents are in crisis mode as they also want to work with their children and school staff. | This action is LEA wide though it is principally directed to support students who have outside factors or basic needs in order to engage and success academically. Providing these services will benefit Unduplicated students more than the general population because they have higher percentage of need and participation in behavior support services.<br><br>Behavior specialists work not with the students directly but with teachers, instructional staff, administrators, and parents. Behavior specialists participate in student study teams, 504s, and Special Education.<br><br>Supporting low-income, English learners and homeless/foster youth will result in fewer outbursts, more focused students, greater attendance, and increased achievement as measured by SBAC data and attendance.<br><br>State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Two: State Standards (Conditions of Learning)<br>Priority Three: Parental Involvement (Engagement)<br>Priority Four: Pupil Achievement (Pupil Outcomes)<br>Priority Five: Pupil Engagement (Engagement)<br>Priority Seven: Course Access (Conditions of Learning)<br><br>BUSD Board of Education Goal 1:<br>Students will be career/college ready via high-quality instruction | Metric 42 |

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| Goal 1, Action 14 Full Time Curriculum Specialists for all elementary schools | Unduplicated pupils' academic achievement in mathematics and literacy, and acquisition of English for EL students.<br><br>The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes.<br><br>ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (**%).<br><br>Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%). | This action is LEA wide though it is principally directed to support small-group instruction, standards implementation, SDAIE strategies, and in-classroom interventions with elementary teachers, which will allow for more focused time with Unduplicated students at risk of falling below grade level. This is to ensure students are on grade level academically before entering middle school.<br><br>The Curriculum Specialists for all elementary schools will increase or improve services through the following duties and tasks:<br>Manage site assessments (including ELPAC)<br>Manage and supervise site RTI program to support underperforming students<br>Organize and conduct professional development<br>Analyze data and review with staff<br>Demonstrate lessons<br>Provide direct intervention services to underperforming students in targeted subgroups including low-income students, English learners, foster youth, and students experiencing homelessness<br><br>State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Two: State Standards (Conditions of Learning)<br>Priority Three: Parental Involvement (Engagement)<br>Priority Four: Pupil Achievement (Pupil Outcomes)<br>Priority Five: Pupil Engagement (Engagement)<br>Priority Seven: Course Access (Conditions of Learning)<br><br>BUSD Board of Education Goal 1:<br>Students will be career/college ready via high-quality instruction | Metrics 1-16 |

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| Goal 1, Action 15 Library Coordinators at Elementary Schools | Unduplicated pupils' access to a variety of literature for use at home and at school.<br><br>The LCAP Committee continues to identify a need to provide unduplicated students access to libraries and technology computer labs during the school day to support student learning and therefore recommends that this remain an action for the 2023-24 LCAP. Access to primary language materials, software programs, and guided supplemental instructional lessons provided students with access to relevant and meaningful learning experiences to encourage and advance learning across all content areas. Library aides and multi-media technology specialists provide improved or increased services principally directed toward unduplicated students with 21st-century learning styles specifically for students who may not have access to these services at home or in the community. This is an ongoing action from the 2017-2020 LCAP. Student achievement data shows that English learners, foster youth, and students experiencing homelessness well achieve in elementary schools and the reclassification rates are relatively high and stable. Unduplicated student groups will be better equipped in English Language Arts as measured by District assessments. | This action is LEA wide though it is principally directed to Unduplicated students who may not have families at home to provide guidance for books or to read to them in English because of language barriers or time constraints with working long hours or two jobs.<br><br>Provide focused services to English Learners, Socioeconomically disadvantaged students, foster youth, and students experiencing homelessness through the services that they provide. Services include a concentration on literacy-based skills phonics, word recognition, comprehension, and other age-appropriate literacy standards.<br>Stock and weed collections<br>Manage information systems<br>Manage school-wide Accelerated Reader Program<br>Provide direct services to classes and targeted subgroup students<br>Provide after school access to the library for targeted subgroup students<br><br>State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Two: State Standards (Conditions of Learning)<br>Priority Three: Parental Involvement (Engagement)<br>Priority Four: Pupil Achievement (Pupil Outcomes)<br>Priority Five: Pupil Engagement (Engagement)<br>Priority Seven: Course Access (Conditions of Learning)<br><br>BUSD Board of Education Goal 1:<br>Students will be career/college ready via high-quality instruction | Metrics 1-8 |

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| Goal 1, Action 16 Targeted support for Twice Exceptional students | Unduplicated pupils' academic achievement in mathematics and literacy, and acquisition of English for EL students.<br><br>BUSD believes in learning beyond the core curriculum by providing GATE enrichment activities and opportunities for unduplicated student groups who may not have access outside of school due to the cost of a program and other restrictions. The LCAP committee identified a need to provide activities during and after school hours in the area of GATE in an effort to connect students to school, create positive experiences, and develop connections with adults. This action provides improved and increased services principally directed toward unduplicated ed students who may not be exposed to GATE activities due to their home environment or financial constraints. This budgeted expenditure is to cover partial costs of the GATE program for students who are English learners, low-income students, and foster youth. | This action is LEA wide though it is principally directed to support students that are identified as GATE and are also Unduplicated students. These students are often over-looked or underserved due to the majority of services for unduplicated students being remedial in nature.<br><br>This is an increased service to these unduplicated student groups as they benefit from participating in the GATE program and are challenged by the activities implemented through the program. Research has identified several barriers to student participation in GATE that come from families with challenges such as learning a new language, homelessness, or low socio-economic status. This action will make sure these students are not under-identified or unsupported in their academic classes. | Metrics 8 & 16 |

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| Goal 1, Action 20 Culturally Responsive Pedagogy PD (K-12 PLCs in ELA & Math) | Unduplicated pupils' academic achievement in mathematics and literacy, and acquisition of English for EL students.<br><br>The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes.<br><br>ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (**%).<br><br>Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%).<br><br>22-23 ELPAC making progress rate is 57.7%.<br><br>2022-23 reclassification rate is 20.7%<br><br>The data indicate that the needs of English learners and low-income students are significant. | This action is LEA wide though it is principally directed to support improved implementation of standards and good first instruction, which will allow for more focused lessons, instructional practices, and equity in grading for ELs at risk of becoming LTELs, and instruction to support the math and literacy achievement of our unduplicated students. This is to ensure students are on grade level academically before entering middle school.<br><br>Culturally Responsive Pedagogy PD will create time and space for teachers to work in professional learning communities with identified lead teachers, site administration, and district administration. Collaboration will be focused on instructional practices including our district work in diversity, equity, and inclusion as well as the following:<br>- Equity in grading<br>- Best practices in culturally relevant instruction<br>- Research interventions<br>- The DuFour's essential questions for professional learning communities<br>- Local data from formative assessments and district benchmarks<br>- Plan-Do-Study-Act Cycles | Metrics 1-16, 20-29, & 34-39 |

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| Goal 1, Action 21 RTI Assessment Programs (i-Ready Assessment & School City) | Unduplicated pupils' academic achievement in mathematics and literacy, and acquisition of English for EL students.<br><br>The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes.<br><br>ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (**%).<br><br>Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%).<br><br>22-23 ELPAC making progress rate is 57.7%.<br><br>2022-23 reclassification rate is 20.7%<br><br>The data indicate that the needs of English learners and low-income students are significant. | This action is LEA wide though it is principally directed to provide formative performance data for unduplicated populations, which will allow for more focused work with ELs at risk of becoming LTELs, and groupings or identification of Unduplicated students needing small group instruction to support the math and literacy achievement of our unduplicated students. This is to ensure students are on grade level academically before entering the next grade level.<br><br>RTI Assessment Programs will provide students, staff, and families with performance data to make data-driven decisions regarding interventions for individual, small-group, and whole-group instructional practices. Data will be used to guide professional learning community work in course-alike cohorts as well as grade-level cohorts. Local data is essential in meeting the local indicators on the CA Dashboard. These local assessments will help measure the successful implementation of California State Standards. | Metrics 1-16, 20-29, & 34-39 |

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| Goal 2, Action 1 Monterey Teachers (4.0 FTEs) | Unduplicated pupils' who are credit deficient with needs to recover credits to be on-track to graduate.<br><br>The continuation high school program allows an academically supportive environment, especially for English learners and Socio-Economically Disadvantaged students who make up a large portion of the learning environment to thrive with the general population of students who are behind in credits. Oftentimes, these students have been unsuccessful because of chronic absenteeism or because they could not manage the larger comprehensive high school which was too big for them. The district experience has been that students who are in smaller classes with personalized attention from a certificated teacher perform better academically. Additionally, the district has designed flexibility in the academic program for the continuation school with students being able to access the curriculum online as well as in the traditional manner. This action item will allow for class size reduction so that there are 10 to 12 fewer students per class. The data from the California Dashboard on graduation rates is evidence that this action is the most effective use of funds as it allows students the opportunity to recover credit to meet diploma requirements. This is an ongoing action from the 2017-2020 LCAP. Student achievement data shows that English learners, foster youth, and students experiencing homelessness will achieve in this high school environment. | This action is LEA wide though it is principally directed to unduplicated students who are credit deficient by making available smaller class sizes, flexible scheduling to recover credits while earning new credit. These services will benefit unduplicated students at an increased rate due to the high percentage of unduplicated students at our continuation school.<br>Four additional teachers at Monterey High School will provide instructional services to unduplicated students in the continuation school environment.<br>- The continuation high school serves a large number of students that represent our low-income students, English learners, foster/homeless students.<br>- Will increase services to unduplicated students by giving teachers greater opportunities to provide individualized instruction to meet unique student needs.<br>- Low-income, English learners, and foster/homeless youth within this smaller setting will receive small group instruction more regularly, increased 1:1 instruction, closely monitored academic progress, increased intervention beginning with Tier I and then advancing to Tier II as needed<br>- Increasing teachers will improve communicate with parents about the academic and behavioral progress of the unduplicated students on this campus.<br><br>State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Two: State Standards (Conditions of Learning)<br>Priority Three: Parental Involvement (Engagement)<br>Priority Four: Pupil Achievement (Pupil Outcomes)<br>Priority Five: Pupil Engagement (Engagement)<br>Priority Six: School Climate (Engagement)<br>Priority Seven: Course Access (Conditions of Learning)<br>Priority Eight: Other Pupil Outcomes (Pupil Outcomes)<br><br>BUSD Board of Education Goal 2:<br>Students will be physically, emotionally, and mentally healthy | Goal 2 Metrics 2-8 & 12 |

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| Goal 2, Action 2 Family Services Agency of Burbank (FSA) Counseling Program | Unduplicated mental health and wellness needs are increasing at a rate higher than the general population.<br><br>English learners, foster youth, and low-income students have shown to have limited access to personal counseling as these families have voiced the inability to procure these services on their own. Research shows that when students are feeling emotionally safe, they are focused on their students and perform better academically. Unduplicated student groups benefit from this service as targeted funding gives an avenue for students to seek assistance from an outside agency as students may not feel comfortable talking with school district staff. Students may feel more comfortable talking with someone who has less affiliation with the school. | This Action is LEA wide though it is principally directed to support Unduplicated students receive services they may not have access to outside of school.<br><br>The Family Services Agency of Burbank (FSA) provided counseling and mental health services for low-income students, English learners, and foster/homeless students. Academic achievement counseling may also occur depending on the student's needs. The result will be a student who has someone to turn to and help to work with through crisis situation and positively impact his/her academic, social-emotional, and behavioral issue.<br><br>State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Two: State Standards (Conditions of Learning)<br>Priority Three: Parental Involvement (Engagement)<br>Priority Four: Pupil Achievement (Pupil Outcomes)<br>Priority Five: Pupil Engagement (Engagement)<br>Priority Six: School Climate (Engagement)<br>Priority Seven: Course Access (Conditions of Learning)<br>Priority Eight: Other Pupil Outcomes (Pupil Outcomes)<br><br>BUSD Board of Education Goal 2:<br>Students will be physically, emotionally, and mentally healthy | Goal 2 Metric 10, 11, 12, 13, 16, & 17 |
| Goal 2, Action 3 Secondary Summer School Credit Recovery | Unduplicated pupils' who are credit deficient with needs to recover credits to be on-track to graduate.<br><br>A large portion of students who take advantage of this learning opportunity is a part of the unduplicated student group. The D/F failure rate is at about 15% and therefore the need for a summer makeup opportunity is great. The opportunities that are provided to students during the summer are in all the core academic areas: English, math, science, and social studies. This program is effective because sometimes a student has only failed one semester of a course, which makes it impossible to remediate during the regular school year when the district does not offer semester-long courses. Additionally, the summer school offerings are not limited to just general education students. The program addresses the needs of Socio-Economically Disadvantaged students and English Language Learners. | This action is LEA wide though it is principally directed to support unduplicated students to recover credits over the summer to be on-track for gratuation.<br><br>Provide opportunities for high school students who have failed one or more courses during the regular school year to make up credits. The failure rate of students who are low-income, English learners, foster youth, and students experiencing homelessness is at a higher rate than other student subgroups. Credit recovery opportunities helps students towards course completion which leads towards graduation.<br><br>State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Two: State Standards (Conditions of Learning)<br>Priority Three: Parental Involvement (Engagement)<br>Priority Four: Pupil Achievement (Pupil Outcomes)<br>Priority Five: Pupil Engagement (Engagement)<br>Priority Six: School Climate (Engagement)<br>Priority Seven: Course Access (Conditions of Learning)<br>Priority Eight: Other Pupil Outcomes (Pupil Outcomes)<br><br>BUSD Board of Education Goal 2:<br>Students will be physically, emotionally, and mentally healthy | Goal 2 Metrics 1 - 8 & 12 |

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| Goal 2, Action 4 Elementary At-Risk Intervention Specialists (11 FTEs) | Unduplicated pupils' attendance and socio-emotional needs.<br><br>Unduplicated students often have chronic absences; tardy absences, and/or failing grades. Research shows that when students are feeling emotionally safe, they are focused on their students and perform better academically. A need is identified by Elementary Princpals to have staff who can provide socio-emotional learning, respond to students in crisis, and work directly with parents to resolve attendance issues. | This action is LEA wide though it is principally directed to support unduplicated students as as resource for families to improve attendance and provide triage services for students who have needs most commonly found with unduplicated students that need to be addressed during the school day.<br><br>Elementary Intervention Specialists will specialize in providing interventions when students have chronic absences; tardy absences, and/or failing grades<br>- Provide 1.0 FTE for each elementary school.<br>- Concentrate  focus on attendance.<br>- Focus is also on character building especially for students in LACP subgroups.<br>- Particularly, a focus on addressing chronic absenteeism. The district will access the services from<br>LACOE and school sites will be given training and assistance from the Department of Student Services.<br><br>State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Two: State Standards (Conditions of Learning)<br>Priority Three: Parental Involvement (Engagement)<br>Priority Four: Pupil Achievement (Pupil Outcomes)<br>Priority Five: Pupil Engagement (Engagement)<br>Priority Six: School Climate (Engagement)<br>Priority Seven: Course Access (Conditions of Learning)<br>Priority Eight: Other Pupil Outcomes (Pupil Outcomes)<br><br>BUSD Board of Education Goal 2:<br>Students will be physically, emotionally, and mentally healthy | Goal 2 Metrics 9 - 14 |
| Goal 2, Action 6 School Climate & Mental Health Surveys (Hanover) | Unduplicated students access to resources, mental health needs, and family engagement with the school and district.<br><br>There is a need to develop and expand the areas of diversity, equity, and inclusion from an independent service provider who will coordinate all of the District's diversity, equity, and inclusion (DEI) efforts into one cohesive plan and assists the District with a needs assessment and its subsequent implementation and oversight of diversity, equity, and inclusion efforts within the Burbank Unified School District. | This action is LEA wide though it is principally directed to obtain data and information on how best we can engage and increase and improve services for unduplicated students.<br><br>BUSD surveys students, families, and staff annually to collect data on a variety of metrics that give us insight into the perspectives, perceptions, and experiences our students, families and staff have. We collect and analyze this data through an outside vendor to allow our participants to remain anonymous.  Additionally, the results of these surveys help us measure growth in the metrics section of the LCAP. | Goal 2 Metrics 15-17 |

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| Goal 2, Action 7 Partial SOAR Program Staffing (CDS) (1 teacher; 1 para; 2 specialists) | Unduplicated pupils' academic achievement in mathematics and literacy, and acquisition of English for EL students who have behavior patterns that violate education code on a regular basis.<br><br>The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes.<br><br>ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (**%).<br><br>Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%).<br><br>22-23 ELPAC making progress rate is 57.7%.<br><br>2022-23 reclassification rate is 20.7%<br><br>The data indicate that the needs of English learners and low-income students are significant. | This action is LEA wide though it is principally directed to unduplicated students who benefit from an alternative setting due to mounting suspensions and other conduct that does not allow them to remain engaged and enrolled in a comprehensive school site.<br><br>This action item will provide the necessary resources to run smaller class sizes at the community day school for our targeted subgroups of students. The community day school program allows an academically supportive environment for English Learners and Students with Disabilities to thrive with the general population of students who are behind in credits. Oftentimes, these students have been unsuccessful because of chronic absenteeism or because they had behavioral issues that impeded their ability to learn. The district experience has been that students who are in smaller classes with personalized attention from a certificated teacher perform better academically. Additionally, the district has designed flexibility in the academic program for the community day school with students being able to access the curriculum online as well as in the traditional manner. This action item will allow for class size reduction so that there are 10 to 12 fewer students per class. The data from the California Dashboard on graduation rates is evidence that this action is the most effective use of funds as it allows students the opportunity to recover credit to meet diploma requirements. Smaller class sizes allow teachers to provide students with direct interactive instruction as individuals and in small groups. English learners, Foster Youth, and Socio-Economically Disadvantaged students often have learning gaps that require more individual attention. Smaller class sizes provide more opportunities for longer and more frequent teacher/student/teacher instruction and interaction. | Goal 2 Metrics 2-8 & 12 |
| Goal 3, Action 1 Diversity, Equity, and Inclusion Consultant | Unduplicated pupils' academic achievement in mathematics and literacy, and acquisition of English for EL students.<br><br>There is a need to develop and expand the areas of diversity, equity, and inclusion from an independent service provider who will coordinate all of the District's diversity, equity, and inclusion (DEI) efforts into one cohesive plan and assists the District with a needs assessment and its subsequent implementation and oversight of diversity, equity, and inclusion efforts within the Burbank Unified School District. | This action is LEA wide though it is principally directed to support the DEI practices that benefit marginalized subgroups in the district that are most commonly part of the unduplicated student population.<br><br>This individual will develop, implement, and oversee professional development training for staff on cultural competency, implicit bias, gender difference, disability, sexual harassment, inclusion and diversity, and other topics designed to increase awareness and support of diversity, equity, and inclusion values. There is a need to diversify the curriculum, instructional approaches, and staff which will have a positive impact on the BIPOC community who has a history of experiencing | Goal 3 Metrics 1 & 2 |

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| Goal 3, Action 2 Diversity, Equity, & Inclusion Site Teacher Lead Stipends | Unduplicated pupils' academic achievement in mathematics and literacy, and acquisition of English for EL students.<br><br>The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes.<br><br>ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (**%).<br><br>Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%).<br><br>22-23 ELPAC making progress rate is 57.7%.<br><br>2022-23 reclassification rate is 20.7%<br><br>The data indicate that the needs of English learners and low-income students are significant. | This action is LEA wide though it is principally directed to support the DEI practices that benefit marginalized subgroups in the district that are most commonly part of the unduplicated student population.<br><br>As a continued extension and progression of the professional development, training, and support our campuses have received in diversity, equity, and inclusion (DEI) practices, a stipend will be given to select teachers on campus who will act as a liaison for students to receive support and voice issues or concerns regarding DEI. Teachers receiving the DEI stipend will collaborate with our DEI consultants and will assist in leading site discussions and professional development for the DEI initiative. | Goal 3 Metrics 1 & 2 |

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| Goal 3, Action 3 Diversity, Equity, & Inclusion Site Lead Collaboration Time | Unduplicated pupils' academic achievement in mathematics and literacy, and acquisition of English for EL students.<br><br>The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes.<br><br>ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (**%).<br><br>Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%).<br><br>22-23 ELPAC making progress rate is 57.7%.<br><br>2022-23 reclassification rate is 20.7%<br><br>The data indicate that the needs of English learners and low-income students are significant. | This action is LEA wide though it is principally directed to support the DEI practices that benefit marginalized subgroups in the district that are most commonly part of the unduplicated student population.<br><br>As a continued extension and progression of the professional development, training, and support our campuses have received in diversity, equity, and inclusion (DEI) practices, collaboration time will be provided to select teachers on campus who will act as a liaison for students to receive support and voice issues or concerns regarding DEI. Teachers will collaborate with our DEI consultants and will assist in leading site discussions and professional development for the DEI initiative. | Goal 3 Metrics 1 & 2 |

## *Limited Actions*

For each action being solely provided to one or more unduplicated student group(s), provide an explanation of (1) the unique identified need(s) of the unduplicated student group(s) being served, (2) how the action is designed to address the identified need(s), and (3) how the effectiveness of the action in improving outcomes for the unduplicated student group(s) will be measured.

| Goal and Action #(s) | Identified Need(s) | How the Action(s) are Designed to Address Need(s) | Metric(s) to Monitor Effectiveness |
|---|---|---|---|
| Goal 2, Action 5 Homeless/Foster/At-Risk Youth Specialist | Students experiencing homelessness and foster youth students need support accessing local and regional resources. Additionally, traditional methods of communication with families are often times not accessible to families in these circumstances. A need for a staff membe who can act as an advocate on behalf of thes student group and individual students has been identified based on the fequency in which these students' ability to access the academic program as well as additional services and activities is often times overlooked or not addressed by traditional staffing. | Transportation and access to local and regiongal services will be communicated directly with families and individualized communication will be provided to Students and parents experiencing homelessness or who are placed in foster care. Students and famlies will be assisted by this staff to advocate for additional resources and considerations to be able to access the instructional programs as well as other activities and programs.<br><br>State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Two: State Standards (Conditions of Learning)<br>Priority Three: Parental Involvement (Engagement)<br>Priority Four: Pupil Achievement (Pupil Outcomes)<br>Priority Five: Pupil Engagement (Engagement)<br>Priority Six: School Climate (Engagement)<br>Priority Seven: Course Access (Conditions of Learning)<br>Priority Eight: Other Pupil Outcomes (Pupil Outcomes)<br><br>BUSD Board of Education Goal 2:<br>Students will be physically, emotionally, and mentally healthy | Goal 2 Metrics 5, 6, 9, 10, 11, 12, 13, & 14 |

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| Goal 1, Action 2 Elementary ELD Specialists | The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes. ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (**%).<br><br>Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%).<br><br>22-23 ELPAC making progress rate is 57.7%.<br><br>2022-23 reclassification rate is 20.7% | English Language Development Specialists<br>- Maintain 4 ELD specialists to support students and staff at elementary schools with English Learners<br>- Organize and conduct professional development in Designated ELD<br>- Monitor progress of English Learners and recently reclassified students<br>- Support Project G.L.A.D. and Step up to Writing training and program implementations<br>- Assist in the analysis of data and review with staff<br>- Provide demonstration lessons<br>- Participate in SST's, IEP's, and the development of ILP's for English learners<br>- Provide direct intervention services to English Learners<br><br>The work of ELD specialists provide support to teachers, instructional assistants and students will result in increases (or maintaining when at a high level like reclassification rate) in student achievement and teacher/instructional assistant effectiveness.<br><br>State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Two: State Standards (Conditions of Learning)<br>Priority Three: Parental Involvement (Engagement)<br>Priority Four: Pupil Achievement (Pupil Outcomes)<br>Priority Five: Pupil Engagement (Engagement)<br>Priority Seven: Course Access (Conditions of Learning)<br><br>BUSD Board of Education Goal 1:<br>Students will be career/college ready via high-quality instruction | Metrics 2, 10, 17, & 18 |

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| Goal 1, Action 3 Elementary ELD Instructional Assistants | The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes.<br>ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (**%).<br><br>Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%).<br><br>22-23 ELPAC making progress rate is 57.7%.<br><br>2022-23 reclassification rate is 20.7% | English Language Development Instructional Assistants<br>- Provide additional hourly support in E/LA and ELD at the elementary level<br>- Work with small groups of students to allow for differentiation and Tier II intervention<br>- Assist teachers in the implementation of the ELD program<br>- Assist teachers in the implementation of the RtI program<br><br>The work of ELD instructional assistants provide support to teachers and students will result in increases (or maintaining when at a high level like reclassification rate) in student achievement and teacher/instructional assistant effectiveness on ELA and math SBAC. | Metrics 2, 10, 17, & 18 |
| Goal 1, Action 6 Secondary Designated ELD Teachers | The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth to provide supplemental English language development instruction in addition to the core instruction provided at the site. The following data set provides the reader with additional data for comparative purposes.<br><br>ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (**%).<br><br>Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%).<br><br>22-23 ELPAC making progress rate is 57.7%.<br><br>2022-23 reclassification rate is 20.7% | Designated ELD (additional courses)<br>- Provide a separate, additional classes for students who are in Transition English to teach the Standards for ELD (designated ELD)<br>- Support to secondary students who are English learners<br>- Certificated salaries and related statutory benefits<br><br>State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Two: State Standards (Conditions of Learning)<br>Priority Three: Parental Involvement (Engagement)<br>Priority Four: Pupil Achievement (Pupil Outcomes)<br>Priority Five: Pupil Engagement (Engagement)<br>Priority Seven: Course Access (Conditions of Learning)<br><br>BUSD Board of Education Goal 1:<br>Students will be career/college ready via high-quality instruction | Metrics 2, 10, 17, & 18 |

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| Goal 1, Action 13 English Learner Program, Supplemental Supports | There is a need to establish a baseline ELD program for students who are working towards English proficiency as an English Learner.<br><br>ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (**%).<br><br>Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%).<br><br>22-23 ELPAC making progress rate is 57.7%.<br><br>2022-23 reclassification rate is 20.7% | The program is designed to increase or improve services by:<br>- Provide support for English Learner students in classes by Instructional Assistants<br>- Provide supplemental materials and supplies to support site-based English Learner programs<br>- Provide liaison support between the school and community for translation, parent contact, and parent education<br>- Implement and monitor implementation of Master Plan for English Learners<br><br>The work of instructional assistants paid by Maintenance of Effort funds provides support to teachers, instructional assistants and students will result in increases (or maintaining when at a high level like reclassification rate) in student achievement and teacher/instructional assistant effectiveness.<br><br>English learners may also be students who may also be considered low-income students, foster youth, and/or students experiencing homelessness.<br><br>State of California Priorities:<br>Priority One: Basic (Conditions of Learning)<br>Priority Two: State Standards (Conditions of Learning)<br>Priority Three: Parental Involvement (Engagement)<br>Priority Four: Pupil Achievement (Pupil Outcomes)<br>Priority Five: Pupil Engagement (Engagement)<br>Priority Seven: Course Access (Conditions of Learning)<br><br>BUSD Board of Education Goal 1:<br>Students will be career/college ready via high-quality instruction | Metrics 2, 10, 17, & 18 |

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| Goal 1, Action 17 Elementary ELD Instructional Supports (staff and/or materials) | The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes.<br><br>ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (**%).<br><br>Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%).<br><br>22-23 ELPAC making progress rate is 57.7%.<br><br>2022-23 reclassification rate is 20.7% | English Language Development Instructional Assistants<br>- Provide additional hourly support in E/LA and ELD at the elementary level<br>- Work with small groups of students to allow for differentiation and Tier II intervention<br>- Assist teachers in the implementation of the ELD program<br>- Assist teachers in the implementation of the RtI program<br><br>The work of ELD instructional assistants provide support to teachers and students will result in increases (or maintaining when at a high level like reclassification rate) in student achievement and teacher/instructional assistant effectiveness on ELA and math SBAC.<br><br>ELD resources, materials, and supplies. The priority with these funds is to provide instructional assistants to work with english learners. Often times, these positions are hard to fill and remain vacant. In these circumstances, funds will be redirected to purchase resources, materials, and supplies such as but not limited to:<br>- Translated materials<br>- Devices to assist with translation and english language acquisition<br>- Software or programs to assist with translation and english language acquisition.<br>- Intervention staff and/or programs<br>- Intervention materials. | Metrics 2, 10, 17, & 18 |

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| Goal 1, Action 18 Secondary Sheltered ELD Sections (Social Studies and Science) | The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes.<br><br>ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (**%).<br><br>Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%).<br><br>22-23 ELPAC making progress rate is 57.7%.<br><br>2022-23 reclassification rate is 20.7% | Secondary Sheltered ELD Sections are designed to reduce class size or dedicate sheltered sections for ELD students in the subjects of Social Science and Science. These subjects are language intensive subjects that require additional support from instructional staff to provide small group instruction and/or differentiation. Smaller class sized or dedicated sections will allow for teaching staff to better support english learners in these core subject areas. | Metrics 2, 10, 17, & 18 |
| Goal 1, Action 19 ELD Instructional Assistants, Secondary (5 FTE) | The action being developed is based on the needs of English learners, socioeconomically disadvantaged students (low-income students), and foster youth. The following data set provides the reader with additional data for comparative purposes.<br><br>ELA SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (58.43%); ELs (13.41%); SEDs (47.15%); Homeless (42.86%); Foster (**%).<br><br>Math SBAC data indicates the following need to raise the percentage of students who meet or exceed the standard from the following 2022-23 baseline: All (44.40%); ELs (15.14%); SEDs (32.74%); Homeless (28.58%); Foster (**%).<br><br>22-23 ELPAC making progress rate is 57.7%.<br><br>2022-23 reclassification rate is 20.7% | English Language Development Instructional Assistants<br>- Provide additional hourly support in E/LA and ELD at the elementary level<br>- Work with small groups of students to allow for differentiation and Tier II intervention<br>- Assist teachers in the implementation of the ELD program<br>- Assist teachers in the implementation of the RtI program<br><br>The work of ELD instructional assistants provide support to teachers and students will result in increases (or maintaining when at a high level like reclassification rate) in student achievement and teacher/instructional assistant effectiveness on ELA and math SBAC. | Metrics 2, 10, 17, & 18 |

For any limited action contributing to meeting the increased or improved services requirement that is associated with a Planned Percentage of Improved Services in the Contributing Summary Table rather than an expenditure of LCFF funds, describe the methodology that was used to determine the contribution of the action towards the proportional percentage, as applicable.

Not Applicable

## *Additional Concentration Grant Funding*

A description of the plan for how the additional concentration grant add-on funding identified above will be used to increase the number of staff providing direct services to students at schools that have a high concentration (above 55 percent) of foster youth, English learners, and low-income students, as applicable.

Not Applicable

| **Staff-to-student ratios by type of school and concentration of unduplicated students** | Schools with a student concentration of 55 percent or less | Schools with a student concentration of greater than 55 percent |
|---|---|---|
| Staff-to-student ratio of classified staff providing direct services to students | Not Applicable | Not Applicable |
| Staff-to-student ratio of certificated staff providing direct services to students | Not Applicable | Not Applicable |

# Action Tables

## 2024-2025 Total Planned Expenditures Table

| LCAP Year (Input) | 1. Projected LCFF Base Grant (Input Dollar Amount) | 2. Projected LCFF Supplemental and/or Concentration Grants (Input Dollar Amount) | 3. Projected Percentage to Increase or Improve Services for the Coming School Year (2 divided by 1) | LCFF Carryover — Percentage (Input Percentage from Prior Year) | Total Percentage to Increase or Improve Services for the Coming School Year (3 + Carryover %) |
|---|---|---|---|---|---|
| 2024-2025 | $154,645,436.00 | $11,351,994.00 | 7.34% | 0.00% | 7.34% |

| Totals: | LCFF Funds | Other State Funds | Local Funds | Federal Funds | Total Funds | Total Personnel | Total Non-personnel |
|---|---|---|---|---|---|---|---|
| **Totals:** | $12,201,496.00 | $165,630,447.00 | $0.00 | $0.00 | $177,831,943.00 | $137,915,407.00 | $39,916,536.00 |

| Goal # | Action # | Action Title | Student Group(s) | Contributing to Increased or Improved Services? | Scope | Unduplicated Student Group(s) | Location | Time Span | Total Personnel | Total Non-personnel | LCFF Funds | Other State Funds | Local Funds | Federal Funds | Total Funds | Planned Percentage of Improved Services |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 1 | Elementary Class Size Reduction Grades 4 and 5 | All | Yes | Schoolwide | English learner (EL), Low Income, Foster Youth | Specific Schools,Disney Elementary - McKinley Elementary, Specific Grade Spans,4th and 5th | | $216,538 | $0 | $216,538 | $0 | $0 | $0 | $216,538 | 0.00% |
| 1 | 2 | Elementary ELD Specialists | All | Yes | Limited | English learner (EL) | Specific Grade Spans,TK - 5 | Ongoing | $604,561 | $0 | $604,561 | $0 | $0 | $0 | $604,561 | 0.00% |
| 1 | 3 | Elementary ELD Instructional Assistants | All | Yes | Limited | English learner (EL) | Specific Grade Spans,TK - 5 | Ongoing | $464,193 | $0 | $464,193 | $0 | $0 | $0 | $464,193 | 0.00% |
| 1 | 4 | Dual Immersion Teacher Cost Share | All | Yes | Schoolwide | Low Income, English learner (EL) | Specific Schools,McKinley Elementary & Disney Elementary | Ongoing | $627,034 | $0 | $627,034 | $0 | $0 | $0 | $627,034 | 0.00% |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 5 | Dual Immersion Instructional Assistants | All | Yes | Schoolwide | English learner (EL) | Specific Schools,Disney Elementary & McKinley Elementary | Ongoing | $163,845 | $0 | $163,845 | $0 | $0 | $0 | $163,845 | 0.00% |
| 1 | 6 | Secondary Designated ELD Teachers | All | Yes | Limited | English learner (EL) | Specific Grade Spans,6-12 | Ongoing | $690,004 | $0 | $690,004 | $0 | $0 | $0 | $690,004 | 0.00% |
| 1 | 7 | Interpreters for Second Language Learner Parents | All | Yes | LEA-wide | Low Income, Foster Youth, English learner (EL) | All Schools | Ongoing | $153,102 | $0 | $153,102 | $0 | $0 | $0 | $153,102 | 0.00% |
| 1 | 8 | Induction Professional Development Teacher on Special Assignment | All | Yes | LEA-wide | Low Income, Foster Youth, English learner (EL) | All Schools | | $26,561 | $0 | $26,561 | $0 | $0 | $0 | $26,561 | 0.00% |
| 1 | 9 | Professional Development Day Costs for All Teachers (1 1/2 days) | All | Yes | LEA-wide | English learner (EL), Foster Youth, Low Income | All Schools | Ongoing | $1,000,000 | $0 | $1,000,000 | $0 | $0 | $0 | $1,000,000 | 0.00% |
| 1 | 10 | Elementary Response to Intervention for Reading/Language Arts and Math | All | Yes | LEA-wide | English learner (EL), Foster Youth, Low Income | All Schools, Specific Grade Spans,TK - 5 | Ongoing | $548,376 | $0 | $548,376 | $0 | $0 | $0 | $548,376 | 0.00% |
| 1 | 11 | Middle School School Psychologist (2.0 FTEs) | All | Yes | LEA-wide | English learner (EL), Foster Youth, Low Income | Specific Grade Spans,6-8 | Ongoing | $358,485 | $0 | $358,485 | $0 | $0 | $0 | $358,485 | 0.00% |
| 1 | 12 | Behavior Specialists (2.0 FTEs) | All | Yes | LEA-wide | Low Income, Foster Youth, English learner (EL) | All Schools | Ongoing | $202,555 | $0 | $202,555 | $0 | $0 | $0 | $202,555 | 0.00% |
| 1 | 13 | English Learner Program, Supplemental Supports | All | Yes | Limited | English learner (EL) | All Schools | | $1,533,613 | $0 | $1,533,613 | $0 | $0 | $0 | $1,533,613 | 0.00% |
| 1 | 14 | Full Time Curriculum Specialists for all elementary schools | All | Yes | Schoolwide | Foster Youth, Low Income, English learner (EL) | Specific Grade Spans,TK - 5 | Ongoing | $1,531,456 | $0 | $1,531,456 | $0 | $0 | $0 | $1,531,456 | 0.00% |
| 1 | 15 | Library Coordinators at Elementary Schools | All | Yes | LEA-wide | English learner (EL), Foster Youth, Low Income | Specific Grade Spans,TK - 5 | Ongoing | $488,746 | $0 | $488,746 | $0 | $0 | $0 | $488,746 | 0.00% |
| 1 | 16 | Targeted support for Twice Exceptional students who qualify as GATE and are included in the unduplicated count | All | Yes | LEA-wide | English learner (EL), Low Income, Foster Youth | All Schools | Ongoing | $5,000 | $5,000 | $10,000 | $0 | $0 | $0 | $10,000 | 0.00% |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 17 | Elementary ELD Instructional Supports (staff and/or materials) | English learner (EL), Long-term English learner | Yes | Limited | English learner (EL) | Specific Grade Spans,TK - 5 | | $170,000 | $50,034 | $220,034 | $0 | $0 | $0 | $220,034 | 0.00% |
| 1 | 18 | Secondary Sheltered ELD Sections (Social Studies and Science) | Long-term English learner, English learner (EL) | Yes | Limited | English learner (EL) | Specific Grade Spans,6-8 | | $439,473 | $0 | $439,473 | $0 | $0 | $0 | $439,473 | 0.00% |
| 1 | 19 | ELD Instructional Assistants, Secondary (5 FTE) | Long-term English learner, English learner (EL) | Yes | Limited | English learner (EL) | Specific Grade Spans,6-12 | | $100,000 | $0 | $100,000 | $0 | $0 | $0 | $100,000 | 0.00% |
| 1 | 20 | Culturally Responsive Pedagogy PD (K-12 PLCs in ELA & Math) | All | Yes | LEA-wide | English learner (EL), Foster Youth, Low Income | All Schools | | $75,000 | $50,000 | $125,000 | $0 | $0 | $0 | $125,000 | 0.00% |
| 1 | 21 | RTI Assessment Programs (i-Ready Assessment & School City) | All | Yes | LEA-wide | Low Income, Foster Youth, English learner (EL) | All Schools | | $0 | $146,634 | $146,634 | $0 | $0 | $0 | $146,634 | 0.00% |
| 1 | 22 | GATE Program Annual Identification Assessment Process | All | No | | | | Ongoing | $0 | $20,000 | $0 | $20,000 | $0 | $0 | $20,000 | 0.00% |
| 1 | 23 | District GATE Coordinator | All | No | | | | | $25,658 | $0 | $0 | $25,658 | $0 | $0 | $25,658 | 0.00% |
| 1 | 24 | Music Instrument Repair and Replacement | All | No | | | | | $0 | $20,000 | $0 | $20,000 | $0 | $0 | $20,000 | 0.00% |
| 1 | 25 | Secondary Art Supplies and Materials | | No | | | | Ongoing | $0 | $12,600 | $0 | $12,600 | $0 | $0 | $12,600 | 0.00% |
| 1 | 26 | Provide support for students with disabilities to achieve their Individual Education Plan (IEP) goals. | All | No | | | | Ongoing | $0 | $39,217,554 | $0 | $39,217,554 | $0 | $0 | $39,217,554 | 0.00% |
| 1 | 27 | Elementary Music Teachers Staffing | All | No | | | | Ongoing | $537,498 | $0 | $0 | $537,498 | $0 | $0 | $537,498 | 0.00% |
| 1 | 28 | Provide CTE Pathway offerings to Secondary Students | All | No | | | | Ongoing | $1,269,998 | $0 | $0 | $1,269,998 | $0 | $0 | $1,269,998 | 0.00% |
| 1 | 29 | World Language Courses at Middle Schools | | No | | | | Ongoing | $399,101 | $0 | $0 | $399,101 | $0 | $0 | $399,101 | 0.00% |
| 2 | 1 | Monterey Teachers (4.0 FTEs) | All | Yes | Schoolwide | Low Income, Foster Youth, English learner (EL) | Specific Schools,Monterey High School (Continuation) | Ongoing | $555,012 | $0 | $555,012 | $0 | $0 | $0 | $555,012 | 0.00% |

| | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2 | 2 | Family Services Agency of Burbank (FSA) Counseling Program | All | Yes | LEA-wide | English learner (EL), Foster Youth, Low Income | All Schools | Ongoing | $0 | $131,500 | $131,500 | $0 | $0 | $0 | $131,500 | 0.00% |
| 2 | 3 | Secondary Summer School Credit Recovery | All | Yes | LEA-wide | Low Income, Foster Youth, English learner (EL) | Specific Grade Spans,9-12 | Ongoing | $30,000 | $100,000 | $130,000 | $0 | $0 | $0 | $130,000 | 0.00% |
| 2 | 4 | Elementary Intervention Specialists (11 FTEs) | All | Yes | LEA-wide | Low Income, Foster Youth, English learner (EL) | Specific Grade Spans,TK - 5 | Ongoing | $1,036,020 | $0 | $1,036,020 | $0 | $0 | $0 | $1,036,020 | 0.00% |
| 2 | 5 | Homeless/Foster/At-Risk Youth Specialist | Homeless, Foster Youth | Yes | Limited | Low Income, Foster Youth | All Schools | Ongoing | $52,543 | $0 | $52,543 | $0 | $0 | $0 | $52,543 | 0.00% |
| 2 | 6 | School Climate & Mental Health Surveys (Hanover) | All | Yes | LEA-wide | English learner (EL), Foster Youth, Low Income | All Schools | Ongoing | $0 | $116,279 | $116,279 | $0 | $0 | $0 | $116,279 | 0.00% |
| 2 | 7 | Partial SOAR Program Staffing (CDS) (1 teacher; 1 para; 2 specialists) | All | Yes | LEA-wide | Foster Youth, Low Income | Specific Grade Spans,9-12 | | $350,006 | $0 | $350,006 | $0 | $0 | $0 | $350,006 | 0.00% |
| 3 | 1 | Diversity, Equity, and Inclusion Consultant | All | Yes | LEA-wide | Low Income, Foster Youth, English learner (EL) | All Schools | Ongoing | $0 | $46,935 | $46,935 | $0 | $0 | $0 | $46,935 | 0.00% |
| 3 | 2 | Diversity, Equity, & Inclusion Site Teacher Lead Stipends | All | Yes | LEA-wide | English learner (EL), Foster Youth, Low Income | All Schools | Ongoing | $97,983 | $0 | $97,983 | $0 | $0 | $0 | $97,983 | 0.00% |
| 3 | 3 | Diversity, Equity, & Inclusion Site Lead Collaboration Time | All | Yes | LEA-wide | English learner (EL), Foster Youth, Low Income | All Schools | Ongoing | $35,008 | $0 | $35,008 | $0 | $0 | $0 | $35,008 | 0.00% |
| 3 | 4 | Certificated Personnel and Administrative Costs at the District and Site Level | All | No | | | | | $116,732,680 | $0 | $0 | $116,732,680 | $0 | $0 | $116,732,680 | 0.00% |
| 4 | 2 | Provide Facility and Maintenance Operations staff, including custodians to provide a clean, safe, and secure learning environment for all students. | All | No | | | | | $7,395,358 | $0 | $0 | $7,395,358 | $0 | $0 | $7,395,358 | 0.00% |

# 2024-2025 Contributing Actions Table

| 1. Projected LCFF Base Grant | 2. Projected LCFF Supplemental and/or Concentration Grants | 3. Projected Percentage to Increase or Improve Services for the Coming School Year (2 divided by 1) | LCFF Carryover – Percentage (Percentage from prior year) | Total Percentage to Increase or Improve Services for the Coming School Year (3 + Carryover %) | 4.Total Planned Contributing Expenditures (LCFF Funds) | 5.Total Planned Percentage of Improved Services (%) | Planned Percentage to Increase or Improve Services for the Coming School Year (4 divided by 1, plus 5) | Totals by Type | Total LCFF Funds |
|---|---|---|---|---|---|---|---|---|---|
| $154,645,436.00 | $11,351,994.00 | 7.34% | 0.00% - No Carryover | 7.34% | $12,201,496.00 | 0.00% | 7.89% | **Total:** | $12,201,496.00 |
| | | | | | | | | **LEA-wide Total:** | $5,003,190.00 |
| | | | | | | | | **Limited Total:** | $4,104,421.00 |
| | | | | | | | | **Schoolwide Total:** | $3,093,885.00 |

| Goal # | Action # | Action Title | Contributing to Increased or Improved Services? | Scope | Unduplicated Student Group(s) | Location | Planned Expenditures for Contributing Actions(LCFF Funds) | Planned Percentage of Improved Services (%) |
|---|---|---|---|---|---|---|---|---|
| 1 | 1 | Elementary Class Size Reduction Grades 4 and 5 | Yes | Schoolwide | English learner (EL), Low Income, Foster Youth | Specific Schools,Disney Elementary - McKinley Elementary, Specific Grade Spans,4th and 5th | $216,538.00 | 0.00% |
| 1 | 2 | Elementary ELD Specialists | Yes | Limited | English learner (EL) | Specific Grade Spans,TK - 5 | $604,561.00 | 0.00% |
| 1 | 3 | Elementary ELD Instructional Assistants | Yes | Limited | English learner (EL) | Specific Grade Spans,TK - 5 | $464,193.00 | 0.00% |
| 1 | 4 | Dual Immersion Teacher Cost Share | Yes | Schoolwide | Low Income, English learner (EL) | Specific Schools,McKinley Elementary & Disney Elementary | $627,034.00 | 0.00% |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 1 | 5 | Dual Immersion Instructional Assistants | Yes | Schoolwide | English learner (EL) | Specific Schools,Disney Elementary & McKinley Elementary | $163,845.00 | 0.00% |
| 1 | 6 | Secondary Designated ELD Teachers | Yes | Limited | English learner (EL) | Specific Grade Spans,6-12 | $690,004.00 | 0.00% |
| 1 | 7 | Interpreters for Second Language Learner Parents | Yes | LEA-wide | Low Income, Foster Youth, English learner (EL) | All Schools | $153,102.00 | 0.00% |
| 1 | 8 | Induction Professional Development Teacher on Special Assignment | Yes | LEA-wide | Low Income, Foster Youth, English learner (EL) | All Schools | $26,561.00 | 0.00% |
| 1 | 9 | Professional Development Day Costs for All Teachers (1 1/2 days) | Yes | LEA-wide | English learner (EL), Foster Youth, Low Income | All Schools | $1,000,000.00 | 0.00% |
| 1 | 10 | Elementary Response to Intervention for Reading/Language Arts and Math | Yes | LEA-wide | English learner (EL), Foster Youth, Low Income | All Schools, Specific Grade Spans,TK - 5 | $548,376.00 | 0.00% |
| 1 | 11 | Middle School School Psychologist (2.0 FTEs) | Yes | LEA-wide | English learner (EL), Foster Youth, Low Income | Specific Grade Spans,6-8 | $358,485.00 | 0.00% |
| 1 | 12 | Behavior Specialists (2.0 FTEs) | Yes | LEA-wide | Low Income, Foster Youth, English learner (EL) | All Schools | $202,555.00 | 0.00% |
| 1 | 13 | English Learner Program, Supplemental Supports | Yes | Limited | English learner (EL) | All Schools | $1,533,613.00 | 0.00% |
| 1 | 14 | Full Time Curriculum Specialists for all elementary schools | Yes | Schoolwide | Foster Youth, Low Income, English learner (EL) | Specific Grade Spans,TK - 5 | $1,531,456.00 | 0.00% |
| 1 | 15 | Library Coordinators at Elementary Schools | Yes | LEA-wide | English learner (EL), Foster Youth, Low Income | Specific Grade Spans,TK - 5 | $488,746.00 | 0.00% |
| 1 | 16 | Targeted support for Twice Exceptional students who qualify as GATE and are included in the unduplicated count | Yes | LEA-wide | English learner (EL), Low Income, Foster Youth | All Schools | $10,000.00 | 0.00% |
| 1 | 17 | Elementary ELD Instructional Supports (staff and/or materials) | Yes | Limited | English learner (EL) | Specific Grade Spans,TK - 5 | $220,034.00 | 0.00% |
| 1 | 18 | Secondary Sheltered ELD Sections (Social Studies and Science) | Yes | Limited | English learner (EL) | Specific Grade Spans,6-8 | $439,473.00 | 0.00% |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 1 | 19 | ELD Instructional Assistants, Secondary (5 FTE) | Yes | Limited | English learner (EL) | Specific Grade Spans,6-12 | $100,000.00 | 0.00% |
| 1 | 20 | Culturally Responsive Pedagogy PD (K-12 PLCs in ELA & Math) | Yes | LEA-wide | English learner (EL), Foster Youth, Low Income | All Schools | $125,000.00 | 0.00% |
| 1 | 21 | RTI Assessment Programs (i-Ready Assessment & School City) | Yes | LEA-wide | Low Income, Foster Youth, English learner (EL) | All Schools | $146,634.00 | 0.00% |
| 2 | 1 | Monterey Teachers (4.0 FTEs) | Yes | Schoolwide | Low Income, Foster Youth, English learner (EL) | Specific Schools,Monterey High School (Continuation) | $555,012.00 | 0.00% |
| 2 | 2 | Family Services Agency of Burbank (FSA) Counseling Program | Yes | LEA-wide | English learner (EL), Foster Youth, Low Income | All Schools | $131,500.00 | 0.00% |
| 2 | 3 | Secondary Summer School Credit Recovery | Yes | LEA-wide | Low Income, Foster Youth, English learner (EL) | Specific Grade Spans,9-12 | $130,000.00 | 0.00% |
| 2 | 4 | Elementary Intervention Specialists (11 FTEs) | Yes | LEA-wide | Low Income, Foster Youth, English learner (EL) | Specific Grade Spans,TK - 5 | $1,036,020.00 | 0.00% |
| 2 | 5 | Homeless/Foster/At-Risk Youth Specialist | Yes | Limited | Low Income, Foster Youth | All Schools | $52,543.00 | 0.00% |
| 2 | 6 | School Climate & Mental Health Surveys (Hanover) | Yes | LEA-wide | English learner (EL), Foster Youth, Low Income | All Schools | $116,279.00 | 0.00% |
| 2 | 7 | Partial SOAR Program Staffing (CDS) (1 teacher; 1 para; 2 specialists) | Yes | LEA-wide | Foster Youth, Low Income | Specific Grade Spans,9-12 | $350,006.00 | 0.00% |
| 3 | 1 | Diversity, Equity, and Inclusion Consultant | Yes | LEA-wide | Low Income, Foster Youth, English learner (EL) | All Schools | $46,935.00 | 0.00% |
| 3 | 2 | Diversity, Equity, & Inclusion Site Teacher Lead Stipends | Yes | LEA-wide | English learner (EL), Foster Youth, Low Income | All Schools | $97,983.00 | 0.00% |
| 3 | 3 | Diversity, Equity, & Inclusion Site Lead Collaboration Time | Yes | LEA-wide | English learner (EL), Foster Youth, Low Income | All Schools | $35,008.00 | 0.00% |

# 2023-2024 Annual Update Table

| Totals: | Last Year's Total Planned Expenditures (Total Funds) | Total Estimated Actual Expenditures (Total Funds) |
|---|---|---|
| **Totals:** | $175,973,335.00 | $167,971,385.00 |

| Last Year's Goal# | Last Year's Action# | Prior Action/Service Title | Contributed to Increased or Improved Services? | Last Year's Planned Expenditures (Total Funds) | Estimated Actual Expenditures (Input Total Funds) |
|---|---|---|---|---|---|
| 1 | 1 | Elementary Class Size Reduction Grades 4 and 5 | Yes | $228,508.00 | $221,374.00 |
| 1 | 2 | Extended Transitional Kindergarten | Yes | $0.00 | $0.00 |
| 1 | 3 | Elementary ELD Specialists | Yes | $390,697.00 | $550,259.00 |
| 1 | 4 | Elementary ELD Instructional Assistants | Yes | $481,389.00 | $427,821.00 |
| 1 | 5 | Dual Immersion Teacher Cost Share | Yes | $610,891.00 | $625,451.00 |
| 1 | 6 | Dual Immersion Instructional Assistants | Yes | $121,172.00 | $155,513.00 |
| 1 | 7 | Secondary Designated ELD Teachers | Yes | $874,908.00 | $845,446.00 |
| 1 | 8 | Interpreters for Second Language Learner Parents | Yes | $100,000.00 | $50,634.00 |
| 1 | 9 | Secondary Summer School - Extended Learning for English Learners | Yes | $52,000.00 | $0.00 |
| 1 | 10 | Preschool Partial Cost of Teacher and Instructional Assistant for Unduplicated Students | Yes | $0.00 | $0.00 |
| 1 | 11 | Professional Development Day Costs for All Teachers (1 1/2 days) | Yes | $1,000,000.00 | $1,000,000.00 |
| 1 | 12 | Induction Professional Development Teacher on Special Assignment | Yes | $25,428.00 | $24,217.00 |
| 1 | 13 | Peer Assistance and Review Teacher on Special Assignment (TOSA) (0.2 | Yes | $28,177.00 | $30,388.00 |

| | | | | | |
|---|---|---|---|---|---|
| | | FTE) | | | |
| 1 | 14 | Elementary Response to Intervention for Reading/Language Arts and Math | Yes | $500,839.00 | $464,523.00 |
| 1 | 15 | Middle School School Psychologist (2.0 FTEs) | Yes | $330,098.00 | $408,142.00 |
| 1 | 16 | Teacher Support and Professional Development for Instructional Technology TOSA (0.2 FTE) | Yes | $27,040.00 | $26,734.00 |
| 1 | 17 | Behavior Specialists (2.0 FTEs) | Yes | $175,218.00 | $193,075.00 |
| 1 | 18 | English Learner Program, Supplemental Supports | Yes | $1,442,578.00 | $1,351,888.00 |
| 1 | 19 | Full Time Curriculum Specialists for all elementary schools | Yes | $1,513,911.00 | $1,646,518.00 |
| 1 | 20 | Library Coordinators at Elementary Schools | No | $383,100.00 | $386,600.00 |
| 1 | 21 | Professional Development Teacher on Special Assignment | Yes | $0.00 | $0.00 |
| 1 | 22 | GATE Program Annual Identification Assessment Process | No | $20,000.00 | $20,000.00 |
| 1 | 23 | District GATE Coordinator | No | $26,201.00 | $28,031.00 |
| 1 | 24 | Music Instrument Repair and Replacement | No | $20,000.00 | $20,000.00 |
| 1 | 25 | Secondary Art Supplies and Materials | No | $12,600.00 | $12,600.00 |
| 1 | 26 | World Language Courses at Middle Schools | No | $500,179.00 | $345,084.00 |
| 1 | 27 | Provide support for students with disabilities to achieve their Individual Education Plan (IEP) goals. | No | $38,217,950.00 | $37,399,108.00 |
| 1 | 28 | Targeted support for at-promise students who are in the GATE Program. | Yes | $5,000.00 | $2,600.00 |
| 1 | 29 | Elementary Music Teachers Staffing | No | $295,181.00 | $444,199.00 |
| 1 | 30 | Secondary Summer School Stipends for Credit Recovery | Yes | $0.00 | $0.00 |
| | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| 1 | 31 | Provide CTE Pathway offerings to Secondary Students | No | $1,839,189.00 | $1,196,958.00 |
| 2 | 1 | High School Counselors (3.0 FTEs) | Yes | $407,298.00 | $305,806.00 |
| 2 | 2 | Middle School Counselors (3.0 FTE) | Yes | $418,449.00 | $429,292.00 |
| 2 | 3 | Monterey Teachers (4.0 FTEs) | Yes | $525,201.00 | $600,213.00 |
| 2 | 4 | Monterey High School Assistant Principal | Yes | $155,545.00 | $189,255.00 |
| 2 | 5 | Community Day School Teachers (2.0 FTEs) | Yes | $267,319.00 | $293,794.00 |
| 2 | 6 | Community Day School Instructional Assistants (4.0 FTEs) | Yes | $155,126.00 | $124,604.00 |
| 2 | 7 | Intervention Sections | Yes | $0.00 | $0.00 |
| 2 | 8 | Family Services Agency of Burbank (FSA) Counseling Program | Yes | $30,000.00 | $230,000.00 |
| 2 | 9 | Secondary English Learners Initial Credit Summer School | Yes | $170,478.00 | $27,404.00 |
| 2 | 10 | Secondary Online Credit Recovery | Yes | $322,439.00 | $67,671.00 |
| 2 | 11 | Secondary At-Risk Intervention Specialists (6 FTEs) | Yes | $448,725.00 | $451,354.00 |
| 2 | 12 | Elementary At-Risk Intervention Specialists (11 FTEs) | Yes | $927,751.00 | $942,109.00 |
| 2 | 13 | Costs for PBIS Training | Yes | $33,000.00 | $0.00 |
| 2 | 14 | Homeless/Foster/At-Risk Youth Specialist | Yes | $86,878.00 | $52,703.00 |
| 2 | 15 | Students Experiencing Homelessness Transportation Services | No | $0.00 | $0.00 |
| 2 | 16 | Diversity, Equity, & Inclusion Supplemental Materials | Yes | $10,000.00 | $656.00 |
| 2 | 17 | School Climate & Mental Health Surveys (Hanover) | Yes | $52,000.00 | $43,781.00 |
| 3 | 1 | Diversity, Equity, and Inclusion Consultant | Yes | $44,700.00 | $45,000.00 |
| 3 | 2 | Professional Development on Diversity, Equity, and | Yes | $10,000.00 | $0.00 |

| | | | | | |
|---|---|---|---|---|---|
| | | Inclusion | | | |
| 3 | 3 | Certificated Personnel and Administrative Costs at the District and Site Level | No | $108,796,194.00 | $108,796,192.00 |
| 3 | 4 | Diversity, Equity, & Inclusion Mental Health Consultant | Yes | $25,000.00 | $0.00 |
| 3 | 5 | Diversity, Equity, & Inclusion Site Teacher Lead Stipends | Yes | $136,488.00 | $98,697.00 |
| 3 | 6 | Diversity, Equity, & Inclusion Site Lead Collaboration Time | Yes | $69,776.00 | $85,507.00 |
| 4 | 1 | Provide Facility and Maintenance Operations staff, including custodians to provide a clean, safe, and secure learning environment for all students. | No | $13,658,714.00 | $7,310,184.00 |

# 2023-2024 Contributing Actions Annual Update Table

| 6.Estimated Actual LCFF Supplemental and/or Concentration Grants (Input Dollar Amount): | 4.Total Planned Contributing Expenditures (LCFF Funds) | 7.Total Estimated Actual Expenditures for Contributing Actions (LCFF Funds) | Difference Between Planned and Estimated Actual Expenditures for Contributing Actions (Subtract 7 from 4) | 5.Total Planned Percentage of Improved Services (%) | 8.Total Estimated Actual Percentage of Improved Services(%) | Difference Between Planned and Estimated Actual Percentage of Improved Services (Subtract 5 from 8) |
|---|---|---|---|---|---|---|
| $11,398,790.00 | $12,204,027.00 | $12,011,072.00 | $192,955.00 | 0.00% | 0.00% | 0.00% - No Difference |

| Last Year's Goal# | Last Year's Action# | Prior Action/Service Title | Contributed to Increased or Improved Services? | Last Year's Planned Expenditures for Contributing Actions (LCFF Funds) | Estimated Actual Expenditures for Contributing Actions(Input LCFF Funds) | Planned Percentage of Improved Services | Estimated Actual Percentage of Improved Services(Input Percentage) |
|---|---|---|---|---|---|---|---|
| 1 | 1 | Elementary Class Size Reduction Grades 4 and 5 | Yes | $228,508.00 | $221,374.00 | 0.00% | 0.00% |
| 1 | 2 | Extended Transitional Kindergarten | Yes | $0.00 | $0.00 | 0.00% | 0.00% |
| 1 | 3 | Elementary ELD Specialists | Yes | $390,697.00 | $550,259.00 | 0.00% | 0.00% |
| 1 | 4 | Elementary ELD Instructional Assistants | Yes | $481,389.00 | $427,821.00 | 0.00% | 0.00% |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 1 | 5 | Dual Immersion Teacher Cost Share | Yes | $610,891.00 | $625,451.00 | 0.00% | 0.00% |
| 1 | 6 | Dual Immersion Instructional Assistants | Yes | $121,172.00 | $155,513.00 | 0.00% | 0.00% |
| 1 | 7 | Secondary Designated ELD Teachers | Yes | $874,908.00 | $593,816.00 | 0.00% | 0.00% |
| 1 | 8 | Interpreters for Second Language Learner Parents | Yes | $100,000.00 | $50,634.00 | 0.00% | 0.00% |
| 1 | 9 | Secondary Summer School - Extended Learning for English Learners | Yes | $52,000.00 | $0.00 | 0.00% | 0.00% |
| 1 | 10 | Preschool Partial Cost of Teacher and Instructional Assistant for Unduplicated Students | Yes | $0.00 | $0.00 | 0.00% | 0.00% |
| 1 | 11 | Professional Development Day Costs for All Teachers (1 1/2 days) | Yes | $1,000,000.00 | $1,000,000.00 | 0.00% | 0.00% |
| 1 | 12 | Induction Professional Development Teacher on Special Assignment | Yes | $25,428.00 | $24,217.00 | 0.00% | 0.00% |
| 1 | 13 | Peer Assistance and Review Teacher on Special Assignment (TOSA) (0.2 FTE) | Yes | $28,177.00 | $30,338.00 | 0.00% | 0.00% |
| 1 | 14 | Elementary Response to Intervention for Reading/Language Arts and Math | Yes | $500,839.00 | $464,523.00 | 0.00% | 0.00% |
| 1 | 15 | Middle School School Psychologist (2.0 FTEs) | Yes | $330,098.00 | $408,142.00 | 0.00% | 0.00% |
| 1 | 16 | Teacher Support and Professional Development for Instructional Technology TOSA (0.2 FTE) | Yes | $27,040.00 | $26,734.00 | 0.00% | 0.00% |
| 1 | 17 | Behavior Specialists (2.0 FTEs) | Yes | $175,218.00 | $193,075.00 | 0.00% | 0.00% |
| 1 | 18 | English Learner Program, Supplemental Supports | Yes | $1,442,578.00 | $1,603,518.00 | 0.00% | 0.00% |
| 1 | 19 | Full Time Curriculum Specialists for all elementary schools | Yes | $1,513,911.00 | $1,646,136.00 | 0.00% | 0.00% |
| 1 | 21 | Professional Development Teacher on Special Assignment | Yes | $0.00 | $0.00 | 0.00% | 0.00% |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 1 | 28 | Targeted support for at-promise students who are in the GATE Program. | Yes | $5,000.00 | $2,600.00 | 0.00% | 0.00% |
| 1 | 30 | Secondary Summer School Stipends for Credit Recovery | Yes | $0.00 | $0.00 | 0.00% | 0.00% |
| 2 | 1 | High School Counselors (3.0 FTEs) | Yes | $407,298.00 | $305,806.00 | 0.00% | 0.00% |
| 2 | 2 | Middle School Counselors (3.0 FTE) | Yes | $418,449.00 | $429,292.00 | 0.00% | 0.00% |
| 2 | 3 | Monterey Teachers (4.0 FTEs) | Yes | $525,201.00 | $600,213.00 | 0.00% | 0.00% |
| 2 | 4 | Monterey High School Assistant Principal | Yes | $155,545.00 | $189,255.00 | 0.00% | 0.00% |
| 2 | 5 | Community Day School Teachers (2.0 FTEs) | Yes | $267,319.00 | $293,794.00 | 0.00% | 0.00% |
| 2 | 6 | Community Day School Instructional Assistants (4.0 FTEs) | Yes | $155,126.00 | $124,604.00 | 0.00% | 0.00% |
| 2 | 7 | Intervention Sections | Yes | $0.00 | $0.00 | 0.00% | 0.00% |
| 2 | 8 | Family Services Agency of Burbank (FSA) Counseling Program | Yes | $30,000.00 | $230,000.00 | 0.00% | 0.00% |
| 2 | 9 | Secondary English Learners Initial Credit Summer School | Yes | $170,478.00 | $27,404.00 | 0.00% | 0.00% |
| 2 | 10 | Secondary Online Credit Recovery | Yes | $322,439.00 | $67,404.00 | 0.00% | 0.00% |
| 2 | 11 | Secondary At-Risk Intervention Specialists (6 FTEs) | Yes | $448,725.00 | $451,354.00 | 0.00% | 0.00% |
| 2 | 12 | Elementary At-Risk Intervention Specialists (11 FTEs) | Yes | $927,751.00 | $942,107.00 | 0.00% | 0.00% |
| 2 | 13 | Costs for PBIS Training | Yes | $33,000.00 | $0.00 | 0.00% | 0.00% |
| 2 | 14 | Homeless/Foster/At-Risk Youth Specialist | Yes | $86,878.00 | $52,703.00 | 0.00% | 0.00% |
| 2 | 16 | Diversity, Equity, & Inclusion Supplemental Materials | Yes | $10,000.00 | $0.00 | 0.00% | 0.00% |
| 2 | 17 | School Climate & Mental Health Surveys (Hanover) | Yes | $52,000.00 | $43,781.00 | 0.00% | 0.00% |
| 3 | 1 | Diversity, Equity, and Inclusion Consultant | Yes | $44,700.00 | $45,000.00 | 0.00% | 0.00% |
| 3 | 2 | Professional Development on Diversity, Equity, and Inclusion | Yes | $10,000.00 | $0.00 | 0.00% | 0.00% |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 3 | 4 | Diversity, Equity, & Inclusion Mental Health Consultant | Yes | $25,000.00 | $0.00 | 0.00% | 0.00% |
| 3 | 5 | Diversity, Equity, & Inclusion Site Teacher Lead Stipends | Yes | $136,488.00 | $98,697.00 | 0.00% | 0.00% |
| 3 | 6 | Diversity, Equity, & Inclusion Site Lead Collaboration Time | Yes | $69,776.00 | $85,507.00 | 0.00% | 0.00% |

# 2023-2024 LCFF Carryover Table

| 9.Estimated Actual LCFF Base Grant (Input Dollar Amount) | 6. Estimated Actual LCFF Supplemental and/or Concentration Grants | LCFF Carryover – Percentage (Percentage from prior year) | 10. Total Percentage to Increase or Improve Services for the Current School Year (6 divided by 9 + Carryover %) | 7. Total Estimated Actual Expenditures for Contributing Actions (LCFF Funds) | 8.Total Estimated Actual Percentage of Improved Services(%) | 11. Estimated Actual Percentage of Increased or Improved Services (7 divided by 9, plus 8) | 12. LCFF Carryover – Dollar Amount (Subtract 11 from 10 and multiply by 9) | 13. LCFF Carryover – Percentage (12 divided by 9) |
|---|---|---|---|---|---|---|---|---|
| $157,286,780.00 | $11,398,790.00 | 0.00% | 7.25% | $12,011,072.00 | 0.00% | 7.64% | $0.00 - No Carryover | 0.00% - No Carryover |

# Local Control and Accountability Plan Instructions

Plan Summary

Engaging Educational Partners

Goals and Actions

Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students

*For additional questions or technical assistance related to the completion of the Local Control and Accountability Plan (LCAP) template, please contact the local county office of education (COE), or the California Department of Education's (CDE's) Local Agency Systems Support Office, by phone at 916-319-0809 or by email at LCFF@cde.ca.gov.*

# Introduction and Instructions

The Local Control Funding Formula (LCFF) requires local educational agencies (LEAs) to engage their local educational partners in an annual planning process to evaluate their progress within eight state priority areas encompassing all statutory metrics (COEs have 10 state priorities). LEAs document the results of this planning process in the LCAP using the template adopted by the State Board of Education.

The LCAP development process serves three distinct, but related functions:

- **Comprehensive Strategic Planning:** The process of developing and annually updating the LCAP supports comprehensive strategic planning, particularly to address and reduce disparities in opportunities and outcomes between student groups indicated by the California School Dashboard (California *Education Code* [*EC*] Section 52064[e][1]). Strategic planning that is comprehensive connects budgetary decisions to teaching and learning performance data. LEAs should continually evaluate the hard choices they make about the use of limited resources to meet student and community needs to ensure opportunities and outcomes are improved for all students.

- **Meaningful Engagement of Educational Partners:** The LCAP development process should result in an LCAP that reflects decisions made through meaningful engagement (*EC* Section 52064[e][1]). Local educational partners possess valuable perspectives and insights about an LEA's programs and services. Effective strategic planning will incorporate these perspectives and insights in order to identify potential goals and actions to be included in the LCAP.

- **Accountability and Compliance:** The LCAP serves an important accountability function because the nature of some LCAP template sections require LEAs to show that they have complied with various requirements specified in the LCFF statutes and regulations, most notably:

    - Demonstrating that LEAs are increasing or improving services for foster youth, English learners, including long-term English learners, and low-income students in proportion to the amount of additional funding those students generate under LCFF (*EC* Section 52064[b][4-6]).

- Establishing goals, supported by actions and related expenditures, that address the statutory priority areas and statutory metrics (*EC* sections 52064[b][1] and [2]).
    - **NOTE:** As specified in *EC* Section 62064(b)(1), the LCAP must provide a description of the annual goals, for all pupils and each subgroup of pupils identified pursuant to *EC* Section 52052, to be achieved for each of the state priorities. Beginning in 2023–24, *EC* Section 52052 identifies long-term English learners as a separate and distinct pupil subgroup with a numerical significance at 15 students.
- Annually reviewing and updating the LCAP to reflect progress toward the goals (*EC* Section 52064[b][7]).
- Ensuring that all increases attributable to supplemental and concentration grant calculations, including concentration grant add-on funding and/or LCFF carryover, are reflected in the LCAP (*EC* sections 52064[b][6], [8], and [11]).

The LCAP template, like each LEA's final adopted LCAP, is a document, not a process. LEAs must use the template to memorialize the outcome of their LCAP development process, which must: (a) reflect comprehensive strategic planning, particularly to address and reduce disparities in opportunities and outcomes between student groups indicated by the California School Dashboard (Dashboard), (b) through meaningful engagement with educational partners that (c) meets legal requirements, as reflected in the final adopted LCAP. The sections included within the LCAP template do not and cannot reflect the full development process, just as the LCAP template itself is not intended as a tool for engaging educational partners.

If a county superintendent of schools has jurisdiction over a single school district, the county board of education and the governing board of the school district may adopt and file for review and approval a single LCAP consistent with the requirements in *EC* sections 52060, 52062, 52066, 52068, and 52070. The LCAP must clearly articulate to which entity's budget (school district or county superintendent of schools) all budgeted and actual expenditures are aligned.

The revised LCAP template for the 2024–25, 2025–26, and 2026–27 school years reflects statutory changes made through Senate Bill 114 (Committee on Budget and Fiscal Review), Chapter 48, Statutes of 2023.

At its most basic, the adopted LCAP should attempt to distill not just what the LEA is doing for students in transitional kindergarten through grade twelve (TK–12), but also allow educational partners to understand why, and whether those strategies are leading to improved opportunities and outcomes for students. LEAs are strongly encouraged to use language and a level of detail in their adopted LCAPs intended to be meaningful and accessible for the LEA's diverse educational partners and the broader public.

In developing and finalizing the LCAP for adoption, LEAs are encouraged to keep the following overarching frame at the forefront of the strategic planning and educational partner engagement functions:

> Given present performance across the state priorities and on indicators in the Dashboard, how is the LEA using its budgetary resources to respond to TK–12 student and community needs, and address any performance gaps, including by meeting its obligation to increase or improve services for foster youth, English learners, and low-income students?

LEAs are encouraged to focus on a set of metrics and actions which, based on research, experience, and input gathered from educational partners, the LEA believes will have the biggest impact on behalf of its TK–12 students.

These instructions address the requirements for each section of the LCAP, but may include information about effective practices when developing the LCAP and completing the LCAP document. Additionally, the beginning of each template section includes information emphasizing the purpose that section serves.

# Plan Summary

## Purpose

A well-developed Plan Summary section provides a meaningful context for the LCAP. This section provides information about an LEA's community as well as relevant information about student needs and performance. In order to present a meaningful context for the rest of the LCAP, the content of this section should be clearly and meaningfully related to the content included throughout each subsequent section of the LCAP.

## Requirements and Instructions

### *General Information*

A description of the LEA, its schools, and its students in grades transitional kindergarten–12, as applicable to the LEA.

Briefly describe the LEA, its schools, and its students in grades TK–12, as applicable to the LEA.

- For example, information about an LEA in terms of geography, enrollment, employment, the number and size of specific schools, recent community challenges, and other such information the LEA may wish to include can enable a reader to more fully understand the LEA's LCAP.

- As part of this response, identify all schools within the LEA receiving Equity Multiplier funding.

### *Reflections: Annual Performance*

A reflection on annual performance based on a review of the California School Dashboard (Dashboard) and local data.

Reflect on the LEA's annual performance on the Dashboard and local data. This may include both successes and challenges identified by the LEA during the development process.

LEAs are encouraged to highlight how they are addressing the identified needs of student groups, and/or schools within the LCAP as part of this response.

As part of this response, the LEA must identify the following, which will remain unchanged during the three-year LCAP cycle:

- Any school within the LEA that received the lowest performance level on one or more state indicators on the 2023 Dashboard;

- Any student group within the LEA that received the lowest performance level on one or more state indicators on the 2023 Dashboard; and/or

- Any student group within a school within the LEA that received the lowest performance level on one or more state indicators on the 2023 Dashboard.

### *Reflections: Technical Assistance*

As applicable, a summary of the work underway as part of technical assistance.

Annually identify the reason(s) the LEA is eligible for or has requested technical assistance consistent with *EC* sections 47607.3, 52071, 52071.5, 52072, or 52072.5, and provide a summary of the work underway as part of receiving technical assistance. The most common form of this technical assistance is frequently referred to as Differentiated Assistance, however this also includes LEAs that have requested technical assistance from their COE.

- If the LEA is not eligible for or receiving technical assistance, the LEA may respond to this prompt as "Not Applicable."

### *Comprehensive Support and Improvement*

An LEA with a school or schools identified for comprehensive support and improvement (CSI) under the Every Student Succeeds Act must respond to the following prompts:

#### Schools Identified

A list of the schools in the LEA that are eligible for comprehensive support and improvement.

- Identify the schools within the LEA that have been identified for CSI.

#### Support for Identified Schools

A description of how the LEA has or will support its eligible schools in developing comprehensive support and improvement plans.

- Describe how the LEA has or will support the identified schools in developing CSI plans that included a school-level needs assessment, evidence-based interventions, and the identification of any resource inequities to be addressed through the implementation of the CSI plan.

#### Monitoring and Evaluating Effectiveness

A description of how the LEA will monitor and evaluate the plan to support student and school improvement.

- Describe how the LEA will monitor and evaluate the implementation and effectiveness of the CSI plan to support student and school improvement.

# Engaging Educational Partners

# Purpose

Significant and purposeful engagement of parents, students, educators, and other educational partners, including those representing the student groups identified by LCFF, is critical to the development of the LCAP and the budget process. Consistent with statute, such engagement should support comprehensive strategic planning, particularly to address and reduce disparities in opportunities and outcomes between student groups indicated by the Dashboard, accountability, and improvement across the state priorities and locally identified priorities (*EC* Section 52064[e][1]). Engagement of educational partners is an ongoing, annual process.

This section is designed to reflect how the engagement of educational partners influenced the decisions reflected in the adopted LCAP. The goal is to allow educational partners that participated in the LCAP development process and the broader public to understand how the LEA engaged educational partners and the impact of that engagement. LEAs are encouraged to keep this goal in the forefront when completing this section.

# Requirements

**School districts and COEs:** *EC* sections 52060(g) (California Legislative Information) and 52066(g) (California Legislative Information) specify the educational partners that must be consulted when developing the LCAP:

- Teachers,
- Principals,
- Administrators,
- Other school personnel,
- Local bargaining units of the LEA,
- Parents, and
- Students

A school district or COE receiving Equity Multiplier funds must also consult with educational partners at schools generating Equity Multiplier funds in the development of the LCAP, specifically, in the development of the required focus goal for each applicable school.

Before adopting the LCAP, school districts and COEs must share it with the applicable committees, as identified below under Requirements and Instructions. The superintendent is required by statute to respond in writing to the comments received from these committees. School districts and COEs must also consult with the special education local plan area administrator(s) when developing the LCAP.

**Charter schools:** *EC* Section 47606.5(d) (California Legislative Information) requires that the following educational partners be consulted with when developing the LCAP:

- Teachers,
- Principals,
- Administrators,
- Other school personnel,
- Parents, and

- Students

A charter school receiving Equity Multiplier funds must also consult with educational partners at the school generating Equity Multiplier funds in the development of the LCAP, specifically, in the development of the required focus goal for the school.

The LCAP should also be shared with, and LEAs should request input from, schoolsite-level advisory groups, as applicable (e.g., schoolsite councils, English Learner Advisory Councils, student advisory groups, etc.), to facilitate alignment between schoolsite and district-level goals. Information and resources that support effective engagement, define student consultation, and provide the requirements for advisory group composition, can be found under Resources on the CDE's LCAP webpage.

Before the governing board/body of an LEA considers the adoption of the LCAP, the LEA must meet the following legal requirements:

- For school districts, see Education Code Section 52062 (California Legislative Information);
    - **Note:** Charter schools using the LCAP as the School Plan for Student Achievement must meet the requirements of *EC* Section 52062(a).
- For COEs, see Education Code Section 52068 (California Legislative Information); and
- For charter schools, see Education Code Section 47606.5 (California Legislative Information).
- **NOTE:** As a reminder, the superintendent of a school district or COE must respond, in writing, to comments received by the applicable committees identified in the *Education Code* sections listed above. This includes the parent advisory committee and may include the English learner parent advisory committee and, as of July 1, 2024, the student advisory committee, as applicable.

# Instructions

### *Respond to the prompts as follows:*

A summary of the process used to engage educational partners in the development of the LCAP.

School districts and county offices of education must, at a minimum, consult with teachers, principals, administrators, other school personnel, local bargaining units, parents, and students in the development of the LCAP.

Charter schools must, at a minimum, consult with teachers, principals, administrators, other school personnel, parents, and students in the development of the LCAP.

An LEA receiving Equity Multiplier funds must also consult with educational partners at schools generating Equity Multiplier funds in the development of the LCAP, specifically, in the development of the required focus goal for each applicable school.

### *Complete the table as follows:*

Educational Partners

Identify the applicable educational partner(s) or group(s) that were engaged in the development of the LCAP.

### Process for Engagement

Describe the engagement process used by the LEA to involve the identified educational partner(s) in the development of the LCAP. At a minimum, the LEA must describe how it met its obligation to consult with all statutorily required educational partners, as applicable to the type of LEA.

- A sufficient response to this prompt must include general information about the timeline of the process and meetings or other engagement strategies with educational partners. A response may also include information about an LEA's philosophical approach to engaging its educational partners.

- An LEA receiving Equity Multiplier funds must also include a summary of how it consulted with educational partners at schools generating Equity Multiplier funds in the development of the LCAP, specifically, in the development of the required focus goal for each applicable school.

### A description of how the adopted LCAP was influenced by the feedback provided by educational partners.

Describe any goals, metrics, actions, or budgeted expenditures in the LCAP that were influenced by or developed in response to the educational partner feedback.

- A sufficient response to this prompt will provide educational partners and the public with clear, specific information about how the engagement process influenced the development of the LCAP. This may include a description of how the LEA prioritized requests of educational partners within the context of the budgetary resources available or otherwise prioritized areas of focus within the LCAP.

- An LEA receiving Equity Multiplier funds must include a description of how the consultation with educational partners at schools generating Equity Multiplier funds influenced the development of the adopted LCAP.

- For the purposes of this prompt, this may also include, but is not necessarily limited to:

    - Inclusion of a goal or decision to pursue a Focus Goal (as described below)
    - Inclusion of metrics other than the statutorily required metrics
    - Determination of the target outcome on one or more metrics
    - Inclusion of performance by one or more student groups in the Measuring and Reporting Results subsection
    - Inclusion of action(s) or a group of actions
    - Elimination of action(s) or group of actions
    - Changes to the level of proposed expenditures for one or more actions
    - Inclusion of action(s) as contributing to increased or improved services for unduplicated students
    - Analysis of effectiveness of the specific actions to achieve the goal
    - Analysis of material differences in expenditures
    - Analysis of changes made to a goal for the ensuing LCAP year based on the annual update process

- Analysis of challenges or successes in the implementation of actions

# Goals and Actions

## Purpose

Well-developed goals will clearly communicate to educational partners what the LEA plans to accomplish, what the LEA plans to do in order to accomplish the goal, and how the LEA will know when it has accomplished the goal. A goal statement, associated metrics and expected outcomes, and the actions included in the goal must be in alignment. The explanation for why the LEA included a goal is an opportunity for LEAs to clearly communicate to educational partners and the public why, among the various strengths and areas for improvement highlighted by performance data and strategies and actions that could be pursued, the LEA decided to pursue this goal, and the related metrics, expected outcomes, actions, and expenditures.

A well-developed goal can be focused on the performance relative to a metric or metrics for all students, a specific student group(s), narrowing performance gaps, or implementing programs or strategies expected to impact outcomes. LEAs should assess the performance of their student groups when developing goals and the related actions to achieve such goals.

## Requirements and Instructions

LEAs should prioritize the goals, specific actions, and related expenditures included within the LCAP within one or more state priorities. LEAs must consider performance on the state and local indicators, including their locally collected and reported data for the local indicators that are included in the Dashboard, in determining whether and how to prioritize its goals within the LCAP. As previously stated, strategic planning that is comprehensive connects budgetary decisions to teaching and learning performance data. LEAs should continually evaluate the hard choices they make about the use of limited resources to meet student and community needs to ensure opportunities and outcomes are improved for all students, and to address and reduce disparities in opportunities and outcomes between student groups indicated by the Dashboard.

In order to support prioritization of goals, the LCAP template provides LEAs with the option of developing three different kinds of goals:

- Focus Goal: A Focus Goal is relatively more concentrated in scope and may focus on a fewer number of metrics to measure improvement. A Focus Goal statement will be time bound and make clear how the goal is to be measured.
    - All Equity Multiplier goals must be developed as focus goals. For additional information, see Required Focus Goal(s) for LEAs Receiving Equity Multiplier Funding below.
- Broad Goal: A Broad Goal is relatively less concentrated in its scope and may focus on improving performance across a wide range of metrics.
- Maintenance of Progress Goal: A Maintenance of Progress Goal includes actions that may be ongoing without significant changes and allows an LEA to track performance on any metrics not addressed in the other goals of the LCAP.

**Requirement to Address the LCFF State Priorities**

At a minimum, the LCAP must address all LCFF priorities and associated metrics articulated in *EC* sections 52060(d) and 52066(d), as applicable to the LEA. The *LCFF State Priorities Summary* provides a summary of *EC* sections 52060(d) and 52066(d) to aid in the development of the LCAP.

Respond to the following prompts, as applicable:

## *Focus Goal(s)*

### Description

The description provided for a Focus Goal must be specific, measurable, and time bound.

- An LEA develops a Focus Goal to address areas of need that may require or benefit from a more specific and data intensive approach.
- The Focus Goal can explicitly reference the metric(s) by which achievement of the goal will be measured and the time frame according to which the LEA expects to achieve the goal.

### Type of Goal

Identify the type of goal being implemented as a Focus Goal.

### State Priorities addressed by this goal.

Identify each of the state priorities that this goal is intended to address.

### An explanation of why the LEA has developed this goal.

Explain why the LEA has chosen to prioritize this goal.

- An explanation must be based on Dashboard data or other locally collected data.
- LEAs must describe how the LEA identified this goal for focused attention, including relevant consultation with educational partners.
- LEAs are encouraged to promote transparency and understanding around the decision to pursue a focus goal.

## *Required Focus Goal(s) for LEAs Receiving Equity Multiplier Funding*

### Description

LEAs receiving Equity Multiplier funding must include one or more focus goals for each school generating Equity Multiplier funding. In addition to addressing the focus goal requirements described above, LEAs must adhere to the following requirements.

Focus goals for Equity Multiplier schoolsites must address the following:

(A) All student groups that have the lowest performance level on one or more state indicators on the Dashboard, and

(B) Any underlying issues in the credentialing, subject matter preparation, and retention of the school's educators, if applicable.

- Focus Goals for each and every Equity Multiplier schoolsite must identify specific metrics for each identified student group, as applicable.
- An LEA may create a single goal for multiple Equity Multiplier schoolsites if those schoolsites have the same student group(s) performing at the lowest performance level on one or more state indicators on the Dashboard or, experience similar issues in the credentialing, subject matter preparation, and retention of the school's educators.
    - When creating a single goal for multiple Equity Multiplier schoolsites, the goal must identify the student groups and the performance levels on the Dashboard that the Focus Goal is addressing; or,
    - The common issues the schoolsites are experiencing in credentialing, subject matter preparation, and retention of the school's educators, if applicable.

### Type of Goal

Identify the type of goal being implemented as an Equity Multiplier Focus Goal.

### State Priorities addressed by this goal.

Identify each of the state priorities that this goal is intended to address.

### An explanation of why the LEA has developed this goal.

Explain why the LEA has chosen to prioritize this goal.

- An explanation must be based on Dashboard data or other locally collected data.
- LEAs must describe how the LEA identified this goal for focused attention, including relevant consultation with educational partners.
- LEAs are encouraged to promote transparency and understanding around the decision to pursue a focus goal.
- In addition to this information, the LEA must also identify:
    - The school or schools to which the goal applies

LEAs are encouraged to approach an Equity Multiplier goal from a wholistic standpoint, considering how the goal might maximize student outcomes through the use of LCFF and other funding in addition to Equity Multiplier funds.

- Equity Multiplier funds must be used to supplement, not supplant, funding provided to Equity Multiplier schoolsites for purposes of the LCFF, the Expanded Learning Opportunities Program (ELO-P), the Literacy Coaches and Reading Specialists (LCRS) Grant Program, and/or the California Community Schools Partnership Program (CCSPP).

- This means that Equity Multiplier funds must not be used to replace funding that an Equity Multiplier schoolsite would otherwise receive to implement LEA-wide actions identified in the LCAP or that an Equity Multiplier schoolsite would otherwise receive to implement provisions of the ELO-P, the LCRS, and/or the CCSPP.

**Note:** *EC* Section 42238.024(b)(1) (California Legislative Information) requires that Equity Multiplier funds be used for the provision of evidence-based services and supports for students. Evidence-based services and supports are based on objective evidence that has informed the design of the service or support and/or guides the modification of those services and supports. Evidence-based supports and strategies are most commonly based on educational research and/or metrics of LEA, school, and/or student performance.

## *Broad Goal*

Description

Describe what the LEA plans to achieve through the actions included in the goal.

- The description of a broad goal will be clearly aligned with the expected measurable outcomes included for the goal.

- The goal description organizes the actions and expected outcomes in a cohesive and consistent manner.

- A goal description is specific enough to be measurable in either quantitative or qualitative terms. A broad goal is not as specific as a focus goal. While it is specific enough to be measurable, there are many different metrics for measuring progress toward the goal.

Type of Goal

Identify the type of goal being implemented as a Broad Goal.

State Priorities addressed by this goal.

Identify each of the state priorities that this goal is intended to address.

An explanation of why the LEA has developed this goal.

Explain why the LEA developed this goal and how the actions and metrics grouped together will help achieve the goal.

## *Maintenance of Progress Goal*

Description

Describe how the LEA intends to maintain the progress made in the LCFF State Priorities not addressed by the other goals in the LCAP.

- Use this type of goal to address the state priorities and applicable metrics not addressed within the other goals in the LCAP.
- The state priorities and metrics to be addressed in this section are those for which the LEA, in consultation with educational partners, has determined to maintain actions and monitor progress while focusing implementation efforts on the actions covered by other goals in the LCAP.

Type of Goal

Identify the type of goal being implemented as a Maintenance of Progress Goal.

State Priorities addressed by this goal.

Identify each of the state priorities that this goal is intended to address.

An explanation of why the LEA has developed this goal.

Explain how the actions will sustain the progress exemplified by the related metrics.

## *Measuring and Reporting Results:*

For each LCAP year, identify the metric(s) that the LEA will use to track progress toward the expected outcomes.

- LEAs must identify metrics for specific student groups, as appropriate, including expected outcomes that address and reduce disparities in outcomes between student groups.
- The metrics may be quantitative or qualitative; but at minimum, an LEA's LCAP must include goals that are measured using all of the applicable metrics for the related state priorities, in each LCAP year, as applicable to the type of LEA.
- To the extent a state priority does not specify one or more metrics (e.g., implementation of state academic content and performance standards), the LEA must identify a metric to use within the LCAP. For these state priorities, LEAs are encouraged to use metrics based on or reported through the relevant local indicator self-reflection tools within the Dashboard.
- **Required metrics for LEA-wide actions:** For each action identified as 1) contributing towards the requirement to increase or improve services for foster youth, English learners, including long-term English learners, and low-income students and 2) being provided on an LEA-wide basis, the LEA must identify one or more metrics to monitor the effectiveness of the action and its budgeted expenditures.
    - These required metrics may be identified within the action description or the first prompt in the increased or improved services section, however the description must clearly identify the metric(s) being used to monitor the effectiveness of the action and the action(s) that the metric(s) apply to.
- **Required metrics for Equity Multiplier goals**: For each Equity Multiplier goal, the LEA must identify:

- The specific metrics for each identified student group at each specific schoolsite, as applicable, to measure the progress toward the goal, and/or
- The specific metrics used to measure progress in meeting the goal related to credentialing, subject matter preparation, or educator retention at each specific schoolsite.

Complete the table as follows:

### Metric #

- Enter the metric number.

### Metric

- Identify the standard of measure being used to determine progress towards the goal and/or to measure the effectiveness of one or more actions associated with the goal.

### Baseline

- Enter the baseline when completing the LCAP for 2024–25.
  - Use the most recent data associated with the metric available at the time of adoption of the LCAP for the first year of the three-year plan. LEAs may use data as reported on the 2023 Dashboard for the baseline of a metric only if that data represents the most recent available data (e.g., high school graduation rate).
  - Using the most recent data available may involve reviewing data the LEA is preparing for submission to the California Longitudinal Pupil Achievement Data System (CALPADS) or data that the LEA has recently submitted to CALPADS.
  - Indicate the school year to which the baseline data applies.
  - The baseline data must remain unchanged throughout the three-year LCAP.
    - This requirement is not intended to prevent LEAs from revising the baseline data if it is necessary to do so. For example, if an LEA identifies that its data collection practices for a particular metric are leading to inaccurate data and revises its practice to obtain accurate data, it would also be appropriate for the LEA to revise the baseline data to align with the more accurate data process and report its results using the accurate data.
    - If an LEA chooses to revise its baseline data, then, at a minimum, it must clearly identify the change as part of its response to the description of changes prompt in the Goal Analysis for the goal. LEAs are also strongly encouraged to involve their educational partners in the decision of whether or not to revise a baseline and to communicate the proposed change to their educational partners.

- Note for Charter Schools: Charter schools developing a one- or two-year LCAP may identify a new baseline each year, as applicable.

### Year 1 Outcome

- When completing the LCAP for 2025–26, enter the most recent data available. Indicate the school year to which the data applies.
    - Note for Charter Schools: Charter schools developing a one-year LCAP may provide the Year 1 Outcome when completing the LCAP for both 2025–26 and 2026–27 or may provide the Year 1 Outcome for 2025–26 and provide the Year 2 Outcome for 2026–27.

### Year 2 Outcome

- When completing the LCAP for 2026–27, enter the most recent data available. Indicate the school year to which the data applies.
    - Note for Charter Schools: Charter schools developing a one-year LCAP may identify the Year 2 Outcome as not applicable when completing the LCAP for 2026–27 or may provide the Year 2 Outcome for 2026–27.

### Target for Year 3 Outcome

- When completing the first year of the LCAP, enter the target outcome for the relevant metric the LEA expects to achieve by the end of the three-year LCAP cycle.
    - Note for Charter Schools: Charter schools developing a one- or two-year LCAP may identify a Target for Year 1 or Target for Year 2, as applicable.

### Current Difference from Baseline

- When completing the LCAP for 2025–26 and 2026–27, enter the current difference between the baseline and the yearly outcome, as applicable.
    - Note for Charter Schools: Charter schools developing a one- or two-year LCAP will identify the current difference between the baseline and the yearly outcome for Year 1 and/or the current difference between the baseline and the yearly outcome for Year 2, as applicable.

Timeline for school districts and COEs for completing the "**Measuring and Reporting Results**" part of the Goal.

| Metric | Baseline | Year 1 Outcome | Year 2 Outcome | Target for Year 3 Outcome | Current Difference from Baseline |
|---|---|---|---|---|---|
| Enter information in this box when completing the LCAP for **2024–25** or when adding a new metric. | Enter information in this box when completing the LCAP for **2024–25** or when adding a new metric. | Enter information in this box when completing the LCAP for **2025–26**. Leave blank until then. | Enter information in this box when completing the LCAP for **2026–27**. Leave blank until then. | Enter information in this box when completing the LCAP for **2024–25** or when adding a new metric. | Enter information in this box when completing the LCAP for **2025–26** and **2026–27**. Leave blank until then. |

## *Goal Analysis:*

Enter the LCAP Year.

Using actual annual measurable outcome data, including data from the Dashboard, analyze whether the planned actions were effective towards achieving the goal. "Effective" means the degree to which the planned actions were successful in producing the target result. Respond to the prompts as instructed.

**Note:** When completing the 2024–25 LCAP, use the 2023–24 Local Control and Accountability Plan Annual Update template to complete the Goal Analysis and identify the Goal Analysis prompts in the 2024–25 LCAP as "Not Applicable."

A description of overall implementation, including any substantive differences in planned actions and actual implementation of these actions, and any relevant challenges and successes experienced with implementation.

- Describe the overall implementation of the actions to achieve the articulated goal, including relevant challenges and successes experienced with implementation.
    - Include a discussion of relevant challenges and successes experienced with the implementation process.
    - This discussion must include any instance where the LEA did not implement a planned action or implemented a planned action in a manner that differs substantively from how it was described in the adopted LCAP.

An explanation of material differences between Budgeted Expenditures and Estimated Actual Expenditures and/or Planned Percentages of Improved Services and Estimated Actual Percentages of Improved Services.

- Explain material differences between Budgeted Expenditures and Estimated Actual Expenditures and between the Planned Percentages of Improved Services and Estimated Actual Percentages of Improved Services, as applicable. Minor variances in expenditures or percentages do not need to be addressed, and a dollar-for-dollar accounting is not required.

A description of the effectiveness or ineffectiveness of the specific actions to date in making progress toward the goal.

- Describe the effectiveness or ineffectiveness of the specific actions to date in making progress toward the goal. “Effectiveness” means the degree to which the actions were successful in producing the target result and “ineffectiveness” means that the actions did not produce any significant or targeted result.
    - In some cases, not all actions in a goal will be intended to improve performance on all of the metrics associated with the goal.
    - When responding to this prompt, LEAs may assess the effectiveness of a single action or group of actions within the goal in the context of performance on a single metric or group of specific metrics within the goal that are applicable to the action(s). Grouping actions with metrics will allow for more robust analysis of whether the strategy the LEA is using to impact a specified set of metrics is working and increase transparency for educational partners. LEAs are encouraged to use such an approach when goals include multiple actions and metrics that are not closely associated.
    - Beginning with the development of the 2024–25 LCAP, the LEA must change actions that have not proven effective over a three-year period.

A description of any changes made to the planned goal, metrics, target outcomes, or actions for the coming year that resulted from reflections on prior practice.

- Describe any changes made to this goal, expected outcomes, metrics, or actions to achieve this goal as a result of this analysis and analysis of the data provided in the Dashboard or other local data, as applicable.
    - As noted above, beginning with the development of the 2024–25 LCAP, the LEA must change actions that have not proven effective over a three-year period. For actions that have been identified as ineffective, the LEA must identify the ineffective action and must include a description of the following:
        - The reasons for the ineffectiveness, and
        - How changes to the action will result in a new or strengthened approach.

## *Actions:*

Complete the table as follows. Add additional rows as necessary.

Action #

- Enter the action number.

Title

- Provide a short title for the action. This title will also appear in the action tables.

Description

- Provide a brief description of the action.
    - For actions that contribute to meeting the increased or improved services requirement, the LEA may include an explanation of how each action is principally directed towards and effective in meeting the LEA's goals for unduplicated students, as described in the instructions for the Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students section.
    - As previously noted, for each action identified as 1) contributing towards the requirement to increase or improve services for foster youth, English learners, including long-term English learners, and low-income students and 2) being provided on an LEA-wide basis, the LEA must identify one or more metrics to monitor the effectiveness of the action and its budgeted expenditures.
    - These required metrics may be identified within the action description or the first prompt in the increased or improved services section; however, the description must clearly identify the metric(s) being used to monitor the effectiveness of the action and the action(s) that the metric(s) apply to.

Total Funds

- Enter the total amount of expenditures associated with this action. Budgeted expenditures from specific fund sources will be provided in the action tables.

Contributing

- Indicate whether the action contributes to meeting the increased or improved services requirement as described in the Increased or Improved Services section using a “Y” for Yes or an “N” for No.
    - **Note:** for each such contributing action, the LEA will need to provide additional information in the Increased or Improved Services section to address the requirements in *California Code of Regulations*, Title 5 [5 *CCR*] Section 15496 in the Increased or Improved Services section of the LCAP.

***Actions for Foster Youth*:** School districts, COEs, and charter schools that have a numerically significant foster youth student subgroup are encouraged to include specific actions in the LCAP designed to meet needs specific to foster youth students.

## *Required Actions*

- LEAs with 30 or more English learners and/or 15 or more long-term English learners must include specific actions in the LCAP related to, at a minimum:
    - Language acquisition programs, as defined in *EC* Section 306, provided to students, and
    - Professional development for teachers.

- If an LEA has both 30 or more English learners and 15 or more long-term English learners, the LEA must include actions for both English learners and long-term English learners.

- LEAs eligible for technical assistance pursuant to *EC* sections 47607.3, 52071, 52071.5, 52072, or 52072.5, must include specific actions within the LCAP related to its implementation of the work underway as part of technical assistance. The most common form of this technical assistance is frequently referred to as Differentiated Assistance.

- LEAs that have Red Dashboard indicators for (1) a school within the LEA, (2) a student group within the LEA, and/or (3) a student group within any school within the LEA must include one or more specific actions within the LCAP:

  - The specific action(s) must be directed towards the identified student group(s) and/or school(s) and must address the identified state indicator(s) for which the student group or school received the lowest performance level on the 2023 Dashboard. Each student group and/or school that receives the lowest performance level on the 2023 Dashboard must be addressed by one or more actions.

  - These required actions will be effective for the three-year LCAP cycle.

# Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students

## Purpose

A well-written Increased or Improved Services section provides educational partners with a comprehensive description, within a single dedicated section, of how an LEA plans to increase or improve services for its unduplicated students as defined in *EC* Section 42238.02 in grades TK–12 as compared to all students in grades TK–12, as applicable, and how LEA-wide or schoolwide actions identified for this purpose meet regulatory requirements. Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broader understanding of educational partners to facilitate their ability to provide input. An LEA's description in this section must align with the actions included in the Goals and Actions section as contributing.

Please Note: For the purpose of meeting the Increased or Improved Services requirement and consistent with *EC* Section 42238.02, long-term English learners are included in the English learner student group.

### *Statutory Requirements*

An LEA is required to demonstrate in its LCAP how it is increasing or improving services for its students who are foster youth, English learners, and/or low-income, collectively referred to as unduplicated students, as compared to the services provided to all students in proportion to the increase in funding it receives based on the number and concentration of unduplicated students in the LEA (*EC* Section 42238.07[a][1], *EC* Section 52064[b][8][B]; 5 *CCR* Section 15496[a]). This proportionality percentage is also known as the "minimum proportionality percentage" or "MPP." The manner in which an LEA demonstrates it is meeting its MPP is two-fold: (1) through the expenditure of LCFF funds or through the

identification of a Planned Percentage of Improved Services as documented in the Contributing Actions Table, and (2) through the explanations provided in the Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students section.

To improve services means to grow services in quality and to increase services means to grow services in quantity. Services are increased or improved by those actions in the LCAP that are identified in the Goals and Actions section as contributing to the increased or improved services requirement, whether they are provided across the entire LEA (LEA-wide action), provided to an entire school (Schoolwide action), or solely provided to one or more unduplicated student group(s) (Limited action).

Therefore, for *any* action contributing to meet the increased or improved services requirement, the LEA must include an explanation of:

- How the action is increasing or improving services for the unduplicated student group(s) (Identified Needs and Action Design), and
- How the action meets the LEA's goals for its unduplicated pupils in the state and any local priority areas (Measurement of Effectiveness).

### *LEA-wide and Schoolwide Actions*

In addition to the above required explanations, LEAs must provide a justification for why an LEA-wide or Schoolwide action is being provided to all students and how the action is intended to improve outcomes for unduplicated student group(s) as compared to all students.

- Conclusory statements that a service will help achieve an expected outcome for the goal, without an explicit connection or further explanation as to how, are not sufficient.

- Further, simply stating that an LEA has a high enrollment percentage of a specific student group or groups does not meet the increased or improved services standard because enrolling students is not the same as serving students.

### *For School Districts Only*

Actions provided on an **LEA-wide** basis at **school districts with an unduplicated pupil percentage of less than 55 percent** must also include a description of how the actions are the most effective use of the funds to meet the district's goals for its unduplicated pupils in the state and any local priority areas. The description must provide the basis for this determination, including any alternatives considered, supporting research, experience, or educational theory.

Actions provided on a **Schoolwide** basis for **schools with less than 40 percent enrollment of unduplicated pupils** must also include a description of how these actions are the most effective use of the funds to meet the district's goals for its unduplicated pupils in the state and any local priority areas. The description must provide the basis for this determination, including any alternatives considered, supporting research, experience, or educational theory.

## Requirements and Instructions

Complete the tables as follows:

Total Projected LCFF Supplemental and/or Concentration Grants

- Specify the amount of LCFF supplemental and concentration grant funds the LEA estimates it will receive in the coming year based on the number and concentration of foster youth, English learner, and low-income students. This amount includes the Additional 15 percent LCFF Concentration Grant.

Projected Additional 15 percent LCFF Concentration Grant

- Specify the amount of additional LCFF concentration grant add-on funding, as described in *EC* Section 42238.02, that the LEA estimates it will receive in the coming year.

Projected Percentage to Increase or Improve Services for the Coming School Year

- Specify the estimated percentage by which services for unduplicated pupils must be increased or improved as compared to the services provided to all students in the LCAP year as calculated pursuant to 5 *CCR* Section 15496(a)(7).

LCFF Carryover — Percentage

- Specify the LCFF Carryover — Percentage identified in the LCFF Carryover Table. If a carryover percentage is not identified in the LCFF Carryover Table, specify a percentage of zero (0.00%).

LCFF Carryover — Dollar

- Specify the LCFF Carryover — Dollar amount identified in the LCFF Carryover Table. If a carryover amount is not identified in the LCFF Carryover Table, specify an amount of zero ($0).

Total Percentage to Increase or Improve Services for the Coming School Year

- Add the Projected Percentage to Increase or Improve Services for the Coming School Year and the Proportional LCFF Required Carryover Percentage and specify the percentage. This is the LEA's percentage by which services for unduplicated pupils must be increased or improved as compared to the services provided to all students in the LCAP year, as calculated pursuant to 5 *CCR* Section 15496(a)(7).

# Required Descriptions:

## *LEA-wide and Schoolwide Actions*

For each action being provided to an entire LEA or school, provide an explanation of (1) the unique identified need(s) of the unduplicated student group(s) for whom the action is principally directed, (2) how the action is designed to address the identified need(s) and why it is being provided on an LEA or schoolwide basis, and (3) the metric(s) used to measure the effectiveness of the action in improving outcomes for the unduplicated student group(s).

If the LEA has provided this required description in the Action Descriptions, state as such within the table.

Complete the table as follows:

**Identified Need(s)**

Provide an explanation of the unique identified need(s) of the LEA's unduplicated student group(s) for whom the action is principally directed.

An LEA demonstrates how an action is principally directed towards an unduplicated student group(s) when the LEA explains the need(s), condition(s), or circumstance(s) of the unduplicated student group(s) identified through a needs assessment and how the action addresses them. A meaningful needs assessment includes, at a minimum, analysis of applicable student achievement data and educational partner feedback.

**How the Action(s) are Designed to Address Need(s) and Why it is Provided on an LEA-wide or Schoolwide Basis**

Provide an explanation of how the action as designed will address the unique identified need(s) of the LEA's unduplicated student group(s) for whom the action is principally directed and the rationale for why the action is being provided on an LEA-wide or schoolwide basis.

- As stated above, conclusory statements that a service will help achieve an expected outcome for the goal, without an explicit connection or further explanation as to how, are not sufficient.

- Further, simply stating that an LEA has a high enrollment percentage of a specific student group or groups does not meet the increased or improved services standard because enrolling students is not the same as serving students.

**Metric(s) to Monitor Effectiveness**

Identify the metric(s) being used to measure the progress and effectiveness of the action(s).

**Note for COEs and Charter Schools**: In the case of COEs and charter schools, schoolwide and LEA-wide are considered to be synonymous.

## *Limited Actions*

For each action being solely provided to one or more unduplicated student group(s), provide an explanation of (1) the unique identified need(s) of the unduplicated student group(s) being served, (2) how the action is designed to address the identified need(s), and (3) how the effectiveness of the action in improving outcomes for the unduplicated student group(s) will be measured.

If the LEA has provided the required descriptions in the Action Descriptions, state as such.

Complete the table as follows:

**Identified Need(s)**

Provide an explanation of the unique need(s) of the unduplicated student group(s) being served identified through the LEA's needs assessment. A meaningful needs assessment includes, at a minimum, analysis of applicable student achievement data and educational partner feedback.

**How the Action(s) are Designed to Address Need(s)**

Provide an explanation of how the action is designed to address the unique identified need(s) of the unduplicated student group(s) being served.

**Metric(s) to Monitor Effectiveness**

Identify the metric(s) being used to measure the progress and effectiveness of the action(s).

For any limited action contributing to meeting the increased or improved services requirement that is associated with a Planned Percentage of Improved Services in the Contributing Summary Table rather than an expenditure of LCFF funds, describe the methodology that was used to determine the contribution of the action towards the proportional percentage, as applicable.

- For each action with an identified Planned Percentage of Improved Services, identify the goal and action number and describe the methodology that was used.

- When identifying a Planned Percentage of Improved Services, the LEA must describe the methodology that it used to determine the contribution of the action towards the proportional percentage. The percentage of improved services for an action corresponds to the amount of LCFF funding that the LEA estimates it would expend to implement the action if it were funded.

- For example, an LEA determines that there is a need to analyze data to ensure that instructional aides and expanded learning providers know what targeted supports to provide to students who are foster youth. The LEA could implement this action by hiring additional staff to collect and analyze data and to coordinate supports for students, which, based on the LEA's current pay scale, the LEA estimates would cost $165,000. Instead, the LEA chooses to utilize a portion of existing staff time to analyze data relating to students who are foster youth. This analysis will then be shared with site principals who will use the data to coordinate services provided by instructional assistants and expanded learning providers to target support to students. In this example, the LEA would divide the estimated cost of $165,000 by the amount of LCFF Funding identified in the Total Planned Expenditures Table and then convert the quotient to a percentage. This percentage is the Planned Percentage of Improved Services for the action.

## *Additional Concentration Grant Funding*

A description of the plan for how the additional concentration grant add-on funding identified above will be used to increase the number of staff providing direct services to students at schools that have a high concentration (above 55 percent) of foster youth, English learners, and low-income students, as applicable.

An LEA that receives the additional concentration grant add-on described in *EC* Section 42238.02 is required to demonstrate how it is using these funds to increase the number of staff who provide direct services to students at schools with an enrollment of unduplicated students that is greater than 55 percent as compared to the number of staff who provide direct services to students at schools with an enrollment of unduplicated students that is equal to or less than 55 percent. The staff who provide direct services to students must be certificated staff and/or classified staff employed by the LEA; classified staff includes custodial staff.

Provide the following descriptions, as applicable to the LEA:

- An LEA that does not receive a concentration grant or the concentration grant add-on must indicate that a response to this prompt is not applicable.
- Identify the goal and action numbers of the actions in the LCAP that the LEA is implementing to meet the requirement to increase the number of staff who provide direct services to students at schools with an enrollment of unduplicated students that is greater than 55 percent.
- An LEA that does not have comparison schools from which to describe how it is using the concentration grant add-on funds, such as a single-school LEA or an LEA that only has schools with an enrollment of unduplicated students that is greater than 55 percent, must describe how it is using the funds to increase the number of credentialed staff, classified staff, or both, including custodial staff, who provide direct services to students at selected schools and the criteria used to determine which schools require additional staffing support.
- In the event that an additional concentration grant add-on is not sufficient to increase staff providing direct services to students at a school with an enrollment of unduplicated students that is greater than 55 percent, the LEA must describe how it is using the funds to retain staff providing direct services to students at a school with an enrollment of unduplicated students that is greater than 55 percent.

Complete the table as follows:

- Provide the staff-to-student ratio of classified staff providing direct services to students with a concentration of unduplicated students that is 55 percent or less and the staff-to-student ratio of classified staff providing direct services to students at schools with a concentration of unduplicated students that is greater than 55 percent, as applicable to the LEA.
    - The LEA may group its schools by grade span (Elementary, Middle/Junior High, and High Schools), as applicable to the LEA.
    - The staff-to-student ratio must be based on the number of full-time equivalent (FTE) staff and the number of enrolled students as counted on the first Wednesday in October of each year.
- Provide the staff-to-student ratio of certificated staff providing direct services to students at schools with a concentration of unduplicated students that is 55 percent or less and the staff-to-student ratio of certificated staff providing direct services to students at schools with a concentration of unduplicated students that is greater than 55 percent, as applicable to the LEA.
    - The LEA may group its schools by grade span (Elementary, Middle/Junior High, and High Schools), as applicable to the LEA.
    - The staff-to-student ratio must be based on the number of FTE staff and the number of enrolled students as counted on the first Wednesday in October of each year.

# Action Tables

Complete the Total Planned Expenditures Table for each action in the LCAP. The information entered into this table will automatically populate the other Action Tables. Information is only entered into the Total Planned Expenditures Table, the Annual Update Table, the Contributing Actions Annual Update Table, and the LCFF Carryover Table. The word "input" has been added to column headers to aid in identifying the column(s) where information will be entered. Information is not entered on the remaining Action tables.

The following tables are required to be included as part of the LCAP adopted by the local governing board or governing body:

- Table 1: Total Planned Expenditures Table (for the coming LCAP Year)
- Table 2: Contributing Actions Table (for the coming LCAP Year)
- Table 3: Annual Update Table (for the current LCAP Year)
- Table 4: Contributing Actions Annual Update Table (for the current LCAP Year)
- Table 5: LCFF Carryover Table (for the current LCAP Year)

Note: The coming LCAP Year is the year that is being planned for, while the current LCAP year is the current year of implementation. For example, when developing the 2024–25 LCAP, 2024–25 will be the coming LCAP Year and 2023–24 will be the current LCAP Year.

# Total Planned Expenditures Table

In the Total Planned Expenditures Table, input the following information for each action in the LCAP for that applicable LCAP year:

- **LCAP Year**: Identify the applicable LCAP Year.
- **1. Projected LCFF Base Grant**: Provide the total amount estimated LCFF entitlement for the coming school year, excluding the supplemental and concentration grants and the add-ons for the Targeted Instructional Improvement Block Grant program, the former Home-to-School Transportation program, and the Small School District Transportation program, pursuant to 5 *CCR* Section 15496(a)(8). Note that the LCFF Base Grant for purposes of the LCAP also includes the Necessary Small Schools and Economic Recovery Target allowances for school districts, and County Operations Grant for COEs.

  See *EC* sections 2574 (for COEs) and 42238.02 (for school districts and charter schools), as applicable, for LCFF entitlement calculations.
- **2. Projected LCFF Supplemental and/or Concentration Grants:** Provide the total amount of LCFF supplemental and concentration grants estimated on the basis of the number and concentration of unduplicated students for the coming school year.
- **3. Projected Percentage to Increase or Improve Services for the Coming School Year:** This percentage will not be entered; it is calculated based on the Projected LCFF Base Grant and the Projected LCFF Supplemental and/or Concentration Grants, pursuant to 5

*CCR* Section 15496(a)(8). This is the percentage by which services for unduplicated pupils must be increased or improved as compared to the services provided to all students in the coming LCAP year.

- **LCFF Carryover — Percentage:** Specify the LCFF Carryover — Percentage identified in the LCFF Carryover Table from the prior LCAP year. If a carryover percentage is not identified in the LCFF Carryover Table, specify a percentage of zero (0.00%).

- **Total Percentage to Increase or Improve Services for the Coming School Year:** This percentage will not be entered; it is calculated based on the Projected Percentage to Increase or Improve Services for the Coming School Year and the LCFF Carryover — Percentage. ***This is the percentage by which the LEA must increase or improve services for unduplicated pupils as compared to the services provided to all students in the coming LCAP year.***

- **Goal #**: Enter the LCAP Goal number for the action.

- **Action #**: Enter the action's number as indicated in the LCAP Goal.

- **Action Title**: Provide a title of the action.

- **Student Group(s)**: Indicate the student group or groups who will be the primary beneficiary of the action by entering "All," or by entering a specific student group or groups.

- **Contributing to Increased or Improved Services?:** Type "Yes" if the action **is** included as contributing to meeting the increased or improved services requirement; OR, type "No" if the action is **not** included as contributing to meeting the increased or improved services requirement.

- If "Yes" is entered into the Contributing column, then complete the following columns:

    - **Scope**: The scope of an action may be LEA-wide (i.e., districtwide, countywide, or charterwide), schoolwide, or limited. An action that is LEA-wide in scope upgrades the entire educational program of the LEA. An action that is schoolwide in scope upgrades the entire educational program of a single school. An action that is limited in its scope is an action that serves only one or more unduplicated student groups.

    - **Unduplicated Student Group(s)**: Regardless of scope, contributing actions serve one or more unduplicated student groups. Indicate one or more unduplicated student groups for whom services are being increased or improved as compared to what all students receive.

    - **Location**: Identify the location where the action will be provided. If the action is provided to all schools within the LEA, the LEA must indicate "All Schools." If the action is provided to specific schools within the LEA or specific grade spans only, the LEA must enter "Specific Schools" or "Specific Grade Spans." Identify the individual school or a subset of schools or grade spans (e.g., all high schools or grades transitional kindergarten through grade five), as appropriate.

- **Time Span**: Enter “ongoing” if the action will be implemented for an indeterminate period of time. Otherwise, indicate the span of time for which the action will be implemented. For example, an LEA might enter “1 Year,” or “2 Years,” or “6 Months.”

- **Total Personnel**: Enter the total amount of personnel expenditures utilized to implement this action.

- **Total Non-Personnel**: This amount will be automatically calculated based on information provided in the Total Personnel column and the Total Funds column.

- **LCFF Funds**: Enter the total amount of LCFF funds utilized to implement this action, if any. LCFF funds include all funds that make up an LEA’s total LCFF target (i.e., base grant, grade span adjustment, supplemental grant, concentration grant, Targeted Instructional Improvement Block Grant, and Home-To-School Transportation).

    - **Note:** For an action to contribute towards meeting the increased or improved services requirement, it must include some measure of LCFF funding. The action may also include funding from other sources, however the extent to which an action contributes to meeting the increased or improved services requirement is based on the LCFF funding being used to implement the action.

- **Other State Funds**: Enter the total amount of Other State Funds utilized to implement this action, if any.

    - **Note:** Equity Multiplier funds must be included in the “Other State Funds” category, not in the “LCFF Funds” category. As a reminder, Equity Multiplier funds must be used to supplement, not supplant, funding provided to Equity Multiplier schoolsites for purposes of the LCFF, the ELO-P, the LCRS, and/or the CCSPP. This means that Equity Multiplier funds must not be used to replace funding that an Equity Multiplier schoolsite would otherwise receive to implement LEA-wide actions identified in the LEA’s LCAP or that an Equity Multiplier schoolsite would otherwise receive to implement provisions of the ELO-P, the LCRS, and/or the CCSPP.

- **Local Funds**: Enter the total amount of Local Funds utilized to implement this action, if any.

- **Federal Funds**: Enter the total amount of Federal Funds utilized to implement this action, if any.

- **Total Funds**: This amount is automatically calculated based on amounts entered in the previous four columns.

- **Planned Percentage of Improved Services**: For any action identified as contributing, being provided on a Limited basis to unduplicated students, and that does not have funding associated with the action, enter the planned quality improvement anticipated for the action as a percentage rounded to the nearest hundredth (0.00%). A limited action is an action that only serves foster youth, English learners, and/or low-income students.

    - As noted in the instructions for the Increased or Improved Services section, when identifying a Planned Percentage of Improved Services, the LEA must describe the methodology that it used to determine the contribution of the action towards the proportional percentage. The percentage of improved services for an action corresponds to the amount of LCFF funding that the LEA estimates it would expend to implement the action if it were funded.

For example, an LEA determines that there is a need to analyze data to ensure that instructional aides and expanded learning providers know what targeted supports to provide to students who are foster youth. The LEA could implement this action by hiring additional staff to collect and analyze data and to coordinate supports for students, which, based on the LEA's current pay scale, the LEA estimates would cost $165,000. Instead, the LEA chooses to utilize a portion of existing staff time to analyze data relating to students who are foster youth. This analysis will then be shared with site principals who will use the data to coordinate services provided by instructional assistants and expanded learning providers to target support to students. In this example, the LEA would divide the estimated cost of $165,000 by the amount of LCFF Funding identified in the Data Entry Table and then convert the quotient to a percentage. This percentage is the Planned Percentage of Improved Services for the action.

# Contributing Actions Table

As noted above, information will not be entered in the Contributing Actions Table; however, the 'Contributing to Increased or Improved Services?' column will need to be checked to ensure that only actions with a "Yes" are displaying. If actions with a "No" are displayed or if actions that are contributing are not displaying in the column, use the drop-down menu in the column header to filter only the "Yes" responses.

# Annual Update Table

In the Annual Update Table, provide the following information for each action in the LCAP for the relevant LCAP year:

- **Estimated Actual Expenditures**: Enter the total estimated actual expenditures to implement this action, if any.

# Contributing Actions Annual Update Table

In the Contributing Actions Annual Update Table, check the 'Contributing to Increased or Improved Services?' column to ensure that only actions with a "Yes" are displaying. If actions with a "No" are displayed or if actions that are contributing are not displaying in the column, use the drop-down menu in the column header to filter only the "Yes" responses. Provide the following information for each contributing action in the LCAP for the relevant LCAP year:

- **6. Estimated Actual LCFF Supplemental and/or Concentration Grants:** Provide the total amount of LCFF supplemental and concentration grants estimated based on the number and concentration of unduplicated students in the current school year.

- **Estimated Actual Expenditures for Contributing Actions**: Enter the total estimated actual expenditure of LCFF funds used to implement this action, if any.

- **Estimated Actual Percentage of Improved Services:** For any action identified as contributing, being provided on a Limited basis only to unduplicated students, and that does not have funding associated with the action, enter the total estimated actual quality improvement anticipated for the action as a percentage rounded to the nearest hundredth (0.00%).

    - Building on the example provided above for calculating the Planned Percentage of Improved Services, the LEA in the example implements the action. As part of the annual update process, the LEA reviews implementation and student outcome data and

determines that the action was implemented with fidelity and that outcomes for foster youth students improved. The LEA reviews the original estimated cost for the action and determines that had it hired additional staff to collect and analyze data and to coordinate supports for students that estimated actual cost would have been $169,500 due to a cost of living adjustment. The LEA would divide the estimated actual cost of $169,500 by the amount of LCFF Funding identified in the Data Entry Table and then convert the quotient to a percentage. This percentage is the Estimated Actual Percentage of Improved Services for the action.

# LCFF Carryover Table

- **9. Estimated Actual LCFF Base Grant**: Provide the total amount of estimated LCFF Target Entitlement for the current school year, excluding the supplemental and concentration grants and the add-ons for the Targeted Instructional Improvement Block Grant program, the former Home-to-School Transportation program, and the Small School District Transportation program, pursuant to 5 *CCR* Section 15496(a)(8). Note that the LCFF Base Grant for purposes of the LCAP also includes the Necessary Small Schools and Economic Recovery Target allowances for school districts, and County Operations Grant for COEs. See *EC* sections 2574 (for COEs) and 42238.02 (for school districts and charter schools), as applicable, for LCFF entitlement calculations.

- **10. Total Percentage to Increase or Improve Services for the Current School Year:** This percentage will not be entered. The percentage is calculated based on the amounts of the Estimated Actual LCFF Base Grant (9) and the Estimated Actual LCFF Supplemental and/or Concentration Grants (6), pursuant to 5 *CCR* Section 15496(a)(8), plus the LCFF Carryover – Percentage from the prior year. This is the percentage by which services for unduplicated pupils must be increased or improved as compared to the services provided to all students in the current LCAP year.

# Calculations in the Action Tables

To reduce the duplication of effort of LEAs, the Action Tables include functionality such as pre-population of fields and cells based on the information provided in the Data Entry Table, the Annual Update Summary Table, and the Contributing Actions Table. For transparency, the functionality and calculations used are provided below.

## *Contributing Actions Table*

- **4. Total Planned Contributing Expenditures (LCFF Funds)**
    - This amount is the total of the Planned Expenditures for Contributing Actions (LCFF Funds) column.
- **5. Total Planned Percentage of Improved Services**
    - This percentage is the total of the Planned Percentage of Improved Services column.
- **Planned Percentage to Increase or Improve Services for the coming school year (4 divided by 1, plus 5)**
    - This percentage is calculated by dividing the Total Planned Contributing Expenditures (4) by the Projected LCFF Base Grant (1), converting the quotient to a percentage, and adding it to the Total Planned Percentage of Improved Services (5).

## *Contributing Actions Annual Update Table*

Pursuant to *EC* Section 42238.07(c)(2), if the Total Planned Contributing Expenditures (4) is less than the Estimated Actual LCFF Supplemental and Concentration Grants (6), the LEA is required to calculate the difference between the Total Planned Percentage of Improved Services (5) and the Total Estimated Actual Percentage of Improved Services (7). If the Total Planned Contributing Expenditures (4) is equal to or greater than the Estimated Actual LCFF Supplemental and Concentration Grants (6), the Difference Between Planned and Estimated Actual Percentage of Improved Services will display "Not Required."

- **6. Estimated Actual LCFF Supplemental and Concentration Grants**
    - This is the total amount of LCFF supplemental and concentration grants the LEA estimates it will actually receive based on of the number and concentration of unduplicated students in the current school year.
- **4. Total Planned Contributing Expenditures (LCFF Funds)**
    - This amount is the total of the Last Year's Planned Expenditures for Contributing Actions (LCFF Funds).
- **7. Total Estimated Actual Expenditures for Contributing Actions**
    - This amount is the total of the Estimated Actual Expenditures for Contributing Actions (LCFF Funds).
- **Difference Between Planned and Estimated Actual Expenditures for Contributing Actions (Subtract 7 from 4)**
    - This amount is the Total Estimated Actual Expenditures for Contributing Actions (7) subtracted from the Total Planned Contributing Expenditures (4).
- **5. Total Planned Percentage of Improved Services (%)**
    - This amount is the total of the Planned Percentage of Improved Services column.
- **8. Total Estimated Actual Percentage of Improved Services (%)**
    - This amount is the total of the Estimated Actual Percentage of Improved Services column.
- **Difference Between Planned and Estimated Actual Percentage of Improved Services (Subtract 5 from 8)**
    - This amount is the Total Planned Percentage of Improved Services (5) subtracted from the Total Estimated Actual Percentage of Improved Services (8).

## *LCFF Carryover Table*

- **10. Total Percentage to Increase or Improve Services for the Current School Year (6 divided by 9 plus Carryover %)**

- This percentage is the Estimated Actual LCFF Supplemental and/or Concentration Grants (6) divided by the Estimated Actual LCFF Base Grant (9) plus the LCFF Carryover – Percentage from the prior year.

- **11. Estimated Actual Percentage of Increased or Improved Services (7 divided by 9, plus 8)**

  - This percentage is the Total Estimated Actual Expenditures for Contributing Actions (7) divided by the LCFF Funding (9), then converting the quotient to a percentage and adding the Total Estimated Actual Percentage of Improved Services (8).

- **12. LCFF Carryover — Dollar Amount LCFF Carryover (Subtract 11 from 10 and multiply by 9)**

  - If the Estimated Actual Percentage of Increased or Improved Services (11) is less than the Estimated Actual Percentage to Increase or Improve Services (10), the LEA is required to carry over LCFF funds.

    The amount of LCFF funds is calculated by subtracting the Estimated Actual Percentage to Increase or Improve Services (11) from the Estimated Actual Percentage of Increased or Improved Services (10) and then multiplying by the Estimated Actual LCFF Base Grant (9). This amount is the amount of LCFF funds that is required to be carried over to the coming year.

- **13. LCFF Carryover — Percentage (12 divided by 9)**

  - This percentage is the unmet portion of the Percentage to Increase or Improve Services that the LEA must carry over into the coming LCAP year. The percentage is calculated by dividing the LCFF Carryover (12) by the LCFF Funding (9).

California Department of Education
November 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: | Mariam Abdelhamid, Director of Fiscal Services |
| SUBMITTED BY: | Terri Ramirez-Adams, Senior Administrative Secretary |
| DATE: | June 20, 2024 |
| SUBJECT: | Second Reading and Adoption of Proposed 2024-2025 Budget |

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**Background:**

The Burbank Unified School District must prepare an annual budget for the fiscal year July 1 through June 30 which must be reviewed and approved and submitted to LA County Office of Education on or before July 1 of the fiscal year (LACOE has always asked for it by June 30). This budget is based upon assumptions regarding projected enrollment and state and federal funding among other factors. Once adopted by the Board of Education, the adopted budget is submitted to the County Office of Education for review and approval before forwarding to the State Department of Education.

**Discussion/Issues:**

The Board of Education will conduct a public hearing on the 2024-2025 Budget of the District for the year ending June 30, 2025. Final Adoption will be on June 20, 2024 as required by Education Code Section 42103 and 52062.

**Fiscal Impact:**

There is no fiscal impact in adopting the budget. However, not having a budget adopted by the statutory time lines would lead to the County office withholding funding until it is received, including payroll.

**Recommendation:**

Andrew Cantwell, Assistant Superintendent, Administrative Services, will facilitate a second reading of the proposed budget for the 2024-2025 fiscal year and recommends that the Board of Education adopt the 2024-2025 budget, as presented.




# Office of Administrative Services
# 2023-24 Estimated Actuals and
# 2024-25 Proposed Adopted Budget

# Revenue Assumptions

**The following revenue assumptions are for estimated actuals 2023-24, the proposed budget 2024-25 and the multi-year projection for fiscal years 2025-26 and 2026-27.**

Based on the Governor's May Revision of his proposed 2024-25 budget and per the Los Angeles County Department of Education (LACOE), Burbank USD is projecting its Local Control Funding Formula (LCFF) revenues based off of AB 1948. This assembly bill allowed districts to replace their 2021-22 ADA with the product of the 2019-20 attendance yield multiplied by the 2021-22 enrollment. In order to be eligible for this yield, districts were required to certify that it offered independent study programs to all pupils for the 2021-22 school year. Burbank USD qualified for this certification and will receive this one-time yield. Additionally, school districts will be funded on the greater of current year, prior year, or the average of the most recent three-year prior years' average daily attendance (ADA). Burbank USD is experiencing declining enrollment due to the continued effects of COVID-19 and is utilizing its P2 data along with the average of the most recent three-year prior years for its ADA projection noted below.

**Projected Funded ADA – based on AB 1948 and 93% of Enrollment**

| 2023-24 | 2024-25 | 2025-26 | 2026-27 |
|---|---|---|---|
| 13,469 | 13,185 | 13,051 | 12,919 |

**Combined Unrestricted and Restricted Overview:**

| | Estimated Actuals 2023-24 | Proposed Budget 2024-25 | Projected Budget 2025-26 | Projected Budget 2026-27 |
|---|---|---|---|---|
| **LCFF Source Revenues** | 169,910,746 | 167,202,935 | 169,452,623 | 173,167,763 |
| **Federal Revenues** | 6,784,075 | 6,569,291 | 6,761,771 | 6,761,771 |
| **Other State Revenues** | 36,128,133 | 29,952,934 | 22,571,652 | 22,932,082 |
| **Other Local Revenues** | 4,486,206 | 996,309 | 1,025,501 | 1,025,501 |
| **Total** | **217,309,160** | **204,721,469** | **199,811,547** | **203,887,117** |

The details of revenue projections are as follows using information from Governor Newsom's May Revise Budget: Local Control Funding Formula Revenue (LCFF) is comprised of State Aid, Property Taxes and Education Protection Account (EPA):

- State Aid

| Grade | 2023-24 Base Grant Rate per ADA COLA – 8.22% | 2024-25 Base Grant Rate per ADA COLA – 1.07% | 2025-26 Base Grant Rate Per ADA COLA – 2.93% | 2026-27 Base Grant Rate Per ADA COLA – 3.08% |
|---|---|---|---|---|
| K-3 | 10,119 | 10,950 | 11,382 | 11,756 |
| 4-6 | 9,304 | 10,069 | 10,466 | 10,810 |
| 7-8 | 9,580 | 10,367 | 10,775 | 11,129 |
| 9-12 | 11,391 | 12,327 | 12,812 | 13,234 |

- Property Taxes and other local revenue
    - Projected Property and other local revenue for 2023-24, 2024-25, 2025-26 and 2026-27
        - $70,493,041

- Education Protection Account (EPA) is received quarterly in September, December, March, and June and is a component of the total LCFF entitlement. The District pays certificated salaries and related benefits, as the appropriate use of this funding, pursuant to Section 36 of Article XIII of the California Constitution.
    - EPA funding for 2023-24, 2024-25, 2025-26 and 2026-27
        - $26,755,780
        - $27,966,554
        - $30,133,528

- Supplemental and Concentration Grant Funding is received for:
    - Students who are English Learners
    - Students who receive free or reduced-price meals
    - Foster Youth
- To receive Supplemental Grant Funding, Districts need to have an unduplicated pupil count of 20%. Districts need to have an unduplicated pupil count of 55% or greater to receive Concentration Grants Funding. Burbank USD only receives Supplemental Grant Funding. It is important to note that Burbank USD, in addition to its decline in overall enrollment, is also experiencing a drop in the percentage of English Learners, families whose income allows eligibility for free or reduced-priced meals, and foster youth pupils. This decline in projected unduplicated pupil count is as follows:
    - The details of how the funds are to be spent are outlined in the Local Control Accountability Plan (LCAP)

| Estimated Actuals 2023-24 36.24% Unduplicated | Projected Adopted Budget 2024-25 36.16% Unduplicated | Projected 2025-26 36.59% Unduplicated | Projected 2026-27 36.77% Unduplicated |
|---|---|---|---|
| 11,258,600 | 11,351,994 | 11,589,485 | 11,856,176 |

- Lottery Projections are projected below with funding multiplied by amount per ADA, and an enrollment factor of 1.04446:

| Fiscal Year | 2023-24 | 2024-25 | 2025-26 | 2026-27 |
|---|---|---|---|---|
| **Unrestricted - $177 per ADA** | 2,384,057 | 2,437,467 | 2,412,687 | 2,388,438 |
| **Restricted – $72 per ADA** | 969,786 | 991,512 | 981,432 | 971,568 |

**Mandated Costs Block Grant Revenue**

The District, authorized by the Board of Education, continues to participate in the Mandated Block Grant offered by the State, which will reimburse by ADA rather than actual forms for each mandate. The following is a chart of assumptions used per ADA for budget adoption budget and projected budgets in the multi-year projection:

| Fiscal Year | Total Projected Allocation |
|---|---|
| **Estimated Actuals 2023-24** | 675,109 |
| **Proposed Adopted 2024-25** | 678,333 |
| **Projected 2025-26** | 691,244 |
| **Projected 2026-27** | 705,378 |

**Restricted Revenue**

**Restricted Federal funding**

| | Resource Code | Estimated Actuals 2023-24 | Proposed Adopted 2024-25 | Projected 2025-26 | Projected 2026-27 |
|---|---|---|---|---|---|
| **Title I** | 30100.0 | 1,933,048 | 1,718,964 | 1,722,565 | 1,722,565 |
| **Title II** | 40350.0 | 419,053 | 350,168 | 298,652 | 298,652 |

| | | | | | |
|---|---|---|---|---|---|
| **Title III IE** | 42010.0 | 76,472 | 126,026 | 100,000 | 100,000 |
| **Title III EL** | 42030.0 | 306,491 | 223,509 | 180,269 | 180,269 |
| **Title IV** | 41270.0 | 275,865 | 133,481 | 127,504 | 127,504 |
| **Perkins** | 35500.0 | 100,148 | 85,837 | 85,837 | 85,837 |
| **ESSA CSI MHS** | 31820.0 | 302,051 | 136,788 | -0- | -0- |

**Special Education AB602**

The District assumes Special Education flat funding except for AB602 which the projected COLA assumption is included**.** Districts throughout the State continue to be underfunded, which requires contributions from the unrestricted general fund to restricted Special Ed funding to meet student needs.

| | **Estimated 2023-24** | **Proposed Adopted 2024-25** | **Projected 2025-26** | **Projected 2026-27** |
|---|---|---|---|---|
| **Federal SPED funding** | 3,833,380 | 3,470,793 | 3,470,793 | 3,470,793 |
| **State & Local SPED Funding** | 17,071,481 | 16,942,608 | 17,439,026 | 17,976,148 |

**Restricted State Funding**

| | Resource Code | Estimated Actuals 2023-24 | Proposed Adopted 2024-25 | Projected 2025-26 | Projected 2026-27 |
|---|---|---|---|---|---|
| **CTIEG** | 63870.0 | 1,244,967 | 600,000 | 600,000 | 600,000 |
| **ASES** | 60100.0 | 691,995 | 691,995 | 691,995 | 691,995 |
| **Educator Effectiveness** | 62660.0 | 0 | 0 | 0 | 0 |
| **Universal TK** | 60530.0 | 714,742 | 0 | 0 | 0 |
| **Governor's CTEI** | 63850.0 | 273,274 | 20,000 | 20,000 | 20,000 |
| **CSEA Summer Assistance Grant** | 74150.0 | 364,261 | 364,261 | 364,261 | 364,261 |
| **K12 Strong Workforce Pathways** | 63880.0 | 1,189,475 | 642,983 | 642,983 | 642,983 |
| **ELO-P** | 26000.0 | 4,306,456 | 4,306,456 | 4,306,456 | 4,306,456 |
| **A-G Success Grant** | 74120.0 | 0 | 0 | 0 | 0 |
| **A-G LLM Grant** | 74130.0 | 0 | 0 | 0 | 0 |
| **Ethnic Studies** | 78100.0 | 0 | 131,386 | 131,386 | 131,386 |
| **Learning Recovery Block Grant** | 74350.0 | 0 | 0 | 0 | 0 |
| **Arts/Music/Materials Block Grant** | 67620.0 | 4,104,268 | 0 | 0 | 0 |

# Expenditure Assumptions

The following expenditure assumptions are for Estimated Actuals 2023-24, the proposed budget 2024-25, and the multi-year projection 2025-26 and 2026-27

**Combined Unrestricted and Restricted Overview:**

| EXPENDITURE CATEGORIES | Estimated Actuals 2023-24 | Proposed Adopted 2024-25 | Projected Budget 2025-26 | Projected Budget 2026-27 |
|---|---|---|---|---|
| **Certificated Salaries** | 94,400,185 | 85,529,808 | 84,420,592 | 85,374,545 |
| **Classified Salaries** | 37,303,634 | 40,070,958 | 38,340,590 | 38,750,835 |
| **Employee Benefits** | 48,808,724 | 50,350,979 | 49,318,989 | 50,521,229 |
| **Books & Supplies** | 6,009,779 | 10,133,767 | 8,136,456 | 6,438,327 |
| **Services/Other Operations** | 32,202,399 | 34,924,301 | 29,089,094 | 25,687,032 |
| **Capital Outlay** | 1,094,729 | 980,923 | 0 | 0 |
| **Other Outgo (excluding indirect)** | 3,143,076 | 1,450,579 | 2,394,750 | 2,514,488 |
| **Other Outgo (Transfers of Indirect Costs)** | -869,509 | -773,412 | -1,613,699 | -1,694,384 |
| **Total** | **222,093,017** | **222,667,903** | **210,086,772** | **207,592,070** |

Salary step and column – Each employee is hired at a specific salary range known as step and column. Employees, depending on experience & degrees held, move within that negotiated salary step and column. The amounts below are the estimated costs of step and column movement:

| Step / Column | Estimated Actuals 2023-24 | Proposed Adopted 2024-25 | Projected Budget 2025-26 | Projected Budget 2026-27 |
|---|---|---|---|---|
| **BTA** | 896,000 | 919,000 | 917,000 | 917,000 |
| **CSEA** | 439,533 | 392,000 | 387,000 | 387,000 |
| **BASA** | 57,128 | 100,000 | 96,000 | 96,000 |

Employee Salary, Benefits, and Statutory Benefits:

- Health and welfare have been calculated for Estimated Actuals and Proposed Adopted Budget. For the multi-year projection, an increase of 7% has been projected.
- OPEB (GASB) current year contributions will continue until the trust is spent down, which is now fully expensed. The full expense returns to benefits and the general fund in 2024-25 and that projected cost is $402,260.

The following table represents the contribution obligation to statutory benefits:

| | Estimated Actuals 2023-24 | Proposed Adopted 2024-25 | Projected Budget 2025-26 | Projected Budget 2026-27 |
|---|---|---|---|---|
| **PERS** | 26.68% | 27.05% | 27.60% | 28.00% |
| **STRS** | 19.10% | 19.10% | 19.10% | 19.10% |
| **OASDI** | 6.20% | 6.20% | 6.20% | 6.20% |
| **SUI** | 0.05% | 0.05% | 0.05% | 0.05% |
| **APPLE** | 3.75% | 3.75% | 3.75% | 3.75% |
| **MEDICARE** | 1.45% | 1.45% | 1.45% | 1.45% |
| **W/C** | 1.93% | 1.8% | 1.8% | 1.8% |

Consumer Price Index (CPI) is applied to unrestricted supplies (object code 4000-4999) and Services (object code 5000-5999). This includes utilities, water, electricity and gas. Below is the annual percentage:

| 2023-24 | 2024-25 | 2025-26 | 2026-27 |
|---|---|---|---|
| 3.33% | 3.10% | 2.86% | 2.87% |

**General Fund Contributions**

Program contributions from General Fund Unrestricted to Restricted:

| | Estimated Actuals 2023-24 | Proposed Adopted 2024-25 | Projected Budget 2025-26 | Projected Budget 2026-27 |
|---|---|---|---|---|
| **Special Education** | (31,636,994) | (35,028,005) | (29,660,244) | (32,458,127) |
| **Routine Restricted Maintenance** | (6,988,197) | (7,019,845) | (6,554,934) | (6,638,343) |
| **District Rentals** | 171,611 | 275,556 | 293,000 | 293,000 |
| **Totals:** | **(38,453,580)** | **(41,772,294)** | **(35,922,178)** | **(38,803,470)** |

**Transfers In/Out**

This amount is a contribution from the General Fund to other funds/programs. The chart on the next page presents a breakdown of the transfers in/out from General Fund to the following programs:

| | Estimated Actuals 2023-24 | Proposed Adopted 2024-25 | Projected Budget 2025-26 | Projected Budget 2026-27 |
|---|---|---|---|---|
| **Fund 12 – Child Development Fund** | 331,026 | 65,000 | 65,000 | 65,000 |

**Local Control Accountability Plan (LCAP) and Budget Overview for Parents (BOP):**

- The revised three-year LCAP plan was presented in June alongside the adopted 2021-22 Budget. The LCAP is fully funded in the estimated budget for 2023-24, projected adopted 2024-25 and multiyear projection 2025-26 and 2026-27.

**Operational Site Budgets**

- Elementary Schools receive $58.85, Middle Schools receive $68, and High Schools receive $99 per enrolled student. The allocation is calculated on projected enrollment.

| Description | Object Code | Estimated Actuals 2023-24 | | | Adopted Budget 2024-25 | | | Projected Year 2025-26 | | | Projected Year 2026-27 | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| A. Revenues | | Unrestricted | Restricted | Combined | Unrestricted | Restricted | Combined | Unrestricted | Restricted | Combined | Unrestricted | Restricted | Combined |
| LCFF Sources | 8010-8099 | $169,910,746 | $0 | $169,910,746 | $167,202,935 | $0 | $167,202,935 | $169,452,623 | $0 | $169,452,623 | $173,167,763 | $0 | $173,167,763 |
| Federal Revenue | 8100-8299 | $0 | $6,784,075 | $6,784,075 | $0 | $6,569,291 | $6,569,291 | $0 | $6,761,771 | $6,761,771 | $0 | $6,761,771 | $6,761,771 |
| Other State Revenues | 8300-8599 | $5,874,527 | $30,253,606 | $36,128,133 | $5,957,390 | $23,995,544 | $29,952,934 | $6,131,942 | $16,439,710 | $22,571,652 | $6,131,942 | $16,800,140 | $22,932,082 |
| Other Local Revenues | 8600-8799 | $1,964,221 | $2,521,985 | $4,486,206 | $0 | $996,309 | $996,309 | $0 | $1,025,501 | $1,025,501 | $0 | $1,025,501 | $1,025,501 |
| **Total Revenue** | | **$177,749,494** | **$39,559,666** | **$217,309,160** | **$173,160,325** | **$31,561,144** | **$204,721,469** | **$175,584,565** | **$24,226,982** | **$199,811,547** | **$179,299,705** | **$24,587,412** | **$203,887,117** |
| B. Expenditures | | | | | | | | | | | | | |
| Certificated Salaries | 1000-1999 | $74,880,517 | $19,519,668 | $94,400,185 | $67,062,696 | $18,467,112 | $85,529,808 | $67,820,504 | $16,600,088 | $84,420,592 | $68,586,876 | $16,787,669 | $85,374,545 |
| Classified Salaries | 2000-2999 | $20,873,682 | $16,429,952 | $37,303,634 | $20,850,234 | $19,220,724 | $40,070,958 | $21,073,332 | $17,267,259 | $38,340,590 | $21,298,816 | $17,452,018 | $38,750,835 |
| Employee Benefits | 3000-3999 | $34,989,125 | $13,819,599 | $48,808,724 | $34,633,825 | $15,717,154 | $50,350,979 | $35,265,608 | $14,053,381 | $49,318,989 | $36,398,040 | $14,123,189 | $50,521,229 |
| Books and Supplies | 4000-4999 | $1,244,922 | $4,764,857 | $6,009,779 | $1,371,844 | $8,761,923 | $10,133,767 | $1,857,019 | $6,279,437 | $8,136,456 | $2,042,721 | $4,395,606 | $6,438,327 |
| Services and Other Operating Expenditures | 5000-5999 | $10,102,950 | $22,099,449 | $32,202,399 | $12,948,045 | $21,976,256 | $34,924,301 | $13,311,665 | $15,777,429 | $29,089,094 | $14,642,832 | $11,044,200 | $25,687,032 |
| Capital Outlay/Depreciation | 6000-6999 | $423,720 | $671,010 | $1,094,729 | $9,032 | $971,891 | $980,923 | $0 | $0 | $0 | $0 | $0 | $0 |
| Other Outgo (excluding Transfers of Indirect Costs) | 7100-7299, 7400-7499 | $1,266,127 | $1,876,950 | $3,143,076 | $1,450,579 | $0 | $1,450,579 | $1,619,381 | $775,369 | $2,394,750 | $1,700,350 | $814,138 | $2,514,488 |
| Other Outgo - Transfers of Indirect Costs | 7300-7399 | -$2,638,337 | $1,768,828 | -$869,509 | -$1,971,798 | $1,198,386 | -$773,412 | -$2,607,381 | $993,682 | -$1,613,699 | -$2,737,750 | $1,043,366 | -$1,694,384 |
| **Total Expenditures** | | **$141,142,705** | **$80,950,312** | **$222,093,017** | **$136,354,457** | **$86,313,446** | **$222,667,903** | **$138,340,128** | **$71,746,644** | **$210,086,772** | **$141,931,885** | **$65,660,185** | **$207,592,070** |
| C. Excess (Deficiency) of Revenues over Expenditures before Other Financing Sources and Uses | | $36,606,789 | -$41,390,646 | -$4,783,857 | $36,805,868 | -$54,752,302 | -$17,946,434 | $37,244,436 | -$47,519,662 | -$10,275,225 | $37,367,820 | -$41,072,773 | -$3,704,953 |
| D. Other Financing Sources/Uses | | | | | | | | | | | | | |
| Interfund Transfers | | | | | | | | | | | | | |
| Transfers In | 8900-8929 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Transfers Out | 7600-7629 | -$331,026 | $0 | -$331,026 | -$65,000 | $0 | -$65,000 | $0 | $0 | $0 | $0 | $0 | $0 |
| Other Sources/Uses | | | | | | | | | | | | | |
| Sources | 8930-8979 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Uses | 7630-7699 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Other Adjustments - Other Financing Uses | | | | | | | | | | | | | |
| Contributions | 8980-8999 | -$38,185,406 | $38,185,406 | $0 | -$41,606,865 | $41,606,865 | $0 | -$43,687,208 | $43,687,208 | $0 | -$45,871,569 | $45,871,569 | $0 |
| **Total Other Financing Sources/Uses** | | **-$38,516,432** | **$38,185,406** | **-$331,026** | **-$41,671,865** | **$41,606,865** | **-$65,000** | **-$43,687,208** | **$43,687,208** | **$0** | **-$45,871,569** | **$45,871,569** | **$0** |
| Net Increase (Decrease) in Fund Balance | | -$1,909,643 | -$3,205,240 | -$5,114,883 | -$4,865,997 | -$13,145,437 | -$18,011,434 | -$6,442,772 | -$3,832,453 | -$10,275,225 | -$8,503,749 | $4,798,795 | -$3,704,953 |
| F. Fund Balance, Reserves/Net Position | | | | | | | | | | | | | |
| Beginning Fund Balance/Net Position | | | | | | | | | | | | | |
| As of July 1 - Unaudited | 9791 | $29,610,042 | $17,437,076 | $47,047,118 | $27,700,399 | $14,231,836 | $41,932,235 | $22,834,402 | $1,086,399 | $23,920,801 | $16,391,630 | -$2,746,054 | $13,645,576 |
| Audit Adjustments | 9793 | | | | | | | | | | | | |
| As of July 1- Audited | | | | | | | | | | | | | |
| Other Restatements | 9795 | | | | | | | | | | | | |
| Adjusted Beginning Balance | | | | | | | | | | | | | |
| **Ending Balance/Net Position, June 30** | | $27,700,399 | $14,231,836 | $41,932,235 | $22,834,402 | $1,086,399 | $23,920,801 | $16,391,630 | -$2,746,054 | $13,645,576 | $7,887,881 | $2,052,741 | $9,940,622 |
| Components of Ending Fund Balance | | | | | | | | | | | | | |
| Nonspendable (Revolving Cash / Stores) | 9710-9719 | $100,060 | | $100,060 | $100,060 | | $100,060 | $100,060 | | $100,060 | $100,060 | | $100,060 |
| Restricted | 9740 | | | | | | | | | | | | |
| Committed | 9760 | $9,799,069 | | $9,799,069 | $9,799,069 | | $9,799,069 | | | | | | |
| Facilities Repairs (Roofs/HVAC) | | | | | | | | | | | | | |
| STRS/PERS | | | | | | | | | | | | | |
| Textbooks | | | | | | | | | | | | | |
| Technology | | | | | | | | | | | | | |
| Stabilization Arrangements | 9750 | | | | | | | | | | | | |
| Other Commitments | 9760 | | | | | | | | | | | | |
| Restricted One Time Assigned Funds | 9740 | | | | | | | | | | | | |
| Site Carry Over | | | | | | | | | | | | | |
| Restricted Gift Carry Over | | | | | | | | | | | | | |
| Assigned LCAP Supplemental | 9780 | $524,000 | | $524,000 | $524,000 | | $524,000 | | | | | | |
| Restricted Carry-Over | | | | | | | | | | | | | |
| Restricted One time State & Federal Funding | | | | | | | | | | | | | |
| Restricted One Time - Learning Recovery Block Grant | | | | | | | | | | | | | |
| Restricted One Time - Arts/Music/Instructional | | | | | | | | | | | | | |
| CSEA Job Study | | | | | | | | | | | | | |
| Vacation Liability | 9780 | $272,000 | | $272,000 | $272,000 | | $272,000 | $272,000 | | $272,000 | $272,000 | | $272,000 |
| FTE Bank | | | | | | | | | | | | | |
| Fiscal Stability Assigned | | | | | | | | | | | | | |
| Other Assignments | 9780 | | | $0 | | | | | | | | | |
| Unassigned/Unappropriated | | $3,659,828 | | $3,659,828 | -$1,224,701 | | -$1,224,701 | $3,414,364 | | $3,414,364 | $0 | | $0 |
| Reserve for Economic Uncertainties | 9789 | $6,672,721 | | $6,672,721 | $6,681,987 | | $6,681,987 | $6,302,603 | | $6,302,603 | $6,227,762 | | $6,227,762 |
| Board Approved Reserve | 9789 | $6,672,721 | $14,231,836 | $20,904,557 | $6,681,987 | $1,086,399 | $7,768,386 | $6,302,603 | -$2,746,054 | $3,556,549 | $1,288,059 | $2,052,741 | $3,340,800 |

| Description | Resource Codes | Object Codes | 2023-24 Estimated Actuals Unrestricted (A) | 2023-24 Estimated Actuals Restricted (B) | 2023-24 Estimated Actuals Total Fund col. A + B (C) | 2024-25 Budget Unrestricted (D) | 2024-25 Budget Restricted (E) | 2024-25 Budget Total Fund col. D + E (F) | % Diff Column C & F |
|---|---|---|---|---|---|---|---|---|---|
| **A. REVENUES** | | | | | | | | | |
| 1) LCFF Sources | | 8010-8099 | 169,910,746.00 | 0.00 | 169,910,746.00 | 167,202,935.00 | 0.00 | 167,202,935.00 | -1.6% |
| 2) Federal Revenue | | 8100-8299 | 0.00 | 6,784,075.00 | 6,784,075.00 | 0.00 | 6,569,291.00 | 6,569,291.00 | -3.2% |
| 3) Other State Revenue | | 8300-8599 | 5,874,527.00 | 30,253,606.00 | 36,128,133.00 | 5,957,390.00 | 23,995,544.00 | 29,952,934.00 | -17.1% |
| 4) Other Local Revenue | | 8600-8799 | 1,964,221.00 | 2,521,985.00 | 4,486,206.00 | 0.00 | 996,309.00 | 996,309.00 | -77.8% |
| 5) TOTAL, REVENUES | | | 177,749,494.00 | 39,559,666.00 | 217,309,160.00 | 173,160,325.00 | 31,561,144.00 | 204,721,469.00 | -5.8% |
| **B. EXPENDITURES** | | | | | | | | | |
| 1) Certificated Salaries | | 1000-1999 | 74,880,537.00 | 19,706,706.00 | 94,587,243.00 | 67,062,696.00 | 17,473,940.00 | 84,536,636.00 | -10.6% |
| 2) Classified Salaries | | 2000-2999 | 20,873,686.00 | 16,479,186.00 | 37,352,872.00 | 21,007,153.00 | 19,220,724.00 | 40,227,877.00 | 7.7% |
| 3) Employee Benefits | | 3000-3999 | 34,989,115.00 | 13,870,191.00 | 48,859,306.00 | 34,686,001.00 | 15,346,783.00 | 50,032,784.00 | 2.4% |
| 4) Books and Supplies | | 4000-4999 | 1,244,925.00 | 4,764,865.00 | 6,009,790.00 | 1,371,844.00 | 8,761,923.00 | 10,133,767.00 | 68.6% |
| 5) Services and Other Operating Expenditures | | 5000-5999 | 10,102,955.00 | 22,306,134.00 | 32,409,089.00 | 12,948,045.00 | 21,976,256.00 | 34,924,301.00 | 7.8% |
| 6) Capital Outlay | | 6000-6999 | 423,721.00 | 671,009.00 | 1,094,730.00 | 9,032.00 | 971,891.00 | 980,923.00 | -10.4% |
| 7) Other Outgo (excluding Transfers of Indirect Costs) | | 7100-7299 7400-7499 | 1,266,126.00 | 108,121.00 | 1,374,247.00 | 1,450,579.00 | 0.00 | 1,450,579.00 | 5.6% |
| 8) Other Outgo - Transfers of Indirect Costs | | 7300-7399 | (2,638,337.00) | 1,768,828.00 | (869,509.00) | (1,971,798.00) | 1,198,386.00 | (773,412.00) | -11.1% |
| 9) TOTAL, EXPENDITURES | | | 141,142,728.00 | 79,675,040.00 | 220,817,768.00 | 136,563,552.00 | 84,949,903.00 | 221,513,455.00 | 0.3% |
| **C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)** | | | 36,606,766.00 | (40,115,374.00) | (3,508,608.00) | 36,596,773.00 | (53,388,759.00) | (16,791,986.00) | 378.6% |
| **D. OTHER FINANCING SOURCES/USES** | | | | | | | | | |
| 1) Interfund Transfers | | | | | | | | | |
| a) Transfers In | | 8900-8929 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| b) Transfers Out | | 7600-7629 | 331,026.00 | 0.00 | 331,026.00 | 65,000.00 | 0.00 | 65,000.00 | -80.4% |
| 2) Other Sources/Uses | | | | | | | | | |
| a) Sources | | 8930-8979 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| b) Uses | | 7630-7699 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| 3) Contributions | | 8980-8999 | (38,185,406.00) | 38,185,406.00 | 0.00 | (41,606,865.00) | 41,606,865.00 | 0.00 | 0.0% |
| 4) TOTAL, OTHER FINANCING SOURCES/USES | | | (38,516,432.00) | 38,185,406.00 | (331,026.00) | (41,671,865.00) | 41,606,865.00 | (65,000.00) | -80.4% |
| **E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)** | | | (1,909,666.00) | (1,929,968.00) | (3,839,634.00) | (5,075,092.00) | (11,781,894.00) | (16,856,986.00) | 339.0% |
| **F. FUND BALANCE, RESERVES** | | | | | | | | | |
| 1) Beginning Fund Balance | | | | | | | | | |
| a) As of July 1 - Unaudited | | 9791 | 32,586,310.30 | 39,040,831.68 | 71,627,141.98 | 30,676,644.30 | 37,110,863.68 | 67,787,507.98 | -5.4% |
| b) Audit Adjustments | | 9793 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |

| Description | Resource Codes | Object Codes | 2023-24 Estimated Actuals Unrestricted (A) | 2023-24 Estimated Actuals Restricted (B) | 2023-24 Estimated Actuals Total Fund col. A + B (C) | 2024-25 Budget Unrestricted (D) | 2024-25 Budget Restricted (E) | 2024-25 Budget Total Fund col. D + E (F) | % Diff Column C & F |
|---|---|---|---|---|---|---|---|---|---|
| c) As of July 1 - Audited (F1a + F1b) | | | 32,586,310.30 | 39,040,831.68 | 71,627,141.98 | 30,676,644.30 | 37,110,863.68 | 67,787,507.98 | -5.4% |
| d) Other Restatements | | 9795 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| e) Adjusted Beginning Balance (F1c + F1d) | | | 32,586,310.30 | 39,040,831.68 | 71,627,141.98 | 30,676,644.30 | 37,110,863.68 | 67,787,507.98 | -5.4% |
| 2) Ending Balance, June 30 (E + F1e) | | | 30,676,644.30 | 37,110,863.68 | 67,787,507.98 | 25,601,552.30 | 25,328,969.68 | 50,930,521.98 | -24.9% |
| Components of Ending Fund Balance | | | | | | | | | |
| a) Nonspendable | | | | | | | | | |
| Revolving Cash | | 9711 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Stores | | 9712 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Prepaid Items | | 9713 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| All Others | | 9719 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| b) Restricted | | 9740 | 0.00 | 37,906,573.68 | 37,906,573.68 | 0.00 | 26,236,436.60 | 26,236,436.60 | -30.8% |
| c) Committed | | | | | | | | | |
| Stabilization Arrangements | | 9750 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Other Commitments | | 9760 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| d) Assigned | | | | | | | | | |
| Other Assignments | | 9780 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| e) Unassigned/Unappropriated | | | | | | | | | |
| Reserve for Economic Uncertainties | | 9789 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Unassigned/Unappropriated Amount | | 9790 | 30,676,644.30 | (795,710.00) | 29,880,934.30 | 25,601,552.30 | (907,466.92) | 24,694,085.38 | -17.4% |
| **G. ASSETS** | | | | | | | | | |
| 1) Cash | | | | | | | | | |
| a) in County Treasury | | 9110 | 0.00 | 0.00 | 0.00 | | | | |
| 1) Fair Value Adjustment to Cash in County Treasury | | 9111 | 0.00 | 0.00 | 0.00 | | | | |
| b) in Banks | | 9120 | 0.00 | 0.00 | 0.00 | | | | |
| c) in Revolving Cash Account | | 9130 | 0.00 | 0.00 | 0.00 | | | | |
| d) with Fiscal Agent/Trustee | | 9135 | 0.00 | 0.00 | 0.00 | | | | |
| e) Collections Awaiting Deposit | | 9140 | 0.00 | 0.00 | 0.00 | | | | |
| 2) Investments | | 9150 | 0.00 | 0.00 | 0.00 | | | | |
| 3) Accounts Receivable | | 9200 | 0.00 | 0.00 | 0.00 | | | | |
| 4) Due from Grantor Government | | 9290 | 0.00 | 0.00 | 0.00 | | | | |
| 5) Due from Other Funds | | 9310 | 0.00 | 0.00 | 0.00 | | | | |
| 6) Stores | | 9320 | 0.00 | 0.00 | 0.00 | | | | |
| 7) Prepaid Expenditures | | 9330 | 0.00 | 0.00 | 0.00 | | | | |
| 8) Other Current Assets | | 9340 | 0.00 | 0.00 | 0.00 | | | | |

| Description | Resource Codes | Object Codes | 2023-24 Estimated Actuals Unrestricted (A) | 2023-24 Estimated Actuals Restricted (B) | 2023-24 Estimated Actuals Total Fund col. A + B (C) | 2024-25 Budget Unrestricted (D) | 2024-25 Budget Restricted (E) | 2024-25 Budget Total Fund col. D + E (F) | % Diff Column C & F |
|---|---|---|---|---|---|---|---|---|---|
| 9) Lease Receivable | | 9380 | 0.00 | 0.00 | 0.00 | | | | |
| 10) TOTAL, ASSETS | | | 0.00 | 0.00 | 0.00 | | | | |
| **H. DEFERRED OUTFLOWS OF RESOURCES** | | | | | | | | | |
| 1) Deferred Outflows of Resources | | 9490 | 0.00 | 0.00 | 0.00 | | | | |
| 2) TOTAL, DEFERRED OUTFLOWS | | | 0.00 | 0.00 | 0.00 | | | | |
| **I. LIABILITIES** | | | | | | | | | |
| 1) Accounts Payable | | 9500 | 0.00 | 0.00 | 0.00 | | | | |
| 2) Due to Grantor Governments | | 9590 | 0.00 | 0.00 | 0.00 | | | | |
| 3) Due to Other Funds | | 9610 | 0.00 | 0.00 | 0.00 | | | | |
| 4) Current Loans | | 9640 | 0.00 | 0.00 | 0.00 | | | | |
| 5) Unearned Revenue | | 9650 | 0.00 | 0.00 | 0.00 | | | | |
| 6) TOTAL, LIABILITIES | | | 0.00 | 0.00 | 0.00 | | | | |
| **J. DEFERRED INFLOWS OF RESOURCES** | | | | | | | | | |
| 1) Deferred Inflows of Resources | | 9690 | 0.00 | 0.00 | 0.00 | | | | |
| 2) TOTAL, DEFERRED INFLOWS | | | 0.00 | 0.00 | 0.00 | | | | |
| **K. FUND EQUITY** | | | | | | | | | |
| Ending Fund Balance, June 30 (G10 + H2) - (I6 + J2) | | | 0.00 | 0.00 | 0.00 | | | | |
| **LCFF SOURCES** | | | | | | | | | |
| Principal Apportionment | | | | | | | | | |
| State Aid - Current Year | | 8011 | 70,837,313.00 | 0.00 | 70,837,313.00 | 69,954,114.00 | 0.00 | 69,954,114.00 | -1.2% |
| Education Protection Account State Aid - Current Year | | 8012 | 34,619,799.00 | 0.00 | 34,619,799.00 | 26,755,780.00 | 0.00 | 26,755,780.00 | -22.7% |
| State Aid - Prior Years | | 8019 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Tax Relief Subventions | | | | | | | | | |
| Homeowners' Exemptions | | 8021 | 218,425.00 | 0.00 | 218,425.00 | 168,002.00 | 0.00 | 168,002.00 | -23.1% |
| Timber Yield Tax | | 8022 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Other Subventions/In-Lieu Taxes | | 8029 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| County & District Taxes | | | | | | | | | |
| Secured Roll Taxes | | 8041 | 38,269,027.00 | 0.00 | 38,269,027.00 | 41,851,799.00 | 0.00 | 41,851,799.00 | 9.4% |
| Unsecured Roll Taxes | | 8042 | 141,415.00 | 0.00 | 141,415.00 | 392,182.00 | 0.00 | 392,182.00 | 177.3% |
| Prior Years' Taxes | | 8043 | 1,999,285.00 | 0.00 | 1,999,285.00 | 1,289,859.00 | 0.00 | 1,289,859.00 | -35.5% |
| Supplemental Taxes | | 8044 | 1,152,378.00 | 0.00 | 1,152,378.00 | 688,664.00 | 0.00 | 688,664.00 | -40.2% |
| Education Revenue Augmentation Fund (ERAF) | | 8045 | 10,047,040.00 | 0.00 | 10,047,040.00 | 10,615,388.00 | 0.00 | 10,615,388.00 | 5.7% |

| Description | Resource Codes | Object Codes | 2023-24 Estimated Actuals | | | 2024-25 Budget | | | % Diff Column C & F |
|---|---|---|---|---|---|---|---|---|---|
| | | | Unrestricted (A) | Restricted (B) | Total Fund col. A + B (C) | Unrestricted (D) | Restricted (E) | Total Fund col. D + E (F) | |
| Community Redevelopment Funds (SB 617/699/1992) | | 8047 | 12,626,064.00 | 0.00 | 12,626,064.00 | 15,487,147.00 | 0.00 | 15,487,147.00 | 22.7% |
| Penalties and Interest from Delinquent Taxes | | 8048 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Miscellaneous Funds (EC 41604) | | | | | | | | | |
| Royalties and Bonuses | | 8081 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Other In-Lieu Taxes | | 8082 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Less: Non-LCFF (50%) Adjustment | | 8089 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Subtotal, LCFF Sources | | | 169,910,746.00 | 0.00 | 169,910,746.00 | 167,202,935.00 | 0.00 | 167,202,935.00 | -1.6% |
| LCFF Transfers | | | | | | | | | |
| Unrestricted LCFF Transfers - Current Year | 0000 | 8091 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.0% |
| All Other LCFF Transfers - Current Year | All Other | 8091 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Transfers to Charter Schools in Lieu of Property Taxes | | 8096 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Property Taxes Transfers | | 8097 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| LCFF/Revenue Limit Transfers - Prior Years | | 8099 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| TOTAL, LCFF SOURCES | | | 169,910,746.00 | 0.00 | 169,910,746.00 | 167,202,935.00 | 0.00 | 167,202,935.00 | -1.6% |
| **FEDERAL REVENUE** | | | | | | | | | |
| Maintenance and Operations | | 8110 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Special Education Entitlement | | 8181 | 0.00 | 2,941,965.00 | 2,941,965.00 | 0.00 | 3,227,505.00 | 3,227,505.00 | 9.7% |
| Special Education Discretionary Grants | | 8182 | 0.00 | 234,361.00 | 234,361.00 | 0.00 | 244,028.00 | 244,028.00 | 4.1% |
| Child Nutrition Programs | | 8220 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Donated Food Commodities | | 8221 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Forest Reserve Funds | | 8260 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Flood Control Funds | | 8270 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Wildlife Reserve Funds | | 8280 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| FEMA | | 8281 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Interagency Contracts Between LEAs | | 8285 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Pass-Through Revenues from Federal Sources | | 8287 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Title I, Part A, Basic | 3010 | 8290 | | 1,933,048.00 | 1,933,048.00 | | 1,718,964.00 | 1,718,964.00 | -11.1% |
| Title I, Part D, Local Delinquent Programs | 3025 | 8290 | | 0.00 | 0.00 | | 0.00 | 0.00 | 0.0% |
| Title II, Part A, Supporting Effective Instruction | 4035 | 8290 | | 419,053.00 | 419,053.00 | | 350,168.00 | 350,168.00 | -16.4% |
| Title III, Immigrant Student Program | 4201 | 8290 | | 76,472.00 | 76,472.00 | | 126,026.00 | 126,026.00 | 64.8% |
| Title III, English Learner Program | 4203 | 8290 | | 306,491.00 | 306,491.00 | | 223,509.00 | 223,509.00 | -27.1% |
| Public Charter Schools Grant Program (PCSGP) | 4610 | 8290 | | 0.00 | 0.00 | | 0.00 | 0.00 | 0.0% |

| Description | Resource Codes | Object Codes | 2023-24 Estimated Actuals | | | 2024-25 Budget | | | % Diff Column C & F |
|---|---|---|---|---|---|---|---|---|---|
| | | | Unrestricted (A) | Restricted (B) | Total Fund col. A + B (C) | Unrestricted (D) | Restricted (E) | Total Fund col. D + E (F) | |
| Other NCLB / Every Student Succeeds Act | 3040, 3060, 3061, 3110, 3150, 3155, 3180, 3182, 4037, 4123, 4124, 4126, 4127, 4128, 5630 | 8290 | | 302,051.00 | 302,051.00 | | 136,788.00 | 136,788.00 | -54.7% |
| Career and Technical Education | 3500-3599 | 8290 | | 100,148.00 | 100,148.00 | | 85,837.00 | 85,837.00 | -14.3% |
| All Other Federal Revenue | All Other | 8290 | 0.00 | 470,486.00 | 470,486.00 | 0.00 | 456,466.00 | 456,466.00 | -3.0% |
| TOTAL, FEDERAL REVENUE | | | 0.00 | 6,784,075.00 | 6,784,075.00 | 0.00 | 6,569,291.00 | 6,569,291.00 | -3.2% |
| **OTHER STATE REVENUE** | | | | | | | | | |
| Other State Apportionments | | | | | | | | | |
| ROC/P Entitlement | | | | | | | | | |
| Prior Years | 6360 | 8319 | | 0.00 | 0.00 | | 0.00 | 0.00 | 0.0% |
| Special Education Master Plan | | | | | | | | | |
| Current Year | 6500 | 8311 | | 12,266,516.00 | 12,266,516.00 | | 12,150,370.00 | 12,150,370.00 | -0.9% |
| Prior Years | 6500 | 8319 | | 38,325.00 | 38,325.00 | | 0.00 | 0.00 | -100.0% |
| All Other State Apportionments - Current Year | All Other | 8311 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| All Other State Apportionments - Prior Years | All Other | 8319 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Child Nutrition Programs | | 8520 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Mandated Costs Reimbursements | | 8550 | 675,109.00 | 0.00 | 675,109.00 | 678,333.00 | 0.00 | 678,333.00 | 0.5% |
| Lottery - Unrestricted and Instructional Materials | | 8560 | 2,385,440.00 | 998,208.00 | 3,383,648.00 | 2,465,079.00 | 1,002,744.00 | 3,467,823.00 | 2.5% |
| Tax Relief Subventions | | | | | | | | | |
| Restricted Levies - Other | | | | | | | | | |
| Homeowners' Exemptions | | 8575 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Other Subventions/In-Lieu Taxes | | 8576 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Pass-Through Revenues from | | | | | | | | | |
| State Sources | | 8587 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| After School Education and Safety (ASES) | 6010 | 8590 | | 691,995.00 | 691,995.00 | | 691,995.00 | 691,995.00 | 0.0% |
| Charter School Facility Grant | 6030 | 8590 | | 0.00 | 0.00 | | 0.00 | 0.00 | 0.0% |
| Drug/Alcohol/Tobacco Funds | 6650, 6690, 6695 | 8590 | | 0.00 | 0.00 | | 0.00 | 0.00 | 0.0% |
| California Clean Energy Jobs Act | 6230 | 8590 | | 0.00 | 0.00 | | 0.00 | 0.00 | 0.0% |
| Career Technical Education Incentive Grant Program | 6387 | 8590 | | 1,244,967.00 | 1,244,967.00 | | 600,000.00 | 600,000.00 | -51.8% |
| American Indian Early Childhood Education | 7210 | 8590 | | 0.00 | 0.00 | | 0.00 | 0.00 | 0.0% |
| Specialized Secondary | 7370 | 8590 | | 0.00 | 0.00 | | 0.00 | 0.00 | 0.0% |
| All Other State Revenue | All Other | 8590 | 2,813,978.00 | 15,013,595.00 | 17,827,573.00 | 2,813,978.00 | 9,550,435.00 | 12,364,413.00 | -30.6% |
| TOTAL, OTHER STATE REVENUE | | | 5,874,527.00 | 30,253,606.00 | 36,128,133.00 | 5,957,390.00 | 23,995,544.00 | 29,952,934.00 | -17.1% |
| **OTHER LOCAL REVENUE** | | | | | | | | | |

| Description | Resource Codes | Object Codes | 2023-24 Estimated Actuals | | | 2024-25 Budget | | | % Diff Column C & F |
|---|---|---|---|---|---|---|---|---|---|
| | | | Unrestricted (A) | Restricted (B) | Total Fund col. A + B (C) | Unrestricted (D) | Restricted (E) | Total Fund col. D + E (F) | |
| Other Local Revenue | | | | | | | | | |
| County and District Taxes | | | | | | | | | |
| Other Restricted Levies | | | | | | | | | |
| Secured Roll | | 8615 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Unsecured Roll | | 8616 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Prior Years' Taxes | | 8617 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Supplemental Taxes | | 8618 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Non-Ad Valorem Taxes | | | | | | | | | |
| Parcel Taxes | | 8621 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Other | | 8622 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Community Redevelopment Funds Not Subject to LCFF Deduction | | 8625 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Penalties and Interest from Delinquent Non-LCFF Taxes | | 8629 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Sales | | | | | | | | | |
| Sale of Equipment/Supplies | | 8631 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Sale of Publications | | 8632 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Food Service Sales | | 8634 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| All Other Sales | | 8639 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Leases and Rentals | | 8650 | 0.00 | 332,000.00 | 332,000.00 | 0.00 | 0.00 | 0.00 | -100.0% |
| Interest | | 8660 | 730,489.00 | 0.00 | 730,489.00 | 0.00 | 0.00 | 0.00 | -100.0% |
| Net Increase (Decrease) in the Fair Value of Investments | | 8662 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Fees and Contracts | | | | | | | | | |
| Adult Education Fees | | 8671 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Non-Resident Students | | 8672 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Transportation Fees From Individuals | | 8675 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Interagency Services | | 8677 | 0.00 | 87,873.00 | 87,873.00 | 0.00 | 87,873.00 | 87,873.00 | 0.0% |
| Mitigation/Developer Fees | | 8681 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| All Other Fees and Contracts | | 8689 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Other Local Revenue | | | | | | | | | |
| Plus: Miscellaneous Funds Non-LCFF (50 Percent) Adjustment | | 8691 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Pass-Through Revenue from Local Sources | | 8697 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| All Other Local Revenue | | 8699 | 1,233,732.00 | 1,260,530.00 | 2,494,262.00 | 0.00 | 36,556.00 | 36,556.00 | -98.5% |
| Tuition | | 8710 | 0.00 | 841,582.00 | 841,582.00 | 0.00 | 871,880.00 | 871,880.00 | 3.6% |

| Description | Resource Codes | Object Codes | 2023-24 Estimated Actuals | | | 2024-25 Budget | | | % Diff Column C & F |
|---|---|---|---|---|---|---|---|---|---|
| | | | Unrestricted (A) | Restricted (B) | Total Fund col. A + B (C) | Unrestricted (D) | Restricted (E) | Total Fund col. D + E (F) | |
| All Other Transfers In | | 8781-8783 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Transfers of Apportionments | | | | | | | | | |
| Special Education SELPA Transfers | | | | | | | | | |
| From Districts or Charter Schools | 6500 | 8791 | | 0.00 | 0.00 | | 0.00 | 0.00 | 0.0% |
| From County Offices | 6500 | 8792 | | 0.00 | 0.00 | | 0.00 | 0.00 | 0.0% |
| From JPAs | 6500 | 8793 | | 0.00 | 0.00 | | 0.00 | 0.00 | 0.0% |
| ROC/P Transfers | | | | | | | | | |
| From Districts or Charter Schools | 6360 | 8791 | | 0.00 | 0.00 | | 0.00 | 0.00 | 0.0% |
| From County Offices | 6360 | 8792 | | 0.00 | 0.00 | | 0.00 | 0.00 | 0.0% |
| From JPAs | 6360 | 8793 | | 0.00 | 0.00 | | 0.00 | 0.00 | 0.0% |
| Other Transfers of Apportionments | | | | | | | | | |
| From Districts or Charter Schools | All Other | 8791 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| From County Offices | All Other | 8792 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| From JPAs | All Other | 8793 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| All Other Transfers In from All Others | | 8799 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| TOTAL, OTHER LOCAL REVENUE | | | 1,964,221.00 | 2,521,985.00 | 4,486,206.00 | 0.00 | 996,309.00 | 996,309.00 | -77.8% |
| TOTAL, REVENUES | | | 177,749,494.00 | 39,559,666.00 | 217,309,160.00 | 173,160,325.00 | 31,561,144.00 | 204,721,469.00 | -5.8% |
| **CERTIFICATED SALARIES** | | | | | | | | | |
| Certificated Teachers' Salaries | | 1100 | 59,054,567.00 | 16,029,273.00 | 75,083,840.00 | 53,116,448.00 | 14,930,053.00 | 68,046,501.00 | -9.4% |
| Certificated Pupil Support Salaries | | 1200 | 5,376,043.00 | 788,046.00 | 6,164,089.00 | 4,875,341.00 | 424,614.00 | 5,299,955.00 | -14.0% |
| Certificated Supervisors' and Administrators' Salaries | | 1300 | 7,628,416.00 | 1,286,058.00 | 8,914,474.00 | 6,171,530.00 | 841,755.00 | 7,013,285.00 | -21.3% |
| Other Certificated Salaries | | 1900 | 2,821,511.00 | 1,603,329.00 | 4,424,840.00 | 2,899,377.00 | 1,277,518.00 | 4,176,895.00 | -5.6% |
| TOTAL, CERTIFICATED SALARIES | | | 74,880,537.00 | 19,706,706.00 | 94,587,243.00 | 67,062,696.00 | 17,473,940.00 | 84,536,636.00 | -10.6% |
| **CLASSIFIED SALARIES** | | | | | | | | | |
| Classified Instructional Salaries | | 2100 | 1,804,221.00 | 9,506,725.00 | 11,310,946.00 | 2,195,395.00 | 12,039,153.00 | 14,234,548.00 | 25.8% |
| Classified Support Salaries | | 2200 | 8,364,691.00 | 5,263,878.00 | 13,628,569.00 | 8,397,182.00 | 5,429,928.00 | 13,827,110.00 | 1.5% |
| Classified Supervisors' and Administrators' Salaries | | 2300 | 2,050,117.00 | 273,054.00 | 2,323,171.00 | 1,709,363.00 | 250,641.00 | 1,960,004.00 | -15.6% |
| Clerical, Technical and Office Salaries | | 2400 | 7,718,303.00 | 728,147.00 | 8,446,450.00 | 7,502,430.00 | 740,562.00 | 8,242,992.00 | -2.4% |
| Other Classified Salaries | | 2900 | 936,354.00 | 707,382.00 | 1,643,736.00 | 1,202,783.00 | 760,440.00 | 1,963,223.00 | 19.4% |
| TOTAL, CLASSIFIED SALARIES | | | 20,873,686.00 | 16,479,186.00 | 37,352,872.00 | 21,007,153.00 | 19,220,724.00 | 40,227,877.00 | 7.7% |
| **EMPLOYEE BENEFITS** | | | | | | | | | |
| STRS | | 3101-3102 | 13,893,623.00 | 3,433,350.00 | 17,326,973.00 | 12,564,734.00 | 3,089,702.00 | 15,654,436.00 | -9.7% |
| PERS | | 3201-3202 | 5,345,551.00 | 4,303,306.00 | 9,648,857.00 | 5,887,088.00 | 5,296,507.00 | 11,183,595.00 | 15.9% |
| OASDI/Medicare/Alternative | | 3301-3302 | 2,684,037.00 | 1,604,215.00 | 4,288,252.00 | 2,640,073.00 | 1,751,336.00 | 4,391,409.00 | 2.4% |

| Description | Resource Codes | Object Codes | 2023-24 Estimated Actuals | | | 2024-25 Budget | | | % Diff Column C & F |
|---|---|---|---|---|---|---|---|---|---|
| | | | Unrestricted (A) | Restricted (B) | Total Fund col. A + B (C) | Unrestricted (D) | Restricted (E) | Total Fund col. D + E (F) | |
| Health and Welfare Benefits | | 3401-3402 | 11,024,454.00 | 3,751,177.00 | 14,775,631.00 | 11,701,598.00 | 4,418,613.00 | 16,120,211.00 | 9.1% |
| Unemployment Insurance | | 3501-3502 | 47,402.00 | 18,231.00 | 65,633.00 | 44,245.00 | 18,958.00 | 63,203.00 | -3.7% |
| Workers' Compensation | | 3601-3602 | 1,733,574.00 | 662,886.00 | 2,396,460.00 | 1,584,105.00 | 661,311.00 | 2,245,416.00 | -6.3% |
| OPEB, Allocated | | 3701-3702 | 260,474.00 | 97,026.00 | 357,500.00 | 264,158.00 | 110,356.00 | 374,514.00 | 4.8% |
| OPEB, Active Employees | | 3751-3752 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Other Employee Benefits | | 3901-3902 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| TOTAL, EMPLOYEE BENEFITS | | | 34,989,115.00 | 13,870,191.00 | 48,859,306.00 | 34,686,001.00 | 15,346,783.00 | 50,032,784.00 | 2.4% |
| **BOOKS AND SUPPLIES** | | | | | | | | | |
| Approved Textbooks and Core Curricula Materials | | 4100 | 0.00 | 2,508,448.00 | 2,508,448.00 | 0.00 | 1,002,744.00 | 1,002,744.00 | -60.0% |
| Books and Other Reference Materials | | 4200 | 7,725.00 | 175,326.00 | 183,051.00 | 10,175.00 | 63,425.00 | 73,600.00 | -59.8% |
| Materials and Supplies | | 4300 | 1,193,127.00 | 1,425,733.00 | 2,618,860.00 | 1,300,165.00 | 7,012,780.00 | 8,312,945.00 | 217.4% |
| Noncapitalized Equipment | | 4400 | 44,073.00 | 654,900.00 | 698,973.00 | 61,504.00 | 682,454.00 | 743,958.00 | 6.4% |
| Food | | 4700 | 0.00 | 458.00 | 458.00 | 0.00 | 520.00 | 520.00 | 13.5% |
| TOTAL, BOOKS AND SUPPLIES | | | 1,244,925.00 | 4,764,865.00 | 6,009,790.00 | 1,371,844.00 | 8,761,923.00 | 10,133,767.00 | 68.6% |
| **SERVICES AND OTHER OPERATING EXPENDITURES** | | | | | | | | | |
| Subagreements for Services | | 5100 | 0.00 | 252,087.00 | 252,087.00 | 0.00 | 393,987.00 | 393,987.00 | 56.3% |
| Travel and Conferences | | 5200 | 48,155.00 | 82,380.00 | 130,535.00 | 43,971.00 | 14,844.00 | 58,815.00 | -54.9% |
| Dues and Memberships | | 5300 | 39,974.00 | 11,961.00 | 51,935.00 | 47,961.00 | 1,414.00 | 49,375.00 | -4.9% |
| Insurance | | 5400 - 5450 | 2,238,736.00 | 0.00 | 2,238,736.00 | 2,238,736.00 | 0.00 | 2,238,736.00 | 0.0% |
| Operations and Housekeeping Services | | 5500 | 2,865,286.00 | 7,974.00 | 2,873,260.00 | 3,656,907.00 | 24,223.00 | 3,681,130.00 | 28.1% |
| Rentals, Leases, Repairs, and Noncapitalized Improvements | | 5600 | 269,953.00 | 508,318.00 | 778,271.00 | 619,292.00 | 792,219.00 | 1,411,511.00 | 81.4% |
| Transfers of Direct Costs | | 5710 | (1,107,184.00) | 1,107,184.00 | 0.00 | (1,104,583.00) | 1,104,583.00 | 0.00 | 0.0% |
| Transfers of Direct Costs - Interfund | | 5750 | (178,729.00) | 610,897.00 | 432,168.00 | 40,782.00 | 301,485.00 | 342,267.00 | -20.8% |
| Professional/Consulting Services and Operating Expenditures | | 5800 | 5,744,647.00 | 19,718,166.00 | 25,462,813.00 | 7,180,596.00 | 19,328,545.00 | 26,509,141.00 | 4.1% |
| Communications | | 5900 | 182,117.00 | 7,167.00 | 189,284.00 | 224,383.00 | 14,956.00 | 239,339.00 | 26.4% |
| TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES | | | 10,102,955.00 | 22,306,134.00 | 32,409,089.00 | 12,948,045.00 | 21,976,256.00 | 34,924,301.00 | 7.8% |
| **CAPITAL OUTLAY** | | | | | | | | | |
| Land | | 6100 | 41,678.00 | 0.00 | 41,678.00 | 0.00 | 0.00 | 0.00 | -100.0% |
| Land Improvements | | 6170 | 0.00 | 206,219.00 | 206,219.00 | 0.00 | 188,756.00 | 188,756.00 | -8.5% |
| Buildings and Improvements of Buildings | | 6200 | 232,981.00 | 157,554.00 | 390,535.00 | 0.00 | 253,162.00 | 253,162.00 | -35.2% |
| Books and Media for New School Libraries or Major Expansion of School Libraries | | 6300 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Equipment | | 6400 | 149,062.00 | 87,109.00 | 236,171.00 | 9,032.00 | 281,403.00 | 290,435.00 | 23.0% |

| Description | Resource Codes | Object Codes | 2023-24 Estimated Actuals Unrestricted (A) | 2023-24 Estimated Actuals Restricted (B) | 2023-24 Estimated Actuals Total Fund col. A + B (C) | 2024-25 Budget Unrestricted (D) | 2024-25 Budget Restricted (E) | 2024-25 Budget Total Fund col. D + E (F) | % Diff Column C & F |
|---|---|---|---|---|---|---|---|---|---|
| Equipment Replacement | | 6500 | 0.00 | 220,127.00 | 220,127.00 | 0.00 | 248,570.00 | 248,570.00 | 12.9% |
| Lease Assets | | 6600 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Subscription Assets | | 6700 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| TOTAL, CAPITAL OUTLAY | | | 423,721.00 | 671,009.00 | 1,094,730.00 | 9,032.00 | 971,891.00 | 980,923.00 | -10.4% |
| **OTHER OUTGO (excluding Transfers of Indirect Costs)** | | | | | | | | | |
| Tuition | | | | | | | | | |
| Tuition for Instruction Under Interdistrict | | | | | | | | | |
| Attendance Agreements | | 7110 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| State Special Schools | | 7130 | 0.00 | 0.00 | 0.00 | 5,206.00 | 0.00 | 5,206.00 | New |
| Tuition, Excess Costs, and/or Deficit Payments | | | | | | | | | |
| Payments to Districts or Charter Schools | | 7141 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Payments to County Offices | | 7142 | 0.00 | 0.00 | 0.00 | 75,025.00 | 0.00 | 75,025.00 | New |
| Payments to JPAs | | 7143 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Transfers of Pass-Through Revenues | | | | | | | | | |
| To Districts or Charter Schools | | 7211 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| To County Offices | | 7212 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| To JPAs | | 7213 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Special Education SELPA Transfers of Apportionments | | | | | | | | | |
| To Districts or Charter Schools | 6500 | 7221 | | 0.00 | 0.00 | | 0.00 | 0.00 | 0.0% |
| To County Offices | 6500 | 7222 | | 0.00 | 0.00 | | 0.00 | 0.00 | 0.0% |
| To JPAs | 6500 | 7223 | | 0.00 | 0.00 | | 0.00 | 0.00 | 0.0% |
| ROC/P Transfers of Apportionments | | | | | | | | | |
| To Districts or Charter Schools | 6360 | 7221 | | 0.00 | 0.00 | | 0.00 | 0.00 | 0.0% |
| To County Offices | 6360 | 7222 | | 0.00 | 0.00 | | 0.00 | 0.00 | 0.0% |
| To JPAs | 6360 | 7223 | | 0.00 | 0.00 | | 0.00 | 0.00 | 0.0% |
| Other Transfers of Apportionments | All Other | 7221-7223 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| All Other Transfers | | 7281-7283 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| All Other Transfers Out to All Others | | 7299 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Debt Service | | | | | | | | | |
| Debt Service - Interest | | 7438 | 304,261.00 | 10,052.00 | 314,313.00 | 426,591.00 | 0.00 | 426,591.00 | 35.7% |
| Other Debt Service - Principal | | 7439 | 961,865.00 | 98,069.00 | 1,059,934.00 | 943,757.00 | 0.00 | 943,757.00 | -11.0% |
| TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs) | | | 1,266,126.00 | 108,121.00 | 1,374,247.00 | 1,450,579.00 | 0.00 | 1,450,579.00 | 5.6% |
| **OTHER OUTGO - TRANSFERS OF INDIRECT COSTS** | | | | | | | | | |
| Transfers of Indirect Costs | | 7310 | (1,768,828.00) | 1,768,828.00 | 0.00 | (1,198,386.00) | 1,198,386.00 | 0.00 | 0.0% |

| Description | Resource Codes | Object Codes | 2023-24 Estimated Actuals | | | 2024-25 Budget | | | % Diff Column C & F |
|---|---|---|---|---|---|---|---|---|---|
| | | | Unrestricted (A) | Restricted (B) | Total Fund col. A + B (C) | Unrestricted (D) | Restricted (E) | Total Fund col. D + E (F) | |
| Transfers of Indirect Costs - Interfund | | 7350 | (869,509.00) | 0.00 | (869,509.00) | (773,412.00) | 0.00 | (773,412.00) | -11.1% |
| TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS | | | (2,638,337.00) | 1,768,828.00 | (869,509.00) | (1,971,798.00) | 1,198,386.00 | (773,412.00) | -11.1% |
| TOTAL, EXPENDITURES | | | 141,142,728.00 | 79,675,040.00 | 220,817,768.00 | 136,563,552.00 | 84,949,903.00 | 221,513,455.00 | 0.3% |
| **INTERFUND TRANSFERS** | | | | | | | | | |
| **INTERFUND TRANSFERS IN** | | | | | | | | | |
| From: Special Reserve Fund | | 8912 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| From: Bond Interest and Redemption Fund | | 8914 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Other Authorized Interfund Transfers In | | 8919 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| (a) TOTAL, INTERFUND TRANSFERS IN | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| **INTERFUND TRANSFERS OUT** | | | | | | | | | |
| To: Child Development Fund | | 7611 | 331,026.00 | 0.00 | 331,026.00 | 65,000.00 | 0.00 | 65,000.00 | -80.4% |
| To: Special Reserve Fund | | 7612 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| To State School Building Fund/County School Facilities Fund | | 7613 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| To: Cafeteria Fund | | 7616 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Other Authorized Interfund Transfers Out | | 7619 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| (b) TOTAL, INTERFUND TRANSFERS OUT | | | 331,026.00 | 0.00 | 331,026.00 | 65,000.00 | 0.00 | 65,000.00 | -80.4% |
| **OTHER SOURCES/USES** | | | | | | | | | |
| **SOURCES** | | | | | | | | | |
| State Apportionments | | | | | | | | | |
| Emergency Apportionments | | 8931 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Proceeds | | | | | | | | | |
| Proceeds from Disposal of Capital Assets | | 8953 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Other Sources | | | | | | | | | |
| Transfers from Funds of Lapsed/Reorganized LEAs | | 8965 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Long-Term Debt Proceeds | | | | | | | | | |
| Proceeds from Certificates of Participation | | 8971 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Proceeds from Leases | | 8972 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Proceeds from Lease Revenue Bonds | | 8973 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Proceeds from SBITAs | | 8974 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| All Other Financing Sources | | 8979 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| (c) TOTAL, SOURCES | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| **USES** | | | | | | | | | |
| Transfers of Funds from Lapsed/Reorganized LEAs | | 7651 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |

| Description | Resource Codes | Object Codes | 2023-24 Estimated Actuals Unrestricted (A) | 2023-24 Estimated Actuals Restricted (B) | 2023-24 Estimated Actuals Total Fund col. A + B (C) | 2024-25 Budget Unrestricted (D) | 2024-25 Budget Restricted (E) | 2024-25 Budget Total Fund col. D + E (F) | % Diff Column C & F |
|---|---|---|---|---|---|---|---|---|---|
| All Other Financing Uses | | 7699 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| (d) TOTAL, USES | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| **CONTRIBUTIONS** | | | | | | | | | |
| Contributions from Unrestricted Revenues | | 8980 | (38,185,406.00) | 38,185,406.00 | 0.00 | (41,606,865.00) | 41,606,865.00 | 0.00 | 0.0% |
| Contributions from Restricted Revenues | | 8990 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| (e) TOTAL, CONTRIBUTIONS | | | (38,185,406.00) | 38,185,406.00 | 0.00 | (41,606,865.00) | 41,606,865.00 | 0.00 | 0.0% |
| **TOTAL, OTHER FINANCING SOURCES/USES (a- b + c - d + e)** | | | (38,516,432.00) | 38,185,406.00 | (331,026.00) | (41,671,865.00) | 41,606,865.00 | (65,000.00) | -80.4% |

| Description | Function Codes | Object Codes | 2023-24 Estimated Actuals | | | 2024-25 Budget | | | % Diff Column C & F |
|---|---|---|---|---|---|---|---|---|---|
| | | | Unrestricted (A) | Restricted (B) | Total Fund col. A + B (C) | Unrestricted (D) | Restricted (E) | Total Fund col. D + E (F) | |
| **A. REVENUES** | | | | | | | | | |
| 1) LCFF Sources | | 8010-8099 | 169,910,746.00 | 0.00 | 169,910,746.00 | 167,202,935.00 | 0.00 | 167,202,935.00 | -1.6% |
| 2) Federal Revenue | | 8100-8299 | 0.00 | 6,784,075.00 | 6,784,075.00 | 0.00 | 6,569,291.00 | 6,569,291.00 | -3.2% |
| 3) Other State Revenue | | 8300-8599 | 5,874,527.00 | 30,253,606.00 | 36,128,133.00 | 5,957,390.00 | 23,995,544.00 | 29,952,934.00 | -17.1% |
| 4) Other Local Revenue | | 8600-8799 | 1,964,221.00 | 2,521,985.00 | 4,486,206.00 | 0.00 | 996,309.00 | 996,309.00 | -77.8% |
| 5) TOTAL, REVENUES | | | 177,749,494.00 | 39,559,666.00 | 217,309,160.00 | 173,160,325.00 | 31,561,144.00 | 204,721,469.00 | -5.8% |
| **B. EXPENDITURES (Objects 1000-7999)** | | | | | | | | | |
| 1) Instruction | 1000-1999 | | 81,652,503.00 | 57,727,066.00 | 139,379,569.00 | 75,833,032.00 | 59,474,867.00 | 135,307,899.00 | -2.9% |
| 2) Instruction - Related Services | 2000-2999 | | 18,761,713.00 | 6,790,641.00 | 25,552,354.00 | 17,699,738.00 | 5,953,457.00 | 23,653,195.00 | -7.4% |
| 3) Pupil Services | 3000-3999 | | 12,632,981.00 | 5,023,875.00 | 17,656,856.00 | 11,553,825.00 | 6,632,562.00 | 18,186,387.00 | 3.0% |
| 4) Ancillary Services | 4000-4999 | | 964,989.00 | 654,593.00 | 1,619,582.00 | 1,372,277.00 | 682,372.00 | 2,054,649.00 | 26.9% |
| 5) Community Services | 5000-5999 | | 155.00 | 156,277.00 | 156,432.00 | 835.00 | 198,905.00 | 199,740.00 | 27.7% |
| 6) Enterprise | 6000-6999 | | 0.00 | 0.00 | 0.00 | 1,068,727.00 | 0.00 | 1,068,727.00 | New |
| 7) General Administration | 7000-7999 | | 13,432,989.00 | 2,208,458.00 | 15,641,447.00 | 14,115,794.00 | 2,380,033.00 | 16,495,827.00 | 5.5% |
| 8) Plant Services | 8000-8999 | | 12,431,272.00 | 7,006,009.00 | 19,437,281.00 | 13,169,853.00 | 9,627,444.00 | 22,797,297.00 | 17.3% |
| 9) Other Outgo | 9000-9999 | Except 7600-7699 | 1,266,126.00 | 108,121.00 | 1,374,247.00 | 1,624,468.00 | 0.00 | 1,624,468.00 | 18.2% |
| 10) TOTAL, EXPENDITURES | | | 141,142,728.00 | 79,675,040.00 | 220,817,768.00 | 136,438,549.00 | 84,949,640.00 | 221,388,189.00 | 0.3% |
| **C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)** | | | 36,606,766.00 | (40,115,374.00) | (3,508,608.00) | 36,721,776.00 | (53,388,496.00) | (16,666,720.00) | 375.0% |
| **D. OTHER FINANCING SOURCES/USES** | | | | | | | | | |
| 1) Interfund Transfers | | | | | | | | | |
| a) Transfers In | | 8900-8929 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| b) Transfers Out | | 7600-7629 | 331,026.00 | 0.00 | 331,026.00 | 65,000.00 | 0.00 | 65,000.00 | -80.4% |
| 2) Other Sources/Uses | | | | | | | | | |
| a) Sources | | 8930-8979 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| b) Uses | | 7630-7699 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| 3) Contributions | | 8980-8999 | (38,185,406.00) | 38,185,406.00 | 0.00 | (41,606,865.00) | 41,606,865.00 | 0.00 | 0.0% |
| 4) TOTAL, OTHER FINANCING SOURCES/USES | | | (38,516,432.00) | 38,185,406.00 | (331,026.00) | (41,671,865.00) | 41,606,865.00 | (65,000.00) | -80.4% |
| **E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)** | | | (1,909,666.00) | (1,929,968.00) | (3,839,634.00) | (4,950,089.00) | (11,781,631.00) | (16,731,720.00) | 335.8% |
| **F. FUND BALANCE, RESERVES** | | | | | | | | | |
| 1) Beginning Fund Balance | | | | | | | | | |
| a) As of July 1 - Unaudited | | 9791 | 32,586,310.30 | 39,040,831.68 | 71,627,141.98 | 30,676,644.30 | 37,110,863.68 | 67,787,507.98 | -5.4% |

| Description | Function Codes | Object Codes | 2023-24 Estimated Actuals | | | 2024-25 Budget | | | % Diff Column C & F |
|---|---|---|---|---|---|---|---|---|---|
| | | | Unrestricted (A) | Restricted (B) | Total Fund col. A + B (C) | Unrestricted (D) | Restricted (E) | Total Fund col. D + E (F) | |
| b) Audit Adjustments | | 9793 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| c) As of July 1 - Audited (F1a + F1b) | | | 32,586,310.30 | 39,040,831.68 | 71,627,141.98 | 30,676,644.30 | 37,110,863.68 | 67,787,507.98 | -5.4% |
| d) Other Restatements | | 9795 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| e) Adjusted Beginning Balance (F1c + F1d) | | | 32,586,310.30 | 39,040,831.68 | 71,627,141.98 | 30,676,644.30 | 37,110,863.68 | 67,787,507.98 | -5.4% |
| 2) Ending Balance, June 30 (E + F1e) | | | 30,676,644.30 | 37,110,863.68 | 67,787,507.98 | 25,726,555.30 | 25,329,232.68 | 51,055,787.98 | -24.7% |
| Components of Ending Fund Balance | | | | | | | | | |
| a) Nonspendable | | | | | | | | | |
| Revolving Cash | | 9711 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Stores | | 9712 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Prepaid Items | | 9713 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| All Others | | 9719 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| b) Restricted | | 9740 | 0.00 | 37,906,573.68 | 37,906,573.68 | 0.00 | 26,236,436.60 | 26,236,436.60 | -30.8% |
| c) Committed | | | | | | | | | |
| Stabilization Arrangements | | 9750 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Other Commitments (by Resource/Object) | | 9760 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| d) Assigned | | | | | | | | | |
| Other Assignments (by Resource/Object) | | 9780 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| e) Unassigned/Unappropriated | | | | | | | | | |
| Reserve for Economic Uncertainties | | 9789 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Unassigned/Unappropriated Amount | | 9790 | 30,676,644.30 | (795,710.00) | 29,880,934.30 | 25,601,552.30 | (907,466.92) | 24,694,085.38 | -17.4% |

| Resource | Description | 2023-24 Estimated Actuals | 2024-25 Budget |
|---|---|---|---|
| 2600 | Expanded Learning Opportunities Program | 4,491,283.57 | 4,761,288.57 |
| 3010 | ESSA: Title I, Part A, Basic Grants Low-Income and Neglected | 319,747.00 | 319,747.00 |
| 3311 | Special Ed: IDEA Local Assistance, Part B, Sec 611, Private School ISPs | 1.00 | 1.00 |
| 3345 | Special Ed: IDEA Preschool Staff Development, Part B, Sec 619 | 830.00 | 830.00 |
| 3550 | Strengthening Career and Technical Education for the 21st Century (Perkins V): Secondary, Section 131 | 24,263.00 | 24,263.00 |
| 4035 | ESSA: Title II, Part A, Supporting Effective Instruction | 55,994.00 | 55,994.00 |
| 4127 | ESSA: Title IV, Part A, Student Support and Academic Enrichment Grants | 199,082.00 | 199,082.00 |
| 4201 | ESSA: Title III, Immigrant Student Program | 20,309.00 | 20,309.00 |
| 4203 | ESSA: Title III, English Learner Student Program | 189,428.00 | 189,428.00 |
| 5650 | FEMA Public Assistance Funds | 2,921,716.00 | 2,921,716.00 |
| 5810 | Other Restricted Federal | 2,459.00 | 2,459.00 |
| 6010 | After School Education and Safety (ASES) | 156,366.00 | 748,213.00 |
| 6053 | Child Dev: Universal Prekindergarten (UPK) Planning and Implementation Grant Program - Universal Prekindergarten Planning Grants | 533,350.00 | 533,350.00 |
| 6266 | Educator Effectiveness, FY 2021-22 | 1,396,618.24 | 1,111,533.24 |
| 6300 | Lottery: Instructional Materials | 1,700,026.39 | 1,700,026.39 |
| 6385 | Governor's CTE Initiative: California Partnership Academies | 243,672.00 | 243,672.00 |
| 6387 | Career Technical Education Incentive Grant Program | 721,912.00 | 1,104,706.00 |
| 6388 | Strong Workforce Program | 920,030.00 | 920,030.00 |
| 6500 | Special Education | 750,057.00 | 750,057.00 |
| 6546 | Mental Health-Related Services | 2.00 | 2.00 |
| 6762 | Arts, Music, and Instructional Materials Discretionary Block Grant | 6,401,676.64 | 3,372,655.64 |
| 6770 | Arts and Music in Schools (AMS)-Funding Guarantee and Accountability Act (Prop 28) | 1,506,117.00 | 1,515,869.00 |
| 7029 | Child Nutrition: Food Service Staff Training Funds | 1.00 | 1.00 |
| 7032 | Child Nutrition: Kitchen Infrastructure and Training Funds - 2022 KIT Funds | 1,151,665.00 | 0.00 |
| 7311 | Classified School Employee Professional Development Block Grant | 79,952.08 | 0.00 |
| 7412 | A-G Access/Success Grant | 514,321.59 | 514,321.59 |
| 7413 | A-G Learning Loss Mitigation Grant | 133,903.92 | 133,903.92 |
| 7415 | Classified School Employee Summer Assistance Program | 392,509.70 | 728,522.70 |
| 7435 | Learning Recovery Emergency Block Grant | 7,040,627.42 | 2,190,958.42 |
| 7810 | Other Restricted State | 119,779.00 | 119,779.00 |
| 8150 | Ongoing & Major Maintenance Account (RMA: Education Code Section 17070.75) | 1,955,478.50 | 308,746.50 |
| 9010 | Other Restricted Local | 3,963,395.63 | 1,744,971.63 |
| Total, Restricted Balance | | 37,906,573.68 | 26,236,436.60 |

| Description | Resource Codes | Object Codes | 2023-24 Estimated Actuals | 2024-25 Budget | Percent Difference |
|---|---|---|---|---|---|
| **A. REVENUES** | | | | | |
| 1) LCFF Sources | | 8010-8099 | 0.00 | 0.00 | 0.0% |
| 2) Federal Revenue | | 8100-8299 | 549,316.00 | 448,786.00 | -18.3% |
| 3) Other State Revenue | | 8300-8599 | 4,496,337.00 | 4,487,336.00 | -0.2% |
| 4) Other Local Revenue | | 8600-8799 | 306,286.00 | 306,286.00 | 0.0% |
| 5) TOTAL, REVENUES | | | 5,351,939.00 | 5,242,408.00 | -2.0% |
| **B. EXPENDITURES** | | | | | |
| 1) Certificated Salaries | | 1000-1999 | 2,402,032.00 | 2,312,694.00 | -3.7% |
| 2) Classified Salaries | | 2000-2999 | 801,022.00 | 975,605.00 | 21.8% |
| 3) Employee Benefits | | 3000-3999 | 1,099,484.00 | 1,108,254.00 | 0.8% |
| 4) Books and Supplies | | 4000-4999 | 677,268.00 | 763,034.00 | 12.7% |
| 5) Services and Other Operating Expenditures | | 5000-5999 | 517,668.00 | 329,295.00 | -36.4% |
| 6) Capital Outlay | | 6000-6999 | 72,430.00 | 318,173.00 | 339.3% |
| 7) Other Outgo (excluding Transfers of Indirect Costs) | | 7100-7299, 7400-7499 | 0.00 | 0.00 | 0.0% |
| 8) Other Outgo - Transfers of Indirect Costs | | 7300-7399 | 265,425.00 | 250,125.00 | -5.8% |
| 9) TOTAL, EXPENDITURES | | | 5,835,329.00 | 6,057,180.00 | 3.8% |
| **C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)** | | | (483,390.00) | (814,772.00) | 68.6% |
| **D. OTHER FINANCING SOURCES/USES** | | | | | |
| 1) Interfund Transfers | | | | | |
| a) Transfers In | | 8900-8929 | 0.00 | 0.00 | 0.0% |
| b) Transfers Out | | 7600-7629 | 0.00 | 0.00 | 0.0% |
| 2) Other Sources/Uses | | | | | |
| a) Sources | | 8930-8979 | 0.00 | 0.00 | 0.0% |
| b) Uses | | 7630-7699 | 0.00 | 0.00 | 0.0% |
| 3) Contributions | | 8980-8999 | 0.00 | 0.00 | 0.0% |
| 4) TOTAL, OTHER FINANCING SOURCES/USES | | | 0.00 | 0.00 | 0.0% |
| **E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)** | | | (483,390.00) | (814,772.00) | 68.6% |
| **F. FUND BALANCE, RESERVES** | | | | | |
| 1) Beginning Fund Balance | | | | | |
| a) As of July 1 - Unaudited | | 9791 | 4,495,902.64 | 4,012,512.64 | -10.8% |
| b) Audit Adjustments | | 9793 | 0.00 | 0.00 | 0.0% |
| c) As of July 1 - Audited (F1a + F1b) | | | 4,495,902.64 | 4,012,512.64 | -10.8% |
| d) Other Restatements | | 9795 | 0.00 | 0.00 | 0.0% |
| e) Adjusted Beginning Balance (F1c + F1d) | | | 4,495,902.64 | 4,012,512.64 | -10.8% |
| 2) Ending Balance, June 30 (E + F1e) | | | 4,012,512.64 | 3,197,740.64 | -20.3% |
| Components of Ending Fund Balance | | | | | |
| a) Nonspendable | | | | | |
| Revolving Cash | | 9711 | 0.00 | 0.00 | 0.0% |
| Stores | | 9712 | 0.00 | 0.00 | 0.0% |
| Prepaid Items | | 9713 | 0.00 | 0.00 | 0.0% |
| All Others | | 9719 | 0.00 | 0.00 | 0.0% |
| b) Restricted | | 9740 | 1,851,633.16 | 1,459,020.16 | -21.2% |
| c) Committed | | | | | |
| Stabilization Arrangements | | 9750 | 0.00 | 0.00 | 0.0% |
| Other Commitments | | 9760 | 0.00 | 0.00 | 0.0% |
| d) Assigned | | | | | |
| Other Assignments | | 9780 | 0.00 | 0.00 | 0.0% |
| e) Unassigned/Unappropriated Reserve for Economic Uncertainties | | 9789 | 0.00 | 0.00 | 0.0% |
| Unassigned/Unappropriated Amount | | 9790 | 2,160,879.48 | 1,738,720.48 | -19.5% |
| **G. ASSETS** | | | | | |
| 1) Cash | | | | | |
| a) in County Treasury | | 9110 | 0.00 | | |
| 1) Fair Value Adjustment to Cash in County Treasury | | 9111 | 0.00 | | |
| b) in Banks | | 9120 | 0.00 | | |
| c) in Revolving Cash Account | | 9130 | 0.00 | | |
| d) with Fiscal Agent/Trustee | | 9135 | 0.00 | | |
| e) Collections Awaiting Deposit | | 9140 | 0.00 | | |
| 2) Investments | | 9150 | 0.00 | | |

| Description | Resource Codes | Object Codes | 2023-24 Estimated Actuals | 2024-25 Budget | Percent Difference |
|---|---|---|---|---|---|
| 3) Accounts Receivable | | 9200 | 0.00 | | |
| 4) Due from Grantor Government | | 9290 | 0.00 | | |
| 5) Due from Other Funds | | 9310 | 0.00 | | |
| 6) Stores | | 9320 | 0.00 | | |
| 7) Prepaid Expenditures | | 9330 | 0.00 | | |
| 8) Other Current Assets | | 9340 | 0.00 | | |
| 9) Lease Receivable | | 9380 | 0.00 | | |
| 10) TOTAL, ASSETS | | | 0.00 | | |
| **H. DEFERRED OUTFLOWS OF RESOURCES** | | | | | |
| 1) Deferred Outflows of Resources | | 9490 | 0.00 | | |
| 2) TOTAL, DEFERRED OUTFLOWS | | | 0.00 | | |
| **I. LIABILITIES** | | | | | |
| 1) Accounts Payable | | 9500 | 0.00 | | |
| 2) Due to Grantor Governments | | 9590 | 0.00 | | |
| 3) Due to Other Funds | | 9610 | 0.00 | | |
| 4) Current Loans | | 9640 | | | |
| 5) Unearned Revenue | | 9650 | 0.00 | | |
| 6) TOTAL, LIABILITIES | | | 0.00 | | |
| **J. DEFERRED INFLOWS OF RESOURCES** | | | | | |
| 1) Deferred Inflows of Resources | | 9690 | 0.00 | | |
| 2) TOTAL, DEFERRED INFLOWS | | | 0.00 | | |
| **K. FUND EQUITY** | | | | | |
| (G10 + H2) - (I6 + J2) | | | 0.00 | | |
| **LCFF SOURCES** | | | | | |
| LCFF Transfers | | | | | |
| LCFF Transfers - Current Year | | 8091 | 0.00 | 0.00 | 0.0% |
| LCFF/Revenue Limit Transfers - Prior Years | | 8099 | 0.00 | 0.00 | 0.0% |
| TOTAL, LCFF SOURCES | | | 0.00 | 0.00 | 0.0% |
| **FEDERAL REVENUE** | | | | | |
| Interagency Contracts Between LEAs | | 8285 | 0.00 | 0.00 | 0.0% |
| Pass-Through Revenues from | | | | | |
| Federal Sources | | 8287 | 0.00 | 0.00 | 0.0% |
| Career and Technical Education | 3500-3599 | 8290 | 0.00 | 0.00 | 0.0% |
| All Other Federal Revenue | All Other | 8290 | 549,316.00 | 448,786.00 | -18.3% |
| TOTAL, FEDERAL REVENUE | | | 549,316.00 | 448,786.00 | -18.3% |
| **OTHER STATE REVENUE** | | | | | |
| Other State Apportionments | | | | | |
| All Other State Apportionments - Current Year | | 8311 | 0.00 | 0.00 | 0.0% |
| All Other State Apportionments - Prior Years | | 8319 | 0.00 | 0.00 | 0.0% |
| Pass-Through Revenues from State Sources | | 8587 | 0.00 | 0.00 | 0.0% |
| Adult Education Program | 6391 | 8590 | 4,472,749.00 | 4,472,749.00 | 0.0% |
| All Other State Revenue | All Other | 8590 | 23,588.00 | 14,587.00 | -38.2% |
| TOTAL, OTHER STATE REVENUE | | | 4,496,337.00 | 4,487,336.00 | -0.2% |
| **OTHER LOCAL REVENUE** | | | | | |
| Other Local Revenue | | | | | |
| Sales | | | | | |
| Sale of Equipment/Supplies | | 8631 | 0.00 | 0.00 | 0.0% |
| Leases and Rentals | | 8650 | 0.00 | 0.00 | 0.0% |
| Interest | | 8660 | 134,878.00 | 134,878.00 | 0.0% |
| Net Increase (Decrease) in the Fair Value of Investments | | 8662 | 0.00 | 0.00 | 0.0% |
| Fees and Contracts | | | | | |
| Adult Education Fees | | 8671 | 113,298.00 | 113,298.00 | 0.0% |
| Interagency Services | | 8677 | 0.00 | 0.00 | 0.0% |
| Other Local Revenue | | | | | |
| All Other Local Revenue | | 8699 | 58,110.00 | 58,110.00 | 0.0% |
| Tuition | | 8710 | 0.00 | 0.00 | 0.0% |
| TOTAL, OTHER LOCAL REVENUE | | | 306,286.00 | 306,286.00 | 0.0% |
| TOTAL, REVENUES | | | 5,351,939.00 | 5,242,408.00 | -2.0% |
| **CERTIFICATED SALARIES** | | | | | |
| Certificated Teachers' Salaries | | 1100 | 1,658,075.00 | 1,563,322.00 | -5.7% |

| Description | Resource Codes | Object Codes | 2023-24 Estimated Actuals | 2024-25 Budget | Percent Difference |
|---|---|---|---|---|---|
| Certificated Pupil Support Salaries | | 1200 | 168,960.00 | 171,153.00 | 1.3% |
| Certificated Supervisors' and Administrators' Salaries | | 1300 | 321,649.00 | 292,839.00 | -9.0% |
| Other Certificated Salaries | | 1900 | 253,348.00 | 285,380.00 | 12.6% |
| TOTAL, CERTIFICATED SALARIES | | | 2,402,032.00 | 2,312,694.00 | -3.7% |
| **CLASSIFIED SALARIES** | | | | | |
| Classified Instructional Salaries | | 2100 | 192,499.00 | 250,390.00 | 30.1% |
| Classified Support Salaries | | 2200 | 208,674.00 | 263,573.00 | 26.3% |
| Classified Supervisors' and Administrators' Salaries | | 2300 | 0.00 | 0.00 | 0.0% |
| Clerical, Technical and Office Salaries | | 2400 | 399,849.00 | 461,244.00 | 15.4% |
| Other Classified Salaries | | 2900 | 0.00 | 398.00 | New |
| TOTAL, CLASSIFIED SALARIES | | | 801,022.00 | 975,605.00 | 21.8% |
| **EMPLOYEE BENEFITS** | | | | | |
| STRS | | 3101-3102 | 465,786.00 | 441,506.00 | -5.2% |
| PERS | | 3201-3202 | 193,553.00 | 224,609.00 | 16.0% |
| OASDI/Medicare/Alternative | | 3301-3302 | 102,391.00 | 104,100.00 | 1.7% |
| Health and Welfare Benefits | | 3401-3402 | 268,113.00 | 267,285.00 | -0.3% |
| Unemployment Insurance | | 3501-3502 | 1,665.00 | 1,676.00 | 0.7% |
| Workers' Compensation | | 3601-3602 | 59,288.00 | 59,186.00 | -0.2% |
| OPEB, Allocated | | 3701-3702 | 8,688.00 | 9,892.00 | 13.9% |
| OPEB, Active Employees | | 3751-3752 | 0.00 | 0.00 | 0.0% |
| Other Employee Benefits | | 3901-3902 | 0.00 | 0.00 | 0.0% |
| TOTAL, EMPLOYEE BENEFITS | | | 1,099,484.00 | 1,108,254.00 | 0.8% |
| **BOOKS AND SUPPLIES** | | | | | |
| Approved Textbooks and Core Curricula Materials | | 4100 | 0.00 | 0.00 | 0.0% |
| Books and Other Reference Materials | | 4200 | 171,646.00 | 289,859.00 | 68.9% |
| Materials and Supplies | | 4300 | 114,334.00 | 120,049.00 | 5.0% |
| Noncapitalized Equipment | | 4400 | 391,288.00 | 353,126.00 | -9.8% |
| TOTAL, BOOKS AND SUPPLIES | | | 677,268.00 | 763,034.00 | 12.7% |
| **SERVICES AND OTHER OPERATING EXPENDITURES** | | | | | |
| Subagreements for Services | | 5100 | 4,000.00 | 2,340.00 | -41.5% |
| Travel and Conferences | | 5200 | 20,688.00 | 10,446.00 | -49.5% |
| Dues and Memberships | | 5300 | 500.00 | 167.00 | -66.6% |
| Insurance | | 5400-5450 | 0.00 | 0.00 | 0.0% |
| Operations and Housekeeping Services | | 5500 | 36,350.00 | 19,172.00 | -47.3% |
| Rentals, Leases, Repairs, and Noncapitalized Improvements | | 5600 | 1,169.00 | 2,479.00 | 112.1% |
| Transfers of Direct Costs | | 5710 | 0.00 | 0.00 | 0.0% |
| Transfers of Direct Costs - Interfund | | 5750 | 5,157.00 | 4,963.00 | -3.8% |
| Professional/Consulting Services and Operating Expenditures | | 5800 | 402,268.00 | 257,570.00 | -36.0% |
| Communications | | 5900 | 47,536.00 | 32,158.00 | -32.4% |
| TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES | | | 517,668.00 | 329,295.00 | -36.4% |
| **CAPITAL OUTLAY** | | | | | |
| Land | | 6100 | 0.00 | 0.00 | 0.0% |
| Land Improvements | | 6170 | 10,074.00 | 4,468.00 | -55.6% |
| Buildings and Improvements of Buildings | | 6200 | 9,347.00 | 9,443.00 | 1.0% |
| Equipment | | 6400 | 53,009.00 | 304,262.00 | 474.0% |
| Equipment Replacement | | 6500 | 0.00 | 0.00 | 0.0% |
| Lease Assets | | 6600 | 0.00 | 0.00 | 0.0% |
| Subscription Assets | | 6700 | 0.00 | 0.00 | 0.0% |
| TOTAL, CAPITAL OUTLAY | | | 72,430.00 | 318,173.00 | 339.3% |
| **OTHER OUTGO (excluding Transfers of Indirect Costs)** | | | | | |
| Tuition | | | | | |
| Tuition, Excess Costs, and/or Deficit Payments | | | | | |
| Payments to Districts or Charter Schools | | 7141 | 0.00 | 0.00 | 0.0% |
| Payments to County Offices | | 7142 | 0.00 | 0.00 | 0.0% |
| Payments to JPAs | | 7143 | 0.00 | 0.00 | 0.0% |
| Other Transfers Out | | | | | |
| Transfers of Pass-Through Revenues | | | | | |
| To Districts or Charter Schools | | 7211 | 0.00 | 0.00 | 0.0% |
| To County Offices | | 7212 | 0.00 | 0.00 | 0.0% |
| To JPAs | | 7213 | 0.00 | 0.00 | 0.0% |

| Description | Resource Codes | Object Codes | 2023-24 Estimated Actuals | 2024-25 Budget | Percent Difference |
|---|---|---|---|---|---|
| Debt Service | | | | | |
| Debt Service - Interest | | 7438 | 0.00 | 0.00 | 0.0% |
| Other Debt Service - Principal | | 7439 | 0.00 | 0.00 | 0.0% |
| TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs) | | | 0.00 | 0.00 | 0.0% |
| **OTHER OUTGO - TRANSFERS OF INDIRECT COSTS** | | | | | |
| Transfers of Indirect Costs - Interfund | | 7350 | 265,425.00 | 250,125.00 | -5.8% |
| TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS | | | 265,425.00 | 250,125.00 | -5.8% |
| TOTAL, EXPENDITURES | | | 5,835,329.00 | 6,057,180.00 | 3.8% |
| **INTERFUND TRANSFERS** | | | | | |
| **INTERFUND TRANSFERS IN** | | | | | |
| Other Authorized Interfund Transfers In | | 8919 | 0.00 | 0.00 | 0.0% |
| (a) TOTAL, INTERFUND TRANSFERS IN | | | 0.00 | 0.00 | 0.0% |
| **INTERFUND TRANSFERS OUT** | | | | | |
| To: State School Building Fund/County School Facilities Fund | | 7613 | 0.00 | 0.00 | 0.0% |
| Other Authorized Interfund Transfers Out | | 7619 | 0.00 | 0.00 | 0.0% |
| (b) TOTAL, INTERFUND TRANSFERS OUT | | | 0.00 | 0.00 | 0.0% |
| **OTHER SOURCES/USES** | | | | | |
| **SOURCES** | | | | | |
| Other Sources | | | | | |
| Transfers from Funds of Lapsed/Reorganized LEAs | | 8965 | 0.00 | 0.00 | 0.0% |
| Long-Term Debt Proceeds | | | | | |
| Proceeds from Certificates of Participation | | 8971 | 0.00 | 0.00 | 0.0% |
| Proceeds from Leases | | 8972 | 0.00 | 0.00 | 0.0% |
| Proceeds from SBITAs | | 8974 | 0.00 | 0.00 | 0.0% |
| All Other Financing Sources | | 8979 | 0.00 | 0.00 | 0.0% |
| (c) TOTAL, SOURCES | | | 0.00 | 0.00 | 0.0% |
| **USES** | | | | | |
| Transfers of Funds from Lapsed/Reorganized LEAs | | 7651 | 0.00 | 0.00 | 0.0% |
| All Other Financing Uses | | 7699 | 0.00 | 0.00 | 0.0% |
| (d) TOTAL, USES | | | 0.00 | 0.00 | 0.0% |
| **CONTRIBUTIONS** | | | | | |
| Contributions from Unrestricted Revenues | | 8980 | 0.00 | 0.00 | 0.0% |
| Contributions from Restricted Revenues | | 8990 | 0.00 | 0.00 | 0.0% |
| (e) TOTAL, CONTRIBUTIONS | | | 0.00 | 0.00 | 0.0% |
| TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e) | | | 0.00 | 0.00 | 0.0% |

| Description | Function Codes | Object Codes | 2023-24 Estimated Actuals | 2024-25 Budget | Percent Difference |
|---|---|---|---|---|---|
| **A. REVENUES** | | | | | |
| 1) LCFF Sources | | 8010-8099 | 0.00 | 0.00 | 0.0% |
| 2) Federal Revenue | | 8100-8299 | 549,316.00 | 448,786.00 | -18.3% |
| 3) Other State Revenue | | 8300-8599 | 4,496,337.00 | 4,487,336.00 | -0.2% |
| 4) Other Local Revenue | | 8600-8799 | 306,286.00 | 306,286.00 | 0.0% |
| 5) TOTAL, REVENUES | | | 5,351,939.00 | 5,242,408.00 | -2.0% |
| **B. EXPENDITURES (Objects 1000-7999)** | | | | | |
| 1) Instruction | 1000-1999 | | 3,290,600.00 | 3,174,071.00 | -3.5% |
| 2) Instruction - Related Services | 2000-2999 | | 1,630,363.00 | 1,603,640.00 | -1.6% |
| 3) Pupil Services | 3000-3999 | | 220,502.00 | 210,513.00 | -4.5% |
| 4) Ancillary Services | 4000-4999 | | 0.00 | 0.00 | 0.0% |
| 5) Community Services | 5000-5999 | | 0.00 | 0.00 | 0.0% |
| 6) Enterprise | 6000-6999 | | 0.00 | 0.00 | 0.0% |
| 7) General Administration | 7000-7999 | | 265,425.00 | 312,901.00 | 17.9% |
| 8) Plant Services | 8000-8999 | | 428,439.00 | 756,055.00 | 76.5% |
| 9) Other Outgo | 9000-9999 | Except 7600-7699 | 0.00 | 0.00 | 0.0% |
| 10) TOTAL, EXPENDITURES | | | 5,835,329.00 | 6,057,180.00 | 3.8% |
| **C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)** | | | (483,390.00) | (814,772.00) | 68.6% |
| **D. OTHER FINANCING SOURCES/USES** | | | | | |
| 1) Interfund Transfers | | | | | |
| a) Transfers In | | 8900-8929 | 0.00 | 0.00 | 0.0% |
| b) Transfers Out | | 7600-7629 | 0.00 | 0.00 | 0.0% |
| 2) Other Sources/Uses | | | | | |
| a) Sources | | 8930-8979 | 0.00 | 0.00 | 0.0% |
| b) Uses | | 7630-7699 | 0.00 | 0.00 | 0.0% |
| 3) Contributions | | 8980-8999 | 0.00 | 0.00 | 0.0% |
| 4) TOTAL, OTHER FINANCING SOURCES/USES | | | 0.00 | 0.00 | 0.0% |
| **E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)** | | | (483,390.00) | (814,772.00) | 68.6% |
| **F. FUND BALANCE, RESERVES** | | | | | |
| 1) Beginning Fund Balance | | | | | |
| a) As of July 1 - Unaudited | | 9791 | 4,495,902.64 | 4,012,512.64 | -10.8% |
| b) Audit Adjustments | | 9793 | 0.00 | 0.00 | 0.0% |
| c) As of July 1 - Audited (F1a + F1b) | | | 4,495,902.64 | 4,012,512.64 | -10.8% |
| d) Other Restatements | | 9795 | 0.00 | 0.00 | 0.0% |
| e) Adjusted Beginning Balance (F1c + F1d) | | | 4,495,902.64 | 4,012,512.64 | -10.8% |
| 2) Ending Balance, June 30 (E + F1e) | | | 4,012,512.64 | 3,197,740.64 | -20.3% |
| Components of Ending Fund Balance | | | | | |
| a) Nonspendable | | | | | |
| Revolving Cash | | 9711 | 0.00 | 0.00 | 0.0% |
| Stores | | 9712 | 0.00 | 0.00 | 0.0% |
| Prepaid Items | | 9713 | 0.00 | 0.00 | 0.0% |
| All Others | | 9719 | 0.00 | 0.00 | 0.0% |
| b) Restricted | | 9740 | 1,851,633.16 | 1,459,020.16 | -21.2% |
| c) Committed | | | | | |
| Stabilization Arrangements | | 9750 | 0.00 | 0.00 | 0.0% |
| Other Commitments (by Resource/Object) | | 9760 | 0.00 | 0.00 | 0.0% |
| d) Assigned | | | | | |
| Other Assignments (by Resource/Object) | | 9780 | 0.00 | 0.00 | 0.0% |
| e) Unassigned/Unappropriated | | | | | |
| Reserve for Economic Uncertainties | | 9789 | 0.00 | 0.00 | 0.0% |
| Unassigned/Unappropriated Amount | | 9790 | 2,160,879.48 | 1,738,720.48 | -19.5% |

| Resource | Description | 2023-24 Estimated Actuals | 2024-25 Budget |
|---|---|---|---|
| 3926 | Adult Education: Integrated English Literacy and Civics Education | 2.00 | 2.00 |
| 6391 | Adult Education Program | 1,851,631.16 | 1,459,018.16 |
| Total, Restricted Balance | | 1,851,633.16 | 1,459,020.16 |

| Description | Resource Codes | Object Codes | 2023-24 Estimated Actuals | 2024-25 Budget | Percent Difference |
|---|---|---|---|---|---|
| **A. REVENUES** | | | | | |
| 1) LCFF Sources | | 8010-8099 | 0.00 | 0.00 | 0.0% |
| 2) Federal Revenue | | 8100-8299 | 295,822.00 | 300,569.00 | 1.6% |
| 3) Other State Revenue | | 8300-8599 | 899,534.00 | 865,237.00 | -3.8% |
| 4) Other Local Revenue | | 8600-8799 | 2,638,841.00 | 3,042,667.00 | 15.3% |
| 5) TOTAL, REVENUES | | | 3,834,197.00 | 4,208,473.00 | 9.8% |
| **B. EXPENDITURES** | | | | | |
| 1) Certificated Salaries | | 1000-1999 | 1,626,949.00 | 1,265,767.00 | -22.2% |
| 2) Classified Salaries | | 2000-2999 | 1,179,048.00 | 1,057,491.00 | -10.3% |
| 3) Employee Benefits | | 3000-3999 | 1,221,142.00 | 1,160,946.00 | -4.9% |
| 4) Books and Supplies | | 4000-4999 | 156,354.00 | 444,510.00 | 184.3% |
| 5) Services and Other Operating Expenditures | | 5000-5999 | (216,799.00) | (14,298.00) | -93.4% |
| 6) Capital Outlay | | 6000-6999 | 0.00 | 0.00 | 0.0% |
| 7) Other Outgo (excluding Transfers of Indirect Costs) | | 7100-7299, 7400-7499 | 0.00 | 0.00 | 0.0% |
| 8) Other Outgo - Transfers of Indirect Costs | | 7300-7399 | 425,028.00 | 228,104.00 | -46.3% |
| 9) TOTAL, EXPENDITURES | | | 4,391,722.00 | 4,142,520.00 | -5.7% |
| **C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)** | | | (557,525.00) | 65,953.00 | -111.8% |
| **D. OTHER FINANCING SOURCES/USES** | | | | | |
| 1) Interfund Transfers | | | | | |
| a) Transfers In | | 8900-8929 | 331,025.00 | 65,000.00 | -80.4% |
| b) Transfers Out | | 7600-7629 | 0.00 | 0.00 | 0.0% |
| 2) Other Sources/Uses | | | | | |
| a) Sources | | 8930-8979 | 0.00 | 0.00 | 0.0% |
| b) Uses | | 7630-7699 | 0.00 | 0.00 | 0.0% |
| 3) Contributions | | 8980-8999 | (1.00) | 0.00 | -100.0% |
| 4) TOTAL, OTHER FINANCING SOURCES/USES | | | 331,024.00 | 65,000.00 | -80.4% |
| **E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)** | | | (226,501.00) | 130,953.00 | -157.8% |
| **F. FUND BALANCE, RESERVES** | | | | | |
| 1) Beginning Fund Balance | | | | | |
| a) As of July 1 - Unaudited | | 9791 | 484,622.18 | 258,121.18 | -46.7% |
| b) Audit Adjustments | | 9793 | 0.00 | 0.00 | 0.0% |
| c) As of July 1 - Audited (F1a + F1b) | | | 484,622.18 | 258,121.18 | -46.7% |
| d) Other Restatements | | 9795 | 0.00 | 0.00 | 0.0% |
| e) Adjusted Beginning Balance (F1c + F1d) | | | 484,622.18 | 258,121.18 | -46.7% |
| 2) Ending Balance, June 30 (E + F1e) | | | 258,121.18 | 389,074.18 | 50.7% |
| Components of Ending Fund Balance | | | | | |
| a) Nonspendable | | | | | |
| Revolving Cash | | 9711 | 0.00 | 0.00 | 0.0% |
| Stores | | 9712 | 0.00 | 0.00 | 0.0% |
| Prepaid Items | | 9713 | 0.00 | 0.00 | 0.0% |
| All Others | | 9719 | 0.00 | 0.00 | 0.0% |
| b) Restricted | | 9740 | 258,209.75 | 389,157.18 | 50.7% |
| c) Committed | | | | | |
| Stabilization Arrangements | | 9750 | 0.00 | 0.00 | 0.0% |
| Other Commitments | | 9760 | 0.00 | 0.00 | 0.0% |
| d) Assigned | | | | | |
| Other Assignments | | 9780 | 0.00 | 0.00 | 0.0% |
| e) Unassigned/Unappropriated Reserve for Economic Uncertainties | | 9789 | 0.00 | 0.00 | 0.0% |
| Unassigned/Unappropriated Amount | | 9790 | (88.57) | (83.00) | -6.3% |
| **G. ASSETS** | | | | | |
| 1) Cash | | | | | |
| a) in County Treasury | | 9110 | 0.00 | | |
| 1) Fair Value Adjustment to Cash in County Treasury | | 9111 | 0.00 | | |
| b) in Banks | | 9120 | 0.00 | | |
| c) in Revolving Cash Account | | 9130 | 0.00 | | |
| d) with Fiscal Agent/Trustee | | 9135 | 0.00 | | |
| e) Collections Awaiting Deposit | | 9140 | 0.00 | | |
| 2) Investments | | 9150 | 0.00 | | |

| Description | Resource Codes | Object Codes | 2023-24 Estimated Actuals | 2024-25 Budget | Percent Difference |
|---|---|---|---|---|---|
| 3) Accounts Receivable | | 9200 | 0.00 | | |
| 4) Due from Grantor Government | | 9290 | 0.00 | | |
| 5) Due from Other Funds | | 9310 | 0.00 | | |
| 6) Stores | | 9320 | 0.00 | | |
| 7) Prepaid Expenditures | | 9330 | 0.00 | | |
| 8) Other Current Assets | | 9340 | 0.00 | | |
| 9) Lease Receivable | | 9380 | 0.00 | | |
| 10) TOTAL, ASSETS | | | 0.00 | | |
| **H. DEFERRED OUTFLOWS OF RESOURCES** | | | | | |
| 1) Deferred Outflows of Resources | | 9490 | 0.00 | | |
| 2) TOTAL, DEFERRED OUTFLOWS | | | 0.00 | | |
| **I. LIABILITIES** | | | | | |
| 1) Accounts Payable | | 9500 | 0.00 | | |
| 2) Due to Grantor Governments | | 9590 | 0.00 | | |
| 3) Due to Other Funds | | 9610 | 0.00 | | |
| 4) Current Loans | | 9640 | | | |
| 5) Unearned Revenue | | 9650 | 0.00 | | |
| 6) TOTAL, LIABILITIES | | | 0.00 | | |
| **J. DEFERRED INFLOWS OF RESOURCES** | | | | | |
| 1) Deferred Inflows of Resources | | 9690 | 0.00 | | |
| 2) TOTAL, DEFERRED INFLOWS | | | 0.00 | | |
| **K. FUND EQUITY** | | | | | |
| (G10 + H2) - (I6 + J2) | | | 0.00 | | |
| **FEDERAL REVENUE** | | | | | |
| Child Nutrition Programs | | 8220 | 35,032.00 | 35,032.00 | 0.0% |
| Interagency Contracts Between LEAs | | 8285 | 0.00 | 0.00 | 0.0% |
| Title I, Part A, Basic | 3010 | 8290 | 0.00 | 0.00 | 0.0% |
| All Other Federal Revenue | All Other | 8290 | 260,790.00 | 265,537.00 | 1.8% |
| TOTAL, FEDERAL REVENUE | | | 295,822.00 | 300,569.00 | 1.6% |
| **OTHER STATE REVENUE** | | | | | |
| Child Nutrition Programs | | 8520 | 963.00 | 963.00 | 0.0% |
| Child Development Apportionments | | 8530 | 0.00 | 0.00 | 0.0% |
| Pass-Through Revenues from State Sources | | 8587 | 0.00 | 0.00 | 0.0% |
| State Preschool | 6105 | 8590 | 898,571.00 | 864,274.00 | -3.8% |
| All Other State Revenue | All Other | 8590 | 0.00 | 0.00 | 0.0% |
| TOTAL, OTHER STATE REVENUE | | | 899,534.00 | 865,237.00 | -3.8% |
| **OTHER LOCAL REVENUE** | | | | | |
| Other Local Revenue | | | | | |
| Sales | | | | | |
| Sale of Equipment/Supplies | | 8631 | 0.00 | 0.00 | 0.0% |
| Food Service Sales | | 8634 | 0.00 | 0.00 | 0.0% |
| Interest | | 8660 | 252.00 | 0.00 | -100.0% |
| Net Increase (Decrease) in the Fair Value of Investments | | 8662 | 0.00 | 0.00 | 0.0% |
| Fees and Contracts | | | | | |
| Child Development Parent Fees | | 8673 | 2,638,589.00 | 3,042,667.00 | 15.3% |
| Interagency Services | | 8677 | 0.00 | 0.00 | 0.0% |
| All Other Fees and Contracts | | 8689 | 0.00 | 0.00 | 0.0% |
| Other Local Revenue | | | | | |
| All Other Local Revenue | | 8699 | 0.00 | 0.00 | 0.0% |
| All Other Transfers In from All Others | | 8799 | 0.00 | 0.00 | 0.0% |
| TOTAL, OTHER LOCAL REVENUE | | | 2,638,841.00 | 3,042,667.00 | 15.3% |
| TOTAL, REVENUES | | | 3,834,197.00 | 4,208,473.00 | 9.8% |
| **CERTIFICATED SALARIES** | | | | | |
| Certificated Teachers' Salaries | | 1100 | 1,427,879.00 | 1,167,352.00 | -18.2% |
| Certificated Pupil Support Salaries | | 1200 | 0.00 | 0.00 | 0.0% |
| Certificated Supervisors' and Administrators' Salaries | | 1300 | 199,070.00 | 98,019.00 | -50.8% |
| Other Certificated Salaries | | 1900 | 0.00 | 396.00 | New |
| TOTAL, CERTIFICATED SALARIES | | | 1,626,949.00 | 1,265,767.00 | -22.2% |
| **CLASSIFIED SALARIES** | | | | | |
| Classified Instructional Salaries | | 2100 | 981,251.00 | 884,589.00 | -9.9% |

| Description | Resource Codes | Object Codes | 2023-24 Estimated Actuals | 2024-25 Budget | Percent Difference |
|---|---|---|---|---|---|
| Classified Support Salaries | | 2200 | 42,796.00 | 53,691.00 | 25.5% |
| Classified Supervisors' and Administrators' Salaries | | 2300 | 0.00 | 0.00 | 0.0% |
| Clerical, Technical and Office Salaries | | 2400 | 155,001.00 | 119,211.00 | -23.1% |
| Other Classified Salaries | | 2900 | 0.00 | 0.00 | 0.0% |
| TOTAL, CLASSIFIED SALARIES | | | 1,179,048.00 | 1,057,491.00 | -10.3% |
| **EMPLOYEE BENEFITS** | | | | | |
| STRS | | 3101-3102 | 162,464.00 | 141,407.00 | -13.0% |
| PERS | | 3201-3202 | 450,469.00 | 424,779.00 | -5.7% |
| OASDI/Medicare/Alternative | | 3301-3302 | 150,188.00 | 131,780.00 | -12.3% |
| Health and Welfare Benefits | | 3401-3402 | 397,958.00 | 412,956.00 | 3.8% |
| Unemployment Insurance | | 3501-3502 | 1,416.00 | 1,189.00 | -16.0% |
| Workers' Compensation | | 3601-3602 | 51,094.00 | 41,842.00 | -18.1% |
| OPEB, Allocated | | 3701-3702 | 7,553.00 | 6,993.00 | -7.4% |
| OPEB, Active Employees | | 3751-3752 | 0.00 | 0.00 | 0.0% |
| Other Employee Benefits | | 3901-3902 | 0.00 | 0.00 | 0.0% |
| TOTAL, EMPLOYEE BENEFITS | | | 1,221,142.00 | 1,160,946.00 | -4.9% |
| **BOOKS AND SUPPLIES** | | | | | |
| Approved Textbooks and Core Curricula Materials | | 4100 | 0.00 | 0.00 | 0.0% |
| Books and Other Reference Materials | | 4200 | 0.00 | 0.00 | 0.0% |
| Materials and Supplies | | 4300 | 50,396.00 | 290,833.00 | 477.1% |
| Noncapitalized Equipment | | 4400 | 569.00 | 20,116.00 | 3,435.3% |
| Food | | 4700 | 105,389.00 | 133,561.00 | 26.7% |
| TOTAL, BOOKS AND SUPPLIES | | | 156,354.00 | 444,510.00 | 184.3% |
| **SERVICES AND OTHER OPERATING EXPENDITURES** | | | | | |
| Subagreements for Services | | 5100 | 0.00 | 0.00 | 0.0% |
| Travel and Conferences | | 5200 | 970.00 | 367.00 | -62.2% |
| Dues and Memberships | | 5300 | 0.00 | 0.00 | 0.0% |
| Insurance | | 5400-5450 | 0.00 | 0.00 | 0.0% |
| Operations and Housekeeping Services | | 5500 | 19,433.00 | 67,968.00 | 249.8% |
| Rentals, Leases, Repairs, and Noncapitalized Improvements | | 5600 | 0.00 | 0.00 | 0.0% |
| Transfers of Direct Costs | | 5710 | 0.00 | 0.00 | 0.0% |
| Transfers of Direct Costs - Interfund | | 5750 | (522,825.00) | (348,998.00) | -33.2% |
| Professional/Consulting Services and Operating Expenditures | | 5800 | 284,665.00 | 263,496.00 | -7.4% |
| Communications | | 5900 | 958.00 | 2,869.00 | 199.5% |
| TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES | | | (216,799.00) | (14,298.00) | -93.4% |
| **CAPITAL OUTLAY** | | | | | |
| Land | | 6100 | 0.00 | 0.00 | 0.0% |
| Land Improvements | | 6170 | 0.00 | 0.00 | 0.0% |
| Buildings and Improvements of Buildings | | 6200 | 0.00 | 0.00 | 0.0% |
| Equipment | | 6400 | 0.00 | 0.00 | 0.0% |
| Equipment Replacement | | 6500 | 0.00 | 0.00 | 0.0% |
| Lease Assets | | 6600 | 0.00 | 0.00 | 0.0% |
| Subscription Assets | | 6700 | 0.00 | 0.00 | 0.0% |
| TOTAL, CAPITAL OUTLAY | | | 0.00 | 0.00 | 0.0% |
| **OTHER OUTGO (excluding Transfers of Indirect Costs)** | | | | | |
| Other Transfers Out | | | | | |
| All Other Transfers Out to All Others | | 7299 | 0.00 | 0.00 | 0.0% |
| Debt Service | | | | | |
| Debt Service - Interest | | 7438 | 0.00 | 0.00 | 0.0% |
| Other Debt Service - Principal | | 7439 | 0.00 | 0.00 | 0.0% |
| TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs) | | | 0.00 | 0.00 | 0.0% |
| **OTHER OUTGO - TRANSFERS OF INDIRECT COSTS** | | | | | |
| Transfers of Indirect Costs - Interfund | | 7350 | 425,028.00 | 228,104.00 | -46.3% |
| TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS | | | 425,028.00 | 228,104.00 | -46.3% |
| TOTAL, EXPENDITURES | | | 4,391,722.00 | 4,142,520.00 | -5.7% |
| **INTERFUND TRANSFERS** | | | | | |
| **INTERFUND TRANSFERS IN** | | | | | |
| From: General Fund | | 8911 | 331,025.00 | 65,000.00 | -80.4% |
| Other Authorized Interfund Transfers In | | 8919 | 0.00 | 0.00 | 0.0% |
| (a) TOTAL, INTERFUND TRANSFERS IN | | | 331,025.00 | 65,000.00 | -80.4% |

| Description | Resource Codes | Object Codes | 2023-24 Estimated Actuals | 2024-25 Budget | Percent Difference |
|---|---|---|---|---|---|
| **INTERFUND TRANSFERS OUT** | | | | | |
| Other Authorized Interfund Transfers Out | | 7619 | 0.00 | 0.00 | 0.0% |
| (b) TOTAL, INTERFUND TRANSFERS OUT | | | 0.00 | 0.00 | 0.0% |
| **OTHER SOURCES/USES** | | | | | |
| **SOURCES** | | | | | |
| Other Sources | | | | | |
| Transfers from Funds of Lapsed/Reorganized LEAs | | 8965 | 0.00 | 0.00 | 0.0% |
| Long-Term Debt Proceeds | | | | | |
| Proceeds from Certificates of Participation | | 8971 | 0.00 | 0.00 | 0.0% |
| Proceeds from Leases | | 8972 | 0.00 | 0.00 | 0.0% |
| Proceeds from SBITAs | | 8974 | 0.00 | 0.00 | 0.0% |
| All Other Financing Sources | | 8979 | 0.00 | 0.00 | 0.0% |
| (c) TOTAL, SOURCES | | | 0.00 | 0.00 | 0.0% |
| **USES** | | | | | |
| Transfers of Funds from Lapsed/Reorganized LEAs | | 7651 | 0.00 | 0.00 | 0.0% |
| All Other Financing Uses | | 7699 | 0.00 | 0.00 | 0.0% |
| (d) TOTAL, USES | | | 0.00 | 0.00 | 0.0% |
| **CONTRIBUTIONS** | | | | | |
| Contributions from Unrestricted Revenues | | 8980 | 0.00 | 0.00 | 0.0% |
| Contributions from Restricted Revenues | | 8990 | (1.00) | 0.00 | -100.0% |
| (e) TOTAL, CONTRIBUTIONS | | | (1.00) | 0.00 | -100.0% |
| TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e) | | | 331,024.00 | 65,000.00 | -80.4% |

| Description | Function Codes | Object Codes | 2023-24 Estimated Actuals | 2024-25 Budget | Percent Difference |
|---|---|---|---|---|---|
| **A. REVENUES** | | | | | |
| 1) LCFF Sources | | 8010-8099 | 0.00 | 0.00 | 0.0% |
| 2) Federal Revenue | | 8100-8299 | 295,822.00 | 300,569.00 | 1.6% |
| 3) Other State Revenue | | 8300-8599 | 899,534.00 | 865,237.00 | -3.8% |
| 4) Other Local Revenue | | 8600-8799 | 2,638,841.00 | 3,042,667.00 | 15.3% |
| 5) TOTAL, REVENUES | | | 3,834,197.00 | 4,208,473.00 | 9.8% |
| **B. EXPENDITURES (Objects 1000-7999)** | | | | | |
| 1) Instruction | 1000-1999 | | 3,175,137.00 | 3,236,198.00 | 1.9% |
| 2) Instruction - Related Services | 2000-2999 | | 487,022.00 | 310,081.00 | -36.3% |
| 3) Pupil Services | 3000-3999 | | 72,463.00 | 139,710.00 | 92.8% |
| 4) Ancillary Services | 4000-4999 | | 0.00 | 0.00 | 0.0% |
| 5) Community Services | 5000-5999 | | 0.00 | 0.00 | 0.0% |
| 6) Enterprise | 6000-6999 | | 0.00 | 0.00 | 0.0% |
| 7) General Administration | 7000-7999 | | 425,028.00 | 228,104.00 | -46.3% |
| 8) Plant Services | 8000-8999 | | 197,811.00 | 228,427.00 | 15.5% |
| 9) Other Outgo | 9000-9999 | Except 7600-7699 | 0.00 | 0.00 | 0.0% |
| 10) TOTAL, EXPENDITURES | | | 4,357,461.00 | 4,142,520.00 | -4.9% |
| **C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)** | | | (523,264.00) | 65,953.00 | -112.6% |
| **D. OTHER FINANCING SOURCES/USES** | | | | | |
| 1) Interfund Transfers | | | | | |
| a) Transfers In | | 8900-8929 | 331,025.00 | 65,000.00 | -80.4% |
| b) Transfers Out | | 7600-7629 | 0.00 | 0.00 | 0.0% |
| 2) Other Sources/Uses | | | | | |
| a) Sources | | 8930-8979 | 0.00 | 0.00 | 0.0% |
| b) Uses | | 7630-7699 | 0.00 | 0.00 | 0.0% |
| 3) Contributions | | 8980-8999 | (1.00) | 0.00 | -100.0% |
| 4) TOTAL, OTHER FINANCING SOURCES/USES | | | 331,024.00 | 65,000.00 | -80.4% |
| **E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)** | | | (192,240.00) | 130,953.00 | -168.1% |
| **F. FUND BALANCE, RESERVES** | | | | | |
| 1) Beginning Fund Balance | | | | | |
| a) As of July 1 - Unaudited | | 9791 | 484,622.18 | 258,121.18 | -46.7% |
| b) Audit Adjustments | | 9793 | 0.00 | 0.00 | 0.0% |
| c) As of July 1 - Audited (F1a + F1b) | | | 484,622.18 | 258,121.18 | -46.7% |
| d) Other Restatements | | 9795 | 0.00 | 0.00 | 0.0% |
| e) Adjusted Beginning Balance (F1c + F1d) | | | 484,622.18 | 258,121.18 | -46.7% |
| 2) Ending Balance, June 30 (E + F1e) | | | 292,382.18 | 389,074.18 | 33.1% |
| Components of Ending Fund Balance | | | | | |
| a) Nonspendable | | | | | |
| Revolving Cash | | 9711 | 0.00 | 0.00 | 0.0% |
| Stores | | 9712 | 0.00 | 0.00 | 0.0% |
| Prepaid Items | | 9713 | 0.00 | 0.00 | 0.0% |
| All Others | | 9719 | 0.00 | 0.00 | 0.0% |
| b) Restricted | | 9740 | 258,209.75 | 389,157.18 | 50.7% |
| c) Committed | | | | | |
| Stabilization Arrangements | | 9750 | 0.00 | 0.00 | 0.0% |
| Other Commitments (by Resource/Object) | | 9760 | 0.00 | 0.00 | 0.0% |
| d) Assigned | | | | | |
| Other Assignments (by Resource/Object) | | 9780 | 0.00 | 0.00 | 0.0% |
| e) Unassigned/Unappropriated | | | | | |
| Reserve for Economic Uncertainties | | 9789 | 0.00 | 0.00 | 0.0% |
| Unassigned/Unappropriated Amount | | 9790 | (88.57) | (83.00) | -6.3% |

| Resource | Description | 2023-24 Estimated Actuals | 2024-25 Budget |
|---|---|---|---|
| 5059 | Child Development: ARP California State Preschool Program One-time Stipend | 238.92 | 238.92 |
| 5160 | Child Care and Development Programs Administered by California Department of Social Services (Federal Funds) | 167,734.00 | 167,734.00 |
| 5460 | Child Nutrition: CACFP COVID-19 Emergency Operational Costs Reimbursement (ECR) | 607.00 | 607.00 |
| 6129 | Child Development: Center-Based Reserve Account for Department of Social Services Programs | 20,366.85 | 20,366.85 |
| 6130 | Child Development: Center-Based Reserve Account | 69,262.98 | 69,262.98 |
| 9010 | Other Restricted Local | 0.00 | 130,947.43 |
| Total, Restricted Balance | | 258,209.75 | 389,157.18 |

| Description | Resource Codes | Object Codes | 2023-24 Estimated Actuals | 2024-25 Budget | Percent Difference |
|---|---|---|---|---|---|
| **A. REVENUES** | | | | | |
| 1) LCFF Sources | | 8010-8099 | 0.00 | 0.00 | 0.0% |
| 2) Federal Revenue | | 8100-8299 | 2,590,634.00 | 2,068,966.00 | -20.1% |
| 3) Other State Revenue | | 8300-8599 | 4,451,627.00 | 4,234,765.00 | -4.9% |
| 4) Other Local Revenue | | 8600-8799 | 277,497.00 | 255,997.00 | -7.7% |
| 5) TOTAL, REVENUES | | | 7,319,758.00 | 6,559,728.00 | -10.4% |
| **B. EXPENDITURES** | | | | | |
| 1) Certificated Salaries | | 1000-1999 | 0.00 | 0.00 | 0.0% |
| 2) Classified Salaries | | 2000-2999 | 2,369,828.00 | 2,620,574.00 | 10.6% |
| 3) Employee Benefits | | 3000-3999 | 878,416.00 | 1,114,057.00 | 26.8% |
| 4) Books and Supplies | | 4000-4999 | 1,928,509.00 | 1,989,804.00 | 3.2% |
| 5) Services and Other Operating Expenditures | | 5000-5999 | 151,120.00 | 94,841.00 | -37.2% |
| 6) Capital Outlay | | 6000-6999 | 200,960.00 | 445,269.00 | 121.6% |
| 7) Other Outgo (excluding Transfers of Indirect Costs) | | 7100-7299, 7400-7499 | 0.00 | 0.00 | 0.0% |
| 8) Other Outgo - Transfers of Indirect Costs | | 7300-7399 | 179,056.00 | 295,183.00 | 64.9% |
| 9) TOTAL, EXPENDITURES | | | 5,707,889.00 | 6,559,728.00 | 14.9% |
| **C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)** | | | 1,611,869.00 | 0.00 | -100.0% |
| **D. OTHER FINANCING SOURCES/USES** | | | | | |
| 1) Interfund Transfers | | | | | |
| a) Transfers In | | 8900-8929 | 0.00 | 0.00 | 0.0% |
| b) Transfers Out | | 7600-7629 | 0.00 | 0.00 | 0.0% |
| 2) Other Sources/Uses | | | | | |
| a) Sources | | 8930-8979 | 0.00 | 0.00 | 0.0% |
| b) Uses | | 7630-7699 | 0.00 | 0.00 | 0.0% |
| 3) Contributions | | 8980-8999 | 0.00 | 0.00 | 0.0% |
| 4) TOTAL, OTHER FINANCING SOURCES/USES | | | 0.00 | 0.00 | 0.0% |
| **E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)** | | | 1,611,869.00 | 0.00 | -100.0% |
| **F. FUND BALANCE, RESERVES** | | | | | |
| 1) Beginning Fund Balance | | | | | |
| a) As of July 1 - Unaudited | | 9791 | 4,047,288.54 | 5,659,157.54 | 39.8% |
| b) Audit Adjustments | | 9793 | 0.00 | 0.00 | 0.0% |
| c) As of July 1 - Audited (F1a + F1b) | | | 4,047,288.54 | 5,659,157.54 | 39.8% |
| d) Other Restatements | | 9795 | 0.00 | 0.00 | 0.0% |
| e) Adjusted Beginning Balance (F1c + F1d) | | | 4,047,288.54 | 5,659,157.54 | 39.8% |
| 2) Ending Balance, June 30 (E + F1e) | | | 5,659,157.54 | 5,659,157.54 | 0.0% |
| Components of Ending Fund Balance | | | | | |
| a) Nonspendable | | | | | |
| Revolving Cash | | 9711 | 0.00 | 0.00 | 0.0% |
| Stores | | 9712 | 0.00 | 0.00 | 0.0% |
| Prepaid Items | | 9713 | 0.00 | 0.00 | 0.0% |
| All Others | | 9719 | 0.00 | 0.00 | 0.0% |
| b) Restricted | | 9740 | 5,646,258.61 | 5,646,258.61 | 0.0% |
| c) Committed | | | | | |
| Stabilization Arrangements | | 9750 | 0.00 | 0.00 | 0.0% |
| Other Commitments | | 9760 | 0.00 | 0.00 | 0.0% |
| d) Assigned | | | | | |
| Other Assignments | | 9780 | 0.00 | 0.00 | 0.0% |
| e) Unassigned/Unappropriated Reserve for Economic Uncertainties | | 9789 | 0.00 | 0.00 | 0.0% |
| Unassigned/Unappropriated Amount | | 9790 | 12,898.93 | 12,898.93 | 0.0% |
| **G. ASSETS** | | | | | |
| 1) Cash | | | | | |
| a) in County Treasury | | 9110 | 0.00 | | |
| 1) Fair Value Adjustment to Cash in County Treasury | | 9111 | 0.00 | | |
| b) in Banks | | 9120 | 0.00 | | |
| c) in Revolving Cash Account | | 9130 | 0.00 | | |
| d) with Fiscal Agent/Trustee | | 9135 | 0.00 | | |
| e) Collections Awaiting Deposit | | 9140 | 0.00 | | |
| 2) Investments | | 9150 | 0.00 | | |

| Description | Resource Codes | Object Codes | 2023-24 Estimated Actuals | 2024-25 Budget | Percent Difference |
|---|---|---|---|---|---|
| 3) Accounts Receivable | | 9200 | 0.00 | | |
| 4) Due from Grantor Government | | 9290 | 0.00 | | |
| 5) Due from Other Funds | | 9310 | 0.00 | | |
| 6) Stores | | 9320 | 0.00 | | |
| 7) Prepaid Expenditures | | 9330 | 0.00 | | |
| 8) Other Current Assets | | 9340 | 0.00 | | |
| 9) Lease Receivable | | 9380 | 0.00 | | |
| 10) TOTAL, ASSETS | | | 0.00 | | |
| **H. DEFERRED OUTFLOWS OF RESOURCES** | | | | | |
| 1) Deferred Outflows of Resources | | 9490 | 0.00 | | |
| 2) TOTAL, DEFERRED OUTFLOWS | | | 0.00 | | |
| **I. LIABILITIES** | | | | | |
| 1) Accounts Payable | | 9500 | 0.00 | | |
| 2) Due to Grantor Governments | | 9590 | 0.00 | | |
| 3) Due to Other Funds | | 9610 | 0.00 | | |
| 4) Current Loans | | 9640 | | | |
| 5) Unearned Revenue | | 9650 | 0.00 | | |
| 6) TOTAL, LIABILITIES | | | 0.00 | | |
| **J. DEFERRED INFLOWS OF RESOURCES** | | | | | |
| 1) Deferred Inflows of Resources | | 9690 | 0.00 | | |
| 2) TOTAL, DEFERRED INFLOWS | | | 0.00 | | |
| **K. FUND EQUITY** | | | | | |
| (G10 + H2) - (I6 + J2) | | | 0.00 | | |
| **FEDERAL REVENUE** | | | | | |
| Child Nutrition Programs | | 8220 | 2,590,634.00 | 2,068,966.00 | -20.1% |
| Donated Food Commodities | | 8221 | 0.00 | 0.00 | 0.0% |
| All Other Federal Revenue | | 8290 | 0.00 | 0.00 | 0.0% |
| TOTAL, FEDERAL REVENUE | | | 2,590,634.00 | 2,068,966.00 | -20.1% |
| **OTHER STATE REVENUE** | | | | | |
| Child Nutrition Programs | | 8520 | 4,451,627.00 | 4,234,765.00 | -4.9% |
| All Other State Revenue | | 8590 | 0.00 | 0.00 | 0.0% |
| TOTAL, OTHER STATE REVENUE | | | 4,451,627.00 | 4,234,765.00 | -4.9% |
| **OTHER LOCAL REVENUE** | | | | | |
| Other Local Revenue | | | | | |
| Sales | | | | | |
| Sale of Equipment/Supplies | | 8631 | 0.00 | 0.00 | 0.0% |
| Food Service Sales | | 8634 | 242,497.00 | 222,497.00 | -8.2% |
| Leases and Rentals | | 8650 | 0.00 | 0.00 | 0.0% |
| Interest | | 8660 | 35,000.00 | 33,500.00 | -4.3% |
| Net Increase (Decrease) in the Fair Value of Investments | | 8662 | 0.00 | 0.00 | 0.0% |
| Fees and Contracts | | | | | |
| Interagency Services | | 8677 | 0.00 | 0.00 | 0.0% |
| Other Local Revenue | | | | | |
| All Other Local Revenue | | 8699 | 0.00 | 0.00 | 0.0% |
| TOTAL, OTHER LOCAL REVENUE | | | 277,497.00 | 255,997.00 | -7.7% |
| TOTAL, REVENUES | | | 7,319,758.00 | 6,559,728.00 | -10.4% |
| **CERTIFICATED SALARIES** | | | | | |
| Certificated Supervisors' and Administrators' Salaries | | 1300 | 0.00 | 0.00 | 0.0% |
| Other Certificated Salaries | | 1900 | 0.00 | 0.00 | 0.0% |
| TOTAL, CERTIFICATED SALARIES | | | 0.00 | 0.00 | 0.0% |
| **CLASSIFIED SALARIES** | | | | | |
| Classified Support Salaries | | 2200 | 1,589,114.00 | 1,910,946.00 | 20.3% |
| Classified Supervisors' and Administrators' Salaries | | 2300 | 627,309.00 | 591,584.00 | -5.7% |
| Clerical, Technical and Office Salaries | | 2400 | 123,273.00 | 82,830.00 | -32.8% |
| Other Classified Salaries | | 2900 | 30,132.00 | 35,214.00 | 16.9% |
| TOTAL, CLASSIFIED SALARIES | | | 2,369,828.00 | 2,620,574.00 | 10.6% |
| **EMPLOYEE BENEFITS** | | | | | |
| STRS | | 3101-3102 | 0.00 | 0.00 | 0.0% |
| PERS | | 3201-3202 | 484,421.00 | 606,525.00 | 25.2% |
| OASDI/Medicare/Alternative | | 3301-3302 | 178,267.00 | 200,500.00 | 12.5% |

| Description | Resource Codes | Object Codes | 2023-24 Estimated Actuals | 2024-25 Budget | Percent Difference |
|---|---|---|---|---|---|
| Health and Welfare Benefits | | 3401-3402 | 165,249.00 | 250,645.00 | 51.7% |
| Unemployment Insurance | | 3501-3502 | 1,227.00 | 1,327.00 | 8.1% |
| Workers' Compensation | | 3601-3602 | 43,154.00 | 47,183.00 | 9.3% |
| OPEB, Allocated | | 3701-3702 | 6,098.00 | 7,877.00 | 29.2% |
| OPEB, Active Employees | | 3751-3752 | 0.00 | 0.00 | 0.0% |
| Other Employee Benefits | | 3901-3902 | 0.00 | 0.00 | 0.0% |
| TOTAL, EMPLOYEE BENEFITS | | | 878,416.00 | 1,114,057.00 | 26.8% |
| **BOOKS AND SUPPLIES** | | | | | |
| Books and Other Reference Materials | | 4200 | 0.00 | 0.00 | 0.0% |
| Materials and Supplies | | 4300 | 121,453.00 | 151,055.00 | 24.4% |
| Noncapitalized Equipment | | 4400 | 0.00 | 212,789.00 | New |
| Food | | 4700 | 1,807,056.00 | 1,625,960.00 | -10.0% |
| TOTAL, BOOKS AND SUPPLIES | | | 1,928,509.00 | 1,989,804.00 | 3.2% |
| **SERVICES AND OTHER OPERATING EXPENDITURES** | | | | | |
| Subagreements for Services | | 5100 | 0.00 | 0.00 | 0.0% |
| Travel and Conferences | | 5200 | 3,459.00 | 3,677.00 | 6.3% |
| Dues and Memberships | | 5300 | 2,146.00 | 1,518.00 | -29.3% |
| Insurance | | 5400-5450 | 0.00 | 0.00 | 0.0% |
| Operations and Housekeeping Services | | 5500 | 12,750.00 | 10,959.00 | -14.0% |
| Rentals, Leases, Repairs, and Noncapitalized Improvements | | 5600 | 0.00 | 0.00 | 0.0% |
| Transfers of Direct Costs | | 5710 | 0.00 | 0.00 | 0.0% |
| Transfers of Direct Costs - Interfund | | 5750 | 85,500.00 | 1,768.00 | -97.9% |
| Professional/Consulting Services and Operating Expenditures | | 5800 | 45,880.00 | 75,044.00 | 63.6% |
| Communications | | 5900 | 1,385.00 | 1,875.00 | 35.4% |
| TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES | | | 151,120.00 | 94,841.00 | -37.2% |
| **CAPITAL OUTLAY** | | | | | |
| Buildings and Improvements of Buildings | | 6200 | 0.00 | 0.00 | 0.0% |
| Equipment | | 6400 | 0.00 | 0.00 | 0.0% |
| Equipment Replacement | | 6500 | 200,960.00 | 445,269.00 | 121.6% |
| Lease Assets | | 6600 | 0.00 | 0.00 | 0.0% |
| Subscription Assets | | 6700 | 0.00 | 0.00 | 0.0% |
| TOTAL, CAPITAL OUTLAY | | | 200,960.00 | 445,269.00 | 121.6% |
| **OTHER OUTGO (excluding Transfers of Indirect Costs)** | | | | | |
| Debt Service | | | | | |
| Debt Service - Interest | | 7438 | 0.00 | 0.00 | 0.0% |
| Other Debt Service - Principal | | 7439 | 0.00 | 0.00 | 0.0% |
| TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs) | | | 0.00 | 0.00 | 0.0% |
| **OTHER OUTGO - TRANSFERS OF INDIRECT COSTS** | | | | | |
| Transfers of Indirect Costs - Interfund | | 7350 | 179,056.00 | 295,183.00 | 64.9% |
| TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS | | | 179,056.00 | 295,183.00 | 64.9% |
| TOTAL, EXPENDITURES | | | 5,707,889.00 | 6,559,728.00 | 14.9% |
| **INTERFUND TRANSFERS** | | | | | |
| **INTERFUND TRANSFERS IN** | | | | | |
| From: General Fund | | 8916 | 0.00 | 0.00 | 0.0% |
| Other Authorized Interfund Transfers In | | 8919 | 0.00 | 0.00 | 0.0% |
| (a) TOTAL, INTERFUND TRANSFERS IN | | | 0.00 | 0.00 | 0.0% |
| **INTERFUND TRANSFERS OUT** | | | | | |
| Other Authorized Interfund Transfers Out | | 7619 | 0.00 | 0.00 | 0.0% |
| (b) TOTAL, INTERFUND TRANSFERS OUT | | | 0.00 | 0.00 | 0.0% |
| **OTHER SOURCES/USES** | | | | | |
| **SOURCES** | | | | | |
| Other Sources | | | | | |
| Transfers from Funds of Lapsed/Reorganized LEAs | | 8965 | 0.00 | 0.00 | 0.0% |
| Long-Term Debt Proceeds | | | | | |
| Proceeds from Leases | | 8972 | 0.00 | 0.00 | 0.0% |
| Proceeds from SBITAs | | 8974 | 0.00 | 0.00 | 0.0% |
| All Other Financing Sources | | 8979 | 0.00 | 0.00 | 0.0% |
| (c) TOTAL, SOURCES | | | 0.00 | 0.00 | 0.0% |
| **USES** | | | | | |
| Transfers of Funds from Lapsed/Reorganized LEAs | | 7651 | 0.00 | 0.00 | 0.0% |

| Description | Resource Codes | Object Codes | 2023-24 Estimated Actuals | 2024-25 Budget | Percent Difference |
|---|---|---|---|---|---|
| All Other Financing Uses | | 7699 | 0.00 | 0.00 | 0.0% |
| (d) TOTAL, USES | | | 0.00 | 0.00 | 0.0% |
| **CONTRIBUTIONS** | | | | | |
| Contributions from Unrestricted Revenues | | 8980 | 0.00 | 0.00 | 0.0% |
| Contributions from Restricted Revenues | | 8990 | 0.00 | 0.00 | 0.0% |
| (e) TOTAL, CONTRIBUTIONS | | | 0.00 | 0.00 | 0.0% |
| TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e) | | | 0.00 | 0.00 | 0.0% |

| Description | Function Codes | Object Codes | 2023-24 Estimated Actuals | 2024-25 Budget | Percent Difference |
|---|---|---|---|---|---|
| **A. REVENUES** | | | | | |
| 1) LCFF Sources | | 8010-8099 | 0.00 | 0.00 | 0.0% |
| 2) Federal Revenue | | 8100-8299 | 2,590,634.00 | 2,068,966.00 | -20.1% |
| 3) Other State Revenue | | 8300-8599 | 4,451,627.00 | 4,234,765.00 | -4.9% |
| 4) Other Local Revenue | | 8600-8799 | 277,497.00 | 255,997.00 | -7.7% |
| 5) TOTAL, REVENUES | | | 7,319,758.00 | 6,559,728.00 | -10.4% |
| **B. EXPENDITURES (Objects 1000-7999)** | | | | | |
| 1) Instruction | 1000-1999 | | 0.00 | 0.00 | 0.0% |
| 2) Instruction - Related Services | 2000-2999 | | 0.00 | 0.00 | 0.0% |
| 3) Pupil Services | 3000-3999 | | 5,433,083.00 | 6,253,586.00 | 15.1% |
| 4) Ancillary Services | 4000-4999 | | 0.00 | 0.00 | 0.0% |
| 5) Community Services | 5000-5999 | | 0.00 | 0.00 | 0.0% |
| 6) Enterprise | 6000-6999 | | 0.00 | 0.00 | 0.0% |
| 7) General Administration | 7000-7999 | | 179,056.00 | 295,183.00 | 64.9% |
| 8) Plant Services | 8000-8999 | | 95,750.00 | 10,959.00 | -88.6% |
| 9) Other Outgo | 9000-9999 | Except 7600-7699 | 0.00 | 0.00 | 0.0% |
| 10) TOTAL, EXPENDITURES | | | 5,707,889.00 | 6,559,728.00 | 14.9% |
| **C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)** | | | 1,611,869.00 | 0.00 | -100.0% |
| **D. OTHER FINANCING SOURCES/USES** | | | | | |
| 1) Interfund Transfers | | | | | |
| a) Transfers In | | 8900-8929 | 0.00 | 0.00 | 0.0% |
| b) Transfers Out | | 7600-7629 | 0.00 | 0.00 | 0.0% |
| 2) Other Sources/Uses | | | | | |
| a) Sources | | 8930-8979 | 0.00 | 0.00 | 0.0% |
| b) Uses | | 7630-7699 | 0.00 | 0.00 | 0.0% |
| 3) Contributions | | 8980-8999 | 0.00 | 0.00 | 0.0% |
| 4) TOTAL, OTHER FINANCING SOURCES/USES | | | 0.00 | 0.00 | 0.0% |
| **E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)** | | | 1,611,869.00 | 0.00 | -100.0% |
| **F. FUND BALANCE, RESERVES** | | | | | |
| 1) Beginning Fund Balance | | | | | |
| a) As of July 1 - Unaudited | | 9791 | 4,047,288.54 | 5,659,157.54 | 39.8% |
| b) Audit Adjustments | | 9793 | 0.00 | 0.00 | 0.0% |
| c) As of July 1 - Audited (F1a + F1b) | | | 4,047,288.54 | 5,659,157.54 | 39.8% |
| d) Other Restatements | | 9795 | 0.00 | 0.00 | 0.0% |
| e) Adjusted Beginning Balance (F1c + F1d) | | | 4,047,288.54 | 5,659,157.54 | 39.8% |
| 2) Ending Balance, June 30 (E + F1e) | | | 5,659,157.54 | 5,659,157.54 | 0.0% |
| Components of Ending Fund Balance | | | | | |
| a) Nonspendable | | | | | |
| Revolving Cash | | 9711 | 0.00 | 0.00 | 0.0% |
| Stores | | 9712 | 0.00 | 0.00 | 0.0% |
| Prepaid Items | | 9713 | 0.00 | 0.00 | 0.0% |
| All Others | | 9719 | 0.00 | 0.00 | 0.0% |
| b) Restricted | | 9740 | 5,646,258.61 | 5,646,258.61 | 0.0% |
| c) Committed | | | | | |
| Stabilization Arrangements | | 9750 | 0.00 | 0.00 | 0.0% |
| Other Commitments (by Resource/Object) | | 9760 | 0.00 | 0.00 | 0.0% |
| d) Assigned | | | | | |
| Other Assignments (by Resource/Object) | | 9780 | 0.00 | 0.00 | 0.0% |
| e) Unassigned/Unappropriated | | | | | |
| Reserve for Economic Uncertainties | | 9789 | 0.00 | 0.00 | 0.0% |
| Unassigned/Unappropriated Amount | | 9790 | 12,898.93 | 12,898.93 | 0.0% |

| Resource | Description | 2023-24 Estimated Actuals | 2024-25 Budget |
|---|---|---|---|
| 5310 | Child Nutrition: School Programs (e.g., School Lunch, School Breakfast, Milk, Pregnant & Lactating Students) | 5,289,846.43 | 5,289,846.43 |
| 5460 | Child Nutrition: CACFP COVID-19 Emergency Operational Costs Reimbursement (ECR) | 4,318.57 | 4,318.57 |
| 5465 | Child Nutrition: SNP COVID-19 Emergency Operational Costs Reimbursement (ECR) | 135,231.61 | 135,231.61 |
| 7033 | Child Nutrition: School Food Best Practices Apportionment | 216,862.00 | 216,862.00 |
| Total, Restricted Balance | | 5,646,258.61 | 5,646,258.61 |

| Description | Resource Codes | Object Codes | 2023-24 Estimated Actuals | 2024-25 Budget | Percent Difference |
|---|---|---|---|---|---|
| **A. REVENUES** | | | | | |
| 1) LCFF Sources | | 8010-8099 | 0.00 | 0.00 | 0.0% |
| 2) Federal Revenue | | 8100-8299 | 0.00 | 0.00 | 0.0% |
| 3) Other State Revenue | | 8300-8599 | 0.00 | 0.00 | 0.0% |
| 4) Other Local Revenue | | 8600-8799 | 10,815.00 | 0.00 | -100.0% |
| 5) TOTAL, REVENUES | | | 10,815.00 | 0.00 | -100.0% |
| **B. EXPENDITURES** | | | | | |
| 1) Certificated Salaries | | 1000-1999 | 0.00 | 0.00 | 0.0% |
| 2) Classified Salaries | | 2000-2999 | 0.00 | 0.00 | 0.0% |
| 3) Employee Benefits | | 3000-3999 | 0.00 | 0.00 | 0.0% |
| 4) Books and Supplies | | 4000-4999 | 0.00 | 0.00 | 0.0% |
| 5) Services and Other Operating Expenditures | | 5000-5999 | 0.00 | 0.00 | 0.0% |
| 6) Capital Outlay | | 6000-6999 | 0.00 | 0.00 | 0.0% |
| 7) Other Outgo (excluding Transfers of Indirect Costs) | | 7100-7299, 7400-7499 | 0.00 | 0.00 | 0.0% |
| 8) Other Outgo - Transfers of Indirect Costs | | 7300-7399 | 0.00 | 0.00 | 0.0% |
| 9) TOTAL, EXPENDITURES | | | 0.00 | 0.00 | 0.0% |
| **C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)** | | | 10,815.00 | 0.00 | -100.0% |
| **D. OTHER FINANCING SOURCES/USES** | | | | | |
| 1) Interfund Transfers | | | | | |
| a) Transfers In | | 8900-8929 | 0.00 | 0.00 | 0.0% |
| b) Transfers Out | | 7600-7629 | 0.00 | 0.00 | 0.0% |
| 2) Other Sources/Uses | | | | | |
| a) Sources | | 8930-8979 | 0.00 | 0.00 | 0.0% |
| b) Uses | | 7630-7699 | 0.00 | 0.00 | 0.0% |
| 3) Contributions | | 8980-8999 | 0.00 | 0.00 | 0.0% |
| 4) TOTAL, OTHER FINANCING SOURCES/USES | | | 0.00 | 0.00 | 0.0% |
| **E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)** | | | 10,815.00 | 0.00 | -100.0% |
| **F. FUND BALANCE, RESERVES** | | | | | |
| 1) Beginning Fund Balance | | | | | |
| a) As of July 1 - Unaudited | | 9791 | 483,710.03 | 494,525.03 | 2.2% |
| b) Audit Adjustments | | 9793 | 0.00 | 0.00 | 0.0% |
| c) As of July 1 - Audited (F1a + F1b) | | | 483,710.03 | 494,525.03 | 2.2% |
| d) Other Restatements | | 9795 | 0.00 | 0.00 | 0.0% |
| e) Adjusted Beginning Balance (F1c + F1d) | | | 483,710.03 | 494,525.03 | 2.2% |
| 2) Ending Balance, June 30 (E + F1e) | | | 494,525.03 | 494,525.03 | 0.0% |
| Components of Ending Fund Balance | | | | | |
| a) Nonspendable | | | | | |
| Revolving Cash | | 9711 | 0.00 | 0.00 | 0.0% |
| Stores | | 9712 | 0.00 | 0.00 | 0.0% |
| Prepaid Items | | 9713 | 0.00 | 0.00 | 0.0% |
| All Others | | 9719 | 0.00 | 0.00 | 0.0% |
| b) Restricted | | 9740 | 0.00 | 0.00 | 0.0% |
| c) Committed | | | | | |
| Stabilization Arrangements | | 9750 | 0.00 | 0.00 | 0.0% |
| Other Commitments | | 9760 | 0.00 | 0.00 | 0.0% |
| d) Assigned | | | | | |
| Other Assignments | | 9780 | 0.00 | 0.00 | 0.0% |
| e) Unassigned/Unappropriated Reserve for Economic Uncertainties | | 9789 | 0.00 | 0.00 | 0.0% |
| Unassigned/Unappropriated Amount | | 9790 | 494,525.03 | 444,525.03 | -10.1% |
| **G. ASSETS** | | | | | |
| 1) Cash | | | | | |
| a) in County Treasury | | 9110 | 0.00 | | |
| 1) Fair Value Adjustment to Cash in County Treasury | | 9111 | 0.00 | | |
| b) in Banks | | 9120 | 0.00 | | |
| c) in Revolving Cash Account | | 9130 | 0.00 | | |
| d) with Fiscal Agent/Trustee | | 9135 | 0.00 | | |
| e) Collections Awaiting Deposit | | 9140 | 0.00 | | |
| 2) Investments | | 9150 | 0.00 | | |

| Description | Resource Codes | Object Codes | 2023-24 Estimated Actuals | 2024-25 Budget | Percent Difference |
|---|---|---|---|---|---|
| 3) Accounts Receivable | | 9200 | 0.00 | | |
| 4) Due from Grantor Government | | 9290 | 0.00 | | |
| 5) Due from Other Funds | | 9310 | 0.00 | | |
| 6) Stores | | 9320 | 0.00 | | |
| 7) Prepaid Expenditures | | 9330 | 0.00 | | |
| 8) Other Current Assets | | 9340 | 0.00 | | |
| 9) Lease Receivable | | 9380 | 0.00 | | |
| 10) TOTAL, ASSETS | | | 0.00 | | |
| **H. DEFERRED OUTFLOWS OF RESOURCES** | | | | | |
| 1) Deferred Outflows of Resources | | 9490 | 0.00 | | |
| 2) TOTAL, DEFERRED OUTFLOWS | | | 0.00 | | |
| **I. LIABILITIES** | | | | | |
| 1) Accounts Payable | | 9500 | 0.00 | | |
| 2) Due to Grantor Governments | | 9590 | 0.00 | | |
| 3) Due to Other Funds | | 9610 | 0.00 | | |
| 4) Current Loans | | 9640 | | | |
| 5) Unearned Revenue | | 9650 | 0.00 | | |
| 6) TOTAL, LIABILITIES | | | 0.00 | | |
| **J. DEFERRED INFLOWS OF RESOURCES** | | | | | |
| 1) Deferred Inflows of Resources | | 9690 | 0.00 | | |
| 2) TOTAL, DEFERRED INFLOWS | | | 0.00 | | |
| **K. FUND EQUITY** | | | | | |
| (G10 + H2) - (I6 + J2) | | | 0.00 | | |
| **LCFF SOURCES** | | | | | |
| LCFF Transfers | | | | | |
| LCFF Transfers - Current Year | | 8091 | 0.00 | 0.00 | 0.0% |
| LCFF/Revenue Limit Transfers - Prior Years | | 8099 | 0.00 | 0.00 | 0.0% |
| TOTAL, LCFF SOURCES | | | 0.00 | 0.00 | 0.0% |
| **OTHER STATE REVENUE** | | | | | |
| All Other State Revenue | | 8590 | 0.00 | 0.00 | 0.0% |
| TOTAL, OTHER STATE REVENUE | | | 0.00 | 0.00 | 0.0% |
| **OTHER LOCAL REVENUE** | | | | | |
| Other Local Revenue | | | | | |
| Community Redevelopment Funds Not Subject to LCFF Deduction | | 8625 | 0.00 | 0.00 | 0.0% |
| Sales | | | | | |
| Sale of Equipment/Supplies | | 8631 | 0.00 | 0.00 | 0.0% |
| Interest | | 8660 | 10,815.00 | 0.00 | -100.0% |
| Net Increase (Decrease) in the Fair Value of Investments | | 8662 | 0.00 | 0.00 | 0.0% |
| Other Local Revenue | | | | | |
| All Other Local Revenue | | 8699 | 0.00 | 0.00 | 0.0% |
| All Other Transfers In from All Others | | 8799 | 0.00 | 0.00 | 0.0% |
| TOTAL, OTHER LOCAL REVENUE | | | 10,815.00 | 0.00 | -100.0% |
| TOTAL, REVENUES | | | 10,815.00 | 0.00 | -100.0% |
| **CLASSIFIED SALARIES** | | | | | |
| Classified Support Salaries | | 2200 | 0.00 | 0.00 | 0.0% |
| Other Classified Salaries | | 2900 | 0.00 | 0.00 | 0.0% |
| TOTAL, CLASSIFIED SALARIES | | | 0.00 | 0.00 | 0.0% |
| **EMPLOYEE BENEFITS** | | | | | |
| STRS | | 3101-3102 | 0.00 | 0.00 | 0.0% |
| PERS | | 3201-3202 | 0.00 | 0.00 | 0.0% |
| OASDI/Medicare/Alternative | | 3301-3302 | 0.00 | 0.00 | 0.0% |
| Health and Welfare Benefits | | 3401-3402 | 0.00 | 0.00 | 0.0% |
| Unemployment Insurance | | 3501-3502 | 0.00 | 0.00 | 0.0% |
| Workers' Compensation | | 3601-3602 | 0.00 | 0.00 | 0.0% |
| OPEB, Allocated | | 3701-3702 | 0.00 | 0.00 | 0.0% |
| OPEB, Active Employees | | 3751-3752 | 0.00 | 0.00 | 0.0% |
| Other Employee Benefits | | 3901-3902 | 0.00 | 0.00 | 0.0% |
| TOTAL, EMPLOYEE BENEFITS | | | 0.00 | 0.00 | 0.0% |
| **BOOKS AND SUPPLIES** | | | | | |
| Books and Other Reference Materials | | 4200 | 0.00 | 0.00 | 0.0% |

| Description | Resource Codes | Object Codes | 2023-24 Estimated Actuals | 2024-25 Budget | Percent Difference |
|---|---|---|---|---|---|
| Materials and Supplies | | 4300 | 0.00 | 0.00 | 0.0% |
| Noncapitalized Equipment | | 4400 | 0.00 | 0.00 | 0.0% |
| TOTAL, BOOKS AND SUPPLIES | | | 0.00 | 0.00 | 0.0% |
| **SERVICES AND OTHER OPERATING EXPENDITURES** | | | | | |
| Subagreements for Services | | 5100 | 0.00 | 0.00 | 0.0% |
| Travel and Conferences | | 5200 | 0.00 | 0.00 | 0.0% |
| Rentals, Leases, Repairs, and Noncapitalized Improvements | | 5600 | 0.00 | 0.00 | 0.0% |
| Transfers of Direct Costs | | 5710 | 0.00 | 0.00 | 0.0% |
| Transfers of Direct Costs - Interfund | | 5750 | 0.00 | 0.00 | 0.0% |
| Professional/Consulting Services and Operating Expenditures | | 5800 | 0.00 | 0.00 | 0.0% |
| TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES | | | 0.00 | 0.00 | 0.0% |
| **CAPITAL OUTLAY** | | | | | |
| Land Improvements | | 6170 | 0.00 | 0.00 | 0.0% |
| Buildings and Improvements of Buildings | | 6200 | 0.00 | 0.00 | 0.0% |
| Equipment | | 6400 | 0.00 | 0.00 | 0.0% |
| Equipment Replacement | | 6500 | 0.00 | 0.00 | 0.0% |
| Lease Assets | | 6600 | 0.00 | 0.00 | 0.0% |
| Subscription Assets | | 6700 | 0.00 | 0.00 | 0.0% |
| TOTAL, CAPITAL OUTLAY | | | 0.00 | 0.00 | 0.0% |
| **OTHER OUTGO (excluding Transfers of Indirect Costs)** | | | | | |
| Debt Service | | | | | |
| Debt Service - Interest | | 7438 | 0.00 | 0.00 | 0.0% |
| Other Debt Service - Principal | | 7439 | 0.00 | 0.00 | 0.0% |
| TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs) | | | 0.00 | 0.00 | 0.0% |
| TOTAL, EXPENDITURES | | | 0.00 | 0.00 | 0.0% |
| **INTERFUND TRANSFERS** | | | | | |
| **INTERFUND TRANSFERS IN** | | | | | |
| Other Authorized Interfund Transfers In | | 8919 | 0.00 | 0.00 | 0.0% |
| (a) TOTAL, INTERFUND TRANSFERS IN | | | 0.00 | 0.00 | 0.0% |
| **INTERFUND TRANSFERS OUT** | | | | | |
| Other Authorized Interfund Transfers Out | | 7619 | 0.00 | 0.00 | 0.0% |
| (b) TOTAL, INTERFUND TRANSFERS OUT | | | 0.00 | 0.00 | 0.0% |
| **OTHER SOURCES/USES** | | | | | |
| **SOURCES** | | | | | |
| Other Sources | | | | | |
| Transfers from Funds of Lapsed/Reorganized LEAs | | 8965 | 0.00 | 0.00 | 0.0% |
| Long-Term Debt Proceeds | | | | | |
| Proceeds from Leases | | 8972 | 0.00 | 0.00 | 0.0% |
| Proceeds from SBITAs | | 8974 | 0.00 | 0.00 | 0.0% |
| All Other Financing Sources | | 8979 | 0.00 | 0.00 | 0.0% |
| (c) TOTAL, SOURCES | | | 0.00 | 0.00 | 0.0% |
| **USES** | | | | | |
| Transfers of Funds from Lapsed/Reorganized LEAs | | 7651 | 0.00 | 0.00 | 0.0% |
| All Other Financing Uses | | 7699 | 0.00 | 0.00 | 0.0% |
| (d) TOTAL, USES | | | 0.00 | 0.00 | 0.0% |
| **CONTRIBUTIONS** | | | | | |
| Contributions from Unrestricted Revenues | | 8980 | 0.00 | 0.00 | 0.0% |
| Contributions from Restricted Revenues | | 8990 | 0.00 | 0.00 | 0.0% |
| (e) TOTAL, CONTRIBUTIONS | | | 0.00 | 0.00 | 0.0% |
| TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e) | | | 0.00 | 0.00 | 0.0% |

| Description | Function Codes | Object Codes | 2023-24 Estimated Actuals | 2024-25 Budget | Percent Difference |
|---|---|---|---|---|---|
| **A. REVENUES** | | | | | |
| 1) LCFF Sources | | 8010-8099 | 0.00 | 0.00 | 0.0% |
| 2) Federal Revenue | | 8100-8299 | 0.00 | 0.00 | 0.0% |
| 3) Other State Revenue | | 8300-8599 | 0.00 | 0.00 | 0.0% |
| 4) Other Local Revenue | | 8600-8799 | 10,815.00 | 0.00 | -100.0% |
| 5) TOTAL, REVENUES | | | 10,815.00 | 0.00 | -100.0% |
| **B. EXPENDITURES (Objects 1000-7999)** | | | | | |
| 1) Instruction | 1000-1999 | | 0.00 | 0.00 | 0.0% |
| 2) Instruction - Related Services | 2000-2999 | | 0.00 | 0.00 | 0.0% |
| 3) Pupil Services | 3000-3999 | | 0.00 | 0.00 | 0.0% |
| 4) Ancillary Services | 4000-4999 | | 0.00 | 0.00 | 0.0% |
| 5) Community Services | 5000-5999 | | 0.00 | 0.00 | 0.0% |
| 6) Enterprise | 6000-6999 | | 0.00 | 0.00 | 0.0% |
| 7) General Administration | 7000-7999 | | 0.00 | 0.00 | 0.0% |
| 8) Plant Services | 8000-8999 | | 0.00 | 0.00 | 0.0% |
| 9) Other Outgo | 9000-9999 | Except 7600-7699 | 0.00 | 0.00 | 0.0% |
| 10) TOTAL, EXPENDITURES | | | 0.00 | 0.00 | 0.0% |
| **C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)** | | | 10,815.00 | 0.00 | -100.0% |
| **D. OTHER FINANCING SOURCES/USES** | | | | | |
| 1) Interfund Transfers | | | | | |
| a) Transfers In | | 8900-8929 | 0.00 | 0.00 | 0.0% |
| b) Transfers Out | | 7600-7629 | 0.00 | 0.00 | 0.0% |
| 2) Other Sources/Uses | | | | | |
| a) Sources | | 8930-8979 | 0.00 | 0.00 | 0.0% |
| b) Uses | | 7630-7699 | 0.00 | 0.00 | 0.0% |
| 3) Contributions | | 8980-8999 | 0.00 | 0.00 | 0.0% |
| 4) TOTAL, OTHER FINANCING SOURCES/USES | | | 0.00 | 0.00 | 0.0% |
| **E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)** | | | 10,815.00 | 0.00 | -100.0% |
| **F. FUND BALANCE, RESERVES** | | | | | |
| 1) Beginning Fund Balance | | | | | |
| a) As of July 1 - Unaudited | | 9791 | 483,710.03 | 494,525.03 | 2.2% |
| b) Audit Adjustments | | 9793 | 0.00 | 0.00 | 0.0% |
| c) As of July 1 - Audited (F1a + F1b) | | | 483,710.03 | 494,525.03 | 2.2% |
| d) Other Restatements | | 9795 | 0.00 | 0.00 | 0.0% |
| e) Adjusted Beginning Balance (F1c + F1d) | | | 483,710.03 | 494,525.03 | 2.2% |
| 2) Ending Balance, June 30 (E + F1e) | | | 494,525.03 | 494,525.03 | 0.0% |
| Components of Ending Fund Balance | | | | | |
| a) Nonspendable | | | | | |
| Revolving Cash | | 9711 | 0.00 | 0.00 | 0.0% |
| Stores | | 9712 | 0.00 | 0.00 | 0.0% |
| Prepaid Items | | 9713 | 0.00 | 0.00 | 0.0% |
| All Others | | 9719 | 0.00 | 0.00 | 0.0% |
| b) Restricted | | 9740 | 0.00 | 0.00 | 0.0% |
| c) Committed | | | | | |
| Stabilization Arrangements | | 9750 | 0.00 | 0.00 | 0.0% |
| Other Commitments (by Resource/Object) | | 9760 | 0.00 | 0.00 | 0.0% |
| d) Assigned | | | | | |
| Other Assignments (by Resource/Object) | | 9780 | 0.00 | 0.00 | 0.0% |
| e) Unassigned/Unappropriated | | | | | |
| Reserve for Economic Uncertainties | | 9789 | 0.00 | 0.00 | 0.0% |
| Unassigned/Unappropriated Amount | | 9790 | 494,525.03 | 444,525.03 | -10.1% |

| Resource | Description | 2023-24 Estimated Actuals | 2024-25 Budget |
|---|---|---|---|
| Total, Restricted Balance | | 0.00 | 0.00 |

| Description | Resource Codes | Object Codes | 2023-24 Estimated Actuals | 2024-25 Budget | Percent Difference |
|---|---|---|---|---|---|
| **A. REVENUES** | | | | | |
| 1) LCFF Sources | | 8010-8099 | 0.00 | 0.00 | 0.0% |
| 2) Federal Revenue | | 8100-8299 | 0.00 | 0.00 | 0.0% |
| 3) Other State Revenue | | 8300-8599 | 0.00 | 0.00 | 0.0% |
| 4) Other Local Revenue | | 8600-8799 | 112,552.00 | 0.00 | -100.0% |
| 5) TOTAL, REVENUES | | | 112,552.00 | 0.00 | -100.0% |
| **B. EXPENDITURES** | | | | | |
| 1) Certificated Salaries | | 1000-1999 | 0.00 | 0.00 | 0.0% |
| 2) Classified Salaries | | 2000-2999 | 14,578.00 | 0.00 | -100.0% |
| 3) Employee Benefits | | 3000-3999 | 6,190.00 | 0.00 | -100.0% |
| 4) Books and Supplies | | 4000-4999 | 20,226.00 | 0.00 | -100.0% |
| 5) Services and Other Operating Expenditures | | 5000-5999 | 54,072.00 | 0.00 | -100.0% |
| 6) Capital Outlay | | 6000-6999 | 644,812.00 | 0.00 | -100.0% |
| 7) Other Outgo (excluding Transfers of Indirect Costs) | | 7100-7299, 7400-7499 | 0.00 | 0.00 | 0.0% |
| 8) Other Outgo - Transfers of Indirect Costs | | 7300-7399 | 0.00 | 0.00 | 0.0% |
| 9) TOTAL, EXPENDITURES | | | 739,878.00 | 0.00 | -100.0% |
| **C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)** | | | (627,326.00) | 0.00 | -100.0% |
| **D. OTHER FINANCING SOURCES/USES** | | | | | |
| 1) Interfund Transfers | | | | | |
| a) Transfers In | | 8900-8929 | 0.00 | 0.00 | 0.0% |
| b) Transfers Out | | 7600-7629 | 0.00 | 0.00 | 0.0% |
| 2) Other Sources/Uses | | | | | |
| a) Sources | | 8930-8979 | 0.00 | 0.00 | 0.0% |
| b) Uses | | 7630-7699 | 0.00 | 0.00 | 0.0% |
| 3) Contributions | | 8980-8999 | 0.00 | 0.00 | 0.0% |
| 4) TOTAL, OTHER FINANCING SOURCES/USES | | | 0.00 | 0.00 | 0.0% |
| **E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)** | | | (627,326.00) | 0.00 | -100.0% |
| **F. FUND BALANCE, RESERVES** | | | | | |
| 1) Beginning Fund Balance | | | | | |
| a) As of July 1 - Unaudited | | 9791 | 5,197,660.52 | 4,570,334.52 | -12.1% |
| b) Audit Adjustments | | 9793 | 0.00 | 0.00 | 0.0% |
| c) As of July 1 - Audited (F1a + F1b) | | | 5,197,660.52 | 4,570,334.52 | -12.1% |
| d) Other Restatements | | 9795 | 0.00 | 0.00 | 0.0% |
| e) Adjusted Beginning Balance (F1c + F1d) | | | 5,197,660.52 | 4,570,334.52 | -12.1% |
| 2) Ending Balance, June 30 (E + F1e) | | | 4,570,334.52 | 4,570,334.52 | 0.0% |
| Components of Ending Fund Balance | | | | | |
| a) Nonspendable | | | | | |
| Revolving Cash | | 9711 | 0.00 | 0.00 | 0.0% |
| Stores | | 9712 | 0.00 | 0.00 | 0.0% |
| Prepaid Items | | 9713 | 0.00 | 0.00 | 0.0% |
| All Others | | 9719 | 0.00 | 0.00 | 0.0% |
| b) Restricted | | 9740 | 0.00 | 0.00 | 0.0% |
| c) Committed | | | | | |
| Stabilization Arrangements | | 9750 | 0.00 | 0.00 | 0.0% |
| Other Commitments | | 9760 | 0.00 | 0.00 | 0.0% |
| d) Assigned | | | | | |
| Other Assignments | | 9780 | 0.00 | 0.00 | 0.0% |
| e) Unassigned/Unappropriated | | | | | |
| Reserve for Economic Uncertainties | | 9789 | 0.00 | 0.00 | 0.0% |
| Unassigned/Unappropriated Amount | | 9790 | 4,570,334.52 | 4,570,334.52 | 0.0% |
| **G. ASSETS** | | | | | |
| 1) Cash | | | | | |
| a) in County Treasury | | 9110 | 0.00 | | |
| 1) Fair Value Adjustment to Cash in County Treasury | | 9111 | 0.00 | | |
| b) in Banks | | 9120 | 0.00 | | |
| c) in Revolving Cash Account | | 9130 | 0.00 | | |
| d) with Fiscal Agent/Trustee | | 9135 | 0.00 | | |
| e) Collections Awaiting Deposit | | 9140 | 0.00 | | |

| Description | Resource Codes | Object Codes | 2023-24 Estimated Actuals | 2024-25 Budget | Percent Difference |
|---|---|---|---|---|---|
| 2) Investments | | 9150 | 0.00 | | |
| 3) Accounts Receivable | | 9200 | 0.00 | | |
| 4) Due from Grantor Government | | 9290 | 0.00 | | |
| 5) Due from Other Funds | | 9310 | 0.00 | | |
| 6) Stores | | 9320 | 0.00 | | |
| 7) Prepaid Expenditures | | 9330 | 0.00 | | |
| 8) Other Current Assets | | 9340 | 0.00 | | |
| 9) Lease Receivable | | 9380 | 0.00 | | |
| 10) TOTAL, ASSETS | | | 0.00 | | |
| **H. DEFERRED OUTFLOWS OF RESOURCES** | | | | | |
| 1) Deferred Outflows of Resources | | 9490 | 0.00 | | |
| 2) TOTAL, DEFERRED OUTFLOWS | | | 0.00 | | |
| **I. LIABILITIES** | | | | | |
| 1) Accounts Payable | | 9500 | 0.00 | | |
| 2) Due to Grantor Governments | | 9590 | 0.00 | | |
| 3) Due to Other Funds | | 9610 | 0.00 | | |
| 4) Current Loans | | 9640 | 0.00 | | |
| 5) Unearned Revenue | | 9650 | 0.00 | | |
| 6) TOTAL, LIABILITIES | | | 0.00 | | |
| **J. DEFERRED INFLOWS OF RESOURCES** | | | | | |
| 1) Deferred Inflows of Resources | | 9690 | 0.00 | | |
| 2) TOTAL, DEFERRED INFLOWS | | | 0.00 | | |
| **K. FUND EQUITY** | | | | | |
| Ending Fund Balance, June 30 (G10 + H2) - (I6 + J2) | | | 0.00 | | |
| **FEDERAL REVENUE** | | | | | |
| FEMA | | 8281 | 0.00 | 0.00 | 0.0% |
| All Other Federal Revenue | | 8290 | 0.00 | 0.00 | 0.0% |
| TOTAL, FEDERAL REVENUE | | | 0.00 | 0.00 | 0.0% |
| **OTHER STATE REVENUE** | | | | | |
| Tax Relief Subventions | | | | | |
| Restricted Levies - Other | | | | | |
| Homeowners' Exemptions | | 8575 | 0.00 | 0.00 | 0.0% |
| Other Subventions/In-Lieu Taxes | | 8576 | 0.00 | 0.00 | 0.0% |
| All Other State Revenue | | 8590 | 0.00 | 0.00 | 0.0% |
| TOTAL, OTHER STATE REVENUE | | | 0.00 | 0.00 | 0.0% |
| **OTHER LOCAL REVENUE** | | | | | |
| Other Local Revenue | | | | | |
| County and District Taxes | | | | | |
| Other Restricted Levies | | | | | |
| Secured Roll | | 8615 | 0.00 | 0.00 | 0.0% |
| Unsecured Roll | | 8616 | 0.00 | 0.00 | 0.0% |
| Prior Years' Taxes | | 8617 | 0.00 | 0.00 | 0.0% |
| Supplemental Taxes | | 8618 | 0.00 | 0.00 | 0.0% |
| Non-Ad Valorem Taxes | | | | | |
| Parcel Taxes | | 8621 | 0.00 | 0.00 | 0.0% |
| Other | | 8622 | 0.00 | 0.00 | 0.0% |
| Community Redevelopment Funds Not Subject to LCFF Deduction | | 8625 | 0.00 | 0.00 | 0.0% |
| Penalties and Interest from Delinquent Non-LCFF Taxes | | 8629 | 0.00 | 0.00 | 0.0% |
| Sales | | | | | |
| Sale of Equipment/Supplies | | 8631 | 0.00 | 0.00 | 0.0% |
| Leases and Rentals | | 8650 | 0.00 | 0.00 | 0.0% |
| Interest | | 8660 | 112,552.00 | 0.00 | -100.0% |
| Net Increase (Decrease) in the Fair Value of Investments | | 8662 | 0.00 | 0.00 | 0.0% |
| Other Local Revenue | | | | | |
| All Other Local Revenue | | 8699 | 0.00 | 0.00 | 0.0% |
| All Other Transfers In from All Others | | 8799 | 0.00 | 0.00 | 0.0% |
| TOTAL, OTHER LOCAL REVENUE | | | 112,552.00 | 0.00 | -100.0% |
| TOTAL, REVENUES | | | 112,552.00 | 0.00 | -100.0% |
| **CLASSIFIED SALARIES** | | | | | |
| Classified Support Salaries | | 2200 | 0.00 | 0.00 | 0.0% |

| Description | Resource Codes | Object Codes | 2023-24 Estimated Actuals | 2024-25 Budget | Percent Difference |
|---|---|---|---|---|---|
| Classified Supervisors' and Administrators' Salaries | | 2300 | 0.00 | 0.00 | 0.0% |
| Clerical, Technical and Office Salaries | | 2400 | 14,578.00 | 0.00 | -100.0% |
| Other Classified Salaries | | 2900 | 0.00 | 0.00 | 0.0% |
| TOTAL, CLASSIFIED SALARIES | | | 14,578.00 | 0.00 | -100.0% |
| **EMPLOYEE BENEFITS** | | | | | |
| STRS | | 3101-3102 | 0.00 | 0.00 | 0.0% |
| PERS | | 3201-3202 | 3,338.00 | 0.00 | -100.0% |
| OASDI/Medicare/Alternative | | 3301-3302 | 1,006.00 | 0.00 | -100.0% |
| Health and Welfare Benefits | | 3401-3402 | 1,539.00 | 0.00 | -100.0% |
| Unemployment Insurance | | 3501-3502 | 7.00 | 0.00 | -100.0% |
| Workers' Compensation | | 3601-3602 | 263.00 | 0.00 | -100.0% |
| OPEB, Allocated | | 3701-3702 | 37.00 | 0.00 | -100.0% |
| OPEB, Active Employees | | 3751-3752 | 0.00 | 0.00 | 0.0% |
| Other Employee Benefits | | 3901-3902 | 0.00 | 0.00 | 0.0% |
| TOTAL, EMPLOYEE BENEFITS | | | 6,190.00 | 0.00 | -100.0% |
| **BOOKS AND SUPPLIES** | | | | | |
| Books and Other Reference Materials | | 4200 | 0.00 | 0.00 | 0.0% |
| Materials and Supplies | | 4300 | 4,047.00 | 0.00 | -100.0% |
| Noncapitalized Equipment | | 4400 | 16,179.00 | 0.00 | -100.0% |
| TOTAL, BOOKS AND SUPPLIES | | | 20,226.00 | 0.00 | -100.0% |
| **SERVICES AND OTHER OPERATING EXPENDITURES** | | | | | |
| Subagreements for Services | | 5100 | 0.00 | 0.00 | 0.0% |
| Travel and Conferences | | 5200 | 0.00 | 0.00 | 0.0% |
| Insurance | | 5400-5450 | 0.00 | 0.00 | 0.0% |
| Operations and Housekeeping Services | | 5500 | 0.00 | 0.00 | 0.0% |
| Rentals, Leases, Repairs, and Noncapitalized Improvements | | 5600 | 0.00 | 0.00 | 0.0% |
| Transfers of Direct Costs | | 5710 | 0.00 | 0.00 | 0.0% |
| Transfers of Direct Costs - Interfund | | 5750 | 0.00 | 0.00 | 0.0% |
| Professional/Consulting Services and Operating Expenditures | | 5800 | 54,072.00 | 0.00 | -100.0% |
| Communications | | 5900 | 0.00 | 0.00 | 0.0% |
| TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES | | | 54,072.00 | 0.00 | -100.0% |
| **CAPITAL OUTLAY** | | | | | |
| Land | | 6100 | 0.00 | 0.00 | 0.0% |
| Land Improvements | | 6170 | 25,915.00 | 0.00 | -100.0% |
| Buildings and Improvements of Buildings | | 6200 | 461,204.00 | 0.00 | -100.0% |
| Books and Media for New School Libraries or Major Expansion of School Libraries | | 6300 | 0.00 | 0.00 | 0.0% |
| Equipment | | 6400 | 157,693.00 | 0.00 | -100.0% |
| Equipment Replacement | | 6500 | 0.00 | 0.00 | 0.0% |
| Lease Assets | | 6600 | 0.00 | 0.00 | 0.0% |
| Subscription Assets | | 6700 | 0.00 | 0.00 | 0.0% |
| TOTAL, CAPITAL OUTLAY | | | 644,812.00 | 0.00 | -100.0% |
| **OTHER OUTGO (excluding Transfers of Indirect Costs)** | | | | | |
| Other Transfers Out | | | | | |
| All Other Transfers Out to All Others | | 7299 | 0.00 | 0.00 | 0.0% |
| Debt Service | | | | | |
| Repayment of State School Building Fund Aid - Proceeds from Bonds | | 7435 | 0.00 | 0.00 | 0.0% |
| Debt Service - Interest | | 7438 | 0.00 | 0.00 | 0.0% |
| Other Debt Service - Principal | | 7439 | 0.00 | 0.00 | 0.0% |
| TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs) | | | 0.00 | 0.00 | 0.0% |
| TOTAL, EXPENDITURES | | | 739,878.00 | 0.00 | -100.0% |
| **INTERFUND TRANSFERS** | | | | | |
| **INTERFUND TRANSFERS IN** | | | | | |
| Other Authorized Interfund Transfers In | | 8919 | 0.00 | 0.00 | 0.0% |
| (a) TOTAL, INTERFUND TRANSFERS IN | | | 0.00 | 0.00 | 0.0% |
| **INTERFUND TRANSFERS OUT** | | | | | |
| To: State School Building Fund/County School Facilities Fund | | 7613 | 0.00 | 0.00 | 0.0% |
| Other Authorized Interfund Transfers Out | | 7619 | 0.00 | 0.00 | 0.0% |
| (b) TOTAL, INTERFUND TRANSFERS OUT | | | 0.00 | 0.00 | 0.0% |
| **OTHER SOURCES/USES** | | | | | |
| **SOURCES** | | | | | |

| Description | Resource Codes | Object Codes | 2023-24 Estimated Actuals | 2024-25 Budget | Percent Difference |
|---|---|---|---|---|---|
| Proceeds | | | | | |
| Proceeds from Sale of Bonds | | 8951 | 0.00 | 0.00 | 0.0% |
| Proceeds from Disposal of Capital Assets | | 8953 | 0.00 | 0.00 | 0.0% |
| Other Sources | | | | | |
| County School Bldg Aid | | 8961 | 0.00 | 0.00 | 0.0% |
| Transfers from Funds of Lapsed/Reorganized LEAs | | 8965 | 0.00 | 0.00 | 0.0% |
| Long-Term Debt Proceeds | | | | | |
| Proceeds from Certificates of Participation | | 8971 | 0.00 | 0.00 | 0.0% |
| Proceeds from Leases | | 8972 | 0.00 | 0.00 | 0.0% |
| Proceeds from Lease Revenue Bonds | | 8973 | 0.00 | 0.00 | 0.0% |
| Proceeds from SBITAs | | 8974 | 0.00 | 0.00 | 0.0% |
| All Other Financing Sources | | 8979 | 0.00 | 0.00 | 0.0% |
| (c) TOTAL, SOURCES | | | 0.00 | 0.00 | 0.0% |
| **USES** | | | | | |
| Transfers of Funds from Lapsed/Reorganized LEAs | | 7651 | 0.00 | 0.00 | 0.0% |
| All Other Financing Uses | | 7699 | 0.00 | 0.00 | 0.0% |
| (d) TOTAL, USES | | | 0.00 | 0.00 | 0.0% |
| **CONTRIBUTIONS** | | | | | |
| Contributions from Unrestricted Revenues | | 8980 | 0.00 | 0.00 | 0.0% |
| Contributions from Restricted Revenues | | 8990 | 0.00 | 0.00 | 0.0% |
| (e) TOTAL, CONTRIBUTIONS | | | 0.00 | 0.00 | 0.0% |
| TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e) | | | 0.00 | 0.00 | 0.0% |

| Description | Function Codes | Object Codes | 2023-24 Estimated Actuals | 2024-25 Budget | Percent Difference |
|---|---|---|---|---|---|
| **A. REVENUES** | | | | | |
| 1) LCFF Sources | | 8010-8099 | 0.00 | 0.00 | 0.0% |
| 2) Federal Revenue | | 8100-8299 | 0.00 | 0.00 | 0.0% |
| 3) Other State Revenue | | 8300-8599 | 0.00 | 0.00 | 0.0% |
| 4) Other Local Revenue | | 8600-8799 | 112,552.00 | 0.00 | -100.0% |
| 5) TOTAL, REVENUES | | | 112,552.00 | 0.00 | -100.0% |
| **B. EXPENDITURES (Objects 1000-7999)** | | | | | |
| 1) Instruction | 1000-1999 | | 0.00 | 0.00 | 0.0% |
| 2) Instruction - Related Services | 2000-2999 | | 0.00 | 0.00 | 0.0% |
| 3) Pupil Services | 3000-3999 | | 0.00 | 0.00 | 0.0% |
| 4) Ancillary Services | 4000-4999 | | 0.00 | 0.00 | 0.0% |
| 5) Community Services | 5000-5999 | | 0.00 | 0.00 | 0.0% |
| 6) Enterprise | 6000-6999 | | 0.00 | 0.00 | 0.0% |
| 7) General Administration | 7000-7999 | | 0.00 | 0.00 | 0.0% |
| 8) Plant Services | 8000-8999 | | 739,878.00 | 0.00 | -100.0% |
| 9) Other Outgo | 9000-9999 | Except 7600-7699 | 0.00 | 0.00 | 0.0% |
| 10) TOTAL, EXPENDITURES | | | 739,878.00 | 0.00 | -100.0% |
| **C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 -B10)** | | | (627,326.00) | 0.00 | -100.0% |
| **D. OTHER FINANCING SOURCES/USES** | | | | | |
| 1) Interfund Transfers | | | | | |
| a) Transfers In | | 8900-8929 | 0.00 | 0.00 | 0.0% |
| b) Transfers Out | | 7600-7629 | 0.00 | 0.00 | 0.0% |
| 2) Other Sources/Uses | | | | | |
| a) Sources | | 8930-8979 | 0.00 | 0.00 | 0.0% |
| b) Uses | | 7630-7699 | 0.00 | 0.00 | 0.0% |
| 3) Contributions | | 8980-8999 | 0.00 | 0.00 | 0.0% |
| 4) TOTAL, OTHER FINANCING SOURCES/USES | | | 0.00 | 0.00 | 0.0% |
| **E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)** | | | (627,326.00) | 0.00 | -100.0% |
| **F. FUND BALANCE, RESERVES** | | | | | |
| 1) Beginning Fund Balance | | | | | |
| a) As of July 1 - Unaudited | | 9791 | 5,197,660.52 | 4,570,334.52 | -12.1% |
| b) Audit Adjustments | | 9793 | 0.00 | 0.00 | 0.0% |
| c) As of July 1 - Audited (F1a + F1b) | | | 5,197,660.52 | 4,570,334.52 | -12.1% |
| d) Other Restatements | | 9795 | 0.00 | 0.00 | 0.0% |
| e) Adjusted Beginning Balance (F1c + F1d) | | | 5,197,660.52 | 4,570,334.52 | -12.1% |
| 2) Ending Balance, June 30 (E + F1e) | | | 4,570,334.52 | 4,570,334.52 | 0.0% |
| Components of Ending Fund Balance | | | | | |
| a) Nonspendable | | | | | |
| Revolving Cash | | 9711 | 0.00 | 0.00 | 0.0% |
| Stores | | 9712 | 0.00 | 0.00 | 0.0% |
| Prepaid Items | | 9713 | 0.00 | 0.00 | 0.0% |
| All Others | | 9719 | 0.00 | 0.00 | 0.0% |
| b) Restricted | | 9740 | 0.00 | 0.00 | 0.0% |
| c) Committed | | | | | |
| Stabilization Arrangements | | 9750 | 0.00 | 0.00 | 0.0% |
| Other Commitments (by Resource/Object) | | 9760 | 0.00 | 0.00 | 0.0% |
| d) Assigned | | | | | |
| Other Assignments (by Resource/Object) | | 9780 | 0.00 | 0.00 | 0.0% |
| e) Unassigned/Unappropriated | | | | | |
| Reserve for Economic Uncertainties | | 9789 | 0.00 | 0.00 | 0.0% |
| Unassigned/Unappropriated Amount | | 9790 | 4,570,334.52 | 4,570,334.52 | 0.0% |

| Resource | Description | 2023-24 Estimated Actuals | 2024-25 Budget |
|---|---|---|---|
| Total, Restricted Balance | | 0.00 | 0.00 |

| Description | Resource Codes | Object Codes | 2023-24 Estimated Actuals | 2024-25 Budget | Percent Difference |
|---|---|---|---|---|---|
| **A. REVENUES** | | | | | |
| 1) LCFF Sources | | 8010-8099 | 0.00 | 0.00 | 0.0% |
| 2) Federal Revenue | | 8100-8299 | 0.00 | 0.00 | 0.0% |
| 3) Other State Revenue | | 8300-8599 | 0.00 | 0.00 | 0.0% |
| 4) Other Local Revenue | | 8600-8799 | 1,862,132.00 | 1,862,132.00 | 0.0% |
| 5) TOTAL, REVENUES | | | 1,862,132.00 | 1,862,132.00 | 0.0% |
| **B. EXPENDITURES** | | | | | |
| 1) Certificated Salaries | | 1000-1999 | 0.00 | 0.00 | 0.0% |
| 2) Classified Salaries | | 2000-2999 | 0.00 | 0.00 | 0.0% |
| 3) Employee Benefits | | 3000-3999 | 0.00 | 0.00 | 0.0% |
| 4) Books and Supplies | | 4000-4999 | 0.00 | 0.00 | 0.0% |
| 5) Services and Other Operating Expenditures | | 5000-5999 | 0.00 | 0.00 | 0.0% |
| 6) Capital Outlay | | 6000-6999 | 2,745.00 | 10,000.00 | 264.3% |
| 7) Other Outgo (excluding Transfers of Indirect Costs) | | 7100-7299, 7400-7499 | 0.00 | 0.00 | 0.0% |
| 8) Other Outgo - Transfers of Indirect Costs | | 7300-7399 | 0.00 | 0.00 | 0.0% |
| 9) TOTAL, EXPENDITURES | | | 2,745.00 | 10,000.00 | 264.3% |
| **C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)** | | | 1,859,387.00 | 1,852,132.00 | -0.4% |
| **D. OTHER FINANCING SOURCES/USES** | | | | | |
| 1) Interfund Transfers | | | | | |
| a) Transfers In | | 8900-8929 | 0.00 | 0.00 | 0.0% |
| b) Transfers Out | | 7600-7629 | 0.00 | 0.00 | 0.0% |
| 2) Other Sources/Uses | | | | | |
| a) Sources | | 8930-8979 | 0.00 | 0.00 | 0.0% |
| b) Uses | | 7630-7699 | 0.00 | 0.00 | 0.0% |
| 3) Contributions | | 8980-8999 | 0.00 | 0.00 | 0.0% |
| 4) TOTAL, OTHER FINANCING SOURCES/USES | | | 0.00 | 0.00 | 0.0% |
| **E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)** | | | 1,859,387.00 | 1,852,132.00 | -0.4% |
| **F. FUND BALANCE, RESERVES** | | | | | |
| 1) Beginning Fund Balance | | | | | |
| a) As of July 1 - Unaudited | | 9791 | 6,816,597.86 | 8,675,984.86 | 27.3% |
| b) Audit Adjustments | | 9793 | 0.00 | 0.00 | 0.0% |
| c) As of July 1 - Audited (F1a + F1b) | | | 6,816,597.86 | 8,675,984.86 | 27.3% |
| d) Other Restatements | | 9795 | 0.00 | 0.00 | 0.0% |
| e) Adjusted Beginning Balance (F1c + F1d) | | | 6,816,597.86 | 8,675,984.86 | 27.3% |
| 2) Ending Balance, June 30 (E + F1e) | | | 8,675,984.86 | 10,528,116.86 | 21.3% |
| Components of Ending Fund Balance | | | | | |
| a) Nonspendable | | | | | |
| Revolving Cash | | 9711 | 0.00 | 0.00 | 0.0% |
| Stores | | 9712 | 0.00 | 0.00 | 0.0% |
| Prepaid Items | | 9713 | 0.00 | 0.00 | 0.0% |
| All Others | | 9719 | 0.00 | 0.00 | 0.0% |
| b) Restricted | | 9740 | 8,499,348.12 | 10,351,480.12 | 21.8% |
| c) Committed | | | | | |
| Stabilization Arrangements | | 9750 | 0.00 | 0.00 | 0.0% |
| Other Commitments | | 9760 | 0.00 | 0.00 | 0.0% |
| d) Assigned | | | | | |
| Other Assignments | | 9780 | 0.00 | 0.00 | 0.0% |
| e) Unassigned/Unappropriated | | | | | |
| Reserve for Economic Uncertainties | | 9789 | 0.00 | 0.00 | 0.0% |
| Unassigned/Unappropriated Amount | | 9790 | 176,636.74 | 176,636.74 | 0.0% |
| **G. ASSETS** | | | | | |
| 1) Cash | | | | | |
| a) in County Treasury | | 9110 | 0.00 | | |
| 1) Fair Value Adjustment to Cash in County Treasury | | 9111 | 0.00 | | |
| b) in Banks | | 9120 | 0.00 | | |
| c) in Revolving Cash Account | | 9130 | 0.00 | | |
| d) with Fiscal Agent/Trustee | | 9135 | 0.00 | | |
| e) Collections Awaiting Deposit | | 9140 | 0.00 | | |

| Description | Resource Codes | Object Codes | 2023-24 Estimated Actuals | 2024-25 Budget | Percent Difference |
|---|---|---|---|---|---|
| 2) Investments | | 9150 | 0.00 | | |
| 3) Accounts Receivable | | 9200 | 0.00 | | |
| 4) Due from Grantor Government | | 9290 | 0.00 | | |
| 5) Due from Other Funds | | 9310 | 0.00 | | |
| 6) Stores | | 9320 | 0.00 | | |
| 7) Prepaid Expenditures | | 9330 | 0.00 | | |
| 8) Other Current Assets | | 9340 | 0.00 | | |
| 9) Lease Receivable | | 9380 | 0.00 | | |
| 10) TOTAL, ASSETS | | | 0.00 | | |
| **H. DEFERRED OUTFLOWS OF RESOURCES** | | | | | |
| 1) Deferred Outflows of Resources | | 9490 | 0.00 | | |
| 2) TOTAL, DEFERRED OUTFLOWS | | | 0.00 | | |
| **I. LIABILITIES** | | | | | |
| 1) Accounts Payable | | 9500 | 0.00 | | |
| 2) Due to Grantor Governments | | 9590 | 0.00 | | |
| 3) Due to Other Funds | | 9610 | 0.00 | | |
| 4) Current Loans | | 9640 | 0.00 | | |
| 5) Unearned Revenue | | 9650 | 0.00 | | |
| 6) TOTAL, LIABILITIES | | | 0.00 | | |
| **J. DEFERRED INFLOWS OF RESOURCES** | | | | | |
| 1) Deferred Inflows of Resources | | 9690 | 0.00 | | |
| 2) TOTAL, DEFERRED INFLOWS | | | 0.00 | | |
| **K. FUND EQUITY** | | | | | |
| Ending Fund Balance, June 30 (G10 + H2) - (I6 + J2) | | | 0.00 | | |
| **OTHER STATE REVENUE** | | | | | |
| Tax Relief Subventions | | | | | |
| Restricted Levies - Other | | | | | |
| Homeowners' Exemptions | | 8575 | 0.00 | 0.00 | 0.0% |
| Other Subventions/In-Lieu Taxes | | 8576 | 0.00 | 0.00 | 0.0% |
| All Other State Revenue | | 8590 | 0.00 | 0.00 | 0.0% |
| TOTAL, OTHER STATE REVENUE | | | 0.00 | 0.00 | 0.0% |
| **OTHER LOCAL REVENUE** | | | | | |
| Other Local Revenue | | | | | |
| County and District Taxes | | | | | |
| Other Restricted Levies | | | | | |
| Secured Roll | | 8615 | 0.00 | 0.00 | 0.0% |
| Unsecured Roll | | 8616 | 0.00 | 0.00 | 0.0% |
| Prior Years' Taxes | | 8617 | 0.00 | 0.00 | 0.0% |
| Supplemental Taxes | | 8618 | 0.00 | 0.00 | 0.0% |
| Non-Ad Valorem Taxes | | | | | |
| Parcel Taxes | | 8621 | 0.00 | 0.00 | 0.0% |
| Other | | 8622 | 0.00 | 0.00 | 0.0% |
| Community Redevelopment Funds Not Subject to LCFF Deduction | | 8625 | 0.00 | 0.00 | 0.0% |
| Penalties and Interest from Delinquent Non-LCFF Taxes | | 8629 | 0.00 | 0.00 | 0.0% |
| Sales | | | | | |
| Sale of Equipment/Supplies | | 8631 | 0.00 | 0.00 | 0.0% |
| Interest | | 8660 | 144,121.00 | 144,121.00 | 0.0% |
| Net Increase (Decrease) in the Fair Value of Investments | | 8662 | 0.00 | 0.00 | 0.0% |
| Fees and Contracts | | | | | |
| Mitigation/Developer Fees | | 8681 | 1,718,011.00 | 1,718,011.00 | 0.0% |
| Other Local Revenue | | | | | |
| All Other Local Revenue | | 8699 | 0.00 | 0.00 | 0.0% |
| All Other Transfers In from All Others | | 8799 | 0.00 | 0.00 | 0.0% |
| TOTAL, OTHER LOCAL REVENUE | | | 1,862,132.00 | 1,862,132.00 | 0.0% |
| TOTAL, REVENUES | | | 1,862,132.00 | 1,862,132.00 | 0.0% |
| **CERTIFICATED SALARIES** | | | | | |
| Other Certificated Salaries | | 1900 | 0.00 | 0.00 | 0.0% |
| TOTAL, CERTIFICATED SALARIES | | | 0.00 | 0.00 | 0.0% |
| **CLASSIFIED SALARIES** | | | | | |
| Classified Support Salaries | | 2200 | 0.00 | 0.00 | 0.0% |

| Description | Resource Codes | Object Codes | 2023-24 Estimated Actuals | 2024-25 Budget | Percent Difference |
|---|---|---|---|---|---|
| Classified Supervisors' and Administrators' Salaries | | 2300 | 0.00 | 0.00 | 0.0% |
| Clerical, Technical and Office Salaries | | 2400 | 0.00 | 0.00 | 0.0% |
| Other Classified Salaries | | 2900 | 0.00 | 0.00 | 0.0% |
| TOTAL, CLASSIFIED SALARIES | | | 0.00 | 0.00 | 0.0% |
| **EMPLOYEE BENEFITS** | | | | | |
| STRS | | 3101-3102 | 0.00 | 0.00 | 0.0% |
| PERS | | 3201-3202 | 0.00 | 0.00 | 0.0% |
| OASDI/Medicare/Alternative | | 3301-3302 | 0.00 | 0.00 | 0.0% |
| Health and Welfare Benefits | | 3401-3402 | 0.00 | 0.00 | 0.0% |
| Unemployment Insurance | | 3501-3502 | 0.00 | 0.00 | 0.0% |
| Workers' Compensation | | 3601-3602 | 0.00 | 0.00 | 0.0% |
| OPEB, Allocated | | 3701-3702 | 0.00 | 0.00 | 0.0% |
| OPEB, Active Employees | | 3751-3752 | 0.00 | 0.00 | 0.0% |
| Other Employee Benefits | | 3901-3902 | 0.00 | 0.00 | 0.0% |
| TOTAL, EMPLOYEE BENEFITS | | | 0.00 | 0.00 | 0.0% |
| **BOOKS AND SUPPLIES** | | | | | |
| Approved Textbooks and Core Curricula Materials | | 4100 | 0.00 | 0.00 | 0.0% |
| Books and Other Reference Materials | | 4200 | 0.00 | 0.00 | 0.0% |
| Materials and Supplies | | 4300 | 0.00 | 0.00 | 0.0% |
| Noncapitalized Equipment | | 4400 | 0.00 | 0.00 | 0.0% |
| TOTAL, BOOKS AND SUPPLIES | | | 0.00 | 0.00 | 0.0% |
| **SERVICES AND OTHER OPERATING EXPENDITURES** | | | | | |
| Subagreements for Services | | 5100 | 0.00 | 0.00 | 0.0% |
| Travel and Conferences | | 5200 | 0.00 | 0.00 | 0.0% |
| Insurance | | 5400-5450 | 0.00 | 0.00 | 0.0% |
| Operations and Housekeeping Services | | 5500 | 0.00 | 0.00 | 0.0% |
| Rentals, Leases, Repairs, and Noncapitalized Improvements | | 5600 | 0.00 | 0.00 | 0.0% |
| Transfers of Direct Costs | | 5710 | 0.00 | 0.00 | 0.0% |
| Transfers of Direct Costs - Interfund | | 5750 | 0.00 | 0.00 | 0.0% |
| Professional/Consulting Services and Operating Expenditures | | 5800 | 0.00 | 0.00 | 0.0% |
| Communications | | 5900 | 0.00 | 0.00 | 0.0% |
| TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES | | | 0.00 | 0.00 | 0.0% |
| **CAPITAL OUTLAY** | | | | | |
| Land | | 6100 | 0.00 | 0.00 | 0.0% |
| Land Improvements | | 6170 | 0.00 | 0.00 | 0.0% |
| Buildings and Improvements of Buildings | | 6200 | 2,745.00 | 10,000.00 | 264.3% |
| Books and Media for New School Libraries or Major Expansion of School Libraries | | 6300 | 0.00 | 0.00 | 0.0% |
| Equipment | | 6400 | 0.00 | 0.00 | 0.0% |
| Equipment Replacement | | 6500 | 0.00 | 0.00 | 0.0% |
| Lease Assets | | 6600 | 0.00 | 0.00 | 0.0% |
| Subscription Assets | | 6700 | 0.00 | 0.00 | 0.0% |
| TOTAL, CAPITAL OUTLAY | | | 2,745.00 | 10,000.00 | 264.3% |
| **OTHER OUTGO (excluding Transfers of Indirect Costs)** | | | | | |
| Other Transfers Out | | | | | |
| All Other Transfers Out to All Others | | 7299 | 0.00 | 0.00 | 0.0% |
| Debt Service | | | | | |
| Debt Service - Interest | | 7438 | 0.00 | 0.00 | 0.0% |
| Other Debt Service - Principal | | 7439 | 0.00 | 0.00 | 0.0% |
| TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs) | | | 0.00 | 0.00 | 0.0% |
| TOTAL, EXPENDITURES | | | 2,745.00 | 10,000.00 | 264.3% |
| **INTERFUND TRANSFERS** | | | | | |
| **INTERFUND TRANSFERS IN** | | | | | |
| Other Authorized Interfund Transfers In | | 8919 | 0.00 | 0.00 | 0.0% |
| (a) TOTAL, INTERFUND TRANSFERS IN | | | 0.00 | 0.00 | 0.0% |
| **INTERFUND TRANSFERS OUT** | | | | | |
| To: State School Building Fund/County School Facilities Fund | | 7613 | 0.00 | 0.00 | 0.0% |
| Other Authorized Interfund Transfers Out | | 7619 | 0.00 | 0.00 | 0.0% |
| (b) TOTAL, INTERFUND TRANSFERS OUT | | | 0.00 | 0.00 | 0.0% |
| **OTHER SOURCES/USES** | | | | | |
| **SOURCES** | | | | | |

| Description | Resource Codes | Object Codes | 2023-24 Estimated Actuals | 2024-25 Budget | Percent Difference |
|---|---|---|---|---|---|
| Proceeds | | | | | |
| Proceeds from Disposal of Capital Assets | | 8953 | 0.00 | 0.00 | 0.0% |
| Other Sources | | | | | |
| Transfers from Funds of Lapsed/Reorganized LEAs | | 8965 | 0.00 | 0.00 | 0.0% |
| Long-Term Debt Proceeds | | | | | |
| Proceeds from Certificates of Participation | | 8971 | 0.00 | 0.00 | 0.0% |
| Proceeds from Leases | | 8972 | 0.00 | 0.00 | 0.0% |
| Proceeds from Lease Revenue Bonds | | 8973 | 0.00 | 0.00 | 0.0% |
| Proceeds from SBITAs | | 8974 | 0.00 | 0.00 | 0.0% |
| All Other Financing Sources | | 8979 | 0.00 | 0.00 | 0.0% |
| (c) TOTAL, SOURCES | | | 0.00 | 0.00 | 0.0% |
| **USES** | | | | | |
| Transfers of Funds from Lapsed/Reorganized LEAs | | 7651 | 0.00 | 0.00 | 0.0% |
| All Other Financing Uses | | 7699 | 0.00 | 0.00 | 0.0% |
| (d) TOTAL, USES | | | 0.00 | 0.00 | 0.0% |
| **CONTRIBUTIONS** | | | | | |
| Contributions from Unrestricted Revenues | | 8980 | 0.00 | 0.00 | 0.0% |
| Contributions from Restricted Revenues | | 8990 | 0.00 | 0.00 | 0.0% |
| (e) TOTAL, CONTRIBUTIONS | | | 0.00 | 0.00 | 0.0% |
| TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e) | | | 0.00 | 0.00 | 0.0% |

| Description | Function Codes | Object Codes | 2023-24 Estimated Actuals | 2024-25 Budget | Percent Difference |
|---|---|---|---|---|---|
| **A. REVENUES** | | | | | |
| 1) LCFF Sources | | 8010-8099 | 0.00 | 0.00 | 0.0% |
| 2) Federal Revenue | | 8100-8299 | 0.00 | 0.00 | 0.0% |
| 3) Other State Revenue | | 8300-8599 | 0.00 | 0.00 | 0.0% |
| 4) Other Local Revenue | | 8600-8799 | 1,862,132.00 | 1,862,132.00 | 0.0% |
| 5) TOTAL, REVENUES | | | 1,862,132.00 | 1,862,132.00 | 0.0% |
| **B. EXPENDITURES (Objects 1000-7999)** | | | | | |
| 1) Instruction | 1000-1999 | | 0.00 | 0.00 | 0.0% |
| 2) Instruction - Related Services | 2000-2999 | | 0.00 | 0.00 | 0.0% |
| 3) Pupil Services | 3000-3999 | | 0.00 | 0.00 | 0.0% |
| 4) Ancillary Services | 4000-4999 | | 0.00 | 0.00 | 0.0% |
| 5) Community Services | 5000-5999 | | 0.00 | 0.00 | 0.0% |
| 6) Enterprise | 6000-6999 | | 0.00 | 0.00 | 0.0% |
| 7) General Administration | 7000-7999 | | 0.00 | 0.00 | 0.0% |
| 8) Plant Services | 8000-8999 | | 2,745.00 | 10,000.00 | 264.3% |
| 9) Other Outgo | 9000-9999 | Except 7600-7699 | 0.00 | 0.00 | 0.0% |
| 10) TOTAL, EXPENDITURES | | | 2,745.00 | 10,000.00 | 264.3% |
| **C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 -B10)** | | | 1,859,387.00 | 1,852,132.00 | -0.4% |
| **D. OTHER FINANCING SOURCES/USES** | | | | | |
| 1) Interfund Transfers | | | | | |
| a) Transfers In | | 8900-8929 | 0.00 | 0.00 | 0.0% |
| b) Transfers Out | | 7600-7629 | 0.00 | 0.00 | 0.0% |
| 2) Other Sources/Uses | | | | | |
| a) Sources | | 8930-8979 | 0.00 | 0.00 | 0.0% |
| b) Uses | | 7630-7699 | 0.00 | 0.00 | 0.0% |
| 3) Contributions | | 8980-8999 | 0.00 | 0.00 | 0.0% |
| 4) TOTAL, OTHER FINANCING SOURCES/USES | | | 0.00 | 0.00 | 0.0% |
| **E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)** | | | 1,859,387.00 | 1,852,132.00 | -0.4% |
| **F. FUND BALANCE, RESERVES** | | | | | |
| 1) Beginning Fund Balance | | | | | |
| a) As of July 1 - Unaudited | | 9791 | 6,816,597.86 | 8,675,984.86 | 27.3% |
| b) Audit Adjustments | | 9793 | 0.00 | 0.00 | 0.0% |
| c) As of July 1 - Audited (F1a + F1b) | | | 6,816,597.86 | 8,675,984.86 | 27.3% |
| d) Other Restatements | | 9795 | 0.00 | 0.00 | 0.0% |
| e) Adjusted Beginning Balance (F1c + F1d) | | | 6,816,597.86 | 8,675,984.86 | 27.3% |
| 2) Ending Balance, June 30 (E + F1e) | | | 8,675,984.86 | 10,528,116.86 | 21.3% |
| Components of Ending Fund Balance | | | | | |
| a) Nonspendable | | | | | |
| Revolving Cash | | 9711 | 0.00 | 0.00 | 0.0% |
| Stores | | 9712 | 0.00 | 0.00 | 0.0% |
| Prepaid Items | | 9713 | 0.00 | 0.00 | 0.0% |
| All Others | | 9719 | 0.00 | 0.00 | 0.0% |
| b) Restricted | | 9740 | 8,499,348.12 | 10,351,480.12 | 21.8% |
| c) Committed | | | | | |
| Stabilization Arrangements | | 9750 | 0.00 | 0.00 | 0.0% |
| Other Commitments (by Resource/Object) | | 9760 | 0.00 | 0.00 | 0.0% |
| d) Assigned | | | | | |
| Other Assignments (by Resource/Object) | | 9780 | 0.00 | 0.00 | 0.0% |
| e) Unassigned/Unappropriated | | | | | |
| Reserve for Economic Uncertainties | | 9789 | 0.00 | 0.00 | 0.0% |
| Unassigned/Unappropriated Amount | | 9790 | 176,636.74 | 176,636.74 | 0.0% |

| Resource | Description | 2023-24 Estimated Actuals | 2024-25 Budget |
|---|---|---|---|
| 9010 | Other Restricted Local | 8,499,348.12 | 10,351,480.12 |
| Total, Restricted Balance | | 8,499,348.12 | 10,351,480.12 |

| Description | Resource Codes | Object Codes | 2023-24 Estimated Actuals | 2024-25 Budget | Percent Difference |
|---|---|---|---|---|---|
| **A. REVENUES** | | | | | |
| 1) LCFF Sources | | 8010-8099 | 0.00 | 0.00 | 0.0% |
| 2) Federal Revenue | | 8100-8299 | 0.00 | 0.00 | 0.0% |
| 3) Other State Revenue | | 8300-8599 | 0.00 | 0.00 | 0.0% |
| 4) Other Local Revenue | | 8600-8799 | 1,365,752.00 | 0.00 | -100.0% |
| 5) TOTAL, REVENUES | | | 1,365,752.00 | 0.00 | -100.0% |
| **B. EXPENDITURES** | | | | | |
| 1) Certificated Salaries | | 1000-1999 | 0.00 | 0.00 | 0.0% |
| 2) Classified Salaries | | 2000-2999 | 0.00 | 0.00 | 0.0% |
| 3) Employee Benefits | | 3000-3999 | 0.00 | 0.00 | 0.0% |
| 4) Books and Supplies | | 4000-4999 | 0.00 | 0.00 | 0.0% |
| 5) Services and Other Operating Expenditures | | 5000-5999 | 449,394.00 | 0.00 | -100.0% |
| 6) Capital Outlay | | 6000-6999 | 75,347.00 | 0.00 | -100.0% |
| 7) Other Outgo (excluding Transfers of Indirect Costs) | | 7100-7299, 7400-7499 | 0.00 | 0.00 | 0.0% |
| 8) Other Outgo - Transfers of Indirect Costs | | 7300-7399 | 0.00 | 0.00 | 0.0% |
| 9) TOTAL, EXPENDITURES | | | 524,741.00 | 0.00 | -100.0% |
| **C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)** | | | 841,011.00 | 0.00 | -100.0% |
| **D. OTHER FINANCING SOURCES/USES** | | | | | |
| 1) Interfund Transfers | | | | | |
| a) Transfers In | | 8900-8929 | 0.00 | 0.00 | 0.0% |
| b) Transfers Out | | 7600-7629 | 0.00 | 0.00 | 0.0% |
| 2) Other Sources/Uses | | | | | |
| a) Sources | | 8930-8979 | 0.00 | 0.00 | 0.0% |
| b) Uses | | 7630-7699 | 0.00 | 0.00 | 0.0% |
| 3) Contributions | | 8980-8999 | 0.00 | 0.00 | 0.0% |
| 4) TOTAL, OTHER FINANCING SOURCES/USES | | | 0.00 | 0.00 | 0.0% |
| **E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)** | | | 841,011.00 | 0.00 | -100.0% |
| **F. FUND BALANCE, RESERVES** | | | | | |
| 1) Beginning Fund Balance | | | | | |
| a) As of July 1 - Unaudited | | 9791 | 17,326,880.17 | 18,167,891.17 | 4.9% |
| b) Audit Adjustments | | 9793 | 0.00 | 0.00 | 0.0% |
| c) As of July 1 - Audited (F1a + F1b) | | | 17,326,880.17 | 18,167,891.17 | 4.9% |
| d) Other Restatements | | 9795 | 0.00 | 0.00 | 0.0% |
| e) Adjusted Beginning Balance (F1c + F1d) | | | 17,326,880.17 | 18,167,891.17 | 4.9% |
| 2) Ending Balance, June 30 (E + F1e) | | | 18,167,891.17 | 18,167,891.17 | 0.0% |
| Components of Ending Fund Balance | | | | | |
| a) Nonspendable | | | | | |
| Revolving Cash | | 9711 | 0.00 | 0.00 | 0.0% |
| Stores | | 9712 | 0.00 | 0.00 | 0.0% |
| Prepaid Items | | 9713 | 0.00 | 0.00 | 0.0% |
| All Others | | 9719 | 0.00 | 0.00 | 0.0% |
| b) Restricted | | 9740 | 12,697,061.01 | 12,697,061.01 | 0.0% |
| c) Committed | | | | | |
| Stabilization Arrangements | | 9750 | 0.00 | 0.00 | 0.0% |
| Other Commitments | | 9760 | 0.00 | 0.00 | 0.0% |
| d) Assigned | | | | | |
| Other Assignments | | 9780 | 0.00 | 0.00 | 0.0% |
| e) Unassigned/Unappropriated | | | | | |
| Reserve for Economic Uncertainties | | 9789 | 0.00 | 0.00 | 0.0% |
| Unassigned/Unappropriated Amount | | 9790 | 5,470,830.16 | 5,470,830.16 | 0.0% |
| **G. ASSETS** | | | | | |
| 1) Cash | | | | | |
| a) in County Treasury | | 9110 | 0.00 | | |
| 1) Fair Value Adjustment to Cash in County Treasury | | 9111 | 0.00 | | |
| b) in Banks | | 9120 | 0.00 | | |
| c) in Revolving Cash Account | | 9130 | 0.00 | | |
| d) with Fiscal Agent/Trustee | | 9135 | 0.00 | | |
| e) Collections Awaiting Deposit | | 9140 | 0.00 | | |

| Description | Resource Codes | Object Codes | 2023-24 Estimated Actuals | 2024-25 Budget | Percent Difference |
|---|---|---|---|---|---|
| 2) Investments | | 9150 | 0.00 | | |
| 3) Accounts Receivable | | 9200 | 0.00 | | |
| 4) Due from Grantor Government | | 9290 | 0.00 | | |
| 5) Due from Other Funds | | 9310 | 0.00 | | |
| 6) Stores | | 9320 | 0.00 | | |
| 7) Prepaid Expenditures | | 9330 | 0.00 | | |
| 8) Other Current Assets | | 9340 | 0.00 | | |
| 9) Lease Receivable | | 9380 | 0.00 | | |
| 10) TOTAL, ASSETS | | | 0.00 | | |
| **H. DEFERRED OUTFLOWS OF RESOURCES** | | | | | |
| 1) Deferred Outflows of Resources | | 9490 | 0.00 | | |
| 2) TOTAL, DEFERRED OUTFLOWS | | | 0.00 | | |
| **I. LIABILITIES** | | | | | |
| 1) Accounts Payable | | 9500 | 0.00 | | |
| 2) Due to Grantor Governments | | 9590 | 0.00 | | |
| 3) Due to Other Funds | | 9610 | 0.00 | | |
| 4) Current Loans | | 9640 | 0.00 | | |
| 5) Unearned Revenue | | 9650 | 0.00 | | |
| 6) TOTAL, LIABILITIES | | | 0.00 | | |
| **J. DEFERRED INFLOWS OF RESOURCES** | | | | | |
| 1) Deferred Inflows of Resources | | 9690 | 0.00 | | |
| 2) TOTAL, DEFERRED INFLOWS | | | 0.00 | | |
| **K. FUND EQUITY** | | | | | |
| Ending Fund Balance, June 30 (G10 + H2) - (I6 + J2) | | | 0.00 | | |
| **FEDERAL REVENUE** | | | | | |
| FEMA | | 8281 | 0.00 | 0.00 | 0.0% |
| All Other Federal Revenue | | 8290 | 0.00 | 0.00 | 0.0% |
| TOTAL, FEDERAL REVENUE | | | 0.00 | 0.00 | 0.0% |
| **OTHER STATE REVENUE** | | | | | |
| Pass-Through Revenues from State Sources | | 8587 | 0.00 | 0.00 | 0.0% |
| California Clean Energy Jobs Act | 6230 | 8590 | 0.00 | 0.00 | 0.0% |
| All Other State Revenue | All Other | 8590 | 0.00 | 0.00 | 0.0% |
| TOTAL, OTHER STATE REVENUE | | | 0.00 | 0.00 | 0.0% |
| **OTHER LOCAL REVENUE** | | | | | |
| Other Local Revenue | | | | | |
| Community Redevelopment Funds Not Subject to LCFF Deduction | | 8625 | 1,019,380.00 | 0.00 | -100.0% |
| Sales | | | | | |
| Sale of Equipment/Supplies | | 8631 | 0.00 | 0.00 | 0.0% |
| Leases and Rentals | | 8650 | 0.00 | 0.00 | 0.0% |
| Interest | | 8660 | 346,372.00 | 0.00 | -100.0% |
| Net Increase (Decrease) in the Fair Value of Investments | | 8662 | 0.00 | 0.00 | 0.0% |
| Other Local Revenue | | | | | |
| All Other Local Revenue | | 8699 | 0.00 | 0.00 | 0.0% |
| All Other Transfers In from All Others | | 8799 | 0.00 | 0.00 | 0.0% |
| TOTAL, OTHER LOCAL REVENUE | | | 1,365,752.00 | 0.00 | -100.0% |
| TOTAL, REVENUES | | | 1,365,752.00 | 0.00 | -100.0% |
| **CLASSIFIED SALARIES** | | | | | |
| Classified Support Salaries | | 2200 | 0.00 | 0.00 | 0.0% |
| Classified Supervisors' and Administrators' Salaries | | 2300 | 0.00 | 0.00 | 0.0% |
| Clerical, Technical and Office Salaries | | 2400 | 0.00 | 0.00 | 0.0% |
| Other Classified Salaries | | 2900 | 0.00 | 0.00 | 0.0% |
| TOTAL, CLASSIFIED SALARIES | | | 0.00 | 0.00 | 0.0% |
| **EMPLOYEE BENEFITS** | | | | | |
| STRS | | 3101-3102 | 0.00 | 0.00 | 0.0% |
| PERS | | 3201-3202 | 0.00 | 0.00 | 0.0% |
| OASDI/Medicare/Alternative | | 3301-3302 | 0.00 | 0.00 | 0.0% |
| Health and Welfare Benefits | | 3401-3402 | 0.00 | 0.00 | 0.0% |
| Unemployment Insurance | | 3501-3502 | 0.00 | 0.00 | 0.0% |
| Workers' Compensation | | 3601-3602 | 0.00 | 0.00 | 0.0% |
| OPEB, Allocated | | 3701-3702 | 0.00 | 0.00 | 0.0% |

| Description | Resource Codes | Object Codes | 2023-24 Estimated Actuals | 2024-25 Budget | Percent Difference |
|---|---|---|---|---|---|
| OPEB, Active Employees | | 3751-3752 | 0.00 | 0.00 | 0.0% |
| Other Employee Benefits | | 3901-3902 | 0.00 | 0.00 | 0.0% |
| TOTAL, EMPLOYEE BENEFITS | | | 0.00 | 0.00 | 0.0% |
| **BOOKS AND SUPPLIES** | | | | | |
| Books and Other Reference Materials | | 4200 | 0.00 | 0.00 | 0.0% |
| Materials and Supplies | | 4300 | 0.00 | 0.00 | 0.0% |
| Noncapitalized Equipment | | 4400 | 0.00 | 0.00 | 0.0% |
| TOTAL, BOOKS AND SUPPLIES | | | 0.00 | 0.00 | 0.0% |
| **SERVICES AND OTHER OPERATING EXPENDITURES** | | | | | |
| Subagreements for Services | | 5100 | 0.00 | 0.00 | 0.0% |
| Travel and Conferences | | 5200 | 0.00 | 0.00 | 0.0% |
| Insurance | | 5400-5450 | 0.00 | 0.00 | 0.0% |
| Operations and Housekeeping Services | | 5500 | 0.00 | 0.00 | 0.0% |
| Rentals, Leases, Repairs, and Noncapitalized Improvements | | 5600 | 12,538.00 | 0.00 | -100.0% |
| Transfers of Direct Costs | | 5710 | 0.00 | 0.00 | 0.0% |
| Transfers of Direct Costs - Interfund | | 5750 | 0.00 | 0.00 | 0.0% |
| Professional/Consulting Services and Operating Expenditures | | 5800 | 436,856.00 | 0.00 | -100.0% |
| Communications | | 5900 | 0.00 | 0.00 | 0.0% |
| TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES | | | 449,394.00 | 0.00 | -100.0% |
| **CAPITAL OUTLAY** | | | | | |
| Land | | 6100 | 0.00 | 0.00 | 0.0% |
| Land Improvements | | 6170 | 0.00 | 0.00 | 0.0% |
| Buildings and Improvements of Buildings | | 6200 | 75,347.00 | 0.00 | -100.0% |
| Books and Media for New School Libraries or Major Expansion of School Libraries | | 6300 | 0.00 | 0.00 | 0.0% |
| Equipment | | 6400 | 0.00 | 0.00 | 0.0% |
| Equipment Replacement | | 6500 | 0.00 | 0.00 | 0.0% |
| Lease Assets | | 6600 | 0.00 | 0.00 | 0.0% |
| Subscription Assets | | 6700 | 0.00 | 0.00 | 0.0% |
| TOTAL, CAPITAL OUTLAY | | | 75,347.00 | 0.00 | -100.0% |
| **OTHER OUTGO (excluding Transfers of Indirect Costs)** | | | | | |
| Other Transfers Out | | | | | |
| Transfers of Pass-Through Revenues | | | | | |
| To Districts or Charter Schools | | 7211 | 0.00 | 0.00 | 0.0% |
| To County Offices | | 7212 | 0.00 | 0.00 | 0.0% |
| To JPAs | | 7213 | 0.00 | 0.00 | 0.0% |
| All Other Transfers Out to All Others | | 7299 | 0.00 | 0.00 | 0.0% |
| Debt Service | | | | | |
| Debt Service - Interest | | 7438 | 0.00 | 0.00 | 0.0% |
| Other Debt Service - Principal | | 7439 | 0.00 | 0.00 | 0.0% |
| TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs) | | | 0.00 | 0.00 | 0.0% |
| TOTAL, EXPENDITURES | | | 524,741.00 | 0.00 | -100.0% |
| **INTERFUND TRANSFERS** | | | | | |
| **INTERFUND TRANSFERS IN** | | | | | |
| From: General Fund/CSSF | | 8912 | 0.00 | 0.00 | 0.0% |
| Other Authorized Interfund Transfers In | | 8919 | 0.00 | 0.00 | 0.0% |
| (a) TOTAL, INTERFUND TRANSFERS IN | | | 0.00 | 0.00 | 0.0% |
| **INTERFUND TRANSFERS OUT** | | | | | |
| To: General Fund/CSSF | | 7612 | 0.00 | 0.00 | 0.0% |
| To: State School Building Fund/County School Facilities Fund | | 7613 | 0.00 | 0.00 | 0.0% |
| Other Authorized Interfund Transfers Out | | 7619 | 0.00 | 0.00 | 0.0% |
| (b) TOTAL, INTERFUND TRANSFERS OUT | | | 0.00 | 0.00 | 0.0% |
| **OTHER SOURCES/USES** | | | | | |
| **SOURCES** | | | | | |
| Proceeds | | | | | |
| Proceeds from Disposal of Capital Assets | | 8953 | 0.00 | 0.00 | 0.0% |
| Other Sources | | | | | |
| Transfers from Funds of Lapsed/Reorganized LEAs | | 8965 | 0.00 | 0.00 | 0.0% |
| Long-Term Debt Proceeds | | | | | |
| Proceeds from Certificates of Participation | | 8971 | 0.00 | 0.00 | 0.0% |
| Proceeds from Leases | | 8972 | 0.00 | 0.00 | 0.0% |

| Description | Resource Codes | Object Codes | 2023-24 Estimated Actuals | 2024-25 Budget | Percent Difference |
|---|---|---|---|---|---|
| Proceeds from Lease Revenue Bonds | | 8973 | 0.00 | 0.00 | 0.0% |
| Proceeds from SBITAs | | 8974 | 0.00 | 0.00 | 0.0% |
| All Other Financing Sources | | 8979 | 0.00 | 0.00 | 0.0% |
| (c) TOTAL, SOURCES | | | 0.00 | 0.00 | 0.0% |
| **USES** | | | | | |
| Transfers of Funds from Lapsed/Reorganized LEAs | | 7651 | 0.00 | 0.00 | 0.0% |
| All Other Financing Uses | | 7699 | 0.00 | 0.00 | 0.0% |
| (d) TOTAL, USES | | | 0.00 | 0.00 | 0.0% |
| **CONTRIBUTIONS** | | | | | |
| Contributions from Unrestricted Revenues | | 8980 | 0.00 | 0.00 | 0.0% |
| Contributions from Restricted Revenues | | 8990 | 0.00 | 0.00 | 0.0% |
| (e) TOTAL, CONTRIBUTIONS | | | 0.00 | 0.00 | 0.0% |
| TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e) | | | 0.00 | 0.00 | 0.0% |

| Description | Function Codes | Object Codes | 2023-24 Estimated Actuals | 2024-25 Budget | Percent Difference |
|---|---|---|---|---|---|
| **A. REVENUES** | | | | | |
| 1) LCFF Sources | | 8010-8099 | 0.00 | 0.00 | 0.0% |
| 2) Federal Revenue | | 8100-8299 | 0.00 | 0.00 | 0.0% |
| 3) Other State Revenue | | 8300-8599 | 0.00 | 0.00 | 0.0% |
| 4) Other Local Revenue | | 8600-8799 | 1,365,752.00 | 0.00 | -100.0% |
| 5) TOTAL, REVENUES | | | 1,365,752.00 | 0.00 | -100.0% |
| **B. EXPENDITURES (Objects 1000-7999)** | | | | | |
| 1) Instruction | 1000-1999 | | 0.00 | 0.00 | 0.0% |
| 2) Instruction - Related Services | 2000-2999 | | 0.00 | 0.00 | 0.0% |
| 3) Pupil Services | 3000-3999 | | 0.00 | 0.00 | 0.0% |
| 4) Ancillary Services | 4000-4999 | | 0.00 | 0.00 | 0.0% |
| 5) Community Services | 5000-5999 | | 0.00 | 0.00 | 0.0% |
| 6) Enterprise | 6000-6999 | | 0.00 | 0.00 | 0.0% |
| 7) General Administration | 7000-7999 | | 0.00 | 0.00 | 0.0% |
| 8) Plant Services | 8000-8999 | | 524,741.00 | 0.00 | -100.0% |
| 9) Other Outgo | 9000-9999 | Except 7600-7699 | 0.00 | 0.00 | 0.0% |
| 10) TOTAL, EXPENDITURES | | | 524,741.00 | 0.00 | -100.0% |
| **C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 -B10)** | | | 841,011.00 | 0.00 | -100.0% |
| **D. OTHER FINANCING SOURCES/USES** | | | | | |
| 1) Interfund Transfers | | | | | |
| a) Transfers In | | 8900-8929 | 0.00 | 0.00 | 0.0% |
| b) Transfers Out | | 7600-7629 | 0.00 | 0.00 | 0.0% |
| 2) Other Sources/Uses | | | | | |
| a) Sources | | 8930-8979 | 0.00 | 0.00 | 0.0% |
| b) Uses | | 7630-7699 | 0.00 | 0.00 | 0.0% |
| 3) Contributions | | 8980-8999 | 0.00 | 0.00 | 0.0% |
| 4) TOTAL, OTHER FINANCING SOURCES/USES | | | 0.00 | 0.00 | 0.0% |
| **E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)** | | | 841,011.00 | 0.00 | -100.0% |
| **F. FUND BALANCE, RESERVES** | | | | | |
| 1) Beginning Fund Balance | | | | | |
| a) As of July 1 - Unaudited | | 9791 | 17,326,880.17 | 18,167,891.17 | 4.9% |
| b) Audit Adjustments | | 9793 | 0.00 | 0.00 | 0.0% |
| c) As of July 1 - Audited (F1a + F1b) | | | 17,326,880.17 | 18,167,891.17 | 4.9% |
| d) Other Restatements | | 9795 | 0.00 | 0.00 | 0.0% |
| e) Adjusted Beginning Balance (F1c + F1d) | | | 17,326,880.17 | 18,167,891.17 | 4.9% |
| 2) Ending Balance, June 30 (E + F1e) | | | 18,167,891.17 | 18,167,891.17 | 0.0% |
| Components of Ending Fund Balance | | | | | |
| a) Nonspendable | | | | | |
| Revolving Cash | | 9711 | 0.00 | 0.00 | 0.0% |
| Stores | | 9712 | 0.00 | 0.00 | 0.0% |
| Prepaid Items | | 9713 | 0.00 | 0.00 | 0.0% |
| All Others | | 9719 | 0.00 | 0.00 | 0.0% |
| b) Restricted | | 9740 | 12,697,061.01 | 12,697,061.01 | 0.0% |
| c) Committed | | | | | |
| Stabilization Arrangements | | 9750 | 0.00 | 0.00 | 0.0% |
| Other Commitments (by Resource/Object) | | 9760 | 0.00 | 0.00 | 0.0% |
| d) Assigned | | | | | |
| Other Assignments (by Resource/Object) | | 9780 | 0.00 | 0.00 | 0.0% |
| e) Unassigned/Unappropriated | | | | | |
| Reserve for Economic Uncertainties | | 9789 | 0.00 | 0.00 | 0.0% |
| Unassigned/Unappropriated Amount | | 9790 | 5,470,830.16 | 5,470,830.16 | 0.0% |

| Resource | Description | 2023-24 Estimated Actuals | 2024-25 Budget |
|---|---|---|---|
| 9010 | Other Restricted Local | 12,697,061.01 | 12,697,061.01 |
| Total, Restricted Balance | | 12,697,061.01 | 12,697,061.01 |

| Description | Resource Codes | Object Codes | 2023-24 Estimated Actuals | 2024-25 Budget | Percent Difference |
|---|---|---|---|---|---|
| **A. REVENUES** | | | | | |
| 1) LCFF Sources | | 8010-8099 | 0.00 | 0.00 | 0.0% |
| 2) Federal Revenue | | 8100-8299 | 0.00 | 0.00 | 0.0% |
| 3) Other State Revenue | | 8300-8599 | 0.00 | 0.00 | 0.0% |
| 4) Other Local Revenue | | 8600-8799 | 1,820,505.00 | 1,356,805.00 | -25.5% |
| 5) TOTAL, REVENUES | | | 1,820,505.00 | 1,356,805.00 | -25.5% |
| **B. EXPENSES** | | | | | |
| 1) Certificated Salaries | | 1000-1999 | 0.00 | 0.00 | 0.0% |
| 2) Classified Salaries | | 2000-2999 | 9.00 | 0.00 | -100.0% |
| 3) Employee Benefits | | 3000-3999 | 1.00 | 0.00 | -100.0% |
| 4) Books and Supplies | | 4000-4999 | 0.00 | 0.00 | 0.0% |
| 5) Services and Other Operating Expenses | | 5000-5999 | 1,836,681.00 | 1,112,140.00 | -39.4% |
| 6) Depreciation and Amortization | | 6000-6999 | 0.00 | 0.00 | 0.0% |
| 7) Other Outgo (excluding Transfers of Indirect Costs) | | 7100-7299, 7400-7499 | 0.00 | 0.00 | 0.0% |
| 8) Other Outgo - Transfers of Indirect Costs | | 7300-7399 | 0.00 | 0.00 | 0.0% |
| 9) TOTAL, EXPENSES | | | 1,836,691.00 | 1,112,140.00 | -39.4% |
| **C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)** | | | (16,186.00) | 244,665.00 | -1,611.6% |
| **D. OTHER FINANCING SOURCES/USES** | | | | | |
| 1) Interfund Transfers | | | | | |
| a) Transfers In | | 8900-8929 | 0.00 | 0.00 | 0.0% |
| b) Transfers Out | | 7600-7629 | 0.00 | 0.00 | 0.0% |
| 2) Other Sources/Uses | | | | | |
| a) Sources | | 8930-8979 | 0.00 | 0.00 | 0.0% |
| b) Uses | | 7630-7699 | 0.00 | 0.00 | 0.0% |
| 3) Contributions | | 8980-8999 | 0.00 | 0.00 | 0.0% |
| 4) TOTAL, OTHER FINANCING SOURCES/USES | | | 0.00 | 0.00 | 0.0% |
| **E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)** | | | (16,186.00) | 244,665.00 | -1,611.6% |
| **F. NET POSITION** | | | | | |
| 1) Beginning Net Position | | | | | |
| a) As of July 1 - Unaudited | | 9791 | 150,261.43 | 134,075.43 | -10.8% |
| b) Audit Adjustments | | 9793 | 0.00 | 0.00 | 0.0% |
| c) As of July 1 - Audited (F1a + F1b) | | | 150,261.43 | 134,075.43 | -10.8% |
| d) Other Restatements | | 9795 | 0.00 | 0.00 | 0.0% |
| e) Adjusted Beginning Net Position (F1c + F1d) | | | 150,261.43 | 134,075.43 | -10.8% |
| 2) Ending Net Position, June 30 (E + F1e) | | | 134,075.43 | 378,740.43 | 182.5% |
| Components of Ending Net Position | | | | | |
| a) Net Investment in Capital Assets | | 9796 | 0.00 | 0.00 | 0.0% |
| b) Restricted Net Position | | 9797 | 0.00 | 0.00 | 0.0% |
| c) Unrestricted Net Position | | 9790 | 134,075.43 | 378,740.43 | 182.5% |
| **G. ASSETS** | | | | | |
| 1) Cash | | | | | |
| a) in County Treasury | | 9110 | 0.00 | | |
| 1) Fair Value Adjustment to Cash in County Treasury | | 9111 | 0.00 | | |
| b) in Banks | | 9120 | 0.00 | | |
| c) in Revolving Cash Account | | 9130 | 0.00 | | |
| d) with Fiscal Agent/Trustee | | 9135 | 0.00 | | |
| e) Collections Awaiting Deposit | | 9140 | 0.00 | | |
| 2) Investments | | 9150 | 0.00 | | |
| 3) Accounts Receivable | | 9200 | 0.00 | | |
| 4) Due from Grantor Government | | 9290 | 0.00 | | |
| 5) Due from Other Funds | | 9310 | 0.00 | | |
| 6) Stores | | 9320 | 0.00 | | |
| 7) Prepaid Expenditures | | 9330 | 0.00 | | |
| 8) Other Current Assets | | 9340 | 0.00 | | |
| 9) Lease Receivable | | 9380 | 0.00 | | |
| 10) Fixed Assets | | | | | |
| a) Land | | 9410 | 0.00 | | |
| b) Land Improvements | | 9420 | 0.00 | | |

| Description | Resource Codes | Object Codes | 2023-24 Estimated Actuals | 2024-25 Budget | Percent Difference |
|---|---|---|---|---|---|
| c) Accumulated Depreciation - Land Improvements | | 9425 | 0.00 | | |
| d) Buildings | | 9430 | 0.00 | | |
| e) Accumulated Depreciation - Buildings | | 9435 | 0.00 | | |
| f) Equipment | | 9440 | 0.00 | | |
| g) Accumulated Depreciation - Equipment | | 9445 | 0.00 | | |
| h) Work in Progress | | 9450 | 0.00 | | |
| i) Lease Assets | | 9460 | 0.00 | | |
| j) Accumulated Amortization-Lease Assets | | 9465 | 0.00 | | |
| k) Subscription Assets | | 9470 | 0.00 | | |
| l) Accumulated Amortization-Subscription Assets | | 9475 | 0.00 | | |
| 11) TOTAL, ASSETS | | | 0.00 | | |
| **H. DEFERRED OUTFLOWS OF RESOURCES** | | | | | |
| 1) Deferred Outflows of Resources | | 9490 | 0.00 | | |
| 2) TOTAL, DEFERRED OUTFLOWS | | | 0.00 | | |
| **I. LIABILITIES** | | | | | |
| 1) Accounts Payable | | 9500 | 0.00 | | |
| 2) Due to Grantor Governments | | 9590 | 0.00 | | |
| 3) Due to Other Funds | | 9610 | 0.00 | | |
| 4) Current Loans | | 9640 | | | |
| 5) Unearned Revenue | | 9650 | 0.00 | | |
| 6) Long-Term Liabilities | | | | | |
| a) Subscription Liability | | 9660 | 0.00 | | |
| b) Net Pension Liability | | 9663 | 0.00 | | |
| c) Total/Net OPEB Liability | | 9664 | 0.00 | | |
| d) Compensated Absences | | 9665 | 0.00 | | |
| e) COPs Payable | | 9666 | 0.00 | | |
| f) Leases Payable | | 9667 | 0.00 | | |
| g) Lease Revenue Bonds Payable | | 9668 | 0.00 | | |
| h) Other General Long-Term Liabilities | | 9669 | 0.00 | | |
| 7) TOTAL, LIABILITIES | | | 0.00 | | |
| **J. DEFERRED INFLOWS OF RESOURCES** | | | | | |
| 1) Deferred Inflows of Resources | | 9690 | 0.00 | | |
| 2) TOTAL, DEFERRED INFLOWS | | | 0.00 | | |
| **K. NET POSITION** | | | | | |
| Net Position, June 30 (G11 + H2) - (I7 + J2) | | | 0.00 | | |
| **OTHER STATE REVENUE** | | | | | |
| STRS On-Behalf Pension Contributions | 7690 | 8590 | 0.00 | 0.00 | 0.0% |
| All Other State Revenue | All Other | 8590 | 0.00 | 0.00 | 0.0% |
| TOTAL, OTHER STATE REVENUE | | | 0.00 | 0.00 | 0.0% |
| **OTHER LOCAL REVENUE** | | | | | |
| Other Local Revenue | | | | | |
| Sales | | | | | |
| Sale of Equipment/Supplies | | 8631 | 0.00 | 0.00 | 0.0% |
| Interest | | 8660 | 0.00 | 0.00 | 0.0% |
| Net Increase (Decrease) in the Fair Value of Investments | | 8662 | 0.00 | 0.00 | 0.0% |
| Fees and Contracts | | | | | |
| In-District Premiums/ | | | | | |
| Contributions | | 8674 | 1,820,505.00 | 1,356,805.00 | -25.5% |
| All Other Fees and Contracts | | 8689 | 0.00 | 0.00 | 0.0% |
| Other Local Revenue | | | | | |
| All Other Local Revenue | | 8699 | 0.00 | 0.00 | 0.0% |
| All Other Transfers In from All Others | | 8799 | 0.00 | 0.00 | 0.0% |
| TOTAL, OTHER LOCAL REVENUE | | | 1,820,505.00 | 1,356,805.00 | -25.5% |
| TOTAL, REVENUES | | | 1,820,505.00 | 1,356,805.00 | -25.5% |
| **CERTIFICATED SALARIES** | | | | | |
| Certificated Pupil Support Salaries | | 1200 | 0.00 | 0.00 | 0.0% |
| Certificated Supervisors' and Administrators' Salaries | | 1300 | 0.00 | 0.00 | 0.0% |
| TOTAL, CERTIFICATED SALARIES | | | 0.00 | 0.00 | 0.0% |
| **CLASSIFIED SALARIES** | | | | | |
| Classified Support Salaries | | 2200 | 0.00 | 0.00 | 0.0% |

| Description | Resource Codes | Object Codes | 2023-24 Estimated Actuals | 2024-25 Budget | Percent Difference |
|---|---|---|---|---|---|
| Classified Supervisors' and Administrators' Salaries | | 2300 | 0.00 | 0.00 | 0.0% |
| Clerical, Technical and Office Salaries | | 2400 | 9.00 | 0.00 | -100.0% |
| Other Classified Salaries | | 2900 | 0.00 | 0.00 | 0.0% |
| TOTAL, CLASSIFIED SALARIES | | | 9.00 | 0.00 | -100.0% |
| **EMPLOYEE BENEFITS** | | | | | |
| STRS | | 3101-3102 | 0.00 | 0.00 | 0.0% |
| PERS | | 3201-3202 | 0.00 | 0.00 | 0.0% |
| OASDI/Medicare/Alternative | | 3301-3302 | 1.00 | 0.00 | -100.0% |
| Health and Welfare Benefits | | 3401-3402 | 0.00 | 0.00 | 0.0% |
| Unemployment Insurance | | 3501-3502 | 0.00 | 0.00 | 0.0% |
| Workers' Compensation | | 3601-3602 | 0.00 | 0.00 | 0.0% |
| OPEB, Allocated | | 3701-3702 | 0.00 | 0.00 | 0.0% |
| OPEB, Active Employees | | 3751-3752 | 0.00 | 0.00 | 0.0% |
| Other Employee Benefits | | 3901-3902 | 0.00 | 0.00 | 0.0% |
| TOTAL, EMPLOYEE BENEFITS | | | 1.00 | 0.00 | -100.0% |
| **BOOKS AND SUPPLIES** | | | | | |
| Books and Other Reference Materials | | 4200 | 0.00 | 0.00 | 0.0% |
| Materials and Supplies | | 4300 | 0.00 | 0.00 | 0.0% |
| Noncapitalized Equipment | | 4400 | 0.00 | 0.00 | 0.0% |
| TOTAL, BOOKS AND SUPPLIES | | | 0.00 | 0.00 | 0.0% |
| **SERVICES AND OTHER OPERATING EXPENSES** | | | | | |
| Subagreements for Services | | 5100 | 0.00 | 0.00 | 0.0% |
| Travel and Conferences | | 5200 | 0.00 | 0.00 | 0.0% |
| Dues and Memberships | | 5300 | 0.00 | 0.00 | 0.0% |
| Insurance | | 5400-5450 | 0.00 | 0.00 | 0.0% |
| Operations and Housekeeping Services | | 5500 | 0.00 | 0.00 | 0.0% |
| Rentals, Leases, Repairs, and Noncapitalized Improvements | | 5600 | 0.00 | 0.00 | 0.0% |
| Transfers of Direct Costs - Interfund | | 5750 | 0.00 | 0.00 | 0.0% |
| Professional/Consulting Services and | | | | | |
| Operating Expenditures | | 5800 | 1,836,681.00 | 1,112,140.00 | -39.4% |
| Communications | | 5900 | 0.00 | 0.00 | 0.0% |
| TOTAL, SERVICES AND OTHER OPERATING EXPENSES | | | 1,836,681.00 | 1,112,140.00 | -39.4% |
| **DEPRECIATION AND AMORTIZATION** | | | | | |
| Depreciation Expense | | 6900 | 0.00 | 0.00 | 0.0% |
| Amortization Expense-Lease Assets | | 6910 | 0.00 | 0.00 | 0.0% |
| Amortization Expense-Subscription Assets | | 6920 | 0.00 | 0.00 | 0.0% |
| TOTAL, DEPRECIATION AND AMORTIZATION | | | 0.00 | 0.00 | 0.0% |
| TOTAL, EXPENSES | | | 1,836,691.00 | 1,112,140.00 | -39.4% |
| **INTERFUND TRANSFERS** | | | | | |
| **INTERFUND TRANSFERS IN** | | | | | |
| Other Authorized Interfund Transfers In | | 8919 | 0.00 | 0.00 | 0.0% |
| (a) TOTAL, INTERFUND TRANSFERS IN | | | 0.00 | 0.00 | 0.0% |
| **INTERFUND TRANSFERS OUT** | | | | | |
| Other Authorized Interfund Transfers Out | | 7619 | 0.00 | 0.00 | 0.0% |
| (b) TOTAL, INTERFUND TRANSFERS OUT | | | 0.00 | 0.00 | 0.0% |
| **OTHER SOURCES/USES** | | | | | |
| **SOURCES** | | | | | |
| Other Sources | | | | | |
| Transfers from Funds of Lapsed/Reorganized LEAs | | 8965 | 0.00 | 0.00 | 0.0% |
| (c) TOTAL, SOURCES | | | 0.00 | 0.00 | 0.0% |
| **USES** | | | | | |
| Transfers of Funds from Lapsed/Reorganized LEAs | | 7651 | 0.00 | 0.00 | 0.0% |
| (d) TOTAL, USES | | | 0.00 | 0.00 | 0.0% |
| **CONTRIBUTIONS** | | | | | |
| Contributions from Unrestricted Revenues | | 8980 | 0.00 | 0.00 | 0.0% |
| Contributions from Restricted Revenues | | 8990 | 0.00 | 0.00 | 0.0% |
| (e) TOTAL, CONTRIBUTIONS | | | 0.00 | 0.00 | 0.0% |
| TOTAL, OTHER FINANCING SOURCES/USES | | | | | |
| (a - b + c - d + e) | | | 0.00 | 0.00 | 0.0% |

| Description | Function Codes | Object Codes | 2023-24 Estimated Actuals | 2024-25 Budget | Percent Difference |
|---|---|---|---|---|---|
| **A. REVENUES** | | | | | |
| 1) LCFF Sources | | 8010-8099 | 0.00 | 0.00 | 0.0% |
| 2) Federal Revenue | | 8100-8299 | 0.00 | 0.00 | 0.0% |
| 3) Other State Revenue | | 8300-8599 | 0.00 | 0.00 | 0.0% |
| 4) Other Local Revenue | | 8600-8799 | 1,820,505.00 | 1,356,805.00 | -25.5% |
| 5) TOTAL, REVENUES | | | 1,820,505.00 | 1,356,805.00 | -25.5% |
| **B. EXPENSES (Objects 1000-7999)** | | | | | |
| 1) Instruction | 1000-1999 | | 0.00 | 0.00 | 0.0% |
| 2) Instruction - Related Services | 2000-2999 | | 0.00 | 0.00 | 0.0% |
| 3) Pupil Services | 3000-3999 | | 0.00 | 0.00 | 0.0% |
| 4) Ancillary Services | 4000-4999 | | 0.00 | 0.00 | 0.0% |
| 5) Community Services | 5000-5999 | | 0.00 | 0.00 | 0.0% |
| 6) Enterprise | 6000-6999 | | 1,836,691.00 | 1,112,140.00 | -39.4% |
| 7) General Administration | 7000-7999 | | 0.00 | 0.00 | 0.0% |
| 8) Plant Services | 8000-8999 | | 0.00 | 0.00 | 0.0% |
| 9) Other Outgo | 9000-9999 | Except 7600-7699 | 0.00 | 0.00 | 0.0% |
| 10) TOTAL, EXPENSES | | | 1,836,691.00 | 1,112,140.00 | -39.4% |
| **C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)** | | | (16,186.00) | 244,665.00 | -1,611.6% |
| **D. OTHER FINANCING SOURCES/USES** | | | | | |
| 1) Interfund Transfers | | | | | |
| a) Transfers In | | 8900-8929 | 0.00 | 0.00 | 0.0% |
| b) Transfers Out | | 7600-7629 | 0.00 | 0.00 | 0.0% |
| 2) Other Sources/Uses | | | | | |
| a) Sources | | 8930-8979 | 0.00 | 0.00 | 0.0% |
| b) Uses | | 7630-7699 | 0.00 | 0.00 | 0.0% |
| 3) Contributions | | 8980-8999 | 0.00 | 0.00 | 0.0% |
| 4) TOTAL, OTHER FINANCING SOURCES/USES | | | 0.00 | 0.00 | 0.0% |
| **E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)** | | | (16,186.00) | 244,665.00 | -1,611.6% |
| **F. NET POSITION** | | | | | |
| 1) Beginning Net Position | | | | | |
| a) As of July 1 - Unaudited | | 9791 | 150,261.43 | 134,075.43 | -10.8% |
| b) Audit Adjustments | | 9793 | 0.00 | 0.00 | 0.0% |
| c) As of July 1 - Audited (F1a + F1b) | | | 150,261.43 | 134,075.43 | -10.8% |
| d) Other Restatements | | 9795 | 0.00 | 0.00 | 0.0% |
| e) Adjusted Beginning Net Position (F1c + F1d) | | | 150,261.43 | 134,075.43 | -10.8% |
| 2) Ending Net Position, June 30 (E + F1e) | | | 134,075.43 | 378,740.43 | 182.5% |
| Components of Ending Net Position | | | | | |
| a) Net Investment in Capital Assets | | 9796 | 0.00 | 0.00 | 0.0% |
| b) Restricted Net Position | | 9797 | 0.00 | 0.00 | 0.0% |
| c) Unrestricted Net Position | | 9790 | 134,075.43 | 378,740.43 | 182.5% |

| Resource | Description | 2023-24 Estimated Actuals | 2024-25 Budget |
|---|---|---|---|
| Total, Restricted Net Position | | 0.00 | 0.00 |

| Description | Resource Codes | Object Codes | 2023-24 Estimated Actuals | 2024-25 Budget | Percent Difference |
|---|---|---|---|---|---|
| **A. REVENUES** | | | | | |
| 1) LCFF Sources | | 8010-8099 | 0.00 | 0.00 | 0.0% |
| 2) Federal Revenue | | 8100-8299 | 0.00 | 0.00 | 0.0% |
| 3) Other State Revenue | | 8300-8599 | 0.00 | 0.00 | 0.0% |
| 4) Other Local Revenue | | 8600-8799 | 25,000.00 | 0.00 | -100.0% |
| 5) TOTAL, REVENUES | | | 25,000.00 | 0.00 | -100.0% |
| **B. EXPENSES** | | | | | |
| 1) Certificated Salaries | | 1000-1999 | 0.00 | 0.00 | 0.0% |
| 2) Classified Salaries | | 2000-2999 | 0.00 | 0.00 | 0.0% |
| 3) Employee Benefits | | 3000-3999 | 0.00 | 0.00 | 0.0% |
| 4) Books and Supplies | | 4000-4999 | 0.00 | 0.00 | 0.0% |
| 5) Services and Other Operating Expenses | | 5000-5999 | 0.00 | 0.00 | 0.0% |
| 6) Depreciation and Amortization | | 6000-6999 | 0.00 | 0.00 | 0.0% |
| 7) Other Outgo (excluding Transfers of Indirect Costs) | | 7100-7299, 7400-7499 | 0.00 | 0.00 | 0.0% |
| 8) Other Outgo - Transfers of Indirect Costs | | 7300-7399 | 0.00 | 0.00 | 0.0% |
| 9) TOTAL, EXPENSES | | | 0.00 | 0.00 | 0.0% |
| **C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)** | | | 25,000.00 | 0.00 | -100.0% |
| **D. OTHER FINANCING SOURCES/USES** | | | | | |
| 1) Interfund Transfers | | | | | |
| a) Transfers In | | 8900-8929 | 0.00 | 0.00 | 0.0% |
| b) Transfers Out | | 7600-7629 | 0.00 | 0.00 | 0.0% |
| 2) Other Sources/Uses | | | | | |
| a) Sources | | 8930-8979 | 0.00 | 0.00 | 0.0% |
| b) Uses | | 7630-7699 | 0.00 | 0.00 | 0.0% |
| 3) Contributions | | 8980-8999 | 0.00 | 0.00 | 0.0% |
| 4) TOTAL, OTHER FINANCING SOURCES/USES | | | 0.00 | 0.00 | 0.0% |
| **E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)** | | | 25,000.00 | 0.00 | -100.0% |
| **F. NET POSITION** | | | | | |
| 1) Beginning Net Position | | | | | |
| a) As of July 1 - Unaudited | | 9791 | 1,331,804.53 | 1,356,804.53 | 1.9% |
| b) Audit Adjustments | | 9793 | 0.00 | 0.00 | 0.0% |
| c) As of July 1 - Audited (F1a + F1b) | | | 1,331,804.53 | 1,356,804.53 | 1.9% |
| d) Other Restatements | | 9795 | 0.00 | 0.00 | 0.0% |
| e) Adjusted Beginning Net Position (F1c + F1d) | | | 1,331,804.53 | 1,356,804.53 | 1.9% |
| 2) Ending Net Position, June 30 (E + F1e) | | | 1,356,804.53 | 1,356,804.53 | 0.0% |
| Components of Ending Net Position | | | | | |
| a) Net Investment in Capital Assets | | 9796 | 0.00 | 0.00 | 0.0% |
| b) Restricted Net Position | | 9797 | 0.00 | 0.00 | 0.0% |
| c) Unrestricted Net Position | | 9790 | 1,356,804.53 | 1,356,804.53 | 0.0% |
| **G. ASSETS** | | | | | |
| 1) Cash | | | | | |
| a) in County Treasury | | 9110 | 0.00 | | |
| 1) Fair Value Adjustment to Cash in County Treasury | | 9111 | 0.00 | | |
| b) in Banks | | 9120 | 0.00 | | |
| c) in Revolving Cash Account | | 9130 | 0.00 | | |
| d) with Fiscal Agent/Trustee | | 9135 | 0.00 | | |
| e) Collections Awaiting Deposit | | 9140 | 0.00 | | |
| 2) Investments | | 9150 | 0.00 | | |
| 3) Accounts Receivable | | 9200 | 0.00 | | |
| 4) Due from Grantor Government | | 9290 | 0.00 | | |
| 5) Due from Other Funds | | 9310 | 0.00 | | |
| 6) Stores | | 9320 | 0.00 | | |
| 7) Prepaid Expenditures | | 9330 | 0.00 | | |
| 8) Other Current Assets | | 9340 | 0.00 | | |
| 9) Lease Receivable | | 9380 | 0.00 | | |
| 10) Fixed Assets | | 9400 | | | |
| 11) TOTAL, ASSETS | | | 0.00 | | |
| **H. DEFERRED OUTFLOWS OF RESOURCES** | | | | | |

| Description | Resource Codes | Object Codes | 2023-24 Estimated Actuals | 2024-25 Budget | Percent Difference |
|---|---|---|---|---|---|
| 1) Deferred Outflows of Resources | | 9490 | 0.00 | | |
| 2) TOTAL, DEFERRED OUTFLOWS | | | 0.00 | | |
| **I. LIABILITIES** | | | | | |
| 1) Accounts Payable | | 9500 | 0.00 | | |
| 2) Due to Grantor Governments | | 9590 | 0.00 | | |
| 3) Due to Other Funds | | 9610 | 0.00 | | |
| 4) Current Loans | | 9640 | | | |
| 5) Unearned Revenue | | 9650 | 0.00 | | |
| 6) Long-Term Liabilities | | | | | |
| b) Net Pension Liability | | 9663 | 0.00 | | |
| c) Total/Net OPEB Liability | | 9664 | 0.00 | | |
| d) Compensated Absences | | 9665 | 0.00 | | |
| e) COPs Payable | | 9666 | 0.00 | | |
| f) Leases Payable | | 9667 | 0.00 | | |
| g) Lease Revenue Bonds Payable | | 9668 | 0.00 | | |
| h) Other General Long-Term Liabilities | | 9669 | 0.00 | | |
| 7) TOTAL, LIABILITIES | | | 0.00 | | |
| **J. DEFERRED INFLOWS OF RESOURCES** | | | | | |
| 1) Deferred Inflows of Resources | | 9690 | 0.00 | | |
| 2) TOTAL, DEFERRED INFLOWS | | | 0.00 | | |
| **K. NET POSITION** | | | | | |
| Net Position, June 30 (G11 + H2) - (I7 + J2) | | | 0.00 | | |
| **OTHER LOCAL REVENUE** | | | | | |
| Other Local Revenue | | | | | |
| Interest | | 8660 | 40,000.00 | 0.00 | -100.0% |
| Net Increase (Decrease) in the Fair Value of Investments | | 8662 | (15,000.00) | 0.00 | -100.0% |
| Fees and Contracts | | | | | |
| In-District Premiums/ | | | | | |
| Contributions | | 8674 | 0.00 | 0.00 | 0.0% |
| Other Local Revenue | | | | | |
| All Other Local Revenue | | 8699 | 0.00 | 0.00 | 0.0% |
| TOTAL, OTHER LOCAL REVENUE | | | 25,000.00 | 0.00 | -100.0% |
| TOTAL, REVENUES | | | 25,000.00 | 0.00 | -100.0% |
| **SERVICES AND OTHER OPERATING EXPENSES** | | | | | |
| Subagreements for Services | | 5100 | 0.00 | 0.00 | 0.0% |
| Professional/Consulting Services and | | | | | |
| Operating Expenditures | | 5800 | 0.00 | 0.00 | 0.0% |
| TOTAL, SERVICES AND OTHER OPERATING EXPENSES | | | 0.00 | 0.00 | 0.0% |
| TOTAL, EXPENSES | | | 0.00 | 0.00 | 0.0% |
| **INTERFUND TRANSFERS** | | | | | |
| **INTERFUND TRANSFERS IN** | | | | | |
| Other Authorized Interfund Transfers In | | 8919 | 0.00 | 0.00 | 0.0% |
| (a) TOTAL, INTERFUND TRANSFERS IN | | | 0.00 | 0.00 | 0.0% |
| **OTHER SOURCES/USES** | | | | | |
| **SOURCES** | | | | | |
| Other Sources | | | | | |
| Transfers from Funds of Lapsed/Reorganized LEAs | | 8965 | 0.00 | 0.00 | 0.0% |
| All Other Financing Sources | | 8979 | 0.00 | 0.00 | 0.0% |
| (c) TOTAL, SOURCES | | | 0.00 | 0.00 | 0.0% |
| **USES** | | | | | |
| Transfers of Funds from Lapsed/Reorganized LEAs | | 7651 | 0.00 | 0.00 | 0.0% |
| (d) TOTAL, USES | | | 0.00 | 0.00 | 0.0% |
| **CONTRIBUTIONS** | | | | | |
| Contributions from Unrestricted Revenues | | 8980 | 0.00 | 0.00 | 0.0% |
| Contributions from Restricted Revenues | | 8990 | 0.00 | 0.00 | 0.0% |
| (e) TOTAL, CONTRIBUTIONS | | | 0.00 | 0.00 | 0.0% |
| TOTAL, OTHER FINANCING SOURCES/USES | | | | | |
| (a + c - d + e) | | | 0.00 | 0.00 | 0.0% |

| Description | Function Codes | Object Codes | 2023-24 Estimated Actuals | 2024-25 Budget | Percent Difference |
|---|---|---|---|---|---|
| **A. REVENUES** | | | | | |
| 1) LCFF Sources | | 8010-8099 | 0.00 | 0.00 | 0.0% |
| 2) Federal Revenue | | 8100-8299 | 0.00 | 0.00 | 0.0% |
| 3) Other State Revenue | | 8300-8599 | 0.00 | 0.00 | 0.0% |
| 4) Other Local Revenue | | 8600-8799 | 25,000.00 | 0.00 | -100.0% |
| 5) TOTAL, REVENUES | | | 25,000.00 | 0.00 | -100.0% |
| **B. EXPENSES (Objects 1000-7999)** | | | | | |
| 1) Instruction | 1000-1999 | | 0.00 | 0.00 | 0.0% |
| 2) Instruction - Related Services | 2000-2999 | | 0.00 | 0.00 | 0.0% |
| 3) Pupil Services | 3000-3999 | | 0.00 | 0.00 | 0.0% |
| 4) Ancillary Services | 4000-4999 | | 0.00 | 0.00 | 0.0% |
| 5) Community Services | 5000-5999 | | 0.00 | 0.00 | 0.0% |
| 6) Enterprise | 6000-6999 | | 0.00 | 0.00 | 0.0% |
| 7) General Administration | 7000-7999 | | 0.00 | 0.00 | 0.0% |
| 8) Plant Services | 8000-8999 | | 0.00 | 0.00 | 0.0% |
| 9) Other Outgo | 9000-9999 | Except 7600-7699 | 0.00 | 0.00 | 0.0% |
| 10) TOTAL, EXPENSES | | | 0.00 | 0.00 | 0.0% |
| **C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)** | | | 25,000.00 | 0.00 | -100.0% |
| **D. OTHER FINANCING SOURCES/USES** | | | | | |
| 1) Interfund Transfers | | | | | |
| a) Transfers In | | 8900-8929 | 0.00 | 0.00 | 0.0% |
| b) Transfers Out | | 7600-7629 | 0.00 | 0.00 | 0.0% |
| 2) Other Sources/Uses | | | | | |
| a) Sources | | 8930-8979 | 0.00 | 0.00 | 0.0% |
| b) Uses | | 7630-7699 | 0.00 | 0.00 | 0.0% |
| 3) Contributions | | 8980-8999 | 0.00 | 0.00 | 0.0% |
| 4) TOTAL, OTHER FINANCING SOURCES/USES | | | 0.00 | 0.00 | 0.0% |
| **E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)** | | | 25,000.00 | 0.00 | -100.0% |
| **F. NET POSITION** | | | | | |
| 1) Beginning Net Position | | | | | |
| a) As of July 1 - Unaudited | | 9791 | 1,331,804.53 | 1,356,804.53 | 1.9% |
| b) Audit Adjustments | | 9793 | 0.00 | 0.00 | 0.0% |
| c) As of July 1 - Audited (F1a + F1b) | | | 1,331,804.53 | 1,356,804.53 | 1.9% |
| d) Other Restatements | | 9795 | 0.00 | 0.00 | 0.0% |
| e) Adjusted Beginning Net Position (F1c + F1d) | | | 1,331,804.53 | 1,356,804.53 | 1.9% |
| 2) Ending Net Position, June 30 (E + F1e) | | | 1,356,804.53 | 1,356,804.53 | 0.0% |
| Components of Ending Net Position | | | | | |
| a) Net Investment in Capital Assets | | 9796 | 0.00 | 0.00 | 0.0% |
| b) Restricted Net Position | | 9797 | 0.00 | 0.00 | 0.0% |
| c) Unrestricted Net Position | | 9790 | 1,356,804.53 | 1,356,804.53 | 0.0% |

| Resource | Description | 2023-24 Estimated Actuals | 2024-25 Budget |
|---|---|---|---|
| Total, Restricted Net Position | | 0.00 | 0.00 |

| Description | 2023-24 Estimated Actuals | | | 2024-25 Budget | | |
|---|---|---|---|---|---|---|
| | P-2 ADA | Annual ADA | Funded ADA | Estimated P-2 ADA | Estimated Annual ADA | Estimated Funded ADA |
| **A. DISTRICT** | | | | | | |
| **1. Total District Regular ADA** Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (includes Necessary Small School ADA) | 13,445.81 | 13,505.75 | 14,020.51 | 13,383.56 | 13,383.56 | 13,625.34 |
| **2. Total Basic Aid Choice/Court Ordered Voluntary Pupil Transfer Regular ADA** Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above) | | | | | | |
| **3. Total Basic Aid Open Enrollment Regular ADA** Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above) | | | | | | |
| **4. Total, District Regular ADA (Sum of Lines A1 through A3)** | 13,445.81 | 13,505.75 | 14,020.51 | 13,383.56 | 13,383.56 | 13,625.34 |
| **5. District Funded County Program ADA** | | | | | | |
| a. County Community Schools | | | | | | |
| b. Special Education-Special Day Class | | | | | | |
| c. Special Education-NPS/LCI | | | | | | |
| d. Special Education Extended Year | | | | | | |
| e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools | | | | | | |
| f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380] | | | | | | |
| **g. Total, District Funded County Program ADA (Sum of Lines A5a through A5f)** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **6. TOTAL DISTRICT ADA (Sum of Line A4 and Line A5g)** | 13,445.81 | 13,505.75 | 14,020.51 | 13,383.56 | 13,383.56 | 13,625.34 |
| **7. Adults in Correctional Facilities** | | | | | | |
| **8. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)** | | | | | | |

| Description | 2023-24 Estimated Actuals | | | 2024-25 Budget | | |
|---|---|---|---|---|---|---|
| | P-2 ADA | Annual ADA | Funded ADA | Estimated P-2 ADA | Estimated Annual ADA | Estimated Funded ADA |
| **B. COUNTY OFFICE OF EDUCATION** | | | | | | |
| **1. County Program Alternative Education Grant ADA** | | | | | | |
| a. County Group Home and Institution Pupils | | | | | | |
| b. Juvenile Halls, Homes, and Camps | | | | | | |
| c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)] | | | | | | |
| **d. Total, County Program Alternative Education ADA (Sum of Lines B1a through B1c)** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **2. District Funded County Program ADA** | | | | | | |
| a. County Community Schools | | | | | | |
| b. Special Education-Special Day Class | | | | | | |
| c. Special Education-NPS/LCI | | | | | | |
| d. Special Education Extended Year | | | | | | |
| e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools | | | | | | |
| f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380] | | | | | | |
| **g. Total, District Funded County Program ADA (Sum of Lines B2a through B2f)** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **3. TOTAL COUNTY OFFICE ADA (Sum of Lines B1d and B2g)** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **4. Adults in Correctional Facilities** | | | | | | |
| **5. County Operations Grant ADA** | | | | | | |
| **6. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)** | | | | | | |

| Description | 2023-24 Estimated Actuals | | | 2024-25 Budget | | |
|---|---|---|---|---|---|---|
| | P-2 ADA | Annual ADA | Funded ADA | Estimated P-2 ADA | Estimated Annual ADA | Estimated Funded ADA |
| **C. CHARTER SCHOOL ADA** | | | | | | |
| Authorizing LEAs reporting charter school SACS financial data in their Fund 01, 09, or 62 use this worksheet to report ADA for those charter schools. | | | | | | |
| Charter schools reporting SACS financial data separately from their authorizing LEAs in Fund 01 or Fund 62 use this worksheet to report their ADA. | | | | | | |
| **FUND 01: Charter School ADA corresponding to SACS financial data reported in Fund 01.** | | | | | | |
| **1. Total Charter School Regular ADA** | | | | | | |
| **2. Charter School County Program Alternative Education ADA** | | | | | | |
| a. County Group Home and Institution Pupils | | | | | | |
| b. Juvenile Halls, Homes, and Camps | | | | | | |
| c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)] | | | | | | |
| **d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C2a through C2c)** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **3. Charter School Funded County Program ADA** | | | | | | |
| a. County Community Schools | | | | | | |
| b. Special Education-Special Day Class | | | | | | |
| c. Special Education-NPS/LCI | | | | | | |
| d. Special Education Extended Year | | | | | | |
| e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools | | | | | | |
| **f. Total, Charter School Funded County Program ADA (Sum of Lines C3a through C3e)** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **4. TOTAL CHARTER SCHOOL ADA (Sum of Lines C1, C2d, and C3f)** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **FUND 09 or 62: Charter School ADA corresponding to SACS financial data reported in Fund 09 or Fund 62.** | | | | | | |
| **5. Total Charter School Regular ADA** | | | | | | |
| **6. Charter School County Program Alternative Education ADA** | | | | | | |
| a. County Group Home and Institution Pupils | | | | | | |
| b. Juvenile Halls, Homes, and Camps | | | | | | |
| c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)] | | | | | | |
| **d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C6a through C6c)** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **7. Charter School Funded County Program ADA** | | | | | | |
| a. County Community Schools | | | | | | |
| b. Special Education-Special Day Class | | | | | | |
| c. Special Education-NPS/LCI | | | | | | |
| d. Special Education Extended Year | | | | | | |
| e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools | | | | | | |
| **f. Total, Charter School Funded County Program ADA (Sum of Lines C7a through C7e)** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **8. TOTAL CHARTER SCHOOL ADA (Sum of Lines C5, C6d, and C7f)** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **9. TOTAL CHARTER SCHOOL ADA Reported in Fund 01, 09, or 62 (Sum of Lines C4 and C8)** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

ANNUAL BUDGET REPORT:

July 1, 2024 Budget Adoption

Select applicable boxes:

X This budget was developed using the state-adopted Criteria and Standards. It includes the expenditures necessary to implement the Local Control and Accountability Plan (LCAP) or annual update to the LCAP that will be effective for the budget year. The budget was filed and adopted subsequent to a public hearing by the governing board of the school district pursuant to Education Code sections 33129, 42127, 52060, 52061, and 52062.

X If the budget includes a combined assigned and unassigned ending fund balance above the minimum recommended reserve for economic uncertainties, at its public hearing, the school district complied with the requirements of subparagraphs (B) and (C) of paragraph (2) of subdivision (a) of Education Code Section 42127.

Budget available for inspection at:

Place: Burbank Unified School District
Date: 06/03/2024

Public Hearing:

Place: Burbank City Hall
Date: 06/06/2024
Time:

Adoption Date: 06/20/2024
Signed:

Clerk/Secretary of the Governing Board

(Original signature required)

Contact person for additional information on the budget reports:

Name: Andrew Cantwell
Title: Assistant Superintendent Administrative Services

Telephone: 818-729-4473
E-mail: andrewcantwell@burbankusd.org

**Criteria and Standards Review Summary**

The following summary is automatically completed based on data provided in the Criteria and Standards Review (Form 01CS). Criteria and standards that are "Not Met," and supplemental information and additional fiscal indicators that are "Yes," may indicate areas of potential concern for fiscal solvency purposes and should be carefully reviewed.

| CRITERIA AND STANDARDS | | | Met | Not Met |
|---|---|---|---|---|
| 1 | Average Daily Attendance | Projected (funded) ADA has not been overestimated by more than the standard for the prior fiscal year, or two or more of the previous three fiscal years. | X | |
| 2 | Enrollment | Enrollment has not been overestimated by more than the standard for the prior fiscal year, or two or more of the previous three fiscal years. | X | |
| 3 | ADA to Enrollment | Projected second period (P-2) ADA to enrollment ratio is consistent with historical ratios for the budget and two subsequent fiscal years. | | X |
| 4 | Local Control Funding Formula (LCFF) Revenue | Projected change in LCFF revenue is within the standard for the budget and two subsequent fiscal years. | | X |
| 5 | Salaries and Benefits | Projected ratios of total unrestricted salaries and benefits to total unrestricted general fund expenditures are consistent with historical ratios for the budget and two subsequent fiscal years. | | X |
| 6a | Other Revenues | Projected operating revenues (e.g., federal, other state, and other local) are within the standard for the budget and two subsequent fiscal years. | | X |
| 6b | Other Expenditures | Projected operating expenditures (e.g., books and supplies, and services and other operating) are within the standard for the budget and two subsequent fiscal years. | | X |
| 7 | Ongoing and Major Maintenance Account | If applicable, required contribution to the ongoing and major maintenance account (i.e., restricted maintenance account) is included in the budget. | X | |
| 8 | Deficit Spending | Unrestricted deficit spending, if any, has not exceeded the standard for two or more of the last three fiscal years. | X | |
| 9a | Fund Balance | Unrestricted general fund beginning balance has not been overestimated by more than the standard for two or more of the last three fiscal years. | | X |
| 9b | Cash Balance | Projected general fund cash balance will be positive at the end of the current fiscal year. | | X |
| 10 | Reserves | Projected available reserves (e.g., reserve for economic uncertainties, unassigned/unappropriated amounts) meet minimum requirements for the budget and two subsequent fiscal years. | | X |

| SUPPLEMENTAL INFORMATION | | | No | Yes |
|---|---|---|---|---|
| S1 | Contingent Liabilities | Are there known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) that may impact the budget? | | |
| S2 | Using One-time Revenues to Fund Ongoing Expenditures | Are there ongoing general fund expenditures in excess of one percent of the total general fund expenditures that are funded with one-time resources? | | |
| S3 | Using Ongoing Revenues to Fund One-time Expenditures | Are there large non-recurring general fund expenditures that are funded with ongoing general fund revenues? | | |
| S4 | Contingent Revenues | Are any projected revenues for the budget or two subsequent fiscal years contingent on reauthorization by the local government, special legislation, or other definitive act (e.g., parcel taxes, forest reserves)? | | |
| S5 | Contributions | Have contributions from unrestricted to restricted resources, or transfers to or from the general fund to cover operating deficits, changed by more than the standard for the budget or two subsequent fiscal years? | | X |
| **SUPPLEMENTAL INFORMATION (continued)** | | | **No** | **Yes** |
| S6 | Long-term Commitments | Does the district have long-term (multiyear) commitments or debt agreements? | | |
| | | • If yes, have annual payments for the budget or two subsequent fiscal years increased over prior year's (2023-24) annual payment? | | |
| S7a | Postemployment Benefits Other than Pensions | Does the district provide postemployment benefits other than pensions (OPEB)? | | |
| | | • If yes, are they lifetime benefits? | | |
| | | • If yes, do benefits continue beyond age 65? | | |
| | | • If yes, are benefits funded by pay-as-you-go? | | |
| S7b | Other Self-insurance Benefits | Does the district provide other self-insurance benefits (e.g., workers' compensation, employee health and welfare, or property and liability)? | | |
| S8 | Status of Labor Agreements | Are salary and benefit negotiations still open for: | | |
| | | • Certificated? (Section S8A, Line 1) | | |
| | | • Classified? (Section S8B, Line 1) | | |
| | | • Management/supervisor/confidential? (Section S8C, Line 1) | | |
| S9 | Local Control and Accountability Plan (LCAP) | • Did or will the school district's governing board adopt an LCAP or an update to the LCAP effective for the budget year? | | |
| | | • Adoption date of the LCAP or an update to the LCAP: | | |
| S10 | LCAP Expenditures | Does the school district's budget include the expenditures necessary to implement the LCAP or annual update to the LCAP as described in the Local Control and Accountability Plan and Annual Update Template? | | |
| **ADDITIONAL FISCAL INDICATORS** | | | **No** | **Yes** |
| A1 | Negative Cash Flow | Do cash flow projections show that the district will end the budget year with a negative cash balance in the general fund? | | |
| A2 | Independent Position Control | Is personnel position control independent from the payroll system? | | |
| A3 | Declining Enrollment | Is enrollment decreasing in both the prior fiscal year and budget year? | | X |
| A4 | New Charter Schools Impacting District Enrollment | Are any new charter schools operating in district boundaries that are impacting the district's enrollment, either in the prior fiscal year or budget year? | | |
| A5 | Salary Increases Exceed COLA | Has the district entered into a bargaining agreement where any of the budget or subsequent fiscal years of the agreement would result in salary increases that are expected to exceed the projected state funded cost-of-living adjustment? | | |
| **ADDITIONAL FISCAL INDICATORS (continued)** | | | **No** | **Yes** |
| A6 | Uncapped Health Benefits | Does the district provide uncapped (100% employer paid) health benefits for current or retired employees? | | |
| A7 | Independent Financial System | Is the district's financial system independent from the county office system? | | |
| A8 | Fiscal Distress Reports | Does the district have any reports that indicate fiscal distress? If yes, provide copies to the COE, pursuant to EC 42127.6(a). | | |
| A9 | Change of CBO or Superintendent | Have there been personnel changes in the superintendent or chief business official (CBO) positions within the last 12 months? | | |

ANNUAL CERTIFICATION REGARDING SELF-INSURED WORKERS' COMPENSATION CLAIMS

Pursuant to Education Code Section 42141, if a school district, either individually or as a member of a joint powers agency, is self-insured for workers' compensation claims, the superintendent of the school district annually shall provide information to the governing board of the school district regarding the estimated accrued but unfunded cost of those claims. The governing board annually shall certify to the county superintendent of schools the amount of money, if any, that it has decided to reserve in its budget for the cost of those claims.

To the County Superintendent of Schools:

_____ Our district is self-insured for workers' compensation claims as defined in Education Code Section 42141(a):

| | | |
|---|---|---|
| Total liabilities actuarially determined: | $ | |
| Less: Amount of total liabilities reserved in budget: | $ | |
| Estimated accrued but unfunded liabilities: | $ | 0.00 |

X This school district is self-insured for workers' compensation claims through a JPA, and offers the following information:

West San Gabriel Valley JPA

_____ This school district is not self-insured for workers' compensation claims.

Signed _____ Date of Meeting: _____

Clerk/Secretary of the Governing Board

(Original signature required)

For additional information on this certification, please contact:

Name: Andrew Cantwell

Title: Assistant Superintendent, Business

Telephone: 818-729-4400

E-mail: andrewcantwell@burbankusd.org

| PART I - CURRENT EXPENSE FORMULA | Total Expense for Year (1) | EDP No. | Reductions (See Note 1) (2) | EDP No. | Current Expense of Education (Col 1 - Col 2) (3) | EDP No. | Reductions (Extracted) (See Note 2) (4a) | Reductions (Overrides)* (See Note 2) (4b) | EDP No. | Current Expense-Part II (Col 3 - Col 4) (5) | EDP No. |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1000 - Certificated Salaries | 94,587,243.00 | 301 | 0.00 | 303 | 94,587,243.00 | 305 | 93,559.00 | | 307 | 94,493,684.00 | 309 |
| 2000 - Classified Salaries | 37,352,872.00 | 311 | 136,275.00 | 313 | 37,216,597.00 | 315 | 7,180.00 | | 317 | 37,209,417.00 | 319 |
| 3000 - Employee Benefits | 48,859,306.00 | 321 | 377,205.00 | 323 | 48,482,101.00 | 325 | 27,393.00 | | 327 | 48,454,708.00 | 329 |
| 4000 - Books, Supplies Equip Replace. (6500) | 6,229,917.00 | 331 | 177,578.00 | 333 | 6,052,339.00 | 335 | 2,598,647.00 | | 337 | 3,453,692.00 | 339 |
| 5000 - Services. . . & 7300 - Indirect Costs | 31,539,580.00 | 341 | 184,235.00 | 343 | 31,355,345.00 | 345 | 13,521,275.00 | | 347 | 17,834,070.00 | 349 |
| | | | | TOTAL | 217,693,625.00 | 365 | | | TOTAL | 201,445,571.00 | 369 |

Note 1 - In Column 2, report expenditures for the following programs: Nonagency (Goals 7100-7199), Community Services (Goal 8100), Food Services (Function 3700), Fringe Benefits for Retired Persons (Objects 3701-3702), and Facilities Acquisition & Construction (Function 8500).

Note 2 - In Column 4, report expenditures for: Transportation (Function 3600), Lottery Expenditures (Resource 1100), Special Education Students in Nonpublic Schools (Function 1180), and other federal or state categorical aid in which funds were granted for expenditures in a program not incurring any teacher salary expenditures or requiring disbursement of the funds without regard to the requirements of EC Section 41372.

* If an amount (even zero) is entered in any row of Column 4b or in Line 13b, the form uses only the values in Column 4b and Line 13b rather than the values in Column 4a and Line 13a.

| PART II: MINIMUM CLASSROOM COMPENSATION (Instruction, Functions 1000-1999) | Object | | EDP No. |
|---|---|---|---|
| 1. Teacher Salaries as Per EC 41011 | 1100 | 74,749,785.00 | 375 |
| 2. Salaries of Instructional Aides Per EC 41011 | 2100 | 10,508,491.00 | 380 |
| 3. STRS | 3101 & 3102 | 13,666,024.00 | 382 |
| 4. PERS | 3201 & 3202 | 3,571,037.00 | 383 |
| 5. OASDI - Regular, Medicare and Alternative | 3301 & 3302 | 2,149,926.00 | 384 |
| 6. Health & Welfare Benefits (EC 41372) (Include Health, Dental, Vision, Pharmaceutical, and Annuity Plans) | 3401 & 3402 | 9,315,498.00 | 385 |
| 7. Unemployment Insurance | 3501 & 3502 | 43,086.00 | 390 |
| 8. Workers' Compensation Insurance | 3601 & 3602 | 1,578,055.00 | 392 |
| 9. OPEB, Active Employees (EC 41372) | 3751 & 3752 | 0.00 | |
| 10. Other Benefits (EC 22310) | 3901 & 3902 | 0.00 | 393 |
| 11. SUBTOTAL Salaries and Benefits (Sum Lines 1 - 10) | | 115,581,902.00 | 395 |
| 12. Less: Teacher and Instructional Aide Salaries and Benefits deducted in Column 2 | | 0.00 | |
| 13a. Less: Teacher and Instructional Aide Salaries and Benefits (other than Lottery) deducted in Column 4a (Extracted) | | 69,668.00 | 396 |
| b. Less: Teacher and Instructional Aide Salaries and Benefits (other than Lottery) deducted in Column 4b (Overrides)* | | | 396 |
| 14. TOTAL SALARIES AND BENEFITS | | 115,512,234.00 | 397 |
| 15. Percent of Current Cost of Education Expended for Classroom Compensation (EDP 397 divided by EDP 369) Line 15 must equal or exceed 60% for elementary, 55% for unified and 50% for high school districts to avoid penalty under provisions of EC 41372 | | 57.34% | |
| 16. District is exempt from EC 41372 because it meets the provisions of EC 41374. (If exempt, enter 'X') | | | |

**PART III: DEFICIENCY AMOUNT**

A deficiency amount (Line 5) is only applicable to districts not meeting the minimum classroom compensation percentage required under EC 41372 and not exempt under the provisions of EC 41374.

| | |
|---|---|
| 1. Minimum percentage required (60% elementary, 55% unified, 50% high) | 55.00% |
| 2. Percentage spent by this district (Part II, Line 15) | 57.34% |
| 3. Percentage below the minimum (Part III, Line 1 minus Line 2) | 0.00% |
| 4. District's Current Expense of Education after reductions in columns 4a or 4b (Part I, EDP 369). | 201,445,571.00 |
| 5. Deficiency Amount (Part III, Line 3 times Line 4) | 0.00 |

**PART IV: Explanation for adjustments entered in Part I, Column 4b (required)**

| PART I - CURRENT EXPENSE FORMULA | Total Expense for Year (1) | EDP No. | Reductions (See Note 1) (2) | EDP No. | Current Expense of Education (Col 1 - Col 2) (3) | EDP No. | Reductions (Extracted) (See Note 2) (4a) | Reductions (Overrides)* (See Note 2) (4b) | EDP No. | Current Expense- Part II (Col 3 - Col 4) (5) | EDP No. |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1000 - Certificated Salaries | 85,529,808.00 | 301 | 0.00 | 303 | 85,529,808.00 | 305 | 55,971.00 | | 307 | 85,473,837.00 | 309 |
| 2000 - Classified Salaries | 40,070,958.00 | 311 | 146,490.00 | 313 | 39,924,468.00 | 315 | 17,059.00 | | 317 | 39,907,409.00 | 319 |
| 3000 - Employee Benefits | 50,350,979.00 | 321 | 430,306.00 | 323 | 49,920,673.00 | 325 | 22,143.00 | | 327 | 49,898,530.00 | 329 |
| 4000 - Books, Supplies Equip Replace. (6500) | 10,382,337.00 | 331 | 1,436,108.00 | 333 | 8,946,229.00 | 335 | 1,021,396.00 | | 337 | 7,924,833.00 | 339 |
| 5000 - Services. . . & 7300 - Indirect Costs | 34,150,889.00 | 341 | 131,500.00 | 343 | 34,019,389.00 | 345 | 11,747,105.00 | | 347 | 22,272,284.00 | 349 |
| | | | | TOTAL | 218,340,567.00 | 365 | | | TOTAL | 205,476,893.00 | 369 |

Note 1 - In Column 2, report expenditures for the following programs: Nonagency (Goals 7100-7199), Community Services (Goal 8100), Food Services (Function 3700), Fringe Benefits for Retired Persons (Objects 3701-3702), and Facilities Acquisition & Construction (Function 8500).

Note 2 - In Column 4, report expenditures for: Transportation (Function 3600), Lottery Expenditures (Resource 1100), Special Education Students in Nonpublic Schools (Function 1180), and other federal or state categorical aid in which funds were granted for expenditures in a program not incurring any teacher salary expenditures or requiring disbursement of the funds without regard to the requirements of EC Section 41372.

* If an amount (even zero) is entered in any row of Column 4b or in Line 13b, the form uses only the values in Column 4b and Line 13b rather than the values in Column 4a and Line 13a.

| PART II: MINIMUM CLASSROOM COMPENSATION (Instruction, Functions 1000-1999) | Object | | EDP No. |
|---|---|---|---|
| 1. Teacher Salaries as Per EC 41011. . . . . | 1100 | 68,062,356.00 | 375 |
| 2. Salaries of Instructional Aides Per EC 41011. . . . . | 2100 | 13,323,582.00 | 380 |
| 3. STRS. . . . . | 3101 & 3102 | 12,533,049.00 | 382 |
| 4. PERS. . . . . | 3201 & 3202 | 4,603,565.00 | 383 |
| 5. OASDI - Regular, Medicare and Alternative. . . . . | 3301 & 3302 | 2,271,866.00 | 384 |
| 6. Health & Welfare Benefits (EC 41372) (Include Health, Dental, Vision, Pharmaceutical, and Annuity Plans). . . . . | 3401 & 3402 | 10,392,301.00 | 385 |
| 7. Unemployment Insurance. . . . . | 3501 & 3502 | 42,181.00 | 390 |
| 8. Workers' Compensation Insurance. . . . . | 3601 & 3602 | 1,497,427.00 | 392 |
| 9. OPEB, Active Employees (EC 41372). . . . . | 3751 & 3752 | 0.00 | |
| 10. Other Benefits (EC 22310). . . . . | 3901 & 3902 | 0.00 | 393 |

| | | |
|---|---|---|
| 11. SUBTOTAL Salaries and Benefits (Sum Lines 1 - 10) | 112,726,327.00 | 395 |
| 12. Less: Teacher and Instructional Aide Salaries and Benefits deducted in Column 2 | 0.00 | |
| 13a. Less: Teacher and Instructional Aide Salaries and Benefits (other than Lottery) deducted in Column 4a (Extracted) | 34,232.00 | 396 |
| b. Less: Teacher and Instructional Aide Salaries and Benefits (other than Lottery) deducted in Column 4b (Overrides)* | | 396 |
| 14. TOTAL SALARIES AND BENEFITS | 112,692,095.00 | 397 |
| 15. Percent of Current Cost of Education Expended for Classroom Compensation (EDP 397 divided by EDP 369) Line 15 must equal or exceed 60% for elementary, 55% for unified and 50% for high school districts to avoid penalty under provisions of EC 41372 | 54.84% | |
| 16. District is exempt from EC 41372 because it meets the provisions of EC 41374. (If exempt, enter 'X') | | |

**PART III: DEFICIENCY AMOUNT**

A deficiency amount (Line 5) is only applicable to districts not meeting the minimum classroom compensation percentage required under EC 41372 and not exempt under the provisions of EC 41374.

| | |
|---|---|
| 1. Minimum percentage required (60% elementary, 55% unified, 50% high) | 55.00% |
| 2. Percentage spent by this district (Part II, Line 15) | 54.84% |
| 3. Percentage below the minimum (Part III, Line 1 minus Line 2) | .16% |
| 4. District's Current Expense of Education after reductions in columns 4a or 4b (Part I, EDP 369) | 205,476,893.00 |
| 5. Deficiency Amount (Part III, Line 3 times Line 4) | 328,763.03 |

**PART IV: Explanation for adjustments entered in Part I, Column 4b (required)**

| Description | Unaudited Balance July 1 | Audit Adjustments/ Restatements | Audited Balance July 1 | Increases | Decreases | Ending Balance June 30 | Amounts Due Within One Year |
|---|---|---|---|---|---|---|---|
| **Governmental Activities:** | | | | | | | |
| General Obligation Bonds Payable | 179,217,696.00 | | 179,217,696.00 | | | 179,217,696.00 | |
| State School Building Loans Payable | | | 0.00 | | | 0.00 | |
| Certificates of Participation Payable | | | 0.00 | | | 0.00 | |
| Leases Payable | 15,215,614.00 | | 15,215,614.00 | | | 15,215,614.00 | |
| Lease Revenue Bonds Payable | | | 0.00 | | | 0.00 | |
| Other General Long-Term Debt | | | 0.00 | | | 0.00 | |
| Net Pension Liability | 103,070,161.00 | | 103,070,161.00 | | | 103,070,161.00 | |
| Total/Net OPEB Liability | 68,319,235.00 | | 68,319,235.00 | | | 68,319,235.00 | |
| Compensated Absences Payable | 1,997,367.00 | | 1,997,367.00 | | | 1,997,367.00 | |
| Subscription Liability | | | 0.00 | | | 0.00 | |
| Governmental activities long-term liabilities | 367,820,073.00 | 0.00 | 367,820,073.00 | 0.00 | 0.00 | 367,820,073.00 | 0.00 |
| **Business-Type Activities:** | | | | | | | |
| General Obligation Bonds Payable | | | 0.00 | | | 0.00 | |
| State School Building Loans Payable | | | 0.00 | | | 0.00 | |
| Certificates of Participation Payable | | | 0.00 | | | 0.00 | |
| Leases Payable | | | 0.00 | | | 0.00 | |
| Lease Revenue Bonds Payable | | | 0.00 | | | 0.00 | |
| Other General Long-Term Debt | | | 0.00 | | | 0.00 | |
| Net Pension Liability | | | 0.00 | | | 0.00 | |
| Total/Net OPEB Liability | | | 0.00 | | | 0.00 | |
| Compensated Absences Payable | | | 0.00 | | | 0.00 | |
| Subscription Liability | | | 0.00 | | | 0.00 | |
| Business-type activities long-term liabilities | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

| Section I - Expenditures | Funds 01, 09, and 62 | | | 2023-24 Expenditures |
|---|---|---|---|---|
| | Goals | Functions | Objects | |
| A. Total state, federal, and local expenditures (all resources) | All | All | 1000-7999 | 221,148,794.00 |
| B. Less all federal expenditures not allowed for MOE (Resources 3000-5999, except 3385) | All | All | 1000-7999 | 6,244,545.00 |
| C. Less state and local expenditures not allowed for MOE: (All resources, except federal as identified in Line B) | | | | |
| 1. Community Services | All | 5000-5999 | 1000-7999 | 156,404.00 |
| 2. Capital Outlay | All except 7100-7199 | All except 5000-5999 | 6000-6999 except 6600, 6910 | 1,094,730.00 |
| 3. Debt Service | All | 9100 | 5400-5450, 5800, 7430-7439 | 1,374,247.00 |
| 4. Other Transfers Out | All | 9200 | 7200-7299 | 0.00 |
| 5. Interfund Transfers Out | All | 9300 | 7600-7629 | 331,026.00 |
| 6. All Other Financing Uses | All | 9100 | 7699 | 0.00 |
| | | 9200 | 7651 | |
| 7. Nonagency | 7100-7199 | All except 5000-5999, 9000-9999 | 1000-7999 | 180,000.00 |
| 8. Tuition (Revenue, in lieu of expenditures, to approximate costs of services for which tuition is received) | All | All | 8710 | 841,582.00 |

| | | | | |
|---|---|---|---|---|
| 9. Supplemental expenditures made as a result of a Presidentially declared disaster | Manually entered. Must not include expenditures in lines B, C1-C8, D1, or D2. | | | 0.00 |
| 10. Total state and local expenditures not allowed for MOE calculation (Sum lines C1 through C9) | | | | 3,977,989.00 |
| D. Plus additional MOE expenditures: | | | | |
| 1. Expenditures to cover deficits for food services (Funds 13 and 61) (If negative, then zero) | All | All | 1000-7143, 7300-7439 minus 8000-8699 | 0.00 |
| 2. Expenditures to cover deficits for student body activities | Manually entered. Must not include expenditures in lines A or D1. | | | 0.00 |
| E. Total expenditures subject to MOE (Line A minus lines B and C10, plus lines D1 and D2) | | | | 210,926,260.00 |

| **Section II - Expenditures Per ADA** | **2023-24 Annual ADA/Exps. Per ADA** |
|---|---|
| A. Average Daily Attendance (Form A, Annual ADA column, sum of lines A6 and C9) | 13,505.75 |
| B. Expenditures per ADA (Line I.E divided by Line II.A) | 15,617.52 |

| Section III - MOE Calculation (For data collection only. Final determination will be done by CDE) | Total | Per ADA |
|---|---|---|
| A. Base expenditures (Preloaded expenditures from prior year official CDE MOE calculation). (Note: If the prior year MOE was not met, CDE has adjusted the prior year base to 90 percent of the preceding prior year amount rather than the actual prior year expenditure amount.) | 188,422,653.96 | 14,194.50 |
| 1. Adjustment to base expenditure and expenditure per ADA amounts for LEAs failing prior year MOE calculation (From Section IV) | 0.00 | 0.00 |
| 2. Total adjusted base expenditure amounts (Line A plus Line A.1) | 188,422,653.96 | 14,194.50 |
| B. Required effort (Line A.2 times 90%) | 169,580,388.56 | 12,775.05 |
| C. Current year expenditures (Line I.E and Line II.B) | 210,926,260.00 | 15,617.52 |
| D. MOE deficiency amount, if any (Line B minus Line C) (If negative, then zero) | 0.00 | 0.00 |

| | | |
|---|---|---|
| E. MOE determination (If one or both of the amounts in line D are zero, the MOE requirement is met; if both amounts are positive, the MOE requirement is not met. If either column in Line A.2 or Line C equals zero, the MOE calculation is incomplete.) | MOE Met | |
| F. MOE deficiency percentage, if MOE not met; otherwise, zero (Line D divided by Line B) (Funding under ESSA covered programs in FY 2025-26 may be reduced by the lower of the two percentages) | 0.00% | 0.00% |

**SECTION IV - Detail of Adjustments to Base Expenditures (used in Section III, Line A.1)**

| Description of Adjustments | Total Expenditures | Expenditures Per ADA |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| Total adjustments to base expenditures | 0.00 | 0.00 |

**Part I - General Administrative Share of Plant Services Costs**

California's indirect cost plan allows that the general administrative costs in the indirect cost pool may include that portion of plant services costs (maintenance and operations costs and facilities rents and leases costs) attributable to the general administrative offices. The calculation of the plant services costs attributed to general administration and included in the pool is standardized and automated using the percentage of salaries and benefits relating to general administration as proxy for the percentage of square footage occupied by general administration.

**A. Salaries and Benefits - Other General Administration and Centralized Data Processing**

1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)
   (Functions 7200-7700, goals 0000 and 9000) — 9,678,039.00
2. Contracted general administrative positions not paid through payroll
   a. Enter the costs, if any, of general administrative positions performing services ON SITE but paid through a contract, rather than through payroll, in functions 7200-7700, goals 0000 and 9000, Object 5800.
   b. If an amount is entered on Line A2a, provide the title, duties, and approximate FTE of each general administrative position paid through a contract. Retain supporting documentation in case of audit.

**B. Salaries and Benefits - All Other Activities**

1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)
   (Functions 1000-6999, 7100-7180, & 8100-8400; Functions 7200-7700, all goals except 0000 & 9000) — 170,763,882.00

**C. Percentage of Plant Services Costs Attributable to General Administration**

(Line A1 plus Line A2a, divided by Line B1; zero if negative) (See Part III, Lines A5 and A6) — 5.67%

**Part II - Adjustments for Employment Separation Costs**

When an employee separates from service, the local educational agency (LEA) may incur costs associated with the separation in addition to the employee's regular salary and benefits for the final pay period. These additional costs can be categorized as "normal" or "abnormal or mass" separation costs.

Normal separation costs include items such as pay for accumulated unused leave or routine severance pay authorized by governing board policy. Normal separation costs are not allowable as direct costs to federal programs, but are allowable as indirect costs. State programs may have similar restrictions. Where federal or state program guidelines required that the LEA charge an employee's normal separation costs to an unrestricted resource rather than to the restricted program in which the employee worked, the LEA may identify and enter these costs on Line A for inclusion in the indirect cost pool.

Abnormal or mass separation costs are those costs resulting from actions taken by an LEA to influence employees to terminate their employment earlier than they normally would have. Abnormal or mass separation costs include retirement incentives such as a Golden Handshake or severance packages negotiated to effect termination. Abnormal or mass separation costs may not be charged to federal programs as either direct costs or indirect costs. Where an LEA paid abnormal or mass separation costs on behalf of positions in general administrative functions included in the indirect cost pool, the LEA must identify and enter these costs on Line B for exclusion from the pool.

**A. Normal Separation Costs (optional)**

Enter any normal separation costs paid on behalf of employees of restricted state or federal programs that were charged to an unrestricted resource (0000-1999) in funds 01, 09, and 62 with functions 1000-6999 or 8100-8400 rather than to the restricted program. These costs will be moved in Part III from base costs to the indirect cost pool. Retain supporting documentation.

**B. Abnormal or Mass Separation Costs (required)**

Enter any abnormal or mass separation costs paid on behalf of general administrative positions charged to unrestricted resources (0000-1999) in funds 01, 09, and 62 with functions 7200-7700. These costs will be moved in Part III from the indirect cost pool to base costs. If none, enter zero. — 0.00

**Part III - Indirect Cost Rate Calculation (Funds 01, 09, and 62, unless indicated otherwise)**

**A. Indirect Costs**

1. Other General Administration, less portion charged to restricted resources or specific goals
   (Functions 7200-7600, objects 1000-5999, minus Line B9) — 11,668,090.00
2. Centralized Data Processing, less portion charged to restricted resources or specific goals
   (Function 7700, objects 1000-5999, minus Line B10) — 3,082,879.00

| | |
|---|---|
| 3. External Financial Audit - Single Audit (Function 7190, resources 0000-1999, goals 0000 and 9000, objects 5000 - 5999) | 137,323.00 |
| 4. Staff Relations and Negotiations (Function 7120, resources 0000-1999, goals 0000 and 9000, objects 1000 - 5999) | 0.00 |
| 5. Plant Maintenance and Operations (portion relating to general administrative offices only) | |
| (Functions 8100-8400, objects 1000-5999 except 5100, times Part I, Line C) | 1,047,136.22 |
| 6. Facilities Rents and Leases (portion relating to general administrative offices only) | |
| (Function 8700, resources 0000-1999, objects 1000-5999 except 5100, times Part I, Line C) | 0.00 |
| 7. Adjustment for Employment Separation Costs | |
| a. Plus: Normal Separation Costs (Part II, Line A) | 0.00 |
| b. Less: Abnormal or Mass Separation Costs (Part II, Line B) | 0.00 |
| 8. Total Indirect Costs (Lines A1 through A7a, minus Line A7b) | 15,935,428.22 |
| 9. Carry-Forward Adjustment (Part IV, Line F) | (2,368,340.32) |
| 10. Total Adjusted Indirect Costs (Line A8 plus Line A9) | 13,567,087.90 |
| **B. Base Costs** | |
| 1. Instruction (Functions 1000-1999, objects 1000-5999 except 5100) | 139,077,874.00 |
| 2. Instruction-Related Services (Functions 2000-2999, objects 1000-5999 except 5100) | 25,552,354.00 |
| 3. Pupil Services (Functions 3000-3999, objects 1000-5999 except 4700 and 5100) | 17,602,924.00 |
| 4. Ancillary Services (Functions 4000-4999, objects 1000-5999 except 5100) | 1,619,582.00 |
| 5. Community Services (Functions 5000-5999, objects 1000-5999 except 5100) | 156,432.00 |
| 6. Enterprise (Function 6000, objects 1000-5999 except 4700 and 5100) | 0.00 |
| 7. Board and Superintendent (Functions 7100-7180, objects 1000-5999, minus Part III, Line A4) | 1,160,656.00 |
| 8. External Financial Audit - Single Audit and Other (Functions 7190-7191, objects 5000 - 5999, minus Part III, Line A3) | 0.00 |
| 9. Other General Administration (portion charged to restricted resources or specific goals only) | |
| (Functions 7200-7600, resources 2000-9999, objects 1000-5999; Functions 7200-7600, | |
| resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999) | 294,007.00 |
| 10. Centralized Data Processing (portion charged to restricted resources or specific goals only) | |
| (Function 7700, resources 2000-9999, objects 1000-5999; Function 7700, resources 0000-1999, all goals | |
| except 0000 and 9000, objects 1000-5999) | 145,623.00 |
| 11. Plant Maintenance and Operations (all except portion relating to general administrative offices) | |
| (Functions 8100-8400, objects 1000-5999 except 5100, minus Part III, Line A5) | 17,420,874.78 |
| 12. Facilities Rents and Leases (all except portion relating to general administrative offices) | |
| (Function 8700, objects 1000-5999 except 5100, minus Part III, Line A6) | 0.00 |
| 13. Adjustment for Employment Separation Costs | |
| a. Less: Normal Separation Costs (Part II, Line A) | 0.00 |
| b. Plus: Abnormal or Mass Separation Costs (Part II, Line B) | 0.00 |
| 14. Student Activity (Fund 08, functions 4000-5999, objects 1000-5999 except 5100) | 0.00 |
| 15. Adult Education (Fund 11, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100) | 5,493,474.00 |
| 16. Child Development (Fund 12, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100) | 3,861,305.00 |
| 17. Cafeteria (Funds 13 & 61, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100) | 3,520,817.00 |
| 18. Foundation (Funds 19 & 57, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100) | 0.00 |
| 19. Total Base Costs (Lines B1 through B12 and Lines B13b through B18, minus Line B13a) | 215,905,922.78 |
| **C. Straight Indirect Cost Percentage Before Carry-Forward Adjustment** | |
| **(For information only - not for use when claiming/recovering indirect costs)** | |
| (Line A8 divided by Line B19) | 7.38% |
| **D. Preliminary Proposed Indirect Cost Rate** | |
| **(For final approved fixed-with-carry-forward rate for use in 2025-26 see www.cde.ca.gov/fg/ac/ic)** | |
| (Line A10 divided by Line B19) | 6.28% |

**Part IV - Carry-forward Adjustment**

The carry-forward adjustment is an after-the-fact adjustment for the difference between indirect costs recoverable using the indirect cost rate approved for use in a given year, and the actual indirect costs incurred in that year. The carry-forward adjustment eliminates

the need for LEAs to file amended federal reports when their actual indirect costs vary from the estimated indirect costs on which the approved rate was based.

Where the ratio of indirect costs incurred in the current year is less than the estimated ratio of indirect costs on which the approved rate for use in the current year was based, the carry-forward adjustment is limited by using either the approved rate times current year base costs, or the highest rate actually used to recover costs from any program times current year base costs, if the highest rate used was less than the approved rate. Rates used to recover costs from programs are displayed in Exhibit A.

| | |
|---|---|
| **A. Indirect costs incurred in the current year (Part III, Line A8)** | 15,935,428.22 |
| **B. Carry-forward adjustment from prior year(s)** | |
| 1. Carry-forward adjustment from the second prior year | 2,617,515.37 |
| 2. Carry-forward adjustment amount deferred from prior year(s), if any | 0.00 |
| **C. Carry-forward adjustment for under- or over-recovery in the current year** | |
| 1. Under-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus (approved indirect cost rate (9.69%) times Part III, Line B19); zero if negative | 0.00 |
| 2. Over-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus the lesser of (approved indirect cost rate (9.69%) times Part III, Line B19) or (the highest rate used to recover costs from any program (11.43%) times Part III, Line B19); zero if positive | (2,368,340.32) |
| **D. Preliminary carry-forward adjustment (Line C1 or C2)** | (2,368,340.32) |
| **E. Optional allocation of negative carry-forward adjustment over more than one year** | |
| Where a negative carry-forward adjustment causes the proposed approved rate to fall below zero or would reduce the rate at which the LEA could recover indirect costs to such an extent that it would cause the LEA significant fiscal harm, the LEA may request that the carry-forward adjustment be allocated over more than one year. Where allocation of a negative carry-forward adjustment over more than one year does not resolve a negative rate, the CDE will work with the LEA on a case-by-case basis to establish an approved rate. | |
| Option 1. Preliminary proposed approved rate (Part III, Line D) if entire negative carry-forward adjustment is applied to the current year calculation: | 6.28% |
| Option 2. Preliminary proposed approved rate (Part III, Line D) if one-half of negative carry-forward adjustment ($-1184170.16) is applied to the current year calculation and the remainder ($-1184170.16) is deferred to one or more future years: | 6.83% |
| Option 3. Preliminary proposed approved rate (Part III, Line D) if one-third of negative carry-forward adjustment ($-789446.77) is applied to the current year calculation and the remainder ($-1578893.55) is deferred to one or more future years: | 7.02% |
| LEA request for Option 1, Option 2, or Option 3 | 1 |
| **F. Carry-forward adjustment used in Part III, Line A9 (Line D minus amount deferred if Option 2 or Option 3 is selected)** | (2,368,340.32) |

Approved indirect cost rate: 9.69%

Highest rate used in any program: 11.43%

Note: In one or more resources, the rate used is greater than the approved rate.

| Fund | Resource | Eligible Expenditures (Objects 1000-5999 except 4700 & 5100) | Indirect Costs Charged (Objects 7310 and 7350) | Rate Used |
|---|---|---|---|---|
| 01 | 2600 | 4,205,634.00 | 388,539.00 | 9.24% |
| 01 | 3010 | 1,470,781.00 | 142,520.00 | 9.69% |
| 01 | 3182 | 49,596.00 | 3,735.00 | 7.53% |
| 01 | 3550 | 71,963.00 | 3,922.00 | 5.45% |
| 01 | 4035 | 330,987.00 | 32,072.00 | 9.69% |
| 01 | 4127 | 70,000.00 | 6,783.00 | 9.69% |
| 01 | 4201 | 51,201.00 | 4,962.00 | 9.69% |
| 01 | 4203 | 106,722.00 | 10,341.00 | 9.69% |
| 01 | 5634 | 15,191.00 | 863.00 | 5.68% |
| 01 | 6010 | 508,856.00 | 26,337.00 | 5.18% |
| 01 | 6053 | 165,368.00 | 16,024.00 | 9.69% |
| 01 | 6266 | 976,260.00 | 94,599.00 | 9.69% |
| 01 | 6385 | 26,987.00 | 2,615.00 | 9.69% |
| 01 | 6387 | 476,588.00 | 46,467.00 | 9.75% |
| 01 | 6388 | 258,957.00 | 10,488.00 | 4.05% |
| 01 | 6762 | 1,792,475.00 | 157,200.00 | 8.77% |
| 01 | 7311 | 0.00 | 7,747.00 | N/A |
| 01 | 7412 | 1,424.00 | 138.00 | 9.69% |
| 01 | 7413 | 29,928.00 | 2,900.00 | 9.69% |
| 01 | 7435 | 3,791,465.00 | 375,727.00 | 9.91% |
| 01 | 7810 | 0.00 | 11,607.00 | N/A |
| 01 | 8150 | 5,912,378.00 | 423,242.00 | 7.16% |
| 11 | 6371 | 22,638.00 | 951.00 | 4.20% |
| 11 | 6391 | 4,391,920.00 | 213,631.00 | 4.86% |
| 12 | 5025 | 139,105.00 | 13,479.00 | 9.69% |
| 12 | 5059 | 21,180.00 | 2,033.00 | 9.60% |
| 12 | 5160 | 88,983.00 | 8,542.00 | 9.60% |
| 12 | 5320 | 0.00 | 1,734.00 | N/A |
| 12 | 6105 | 815,705.00 | 79,041.00 | 9.69% |
| 12 | 9010 | 2,801,321.00 | 320,199.00 | 11.43% |
| 13 | 5310 | 3,520,817.00 | 169,803.00 | 4.82% |
| 13 | 5320 | 0.00 | 1,268.00 | N/A |
| 13 | 5460 | 0.00 | 1,142.00 | N/A |
| 13 | 5465 | 0.00 | 6,843.00 | N/A |

| Description | Object Codes | Lottery: Unrestricted (Resource 1100) | Transferred to Other Resources for Expenditure | Lottery: Instructional Materials (Resource 6300)* | Totals |
|---|---|---|---|---|---|
| **A. AMOUNT AVAILABLE FOR THIS FISCAL YEAR** | | | | | |
| 1. Adjusted Beginning Fund Balance | 9791-9795 | 0.00 | 5.00 | 3,274,213.39 | 3,274,218.39 |
| 2. State Lottery Revenue | 8560 | 2,385,440.00 | | 998,208.00 | 3,383,648.00 |
| 3. Other Local Revenue | 8600-8799 | 0.00 | | 0.00 | 0.00 |
| 4. Transfers from Funds of Lapsed/Reorganized Districts | 8965 | 0.00 | | 0.00 | 0.00 |
| 5. Contributions from Unrestricted Resources (Total must be zero) | 8980 | 0.00 | | | 0.00 |
| 6. Total Available (Sum Lines A1 through A5) | | 2,385,440.00 | 5.00 | 4,272,421.39 | 6,657,866.39 |
| **B. EXPENDITURES AND OTHER FINANCING USES** | | | | | |
| 1. Certificated Salaries | 1000-1999 | 0.00 | | 0.00 | 0.00 |
| 2. Classified Salaries | 2000-2999 | 0.00 | | 0.00 | 0.00 |
| 3. Employee Benefits | 3000-3999 | 0.00 | | 0.00 | 0.00 |
| 4. Books and Supplies | 4000-4999 | 0.00 | | 2,559,270.00 | 2,559,270.00 |
| 5. a. Services and Other Operating Expenditures (Resource 1100) | 5000-5999 | 0.00 | | | 0.00 |
| b. Services and Other Operating Expenditures (Resource 6300) | 5000-5999, except 5100, 5710, 5800 | | | 0.00 | 0.00 |
| c. Duplicating Costs for Instructional Materials (Resource 6300) | 5100, 5710, 5800 | | | 13,125.00 | 13,125.00 |
| 6. Capital Outlay | 6000-6999 | 0.00 | | 0.00 | 0.00 |
| 7. Tuition | 7100-7199 | 0.00 | | | 0.00 |
| 8. Interagency Transfers Out | | | | | |
| a. To Other Districts, County Offices, and Charter Schools | 7211, 7212, 7221, 7222, 7281, 7282 | 0.00 | | | 0.00 |
| b. To JPAs and All Others | 7213, 7223, 7283, 7299 | 0.00 | | | 0.00 |
| 9. Transfers of Indirect Costs | 7300-7399 | 0.00 | | | 0.00 |
| 10. Debt Service | 7400-7499 | 0.00 | | | 0.00 |
| 11. All Other Financing Uses | 7630-7699 | 0.00 | | | 0.00 |
| 12. Total Expenditures and Other Financing Uses (Sum Lines B1 through B11 ) | | 0.00 | 0.00 | 2,572,395.00 | 2,572,395.00 |
| **C. ENDING BALANCE (Must equal Line A6 minus Line B12)** | 979Z | 2,385,440.00 | 5.00 | 1,700,026.39 | 4,085,471.39 |

**D. COMMENTS:**

Reserved for Elementary and Secondary book adoption

Data from this report will be used to prepare a report to the Legislature as required by Control Section 24.60 of the Budget Act.

*Pursuant to Government Code Section 8880.4(a)(2)(B) and the definition in Education Code Section 60010(h), Resource 6300 funds are to be used for the purchase of instructional materials only. Any amounts in the shaded cells of this column should be reviewed for appropriateness.

| Description | 2023-24 Actual | 2024-25 Budget | % Diff. |
|---|---|---|---|
| SELPA Name: Foothill (DJ) | | | |
| Date allocation plan approved by SELPA governance: | | | |
| I. TOTAL SELPA REVENUES | | | |
| A. Base Plus Taxes and Excess ERAF | | | |
| 1. Base Apportionment | | | 0.00% |
| 2. Local Special Education Property Taxes | | | 0.00% |
| 3. Applicable Excess ERAF | | | 0.00% |
| 4. Total Base Apportionment, Taxes, and Excess ERAF | 0.00 | 0.00 | 0.00% |
| B. Program Specialist/Regionalized Services Apportionment | | | 0.00% |
| C. Program Specialist/Regionalized Services for NSS Apportionment | | | 0.00% |
| D. Low Incidence Apportionment | | | 0.00% |
| E. Out of Home Care Apportionment | | | 0.00% |
| F. Extraordinary Cost Pool for NPS/LCI and NSS Mental Health Services Apportionment | | | 0.00% |
| G. Adjustment for NSS with Declining Enrollment | | | 0.00% |
| H. Grand Total Apportionment, Taxes and Excess ERAF (Sum lines A4 through G) | 0.00 | 0.00 | 0.00% |
| I. Federal IDEA Local Assistance Grants - Preschool | | | 0.00% |
| J. Federal IDEA - Section 619 Preschool | | | 0.00% |
| K. Other Federal Discretionary Grants | | | 0.00% |
| L. Other Adjustments | | | 0.00% |
| M. Total SELPA Revenues (Sum lines H through L) | 0.00 | 0.00 | 0.00% |
| II. ALLOCATION TO SELPA MEMBERS | | | |
| Glendale Unified (DJ00) | | | 0.0% |
| Burbank Unified (DJ01) | | | 0.0% |
| La Canada Unified (DJ02) | | | 0.0% |
| Total Allocations (Sum all lines in Section II) (Amount must equal Line I.M ) | 0.00 | 0.00 | 0.00% |

Preparer Name: _____

Title: _____

Phone: _____

| Description | Direct Costs - Interfund | | Indirect Costs - Interfund | | Interfund Transfers In 8900-8929 | Interfund Transfers Out 7600-7629 | Due From Other Funds 9310 | Due To Other Funds 9610 |
|---|---|---|---|---|---|---|---|---|
| | Transfers In 5750 | Transfers Out 5750 | Transfers In 7350 | Transfers Out 7350 | | | | |
| 01 GENERAL FUND | | | | | | | | |
| Expenditure Detail | 432,168.00 | 0.00 | 0.00 | (869,509.00) | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 331,026.00 | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 08 STUDENT ACTIVITY SPECIAL REVENUE FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 09 CHARTER SCHOOLS SPECIAL REVENUE FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 10 SPECIAL EDUCATION PASS-THROUGH FUND | | | | | | | | |
| Expenditure Detail | | | | | | | | |
| Other Sources/Uses Detail | | | | | | | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 11 ADULT EDUCATION FUND | | | | | | | | |
| Expenditure Detail | 5,157.00 | 0.00 | 265,425.00 | 0.00 | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 12 CHILD DEVELOPMENT FUND | | | | | | | | |
| Expenditure Detail | 0.00 | (522,825.00) | 425,028.00 | 0.00 | | | | |
| Other Sources/Uses Detail | | | | | 331,025.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 13 CAFETERIA SPECIAL REVENUE FUND | | | | | | | | |
| Expenditure Detail | 85,500.00 | 0.00 | 179,056.00 | 0.00 | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 14 DEFERRED MAINTENANCE FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 15 PUPIL TRANSPORTATION EQUIPMENT FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 17 SPECIAL RESERVE FUND FOR OTHER THAN CAPITAL OUTLAY | | | | | | | | |
| Expenditure Detail | | | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 18 SCHOOL BUS EMISSIONS REDUCTION FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |

| Description | Direct Costs - Interfund Transfers In 5750 | Direct Costs - Interfund Transfers Out 5750 | Indirect Costs - Interfund Transfers In 7350 | Indirect Costs - Interfund Transfers Out 7350 | Interfund Transfers In 8900-8929 | Interfund Transfers Out 7600-7629 | Due From Other Funds 9310 | Due To Other Funds 9610 |
|---|---|---|---|---|---|---|---|---|
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 19 FOUNDATION SPECIAL REVENUE FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| Other Sources/Uses Detail | | | | | | 0.00 | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 20 SPECIAL RESERVE FUND FOR POSTEMPLOYMENT BENEFITS | | | | | | | | |
| Expenditure Detail | | | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 21 BUILDING FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 25 CAPITAL FACILITIES FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 30 STATE SCHOOL BUILDING LEASE/PURCHASE FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 35 COUNTY SCHOOL FACILITIES FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 40 SPECIAL RESERVE FUND FOR CAPITAL OUTLAY PROJECTS | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 49 CAP PROJ FUND FOR BLENDED COMPONENT UNITS | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 51 BOND INTEREST AND REDEMPTION FUND | | | | | | | | |
| Expenditure Detail | | | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 52 DEBT SVC FUND FOR BLENDED COMPONENT UNITS | | | | | | | | |
| Expenditure Detail | | | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 53 TAX OVERRIDE FUND | | | | | | | | |
| Expenditure Detail | | | | | | | | |

| Description | Direct Costs - Interfund Transfers In 5750 | Direct Costs - Interfund Transfers Out 5750 | Indirect Costs - Interfund Transfers In 7350 | Indirect Costs - Interfund Transfers Out 7350 | Interfund Transfers In 8900-8929 | Interfund Transfers Out 7600-7629 | Due From Other Funds 9310 | Due To Other Funds 9610 |
|---|---|---|---|---|---|---|---|---|
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 56 DEBT SERVICE FUND | | | | | | | | |
| Expenditure Detail | | | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 57 FOUNDATION PERMANENT FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| Other Sources/Uses Detail | | | | | | 0.00 | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 61 CAFETERIA ENTERPRISE FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 62 CHARTER SCHOOLS ENTERPRISE FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 63 OTHER ENTERPRISE FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 66 WAREHOUSE REVOLVING FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 67 SELF-INSURANCE FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 71 RETIREE BENEFIT FUND | | | | | | | | |
| Expenditure Detail | | | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 73 FOUNDATION PRIVATE-PURPOSE TRUST FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 76 WARRANT/PASS-THROUGH FUND | | | | | | | | |
| Expenditure Detail | | | | | | | | |
| Other Sources/Uses Detail | | | | | | | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| 95 STUDENT BODY FUND | | | | | | | | |
| Expenditure Detail | | | | | | | | |

| Description | Direct Costs - Interfund Transfers In 5750 | Direct Costs - Interfund Transfers Out 5750 | Indirect Costs - Interfund Transfers In 7350 | Indirect Costs - Interfund Transfers Out 7350 | Interfund Transfers In 8900-8929 | Interfund Transfers Out 7600-7629 | Due From Other Funds 9310 | Due To Other Funds 9610 |
|---|---|---|---|---|---|---|---|---|
| Other Sources/Uses Detail | | | | | | | | |
| Fund Reconciliation | | | | | | | 0.00 | 0.00 |
| TOTALS | 522,825.00 | (522,825.00) | 869,509.00 | (869,509.00) | 331,025.00 | 331,026.00 | 0.00 | 0.00 |

| Description | Direct Costs - Interfund Transfers In 5750 | Transfers Out 5750 | Indirect Costs - Interfund Transfers In 7350 | Transfers Out 7350 | Interfund Transfers In 8900-8929 | Interfund Transfers Out 7600-7629 | Due From Other Funds 9310 | Due To Other Funds 9610 |
|---|---|---|---|---|---|---|---|---|
| 01 GENERAL FUND | | | | | | | | |
| Expenditure Detail | 342,267.00 | 0.00 | 0.00 | (773,412.00) | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 65,000.00 | | |
| Fund Reconciliation | | | | | | | | |
| 08 STUDENT ACTIVITY SPECIAL REVENUE FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | | |
| 09 CHARTER SCHOOLS SPECIAL REVENUE FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | | |
| 10 SPECIAL EDUCATION PASS-THROUGH FUND | | | | | | | | |
| Expenditure Detail | | | | | | | | |
| Other Sources/Uses Detail | | | | | | | | |
| Fund Reconciliation | | | | | | | | |
| 11 ADULT EDUCATION FUND | | | | | | | | |
| Expenditure Detail | 4,963.00 | 0.00 | 250,125.00 | 0.00 | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | | |
| 12 CHILD DEVELOPMENT FUND | | | | | | | | |
| Expenditure Detail | 0.00 | (348,998.00) | 228,104.00 | 0.00 | | | | |
| Other Sources/Uses Detail | | | | | 65,000.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | | |
| 13 CAFETERIA SPECIAL REVENUE FUND | | | | | | | | |
| Expenditure Detail | 1,768.00 | 0.00 | 295,183.00 | 0.00 | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | | |
| 14 DEFERRED MAINTENANCE FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | | |
| 15 PUPIL TRANSPORTATION EQUIPMENT FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | | |
| 17 SPECIAL RESERVE FUND FOR OTHER THAN CAPITAL OUTLAY | | | | | | | | |
| Expenditure Detail | | | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | | |
| 18 SCHOOL BUS EMISSIONS REDUCTION FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | | |

| Description | Direct Costs - Interfund Transfers In 5750 | Transfers Out 5750 | Indirect Costs - Interfund Transfers In 7350 | Transfers Out 7350 | Interfund Transfers In 8900-8929 | Interfund Transfers Out 7600-7629 | Due From Other Funds 9310 | Due To Other Funds 9610 |
|---|---|---|---|---|---|---|---|---|
| 19 FOUNDATION SPECIAL REVENUE FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| Other Sources/Uses Detail | | | | | | 0.00 | | |
| Fund Reconciliation | | | | | | | | |
| 20 SPECIAL RESERVE FUND FOR POSTEMPLOYMENT BENEFITS | | | | | | | | |
| Expenditure Detail | | | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | | |
| 21 BUILDING FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | | |
| 25 CAPITAL FACILITIES FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | | |
| 30 STATE SCHOOL BUILDING LEASE/PURCHASE FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | | |
| 35 COUNTY SCHOOL FACILITIES FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | | |
| 40 SPECIAL RESERVE FUND FOR CAPITAL OUTLAY PROJECTS | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | | |
| 49 CAP PROJ FUND FOR BLENDED COMPONENT UNITS | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | | |
| 51 BOND INTEREST AND REDEMPTION FUND | | | | | | | | |
| Expenditure Detail | | | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | | |
| 52 DEBT SVC FUND FOR BLENDED COMPONENT UNITS | | | | | | | | |
| Expenditure Detail | | | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | | |
| 53 TAX OVERRIDE FUND | | | | | | | | |
| Expenditure Detail | | | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | | |

| Description | Direct Costs - Interfund Transfers In 5750 | Transfers Out 5750 | Indirect Costs - Interfund Transfers In 7350 | Transfers Out 7350 | Interfund Transfers In 8900-8929 | Interfund Transfers Out 7600-7629 | Due From Other Funds 9310 | Due To Other Funds 9610 |
|---|---|---|---|---|---|---|---|---|
| 56 DEBT SERVICE FUND | | | | | | | | |
| Expenditure Detail | | | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | | |
| 57 FOUNDATION PERMANENT FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| Other Sources/Uses Detail | | | | | | 0.00 | | |
| Fund Reconciliation | | | | | | | | |
| 61 CAFETERIA ENTERPRISE FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | | |
| 62 CHARTER SCHOOLS ENTERPRISE FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | | |
| 63 OTHER ENTERPRISE FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | | |
| 66 WAREHOUSE REVOLVING FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | | |
| 67 SELF-INSURANCE FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | 0.00 | | |
| Fund Reconciliation | | | | | | | | |
| 71 RETIREE BENEFIT FUND | | | | | | | | |
| Expenditure Detail | | | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | | | |
| Fund Reconciliation | | | | | | | | |
| 73 FOUNDATION PRIVATE-PURPOSE TRUST FUND | | | | | | | | |
| Expenditure Detail | 0.00 | 0.00 | | | | | | |
| Other Sources/Uses Detail | | | | | 0.00 | | | |
| Fund Reconciliation | | | | | | | | |
| 76 WARRANT/PASS-THROUGH FUND | | | | | | | | |
| Expenditure Detail | | | | | | | | |
| Other Sources/Uses Detail | | | | | | | | |
| Fund Reconciliation | | | | | | | | |
| 95 STUDENT BODY FUND | | | | | | | | |
| Expenditure Detail | | | | | | | | |
| Other Sources/Uses Detail | | | | | | | | |
| Fund Reconciliation | | | | | | | | |
| TOTALS | 348,998.00 | (348,998.00) | 773,412.00 | (773,412.00) | 65,000.00 | 65,000.00 | | |

# 2024-25 Budget Adoption

# Budget Cycle

Budgeting for school districts is a continuous, year-round process



## First Interim

### On or before December 15

**Actual revenues and expense July 1 to October 31 with projections for remainder of current and two future fiscal years**

## Unaudited Actuals

### On or before September 15

Details actual ending balances, all revenues and expenditures for the fiscal year ended June 30

## Adopted Budget

### On or before July 1

Details spending plan of district and includes estimated actual ending balances for prior fiscal year

## Second Interim

### On or before March 15

Actual revenues and expense July 1 to January 31 with projections for remainder of current and two future fiscal years

# Certification Definitions

## Positive

The District, based on current projections, **will be able** to meet its financial obligations for a the current and subsequent two fiscal years

## Qualified

The District, based on current projections, **may not be able** to meet its financial obligations for the current and subsequent two fiscal years

## Negative

The District, based on current projections, **will be unable** to meet its financial obligations for the current and subsequent two fiscal years

Current projections are based on Estimated Actuals and Multiyear Projection (MYP)

# State Budget Proposal for 2024-25
## COLA and CalSTRS/CalPERS

Cost of Living Adjustment (COLA)

| | 2023-24 | 2024-25 | 2025-26 | 2026-27 |
|---|---|---|---|---|
| Department of Finance Statutory COLA | 8.22% | 1.07% | 2.93% | 3.08% |

CalSTRS and CalPERS employer contributions:

| | 2023-24 | 2024-25 | 2025-26 | 2026-27 |
|---|---|---|---|---|
| CalSTRS | 19.10% | 19.10% | 19.10% | 19.10% |
| CalPERS – May Revise Budget 2024-25 | 26.68% | 27.05% | 27.60% | 28.00% |

# Proposed Budget Assumptions

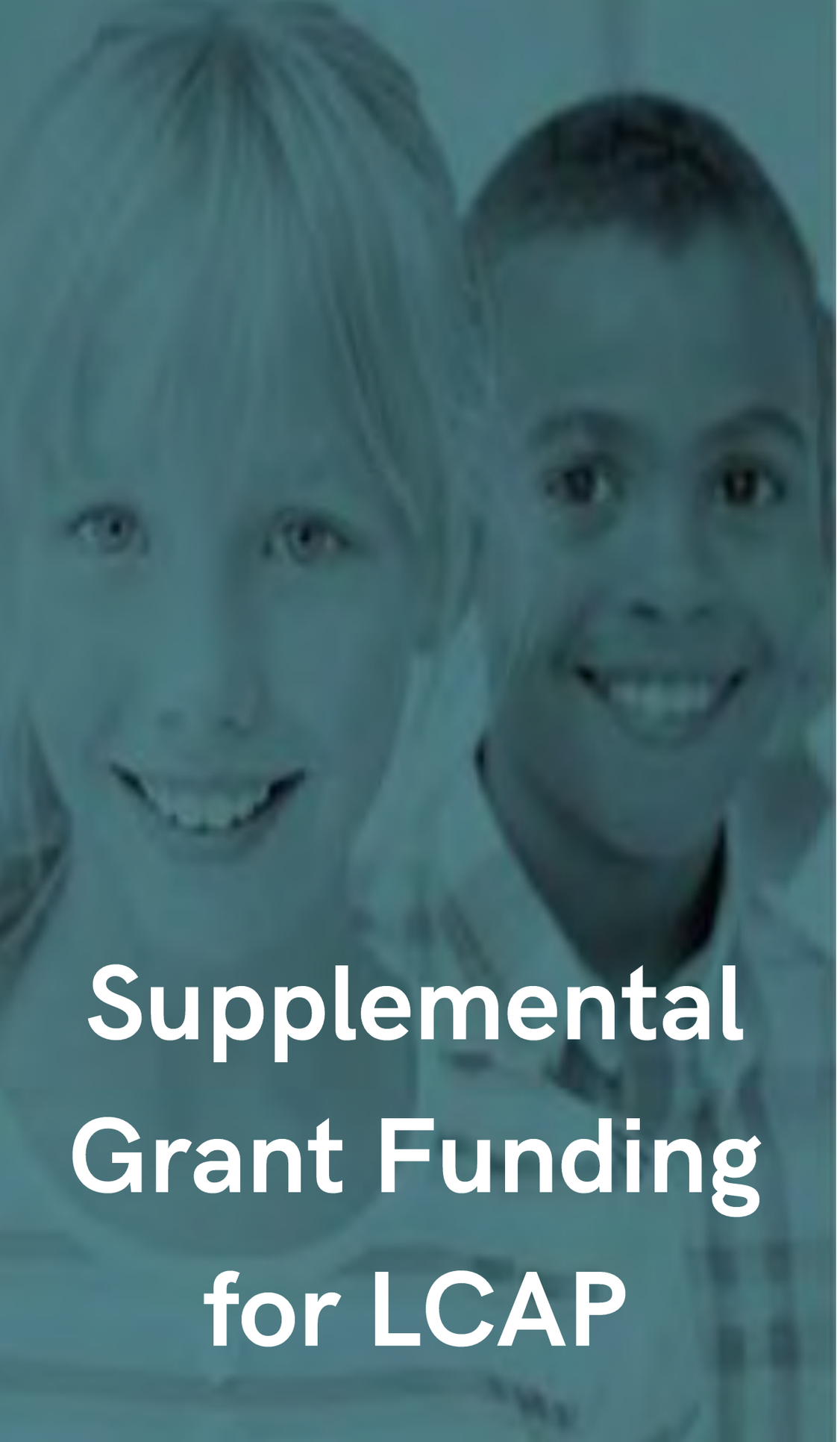
## Revenues

- Projected Funded ADA – based on 93% enrollment and three-year average

| 2023-24 | 2024-25 | 2025-26 | 2026-27 |
|---|---|---|---|
| 13,469 | 13,185 | 13,051 | 12,919 |

- Assumes all changes that were presented by the Governor in the May Revise
- Funded LCFF
  - LCFF revenues computed using the three-year average
  - 93% average daily attendance (ADA)
- Increased restricted resources that are able to receive a COLA (Cost of Living Adjustments)
- Ongoing funding for ELO-P included and reduced one-time revenues no longer received the multi-year projection





# Supplemental Grant Funding for LCAP

**Supplemental Funding is Received for:**

- Students who are English learners
- Students who receive free or reduced price meals
- Foster Youth

In order to receive Supplemental Grant funding, Districts need to have an unduplicated pupil count of 20%. In order to receive Concentration Grant funding, Districts needs to have an unduplicated pupil count of 55% or greater.  Burbank USD only receives Supplemental Grant Funding

| 2023-24 | 2024-25 | 2025-26 | 2026-27 |
|---|---|---|---|
| **Supplemental Grant - Unduplicated Pupil Count** | | | |
| 36.24% | 36.16% | 36.59% | 36.77% |
| 11,398,790 | 11,351,994 | 11,546,248 | 11,767,303 |

# 2024-25 Proposed Adopted Budget

## General Fund Revenues

| Combined Unrestricted and Restricted Funding | 2023-24 Estimated Actuals | 2024-25 Proposed Budget | 2025-26 Projected Budget | 2026-27 Projected Budget |
|---|---|---|---|---|
| LCFF Source Revenues | 169,910,746 | 167,202,935 | 169,452,623 | 173,167,763 |
| Federal Revenues | 6,784,075 | 6,569,291 | 6,761,771 | 6,761,771 |
| Other State Revenues | 36,128,133 | 29,952,934 | 22,571,652 | 22,932,082 |
| Other Local Revenues | 4,486,206 | 996,309 | 1,025,501 | 1,025,501 |
| TOTAL | **217,309,160** | **204,721,469** | **199,811,547** | **203,887,117** |

# Proposed Budget Assumptions
## Expenditures

- Consumer Price Index – CPI

| 2023-24 | 2024-25 | 2025-26 | 2026-27 |
|---|---|---|---|
| 3.33% | 3.10% | 2.86% | 2.87% |

- Step and Column increases
- Operational Site Budgets
- LCAP Plan
- STRS/PERS changes
- One-time funding expenditure plans

# 2024-25 Proposed Adopted Budget

## General Fund Expenditures

| Unrestricted and Restricted Combined | 2023-24 Estimated Actuals | 2024-25 Proposed Budget | 2025-26 Projected Budget | 2026-27 Projected Budget |
|---|---|---|---|---|
| Certificated Salaries | 94,400,185 | 85,529,808 | 84,420,592 | 85,374,545 |
| Classified Salaries | 37,303,634 | 40,070,958 | 38,340,590 | 38,750,835 |
| Benefits | 48,808,724 | 50,350,979 | 49,318,989 | 50,521,229 |
| Books and Supplies | 6,009,779 | 10,133,767 | 8,136,456 | 6,438,327 |
| Services | 32,202,399 | 34,924,301 | 29,089,094 | 25,687,032 |
| Capital Outlay | 1,094,729 | 980,923 | 0 | 0 |
| Other Outgo | 3,143,076 | 1,450,579 | 2,394,750 | 2,514,488 |
| Other Adjustments | -869,509 | -773,412 | -1,613,699 | -1,694,384 |
| **TOTAL** | **222,093,017** | **222,667,903** | **210,086,772** | **207,592,070** |

# Contributions & Transfers In/Out

| | 2023-24 | 2024-25 | 2025-26 | 2026-27 |
|---|---|---|---|---|
| **Special Education** | -31,636,994 | -35,028,005 | -36,779,405 | -38,618,376 |
| **Routine Restricted Maintenance** | -6,988,197 | -7,019,845 | -7,370,837 | -7,739,379 |
| **District Rental** | 171,611 | 171,611 | 180,192 | 189,201 |
| **TOTALS** | -38,453,580 | -41,876,239 | -43,970,051 | -46,168,553 |

| | 2023-24 | 2024-25 | 2025-26 | 2026-27 |
|---|---|---|---|---|
| **Fund 12 – Child Development Fund** | 331,026 | 65,000 | 0 | 0 |

# Ending Fund Balance in Excess of Reserve for Economic Uncertainties (REU)

Per Ed Code Section 42127(a)(2)(B) Districts must provide information at a public hearing prior to budget adoption on all balances assigned and unassigned in excess of the minimum recommended reserve for economic uncertainties (REU)

# Reserve Cap

- Senate Bill (SB) 751 (Hill, Statues of 2017) sets the threshold for triggering the cap on district reserves and the limits of how much school districts can maintain in their local reserves
- SB 751 caps district reserves at 10% using assigned/unassigned ending balance of General and Special Reserve For Other Than Capital Outlay Funds

# Multiyear Projection

| Description | Estimated Actuals 2023-24 | | | Adopted Budget 2024-25 | | |
|---|---|---|---|---|---|---|
| **A. Revenues** | **Unrestricted** | **Restricted** | **Combined** | **Unrestricted** | **Restricted** | **Combined** |
| **LCFF Sources** | $169,910,746 | $0 | $169,910,746 | $167,202,935 | $0 | $167,202,935 |
| **Federal Revenue** | $0 | $6,784,075 | $6,784,075 | $0 | $6,569,291 | $6,569,291 |
| **Other State Revenues** | $5,874,527 | $30,253,606 | $36,128,133 | $5,957,390 | $23,995,544 | $29,952,934 |
| **Other Local Revenues** | $1,964,221 | $2,521,985 | $4,486,206 | $0 | $996,309 | $996,309 |
| **Total Revenue** | **$177,749,494** | **$39,559,666** | **$217,309,160** | **$173,160,325** | **$31,561,144** | **$204,721,469** |
| **B. Expenditures** | | | | | | |
| **Certificated Salaries** | $74,880,517 | $19,519,668 | $94,400,185 | $67,062,696 | $18,467,112 | $85,529,808 |
| **Classified Salaries** | $20,873,682 | $16,429,952 | $37,303,634 | $20,850,234 | $19,220,724 | $40,070,958 |
| **Employee Benefits** | $34,989,125 | $13,819,599 | $48,808,724 | $34,633,825 | $15,717,154 | $50,350,979 |
| **Books and Supplies** | $1,244,922 | $4,764,857 | $6,009,779 | $1,371,844 | $8,761,923 | $10,133,767 |
| **Services and Other Operating Expenditures** | $10,102,950 | $22,099,449 | $32,202,399 | $12,948,045 | $21,976,256 | $34,924,301 |
| **Capital Outlay/Depreciation** | $423,720 | $671,010 | $1,094,729 | $9,032 | $971,891 | $980,923 |
| **Other Outgo (excluding Transfers of Indirect Costs)** | $1,266,127 | $1,876,950 | $3,143,076 | $1,450,579 | $0 | $1,450,579 |
| **Other Outgo - Transfers of Indirect Costs** | -$2,638,337 | $1,768,828 | -$869,509 | -$1,971,798 | $1,198,386 | -$773,412 |
| **Total Expenditures** | **$141,142,705** | **$80,950,312** | **$222,093,017** | **$136,354,457** | **$86,313,446** | **$222,667,903** |
| **C. Excess (Deficiency) of Revenues over Expenditures before Other Financing Sources and Uses** | $36,606,789 | -$41,390,646 | -$4,783,857 | $36,805,868 | -$54,752,302 | -$17,946,434 |
| **D. Other Financing Sources/Uses** | | | | | | |
| **Interfund Transfers** | | | | | | |
| **Transfers In** | $0 | $0 | $0 | $0 | $0 | $0 |
| **Transfers Out** | -$331,026 | $0 | -$331,026 | -$65,000 | $0 | -$65,000 |
| **Other Sources/Uses** | | | | | | |
| **Sources** | $0 | $0 | $0 | $0 | $0 | $0 |
| **Uses** | $0 | $0 | $0 | $0 | $0 | $0 |
| **Other Adjustments - Other Financing Uses** | | | | | | |
| **Contributions** | -$38,185,406 | $38,185,406 | $0 | -$41,606,865 | $41,606,865 | $0 |
| **Total Other Financing Sources/Uses** | **-$38,516,432** | **$38,185,406** | **-$331,026** | **-$41,671,865** | **$41,606,865** | **-$65,000** |
| **Ending Balance/Net Position, June 30** | $27,700,399 | $14,231,836 | $41,932,235 | $22,834,402 | $1,086,399 | $23,920,801 |

Note: Columns may not add up due to rounding

# Multiyear Projection

| Description | Projected Year 2025-26 | | | Projected Year 2026-27 | | |
|---|---|---|---|---|---|---|
| A. Revenues | Unrestricted | Restricted | Combined | Unrestricted | Restricted | Combined |
| LCFF Sources | $169,452,623 | $0 | $169,452,623 | $173,167,763 | $0 | $173,167,763 |
| Federal Revenue | $0 | $6,761,771 | $6,761,771 | $0 | $6,761,771 | $6,761,771 |
| Other State Revenues | $6,131,942 | $16,439,710 | $22,571,652 | $6,131,942 | $16,800,140 | $22,932,082 |
| Other Local Revenues | $0 | $1,025,501 | $1,025,501 | $0 | $1,025,501 | $1,025,501 |
| **Total Revenue** | **$175,584,565** | **$24,226,982** | **$199,811,547** | **$179,299,705** | **$24,587,412** | **$203,887,117** |
| B. Expenditures | | | | | | |
| Certificated Salaries | $67,820,504 | $16,600,088 | $84,420,592 | $68,586,876 | $16,787,669 | $85,374,545 |
| Classified Salaries | $21,073,332 | $17,267,259 | $38,340,590 | $21,298,816 | $17,452,018 | $38,750,835 |
| Employee Benefits | $35,265,608 | $14,053,381 | $49,318,989 | $36,398,040 | $14,123,189 | $50,521,229 |
| Books and Supplies | $1,857,019 | $6,279,437 | $8,136,456 | $2,042,721 | $4,395,606 | $6,438,327 |
| Services and Other Operating Expenditures | $13,311,665 | $15,777,429 | $29,089,094 | $14,642,832 | $11,044,200 | $25,687,032 |
| Capital Outlay/Depreciation | $0 | $0 | $0 | $0 | $0 | $0 |
| Other Outgo (excluding Transfers of Indirect Costs) | $1,619,381 | $775,369 | $2,394,750 | $1,700,350 | $814,138 | $2,514,488 |
| Other Outgo - Transfers of Indirect Costs | -$2,607,381 | $993,682 | -$1,613,699 | -$2,737,750 | $1,043,366 | -$1,694,384 |
| **Total Expenditures** | **$138,340,128** | **$71,746,644** | **$210,086,772** | **$141,931,885** | **$65,660,185** | **$207,592,070** |
| C. Excess (Deficiency) of Revenues over Expenditures before Other Financing Sources and Uses | $37,244,436 | -$47,519,662 | -$10,275,225 | $37,367,820 | -$41,072,773 | -$3,704,953 |
| D. Other Financing Sources/Uses | | | | | | |
| Interfund Transfers | | | | | | |
| Transfers In | $0 | $0 | $0 | $0 | $0 | $0 |
| Transfers Out | $0 | $0 | $0 | $0 | $0 | $0 |
| Other Sources/Uses | | | | | | |
| Sources | $0 | $0 | $0 | $0 | $0 | $0 |
| Uses | $0 | $0 | $0 | $0 | $0 | $0 |
| Other Adjustments - Other Financing Uses | | | | | | |
| Contributions | -$43,687,208 | $43,687,208 | $0 | -$45,871,569 | $45,871,569 | $0 |
| **Total Other Financing Sources/Uses** | **-$43,687,208** | **$43,687,208** | **$0** | **-$45,871,569** | **$45,871,569** | **$0** |
| **Ending Balance/Net Position, June 30** | $16,391,630 | -$2,746,054 | $13,645,576 | $7,887,881 | $2,052,741 | $9,940,622 |

Note: Columns may not add up due to rounding

# Challenges

- The economy is facing significant headwinds and is entering turbulent territory
- Many factors pose significant risk to the economy, the State Budget, and the long-term forecast
- Staffing challenges continue, leaving the District with many unfilled positions

# Burbank Unified School District
# Educational Protection Account (EPA)
# Spending Plan
# 2024-25

# EPA Spending Plan
# 2024-25

- Educational Protection Account is an accumulation of new revenues generated by Proposition 30
- The District must have the Board of Education approve a Resolution for LA County of Education outlining our spending plan
- The EPA funds are part of the LCFF funding formula which is estimated to be **$26,755,780** for 2024-25 Fiscal Year
- The District plans to spend 100% on Certificated teacher salaries and related benefits
- Revenue and Expenditures must be posted on the District website
- The EPA must be audited by our external auditors

# Thank you!

Feel free to reach out if you have any questions.

**Phone Number**
818-729-4473

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**BURBANK UNIFIED SCHOOL DISTRICT**
**Human Resources Services**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Sarah Rudchenko, Assistant Superintendent, Human Resources Services |
| PREPARED BY: | Lauren Trammell, Executive Assistant, Human Resources Services |
| SUBMITTED BY: | Lauren Trammell, Executive Assistant, Human Resources Services |
| DATE: | June 20, 2024 |
| SUBJECT: | Approval of Title Change for Elementary Arts Instructor to Visual and Performing Arts Instructor |

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**Background**
On November 8, 2022 California voters approved Proposition 28: The Arts and Music in Schools (AMS) Funding Guarantee and Accountability Act. This legislation requires the state dedicate 1% of Prop 98 funds to increasing student access to a quality, standards based, sequential arts education in public schools. The law requires that 80% of each district's allocation be used to support additional classified and credentialed arts staffing as appropriate.

**Discussion/Issues**
A key BUSD strategy for improving student access to a quality arts education will be the use of Proposition 28 funds to recruit and hire classified arts instructors. It is proposed that the title "Elementary Arts Instructor" to "Visual and Performing Arts Instructor" in order to increase student access to arts education in every discipline and at every level of instruction.

**Fiscal Impact**
BUSD schools receive an annual Proposition 28 allocation based on enrollment and student demographics. Burbank Unified schools allocations for 2023-2024 totaled more than $1.96 million. BUSD 2024-2025 allocations are estimated to be consistent with this amount. The hourly rate for the Visual and Performing Arts Instructor will be $50.00 per hour. Positions will be filled as needed, on an annual basis in alignment with school and district annual certified Prop 28 budgets.

**Recommendation**
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the Title Change for Elementary Arts Instructor to Visual and Performing Arts Instructor being funded by Proposition 28, effective July 1, 2024, as presented.

BURBANK UNIFIED SCHOOL DISTRICT



CLASSIFIED PERSONNEL

Pay Schedule for Hourly or Special Assignments

Effective July 1, 2024

1. Substitute and short-term classified employees employed in one of the following classified series shall be paid an hourly rate equivalent to minimum wage or 85% of Step 1 of the salary range corresponding to the Classified Bargaining Unite position in which they are being employed to substitute, whichever rate is higher:

Accounting Series
Clerical Series
Food Services Series
Instructional Series•
Maintenance Series*
Operations Series*
Auxiliary Series •

Should a salary increase be applied to any bargaining unit salary schedule during any given fiscal year, such increase shall not apply to this policy until July 1" of the next fiscal year.

*instructional Assistant-Severely Impaired will be paid 100% of Step I
*Instructional Assistant- Special Education will be paid 100% of Step I
*Instructional Assistant-Children's Center will be paid 100% of Step I
*instructional Assistant- Children's Center II will be paid 100% of Step I.
*Campus Supervision Assistant will be paid 100% of Step I.
*Food Service Assistant will be paid 100% of Step I.
*Custodian will be paid 100$ of Step I.
*Education Interpreter !I-Deaf and Hard of Hearing will be paid $19.68 per hr.

2. Other Hourly Rates

School Office Managers-elementary who are assigned to a Summer School Secretary assignment will be paid the hourly equivalent of their monthly assignment.

| Short Term Assignment Coaches | Hourly Rate |
|---|---|
| Short Term Assignment Athletic Coach | $16.00 |
| Short Term Assignment Performing Arts Coach | $16.00 |



Miscellaneous

| | |
|---|---|
| SYETP Student | $16.00 |
| Student Helper | $16.00 |
| Bilingual Translator | $25.00 |
| ASS/Athletic Supervisor | $16.40 |
| Fee-Based Classes, Adult School | $29.51 |
| Choral Conductor, Adult School | $25.45 |
| ~~Elementary Arts Instructor~~ Visual and Performing Arts Instructor | $50.00 |
| Site Technology Specialist Advanced | $1092.00 per semester** |
| Custodial Training Stipend | $165.00 (one time only) |

3. A stipend of $174.83 will be paid to the Varsity coach for each CIF playoff game in which his/her team participates, and a stipend of $95.06 will be paid to each Assistant Coach for each CIF playoff game in which his/her team participates.

** May be applied to certificated staff at Alternative sites only (i.e. Monterey)

Policy Adopted: 6/21/84

Revised: 11/1/90;5/21/92; 8/6/92;9/3/92;11/5/92;10/6/94;8/3/95; 7/11/96; 9/5/96; 10/3/96; 3/20/97;6/19/97;2/19/98;3/5/98;6/25/98;5/6/99;6/24/99;8/5/99;12/16/99 7/6/00; 1/8/01;6/21/01;11/1/01;3/21/02;8/21/03;11/6/03;12/16/04;11/3/05;7/20/06 1/18/07; 1/17/08; 7/1/14;8/6/15;1/21/16;12/15/16;2/16/17;11/16/17;11/15/18; 12/20/18;12/19/19;12/17/20;12/16/21; 12/15/22, 5/4/23, 6/1/23, 12/21/23; **6/20/24**

**Burbank Unified School District**
**Instructional Services**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM : | Robyn Anders, Director of Instructional Technology and Accountability |
| PREPARED BY: | Robyn Anders, Director of Instructional Technology and Accountability |
| SUBMITTED BY: | Laura Erisman, Administrative Secretary |
| DATE: | June 20, 2024 |
| SUBJECT: | Approval of Status of Local Indicators |

**Background:**

The Local Control Funding Formula (LCFF) was passed in 2013 establishing California's new accountability system based on multiple measures. These measures are used to determine District and school progress toward meeting the needs of students. The measures are based on various elements that contribute to a quality education, including high school graduation rates, college/career readiness, student test scores, English Learner progress, suspension rates, chronic absenteeism, and parent engagement.

The current state indicators do not measure several LCFF priority areas. These remaining priority areas are considered local indicators. Districts must do a self-review to determine if they have *Met, Not Met, or Not Met for Two or More Years* each local indicator. Districts will use the local indicators to evaluate and report their progress on priority areas. After the self-review, districts then report this information to the CDE for inclusion on the California State Dashboard by November 1, 2023. This timeline was modified beginning in 2021, so the report to the board on the local indicators must be aligned with the approval of the Local Control Accountability Plan. However, the data will not be posted to the California State Dashboard until the fall of 2023.

**District Wide Goals for 2023-2024:**

1. Students will be career/college ready via high-quality instruction of State Standards as measured by State, federal, and District assessment tools including the California Dashboard with success as indicated in the metrics which defines targets for each metric by the end of the 2023-24 school year.
2. Students will be physically, emotionally, and mentally healthy and supported through Parental Involvement as measured by State, federal, and District assessment tools including the California Dashboard with success as indicated in the metrics which defines targets for each metric by the end of 2023-24 school year.
3. Recruit and retain quality employees as measured by full employment of teaching staff with appropriate credentials and placed in appropriate assignments following Williams compliance by September 1, 2023, depending on clearance requirements (i.e., fingerprinting).
4. Efficient and effective operations as measured by appropriate facilities especially classrooms that are conducive to the needs of the instructional program from the first day of the school year meeting Williams facilities requirements.

**Discussion and Issues:**

In order to assess progress towards the priorities, Districts are required to complete the self-reflection tool below. The self-reflection tool included the following questions:
The scale when applicable is 1-5 with five as the highest.

1- Exploration and Research Phase
2- Beginning Development
3- Initial Implementation
4- Full Implementation
5- Full Implementation and Sustainability

**Self- Reflection Tool:**

**Appropriately Assigned Teachers, Access to Curriculum-Aligned Instructional Materials, and Safe, Clean and Functional School Facilities**

- What is the number of misassignments of teachers of English learners, total teacher misassignments, and vacant teacher positions? **34 (Unofficial - pending final CDE reporting)**
    a. **5 – Ineffective Teacher (Emergency Permit, Waiver)**
    b. **29 Inexperienced Teacher (2 years or less)**
- What is the number of students without access to their own copies of standards-aligned instructional materials for use at school and at home? **0**
- What is the number of identified instances where facilities do not meet the "good repair" standard (including deficiencies and extreme deficiencies) **0**

**Priority 2-Recently Adopted Academic Standards and/or Curriculum Frameworks**

1. Rate the local education agency's progress in providing professional learning for teaching to the recently adopted academic standards and/or curriculum frameworks identified below.
    - English Language Arts **5**
    - English Language Development **5**
    - Mathematics **5**
    - Next Generation Science Standards **4**
    - History-Social Science **4**
2. Rate the local educational agency's progress in making instructional materials that are aligned to the recently adopted academic standards and/or curriculum frameworks identified below in all classrooms where the subject is taught.
    - English Language Arts **5**
    - English Language Development **5**
    - Mathematics **5**
    - Next Generation Science Standards **4**
    - History-Social Science **5**

3. Rate the local educational agency's progress in implementing policies or programs to support staff in identifying areas where they can improve in delivering instruction aligned to the recently adopted academics standards and/or curriculum frameworks identified below:

    - English Language Arts **4**
    - English Language Development **4**
    - Mathematics **4**

- Next Generation Science Standards **3**
- History-Social Science **4**

**Other Adopted Standards**

4. Rate the local educational agency's progress implementing each of the following academic standards adopted by the State Board of Education for all students.

    - Career Technical Education **5**
    - Health Education Content Standards **5**
    - Physical Education Model Content Standards **5**
    - Visual and Performing Arts **3**
    - World Language **3**

The charts below show the status of the local assessments that the district uses to measure progress towards the standards. The district has established assessments for elementary grade levels and secondary content areas. This also reflects the textbook adoption process, which means that for some content areas there is a Textbook Adoption notation. This means that the teachers were allowed to go through the curriculum before a District assessment was required.

**Elementary Local Assessments:**

| | **English/Reading Language Arts** | | **Math** | |
|---|---|---|---|---|
| | **Fall** | **Spring** | **Fall** | **Spring** |
| | **BOY** | **EOY** | **BOY** | **EOY** |
| K | Benchmark | i-Ready Reading | Go Math | i-Ready Math |
| 1 | i-Ready Reading | i-Ready Reading | i-Ready Math | i-Ready Math |
| 2 | i-Ready Reading | i-Ready Reading | i-Ready Math | i-Ready Math |
| 3 | i-Ready Reading | i-Ready Reading | i-Ready Math | i-Ready Math |
| 4 | i-Ready Reading | i-Ready Reading | i-Ready Math | i-Ready Math |
| 5 | i-Ready Reading | i-Ready Reading | i-Ready Math | i-Ready Math |

**Secondary Local Assessments:**

| **English** | | **Math** | | **Science** | | **Social Sci** | |
|---|---|---|---|---|---|---|---|
| **Fall** | **Spring** | **Fall** | **Spring** | **Fall** | **Spring** | **Fall** | **Spring** |
| i-Ready Reading Grade 6 | i-Ready Reading Grade 6 | i-Ready Math | Math 6(1)<br>Math 6(2)<br>Math 6(3)<br>i-Ready Math | Science 6 | Science 6 | Soc Sci 6 | Soc Sci 6 |
| i-Ready Reading Grade 7 | i-Ready Reading Grade 7 | Algebra i-Ready Math | Math 7(1)<br>Math 7(2)<br>Algebra<br>i-Ready Math | Science 7 | Science 7 | Soc Sci 7 | Soc Sci 7 |
| i-Ready Reading Grade 8 | i-Ready Reading Grade 8 | Algebra<br>Geometry<br>i-Ready Math | Math 8<br>Algebra<br>Geometry<br>i-Ready | Science 8 | Science 8 | Soc Sci 8 | Soc Sci 8 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | Math | | | | |
| | | | | | | | |
| **English** | | **Math** | | **Science** | | **Social Sci** | |
| **Fall** | **Spring** | **Fall** | **Spring** | **Fall** | **Spring** | **Fall** | **Spring** |
| Eng 9 DWP | Eng 9 DWP | Algebra Geometry Algebra 2 | Algebra Geometry Algebra 2 | Health Adoption Biology | Health Adoption Biology | | |
| Eng 10 DWP | Eng 10 DWP | Algebra Geometry Algebra 2 Pre-Cal | Algebra Geometry Algebra 2 Pre-Cal | Chemistry | Chemistry | World History | World History |
| Eng 11 AP Eng Lang DWP | Eng 11 Ap Eng Lang DWP | Geometry Algebra 2 Pre-Cal | Geometry Algebra 2 Pre-Cal | Chemistry | Chemistry | US History | US History |
| Eng 12 AP Lit DWP | Eng 12 AP Lit DWP | Algebra 2 Pre-Cal | Algebra 2 Pre-Cal | Anatomy Phys | Anatomy Phys | Gov./Econ | Gov./Econ |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| PE 6 | PE 6 | PE 7 | PE 7 | PE 8 | PE 8 | PE 9 | PE 9 | PE 10-12 | PE 10-12 |
| World Language Pilot | | | | | | | | | |

**Summary of Student Performance on Local Benchmarks:**

**2023-2024 Local Assessment Results**

**HS English – Local District Writing Prompt**

- Spring District Writing Prompt
  - 9th Grade– 42%5 Proficient
  - 10th Grade– 55.7% Proficient
  - 11th Grade– 36.4% Proficient
  - 12th Grade – 55.7% Proficient
- Fall
  - 9th Grade– 47.1% Proficient
  - 10th Grade– 45.0% Proficient
  - 11th Grade– 47.5% Proficient
  - 12th Grade – 59.4% Proficient
  - AP Language– 32.1% Proficient
  - AP Literature– 60.7% Proficient

**HS Math – Local District Benchmarks**

- Spring Math Benchmarks
  - Algebra – 37.7% Proficient
  - Geometry – 58.2% Proficient
  - Algebra II – 47.9% Proficient
  - Pre-Calculus – 57.4%
- Fall Math Benchmarks
  - Algebra – 56.6% Proficient
  - Geometry – 57.5% Proficient

- Algebra II – 39.7% Proficient
- Pre-Calculus – 61.4% Proficient

**MS ELA – i-Ready Reading**

- Middle of the Year
  - 6th grade – 51% Proficient
  - 7th Grade – 60% Proficient
  - 8th Grade – 49% Proficient
- Beginning of the Year
  - 6th Grade – 46% Proficient
  - 7th Grade – 50% Proficient
  - 8th Grade – 43 % Proficient

**MS Math – i-Ready Math**

- Spring Benchmarks
  - Math 6(1) – 53.2% Proficient
  - Math 6(2) – 85.1% Proficient
  - Math 6(3) – 96.0% Proficient
  - Math 7(1) – 44.4% Proficient
  - Math 7(2) – 98.5% Proficient
  - Math 8 – 54.9% Proficient
- Middle of the year i-Ready
  - 6th Grade – 49% Proficient
  - 7th Grade – 42% Proficient
  - 8th Grade – 38% Proficient
- Beginning of the year i-Ready
  - 6th Grade – 34% Proficient
  - 7th Grade – 34% Proficient
  - 8th Grade – 32% Proficient

**Elementary ELA – i-Ready Reading**

- End of Year i-Ready
  - Kinder – 79% Proficient
  - 1st Grade – 62% Proficient
  - 2nd Grade – 65% Proficient
  - 3rd Grade – 70% Proficient
  - 4th Grade – 61% Proficient
  - 5th Grade – 58% Proficient
- Beginning of the Year i-Ready
  - Kinder – 26% Proficient
  - 1st Grade – 22% Proficient
  - 2nd Grade – 33% Proficient
  - 3rd Grade – 55% Proficient
  - 4th Grade – 42% Proficient
  - 5th Grade – 43% Proficient

**Elementary Math – i-Ready Math**

- End of Year i-Ready
  - Kinder – 63% Proficient
  - 1st Grade – 51% Proficient
  - 2nd Grade – 51% Proficient
  - 3rd Grade – 59% Proficient
  - 4th Grade – 64% Proficient
  - 5th Grade – 61% Proficient
- Beginning of the Year i-Ready
  - Kinder – 17% Proficient
  - 1st Grade – 13% Proficient
  - 2nd Grade – 15% Proficient
  - 3rd Grade – 22% Proficient
  - 4th Grade – 30% Proficient
  - 5th Grade – 37% Proficient

**Support for Teachers and Administrators**

5. During the 2022-2023 school year (including summer 2022). Rate the local educational agency's success at engaging in the following activities with teachers and school administrators.
   - Identifying the professional learning needs of groups of teachers or staff as a whole **4**
   - Identifying the professional learning needs of individual teachers **4**
   - Providing support for teachers on the standards, they have not yet mastered. **4**

**Criteria:** Please assess the local educational agency performance on meeting the standard by designating the following: Met, Not Met, or Not Met for Two or More Years- **Met**

**Districtwide Trainings**

**Preservice week**

- Child Abuse Reporting Training
- Student Mental Health Training
- Diversity, Equity, & Inclusion (Facing History) Training (2 Full half-days)

**District PD Calendar**

- Co:writer & Snap&Read Training (ongoing)
- Canva PD
- Science Task Force
- Social Science Task Force
- PE Task Force
- ELA Scoring Day
- Adobe Create Cloud
- ELA Scoring Da
- World Language Task Force
- Kagan Day 1
- PLC Conference
- Kagan Day 2
- PLC Conference
- GATE PD
- Adobe Express Training

- Math Collaborative HS
- Math Collaborative MS
- Math Collaborative ES
- Project Glad 2-Day Research & Theory
- VAPA Task Force
- Project GLAD
- Ethnic Studies Collaboration
- STEM Elementary Teacher Training

ELD PD

- Project GLAD (elementary)
- Working with Newcomers (select secondary schools)
- Theater Arts Integration in English Language Development Classes (Designated ELD teachers)
- Dual Immersion Teacher Training (DI teachers grades K-8)

District Small-Group Professional Development

- Rubric Grading PD for Muir Math Teachers
- Rubric Grading PD for Huerta Math Teachers
- CPM Textbook Training for New Secondary Math Teachers
- CPM Textbook Training for New Teachers

**Districtwide SPED Trainings**

- Pre-Service: Compliant IEPs
- Pre-Service: Case Management
- Pre-Service: Classroom Management
- Becoming a "Para-Pro"
- Verbal De-Escalataion
- Initial SEIS Training
- Admin Designee Training
- SEIS Workshop
- Defensible Reports Presentation
- Fagen Friedman & Fulfrost
- Suicide Prevention Training
- Best Practices in Assmt & Legal Update
- Teaching a Skill and Data Collection
- Reading, Unerstanding and Implementing BIPs
- Verbal De-Escalataion
- Positive Behavior Intervention Supports
- Teaching a Skill and Data Collection
- Reading, Unerstanding and Implementing BIPs

- Building Better Behavior Intervention Plans
- "Positive Behavior Intervention Supports
- Functions of Behavior
- All Middle School Collaboration"
- Intro to ABA and Autsim
- IEP Notes Training
- Admin Designee and Notes Taking Training
- Unique Learning Training
- Alternative Pathways to Diploma Training
- Interdisciplinary Assessment of Girls with Suspected Autism: Reframing our Thinking

**Instructional Technology**

- Instructional Assistant Training on general technology needs (Google, Outlook, etc)
- Media Specialist meetings
- Gradebook Training
- Tech Tuesday Newsletter
- Multiple 1-1 training sessions with teachers throughout the year
- STEM/Maker Space Trainings with Curriculum Specialists
- AERIES Gradebook Trainings
- Canva PD
- Student Creators series (Adobe Express Graphics & Videos)
- Updates to Professional Development Website

**Induction PD:**

- Assessments and Small Groups, 9/7
- Embedded Accommodations and IEP/504 Awareness, 9/13
- Establishing Classroom Management Practices, 9/21
- Tools to Support All Students, 10/17
- Kagan Strategies, 10/19
- Parent-Teacher Conferences, 11/8
- IEP Caseload Management, 11/15
- Backwards Map to Finals, 11/16
- GATE, SPED, and Differentiation, 2/8
- Newcomers and ELD, 2/29
- Helping Every Student Bloom, 3/27
- Assessment 101, 4/11
- Individual Induction ILP Workshops 4/1-4/15
- Monthly PLC Meetings (8)

In addition, all Induction participants are invited to PDs through our Cluster 4 Induction Cohort. They were:

- Gen Ed - Humanizing our LGBTQ+ Students (1 of 2 Sessions)
- Gen Ed - Meeting the Needs of English Learners: Teaching with Heart and Grit
- Gen Ed & Spec Ed - Working with Students with Special Needs in a General Education Classroom
- RICA Support
- Gen Ed - Humanizing our LGBTQ+ Students (2 of 2 Sessions)
- Gen Ed - Reading Fluency Training
- Gen Ed & Spec Ed - Working with Students with Special Needs in a General Education Classroom (2 of 2 Sessions)
- RICA Support: Subtest 2
- Mentors: Teacher Mentorship & Advocacy: Humanizing Our LGBTQ+ Students
- Gen Ed - Using AI to support the principles of UDL and meet the needs of all students.
- Gen Ed - The Pursuit of Wellbeing: A Collaborative and Community Approach
- Gen Ed / Spec Ed - Autism and Evidence-Based Strategies that Really Work
- RICA Support: Subtest 3

**Priority 3 -Parent and Family Engagement:**

1. Rate the LEA's progress in developing the capacity of staff (i.e. administrators, teachers, and classified staff) to build trusting and respectful relationships with families.
   - **4 – Full Implementation**

2. Rate the LEA's progress in creating welcoming environments for all families in the community.
   - **4 – Full Implementation**

3. Rate the LEA's progress in supporting staff to learn about each family's strengths, cultures, languages, and goals for their children.
   - **4 – Full Implementation**

4. Rate the LEA's progress in developing multiple opportunities for the LEA and school sites to engage in 2-way communication between families and educators using language that is understandable and accessible to families.
   - **4 – Full Implementation**

**<u>Building Relationships Dashboard Narrative Boxes</u>**

1. Based on the analysis of educational partner input and local data, briefly describe the LEA's current strengths and progress in Building Relationships Between School Staff and Families.

**The District Parent Involvement Policy is distributed annually to all staff, parents, and guardians as part of our Annual Notice to Parents at the beginning of each new school year. The Parent Involvement Policy complies with both Federal and State regulations.**
**Title I schools as well as non-Title I schools review the Parent Involvement Policy annually at a regularly scheduled School Site Council meetings. Annually, the Policy is reviewed by parents at a Title I School meeting. Additionally, at the annual Title I parent meeting, the elementary and middle school State Standards and grade level curricula are reviewed to increase parents' understanding of elementary and middle school student expectations and requirements. Non-Title I schools also review State Standards and the grade level/subject area curricula. High schools provide this information by teachers and at parent meetings. Parents and guardians are provided information on their child's progress through failure notices, progress reports, and report cards. At elementary schools, parent conferences are**

**held at the end of the first and second trimesters allowing parents/guardians to meet individually with teachers to discuss student progress toward proficiency on grade level standards. Middle school and high schools do have parent conference days; however, parents are advised to contact teachers to contact teachers on grades, etc. at any time. In addition, parents have access to an online Aeries Parent Portal through which they can learn about their students' daily attendance, grades, test scores, and additional information. Teachers are available beyond those two designated windows for conferences, too.**
**For State assessments like CAASPP (California Assessment of Student Performance and Progress), parents receive an explanation of their child's performance on CAASPP as compared to State proficiency expectations each year that their child is tested.**
**Parent involvement in the LCAP process through scheduled meetings provides another venue for parents to ask questions and for the district to give parents information about the resources identified in the LCAP and how they will prepare their children for success.**
**BUSD provides materials and training through several avenues in our Title I school and non-Title I schools. Parents of incoming Transitional Kindergarten and Kindergarten students are provided with information they can work with their children at home. Materials and resources are provided to give concrete information on helping children at home. Information on State Frameworks, State Standards, curriculum, instruction, grading, testing, etc. is imparted to parents and guardians. BUSD's approach is that economic status does not affect parents' opportunity to support their child's learning.**
**Principals, support staff, and teachers at all grade levels, from Transitional Kindergarten through high school provide individual and group training to parents about how to use the student information parent portal to access real-time attendance and grade information.**
**Elementary schools and middle schools hold family math nights where parents learn about the math curriculum and how to help their students. These sessions include training on accessing the online components of the English language arts and math curriculum.**

2. Based on the analysis of educational partner input and local data, briefly describe the LEA's focus area(s) for improvement in Building Relationships Between School Staff and Families.

**Feedback from BUSD parents through our annual school satisfaction survey indicates that parents want to continue to be able to access school information in a variety of avenues. The majority of families still prefer getting information via email from school staff and Principals.**
**BUSD is focused on providing timely updates and information to parents and families when emergency situations occur on campus. Information about our processes and communication plans has been shared with families so they are more familiar with our patterns of communication and what to expect in emergency situations.**
**Lastly, discussions, training, and professional development regarding Diversity, Equity, and Inclusion have brought increased attention to how we interact and respond to parents and families with diverse backgrounds or unique needs.**

3. Based on the analysis of educational partner input and local data, briefly describe how the LEA will improve the engagement of underrepresented families identified during the self-reflection process in relation to Building Relationships Between School Staff and Families.

**Multiple modes of communication between families and District staff address families' diverse needs and interests. Information is provided through phone contact, text messaging, emails, Facebook, Instagram, website postings, and newsletters. Notices are also mailed**

**home in a timely fashion. Communication is translated into the required languages primarily Armenian and Spanish per the Education Code in a format that communicates well to parents. Families receive text messages if they opt-in, and/or phone calls providing them with critical school information. In addition, parents have access to an online Aeries Parent Portal through which they can learn about their students' daily attendance, grades, test scores, Individualized Education Plan, English Learner status, graduation requirements, discipline records, transportation schedule, lunch application, health records, and contact information.**

**Section 2: Building Partnerships for Student Outcomes**

5. Rate the LEA's progress in providing professional learning and support to teachers and principals to improve a school's capacity to partner with families.

- **3 – Initial Implementation**

6. Rate the LEA's progress in providing families with information and resources to support student learning and development in the home.

- **4 – Full Implementation**

7. Rate the LEA's progress in implementing policies or programs for teachers to meet with families and students to discuss student progress and ways to work together to support improved student outcomes.

- **4 – Full Implementation**

8. Rate the LEA's progress in supporting families to understand and exercise their legal rights and advocate for their own students and all students.

- **4 – Full Implementation**

1. Based on the analysis of educational partner input and local data, briefly describe the LEA's current strengths and progress in Building Partnerships for Student Outcomes.

**BUSD gathers input from parents, especially those whose children are eligible for Socio-economic Disadvantaged, English Learners, Foster Youth, and Students Experiencing Homelessness services, in multiple ways including surveys, school site meetings, English Learner Advisory Committee (ELAC) meetings, District English Learner Advisory Committee (DELAC) meetings, Title I Advisory meetings, School Site Council (SSC), and other parent meetings. Staff and Principals are always available to work with families and guardians. District and school-level parent involvement policies are annually evaluated and reviewed for revision to ensure that the policy is up-to-date and is being carried out. The Board of Education approves changes to Board Policy and Administrative Regulations annually as needed. School and district policies are distributed through the annual notification. The District and school sites regularly send commutations to families and staff about safety updates, operational updates, curricular updates, and special events. The District and schools also maintain websites with information on-demand.**

2. Based on the analysis of educational partner input and local data, briefly describe the LEA's focus area(s) for improvement in Building Partnerships for Student Outcomes.

**Based on national and local trends, a primary focus of improvement for BUSD has been creating a more inclusive and diverse school community and culture. For the past three years, BUSD has been building partnerships around Diversity, Equity, and Inclusion (DEI). Parents, staff, and administration have participated in discussions, in-services, and implementation of new practices and supports for students. The work in DEI will continue with an advisory group of teachers. The work includes consultants, site leaders, and**

**administrators. This is an area of improvement to ensure practices become part of our school culture and foundational beliefs with an impact on classroom and student outcomes. Parents will be encouraged to participate in governance at the school and District levels. Parents will be encouraged to participate in the SSCs, ELACs, DELACs, the PTAs, and Fundraising Committees at schools. The District will utilize a robust parent volunteer program to continue to provide parents opportunities to be involved in their child(ren)'s school by providing a variety of volunteer activities.**

2. Based on the analysis of educational partner input and local data, briefly describe how the LEA will improve the engagement of underrepresented families identified during the self-reflection process in relation to Building Partnerships for Student Outcomes.

**BUSD will leverage the existing committees and structures to improve engagement for these families. BUSD has committed resources ensuring that translation is available and provided for district communications. Advisory panels and new committees have been prescriptive in requiring students and parents members. The LCAP advisory group includes English-learner parents and students as part of the core members attending meetings. Schools also have English learner point persons and Special Education point persons who make it a priority to reach out and involve underrepresented families.**

Section 3: Seeking Input for Decision-Making
9. Rate the LEA's progress in building the capacity of and supporting principals and staff to effectively engage families in advisory groups and with decision-making.

- **4 – Full Implementation**

10. Rate the LEA's progress in building the capacity of and supporting family members to effectively engage in advisory groups and decision-making.

- **4 – Full Implementation**

11. Rate the LEA's progress in providing all families with opportunities to provide input on policies and programs, and implementing strategies to reach and seek input from any underrepresented groups in the school community.

- **4 – Full Implementation**

12. Rate the LEA's progress in providing opportunities to have families, teachers, principals, and district administrators work together to plan, design, implement and evaluate family engagement activities at school and district levels.

- **4 – Full Implementation**
-

1. Based on the analysis of educational partner input and local data, briefly describe the LEA's current strengths and progress in Seeking Input for Decision-Making.

**All school sites and the District hold the required number of meetings for the English Learner Advisory Committee (ELAC), District English Learner Advisory Council (DELAC), and School Site Council (SSC). Agendas are posted. Minutes are taken. Two Federal Program Monitoring (FPM) reviews (February 2018 and November 2021) had not found any issues with governance and decision-making procedures.**
**The District's LCAP is updated annually and goes through a rigorous process to share information and gather input from educational partners. This includes seeking input from teachers, Principals, District Office administrators, classified personnel, the Burbank**

**Teachers Association, the California State Employees Association, parents, and students. The District's website advertises the dates of the meetings and the presentations that contained the content of the meetings including metrics, action items, and the budgeted expenditures. Electronic invitations are sent to the entire Burbank school community or school communities including administrators and staff, parents/guardians, and high school students. The general public had access to information from the BUSD website and BUSD eNEWS which is sent to the general public. All materials presented at the LCAP committee meetings were translated into Spanish and Armenian, including presentations, the budget, and all handouts. Additionally, every General Parent/Community Committee meeting was live-streamed on Zoom. The videos for each meeting were then posted on the district website, along with all the materials (presentations, budget, and handouts).**

2. Based on the analysis of educational partner input and local data, briefly describe the LEA's focus area(s) for improvement in Seeking Input for Decision-Making.

**Annual surveys are distributed to all parents, students, and families. BUSD staff review the survey results for decision-making. Data is also collected and shared with our educational partners. Parents/ guardians and students who participate in advisory groups serve as a focus group for gathering and soliciting qualitative data about programs and initiatives. Areas of focus are social-emotional learning and emergency communications.**

3. Based on the analysis of educational partner input and local data, briefly describe how the LEA will improve the engagement of underrepresented families identified during the self-reflection process in relation to Seeking Input for Decision-Making.

**Parents and District staff partner with one another to build capacity. Schools offer training to parents to understand District and school academic initiatives and to provide parents with opportunities to learn how to support learning in the home, the California School Dashboard, and graduation requirements.**
**The engagement of underrepresented families is addressed in multiple ways. These ways include specific outreach to families by designated personnel in areas where underrepresented families are concentrated, through surveys at the district, school, and program levels, governance committees, and through site parent meetings.**

**Priority 6- School Climate:**

If the local educational agency administers a local survey to parents/guardians in at least one grade within each grade span that the local educational agency serves (e.g., K-5, 6-8, 9-12), summarize:
The School Satisfaction Survey is administered through a third-party to provide BUSD educational partners anonymity. This survey is designed to analyze and compare trends over time. Therefore, the questions cannot be changed on an annual basis even though some questions don't accurately reflect the circumstances in which schools functioned due to local and state health guidelines and policies. The results below reflect the most recent data obtained from the spring 2024 School Satisfaction Survey.

**The key findings from the survey were the following:**

Based on analysis of this survey, survey results include highlights in the following areas of positive perceptions:

- Familiarity and engagement with BUSD's LCAP has increased between 2023 and 2024.
- Overall, a majority of student and parent respondents have positive perceptions of BUSD teachers.
- Student and parent respondent perceptions of their principals show a statistically significant increase across all measures from 2023 to 2024.
- BUSD schools are strong in parent engagement, as all the statements relating to parental engagement have over 75% agreement.
- Student respondents indicate that instances of bullying are happening less frequently this year across all individual characteristics besides race. In 2024, respondents report bullying less frequently than in the previous year.
- Students indicate that they are more likely to attend a four-year university after high school than in the previous year.

Based on analysis of this survey, future work in Burbank Unified School District could include:

- Improve communications related to BUSD's LCAP plan.
    - Trends from 2023 to 2024 indicate an increase in familiarity with the LCAP; however, there are still low rates of very and extreme familiarity
- Engage in fostering voice among education partners..
    - The survey results indicate that parent respondents do not feel that district office administrators are in tune with their children's schools' most pressing needs. Further, instructional staff do not frequently engage in conversations related to their school.
- Develop targeted professional development opportunities for staff.
    - While half of staff respondents believe that professional development (PD) is effective and sustainable, there is room for growth as respondents indicate that mental health and awareness, behavior management, school safety, and English Learner instruction are the biggest priority areas for professional development.

The responses from the survey above will be used to complete the local indicator section at the California Department of Education website for the California School Dashboard. Each component will receive either a color code or a numerical score.

**Priority 7- Access to a Broad Course of Study:**

1. The district uses its Student Information System (Aeries) to generate reports of course requests, course participation, grades, and attendance to monitor participation and achievement for all students. It then disaggregates the data to monitor specific subgroups and to provide tiered systems of support to all students who need it. For example, based on recent data, the district provided credit recovery to special education students during the school year with a new online program that better met their needs. The district also monitors the numbers of students who are participating in special programs, such as the visual and performing arts; dual enrollment, career technical education; and honors and advanced placement courses.

2. **Course Enrollment**: Hispanic/Latinx – is proportional to enrollment overall. One area to monitor is enrollment in honors and AP courses which ranges from 21%-26%. **English Learners**- have access to all programs in the district, including honors and AP. There is also a small number of students who are taking dual enrollment courses. Reclassified Els are excelling and have access to

the broadest program. **Special Education** students have access to the core curriculum and as they are able, also have access to higher-level coursework. They are represented in the career technical education pathways and there are some students in honors and AP and the majority of special education students are in general education math courses. **Foster youth** are taking the basic program and a variety of electives, including career technical education. They are not as represented in honors and AP courses. **Socially Economically Disadvantaged** students in the district are well-represented in all curricular offerings.

**Fiscal Impact:**
There is no upcoming expense related to The California School Dashboard.

**Recommendation:**
Robyn Anders, Director of Instructional Technology and Accountability, recommends that the Board of Education approve the Status of All Local Indicators as "Met", as presented.

# BUSD LOCAL INDICATORS

2023-2024

# 2023-2024 BUSD LOCAL INDICATORS

## Districtwide Goals Measured

- Students will be career/college ready…
- Students will be physically, emotionally, and mentally healthy…
- Recruit and retain quality employees...
- Efficient and effective operations…

## Self-Reflection Scale

1. Exploration and Research Phase
2. Beginning Development
3. Initial Implementation
4. Full Implementation
5. Full Implementation and Sustainability

**The current state indicators do not measure several LCFF priority areas. These remaining priority areas are considered local indicators. Districts must do a self-review to determine if they have *Met, Not Met, or Not Met for Two or More Years* each local indicator. Districts will use the local indicators to evaluate and report their progress on priority areas.**

# PRIORITY 2 – RECENTLY ADOPTED ACADEMIC STANDARDS AND/OR CURRICULUM FRAMEWORKS

| | English Language Arts | English Language Development | Math | Science (NGSS) | History Social Studies |
|---|---|---|---|---|---|
| Progress in providing professional learning for teaching to the recently adopted academic standards and/or curriculum frameworks identified below. | 5 | 5 | 5 | 4 | 4 |
| Progress in making instructional materials that are aligned to the recently adopted academic standards and/or curriculum frameworks identified below in all classrooms where the subject is taught. | 5 | 5 | 5 | 4 | 5 |
| Progress in implementing policies or programs to support staff in identifying areas where they can improve in delivering instruction aligned to the recently adopted academics standards and/or curriculum frameworks identified below: | 4 | 4 | 4 | 3 | 4 |

# BUSD ELEMENTARY LOCAL ASSESSMENT DATA

**Elementary English**

- 66% of Elementary students scored proficient on the i-Ready end-of-year reading assessment.
  - Proficiency increased by 27% from BOY to EOY
- Preliminary results indicate 56% of Elementary School students scored proficient on the CAASPP (SBAC) Assessment for English Language Arts

**Elementary Math**

- 58% of Elementary students scored proficient on the i-Ready end-of-year math assessment.
  - Proficiency increased by 34% from BOY to EOY
- Preliminary results indicate 52% of Elementary School students scored proficient on the CAASPP (SBAC) Assessment for Mathematics

# BUSD SECONDARY LOCAL ASSESSMENT DATA

**Secondary English**

- Grades 6 – 8
  - 50% of Middle School students scored proficient on the i-Ready end-of-year reading assessment.
  - Preliminary results indicate 51% of Middle School students scored proficient on the CAASPP (SBAC) Assessment for English Language Arts
- Grades 9-12
  - 47% of High School students scored proficient on the spring District Writing Prompt.
  - Preliminary results indicate 53% of 11th Grade students scored proficient on the CAASPP (SBAC) Assessment for English Language Arts

**Secondary Math**

- Grades 6-8
  - 43% of Middle School students scored proficient on the i-Ready end-of-year math assessment.
  - Preliminary results indicate 37% of Middle School students scored proficient on the CAASPP (SBAC) Assessment for Mathematics
- Grades 9-12
  - 50.25% of High School students scored proficient on the spring Math District Benchmarks.
  - Preliminary results indicate 28% of 11th Grade students scored proficient on the CAASPP (SBAC) Assessment for English Language Arts

# BUSD SUPPORT FOR TEACHERS AND ADMINISTRATORS

During the 2023-2024 school year (including summer 2023). Rate the local educational agency's success at engaging in the following activities with teachers and school administrators.

- Identifying the professional learning needs of groups of teachers or staff as a whole
  - Full Implementation
- Identifying the professional learning needs of individual teachers
  - Full Implementation
- Providing support for teachers on the standards, they have not yet mastered.
  - Full Implementation

BUSD Professional Development Offerings

- Arts
- Cross Content
- English Learners
- Elementary
- Secondary
- GATE
- Special Education
- Induction
- Instructional Services Growth and Academic Support

# PRIORITY 3 – PARENT & FAMILY ENGAGEMENT

## Priority 3 -Parent and Family Engagement:

1. Rate the LEA's progress in developing the capacity of staff (i.e. administrators, teachers, and classified staff) to build trusting and respectful relationships with families.

   4 – Full Implementation

2. Rate the LEA's progress in creating welcoming environments for all families in the community.

   4 – Full Implementation

3. Rate the LEA's progress in supporting staff to learn about each family's strengths, cultures, languages, and goals for their children.

   4 – Full Implementation

4. Rate the LEA's progress in developing multiple opportunities for the LEA and school sites to engage in 2-way communication between families and educators using language that is understandable and accessible to families.

   4 – Full Implementation

# PRIORITY 3 – PARENT & FAMILY ENGAGEMENT

5. Rate the LEA's progress in providing professional learning and support to teachers and principals to improve a school's capacity to partner with families.

   3 – Initial Implementation

6. Rate the LEA's progress in providing families with information and resources to support student learning and development in the home.

   4 – Full Implementation

7. Rate the LEA's progress in implementing policies or programs for teachers to meet with families and students to discuss student progress and ways to work together to support improved student outcomes.

   4 – Full Implementation

8. Rate the LEA's progress in supporting families to understand and exercise their legal rights and advocate for their own students and all students.

   4 – Full Implementation

# PRIORITY 3 – PARENT & FAMILY ENGAGEMENT

9. Rate the LEA's progress in building the capacity of and supporting principals and staff to effectively engage families in advisory groups and with decision-making.

   4 – Full Implementation

10. Rate the LEA's progress in building the capacity of and supporting family members to effectively engage in advisory groups and decision-making.

    4 – Full Implementation

11. Rate the LEA's progress in providing all families with opportunities to provide input on policies and programs, and implementing strategies to reach and seek input from any underrepresented groups in the school community.

    4 – Full Implementation

12. Rate the LEA's progress in providing opportunities to have families, teachers, principals, and district administrators work together to plan, design, implement and evaluate family engagement activities at school and district levels.

    4 – Full Implementation

# PRIORITY 6 – SCHOOL CLIMATE

**The key findings of commendation from the school satisfaction survey were the following:**

- **Familiarity and engagement with BUSD's LCAP has increased between 2023 and 2024.**
- **Overall, a majority of student and parent respondents have positive perceptions of BUSD teachers.**
- **Student and parent respondent perceptions of their principals show a statistically significant increase across all measures from 2023 to 2024.**
- **BUSD schools are strong in parent engagement, as all the statements relating to parental engagement have over 75% agreement.**
- **Student respondents indicate that instances of bullying are happening less frequently this year across all individual characteristics besides race. In 2024, respondents report bullying less frequently than in the previous year.**
- **Students indicate that they are more likely to attend a four-year university after high school than in the previous year.**

# PRIORITY 6 – SCHOOL CLIMATE

**The key recommendation findings from the survey were the following:**

- **Improve communications related to BUSD's LCAP plan.**
  - Trends from 2023 to 2024 indicate an increase in familiarity with the LCAP; however, there are still low rates of very and extreme familiarity
- **Engage in fostering voice among education partners..**
  - The survey results indicate that parent respondents do not feel that district office administrators are in tune with their children's schools' most pressing needs. Further, instructional staff do not frequently engage in conversations related to their school.
- **Develop targeted professional development opportunities for staff.**
  - While half of staff respondents believe that professional development (PD) is effective and sustainable, there is room for growth as respondents indicate that mental health and awareness, behavior management, school safety, and English Learner instruction are the biggest priority areas for professional development.

**UNADOPTED MINUTES OF THE BOARD OF EDUCATION**
**BURBANK UNIFIED SCHOOL DISTRICT**

**May 18, 2023**

Burbank City Hall
275 E. Olive Avenue
Burbank, California

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

Also present were Matt Hill, Superintendent; Sharon Cuseo, Assistant Superintendent, Instructional Services; John Paramo, Assistant Superintendent, Educational Services; Sarah Niemann, Assistant Superintendent, Human Resources.

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

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

The Board reconvened in Public Session at 7:00 p.m. Kenny Knoop, BUSD Staff, led the Pledge of Allegiance.

5. REPORTING ON CLOSED SESSION

With regard to item 3a, the Board of Education voted to approve the acceptance of written determination regarding the readmittance of student 960033615 based on the completion of the rehabilitation plan. It was moved by Charlene Tabet, seconded by Emily Weisberg and carried unanimously. The Board of Education voted to approve the acceptance of written determination regarding the readmittance of student 960022004 based on the completion of the rehabilitation plan. It was moved by Emily Weisberg, seconded by Charlene Tabet and carried unanimously.

On item 3b, the Board of Education voted to approve the acceptance of written determination regarding notice of intent to suspend employee CL0105-23. It was moved by Steve Ferguson, seconded by Abby Pontzer Kamkar and carried unanimously. The Board of Education voted to approve the acceptance of written determination regarding notice of intent to dismiss employee CL0044-23. It was moved by Steve Ferguson, seconded by Abby Pontzer Kamkar and carried unanimously. The Board of Education voted to approve the acceptance of written determination regarding notice of intent to dismiss employee CL0043-23. It carried unanimously.

6. ADJUSTMENTS TO THE AGENDA

There were no adjustments to the agenda.

7. ITEMS FOR FUTURE AGENDAS

President Ferguson requested the adoption of a resolution celebrating Assistant Superintendent Sarah Niemann's tenure and service within the District. He asked for the adoption of a resolution recognizing Nayiri Nahabedian and Ingrid Gunnell for their advocacy on behalf of the LGBTQ youth in the Glendale School District.

8. PRESENTATIONS / RECOGNITIONS

President Ferguson celebrated the retirement of Kat Howard, Caryn Tomer and Jeff Thompson. He asked that the District take a formal review of where the Board is listed and that the District numbers are listed in their name tags.

John Paramo, Assistant Superintendent, introduced Kenny Knoop as the new John Burroughs High School Principal. Principal Knoop thanked the Dolores Huerta community for their support. Member Tabet expressed that he is the right principal for John Burroughs High School. Vice President Weisberg shared that she is excited and recalled him taking out the trash, interacting with students and checking on new teachers. President Ferguson spoke to the Dolores Huerta community who had him as a principal. He referenced the impact that Kenny created. He explained that Kenny worked hard to get here and that he is thrilled to see his growth. Clerk Aghakhanian thanked his family for spending endless hours at the sites. He acknowledged his positive energy and expressed how lucky we are to have him.

Principal Knoop introduced Assistant Jessica Palaski and welcomed her as the new Assistant Principal at John Burroughs High School. Jessica thanked the Board of Education and District staff. She expressed that she is thrilled to accept the position as Assistant Principal at John Burroughs High School. Clerk Aghakhanian congratulated Jessica and noted that he is happy to have a Math teacher as an Assistant Principal. President Ferguson thanked Jessica and indicated that we are lucky to have her.

John Paramo introduced Greg Miller, Principal at John Muir Middle School, who introduced Corey Howard as the new Assistant Principal at John Muir Middle School. Corey thanked the Board for believing in him. Clerk Aghakhanian congratulated Corey and noted that he is happy to have another Math teacher as an Assistant Principal. Vice President Weisberg stated that she is excited about how excited he is about his new position. She welcomed him and offered support. President Ferguson expressed that he appreciates how Corey is carrying forward a legacy and thanked his family for their service in the District. Member Tabet expressed that she is proud of Corey and congratulated him.

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.

John Paramo introduced Robin Hatch and asked her to recognize the 2022-2023 National Merit Scholar Finalists from Burbank High School. He introduced Jessica Palaski and asked her to recognize the 2022-2023 National Merit Scholar Finalists from John Burroughs High School.

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.

Greg Miller introduced the John Muir Middle School Chess Team. He explained that this is the third year in a row in which they are state champions. Greg introduced coach Kevin Bulone. Kevin thanked Greg for the motivation that he gives him to do more and thanked the kids and the parents.

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.

Sharon Cuseo, Assistant Superintendent, introduced Teacher Advisor Sandra Macias. Sharon explained that Sandra got her course approved as a UC course. Sandra introduced student Adira Fogelman who stated that she found her place within the culinary arts program. She described the process followed at the competition. She thanked District staff, Burbank Arts and Educational Foundation, and the business partners within the community for their donations and support. President Ferguson indicated that this is why Career Tech Ed is important. He congratulated Sandra Macias for obtaining UC accreditation for her class.

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.

President Ferguson explained that this year, the Board of Education will focus on celebrating those who have gone above and beyond for the schools. He called Lori Little to the podium and spoke about her family and her leadership role in which she fought for communities who didn't have a voice. Lori was a part of coalition which make sure that LGBTQ education became a priority. He noted that she is part of a class who changed history. He stated that a Board Resolution is the highest recognition issued by the Board of Education. Member Tabet expressed that she and her family have been an inspiration who have given to the District. Clerk Aghakhanian spoke about her honesty and thanked her for the sacrifices that she makes for her children and for the community. Vice President Weisberg thanked her and wishes that she had more time to work with her. Member Pontzer Kamkar thanked her for the advocacy for kids and congratulated her on her amazing accomplishments.

President Ferguson called Diana Abasta to the Podium. He stated that his interaction with her helped him with his own values. He expressed that she has never been afraid of laying it all out for her members. He explained that she has over 40 years in the classroom and that he considers himself a student of hers. Member Pontzer Kamkar congratulated Diana Abasta for her retirement and successful term as BTA president. She stated that her leadership has impacted students in Burbank. Vice President Weisberg thanked Diana for helping her understand negotiations. She expressed her deep appreciation for everything. Clerk Aghakhanian noted that she takes education seriously and that she understands the value of education. Member Tabet expressed that she has watched her speak from the dais with a strong passion. She says that she has an ability to connect with students and that she is sure that her love for literature will be remembered forever.

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.

Barry Sarna, community member, requested that the District improve the working conditions for teachers. He expressed that he would like a consequence process for repeated behavior issues for some students. He would like an opening of the school year meeting for parents to spell out how to work together to make a better school environment for students and teachers. He explained that it may help attract teachers.

Polly Stenberg, BUSD staff, explained that the peer to peer reading program is growing and expanding. She stated that the program touches all aspects of diversity, equity and inclusion.

Caroline Solberg, BUSD staff, addressed the Board and asked questions regarding sub-committees. She asked about Master Plans and Board Policy 6172.

Tara Waugh, BUSD parent, asked about services that her son was owed in his IEP. She requested answers for her son and other students entitled to IEPs.

Joel Schlossman, community member, indicated that Kenny Knoop is a superhero in his book and knows that he is going to serve others as well as he served his family. He explained that he reached out to the department of justice and stated that Land Acknowledgement is not on the agenda and that it should not be talked about. He asked for specifics on the item regarding fencing at Burbank High School. He spoke about the bond and parcel tax and asked the Board to live within their means.

Aram Arakelyan, BUSD parent, expressed that he is here to oppose Resolution 32 in support of Pride Month. He called for no more support for pride movement in our schools.

Andre Dionysian, community member, explained that it is disappointing for members of the community to impose personal beliefs onto others. He thanked Diana Abasta for preparing her students for high school, college and the real world.

Carmenita Helligar, BUSD parent, explained that it is hurtful and closed minded to say that queer children are mentally ill. She wanted to let children know that they are supported.

Diana Abasta, BUSD staff, thanked the Board of Education. She stated that she understands them, their position and that she feels understood. She explained that she is leaving while she still loves the profession. She thanked the Board for their partnership and for allowing her to be candid without taking it personally.

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.

Superintendent Hill thanked the speakers and apologized for the Land Acknowledgement that was accidentally deleted. He will ensure that it gets added again. He stated that we will continue to fight to ensure that everyone feels welcomed in the District. He addressed Joel Schlossman and explained that the cost of the fences will be split with the City.

9.c Board Members' Responses

Board Members will respond to public comment and will comment on items of interest to the community.

Member Tabet shared that a kindergarten teacher explained that a student asked what the pride flag meant and her response was that it means that everybody is welcomed. She thanked Barry Sarna for sharing his thoughts and believes that she can see some benefits from what he said. She thanked Andre Dionysian for coming back and sharing his thoughts.

Member Pontzer Kamkar explained that she supports the LGBTQ community. She stated that she visited Alanna Gramaldi, Teacher of the Year, who works at Luther Middle School. She congratulated the seniors who are graduating next week. She read two emails received by parents.

Clerk Aghakhanian thanked Andre Dionysian for bringing up the separation of Church and State and stated that he does not tolerate hate. He believes that hate has no home in Burbank.

Vice President Weisberg thanked Polly Stenberg for the update about the peer to peer reading program. She addressed Barry Sarna and brought up skills that can potentially be included to help teachers. She noted that she is hopeful that our community supports a new parcel tax. She addressed Aram Arakelyan and explained that talking about gender identity is a separate conversation from talking about sex.

President Ferguson addressed Barry Sarna and stated that he is seeing systems move and values his opinion. He addressed Tara Waugh and stated that he will follow up and that Sharon Cuseo will research the situation. He addressed Caroline Solberg and stated that he is looking forward to connecting with her on the questions that she has. He addressed Joel Schlossman and asked him to not mis-characterize him. He expressed that caring for students has made his life better.

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 (OF 30,152)

11. NEW AND/OR UNFINISHED BUSINESS

11.a Adoption of Resolution 31 – Proclaiming May 22, 2023 as Harvey Milk Day

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 (OF 30,153)

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.

11.b Adoption of Resolution 32 in Support of Pride Month, June, 2023

That the Board of Education adopt Resolution 32 in Support of Pride Month, June, 2023, as presented.

Resolution_32_Pride Month 2023.pdf (OF 30,154)

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.

11.c High School Science Textbook (Lottery Textbook Fund)

That 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 (OF 30,155)

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

11.d High School Health Textbook (Lottery Textbook Fund)

That 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 (OF 30,156)

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

11.e Acceptance of Gifts

Gift Report 5.18.23.pdf (OF 30,157)

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.

12. CONSENT AGENDA

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

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 (OF 30,158)

12.c Approval of Personnel Report Number 22-23-18

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 (OF 30,159)

12.d 2022-2023 Purchase Order Report

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 (OF 30,160)

12.e Approval of Warrants

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 (OF 30,161)

12.f 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 Consultant 051823_redacted.pdf (OF 30,162)

12.g Ratification of Non-Instructional Consultant Services

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 (OF 30,163)

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

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 (OF 30,164)

12.i Approval of Amended Consultant Agreement for Dominic Matas

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 (OF 30,165)

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

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 (OF 30,166)

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

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 (OF 30,167)

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

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 (OF 30,168)

12.m Amendment of Agreement for Professional Services (Special Education)

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 (OF 30,169)

12.n Amendment of Agreement for Professional Services (Special Education)

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 (OF 30,170)

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

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 (OF 30,171)

12.p Amendment of Action on Final Settlement Agreement (Special Education)

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 (Confidential Exhibit, OF 30,172)

12.q Notice of Completion, Chalmers Construction Services Inc., Demolition, Earthwork & AC Paving, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)

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 (OF 30,173)

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

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 (OF 30,174)

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)

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 (OF 30,175)

It was moved by Emily Weisberg, and seconded by Armond Aghakhanian, that the Board of Education approve items 12a through 12s as recommended. The motion carried unanimously.

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.

Joel Schlossman addressed the Board and asked that they not attack him. He stated that people are suffering and cannot afford another tax or bond. He asked not to be aquainted with someone who says hateful words.

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.

Superintendent Hill did not wish to comment.

13.c Board Members' Comments and Responses

Board Members will respond to public comment and will comment on items of interest to the community.

President Ferguson thanked Joel Schlossman for the words he said about Kenny Knoop. He explained that he tries to take a walk in his shoes. He stated that he needs to earn his support on a bond and maybe it will never happen but he is happy to engage as to why he believes a bond important.

14. ADJOURNMENT

The meeting was adjourned at 10:52 p.m.

MINUTES APPROVED:

_____
MATTHEW HILL, SUPERINTENDENT
SECRETARY OF THE BOARD

6/20/2024
_____
DATE

_____
ARMOND AGHAKHANIAN, CLERK

**UNADOPTED MINUTES OF THE BOARD OF EDUCATION**
**BURBANK UNIFIED SCHOOL DISTRICT**

**June 1, 2023**

Burbank City Hall
275 E. Olive Avenue
Burbank, California

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

Also present were Matt Hill, Superintendent; Sharon Cuseo, Assistant Superintendent, Instructional Services; Andrew Cantwell, Assistant Superintendent, Administrative Services.

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 31st. 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

3.a Action on Student Expulsion

The Board of Education will take action in closed session pursuant to Education Code Section 48900 (a)(1), 48900 (a)(2) and 48915 (a)(1)(A) and on the expulsion recommendation by the Administrative Hearing Panel for Student 960027890, as presented in Confidential Exhibit 3c.

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

4. RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE

The Board reconvened in Public Session at 7:01 p.m. Caroline Solberg, Burbank Arts and Education Foundation member, led the Pledge of Allegiance.

5. REPORTING ON CLOSED SESSION

On item 3b, the Board of Education voted to approve the written determination regarding employee CL0021-23. It was moved by Weisberg, seconded by Ferguson and carried unanimously.

With regard to item 3a, the Board of Education voted to approve the expulsion recommendation by the Administrative Hearing Panel for Special Ed student 960027890. It was motioned by Ferguson, seconded by Weisberg and the motion carried unanimously.

6. ADJUSTMENTS TO THE AGENDA

There were no adjustments to the agenda.

7. ITEMS FOR FUTURE AGENDAS

There were no items for future agendas.

8. PRESENTATIONS / RECOGNITIONS

President Ferguson read the retirements, including Laura Bauman, Dana Cobern-Kullman and Ruthie DiFonzo.

Superintendent Hill introduced Saida Valdez, Director of HR, Robyn Hatch, Principal at Dolores Huerta Middle School and Tracy Shah, Assistant Principal at Thomas Jefferson Elementary School.

Member Tabet welcomed the new staff to the District. Vice President Weisberg congratulated the new staff. Clerk Aghakhanian congratulated the new staff and stated that he loved the diversity with the new staff. Member Pontzer Kamkar welcomed and congratulated the new staff. President Ferguson celebrated and welcomed the new staff.

8.a Report on Volunteer Hours from Burbank Council PTA

Matt Hill, Superintendent, will introduce Lori Little, Burbank Council PTA President who will report on the volunteer hours from Burbank Council PTA, as presented.

Superintendent Hill introduced Lori Little from Burbank Council PTA who presented Charlene Walters, the new Council PTA President. She introduced Kristin Morris, PTA historian who presented the district with 57,000 hours of service from volunteers.

Member Tabet thanked the Burbank PTA. Member Pontzer Kamkar stated the importance of the Disney PTA. Clerk Aghakhanian stated that what the PTA does is worth more than 2 million dollars and that he is looking forward to working with them. Vice President Weisberg thanked the PTA. President Ferguson thanked the PTA and expressed that they enrich the lives of others.

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.

Joel Schlossman, community member, referenced slide 10 on the PowerPoint presentation. He read penal code 11166(b) pertaining to mandated reporter responsibilities and requested that the word "likely" be changed to “must or will be”.

Annie, community member, spoke regarding item 12o regarding affordable houses. She noted that the intersection of Keystone and Scott Road is not the appropriate location for affordable housing. She asked the Board to oppose item 12o.

Caroline Solberg, community member, asked about the GATE Master plan. She quoted Board Policy 6172 regarding the GATE Master Plan and requested that the Board leave the current Master Plan in effect until a new plan is established.

Gina Boulanger, community member and parent, thanked the Board of Education for their support for pride month. She stated that the LGBTQIA community is very targeted and that flying the flag means the world her family and community members.

Eric Carter, BUSD staff, expressed his gratitude for the District for flying the pride flag at District sites. He explained that he has been working with City Council and City Clerk to update voting equipment and using proportional ranked choice voting.

Jenn Goldenberg, parent and BUSD employee, thanked the District staff for flying the pride flag. She thanked staff for their support and making sure that her child felt safe and resolving an issue within 24-hour period.

Mark Tadros, community member, addressed item 12o. He stated that he talked to his neighbors regarding the possibility of developing the land near Horace Mann. He asked that they reconsider as the neighborhood felt that it was not a good idea.

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.

Superintendent Hill addresses Joel Schlossman and stated that the word "likely" was used for the last step in a Risk Assessment but that staff speaks to the police every time. He thanked the speakers who addressed item 12o and clarified that staff is reviewing all of the properties and sites. He thanked Gina Boulanger, Eric Carter and Jenn Goldenberg for their testimonial and advocacy for students, staff and the community in Pride month.

9.c Board Members' Responses

Board Members will respond to public comment and will comment on items of interest to the community.

Member Tabet thanked the speakers who came down and noted that flying the Pride flag means everyone is welcome. She thanked Caroline Solberg for her advocacy and thanked everyone in the District who worked hard to make graduations week successful.

Member Pontzer Kamkar thanked the school sites and parents for putting together the culmination events. She thanked the speakers for coming. She addressed Mark Tadros and asked that they speak about Horace Mann in the neighborhood separately. She thanked Gina Boulanger, Eric Carter and Jenn Goldenberg for their advocacy and for being pioneers.

Clerk Aghakhanian thanked the speakers for coming and addressed Gina Boulanger, Eric Carter and Jenn Goldenberg. He stated that love is what saved him when he was 15 in a refugee camp.

Vice President Weisberg thanked Annie and addressed that it was not a hidden addition and asked what she would like to see in order to feel like it was transparent. She explained that President

Ferguson has to deal with homophobia, transphobia and hate speech on a daily basis and that it was unbelievably difficult and she wished people would be more thoughtful of that.

President Ferguson thanked the speakers for coming. He explained that the Horace Mann property was bought before any other property on that neighborhood. He addressed Pride Month and asked those who will be celebrating to celebrate loudly.

10. REPORTS TO THE BOARD

10.a Report on One Hundred Days Safety Plan

Matt Hill, Superintendent, will report on the One Hundred Days Safety Plan, as presented.

BUSD School Safety 6.1.23.pdf (OF 30,176)

Superintendent Hill reported on the One Hundred Days Safety Plan.

11. NEW AND/OR UNFINISHED BUSINESS

11.a Approval of the Permanent Substitute Employee Salary Compensation Increase

That the Board of Education approve a permanent substitute employee salary compensation increase, not to exceed One million dollars $1,000,000.00 (01.0-32130.0-11100-10000-1160-7409000) effective July 1, 2023, as presented.

Agenda Report - Certificated Substitute Permanent Salary Increase.pdf (OF 30,177)

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.

11.b Approval of Designation of High School Representatives

That the Board of Education approve the designation of principals, Julie Markussen and Kenny Knoop as the representatives of Burbank High School and John Burroughs High School; and assistant principals Jessica Palaski and Victoria Cuseo, serving as the designated alternative representative from Burbank High School, and John Burroughs High School, respectively, to the California Interscholastic Federation (CIF) Southern Section, Pacific League, 2023-2024 school year, and to require such representatives to immediately notify the Superintendent of any proposed or pending actions that financially impact the Burbank Unified School District, as presented.

Designation_of_High_School_CIF_Representatives_2023_24.pdf (OF 30,178)

It was moved by Charlene Tabet, and seconded by Abby Pontzer Kamkar, that the Board of Education approve the item as amended. The motion carried unanimously.

11.c Approval of the Elementary School Arts Instructor and Bilingual Translator Salary Compensation Increase

That the Board of Education approve the Elementary School Arts Instructor, not to exceed $78,773.76 (Being funded by Proposition 28), and Bilingual Translator Salary Compensation Increase, not to exceed $214,167.00 (01.0-01500.0-00000-27000-2950-7422000), effective July 1, 2023 through June 30, 2024, as presented.

Agenda Report - Bilingual Translator and Arts Instructor.pdf (OF 30,179)

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.

11.d Announcement of the Appointment of Members of the School Facilities Oversight Committee (SFOC)

That the Board of Education votes on appointing three members to the committee, 1-senior citizen organization and 2 out of the 3 alternates, to serve a two-year term on the School Facilities Oversight Committee, effective June 1, 2023 and expiring May 31, 2025, as presented.

Geovanna Waters and Dakota Hughes were appointed.

SFOC Appointment of New Members_060123.pdf (OF 30,180)

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

11.e Acceptance of Gifts

Gift Report 6.1.23.pdf (OF 30,181)

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.

12. CONSENT AGENDA

12.a Approval of Personnel Report Number 22-23-19

That the Board of Education approve Personnel Report Number 22-23-19, covering Certificated and Classified personnel, and consisting of Pages 1 to 13 inclusive, as presented.

Personnel Report 22-23-19.pdf (OF 30,182)

12.b 2022-2023 Purchase Order Report

That the Board of Education approve Purchase Orders for 2022-2023 as listed through May 8, 2023, as presented.

2022-2023 PURCHASE ORDER REPORT.pdf (OF 30,183)

12.c Approval of Warrants

That the Board of Education approve payroll warrants in the total amount of $3,203,221.15 and commercial warrants in the total amount of $5,777,728.26, as presented.

Warrants.pdf (OF 30,184)

12.d 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 Inst Consultant 060123.pdf (OF 30,185)

12.e Approval of Agreement for Professional Services (Special Education)

That the Board of Education approve an agreement between the Burbank Unified School District and Protocol Agency, Inc., to provide a Licensed Vocational Nurse (LVN), not to exceed $86,676 (01.0-65000.0-57602-11900-5850-744000) for Burbank special education student 960014036, effective June 5, 2023 through May 24, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960014036 Protocol Agency.pdf (OF 30,186)

12.f Approval of Agreement for Professional Services (Special Education)

That the Board of Education approve an agreement between the Burbank Unified School District and Protocol Agency, Inc., to provide a Licensed Vocational Nurse (LVN), not to exceed $86,676 (01.0-65000.0-57602-11900-5850-744000) for Burbank special education student 160003888, effective June 5, 2023 through May 24, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 160003888 Protocol Agency.pdf (OF 30,187)

12.g Approval of Agreement for Professional Services (Special Education)

That the Board of Education approve an agreement between Burbank Unified School District and Sarah Knauff Speech Therapy, to provide an Speech and Language (SLP), not to exceed $191,360 (01.0-65000.0-57602-11901-5850-7440000), effective July 1, 2023 through June 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Sarah Knauff_SLP.pdf (OF 30,188)

12.h Approval of Agreement for Professional Services (Special Education)

That the Board of Education approve an agreement between Burbank Unified School District and Adams Silva & McNally LLP, to perform specific services, not to exceed $200,000 (01.0-65000.0-50010-21000-5820-7440000), effective July 1, 2023 through June 30, 2024 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Adams Silva & McNally.pdf (OF 30,189)

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

That the Board of Education approve an agreement between Burbank Unified School District and Gary D Stromberg & Associates, LLC, to provide a Certified Occupational Therapist Assistant (COTA), not to exceed $56,225 (01.0-65000.0-57602-11901-5850-7440000), effective June 5, 2023 through December 22, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Gary Stromberg_COTA.pdf (OF 30,190)

12.j Amendment of Agreement for Professional Services (Special Education)

That the Board of Education amend an agreement between Burbank Unified School District and Gary D Stromberg & Associates, LLC, to provide a Speech and Language Pathologist Assistant (SLPA), not to exceed $60,255 (01.0-65000.0-57602-11901-5850-7440000), effective January 30, 2023 through June 7, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original approval date was February 16, 2023. This amendment is to extend the end date from May 25, 203 to July 7, 2023. This amendment adds an additional $27,300 increasing the total to $60,255.

SPED Professional Services Gary Stromberg_SLPA_Amendment.pdf (OF 30,191)

12.k Approval of Agreement for Professional Services (Special Education)

That the Board of Education approve an agreement between the Burbank Unified School District and Protocol Agency, Inc., to provide a Licensed Vocational Nurse (LVN), not to exceed $86,676 (01.0-65000.0-57602-11900-5850-744000) for Burbank special education student 960031340 June 5, 2023 through May 24, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960031340 Protocol Agency_LVN.pdf (OF 30,192)

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

That the Board of Education amend an agreement between the Burbank Unified School District and Therapy In Action., to provide an Occupational Therapy Evaluation and attend an IEP meeting for Special Education Student 960027933, not to exceed $1,600, (01.0-65000.0-57602-11900-5850-7440000), effective October 1, 2021 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 21, 2021

for a total not to exceed $1,600. This amendment extends the end date from December 31, 2022 to December 31, 2023.

SPED Student 960027933 Therapy In Action_Amendment.pdf (OF 30,193)

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

That the Board of Education ratify an agreement between the Burbank Unified School District and Capstone Psychological Services, to provide an Independent Educational Evaluation (IEE) and attend an IEP meeting for Special Education Student 960041726, not to exceed $5,500 (01.0-65000.0-57602-11900-5850-7440000), effective March 1, 2023 through December 31, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960041726 Capstone Psychological Services_Ratification.pdf (OF 30,194)

12.n Ratification of Agreement for Professional Services, Fagen Friedman & Fulfrost LLP (General Fund)

That the Board of Education ratify an agreement between the Burbank Unified School District and Fagen Friedman & Fulfrost LLP, to perform specific services, effective, May 1, 2023 through June 30, 2024, not to exceed $120,000 (01.0-00000.0-00000-72000-5820-7401000) (General Fund), and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

Fagen_Friedman_Fulfrost.pdf (OF 30,195)

12.o Amended Approval of Agreement for Special Services with Perkins Eastman DPC

That the Board of Education approve the agreement with Perkins Eastman DPC for the Facilities Master Plan, effective February 3, 2023, not to exceed $538,600 (40.0-00000.0-00000-81000-5850-7400000), and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

Perkins Eastman - Amended Facility Master Plan.pdf (OF 30,196)

12.p Approval of Agreement for Professional Services, Lozano Smith (General Fund/Bond Fund)

That the Board of Education approve an agreement between the Burbank Unified School District and Lozano Smith, Attorneys at Law, to provide specialized legal services in the area of facilities and construction, effective, July 1, 2023 through June 30, 2024, not to exceed $200,000 (01.0-00000.0-00000-72000-5820-7401000) (General Fund) and (21.0-00000.0-00000-85000-5820-7400000) (Bond Fund) and (01.0-65000.0-50010- 21000-5820-7440000) (Special Education Fund), and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

Lozano Smith 2023-24.pdf (OF 30,197)

12.q Approval of Agreement for Professional Services, TLC Auctions

That the Board of Education approve the agreement between Burbank Unified School District and TLC Auctions, for the disposal of surplus materials and equipment, effective July 1, 2023 through June 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD— 3314, as presented.

TLC Auctions - Surplus Agreement 23-24.pdf (OF 30,198)

12.r Approval of Contract with the Los Angeles County Office of Education (LACOE) for the Data Processing Services, Labor Distribution and Fringe Employer Contribution and Employee Database Information Contract

That the Board of Education approve an agreement between Burbank Unified School District and Los Angeles County Office of Education (LACOE) for the capability of downloading payroll information, effective July 1, 2023 through June 30, 2024, not to exceed $6,500 (01.0-00000.0-00000-77000-5890-0000000), and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

LACOE - Labor Distribution 2023.24.pdf (OF 30,199)

12.s Approval of Master Contract Renewal for Nonpublic, Nonsectarian Schools and Agencies

That the Board of Education approve the Master Contracts and service agreements for special education students, to be provided by the indicated nonpublic, nonsectarian schools and agencies (01.0-65000.0-57601-11800-5810-7440000, 01.0-65460.0-57601-11800-5810-7440000, 01.0-65000.0-57601-11804-5810-7440000, 01.0-33270.0-57601-11800-5810-7440000), effective July 1, 2023 through June 30, 2024, and that authority to sign the contracts be exercised pursuant to BUSD-AR 3314, as presented.

SPED Master Contract Renewal for Nonpublic, Nonsectarian Schools and Agencies.pdf (OF 30,200)

12.t Ratification of Addendum to Agreement for Audit Services, CliftonLarsonAllen

That the Board of Education ratify the addendum to the agreement between the Burbank Unified School District and CliftonLarsonAllen LLP, to perform specific additional services, effective May 19, 2023 through June 30, 2024, not to exceed $16,000 (01.0-00000.0-00000-71900-5820-7401000), and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

CLA Stevenson New Construction Audit.pdf (OF 30,201)

12.u Ratification of Award of Contract to GA Technical Services, Inc. for RFB 2122-008 E-Rate Structured Cabling Project (School Funds)

That the Board of Education ratify the award of contract to GA Technical Services, Inc., not to exceed $57,200 (01.0-90904.0-00000-85000-6249-4328100) (School Funds), and

that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Ratification_AOC_GA Technical_Cabling Project_JBHS_060123.pdf (OF 30,202)

12.v Ratification of Agreement for Professional Services, EMS LINQ, LLC. (Cafeteria Fund)

That the Board of Education ratify the agreement between the Burbank Unified School District and EMS LINQ, LLC to provide its point of purchase meal tracking system, effective September 1, 2022 to July 31, 2023, not to exceed $33,000 (61.0-53100.0-00000-37000-5840-7490000), and that authority to sign the contract pursuant to BUSD-AR 3314, as presented.

EMS LINQ, LLC (1).pdf (OF 30,203)

12.w Approval of Piggybackable Contracts for Equipment, Materials and Services 2023-2024

That the Board of Education approve piggybackable contracts for the purchase of equipment, materials, and services for the 2023-2024 school year, as presented.

Piggybackable Contracts 2023-24.pdf (OF 30,204)

12.x Approval of Agreement for Professional Services (Human Resources)

That the Board of Education approve the Agreement for Professional Services between the Burbank Unified School District and Frontline to provide employee absence management and substitute placement for classified and certificated employees, effective July 1, 2023 through June 30, 2024, not to exceed $31,184.98 (01.0-00000.0-00000-72000-5840-7401000) and that authority to sign the Agreement for Professional Services be exercised pursuant to BUSD – AR 3314, as presented.

Agenda Report - Frontline 2023.pdf (OF 30,205)

12.y Approval of Award of Contract, Southland Inc., Bid 2223-020 Roof Repair and Restoration in Gymnasium, John Burroughs High School (Routine Restricted Maintenance)

That the Board of Education award a contract between Burbank Unified School District and Southland Roofing Inc. for Bid 2223-0205 Roof Repair and Restoration for the Gymnasium at John Burroughs High School, effective June 2, 2023 through June 1, 2024, not to exceed $168,500 (01.0-81500-0-00000-85000-6250-752-3100) Routine Restricted Maintenance, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

6-1 AOC_Southland_JBHS_RRM.pdf (OF 30,206)

12.z Approval of Award of Contract, Garland/DBS Inc. (GDI)., Materiel for Roof Repair and Restoration in Gymnasium, John Burroughs High School (Routine Restricted Maintenance)

That the Board of Education approve the award of contract between Burbank Unified School District and Garland/DBS Inc. (GDI), Materiel for Roof Repair and Restoration in Gymnasium, John Burroughs High School, effective June 1, 2023 through June 30, 2024, not to exceed $235,916.72 (01.0-81500-0-00000-85000-6250-752-3100) Routine Restricted Maintenance, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

6-1 AOC_Garland__JBHS_RRM.pdf (OF 30,207)

12.aa Agreement for Professional Services Protocol Nursing Agency

That the Board of Education approve the Agreement between the Burbank Unified School District and Protocol Agency, Inc. to provide qualified Nursing staff for supplemental assignments to the District, effective June 2, 2023, not to exceed $35,000 (01.0-015000.0-00000-31400-5850-7420000) and that the authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

Protocol Agency Consultant Agreement 6 1 23.pdf (OF 30,208)

12.ab Approval of Award of Contract to AMS.NET for the Data Center Refresh (Bond Fund)

That the Board of Education approve an award of contract to AMS.NET, not to exceed $620,366, including a 10% contingency amount (21.0-00000.0-00000-85000-6249-7401000) (Bond Fund), effective June 1, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Approval_AOC_AMS.NET_Data Center Refresh_060123.pdf (OF 30,209)

12.ac Approval of Amended Consultant Agreement for Rooted Leadership

That the Board of Education approve an amended Consultant Agreement between Burbank Unified School District and Rooted Leadership to provide instructional consultant services, effective October 7, 2022 through June 30 2023, in the amount of $28,625 (01.0-01500.0-00000-21400-5810-7422040 and 01.0-01500.0-00000-31200-5810-7422040), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Amended Rooted Leadership 060123_Redacted.pdf (OF 30,210)

12.ad Commendatory Resolutions for Approval

That the Board of Education adopt the Commendatory Resolutions for approval in appreciation of service to the students and employees of the Burbank Unified School District, as presented.

It was moved by Emily Weisberg, and seconded by Armond Aghakhanian, that the Board of Education accept items 12a through 12ad as recommended. The motion carried unanimously.

13. REQUESTS TO ADDRESS THE BOARD

Joel Schlossman, community member, asked President Ferguson to call My Burbank as the phone works both ways and asked him not to be vindictive. He asked him to reach out to Craig Sherwood from My Burbank.

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.

Superintendent Hill did not have further comments.

13.c Board Members' Comments and Responses

Board Members will respond to public comment and will comment on items of interest to the community.

There were no responses from Board Members.

14. ADJOURNMENT

The meeting was adjourned at 9:50 p.m.

MINUTES APPROVED:

_____
MATTHEW HILL, SUPERINTENDENT
SECRETARY OF THE BOARD

6/20/2024
_____
DATE

_____
ARMOND AGHAKHANIAN, CLERK

**UNADOPTED MINUTES OF THE BOARD OF EDUCATION**
**BURBANK UNIFIED SCHOOL DISTRICT**

**June 7, 2023**

District Office Boardroom
1900 W. Olive Avenue
Burbank, California, 91506

MEMBERS PRESENT:
Steve Ferguson
Emily Weisberg
Armond Aghakhanian (Arrived at 8:10)
Abby Pontzer Kamkar
Charlene Tabet

Also present was Matt Hill, Superintendent.

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order at 8:00 p.m. by President Ferguson. President Ferguson led the Pledge of Allegiance.

2. REQUESTS TO ADDRESS THE BOARD

2.a Public Communications on Closed Session Agenda Items

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.

Cheryl Williams Corey, community member, requested information regarding the Horace Mann Project. She asked for the timeline, including when it will start and asked how she can provide input. She had a concern with traffic in the area.

Superintendent Hill noted that there will be a Master Plan looking into housing. He indicated that they would be looking into feasibility to construct teacher housing, which will include public outreach and communication.

2.b Board Members' Responses

Vice President Weisberg explained that the District is trying to have incentives for keeping qualified staff, in which they would like to offer affordable housing. She encouraged Cheryl Williams Corey to reach out to the Board and that she does not have to wait for a board meeting.

Member Pontzer Kamkar stated that the District will receive a final product for a Master Plan and that there would be a study session for this item.

Member Tabet encouraged Cheryl Williams Corey to reach out. She noted that it is not a project yet, only a quest. The major focus of the study is on the needs of schools.

President Ferguson stated that the school is under-utilized as a property. He explained that the District is having a hard time attracting staff, including teachers and custodians. He indicated that the District did not hand out flyers and that they came from members of the community in some areas.

3. CLOSED SESSION

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

3.b Conference with Labor Negotiator, Pursuant to Government Code §54957.6

Agency Negotiator: Sarah Niemann Employee Organization: California School Employees Association (CSEA) Chapter 674

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

3.d Public Employee Performance Evaluation Pursuant to Government Code §54957

Title: Superintendent of Schools

4. RECONVENE IN PUBLIC SESSION AND ADJOURNMENT

The Board of Education did not reconvene in Public session.

5. REPORTING ON CLOSED SESSION

6. ADJOURNMENT

The meeting was adjourned at 11:19 p.m.

MINUTES APPROVED:

_____
MATTHEW HILL, SUPERINTENDENT
SECRETARY OF THE BOARD

6/20/2024
_____
DATE

_____
ARMOND AGHAKHANIAN, CLERK

**UNADOPTED MINUTES OF THE BOARD OF EDUCATION**
**BURBANK UNIFIED SCHOOL DISTRICT**

**June 15, 2023**

Burbank City Hall
275 E. Olive Avenue
Burbank, California

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

Also present were John Paramo, Assistant Superintendent, Educational Services; Sharon Cuseo, Assistant Superintendent, Instructional Services; Sarah Niemann, Assistant Superintendent, Human Resources; Andrew Cantwell, Assistant Superintendent, Administrative Services.

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/TBfTzjuLMyTBM6cm7 before 3pm on Wednesday, June 14th. 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

3.a Expelled Student 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 Student 960033703, as presented in Confidential Exhibit 3a.

3.b Conference with Legal Counsel - Existing Litigation Pursuant to Government Code §54956.9 (b)(1) and (b)(3)(A)

Final Settlement Agreement for Special Education Students 960026730, 960026731 and 960029506

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

3.d Public Employee Appointment/Employment Pursuant to Government Code section 54957

Public employee appointment/employment Title: Acting Superintendent

3.e Conference with Labor Negotiator Pursuant to Government Code section 54957.6

Name of negotiator: Board President Unrepresented employee: Acting Superintendent

4. RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE

The Board reconvened in Public Session at 7:36 p.m. Roberta Reynolds, Former Board President, led the Pledge of Allegiance.

5. REPORTING ON CLOSED SESSION

With regard to item 3a, the Board of Education voted to approve the acceptance of written determination regarding the readmittance of student 960033703 based on the completion of the rehabilitation plan. It was moved by Pontzer Kamkar, seconded by Tabet and carried unanimously. On Item 3c the Board of Education met in closed session and voted to approve the acceptance of written determination and decision for employee CL0047-23. It was moved by Aghakhanian, seconded by Ferguson and carried unanimously. The Board of Education met in closed session and voted to approve the acceptance of written determination and decision for employee CT0136-22. It was moved by Weisberg, seconded by Aghakhanian and carried unanimously. The Board of Education met in closed session and voted to approve the acceptance of written determination and decision for employee CL0042-23. It was moved by Tabet, seconded by Pontzer Kamkar and carried unanimously. With regard to item 3b, the Board of Education voted to approve the Final Settlement agreement for Special Ed students 960026730, 960026731 and 960029506. It was moved by Pontzer Kamkar, seconded by Weisberg and carried unanimously.

The Board of Education took action to terminate the contract with Superintendent Hill without cause pursuant to Section 18e of the contract effective June 30, 2023 in accordance with a separation agreement with Superintendent Hill. Under the separation agreement, he will receive the equivalent of 12-months based salary within 60 days of the effective date of the separation agreement and will be entitled to continued health benefits for 12 months. He will be departing with the District on June 30, 2023. The District wished Matt Hill well in his future endeavors and thanked for his service and accomplishments on behalf of the District during his tenure. The Board voted unanimously to appoint John Paramo to serve as Acting Superintendent. President Ferguson thanked cabinet members and staff.

6. ADJUSTMENTS TO THE AGENDA

There were no adjustments to the agenda.

7. ITEMS FOR FUTURE AGENDAS

Vice President Weisberg requested a discussion of the Horace Mann teacher housing item. She stated that there is an enormous amount of misinformation and that it is important to dedicate more time to clarify correct information.

President Ferguson requested a study session for the Horace Mann teacher housing item instead of a five-minute discussion.

8. REPORTS FROM THE BOARD

No reports were given to the Board.

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.

Olga Rodriguez, community member, spoke regarding the development of subsidized housing. She indicated that traffic is bad in the area and that it would change the environment in the community.

Annie Markarian, community member, spoke regarding the development of subsidized housing. She stated that government code section 659147 was passed into law, which allows the District to bypass zoning requirements. She addressed Member Pontzer Kamkar, Member Tabet and President Ferguson regarding comments made during the Board of Education meeting on June 1, 2023. She requested that they cancel the contract with Perkins Eastman.

Joel Schlossman, community member, addressed President Ferguson and the Board regarding the leadership under Superintendent Hill and the appointment of John Paramo as Superintendent. He noted that last year, they voted to retroactively pay Superintendent Hill and renew his contract, which he suggested is problematic.

Dave Kemp, community member, addressed the Board and stated that they made a tough decision. He indicated his support of the appointment of John Paramo as Interim Superintendent. He congratulated John Paramo and expressed that he believes that John is the right person to heal the District. He asked that the Board set their Goals to be creative in order to help the Board move forward in a positive direction.

Debbie Kukta, community member, read portions of an open letter that she wrote to the Board, Matt Hill and Andrew Cantwell regarding item 10a. She explained that the AB1200 is to report the cost implications of negotiated settlements before approving employee contracts. She stated that the fiscal services department is not receiving the consistent ongoing support needed.

Colin Kaye, community member, indicated that his neighbors around Horace Mann are upset due to the development of subsidized housing.

Alex Cain, community member, thanked the Board for their service. She brought up the Horace Mann development and explained how it will affect the neighborhood in the future.

Lisa Markarian, community member, spoke regarding the development of subsidized housing at Horace Mann. She insisted that the Board of Education did not make an effort to notify the public and community members regarding their plan. She stated that they oppose the development and asked that they engage the community before taking any further action.

Arpine Markarian, community member, objected the High Density Housing Assessment and listed the reasons why she objects to the development of subsidized housing at Horace Mann. She asked that the District stop wasting money for a project that does not make sense and does not work.

Lynn Wetherwax, community member, indicated that she opposes the development of subsidized housing. She explained that there are a lot of accidents happening on those streets. The community wants to live in a nice and calm environment. She asked if they have surveyed the teachers to ask if they need to live in these homes.

Alice Hanson, community member, voiced her concerns regarding the development of subsidized housing at Horace Mann.

Debi Waldman, community member, indicated her concerns regarding the development of subsidized housing for Horace Mann. She noted that there has to be a better place for the project.

Levon Isadzhanyan, community member, stated that he is against the development of subsidized housing at Horace Mann.

Carlos de Varona spoke up against the plan for development of subsidized housing for Horace Mann. He asked the Board to drive around the area to look at the site and think of what it would be like with 120 units.

Xavier Baldwin, community member, expressed his opposition for the development of subsidized housing at Horace Mann. He indicated that his fire insurance has increased and that he doesn't want this project to impact that further. He asked the Board of Education to not proceed with this project.

Jack, community member, indicated his concern about the development of subsidized housing at Horace Mann. He stated that there are simple solutions to some issues, including providing a shuttle to the Metro. He asked that the Board of Education go back to the drawing board.

Nicole Drabecki, BUSD staff and BTA president, addressed the Board of Education and staff and expressed that she is looking forward to collaborating with them. She stated that she will continue to work to ensure that BTA member and student needs are represented fairly and effectively.

Ani Gafafyan, community member, expressed her concerns about the development of subsidized housing and asked that the money go to raises and not housing.

Kathy Sessinghaus, community member, expressed that there is a lack of internal district support, which resulted in her early retirement.

Ashot Gafafyan, community member, spoke against the development of subsidized housing at Horace Mann. He asked for details in regards to the housing including who will live there, will there be background checks, who will oversee the project and how will it be fair for everyone.

Peach Dartyan, community member, commented on the residents who oppose the development of subsidized housing and referenced the safety around the school district. She stated that there have been multiple hit and run incidents at the schools and asked why there are no cameras around the school sites.

Jerry Mullady, BUSD staff, stated that teachers asked for an educator to be Superintendent. He explained that children have a right not to stand up for the pledge of allegiance. He stated that he finds it embarrassing that we have banned books because someone feels uncomfortable.

Mayor Constantine Anthony addressed the concerns of the residents and the development of subsidized housing. He shared his support of the change in the City and indicated that they will work together and get through it. He congratulated Nicole Drabecki for her election.

9.b Superintendent's Responses

The Superintendent, will respond to public comment and will comment on items of interest to the Board of Education and community.

John Paramo responded to the residents and thanked them for coming. He referenced the special study session and will withhold his comments about Horace Mann until then. He thanked Debbie Kukta for coming. He addressed Nicole Drabecki and expressed that he is looking forward to working with her. He thanked Dave Kemp and indicated that his words meant a lot to him. He addressed the Board and stated that he will serve in any way to keep the District moving forward.

9.c Board Members' Responses

Board Members will respond to public comment and will comment on items of interest to the community.

Member Pontzer Kamkar thanked John Paramo for stepping in. She addressed those who spoke about the development of subsidized housing and indicated that they will have a study session to address their concern.

Member Tabet addressed the speakers who spoke about the development of subsidized housing for Horace Mann. She explained that she is aware of the traffic issue. She stated that the Facilities Master Plan is not for subsidized housing at Horace Mann but for the school sites. She thanked John Paramo for stepping up and noted that she is looking forward to working with the entire staff.

Clerk Aghakhanian explained that as a home owner, he understands their concern. He indicated that there is no project in place as they are just assessing the property. He congratulated John Paramo for stepping up and thanked Dave Kemp for attending and speaking.

Vice President Weisberg addressed the reason why she does not stand for the pledge of allegiance. She thanked Nicole Drabecki and stated that there is no one she would rather work with. She addressed the speakers who came regarding their concerns about the development of subsidized housing at Horace Mann and indicated that they will have an opportunity to discuss the issue further during the study session. She encouraged them to reach out to the Board with their concerns. She addressed Kathy Sessinghaus and stated that she will email her to connect. She thanked Debbie Kukta and Dave Kemp for coming down. She thanked staff and thanked Sarah Niemann for her work, for her guidance and for doing the work behind the scenes.

President Ferguson addressed the speakers who spoke regarding the development of subsidized housing for Horace Mann. He congratulated Nicole Drabecki and thanked Debbie Kukta for coming down. He thanked Kathy Sessinghaus and former Board Member Dave Kemp. He addressed the speakers who spoke about Horace Mann and stated that he cares about the 91504 neighborhood. He requested that if there are any other plans besides a Feasibility Study, the community members receive a notification a month in advance. He explained housing laws imposed by the state. He addressed Sarah Niemann and shared that she was a leader during a hard

time, the pandemic. He thanked her and thanked John Paramo. He honored retirees, including Diana Abasta and Christopher Mitchell.

10. REPORTS TO THE BOARD

10.a Disclosure of Accounting Error and Budget Update

Andrew Cantwell, Assistant Superintendent, Administrative Services, will disclose an Accounting error and will provide a Budget Update, as presented.

Andrew Cantwell, Assistant Superintendent, Administrative Services reported on the Accounting error and provide a Budget Update.

Disclosure of Accounting Error and Budget Update.pdf (OF 30,211)

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. President Ferguson requested to authorize that he and Member Pontzer Kamkar serve on a committee that develop a review of what happened and to direct the Acting Superintendent to create a communications plan and send out communication to the public of the review.

10.b First Reading of the 2023-2024 Burbank Unified School District Local Control Funding Formula (LCFF) and Local Control and Accountability Plan (LCAP)

Peter Knapik, Director of Elementary Education, and Robyn Anders, Coordinator of Instructional Technology will report on the 2023-2024 Burbank Unified School District's Local Control and Accountability Plan (LCAP), as presented.

Peter Knapik, director of Elementary Education, and Robyn Anders, Coordinator of Instructional Technology reported on the 2023-2024 Burbank Unified School District's Local Control and Accountability Plan (LCAP).

LCAP First Reading 6 15 23 PK.pdf (OF 30,212)

11. PUBLIC HEARING - Approximately 10:01 p.m.

11.a Public Disclosure of the 2023-2025 Negotiated Successor to the Agreement between the Burbank Unified School District and the Burbank Teachers Association (BTA), in Accordance with AB1200 (Chapter 1213/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5

The Board of Education will hold a Public Hearing, in compliance with provisions of AB1200 (Chapter 1213/Statutes 1992), AB 2756 (Chapter 52/Statutes 2004) GC 3547.5 to allow the public an opportunity to comment regarding the 2023-2025 Negotiated Successor to the Agreement between the Burbank Unified School District and the Burbank Teachers Association, as presented.

Joel Schlossman, community member, addressed the Board of Education and requested that they not be deceptive with teacher pay numbers. He asked for clarification with regard to teaching contributions for their retirement plan.

AB1200 - Public Hearing.pdf (OF 30,213)

11.b Public Hearing on the 2023-2024 Local Control and Accountability Plan (LCAP) and Budget

The Board of Education will conduct a public hearing to receive input from any interested parties on the District's 2023-2024 Local Control and Accountability Plan (LCAP) and Budget which have been made available for public review prior to the Board meeting per Education Code Section 42103 and 52062, as presented.

LCAP Proposed Budget 2023-24 Public Hearing.pdf (OF 30,214)

11.c First Reading of the District's 2023-2024 Proposed Budget

Andrew Cantwell, Assistant Superintendent, Administrative Services, will report on the first reading District's 2023-2024 Proposed Budget, as presented.

Andrew Cantwell, Assistant Superintendent, Administrative Services reported on the first reading of the District's 2023-2024 Proposed Budget.

Proposed Budget 2023-24 First Reading Public Hearing.pdf (OF 30,215)

11.d Report on Excess Reserves

Andrew Cantwell, Assistant Superintendent, Administrative Services, will report on the Ending Fund Balance in Excess of reserve for economic uncertainties (REU), as presented.

Andrew Cantwell, Assistant Superintendent, Administrative Services reported on the Ending Fund Balance in Excess of Reserve for Economic Uncertainties.

Excess Reserves - Ending Fund Balance.pdf (OF 30,216)

11.e Report on the Education Protection Account (EPA) 2023-24

Andrew Cantwell, Assistant Superintendent, Administrative Services, will report on the Education Protection Account (EPA) 2023-24, as presented.

Andrew Cantwell, Assistant Superintendent, Administrative Services reported on the Education Protection Account 2023-2024.

BAI EPA Hearing 2023-24.pdf (OF 30,217)

11.f Public Hearing of the District's Initial Proposal for the 2023 - 2024 Amendment to the Current Collective Bargaining Agreement with the California School Employees Association (CSEA), Chapter 674

The Board of Education will hold a public hearing to allow public comment regarding the 2023-2024 Initial Bargaining proposal to the California School Employees Association, Chapter 674, as presented.

Sunshine CSEA Public Hearing.pdf (OF 30,218)

Joel Schlossman asked the Board to spend less than what they have. He stated that there would be more money for the contract if they had spent less.

12. NEW AND/OR UNFINISHED BUSINESS

12.a Adoption of Resolution 33 Regarding the Education Protection Account (EPA) 2023-2024

That the Board of Education adopt Resolution 33 regarding the Education Protection Account (EPA) 2023-2024 for the portion of the state aid (Local Control Funding Formula (LCFF) Funds) identified as the EPA, be spent on the current costs of certificated teacher salaries and benefits, as presented.

Resolution 33 EPA Adoption 2023-24.pdf (OF 30,219)

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.

12.b Adoption of Resolution 34 Regarding the Classification of Fund Balances in Governmental Funds

That the Board of Education adopt Resolution 34 regarding the Classification of Fund Balances in Governmental Funds to establish committed reserves for the purpose of negotiated on and off-schedule salary increases, and the cost of a $1,000 increase to the health and welfare cap as presented.

Resolution 34 - Commitment of Fund Balances.pdf (OF 30,220)

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.

12.c Approval of the 2023-2025 Negotiated Successor to the Agreement between the Burbank Unified School District and the Burbank Teachers Association (BTA), in Accordance with AB 1200 (Chapter 1213/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5

That the Board of Education approve the 2023-2025 Negotiated Successor to the Agreement between the Burbank Unified School District and the Burbank Teachers

Association (BTA), in Accordance with AB1200 (Chapter 1213/Statutes 1994), AB 2756(Chapter 52/Statutes 2004), GC 3547.5, as presented.

AB1200 - Approval.pdf (OF 30,221)

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.

12.d Approval of the District's Initial Proposal for the 2023-2024 Amendment to the Current Collective Bargaining Agreement with the California School Employees Association (CSEA), Chapter 674

That the Board of Education approve the District's 2023 – 2024 Initial Bargaining proposal with the California School Employees Association, Chapter 674, as presented.

BUSD Approval - CSEA.pdf (OF 30,222)

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.

12.e Acceptance of the California School Employees Association (CSEA), Burbank Chapter 674, Initial Proposal for Bargaining a 2023- 2024 Amendment to the Current Agreement with the Burbank Unified School District

That the Board of Education, accept the CSEA, Burbank Chapter 674, Initial Proposal for Bargaining a 2023 –2024 Amendment to the current Agreement with the Burbank Unified School District, as presented.

CSEA Acceptance.pdf (OF 30,223)

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.

12.f Ratification of Agreement Between the Burbank Unified School District and the Department of Justice for Professional Fingerprinting Services (Human Resources)

That the Board of Education approve the Ratification of Agreement Between the Burbank Unified School District and the Department of Justice for Professional Fingerprinting Services (Human Resources), effective May 19, 2023 through June 30, 2024, not to exceed $15,000.00 per year (01.0-00000.0-00000-72000-5860-755-2000-000) and that authority to sign the Agreement for Professional Services be exercised pursuant to BUSD – AR 3314, as presented.

Ratification - Professional Fingerprinting Services FINAL.pdf (OF 30,224)

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.

12.g Adoption of Elementary Science Textbook Delta Education FOSS Next Generation (Lottery Textbook Fund)

That the Board of Education adopt the Delta Education FOSS textbook and materials, not to exceed $1,197,383.51 (01.0-63000-0-11100-10000-4110-742-9000 Lottery textbook funds), as presented.

Science Textbook Adoption 061523.pdf (OF 30,225)

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

12.h 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.

Gift Report 6.1.23.pdf (OF 30,226)

It was moved by President Ferguson, and seconded by Abby Pontzer Kamkar, that the Board of Education approve the item as amended. The motion carried unanimously. Based on new language used for coaching stipends, item d in the Gift Report will be removed. President Ferguson requested that staff bring item d in the Gift Report to a future meeting.

13. CONSENT AGENDA

13.a Action on Student Readmittance

The Board of Education will take action in public session on the readmittance recommendation by the Transfer Review committee for Student 960033703 as presented in Confidential Exhibit 3a.

13.b Approval of Minutes

The Superintendent, recommends that the Board of Education approve the minutes of the Special Meeting of February 2, 2023, as presented.

Minutes.02.02.23.pdf (OF 30,227)

13.c Approval of Personnel Report Number 22-23-20

That the Board of Education approve Personnel Report number 22-23-20, covering Certificated and Classified personnel, and consisting of Pages 1 to 36 inclusive, as presented.

Personnel Report June 15 - FINAL.pdf (OF 30,228)

13.d 2022-2023 Purchase Order Report

That the Board of Education approve Purchase Orders for 2022-2023 as listed through May 22, 2023, as presented.

2022-2023 PURCHASE ORDER REPORT.pdf (OF 30,229)

13.e Approval of Warrants

That the Board of Education approve payroll warrants in the total amount of $7,785,971.14 and commercial warrants in the total amount of $1,046,652.43, as presented.

Warrants.pdf (OF 30,230)

13.f 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_redacted 061523.pdf (OF 30,231)

13.g Amended Agreement for Professional Services (Special Education)

That the Board of Education amend 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 $175,536 (01.0-65000.0-57602-11900-5850-7440000), effective November 28, 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 January 19, 2023 for a total not to exceed $149,350.50. This amendment extends the end date from May 25, 2023 to July 13, 2023. This amendment also increases the total by $26,185.50.

SPED Professional Services Quest Therapy Group_Amendment.pdf (OF 30,232)

13.h Ratification of Reimbursement to Parent for Transportation (Special Education)

That the Board of Education, ratify mileage reimbursement to the parents of Special Education Student 960013999 to transport student from home to the Non Public School (NPS), per IEP, not to exceed $12,052 (01.0-65000.0-50010-36000-5813-7440000), effective June 5, 2023 through June 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960013999_Parent Reimbursement.pdf (OF 30,233)

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

That the Board of Education approve the agreement between the Burbank Unified School District and Dr. Al Melaragno to provide authorized signatures for occupational therapy medical logs, as authorized by Education Code Section 17596, effective July 1, 2023

through June 30, 2024, not to exceed $2,000 (01.0-05640.0-57500-31400-5880-7448000), and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented.

SPED Professional Services Dr. Al Melaragno.pdf (OF 30,234)

13.j Approval of Agreement for Professional Services (Special Education)

That the Board of Education approve an agreement between the Burbank Unified School District and Hathaway Sycamores, to provide Educationally Related Mental Health services for special education students at Magnolia Park School, not to exceed $205,175.25 (1.0-33270.0-57601-11800-5810-7440000 = $172,241 and 01.0-65460.0-57601-1180-5810-7440000 = $32,934.25) Effective July 1, 2023 through June 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Hathaway-Sycamores.pdf (OF 30,235)

13.k Approval of Agreement for Professional Services (Special Education)

That the Board of Education approve an agreement between the Burbank Unified School District and Sign Up Interpreting Services, LLC, to provide interpreting and translation for Burbank students, not to exceed $800,000 (01.0-65000.0-57602-11901-5850-7440000), effective July 1, 2023 through June 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Sign Up Interpreting Services.pdf (OF 30,236)

13.l Approval of Agreement for Professional Services (Special Education)

That the Board of Education approve an agreement between the Burbank Unified School District and Debra Rondeau, to provide services and assessments for students with orthopedic impairments, not to exceed $7,000 (01.0-65000.0-57602-11900-5850-7440000), effective July 1, 2023 through June 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Deborah Rondeau.pdf (OF 30,237)

13.m Approval of Agreement for Professional Services (Special Education)

That the Board of Education approve an agreement between the Burbank Unified School District and Kids Physical Therapy, Inc., to provide physical therapy services for Burbank special education students, not to exceed $178,640 (01.0-65000.0-57602-11900-5850-7440000), effective July 1, 2023 through June 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Kids Therapy.pdf (OF 30,238)

13.n Approval of Agreement for Professional Services (Special Education)

That the Board of Education approve an agreement between the Burbank Unified School District and LRA Interpreters, Inc., to provide interpreting and translation services for Burbank special education students, not to exceed $150,000 (01.0-65000.0-57602-11901-5850-7440000), effective July 1, 2023 through June 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services LRA Interpreters.pdf (OF 30,239)

13.o Action on Final Settlement Agreement (Special Education)

That the Board of Education approve Final Settlement Agreement for Special Education Student 960029506, not to exceed $43,600, (01.0-65000.0-50010-36000-5813-7440000), effective August 1, 2022 through August 1, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960029506 Settlement Agreement.docx.pdf (Confidential Exhibit, OF 30,240)

13.p Action on Final Settlement Agreement (Special Education)

That the Board of Education approve Final Settlement Agreement for Special Education Student 960026730, at no cost to District, (01.0-65000.0-50010-36000-5813-7440000), effective May 18, 2023 through December 31, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960026730 Settlement Agreement.docx.pdf (Confidential Exhibit, OF 30,241)

13.q Action on Final Settlement Agreement (Special Education)

That the Board of Education approve Final Settlement Agreement for Special Education Student 960026731, at no cost to District, (01.0-65000.0-50010-36000-5813-7440000), effective May 18, 2023 through December 31, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960026731 Settlement Agreement.docx.pdf (Confidential Exhibit, OF 30,242)

13.r Amendment of Agreement for Professional Services (Special Education)

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 December 31, 2023.

SPED Student 960005556 Professional Tutors_Amendment.pdf (OF 30,243)

13.s Approval to Establish Imprest Fund

That the Board of Education approve the establishment of the Imprest Fund due to new hire, retirement or change in assignment, as presented.

Imprest Accounts Establishment - JBHS, Huerta.pdf (OF 30,244)

13.t Approval of 2023-2024 Budget Calendar

That the Board of Education approve the budget calendar for the 2023-2024 fiscal year, as presented.

23-24 Budget Calender.pdf (OF 30,245)

13.u Approval of Agreement for Bond Accounting Software, California Financial Services (CFS) (Bond Fund)

That the Board of Education approve the agreement between Burbank Unified School District and California Financial Services (CFS) for the KeyAnalytics Services system effective July 1, 2023 through June 30, 2024, not to exceed $75,000 per year (21.0-00000.0-92000-85000-5840-7400021), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

CFS Agreement 2023-24.pdf (OF 30,246)

13.v Approval of District Memberships 2023-2024

That the Board of Education approve the memberships in professional organizations for the 2023-2024, as presented.

District Memberships 2023-24.pdf (OF 30,247)

13.w Approval of Service Agreement with Cybersoft (PrimeroEdge)

That the Board of Education approves the service agreement between Burbank Unified School District and Cybersoft, for online meal payment processing, effective July 1, 2023, and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

CybersoftAgreement 6.15.23.pdf (OF 30,248)

13.x Approval of Contract Extension for Bid # 1920-025, Transportation Services with First Student Inc.

That the Board of Education approve the contract extension for Bid # 1920-025, for professional services between Burbank Unified School District and First Student, Inc., to provide pupil transportation services, effective July 1, 2023 through June 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

First Student Contract Extension 6.15.23.pdf (OF 30,249)

13.y Approval of Amended Consultant Agreement for California Weekly Explorer, Inc.

That the Board of Education approve an amended Consultant Agreement between Burbank Unified School District and California Weekly Explorer, Inc. to provide instructional consultant services, effective April 25, 2023 through April 28, 2023, in the amount of $4,000 (01.0-90201.0-11100-10000-5810-2158700), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Amended Agmt CA Weekly 061523.pdf (OF 30,250)

13.z Approval of Contracts with Emerald Cove Outdoor Science Institute, High Trails Outdoor Science School, Pali Institute, and Thousand Pines Outdoor Educators

That the Board of Education approve the contract with Emerald Cove Outdoor Science Institute, High Trails Outdoor Science School, Pali Institute, and Thousand Pines Outdoor Educators effective September 1, 2023, through June 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

OSS Contracts 2023-24- Em D McK M St H W-6.15.pdf (OF 30,251)

13.aa Amendment 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 (Joint Use/Bond Fund)

That the Board of Education amend the agreement 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 $25,915 (21.3-00000.0-91001-85000-6170-431-0000) Bond Fund, (01.0-81500.0-00000-85000-6170-7523300) Joint Use Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

6-15 Amend_Pilgrim_BHS_Bond.pdf (OF 30,252)

13.ab Notice of Completion, H&S Electric Inc., Electrical & Low Voltage, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)

That the Board of Education accept the following as completed: H&S Electric Inc. for Electrical & Low Voltage for the Two-Story Modular Building Project at Walt Disney Elementary School, not to exceed $314,227.19 (21.3-00000-0-91008-85000-6230-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

6-15 NOC_H&S Electric_Disney_Bond.pdf (OF 30,253)

13.ac Notice of Completion, Professional Turf Specialties, Inc., Re-Surfacing of Bullpens at George Izay Park Utilized by John Burroughs High School Softball Team (Joint Use Funds)

That the Board of Education accept the following as completed: Re-Surfacing of Bullpens at George Izay Park Utilized by John Burroughs High School Softball Team, PO#23003618, not to exceed $16,880 (010-81500-0-00000-85000-6170-752-3300) Joint Use Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

NOC_Professional Turf Specialities_George Izay_Joint Use.pdf (OF 30,254)

13.ad Approval for the Manufacturer Pre-Check (PC) Drawing Specs Pre-Approval for DSA, PW Athletic MFG, Walt Disney Elementary (Bond Fund)

That the Board of Education approve the Manufacturer Pre-Check (PC) Drawing Spec Pre-Approval for DSA, PW Athletic MFG for Walt Disney Elementary School, effective June 16, 2023 through June 15, 2024, not to exceed $900 (21.3-00000.0-91008-85000-5880-2010000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

6-15 AOC_PW_Disny_Bond.pdf (OF 30,255)

13.ae Approval of Professional Services Agreement, Cannon Design Architects, Architectural and Engineering Services for the Ball Wall, Walt Disney Elementary (Bond Fund)

That the Board of Education approve a Professional Services Agreement between Burbank Unified School District and Cannon Design Architects for the Architectural and Engineering Services for the Ball Wall, Walt Disney Elementary, effective June 16, 2023 through June 15, 2024, not to exceed $15,016 (21.3-00000.0-91008-85000-6205-20100000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

6-15 AOC_CANNONDESIGN_Disney_Bond.pdf (OF 30,256)

13.af Approval to Close Imprest Fund

That the Board of Education approve the closure of the Imprest Funds due to separation from the District, retirement or change in assignment, as presented

Imprest Acct Closure - JBHS, Huerta, Providencia.pdf (OF 30,257)

13.ag Authorization Year End Appropriation Transfers 2022-2023

That the Board of Education authorize Appropriation Transfers for 2022-2023 as permitted in Education Code sections 42600 and 42601, as presented.

Year End Approp 22-23 Final.pdf (OF 30,258)

13.ah Approval of School Site and Department Software Licenses and Memberships for 2023 - 2024

That the Board of Education approve the District Software Licenses and Memberships for the 2023-2024 school year, as presented.

Approval_School Site and Department Software Licenses and Memberships for 2023-2024_061523.pdf (OF 30,259)

13.ai Approval of State Awarded CALNET NEXTGEN AT&T Contract for Telecommunication Services

That the Board of Education approve the agreement to transition from CALNET 3 to CALNET NEXTGEN between the Burbank Unified School District and AT&T, effective July 1, 2023 through December 31, 2026, and authority to sign the agreements be exercised pursuant to BUSD-AR 3314, as presented.

CALNET NEXTGEN contract (OF 30,260)

13.aj Approval of Renewal of Agreement for Professional Services with CSM Consulting, Inc, for E-Rate Consulting (Special Reserve Fund)

That the Board of Education approve the renewal of the agreement between Burbank Unified School District and CSM Consulting, Inc., to provide E-Rate consultation services, not to exceed $28,500 (40.0-00000.0-00000-81000-5850-7500000) (Special Reserve Fund), effective July 1, 2023, through June 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

Approval_Renewal Agreement_CSM E-Rate_061523.pdf (OF 30,261)

13.ak Approval of Renewal of Agreement with Lumen Technologies for VoIP SIP Trunk, District-wide (General Fund)

That the Board of Education approve the renewal of the agreement between Burbank Unified School District and Lumen for VoIP SIP Trunk service, not to exceed $20,000 (01.0-00000.0-00000-72000-5910-7401000), (General Fund), effective June 15, 2023, through June 15, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Approval_Renewal Agreement_ Lumen VoIP SIP Trunk_061523.pdf (OF 30,262)

It was moved by Emily Weisberg, and seconded by Armond Aghakhanian, that the Board of Education approve items 13a through 13ak as recommended. The motion carried unanimously.

14. REQUESTS TO ADDRESS THE BOARD

14.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.

Joel Schlossman, community member, addressed the Board and indicated that he is against raising taxes. He suggested to President Ferguson to establish a registry with the City for property owners who want to help civil servants and to offer a tax break for property owners who could rent to civil servants.

Jerry Mullady congratulated Sarah Niemann. He thanked her for reaching out to him during Covid and wished her good luck.

14.b Superintendent's Responses

The Superintendent, will respond to public comment and will comment on items of interest to the Board of Education and community.

John Paramo thanked Jerry Mullady.

14.c Board Members' Comments and Responses

Board Members will respond to public comment and will comment on items of interest to the community.

Clerk Aghakhanian thanked Sarah Niemann and stated that he hopes that she returns and shares her success stories.

Member Tabet addressed Joel Schlossman regarding her vote for the feasibility report and congratulated Sarah Niemann for her new position and thanked her for her years of service.

Vice President Weisberg encouraged people to reach out to them if they have questions.

President Ferguson thanked Jerry Mullady for his comment. He addressed Joel Schlossman and thanked him for contributing ideas.

15. ADJOURNMENT

The meeting was adjourned at 11:04 p.m.

MINUTES APPROVED:

_____
MATTHEW HILL, SUPERINTENDENT
SECRETARY OF THE BOARD

6/20/2024
_____
DATE

_____
ARMOND AGHAKHANIAN, CLERK

**UNADOPTED MINUTES OF THE BOARD OF EDUCATION**
**BURBANK UNIFIED SCHOOL DISTRICT**

**June 22, 2023**

District Office Boardroom
1900 W. Olive Avenue
Burbank, California, 91506

MEMBERS PRESENT:
Steve Ferguson
Emily Weisberg
Armond Aghakhanian (Arrived at 6:06 p.m.)
Abby Pontzer Kamkar

MEMBERS ABSENT:
Charlene Tabet

Also present was John Paramo, Acting Superintendent; Sharon Cuseo, Assistant Superintendent, Instructional Services; Andrew Cantwell, Assistant Superintendent, Administrative Services.

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order at 6:05 p.m. by President Ferguson. President Ferguson led the Pledge of Allegiance.

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/mVra7z24fSuNGvBq6 before 3pm on Wednesday, June 21st. 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.

President Ferguson requested to make a change to the agenda. He indicated that he would like to change item 2a to open public comment session and added item 2d for closed session public comments.

Vice President Weisberg requested to separate public comments into two sessions in the next meeting.

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.

Annie Markarian, community member, requested additional information for the upcoming study session. She gave Board members and staff a packet regarding the Horace Mann development and asked that responses be given before the study session so that the community could meaningfully participate in the meeting.

Joel Schlossman, community member, addressed the change on public comment and stated that the change was to silence the community. He urged for the Board to postpone item 5f and asked for change.

Lisa Markarian, community member, continued discussing the packet regarding the Horace Mann development and asked that they cancel the assessment of housing evaluation.

2.b Staff Responses

The Superintendent, will respond to public comment and will comment on items of interest to the Board of Education and community.

Acting Superintendent John Paramo thanked Lisa and Annie Markarian for speaking and stated that he will work with staff and Board President Ferguson to answer their questions appropriately and in a timely manner.

2.c Board Members' Responses

Board Members will respond to public comment and will comment on items of interest to the community.

Vice President Weisberg thanked Lisa and Annie Markarian for the packet and stated that if they had sent the packet prior to this meeting, they could have answered most of the questions at this meeting. She stated that they brought up excellent questions and that they are not withholding

information but that they do not have a vision or a strategy yet because it is too early to have those conversations. She stated that there is no restriction of communication for public comment but that this is an attempt to keep communication streamline.

Clerk Aghakhanian explained that the Feasibility Study is an assessment for the properties that the District owns. He stated that he would prefer a place where there is more open space. He appreciated the information and feedback given to him.

President Ferguson thanked Lisa and Annie Markarian and stated that the Feasibility Study is looking at all facilities and properties and seeing what each location needs. He mentioned the email list and possibly providing a mailer for the concerned neighborhood of Horace Mann.

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

3. REPORTS TO THE BOARD

3.a Report on Temporary Inter-fund Cash Borrowing 2023-2024

Andrew Cantwell, Assistant Superintendent, Administrative Services, will report on the Temporary Inter-Fund Cash Borrowing 2023-2024, as presented.

Andrew Cantwell, Assistant Superintendent, reported on the temporary inter-fund cash borrowing 2023-2024 borrowing report.

Report Temporary Inter-fund Cash Borrowing.pdf (OF 30,263)

3.b Report on Excess Reserves

Andrew Cantwell, Assistant Superintendent, Administrative Services, will report on the Ending Fund Balance in Excess of Reserve for Economic Uncertainties (REU), as presented.

Andrew Cantwell, Assistant Superintendent, reported on the ending fund balance in excess of reserve for economic uncertainties.

Excess Reserves - Ending Fund Balance.pdf (OF 30,264)

Vice President Weisberg requested that Andrew Cantwell clarify the excess funds.

Member Pontzer Kamkar asked if the staff raise will show up in the 23-24 section of the report.

3.c Report on Authorizing Temporary Transfers from the School Pools Fund Maintained by the Los Angeles County Treasurer 2023-2024

Andrew Cantwell, Assistant Superintendent, Administrative Services, will report on Authorizing Temporary Transfers from the School Pools Fund Maintained by the Los Angeles County Treasurer 2023-2024, as permitted in Article XVI, Section 6, of the California Constitution, as presented.

Andrew Cantwell, Assistant Superintendent, reported on the authorization of temporary transfers from the school pools fund maintained by the Los Angeles County Treasurer 2023-2024 as permitted in Article XVI, Section 6 of the California Constitution.

Temporary Transfers County Treasurer.pdf (OF 30,265)

Member Ponzer Kamkar asked to see the days cash on hand projection over the course of the year as it would be helpful.

President Ferguson requested to reach out to bargaining units to see if they have any questions about the report.

***President Ferguson moved to item 5c.***

4. PUBLIC HEARING - Approximately 8:10 p.m.

4.a Public Hearing on the Temporary Inter-Fund Cash Borrowing Resolution for the 2023-2024 Fiscal Year

The Board of Education will conduct a public hearing to receive input from any interested parties on the District's Temporary Inter-Fund Cash Borrowing Resolution for the 2023-2024 Fiscal Year, Prior to Final Adoption as required by Education Code Section 42603.1, as presented.

Temporary Inter-Fund Cash Borrowing - Public Hearing 23-24.pdf (OF 30,266)

4.b Public Hearing on the Temporary Transfers from the School Pools Fund Maintained by the Los Angeles County Treasurer 2023-2024 Fiscal Year

The Board of Education will conduct a public hearing to receive input from any interested parties on the District's Temporary Transfers from the School Pools Fund Maintained by the Los Angeles County Treasurer 2023-2024 as permitted in Article XVI, Section 6, of the California Constitution, as presented.

Temporary Transfers County Treasury - Public Hearing 23-24.pdf (OF 30,267)

The Public Hearing opened at 8:10 p.m. There was no one present who wished to address the Board. The Public Hearing closed at 8:11 p.m.

5. NEW AND/OR UNFINISHED BUSINESS

5.a Adoption of Resolution 35 Authorizing Temporary Inter-fund Cash Borrowing 2023-2024

That the Board of Education adopt Resolution 35 Authorizing Temporary Inter-Fund Cash Borrowing transfers up to 75% of the fund balances of the District for 2023-2024 payment obligations as permitted in Education Code 42603, as presented.

Resolution 35 Adoption Temporary Inter-Fund Cash Borrowing.pdf (OF 30,268)

It was moved by Emily Weisberg, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried 4-0 with the following roll call vote: AYES: Aghakhanian, Weisberg, Ferguson and Pontzer Kamkar. ABSENT: Tabet.

5.b Adoption of Resolution 36 Authorizing Temporary Transfers from the School Pools Fund Maintained by the Los Angeles County Treasurer 2023-2024

That the Board of Education adopt Resolution 36 Authorizing Temporary Transfers from the School Pools Fund Maintained by the Los Angeles County Treasurer as permitted in Article XVI, Section 6, of the California Constitution, as presented.

Resolution 36 Adoption Treasury Cash Borrowing 2023-20241.pdf (OF 30,269)

It was moved by Emily Weisberg, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried 4-0 with the following roll call vote: AYES: Aghakhanian, Weisberg, Ferguson and Pontzer Kamkar. ABSENT: Tabet.

5.c Adoption of Resolution 37 for Approving the Development of a Fiscal Stabilization Plan

That the Board of Education adopt Resolution 37 for Approving the Development of a Fiscal Solvency, as presented.

Andrew Cantwell, Assistant Superintendent, reported on the adoption of Resolution 37 for approving the development of a fiscal stabilization plan.

Resolution 37 and Reso Fiscal Stabilization Plan.pdf (OF 30,270)

Member Ponzer Kamkar asked if there will be a plan for the 6 million dollar reduction.

Andrew Cantwell stated that based on 1st interim, there will be a dynamic document that can add the interim revisions and will be updated at 2nd interim if needed.

It was moved by Emily Weisberg, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried 4-0 with the following roll call vote: AYES: Aghakhanian, Weisberg, Ferguson and Pontzer Kamkar. ABSENT: Tabet.

5.d Second Reading of the 2023-2024 Burbank Unified School District Local Control Funding Formula (LCFF) and Local Control and Accountability Plan (LCAP)

Peter Knapik, Director, Elementary Education, will facilitate the second reading of the proposed 2023-2024 Burbank Unified School District Local Control Funding Formula (LCFF) and Local Control and Accountability Plan (LCAP) and recommends that the Board of Education approve the 2023-2024 Burbank Unified School District Local Control Funding Formula (LCFF) and Local Control and Accountability Plan (LCAP), as presented.

Peter Knapik and Robyn Anders presented the second reading of the proposed 2023-2024 Burbank Unified School District Local Control Funding Formula and Local Control and Accountability Plan.

LCAP 23-24 (2nd reading) 6-22-23.pdf (OF 30,271)

President Ferguson discussed meetings and working with PTA Council partners

It was moved by Emily Weisberg, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried 4-0 with the following roll call vote: AYES: Aghakhanian, Weisberg, Ferguson and Pontzer Kamkar. ABSENT: Tabet.

President Ferguson declared a recess at 7:05 p.m.

Meeting reconvened at 7:14 p.m.

5.e Second Reading and Adoption of Proposed Budget

Andrew Cantwell, Assistant Superintendent, Administrative Services, will facilitate a second reading of the proposed budget for the 2023-2024 fiscal year and recommends that the Board of Education adopt the 2023-2024 budget, as presented.

Andrew Cantwell, Assistant Superintendent, read the proposed budget for the 2023-2024 fiscal year.

2nd Reading Proposed Budget.pdf (OF 30,272)

It was moved by Emily Weisberg, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried 4-0 with the following roll call vote: AYES: Aghakhanian, Weisberg, Ferguson and Pontzer Kamkar. ABSENT: Tabet.

5.f Approval of Status of Local Indicators

That the Board of Education approve the Status of Local Indicators as “Met”.

Approval of Local Indicators 062223.pdf (OF 30,273)

Robyn Anders answered questions and concerns from Board members about AI effects, clarification on mis assignments, major factors of challenges facing students post COVID, mental health days, i-ready and CAASPP data, preliminary graduation rates and expulsions from the 22-23 school year.

Acting Superintendent Paramo addressed Board member questions about EL students and what kind of trauma informed assistance is being provided to students from war torn countries.

Vice President Weisberg highlighted a positive increase in English and Math data.

It was moved by Emily Weisberg, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried 4-0 with the following roll call vote: AYES: Aghakhanian, Weisberg, Ferguson and Pontzer Kamkar. ABSENT: Tabet.

***President Ferguson moved to item 4a.***

6. CLOSED SESSION

6.a Public Employee Appointment/Employment Pursuant to Government Code section 54957 *

Public employee appointment/employment Title: Assistant Superintendent, Human Resources

6.b Conference with Labor Negotiator, Pursuant to Government Code §54957.6*

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

6.c Conference with Labor Negotiator, Pursuant to Government Code §54957.6*

Agency Negotiator: Sarah Niemann Employee Organization: California School Employees Association (CSEA) Chapter 674

6.d Conference with Labor Negotiator, Pursuant to Government Code §54957.6*

Agency Negotiator: Sarah Niemann Employee Organization: Burbank Association of School Administrators (BASA)

7. ADJOURNMENT

The meeting was adjourned into closed session at 8:14 p.m.

MINUTES APPROVED:

_____
JOHN PARAMO, ACTING SUPERINTENDENT
SECRETARY OF THE BOARD

6/20/2024
_____
DATE

_____
ARMOND AGHAKHANIAN, CLERK

**UNADOPTED MINUTES OF THE BOARD OF EDUCATION**
**BURBANK UNIFIED SCHOOL DISTRICT**

**July 20, 2023**

Burbank City Hall
275 E. Olive Avenue
Burbank, California

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

Also present were John Paramo, Acting Superintendent; Sharon Cuseo, Assistant Superintendent, Instructional Services; Andrew Cantwell, Assistant Superintendent, Administrative Services.

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/6MqYfiB7SnbQjU7T9 before 3pm on Wednesday, July 19th. Please indicate if your comment pertains to (1) an item on this agenda, or (2) a subject within the jurisdiction of the Board of Education. Closed Session Public Comments must be given in person. 2. The Zoom Webinar will open at 6:30 p.m. Speakers are asked to rename their Zoom profile to indicate their full name to expedite this process. Please note that only those individuals who have signed up to speak prior to 3:00 p.m. on the day before, will be allowed to enter the Zoom Webinar. Speakers will receive an email Wednesday afternoon with the Zoom Webinar login details. 3. When it is time for a speaker to address the Board, the speaker's name will be called and the speaker should activate their microphone and camera. Speakers must be present in the Zoom Webinar when their name is called in order to address the Board. Speakers are also requested to state their name (and their pronouns, if desired) prior to addressing the Board. Please note that the chat function will be disabled. 4. After a speaker completes their public comment, or if the five-minute (5) time limit has been reached, the speaker will be removed from the Zoom Webinar and can continue watching the meeting by streaming it at www.burbankusd.org/boemeetings 5.If you would like to make a Public Comment and require Spanish, Armenian, or ASL translation, please email cindyquiterio@burbankusd.org prior to 3:00 p.m. the day before the meeting to receive a registration link.

2. REQUESTS TO ADDRESS THE BOARD

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

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

2.b Staff Responses

2.c Board Members' Responses

3. CLOSED SESSION

3.a Conference with Legal Counsel - Existing Litigation Pursuant to Government Code §54956.9 (b)(1) and (b)(3)(A)

Final Settlement Agreement for Special Education Students 960012279, 960022068 and 960027511

4. RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE

The Board reconvened in Public Session at 7:02 p.m. Tiffany Maxwell, BUSD staff, led the Pledge of Allegiance.

5. REPORTING ON CLOSED SESSION

President Ferguson reported that there were no items to disclose.

6. ADJUSTMENTS TO THE AGENDA

Acting Superintendent Paramo stated that he would like to present the new Director of Special Education if she arrives during the meeting.

President Ferguson stated that there will be changes to Public Comment period. He explained that periods of Public Comment will be available with regards to items on the agenda first, while at the end of the meeting, there will be a period of Public Comment for non-agenda items.

7. ITEMS FOR FUTURE AGENDAS

President Ferguson asked that staff coordinate a Special meeting, a closed session meeting on the appointment of an Interim Superintendent.

8. REQUESTS TO ADDRESS THE BOARD

8.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.

Annie Markarian, community member, spoke in opposition to the development at Horace Mann. She thanked Member Pontzer Kamkar for not making a decision regarding the development of Horace Mann prior to engaging with the community. She encouraged the Board of Education to look at their petition at www.change.org/91504united.

Lisa Markarian, community member, spoke in opposition of the housing development of Horace Mann. She explained that she understands that it is an assessment, not a development. She addressed Vice President Weisberg regarding not standing for the flag salute.

Arpine Markarian, community member, explained that she objects high density housing at Horace Mann and requested that they consider the residents and community.

Alice Hanson, community member, shared her opposition to the development at Horace Mann. She stated that AB2295 is not for education rental only, but that it can be rented to others. She explained that if housing for staff is necessary, the Board of Education should not choose the Horace Mann location.

Carlos de Varona, community member, indicated his support with the other speakers in opposition of the housing development at Horace Mann.

Lynn Wetherwax, community member, asked that the Board do not go through with the housing development and that community members sign the petition mentioned by Annie Markarian.

Tara Waugh, BUSD parent, spoke regarding item 10aa and requested that the Board table this item and get more information on other firms. She also stated that she respects some of the speakers but that they should provide alternatives.

Joel Schlossman, community member, suggested that the Board is asking for a parcel tax and addressed his concerns with the Board of Education. He asked for the Board to look into the Burroughs High School parcel instead of Horace Mann.

Rose, community member, spoke regarding her opposition regarding housing at Horace Mann and stated that housing is an unnecessary shift of District priorities at this time.

Aram, community member, spoke regarding his opposition to the development at Horace Mann. He requested that the Board of Education cancel their contract with Perkins Eastman and asked that the Board of Education do the right thing.

Nicole Drabecki, BTA president, thanked BUSD staff for getting the 1% bonus mailed out. She asked how the BASA salary placement came to be. She requested to know how BUSD reclass committee came to these decisions.

8.b Superintendent's Responses

The Superintendent, will respond to public comment and will comment on items of interest to the Board of Education and community.

Acting Superintendent Paramo thanked the speakers regarding the Horace Mann housing and explained that he could hear how passionate they are about it. He addressed Lisa Markarian regarding the Public Records requests and asked her to email him directly. He addressed Tara Waugh and stated that he is willing to take direction from the Board on this item.

8.c Board Members' Responses

Board Members will respond to public comment and will comment on items of interest to the community.

Member Tabet addressed the speakers regarding the Perkins Eastman report. She addressed Nicole Drabecki and thanked Tiffany Maxwell and her team for their hard work in getting the retro paychecks out.

Member Pontzer Kamkar thanked the speakers for coming out. She confirmed that they have been heard and that she appreciates the data. She explained that the Governance Committee will be starting soon. She requested that speakers addressed ideas and not tear each other down.

Clerk Aghakhanian requested that speakers not mix math scores with a property assessment. He expressed that teachers are working very hard. He explained that they are being heard, and requested that speakers not tear them down but to be respectful and to come with ideas. He stated that his door is always open and to reach out to him.

Vice President Weisberg addressed Annie Markarian and expressed that she enjoyed their meeting with Larry Applebaum. She stated that the study session will come within one week of receiving new information. She explained that if there is a delay, an email will be sent to those who have enrolled in the email list. She noted that this assessment is part of a Facilities Master Plan and not the number one priority. She thanked speakers for being vested in the District's testing. She stated that the numbers of Public Comments have not changed. She reiterated that the first part of Public Comments will be for items within the agenda and that the division will not be to silence anyone. She addressed Aram and shared that she will not make a decision until she has a full report. She thanked Tara Waugh for the time and energy that she invests and for the details that she shares.

President Ferguson thanked everyone who came down. He stated that they put forward a vision and that people respond. He addressed the property and noted that they need to have a plan for it. He explained that the District needs to get the parameters for what needs to be done. He expressed that he respects the Horace Mann community. He extended Annie Markarian an invitation to connect and meet. He noted that Public comment is shifting. He stated that it is a privilege to serve the public.

Acting Superintendent Paramo introduced Sharon Cuseo, Assistant Superintendent who introduced Jennifer Nicholson, Director of Special Education.

Vice President Weisberg welcomed Jennifer Nicholson and explained that she looks forward to hearing from her throughout the year.

Clerk Aghakhanian welcomed Jennifer Nicholson and expressed that he is happy that she is here.

President Ferguson expressed that he is grateful for her leadership and that they are lucky to have her.

Jennifer Nicholson thanked staff for the opportunity.

9. NEW AND/OR UNFINISHED BUSINESS

9.a Approval of Fiscal Crisis & Management Assistance Team (FCMAT) Study Agreement

That the Board of Education approve the study agreement between Burbank Unified School District and Fiscal Crisis & Management Assistance Team (FCMAT), effective July 21, 2023 through June 30, 2024, not to exceed $19,700 (01.0-00000.0-00000-71900-5820-7401000) respectively, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

FCMAT Agreement 072023.pdf (OF 30,274)

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

9.b Ratification of Agreement with Burbank Community YMCA for Childcare Services

That the Board of Education ratify the Agreement between the Burbank Unified School District and Burbank Community YMCA, to provide childcare services not to exceed $75,000 from the General Fund (12.0-906030-00010-10000-5810-5300000) effective July 1, 2023, through August 31, 2024, and that authority to sign this agreement be exercised pursuant to BUSD-AR 3314, as presented

YMCA-Ratification- Childcare Services 2023-7. 20. 23.pdf (OF 30,275)

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.

9.c Ratification of 4-Step Salary Schedule for Certificated Assistant Superintendents (Salary Schedule D) and 4-Step Salary Schedule for Classified Assistant Superintendents (Salary Schedule E)

That the Board of Education ratify the 4-Step Salary Schedule for Certificated Assistant Superintendents (Salary Schedule D) and 4-Step Salary Schedule for Classified Assistant Superintendents (Salary Schedule E), effective July 1, 2023, as presented.

4 Step Salary Schedules for Asst Supts FINAL.pdf (OF 30,276)

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

9.d Ratification of Employment Contract for Assistant Superintendent of Instructional Services

That the Board of Education ratify the employment contract for the Assistant Superintendent of Instructional Services, effective July 1, 2023 as presented.

Assistant Supt Instructional Services - Sharon Cuseo.pdf (OF 30,277)

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

9.e Ratification of Employee Contract for the Assistant Superintendent of Human Resources

That the Board of Education ratify the employment contract for the Assistant Superintendent of Human Resources, effective July 17, 2023, as presented.

Assistant Supt HR - Dr Sarah Rudchenko.pdf (OF 30,278)

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

9.f Approval of Employment Contract for the Interim Assistant Superintendent of Educational Services

That the Board of Education approve the employment contract with Peter Knapik, as Interim Assistant Superintendent of Educational Services, effective July 21, 2023, and end when: 1) the effective date begins for the new Assistant Superintendent of Educational Services who is hired; or 2) John Paramo resumes his position as Assistant Superintendent of Educational Services.

Interim Assistant Supt Ed Services - Dr Peter Knapik.pdf (OF 30,279)

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

9.g Ratification of Employee Reclassification, Job Descriptions, and Certificated Supervisors and Managers Salary Schedule A, Classified Supervisors and Managers Salary Schedule B, and Confidential Employees Salary Schedule C

That the Board of Education ratify the Employee Reclassification, Job Descriptions, and Certificated Supervisors and Managers Salary Schedule A, Classified Supervisors and Managers Salary Schedule B, and Confidential Employees Salary Schedule C, effective July 1, 2023, as presented.

BASA Reclass FINAL.pdf (OF 30,280)

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

9.h Approval of Directives for Coaching and Athletic/Activities Camp Stipends

That the Board of Education approve the directives for Coaching and Athletic/Activities Camp stipend, as presented.

Coaching stipends and camps.pdf (OF 30,281)

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.

9.i Approval of Amended Contract for California Department of Rehabilitation Services

That the Board of Education approve the amended contract between Burbank Unified School District and the State of California Department of Rehabilitation Services for the purpose of work experience for identified students in the "We Can Work" Program, effective July 1, 2023 through June 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR3314, as presented.

Amended DOR Contract 072023.pdf (OF 30,282)

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

9.j 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 072023.pdf (OF 30,283)

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.

10. CONSENT AGENDA

Vice President Weisberg pulled item 10aa.

10.a Amended Final Settlement Agreement (Special Education)

That the Board of Education amend Final Settlement Agreement for Special Education Student 960027511, at no cost to District (01.0-65000.0-50010-36000-5813-7440000), effective February 18, 2022 through June 1, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original Settlement Agreement was approved on March 17, 2022 in the amount of $51,000. This amendment extends the original end date of August 1, 2023 to June 1, 2024.

SPED Student 960027511 Settlement Agreement_Amendment.pdf (Confidential Exhibit, OF 30,284)

10.b Approval of Personnel Report 23-24-01

That the Board of Education approve Personnel Report number 23-24-01, covering Certificated and Classified personnel, and consisting of Pages 1 to 29 inclusive, as presented.

Personnel Report 7-20-23.pdf (OF 30,285)

10.c 2022-2023 Purchase Order Report

That the Board of Education approve Purchase Orders for 2022-2023 as listed through June 26, 2023, as presented.

2022-2023 PURCHASE ORDER REPORT.pdf (OF 30,286)

10.d 2023-2024 Purchase Order Report

That the Board of Education approve Purchase Orders for 2023-2024 as listed through June 26, 2023, as presented.

2023-2024 PURCHASE ORDER REPORT.pdf (OF 30,287)

10.e Approval of Warrants

That the Board of Education approve payroll warrants in the total amount of $14,120,635.92 and commercial warrants in the total amount of $5,848,876.77, as presented.

Warrants.pdf (OF 30,288)

10.f Ratification of Non-Instructional Consultant Services

That the Board of Education ratification 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 072023.pdf (OF 30,289)

10.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 Inst Consultant 072023.pdf (OF 30,290)

10.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 Consultant 072023_Redacted.pdf (OF 30,291)

10.i 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. 4, April 1 through June 30, 2023, as presented.

BUSD_Williams_UCP_Report_4th_Quarter_2022 23.pdf (OF 30,292)

10.j Action on Final Settlement Agreement (Special Education)

That the Board of Education approve Final Settlement Agreement for Special Education Student 960022068, not to exceed $44,867.08, (01.0-65000.0-50010-36000-5813-7440000), effective March 15, 2023 through December 21, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960022068 Settlement Agreement.docx.pdf (OF 30,293)

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

That the Board of Education ratify an agreement between the Burbank Unified School District and LA City Cab, LLC for transportation services for Special Education Students on an as needed basis, effective July 1, 2023, through June 30, 2024, not to exceed $350,000 (01.0-07240.0-50010-36000-5812-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services LA City Cab_Ratification.pdf (OF 30,294)

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

That the Board of Education ratify an agreement between the Burbank Unified School District and Karen Lynn Epport, Ph.D., to provide a Psychoeducational IEE and Speech and Language IEE, not to exceed $10,500 (01.0-65000.0-57602-11900-5850-744000) for special education student 960032256, effective July 1, 2023 through December 30, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960032256 Karen Epport_Ratification.pdf (OF 30,295)

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

That the Board of Education ratify an agreement between the Burbank Unified School District and the Family Services Agency of Burbank to provide IEP-based mental health services for qualifying special education students, effective July 1, 2023 through June 30, 2024, not to exceed $363,000 (01.0-65460.0-57601-11800-5810-7440000), and the authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Family Service Agency_Ratification.pdf (OF 30,296)

10.n Approval of Agreement for Professional Services (Special Education)

That the Board of Education approve an agreement between the Burbank Unified School District and Hathaway Sycamores, to provide Educationally Related Mental Health services for special education students at Magnolia Park School, not to exceed $467,500 (01.0-65460.0-57601-1180-5810-7440000) Effective July 1, 2023 through June 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Hathaway-Sycamores.pdf (OF 30,297)

10.o Ratification of Agreement for Professional Services (Special Education)

That the Board of Education ratify an agreement between the Burbank Unified School District and SpedEx Consulting, to provide consultative services and Credentialed Teachers, not to exceed $75,000 (01.0-65000.0-57602-11900-5850-7440000), effective July 1, 2023 through June 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services SpedEx_Ratification.pdf (OF 30,298)

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

That the Board of Education approve an agreement between the Burbank Unified School District and RK Physical Therapy Services PC, to provide physical therapy to special education students, not to exceed $74,880 (01.0-65000.0-57602-11900-5850-7440000), effective August 7, 2023 through May 24, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services RK Physical Therapy.pdf (OF 30,299)

10.q Ratification of Agreement for Professional Services (Special Education)

That the Board of Education ratify an agreement between Burbank Unified School District and ProCare Therapy, to provide up to four (4) paraprofessionals to support special education students and teachers, not to exceed $290,290 (01.0-65000.0-57602-11900-5850-7440000), effective June 5, 2023 through May 25, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services ProCare Therapy_Ratification.pdf (OF 30,300)

10.r Amendment of Agreement for Professional Services (Special Education)

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 $56,929 (01.0-65000.0-57602-11901-5850-7440000), effective June 5, 2023 through December 22, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original approval date was June 1, 2023 for a total not to exceed $56,225. Due to rate changes as of July 1, 2023, this amendment increases the total by $704 for a total not to exceed $56,929.

SPED Professional Services Gary D Stromberg COTA_Amendment.pdf (OF 30,301)

10.s Approval of Agreement for Professional Services (Special Education)

That the Board of Education approve an agreement between Burbank Unified School District and Lori Pogarian, Speech and Language Pathologist, to provide speech and language therapy, conduct assessments, written reports and attend student IEP meetings, not to exceed $144,000 (01.0-65000.0-57602-11900-5850-7440000), effective August 1, 2023 through May 24, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Lori Pogarian SLP.pdf (OF 30,302)

10.t Amendment of Reimbursement to Parent for Transportation (Special Education)

That the Board of Education amend mileage reimbursement to the parents of Special Education Student 960001537 to transport student from home to the Non Public School (NPS), per IEP, not to exceed $2,039.28 (01.0-65000.0-50010-36000-5813-7440000), effective July 1, 2022 through June 30, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented Note: The original agreement was approved on July 21, 2022 in the amount of $2,020. This amendment adds an additional $19.28 to increase the total not to exceed $2,039.28.

SPED Student 960001537 Parent Reimbursement_Amendment.docx.pdf (OF 30,303)

10.u Approval of Agreement for Professional Services (Special Education)

That the Board of Education approve an agreement between the Burbank Unified School District and Bright Beginnings for Kids, Inc., to provide an Independent Educational Evaluation (IEE) and attend an IEP meeting for Special education Student 960034223, not to exceed $1,475, (01.0-65000.0-57602-11900-5850-744000), effective July 21, 2023 through December 31, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960034223 Bright Beginnings.pdf (OF 30,304)

10.v Approval of Agreement for Professional Services (Special Education)

That the Board of Education approve an agreement between Burbank Unified School District and Paradigm Healthcare, to provide Medi-Cal Local Education Agencies (LEA) billing options services for the 2023-2024 fiscal year(s), with the understanding that it will automatically renew for an additional period of twenty-four (24) months unless the District or Paradigm Healthcare provides written notice of cancellation ninety (90) days prior to the renewal date, not to exceed $120,000 ($80,004.00 Special Ed) 01.0-95640.0-50010-27000-5850-7448000, ($39,996.00 Student Services) 01.0-95640.0-00000-27000-5850-7728000, effective July 1, 2021 through June 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented.

SPED Professional Services Paradigm_LEA Billing.pdf (OF 30,305)

10.w Ratification of Reimbursement to Parent for Transportation (Special Education)

That the Board of Education ratify mileage reimbursement to the parents of Special Education Student 960027933 to transport student from home to the Non Public School (NPS), per IEP, not to exceed $2,000. (01.0-65000.0-50010-36000-5813-7440000), effective July 1, 2023 through June 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960027933 Parent Reimbursement_Ratification.docx.pdf(OF 30,306)

10.x Ratification of Reimbursement to Parent for Transportation (Special Education)

That the Board of Education ratify mileage reimbursement to the parents of Special Education Student 960023284 to transport student from home to the Non Public School (NPS), per IEP, not to exceed $9,536.80 (01.0-65000.0-50010-36000-5813-7440000), effective June 5, 2023 through June 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960023284 Parent Reimbursement_Ratified.docx.pdf (OF 30,307)

10.y Amended Agreement for Professional Services (Special Education)

That the Board of Education amend an agreement between the Burbank Unified School District and TinyEye Therapy Services to provide support to BUSD students with IEPs, not to exceed $269,895.15, (01.0-65000.0-57602-11900-5850-744000), effective November 4, 2022 through July 31, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original agreement was approved on November 3, 2022 in the amount of $266,532. This amendment adds an additional $3,363.15 to increase the total not to exceed $269,895.15. It also extends the end date from May 25, 2023 to July 31, 2023.

SPED Professional Services TinyEye Therapy_Amendment.pdf (OF 30,308)

10.z Action on Final Settlement Agreement (Special Education)

That the Board of Education approve Final Settlement Agreement for Special Education Student 960012279, at no cost to District, (01.0-65000.0-50010-36000-5813-7440000),

effective July 27, 2023 through June 31, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960012279 Settlement Agreement.docx.pdf (Confidential Exhibit, OF 30,309)

10.aa Approval of Agreement for Professional Services, Hatch & Cesario Attorneys-At-Law (Special Education) - **TABLED**

That the Board of Education approve an agreement between Burbank Unified School District and Hatch & Cesario Attorneys-At-Law, to perform specific services, effective July 1, 2023 through June 30, 2024, not to exceed $75,000 (01.0-65000.0-57602-11900-5850-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3313, as presented.

SPED Professional Services Hatch & Cesario Attorneys-At-Law.pdf - **TABLED**

Item tabled for the next Board Meeting.

10.ab Approval of Agreement for Professional Services (Special Education)

That the Board of Education approve an agreement between the Burbank Unified School District and Marlen Barbee, to provide a Psychoeducational IEE, not to exceed $6,500 (01.0-65000.0-57602-11900-5850-744000) for special education student 960012279, effective July 21, 2023 through April 1, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960012279 Marlen Barbee.pdf (OF 30,310)

10.ac Approval of Burbank High School (Overnight) Field Trip

That the Board of Education approve the Burbank High School Dance Team (Overnight) Field Trip request to participate in the USA Summer Dance Camp in Buena Park, CA from Monday, July 24, 2023 through Thursday, July 27, 2023, as presented.

BHS Dance Team Extended Overnight Field Trip 7 20 23.pdf (OF 30,311)

10.ad Ratification of Burbank High School (Overnight) Field Trip

That the Board of Education ratify the Burbank High School Cheer Team (Overnight) Field Trip request to participate in the USA 2023 Showtime Cheer Camp in Pomona, CA from Thursday, July 20, 2023 through Sunday, July 23, 2023, as presented.

BHS cheer Team Extended Overnight Field Trip 7 20 23.pdf (OF 30,312)

10.ae Approval of the Motor Vehicle Network (MVN) Agreement with Burbank Adult School

That the Board of Education approve the Agreement between Burbank Unified School District and the Motor Vehicle Network not to exceed $8550.00, (11.0-63910.0-41101-27000-5850-5330000, 11.0-63910.0-41102-27000-5850-5330000, 11.0 -63910.0-41104-

27000-5850-5330000, 11.0-63910.0-41106-27000-5850-5330000), effective July 27, 2023 through July 26, 2024, as presented.

BAS MVN 7 20 23.pdf (OF 30,313)

10.af Approval of Agreement – iHeartMEDIA

That the Board of Education approve the Agreement between the Burbank Unified School District, Burbank Adult School and iHeartMEDIA to provide targeted marketing to maximize enrollment in Adult Education programs, effective July 21, 2023 through June 30, 2024, not to exceed $30,000 (11.0-63910.0-41101-27000-5850-5330000) - $7,500, (11.0-63910.0-41102-27000-5850-5330000) -$7,500, (11.0-63910.0-41104-27000-5850-5330000) - $7,500, (11.0-63910.0-41106-27000-5850-5330000) - $7,500 and that the authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

BAS iHeartMEDIA 7 20 23.pdf (OF 30,314)

10.ag Approval of Independent Learning Academy Master Agreements

That the Board of Education approve the Independent Learning Academy Master Agreements for the 2023-2024 school year, effective July 21, 2023, as presented.

ILA Master Agreement 7 20 23.pdf (OF 30,315)

10.ah Approval of 2023-2024 Courses and Instructional Minutes for the Independent Learning Academy

That the Board of Education approve the course list and instructional minutes for the Independent Learning Academy, effective July 20, 2023 through June 30, 2024, as presented.

ILA Master Agreement 7 20 23.pdf (OF 30,316)

10.ai Approval of John Burroughs High School (Overnight) Field Trip

That the Board of Education approve the John Burroughs High School Cheer Team (Overnight) Field Trip request to participate in the World Class Cheerleading Summer Camp in Indian Wells, CA from Tuesday, July 25, 2023 through Thursday, July 27, 2023, as presented.

JBHS cheer Team Extended Overnight Field Trip 7 20 23.pdf (OF 30,317)

10.aj Approval of Contract with Pali Institute for Outdoor Science School

That the Board of Education approve the contract with Pali Institute effective July 21, 2023, through June 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

OSS Contract Pali Institute-Roosevelt Elem 07.20.23.pdf (OF 30,318)

10.ak Approval of Agreement with Purple Communications, Inc.

That the Board of Education approve the agreement between the Burbank Unified School District and Purple Communications, Inc., to provide Special Education interpreter services for Adult Education students, effective July 21, 2023 through June 30, 2024, not to exceed $5,000 ($1,000 each 11.0-63910.0-41101-10000-5810-5330000, 11.0-63910.0-1104-10000-5810-5330000, $1,250=11.0-63910.0-41106-10000-5810-5330000, $1,750 =11.0-00639.0-41120-10000-5810-5330000) and that the authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

BAS Purple Communications Agreement 7 20 23.pdf (OF 30,319)

10.al Ratification of Authorization of Signatures

That the Board of Education ratify the authorization of signatures, for the period of July 1, 2023 through June 30, 2024, as presented.

Ratif Authorization of Signatures 072023.pdf (OF 30,320)

10.am Approval of Agreement for Audit Services, CliftonLarsonAllen

That the Board of Education approve the agreement between Burbank Unified School District and CliftonLarsonAllen (CLA), as the District Auditor for the fiscal year ending June 30, 2023, not to exceed $95,550 (01.0-00000.0-00000-71900-5820-7401000) respectively, plus mileage at the approved IRS rate for the year served, and hourly rates per additional programs, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

CLA agmt 072023.pdf (OF 30,321)

10.an Approval of Raptor License for Emergency Management

That the Board of Education approve the addition of the Raptor Management Suite to the annual subscription of site visitor tracking effective August 1, 2023 through July 31, 2024, not to exceed $48,510, (01.0-00000.0-00000-77000-5840-7732000) and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented.

Approval of Raptor License 072023.pdf (OF 30,322)

10.ao Approval of John Burroughs High School Girls' Varsity Basketball (Overnight) Field Trip

That the Board of Education approve the John Burroughs High School Varsity Girls Basketball Team (Overnight) Field Trip request to participate in the Varsity Girls Tournament in Maui, Hawaii from Tuesday, November 14, 2023 to Sunday, November 19, 2023, as presented.

JBHS Basketball Overnight Field Trip HI 7 20 23.pdf (OF 30,323)

10.ap Approval of John Burroughs High School Cheer (Overnight) Field Trip

That the Board of Education approve the John Burroughs High School Cheer Team (Overnight) Field Trip request to participate in the World Class Cheerleading Summer Camp in Indian Wells, CA from Tuesday, July 25, 2023 through Thursday, July 25, 2023, as presented.

JBHS cheer Team Extended Overnight Field Trip 7 20 23.pdf (OF 30,324)

10.aq Approval of Additive Change No 1, Southland Inc., Bid 2223-020, Roof Repair and Restoration in Gymnasium, John Burroughs High School (Routine Restricted Maintenance)

That the Board of Education approve additive change order No. 1 to the contract between Burbank Unified School District and Southland Roofing Inc. for Bid 2223-0205, Roof Repair and Restoration for the Gymnasium at John Burroughs High School, not to exceed $179,600 (010-81500-0-00000-85000-6250-752-3100-0000) Routine Restricted Maintenance, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

7-20 CO1_Southland_JBHS_RRM.pdf (OF 30,325)

10.ar Acceptance of Notice of Completion, Golden Rule Signs, LLC, Furnish and Install Marquee Sign, Edison Elementary (Gift Fund)

That the Board of Education accept the following as completed: Golden Rule Signs, LLC, Furnish and Install Marquee Sign, Edison Elementary, effective June 29, 2023, not to exceed $36,764.69 (010-90201-0-00000-85000-6170-202-8700-0000) Gift Fund, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

NOC_Golden Rule Signs_Gift.pdf (OF 30,326)

10.as Acceptance of Notice of Completion, Southland Inc., Bid 2223-020 Roof Repair and Restoration in Gymnasium, in John Burroughs High School (Routine Restricted Maintenance)

That the Board of Education accept the following as completed: Bid 2223-0205, Roof Repair and Restoration for the Gymnasium at John Burroughs High School, PO 23004776, not to exceed $179,600 (010-81500-0-00000-85000-6250-752-3100-0000) Routine Restricted Maintenance, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

7-20 NOC_Southland_JBHS_RRM.pdf (OF 30,327)

10.at Notice of Completion, Sierra School Equipment Company, Furnish and Install Crusader Auditorium Chairs, Miller Elementary School (Gift Funds)

That the Board of Education accept the following as completed: Furnish and Install Crusader Auditorium Chairs at Miller Elementary School, PO#23001675, not to exceed $93,980 (010-90201-0-00000-85000-6250-210-8700) Gift Funds, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

NOC_Sierra School_Miller_Gift Funds.pdf (OF 30,328)

10.au Notice of Completion, Professional Turf Specialties, Inc., Turf Renovation and Laser Grade Skinned Baseball Infield, John Burroughs High School (Safety Credits)

That the Board of Education accept the following as completed: Turf Renovation and Laser Grade Skinned Baseball Infield at John Burroughs High School, PO#23004181, not to exceed $23,861 (010-81500-0-00000-85000-6170-752-3200) Safety Credits, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

NOC_Professional Turf Specialities_JBHS_Safety Credits.pdf (OF 30,329)

10.av Ratification of Agreement with Family Service Agency of Burbank to Provide High School Student Care Centers

That the Board of Education ratify the agreement between the Burbank Unified School District and the Family Service Agency of Burbank, to continue to provide counseling and administrative services at the JBHS and BHS student Care centers, effective July 1, 2023 through June 30, 2024, not to exceed $100,000, (010-41270.0-00000-31100-5850-7719000) Federal Title IV funds, and that the authority to sign the agreement be exercised pursuant to BUSD -AR 3314, as presented.

FSA_Student_Care_Center_Board_Report_2023_24.pdf (OF 30,330)

10.aw Ratification of Agreement with Family Service Agency of Burbank to Provide School-Based Counseling Services

That the Board of Education ratify the agreement between the Burbank Unified School District and the Family Service Agency of Burbank, to continue to provide individual and group counseling to elementary and secondary school pupils, as required, effective July 1, 2023 through June 30, 2024, not to exceed $130,000 (010-01500.0-71500-31100-5810-7422000) LCAP supplemental funds, and that the authority to sign the agreement be exercised pursuant to BUSD -AR 3314, as presented.

FSA_School_Based_Counseling_Board_Report_2023_24.pdf (OF 30,331)

10.ax Approval of Amended Consultant Agreement for Academic Entertainment, Inc.

That the Board of Education approve an amended Consultant Agreement between Burbank Unified School District and Academic Entertainment, Inc. to provide instructional consultant services, effective June 27, 2023 through June 29, 2023, in the amount of $4,785 (01.0-26000.0-11100-10000-5810-5489000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Amended Academic Ent 072023.pdf (OF 30,332)

It was moved by Steve Ferguson, and seconded by Armond Aghakhanian, that the Board of Education approve items 10a through 10z and 10ab through 10ax as recommended. The motion carried unanimously.

11. REQUESTS TO ADDRESS THE BOARD

11.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.

Joel Schlossman, community member, expressed that he would like to see the participants of the "We Can Work" program thanked and recognized. He addressed President Ferguson and explained that if there was an incentive to property owners and partnered with the City, a number of property owners would want to help and house BUSD employees.

11.b Superintendent's Responses

The Superintendent, will respond to public comment and will comment on items of interest to the Board of Education and community.

Acting Superintendent Paramo thanked Joel Schlossman for his comments.

11.c Board Members' Comments and Responses

Board Members will respond to public comment and will comment on items of interest to the community.

President Ferguson addressed Joel Schlossman and stated that he appreciated his neighborly exchange. He explained that he has brought up his ideas in meeting with the City. He thanked retirees for their years of service, including Kristanna Quirin Uribe, Karen Solyom, Caroline Pearlstein, Inez Casas and Cathy Krailo.

12. ADJOURNMENT

The meeting was adjourned at 9:48 p.m. in celebration of Kristanna Quirin Uribe, Karen Solyom, Caroline Pearlstein, Inez Casas and Cathy Krailo.

MINUTES APPROVED:

_____
JOHN PARAMO, ACTING SUPERINTENDENT
SECRETARY OF THE BOARD

6/20/2024
_____
DATE

_____
ARMOND AGHAKHANIAN, CLERK

**UNADOPTED MINUTES OF THE BOARD OF EDUCATION**
**BURBANK UNIFIED SCHOOL DISTRICT**

**August 1, 2023**

District Office Boardroom
1900 W. Olive Avenue
Burbank, California, 91506

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

Also present was John Paramo, Acting Superintendent.

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The Board reconvened in Public Session at 6:03 p.m. Cindy Quiterio, BUSD staff, led the Pledge of Allegiance.

1a. 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/e2JXupMzfWyQdn2U8 before 3pm on Monday, July 31st. Please indicate if your comment pertains to (1) an item on this agenda, or (2) a subject within the jurisdiction of the Board of Education. Closed Session Public Comments must be given in person. 2. The Zoom Webinar will open at 5:30 p.m. Speakers are asked to rename their Zoom profile to indicate their full name to expedite this process. Please note that only those individuals who have signed up to speak prior to 3:00 p.m. on the day before, will be allowed to enter the Zoom Webinar. Speakers will receive an email Monday afternoon with the Zoom Webinar login details. 3. When it is time for a speaker to address the Board, the speaker's name will be called and the speaker should activate their microphone and camera. Speakers must be present in the Zoom Webinar when their name is called in order to address the Board. Speakers are also requested to state their name (and their pronouns, if desired) prior to addressing the Board. Please note that the chat function will be disabled. 4. After a speaker completes their public comment, or if the five-minute (5) time limit has been reached, the speaker will be removed from the Zoom Webinar and can continue watching the meeting by streaming it at www.burbankusd.org/boemeetings 5. If you would like to make a Public Comment and require Spanish, Armenian, or ASL translation, please email cindyquiterio@burbankusd.org prior to 3:00 p.m. the day before the meeting to receive a registration link.

2. REQUESTS TO ADDRESS THE BOARD

2a. Public Communications on Agenda Items

An individual or group representative may address the Board of Education on items on the agenda 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 president of the Board of Education has the discretion to prioritize speakers with precedence given to students and employees. The Superintendent may refer the matter to the proper department for review.

Joel Schlossman, community member, spoke of the Superintendent's salary. He shared that the agenda states $260,000. He stated that if you ask what the total compensation is, it exceeds $300,000. He asked why the District is not transparent. He noted that the compensation is greater than the salary, if you talk about a teacher's salary, you get the base number, not the total compensation number. He asked if all of our employees get 25% and participate in CalPERS. He asked what the total compensation is and what the reason for the secrecy is.

2b. Superintendent's Responses

The Superintendent, will respond to public comment and will comment on items of interest to the Board of Education and community.

Acting Superintendent Paramo addressed Joel Schlossman’s sons and explained that he is proud of them. He indicated that he doesn't have a problem sharing his total compensation package but that he does not know the total compensation that he is getting.

2c. Board Members' Responses

Board Members will respond to public comment and will comment on items of interest to the community.

Member Tabet addressed Joel Schlossman and stated that it was a good question and noted that it was interesting that we do not do it for anybody. She explained that no District does it.

Member Pontzer Kamkar noted that it was not an unreasonable ask to disclose staff’s total compensation and stated that the reason we do not have totals in the contract is potentially due to the elections that are available. She noted that we could have a column with the total compensation.

Vice President Weisberg addressed Joel Schlossman and acknowledged that the assumption of best intentions is important. She stated that it was easy to find out pension information and explained that benefits are a reason why people get into education.

Clerk Aghakhanian noted that the compensations vary by District.

President Ferguson pointed out that transparentcalifornia.com provides the breakdown of pay for each employee. He indicated that the Board's salary can be found on the website and that it can be found on the District's website as well.

3. NEW AND/OR UNFINISHED BUSINESS

3a. Appointment of Members of the Board Governance Committees

That the Board of Education approve the appointment of the members to the Academic Affairs, Administrative Affairs, and Student Affairs Board Governance Committees, effective August 2, 2023 and expiring June 30, 2024, as presented.

Acting Superintendent Paramo explained that the District has Board approval to establish these committees. He noted that since school is not in session, there are openings and that they are working on that. He stated that they will bring back students and PTA appointments at a later date, but that there is work that needs to get started.

President Ferguson stated that Board Governance meetings have now been scheduled and that he is looking forward to building a more collaborative policy-making environment.

Member Tabet explained that the format of these meetings should be discussed. She noted that there have been cuts in the District and would like for things like writing the minutes to be distributed so that these committees work fairly and accurately.

President Ferguson stated that he is preparing written collateral and that it will be posted and publicized on the website. He noted that once that was done, he would be comfortable bringing forward a Board Report.

Vice President Weisberg expressed that along with the Report to the Board, they will establish a sheet that answers questions that people may have. She explained that the hope is that it creates less work.

Member Pontzer Kamkar pointed out that there is a need for clarifying these practices. She explained that the Agenda should be out ahead of time. She noted that it would be helpful to understand the logistics of it.

Member Tabet insisted that there are community members, students, BTA members and that everyone will need Brown Act training.

Vice President Weisberg requested translation for anyone who would like to sit in on those meetings. She also agreed with Member Tabet and would like clear expectations.

President Ferguson stated that member expectations, a training format on the Brown Act, a general explanation of governance and clarification on who the point person is for each of these committee is something that he can give more information on and will provide that document within the next week.

Governance Committees.pdf (OF 30,333)

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

4. REQUESTS TO ADDRESS THE BOARD

4a. Public Communications on Any 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 three (3) minutes may be allotted to each speaker, except by unanimous consent of the Board of Education. The president of the Board of Education has the discretion to prioritize speakers with precedence given to students and employees. The Superintendent may refer the matter to the proper department for review.

Preston Joseph, BUSD parent, explained that social media is harmful to student mental health and shared his concerns. He asked that the District ban cell phones from all schools. He stated that there must be tougher guidelines in schools. He requested that staff prioritize the issue and noted that he is happy to work with staff to discuss solutions.

4b. Superintendent's Responses

The Superintendent, will respond to public comment and will comment on items of interest to the Board of Education and community.

Acting Superintendent Paramo agreed with Preston Joseph and that a lot of parents would want this, although he notes that a lot of parents won't like it. He expressed that he is open to the discussion about it. He stated that teachers make up their own guidelines regarding cell phone usage. He indicated that he is willing to meet with teachers and discuss it.

4c. Board Members' Comments and Responses

Board Members will respond to public comment and will comment on items of interest to the community.

Clerk Aghakhanian responded to Preston Joseph and agreed with him. He shared that he would like to look into other District's policies.

Member Pontzer Kamkar explained that she can be supportive of this. She stated that there may not be much time to do something between now and August 14th but she is willing to look into making a decision per grade levels or supports principals making the decision in their school.

Member Tabet addressed Preston Joseph and stated that she sees the issues and that this would be a great topic for the Student Affairs committee to address.

Vice President Weisberg explained that it would be interesting to explore this topic. She asked if there have been other Districts that have had any success in this. She indicated that it would be a good conversation to have with our teachers and principals. She recognized that parent education workshops would be a great as well. She stated that this is an important conversation to have.

President Ferguson expressed that he is excited to explore this topic. He confirmed that social media is blocked from our Wifi but that it does not mean that there is no work around that. He shared that he would like his feedback and to continue to work with him.

5. CLOSED SESSION

5a. Government Code section 54957

Public Employee Appointment/Employment Title: Acting/Interim Superintendent

5b. Conference with Legal Counsel - Anticipated Litigation Pursuant to Government Code §54956.9

Number of Potential Case(s): One Case

6. REPORTING ON CLOSED SESSION

7. ADJOURNMENT

The meeting adjourned into closed session at 6:58 p.m.

MINUTES APPROVED:

_____
JOHN PARAMO, ACTING SUPERINTENDENT
SECRETARY OF THE BOARD

6/20/2024
_____
DATE

_____
ARMOND AGHAKHANIAN, CLERK

**UNADOPTED MINUTES OF THE BOARD OF EDUCATION**
**BURBANK UNIFIED SCHOOL DISTRICT**

**August 3, 2023**

Burbank City Hall
275 E. Olive Avenue
Burbank, California

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

Also present were John Paramo, Acting Superintendent; Sharon Cuseo, Assistant Superintendent, Instructional Services; Andrew Cantwell, Assistant Superintendent, Administrative Services.

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/NtDg8ot8GoiWN9fLA before 3pm on Wednesday, August 2nd. Please indicate if your comment pertains to (1) an item on this agenda, or (2) a subject within the jurisdiction of the Board of Education. Closed Session Public Comments must be given in person. 2. The Zoom Webinar will open at 6:30 p.m. Speakers are asked to rename their Zoom profile to indicate their full name to expedite this process. Please note that only those individuals who have signed up to speak prior to 3:00 p.m. on the day before, will be allowed to enter the Zoom Webinar. Speakers will receive an email Wednesday afternoon with the Zoom Webinar login details. 3. When it is time for a speaker to address the Board, the speaker's name will be called and the speaker should activate their microphone and camera. Speakers must be present in the Zoom Webinar when their name is called in order to address the Board. Speakers are also requested to state their name (and their pronouns, if desired) prior to addressing the Board. Please note that the chat function will be disabled. 4. After a speaker completes their public comment, or if the five-minute (5) time limit has been reached, the speaker will be removed from the Zoom Webinar and can continue watching the meeting by streaming it at www.burbankusd.org/boemeetings 5. If you would like to make a Public Comment and require Spanish, Armenian, or ASL translation, please email cindyquiterio@burbankusd.org prior to 3:00 p.m. the day before the meeting to receive a registration link.

2. REQUESTS TO ADDRESS THE BOARD

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

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

2.b Staff Responses

2.c Board Members' Responses

3. CLOSED SESSION

3.a Government Code section 54957

Public Employee Appointment/Employment Title: Acting/Interim Superintendent

3.b Conference with Legal Counsel - Anticipated Litigation Pursuant to Government Code §54956.9

Number of Potential Case(s): One Case

4. RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE

The Board reconvened in Public Session at 7:02 p.m. Jerry Mullady, BUSD staff, led the Pledge of Allegiance.

5. REPORTING ON CLOSED SESSION

President Ferguson reported that items 3a and 3b were for discussion only with no action taken.

6. ADJUSTMENTS TO THE AGENDA

Acting Superintendent Paramo asked to introduce the new Assistant Superintendent of Human Resources. President Ferguson requested that he do so during the Acting Superintendent’s Comments.

7. ITEMS FOR FUTURE AGENDAS

President Ferguson requested that the District put together an employee resource group. He asked for pilot funding to help the overall working experience.

8. REPORTS FROM THE BOARD

President Ferguson congratulated Bobby Howard for his retirement and thanked him for his years of service. He asked Acting Superintendent Paramo to introduce Dr. Sarah Rudchenko.

Acting Superintendent Paramo welcomed Dr. Sarah Rudchenko as the Assistant Superintendent of Human Resources.

Dr. Sarah Rudchenko addressed the Board and expressed that the past few days have been a wonderful experience.

Vice President Weisberg welcomed Dr. Rudchenko and told her that the Board is here to support her.

Member Pontzer Kamkar welcomed Dr. Rudchenko and explained that they are so excited to have her.

Member Tabet indicated that Burbank has a much smaller budget than Pasadena, and that it may be challenging but that she looks forward to working together.

President Ferguson explained that her professional background is great and wished her luck.

Clerk Aghakhanian echoed what his colleagues stated and let her know that they are here if she needs them.

President Ferguson announced the passing of Janet White and read a tribute about her. He asked to adjourn this meeting in her memory. He requested to adjourn the next meeting in memory of Roy Wiegand.

## 9. REQUESTS TO ADDRESS THE BOARD

### 9.a Public Communications on Agenda Items

An individual or group representative may address the Board of Education on items on the agenda 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 president of the Board of Education has the discretion to prioritize speakers with precedence given to students and employees. The Superintendent may refer the matter to the proper department for review.

There was no one present who wished to address the Board.

### 9.b Board Members' Responses

Board Members will respond to public comment and will comment on items of interest to the community.

There were no Board Members who wished to respond.

9.c Superintendent's Responses

The Superintendent, will respond to public comment and will comment on items of interest to the Board of Education and community.

Acting Superintendent Paramo commented on the payroll situation with Monterey staff. He noted that Monterey High School was previously a year-round school. They have moved to the traditional 11-month schedule, which caused for the adjustment to the payroll periods.

10. REPORTS TO THE BOARD

10.a Burbank High School Security Fencing Update

Andrew Cantwell, Assistant Superintendent, Administrative Services, will report on the Burbank High School Security Fencing, as presented.

BHS FENCE Report to the Board.pdf (OF 30,334)

Andrew Cantwell, Assistant Superintendent, Administrative Services shared a report on the Burbank High School Security Fencing.

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

11.a Public Disclosure of the Additional 2022-2023 Wage & Elementary Physical Education Agreement between the Burbank Unified School District and the Burbank Teachers Association (BTA), in Accordance with AB 1200 (Chapter 1213/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5

The Board of Education will hold a Public Hearing, in compliance with provisions of AB1200 (Chapter 1213/Statutes 1994), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5 to allow the public an opportunity to comment regarding the Additional 2022-2023 Wage & Elementary Physical Education Agreement between the Burbank Unified School District and the Burbank Teachers Association (BTA), as presented.

There was no one present who wished to address the Board.

AB1200 BTA Public Hearing 080323.pdf (OF 30,335)

11.b Public Disclosure of the Additional 2022-2023 Wage Agreement between the Burbank Unified School District and the California School Employees Association (CSEA), in Accordance with AB 1200 (Chapter 1213/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5

The Board of Education will hold a Public Hearing, in compliance with provisions of AB1200 (Chapter 1213/Statutes 1994), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5 to allow the public an opportunity to comment regarding the Additional 2022-2023 Wage Agreement between the Burbank Unified School District and the California School Employee Association (CSEA), as presented.

There was no one present who wished to address the Board.

AB1200 CSEA Public Hearing 080323.pdf (OF 30,336)

11.c Public Disclosure in Accordance with AB 1200 (Chapter 1213/Statutes 1991), AB2756 (Chapter 52/Statutes 2004), GC 3547.5, and the Agreement between the Burbank Unified School District and the Burbank Association of School Administrators (BASA)

The Board of Education will hold a Public Hearing, in compliance with provisions of AB1200 (Chapter 1213/Statutes 1994), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5 to allow the public an opportunity to comment regarding the Additional 2022-2023 Wage Agreement between the Burbank Unified School District and the Burbank Association of School Administrators (BASA), as presented.

There was no one present who wished to address the Board.

AB1200 BASA Public Hearing 080323.pdf (OF 30,337)

12. NEW AND/OR UNFINISHED BUSINESS

Andrew Cantwell reported that the Board approved a 7% on schedule and 1% off schedule raise for BTA members, retroactive to July 1, 2022. He noted that due to contract language, an addition of 1% on, retroactive to January 1, 2023 will be included for a total of 8% on schedule and 1% off schedule. He stated that items 12a through 12c will update the wage increase for BTA, CSEA and BASA members to 8% on and 1% off schedule.

12.a Approval of the Additional 2022-2023 Wage & Elementary Physical Education Agreement between the Burbank Unified School District and the Burbank Teachers Association (BTA), in Accordance with AB 1200 (Chapter 1213/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5

That the Board of Education approve the Additional 2022-2023 Wage & Elementary Physical Education Agreement between the Burbank Unified School District and the Burbank Teachers Association (BTA), in Accordance with AB1200 (Chapter 1213/Statutes 1994), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5, as presented.

AB1200 BTA Approval 080323.pdf (OF 30,338)

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

12.b Approval of the Additional 2022-2023 Wage Agreement between the Burbank Unified School District and the California School Employees Association (CSEA), in Accordance with AB 1200 (Chapter 1213/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5

That the Board of Education approve the Additional 2022-2023 Wage Agreement between the Burbank Unified School District and the California School Employees Association (CSEA), in Accordance with AB1200 (Chapter 1213/Statutes 1994), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5, as presented.

AB1200 CSEA Approval 080323.pdf (OF 30,339)

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.

12.c Approval of the Additional 2022-2023 Wage Agreement between the Burbank Unified School District and the Burbank Association of School Administrators (BASA), in Accordance with AB 1200 (Chapter 1213/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5

That the Board of Education approve the Additional 2022-2023 Wage Agreement between the Burbank Unified School District and the Burbank Association of School Administrators (BASA), in Accordance with AB1200 (Chapter 1213/Statutes 1994), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5, as presented.

AB1200 BASA Approval 080323.pdf (OF 30,340)

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.

12.d Approval of School Attendance Review Board (SARB) Committee Members for 2023-2024

That the Board of Education approve the School Attendance Review Board Committee members for the 2023-2024 school year, as presented.

Board Memo - SARB Panel 23-24.pdf (OF 30,341)

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

12.e Approval of Employment Contract for the Interim Superintendent of Schools

That the Board of Education approve the employment contract with John Paramo, as Interim Superintendent of Schools, effective August 4, 2023 and ending on June 30, 2024, unless terminated earlier as provided by the terms of the Contract or as required by law.

President Ferguson read the summary of the contract for Acting Superintendent John Paramo. Under this contract, his title will change to Interim Superintendent effective August 4, 2023 through June 30, 2024.

Interim Superintendent Ratification FINAL.pdf (OF 30,342)

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

12.f Approval of Employee Contract for the Assistant Superintendent of Instructional Services

That the Board of Education approve the employment contract for the Assistant Superintendent of Instructional Services, effective August 4, 2023, as presented.

Assistant Supt Instructional Services - Dr Linda Junge FINAL.pdf (OF 30,343)

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

12.g Approval of Declaration of Need for Fully Qualified Educators for the 2023-2024 Fiscal Year

That the Board of Education Approve the Declaration of Need for Fully Qualified Educators for the 2023-2024 Fiscal Year.

Board Memo - Declaration of Need 2023-2024 July 27 2023.pdf (OF 30,344)

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.

12.h Approval of the Teacher Assignments for 2023-2024

That the Board of Education approve the Teacher Assignments for 2023-2024, as described per Education Codes §44258.2, §44258.3(a), §44258.7(b), (c) & (d), §44263, and §44865, as presented.

Board Memo - Approval of Teacher Assignments for 2023-2024 - Jul 27 2023.pdf (OF 30,345)

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.

12.i Approval of 50% Childcare Fee Reduction for Unduplicated Students Paid by Expanded Learning Opportunities Program for Around the Bell and Boys and Girls Club of Burbank, from August 4, 2023, through June 30, 2024

That the Board of Education approve the 50% reduction in fees for unduplicated students in the Around the Bell childcare program (no agreement required as this is a District run program) and the Agreement between the Burbank Unified School District Boys and Girls Club of Burbank to provide childcare services at a 50% rate reduction paid by the Expanded Learning Opportunities Program (ELOP), not to exceed $750,000.00 (01.0-26000-0-00000-27000-5810-7429000), effective August 4, 2023, through June 30, 2024, and that authority to sign this agreement be exercised pursuant to BUSD –AR 3314, as presented.

BGC 50% Contract 2023-24 8 3 23.pdf (OF 30,346)

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

12.j Approval to Increase 2022-2023 Budgeted Amount for Child Care Careers and The Education Team Agreement

That the Board of Education approve the increase in funding for Child Care Careers (CCC) to provide pay for pending invoices for the childcare centers, not to exceed $20,000, for a total not to exceed $420,000 (12.0-90602.0-11100-10000-5890-7540000), effective August 4, 2023, as presented.

CCC-TET Budget Increase 8.3.23.pdf (OF 30,347)

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

13. CONSENT AGENDA

13.a Approval of Personnel Report Number 23-24-2

That the Board of Education approve Personnel Report number 23-24-2, covering Certificated and Classified personnel, and consisting of Pages 1 to 18 inclusive, as presented.

Personnel Report 23-24-02.pdf (OF 30,348)

13.b Approval of the 2022-2023 Purchase Order Report

That the Board of Education approve Purchase Orders for 2022-2023 as listed through July 10, 2023, as presented.

2022-2023 PURCHASE ORDER REPORT.pdf (OF 30,349)

13.c Approval of the 2023-2024 Purchase Order Report

That the Board of Education approve Purchase Orders for 2023-2024 as listed through July 10, 2023, as presented.

2023-2024 PURCHASE ORDER REPORT.pdf (OF 30,350)

13.d Approval of Warrants

That the Board of Education approve payroll warrants in the total amount of $1,577,647.94 and commercial warrants in the total amount of $2,698,803.36, as presented.

Warrants.pdf (OF 30,351)

13.e 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 Consultant 080323_Redacted.pdf (OF 30,352)

13.f 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 Inst Consultants 080323_Redacted.pdf (OF 30,353)

13.g Approval of Agreement for Professional Services (Special Education)

That the Board of Education approve the agreement between Burbank Unified School District (BUSD) and San Joaquin County Office of Education (SJCOE), to provide professional services, effective July 1, 2023 through June 30, 2025, not to exceed $3,357 per year (01.0-65000.0-50010-27000-5632-744-1000), and that authority to sign the agreement be exercised pursuant to BUSD- AR 3314, as presented.

SPED Professional Services San Joaquin County Office of Education.pdf (OF 30,354)

13.h Approval of Agreement for Professional Services (Special Education)

That the Board of Education approve an agreement between Burbank Unified School District and The Stepping Stones Group LLC, to provide a credentialed special education teacher, not to exceed $118,727.70 (01.0-65000.0-57601-11804-5810-7440000), effective August 7, 2023 through May 24, 2024 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services The Stepping Stones Group_Credentialed Teacher.pdf (OF 30,355)

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

That the Board of Education ratify an agreement between Burbank Unified School District and LA Speech Pathology Services, Inc., to provide an assessment for special education student 960016991, not to exceed $2,300 (01.0-65460.0-57601-11800-5810-7440000), effective July 7, 2023 through September 29, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960016991 LA Speech Pathology Services_Ratification.pdf (OF 30,356)

13.j Ratification of Student Agreement - Calvin University (Special Education)

That the Board of Education approve the Student Agreement between the Burbank Unified School District and Calvin University to provide educational field experience,

effective May 22, 2023 and until terminated upon mutual consent of both parties, and that authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

SPED Professional Services Calvin University_Ratification.pdf (OF 30,357)

13.k Approval of Agreement for Professional Services (Special Education)

That the Board of Education approve an agreement between the Burbank Unified School District and West Shield Adolescent Services, to escort and transport special education students to out of or in state residential facilities, not to exceed $10,000 (01.0-07240.0-50010-36000-5812-7440000), effective August 4, 2023 through June 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services West Shield.pdf (OF 30,358)

13.l Ratification of Agreement for Professional Services, Hatch & Cesario Attorneys-At-Law (Special Education)

That the Board of Education ratify an agreement between Burbank Unified School District and Hatch & Cesario Attorneys-At-Law, to perform specific services, effective July 1, 2023 through June 30, 2024, not to exceed $75,000 (01.0-65000.0-57602-11900-5850-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3313, as presented.

SPED Professional Services Hatch & Cesario_Ratification.pdf (OF 30,359)

13.m Approval of Amended Agreement for Professional Services, Rush Truck Center (Routine Restricted Maintenance)

That the Board of Education approve the amended agreement between Burbank Unified School District and Rush Truck Center, for the replacement of one (1) District vehicle for a buyout of a 2023 Ford F350 Truck with a Diesel Chassis for the District Warehouse, not to exceed $72,742.58 (01.0-81500.0-00000-81100-7438-752-2000) Routine Restricted Maintenance, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented. Note: This amendment is to update the purchase for the new vehicle, Ford F350 Diesel Motor Chassis, instead of the previously negotiated vehicle, Ford Transit Van Chassis that could not handle the weight of the lift gate that is needed. Also, instead of adding to the lease agreement, the District is buying out the new vehicle.

Amend_Rush Truck_Warehouse_General fund.pdf (OF 30,360)

13.n Approval of Agreement with Boys & Girls Club of Burbank for the Use of District Facilities for the 2023-2024 School Year

That the Board of Education approve the agreement between the Burbank Unified School District and the Boys and Girls Club of Burbank, to use District facilities at four elementary schools, two middle schools, and the adult school, effective, August 4, 2023,

through June 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented.

BAGCB Use of Facilities 2023-2024 (002).pdf (OF 30,361)

13.o Approval of Professional Agreement with Food 4 Thought, LLC

That the Board of Education approve the agreement between Burbank Unified School District and Food 4 Thought, LLC, effective August 17, 2023 through June 30, 2024, not to exceed $105,000 ($90,000, Local Food Source & $15,000, Fund 13-Cafeteria Fund), and that authority to sign the agreements be exercised pursuant to BUSD-AR 3314, as presented.

Food 4 Thought 080323.pdf (OF 30,362)

13.p Approval of Professional Agreement with Farmer Anna Knight from Old Grove Orange, Inc.

That the Board of Education approve the agreement between Burbank Unified School District and Farmer Anna Knight from Old Grove Orange, Inc., effective August 9, 2023, not to exceed $1,000 (01.0-70290.0-00000-37000-5850-9000000), and that authority to sign the agreements be exercised pursuant to BUSD-AR 3314, as presented.

Anna Knight 080323.pdf (OF 30,363)

13.q Approval of Professional Agreement with Old Grove Orange, LLC

That the Board of Education approve the agreement between Burbank Unified School District and Old Grove Orange, LLC, effective August 17, 2023 through June 30, 2024, not to exceed $105,000 ($90,000, Local Food Source & $15,000, Fund 13-Cafeteria Fund), and that authority to sign the agreements be exercised pursuant to BUSD-AR 3314, as presented.

Old Grove Orange Inc 080323.pdf (OF 30,364)

13.r Ratification of Professional Agreement with Michelle Curry

That the Board of Education ratify the agreement between Burbank Unified School District and Michelle Curry, effective August 3, 2023 through June 30, 2024, not to exceed $8,000 (01.0-70290.0-00000-37000-5850-9000000) Kitchen Infrastructure & Training Fund (KIT), and that authority to sign the agreements be exercised pursuant to BUSD-AR 3314, as presented.

Michelle Curry 080323.pdf (OF 30,365)

13.s Amendment of Agreement for Professional Services Protocol Nursing Agency

That the Board of Education approve the amended Agreement between the Burbank Unified School District and Protocol Agency, Inc. to provide qualified Nursing staff for

supplemental assignments to the District not to exceed $296,000 (01.0-000000-00000-0000-0000000) and that the authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

Amended Protocol Agency 8 3 23.pdf (OF 30,366)

13.t Settlement of Nick Gutierrez vs. Burbank Unified School District

That the Board of Education approve the settlement agreement between Burbank Unified School District and Nick Gutierrez, in the amount of $30,000 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Settlement 080323.pdf (OF 30,367)

It was moved by Emily Weisberg, and seconded by Armond Aghakhanian, that the Board of Education approve items 13a through 13t as recommended. The motion carried unanimously.

14. REQUESTS TO ADDRESS THE BOARD

14.a Public Communications on Any 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 three (3) minutes may be allotted to each speaker, except by unanimous consent of the Board of Education. The president of the Board of Education has the discretion to prioritize speakers with precedence given to students and employees. The Superintendent may refer the matter to the proper department for review.

Annie Markarian, community member, addressed the Board of Education regarding Horace Mann and shared community concerns. She expressed that they are looking forward to the study session.

Lisa Markarian, community member, felt that the Board is taking their voice away. She read concerns and asked questions that the community wanted answers to. She asked if the Board has been in communication with the City of Burbank. She asked if Perkins Eastman has been made aware of the Horace Mann site being a high fire severity zone.

Lynn Wetherwax, community member, explained that she understands that it is within the Board's discretion to delay the Study Session. She shared concerns regarding the plan for development for Horace Mann.

Susie Becken, community member, spoke in opposition of the high-density housing development at Horace Mann. She asked that the District staff connect with the community and listen. She encouraged the Board of Education to be transparent with the community at all times.

Mel Kelman, community member, stated that the Board is a business and asked staff how they missed $10,000,000.00 for two years. He asked that the Board Members resign.

Nancy Lozano Stecyk, community member, expressed that there is a lot of concern and fear as to what may happen to the older homes near Horace Mann. She shared some concerns and fears with the high-density development.

Michael Velladao, community member, explained that Horace Mann is within a high fire severity zone. He asked the Board to consider the safety factor in authorizing high-density housing development in a high fire severity zone.

Cheryl Williams Khoury, community member, spoke regarding high-density housing development at Horace Mann. She explained that she has seen three fires while living in her home. She asked that the Board of Education consider their concerns.

Jerry Mullady, BUSD employee, requested to meet with Andy Cantwell. He asked why Monterrey staff cannot be paid during a twelve-month period. He thanked the Board for addressing the safety concern in regards to the gates. He explained that there are certain things that have to be taught as they are the law in California and asked that the Board support teachers with those controversial topics.

14.b Superintendent's Responses

The Superintendent, will respond to public comment and will comment on items of interest to the Board of Education and community.

Acting Superintendent Paramo addressed the speakers and stated that he fully recognized the community's right to come in and express their concerns. He explained that he has received the handout that Lisa Markarian shared and confirmed that staff will work on getting responses. He addressed Jerry Mullady and expressed that he has his support.

14.c Board Members' Comments and Responses

Board Members will respond to public comment and will comment on items of interest to the community.

Member Tabet addressed Jerry Mullady and expressed that she has his back if he is teaching California State Standards. She mentioned the celebration taking place at Burbank High in September.

Member Pontzer Kamkar thanked the speakers and indicated that the study session has not been scheduled yet because there is nothing to study. She explained that the administrative affairs committee will look at the Perkins Eastman feedback. She expressed that she would love to visit Jerry Mullady's classroom.

Vice President Weisberg thanked the speakers and reiterated that people reach out to her via email. She addressed Jerry Mullady and asked him to please reach out to Acting Superintendent Paramo or Assistant Superintendent Cuseo for support.

President Ferguson thanked everyone who attended the meeting. He addressed Jerry Mullady and expressed that he has his support. He acknowledged the speakers who addressed the Horace Mann project and pointed out that they are waiting for the study to come back. He expressed that

he hears the neighborhood concerns and explained that the District is waiting for data to come back.

15. ADJOURNMENT

The meeting was adjourned at 9:06 p.m. in memory of Janet White.

MINUTES APPROVED:

_____
JOHN PARAMO, ACTING SUPERINTENDENT
SECRETARY OF THE BOARD

6/20/2024
_____
DATE

_____
ARMOND AGHAKHANIAN, CLERK

**UNADOPTED MINUTES OF THE BOARD OF EDUCATION**
**BURBANK UNIFIED SCHOOL DISTRICT**

**August 17, 2023**

Burbank City Hall
275 E. Olive Avenue
Burbank, California

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

MEMBERS ABSENT:
Armond Aghakhanian

Also present were John Paramo, Interim Superintendent; Sharon Cuseo, Assistant Superintendent, Instructional Services; Andrew Cantwell, Assistant Superintendent, Administrative Services; Sarah Rudchenko, Assistant Superintendent, Human Resources.

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/XUrfL9PtaUESKRyNA before 3pm on Wednesday, August 16th. Please indicate if your comment pertains to (1) an item on this agenda, or (2) a subject within the jurisdiction of the Board of Education. Closed Session Public Comments must be given in person. 2. The Zoom Webinar will open at 6:30 p.m. Speakers are asked to rename their Zoom profile to indicate their full name to expedite this process. Please note that only those individuals who have signed up to speak prior to 3:00 p.m. on the day before, will be allowed to enter the Zoom Webinar. Speakers will receive an email Wednesday afternoon with the Zoom Webinar login details. 3. When it is time for a speaker to address the Board, the speaker's name will be called and the speaker should activate their microphone and camera. Speakers must be present in the Zoom Webinar when their name is called in order to address the Board. Speakers are also requested to state their name (and their pronouns, if desired) prior to addressing the Board. Please note that the chat function will be disabled. 4. After a speaker completes their public comment, or if the five-minute (5) time limit has been reached, the speaker will be removed from the Zoom Webinar and can continue watching the meeting by streaming it at www.burbankusd.org/boemeetings 5. If you would like to make a Public Comment and require Spanish, Armenian, or ASL translation, please email cindyquiterio@burbankusd.org prior to 3:00 p.m. the day before the meeting to receive a registration link.

2. REQUESTS TO ADDRESS THE BOARD

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

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

2.b Staff Responses

2.c Board Members' Responses

3. CLOSED SESSION

3.a Conference with Legal Counsel - Existing Litigation Pursuant to Government Code §54956.9 (b)(1) and (b)(3)(A)

Final Settlement Agreement for Special Education Student 960036318

4. RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE

The Board reconvened in Public Session at 7:02 p.m. Lori Pacino, BUSD employee, led the Pledge of Allegiance.

5. REPORTING ON CLOSED SESSION

President Ferguson reported that item 3a was for discussion only with no action taken.

6. ADJUSTMENTS TO THE AGENDA

Interim Superintendent Paramo requested to introduced new staff.
President Ferguson asked that it be after the adjournments portion of the meeting.

7. ITEMS FOR FUTURE AGENDAS

President Ferguson received a report from Perkins Eastman stating that Horace Mann is not feasible for housing. He asked that staff send information to that community.

Member Pontzer Kamkar requested a staff report on the facilities master plan process and agendize Board priorities as soon as possible.

Member Tabet asked for a discussion of a Facilities Bond in March or in the fall.

President Ferguson requested to object to that and asked to bring that as a separate item for discussion. He stated that it would be premature.

Member Tabet stated that she would like it be noted that she requested it be agendized prior to property tax bills come out.

8. REPORTS FROM THE BOARD

President Ferguson honored the service of retiree Barbara DeVall.

Interim Superintendent invited Principal Julie Markussen to introduce Jennifer Freeman, Assistant Principal of Student Services and Michael Farber, Assistant Principal of Special Education and Counseling. Vice President Weisberg expressed her excitement to meet the new Assistant Principals. Member Tabet welcomed the new Assistant Principals. President Ferguson welcomed staff and noted that Julie Markussen is all in and that they are rooting for her.

Interim Superintendent Paramo invited Principal Greg Miller to introduce Lori Pacino as Muir's newest Assistant Principal. Board Members Tabet, Pontzer Kamkar and President Ferguson welcomed Lori Pacino to Muir.

Interim Superintendent Paramo invited Principal Robyn Hatch from Dolores Huerta to introduce Assistant Principals Bryan Henriquez, and Ani Tashchian. President Ferguson, Vice President Weisberg and Board Member Pontzer Kamkar welcomed the new administrators to Dolores Huerta.

Interim Superintendent Paramo introduced Linda Junge as the New Assistant Superintendent of Instruction. President Ferguson, Vice President Weisberg and Board Member Tabet welcomed Linda Junge.

Board Member Pontzer Kamkar shared her experience on visiting school sites including Disney, McKinley, Providencia, Burroughs, Burbank High, Huerta, Community Day School, Miller, Stevenson, Luther and Roosevelt.

Board Member Tabet shared that she visited Burbank High and enjoyed her experience. She shared that students were upset about having to use a lanyard, but expressed that it was a safety measure. She noted that she went to Luther and that students had a hard time finding the 700 hall.

Vice President Weisberg indicated that she visited Luther, Monterrey, Miller and Huerta. She shared that she was impressed to see the High School teams roll out new security measures. She thanked staff for the work that they do.

President Ferguson expressed that there was a need to keep safety as a central priority in High Schools. He thanked staff and especially the leadership teams for their help with the security measures. He stated his excitement for the start of the new school year. He stated that the meeting will be adjourned in memory of David Padilla and Roy Wiegand.

9. REQUESTS TO ADDRESS THE BOARD

9.a Public Communications on Agenda Items

An individual or group representative may address the Board of Education on items on the agenda 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 president of the Board of Education has the discretion to prioritize speakers with precedence given to students and employees. The Superintendent may refer the matter to the proper department for review.

Joel Schlossman, community member, expressed his concerns regarding the bond, the donation of gifts and acknowledged Andy Cantwell's new role. He addressed Vice President Weisberg regarding her not standing for the Pledge of Allegiance and read her oath as a Board Member.

9.b Board Members' Responses

Board Members will respond to public comment and will comment on items of interest to the community.

Board Member Tabet thanked Interim Superintendent Paramo and Joel Schlossman for recognizing Andy Cantwell's work. She expressed that the bond that is in place is to help with the upkeep of schools.

Member Pontzer Kamkar echoed Member Tabet's comments.

Vice President Weisberg noted the importance of a bond and expressed the reason she does not stand for the flag salute. She explained that she will pledge allegiance to the Constitution of America and noted that patriotism should be thoughtful and dedicated to what this country should be about.

President Ferguson thanked Joel Schlossman for naming the Kim family and thanked them for their generosity. He expressed that Board Member Tabet has fought hard for facilities. He pointed out that Joel Schlossman has requested the most public records which is spending public funds.

9.c Superintendent's Comments

The Superintendent, will respond to public comment and will comment on items of interest to the Board of Education and community.

Interim Superintendent Paramo thanked staff and expressed that the biggest impression at sites during the first day of school was everyone's smile and kind welcome. He thanked the parent community for their patience at the high schools. He echoed what President Ferguson said. He asked parents to remind students to wear their lanyard. He stated that enrollment looks great and it means good things for our District. He stated that we have employed 799 teachers and only 14 long-term subs. He thanked Joel Schlossman for highlighting the Kim family and recognizing Andy Cantwell's talent.

10. PUBLIC HEARING - Approximately 8:22 p.m.

10.a Public Hearing of the District's Initial Proposal for the 2023 - 2024 Amendment to the Current Collective Bargaining Agreement with the Burbank Teachers Association (BTA)

The Board of Education will hold a public hearing to allow public comment regarding the 2023 - 2024 Initial Bargaining Proposal to the Burbank Teachers Association, as presented.

There was no one present who wished to address the Board.

Public Hearing Initial Proposal BTA 081723.pdf (OF 30,368)

11. NEW AND/OR UNFINISHED BUSINESS

11.a Approval of the District's 2023 - 2024 Initial Bargaining Proposal with the Burbank Teachers Association (BTA)

That the Board of Education approve the District's Initial Proposal for the 2023 - 2024 Amendment to the current Collective Bargaining Agreement with the Burbank Teachers Association, as presented.

Approval Initial Proposal BTA 081723.pdf (OF 30,369)

It was moved by Emily Weisberg, and seconded by Charlene Tabet, that the Board of Education approve the item as recommended. The motion carried 4-0 with the following roll call vote: AYES: Ferguson, Weisberg, Pontzer Kamkar and Tabet. ABSENT: Aghakhanian.

11.b Adoption of Resolution 1 – Resolution of the Governing Board of the Burbank Unified School District Approving Assignment of Delinquent Tax Receivables to the California Statewide Delinquent Tax Finance Authority for Fiscal Years Ending June 30, 2023, 2024 and 2025, and Authorizing Execution and Delivery of Related Documents and Actions

That the Board of Education adopt Resolution 1 – approving assignment of delinquent tax receivables to the California Statewide Delinquent Tax Finance Authority for the fiscal years ending June 30 in each of the years 2023-2025, and authorizing execution and delivery of related documents and actions, as presented.

Resolution 1 Delinquent Tax 081723.pdf (OF 30,370)

It was moved by Emily Weisberg, and seconded by Charlene Tabet, that the Board of Education approve the item as recommended. The motion carried 4-0 with the following roll call vote: AYES: Ferguson, Weisberg, Pontzer Kamkar and Tabet. ABSENT: Aghakhanian.

11.c Designation of Andrew Cantwell, Assistant Superintendent of Administrative Services, as District's Lead Representative for Labor Negotiations

That the Board of Education designate Andrew Cantwell, Assistant Superintendent, Administrative Services, to serve as the District's Lead Representative for labor negotiations with Burbank Teachers Association (BTA), California School Employee Association (CSEA) and Burbank Association of School Administrators (BASA), as presented.

Lead Negotiator 081723.pdf (OF 30,371)

It was moved by Charlene Tabet, and seconded by Abby Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried 4-0 with the following roll call vote: AYES: Ferguson, Weisberg, Pontzer Kamkar and Tabet. ABSENT: Aghakhanian.

11.d Los Angeles County School Trustees Association (LACSTA) 2023-24 Annual Representation

That the Board of Education designate a representative to the Los Angeles County School Trustees Association for the 2023-24 school year, as presented.

Vice President Weisberg was designated as a representative and President Ferguson was designated as an alternate.

LACSTA.pdf (OF 30,372)

It was moved by Emily Weisberg, and seconded by Charlene Tabet, that the Board of Education approve the item as recommended. The motion carried 4-0 with the following roll call vote: AYES: Ferguson, Weisberg, Pontzer Kamkar and Tabet. ABSENT: Aghakhanian.

11.e Acceptance of the Burbank Teachers Association (BTA), Initial Proposal for Bargaining a 2023 - 2024 Amendment to the Current Agreement with the Burbank Unified School District

That the Board of Education, accept the BTA, Initial Proposal for Bargaining a 2023 - 2024 Amendment to the current Agreement with the Burbank Unified School District, as presented.

Acceptance BTA Reopener 081723.pdf (OF 30,373)

It was moved by Emily Weisberg, and seconded by Abby Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried 4-0 with the following roll call vote: AYES: Ferguson, Weisberg, Pontzer Kamkar and Tabet. ABSENT: Aghakhanian.

11.f 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 081723.pdf (OF 30,374)

It was moved by Charlene Tabet, and seconded by Abby Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried 4-0 with the following roll call vote: AYES: Ferguson, Weisberg, Pontzer Kamkar and Tabet. ABSENT: Aghakhanian.

12. CONSENT AGENDA

12.a Approval of Personnel Report Number 23-24-03

That the Board of Education approve Personnel Report number 23-24-03, covering Certificated and Classified personnel, and consisting of Pages 1 to 12 inclusive, as presented.

Personnel Report 23-24-03.pdf (OF 30,375)

12.b Approval of the 2022-2023 Purchase Order Report

That the Board of Education approve Purchase Orders for 2022-2023 as listed through July 24, 2023, as presented.

2022-2023 PURCHASE ORDER REPORT.pdf (OF 30,376)

12.c Approval of the 2023-2024 Purchase Order Report

That the Board of Education approve Purchase Orders for 2023-2024 as listed through July 24, 2023, as presented.

2023-2024 PURCHASE ORDER REPORT.pdf (OF 30,377)

12.d Approval of Warrants

That the Board of Education approve payroll warrants in the total amount of $6,618,639.53 and commercial warrants in the total amount of $4,188,473.54, as presented.

Warrants.pdf (OF 30,378)

12.e 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 Consultant 081723_Redacted.pdf (OF 30,379)

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

That the Board of Education ratify an agreement between Burbank Unified School District and The Genesis Group Inc., to provide a credentialed special education teacher, not to exceed $133,770 (01.0-65000.0-57601-11804-5810-7440000), effective August 10, 2023 through May 24, 2024 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services The Genesis Group_Ratification.pdf (OF 30,380)

12.g Action on Final Settlement Agreement (Special Education)

That the Board of Education approve Final Settlement Agreement for Special Education Student 960036318, at no cost to the District, (01.0-65000.0-50010-36000-5813-7440000), effective July 27, 2023 through May 23, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960036318 Settlement Agreement.docx.pdf (Confidential Exhibit, OF 30,381)

12.h Approval of Agreement for Professional Services (Special Education)

That the Board of Education approve an agreement between the Burbank Unified School District and TinyEye Therapy Services to provide support to BUSD students with IEPs, not to exceed $136,447.73, (01.0-65000.0-57602-11900-5850-744000), effective August 21, 2023 through May 23, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services TinyEye.pdf (OF 30,382)

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

That the Board of Education ratify an agreement between Burbank Unified School District and 360 Degree Customer Inc., to provide a credentialed special education teacher, not to exceed $112,140 (01.0-65000.0-57601-11804-5810-7440000), effective August 7, 2023 through May 25, 20224 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services 360 Degree_Ratification.pdf (OF 30,383)

12.j Ratification of Contract Renewal, Garland/DBS Inc. (GDI), Roof Maintenance Agreement, District-Wide (Restricted Routine Maintenance)

That the Board of Education approve the renewal of the contract between Burbank Unified School District and Garland/DBS Inc. (GDI), Waterproofing for a Roof Maintenance Agreement District-Wide, effective July 1, 2023 through June 30, 2024, not to exceed $171,000 (010-81500-0-00000-81100-5631-752-3100) Routine Maintenance, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Ratif_Garland_Roof Maint._District Wide_RRM.pdf (OF 30,384)

12.k Acceptance of Notice of Completion, ADCO Roofing, Roof Removal and Restoration at Muir Middle School (Routine Restricted Maintenance Funds)

That the Board of Education accept the following as completed: Roof Removal and Restoration at Muir Middle School, PO# 23004565, not to exceed $17,974.00 (010-81500-0-00000-85000-6250-752-3100-0000) Routine Restricted Maintenance, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

NOC_ADCO_Muir_RRM.pdf (OF 30,385)

12.l Notice of Completion, 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/Joint Use Fund)

That the Board of Education accept the following as completed: 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 $25,915 23004475 (21.3-00000.0-91001-85000-6170-431-0000) Bond Fund, (01.0-81500.0-00000-85000-6170-7523300) Joint Use Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

NOC_Western Fence_BHS_Joint-Bond.pdf (OF 30,386)

12.m Acceptance of Notice of Completion, Moe Plumbing, Furnish and Replace 140 ft Sewer Line for William McKinley Elementary School (General Fund)

That the Board of Education accept the following as completed: Furnish all replace up to 140 feet of 4’ sewer line for William McKinley Elementary School, PO 23003498, not to exceed $48,936.54 (010-81500.0-00000-85000-6170-752-3100) (General Funds), and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

NOC_Moe Plumbing_Mckin_RRM.pdf (OF 30,387)

12.n Ratification of an Award of Contract, Intercom Clock & Signal Service (ICS), District-Wide Cellular Monitoring Services, Various Sites (General Fund)

That the Board of Education ratify an award of contract between Burbank Unified School District and Intercom Clock & Signal Service (ICS) for cellular service monitoring for the District-Wide fire alarm phone system, effective July 1, 2023 through June 30, 2024, not to exceed $1,795 (01.0-00100.0-00000-83000-5850-752-1000) General Fund, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

Ratif_ICS_Various Sites_General.pdf (OF 30,388)

12.o Approval of Award of Contract, Western Fence & Supply Co., DBA Pilgrim Fence Co., Furnish and Install Chain Link Fence and Emergency Push Gate to Allow an Additional Safety Exit at Community Day School (Safety Credit)

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 One (1) High Chain Link Gate to Allow an Additional Safety Exit at Community Day School, effective August 18, 2023 through August 17, 2024, not to exceed $11,320 (010-81500-0-00000-85000-6170-752-3200-0000) Safety Credit, and

that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Ratif_Western_CDS_Safety.pdf (OF 30,389)

12.p Approval of Renewal Agreement for Professional Services, Amtech Elevator Services, District-Wide Elevator Inspection and Maintenance (Restricted Maintenance)

That the Board of Education approve the renewal agreement between Burbank Unified School District and Amtech Elevator Services for a District-Wide Master Maintenance Agreement for the inspection and maintenance of all elevators and wheelchairs, not to exceed $55,800 (01.0-81500.0-00000-81100-5631-752-3100) restricted maintenance, and that the authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Ratif_Amtech_Various Sites_RRM.pdf (OF 30,390)

12.q Notice of Completion, Reliable Floor Covering Inc., Furnish and Install Auditorium Flooring Replacement, Miller Elementary School (Routine Maintenance)

That the Board of Education accept the following as completed: Furnish and Install Auditorium Flooring Replacement at Miller Elementary School, PO#23004129, not to exceed $19,730 (010-81500-0-00000-85000-6250-752-3100) Routine Maintenance, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

NOC_Reliable Flooring_Miller_Routine Maintenance.pdf (OF 30,391)

12.r Approval of Award of Contract, California Paving & Grading., Remove and Haul Cracked Concrete, Furnish and Install New Asphalt at Community Day School (Safety Credit)

That the Board of Education approve an award of contract between Burbank Unified School District and , California Paving & Grading., Remove and Haul Cracked Concrete, Furnish and Install New Asphalt at Community Day School, effective August 18, 2023 through August 17, 2024, not to exceed $5,525 (010-81500-0-00000-85000-6170-752-3200-0000) Safety Credit, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Ratif_CA Paving_CDS_Safety.pdf (OF 30,392)

12.s Approval of Professional Agreement with Dannis Woliver Kelley

That the Board of Education approve the agreement between Burbank Unified School District and Dannis Woliver Kelley to provide training for District staff and specialized legal services, effective August 18, 2023 through June 30, 2024, not to exceed $2,000 (General Fund 01.0-00000.0-00000-72000-5850-7402000) and $10,000 (Bond Fund 21.0-00000.0-00000-85000-5820-7400000), and that authority to sign the agreements be exercised pursuant to BUSD-AR 3314, as presented.

Dannis Woliver Kelley 081723.pdf (OF 30,393)

12.t Approval of Amended Contract Extension for Bid# 1920-025, Transportation Services with First Student, Inc.

That the Board of Education approve the amended contract extension for Bid # 1920-025, for professional services between Burbank Unified School District and First Student, Inc., to provide pupil transportation services, not to exceed $3,000,000 (01.0-07240.0-50010-36000-5812-7440000), effective July 1, 2023 through June 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Amended First Student 081723.pdf (OF 30,394)

12.u Acceptance of Notice of Completion, Disney Two-story Ten Classroom Building, Project 1: Data Cabling Infrastructure, Disney Elementary School, Sunrise Telecom (Bond Funds)

That the Board of Education accept the following project as completed: 21st Century Classroom Retrofit Project, Disney Elementary School by Sunrise Telecom (21.3-00000.0-93000-85000-6249/6449-2010000), PO 22003157, not to exceed $46,649.03 (Bond Funds), as presented.

NOC_Sunrise Telecom_Cabling Infrastructure_Disney_081723.pdf (OF 30,395)

12.v Ratification of the Renewal of Agreement with Softchoice for Sophos Ltd., District-wide (General Fund)

The Board of Education ratify the renewal of the agreement between Burbank Unified School District and Softchoice for Sophos Ltd., not to exceed $147,000 (01.0-00000.0-00000-77000-5840-7732000), (General Fund), effective July 22, 2023, through July 21, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Ratification_Agreement_Softchoice_Sophos_081723.pdf (OF 30,396)

12.w Approval of John Burroughs High School Vocal Music Association (Overnight) Field Trip

The Board of Education approve the John Burroughs High School Vocal Music Association (Overnight) Field Trip request to attend Pali Retreat Camp in Running Springs, CA, from Friday, September 22, 2023 through Sunday, September 24, 2023, as presented.

JBHS VMA Overnight Field Trip 8 17 23.pdf (OF 30,397)

It was moved by Emily Weisberg, and seconded by Abby Pontzer Kamkar, that the Board of Education approve items 12a through 12w as recommended. The motion carried 4-0 with the following roll call vote: AYES: Ferguson, Weisberg, Pontzer Kamkar and Tabet. ABSENT: Aghakhanian.

13. REQUESTS TO ADDRESS THE BOARD

13.a Public Communications on Any 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 three (3) minutes may be allotted to each speaker, except by unanimous consent of the Board of Education. The president of the Board of Education has the discretion to prioritize speakers with precedence given to students and employees. The Superintendent may refer the matter to the proper department for review.

Denise Rayl, BUSD parent, addressed the toxic environment that has been created by the coaches of the John Burroughs High School soccer team and she has video and pictures to prove it. She read a petition made by an anonymous student.

Richard Khoury, BUSD parent, expressed his concern regarding the girls' soccer program and the soccer coach at John Burroughs High School.

Joel Schlossman, community member, addressed Member Tabet regarding her comment about the bond. He addressed Vice President Weisberg and President Ferguson regarding their comments about his observations. He stated that he has not threatened anyone.

Cynthia Wagner, NAF Academy Board Chair, indicated that NAF helps curriculum at Burbank High School and John Burroughs High School. Cynthia introduced two students from Burbank High School who addressed the Board regarding the value of the program.

13.b Superintendent's Comments

The Superintendent will respond to public comment and will comment on items of interest to the Board of Education and community.

Interim Superintendent Paramo thanked Cynthia Wagner for coming out and sharing the good things we are doing for kids. To the soccer parents, he shared that he is grateful for stating their concerns and confirmed that Kenny Knoop has spoken with a couple of parents. He asked Linda Junge to work with Principal Knoop to address the concerns appropriately and in a timely manner.

13.c Board Members' Comments and Responses

Board Members will respond to public comment and will comment on items of interest to the community.

Board Member Tabet thanked the soccer players for coming down and noted that she has faith in Principal Knoop's ability to work with everyone and taking the pathways needed for the good of the students. She thanked Cynthia Wagner for her involvement with NAF Academy and for what she does in the community.

Member Pontzer Kamkar thanked Cynthia Wagner and noted how powerful the program is. She addressed the soccer parents and asked that they forward any information they have to the Board.

Vice President Weisberg expressed her gratitude to Cynthia Wagner for commenting on the NAF Academy and asked Interim Superintendent Paramo if there can be time to carve out in the Agenda for other community members who would like to share information on programs that are offered. She thanked Denise Rayl and Richard Khoury for coming and confirmed that some Board Members have seen some of the emails. She noted that Principal Knoop has been proactive and sat with some of the parents regarding this topic.

President Ferguson thanked Cynthia Wagner and both students in the Academy for coming down. He expressed his excitement for the pathway to expand the program. He addressed the soccer parents and stated that the claims are taken seriously. He shared that it will be looked into to the furthest extent possible.

14. ADJOURNMENT

The meeting was adjourned at 8:57 p.m. in memory of David Padilla and Roy Wiegand.

MINUTES APPROVED:

_____
JOHN PARAMO, INTERIM SUPERINTENDENT
SECRETARY OF THE BOARD

6/20/2024
_____
DATE

_____
ARMOND AGHAKHANIAN, CLERK

**Burbank Unified School District**
**Instructional Services**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM : | Oscar Macias, Director, Secondary Education and DEI |
| PREPARED BY: | Oscar Macias, Director, Secondary Education and DEI |
| SUBMITTED BY: | Laura Erisman, Administrative Secretary |
| DATE: | June 20, 2024 |
| SUBJECT: | Ratification of the Participating Internship Partner Agreement for Burbank Unified School District |

**Background:**

Students who participate as interns are students who have enrolled in a Burbank Unified School District (BUSD) course that requires an internship at a local business. The District Career Technical Education (CTE) program has expanded internship opportunities to more career pathways in order to meet the elements of a high quality CTE program. According to both Burbank Board Policy and the requirements of the CTE program, the District must have an agreement in place with each business establishment. The agreement outlines the responsibilities of each party and also ensures that all state and federal guidelines are followed. The first agreement was approved in November of 2014.

**District Wide Goals for 2022-2023**

1.3 Increase student opportunities for achievement and success in Career Technical Education (CTE) classes and programs; increase the number of dual enrollment classes with our community college partners; and expand and strengthen career pathways that lead to work and/or continuing education.

**Discussion and Issues:**

The internship agreement has been revised to include a provision for paid internships. In addition, the new agreement requires each partner to provide additional information related to workman's compensation and minimum wage.

**Fiscal Impact:**

There is a cost to the District to support the students in the field. A supervising teacher must make regular visits to the places of employment. These costs would be absorbed by the current District allocation for Career Technical Education.

**Recommendation:**
Oscar Macias, Director, Secondary Education and DEI, recommends that the Board of Education ratify the Participating Internship Partner agreement for the Burbank Unified School District, effective June 3, 2024, through June 3, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

The Burbank Unified School District

Contract
For
Use of Facilities and Services
Burbank Unified School District
&
Participating Internship Partner

The Burbank Unified School District, a public educational entity, located at 1900 W. Olive Avenue, Burbank CA, 91506, hereinafter referred to as "BUSD", and

_____
(Name of Business / Organization and Address)
Hereinafter referred to as "*Participating Internship Partner*", mutually agree as follows:

1. **BASIS OF CONTRACT**
   BUSD maintains a wide array of career technical courses that prepare students for college and the work place. The BUSD also enters into contracts with *Participating Internship Partner* sites for the use of facilities and services, such as internships, for school district operated programs in such facilities.

2. **TERM**
   This contract is effective for the time period ___/___/___ and shall remain in effect through ___/___/___.

3. **RESPONSIBILITIES OF PARTICIPATING INTERNSHIP PARTNERS**
   - 3.1 Provide and/or mutually agree upon space and/or services at no cost to the BUSD for conducting the internship program. Said space shall be appropriate for occupational instruction and training in the programs conducted by the school district and shall be available at such times as are mutually agreed upon by the parties hereto.
   - 3.2 Provide and/or mutually agree upon and maintain a training station for each student intern that includes the use of the restroom facilities, access to utility services (lights, heat), and parking spaces. Interns will be exposed to a variety of different work experiences. The *Participating Internship Partner* agrees to complete an end-of-internship evaluation for each student.
   - 3.3 Provide a copy of any policies and procedures that student interns are expected to follow.
   - 3.4 Terminate the internship of any student hereunder at its site if the student does not perform satisfactorily, or if no suitable training station is available.

3.5 Agree that no student intern shall displace any regular paid employees of *Participating Internship Partner*, and students shall not be employed or compensated by *Participating Internship Partner* to perform tasks which are included as a part of the instructional program while the students are enrolled in the program.

## 4. RESPONSIBILITIES OF BUSD

4.1 Ensure that the BUSD provide qualified staff for the purpose of providing instruction, oversight, and evaluation to the students enrolled in internship programs located at *Participating Internship Partner's* site. The BUSD shall be responsible for the actions of the students during the operation of the program, including all student discipline. The school instructor will be responsible for regular communication with the *Participating Internship Partner.*

4.2 Ensure that school instructors will make at least two on-site contacts per semester with each *Participating Internship Partner* supervisor.

4.3 Ensure that the district school site operating the program provide all instructional materials for the program as required by the school district instructors.

4.4 Ensure that the school site operating the program file a training plan for the aforesaid program operated pursuant to this Contract with Instructional Services. A training plan shall be provided to the *Participating Internship Partner* by the district instructor.

4.5 Ensure that the BUSD administering the internship program, shall take out and maintain during the life of this Contract such public liability, property damage, and workers' compensation insurance as shall protect the *Participating Internship Partner* and the BUSD. For the purpose of workers' compensation only, students engaged in the internship program hereunder are considered to be special employees of the school district and the school district's liability to students for any injury they might sustain while performing activities under this Contract is limited to worker's compensation benefits.

## 5. INDEMNIFICATION

*Participating Internship Partner* agrees to defend, indemnify, save and hold harmless BUSD from and against all demands, debts, liens, claims, losses, damages, liability, costs, expenses (including, but not by way of limitation, attorneys' 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 BUSD. The provisions of this clause shall not be limited to the availability or collectability of insurance coverage.

## 6. INSURANCE

*Participating Internship Partner* shall provide evidence of liability at the time of execution as proof of the insurance coverage required by this Contract. The

*Participating Internship Partner*'s minimum scope and limits of insurance under this Contract are as follows (Coverage shall be at least as broad.):

Commercial General Liability Coverage "occurrence" form to include bodily injury and property damage for, including, but not limited to, premises and operations, contractual liability, independent contractors, broad form liability, and personal injury with a combined single limit of $1,000,000 per occurrence. *Participating Internship Partner* may be required to show proof of current insurance upon demand for subsequent contract years.

**7. INDEPENDENT CONTRACTOR**

While performing its obligations under this Contract, the *Participating Internship Partner* is an independent contractor and not an officer, employee or agent of BUSD. The *Participating Internship Partner* shall not at any time or in any manner represent that it or any of its officers, employees, or agents are employees of BUSD.

**8. NON-DISCRIMINATION**

8.1 Civil Rights Act

*Participating Internship Partner* hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, USC Sections 2000 e (17), to the end that no person shall, on the grounds of race, creed, color, sex, age, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract.

8.2 Section 504 and Americans with Disabilities Act

*Participating Internship Partner* hereby assures that it will comply with Section 504 of the Rehabilitation Act of 1973 with regard to federal financial assistance administered by the Department of Health and Human Services and the Americans with Disabilities Act (ADA) of 1990; and other applicable nondiscrimination laws.

**9. RECORD RETENTION AND INSPECTION**

The *Participating Internship Partner* agrees that BUSD shall have reasonable access to and the right to examine, audit, excerpt, copy or transcribe any records pertaining to this Contract. All records shall be kept and maintained by the *Participating Internship Partner* for a period not less than five (5) years after expiration of Contract.

**10. MODIFICATION OR TERMINATION OF CONTRACT**

10.1 The Contract may be amended by mutual written consent of the parties and may be terminated by either party upon thirty (30) days advance written notification.

10.2 On the event that the conditions result in an immediate danger to the health, safety, and/or welfare of BUSD students, BUSD reserves the right to suspend or terminate this Contract. BUSD or the designated school shall

provide written notice to *Participating Internship Partner* including the reasons for suspension or termination under this provision. If the Contract is suspended, *Participating Internship Partner* shall have five (5) business days to cure the conditions(s) for which the suspension was given or the contract will be terminated.

**11. ASSIGNMENT**

The *Participating Internship Partner* shall not in any manner, directly or indirectly, by operation of law or otherwise, assign, transfer or encumber this Contract or any portion hereof of any interest herein, in whole or in part, without the prior written consent of BUSD. If consent is not given by BUSD to assign, transfer, or encumber this Contract, such action shall be deemed automatically void. In addition, the *Participating Internship Partner* shall not subcontract the work to be performed pursuant to this Contract without prior written approval of BUSD. The names and qualifications of subcontractors or others whom *Participating Internship Partner* intends to employ other than those identified, shall be submitted to BUSD for prior written approval.

**12. INTEGRATION**

This Contract, including all exhibits and other documents incorporated herein or made applicable by reference contains the complete and final understanding of the parties' rights, duties and obligations with respect to the transaction discussed in the Contract and supersedes all prior Contracts, understandings and commitments, whether oral or written, This Contract shall not be amended in any way except by a writing expressly purporting to be such an amendment, signed and acknowledged by both of the parties hereto.

**13. ATTORNEY'S FEES**

Should either party be required to file any legal action or claim to enforce any provision of this Contract or resolve any dispute arising under or connected to this Contract, each party shall bear its own attorney's fees and costs in bringing such an action and any judgment or decree rendered in such a proceeding shall not include an award thereof.

**14. GOVERNING LAW/FORUM SELECTION**

The parties agree this Contract is made, entered into and executed in Los Angeles County, California, and any legal action, claim or proceeding arising out of or connected with this Contract shall be filed in the applicable court in Los Angeles County, California. The parties further agree this Contract shall be construed, and all disputes hereunder shall be settled in accordance with the laws of the State of California.

**15. NOTICES**

Any notices to be given pursuant to this Contract shall be in writing, and such notices, as well as any other document to be delivered, shall be delivered by

personal service or by deposit in the U.S. Mail, certified or registered, return receipt requested, postage prepaid, and addressed to the party for whom intended as follows:

BUSD:

Andrew Cantwell
Assistant Superintendent, Administrative Services
Burbank Unified School District
1900 West Olive Avenue
Burbank, CA 91506

*Participating Internship Partner*:

_____
Partner Name

_____
Address

**16. TOBACCO-FREE WORKPLACE**

The *Participating Internship Partner* hereby agrees to comply with the BUSD Board of Education Policy 3513 which states: "The Board prohibits the use of tobacco products at any time in district-owned or leased buildings, on district property, and in district vehicles."

**17. ALCOHOL AND DRUG-FREE WORKPLACE**

The *Participating Internship Partner* hereby certifies under penalty of perjury under the laws of the State of California that *Participating Internship* will comply with the requirements of the Drug-Free Workplace Act of 1988 (Government Code Section 8350 et. Seq.), and the BUSD Board Policy 4020.

**18. CERTIFICATION REGARDING DEBARMENT, SUSPENSION OR OTHER INELIGIBILITY (Federal Executive Order 12549)**

By executing this contractual instrument, *Participating Internship Partner* certifies to the best of its knowledge and belief that it and its principals:

18.1 Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or Agency.

18.2 Have not, within a three-year period preceding the execution of this contractual instrument, been convicted of, or had a civil judgment rendered against them, for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (Federal, State, or Local) or contract under a public transaction; or violation of Federal or State

antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property or receiving stolen property;

18.3 Are not presently indicted for, or otherwise criminally or civilly charged by any government entity (Federal, State or Local), with commission of any of the offenses enumerated in Section 34.2 above, of this certification; and,

18.4 Have not, within a three-year period preceding the execution of this contractual instrument, had one or more public transactions (Federal, State or Local) terminated for cause of default.

**19. EXECUTION REQUIREMENTS**

Proper signatures required for execution of this instrument may be by original signature; photocopy; fax/facsimile copy; valid, encrypted, electronic transmission/ signature; and /or other commonly accepted, widely used, commercially acceptable signature methods, This instrument may be executed in counter-parts by each party on a separate copy thereof with the same force and effect as though all parties had executed a single original copy,

Burbank Unified School District

By_____
(Signature)
Andrew Cantwell
Assistant Superintendent, Administrative Services

Date_____

*Participating Internship Partner*

_____
Name of authorized person (print)

By _____
(Signature)
Authorized person representing
the Participating Internship Partner

Date _____

_____ _____ Date_____
Teacher Name (print) Teacher Signature

Course Title:

Subject:

District Program#

Expires:

**Burbank Unified School District**
**Instructional Services**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM : | Oscar Macias, Director, Secondary Education and DEI |
| PREPARED BY: | Oscar Macias, Director, Secondary Education and DEI |
| SUBMITTED BY: | Laura Erisman, Administrative Secretary |
| DATE: | June 20, 2024 |
| SUBJECT: | Ratification of the Participating Internship Partner Agreement Between Burbank Unified School District and VOLT |

**Background:**

Students who participate as interns are students who have enrolled in a Burbank Unified School District (BUSD) course that requires an internship at a local business. The District Career Technical Education (CTE) program has expanded internship opportunities to more career pathways in order to meet the elements of a high quality CTE program. According to both Burbank Board Policy and the requirements of the CTE program, the District must have an agreement in place with each business establishment. The agreement outlines the responsibilities of each party and also ensures that all state and federal guidelines are followed. Volt is a local company that specializes in lighting. The company works on a variety of projects that offers opportunities for Burbank students to learn professional skills that are in high demand.

**District Wide Goals for 2022-2023**

1.3 Increase student opportunities for achievement and success in Career Technical Education (CTE) classes and programs; increase the number of dual enrollment classes with our community college partners; and expand and strengthen career pathways that lead to work and/or continuing education.

**Discussion and Issues:**

The internship agreement with VOLT provides Burbank USD students with the opportunity to participate in summer internships.

**Fiscal Impact:**

There is a cost to the District to support the students in the field. A supervising teacher must make regular visits to the places of employment. These costs would be absorbed by the current District allocation for Career Technical Education.

**Recommendation:**
Oscar Macias, Director, Secondary Education and DEI, recommends that the Board of Education ratify the Participating Internship Partner agreement between the Burbank Unified School District and VOLT, effective June 3, 2024, through June 3, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

The Burbank Unified School District

Contract
For
Use of Facilities and Services
Burbank Unified School District
&
Participating Internship Partner

The Burbank Unified School District, a public educational entity, located at 1900 W. Olive Avenue, Burbank CA, 91506, hereinafter referred to as "BUSD", and

VOLT 3000 North Kenwood, Burbank, CA 91505

(Name of Business / Organization and Address)

Hereinafter referred to as "*Participating Internship Partner*", mutually agree as follows:

1. **BASIS OF CONTRACT**
   BUSD maintains a wide array of career technical courses that prepare students for college and the work place. The BUSD also enters into contracts with *Participating Internship Partner* sites for the use of facilities and services, such as internships, for school district operated programs in such facilities.

2. **TERM**
   This contract is effective for the time period 06/03/2024 and shall remain in effect through 06/03/2025

3. **RESPONSIBILITIES OF PARTICIPATING INTERNSHIP PARTNERS**
   - 3.1 Provide and/or mutually agree upon space and/or services at no cost to the BUSD for conducting the internship program. Said space shall be appropriate for occupational instruction and training in the programs conducted by the school district and shall be available at such times as are mutually agreed upon by the parties hereto.
   - 3.2 Provide and/or mutually agree upon and maintain a training station for each student intern that includes the use of the restroom facilities, access to utility services (lights, heat), and parking spaces. Interns will be exposed to a variety of different work experiences. The *Participating Internship Partner* agrees to complete an end-of-internship evaluation for each student.
   - 3.3 Provide a copy of any policies and procedures that student interns are expected to follow.
   - 3.4 Terminate the internship of any student hereunder at its site if the student does not perform satisfactorily, or if no suitable training station is available.

3.5 Agree that no student intern shall displace any regular paid employees of *Participating Internship Partner*, and students shall not be employed or compensated by *Participating Internship Partner* to perform tasks which are included as a part of the instructional program while the students are enrolled in the program.

## 4. RESPONSIBILITIES OF BUSD

4.1 Ensure that the BUSD provide qualified staff for the purpose of providing instruction, oversight, and evaluation to the students enrolled in internship programs located at *Participating Internship Partner's* site. The BUSD shall be responsible for the actions of the students during the operation of the program, including all student discipline. The school instructor will be responsible for regular communication with the *Participating Internship Partner.*

4.2 Ensure that school instructors will make at least two on-site contacts per semester with each *Participating Internship Partner* supervisor.

4.3 Ensure that the district school site operating the program provide all instructional materials for the program as required by the school district instructors.

4.4 Ensure that the school site operating the program file a training plan for the aforesaid program operated pursuant to this Contract with Instructional Services. A training plan shall be provided to the *Participating Internship Partner* by the district instructor.

4.5 Ensure that the BUSD administering the internship program, shall take out and maintain during the life of this Contract such public liability, property damage, and workers' compensation insurance as shall protect the *Participating Internship Partner* and the BUSD. For the purpose of workers' compensation only, students engaged in the internship program hereunder are considered to be special employees of the school district and the school district's liability to students for any injury they might sustain while performing activities under this Contract is limited to worker's compensation benefits.

## 5. INDEMNIFICATION

*Participating Internship Partner* agrees to defend, indemnify, save and hold harmless BUSD from and against all demands, debts, liens, claims, losses, damages, liability, costs, expenses (including, but not by way of limitation, attorneys' 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 BUSD. The provisions of this clause shall not be limited to the availability or collectability of insurance coverage.

## 6. INSURANCE

*Participating Internship Partner* shall provide evidence of liability at the time of execution as proof of the insurance coverage required by this Contract. The

*Participating Internship Partner*'s minimum scope and limits of insurance under this Contract are as follows (Coverage shall be at least as broad.):

Commercial General Liability Coverage "occurrence" form to include bodily injury and property damage for, including, but not limited to, premises and operations, contractual liability, independent contractors, broad form liability, and personal injury with a combined single limit of $1,000,000 per occurrence. *Participating Internship Partner* may be required to show proof of current insurance upon demand for subsequent contract years.

**7. INDEPENDENT CONTRACTOR**

While performing its obligations under this Contract, the *Participating Internship Partner* is an independent contractor and not an officer, employee or agent of BUSD. The *Participating Internship Partner* shall not at any time or in any manner represent that it or any of its officers, employees, or agents are employees of BUSD.

**8. NON-DISCRIMINATION**

8.1 Civil Rights Act

*Participating Internship Partner* hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, USC Sections 2000 e (17), to the end that no person shall, on the grounds of race, creed, color, sex, age, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract.

8.2 Section 504 and Americans with Disabilities Act

*Participating Internship Partner* hereby assures that it will comply with Section 504 of the Rehabilitation Act of 1973 with regard to federal financial assistance administered by the Department of Health and Human Services and the Americans with Disabilities Act (ADA) of 1990; and other applicable nondiscrimination laws.

**9. RECORD RETENTION AND INSPECTION**

The *Participating Internship Partner* agrees that BUSD shall have reasonable access to and the right to examine, audit, excerpt, copy or transcribe any records pertaining to this Contract. All records shall be kept and maintained by the *Participating Internship Partner* for a period not less than five (5) years after expiration of Contract.

**10. MODIFICATION OR TERMINATION OF CONTRACT**

10.1 The Contract may be amended by mutual written consent of the parties and may be terminated by either party upon thirty (30) days advance written notification.

10.2 On the event that the conditions result in an immediate danger to the health, safety, and/or welfare of BUSD students, BUSD reserves the right to suspend or terminate this Contract. BUSD or the designated school shall

provide written notice to *Participating Internship Partner* including the reasons for suspension or termination under this provision. If the Contract is suspended, *Participating Internship Partner* shall have five (5) business days to cure the conditions(s) for which the suspension was given or the contract will be terminated.

**11. ASSIGNMENT**

The *Participating Internship Partner* shall not in any manner, directly or indirectly, by operation of law or otherwise, assign, transfer or encumber this Contract or any portion hereof of any interest herein, in whole or in part, without the prior written consent of BUSD. If consent is not given by BUSD to assign, transfer, or encumber this Contract, such action shall be deemed automatically void. In addition, the *Participating Internship Partner* shall not subcontract the work to be performed pursuant to this Contract without prior written approval of BUSD. The names and qualifications of subcontractors or others whom *Participating Internship Partner* intends to employ other than those identified, shall be submitted to BUSD for prior written approval.

**12. INTEGRATION**

This Contract, including all exhibits and other documents incorporated herein or made applicable by reference contains the complete and final understanding of the parties' rights, duties and obligations with respect to the transaction discussed in the Contract and supersedes all prior Contracts, understandings and commitments, whether oral or written, This Contract shall not be amended in any way except by a writing expressly purporting to be such an amendment, signed and acknowledged by both of the parties hereto.

**13. ATTORNEY'S FEES**

Should either party be required to file any legal action or claim to enforce any provision of this Contract or resolve any dispute arising under or connected to this Contract, each party shall bear its own attorney's fees and costs in bringing such an action and any judgment or decree rendered in such a proceeding shall not include an award thereof.

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The parties agree this Contract is made, entered into and executed in Los Angeles County, California, and any legal action, claim or proceeding arising out of or connected with this Contract shall be filed in the applicable court in Los Angeles County, California. The parties further agree this Contract shall be construed, and all disputes hereunder shall be settled in accordance with the laws of the State of California.

**15. NOTICES**

Any notices to be given pursuant to this Contract shall be in writing, and such notices, as well as any other document to be delivered, shall be delivered by

personal service or by deposit in the U.S. Mail, certified or registered, return receipt requested, postage prepaid, and addressed to the party for whom intended as follows:

BUSD:

Andrew Cantwell
Assistant Superintendent, Administrative Services
Burbank Unified School District
1900 West Olive Avenue
Burbank, CA 91506

*Participating Internship Partner*:

Volt
3000 North Kenwood Street
Burbank, California,91505
818.433.7972

**16. TOBACCO-FREE WORKPLACE**

The *Participating Internship Partner* hereby agrees to comply with the BUSD Board of Education Policy 3513 which states: "The Board prohibits the use of tobacco products at any time in district-owned or leased buildings, on district property, and in district vehicles."

**17. ALCOHOL AND DRUG-FREE WORKPLACE**

The *Participating Internship Partner* hereby certifies under penalty of perjury under the laws of the State of California that *Participating Internship* will comply with the requirements of the Drug-Free Workplace Act of 1988 (Government Code Section 8350 et. Seq.), and the BUSD Board Policy 4020.

**18. CERTIFICATION REGARDING DEBARMENT, SUSPENSION OR OTHER INELIGIBILITY (Federal Executive Order 12549)**

By executing this contractual instrument, *Participating Internship Partner* certifies to the best of its knowledge and belief that it and its principals:

18.1 Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or Agency.

18.2 Have not, within a three-year period preceding the execution of this contractual instrument, been convicted of, or had a civil judgment rendered against them, for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (Federal, State, or Local) or contract under a public transaction; or violation of Federal or State

antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property or receiving stolen property;

18.3 Are not presently indicted for, or otherwise criminally or civilly charged by any government entity (Federal, State or Local), with commission of any of the offenses enumerated in Section 34.2 above, of this certification; and,

18.4 Have not, within a three-year period preceding the execution of this contractual instrument, had one or more public transactions (Federal, State or Local) terminated for cause of default.

**19. EXECUTION REQUIREMENTS**

Proper signatures required for execution of this instrument may be by original signature; photocopy; fax/facsimile copy; valid, encrypted, electronic transmission/ signature; and /or other commonly accepted, widely used, commercially acceptable signature methods, This instrument may be executed in counter-parts by each party on a separate copy thereof with the same force and effect as though all parties had executed a single original copy,

Burbank Unified School District

By_____
(Signature)
Andrew Cantwell
Assistant Superintendent, Administrative Services

Date_____

*Participating Internship Partner*

_____
Name of authorized person (print)

By _____
(Signature)
Authorized person representing
the Participating Internship Partner

Date _____

_____ _____ Date_____
Teacher Name (print) Teacher Signature

Course Title: Business Preparedness

Subject: Workforce Readiness

District Program# Career Technical Education

Expires: 06/03/2024

# BURBANK UNIFIED SCHOOL DISTRICT



## BOARD DETAIL REPORT

**Printed between 05/14/2024 & 05/27/2024**

| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 24000253 | OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 2023-24 BLANKET ORDER; OFFICE SUPPLIES | JEFFERSON ELEMENTARY | 010 | $4,000.00 |
| 24000255 | SOUTHWEST SCHOOL & OFFICE SUPPLY | C/O 3: REDUCE BY $100.00; 2023-24 BLANKET ORDER; OFFICE SUPPLIES | DISNEY ELEMENTARY | 010 | $3,007.00 |
| 24000259 | OFFICE DEPOT/ BUSINESS SERVICES DIVISION | C/O 4: REDUCE BY $10000: 2023-24 BLANKET ORDER; OFFICE SUPPLIES | DISNEY ELEMENTARY | 010 | $3,004.01 |
| 24000439 | SMARDAN SUPPLY BURBANK | C/O 1: INCREASE BY $15,000.00; 2023-24 BLANKET ORDER; FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $60,000.00 |
| 24000443 | WAXIE SANITARY SUPPLY | C/O 3: INCREASE BY $50,000:00; 2023-24 BLANKET ORDER; CUSTODIAL SUPPLIES; UNRESTRICTED MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $430,000.00 |
| 24000460 | WAXIE SANITARY SUPPLY | C/O 1: INCREASE BY $5,000.00; 2023-24 BLANKET ORDER; MAINTENANCE SERVICES; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $7,000.00 |
| 24000770 | MACIAS, SANDRA | C/O 1: INCREASE BY $935.00; 2023-24 BLANKET ORDER; CLASSROOM SUPPLIES; CTE-UNRESTRICTED FUNDS | JOHN BURROUGHS HIGH SCHOOL | 010 | $3,767.00 |
| 24000807 | DRIFTWOOD DAIRY | C/O 1: REDUCE BY $185.00; 2023-24 BLANKET ORDER; INSTRUCTIONAL SUPPLIES; CTE-UNRESTRICTED FUNDS | INSTRUCTIONAL SERVICES | 010 | $2,189.00 |
| 24001081 | SOUTHWEST SCHOOL & OFFICE SUPPLY | C/O 1: INCREASE BY $1,400.00; 2023-24 BLANKET ORDER; OFFICE SUPPLIES; GIFT FUNDS | JEFFERSON ELEMENTARY | 010 | $11,400.00 |
| 24001525 | SCHOFIELD, ALBA JOHANNA | C/O 2: INCREASE BY $11,300.00; CONSULTANT AGREEMENT; ART CLASSES; ELOP FUNDS; BOARD APPROVED 9/7/23 | CHILD DEVELOPMENT SERVICES | 010 | $37,210.00 |
| 24002584 | WARD'S NATURAL SCIENCE | C/O 1: REDUCE BY $163.12; CLASSROOM SUPPLIES | JOHN BURROUGHS HIGH SCHOOL | 010 | $1,153.58 |
| 24002976 | SUNBELT CONTROLS INC | C/O 1: INCREASE BY $420.00; SERVER ROOM HVAC MAINTENANCE AT DSC; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $1,355.00 |
| 24003136 | TONI A FRANCISCO | C/O 1: INCREASE BY $3,125.00; PROFESSIONAL SERVICES AGREEMENT; SPEECH AND LANGUAGE SERVICES; SPECIAL EDUCATION FUNDS; BOARD APPROVED 5/2/24 | SPECIAL EDUCATION | 010 | $15,625.00 |
| 24003216 | SANDRA DE BARROS | C/O 1: INCREASE BY $7,500.00; CONSULTANT AGREEMENT; CHILDCARE PLANNING SERVICES; ELOP FUNDS; BOARD APPROVED 4/18/24 | INSTRUCTIONAL SERVICES | 010 | $45,000.00 |
| 24003449 | LEWIS EVENTS | C/O 1: INCREASE BY $1,115.00; CONSULTANT AGREEMENT; HISTORY ACTIVITIES; GIFT FUNDS; BOARD APPROVED 2/1/24 | MILLER ELEMENTARY | 010 | $2,230.00 |
| 24003677 | AMAZON CAPITAL SERVICES | C/O : REDUCE BY $7.37; CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS | HORACE MANN CHILDREN´S CENTER | 010 | $158.29 |

## BOARD DETAIL REPORT

**Printed between 05/14/2024 & 05/27/2024**

| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 24003794 | WARD'S NATURAL SCIENCE | C/O 1: REDUCE BY $163.42; CLASSROOM SUPPLIES | JOHN BURROUGHS HIGH SCHOOL | 010 | $634.03 |
| 24004430 | FIRST STUDENT, INC | C/O 1: REDUCE BY $ 264.00; STUDENT TRANSPORTATION; LOS ANGELES ZOO; GIFT FUNDS | STEVENSON ELEMENTARY | 010 | $1,574.38 |
| 24004588 | SEWER LINE SERVICES, INC. | C/O 1: INCREASE BY $1,006.00; EMERGENCY WATER MAIN REPAIR AT BURBANK HIGH SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $7,906.00 |
| 24004611 | SUNRISE TELECOM | C/O 1; INCREASE BY $3,323.00; CARRYOVER PO 22003202; 2122-015 21ST CENTURY CLASSROOM INSTALLATIONS AT DISNEY ELEMENTARY SCHOOL PERMANENT MODULAR CLASSROOM BUILDING; BOND FUNDS; BOARD APPROVED 3/17/22 | TECHNOLOGY SERVICES | 213 | $4,919.18 |
| 24004612 | GARCIA, HILDE | REIMBURSEMENT TO TEACHER FOR FURNITURE AND LIBRARY SUPPLIES; GIFT FUNDS | DISNEY ELEMENTARY | 010 | $4,940.28 |
| 24004613 | LIBRE SCHOOL SERVICES | STUDENT TRANSPORTATION; DISNEY CONCERT HALL; GIFT FUNDS | JOHN BURROUGHS HIGH SCHOOL | 010 | $1,032.50 |
| 24004614 | AMTECH ELEVATOR SERVICES | ELEVATOR SERVICES AT MILLER ELEMENTARY; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $407.65 |
| 24004615 | AMTECH ELEVATOR SERVICES | ELEVATOR SERVICES AT ROOSEVELT ELEMENTARY; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $407.65 |
| 24004616 | OFFICE DEPOT/ BUSINESS SERVICES DIVISION | FURNITURE | SUPERINTENDENT ´S OFFICE | 010 | $661.49 |
| 24004617 | NATIONAL OUTDOOR FURNITURE, INC. | FURNITURE; UNIVERSAL PRE-KINDER FUNDS | ROOSEVELT ELEMENTARY | 010 | $3,905.18 |
| 24004618 | SOUTH COAST AQMD | ANNUAL GENERATOR OPERATION FEE; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $161.81 |
| 24004619 | MICHAEL HIRSH | KILN REPAIR | BURBANK HIGH SCHOOL | 010 | $547.00 |
| 24004620 | AMAZON CAPITAL SERVICES | FACILITY REPAIR MATERIAL; UNRESTRICTED MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $208.14 |
| 24004621 | AMAZON CAPITAL SERVICES | FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $479.90 |
| 24004622 | AMAZON CAPITAL SERVICES | BOOKS; ELOP FUNDS | DISNEY ELEMENTARY | 010 | $898.91 |
| 24004623 | HUNTER, LISA ROSALIND | REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES | DOLORES HUERTA MIDDLE SCHOOL | 010 | $142.47 |
| 24004624 | KALACHI, MONIQUE | REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; UNIVERSAL PRE-KINDER FUNDS | MC KINLEY ELEMENTARY | 010 | $546.25 |
| 24004625 | BLINDER, ERIC | REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES | MUIR MIDDLE SCHOOL | 010 | $21.86 |
| 24004626 | GRID GRAPHICS, INC. | CUSTOM CLOTHING; GIFT FUNDS | BURBANK HIGH SCHOOL | 010 | $900.00 |

**Printed between 05/14/2024 & 05/27/2024**

| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 24004627 | SCOTT S. SINQUAH | CONSULTANT AGREEMENT; STUDENT ASSEMBLY; ACCOUNTS RECEIVABLE FUNDS; BOARD APPROVED 5/2/24 | MUIR MIDDLE SCHOOL | 010 | $1,800.00 |
| 24004628 | AMAZON CAPITAL SERVICES | BOOKS; ELOP FUNDS | DISNEY ELEMENTARY | 010 | $423.65 |
| 24004629 | AMAZON CAPITAL SERVICES | BOOKS; ELOP FUNDS | EMERSON ELEMENTARY | 010 | $510.26 |
| 24004630 | AMAZON CAPITAL SERVICES | BOOKS; ELOP FUNDS | JEFFERSON ELEMENTARY | 010 | $782.25 |
| 24004631 | AMAZON CAPITAL SERVICES | BOOKS; ELOP FUNDS | DISNEY ELEMENTARY | 010 | $1,275.64 |
| 24004632 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; ELOP FUNDS | DISNEY ELEMENTARY | 010 | $930.14 |
| 24004633 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; ELOP FUNDS | DISNEY ELEMENTARY | 010 | $1,009.48 |
| 24004634 | BURBANK IRRIGATION SUPPLY | GROUNDS SUPPLIES; UNRESTRICTED MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $167.55 |
| 24004635 | TAYLOR, LATOYA | REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS | WASHINGTON ELEMENTARY | 010 | $100.00 |
| 24004636 | 3 WIRE LLC | FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS | MILLER ELEMENTARY | 010 | $619.33 |
| 24004637 | WILLIAMS, TERESA | REIMBURSEMENT TO TEACHER FOR CLASSROOMS UPPLIES; GIFT FUNDS | WASHINGTON ELEMENTARY | 010 | $248.06 |
| 24004638 | DIDONATO, CASEY | REIMBURSEMENT TO CAMPUS SUPERVISOR FOR REPAIR MATERIALS | MUIR MIDDLE SCHOOL | 010 | $195.22 |
| 24004639 | C R LAURENCE CO | FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $322.81 |
| 24004640 | WRIGHT'S SUPPLY INC | FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS | MILLER ELEMENTARY | 010 | $522.16 |
| 24004641 | ULINE - Attn: ACCOUNTS RECEIVABLES | FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $664.12 |
| 24004642 | WARD'S NATURAL SCIENCE | CARRY OVER PO 23002370; CLASSROOM SUPPLIES | JOHN BURROUGHS HIGH SCHOOL | 010 | $307.43 |
| 24004643 | GENESIS FLOOR COVERING, INC. | FLOOR REPLACEMENT IN DISNEY ELEMENTARY LIBRARY; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $11,976.00 |
| 24004644 | JENNIFER GRACE | MOBILE APP ANNUAL HOSTING FEE; TITLE I FUNDS; BOARD APPROVED 6/16/22 | WASHINGTON ELEMENTARY | 010 | $996.00 |
| 24004645 | MB DANCE INC | CONSULTANT AGREEMENT; DANCE INSTRUCTION; AMS FUNDS; BOARD APPROVED 5/2/24 | EDISON ELEMENTARY | 010 | $5,100.00 |
| 24004647 | ORANGE COUNTY DEPT OF EDUCATION | CLASSROOM SUPPLIES; TITLE III - LEP FUNDS | MC KINLEY ELEMENTARY | 010 | $1,564.12 |
| 24004648 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; ELOP FUNDS | EMERSON ELEMENTARY | 010 | $1,458.20 |
| 24004649 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; ELOP FUNDS | JEFFERSON ELEMENTARY | 010 | $1,507.90 |
| 24004650 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; ELOP FUNDS | DISNEY ELEMENTARY | 010 | $368.26 |

## BOARD DETAIL REPORT

**Printed between 05/14/2024 & 05/27/2024**

| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 24004651 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; ELOP FUNDS | DISNEY ELEMENTARY | 010 | $101.21 |
| 24004652 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; ELOP FUNDS | JEFFERSON ELEMENTARY | 010 | $121.45 |
| 24004653 | AMAZON CAPITAL SERVICES | OFFICE SUPPLIES | BUSINESS OFFICE | 010 | $349.27 |
| 24004654 | SOUTHWEST SCHOOL & OFFICE SUPPLY | CLASSROOM SUPPLIES; ELOP FUNDS | JEFFERSON ELEMENTARY | 010 | $5,649.58 |
| 24004655 | SOUTHWEST SCHOOL & OFFICE SUPPLY | CLASSROOM SUPPLIES; ELOP FUNDS | EMERSON ELEMENTARY | 010 | $5,834.35 |
| 24004656 | OKAPI EDUCATIONAL PUBLISHING INC. | BOOKS; ELOP FUNDS | WAREHOUSE | 010 | $38,150.58 |
| 24004657 | SOUTHWEST SCHOOL & OFFICE SUPPLY | CLASSROOM SUPPLIES; ELOP FUNDS | DISNEY ELEMENTARY | 010 | $6,063.21 |
| 24004658 | SOUTHWEST SCHOOL & OFFICE SUPPLY | CLASSROOM SUPPLIES; ELOP FUNDS | DISNEY ELEMENTARY | 010 | $1,937.56 |
| 24004659 | SOUTHWEST SCHOOL & OFFICE SUPPLY | CLASSROOM SUPPLIES; ELOP FUNDS | DISNEY ELEMENTARY | 010 | $3,776.60 |
| 24004660 | SOUTHWEST SCHOOL & OFFICE SUPPLY | CLASSROOM SUPPLIES; ELOP FUNDS | INSTRUCTIONAL SERVICES | 010 | $1,456.10 |
| 24004661 | AMAZON CAPITAL SERVICES | TECHNOLOGY SUPPLIES | TECHNOLOGY SERVICES | 010 | $537.53 |
| 24004662 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; ELOP FUNDS | DISNEY ELEMENTARY | 010 | $1,701.27 |
| 24004663 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; ELOP FUNDS | EMERSON ELEMENTARY | 010 | $1,397.78 |
| 24004664 | ESTRELLITA, INC. | BOOKS; TITLE III - LEP FUNDS | MC KINLEY ELEMENTARY | 010 | $1,171.66 |
| 24004665 | ESTRELLITA, INC. | BOOKS; TITLE III - LEP FUNDS | DISNEY ELEMENTARY | 010 | $1,171.66 |
| 24004666 | OFFICE DEPOT/ BUSINESS SERVICES DIVISION | CLASSROOM SUPPLIES; ELOP FUNDS | DISNEY ELEMENTARY | 010 | $670.85 |
| 24004667 | OFFICE DEPOT/ BUSINESS SERVICES DIVISION | CLASSROOM SUPPLIES; ELOP FUNDS | DISNEY ELEMENTARY | 010 | $352.74 |
| 24004668 | OFFICE DEPOT/ BUSINESS SERVICES DIVISION | CLASSROOM SUPPLIES; ELOP FUNDS | DISNEY ELEMENTARY | 010 | $178.92 |
| 24004669 | OFFICE DEPOT/ BUSINESS SERVICES DIVISION | CLASSROOM SUPPLIES; ELOP FUNDS | EMERSON ELEMENTARY | 010 | $550.18 |
| 24004670 | OFFICE DEPOT/ BUSINESS SERVICES DIVISION | CLASSROOM SUPPLIES; ELOP FUNDS | JEFFERSON ELEMENTARY | 010 | $667.62 |
| 24004671 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; ELOP FUNDS | JEFFERSON ELEMENTARY | 010 | $1,693.86 |
| 24004672 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; ELOP FUNDS | DISNEY ELEMENTARY | 010 | $1,310.03 |
| 24004673 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; ELOP FUNDS | JEFFERSON ELEMENTARY | 010 | $93.69 |
| 24004674 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; ELOP FUNDS | JEFFERSON ELEMENTARY | 010 | $1,218.92 |
| 24004675 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; ELOP FUNDS | EMERSON ELEMENTARY | 010 | $1,255.67 |
| 24004676 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; ELOP FUNDS | DISNEY ELEMENTARY | 010 | $360.17 |
| 24004677 | ABDELHAMID, MARIAM | REIMBURSEMENT TO DIRECTOR OF FISCAL SERVICES FOR FOOD | FISCAL SERVICES | 010 | $561.72 |

## BOARD DETAIL REPORT

**Printed between 05/14/2024 & 05/27/2024**

| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 24004678 | PACINO, LORI | REIMBURSEMENT TO ASSISTANT PRINCIPAL FOR FOOD AND SUPPLIES FOR EVENT; GENERAL AND GIFT FUNDS | MUIR MIDDLE SCHOOL | 010 | $508.94 |
| 24004679 | WALTER, MARTHA | REIMBURSEMENT TO PRINCIPAL FOR FOOD; MAA FUNDS | BRET HARTE ELEMENTARY | 010 | $128.32 |
| 24004680 | MILLER, GREG | REIMBURSEMENT TO PRINCIPAL FOR FOOD AND GIFT CARDS; GIFT FUNDS | MUIR MIDDLE SCHOOL | 010 | $168.00 |
| 24004681 | TASHCHIAN, ANI | REIMBURSEMENT TO ASSISTANT PRINCIPAL FOR FOOD; GIFT FUNDS | DOLORES HUERTA MIDDLE SCHOOL | 010 | $47.93 |
| 24004682 | FROELICH, KELLY | REIMBURSEMENT TO PARENT VOLUNTEER FOR CLASSROOM SUPPLIES; GIFT FUNDS | JEFFERSON ELEMENTARY | 010 | $137.95 |
| 24004683 | ESPANA, DAVID | REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES | JOHN BURROUGHS HIGH SCHOOL | 010 | $74.63 |
| 24004684 | CESAR CHAVEZ FOUNDATION | BOOKS; ELOP FUNDS | INSTRUCTIONAL SERVICES | 010 | $14,000.00 |
| 24004685 | BOGDANOVICH, CARRIE | REIMBURSEMENT TO DIRECTOR FOR TRAVEL EXPENSES AND BOOKS; CHILD NUTRITION SCHOOL PROGRAM FUNDS | FOOD SERVICES | 130 | $1,182.04 |
| 24004686 | WILLIAM V MACGILL & COMPANY | HEALTH SUPPLIES; ELOP FUNDS | DISNEY ELEMENTARY | 010 | $257.92 |
| 24004687 | WILLIAM V MACGILL & COMPANY | HEALTH SUPPLIES; ELOP FUNDS | EMERSON ELEMENTARY | 010 | $257.92 |
| 24004689 | WILLIAM V MACGILL & COMPANY | HEALTH DUPPLIES; ELOP FUNDS | JEFFERSON ELEMENTARY | 010 | $267.32 |
| 24004690 | US BANK NATIONAL ASSOCIATION | BOOKS; ELOP FUNDS | JEFFERSON ELEMENTARY | 010 | $87.98 |
| 24004692 | AMERICAN OUTDOOR EDUCATION | STUDENT ADMISSION FOR FIELD TRIP TO AMERICAN OUTDOOR EDUCATION; GIFT FUNDS; BOARD APPROVED 6/20/24 | BRET HARTE ELEMENTARY | 010 | $3,500.00 |
| 24004693 | ROSALES, PEGGY | REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; CHILD DEVELOPMENT FUNDS | CHILD DEVELOPMENT SERVICES | 120 | $101.89 |
| 24004694 | TEVAULT, VANESSA | REIMBURSEMENT TO PTA PRESIDENT FOR FOOD FOR EVENT; GIFT FUNDS | EDISON ELEMENTARY | 010 | $50.03 |
| 24004695 | ALMER, JENNIFER | REIMBURSEMENT TO PRINCIPAL FOR FOOD; GIFT FUNDS | EMERSON ELEMENTARY | 010 | $93.00 |
| 24004696 | BURCHAM, REBEKAH | REIMBURSEMENT TO LIBRARIAN FOR FOOD FOR EVENT; GIFT FUNDS | EDISON ELEMENTARY | 010 | $91.25 |
| 24004697 | TUBBS, MARGARITA ELIA | REIMBURSEMENT TO CURRICULUM SPECIALIST FOR FOOD AND PARKING; GIFT FUNDS | EMERSON ELEMENTARY | 010 | $176.50 |
| 24004698 | CHANG, TIFFANY | REIMBURSEMENT TO PARENT FOR EVENT SUPPLIES; GIFT FUNDS | JEFFERSON ELEMENTARY | 010 | $130.97 |
| 24004699 | BERTOLE, GIANNA | REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS | EDISON ELEMENTARY | 010 | $100.00 |
| 24004700 | FREEMON, JENNIFER | REIMBURSEMENT TO ASSISTANT PRINCIPAL FOR FOOD FOR EVENT; FILM LA FUNDS | BURBANK HIGH SCHOOL | 010 | $16.96 |
| 24004701 | LALICATA, TRACI | REIMBURSEMENT TO JFC/PTA VOLUNTEER FOR INSTRUMENT TUNING; GIFT FUNDS | JEFFERSON ELEMENTARY | 010 | $150.00 |

## BOARD DETAIL REPORT

**Printed between 05/14/2024 & 05/27/2024**

| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 24004702 | LAVENTURE, TODD | REIMBURSEMENT TO ACADEMIC DEPARTMENT CHAIR FOR TESTING MATERIALS; ADULT EDUCATION - BLOCK GRANT | BURBANK ADULT SCHOOL | 110 | $719.85 |
| 24004703 | NOGUERA, JUAN | REIMBURSEMENT TO DIRECTOR FOR EVENT ADS; ADULT EDUCATION - BLOCK GRANT | BURBANK ADULT SCHOOL | 110 | $99.82 |
| 24004704 | PACINO, LORI | REIMBURSEMENT TO ASSISTANT PRINCIPAL FOR FOOD FOR EVENT; GIFT FUNDS | MUIR MIDDLE SCHOOL | 010 | $112.38 |
| 24004705 | GRIMSHAW, DENA | REIMBURSEMENT TO TITLE I COORDINATOR FOR FOOD AND GIFT CARDS; GIFT FUNDS | DOLORES HUERTA MIDDLE SCHOOL | 010 | $109.10 |
| 24004706 | HENRIQUEZ, BRYAN | REIMBURSEMENT TO ASSISTANT PRINCIPAL FOR FOOD; GIFT FUNDS | DOLORES HUERTA MIDDLE SCHOOL | 010 | $45.00 |
| 24004707 | MILLER, GREG | REIMBURSEMENT TO PRINCIPAL FOR OFFICE SUPPLIES | MUIR MIDDLE SCHOOL | 010 | $57.34 |
| 24004708 | LOYD, MARILYN | REIMBURSEMENT TO PARENT FOR CLASSROOM SUPPLIES; GIFT FUNDS | STEVENSON ELEMENTARY | 010 | $428.17 |
| 24004709 | LOYD, MARILYN | REIMBURSEMENT TO PARENT FOR FOOD; GIFT FUNDS | STEVENSON ELEMENTARY | 010 | $306.88 |
| 24004710 | WISEHAUPT, JAMIE | REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES | DOLORES HUERTA MIDDLE SCHOOL | 010 | $155.63 |
| 24004711 | HUNTER, LISA ROSALIND | REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES | DOLORES HUERTA MIDDLE SCHOOL | 010 | $256.81 |
| 24004712 | KEPSKI, ERICA | REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES | DOLORES HUERTA MIDDLE SCHOOL | 010 | $219.16 |
| 24004713 | HUNTER, LISA ROSALIND | REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES | DOLORES HUERTA MIDDLE SCHOOL | 010 | $63.92 |
| 24004714 | ARELLANO, RAZIA | REIMBURSEMENT TO PARENT FOR EVENT SUPPLIES; GIFT FUNDS | JEFFERSON ELEMENTARY | 010 | $219.15 |
| 24004715 | HATCH, ROBIN | AWARD PLAQUES | DOLORES HUERTA MIDDLE SCHOOL | 010 | $176.40 |
| 24004716 | ASBURY, JENNIFER | REIMBURSEMENT TO PARENT FOR FOOD; GIFT FUNDS | STEVENSON ELEMENTARY | 010 | $800.00 |
| 24004717 | GARCIA, FREDERICK AND MEREDITH OLDORF | REIMBURSEMENT TO PARENT FOR CLASSROOM SUPPLIES; GIFT FUNDS | WASHINGTON ELEMENTARY | 010 | $76.52 |
| 24004718 | LALICATA, TRACI | CONSULTANT AGAREEMENT; POTTERY CLASSES; GIFT FUNDS; BOARD APPROVED 10/5/23 | JEFFERSON ELEMENTARY | 010 | $1,600.00 |
| 24004719 | MINASSIANS, ALEX | REIMBURSEMENT TO LIBRARIAN FOR FOOD AND SUPPLIES FOR EVENT; GIFT FUNDS | JEFFERSON ELEMENTARY | 010 | $95.62 |
| 24004720 | BARZEGAR, NARINEH | REIMBURSEMENT TO PRINRCIPAL FOR FOOD FOR EVENT; FILM LA FUNDS | BURBANK HIGH SCHOOL | 010 | $931.63 |
| 24004721 | BENSON, SAMANTHA | REIMBURSEMENT TO PARENT FOR SUPPLIES; GIFT FUNDS | BRET HARTE ELEMENTARY | 010 | $638.55 |
| 24004722 | MCTIGHE, JESSICA | REIMBURSEMENT TO PARENT FOR FOOD; GIFT FUNDS | STEVENSON ELEMENTARY | 010 | $842.98 |
| 24004723 | LOYD, MARILYN | REIMBURSEMENT TO PARENT FOR SOFTWARE; GIFT FUNDS | STEVENSON ELEMENTARY | 010 | $68.99 |
| 24004724 | SCHOLASTIC INC. | BOOK FAIR; GIFT FUNDS | JEFFERSON ELEMENTARY | 010 | $1,737.06 |

BOARD DETAIL REPORT

Printed between 05/14/2024 & 05/27/2024

| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 24004725 | OUTLOOK NEWSPAPERS | C/O 1: CANCEL ORDER; 2023-24 BLANKET ORDER; NEWSPAPER ADVERTISEMENTS | FISCAL SERVICES | 010 | $0.01 |
| 24004726 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; MEDI-CAL FUNDS | SPECIAL EDUCATION | 010 | $2,016.15 |
| 24004727 | AMAZON CAPITAL SERVICES | FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $338.78 |
| 24004728 | PACINO, LORI | REIMBURSEMENT TO ASSISTANT PRINCIPAL FOR FOOD FOR EVENT; GIFT FUNDS | MUIR MIDDLE SCHOOL | 010 | $68.77 |
| 24004729 | AMAZON CAPITAL SERVICES | PLAYGROUND SUPPLIES; SPECIAL EDUCATION FUNDS | SPECIAL EDUCATION | 010 | $99.21 |
| 24004730 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; GENERAL AND SPECIAL EDUCATION FUNDS | JOHN BURROUGHS HIGH SCHOOL | 010 | $538.74 |
| 24004731 | CO TING KEH, ROWENA | REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS | EMERSON ELEMENTARY | 010 | $108.78 |
| 24004732 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS | SPECIAL EDUCATION | 010 | $101.82 |
| 24004733 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES | INSTRUCTIONAL SERVICES | 010 | $71.87 |
| 24004734 | DAILY JOURNAL CORPORATION | 2023-24 BLANKET ORDER; NEWSPAPER ADVERTISEMENTS | FISCAL SERVICES | 010 | $600.00 |
| 24004735 | UME FEDERAL CREDIT UNION | SOFTWARE LICENSE | TECHNOLOGY SERVICES | 010 | $540.00 |
| 24004736 | APPLE COMPUTER ED SALES | COMPUTER EQUIPMENT; ARTS FOR ALL | INSTRUCTIONAL SERVICES | 010 | $5,438.92 |
| 24004737 | LIBRE SCHOOL SERVICES | STUDENT TRANSPORTATION; BAND; GIFT FUNDS | JOHN BURROUGHS HIGH SCHOOL | 010 | $957.50 |
| 24004738 | LIBRE SCHOOL SERVICES | STUDENT TRANSPORTATION; BAND; GIFT FUNDS | JOHN BURROUGHS HIGH SCHOOL | 010 | $665.00 |
| 24004739 | RUSSO, AMBER | REIMBURSEMENT TO PARENT FOR INFLATABLE RENTALS; GIFT FUNDS | STEVENSON ELEMENTARY | 010 | $543.30 |
| 24004740 | ASBURY, JENNIFER | REIMBURSEMENT TO PARENT FOR CLASSROOM SUPPLIES; GIFT FUNDS | STEVENSON ELEMENTARY | 010 | $152.00 |
| 24004741 | LIBRE SCHOOL SERVICES | STUDENT TRANSPORTATION; BAND; GIFT FUNDS | JOHN BURROUGHS HIGH SCHOOL | 010 | $495.00 |
| 24004742 | LIBRE SCHOOL SERVICES | STUDENT TRANSPORTATION; BAND; GIFT FUNDS | JOHN BURROUGHS HIGH SCHOOL | 010 | $516.25 |
| 24004743 | CHO, JULIANA | REIMBURSEMENT TO FUDRAISING CHAIR FOR FOOD AND SUPPLIES FOR EVENT; GIFT FUNDS | EMERSON ELEMENTARY | 010 | $507.56 |
| 24004744 | COUNTY OF LOS ANGELES PUBLIC HEALTH | ENVIRONMENTAL HEALTH PERMITS FOR BHS & JBHS SWIMMING POOLS; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $1,344.00 |
| 24004745 | BURCHAM, REBEKAH | REIMBURSEMENT TO LIBRARY COORDINATOR FOR INCENTIVE SUPPLIES; GIFT FUNDS | EDISON ELEMENTARY | 010 | $74.89 |
| 24004746 | PERFECTION PAINTING CORP | FC 2324-019 DEFERRED MAINTENANCE PAINTING AT JOHN BURROUGHS HIGH SCHOOL; BOND FUNDS; BOARD APPROVED 5/16/24 | FACILITIES SERVICES | 140 | $356,000.00 |

# BURBANK UNIFIED SCHOOL DISTRICT



## BOARD DETAIL REPORT

**Printed between 05/14/2024 & 05/27/2024**

| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 24004747 | AMAZON CAPITAL SERVICES | OFFICE SUPPLIES | SUPERINTENDENT ´S OFFICE | 010 | $21.82 |
| 24004749 | FERGUSON ENTERPRISES, INC. | BUILDING MAINTENANCE SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $4,495.34 |
| 24004750 | COSTELLA, LIZ | REIMBURSEMENT TO PRINCIPAL FOR OFFICE AND CLASSROOM SUPPLIES; GIFT FUNDS | MC KINLEY ELEMENTARY | 010 | $55.69 |
| 24004751 | HUBBELL, STEVEN | REIMBURSEMENT TO PRINCIPAL FOR EVENT SUPPLIES | LUTHER BURBANK MIDDLE SCHOOL | 010 | $200.00 |
| 24004752 | WINN, AMY | REIMBURSEMENT TO TEACHER FOR GIFTS | BURBANK HIGH SCHOOL | 010 | $235.43 |
| 24004753 | ALL AMERICAN TROPHY & ENGRAVING CO | STUDENT AWARDS | BURBANK HIGH SCHOOL | 010 | $49.61 |
| 24004754 | UME FEDERAL CREDIT UNION | TECHNOLOGY MATERIALS AND SUPPLIES | TECHNOLOGY SERVICES | 010 | $137.14 |
| 24004755 | REFRIGERATION SUPPLIES DIST | HVAC EQUIPMENT; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $4,495.60 |
| 24004756 | TECHNICAL MULTIMEDIA DESIGN, INC | AUDIO VISUAL EQUIPMENT; AMS FUNDS | MUIR MIDDLE SCHOOL | 010 | $13,147.81 |

**PO Count:** **161** **Total:** **$1,193,883.82**

**Printed between 05/14/2024 & 05/27/2024**

## BOARD FUND SUMMARY

| Fund | Description | PO Count | Total Fund Amount |
|---|---|---|---|
| 010 | General Fund - Unrestricted | 155 | $830,861.04 |
| 110 | Adult Education Fund | 2 | $819.67 |
| 120 | Child Development Fund | 1 | $101.89 |
| 130 | Cafeteria Fund | 1 | $1,182.04 |
| 140 | Deferred Maintenance Fund | 1 | $356,000.00 |
| 213 | Building Fund - 3rd Issuance | 1 | $4,919.18 |
| | | **Total:** | **$1,193,883.82** |

# BURBANK UNIFIED SCHOOL DISTRICT



## BOARD DETAIL REPORT

**Printed between 05/14/2024 & 05/27/2024**

| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 25000022 | PRO LINE GYM FLOORS INC. | GYM FLOOR MAINTENANCE AT BURBANK HIGH SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $11,300.00 |
| 25000023 | GRAINGER INC | 2024-25 BLANKET ORDER; EQUIPMENT MAINTENANCE AND REPAIR; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $30,000.00 |
| 25000024 | ADEMCO INC DBA ADI | 2024-25 BLANKET ORDER; ELECTRICAL SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $5,000.00 |
| 25000025 | ADVANCE STORES COMPANY, INC. | 2024-25 BLANKET ORDER; VEHICLE REPAIR MATERIAL; ON-GOING AND MAJOR | FACILITIES SERVICES | 010 | $10,000.00 |
| 25000026 | ANIXTER INC | 2024-25 BLANKET ORDER; LOCKSMITH SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $20,000.00 |
| 25000027 | BATTERY SYSTEMS, INC. | 2024-25 BLANKET ORDER; FACILITIES REPAIR SUPPLIES; ON-GOING AND MAJOR MAINTENANCE | FACILITIES SERVICES | 010 | $6,000.00 |
| 25000028 | CARTER FENCE COMPANY INC | 2024-25 BLANKET ORDER; FENCING SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $2,000.00 |
| 25000029 | CITY OF BURBANK | 2024-25 BLANKET ORDER; GASOLINE FOR MAINTENANCE VEHICLES; ON-GOING AND MAJOR | FACILITIES SERVICES | 010 | $54,000.00 |
| | | **PO Count:** | **8** | **Total:** | **$138,300.00** |

# BURBANK UNIFIED SCHOOL DISTRICT



## BOARD DETAIL REPORT

**Printed between 05/14/2024 & 05/27/2024**

## BOARD FUND SUMMARY

| Fund | Description | PO Count | Total Fund Amount |
|---|---|---|---|
| 010 | General Fund - Unrestricted | 8 | $138,300.00 |
| | | **Total:** | **$138,300.00** |

# Burbank Unified School District
# Instructional Services
# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Oscar Macias, Director, Secondary Education, DEI |
| PREPARED BY: | Oscar Macias, Director, Secondary Education, DEI |
| SUBMITTED BY: | Laura Erisman, Administrative Secretary |
| DATE: | June 20, 2024 |
| SUBJECT: | Approval of John Burroughs High School Girls' Varsity Basketball (Overnight) Field Trip |

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**Background:**

The John Burroughs High School Girls' Varsity Basketball Team wishes to travel to Wailea Maui, Hawaii for a Varsity Girls Tournament on Tuesday, November 24, 2024 through Sunday, December 1, 2024.

**Discussion/Issues:**

Ten students will travel via FlyAway bus to Los Angeles International Airport (LAX). Students will travel from LAX to Kahului Airport, Maui, Hawaii with Vicky Oganyan, Teacher and six chaperones.

Day 1 – Tuesday, November 26th, students will meet at John Burroughs High School at 12:00 p.m. and travel to the FlyAway in Van Nuys where they will board a bus for transport to LAX. Students depart LAX for Maui. Upon arrival, team will travel via shuttle to Enterprise Car Rental to pick up rental van. After a team lunch, students will check in at Hilton Waikoloa Village Hotel, 69-425 Waikoloa Beach Drive, Waikoloa, Hawaii, 96738. Phone (808) 886-1234. Students will have team dinner. Room check and lights out at 11:30 pm.

Day 2 – Wednesday, November 27th, the team will have breakfast at the hotel at 10:00 am. Day trip to Hapuna Beach State Park or Waterfalls park. Team lunch at 2:00 pm. Team will depart at 5:00 pm for Konawaena High School for a 7:00 pm game. After dinner team will head back to the hotel and lights out will be 11:00 pm.

Day 3 – Thursday, November 28th, team breakfast is at 9:00 am. Team Big Island Tour from 8:00 am to 6:00 pm. Team Thanksgiving dinner in the evening with lights out at 11:30 pm.

Day 4 – Friday, November 29th, team breakfast is at 10:00 am before Hilton Waikoloa Hotel Lagoon and Beach Experience at the Hotel. Team lunch at 2:00 pm. Depart hotel at 5:00 pm for Konawaena High School for 7 pm game. Return to resort for Team dinner followed by lights out at 11:00 pm.

Day 5 – Saturday, November 30th, team breakfast is at 10:00 am before Hilton Waikoloa Hotel Lagoon and Beach Experience at the Hotel. Team lunch at 2:00 pm. Depart hotel at 5:00 pm for Konawaena High School for 7 pm game. Return to resort for Team dinner followed by lights out at 11:00 pm.

Day 6 – Sunday, December 1st, team breakfast at 9:00 am. Check out of hotel at 11:30 am and return van rental. Team will take shuttle to Airport for flight home, arriving at LAX at 8:45 pm. Students will take shuttle to FlyAway back to Van Nuys.

In accordance with Board Policy and Administrative Regulations 6153 regarding field trips, all students will sign a behavior contract along with all necessary field trip forms. Parent meeting is scheduled. All students and parents/guardians are expected to attend.

**Fiscal Impact:**
There is no cost to students for transportation, food and lodging. The trip, funded by fundraising and financial aid, as needed. No student will be denied participation in this field trip due to lack of personal funds.

**Recommendation:**
Oscar Macias, Director of Secondary Education & DEI, recommends that the Board of Education approve the John Burroughs High School Varsity Girls Basketball Team (Overnight) Field Trip request to participate in the Varsity Girls Tournament in Kealakekua, Hawaii, from Tuesday, November 26, 2024 to Sunday, December 1, 2024, as presented.

**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: | July 20, 2023 |
| SUBJECT: | Approval of the Motor Vehicle Network (MVN) Agreement with Burbank Adult School |

---

**Background**:
Part of our plan to grow our programs is focus advertising within the community. This is a proven strategy among adult school institutions, such as with LAUSD. Burbank Adult School (BAS) is committing to the minimum of one-year of advertising at our local DMV location through Motor Vehicle Network. BAS plans to advertise our English as a Second Language classes, high school and High School Equivalency programs, and Career Technical Education courses.

**Discussion/Issues:**
Partner members in the LARAEC consortium have been using the DMV for marketing and report a significant positive impact on their enrollment. For example, CCUSD reported a jump from 850- 1500 enrollments, and LAUSD reported a general positive upward trend. Outside the LARAEC consotrium, Moorpark's adult education programs also report a positive result from this marketing strategy.

Burbank Adult School also looked into the Pacoima and Van Nuys DMVs. Van Nuys was already commited to LAUSD, and we have more students from the Glendale area than Pacoima, which is more convenient to LAUSD's NVOC.

The 12-month agreement will include:

- Broadcast only at the Glendale DMV – Located at 1335 W. Glenoaks Blvd, Glendale, CA 91201
- Broadcast level includes 2 minutes per hour of advertising of our choosing during the Glendale DMV's operational hours.
- Advertising information will include but are not limited to, high school/high school equivalency, Career tech education, and ESL programs from the adult school.

**Fiscal Impact:**

Not to exceed $8,550

**Recommendation:**

John Paramo, Assistant Superintendent, Educational Services recommends that the Board of Education approve the Agreement between Burbank Unified School District and the Motor Vehicle Network not to exceed $8550.00, (11.0-63910.0-41101-27000-5850-5330000, 11.0-63910.0-41102-27000-5850-5330000,11.0-63910.0-41104-27000-5850-5330000, 11.0-63910.0-41106-27000-5850-5330000), effective July 27, 2023 through July 26, 2024, as presented.

mvn MOTOR VEHICLE NETWORK
1 Selleck Street, 3rd Floor
Norwalk, CT 06855
1-800-922-9933
E-mail: info@mvnetwork.com
A division of RNS Communications, Inc.

# 12-Month Extension Agreement

**ADVERTISER:**

**COMPANY NAME:**
Burbank Adult School

**ADDRESS, CITY, STATE, ZIP:**
3811 W Allan Avenue
Burbank, CA 91505

**CONTACT NAME:**
Elvis Carias

PHONE # (818) 729.5950 x33909

**E-MAIL ADDRESS:**
ElvisCarias@burbankusd.org

**BILL TO:**

**COMPANY NAME:**
Same

**ADDRESS, CITY, STATE, ZIP:**

**CONTACT NAME:**

**PHONE # & FAX #:**

**E-MAIL ADDRESS:**

**PREFERRED INVOICE DELIVERY: MAIL ☐ EMAIL ☒**
**(IF EMAIL CHECKED, PLEASE SUPPLY ABOVE)**

**DMV LOCATIONS, PROGRAM & MONTHLY BILLING PER LOCATION**

Broadcast Level (2 min per/hr)

Glendale $750.00 per/mo

12-Month Gross Total: $9,000.00

Less 5% Prepay Discount

12-Month Total Due: $8,550.00 net

**SPECIAL INSTRUCTIONS / EXCLUSIVITY:**

**Exclusive adult education category in the Glendale DMV – Located at 1335 W Glenoaks Blvd, Glendale, CA 91201

☒ Broadcast Only ☐ Broadcast Feature Sponsor ☐ Broadcast & Spotlight ☐ YouTube Video Program

**CONTRACT LENGTH:** ☒ 12 24 36 MONTHS
**EXTENSION START DATE:** 7/27/23
**NUMBER OF LOCATIONS:** 1
**12 MONTH TOTAL AMOUNT DUE:** $8,550.00 net

**Office Use Only**

Source:_____

**RNS COMMUNICATIONS, INC.**

*Jim Costa* 4/10/23
**Company Representative Signature** **DATE**

**Jim Costa**
**Print Name**

**CLIENT APPROVAL** 4/12/23

**Client Representative Signature** **DATE**

John Paramo 2/1
**Print Name** **DOB: Month / Day**

**As duly authorized officer of Advertiser**

Credit Card Payment Information

I/We hereby request paying RNS Communications under the companies preauthorized payment plan to draw each month on the account of:
Deposits are Non-Refundable

**Account Number** **Expiration Date** **Sec. Code**

**Card Holder Name:** _____ **Billing Zip Code:** _____

**Card Holder Signature:** _____

**ELECTRONIC FUNDS TRANSFER INFORMATION**

CONTACT NAME: _____ SIGNATURE _____

ACCOUNT NUMBER: _____ BANK NAME: _____

ABA ROUTING #: _____ - CHECKING _____ SAVINGS _____

PREFERRED INVOICE DELIVERY: MAIL ☐ OR EMAIL ☐ (IF EMAIL CHECKED, PLEASE SUPPLY ABOVE)

*The Terms and Conditions on the reverse of this document are hereby Incorporated by reference and made a part hereof*

## TERMS AND CONDITIONS

**Client Initials:** JP **Date:** 4/12/23

1. RNS Communications, Inc ("RNS") agrees to "air" the advertisements submitted to it by Client, subject to DMV's right of approval, in the locations on the Advertising Order Form. All advertisements will air on all "digital displays" located inside the agreed-upon DMV office(s). In the event DMV fails to approve or rejects Client's desired advertisement, or MVN rejects Client's desired advertisement, then this Agreement shall be immediately terminated without further obligation on the part of either Party, and funds paid by Client for ads which have not been aired, or other services which have not been performed, will be immediately refunded in full to Client by RNS.

2. Client acknowledges that: (i) RNS' Motor Vehicle Network ("MVN") is an advertising medium used for creating consumer awareness and brand identity and is a community service entertainment medium; (ii) the MVN is not a direct response medium; (iii) the MVN is a complement to Client's other advertising, similar to the way a national advertiser's billboard ad in a stadium enhances the national advertiser's brand name and national advertiser's media mix; and (iv) the MVN is not a medium that Client can track results like a direct response medium.

3. State officials and/or RNS may require advertisers to bid for advertising positions by sealed bid or another bidding procedure during the term hereof. In such an event, RNS shall notify Client and other advertiser(s), who shall have the right to participate in the bid process. If Client is not a successful bidder, RNS shall cancel this contract without any liability to Client, RNS, or the State.

4. RNS has the right to cancel any contracted advertising prior to the start date, during the course of the advertising schedule, at time of renewal of this contract at its sole discretion, at any time if RNS' contract with DMV is cancelled, if Advertiser becomes involved in an investigation, litigation with any government agency, or be subject to a highly published lawsuit..

5. The term of this contract shall be deemed automatically renewed for additional periods of twelve (12) months each on the same terms and conditions, unless canceled by Client in writing at least one (1) month prior to the expiration date or cancelled by RNS. The start date indicated on this Agreement is a target date, and the annual schedule begins the first day the ad appears in the selected DMV office(s). This date will be indicated on the first invoice.

6. Payments are to be made to RNS within thirty (30) days of receipt of invoice. A late charge of ten dollars ($10) will be applicable, at RNS' discretion, to all payments received by RNS more than thirty (30) days after Client's receipt of invoice. RNS may cancel this Agreement if any payment due hereunder is not received within thirty (30) days of the Client's receipt of invoice. If Client pays by credit card and wants to cancel their recurring payment in order to pay by check or other form of payment, Client must notify RNS in writing at least 30 days prior to the payment charge date.

7. If Advertiser's balance is more than sixty (60) days past due, RNS reserves the right to discontinue any exclusivity granted to Advertiser and cancel the contract effective upon written notice to Advertiser, and the full balance of the remaining months of the contract, plus past debt and late charges, shall be due and payable in full. If Advertiser fails to provide RNS with initial advertising copy or to approve an advertisement within a reasonable time, such that RNS is unable to begin advertising for Advertiser, RNS reserves the right to discontinue any exclusivity granted to Advertiser and cancel the contract, effective upon written notice to Advertiser. In that event, Advertiser shall forfeit any prepaid fees, deposits, or other upfront funds paid to RNS Communications Inc. as liquidated damages. Should MVN be forced to cancel this Agreement for lack of payment by Advertiser and whereby Advertiser has received a free month of advertising and/or a discounted rate, Company will add back the value of the free month of advertising and the discounted rate to the final balance owed by Advertiser. RNS Communications, Inc. reserves the right to place a lien, and Advertiser hereby grants a lien, on Advertiser's assets, and signer of this Agreement's personal assets, for any amount owed RNS. If outstanding past debt and late charges are not paid in full, RNS reserves the right to report such debt to any applicable credit agencies. Advertiser and signer shall personally be responsible for all expenses associated with the collection of any outstanding balance, together with all costs, expenses, and attorney fees incurred by RNS in any action to collect any sum due hereunder.

8. No payment by Client of a lesser amount than is billed shall be deemed to be other than a partial payment, and no endorsement on a check or letter accompanying a check shall be deemed an accord and satisfaction, and RNS may accept any partial payment without prejudice to its right to recover the balance due.

9. If for any reason this contract must be canceled by Client before the renewal or expiration date, the outstanding balance – plus one hundred percent (100%) of the remaining term of the Agreement – shall be immediately due and payable as liquidated damages due to Client's default.

10. In the event of litigation, each Party will be entitled to its reasonable attorney's fees as part of its damages.

11. If this Agreement is signed by an agent for Client; (a) the agent represents that it has the authority to represent the Client and sign this contract on its behalf; and that the Client is willing and able to pay for the advertisements; (b) Client and agent are jointly and severally liable for all charges due hereunder regardless of; (i) to whom bills are sent; (ii) whether Client has signed this Agreement; and (iii) whether past payments have been made by Client or agent; (c) any sum received by agency from Client, which is based upon advertisements that have been aired, shall be received in trust and shall be held in trust for the benefit of Client and RNS until agency has transmitted the payment due to RNS. *To induce RNS to enter into this Agreement, the signer agrees to be held personally liable for all payments hereunder.*

12. Client shall indemnify, defend, and forever hold harmless RNS, its officers, directors, shareholders, employees, agents, and licensees from and against any and all damages, losses, expenses, claims, costs, and liabilities, including reasonable attorneys fees arising from or related or connected to: (i) all acts done or performed by Client, its agents, employees, licensees, contractors, or any person at the instruction of Client in connection with advertising with RNS or this Agreement; (ii) any claims made by Client in any advertisement, or by Client's inability or failure to fulfill its advertised obligations and commitments; (iii) all breaches by Client of any provision of this Agreement; (iv) any misrepresentation made by Client herein; and (v) all claims made based upon the content or language of any advertisement submitted by Client to RNS.

13. In the event RNS fails to air any advertisement, RNS shall have no liability other than to air the missed advertisement at another time, which is approved by and acceptable to Client, or not to bill Client or to refund any amount RNS had received by Client for commercials that failed to air. RNS does not commission nor provides audited reports of Client's run of schedule.

14. RNS may review any advertisement submitted to it, but is not responsible for content, correctness, or legality and takes no responsibility for same. Client is solely responsible for the correctness, content, and legality of its advertising.

15. The State and MVN have the right to approve or reject all advertising copy; however, Client acknowledges that the approval or rejection of advertising copy by the State does not constitute a representation or warranty by the State of the legality of such copy.

16. This Agreement shall be binding upon and inure to the benefit of the Parties hereto, their heirs, personal representatives, successors and assigns. A modification shall not relieve the Parties of their obligations to guarantee the prompt performance of and all the obligations hereunder. RNS may assign this Agreement to a third party without the written consent of Client. Pursuant to a merger, consolidation, or a sale of, substantially, all of a Client's assets and/or stock, such assignment or sale of assets shall bind the acquiring party to the fulfillment of this Agreement.

17. This Agreement may be signed in one or more counterparts, each of which shall be considered an original counterpart, and shall become a binding Agreement when the Parties shall have each executed one (1) counterpart.

18. The Parties hereto agree that electronic or facsimile signatures of this Agreement shall be binding and enforceable as original signatures.

19. No failure of RNS to exercise any of its rights hereunder shall be deemed a waiver thereof.

20. RNS has made no representations or warranties to Client other than as set forth in this Agreement.

21. The Parties shall, and thereby do, expressly waive trial by jury in any litigation arising out of, connected with, or relating to this Agreement or the relationship created hereby. With respect to any matter for which a jury cannot be waived, the Parties agree not to assert any such claim as a counterclaim in, nor move to consolidate such claim with, any action or proceeding in which a jury trial is waived.

22. The terms and conditions of this Agreement shall be governed by, and constructed and enforced in accordance with the laws of the State of Connecticut with regard to principals of conflicts of law. Any litigation arising hereunder or relating hereto shall only be brought in the courts of the State of Connecticut or the courts of the United States of America located in Connecticut, in either case, in Fairfield County. The Parties hereto consent to the jurisdiction of such courts; provided, however, notwithstanding the foregoing, that in the event RNS brings an action against Client under this Agreement and commences said action upon first impression within the territorial jurisdiction of Client, then the Parties shall be deemed to have waived their respective rights with respect to the venue provision contained herein. Said waiver shall not be construed in any manner to be a waiver of the choice of law provision contained herein.

23. This Agreement contains all the terms and conditions agreed upon by the Parties hereto with reference to the matter hereof. No other agreements, oral or otherwise, shall be deemed to exist or to bind any of the Parties hereto, and all prior agreements and understanding are superseded hereby. This Agreement cannot be modified or changed, except by written instrument signed by all of the Parties hereto.

**Burbank Unified School District**
**Department of Student Services**

**REPORT TO THE BOARD**

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Julie Markussen, Director, Student Services |
| PREPARED BY: | Julie Markussen, Director, Student Services |
| SUBMITTED BY: | Lauren Dieter, Administrative Assistant, Student Services |
| DATE: | June 20, 2024 |
| SUBJECT: | Adoption of the Los Angeles County Plan for Expelled Students in Accordance with AB922 |

---

**Background:**
The Los Angeles County Board of Education (LACOE) requests that all Los Angeles County school districts present the *Los Angeles County Plan for Expelled Students* to their respective local governing Boards as a *basic plan* to address the needs if all expelled pupils in Los Angeles County as required by EC § 48926. The plan provides a basic overview of how the mandates of EC § 48926 have been addressed in Los Angeles County and includes suggestions to better meet districts' needs.

The updated plan, last published in 2021, was adopted by the Los Angeles County Board of Education at its March 20, 2024, regular meeting and reflects responses to the February 9, 2024, survey that was provided to districts countywide.

**Discussion/Issues:**
LACOE requested that districts present this plan to local governing Boards by May 24, 2024; however, as the Burbank Unified School District had already begun the process of closing its Community Day School (BCDS), LACOE granted an extension to BUSD. LACOE is aware of the pending closure of BCDS, but this plan was published before steps had been officially taken to close BCDS. They have instructed us to present the plan for the Board's review and approval as soon as possible, and once this report is posted publicly, BCDS will no longer be reflected as a district-operated educational alternative.

**Fiscal Impact:**
None.

**Recommendation:** Julie Markussen, Director, Student Services, recommends that the Board of Education adopt the Los Angeles County Plan for Expelled Students in Accordance with AB922 , as presented.

# LOS ANGELES COUNTY PLAN FOR EXPELLED STUDENTS

# 2024

A description of educational services under California Education Code § 48926

Prepared by

Los Angeles County Office of Education

Leading Educators ▪ Supporting Students ▪ Serving Communities

Enclosure 4
To Info. Bulletin No. 6830
A-3:2023/24

**Los Angeles County Office of Education**

9300 Imperial Highway
Downey, California 90242-2890
562-922-6111 · http://www.lacoe.edu

Debra Duardo, M.S.W., Ed.D., *Superintendent*
Maricela Ramirez, Ed.D., *Chief Educational Officer, Educational Programs*
Diana Velasquez, Ed.D., *Executive Director, Educational Programs*
Jose Gonzalez, *Director III, Division of Student Programs*
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Jimena Mendez
Jocelyn Burgos

# Los Angeles County Plan for Expelled Pupils

## (Education Code § 48926)

Prepared by:

Division of Student Support Services
Division of Student Programs
Division of Pupil Services

Los Angeles County Office of Education

# Los Angeles County Plan for Expelled Pupils

Los Angeles County Office of Education

and

ABC Unified School District
Acton-Agua Dulce Unified School District
Alhambra Unified School District
Antelope Valley Union High School District
Arcadia Unified School District
Azusa Unified School District
Baldwin Park Unified School District
Bassett Unified School District
Bellflower Unified School District
Beverly Hills Unified School District
Bonita Unified School District
Burbank Unified School District
Castaic Union School District
Centinela Valley Union High School District
Charter Oak Unified School District
Claremont Unified School District
Compton Unified School District
Covina-Valley Unified School District
Culver City Unified School District
Downey Unified School District
Duarte Unified School District
East Whittier City School District
Eastside Union School District
El Monte City School District
El Monte Union High School District
El Rancho Unified School District
El Segundo Unified School District
Garvey School District
Glendale Unified School District
Glendora Unified School District
Gorman School District
Hacienda-La Puente Unified School District
Hawthorne School District
Hermosa Beach City School District
Hughes-Elizabeth Lakes Union School District
Inglewood Unified School District
Keppel Union School District
La Cañada Unified School District
Lancaster School District
Las Virgenes Unified School District
Lawndale School District
Lennox School District
Little Lake City School District
Long Beach Unified School District
Los Angeles Unified School District
Los Nietos School District
Lynwood Unified School District
Manhattan Beach Unified School District
Monrovia Unified School District
Montebello Unified School District
Mountain View School District
Newhall School District
Norwalk-La Mirada Unified School District
Palmdale School District
Palos Verdes Peninsula Unified School District
Paramount Unified School District
Pasadena Unified School District
Pomona Unified School District
Redondo Beach Unified School District
Rosemead School District
Rowland Unified School District
San Gabriel Unified School District
San Marino Unified School District
Santa Monica-Malibu Unified School District
Saugus Union School District
South Pasadena Unified School District
South Whittier School District
Sulphur Springs Union School District
Temple City Unified School District
Torrance Unified School District
Valle Lindo School District
Walnut Valley Unified School District
West Covina Unified School District
Westside Union School District
Whittier City School District
Whittier Union High School District
William S. Hart Union High School District
Wilsona School District
Wiseburn Unified School District

# Los Angeles County Plan for Expelled Pupils

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- District Operated Educational Alternatives
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- California Education Code § 48915.01
- California Education Code § 48916.1
- California Education Code § 48926

# Los Angeles County Plan for Expelled Pupils
# (Education Code § 48926)

## Introduction

The Los Angeles County Superintendent of Schools, in collaboration with the Superintendents of the school districts within the county, have developed the county-wide plan for providing educational services to expelled pupils within the county pursuant to California Education Code § 48926. In addressing the needs of all expelled pupils, the countywide plan shall:

- enumerate existing educational alternatives for expelled pupils;
- identify gaps in educational services to expelled pupils;
- identify strategies for filling those gaps in services; and
- identify alternative placements for pupils who are expelled and placed in district community day school programs but who fail to meet the terms and conditions of their required rehabilitation plan or who pose a danger to other district pupils, as determined by the governing board.

Education Code § 48916.1 provides that, at the time an expulsion of a pupil is ordered, the governing board shall ensure that an education program is provided to the pupil who is subject to the expulsion order for the period of the expulsion. Any educational program provided pursuant to this section may be operated by the school district, the county superintendent of schools, a consortium of districts or in joint agreement with the county superintendent of schools.

To address the needs of expelled pupils, a number of alternative education programs have been developed by local school districts and the Los Angeles County Office of Education to provide continuing educational opportunities.

# Profile

The Los Angeles County Office of Education (LACOE) is the nation's largest regional education agency. Los Angeles County has approximately 10 million residents, including about 1.3 million students in 80 school districts. Our largest district, Los Angeles Unified School District, has an enrollment of 384,822 students, while our smallest, Gorman School District, has 83 students. Our countywide service area encompasses 88 cities and 4,084 square miles.

LACOE is a premier provider of integrated educational programs and services from birth to adulthood in a richly diverse and multicultural global environment.

LACOE uses a variety of service delivery systems to eliminate educational barriers associated with poverty and racial divisiveness in education, enabling students to exceed state and national standards. These services include universal, quality, early childhood education, effective data driven programs for all students, and state of the art technical assistance.

LACOE organizes its infrastructure to provide leadership in creating unique, nationally recognized models in education, including models for innovative staff development and training. LACOE earns the public's confidence by: Making the school the hub of the community, making the most efficient use of financial resources, bridging the "digital divide" in technology access and content, and developing collaborative partnerships for students, parents, and community. LACOE embraces a culture of diversity that promotes an inclusive, prosperous learning and workplace environment.

### Division of Student Programs

The Division of Student Programs (DSP) serves approximately 3,000 students throughout Los Angeles County. DSP provides educational services in a variety of settings, including one juvenile hall school, two secured youth treatment facilities, four camp schools, three County Community Schools, three independent study programs, and two specialized high schools. All school sites are WASC accredited and offer Common Core curriculum and a variety of supplemental services intended to address the learning needs of individual students. Additionally, school staff work closely with the Probation Department and the Los Angeles County Department of Mental Health to provide comprehensive educational services for all students. The mission of the DSP is to ensure student success by providing quality academic programs supported by an organizational culture that is focused on data and Professional Learning Communities. DSP is a placement option for expelled students who are referred to LACOE.

### Division of Pupil Services

The Division of Pupil Services (DPS) supports the Principal Administrative Units (PAUs) in the implementation of programs and initiatives to facilitate the academic, emotional, mental, social, and physical health of all students. This support is provided through professional development and the collaborative efforts of staff members in the Camps Assessment Unit, Compliance Support Services, Health Services, Neglected/Delinquent and Homeless Youth Services, as well as Counseling, Nursing and Aftercare Services. The mission of the DPS is to meet the academic, social, emotional, and physical needs of the students in LACOE's Educational Programs.

**Division of Student Support Services**

The Division of Student Support Services (SSS) serves school districts, charter schools and LACOE programs by providing training and technical assistance in the areas of student enrollment and records; compulsory attendance and truancy reduction; custody of minors; support for students experiencing homelessness and youth in foster care; safe school planning; threat assessment, emergency response and crisis intervention; physical and behavioral health services; alcohol, tobacco and other drug prevention and intervention; Expanded Learning; Positive Behavioral Interventions and Supports and student discipline. SSS is responsible for hearing expulsion appeals on behalf of the county Board of Education and for providing support to students, parents, and school districts throughout the expulsion appeal process.

# Educational Alternatives for Expelled Pupils

School districts located within Los Angeles County provide a number of options for expelled pupils, depending on the specific violation of §§ 48900, 48900.2, 48900.3, 48900.4 and 48900.7 of the California Education Code (EC). The alternative educational program to which an expelled pupil may be assigned is preceded by a decision of the local governing board, which may provide for one of the following expulsion orders, describing the student's educational placement:

1. Suspended enforcement of the expulsion order with placement on the same school campus [EC § 48917(a)];

2. Suspended enforcement of the expulsion order with placement on a different school campus within the district or an alternative district program, such as opportunity program, Independent Study or continuation high school [EC § 48917(a)];

3. Expulsion with a referral to a District Community Day School program, if available [EC § 48660]; or,

4. Expulsion with a referral to a County Community Day School or other appropriate program operated by the Los Angeles County Office of Education [EC § 1981(c)].

A pupil who is expelled for an act listed in subdivision (c) of EC § 48915 (mandatory expulsion recommendation) shall be assigned to a program of study that meets all of the following conditions:

(1) Is appropriately prepared to accommodate pupils who exhibit discipline concerns.

(2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.

(3) Is not housed at the school site attended by the pupil at the time of suspension.

At the time an expulsion of a student is ordered, the governing board of the school district shall ensure that an educational program is provided to the student who is subject to the expulsion order for the period of the expulsion. Any educational program provided may be operated by the school district, the county superintendent of schools, a consortium of districts or in joint agreement with the county superintendent of schools.

## District Operated Programs

The range of alternative educational programs currently offered by school districts throughout Los Angeles County includes the following options:

- Community Day Schools;
- Independent Study/Virtual Academy;
- Opportunity Class/School;
- Continuation High School;
- Charter School; and
- Home Study.

If a school district is unable to provide a suitable program, or if the expelled student fails to meet the terms and conditions of their rehabilitation plan or continues to pose a danger to other district students, as determined by the governing board, the district may refer the expelled student to the Los Angeles County Office of Education for possible placement in a program operated by the Division of Student Programs (DSP).

## County Operated Programs

The Los Angeles County Office of Education currently provides a variety of alternative educational programs that are designed to help students:

- take a renewed interest in school and learning;
- attend school consistently;
- set and attain academic and career goals; and
- recover credits and get back on track for graduation.

Specifically, these programs are designed to serve:

- Students experiencing difficulty at home or school;
- Students experiencing homelessness and youth in foster care;
- Students who are on probation or students who need to work full-time to support themselves and/or their families; and
- Students who have been expelled for whom a district operated educational program is not available.

Programs designed to serve the above identified pupil populations include those operated by the LACOE Division of Student Programs (DSP) include:

- County Community Schools;
- Independent Study (operated in conjunction with a classroom option)

As previously stated, at the time an expulsion of a student is ordered, the governing board of the school district shall ensure that an educational program is provided for the student subject to the expulsion order. For districts that may be unable to provide students who commit serious behavior violations with an alternative program that meets the restrictive requirements of California Education Code § 48915(d) (see Appendix), selected county programs may provide viable options.

It is anticipated that the majority of expelled students who are referred to the county office for placement in an alternative program will be assigned to a County Community School program. Community Schools operated by the county are designed to provide interventions for middle school students in grade 8 and high school students in grades 9 to 12.

# Educational Service Gaps and Strategies to Address Service Gaps

Section 48926 of the California Education Code provides that each county superintendent of schools in counties that operate community schools pursuant to Section 1980 "shall develop a plan for providing education services to all expelled pupils in that county." One of the required elements of the plan is to identify gaps in educational services to expelled students and strategies for filling those service gaps.

**Service Gap 1 – Limited Local Alternative Placement Options and Transportation Services**

Largely, survey participants stated that educational alternative strategies and services implemented were relatively successful with expelled students. However, many districts reported that access to local, alternative placements impeded their ability to effectively and efficiently provide a suitable educational placement option. This was compounded by the closure of LACOE County Community Schools (CCS). Distance and lack of transportation to alternative sites were also cited as barriers to accessible and feasible educational placement options.

Districts highlighted the critical need for alternative educational placements to meet the needs of identified student groups such as English Language Development students, students with disabilities and elementary school students.

**Proposed Strategy**: The utilization of preventative measures, such as alternatives to suspension, Restorative Practices, and multi-tiered system of supports to teach behavioral expectations, when implemented with fidelity, can be effective strategies to promote pro-social behaviors among students. The implementation of a universal screening tool or data review process can identify specific students in need of targeted and relevant Tier II intervention. Leveraging district and school-site support services can intercept a student's progression through the tiers of support. Promotion of universal strategies would likely circumvent escalating student behavior and thus disciplinary action as a response. A strong prevention model at the K-5 level can be a determinant of positive student outcomes and can circumvent the progression of maladaptive behaviors; therefore, keeping early learners from being subject to punitive and exclusionary disciplinary action.

As of July 1, 2024, SB 274 prohibits school districts and charter schools from suspending or expelling students in grades K-12 for willful defiance. It is highly encouraged that these local educational agencies (LEAs) ramp up timely in-school interventions or supports to address student behavior. Culturally responsive research-based programs, such as Positive Behavioral Interventions and Supports (PBIS), Socio-Emotional Learning (SEL) strategies and Restorative Practices, can be integrated into the school day and tailored to address students' needs, according to their cognitive and developmental level. Additionally, these interventions support student engagement, contribute to conflict resolution skills, and promote a positive school climate.

Unfortunately, there may be instances when a student's behavior requires punitive consequences and removal from the instructional program. When a student violates certain sections of the Education Code, they may be subject to either a mandatory or discretionary recommendation for expulsion when other means of correction are not feasible or have repeatedly failed to bring about proper conduct, or the student poses a danger to themselves or others. Upon Board approval of an expulsion recommendation, the student is to be placed in an alternative educational placement for

the duration of the expulsion order with an accompanying Rehabilitation Plan for possible reinstatement.

With the dwindling alternative educational placements, districts are encouraged to establish partnerships with neighboring districts or charter schools to secure placement options for students with an active expulsion order. A Memorandum of Understanding (MOU) can be a mutual agreement, permitting LEAs to coordinate efforts to share the responsibility of providing alternative placements for expelled students. MOUs can expand placement options by facilitating the assignment to and enrollment of an expelled student in a neighboring LEA. Another option would be for the establishment or expansion of comprehensive virtual programs that provide instructional and support services to best meet the needs of the student and improve the likelihood that the conditions of the Rehabilitation Plan are satisfactorily met. It should be noted that an online program for expelled students should integrate regular check-ins to promote student engagement and to address any potential feelings of isolation or detachment.

Regarding expelled students with disabilities, it would behoove districts that lack an appropriate alternative placement to collaborate with their Special Education Local Plan Area (SELPA) to determine placement options based on the offer of Free and Appropriate Public Education (FAPE) per their Individualized Education Program (IEP). Transportation, as a related service, may be a related service agreed upon in the student's IEP. This conglomeration of neighboring districts, charters, and County Offices of Education can provide local control and accountability to provide all Special Education assurances guaranteed in federal law.

Students from special populations under an expulsion order, such as students experiencing homelessness or in foster care, may be entitled to transportation to an alternative placement outside their district boundaries per federal and state law. Also, youth from such populations may access subsidized stop gap measures, such as Hop, Skip, Drive, to their assigned alternative placement. Districts can leverage their respective Homeless or Foster Liaisons to determine eligibility and coordinate transportation resources.

LACOE'S Child Welfare and Attendance Unit is a resource that provides ongoing in-person and virtual training on other means of correction as well as consultation, technical assistance, and publications related to student discipline and other means of correction for LEAs to access. The monthly CWA Cafe and Regional Learning Network (RLN) Meetings are established community of practice meetings that provide legislative guidance, technical assistance, and opportunities for discussion and sharing of best practices related to complex cases pertaining to student disciplinary matters and prevention.

**Service Gap 2 – Lack of Mental Health Supports**

Survey respondents indicated concerns about students' access to needed mental health support. Per self-report, students indicated that they are experiencing higher levels of anxiety and experiencing challenges with coping and regulation. Mental health and counseling are critical resources to help students stabilize in the school environment and address any behavioral concerns.

**Proposed Strategy**: LACOE's Division of Student Support Services offers myriad professional development and training opportunities to address students' behavioral health needs.

The School Counselor Academy offered by the Mental Health and Counseling Unit provides valuable training, such as Universal Screening for Social/Emotional and Behavioral Needs, to

support the identification of students in need of targeted intervention. Participants are provided with practical, tiered strategies to effectively respond to the mental health and counseling needs of students. Youth Mental Health First Aid is offered free of charge upon request and is designed to teach adults who regularly interact with adolescents how to assist them during mental health challenges or in times of crisis, using a five-step action plan.

School-based interventions, coupled with referrals to community-based services, can strengthen positive outcomes for students. It is highly encouraged that LEAs utilize multi-disciplinary teams, such as Student Study Teams (SST), Coordination of Services Teams (COST), and IEP teams, as mechanisms to formulate individualized interventions for students as well as a process to monitor student progress and the effectiveness of interventions.

EAs are encouraged to participate in the Community Schools Initiative to cultivate community resources to improve student wellbeing and outcomes. The California Department of Education launched the California Community Schools Partnership Program (CCSPP), which implements a shared decision-making model and creates community foundations that sustain mental and behavioral health for students and families.

**Service Gap 3 – Improved Transition Support to/from School of Residence to LACOE CCS**
Survey respondents expressed the need for information about and clarification on the referral process and student eligibility for admittance to LACOE CCS sites. Moreover, survey participants requested a streamlined referral process to CCS sites with improved coordination and communication between referring districts and LACOE.

**Proposed Strategy**: LACOE currently operates three County Community School (CCS) sites that can enroll and support the educational and socio-emotional needs of expelled students. LACOE's Division of Student Programs can host informational meetings related to the referral process to a LACOE CCS site or Independent Study program along with an overview of the accredited curriculum, supportive services offered to students and families and community partnerships for enrichment and employment opportunities.

Informational meetings can address and limit inappropriate referrals to CCS sites as well as provide a platform for LEAs to connect with LACOE CCS staff and opportunities tobecome familiar with LACOE's model of support for students and to ask questions. Connecting LEAs with LACOE staff can facilitate student enrollment and improve transitions for students by providing a "warm handoff" as students enter or exit the CCS program.

Transition Counselors are critical to the support needed for students as they transition from a CCS program to school of residence or career/college related program. Transition Counselors provide guidance to students during the transition and ensure appropriate follow-up by maintaining contact with youth for up to six months. They work closely with student, family, and community partners to remove any barriers that might impede successful progress.

# Alternative Placements for Pupils who Fail to Meet the Terms and Conditions of their Rehabilitation Plan or who Pose a Danger to Others

California Education Code § 48926 requires the county-wide plan to further identify alternative placements for pupils who are expelled and placed in district community day school programs but who fail to meet the terms and conditions of their rehabilitation plan or who pose a danger to other district pupils, as determined by the governing board.

In Los Angeles County, expelled pupils who are unsuccessful in a district operated community day school, who fail to meet the terms and conditions of their rehabilitation plan or who pose a danger to other district pupils may be referred to a County Community School or other appropriate alternative program operated by the county office of education.

Options for students who fail to meet the terms and conditions of their rehabilitation plan may, in select cases, include referral and placement in a juvenile hall setting or juvenile camp or possibly a transfer to a program operated by an adjacent County Office of Education.

Currently, the Los Angeles County Office of Education does not have any formal agreements with adjacent county offices of education.

# Appendix

# COUNTYWIDE PLAN FOR PROVISION OF EDUCATIONAL SERVICES TO EXPELLED STUDENTS QUESTIONNAIRE – SUMMARY OF DATA
## February 2024

**Introduction**
This section includes an overview of the data generated by the AB 922 survey. The survey was provided via email to all school district superintendents, many of whom delegated completion of the survey to the Director of Student Support Services, Supervisor of Child Welfare and Attendance, or Director of Alternative Education. All Los Angeles County school districts completed the survey either via email or by phone.

**Suspended enforcement of the expulsion**
In order to facilitate the participation of an expelled student in programs located within the school district, districts are required to suspend enforcement of the expulsion order. The student must comply with all stipulations of the expulsion order related to behavior, attendance, and participation in rehabilitation programs, such as counseling. Non-compliance with the expulsion order stipulations could trigger a full expulsion and removal from the district's program. A referral to a LACOE County Community School would be an alternative placement for such students.

| Current Educational Alternatives Available | K-5 | 6-8 | 9-12 | Total Districts Offering Program |
|---|---|---|---|---|
| **Community Day Schools** | 3 | 16 | 16 | 17 |
| **County Community School Referrals** | 4 | 11 | 11 | 18 |
| **Opportunity Programs** | 3 | 9 | 5 | 11 |
| **Continuation High Schools** | 0 | 0 | 12 | 12 |
| **Charter Schools** | 1 | 4 | 3 | 5 |
| **Independent Study Programs** | 20 | 28 | 22 | 31 |
| **Other Alternative Programs** | 3 | 4 | 2 | 4 |

**Have these strategies/services been successful? If not, what were the obstacles or gaps?**
Forty-nine districts surveyed felt that the available alternative programs were at least somewhat successful. Fourteen districts responded that this question was not applicable, or they had not expelled students or needed alternative programs. One responded that there are no local options for students who are expelled; two districts did not answer the question. Multiple reasons were provided for the success of alternative programs, including flexible learning environments along with small group and one-on-one instruction to facilitate credit recovery and to help students learn to manage behaviors that caused them to be expelled. Incorporation of restorative justice, social-emotional learning, counseling and mental health services and case management to create a supportive environment for students and families also resulted in positive outcomes.

Obstacles or gaps identified for alternative programs include (# of responses):
- Limited local and LACOE CDS options (22), especially for students in sixth grade and below (2), students with disabilities (6) and students acquiring English as a second language (1);
- Referred students do not enroll (2) or do not attend regularly (3);

- Lack of transportation to LACOE CDS sites (10);
- Inadequate academic progress (2);
- Limited mental health services (4);
- Unable to reach parents or garner parent involvement and support (3);
- Insufficient return on investment for local CDS programs as it is expensive to staff a school for so few students (4); and
- Inability to find teachers willing to serve at an alternative site (3).

Identified obstacles or gaps specific to Independent Study included difficulty accessing online programs (1), minimal success with course completion (1), inconsistent check-ins with students (1) and isolation (1).

**Suggestions or strategies for filling any service gaps which limit the ability to ensure the availability of educational services for expelled students**

School district personnel shared the following suggestions and strategies (# of responses):

- Increase placement options, especially within LACOE (14) and LAUSD (1) as well as for the elementary grades (5) and for students with disabilities (8) and who are acquiring English as a second language (1);
- Create more opportunity programs that offer small class sizes (1) and Independent Study programs (2);
- Establish partnerships with neighboring districts (4) and with charter schools (1);
- Provide or subsidize transportation to CCS sites due to distance from school of residence (3);
- Increase communication between LACOE and referring school district to ensure student enrollment (1) and to monitor student progress (1);
- Increase mental health support for students and families (2) and support services for students who are a danger to themselves or others (1);
- Hire Child Welfare and Attendance Advisors to provide attendance and counseling services (1);
- Increase referrals to diversion programs (1) and to community agencies for mental health and counseling services (1);
- Establish a clearinghouse of resources to increase student motivation and engagement (1) and have districts share best practices regarding successful placements for students who are expelled (1);
- Require parent education (1);
- Involve DCFS or law enforcement when parent/guardian does not enroll the student (1);
- Increase funding to implement local CDS programs (1);
- Hire a full time counselor to provide individual counseling, assist with goal setting and school-based mental health services (1);
- Rotate content specific teachers into continuation high school teachers throughout the school day (1); and
- Increase professional development for teachers working in alternative settings (1) and administrator to student ratio (1).

**Alternative placements for students who fail to meet the terms and conditions of the expulsion rehabilitation plan or pose a danger to other district students, as determined by the governing board**

The following responses indicate strategies districts use when a student has failed to meet the conditions of the rehabilitation plan approved at the time of the expulsion order or who pose a danger to other district students (# of responses):

- Continue in the alternative setting (4);
- Involuntarily transfer to another site in the school district (2);
- Refer for Independent Study (4) or to a continuation high school (1), neighboring district (2), local charter school (5), private school (1);
- Refer to a LACOE CDS (8) or to Sunburst Academy (1);
- Coordinate enforcement with Los Angeles County Probation or the courts (1);

- Refer to law enforcement programs (1);
- Create a behavior plan (1); and
- Provide targeted interventions (1), additional counseling (1) and wrap around services (1).

**What are your best practices, at the site and district levels, of behavioral intervention approaches and options used to minimize the number of suspensions leading to expulsions, of expulsions being ordered, and to support students returning from expulsions?**

In most cases, EC § 48900.5 requires districts to attempt other means of correction prior to suspension. The following are best practices school districts have successfully used to minimize the number of suspensions and expulsions (# of responses):

- Academic support and interventions, including multi-tiered system of supports (12), Student Study Teams (6), Response to Intervention (2) and unspecified alternative learning options (1);
- Behavior support and management strategies, including Positive Behavioral Interventions and Supports (36), restorative practices (36), social-emotional learning curriculum (12), School Attendance Review Team/School Attendance Review Board (12), Check in/Check Out (6), behavior contracts (4), peer mediation (3), Saturday School (3), Board-Certified Behavior Analysts (2), behaviorist/interventionists (2), detention (2), reflection journals (1), mentoring (1), Opportunity Rooms (1), Behavior Review Intervention Team (BRIT) meeting (1), functional behavior assessment (1) and unspecified Other Means of Correction (14);
- Counseling and mental health support, including Wellness Centers (7), Wellness Counselors/Support (7), Trauma Informed Practices (7), telehealth (2), Tobacco Use Prevention Education and vaping resources (2), universal screener (1) and unspecified Counseling/Mental Health Support (20);
- Diversity, Equity and Inclusion (DEI) strategies, including equity/rapport building professional development for staff (2) and unspecified DEI support (1);
- Opportunity transfer (2);
- Parent workshops (11);
- Referrals to community agencies (13), such as the Department of Mental Health's School Threat Assessment Team (1) and juvenile diversion programs (1) and to school resource officers (1); and
- LACOE trainings (3).
    - Specific programs mentioned as best practices include: Capturing Kids' Heart (4), Boys Town Model (1), Character Counts (1), Character Strong (1), EduClimber (1), Healthy Futures (1), Leader in Me (3), Safe and Civil Schools (2), Second Step (1), Stanford Toolkit (1), Turn Around Rooms (1), Vector Student Online Module (1), Youth Court (1) and YVape (1).

California Department of EDUCATION

# District Operated Educational Alternatives

| District | School | Grades Served |
|---|---|---|
| Antelope Valley Union High School District | Phoenix High Community Day | 9-12 |
| Bassett Unified | Nueva Vista Continuation High School | 9-12 |
| Bellflower Unified | Bellflower Alternative Education Center | 7-12 |
| Burbank Unified | Burbank USD Community Day | 7-12 |
| Charter Oak Unified | Bridges Community Day | 6-12 |
| Compton Unified | Compton Community Day Middle | 6-8 |
| Compton Unified | Compton Community Day High | 9-12 |
| Downey Unified | Woodruff Academy | 7-10 |
| Eastside Union Elementary | Eastside Academy/Transitional Learning Center | K-8 |
| El Monte Union High | El Monte Union High School Community Day | 9-12 |
| Glendale Unified | Jewel City Community Day | 7-10 |
| Hacienda la Puente Unified | Valley Community Day | 7-12 |
| Lancaster Elementary | RISE Community Day School | 6-8 |
| Los Angeles Unified | Elementary Community Day School | K-6 |
| Los Angeles Unified | Secondary Community Day School | 7-9 |
| Los Angeles Unified | Aggeler Community Day | 7-12 |
| Los Angeles Unified | Alonzo Community Day | 7-12 |
| Los Angeles Unified | Johnston Community Day | 7-12 |
| Los Angeles Unified | London Community Day | 7-12 |
| Los Angeles Unified | Tri-C Community Day | 9-12 |
| Montebello Unified | Montebello Community Day | 7-12 |
| Palmdale Elementary | Oak Tree Community Day | K-8 |
| Paramount Unified | Paramount Unified Community Day | 7-12 |
| Redondo Beach Unified | Redondo Beach Learning Academy | 6-12 |
| Temple City Unified | Temple City Virtual Academy | 7-12 |
| Temple City Unified | Dr. Doug Sears Learning Center | 9-12 |
| Torrance Unified | Gene Drevno Community Day | 7-12 |
| West Covina Unified | Monterey Park CDS | 9-12 |

Los Angeles County Office of Education
Serving Students • Supporting Communities • Leading Educators

Division of Student Programs
(562) 922-8715 • Gaytan_Gilbert@lacoe.edu

# Referral for Services for Expelled Students

1. DATE OF THIS REFERRAL
2. DATE OF OFFENSE

## STUDENT INFORMATION
Please type or print legibly and complete ALL information.

3. NAME OF STUDENT (LAST, FIRST AND MIDDLE INITIAL)
4. BIRTHDATE
5. GENDER ☐ M ☐ F ☐ N
6. AGE
7. GRADE
8. STUDENT STATE I.D. NUMBER (10 DIGITS)
9. AKA (Also Known As)
10. NAME OF SCHOOL LAST ATTENDED
11. SCHOOL DISTRICT
12. ADDRESS (NUMBER, STREET, APARTMENT NO., CITY AND ZIP CODE)
13. ETHNICITY (PLEASE CHECK)
☐ American Indian/Alaskan Native ☐ Asian ☐ Black ☐ Filipino
☐ Hispanic ☐ Pacific Islander ☐ White ☐ Other (specify)
14. LUNCH ELIGIBILITY
☐ Free ☐ Base
☐ Reduced
15. SPECIAL EDUCATION ☐ No ☐ Yes
16. LANGUAGE PROFICIENCY * ☐ EL ☐ FEP ☐ EO
17. INTERPRETER NEEDED IF "YES," SPECIFY LANGUAGE ☐ No ☐ Yes
18. 504 PLAN ☐ No ☐ Yes
19. STUDENT IS ON PROBATION IF "YES," GIVE FIRST AND LAST NAME OF PROBATION OFFICER ☐ No ☐ Yes
20. PHONE # OF PROBATION OFFICER ( )
21. ADDRESS OF PROBATION OFFICER
22. COMMENTS

## Enrollment Record
PAU
DATE ENROLLED
PROGRAM / SITE
TEACHER
TELEPHONE ( )
COMMENTS

## Parent(s)/Guardian(s)
23. FIRST AND LAST NAME OF PARENT(S)/GUARDIAN(S)
24. EMAIL ADDRESS
25. ADDRESS (IF DIFFERENT FROM STUDENT'S ABOVE)
26. TELEPHONE OR CELL NUMBER ( )

## Expulsion
27. REASON(S) FOR EXPULSION (CHECK APPROPRIATE SUB-SECTION LETTER(S) THAT APPLY)
**EC 48900:** ☐a (1) ☐a (2) ☐b ☐c ☐d ☐e ☐f ☐g ☐h ☐i ☐j ☐k ☐l ☐m ☐n ☐o ☐p ☐q ☐r ☐t

**EC 48900.2** ☐ Sexual Harassment
**EC 48900.3** ☐ Hate Violence
**EC 48900.4** ☐ Threat and Intimidation
**EC 48900.7** ☐ Terroristic Threats

**EC 48915 (a)** ☐ 1. Causing serious physical injury ☐ 2. Possession of knife, explosive, dangerous object ☐ 3. Unlawful possession of a controlled substance ☐ 4. Robbery or extortion ☐ 5. Assault or battery upon school employee

**EC 48915 (c)** ☐ 1. Possessing, selling, or furnishing firearms ☐ 2. Brandishing a knife ☐ 3. Unlawfully selling a controlled substance ☐ 4. Sexual assault/sexual batter ☐ 5. Possession of an explosive

28. 48918(j) DATE LOCAL BOARD VOTED TO EXPEL
29. 48916(a) DATE OF REVIEW FOR RE-ADMISSION

## Referred By
30. NAME OF PERSON MAKING REFERRAL (FIRST, LAST)
31. TITLE/SCHOOL DISTRICT
32. TELEPHONE NUMBER ( )
33. FAX ( )
34. E-MAIL
35. SIGNATURE
36. DATE SIGNED

**Attach the following:**
- Copy of Expulsion Order Section 48918 (j)
- Rehabilitation Plan required pursuant to Section 48916 (b)
- Photocopy of Student Record; i.e., IEP (Goals and Objectives, Psychological Report, Manifestation Determination Report, Transition Plan, Behavior Support), Transcripts, Test Scores, Immunization Records, Home Language Survey, *CELDT Results, Assessment, Placement, and Designation.
- 504 Plan

**Please return completed referral including required documents to:**
**Division of Student Programs**
**Los Angeles County Office of Education**
**9300 Imperial Hwy. EC 2077**
**Downey, CA 90242-2890**
**(562) 922-8715 • Gaytan_Gilbert@lacoe.edu**

## For Office Use Only – Enrollment of Student Section (1981)
DATE REFERRED (MONTH/DAY/YEAR)
REFERRED TO PAU

☐ 1981 (a) ☐ 48915 (b) or ☐ 48915 (e)
☐ 1981 (b) ☐ SARB Referred or ☐ Parent Request / District Approved
☐ 1981 (c) Probation Referred ☐ 300 ☐ 601 ☐ 602 ☐ 654
(Not currently enrolled in school.) ☐ Currently on Probation ☐ Parole ☐ Expelled 48915 (c)
☐ 1981 (d) Homeless Student ☐ 1982.5 Other ☐ Expelled 48915 (a)

Comments

FORM NO. 307-014 Rev. 11/16/2023

V

## California Education Code
## § 48915(d)

(d) The governing board shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:

(1) Is appropriately prepared to accommodate pupils who exhibit discipline problems.

(2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.

(3) Is not housed at the school site attended by the pupil at the time of suspension.

## California Education Code
## § 48915(f)

(f) The governing board shall refer a pupil who has been expelled pursuant to subdivision (b) or (e) to a program of study which meets all of the conditions specified in subdivision (d).

Notwithstanding this subdivision, with respect to a pupil expelled pursuant to subdivision (e), if the county superintendent of schools certifies that an alternative program of study is not available at a site away from a comprehensive middle, junior, or senior high school, or an elementary school, and that the only option for placement is at another comprehensive middle, junior, or senior high school, or another elementary school, the pupil may be referred to a program of study that is provided at a comprehensive middle, junior, or senior high school, or at an elementary school.

## California Education Code
## § 48915.01

If the governing board of a school district has established a community day school pursuant to Section 48661 on the same site as a comprehensive middle, junior, or senior high school, or at any elementary school, the governing board does not have to meet the condition in paragraph (2) of subdivision (d) of Section 48915 when the board, pursuant to subdivision (f) of Section 48915, refers a pupil to a program of study and that program of study is at the community day school. All the other conditions of subdivision (d) of Section 48915 are applicable to the referral as required by subdivision (f) of Section 48915.

# California Education Code
# § 48916.1

(a) At the time an expulsion of a pupil is ordered, the governing board of the school district shall ensure that an educational program is provided to the pupil who is subject to the expulsion order for the period of the expulsion. Except for pupils expelled pursuant to subdivision (d) of Section 48915, the governing board of a school district is required to implement the provisions of this section only to the extent funds are appropriated for this purpose in the annual Budget Act or other legislation, or both.

(b) Notwithstanding any other provision of law, any educational program provided pursuant to subdivision (a) may be operated by the school district, the county superintendent of schools, or a consortium of districts or in joint agreement with the county superintendent of schools. (c) Any educational program provided pursuant to subdivision (b) shall not be situated within or on the grounds of the school from which the pupil was expelled.

(d) If the pupil who is subject to the expulsion order was expelled from any of kindergarten or grades 1 to 6, inclusive, the educational program provided pursuant to subdivision (b) shall not be combined or merged with educational programs offered to pupils in any of grades 7 to 12, inclusive. The district or county program is the only program required to be provided to expelled pupils as determined by the governing board of the school district. The subdivision, as it relates to the separation of pupils by grade levels does not apply to community day schools offering instruction in any of the kindergarten and grades 1 to 8 inclusive, and established in accordance with Section 48660.

(e) (1) Each school district shall maintain the following data:

(A) The number of pupils recommended for expulsion.

(B) The grounds for each recommended expulsion.

(C) Whether the pupil was subsequently expelled.

(D) Whether the expulsion order was suspended.

(E) The type of referral made after the expulsion.

(F) The disposition of the pupil after the end of the period of expulsion.

(2) The Superintendent may require a school district to report this data as part of the coordinated compliance review. If a school district does not report outcome data as required by this subdivision, the Superintendent may not apportion any further money to the school district pursuant to Section 48664 until the school district is in compliance with this subdivision. Before withholding the apportionment of funds to a school district pursuant to this subdivision, the Superintendent shall give written notice to the governing board of the school district that the school district has failed to report the data required by paragraph (1) and that the school district has 30 calendar days from the date of the written notice of noncompliance to report the requested data and thereby avoid the withholding of the apportionment of funds.

(f) If the county superintendent of schools is unable for any reason to serve the expelled pupils of a school district within the county, the governing board of that school district may enter into an agreement with a county superintendent of schools in another county to provide education services for the district's expelled pupils.

# California Education Code
## § 48926

Each county superintendent of schools in counties that operate community schools pursuant to Section 1980, in conjunction with superintendents of the school districts within the county, shall develop a plan for providing education services to all expelled pupils in that county. The plan shall be adopted by the governing board of each school district within the county and by the county board of education.

The plan shall enumerate existing educational alternatives for expelled pupils, identify gaps in educational services to expelled pupils, and strategies for filling those service gaps. The plan shall also identify alternative placements for pupils who are expelled and placed in district community day school programs, but who fail to meet the terms and conditions of their rehabilitation plan or who pose a danger to other district pupils, as determined by the governing board.

Each county superintendent of schools, in conjunction with the superintendents of the school districts, shall submit to the Superintendent of Public Instruction the county plan for providing educational services to all expelled pupils in the county no later than June 30, 1997, and shall submit a triennial update to the plan to the Superintendent of Public Instruction, including the outcome data pursuant to Section 48916.1, on June 30th thereafter.

**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: | June 20, 2024 |
| SUBJECT: | Acceptance of Notice of Completion, Sunbelt Controls Inc., Remove and Replacement of Honeywell Controllers in Auditorium, Burbank High School (Routine Restricted Maintenance) |

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**Background:**
The District pursued the removal and replacement of the controllers in the HVAC system at Burbank High School auditorium.

**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.

4.3 Develop a long-term facilities maintenance plan to ensure our school facilities are and will be cared for appropriately.

**Discussion/Issues:**
On June 15, 2023, the District received a proposal to remove the old Honeywell controllers and replace with new ALC WebCTRL controllers, also referred to as a "controls brain transplant". This work was completed on February 8, 2024.

**Financial Impact:**
$44,606.00 (Routine Restricted Maintenance)

**Recommendation:**
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: remove and replacement of honeywell controllers in auditorium at Burbank High School, PO 24000440, not to exceed $44,606.00 (010-81500-0-00000-85000-6250-752-3100-0000) Routine Restricted Maintenance, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

**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: | June 20, 2024 |
| SUBJECT: | Approval of Award of Contract, Integrated Demolition and Remediation Inc., CUPCCAA Bid for Initial Demolition for Aquatic Modernization, Burbank High School (Capital Outlay) |

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**Background:**
The District is in the process of modernizing the current Aquatics Center at Burbank High School. A job walk was held on May 21, 2024; five (5) contractors attended. The bid closed on May 30, 2024; Two (2) contractors submitted a bid package.
Qualifying Bids CUPCCAA Bid for Initial Demolition for Aquatic Modernization received were as follows:

| | |
|---|---|
| Integrated Demolition and Remediation Inc. | $180,000 |
| Hart Design Build | $196,000 |

**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.

4.3 Develop a long-term facilities maintenance plan to ensure our school facilities are and will be cared for appropriately.

**Discussion/Issues:**
Currently, the Burbank High pool is shut down due to safety concerns regarding the decking. The infrastructure needs to be updated which will include LED pool lights, updating drains, piping the platform for the timing clock, etc.

**Financial Impact:**
$180,000 (Capital Outlay)

**Recommendation:**
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an award of contract between Burbank Unified School District and Integrated Demolition and Remediation Inc., for CUPCCAA Bid for initial demolition for aquatic modernization for Burbank High School, not to exceed $180,000 (40.0-90329.0-00000-85000-6205-431-0000) Capital Outlay, 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: | Oscar Macias, Director Secondary Education & DEI |
| PREPARED BY: | Oscar Macias, Director Secondary Education & DEI |
| SUBMITTED BY: | Laura Erisman, Administrative Secretary |
| DATE: | June 20, 2024 |
| SUBJECT: | Burbank High School Cheer (Overnight) Field Trip |

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**Background:**

The Burbank High School Cheer Team wishes to travel to Palm Springs, CA, for the USA Cheer Camp on Sunday, July 28, 2024 through Wednesday, July 31, 2024.

**Discussion/Issues:**

Fifteen students will travel via carpool to Palm Springs with Megan Burkhart, Coach and Rachael Osgood, Assistant Coach.

Day 1 – Sunday, July 28th, students will meet at Burbank High for transport to Palm Springs at 6:30 am. Students will check into rooms at the Margaritaville Resort, 1600 N. Indian Canyon Dr. Palm Springs, CA, (818) 632-1747. Dinner is provided. Camp activities will end at 9:00 pm.

Day 2 – Monday, July 29th, students will have breakfast at the hotel at 7:00 am. Camp activities begin at 8:30 am. Lunch and dinner are provided. After a day of camp activities students will have free time.

Day 3 – Tuesday, July 30th, students will have breakfast at the hotel. Students will have a full day of camp activities from 8:30 am – 6:30 pm. Lunch and dinner will be provided. Dance party is scheduled at 7:00 pm.

Day 4 – Wednesday, July 31st, students will have breakfast in hotel lobby at 7:00 am. After a morning of camp activities, students will leave to travel back to BHS at 1:00 pm. Students are expected to arrive at BHS by 3:00 pm.

In accordance with Board Policy and Administrative Regulations 6153 regarding field trips, all students will sign a behavior contract along with all necessary field trip forms. Parent meeting will be held on July 17, 2024. All students and parents/guardians were expected to attend.

**Fiscal Impact:**
There is no cost to students for transportation, food and lodging. The trip, funded by fundraising and financial aid, as needed. No student will be denied participation in this field trip due to lack of personal funds.

**Recommendation:**
Oscar Macias, Director Secondary Education & DEI, recommends that the Board of Education approve the Burbank High School Cheer Team (Overnight) Field Trip request to participate in the USA 2023 Cheer Camp in Palm Springs, CA from Sunday, July 28, 2024 through Wednesday, July 31, 2024, as presented.

# Burbank Unified School District
# Instructional Services
# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Oscar Macias, Director Secondary Education & DEI |
| PREPARED BY: | Oscar Macias, Director Secondary Education & DEI |
| SUBMITTED BY: | Laura Erisman, Administrative Secretary |
| DATE: | June 20, 2024 |
| SUBJECT: | Burbank High School Junior Varsity Cheer Overnight) Field Trip |

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**Background:**

The Burbank High School Junior Varsity Cheer Team wishes to travel to Indian Wells, CA, for the World Class Cheer Camp on Monday, July 22nd through Wednesday, July 24, 2024.

**Discussion/Issues:**

Fifteen students will travel via carpool to Indian Wells with Megan Burkhart, Coach and Rachael Osgood, Assistant Coach and volunteers.

Day 1 – Monday, July 22nd, students will meet at Burbank High for transport to Indian Wells at 6:30 am. Students will check into rooms at the Renaissance Esmeralda Resort, 44400 Indian Wells Ln, Indian Wells, CA 92210 (818) 632-1747. Dinner is provided. Camp activities will end at 9:00 pm.

Day 2 – Tuesday, July 23rd, students will have breakfast at the hotel at 7:00 am. Camp activities begin at 8:30 am. Lunch and dinner are provided. After a day of camp activities students will have free time.

Day 3 – Wednesday, July 24th, students will have breakfast in hotel lobby at 7:00 am. After a morning of camp activities, students will travel back to BHS at 1:00 pm. Students are expected to arrive at BHS at 3:00 pm.

In accordance with Board Policy and Administrative Regulations 6153 regarding field trips, all students will sign a behavior contract along with all necessary field trip forms. Parent meeting will be held on July 17, 2024. All students and parents/guardians were expected to attend.

**Fiscal Impact:**
There is no cost to students for transportation, food and lodging. The trip, funded by fundraising and financial aid, as needed. No student will be denied participation in this field trip due to lack of personal funds.

**Recommendation:**
Oscar Macias, Director Secondary Education & DEI, recommends that the Board of Education approve the Burbank High School Junior Varsity Cheer Team (Overnight) Field Trip request to participate in the World Class Cheer Camp in Indian Wells, CA from Monday, July 22, 2024 through Wednesday, July 24, 2024, as presented.

**Burbank Unified School District**
**Special Education Department**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Jennifer Nicholson, Director of Special Education and Psychological Services |
| PREPARED BY: | Jennifer Nicholson, Director of Special Education and Psychological Services |
| SUBMITTED BY: | Sandra Shearer, Administrative Secretary |
| DATE: | June 20, 2024 |
| SUBJECT: | Approval of Agreement for Professional Services (Special Education) |

**Background:**

Since 2017 the District has contracted with Hathaway-Sycamores Child and Family Services, a non-public agency from Pasadena, CA, to provide therapeutic services to students who attend Magnolia Park School, a Special Education Local Plan Area (SELPA) program for students with significant emotional and behavioral challenges. Magnolia Park is located on District property, adjacent to the school site of Monterey High School. The costs for student mental health services at Magnolia Park have historically been shared between three unified school districts (Burbank, Glendale, and La Canada) that comprise the Foothill SELPA. The rationale for contracting with this particular vendor was based on its ability to provide more direct on-site and community based Educational Support Services (ESS) to students enrolled at the school. ESS services are intensive mental health services provided to students during the week at school, at home and in the community.

**District-Wide Goals, 2021-2022:**

1.2 Continue developing and assessing intervention programs specifically for students who qualify for services as English learners, low-socioeconomic, homeless, foster youth, and Special Education students.

**Discussion/Issues:**

The rationale for contracting with Hathaway-Sycamores was based on their ability to provide more direct on-site and community based Educational Support Services (ESS) to students enrolled at the school. ESS services are intensive mental health services provided to students during the week at school, at home and in the community. These ESS services included twenty-four hour-a-day crisis intervention and after-care management. This embedded support team model has been successful in providing much more direct support for (all) students than had previously been provided by agencies in the past. Furthermore, this model of service delivery reduced the need for individually contracted ESS services at Magnolia Park. The current proposal is to continue with the same service delivery model for the 2024/2025 school year.

**Fiscal Impact:**

Not to exceed $467,500 from Special Education Mental Health funds for the 2024/2025 school year. As per agreement between the SELPA and the District, BUSD will incur these costs (up- front) and at the end of the school year, the program's expenses will be apportioned per Average Daily Attendance (ADA), based on District of residence, and each of the three districts will be expected to cover their students' costs.

**Recommendation:**

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Hathaway Sycamores, to provide Educationally Related Mental Health services for special education students at Magnolia Park School, not to exceed $467,500 (01.0-65460.0-57601-1180-5810-7440000) Effective July 1, 2024 through June 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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

**CONSULTANT AGREEMENT**

**TERM OF AGREEMENT**

**This Agreement,** made and entered into this 3rd day of June 2024 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Hathaway-Sycamores Child and Family Services hereinafter referred to as "Consultant."

Payee's Name: Hathaway-Sycamores Child and Family Services

Daytime Phone Number: 626-395-7100 X5365

Mailing Address: 840 N. Avenue 66 Los Angeles, CA 90042

Email Address: MFlaherty@sycamores.org

Sponsoring Administrator: John Paramo (Print Name) Superintendent (Title) (Signature) Special Education (Location)

Board Approval: 06/20/2024 Account Code: 01.0-65460.0-57601-11800-5810-7440000

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

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

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

**The parties mutually agree as follows:**

1. The Consultant agrees to perform the following services for the District, at a total not to exceed **$467,500**
2. The term of the Agreement shall be the period commencing on: 07/01/2024 and terminating on: 06/30/2025.
3. Payment Terms: Net 45 Days
4. District desires to enter into an Agreement in which Hathaway-Sycamores Child and Family Services will provide mental health and case management services for the Foothill SELPA Program.
5. The Consultant shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.

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

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

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

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

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

12. Communicate within twenty-four hours to Hathaway-Sycamores Child and Family Services the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

13. The District agrees to indemnify, defend and hold harmless Hathaway-Sycamores Child and Family Services from any and all negligence and all liabilities, claims, losses, costs, damages and expenses resulting or arising from or connected with the services rendered by the District, its agents, independent contractors, employees or servants pursuant to this contract.

14. This Agreement shall constitute the entire Agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

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

**INDEMNIFICATION**

Hathaway-Sycamores Child and Family Services 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 Hathaway-Sycamores Child and Family Services 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 Hathaway-Sycamores Child and Family Services, its agents, subcontractors, employees or other representatives referred to in this Agreement, Hathaway-Sycamores Child and Family Services 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 Hathaway-Sycamores Child and Family Services falls 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 Hathaway-Sycamores Child and Family Services demand.

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

**ARBITRATION**

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

Jennifer Nicholson
Print Representative Name

Director, Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Hathaway-Sycamores Child and Family Services
Consultant/Company

Print Representative Name

Title

Signature

Date

**Burbank Unified School District**
**Special Education Department**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Jennifer Nicholson, Director of Special Education and Psychological Services |
| PREPARED BY: | Jennifer Nicholson, Director of Special Education and Psychological Services |
| SUBMITTED BY: | Sandra Shearer, Administrative Secretary |
| DATE: | June 20, 2024 |
| SUBJECT: | Approval of Agreement for Professional Services (Special Education) |

**Background:**

Since 2017 the District has contracted with Hathaway-Sycamores Child and Family Services, a non-public agency from Pasadena, CA, to provide therapeutic services to students who attend Magnolia Park School, a Special Education Local Plan Area (SELPA) program for students with significant emotional and behavioral challenges. Magnolia Park is located on District property, adjacent to the school site of Monterey High School. The costs for student mental health services at Magnolia Park have historically been shared between three unified school districts (Burbank, Glendale, and La Canada) that comprise the Foothill SELPA. The rationale for contracting with this particular vendor was based on its ability to provide more direct on-site and community based Educational Support Services (ESS) to students enrolled at the school. ESS services are intensive mental health services provided to students during the week at school, at home and in the community.

**District-Wide Goals, 2021-2022:**

1.2 Continue developing and assessing intervention programs specifically for students who qualify for services as English learners, low-socioeconomic, homeless, foster youth, and Special Education students.

**Discussion/Issues:**

The rationale for contracting with Hathaway-Sycamores was based on their ability to provide more direct on-site and community based Educational Support Services (ESS) to students enrolled at the school. ESS services are intensive mental health services provided to students during the week at school, at home and in the community. These ESS services included twenty-four hour-a-day crisis intervention and after-care management. This embedded support team model has been successful in providing much more direct support for (all) students than had previously been provided by agencies in the past. Furthermore, this model of service delivery reduced the need for individually contracted ESS services at Magnolia Park. The current proposal is to continue with the same service delivery model for the 2024/2025 school year.

**Fiscal Impact:**

Not to exceed $225,700 from Special Education Mental Health funds for the 2024/2025 school year. As per agreement between the SELPA and the District, BUSD will incur these costs (up- front) and at the end of the school year, the program's expenses will be apportioned per Average Daily Attendance (ADA), based on District of residence, and each of the three districts will be expected to cover their students' costs.

**Recommendation:**

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Hathaway Sycamores, to provide Educationally Related Mental Health services for special education students at Magnolia Park School, not to exceed $255,700 (1.0-33270.0-57601-11800-5810-7440000 = $189,588 and 01.0-65460.0-57601-1180-5810-7440000 = $36,112) Effective July 1, 2024 through June 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
1900 West Olive Avenue, Burbank, 91506
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Fax: (818) 729-4573
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# CONSULTANT AGREEMENT

**TERM OF AGREEMENT**

**This Agreement,** made and entered into this 3rd day of June 2024 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Hathaway-Sycamores Child and Family Services hereinafter referred to as "Consultant."

Payee's Name: Hathaway-Sycamores Child and Family Services

Daytime Phone Number: 626-395-7100 X5365

Mailing Address: 840 N. Avenue 66 Los Angeles, CA 90042

Email Address: MFlaherty@sycamores.org

Sponsoring Administrator: John Paramo (Print Name) Superintendent (Title) (Signature) Special Education (Location)

Board Approval: 06/20/2024 Account Code: 01.0-33270.0-57601-11800-5810-7440000 ($189,588)
01.0-65460.0-57601-11800-5810-7440000 ($36,112)

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 **$225,700**
2. The term of the Agreement shall be the period commencing on: 07/01/2024 and terminating on: 06/30/2025.
3. Payment Terms: Net 45 Days
4. District desires to enter into an Agreement in which Hathaway-Sycamores Child and Family Services will provide mental health and case management services for students who attend Magnolia Park School.
5. The Consultant shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.

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

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

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

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

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

12. Communicate within twenty-four hours to Hathaway-Sycamores Child and Family Services the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

13. The District agrees to indemnify, defend and hold harmless Hathaway-Sycamores Child and Family Services from any and all negligence and all liabilities, claims, losses, costs, damages and expenses resulting or arising from or connected with the services rendered by the District, its agents, independent contractors, employees or servants pursuant to this contract.

14. This Agreement shall constitute the entire Agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

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

**INDEMNIFICATION**

Hathaway-Sycamores Child and Family Services 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 Hathaway-Sycamores Child and Family Services 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 Hathaway-Sycamores Child and Family Services, its agents, subcontractors, employees or other representatives referred to in this Agreement, Hathaway-Sycamores Child and Family Services 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 Hathaway-Sycamores Child and Family Services 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 Hathaway-Sycamores Child and Family Services demand.

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

**ARBITRATION**

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

Jennifer Nicholson
Print Representative Name

Director, Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Hathaway-Sycamores Child and Family Services
Consultant/Company

Print Representative Name

Title

Signature

Date

**Burbank Unified School District**
**Special Education Department**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Jennifer Nicholson, Director of Special Education and Psychological Services |
| PREPARED BY: | Jennifer Nicholson, Director of Special Education and Psychological Services |
| SUBMITTED BY: | Sandra Shearer, Administrative Secretary |
| DATE: | June 20, 2024 |
| SUBJECT: | Approval of Agreement for Professional Services (Special Education) |

**Background:**

The Board of Education is being asked to approve an agreement for professional services to hire outside speech and language pathologists (as consultants) 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 $483,300.

**Recommendation:**

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Gary D Stromberg & Associates, LLC, to provide three speech and language pathologists, not to exceed $483,300 (01.0-65000.0-57602-11901-5850-7440000), effective July 1, 2024 through June 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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

**CONSULTANT AGREEMENT - SLPs**

**TERM OF AGREEMENT**

**This Agreement,** made and entered into this 3rd day of June 2024 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. Mille Ave. #109, Tempe, AZ 85282

Email Address: louisstromberg@gmail.com

Sponsoring Administrator: John Paramo (Print Name) Superintendent (Title) (Signature) Special Education (Location)

Board Approval: 06/20/2024 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 $89.50 per hour, 40 hours each SLP per week for a total not to exceed **$483,300.**

2. The term of the Agreement shall be the period commencing on: 07/01/2024 and terminating on: 06/30/2025.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Gary D Stromberg & Associates, LLC will provide up to three (3) speech and language pathologists for support and assessments for special education students.

5. The Consultant shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.

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

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

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

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

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

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

12. Communicate within twenty-four hours to 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.

13. 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.

14. This Agreement shall constitute the entire Agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

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

**INDEMNIFICATION**

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

Jennifer Nicholson
Print Representative Name

Director, Special Education
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: | Jennifer Nicholson, Director of Special Education and Psychological Services |
| PREPARED BY: | Jennifer Nicholson, Director of Special Education and Psychological Services |
| SUBMITTED BY: | Sandra Shearer, Administrative Secretary |
| DATE: | June 20, 2024 |
| SUBJECT: | Approval of Agreement for Professional Services (Special Education) |

**Background:**

The Board of Education is being asked to approve an agreement for professional services to provide physical therapy for special education students, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

**Discussion/Issues:**

The District is currently obligated to provide services for students who are Burbank residents 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. This agreement allows the District to provide the mandated physical therapy services to all students with IEPs who require such services.

**Fiscal Impact:**

Not to exceed $178,640.

**Recommendation:**

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Kids Physical Therapy, Inc., to provide physical therapy services for Burbank special education students, not to exceed $178,640 (01.0-65000.0-57602-11900-5850-7440000), effective July 1, 2024 through June 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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

# CONSULTANT AGREEMENT

## TERM OF AGREEMENT

**This Agreement,** made and entered into this 3rd day of June 2024 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Kids Physical Therapy, Inc. hereinafter referred to as "Consultant."

Payee's Name: Kids Physical Therapy, Inc. Daytime Phone Number: 818-383-0627

Mailing Address: 3667 Calle Jazmin Calabasas CA 91302

Email Address: kidspt01@yahoo.com

Sponsoring Administrator: John Paramo Superintendent Special Education
Print Name Title Signature Location

Board Approval: 06/20/2024 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 $110 per hour for a total not to exceed **$176,640.**
2. The term of the Agreement shall be the period commencing on: July 1, 2024 and terminating on: June 30, 2025.
3. Payment Terms: Net 45 Days
4. District desires to enter into an Agreement in which Kids Physical Therapy, Inc. will provide physical therapy services to special education students, up to 40 hours a week during the 2024-2025 school year including ESY.
5. The Consultant shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.

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

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

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

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

12. Communicate within twenty-four hours to Kids Physical Therapy, Inc. the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

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

14. This Agreement shall constitute the entire Agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

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

**INDEMNIFICATION**

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

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

**ARBITRATION**

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

Jennifer Nicholson
Print Representative Name

Director, Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Kids Physical Therapy, Inc.
Consultant/Company

Print Representative Name

Title

Signature

Date

**Burbank Unified School District**
**Special Education Department**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Jennifer Nicholson, Director of Special Education and Psychological Services |
| PREPARED BY: | Jennifer Nicholson, Director of Special Education and Psychological Services |
| SUBMITTED BY: | Sandra Shearer, Administrative Secretary |
| DATE: | June 20, 2024 |
| SUBJECT: | Approval of Agreement for Professional Services (Special Education) |

**Background:**

The Board of Education is being asked to approve an agreement for professional services to provide a psychoeducational IEE for special education student 960020440, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

**Discussion/Issues:**

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

**Fiscal Impact:**

Not to exceed $6,000.

**Recommendation:**

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and SoCal Psychology Center, to provide a psychoeducational IEE, not to exceed $6,000 (01.0-65000.0-57602-11900-5850-744000) for special education student 960020440, effective June 21, 2024 through December 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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

# CONSULTANT AGREEMENT

**TERM OF AGREEMENT**

**This Agreement,** made and entered into this 3rd day of Junel 2024 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and SoCal Psychology Center hereinafter referred to as "Consultant."

Payee's Name: SoCal Psychology Center Daytime Phone Number: 818-439-1122

Mailing Address: 14144 Ventura Blvd., Suite 220, Sherman Oaks, CA 91423 Email Address: dr.aggie@doctoraggie.com

Sponsoring Administrator: John Paramo (Print Name) Superintendent (Title) (Signature) Special Education (Location)

Board Approval: 06/20/2024 Account Code: 01.0-65000.0-57602-11900-5850-7440000

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

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

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

**The parties mutually agree as follows:**

1. The Consultant agrees to perform the following services for the District, at a rate not to exceed $6,000 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on: 06/21/2024 and terminating on: 12/30/2024.
3. Payment Terms: Net 60 Days
4. District desires to enter into an Agreement in which SoCal Psychology Center will provide an Independent Psychoeducational Evaluation for special education student 960020440.
5. The Consultant shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should the Consultant breach this agreement or fail to perform the required services in a satisfactory manner.

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

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

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

12. Communicate within twenty-four hours to SoCal Psychology Center the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

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

14. This Agreement shall constitute the entire Agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

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

**INDEMNIFICATION**

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

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

**ARBITRATION**

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

Jennifer Nicholson
Print Representative Name

Director of Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

SoCal Psychology Center
Consultant/Company

Print Representative Name

Title

Signature

Date

**Burbank Unified School District**
**Special Education Department**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Jennifer Nicholson, Director of Special Education and Psychological Services |
| PREPARED BY: | Jennifer Nicholson, Director of Special Education and Psychological Services |
| SUBMITTED BY: | Sandra Shearer, Administrative Secretary |
| DATE: | June 20,2024 |
| SUBJECT: | Ratification of Agreement for Professional Services (Special Education) |

**Background:**

The Board of Education is being asked to ratify the agreement for professional services to provide Licensed Vocational Nurse ( LVN) services to special education student 960038124, 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 $88,145.

**Recommendation:**

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Protocol Agency, Inc., to provide a Licensed Vocational Nurse (LVN), not to exceed $88,145 (01.0-65000.0-57602-11900-5850-744000) for Burbank special education student 960038124, effective June 3, 2024 through May 22, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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

**RATIFICATION CONSULTANT AGREEMENT**
**Nkoyo Enyenihi**

**TERM OF AGREEMENT**

**This Agreement,** made and entered into this 4th day of June 2024 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Protocol Agency, Inc. hereinafter referred to as "Consultant."

Payee's Name: Protocol Agency, Inc. Daytime Phone Number: 818-878-8615

Mailing Address: 875 S. Westlake Blvd., Suite 112 Westlake Village, CA 91361

Email Address: vdyer@protocolagency.com

Sponsoring Administrator: John Paramo (Print Name) Superintendent (Title) _____ (Signature) Special Education (Location)

Board Approval: 06/20/2024 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 **$62/$65 per hour** for a total not to exceed **$88,145**

2. The term of the Agreement shall be the period commencing on: 06/03/2024 and terminating on: 05/22/2025.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Protocol Agency, Inc. will provide LVN support for special education student 960038124. Details as follows:

   **Extended School Year** - June 3, 2024 - July 3, 2024 8am - 1pm
   Dates: June 3-7, June 10-13, June 17-21 (**June 19 non-work day**), June 24-27.
   17 days X 5 hours per day = 85 X $62 per hour = $5,270.

   July 1-3. 3 days X 5 hours per day = 15 hours X $65 per hour = $975.

   **Regular School Year** - August 12, 2024 - May 22, 2025. 180 days X 7 hours per day = 1,260 hours X $65 per hour = $81,900.

5. The Consultant shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.

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

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

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

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

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

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

12. Communicate within twenty-four hours to Protocol Agency, Inc. the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

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

14. This Agreement shall constitute the entire Agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

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

**INDEMNIFICATION**

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

District shall save and hold Protocol Agency, Inc., harmless from and against and shall indemnify Protocol Agency, Inc. for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of District, or any of its agents, subcontractors, employees or other representatives. If Protocol Agency, Inc. is sued in any court for damages by reason of any of the acts of the District, its agents, subcontractors, employees or other representatives referred to in this Agreement, District shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and

judgment that may be rendered in any such action. If District fails or neglects to so defend said action, Protocol Agency, Inc. may defend the same and any expenses, including reasonable attorney's fees, which Protocol Agency, Inc. may pay or incur in defending said action and the amount of any judgment which Protocol Agency, Inc. may be required to pay shall be promptly reimbursed by District upon demand.

**ARBITRATION**

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

[redacted]
Jennifer Nicholson
Print Representative Name

[redacted]
Director, Special Education
Title

[redacted]
Signature

[redacted]
Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Protocol Agency, Inc.
Consultant/Company

[redacted]
Robert W. Sparks
Print Representative Name

[redacted]
Title President

[redacted]
Signature

[redacted]
Date 06/05/24

**Burbank Unified School District**
**Special Education Department**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Jennifer Nicholson, Director of Special Education and Psychological Services |
| PREPARED BY: | Jennifer Nicholson, Director of Special Education and Psychological Services |
| SUBMITTED BY: | Sandra Shearer, Administrative Secretary |
| DATE: | June 20,2024 |
| SUBJECT: | Ratification of Agreement for Professional Services (Special Education) |

**Background:**

The Board of Education is being asked to ratify the agreement for professional services to provide Licensed Vocational Nurse ( LVN) services to various special education students, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

**Discussion/Issues:**

The District is currently obligated to provide services for students who are Burbank residents 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 $88,145.

**Recommendation:**

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Protocol Agency, Inc., to provide a Licensed Vocational Nurse (LVN), not to exceed $88,145 (01.0-65000.0-57602-11900-5850-744000) for Burbank special education students, effective June 3, 2024 through May 22, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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

**RATIFICATION CONSULTANT AGREEMENT**
**Lisseth Shepherd**

**TERM OF AGREEMENT**

**This Agreement,** made and entered into this 4th day of June 2024 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Protocol Agency, Inc. hereinafter referred to as "Consultant."

Payee's Name: Protocol Agency, Inc. Daytime Phone Number: 818-878-8615

Mailing Address: 875 S. Westlake Blvd., Suite 112 Westlake Village, CA 91361

Email Address: vdyer@protocolagency.com

Sponsoring Administrator: John Paramo (Print Name) Superintendent (Title) _____ (Signature) Special Education (Location)

Board Approval: 06/20/2024 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 **$62/$65 per hour** for a total not to exceed **$88,145**

2. The term of the Agreement shall be the period commencing on: 06/03/2024 and terminating on: 05/22/2025.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Protocol Agency, Inc. will provide LVN support for special education students. Details as follows:

   **Extended School Year** - June 3, 2024 - July 3, 2024 8am - 1pm
   Dates: June 3-7, June 10-13, June 17-21 (**June 19 non-work day**), June 24-27.
   17 days X 5 hours per day = 85 X $62 per hour = $5,270.

   July 1-3. 3 days X 5 hours per day = 15 hours X $65 per hour = $975.

   **Regular School Year** - August 12, 2024 - May 22, 2025. 180 days X 7 hours per day = 1,260 hours X $65 per hour = $81,900.

5. The Consultant shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.

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

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

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

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

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

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

12. Communicate within twenty-four hours to Protocol Agency, Inc. the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

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

14. This Agreement shall constitute the entire Agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

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

**INDEMNIFICATION**

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

District shall save and hold Protocol Agency, Inc., harmless from and against and shall indemnify Protocol Agency, Inc. for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of District, or any of its agents, subcontractors, employees or other representatives. If Protocol Agency, Inc. is sued in any court for damages by reason of any of the acts of the District, its agents, subcontractors, employees or other representatives referred to in this Agreement, District shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and

judgment that may be rendered in any such action. If District fails or neglects to so defend said action, Protocol Agency, Inc. may defend the same and any expenses, including reasonable attorney's fees, which Protocol Agency, Inc. may pay or incur in defending said action and the amount of any judgment which Protocol Agency, Inc. may be required to pay shall be promptly reimbursed by District upon demand.

**ARBITRATION**

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

[redacted]
Jennifer Nicholson
Print Representative Name

[redacted]
Director, Special Education
Title

[redacted]
Signature

[redacted]
Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Protocol Agency, Inc.
Consultant/Company

[redacted]
Robert W. Sparks
Print Representative Name

[redacted]
Title President

[redacted]
Signature

[redacted]
Date 06/05/24

**Burbank Unified School District**
**Special Education Department**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Jennifer Nicholson, Director of Special Education and Psychological Services |
| PREPARED BY: | Jennifer Nicholson, Director of Special Education and Psychological Services |
| SUBMITTED BY: | Sandra Shearer, Administrative Secretary |
| DATE: | June 20, 2024 |
| SUBJECT: | Ratification of Agreement for Professional Services (Special Education) |

**Background:**

The Board of Education is being asked to ratify an agreement for professional services for Special Education Student 960030413, 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 $3,920.

**Recommendation:**

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Professional Tutors of America for Special Education Student 960030413, not to exceed $3,920 (01.0-65000.0-57602-11900-5850-7440000), effective May 24, 2024 through January 21, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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

**RATIFIED CONSULTANT AGREEMENT**

**TERM OF AGREEMENT**

**This Agreement,** made and entered into this 5th day of June 2024 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: John Paramo Superintendent Special Education
Print Name Title Signature Location

Board Approval: 06/20/2024 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, $140 per hour, for a total not to exceed $3,920 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on: 05/24/2024 and terminating on: 01/21/2025.
3. Payment Terms: Net 45 Days
4. District desires to enter into an Agreement in which Professional Tutors of America will provide up to 28 hours of compensatory speech and language services for student 960030413.
5. The Consultant shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.

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

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

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

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

12. Communicate within twenty-four hours to 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.

13. 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.

14. This Agreement shall constitute the entire Agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

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

**INDEMNIFICATION**

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

Jennifer Nicholson
Print Representative Name

Director, Special Education
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: | Jennifer Nicholson, Director of Special Education and Psychological Services |
| PREPARED BY: | Jennifer Nicholson, Director of Special Education and Psychological Services |
| SUBMITTED BY: | Sandra Shearer, Administrative Secretary |
| DATE: | June 20, 2024 |
| SUBJECT: | Action on Final Settlement Agreement (Special Education) |

**Background:**

The Board of Education is being asked to approve the Final Settlement Agreement for Special Education Student 960039936 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 960039936 concerning services and/or school placement, a formal settlement agreement was offered on May 23, 2024 to the Parents. To avoid additional time and expense concerning this matter, the District settled the dispute with the Student's Parents, without admitting any liability.

**Fiscal Impact:**

Not to exceed $6,500.

**Recommendation:**

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960039936, not to exceed $19,250, (01.0-65000.0-50010-36000-5813-7440000), May 23, 2024 through December 31, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

# Burbank Unified School District Memberships for 2024-2025

| Organization | Type of Membership | Estimated Cost 2024-25 | Funding Source | String |
|---|---|---|---|---|
| Amazon Capital Services | District-Wide | $ 3,858.00 | Purchasing | 01.0-00000-0-00000-72000-5310-7531000 |
| America's Battle of the Books | School Site | $ 50.00 | Emerson | 01.0-00000.0-11100-10000-4310-2031000 |
| Association for California School Administrators (ACSA) | Individual | $ 1,950.00 | Superintendent | 01.0-00000.0-00000-71500-5310-7411000 |
| Association for California School Administrators (ACSA) | Individual | $ 1,800.00 | Business Office | 01.0-00000.0-00000-72000-5310-7471000 |
| Association for California School Administrators (ACSA) | Individual | $ 3,600.00 | Instructional Services | 01.0-00000.0-00000-72000-5310-7421000 |
| Association for California School Administrators (ACSA) | Individual | $ 1,800.00 | Human Resources | 01.0-00000.0-00000-72000-5310-7551000 |
| Association for Supervision and Curriculum Development (ASCD) | Individual | $ 150.00 | Instructional Services | 01.0-00000.0-00000-72000-5310-7421000 |
| Association for Supervision and Curriculum Development (ASCD) | School Site | $ 1,385.00 | JBHS | 01.0-00000.0-00000-27000-5310-4321000 |
| CA FPS | School Site | $ 180.00 | JBHS | 01.3-71400.0-11100-10000-5310-4329000 |
| CA Career Development Association | School Site | $ 35.00 | BHS | 01.0-06350.0-38000-10000-5310-7910000 |
| California Art Education Association | School Site | $ 35.00 | Muir | 01.0-00000.0-17001-10000-5310-3221000 |
| California Association of Dance/Drill Team Directors (CADTD) | School Site | $ 75.00 | JBHS | 01.0-00000.0-00000-27000-5310-4321000 |
| California Association of Latino Superintendents and Administrators (CALSA) | Individual | $ 150.00 | Human Resources | 01.0-00000.0-00000-72000-5310-7551000 |
| California Association of School Business Officials(CASBO) | Institutional | $ 5,250.00 | District Office | 01.0-00000.0-00000-72000-5310-7401000 |
| California Association of School Business Officials(CASBO) | Individual | $ 300.00 | Business Office | 01.0-00000.0-00000-72000-5310-7471000 |
| California Career Development Association | Individual | $ 35.00 | BHS | 01.0-06350.0-38000-10000-5310-7910000 |
| California Coalition for Adequate School Housing (CASH) | Individual | $ 209.00 | Facilities | 01.1-81500.0-00000-81100-5310-7523100 |
| California Consortium for Independent Study | School Site | $ 60.00 | Independent Learning | 01.0-00000.0-00000-27000-5310-5750000 |
| California Council for Adult Education (CCAE) | School Site | $ 250.00 | Adult Education | 11.0-63900.0-41100-27000-5310-5330000 |
| California Future Problem Solvers | School Site | $ 500.00 | JBHS | 01.3-71400.0-11100-10000-5310-4329000 |
| California School Board Association (CSBA) | Board | $ 14,500.00 | Board of Education | 01.0-00000.0-00000-71100-5310-7561000 |
| California School Nutrition Association | District | $ 2,700.00 | Food Services | 13.0-53100.0-00000-37000-5310-7490000 |
| Collaborative for High Performance Schools (CHPS) | District | $ 50.00 | Districtwide | 01.0-00000.0-00000-71500-5310-7411000 |
| Costco | District | $ 110.00 | Districtwide | 01.0-00000.0-00000-72000-5310-7471000 |
| Edjoin/San Joaquin County of Education | District | $ 2,189.85 | Human Resources | 01.0-00000.0-00000-72000-5310-7401000 |
| Los Angeles County School Trustees Association (LACSTA) | Board | $ 150.00 | Board of Education | 01.0-00000.0-00000-71100-5310-7561000 |
| National Academy Foundation Program | BHS/JBHS | $ 14,000.00 | CTE | 01.0-06350.0-38000-10000-5310-7910000 |
| National Association for Gifted Children (NAGC) | Individual | $ 119.00 | Instructional Services | 01.0-00000.0-00000-72000-5310-7421300 |
| National Association of Secondary School Principals | School Site | $ 215.00 | Luther Burbank MS | 01.0-62640.0-00000-21503-5310-7429000 |
| National Association of Student Councils | School Site | $ 95.00 | JBHS | 01.3-71400.0-11100-10000-5310-4329000 |
| National Council of Teachers of Mathematics (NCTM) | School Site | $ 165.00 | Edison | 01.0-00000.0-11100-10000-5310-2021000 |
| National Honor Society (NASSP) | School Site | $ 385.00 | JBHS | 01.0-00000.0-11100-10000-5310-4321000 |
| National Student Clearinghouse | School Site | $ 1,200.00 | Instructional Services | 01.0-00000.0-00000-72000-5310-7421000 |
| Odyssey of the Mind | School Site | $ 140.00 | JBHS | 01.3-71400.0-11100-10000-5310-4329000 |
| San Gabriel Valley Purchasing Association (SGVPA) | Individual | $ 30.00 | Purchasing | 01.0-00000.0-00000-72000-5310-7531000 |
| School Employers Association of California (SEAC) | District | $ 2,350.00 | Human Resources | 01.0-00000.0-00000-72000-5310-7401000 |

# Burbank Unified School District Memberships for 2024-2025

| Organization | Type of Membership | Estimated Cost 2024-25 | Funding Source | String |
|---|---|---|---|---|
| SKILLS USA (JBHS/BHS) | JBHS/BHS | $ 3,500.00 | CTE | 01.0-06350.0-38000-10000-5310-7910000 |
| Southern California School Band & Orchestra Association (SCSBOA) | School Site | $ 100.00 | JBHS | 01.3-71400.0-11100-10000-5310-4329000 |
| Southern California School Nutrition Association (CSNA) | Institutional | $ 500.00 | Food Services | 13.0-53100.0-00000-37000-5310-7490000 |
| Super Co-Op Lodi USD (Lead Agency) | District | $ 2,200.00 | Food Services | 13.0-53100.0-00000-37000-5310-7490000 |

**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: | David Gerharter, Director of Purchasing, Warehouse and Reprographics |
| SUBMITTED BY: | Terri Ramirez-Adams, Senior Administrative Assistant |
| DATE: | June 20, 2024 |
| SUBJECT: | Approval of Financial Agreement with Canon Solutions America, Inc. |

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**Background:**
District administration made the decision to enter into a new lease agreement for copiers for the Print Center on February 2, 2023, to increase quality and maintain consistency.

**Discussion/Issues:**
The lease agreement previously approved is with Canon Solutions America, Inc. and is part of the OMNIA Partners, Public Sector (formerly known as National IPA) Cooperative Purchasing Program utilizing the University of California ("UC") Piggyback Contract No: 2020002755.

This agreement provided for the following:

- five years of maintenance and supplies
- 4 Canon VPDP Production Printers
- 1 License for Prisma Prepare Software
- Dedicated technical support training
- Implementation of Printers and Software
- Maintenance for Software
- Maintenance Cost per Copy Plan for Printers ("Click Charge")

Due to continual service issues with the current color printer and booklet maker leased from another vendor, we are proposing to replace them with a Canon printer and Duplo booklet maker.

The replacement of this equipment will result in a monthly lease cost increase of $7,440.58 plus tax. The additional cost of clicks, $0.0093 black and white copies and $.0400 for color copies, are estimated at $30,000 annually. These costs are offset by the termination of the replaced equipment from the existing lease and reduction in associated click charges with that vendor. Below is a chart illustrating the combined financial impact in FY 24-25 compared to the current year. This chart does not include the existing Canon equipment expense which is not affected by this new agreement.

| | 23-24 | 24-25 | Difference |
|---|---|---|---|
| Sharp Lease Expense | $ 366,485 | $ 204,895 | $ (161,590) |
| Sharp Click Charge | $ 207,615 | $ 188,650 | $ (18,965) |
| Add'l Canon Lease Expense | $ - | $ 89,287 | $ 89,287 |
| Add'l Canon Click Charge | $ - | $ 30,725 | $ 30,725 |
| **Total** | **$ 574,100** | **$ 513,557** | **$ (60,543)** |

**Financial Impact:**
The total additional cost of this lease for a 42- month period will be $312,504.36 plus tax. The estimated additional "click charge" will be $2,500 per month.

**Recommendations:**
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the financial agreement between Burbank Unified School District and Canon Solutions America to acquire this print and finishing equipment, together with training, support, maintenance and supplies on a 42-month lease term, effective July 1, 2024 through January 20, 2028, not to exceed $312,504.36 plus tax, plus a maintenance "click charge" of $0.0093 per black and white page and $0.04 per color page (01.0-00000.0-00000-72000-5631-7401000), and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

# Lease Schedule ("Schedule") - Itemized (SER-700)

Canon Solutions America, Inc. ("CSA")
One Canon Park, Melville, NY 11747
(800)-613-2228

**Customer:** Burbank Unified School District **CFS App #:** **Salesperson:** Mark Mendez
**Agreement #:** MA14395 **Transaction #:** S21094386 **Order Date:** 06/12/24

| Billing Information | Customer Account: 2333243 |
|---|---|
| **Company:** | Burbank Unbified School District |
| **DBA:** | |
| **Address:** | 1900 W Olive Ave |
| **Address 2:** | |
| **City:** | Burbank **County:** LOS ANGELES |
| **State:** | CA **Zip:** 91506 **Phone #:** 818-729-4530 |
| **Contact:** | Terrr Harvey |
| **Email:** | TerriHarvey@burbankusd.org |

**Payment Information**

| Listed Items Lease Term | # of Lease Payments |
|---|---|
| 42 Months | 42 |

**Payment Summary* (*Plus Applicable Taxes)**

**Lease Payment** $7,440.58 **Invoiced by CFS**
**Total Maintenance**
**Base Charge** $0.00 **Invoiced by** CSA

**Due at Signing**

| # of Payments in Advance | Total Due at Signing |
|---|---|
| | |

**Equipment Maintenance Information**

Maintenance included, except as indicated excluded
Maint Base charge invoiced Monthly by CSA
Excess Per Image Charge invoiced Monthly by CSA
Per Unit Coverage Plan Fixed Price Plan

**Other Transaction Details**

Lease Payment shall be invoiced Monthly
Purchase Option: Fair Market Value

| Rider A applies (Office Equip/Cut Sheet Production) | **Maint Base Charge Section A** | **Covered Images Included in Maint Base Charge** | **Excess Per Image Charge(s)** |
|---|---|---|---|
| | Included | B&W: 00 Color: 00 | B&W: $0.00930 Color: $0.04000 |

| Item Code | Listed Items Description | Qty | Unit Pmt | Total |
|---|---|---|---|---|
| 5765C009 | IMAGEPRESS V700 | 1 | Included | Included |
| 6100C003 | PRISMASYNC CONTROLLER V900 SERIES WITH UPRIGHT PANEL SET | 1 | Included | Included |
| 5261C001 | OPERATOR ATTENTION LIGHT-A1(POS) | 1 | Included | Included |
| 8002A017 | X-RITE I1PRO 3 SPECTROPHOTOMETER(POS) | 1 | Included | Included |
| 5594C002 | BOOKLET FINISHER-AG1 | 1 | Included | Included |
| 5606C002 | COLOR IMAGE READER-P1 SET | 1 | Included | Included |
| 5214C002 | MULTI-DRAWER PAPER DECK-E1 | 1 | Included | Included |
| 4370C001 | ENVELOPE ATTACHMENT-H1 FOR MULTI DRAWER PAPER DECK | 1 | Included | Included |
| 3537V028 | IMAGEPRESS V900/V800/V700/C710/C810/C910/C750/C850/C700/C800 DELIVERY AND INSTALL PAK | 1 | Included | Included |
| 2743V986 | IMAGEPRESS LIGHT/MID PRODUCTION TRAINING BY CLIENT EDUCATION SPECIALIST | 1 | Included | Included |
| 4234V828 | PRODUCTION IMPLEMENTATION SERVICES (FOR V SERIES PRISMASYNC AND IMAGEPRESS (FIERY) RIPS) | 1 | Included | Included |
| IntSupplies | Pre-Installed Supplies Installed in Machine | 1 | Included | Included |

**Ship To & Maintenance Billing Information**

**Shipping:** 510 S SHELTON ST **Delivery Date:**
**Address 2:**
**City:** BURBANK **County:** LOS ANGELES **State:** CA **Zip:** 91506-2818
**Primary Customer Contact:** Andrea Lamb
**Phone #:** 818-729-4400 **Email:** printcenter@burbankusd.org
**Meter Contact:**
**Phone #:** **Email:**
**IT Contact:** Andrea Lamb
**Phone #:** 818-729-4400 **Email:** printcenter@burbankusd.org

**Billing:**
**Address 2:**
**City:** **County:** **State:** **Zip:**
**Billing Contact:**
**Phone #:** **Email:**

**Elevator:** No **Loading Dock:** No **# of Steps:** 0 **Hrs of Operation:** 9-5
Consumables: Toner, Staples Inclusive Auto-Toner Fulfillment**
Meter Method: Remote Reporting Agent Corporate Advantage

**For CSA USE ONLY:**
Config: A | 57222280

**Additional Requirements:**

OC: UNIVERSITY OF CALIFORNIA PURCHASING AGREEMENT #2020002755

THIS SCHEDULE IS ENTERED INTO PURSUANT TO, AND INCORPORATES THE TERMS OF, THE MASTER SALES AND SERVICES AGREEMENT REFERENCED AS THE AGREEMENT # ABOVE ("AGREEMENT"), INCLUDING THE MASTER LEASE TERMS SET FORTH AS RIDER G THERETO WHICH SHALL CONTROL (THE "LEASE TERMS"). TO THE EXTENT THE TERMS OF AN EXISTING CFS MASTER AGREEMENT ARE REFERENCED ON THIS SCHEDULE (THE "EXISTING MASTER CFS LEASE") AND ARE APPLICABLE TO THIS SCHEDULE, THEY SHALL CONTROL OVER THE MASTER LEASE TERMS SET FORTH AS RIDER G TO THE AGREEMENT FOR SO LONG AS THE EXISTING MASTER CFS LEASE REMAINS IN EFFECT. STANDARD TERMS AND CONDITIONS AND APPLICABLE RIDERS INCORPORATED HEREIN ARE AVAILABLE AT ESS.CSA.CANON.COM/CUSTOMERDOCUMENTS, AND SHALL APPLY TO THE EXTENT NOT MODIFIED BY THE AGREEMENT. THIS SCHEDULE CONSTITUTES A LEASE OF THE LISTED ITEMS, AND IS BINDING ON CUSTOMER UPON SIGNING BY CUSTOMER, AND IS BINDING ON CSA AND LESSOR AS PROVIDED IN THE LEASE TERMS. THIS SCHEDULE IS NON-CANCELABLE BY CUSTOMER. CUSTOMER REPRESENTS THATEXECUTION OF THIS SCHEDULE HAS BEEN DULY AUTHORIZED. BY YOUR SIGNATURE, CUSTOMER AGREES TO LEASE THE LISTED ITEMS AND, IF SELECTED, TO PURCHASE THE MAINTENANCE SERVICES DESCRIBED HEREIN. YOU ACKNOWLEDGE RECEIPT OF A COPY OF THIS SCHEDULE.

Customer Authorized Signature: Printed Name: Title: Date:

**ACCEPTANCE CERTIFICATE**

To: CSA and Lessor: Customer certifies that (a) the Listed Items referred to in the above Schedule have been received, (b) installation has been completed, (c) the Listed Items have been examined by Customer and are in good operating order and condition and are, in all respects, satisfactory to the Customer, and (d) the Listed Items are irrevocably accepted by the Customer for all purposes under the Agreement. Accordingly, Customer hereby authorizes billing under this Schedule.

Authorized Signature: Printed Name: Title: Date:

**For Internal Purposes Only:**
CFS Authorized Signature: Printed Name: Title: Date:

**Requires Remote Reporting Agent

**Customer:**

**Agreement #:** MA14395 **Order Date:** 06/12/24 **Salesperson:** Mark Mendez

| Rider D applies (Subscription Support Services) | **Maint Base Charge Section A** | **Covered Images Included in Maint Base Charge** | **Excess Per Image Charge(s)** |
|---|---|---|---|
| | | | |

| Item Code | Listed Items Description | Qty | Unit Pmt | Total | Ship To & Maintenance Billing Information |
|---|---|---|---|---|---|
| 4086V308 | SUBSCRIPTION SUPPORT SERVICES FOR PRODUCTION - 50 UNIT BLOCK | 1 | Included | Included | **Shipping:** 510 S SHELTON ST **Delivery Date:**<br>**Address 2:**<br>**City:** BURBANK **County:** LOS ANGELES **State:** CA **Zip:** 91506-2818<br>**Contact:** Andrea Lamb **Ph #:** 818-729-4400 **Email:** printcenter@burbankusd.org<br>**Mtr Contact:** **Ph #:** **Email:**<br>**IT Contact:** Andrea Lamb **Ph #:** 818-729-4400 **Email:** printcenter@burbankusd.org<br>**Billing:**<br>**Address 2:**<br>**City:** **County:** **State:** **Zip:**<br>**Contact:** **Ph #:** **Email:**<br>**Elevator:** No **Loading Dock:** No **# of Steps:** 0 **Hrs of Operation:** 9-5<br>**For CSA USE ONLY:**<br>Config: A \| 57222280 |

| Device Excluded from Maintenance | **Maint Base Charge Section** | **Covered Images Included in Maint Base Charge** | **Excess Per Image Charge(s)** |
|---|---|---|---|
| | | | |

| Item Code | Listed Items Description | Qty | Unit Pmt | Total | Ship To & Maintenance Billing Information |
|---|---|---|---|---|---|
| 3142V836 | DUPLO WIDE SHORT STACKER FOR DBM-600T OR DBM-600 - DBM-SSW | 1 | Included | Included | **Shipping:** 510 S SHELTON ST **Delivery Date:**<br>**Address 2:**<br>**City:** BURBANK **County:** LOS ANGELES **State:** CA **Zip:** 91506-2818<br>**Contact:** Andrea Lamb **Ph #:** 818-729-4400 **Email:** printcenter@burbankusd.org<br>**Mtr Contact:** **Ph #:** **Email:**<br>**IT Contact:** Andrea Lamb **Ph #:** 818-729-4400 **Email:** printcenter@burbankusd.org<br>**Billing:**<br>**Address 2:**<br>**City:** **County:** **State:** **Zip:**<br>**Contact:** **Ph #:** **Email:**<br>**Elevator:** No **Loading Dock:** No **# of Steps:** 0 **Hrs of Operation:** 9-5<br>**For CSA USE ONLY:**<br>Config: B \| 57230001 |

**Additional Equipment List to:** S21094386 **(SER-701)**

**Customer:**

**Agreement #:** MA14395 **Order Date:** 06/12/24 **Salesperson:** Mark Mendez

| Device Excluded from Maintenance | Maint Base Charge Section | Covered Images Included in Maint Base Charge | Excess Per Image Charge(s) |
|---|---|---|---|
| | | | |

| Item Code | Listed Items Description | Qty | Unit Pmt | Total |
|---|---|---|---|---|
| 4395V205 | DUPLO BOOKLET MAKER - DBM700 | 1 | Included | Included |
| 4395V198 | DUPLO TRIMMER - DBM700T | 1 | Included | Included |
| 4395V202 | DUPLO 75MM (2.95IN) TRIM KIT FOR DBM700T - DBM700T75MMKIT | 1 | Included | Included |
| 4395V204 | DUPLO 50 SHEET BOOKLET TRIM KIT - DBM700T50KIT | 1 | Included | Included |
| 4395V206 | DUPLO SQUARE SPINE - DBM700S | 1 | Included | Included |
| 4507V171 | DUPLO AIR COMPRESSOR FOR DBM700T DKTS200 - DUPLOAIRCMP | 1 | Included | Included |
| 2433V299 | DUPLO SHEET BY SHEET FEEDER - DSF-2200 | 1 | Included | Included |
| 2433V298 | DSF-2200 PC CONTROLLER SOFTWARE | 1 | Included | Included |
| 2690V312 | DUPLO EXTENSION TRAY KIT FOR DSF2200 - DSF2200EXTKIT | 1 | Included | Included |
| 2685V516 | DUPLO TRAIL EDGE AIR SEPARATOR KIT - DSF2200TEAKIT | 1 | Included | Included |
| 3142V831 | DUPLO PC ARM MOUNT TO MOUNT PC ARM TO DSF-2200 - DSF-2000PCARM | 1 | Included | Included |
| 4235V827 | DUPLO_NON-TOUCHSCREEN PC (INCLUDES PC ARM)_DUPLOPC | 1 | Included | Included |
| 1262V674 | DUPLO FREIGHT UNIT ONE (1) | 81 | Included | Included |
| 2631V069 | DUPLO INSTALLATION UNIT ONE (1) | 597 | Included | Included |
| 2631V070 | DUPLO MAINTENANCE UNIT ONE (1) | 5964 | Included | Included |

**Ship To & Maintenance Billing Information**

**Shipping:** 510 S SHELTON ST **Delivery Date:**
**Address 2:**
**City:** BURBANK **County:** LOS ANGELES **State:** CA **Zip:** 91506-2818
**Contact:** Andrea Lamb **Ph #:** 818-729-4400 **Email:** printcenter@burbankusd.org
**Mtr Contact:** **Ph #:** **Email:**
**IT Contact:** Andrea Lamb **Ph #:** 818-729-4400 **Email:** printcenter@burbankusd.org

**Billing:**
**Address 2:**
**City:** **County:** **State:** **Zip:**
**Contact:** **Ph #:** **Email:**

**Elevator:** No **Loading Dock:** No **# of Steps:** 0 **Hrs of Operation:** 9-5

**For CSA USE ONLY:**
Config: C | 57230037

| | Maint Base Charge Section | Covered Images Included in Maint Base Charge | Excess Per Image Charge(s) |
|---|---|---|---|
| | | | |

| Item Code | Listed Items Description | Qty | Unit Pmt | Total |
|---|---|---|---|---|
| | | | | |

**Ship To & Maintenance Billing Information**

**Shipping:** **Delivery Date:**
**Address 2:**
**City:** **County:** **State:** **Zip:**
**Contact:** **Ph #:** **Email:**
**Mtr Contact:** **Ph #:** **Email:**
**IT Contact:** **Ph #:** **Email:**

**Billing:**
**Address 2:**
**City:** **County:** **State:** **Zip:**
**Contact:** **Ph #:** **Email:**

**Elevator:** **Loading Dock:** **# of Steps:** **Hrs of Operation:**

**For CSA USE ONLY:**



**Requires Remote Reporting Agent

Canon
CANON SOLUTIONS AMERICA

Canon Solutions America, Inc.

Date: 6.12.24

| | |
|---|---|
| Suuplier Name: | Canon Solutions America, Inc |
| Address: | One Canon Park |
| | Melville, NY 11747 |
| Payment Terms: | Net 30 |

Canon Preliminary Price Quotation for Copier Hardware/Software and Maintenance
UC Omnia Cooperative Pricing

| | |
|---|---|
| **Quotation #** | **21094386** |
| **Proposed Model:** | **Canon ImaePress V 700 and Duplo DBM 700** |
| School: | Burbank USD |
| Contact: | Andrea Lamb |
| Phone: | 818.729.4400 |
| Email: | AndreaLamb@burbankusd.org |
| Shipping Address Bu | 501 S. Shelton Street, Burbank, CA 91506 |
| Delivery: | Best Carrier - Best Way |
| Shipping Terms: | Cost and Freight |




Hardware

| Qty | Item Code | Description | [redacted] | Lease - FMV - 42 Mos. |
|---|---|---|---|---|
| 1 | 5765C009 | **IMAGEPRESS V700** | | |
| 1 | 5788C004 | IPR SERVER P400 SET | | |
| 1 | 5261C001 | OPERATOR ATTENTION LIGHT-A1(POS) | | |
| 1 | 8002A017 | X-RITE I1PRO 3 SPECTROPHOTOMETER(POS) | | |
| 1 | 5594C002 | BOOKLET FINISHER-AG1 | | |
| 1 | 5606C002 | COLOR IMAGE READER-P1 SET | | |
| 1 | 5214C002 | MULTI-DRAWER PAPER DECK-E1 | | |
| 1 | 4370C001 | ENVELOPE ATTACHMENT-H1 FOR MULTI DRAWER PAPER DECK | | |
| 1 | 3537V028 | IMAGEPRESS V900/V800/V700/C710/C810/C910/C750/C850/C700/C800 DELIVERY AND INSTALL PAK | | |
| 1 | 2743V986 | IMAGEPRESS LIGHT/MID PRODUCTION TRAINING BY CLIENT EDUCATION SPECIALIST | | |
| 1 | 4234V828 | PRODUCTION IMPLEMENTATION SERVICES (FOR V SERIES PRISMASYNC AND IMAGEPRESS (FIERY) RIPS) | | |
| 1 | 3142V836 | DUPLO WIDE SHORT STACKER FOR DBM-600T OR DBM-600 - DBM-SSW | | |
| 1 | 4395V205 | **DUPLO BOOKLET MAKER - DBM700** | | |
| 1 | 4395V198 | DUPLO TRIMMER - DBM700T | | |
| 1 | 4395V202 | DUPLO 75MM (2.95IN) TRIM KIT FOR DBM700T - DBM700T75MMKIT | | |
| 1 | 4395V204 | DUPLO 50 SHEET BOOKLET TRIM KIT - DBM700T50KIT | | |
| 1 | 4395V206 | DUPLO SQUARE SPINE - DBM700S | | |
| 1 | 4507V171 | DUPLO AIR COMPRESSOR FOR DBM700T DKTS200 - DUPLOAIRCMP | | |
| 1 | 2433V299 | DUPLO SHEET BY SHEET FEEDER - DSF-2200 | | |
| 1 | 2433V298 | DSF-2200 PC CONTROLLER SOFTWARE | | |
| 1 | 2690V312 | DUPLO EXTENSION TRAY KIT FOR DSF2200 - DSF2200EXTKIT | | |
| 1 | 2685V516 | DUPLO TRAIL EDGE AIR SEPARATOR KIT - DSF2200TEAKIT | | |

| | | | | |
|---|---|---|---|---|
| 1 | 3142V831 | DUPLO PC ARM MOUNT TO MOUNT PC ARM TO DSF-2200 - DSF-2000PCARM | [redacted] | |
| 1 | 4235V827 | DUPLO_NON-TOUCHSCREEN PC (INCLUDES PC ARM)_DUPLOPC | | |
| 81 | 1262V674 | DUPLO FREIGHT UNIT ONE (1) | | |
| 597 | 2631V069 | DUPLO INSTALLATION UNIT ONE (1) | | |
| 5964 | 2631V070 | DUPLO MAINTENANCE UNIT ONE (1) | | |
| | | Total | | **$7,440.58** |

Maintenance

Black and White Copies

| Copy Allowance | Mo. Base Charge | Contract Type | Cost per Copy |
|---|---|---|---|
| 0 | $0.00 | Includes Labor, Parts, Toner and Staples | **.0093** |

Color Copies

| Copy Allowance | Mo. Base Charge | Contract Type | Cost per Copy |
|---|---|---|---|
| 0 | $0.00 | Includes Labor, Parts, Toner and Staples | **.0400** |

Please list the items below on the Purchase Order

**Lease Contract is for 42 Months - This contract will end at same time as Canon (4) Printers in the Burbank USD - Print Shop**

**Quotation # above must be listed on Purchase Order**

Taxes - Not included in the proposed price

Maintenance Pricing fixed for term, no minimum monthly base charge, no minimum monthly allowance copies

Meter read collection is via Imageware Remote

**Please reference the UC National Contract # 2020002755, between Canon Solutions America, Inc and the University of California**

UC Contract PO language "Notwithstanding any provision of this purchase order to the contrary, the use of this purchase order shall be for the Customer's administrative convenience only, and any terms and conditions of this purchase order which conflict of very from the terms contained in contract 2020002755, effective 12.16.20, between Canon Solutions America, Inc. and the University of California, shall be deemed null and void."

For any further information regarding this quotation, please contact:

Marc Mendez
Major Account Executive - Government / Education
Canon Solutions America, Inc.
207 Goode Avenue, Suite 400
Glendale, CA 91203
Cell: 213.369.9233
Email: marmendez@csa.canon.com

## SPECIFICATIONS

### 700i Booklet System

| | | |
|---|---|---|
| Max. Number of Bins | 60 (Six DSC-10/60i towers) | |
| Bin Capacity | 2.56″/ 65mm | |
| Paper Weight | Fine quality and uncoated: 52.3 – 160 gsm. When paper is less than 64 gsm: 10 sheets or less, standard paper sizes only.<br>Coated: 84-160 gsm<br>Cover: Up to 350 gsm. 300 gsm is recommended when processing 26 sheets or more | |
| Curl | 5mm or less | |
| Paper Size (W x L) | | |
| Saddle Stitch & Fold | 4.13" x 6.69" to 14.02" x 24.02" | • Min. paper width when doing 4 stitches: 7.62"<br>• Min. paper size when doing 31 to 50 sheets is 7.87" x 10.63" (DBM-700S Square Spine Option is required for 31 to 50-sheet booklets)<br>• Min. paper size when doing 2 stitches with head & foot trim is 4.81" x 6.69" (DKTS-200 Two Knife Trimmer is required for head & foot trim)<br>• Min. paper size when doing 4 stitches with head & foot trim is 7.70" x 6.69" (DKTS-200 Two Knife Trimmer option is required for head & foot trim)<br>• Min. paper size when doing 4 stitches with head & foot trim plus 8mm Gutter Cutter is 7.88" x 6.69" (DKTS-200 Two Knife Trimmer is required for head & foot trim)<br>• Max. paper size when processing 31 to 50 sheets is 12.60" x 17.72" |
| Side Stitch | 8.27" x 6.69" to 14.02" x 14.33" | • No 4 stitch |
| Side Stitch & Fold | 8.27" x 6.69" to 14.02" x 14.33" | • No fore edge trim or 4 stitch |
| Corner Stitch | 7.29" x 6.69" to 14.02" x 14.33" | • No 4 stitch |
| Number of Sheets | | |
| Fold Only, No Stitch | 2 to 5 | |
| Side/Corner Stitch | 5 to 20 (Refer to side stitch and corner stitch paper size)<br>2 to 50 (A4 LEF, A4SR LEF, LTR LEF Fine Quality Paper 81.4 gsm)<br>5 to 30 (B5 LEF, A4 LEF, LTR SEF, LTR LEF Fine Quality Paper 81.4 gsm) | |
| Number of Stitches | 2 or 4. Applies 4 stitches using 2 stitch heads. Performs two stitch cycles per booklet and automatically changes the position after each stitch cycle. An optional 4-stitch kit is available for higher productivity. Applies 4 stitches using 4 stitch heads. | |
| Stitch Wire | 25 Gauge when stitching 2 -30 sheets and 24 Gauge when stitching 31 - 50 sheets | |
| Fore Edge Trim | 0.04" to 0.98″ trim up to 2.95″, 12 sheets or less, with the optional 75mm Trim Kit | |
| Trim Thickness | Without square spine: 0.24″ or less, 2 to 30 sheets 81.4 gsm<br>With square spine: 0.393″ or less, 31 to 50 sheets 81.4 gsm | |
| Finished Booklet Size | • No fore edge trim: 4.13" x 3.35" to 14.02" x 12.01"<br>• With fore edge trim: 4.13" x 2.95" to 14.02" x 11.97"<br>The following requires the optional DKTS-200 Two Knife Trimmer:<br>• With fore edge trim and head & foot trim: 4.72" x 2.95" to 13.94" x 11.97"<br>• 2-up booklets with 1 stitch per booklet, fore edge trim, head & foot trim and 8mm Gutter Cutter: 3.50" x 2.95" to 6.81" x 9.96″<br>• 2-up booklets with 2 stitches per booklet, fore edge trim, head & foot trim and 8mm Gutter Cutter: 3.65" x 2.95" to 6.81" x 9.96″ | |
| Processing Speed | Up to 5,200 (10 sheets or less of minimum paper size) | |

*1. Limitations may apply depending on paper size, weight, quality, number of sheets, andzz other variables and conditions not mentioned. All specifications are subject to change without notice.*

### DKTS-200 Two Knife Trimmer (Optional)

| | |
|---|---|
| Receivable Booklet Size | Width: 4.13″ to 14.33″; Length: 2.95″ to 12.59″. When the booklet width is 4.13" - 4.72", booklets can only pass through the DKTS-200 without head/foot trim |
| Trim Amount (Head + Foot) | 0.04″ to 1.18″ |
| Trim Thickness | 0.23″or less (equivalent to 60 sheets of 81.4 gsm uncoated fine quality paper) |
| Maximum Processing Speed | 5,050 sets per hour (A5 finished booklet, 20 sheets or less of 81.4 gsm) |
| Offset Trim | 0.04″ - 0.83″ |
| **8mm Gutter Cutter Option** | |
| Receivable Booklet Size | Width: 7.88″ to 14.02″; Length: 2.95″ to 10″ |
| 2-up Finished Booklet Size | Width: 3.65″to 6.81″; Length: 2.95″ to 10″ |
| Trim Thickness | 0.15″ or less (equivalent to 24 sheets of 81.4 gsm uncoated fine quality paper) |

### DBM-400STR High Pile Stacker (Optional)

| | |
|---|---|
| Paper Size (WxL) | 8.27″ x 5.47″ to 13.77″ x 19.68″ |
| Maximum Stacking Capacity | 16.93″ |
| Stacking Modes | Straight and offset, on-the-fly rejection of errored sets |
| Processing Speed | Straight stacking: 5,400 sets per hour – up to 10,000 sets per hour<br>Offset stacking: up to 3,600 sets per hour |

| Features | DSC-10/60i Collator | DBM-700/DBM-700T Bookletmaker & Fore Edge Trimmer |
|---|---|---|
| Control Panel | PC Controller software | PC Controller software |
| Detections | Double and misfeed, paper jam | Paper jam |
| Other | Air Management System (AMS), interleaf mode 1 and 2, alternate cover mode, block modes (1/2 & ¼), left/right ejection direction, hand-marry (LUL-HM), reject function (LUL-HM), IMBF | Fully automatic functions: stitch head position, back jogger, side guide/joggers, stitch stop position, fold stop position, fold roller gap, trim stop position |
| Options | LCD color touchscreen, two to six DSC-10/60 towers (requires DSC-10/60D Bridge), DBM-400STR Right Exit Deep Pile Stacker (requires LUR Lift Unit Right), Ultrasonic Sensor Kit for DSC-10/60 (one kit supports two bins, up to 5 kits per tower), DSC-10/60ENVLP Envelope Kit, DCR-ST Cross Stacker, DCR-BP Bypass Bridge | DBM-700S Square Spine, 4-stitch head kit for DBM-700, 75mm (2.95") trim kit for DBM-700T Trimmer, 50-sheet booklet trim kit for DBM-700T Trimmer, air kit for DBM-700, no stitch detection sensor kit for DBM-700. Additional no stitch detection sensor kit when adding 4-stitch kit to DBM-700. Short stacker conveyor. |

| | Power Requirements | Dimensions | Net Weight |
|---|---|---|---|
| DSC-10/60i Collator | 120V 60Hz 7.9-8.4A 910-960W | 34″ x 33″ x 78″ (864 mm x 838 mm x 1981 mm) | 674 lb/306 kg |
| DBM-700 Bookletmaker | 120V 60Hz 6A 565W | 77.8″ x 38.8″ x 59.3″ (1976 mm x 986 mm x 1507 mm) | 806.9 lb/366 kg |
| DBM-700S Square Spine | Supplied by the DBM-700 | 10.2″ x 36.8″ x 44.9″ (259 mm x 934 mm x 1140 mm) | 260 lb/118 kg |
| DBM-700T Trimmer | 120V 60Hz 7.0A 620W | 28.3″ x 68.7″ x 67.4″ (719 mm x 1746 mm x 1712 mm) | 531.3 lb/241 kg |
| DKTS-200 Two Knife Trimmer | 200-240V 50/60Hz 3.3A 450W | 93.9″ x 53.9″ x 63.7″ (2385 mm x 1369 mm x 1618 mm) | 1,309.6 lb/594 kg |
| DBM-400STR Deep Pile Stacker | 120V 60Hz 2.2A | 29.5″ x 36″ x 35″ (746 mm x 914 mm x 889 mm) | 375 lb/170 kg |

*Production rates are based on optimal operating conditions and may vary depending on stock and environmental conditions. As part of our continuous product improvement program, specifications are subject to change without notice.*

Duplo

The leading provider of innovative precision finishing, print embellishment, and specialty finishing solutions. Contact us today to request samples or to get in touch with a finishing specialist.


**Duplo USA Corporation**

3050 S. Daimler St.
Santa Ana, California 92705
Toll Free: 1-800-255-1933
Telephone: 1-949-752-8222
Email: sales@duplousa.com


**Find Us Online**

duplousa.com
linkedin.com/company/duplo-usa-corporation
facebook.com/duplousa
twitter.com/duplousa
youtube.com/duplousa


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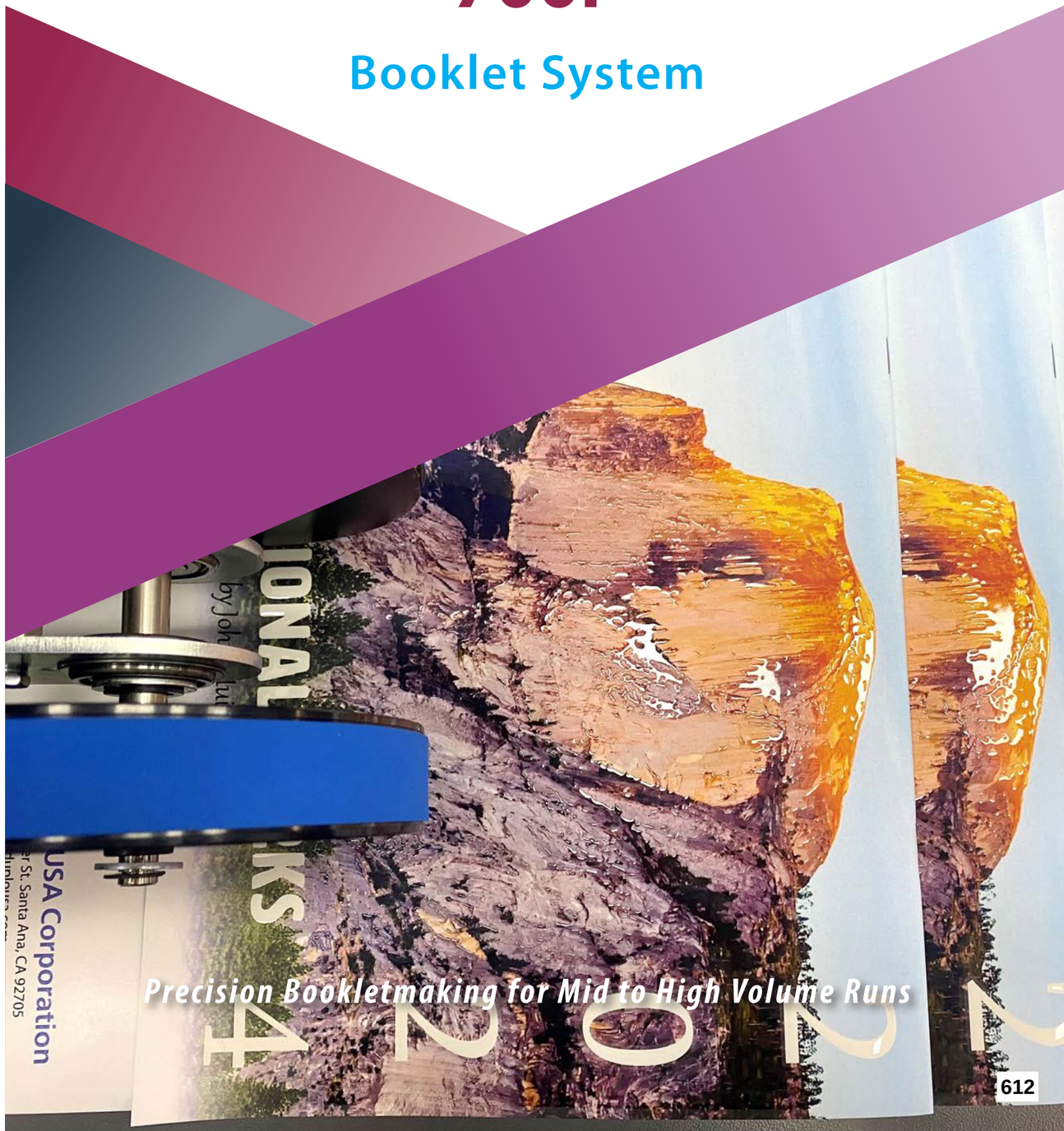
0723


Duplo

# 700i

## Booklet System



# 700i Booklet System

*The high speed 700i Booklet System integrates the heavy-duty DSC-10/60i Suction Collator with the DBM-700 Bookletmaker. It offers three-knife trimming and square spine options with the capability to produce 50-sheet booklets.*

*Ideal for longer runs, the 700i delivers a wider range of applications such as letter landscape catalogs and promotional calendars with automated precision on demand up to 5,200 booklets per hour.*

## AUTOMATED SETTINGS AND CHANGEOVERS

Improve overall efficiency with fully automated settings that are managed entirely from a PC station. Utilizing the PC Controller software on the DBM-700 Bookletmaker, you can set up jobs in under 60 seconds. Simply select or enter a custom paper size and the bookletmaker will automatically set the stitch, fold, and trim setting. Any fine-tune adjustments can be made with ease.

Use the computer's memory to save an unlimited number of jobs and retrieve them as needed. Changeovers from one size to another are performed within seconds and without any intervention or tooling required.

The 700i also comes included with a 1-year subscription of Duplo+ Insight, a cloud-based system that captures real-time data from the bookletmaker. The dashboard provides a quick overview of the status and performance while analytical graphs and reports provide insight for better decision making.

## INTELLIGENT FEEDING

Perform custom feeding for unique job requirements and maximize the power of your collator using the Intelligent Multi-Bin Feed (IMBF) function on the PC Controller. Merge black and white documents with color media, combine uncollated offset with collated digital output, and create one-to-one booklets by inserting variable data material. Take control of the feeding sequence by selecting bins to feed from and the quantity of sheets.

The DSC-10/60i incorporates Duplo's air suction belt feeder and air management system. Each of its 10 bins comes built-in with fine adjustments and patented dual fan technology that generates a steady flow of air for separation and feeding.

High resolution sensors are located in each bin to detect any misfeeds and double feeds as well as allow the feeding of different paper types and weights.

## HIGH PERFORMANCE BOOKLETMAKING

Maximizing efficiency in bookletmaking saves your business both time and money. The DBM-700/T integrates the stitcher, folder, and face trimmer into one automated system – eliminating the task of setting and folding signatures separately.

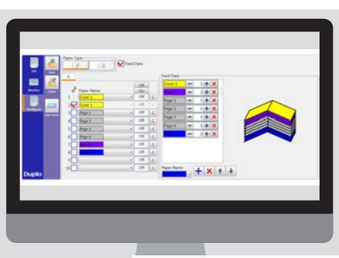
As each set is collated and jogged into alignment, the system guides it through the stitching and folding sections. Equipped with 2 Hohner stitch heads, the DBM-700 can apply 2 or 4 stitches. The automated stitch function enables the stitch heads to cycle twice per booklet and automatically change the position of the stitch heads after each cycle. Easily switch from 2-stitch booklets to 4-stitch jobs without any retooling.

A 4-stitch kit option is available when productivity is priority. The bookletmaker automatically positions the stitch and adjusts the fold roller gap according to the thickness of the booklet. Booklets are trimmed at the fore-edge for a clean finish.

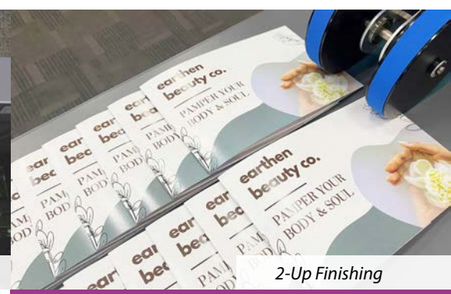


*Air Suction Collator*

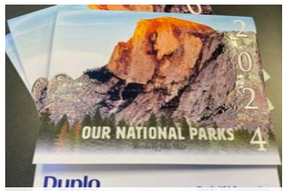

*700i Booklet System with Square Spine Option*


*Intelligent Multi-Bin Feeding*


*Real-Time Visibility During Production*


*2-Up Finishing*

## APPLICATIONS



*Calendars*



*Letter Landscape*


*Booklets with Raised UV Covers*



*Small Booklets*

## THREE-KNIFE TRIMMING

Add three-knife trimming and 2-up finishing capabilities to your system with the DKTS-200 Two Knife Trimmer. The gutter cutter along with the 4-stitch capability double the productivity of small format jobs up to 9,000 booklets per hour.


*DKTS-200 + DBM-700T + DBM-700S + DBM-700 + DSC-10/60i*

## SQUARE SPINE OPTION

The DBM-700S adds a square spine finish to deliver thicker, flatter books. Square spine booklets lay flat and make packing more efficient, saving you money. Enhance the appearance and produce value-added booklets up to 50 sheets/200-page booklets with a perfect bound look in-line with the DBM-700S Square Spine, the fastest in the market.



## FEATURES

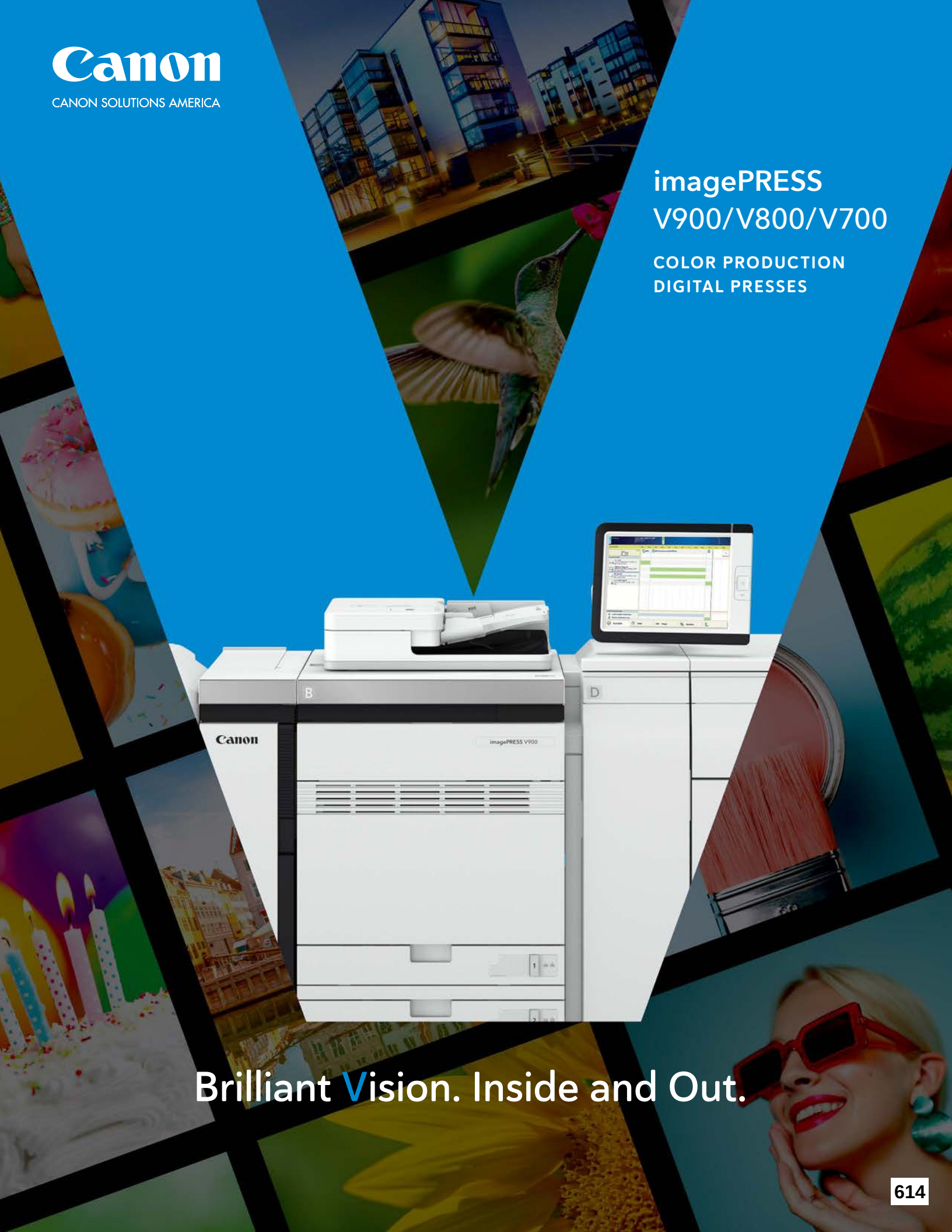
- *Flat sheet collating and bookletmaking solution for high volume production*
- *Performs saddle and side/corner stitching*
- *Produces saddle-stitched booklets up to 30 sheets with or without square spine and up to 50 sheets with square spine*
- *Creates 4-stitch booklets using 2 stitch heads*
- *Duplo+ Insight with 1-year subscription included*

Canon

CANON SOLUTIONS AMERICA

# imagePRESS V900/V800/V700

## COLOR PRODUCTION DIGITAL PRESSES




Brilliant Vision. Inside and Out.

614

# Introducing the imagePRESS V900 Series. Outsized performance in a compact footprint.







* Stocks up to 13" x 19.2".
** Capacity based on 20 lb. Bond.
◆ Optional accessories required.

# Efficient, hassle-free production printing.

When it comes to delivering for your customers, you need a partner with vision.

Introducing the imagePRESS V900 Series. These light- to mid-volume production digital color presses are designed to offer impressive productivity, repeatable color, and incredible automation.

The imagePRESS V900 Series' advanced core technologies have been harnessed to allow you to realize your vision more easily and efficiently than ever. Canon has seamlessly blended form and function to help inexperienced operators produce brilliant output with superb color *fast!* Speeds of up to 90 ppm (Letter) and the default High-Productivity Mode can help you hit tight deadlines and get more work done throughout the day. The Inline Spectrophotometers (ILS) allow your operators to quickly produce repeatable, accurate color at just the push of a button.* The Compact Registration Technology helps enable highly accurate front-to-back registration on important print jobs such as booklets, business cards, and direct mail pieces. And the imagePRESS V900 Series supports specialty media, which can help you offer high-margin jobs to your most critical customers.

Productivity. Quality. Versatility. The imagePRESS V900 Series is designed to meet your clients' demanding expectations and can help expand your portfolio to include creative and innovative applications.

**High Productivity Across Your Run**

**Superb Color Repeatability**

**Tight Front-to-Back Registration Alignment**

**Support for a Wide Range of Specialty Stocks****



imagePRESS V900 shown with optional accessories.

* PRISMAsync print server or imagePRESS Server required.
** Optional accessories may be required.

# Remarkable productivity and flexibility.

Built inside the imagePRESS V900 Series are remarkable technologies designed to produce stunning and repeatable output and keep your digital press running.

## Impressively Versatile

**Productivity that won't quit**
With the default High-Productivity Mode, you can realize high throughput on your long runs. Plus, the imagePRESS V900 Series' ability to hold highly accurate color and tight registration across a run with real-time adjustment means you can experience minimal downtime.

**Benefit from varied shapes and sizes**
Offer customers more with expanded support for a wide variety of media, including coated and thick stocks up to 130 lb. Cover* as well as specialty stocks. The imagePRESS V900 Series easily handles everything from envelopes to rigid, synthetic, and embossed stocks. And the ability to auto duplex media up to 13" x 30" opens the door to six-panel brochures, booklets, and posters/signage, too.*

**Waste less, print more**
Keeping the press up and running is a top priority. The air separation assists with feeding your stocks reliably into the press, which can help reduce reprints and paper spoilage. The Multi Sheet Detection of the Multi Drawer Paper Deck* automatically diverts any jam-prone sheets to a dedicated purge tray, without stopping the press or requiring immediate operator attention.

## Amazingly Vigilant

**Precise front-to-back registration**
A combination of digital sensors, together with the Compact Registration Unit, help to ensure that even heavy and large sheets are accurately and consistently positioned. The optional Sensing Unit allows the press to do the registration adjustments for you in real time. Improved internal controls offer stable alignment to help deliver repeatable, high-quality output with minimal effort.




* Optional accessories may be required.

## Increase efficiency on routine tasks

### *Quick, Easy Registration*

Help reduce the manual process of placing sheets on the glass or measuring with a ruler to improve front-to-back alignment by placing sheets in the ADF tray** and pressing a button.

### *Predictable Color*

Making sure that the imagePRESS V900 Series produces your expected results is as simple and fast as placing calibration and density uniformity sheets in the ADF tray** and pressing "Start".

### *Consistent Quality*

Let the press determine the optimal parameters by placing sheets in the ADF tray** to help reduce mottling and produce full, rich solids on a wide range of media surfaces.

** Optional. Feature not supported by PRISMAsync print server at launch.

# Stunning color, on repeat.

Stand out with consistent and accurate color.

## Anticipate Every Detail

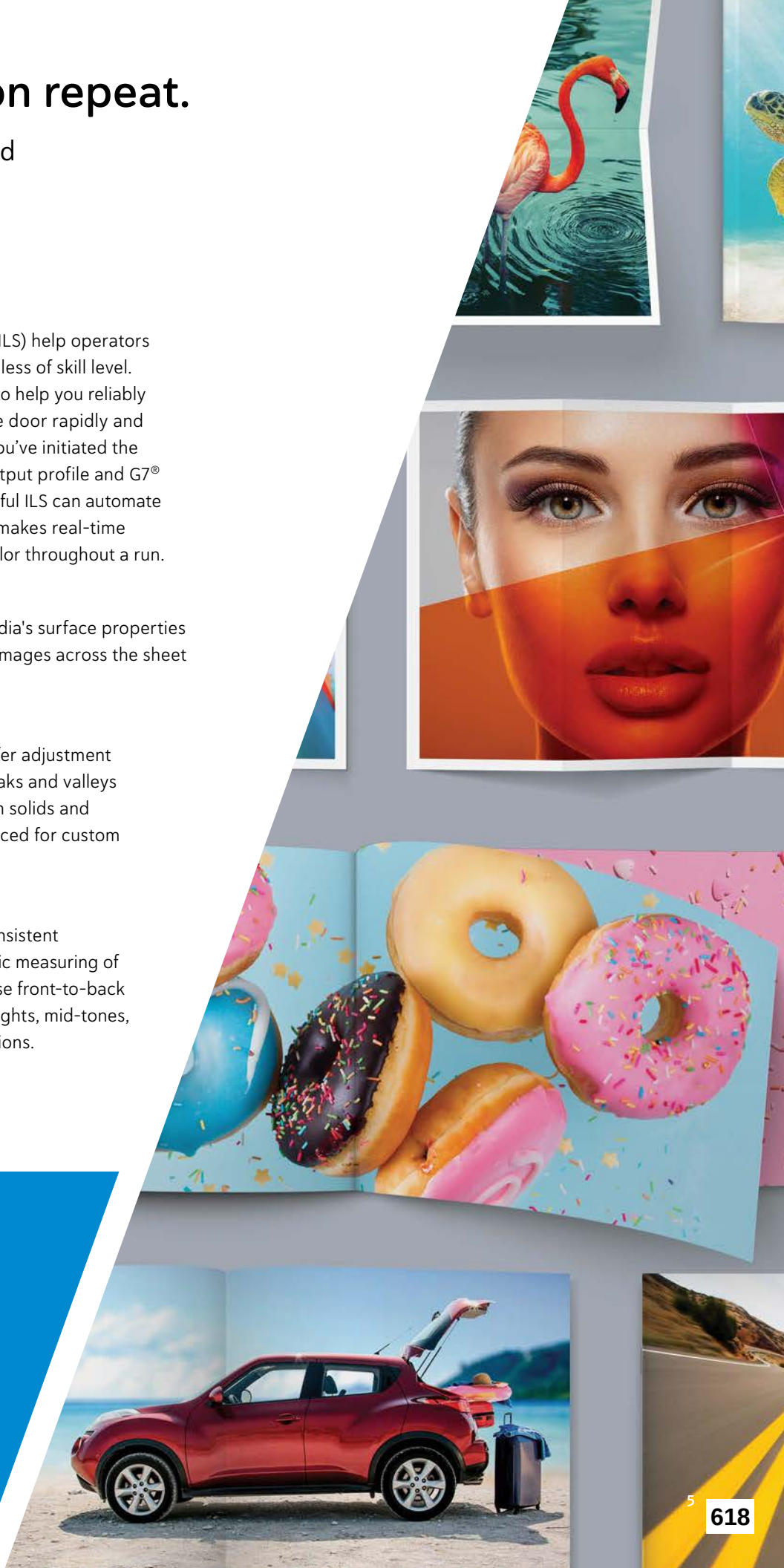
**Automated and efficient color control**
The standard Inline Spectrophotometers (ILS) help operators achieve accurate, repeatable color, regardless of skill level. This imagePRESS V900 Series is designed to help you reliably meet deadlines and move projects out the door rapidly and with beautifully consistent results. Once you've initiated the process, the press can create a custom output profile and G7® calibration in just minutes.* Canon's powerful ILS can automate your crucial color tasks. Multi D.A.T. then makes real-time adjustments to help produce consistent color throughout a run.

**Offset-like print quality**
Canon's Translucent CV Toner allows a media's surface properties to be preserved, producing vibrant, vivid images across the sheet surface on a wide variety of stocks.

**Crisp, rich images**
The flexible transfer belt and simple transfer adjustment technology allow the toner to fill in the peaks and valleys of textured and embossed stocks. Full, rich solids and high-density images can be reliably produced for custom and premium applications.

**Rock-solid stability**
Advanced internal stability maintains a consistent environment. Now add to this the automatic measuring of multi-gradation density patches and precise front-to-back registration. The results are stunning highlights, mid-tones, and shadows that can meet high expectations.

* PRISMAsync print server or imagePRESS Server required.



### *Real-Time Adjustments*

With just the push of a button, the optional Sensing Unit** allows operators to set jobs up to adjust color tone accuracy and front-to-back registration before printing. It can help monitor and maintain these settings across a print run, continuously adjusting on the fly.

# Big, colorful results from a compact, reliable, versatile press.



imagePRESS V900 shown with optional accessories.

## Visionary technology inside.

### High Productivity
The engine will maintain high productivity across your production runs with speeds of 90 ppm.

### R-VCSEL Imaging Laser
Canon's advanced 32-beam R-VCSEL laser helps deliver 2400 x 2400 dpi print resolution, outputting detailed color images with outstanding definition at high speeds.

### VF Developer Unit
A strategically placed air intake to the developer unit helps keep the environment consistent and stable across a production run.

### Multi-Exposure Technology
The R-VCSEL laser writes every dot on the drum twice, which helps maintain high image quality consistently across long production runs.

### Translucent CV Toner
Helps produce consistent, vivid, and crisp images on a wide range of media with a realistic, offset-like finish.

### Advanced Imaging Transfer Belt
A flexible belt presses the toner into the media for high-density image transfer onto embossed and textured stocks.



# Brilliant results outside.

### Compact Registration Unit
Designed to achieve highly accurate front-to-back and sheet-to-sheet registration across long runs on large, heavy, and sturdy stocks—all in a compact design.

### Multi D.A.T.
Twenty (20) multi-gradation density patches are measured and corrected automatically during production, helping to ensure consistent halftones.

### ILS (Inline Spectrophotometers)
With a push of a button, these sensors allow advanced color adjustments such as engine linearization, media calibration, and color profile creation.*

### Multi-Sheet Detection
The standard trays are equipped with multi-sheet detection to help prevent blank sheets from entering and helping to prevent issues from these jam-prone sheets.

* PRISMAsync print server or imagePRESS Server required.

# Streamline your workflow with state-of-the-art print servers.

Highly efficient, flexible, and accurate—these powerful print servers are designed to get the job done.

## PRISMAsync Print Server

Canon's PRISMAsync print server can help boost production capacity and lower costs. It's designed to deliver high-performance, deadline-driven printing that can assist with growing your business and nurturing successful relationships.

**Embedded in-RIP G7® Calibration** utilizes the ILS to allow operators to calibrate, profile, and verify the colors of the imagePRESS V900 Series to help achieve a near-neutral print condition quickly and easily.

**Job Scheduler** helps you manage your daily workload with up to eight hours of plan-ahead production. It displays the completion time of jobs and alerts you when an intervention for media, toner, or supplies is upcoming. The intuitive interface makes prepress and production tasks clear.

**Pixel Precise Preview** incorporates additional flexible color-correction capabilities, such as CMYK curve editing and digital moiré reduction, with immediate visual feedback.

**PRISMAsync Remote Manager** allows you to monitor multiple presses and edit job properties, manipulate color curves, manage queues, and submit and reroute print jobs.

The **PRISMAsync Automated Color Task** feature combines multiple color setup functions into a single action. Thanks to the ILS, automated press linearization, G7® media calibration and profile creation, and verification procedures can be accomplished quickly and easily for full, hands-off automation.

The **PRISMAlytics Dashboard** puts recorded press data at your fingertips. This can help reduce turnaround time, waste, and costs by giving you access to detailed information on your usage, production, and consumption.






Efficiently manage prepress and color with flexible workflows.

## imagePRESS Servers N500/P400

With the ability to easily produce jobs requiring mixed paper sizes, paper types, and finishing as well as powerful spot-color management and advanced color utilities, these controllers can quickly help operators modify routine job properties.

The **Fiery® Spot-On™ Color Matching** utility helps remove the guesswork from color matching, offering an intuitive interface for fast and easy defining and modifying of spot colors.

EFI's **1-Step Color Management** allows users to calibrate and create a media profile for fast, easy, and reliable color management while **Zero-Touch Recalibration** checks each job's paper calibration timer to recalibrate, if necessary, before printing.

**Fiery JobFlow** automates prepress job preparation steps to produce ready-to-print files. It enables operators to build easy-to-use workflows by performing essential job processing tasks such as image enhancement, imposition, and preflighting.

A user-friendly print management interface for the imagePRESS server, **Command WorkStation®,** centralizes and simplifies job management. Operators can easily monitor and direct jobs, automate workflows, and preview and adjust documents.

**Media Librarian,** Canon's sophisticated paper management application, can help improve make-ready productivity on the imagePRESS V900 Series digital presses powered by the imagePRESS Servers N500/P400. It creates, edits, and organizes paper stocks from a single, intuitive interface.

## imagePRESS Printer Kit

This embedded Adobe PostScript® controller for entry-level production has been designed for operations that use a printer driver workflow or a centralized print, scan, and device management system.

Providing the flexibility that today's demanding business operations require, the interface boasts many customizable, streamlined features. And with Canon's innovative MEAP platform, you can incorporate cost recovery, document distribution, pull printing, advanced scanning, and other customized applications.*

* Separate purchase required.

# We are with you from start to finish.

Professional finishing results can be yours with the strong, inline capabilities and extensive, optional integrated solutions.

Produce a broad range of deliverables–from trifold brochures to saddle-stitched booklets, direct mail to business cards, and collateral and training materials to flyers and posters.

Diversify your offerings with the ability to print on attention-grabbing stocks, including textured and thin-coated papers, synthetic media, envelopes in a wide range of sizes, and long sheets.*

## Finishing Options

| | |
|---|---|
| **Document Insertion Unit** | This module enables insertion of slip sheets or preprinted covers for booklets and complex jobs. |
| **Professional Punching and Creasing** | The many die patterns offered for in-line hole punching (including double punching) and creasing help minimize toner cracking on the spines of saddle-stitched booklets. |
| **Perfect Binding** | Using hot glue, this module binds covers to book-blocks of up to 200 pages** and can trim on all three sides for full-bleed books or manuals. |
| **High-Capacity Stacking** | Realize outstanding productivity with unload-while-run capability, helping to provide uninterrupted printing with stacking up to 6,000 sheets.** |
| **Ring Binding** | Use the GBC eWire Pro to automate the time-consuming process of wire binding manuals, booklets, and reports. |
| **Paper Folding** | Offer promotional pamphlets, brochures, and more with the ability to produce Z-fold, C-fold, accordion fold, and double-parallel fold documents. |
| **Booklet Trimming** | Modules can be combined with the Booklet Finisher to produce professional, full-bleed, square-bound booklets in-line. This helps maintain high productivity with a large-capacity trim waste bin and on-the-fly waste removal for continuous production. |
| **Professional Booklet-Makers** | Deliver professional-looking, lay-flat booklets with speed and simplicity using the Plockmatic BLM50/35 for up to 200-page** professional, square-folded, saddle-stitched booklets. |

## Feeding Options

| | |
|---|---|
| **Multi Drawer Paper Deck** | Equipped with air-assist and air-separation, it supports up to 13" x 19.2" and 130 lb. Cover. The 5,000-sheet** capacity allows jobs to run with minimal interruption. |
| **POD Deck Lite** | Designed for locations with space restrictions, this deck's 3,500-sheet** capacity with air-assist and air-separation supports paper sizes up to 13" x 19.2". |
| **POD Deck Lite XL** | In addition to the capabilities of the POD Deck Lite, this feeding option holds up to 1,000 sheets** of media up to 13" x 30" in size—optimal for six-panel brochures, book covers, and posters. |



imagePRESS V900 shown with optional accessories.

* Optional accessories may be required.
** Capacity based on 20 lb. Bond.

# Take your printing to the next level.

Open up new possibilities for customer satisfaction with Canon Solutions America, a business partner you can rely on for innovative printing solutions.

## Empower Your Printing with PRISMA

Whether you're an in-house print center or a commercial print service provider, you strive to deliver a personal, flexible, and efficient value-added service. You must also be able to produce short runs at competitive rates while still making a profit. This demands efficient workflow management and the ongoing monitoring and control of press performance, wherever you are.

PRISMA Home* is the portal at the heart of PRISMA cloud applications. It provides central and unified access to your PRISMA cloud-connected workflow applications and those tools used for monitoring and controlling press performance. With PRISMA Home, you can leverage multiple engines at once from compatible PRISMA cloud applications and access your critical data from virtually anywhere.

## Team Up with a Visionary Leader

The imagePRESS V900 Series of digital presses can help transform your business, helping you increase your efficiency and flexibility. With 80-plus years of experience in designing and developing innovative imaging technology, Canon is constantly coming up with new solutions and refining its offerings to help your business maintain and increase its success. Together, we can help inspire your customers, improve your productivity, and enrich your operation's offerings. Canon's vision, realized through superb advances in technology, can help put your business on the path to a brighter future.



Discover More: **csa.canon.com**

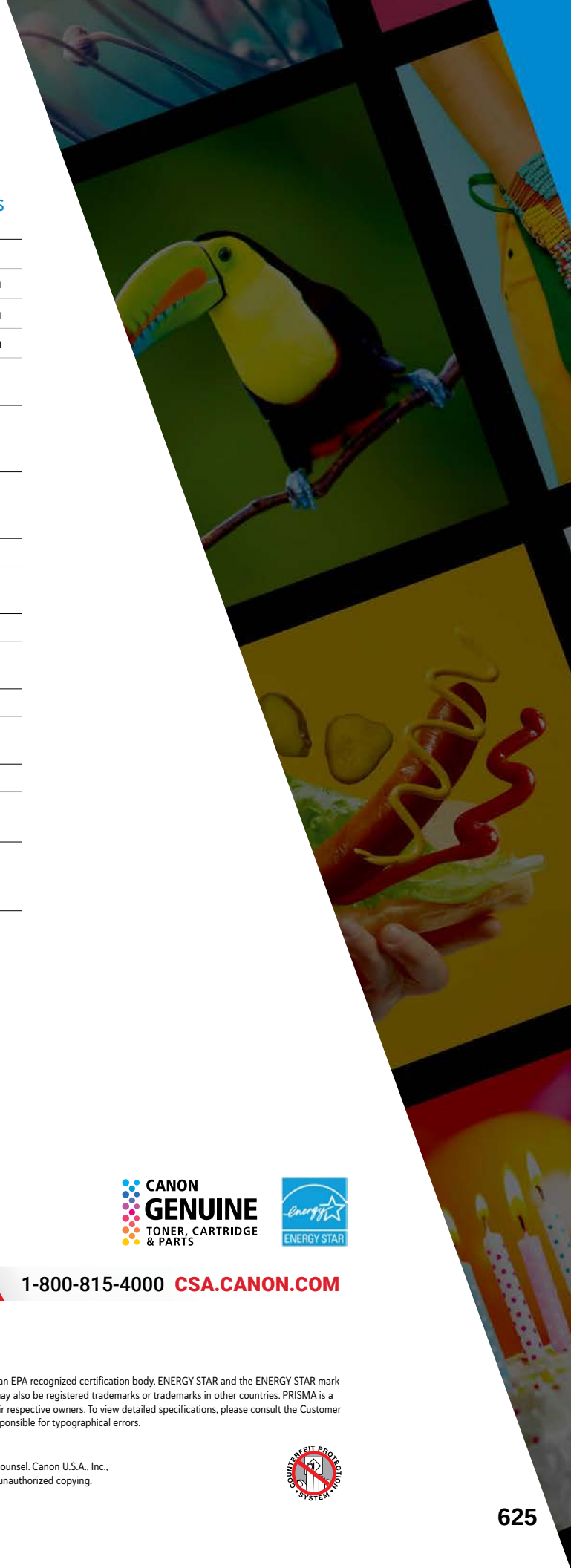
* Separate purchase required.

# imagePRESS V900/V800/V700

## Specifications

| | | imagePRESS V900 | imagePRESS V800 | imagePRESS V700 |
|---|---|---|---|---|
| **Print Speed (Simplex/Duplex)** | **Letter** | Up to 90 ipm | Up to 81 ipm | Up to 71 ipm |
| | **11" x 17"** | Up to 45 ipm | Up to 40 ipm | Up to 35 ipm |
| | **12" x 18"** | Up to 42 ipm | Up to 40 ipm | Up to 35 ipm |
| | **13" x 19"** | Up to 40 ipm | Up to 38 ipm | Up to 33 ipm |
| | **13" x 30"** | Up to 23 ipm | Up to 22 ipm | Up to 19 ipm |
| **Scan Speed* (Letter, 300 dpi)** | | | Up to 270 ipm | |
| **Print Resolution** | **Maximum** | | 2400 x 2400 dpi | |
| **Paper Capacity** | **Standard** | | Up to 1,650 Sheets | |
| | **Maximum** | | Up to 10,400 Sheets | |
| **Paper Size** | **Standard** | | 3.9" x 5.8" to 13" x 19.2" | |
| | **Optional** | | 5.5" x 7.2" to 13" x 51.2" | |
| **Paper Weight** | **Standard** | | 14 lb. Bond to 110 lb. Cover | |
| | **Optional** | | 14 lb. Bond to 130 lb. Cover | |
| **Automatic Duplexing** | **Standard** | | 3.9" x 5.8" to 13" x 19.2" | |
| | **Optional** | | 5.5" x 7.2" to 13" x 30" | |
| **Envelopes** | | | #10 Business, Monarch, 6" x 9", 9" x 12", 10" x 13", DL, ISO-C5 | |
| **Print Servers** | | | PRISMAsync Print Server<br>imagePRESS Server N500<br>imagePRESS Server P400<br>imagePRESS Printer Board | |

* Optional.



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23-2553-8764

**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: | David Gerharter, Director of Purchasing, Warehouse and Reprographics |
| SUBMITTED BY: | Terri Ramirez-Adams, Senior Administrative Assistant |
| DATE: | June 20, 2024 |
| SUBJECT: | Approval of Financial Agreements with Sharp Business Systems |

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**Background:**

The District entered into contract with Sharp Business Systems (SBS) for copiers and HP personal printers in 2019. This included equipment for the print shop. The current lease term expires in October of this year. However, due to the low usage during the COVID years, most of this equipment is still in good shape. A lease renewal has been negotiated with Sharp.

**Discussion/Issues:**

The proposed lease renewal will provide for a monthly reduction in lease payments totaling $12,214 plus tax per month. This agreement also provides that in addition to owning the entire fleet of HP Desktop printers at the end of the extension, the District will own the Sharp MX-7090 printer and Morgana booklet maker currently in use in the Print Center as of July 1, 2024. That equipment can then be sold on the used equipment market, with a value yet to be determined. We are proposing to replace them with a Canon printer and a Duplo booklet maker in a separate agenda item.

The service portion of the Sharp agreement will have a slight increase in the "click charge" on the HP printer portion of the fleet (beginning in October) increasing from $0.0099 to $0.011 per black & white page and from $0.099 to $0.11 per color page. The "click charge" for the Sharp MFPs remains the same at $0.0049 B&W and $0.049 color "per click". The new resulting click charges under this agreement will average $15,725 per month, reduced from $17,300 per month under the previous agreement.

The following table is a comparison of costs for the current year and projected costs for next year and does not include existing Canon equipment in the Print Center which is not affected by these proposals.

| | 23-24 | 24-25 | Difference |
|---|---|---|---|
| Sharp Lease Expense | $ 366,485 | $ 204,895 | $ (161,590) |
| Sharp Click Charge | $ 207,615 | $ 188,650 | $ (18,965) |
| Add'l Canon Lease Expense | $ - | $ 89,287 | $ 89,287 |
| Add'l Canon Click Charge | $ - | $ 30,725 | $ 30,725 |
| **Total** | **$ 574,100** | **$ 513,557** | **$ (60,543)** |

**Financial Impact:**
Lease expense not to exceed $409,786.08 over the life of the lease. Maintenance fees under this agreement ("click charges") will cost the District approximately $15,725 per month, or $188,650 annually.

**Recommendations:**
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the financial agreements between Burbank Unified School District and Sharp Business Systems to acquire copiers and printers together with training, support, maintenance and supplies on a 24-month lease term, effective July 1, 2024 through June 30, 2026, not to exceed $409,786.08 plus maintenance fees ("clicks charges") at $0.011 B&W and $0.11 color for desktop printers and $0.0049 B&W and $0.049 color for Sharp MFPs "per click" (01.0-00000.0-00000-72000-5631-7401000), and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

SHARP

SHARP BUSINESS SYSTEMS



# Solutions Proposal

**Prepared For:**

## Burbank Unified School District

**Prepared By:**

Chris Hart
Director of Enterprise Business Group
Christopher.hart@sharpusa.com
858-776-8944



Date Proposed: June 10, 2024



# SBS Solutions Proposal

June 10, 2024

Dear David,

Thank you for allowing us the opportunity to present recommendations to reduce your organizations monthly spend, while not disrupting the current environment. We are excited about this opportunity to potentially continue doing business with Burbank Unified School District.

After reviewing the numbers and the needs of your organization, we have devised an impactful solution to help BUSD lower costs and continue the great business relationship with Sharp.

Key benefits of this contract restructure include:

- Significant monthly savings on your equipment payment.
- Locked in MFP CPC rates for the duration of the new term.
- All copier schedule end dates co-term to one new end date, regardless of the date of installation.
- BUSD would own your fleet of HP printers at end of this extension.
- BUSD will own the Morgana and Sharp MX-7090 as of July 1st, 2024.
- Ability to restructure now because of low meter counts due to COVID.
- All current SOW requirements stay in place for the duration of the new structure.

We hope that we have accurately reflected the objectives of your organization in our proposal, and please feel free to reach out if there are any discrepancies. Our team at Sharp Business Systems is eager to provide you with the latest technology solutions backed by our responsive, local sales and support.

Sincerely,

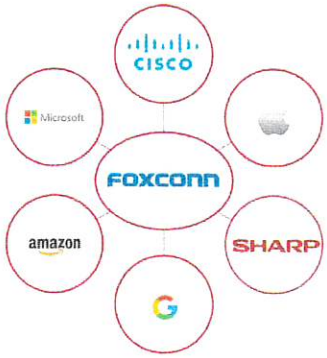
Chris Hart

## Business solutions are in our DNA

We solve business challenges of our customers with innovative technology and solutions through local, caring people and turn our customers into fans by exceeding their expectations.

## Local support + national resources + global innovator

Sharp Business Systems (SBS) is the direct sales organization of Sharp Electronics Corporation, a $26+ billion global technology innovator that employs over 40,000 people worldwide. SBS is comprised of a select group of branches that has been chartered to develop a new standard of office technology excellence. In 2016, Foxconn became the majority shareholder of Sharp. Our U.S. branches combine the resources of a multi-billion-dollar corporation and the value of local representation, local management, and community relationships.




## One-stop shop for your technology needs

When you choose Sharp Business Systems, you get a provider that understands your organization's technology needs and a company backed by Sharp Electronics Corporation, a pioneer in technology for over a century. Other companies may provide similar products, but what makes us unique is our vast range of office equipment, ProAV products, software applications and professional services blended with our desire to craft solutions that improve the way you do business.






SHARP
SHARP BUSINESS SYSTEMS

## Customer support across the country

**SBS Offices:**

- Arizona
- California (Northern)
- California (Southern)
- Chicago, IL
- Florida
- Georgia
- Midwest
- New Jersey
- New Mexico
- North Carolina
- South Carolina
- Tennessee
- Texas
- Washington
- Washington, DC



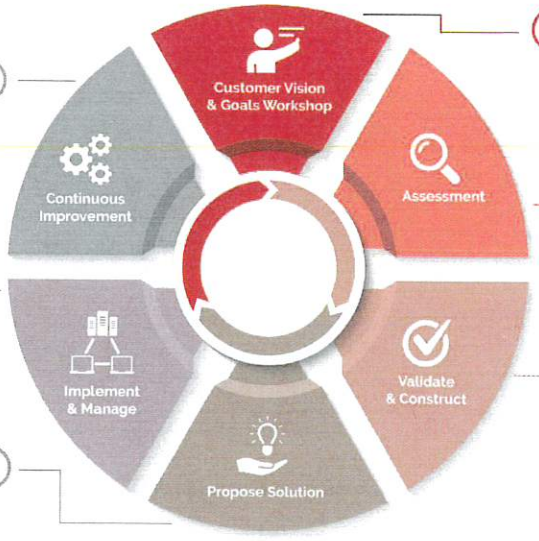

## Best-of-breed technology partners

Microsoft GOLD CERTIFIED Partner
dynabook
efi | fiery
CONNECTWISE
PaperCut MF
LINKSYS
GoTo Connect
OnBase by Hyland
BOSE
square9 softworks
FAXCORE
SONICWALL
ACDI
LRS
RUCKUS an ARRIS company
Scanshare
aveo SYSTEMS
DELL
Solstice
YAMAHA



SHARP
SHARP BUSINESS SYSTEMS

## Consultative approach to reach your goals




1. Work with you to verify what your organization wants to achieve
2. Device data collection, on-site visit to map assets on a floor plan and user interviews
3. Discuss assessment overview analysis and areas for improvements
4. Propose a solution based on findings and your objectives
5. Our technology specialists implement a new solution/program
6. We continually track and review the progress of your solution/program

## Recent industry accolades

FORTUNE THE WORLD'S MOST ADMIRED COMPANIES 2022

NJBIZ Best Places to Work NJ 2022

Commercial INTEGRATOR 2022 BEST WINNER

TNT TOP NEW TECHNOLOGY AWARDS@ISE 2022 CEPro Commercial INTEGRATOR

## Solutions to reduce your carbon footprint

- SHARP Eco Vision 2050, a long-term environmental vision, focuses on climate change, resource recycling, safety and security.
- Sharp Toner Recycling Program, Energy Star certified products, low TEC (Total Energy Consumption) and EPEAT® registered.
- Dynabook laptops meet RoHS and WEEE standards and are EPEAT Gold and Energy Star certified.
- Managed Print Services optimizes your print fleet and energy usage, reduces paper waste and facilitates the recycling of toner cartridges.
- Sharp display products, such as the AQUOS BOARD interactive display, are RoHS compliant and use green materials in development

## (24) Month Proposal

(24) month program includes any additional training, parts, toner, drums, preventative service calls, and intervening service calls.

This program will also include auto-toner shipping and meter reporting through our complimentary software MICAS.

Current MFP CPC rates will stay in place for the term of the contract extension. Current Printer CPC rates will stay in place until 10/1/24 and change to the following:

- $0.011 BW
- $.11 Color
- Flat rate for non-reporting devices at $48/mo for color devices and $10/mo on BW devices.

Valid until June 30th and is based upon BUSD being current on lease payment through June 30th

| Comparison Analysis | |
|---|---|
| Current Landscape | Proposed Solution |
| $27,701/mo | $15,487/mo |

Monthly Savings of $12,214

Client Signature

_____

Date:_____

Sharp Signature

Christopher Hart
_____

Date: Jun 10, 2024



SHARP
SHARP BUSINESS SYSTEMS

# BUSD Contract Extension Final Proposal 6.10.24

Final Audit Report 2024-06-10

| | |
|---|---|
| Created: | 2024-06-10 |
| By: | Anne Beck (Anne.Beck@SharpUSA.com) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAA91NQIBUTGmNs0Sb8noFCgLxPu4X_N7Wj |

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Agreement completed.
2024-06-10 - 10:20:52 PM GMT

SHARP
Sharp Leasing USA Corp.

# *Value Lease Agreement*

| APPLICATION NO. | AGREEMENT NO. |
|---|---|
| | |

*The words User, Lessee, you and your refer to Customer. The words Owner, Lessor, we, us and our refer to Sharp Leasing USA Corp.*

## CUSTOMER INFORMATION

| FULL LEGAL NAME | | | STREET ADDRESS | |
|---|---|---|---|---|
| Burbank Unified School District | | | 1900 Olive Ave | |
| CITY | STATE | ZIP | PHONE | FAX |
| Burbank | CA | 91506 | | |
| BILLING NAME (IF DIFFERENT FROM ABOVE) | | | BILLING STREET ADDRESS | |
| CITY | STATE | ZIP | E-MAIL | |
| EQUIPMENT LOCATION (IF DIFFERENT FROM ABOVE) | | | | |

## EQUIPMENT DESCRIPTION

| MAKE/MODEL/ACCESSORIES | NOT FINANCED UNDER THIS AGREEMENT | SERIAL NO. | STARTING METER |
|---|---|---|---|
| Sharp copiers and HP Printers | ☐ | | |
| | ☐ | | |

☐ See the attached Schedule A ☐ See the attached Billing Schedule

## TERM AND PAYMENT SCHEDULE

24 Payments* of $ 15,487.00 The lease contract payment ("Payment") period is monthly unless otherwise indicated. **plus applicable taxes*

| | | | | | |
|---|---|---|---|---|---|
| Payment includes | N/A | Black and White Images per month | Overages billed monthly at $ | N/A | per image* |
| Payment includes | N/A | Color Images per month | Overages billed monthly at $ | N/A | per image* |
| Payment includes | | Scan Images per month | Overages billed monthly at $ | | per image* |
| Payment includes | | Fax Images per month | Overages billed monthly at $ | | per image* |

_____ By initialing here, you agree that service and supplies are not included in this Agreement.

## END OF LEASE OPTIONS

You will have the following option at the end of the original term, provided that no event of default under the Agreement has occurred and is continuing. To the extent that any purchase option indicates that the purchase price will be the "Fair Market Value" (or "FMV"), such term means the current market value of the Equipment. 1) Purchase all but not less than all the Equipment for the Fair Market Value per paragraph 1, 2) Renew the Agreement per paragraph 1, or 3) Return the Equipment per paragraph 3.

**THIS IS A NONCANCELABLE / NONREFUNDABLE / IRREVOCABLE AGREEMENT; THIS AGREEMENT CANNOT BE CANCELED, ASSIGNED OR TERMINATED, BY CUSTOMER.**

## LESSOR ACCEPTANCE

**Sharp Leasing USA Corp.**

| LESSOR | SIGNATURE | TITLE | DATED |
|---|---|---|---|
| | | | |

## CUSTOMER ACCEPTANCE

By signing below or authenticating an electronic record hereof, you certify that you have reviewed and do agree to all terms and conditions of this Agreement on this page and on page 2 attached hereto. Upon signing below or authenticating an electronic record, your promises herein will be irrevocable and unconditional in all respects.

| CUSTOMER (as referenced above) | SIGNATURE | TITLE | DATED |
|---|---|---|---|
| Burbank Unified School District | X | | |

FEDERAL TAX I.D. # PRINT NAME

## CONTINUING GUARANTY

You unconditionally and absolutely, jointly and severally, guarantee that Customer will fully and promptly pay and perform all obligations under the Agreement and any addendums and supplements thereto. This is a continuing Guaranty and shall not be revoked by your death, bankruptcy, incompetency or insolvency. You may not terminate or revoke this Guaranty without written notice to us, and this Guaranty shall continue in full force and effect with regard to all of Customer's obligations arising prior to the date of such notice. We may make changes, including compromise or settlement, with the Customer, and you waive any abatement, setoff, defense or counterclaim for any reason and all notice of any changes or default. It is not necessary for us to proceed first against the Customer before enforcing this Guaranty. You certify that the financial information you have given us is true, complete and accurate in all material respects. You authorize us to obtain credit bureau reports for credit and collection purposes and to share them with our affiliates and agents. Without our prior written consent, you will not transfer your obligations under this Guaranty or all or substantially all your assets to anyone. This Guaranty will be binding on your estate, heirs, successors and assigns. We may assign this Guaranty without notice. The undersigned, as to this guaranty, agree(s) to the designated forum and consent(s) to personal jurisdiction, venue, and choice of law as stated in the Agreement, agree(s) to pay all costs and expenses, including attorney fees, incurred by Lessor or Lessor's assignee related to this guaranty and the Agreement. YOU AND WE IRREVOCABLY WAIVE ALL RIGHTS TO A TRIAL BY JURY IN ANY LITIGATION RELATED HERETO.

| GUARANTOR | SIGNATURE (AS AN INDIVIDUAL) | HOME PHONE | DATED |
|---|---|---|---|
| | X | | |

## ACCEPTANCE OF DELIVERY

The Customer hereby certifies that all the Equipment: 1) has been received, installed, and inspected, and 2) is fully operational and unconditionally accepted.

| CUSTOMER (as referenced above) | SIGNATURE | TITLE | DATE OF DELIVERY |
|---|---|---|---|
| | X | | |

1. **AGREEMENT:** For business purposes only, you agree to lease from us the goods, together with all replacements, parts, repairs, additions, and accessions incorporated therein or attached thereto and any and all proceeds of the foregoing, including, without limitation, insurance recoveries (the "Equipment") and/or to finance certain licensed software and services ("Financed Items", which are included in the word "Equipment" unless separately stated), all as described on page 1 of this Agreement, excluding equipment marked as not financed under this Agreement, as it may be supplemented from time to time. You agree to all of the terms and conditions contained in this Agreement and any supplement, which (with the acceptance certification) is the entire agreement regarding the Equipment ("Agreement") and which supersedes any purchase order or invoice. You authorize us to correct or insert missing Equipment identification information and to make corrections to your proper legal name and address. This Agreement becomes valid upon execution by us. This Agreement is binding upon our acceptance hereof and will begin on the date the Equipment is delivered to you or any later date we designate. If we designate a later commencement date, you agree to pay us an additional amount equal to the periodic payments due under this Agreement prorated for the period between the date the Equipment is delivered to you and the commencement date in an amount equal to 1/30th of the Payment. This Agreement will automatically renew for 12-month term(s) unless you purchase or return the Equipment (according to the conditions herein) and send us written notice between 90 and 150 days (before the end of any term) that you do not want it renewed. If any provision of this Agreement is declared unenforceable in any jurisdiction, the other provisions herein shall remain in full force and effect in that jurisdiction and all others. You shall deliver all information requested by us which we deem reasonably necessary to determine your current financial condition and faithful performance of the terms hereof.

2. **RENT, TAXES AND FEES:** You will pay the monthly Payment (as adjusted) when due, plus any applicable sales, use and property taxes. The base Payment will be adjusted proportionately upward or downward: (1) by up to 10% to accommodate changes in the actual Equipment cost; (2) if the shipping charges or taxes differ from the estimate given to you; and (3) to comply with the tax laws of the state in which the Equipment is located. If we pay any taxes, insurance or other expenses that you owe hereunder, you agree to reimburse us when we request and to pay us a processing fee for each expense or charge we pay on your behalf. We may charge you for any filing fees required by the Uniform Commercial Code (UCC) or other laws, which fees vary state-to-state. By the date the first Payment is due, you agree to pay us an origination fee up to an amount of $125.00 as shown on our invoice or addendum, to cover us for all closing costs. We will have the right to apply all sums, received from you, to any amounts due and owed to us under the terms of this Agreement or any other agreement. If for any reason your check is returned for nonpayment, you will pay us a bad check charge of $30 or, if less, the maximum charge allowed by law. We may make a profit on any fees, estimated tax payments and other charges paid under this Agreement. You cannot pay off this Agreement or return the Equipment prior to the end date without our consent. If we consent, we may charge you, in addition to other amounts owed, an early termination fee up to 15% of the price of the Equipment.

3. **MAINTENANCE AND LOCATION OF EQUIPMENT; SECURITY INTEREST; SOFTWARE/DATA:** At your expense, you agree to keep the Equipment: (1) in good repair, condition and working order, in compliance with applicable manufacturers' and regulatory standards; (2) free and clear of all liens and claims; and (3) only at the installation address, and you agree not to move it unless we agree in writing. As long as you have given us the written notice as required in paragraph 1 prior to the expiration or termination of this Agreement's term, if you do not purchase the Equipment, you will return all but not less than all of the Equipment and all related manuals and use and maintenance records to a location we specify, at your expense, in retail re-saleable condition, full working order and complete repair. If this Agreement is deemed to be a secured transaction, you grant us a security interest in the Equipment to secure all amounts you owe us under any agreement with us, and you authorize us to file a financing statement (UCC-1). You will not change your state of organization, headquarters or residence without providing prior written notice to us so that we may amend or file a new UCC-1. You will notify us within 30 days if your state of organization revokes or terminates your existence. Except as provided in this paragraph, references to "Equipment" include any software referenced above or installed on the Equipment. We own the Equipment but we do not own the software and cannot transfer any interest in it to you. We are not responsible for the software or the obligations of you or the licensor under any license agreement. You are solely responsible for removing any data that may reside in the Equipment you return, including but not limited to hard drives, disk drives or any other form of memory.

4. **COLLATERAL PROTECTION; INSURANCE; INDEMNITY; LOSS OR DAMAGE:** You agree to keep the Equipment fully insured against risk and loss, with us as lender's loss payee, in an amount not less than the original cost until this Agreement is terminated. You also agree to obtain a general public liability insurance policy with such coverage and from such insurance carrier as shall be satisfactory to us and to include us as an additional insured on the policy. Your insurance policy(s) will provide for 10 days advance written notice to us of any modification or cancellation. You agree to provide us certificates or other evidence of insurance acceptable to us. If you fail to comply with this requirement within 30 days after the start of this Agreement, we may (A) secure property loss insurance on the Equipment from a carrier of our choosing in such forms and amounts as we deem reasonable to protect our interests. If we place insurance on the Equipment, we will not name you as an insured and your interests may not be fully protected. If we secure insurance on the Equipment, you will pay us an amount for the premium which may be higher than the premium that you would pay if you placed the insurance independently and an insurance fee which may result in a profit to us through an investment in reinsurance; or (B) charge you a monthly property damage surcharge of up to .0035 of the Equipment cost as a result of our credit risk and administrative and other costs, as would be further described on a letter from us to you. We may make a profit on this program. NOTHING IN THIS PARAGRAPH WILL RELIEVE YOU OF RESPONSIBILITY FOR LIABILITY INSURANCE ON THE EQUIPMENT. We are not responsible for, and you agree to hold us harmless and reimburse us for and, if we request, to defend on our behalf against, any claim for any loss, expense, liability or injury caused by or in any way related to delivery, installation, possession, ownership, use, condition, inspection, removal, return or storage of the Equipment. You are responsible for the risk of loss or for any destruction of or damage to the Equipment. You agree to promptly notify us in writing of any loss or damage. If the Equipment is destroyed and we have not otherwise agreed in writing, you will pay to us the unpaid balance of this Agreement, including any future rent to the end of the term plus the anticipated purchase price of the Equipment (both discounted at 2%). Any proceeds of insurance will be paid to us and credited, at our option, against any loss or damage. You authorize us to sign on your behalf and appoint us as your attorney-in-fact to endorse in your name any insurance drafts or checks issued due to loss or damage to the Equipment. All indemnities will survive the expiration or termination of this Agreement.

5. **ASSIGNMENT:** **YOU HAVE NO RIGHT TO SELL, TRANSFER, ASSIGN OR SUBLEASE THE EQUIPMENT OR THIS AGREEMENT, without our prior written consent.** You must notify us within 30 days if you reorganize or merge with any other entity or transfer all or a substantial part of your ownership interests or assets. We may sell, assign, or transfer this Agreement without notice. You agree that if we sell, assign or transfer this Agreement, our assignee will have the same rights and benefits that we have now and will not have to perform any of our obligations. You agree that the new Lessor will not be subject to any claims, defenses, or offsets that you may have against us. You shall cooperate with us in executing any documentation reasonably required by us or our assignee to effectuate any such assignment. This Agreement shall be binding on and inure to the benefit of the parties hereto and their respective successors and assigns.

6. **DEFAULT AND REMEDIES:** You will be in default if: (a) you do not pay any Payment or other sum due to us or any other person when due or if you fail to perform in accordance with the covenants, terms and conditions of this Agreement or any other agreement with us, (b) you make or have made any false statement or misrepresentation to us, (c) you or any guarantor dies, dissolves or terminates existence, (d) there has been a material adverse change in your or any guarantor's financial, business or operating condition, or (e) any guarantor defaults under any guaranty for this Agreement. If any amount payable to us is not paid when due, you will pay a late charge equal to: 1) the greater of ten (10) cents for each dollar overdue or twenty-six ($26.00) dollars; or 2) the highest lawful charge, if less. If you are ever in default, at our option, we can terminate this Agreement and require that you pay the unpaid balance of this Agreement, including any future Payments to the end of the term plus the anticipated purchase price of the Equipment (both discounted at 2%). We may recover default interest on any unpaid amount at the rate of 12% per year. Concurrently and cumulatively, we may also use any or all of the remedies available to us under Articles 2A and 9 of the UCC and any other law, including requiring that you: (1) return the Equipment to us to a location we specify; and (2) immediately stop using any Financed Items. In addition, we will have the right, immediately and without notice or other action, to set-off against any of your liabilities to us any money, including depository account balances, owed by us to you, whether or not due. In the event of any dispute or enforcement of rights under this Agreement or any related agreement, you agree to pay our reasonable attorney's fees (including any incurred before or at trial, on appeal or in any other proceeding), actual court costs and any other collection costs, including any collection agency fee. If we have to take possession of the Equipment, you agree to pay the costs of repossession, moving, storage, repair and sale. The net proceeds of the sale of any Equipment will be credited against what you owe us under this Agreement. YOU AGREE THAT WE WILL NOT BE RESPONSIBLE TO PAY YOU ANY CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES FOR ANY DEFAULT, ACT OR OMISSION BY ANYONE. Any delay or failure to enforce our rights under this Agreement will not prevent us from enforcing any rights at a later time. You agree that this Agreement is a "Finance Lease" as defined by Article 2A of the UCC and your rights and remedies are governed exclusively by this Agreement. You waive all rights under sections 2A-508 through 522 of the UCC. If interest is charged or collected in excess of the maximum lawful rate, we will not be subject to any penalties.

7. **FAXED OR SCANNED DOCUMENTS, MISC.:** The parties agree that this Agreement and any related documents hereto may be authenticated by electronic means. The parties agree that the original hereof for enforcement and perfection purposes, and the sole "record" constituting "chattel paper" under the UCC, is the paper copy hereof bearing (i) the original or a copy of either your manual signature or an electronically applied indication of your intent to enter into this Agreement, and (ii) our original manual signature. You agree not to raise as a defense to the enforcement of this Agreement or any related documents that you executed or authenticated such documents by electronic or digital means or that you used facsimile or other electronic means to transmit your signature on such documents. Notwithstanding anything to the contrary herein, we reserve the right to require you to sign this Agreement or any related documents hereto manually and to send to us the manually signed, duly executed documents via overnight courier on the same day that you send us the facsimile, scanned or electronic transmission of the documents. By providing any telephone number, now or in the future, for a cell phone or other wireless device, you are expressly consenting to receiving communications, regardless of their purpose, at that number, including, but not limited to, prerecorded or artificial voice message calls, text messages, and calls made by an automatic dialing system from us and our affiliates and agents. These calls and messages may incur access fees from your provider.

8. **WARRANTY DISCLAIMERS: YOU AGREE THAT YOU HAVE SELECTED ANY/ALL THIRD PARTY SUPPLIERS AND EACH ITEM OF EQUIPMENT BASED UPON YOUR OWN JUDGMENT AND YOU DISCLAIM ANY RELIANCE UPON ANY STATEMENTS OR REPRESENTATIONS MADE BY US. YOU WILL CONTINUE TO MAKE ALL PAYMENTS UNDER THIS AGREEMENT REGARDLESS OF ANY CLAIM OR COMPLAINT AGAINST ANY SUPPLIER, LICENSOR OR MANUFACTURER, AND ANY FAILURE OF A SERVICE PROVIDER TO PROVIDE SERVICES WILL NOT EXCUSE YOUR OBLIGATIONS TO US UNDER THIS AGREEMENT. YOU ARE NOT ENTITLED TO REDUCE OR SET-OFF AGAINST AMOUNTS DUE UNDER THIS AGREEMENT FOR ANY REASON. WE MAKE NO WARRANTIES, EXPRESS OR IMPLIED, OF, AND TAKE ABSOLUTELY NO RESPONSIBILITY FOR, MERCHANTABILITY, FITNESS FOR ANY PARTICULAR PURPOSE, CONDITION, QUALITY, ADEQUACY, TITLE, DATA ACCURACY, SYSTEM INTEGRATION, FUNCTION, DEFECTS, OR ANY OTHER ISSUE IN REGARD TO THE EQUIPMENT, ANY ASSOCIATED SOFTWARE AND ANY FINANCED ITEMS. WE ASSIGN TO YOU ANY WARRANTIES GIVEN TO US.**

9. **LAW, JURY WAIVER:** **Agreements, promises and commitments made by Lessor, concerning loans and other credit extensions must be in writing, express consideration and be signed by Lessor to be enforceable.** This Agreement may be modified only by written agreement and not by course of performance. **YOU AGREE THAT THIS AGREEMENT AND ANY CLAIM RELATED TO THIS AGREEMENT SHALL BE GOVERNED BY THE INTERNAL LAWS OF THE STATE IN WHICH OUR (OR, IF WE ASSIGN THIS AGREEMENT, OUR ASSIGNEE'S) PRINCIPAL PLACE OF BUSINESS IS LOCATED AND ANY DISPUTE CONCERNING THIS AGREEMENT WILL BE ADJUDICATED IN A FEDERAL OR STATE COURT IN SUCH STATE. YOU HEREBY CONSENT TO PERSONAL JURISDICTION AND VENUE IN SUCH COURTS AND WAIVE TRANSFER OF VENUE.** For any action arising out of or relating to this Agreement or the Equipment, **YOU AND WE WAIVE ALL RIGHTS TO A TRIAL BY JURY**.

10. **MAINTENANCE AND SUPPLIES:** The charges established by this Agreement include payment for the use of the Equipment, accessories, and, unless otherwise indicated on the face, maintenance during normal business hours, inspection, adjustment, parts replacement, drums, cleaning material required for proper operation and black toner and developer. Paper and staples must be separately purchased by you. If necessary, the service and supply portion of this Agreement may be assigned by us. We may charge you a supply freight fee to cover our costs of shipping supplies to you. The service and maintenance of the Equipment may be governed by a separate terms and conditions service agreement.

11. **OVERAGES AND COST ADJUSTMENTS:** You agree to comply with our billing procedures including, but not limited to, providing us with periodic meter readings on the Equipment. At the end of the first year of this Agreement and once each successive twelve-month period, the Payment and the Overage charges may be increased by a maximum of 15% of the then existing charge. Images made on equipment marked as not financed under this Agreement will be included in determining your image and overage charges. We will also review your scan meter. If your scan meter exceeds your output (image) meter, you may be charged additionally for excessive scan meter usage. A "scan" is defined as the electronic rasterization of a hard copy document with no associated hard copy output on the scanning device. Meter Readings may be obtained remotely under certain circumstances and you consent to our ability to obtain remote meter readings.

12. **UPGRADE AND DOWNGRADE PROVISION:** AFTER COMMENCEMENT OF THE AGREEMENT AND UPON YOUR WRITTEN REQUEST, AT OUR SOLE DISCRETION, WE MAY REVIEW YOUR IMAGE VOLUME AND PROPOSE OPTIONS FOR UPGRADING OR DOWNGRADING THE EQUIPMENT TO ACCOMMODATE YOUR BUSINESS NEEDS.

13. **TRANSITION BILLING:** In order to facilitate an orderly transition, including installation and training, and to provide a uniform billing cycle, the start date of this Agreement (the "Effective Date") will be a date after the certification of acceptance of the Equipment, as shown on the first invoice. The payment for this transition period will be based on the base minimum usage payment, prorated on a 30-day calendar month, and will be added to your first monthly Payment.

14. **IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING AN ACCOUNT:** To help the United States fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account. What this means for you: When you open an account, we will ask for your legal name, address, Tax ID#, and other information that will allow us to identify you. We may also ask for copies of certified articles of organization, an unexpired government issued business license, a partnership agreement or other documents that indicate the existence and standing of the entity.

# BURBANK USD MANAGED PRINT SERVICES SOW

## STATEMENT OF WORK (SOW) Addendum 2

Sharp Business Systems and Burbank Unified School District

## Addendum 2

## SCOPE OF WORK (SOW) AGREEMENT BETWEEN SHARP BUSINESS SYSTEMS (SBS) AND BURBANK UNIFIED SCHOOL DISTRICT

### SUMMARY

Burbank USD ("Burbank USD") and Sharp Business Systems ("SBS") have created this addendum to address the

### CHANGES TO ORIGINAL SOW DATED AUGUST 22, 2019

- Effective July 1st, 2024, the Sharp MX-7090 production color MFP and Morgana offline devices will be owned outright by BUSD.
- BUSD will own the entire fleet of HP desktop devices at the end of the contract extension.
- Effective 10/1/2024, HP desktop CPC rates will change from .0099 B/W & .099 Color to .011 B/W & .011 color.
- Quarterly Business Reviews/Billing Recap meeting to happen via Teams once per quarter prior to final invoice being finalized.
- Face to face meeting to happen between SBS and BUSD technical staff to happen annually at a minimum.
- HP desktop devices that do not report for two consecutive quarters will be automatically converted to the flat rate pricing program of $48 per color device and $10 per B/W device.
- The rest of the existing SOW pertaining to the remaining SBS fleet on site at BUSD will remain unchanged.
- SBS will keep five HP back up loaner devices on hand in the BUSD warehouse for hot-swaps.
- SBS will hot-swap any HP desktop printer that is down for more than 48 hours.
- SBS guarantees that the performance of our OEM compatible toner for HP printers will be equal to the that of HP OEM toner.

**ADDENDUM 1**

**SIGNATURE PAGE**

This Addendum to the original Statement of Work and Service Level Agreement (SOW) describes the arrangement between Burbank USD (Burbank USD) and Sharp Business Systems (SBS) on this 10 day of June, 2024 regarding the Services provided to Burbank USD by Contractor under this Agreement.

By execution of this Statement of Work the Parties agree to the terms and conditions stated:

| **Burbank USD** | **Sharp Business Systems** |
|---|---|
| _____ | Christopher Hart |
| Signature | Signature |
| _____ | Christopher Hart |
| Print Name | Print Name |
| _____ | Director |
| Title | Title |
| _____ | Jun 10, 2024 |
| Date | Date |

# Burbank USD SOW_Addendum 2 Updated 6.10.24

Final Audit Report 2024-06-10

| | |
|---|---|
| Created: | 2024-06-10 |
| By: | Anne Beck (Anne.Beck@SharpUSA.com) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAAPvj0ubySrVN-7cBqMiDJafe72kyQcC1Y |

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Signature Date: 2024-06-10 - 10:24:31 PM GMT - Time Source: server

Agreement completed.
2024-06-10 - 10:24:31 PM GMT

Adobe Acrobat Sign

**Burbank Unified School District**
**Instructional Services**
**REPORT TO THE BOARD**

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Peter Knapik, Assistant Superintendent, Educational Services |
| PREPARED BY: | Peter Knapik, Assistant Superintendent, Educational Services |
| SUBMITTED BY: | Stephanie Beauregard, Administrative Secretary II |
| DATE: | June 20, 2024 |
| SUBJECT: | Approval of Agreement with Hanover Research (LCAP Funds) |

**Background:**

In 2022, the Burbank Unified School District entered into a three-year contract with Hanover Research Inc. to provide research assistance including survey creation, implementation and analysis for the LCAP and School Climate Survey as well as a variety of other projects.

**District-Wide Goals for 2022-2023:**

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

**Discussion/Issues:**

In order to assist with improving mental health services for students, the District is adding additional services which include a more in-depth study to include focus groups consisting of students, parents, teachers and administrators. These focus groups will assist in determining which supports are currently working well and where the District can improve.

The additional services and cost are as follow:
Focus Group Consultation - $22,500
Customized Survey- $46,885

**Fiscal Impact:**

The cost will be funded out of LCAP Supplemental, not to exceed $69,385.

**Recommendation:**

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the agreement for consultant services between the Burbank Unified School District and Hanover Research, to provide focus group and research assistance, effective July 1, 2024 through June 30, 2025, not to exceed $69,385 (01.0-01500.0-11100-10000-5890-7420000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

# Hanover Research

## Services Agreement

4401 Wilson Blvd, 4th Floor, Arlington VA 22203
Phone: (202) 559-0057 Fax: (202) 204-5802

| Order Form Information | | | |
|---|---|---|---|
| **Date** | 4/9/2024 | **Valid Until** | 4/30/2024 |
| **Quotation #** | Q-06754 | **Prepared By** | Rebecca Rippey |

| Bill-to Information | | Contact Information | |
|---|---|---|---|
| **Customer Name** | Burbank Unified School District | **Contact Name and Email** | John Paramo<br>johnparamo@burbankusd.org |
| **Billing Contact Name and Email** | John Paramo<br>johnparamo@burbankusd.org | **Address** | 1900 West Olive Avenue, Burbank, CA 91506 United States of America 91506 |

| Quantity | Description | Start Date | End Date | Amount |
|---|---|---|---|---|
| 1.00 | Focus Group Consultation | 7/1/2024 | 6/30/2025 | $22,500.00 |
| 1.00 | Custom Research Queue | 7/1/2024 | 6/30/2025 | $46,885.00 |
| If you have any questions concerning this quotation, please contact:<br>**Rebecca Rippey rrippey@hanoverresearch.com** | | | | **$69,385.00** |
| Thank you for your business! | | | | |

| Invoicing Schedule | |
|---|---|
| **Payment Due Date** | **Amount** |
| 7/30/2024 | $46,885.00 |
| 7/30/2024 | $22,500.00 |

STANDARD TERMS & CONDITIONS:

1. This order form is made effective this day and shall remain valid until **4/30/2024** after which, if not accepted by the Client by signature below, it shall become null and void.
2. All prices are in US dollars.
3. Prices do not include taxes. Client shall be responsible for any applicable taxes. Please forward tax-exempt certificate for new Clients, as appropriate.
4. Failure to pay promptly will result in project postponement or suspension of service.
5. Client understands and agrees that there may from time to time be incidental costs not included in the Service Fee set forth above ("Additional Services"). Such Additional Services may include purchased database access, panel costs, survey incentives, translation costs, infographic development costs, postage/printing for mass mailings, etc. With prior written approval, Client agrees to pay for all such Additional Services to either Hanover or directly to such third-party vendor if requested. If Additional Services are estimated to cost

exceed $10,000, Client shall either (1) contract directly with the third-party vendor(s) for such Additional Services, or (2) execute an additional order form stating the estimated fees and pre-pay to Hanover Research such estimated fees for the Additional Services prior to the project kick-off.

This agreement "**Agreement**" between The Hanover Research Council LLC ("**Hanover Research**") and Client runs from the Effective Date to the End Date. Under this Agreement, Client has the authority to request research services on any topic (the "**Research Services**"), as well as the right to ask Hanover Research to expedite work of particular urgency. All Research Services are available to Client on a subscription basis within the confines of a sequential research queue, in that Hanover will perform up to one (1) Research Services project at a time, per queue purchased as noted in the Order Form. Client shall, in its discretion, prioritize the research projects that form the basis of the Research Services as it deems appropriate. Research Services may include but are not limited to: custom research reports; survey design, administration and analysis; interviews with industry/issue experts; secondary research; data analysis; and benchmarking (product/service comparison, key performance and efficiency metrics).

**SIGNATURE:**

Does Customer require a Purchase Order (PO)? no

If Yes, please provide PO#: will send

This Order Form between The Hanover Research Council LLC ("Hanover Research") and **Burbank Unified School District** hereby incorporates by reference the following terms and conditions ("Client Services Terms - Education") that are available for review by Client online at: (http://www.hanoverresearch.com/client-services-terms-conditions-education/) (collectively with any applicable Order Forms, the "Agreement"). Client's signature below shall be deemed its acceptance and acknowledgement of the Agreement. Each person signing this Order Form represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Order Form and the Agreement.

[X] Client will receive Deliverables through Hanover Digital.

| | | | |
|---|---|---|---|
| Client Name | Burbank Unified School District | Hanover Research | Hanover Research Council LLC |
| Client Signature | DocuSigned by: 5C8DCE4FB96F41D... | Hanover Research Signature | DocuSigned by: Meredith Melson EE63E934A0D3483... |
| Date Signed | 4/15/2024 | Date Signed | 4/15/2024 |

**Burbank Unified School District**
**Special Education Department**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Jennifer Nicholson, Director of Special Education and Psychological Services |
| PREPARED BY: | Jennifer Nicholson, Director of Special Education and Psychological Services |
| SUBMITTED BY: | Sandra Shearer, Administrative Secretary |
| DATE: | June 20, 2024 |
| SUBJECT: | Approval of Agreement for Professional Services (Special Education) |

**Background:**

The Board of Education is being asked to approve an agreement for professional services to provide an occupational therapy assessment for special education student 960022536, 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 $1,725.

**Recommendation:**

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Therapy In Action, to provide an occupational therapy assessment, not to exceed $1,725 (01.0-65000.0-57602-11900-5850-744000) for special education student 960022536, effective June 21, 2024 through December 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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

**CONSULTANT AGREEMENT**

**TERM OF AGREEMENT**

**This Agreement,** made and entered into this 6th day of June 2024 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Therapy In Action hereinafter referred to as "Consultant."

Payee's Name: Therapy In Action Daytime Phone Number: 818-708-2292 X105

Mailing Address: 18522 Oxnard St. Tarzana, CA 91356 Email Address: Emily@therapyinaction.com

Sponsoring Administrator: John Paramo Superintendent Special Education
Print Name Title Signature Location

Board Approval: 06/20/2024 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 **$1,725** **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on: 06/21/2024 and terminating on: 12/30/2024.
3. Payment Terms: Net 45 Days
4. District desires to enter into an Agreement in which Therapy In Action will provide an Occupational Therapy Assessment IEE for Student 960022536. The assessment includes evaluation, report, travel and attendance to the IEP meeting (up to 2 hours).
5. The Consultant shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.

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

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

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

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

12. Communicate within twenty-four hours to Therapy In Action the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

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

14. This Agreement shall constitute the entire Agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

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

**INDEMNIFICATION**

Therapy In Action 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 Therapy In Action 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 Therapy In Action, its agents, subcontractors, employees or other representatives referred to in this Agreement, Therapy In Action 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 Therapy In Action 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 Therapy In Action demand.

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

**ARBITRATION**

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

Jennifer Nicholson
Print Representative Name

Director, Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Therapy In Action
Consultant/Company

Print Representative Name

Title

Signature

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: | Carrie Bogdanovich, Director of Food Services |
| SUBMITTED BY: | Terri Ramirez-Adams, Senior Administrative Secretary |
| DATE: | June 20, 2024 |
| SUBJECT: | Approval of Professional Agreement with Ledesma & Meyers Construction Company, Inc. |

**Background:**

Burbank Unified School District and Ledesma & Meyers Construction Company, Inc. was chosen as the responsible and response company from RFP# 2324-035 to provide Contract Management/Project Management Services for Burbank USD Food Services Department. At the time it was determined based experience, services provided and cost to proceed with a contract. After review of current infrastructure and projects needed it was determined that Contract management was needed to oversee the projects required to improve the infrastructure at all school sites.

**Discussion and Issues:**

Food Services ability to increase scratch-based meal preparation, improve sanitation, improve employee standard operation procedure is currently determined by the infrastructure found within the kitchens. Majority of the kitchens currently do not have the ability to upgrade from 2 compartment sinks to 3 compartment sinks, current health code, due to the size of the drain line out of the kitchen. In addition, the installation of additional scratch-based equipment currently is unable to be installed due to the lack of floor drains installed in the school site. In addition, it could be determined other infrastructure project are required to be completed to upgrade the Burbank Unified School District Kitchens.

Historically, infrastructure improvement is not allowed to be paid out of Fund13- Cafeteria Fund and are required to be paid by the District using Fund 01 – General Fund. However, the Food Services Department applied and received one-time money from State of California, KIT Funds 2022, for infrastructure improvement with the goal to increase scratch-based meal preparation that normally would be required to be expenditure of Fund 01.

After review of current infrastructure and projects needed it was determined that Contract management was needed to oversee the projects required to improve the infrastructure at all school sites. Food Services Department published RFP 2324-035, CMA Food Services for various sites and after the determination/RFP processed determined that Ledesma & Meyers Construction Company, Inc. was the best company to provided the services to complete the needs of the Food Services Department.

Ledesma & Meyers Construction Company, Inc. is located in Rancho Cucamonga, CA, is not merely a

construction management firm as well and they have expertise of a highly experienced public-school builders that approached each and every project from inception through completion. Ledesma & Meyers have a track record of building strong partnerships with clients that result in successfully Building Your Vision.

Ledesma & Meyers have built relationships and have a regular following of hundreds of highly qualified local trade contractors with public school experience thereby assuring you a seamless fully transparent, and highly competitive bid followed with a smooth and controlled non-litigious construction process. Their unique background and qualifies of their firm coupled with a proposed project team is what makes Ledesma & Meyer a good fit for Burbank Unified School District, Food Services Department.

**Fiscal Impact:**

Not to exceed $1,000,000, KIT Funds 2022 (01.0-70320.0-00000-37000-5850-7490000) for services provided during the School Year. The contract is for the June 21, 2024 to June 30, 2025.

**Recommendation:**

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the agreement between Burbank Unified School District and Ledesma & Meyers Construction Company, Inc., effective June 21, 2024 through June 30, 2025, or CDE deadline, not to exceed $1,000,000 (01.0-70320.0-00000-37000-5850-7490000), and that authority to sign the agreements be exercised pursuant to BUSD-AR 3314, as presented.

# CONSTRUCTION MANAGEMENT SERVICES
**(For Multi-Prime or Single-Prime Projects)**

This Construction Management Services Agreement ("Agreement") is made and entered into this 21 day of June, 2024 by and between the Burbank Unified School District (hereinafter the "District") and Ledesma & Meyer Construction Company Inc. (hereinafter referred to as "Construction Manager") for construction management services relating to a multi-prime construction contract for construction of various District projects henceforth referred to as the "Project" and as specifically assigned by future signed and approved amendment/s to this Agreement.

## Article 1
## CONSTRUCTION MANAGER'S SERVICES AND RESPONSIBILITIES

Construction Manager represents to the District that it has the necessary license for a Construction Manager as provided for in Government Code section 4525 et seq. that it has expertise and experience in construction supervision; bid evaluation; project scheduling; cost benefit analysis; claims review and negotiation; and general management and administration of construction projects. Construction Manager further represents to the District that it is properly registered with the Department of Industrial Relations and qualified to perform public works in accordance with Labor Code sections 1725.5 and 1771.1 at all times during the term of this Agreement. Construction Manager covenants to provide its best skill and judgment in furthering the interests of the District in the management of the construction of the Project. Construction Manager agrees to furnish efficient business administration and management services and to perform in an expeditious and economical manner consistent with the interests of District. Construction Manager shall provide the following services with respect to Project.

### 1.1 PRECONSTRUCTION SERVICES

1.1.1 The services to be provided during the Preconstruction Phase for the Project include, but are not limited to, providing responsible reporting, documentation, recommendations and supervision of the following services: pre-construction scheduling, review and recommendations during the design development stages from the schematic phase to the completion of working drawings, preparation of conceptual and periodic estimates, budget assessment and cost containment advice, value engineering studies and recommendations, and Construction Manager reviews.

1.1.2 Construction Management Plan. In consultation with the Architect of Record ("Architect"), the Construction Manager shall prepare a Construction Management Plan for the Project which shall establish the scope for the Project and the general basis for the sequence of contracting for construction of the Project. In preparation for this Construction Management plan, the Construction Manager shall evaluate the local construction market, the District's schedule and budget goals for the Project, develop various alternative approaches, and make recommendations to the District. Upon approval by the District of the Construction Management Plan for the Project, the Construction Manager shall prepare the Construction Management Plan in final form. This document shall indicate the Project's rationale and recommend the strategy for purchasing, construction, the various bid packages for Project, and a Master Project Schedule.

## 1.2 GENERAL SERVICES

1.2.1 Master Project Schedule. The Construction Manager shall develop a Master Project Schedule for the Project, subject to approval by the District, which shall contain key milestones to be accomplished by the participants, including milestone completion dates for the Architect's and any consultant's design activities. The Master Project Schedule shall be consistent with the schedule attached hereto as Exhibit "A" and incorporated herein. The Master Project Schedule shall contain a critical path schedule for the construction of the Project and shall provide all major elements including dates, durations, phasing, milestones, and general sequencing necessary for the completion of the Project. The Construction Manager shall periodically update the Master Project Schedule for the Project and submit each update to the District for the District's approval. Based on the approved Master Project Schedule, the Construction Manager shall prepare an Outline Schedule that includes all requirements of the Project. The Outline Schedule will be issued to all bidders for the Project and will be used by the Trade Contractors to prepare their Trade Contractor Baseline Schedules and to prepare the Project Baseline Schedule.

1.2.2 Project Budget. The Construction Manager shall provide a budget based upon the amounts provided by the District pursuant to Article 2.2 ("Project Budget"). This budget shall include: the anticipated total of all of the separate contracts for the Project pursuant to Article 1.2.9 ("Construction Cost"); Construction Manager's compensation; and the General Conditions costs as provided in this Agreement. The Construction Manager shall review any Project requirements of District, the District's schedule goals, and existing budget data.

The Construction Manager shall make a report of the Project Budget to the District indicating: (1) shortfalls or surpluses in the budget, and (2) recommendations for cost reductions, value engineering, or revisions to the District's Project requirements. The Construction Manager shall consult with the Architect and the District to suggest reasonable adjustments in the scope of the Projects, if any, and to suggest alternate Bids in Construction Documents to adjust the construction costs to conform to the Project Budget.

1.2.3 Cost Management Procedures. The Construction Manager shall implement and maintain cost management procedures throughout the Preconstruction Phase for the Project. When design or programmatic changes are made and approved by the District, these changes shall be recorded and the cost effect shall be documented.

1.2.4 Construction Management Coordination. The Construction Manager shall provide input to the District relative to means and methods of construction, duration of construction, and constructability.

1.2.5 Constructability Reviews. The Construction Manager shall review the Architect's 50% and 90% Construction Documents submissions and provide written comments on the coordination of the various disciplines, including, but not limited to, civil, structural, architectural, mechanical, electrical, HVAC, plumbing, and landscape. The Construction Manager shall perform constructability reviews of such Construction Documents utilizing a checklist type method such as Redicheck or some other form acceptable to District. The checklists shall be made available to the District. The Construction Manager shall confirm that

all constructability comments and revisions agreed upon by the Construction Manager, Architect and District are incorporated into the Construction Documents prior to them being issued to bidders.

1.2.6 Cost Adjustment Sessions/ Value Engineering. The Construction Manager shall prepare for the District's approval a more detailed estimate of Construction Cost, as defined in Article 3, developed by using estimating techniques which anticipates the various elements of the Project. The Construction Manager shall update and refine this estimate at 50% and 90% completion of the Construction Documents. The Construction Manager shall advise the District and the Architect if it appears that the Construction Cost may exceed the budgeted amount for Construction Cost as set forth in the Project Budget. The Construction Manager shall make recommendations for corrective action to bring the Construction Costs within the District Budget including any proposed value engineering to reduce costs. The Construction Manager shall confirm that all approved value engineering revisions are incorporated into the Construction Documents prior to them being issued to bidders.

1.2.7 Design Review and Comments. The Construction Manager shall provide coordination between the Architect and the District on the proper flow of information for the Project. The Construction Manager shall develop written procedures for orderly communication to all Project consultants. Construction Manager shall advise on-site use and improvements. A fixed limit has been established under Article 2.2 The Construction Manager shall consult with the Architect and the District to suggest reasonable adjustments in the scope of the Project, and to suggest alternate bids in the Construction Documents to adjust the Construction Cost to the budgeted amount for Construction Cost as set forth in the Project Budget, if necessary.

1.2.8 Assignment of Responsibility. The Construction Manager shall provide recommendations and information to the District regarding the assignment of responsibilities for safety precautions and programs; temporary Project facilities; and equipment, materials and services for common use of contractors. The Construction Manager shall verify that the requirements and assignment of responsibilities are included in the proposed contract documents.

1.2.9 Separate Contracts (Multi-Prime Contracting). The Construction Manager shall advise on the separation of the Project into separate contracts for various categories of work ("Contracts"). The Construction Manager shall advise on the method to be used for selecting trade contractors (and/or a general contractor) and awarding individual bids or a singular bid. The Construction Manager shall prepare and revise contractor prequalification documents and identify potential contractors for District approval. The Construction Manager shall inspect, review, revise and assure proper delivery, assembly of the Project manuals and specifications and shall manage and coordinate the development of Construction Documents with the Architect. The Construction Manager shall review drawings and specifications for the Contracts to provide that: (1) the work of the separate contractors is coordinated, (2) all requirements for the Project have been assigned to the appropriate separate Contract and there are no gaps or overlaps in the work for each Contract to fully complete the Project, (3) the likelihood of jurisdictional disputes has been minimized, and (4) proper coordination has been provided for phased construction.

1.2.10 Monthly Reports. With the District's assistance, Construction Manager shall provide a detailed cash flow tracking system for the Project. The system must be approved and accepted by the District. The Construction Manager shall update the cash flow spread sheet monthly or as required by the District.

1.2.11 Coordination of Relocation of District Property. If applicable, Construction Manager shall coordinate the moving, relocation, temporary housing and storing of the District's property prior to the construction phase for the Project.

1.2.12 Office of Public School Construction and Other Public Agencies. The Construction Manager, in cooperation with the District and Architect, shall assist with the coordination and processing of all necessary paperwork and close-out documents with the Office of Public School Construction ("OPSC"), Division of the State Architect ("DSA") and any other applicable public agencies.

1.2.13 Professional Consultants. The Construction Manager shall assist the District, if required, in selecting and retaining the professional services of surveyors, special consultants and testing laboratories, and coordinate their services.

## 1.3 PLAN CHECK AND BIDDING PHASE.

1.3.1 Bidding Procedures. The Construction Manager shall develop and expedite bidding procedures for bid document issuance, bid tracking and receipt of proposals with regard to each of the Contracts. The Construction Manager shall also take the necessary procedures to administer any prequalification of potential contractors as directed by the District and ensure that all Contracts are competitively bid when required by law.

1.3.2 Public Relations Activities. The Construction Manager shall assist the District in all public relations including, but not limited to, preparation of Project information and attending internal and public meetings as required, including site meetings. The Construction Manager shall be the point of contact for the entire community during all phases of construction in regards to any complaints, questions, safety issues, noise problems, dust problems, etc. and will notify the District in advance of taking any appropriate action that requires a public communication document or public statement.

1.3.3 Generate Bidder Interest. The Construction Manager shall develop bidder's interest in the Project and shall maintain contact with potential bidders for the Contracts on a regular basis throughout the bid period. A telephone campaign shall be conducted by Construction Manager to stimulate and maintain interest in bidding on the Project.

1.3.4 Bid Advertisements. The Construction Manager shall coordinate the preparation and placement of the notices and advertisements to solicit bids for each of the Contracts as required by law in cooperation with the District.

1.3.5 Prepare and Expedite Bid Documents Delivery. The Construction Manager shall coordinate and expedite the preparation, assembly and delivery of bid documents and any addenda for each of the Contracts to the bidders including the following, as applicable:

(a) Establish bid schedule by trade;

(b) Prepare summaries of work bid packages;

(c) Arranging for printing, binding and wrapping;

(d) Arranging for delivery; and

(e) Follow-up calls to the bidders.

The Construction Manager shall include the following requirements in all proposed Trade Contracts and/or general contract:

(a) The following bonding requirements:

(i) Performance bond at 100% of the contract amount; and

(ii) Labor and material bond at 100% of the contract amount.

(b) Insurance in amounts and coverage as directed by the District prior to bid.

(c) All bonds must be provided by a California admitted surety.

1.3.6 Pre-Bid Conference(s). In conjunction with the Architect and District, the Construction Manager shall conduct the pre-bid conference(s). These conferences shall be a forum for the District, the Construction Manager, and Architect to present the District's Project requirements to the bidders, including prequalification requirements, as appropriate, and shall familiarize bidders with the particular Project, bid documents, management techniques and with any special systems, materials or methods.

1.3.7 Prequalification. The Construction Manager shall assist the District in administering any prequalification of bidders and subcontractors pursuant to Public Contract Code section 20111.5 and/or 20111.6, evaluating prequalification documents submitted by contractors and assisting in any appeals regarding a contractor's prequalification result or status.

1.3.8 Coordination and Inquiries. The Construction Manager shall coordinate communications related to bidder inquiries and seek resolution for the appropriate party and provide timely forwarding of such information to the bidders and District.

1.3.9 Addenda Review. The Construction Manager shall administer the addenda process and shall provide a review of each addendum during the bid phase for time, cost, or constructability impact, and make appropriate comments or recommendations.

1.3.10 Bidding of Work. All construction work for the Project shall be competitively bid when required by law and awarded in no more than two bid phases in accordance with normal requirements for general contractors. If the Project is funded by State funds, the Construction Manager shall comply with any applicable SAB requirements. A bid phase summary shall be submitted with each bid phase package listing only the low bidders, their contract amounts, the Construction Manager's fee and General Conditions costs assigned

to each bid phase, summed as a total committed cost. Construction Manager shall assist the District and Architect to ensure compliance with Education Code Section 17076.11 with respect Disabled Veteran Business Enterprise goals.

1.3.11 Bid Evaluation. The Construction Manager in cooperation with Architect shall assist the District in prequalification, the bid opening, evaluation of the bids for completeness, full responsiveness and price, including alternate prices and unit prices (if applicable), shall make a formal report to the District with regard to the potential award of a Contract, shall receive bids, prepare bids. The Construction Manager shall include a copy of the proposed Contract for each bidder recommended by the Construction Manager.

If applicable, the summary of bids shall classify all bids according to SAB cost allowance categories. When a bid includes work in more than one cost category, the summary shall assign an appropriate amount to each.

Construction Manager shall certify in writing that the Contracts contained in the submittal for the District represents all the contracts required to perform the work in the plans and specifications for the Project, and that no additional contracts are foreseen to complete the necessary work for such Project. In the event the contracts and the work deferred for the future do not represent 100% of the work, Construction Manager shall be responsible for providing all the construction management services necessary to complete the work that was not included in the initial Contract submittal at no additional cost to the District. In no event shall Construction Manager be entitled to additional compensation or general conditions costs for performing construction management services that are necessary to complete work that was not included in the initial Contracts submittal prepared by the Construction Manager.

1.3.12 Rebidding. In the event the bids exceed the Project Budget and the District authorizes rebidding of all or portions of the Project, the Construction Manager shall cooperate in revising the scope and the quality of work as required to reduce the construction costs for the Project. The Construction Manager, without additional compensation, shall cooperate with the District and Architect as necessary to bring construction costs within the Project Budget.

1.3.13 Non-interest in Project. The Construction Manager shall not be a bidder, or perform work for any bidder on any individual Contract.

1.3.14 Purchase, Delivery and Storage of Materials and Equipment. If applicable, the Construction Manager shall investigate and recommend a schedule for the District's purchase of materials and equipment which are a part of the Project and require long lead time procurement, and coordinate the schedule with the early preparation of portions of the contract documents. The Construction Manager shall expedite and coordinate delivery of all purchases.

If applicable, the Construction Manager shall arrange for delivery and storage, protection and security for District -purchased materials, systems and equipment which are a part of the Project, until such items are incorporated into the Project. The Construction Manager shall coordinate with or assign these activities to the appropriate contractor who is responsible for the installation of such materials, systems, and equipment.

1.3.15 Analysis of Labor. The Construction Manger shall provide an analysis of the types and quantities of labor required for the Project and review the availability of appropriate categories of labor required for critical phases. The Construction Manager shall make recommendations to minimize adverse effects of labor shortages.

## 1.4 CONSTRUCTION PHASE.

The Construction Phase for the Project shall commence with the award of the initial Contract and shall continue until sixty-five (65) days after the recording of a notice of completion for the Project or sixty-five (65) days after completion of the Project as defined in Public Contract Code Section 7107 whichever is earlier.

The Construction Phase consists of the coordination of all activities that are included in the construction of a particular Project. The Construction Manager shall be responsible for coordinating the work for the Project pursuant to the Outline Schedule and Project Baseline Schedule for the construction of the Project. The Construction Manager shall maintain communication with the District throughout the Construction Phase and shall provide responsible reporting and documentation prior to the contractors' pre-construction conference and shall be responsible for coordinating the site construction services provisions (general conditions items) including supervision and administration of the Project, conducting construction progress meetings, providing progress reports, processing contractors requests for information (RFI's), reviewing and recommending with the Architect the approval or disapproval of construction change documents, immediate change directives, change orders and payments to the contractors, and maintaining record keeping to assist the District in negotiations, mediation or arbitration of claims or disputes.

1.4.1 Pre-Construction Conference(s). The Construction Manager shall conduct, in conjunction with the District and the Architect, pre-construction orientation conference(s) for the benefit of the successful contractors and shall serve to orient the contractors to the various reporting procedures and site rules prior to the commencement of actual construction. The Construction Manager shall obtain the certificates of insurance and bonds from the contractors and forward such documents after approval by the Construction Manager to the District. Construction Manager shall conduct initial coordination meetings with the Trade Contractors as required to review and analyze the Contract Documents and address conflicts and clashes observed or that are otherwise determined to exist in the Contract Documents by the Construction Manager so issues can be resolved through RFI's or generated questions.

1.4.2 Contract Administration. The Construction Manager, in cooperation with the Architect, shall administer the construction Contracts as set forth herein and as provided in the General Conditions of the Contacts for construction. The Construction Manager shall coordinate the preparation of construction staging areas on-site for the Project and shall coordinate the preparation of the site for construction, including, but not limited to, coordinating fencing, barricades or other items reasonably necessary for efficient construction. The Construction Manager shall also coordinate the mobilization of all contractors and shall coordinate construction sequencing.

In addition, the Construction Manager shall provide management and

related services as required to coordinate work of the contractors with each other and the activities and responsibilities of the Architect and the District in order to complete the Project in accordance with the Contract Documents and this Agreement and within the Project Budget. The Construction Manger shall provide sufficient organization, qualified and experienced personnel and management to carry out the requirements of this Agreement.

The Construction Manager shall maintain a competent full-time staff at the Project site for the purpose of coordinating and providing general direction for the work and progress of the contractors.

1.4.3 Submittal Procedures. The Construction Manager shall establish and implement procedures with the Architect and coordinate and review shop drawing submittals, requests for information, samples, product data, change orders, payment requests, material delivery dates and other procedures; and maintain logs, files and other necessary documentation. Construction Manager shall assist the Architect and the District's inspector with confirming all contractors and subcontractors submit certified payroll records to the Labor Commissioner in accordance with Labor Code section on at least on a monthly basis (or more frequently if required by the District or the Labor Commissioner). The Construction Manager shall coordinate the dissemination of any information regarding submittals and consult with the Architect and the District if any Contractor requests interpretations of the meaning and intent of the Contract Documents, and assist in the resolution of questions which may arise.

1.4.4 Meetings. The Construction Manager shall coordinate and conduct preconstruction, construction and weekly job-site progress meetings with the Contractors and shall work with the Architect to ensure that the Architect records, transcribes and distributes minutes to all attendees, the District, and all other appropriate parties. The Construction Manager shall assist in the resolution of any technical construction issues.

1.4.5 Coordination of Technical Inspection and Testing. The Construction Manager shall coordinate with the District's certified inspector all testing required by the Architect or other third parties. If requested, the Construction Manager shall assist the District in selecting any special consultants or testing laboratories. All inspection reports shall be provided to the Construction Manager on a regular basis.

1.4.5.1 The Construction Manager shall verify that the Project Inspector has the appropriate amount of Project Inspection Cards (Form DSA 152) that are needed for the inspection and completion of the entire Project prior to the commencement of any work by any Trade Contractor on the Project. The Construction Manager shall immediately inform the District and the Architect if the Project Inspector does not have the requisite Project Inspection Cards needed for the inspection and completion of the Project. The Construction Manager shall review the DSA approved Statement of Structural Tests and Special Inspections (Form DSA 103) for the Project prior to the commencement of any work on the Project in order to become familiar with the all testing and inspections that are required for the completion of the Project.

1.4.5.2 The Construction Manager shall meet with the Architect, Project Inspector, District, Trade Contractors, Laboratory of Record and Special Inspectors as needed throughout the completion of the Project to verify, acknowledge and coordinate the testing and special inspection program required by the DSA approved Construction Documents.

1.4.5.3 The Construction Manager shall coordinate with all Trade Contractors to ensure timely requests for inspections are made and that the requirements related to the DSA's Inspection Card Process and Form DSA 152 are being met for the Project. The Construction Manager shall notify the District, in writing, when delays or impacts to the Project Schedule are being caused by a party not complying with DSA's Inspection Card requirements and Form DSA 152. The Construction Manager shall establish a procedure to verify that the Architect, Architect's Consultants, Project Inspector, Laboratory of Record and Trades Contractors are performing services in compliance with the "Construction Oversight Process Procedure" required by the California Code of Regulations, Title 24 and as further described in the DSA's PR 13-01 and 13-02. As part of the procedure established under this section, Construction Manager must be able to verify that all interim verified reports and verified reports are being submitted to the DSA by the responsible parties in a timely manner. As part of the monthly reporting process, Construction Manager shall notify the Owner when the Architect, Architect's Consultants, Project Inspector, Laboratory of Record or Contractor have failed to comply with the Construction Oversight Process Procedure and must inform the Owner of the impact such failure(s) will have upon the Project and its schedule.

1.4.5.4 Any references to the DSA requirements, DSA forms, documents, manuals applicable to the Project shall be deemed to include and incorporate any revisions or updates thereto.

1.4.6 Construction Observation. The Construction Manager shall assist the District's inspector in observing that the materials and equipment being incorporated into the work are handled, stored and installed properly and adequately and are in compliance with the contract documents for the Project. The Construction Manager shall report to the District regarding the status of such activity. The Construction Manager shall endeavor to guard against defects and deficiencies and shall advise the District of any deviations, defects or deficiencies the Construction Manager observes in the work. The Construction Manager's observation duties shall include reasonable diligence to discover work that is not in compliance with the contract documents. These observations shall not, however, cause the Construction Manager to be responsible for those duties and responsibilities which belong to the District's inspector.

1.4.7 Non-Conforming Work. The Construction Manger shall, in conjunction with the District's inspector, review contractor's recommendations for corrective action on observed non-conforming work. The Construction Manager shall make recommendations to the District, the Architect and Project Inspector in instances where the Construction Manager observes work that, in its opinion, is defective or not in conformance with the contract documents. The Construction Manager shall assist the Project Inspector in observing the Contractor's work to verify that all authorized changes are properly incorporated in the Project. The Construction Manager shall report to the District regarding the status of such activity and provide a written record of the same.

1.4.8 Exercise of Contract Prerogatives. The Construction Manager shall advise the District and make recommendations to the District for exercising the District's Contract prerogatives, such as giving the Contractor notice to accelerate the progress when the schedule goals are in jeopardy due to Contractor failings, withholding payment for cause and other prerogatives when required in an effort to achieve Contract compliance.

1.4.9 Implementation of Project Baseline Schedule. The Construction Manager shall prepare and implement a Project Baseline Schedule based on the input and Trade Contractor Baseline Schedules provided by the Trade Contractors. The Project Baseline Schedule (or Schedule Update) prepared by the Construction Manager shall then constitute the schedule to be used by Trade Contractors, separate contractors, and the District until subsequently revised. The Project Baseline Schedule shall incorporate the Outline Schedule from the Master Project Schedule and shall note durations that will not be adequate or should be shortened based on the reviews of the Trade Contractors. Any modifications to the Outline Schedule shall be reviewed with all other applicable Trade Contractor Baseline Schedules and incorporated into the Construction Manager's Project Baseline Schedule for the entire Project. Construction Manager shall regularly update and maintain the Project Baseline Schedule incorporating the activities of Contractors on the Project, including activity sequences and durations, allocation of labor and materials, processing of shop drawings, product data and samples, and delivery of products requiring long lead time procurement. The Project Baseline Schedule shall include the District's occupancy requirements showing portions of the Project having occupancy priority. The Construction Manager shall update, reissue and distribute the Project Baseline Schedule as required to show current conditions and revisions required by the actual experience and to incorporate Trade Contractor updates. The Construction manager shall notify the District when a Trade Contractor fails to participate in the coordination process of the Project Baseline Schedule or otherwise fails to provide a Trade Contractor Baseline Schedule related to its scope of Work for use by the Construction Manager.

1.4.10 Safety Programs. To the extent required by OSHA or any other public agency, Construction Manager shall obtain each Contractor's safety programs and monitor their implementation along with any necessary safety meetings. Construction Manager shall ensure that such safety programs are submitted to the District.

1.4.11 Endorsements of Insurance, Performance/Payment Bonds. The Construction Manager shall receive and review Endorsements of Insurance, Performance/Payment Bonds from the Contractors and forward them to the District with a copy to the Architect prior to commencement of any work by such contractors. Construction Manager shall inform the District of any noted deficiencies in insurance, or bonds submitted.

1.4.12 Changes in Construction Cost. The Construction Manager shall revise and refine the approved estimate of Construction Cost, incorporate approved changes as they occur, and develop cash flow reports and forecasts as needed.

The Construction Manager shall provide regular monitoring of the approve estimate of Construction Cost, showing actual costs for activities in progress and estimates for uncompleted tasks. The Construction Manager shall identify variances between actual and budgeted or estimated costs and advise the District and the Architect whenever the Project's costs appear to be exceeding budgets or estimates.

1.4.13 Construction Progress Review. The Construction Manager shall keep a daily log containing a record of weather, the Contractors working on the site, number of workers, work accomplished, problems encountered, and other relevant data or such additional data as the District may require. The Construction Manager shall make the log available to the District upon request. The Construction Manager shall prepare and distribute the construction

schedule updates to the Project Baseline Schedule on a monthly basis to maintain the Project Baseline Schedule. After an evaluation of the actual progress as observed by the Construction Manager, scheduled activities shall be assigned percentage-complete values. The report shall reflect actual progress as compared to scheduled progress and note any variances. The Construction Manager shall identify problems encountered in accomplishing the work and recommend appropriate action to the District to resolve these problems with a minimum effect on the timely completion of the Project. If requested by the District, the Construction Manager shall assist the Contractor(s) in preparing a recovery schedule. The recovery schedule shall reflect the corrective action costs (if any) and efforts to be undertaken by the contractor(s) to recapture lost time. This recovery schedule shall be distributed to the Contractor(s), the District, Architect and other appropriate parties.

1.4.14 Maintain On-Site Records. The Construction Manager shall develop and implement a comprehensive document management program. The Construction Manager shall maintain at the Project site, on a current basis: a record copy of all Contracts, drawings, specifications, addenda, change orders and other modifications, in good order and marked to record all changes made during construction; shop drawings; product data; samples; submittals; purchases; materials; equipment; applicable handbooks; Titles 21 and 24 of the California Code of Regulations; the California Uniform Building Code; maintenance and operating manuals and instructions; other related documents and revisions which arise out of the Contracts. The Construction Manager shall maintain records in duplicate, of principal building layout lines, elevations for the bottom of footings, floor levels and key site elevations certified by a qualified surveyor or professional engineer, if necessary. The Construction Manager shall make all records available to the District. At the completion of the Project, the Construction Manager shall deliver all such records to the Architect, so the Architect may complete the record as-built drawings.

1.4.15 Schedule of Values and Processing of Payments. The Construction Manager shall review and approve each Contractor's schedule of values for each of the activities included in that Contractor's schedule of events. The Construction Manager shall develop and maintain a master schedule of values. The Construction Manager shall develop and implement procedures for the review and processing of applications by Contractors for progress and final payments. As part of the evaluation of progress payments, the Construction Manager shall review all "as-built" documents and ensure that the Contractor's "as-built" documents are updated and current. The Construction Manager shall review with the Architect and make recommendations to the District pertaining to payments to the Contractors.

1.4.16 Changes to the DSA Approved Construction Documents. After the Project has been let, all changes to the DSA approved Construction Documents shall be made by means of a Construction Change Document ("CCD") prepared by the Architect in conjunction with the Construction Manager. The Construction Manager shall review all CCD's related to the Project to determine which changes affect the Structural, Access or Fire & Life Safety (collectively "SAFLS") portions of the Project and ensure that such changes are documented and implemented through a written CCD-Category A (Form DSA 140). The Construction Manager shall verify that all CCD-Category A's are submitted to the DSA by the Architect with all supporting documentation and data and that such CCD's are approved by the DSA before work commences on the Project related to such CCD's. The Construction

Manager shall verify that the District has reviewed and approved of all CCD-Category A's before they are submitted to the DSA by the Architect for review and approval. All other changes to the DSA approved Construction Documents not involving SAFLS portions of the Project are not require to be submitted to the DSA unless the DSA specifically requires such changes to be submitted to the DSA in the form of a written CCD-Category B (Form DSA 140) inclusive of all supporting documentation and data. The Construction Manager shall verify that all CCD-Category B's are submitted to the DSA by the Architect with all supporting documentation and data and that such CCD's are approved by the DSA before work commences on the Project related to such CCD's. Changes that are not determined by the Architect and/or DSA to require documentation through an approved CCD-Category A or CCD-Category B shall be documented by the Architect and Construction Manager through an alternative CCD form or other document approved by the District. The Construction Manager shall evaluate Trade Contractors' proposal costs and make a formal recommendation to the District regarding the acceptance of any proposals for a Change Order. The Construction Manager shall assist the Architect with the preparation and issuance of any Immediate Change Directives ("ICD"), as directed by the District, to complete work that is necessary due to a Trade Contractor's failure to complete the Project in accordance with the DSA approved Construction Documents. An ICD is a written order prepared by the Architect and signed by the District and the Architect directing a change in the work where the work must proceed immediately and stating a proposed basis for adjustment, if any, in a Trade Contractor's Contract sum or Contract Time, or both. The Construction Manager shall ensure that the Project Inspector is provided with a copy of each ICD and shall coordinate the inspection of the applicable work under any ICD pursuant to such ICD.

1.4.17 Negotiations of Change Order Costs and Time Extensions. All changes to the DSA approved Construction Documents, whether set forth in a CCD, ICD or any other document approved by the District, shall be incorporated into Change Orders prepared by the Construction Manager in conjunction with the Architect for the District's approval. Each Change Order shall identify: (1) the description of the change in the work; (2) the amount of the adjustment to the Trade Contractor's Contract sum, if any; and (3) the extent of the adjustment in the Trade Contractor's Contract Time, if any. The Construction Manager shall prepare Change Orders, with supporting documentation and data, for the District's review in accordance with the Construction Documents. The Construction Manager shall assist the District and the Architect representative in negotiating any CCD/Change Order costs and time extensions. The Construction Manager shall evaluate and make written recommendations regarding Trade Contractors' proposals for possible CCD's and/or Change Orders.

1.4.18 Change Order Reports. The Construction Manager shall not issue instructions contrary to the Contract between the District and a Trade Contractor, or between the District and Architect. The Construction Manager shall ensure that all changes to the Contract between the District and a Trade Contractor are documented by an approved CCD, ICD, or other document approved and executed by the District. Any communication between the Construction Manager and the Trade Contractors shall not in any way be construed as binding on the District, or releasing the Trade Contractors from fulfillment of any of the terms of the Contract between the District and such Trade Contractors. For the Project, the Construction Manager shall prepare and distribute change order reports on a monthly basis throughout the Construction Phase. This report shall provide information pertaining to

proposed and executed CCD's, ICD's and change orders and their effect on the Contract price and Project Baseline Schedule as of the date of the report.

1.4.19 Contractor Claims. The Construction Manager shall be given copies of all notices of claims by Contractors against the District for any alleged cause. The Construction Manager, jointly with Architect, shall perform evaluation of the contents of the claim within twenty-five (25) days, and make recommendations to the District. If requested by the District, the Construction Manager shall prepare estimates based on any alleged cause of claims submitted by the Contractor(s) and shall prepare alternate estimates based on varying scenarios of the claim cause. These estimates shall be transferred to the District and shall be used in claim rulings and negotiations. If requested by the District, the Construction Manager shall analyze the claims for extension of time and prepare an impact evaluation report which reflects the actual impact to the Project Baseline Schedule. The report shall also provide a narrative including a recommendation for action to the District. If requested by the District, the Construction Manager shall negotiate claims with the Contractor(s) on behalf of the District. The Construction Manager shall make a written recommendation to the District concerning settlement or other appropriate action. Excepting those claims of which the Construction Manager is responsible, Construction Manager's obligations pursuant to this Paragraph shall cease upon completion of the Project as defined in Article 1.4 of this Agreement.

1.4.20 Project Status Reports. The Construction Manager shall prepare and distribute monthly a Project Status Report. The Construction Manager shall ensure that the Verified Reports required by Title 24 of the California Code of Regulations be completed quarterly by the contractors for the Project.

1.4.21 Equipment Instruction Manuals, Warranties and Releases. The Construction Manager shall obtain all written material such as operations and maintenance manuals, warranties, affidavits, releases, bonds, waivers and guarantees for all equipment installed in the Project. All such materials, including equipment instruction material, keys and documents shall be reviewed and delivered to appropriate District personnel.

1.4.22 Completion of Contracts and Project. When the Construction Manager considers a Contractor's work or a designated portion thereof complete, the Construction Manager shall prepare for the Architect a list of incomplete or unsatisfactory items ("Punch-list") and a schedule for their completion. The Construction Manager shall assist the Architect in conducting inspections.

The Construction Manager shall coordinate the correction and completion of the work. The Construction Manager shall assist the Architect in determining when the Project or a designated portion thereof is substantially complete and finally complete. The Construction Manager shall prepare a summary of the status of the work of each contractor, listing changes in the previously issued Punch-list and recommending the times within which contractors shall complete the uncompleted items on the Punch-list.

1.4.23 As-Built Documents. The Construction Manager shall perform coordination, supervisory and expediting functions in connection with the contractor's obligation to provide "as-built" documents and make recommendations for adequate

withholding of retention in the event that a contractor fails to provide acceptable "as-built" documents.

1.4.24 Training Sessions. The Construction Manager shall coordinate and schedule training sessions, if necessary, for the District's personnel and shall require that the Contractor's obligation in providing this training is fulfilled.

1.4.25 Recommendations to District. The Construction Manager shall endeavor to achieve satisfactory performance from each Contractor. The Construction Manager shall recommend courses of action to the District when requirements of a Contract are not being fulfilled, and the nonperforming party shall not take satisfactory corrective action.

1.4.26 Accounting Records. The Construction Manager shall establish and administer an appropriate Project accounting system in conjunction with the District and shall maintain cost accounting records on authorized work performed under unit costs, additional work performed on the basis of actual costs of labor and materials, or other work requiring accounting records.

1.4.27 Permits. The Construction Manager shall assist the District in obtaining all necessary permits for the Project, including without limitation, building, grading, and occupancy permits. This task may encompass accompanying governmental officials (Fire Marshal, DSA, Health Department, etc.) during inspections, assisting in preparing and submitting proper documentation to the appropriate approving agencies, assisting in final testing and other necessary and reasonable activities.

1.4.28 Initial Start-up and Testing. With the Architect and the District's maintenance personnel, the Construction Manager shall observe the Contractors' proper installation of utilities, operational systems and equipment for readiness and assist in their initial start-up and testing for the Project. The Construction Manager shall coordinate and assist the District in the move-in for the Project.

1.4.29 Interim and Final Verified Reports. The Construction Manager shall coordinate with the Project Inspector, Architect, the Architect's Consultants, Special Inspector(s), Laboratory of Record and any other engineers on the Project to verify that all verified reports are timely submitted to the DSA and the District throughout the completion of the Project and prior to the Project Inspector's approval and sign off of any of the following sections on all the Project Inspection Cards (Form DSA 152) required for the construction of the Project: (1) Initial Site Work; (2) Foundation; (3) Vertical Framing; (4) Horizontal Framing; (5) Appurtenances; (6) Non-Building Site Structures; (7) Finish Site Work; (8) Other Work; or (9) Final.

1.4.30 Final Completion and Project Report. The Construction Manager, in conjunction with the Architect and the District's Project Inspector, shall at the conclusion of all corrective action of Punch-list items, make a final comprehensive review of the Project, make a report to the District which indicates whether the Construction Manager and the Architect find the work performed acceptable under the DSA approved Construction Documents and the relevant Project data, and make recommendations as to final payment and the approval of a Notice of Completion for the Project. At the conclusion the Project, the

Construction Manager shall prepare final accounting and close-out reports of all above indicated report systems. These reports shall summarize, for historical purposes, any items which are not self-explanatory.

1.4.31 Assessment of Liquidated Damages. Construction Manager shall advise the District on the Liquidated Damages that shall be assessed against any Trade Contractor for failure to comply with the Baseline Schedule or Schedule Updates, failure to meet Milestones or the Contract Time and failure to timely complete the correction of all Punch-list items. Construction Manager shall immediately notify the District when Liquidated Damages become applicable on account of a Trade Contractor's failure to perform so the District and Construction Manager can notify the Trade Contractor that the Liquidated Damages period has commenced.

1.5 **TIME.**

1.5.1 The Construction Manager shall perform the services set forth in this Agreement as expeditiously as is consistent with reasonable skill and care and the orderly progress of the Projects.

1.5.2 In the event the construction time requirements set forth in Article 1.1.2 of this Agreement are exceeded, and the delay is caused by the Construction Manager, the Construction Manager's fee shall be reduced by an amount of $100 per calendar day as liquidated damages, but not as a penalty, starting from the scheduled construction completion date for the Project until construction is substantially complete.

1.5.3 Construction Manager shall be entitled to an extension of time for the time of completion and shall not be subject to a claim for liquidated damages for delays which may arise due to an Act of God as defined in Public Contract Code section 7105 if the act of God affects the governmental agency from which approvals are necessary for completion of the Project, but Construction Manager shall have no claim for any other compensation for such delay. Should the schedule for the Project be extended due to an act of God as discussed above, the Construction Manager's performance contract shall be extended and the Construction Manager shall be compensated for this extension under the provisions of Article 4.2.4 of this Agreement.

## Article 2
## THE DISTRICT'S RESPONSIBILITIES

2.1 The District shall provide full information regarding the requirements of the Project including the District's objectives, constraints and criteria.

2.2 Prior to the commencement of the Preconstruction Phase for the Project, the District shall provide a financial plan and budget to be utilized by Construction Manager as set forth in Article 1.1.3 of this Agreement.

2.3 The District shall designate a representative ("District Representative") to act on the District's behalf with respect to each Project. The District, or the District Representative, if

authorized, shall render decisions promptly to avoid unreasonable delay in the progress of the Construction Manager's services.

2.4 The District shall furnish tests, inspections and reports as required by law or the contract documents.

2.5 The services, information and reports required by Articles 2.1 through 2.4, inclusive, shall be furnished at District's expense.

2.6 If the District observes or otherwise becomes aware of any fault or defect in the Project, or nonconformance with the contract documents, prompt notice thereof shall be given by the District to the Construction Manager.

2.7 The District reserves the right to perform work related to the Project with the District's own forces and/or to award contracts in connection with the Project. The Construction Manager shall notify the District within ten (10) days of actual knowledge of the District's intent to perform work related to the Project with the District's own forces and/or to award contracts in connection with the Project, if any such independent action shall in any way compromise the Construction Manager's ability to meet the Construction Manager's responsibilities under this Agreement.

2.8 The District shall retain an Architect whose services, duties and responsibilities are described in the Agreement between the District and the Architect. The terms and conditions of the District-Architect agreement shall be furnished to the Construction Manager.

## Article 3
## CONSTRUCTION COST AND PROJECT BUDGET

3.1 The Construction Cost of the Project shall be the total of the final contract sums of all of separate contracts of contractors for the Project and shall not exceed the budgeted amount for the Construction Cost as set forth in the Project Budget.

3.2 Construction Cost shall not include the compensation of Construction Manager, the Architect and other consultants, general conditions, the cost of land, rights-of-way and other costs which are the responsibility of the District as provided in Article 2 hereof, inclusive.

3.3 The Project Budget has been established under Article 2.2 hereof by the allowance for construction. Construction Manager shall consult with the Architect and the District to suggest reasonable adjustments in the scope of the Project, and to suggest alternate bids in the Construction Documents to adjust the construction Project costs so that it does not exceed the Project Budget.

3.4 If the fixed limit of Construction Cost as set forth in the Project Budget is exceeded by the sum of the lowest figures from bona fide bids, the District shall (1) give written approval of an increase in such fixed limit, (2) authorize rebidding of the Project or portions of the Project within a reasonable time, (3) cooperate in revising the scope and the quality of the work as required to reduce the Construction Cost or (4) reject all bids and abandon the Project. In the case of items (2) and (3), Construction Manager, without additional compensation, shall cooperate with the

District and Architect as necessary, including providing services as set forth in Article I, to bring the Construction Cost within the fixed limit of the Project Budget.

3.5 With the District's assistance, Construction Manager shall provide, on a monthly basis, a detailed cash flow tracking system for the Project. The system must be approved and accepted by the District. The Construction Manager shall update the cash flow spread sheet monthly or as required by the District.

Construction Manager shall provide for the District's review and acceptance, a monthly report for the Project. This report shall show the status for the Project that is under construction pertaining to this contract. With the District's assistance, the Construction Manager shall provide all construction related agenda items. Examples: change orders, notices to proceed, notice of completion, authorization to bid, award of contracts, etc.

## Article 4
## BASIS OF COMPENSATION AND PAYMENT

The District shall compensate Construction Manager for the services required hereunder, as follows:

4.1 **BASIC SERVICES FEE.**

4.1.1 The stipulated Not-to-Exceed Fee that shall be paid to the Construction Manager for providing all the services set forth in Article 1 shall be 3% of the total Construction Cost, whichever amount is less (the "Basic Services Fee").

4.1.2 GENERAL CONDITIONS COSTS

General Conditions as described in Article 5 shall be reimbursed at the hourly rates in accordance with Article 5 with the total not to exceed 10% of the total cost of construction unless extenuating circumstances outside the control of the Construction Manager whereby either the size or the duration of an individual project causes the calculation of the general conditions cost to be less than $9,940 per week. In this rare event, the District and Construction Manager shall negotiate in good faith a fair "not to exceed" percentage in advance of the bidding of the particular project.

4.2 **PAYMENT**

4.2.1 BASIC COMPENSATION PAYMENT:

4.2.1.1 Pre-Construction Invoicing. Construction Manager shall invoice up to 35% of the Basic Services for the services set forth in Article 1 based on the actual level of completion, from the time the Construction Manager begins work on the Project to the commencement of the Construction Phase time the contractor is selected by the District.

4.2.1.2 Construction Invoices. Construction Manager shall invoice up to 95% of the balance of the Basic Services Fee based on the actual level of completion during the Construction Phase.

4.2.1.3 Project Retention. Construction Manager shall invoice 5% of the Basic Services Fee 35 days after the District files the last Notice of Completion for the Project.

4.2.2 GENERAL CONDITIONS PAYMENT

Construction Manager shall invoice General Conditions costs monthly during the duration of the bidding and construction work phases. All General Condition costs must be supported by an invoice, receipt, an employee time sheet, or other acceptable documentation.

4.2.3 PAYMENT OF INVOICES.

The District shall make payments to Construction Manager within thirty (30) days of receipt of the appropriate and approved invoice from Construction Manager.

4.2.4 ADDITIONAL COMPENSATION.

Construction Manager shall not be entitled to additional compensation unless there are unusual and unanticipated circumstances and only when approved in writing by the District, in advance of such services being provided. If the Construction Manager shall claim compensation for any damage sustained by reason of the acts of the District or its agents, Construction Manager shall, within ten (10) days after sustaining of such damage, submit to the District a written statement of the damage sustained. On or before the 15th day of the month succeeding that in which such damage shall have been sustained, the Construction Manager shall file with the District an itemized statement of the details and amount of such damage in accordance with this Article, and unless such statement is submitted, any claims by Construction Manager shall be forfeited and invalidated and Construction Manager shall not be entitled to consideration for payment on account of any such damage. In the event extra compensation is approved, extra compensation shall be computed at cost of billings to Construction Manager by Construction Manager's consultants and for other costs incurred by the Construction Manager and at the following rates for Construction Manager's employees:

| | |
|---|---|
| Principal In Charge | No Charge |
| Executive Project Director | $180.00 |
| Project Manager | $160.00 |
| Superintendent | $150.00 |
| Project Coordinator | $125.00 |

## Article 5
## GENERAL CONDITIONS

Construction Manager shall provide the General Conditions for the Project. General Conditions of the Project are defined as those generic support activities which must be in place to support all bidding and construction aspects of the Project. These include the following:

| CATEGORY: | BILLING RATE: |
|---|---|
| Supervision (full time @ 8 hours per day) | $150.00 per hour |
| Project Coordinator (periodically as required) | $125.00 per hour |
| Executive Director (periodically as required) | $180.00 per hour |
| Estimator (periodically as required) | $160.00 per hour |
| UPS charges / postage / printing | (to be reimbursed at direct invoice cost) |

In no event shall the General Condition costs exceed 10% of the construction cost per Article 4.1.2.

Any other General Condition items and services shall be billed at their actual cost, and the Construction Manager shall take all reasonable steps necessary to obtain the most competitive prices available for these items. If Construction Manager desires to be reimbursed for any other General Conditions costs not specifically set forth in this Article, prior to the commencement of the Construction Phase, Construction Manager shall submit a list of these General Condition items to the District for the District's approval. The cost of any additional items shall not be reimbursable unless advance written authorization is provided by the District to Construction Manager to obtain the item.

## Article 6
## TERMINATION, ABANDONMENT OR SUSPENSION OF WORK

### 6.1 TERMINATION OF CONSTRUCTION MANAGER'S SERVICES FOR CAUSE.

The District may give seven (7) days written notice to Construction Manager of District's intent to terminate the Construction Manager's services under this Agreement for failure to satisfactorily perform or provide prompt, efficient or thorough service or Construction Manager's failure to complete its services or otherwise comply with the terms of this Agreement. If after the expiration of such seven (7) days, Construction Manager fails to cure the performance as set forth in the District's notice of intent to terminate the Construction Manager's services, District may issue a notice of termination. At that time, Construction Manager's services shall be terminated as set forth in District's notice. In the event of termination due to a breach of this Agreement by Construction Manager, the compensation due Construction Manager upon termination shall be reduced by the amount of damages and liquidated damages sustained by District due to such breach.

In the event a termination for cause is determined to have been made wrongfully or without cause, then the termination shall be treated as a termination for convenience in accordance with Article 6.3 below, and Construction Manager shall have no greater rights than it would have had if a termination for convenience had been effected in the first instance. No other loss, cost, damage, expense or liability may be claimed, requested or recovered by Construction Manager.

## 6.2 ABANDONMENT OF PROJECT.

The District has the absolute discretion to suspend or abandon all or any portion of the work on a Project and may do so upon fourteen (14) days written notice to the Construction Manager. Upon notice of suspension or abandonment, Construction Manager shall immediately discontinue any further action on the Project. If the entire work to be performed on the Project is abandoned, the parties shall each be relieved of the remaining executory obligations of the Agreement, as it relates to the Project, but shall not be relieved of any obligations arising prior to said abandonment. In the event the District abandons or suspends the work on the Project, there shall be due and payable within thirty (30) days following such abandonment or suspension compensation for all approved services performed and all approved expenses incurred pursuant to this Agreement supported by documentary evidence, including payroll records, and expense reports up until the date of the abandonment or postponement plus any sums due the Construction Manager for approved extra services.

## 6.3 TERMINATION WITHOUT CAUSE (FOR CONVENIENCE).

The District shall also have the right in its absolute discretion to terminate this Agreement in the event the District is not satisfied with the working relationship with Construction Manager or without cause following fourteen (14) days prior written notice from the District to Construction Manager. In the event that District chooses to terminate this Agreement for convenience or without cause, Construction Manager shall be compensated for all approved services performed and all approved expenses incurred pursuant to this Agreement supported by documentary evidence, including payroll records, and expense reports up until the date of the termination for convenience plus any sums due the Construction Manager for approved extra services. In addition to the compensation described above, Construction Manager shall also be reimbursed for reasonable termination costs through the payment of (1) 3% of the Construction Management Fees incurred to date if less than 50% of the Construction Management Fees have been paid; or (2) 3% of the remaining Construction Management Fees if more than 50% of the Construction Management Fees have been paid. This payment is agreed to compensate Construction Manager for any damages resulting from early termination and is consideration for entry into this termination for convenience clause.

## 6.4 CONTINUANCE OF WORK.

In the event of a dispute between the parties as to performance of the work or the interpretation of this Agreement, or payment or nonpayment for work performed or not performed, the parties shall attempt to resolve the dispute. Pending resolution of this dispute, Construction Manager agrees to continue the work diligently to completion. If the dispute is not resolved, Construction Manager agrees it shall neither rescind the Agreement nor stop the progress of the work, but Construction Manager's sole remedy shall be to submit such controversy to determination by a court having competent jurisdiction of the dispute, after the Projects have been completed, and not before.

## 6.5 DELIVERY OF DOCUMENTS.

Upon any termination, abandonment or suspension, Construction Manager shall deliver to District all documents, files, reports, etc. (regardless or medium or format) related to the Project

within ten (10) days of such termination, abandonment or suspension. Failure to comply with this requirement shall be deemed a material breach of this Agreement.

## Article 7
## INDEMNIFICATION

7.1 To the fullest extent permitted by law, Construction Manager agrees to indemnify, defend and hold the District entirely harmless from all liability arising out of:

(a) Workers' Compensation and Employers Liability. Any and all claims under Workers' Compensation Acts and other employee benefit acts with respect to Construction Manager's employees or Construction Manager's sub-consultant's employees arising out of Construction Manager's work under this Agreement. The Construction Manager, at its own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings that may be brought or instituted against the District, its officers, agents or employees, on any such claim or liability, and shall pay or satisfy any judgment that may be rendered against the District, its officers, agents or employees in any action, suit or other proceedings as a result thereof; and

(b) General Liability. Liability for damages caused by the Construction Manager for (1) death or bodily injury to person; (2) injury to, loss or theft of property; (3) any failure or alleged failure to comply with any provision of law or (4) any other loss, damage or expense arising under either (1), (2), or (3) above, sustained by the District, or any person, firm or corporation employed by the Construction Manager upon or in connection with this Agreement or the Project, except for liability resulting from the sole or active negligence, or willful misconduct of the District, its officers, employees, agents or independent consultants who are directly employed by the District. The Construction Manager, at its own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings that may be brought or instituted against the District, its officers, agents or employees, on any such claim or liability, and shall pay or satisfy any judgment that may be rendered against the District, its officers, agents or employees in any action, suit or other proceedings as a result thereof; and

(c) Professional Liability. Any loss, injury to or death of persons or damage to property caused by any act, neglect, default or omission of the Construction Manager, or any person, firm or corporation employed by the Construction Manager, either directly or by independent contract, including all damages due to loss or theft, sustained by any person, firm or corporation including the District, arising out of, or in any way connected with the Construction Management Services, including injury or damage either on or off District property; but not for any loss, injury, death or damages caused by sole or active negligence, or willful misconduct of the District.

7.2 The indemnity requirements described in this Article 7 is intended to apply during the period of Construction Manager's performance under this Agreement and shall survive the expiration or termination of this Agreement.

## Article 8
## SUCCESSORS AND ASSIGNS

This Agreement is binding upon and inures to the benefit of the successors, executors, administrators, and assigns of each party to this Agreement, provided, however, that the

Construction Manager shall not assign or transfer by operation of law or otherwise any or all rights, burdens, duties, or obligations without prior written consent of the District. Any attempted assignment without such consent shall be invalid.

## Article 9
## APPLICABLE LAW

This Agreement shall be governed by the laws of the State of California, however, in the event that the District receives any state funding for the Project from the SAB, this Agreement shall also be governed by any applicable laws and/or regulations relating to such state funding from the SAB ("Applicable Law"). To the extent that there is any inconsistency between this Agreement and the Applicable Law, or this Agreement omits any requirement of the Applicable Law, the language of the Applicable Law, in effect on the date of the execution of this Agreement, shall prevail.

## Article 10
## CONSTRUCTION MANAGER NOT AN OFFICER OR EMPLOYEE OF DISTRICT

While engaged in carrying out and complying with the terms and conditions of this Agreement, the Construction Manager is an independent contractor and not an officer or employee of the District.

## Article 11
## INSURANCE

11.1 The Construction Manager shall purchase and maintain policies of insurance with an insurer or insurers, qualified to do business in the State of California and acceptable to the District which will protect Construction Manager and the District from claims which may arise out of or result from Construction Manager's actions or inactions relating to the Agreement, whether such actions or inactions be by themselves or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The aforementioned insurance shall include coverage for:

(a) The Construction Manager shall carry Workers' Compensation and Employers Liability Insurance in accordance with the laws of the State of California in an amount not less than One Million Dollars ($1,000,000).

(b) Comprehensive general and auto liability insurance with limits of not less than ONE MILLION DOLLARS ($1,000,000) combined single limit, bodily injury and property damage liability per occurrence, including:

1. Owned, non-owned and hired vehicles;
2. Blanket contractual;
3. Broad form property damage
4. Products/completed operations; and
5. Personal injury.

(c) Professional liability insurance, including contractual liability, with limits of $1,000,000, per occurrence. Such insurance shall be maintained during the term of this Agreement and renewed for a period of at least two (2) years thereafter and/or at rates consistent with the time of execution of this Agreement adjusted for inflation.

11.2 Each policy of insurance required in (b) above shall name the District and its officers, agents and employees as additional insureds; shall state that, with respect to the operations of Construction Manager hereunder, such policy is primary and any insurance carried by the District is excess and non-contributory with such primary insurance; shall state that no less than thirty (30) days' written notice shall be given to the District prior to cancellation; and, shall waive all rights of subrogation. Construction Manager shall notify the District in the event of material change in, or failure to renew, each policy. Prior to commencing work, Construction Manager shall deliver to the District certificates of insurance as evidence of compliance with the requirements herein. In the event Construction Manager fails to secure or maintain any policy of insurance required hereby, the District may, at its sole discretion, secure such policy of insurance in the name of an for the account of Construction Manager, and in such event Construction Manager shall reimburse the District upon demand for the costs thereof.

## Article 12
## COVID-19 CONSIDERATIONS

The Parties hereby acknowledge that the services provided by the Contractor pursuant to this Agreement will be performed during the coronavirus (COVID-19) pandemic. Thus, the Agreement is subject to the following terms.

### 12.1 CONDITIONS OF DISTRICT PROPERTY

While the District will take reasonable steps to clean any District property that the Contractor may come in contact with during this Agreement (the "District Property"), the District makes no representation, warranty, or guarantee regarding the condition or safety of the District Property with respect to the COVID-19 virus. The District agreed to enter into this Agreement, and grant the Contractor the Compensation set forth herein, based on the Contractor's willingness to provide all services set forth herein during the COVID-19 pandemic and take the steps and responsibility necessary to address the COVID-19 virus, as set forth herein.

### 12.2 SAFETY MEASURES

Contractor shall be solely responsible for implementing any and all safety measures to protect its employees from the COVID-19 virus including but not limited to, requiring the use of safety equipment as is appropriate for the work/services being performed such as gloves or face masks, providing personal cleaning materials to be used before, during and after any work provided pursuant to this Agreement, and establishing a process whereby Contractor employees who exhibit COVID-19 symptoms and/or test positive for COVID-19 do not provide services pursuant to this Agreement. Should the Contractor become aware that any of its employees, subcontractors and/or agents that entered or performed services at District sites or facilities tests positive for COVID-19, the Contractor shall promptly notify the District and provide a list of any close contacts.

12.3 **COVID-19 COMPLIANCE**

12.3.1 In accordance with Governing Board Resolution No. 22-020, Contractor shall ensure that its employees, subcontractors and/or agents entering and/or performing services at District school sites or facilities during the 2021-2022 fiscal year have been fully vaccinated against COVID-19; or if they are not fully vaccinated, are tested at least weekly and Contractor shall maintain proof of a negative test.

Contractor shall also be solely responsible for ensuring its services comply with any and all regulations, requirements, or guidance applicable to its services related to the COVID-19 virus, including, but not limited to, any guidance issued by the California Department of Public Health, the Los Angeles County Department of Public Health or the Center of Disease Control.

12.3.2 Contractor acknowledges that the District's requirements related to COVID-19 vaccinations and testing will change to meet current public health standards and requirements in accordance with guidance from local and state public health authorities. Where a conflict exists between this Agreement and any local or state public health order related to the COVID-19 pandemic, the more restrictive guidance controls.

12.4 **CHANGING CONDITIONS**

In the event Contractor determines that any of the terms of this Agreement must be modified due to the COVID-19 pandemic and public health standards and requirements from local and state public health authorities, including but not limited to, delays in completion, Contractor shall notify the District in writing of the specific concern in which case the Parties shall meet in good faith to discuss. As set forth below, the District, at its sole discretion, may terminate this Agreement in the event the District determines that COVID-19, or any associated regulation, prohibits or prevents the Project from being completed.

12.5 **TERMINATION RIGHT**

In the event the District determines, at its sole discretion, that the Project must be delayed or terminated due to COVID-19 considerations, including but not limited to, any regulation or guideline issued by a governmental agency or any health condition, the District may issue written notice to the Contractor identifying the COVID-19 concern and instructing the Contractor to immediately stop all services. The Parties will then meet in good faith to discuss the Project which, at the District's sole discretion, may be terminated, delayed or modified as necessary to address the COVID-19 virus. In the event the District terminates the Agreement pursuant to this section, such termination shall be deemed a Termination Without Cause (For Convenience) pursuant to **Section 6.3** and therefore, Contractor shall only be entitled to payment for services accepted by the District prior to the terminate date and in no event shall Contractor be entitled to any additional fee, cost, or benefit as a result of the termination.

## Article 13
## EXTENT OF AGREEMENT

13.1 This Agreement represents the entire and integrated agreement between the District and the Construction Manager and supersedes all prior negotiations, representations or agreements,

either written oral. This Agreement may be amended only by written instrument signed by both the District and the Construction Manager.

The parties, through their authorized representatives, have executed this Agreement as of the day and year first written above.

| CONSTRUCTION MANAGER: | DISTRICT: |
|---|---|
| Ledesma & Meyer Construction Company Inc. | Burbank Unified School District |
| By: _____ | By: _____ |
| Kris M. Meyer - President | Assistant Superintendent of Business Services |

**EXHIBIT "A"**
**PROPOSED PROJECT SCHEDULE**

LEDE&ME-01 JCHRISTIANSON

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 6/3/2024

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

PRODUCER
HUB International Insurance Services Inc.
4695 MacArthur Court
Suite #600
Newport Beach, CA 92660

CONTACT NAME:
PHONE (A/C, No, Ext): (949) 553-9800 FAX (A/C, No):
E-MAIL ADDRESS:

| INSURER(S) AFFORDING COVERAGE | NAIC # |
|---|---|
| INSURER A : National Fire Insurance Company of Hartford | 20478 |
| INSURER B : The Continental Insurance Company | 35289 |
| INSURER C : Valley Forge Insurance Company | 20508 |
| INSURER D : | |
| INSURER E : | |
| INSURER F : | |

INSURED
Ledesma & Meyer Construction Company, Inc.
9441 Haven Avenue
Rancho Cucamonga, CA 91730-5844

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | |
|---|---|---|---|---|---|---|---|---|
| A | X COMMERCIAL GENERAL LIABILITY<br>CLAIMS-MADE X OCCUR<br>X Owner's & Contractor<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br>POLICY X PRO-JECT LOC<br>OTHER: | X | X | 7014664896 | 6/1/2024 | 6/1/2025 | EACH OCCURRENCE<br>DAMAGE TO RENTED PREMISES (Ea occurrence)<br>MED EXP (Any one person)<br>PERSONAL & ADV INJURY<br>GENERAL AGGREGATE<br>PRODUCTS - COMP/OP AGG<br>**EBL AGGREGATE** | $ 1,000,000<br>$ 100,000<br>$ 15,000<br>$ 1,000,000<br>$ 2,000,000<br>$ 2,000,000<br>$ 2,000,000 |
| B | AUTOMOBILE LIABILITY<br>X ANY AUTO<br>OWNED AUTOS ONLY SCHEDULED AUTOS<br>HIRED AUTOS ONLY NON-OWNED AUTOS ONLY | X | X | 7014664882 | 6/1/2024 | 6/1/2025 | COMBINED SINGLE LIMIT (Ea accident)<br>BODILY INJURY (Per person)<br>BODILY INJURY (Per accident)<br>PROPERTY DAMAGE (Per accident) | $ 1,000,000<br>$<br>$<br>$ |
| B | UMBRELLA LIAB X OCCUR<br>X EXCESS LIAB CLAIMS-MADE<br>DED X RETENTION $ 10,000 | | | 7014664865 | 6/1/2024 | 6/1/2025 | EACH OCCURRENCE<br>AGGREGATE | $ 10,000,000<br>$ 10,000,000 |
| C | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N<br>If yes, describe under DESCRIPTION OF OPERATIONS below | N / A | X | 7014664879 | 6/1/2024 | 6/1/2025 | X PER STATUTE OTH-ER<br>E.L. EACH ACCIDENT<br>E.L. DISEASE - EA EMPLOYEE<br>E.L. DISEASE - POLICY LIMIT | $ 1,000,000<br>$ 1,000,000<br>$ 1,000,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
**RE: RFP #2324-035 Construction Management/Project Management Services. glaipwv/auaiwv/wcwv**
**Burbank Unified School District is included as Additional Insured as respects General Liability and Auto Liability per attached endorsements.**
**This insurance shall apply as Primary and Non-Contributory per attached endorsement.**
**Waiver of Subrogation for General Liability, Auto Liability and Workers' Compensation: See Attached Endorsements.**
***The General Liability policy does not include an exclusion for sexual abuse/harassment.**

**CERTIFICATE HOLDER**

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

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE


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AGENCY CUSTOMER ID: LEDE&ME-01 JCHRISTIANSON

LOC #: 1

# ADDITIONAL REMARKS SCHEDULE



| AGENCY | NAMED INSURED |
|---|---|
| HUB International Insurance Services Inc. | Ledesma & Meyer Construction Company, Inc.<br>9441 Haven Avenue<br>Rancho Cucamonga, CA 91730-5844 |
| POLICY NUMBER<br>SEE PAGE 1 | |
| CARRIER: SEE PAGE 1 / NAIC CODE: SEE P 1 | EFFECTIVE DATE: SEE PAGE 1 |

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

**Cancellation:**
***Except 10 days notice of Cancellation for non-payment of premium.**
***Should this policy be cancelled before the expiration date, HUB International Insurance Services, Inc. will mail 30 (thirty) days written notice to those Certificate Holders which require such action per contract or agreement.***

**Sexual Abuse and Molestation:**
**Policy #B0621PLEDE000424**
**Each Victim: 3,000,000**
**Effective: 06/01/24**
**Expiration: 06/01/25**
**Carrier: Certain Underwriters at Lloyds**

**Professional Liability: $4,000,000 Each Occurrence/Aggregate**
**Professional Liability: $4,000,000 Each Occurrence/Aggregate**
**Policy #HCC 24 25719**
**Effective: 06/01/24**
**Expiration: 06/01/25**
**Carrier: Houston Casualty Company**


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# WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US (WAIVER OF SUBROGATION)

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

This endorsement modifies insurance provided under the following:

AUTO DEALERS COVERAGE FORM

BUSINESS AUTO COVERAGE FORM

MOTOR CARRIER COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

| | |
|---|---|
| **Named Insured:** | Ledesma & Meyer Construction Company, Inc. |
| **Endorsement Effective Date:** | 06/01/2024 |

| **SCHEDULE** |
|---|
| **Name(s) Of Person(s) Or Organization(s):** |
| ANY PERSON OR ORGANIZATION FOR WHOM OR WHICH YOU ARE REQUIRED BY WRITTEN CONTRACT OR AGREEMENT TO OBTAIN THIS WAIVER FROM US. YOU MUST AGREE TO THAT REQUIREMENT PRIOR TO LOSS. |
| Information required to complete this Schedule, if not shown above, will be shown in the Declarations. |

The **Transfer Of Rights Of Recovery Against Others To Us** condition does not apply to the person(s) or organization(s) shown in the Schedule, but only to the extent that subrogation is waived prior to the "**accident**" or the "**loss**" under a contract with that person or organization.



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CNA

# CNA PARAMOUNT

## Blanket Additional Insured - Owners, Lessees or Contractors - with Products-Completed Operations Coverage Endorsement

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

It is understood and agreed as follows:

**I.** **WHO IS AN INSURED** is amended to include as an **Insured** any person or organization whom you are required by **written contract** to add as an additional insured on this **coverage part**, but only with respect to liability for **bodily injury**, **property damage** or **personal and advertising injury** caused in whole or in part by your acts or omissions, or the acts or omissions of those acting on your behalf:

**A.** in the performance of your ongoing operations subject to such **written contract**; or

**B.** in the performance of **your work** subject to such **written contract**, but only with respect to **bodily injury** or **property damage** included in the **products-completed operations hazard**, and only if:

**1.** the **written contract** requires you to provide the additional insured such coverage; and

**2.** this **coverage part** provides such coverage.

**II.** But if the **written contract** requires:

**A.** additional insured coverage under the 11-85 edition, 10-93 edition, or 10-01 edition of CG2010, or under the 10-01 edition of CG2037; or

**B.** additional insured coverage with "arising out of" language; or

**C.** additional insured coverage to the greatest extent permissible by law;

then paragraph **I.** above is deleted in its entirety and replaced by the following:

**WHO IS AN INSURED** is amended to include as an **Insured** any person or organization whom you are required by **written contract** to add as an additional insured on this **coverage part**, but only with respect to liability for **bodily injury**, **property damage** or **personal and advertising injury** arising out of **your work** that is subject to such **written contract**.

**III.** Subject always to the terms and conditions of this policy, including the limits of insurance, the Insurer will not provide such additional insured with:

**A.** coverage broader than required by the **written contract**; or

**B.** a higher limit of insurance than required by the **written contract**.

**IV.** The insurance granted by this endorsement to the additional insured does not apply to **bodily injury**, **property damage**, or **personal and advertising injury** arising out of:

**A.** the rendering of, or the failure to render, any professional architectural, engineering, or surveying services, including:

**1.** the preparing, approving, or failing to prepare or approve maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; and

**2.** supervisory, inspection, architectural or engineering activities; or

**B.** any premises or work for which the additional insured is specifically listed as an additional insured on another endorsement attached to this **coverage part**.

**V.** Under **COMMERCIAL GENERAL LIABILITY CONDITIONS,** the Condition entitled **Other Insurance** is amended to add the following, which supersedes any provision to the contrary in this Condition or elsewhere in this **coverage part**:

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**Primary and Noncontributory Insurance**

With respect to other insurance available to the additional insured under which the additional insured is a named insured, this insurance is primary to and will not seek contribution from such other insurance, provided that a **written contract** requires the insurance provided by this policy to be:

**1.** primary and non-contributing with other insurance available to the additional insured; or

**2.** primary and to not seek contribution from any other insurance available to the additional insured.

But except as specified above, this insurance will be excess of all other insurance available to the additional insured.

**VI.** Solely with respect to the insurance granted by this endorsement, the section entitled **COMMERCIAL GENERAL LIABILITY CONDITIONS** is amended as follows:

The Condition entitled **Duties In The Event of Occurrence, Offense, Claim or Suit** is amended with the addition of the following:

Any additional insured pursuant to this endorsement will as soon as practicable:

**1.** give the Insurer written notice of any **claim**, or any **occurrence** or offense which may result in a **claim**;

**2.** send the Insurer copies of all legal papers received, and otherwise cooperate with the Insurer in the investigation, defense, or settlement of the **claim**; and

**3.** make available any other insurance, and tender the defense and indemnity of any **claim** to any other insurer or self-insurer, whose policy or program applies to a loss that the Insurer covers under this **coverage part**. However, if the **written contract** requires this insurance to be primary and non-contributory, this paragraph **3.** does not apply to insurance on which the additional insured is a named insured.

The Insurer has no duty to defend or indemnify an additional insured under this endorsement until the Insurer receives written notice of a **claim** from the additional insured.

**VII.** Solely with respect to the insurance granted by this endorsement, the section entitled **DEFINITIONS** is amended to add the following definition:

**Written contract** means a written contract or written agreement that requires you to make a person or organization an additional insured on this **coverage part**, provided the contract or agreement:

**A.** is currently in effect or becomes effective during the term of this policy; and

**B.** was executed prior to:

**1.** the **bodily injury** or **property damage**; or

**2.** the offense that caused the **personal and advertising injury**;

for which the additional insured seeks coverage.

Any coverage granted by this endorsement shall apply solely to the extent permissible by law.

All other terms and conditions of the Policy remain unchanged.

This endorsement, which forms a part of and is for attachment to the Policy issued by the designated Insurers, takes effect on the effective date of said Policy at the hour stated in said Policy, unless another effective date is shown below, and expires concurrently with said Policy.



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CNA

# CNA PARAMOUNT

## Waiver of Transfer of Rights of Recovery Against Others to the Insurer Endorsement

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

| SCHEDULE |
| --- |
| **Name Of Person Or Organization:** |
| ANY PERSON OR ORGANIZATION WHOM THE NAMED INSURED HAS AGREED IN WRITING IN A CONTRACT OR AGREEMENT TO WAIVE SUCH RIGHTS OF RECOVERY, BUT ONLY IF SUCH CONTRACT OR AGREEMENT: |
| 1. IS IN EFFECT OR BECOMES EFFECTIVE DURING THE TERM OF THIS COVERAGE PART; AND<br>2. WAS EXECUTED PRIOR TO THE BODILY INJURY, PROPERTY DAMAGE OR PERSONAL AND ADVERTISING INJURY GIVING RISE TO THE CLAIM. |
| |

(Information required to complete this Schedule, if not shown above, will be shown in the Declarations.)

Under **COMMERCIAL GENERAL LIABILITY CONDITIONS**, it is understood and agreed that the condition entitled **Transfer Of Rights Of Recovery Against Others To Us** is amended by the addition of the following:

With respect to the person or organization shown in the Schedule above, the Insurer waives any right of recovery the Insurer may have against such person or organization because of payments the Insurer makes for injury or damage arising out of the **Named Insured's** ongoing operations or **your work** included in the **products-completed operations hazard**.

All other terms and conditions of the Policy remain unchanged.

This endorsement, which forms a part of and is for attachment to the Policy issued by the designated Insurers, takes effect on the effective date of said Policy at the hour stated in said Policy, unless another effective date is shown below, and expires concurrently with said Policy.

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**WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY INSURANCE POLICY**

## BLANKET WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS

This endorsement changes the policy to which it is attached.

It is agreed that **Part One – Workers' Compensation Insurance G. Recovery From Others** and **Part Two – Employers' Liability Insurance H. Recovery From Others** are amended by adding the following:

We will not enforce our right to recover against persons or organizations. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

**PREMIUM CHARGE**

The charge will be an amount to which you and we agree that is a percentage of the total standard premium for California exposure. The amount is 2%.

**2.** the permitted or authorized operations performed by a **Named Insured** or on a **Named Insured's** behalf.

The coverage granted by this paragraph does not apply to:

**a.** **Bodily injury**, **property damage** or **personal and advertising injury** arising out of operations performed for the state or governmental agency or subdivision or political subdivision; or

**b.** **Bodily injury** or **property damage** included within the **products-completed operations hazard**.

With respect to this provision's requirement that additional insured status must be requested under a written contract or agreement, the Insurer will treat as a written contract any governmental permit that requires the **Named Insured** to add the governmental entity as an additional insured.

**I. Trade Show Event Lessor**

**1.** With respect to a **Named Insured's** participation in a trade show event as an exhibitor, presenter or displayer, any person or organization whom the **Named Insured** is required to include as an additional insured, but only with respect to such person or organization's liability for **bodily injury**, **property damage** or **personal and advertising injury** caused by:

**a.** the **Named Insured's** acts or omissions; or

**b.** the acts or omissions of those acting on the **Named Insured's** behalf,

in the performance of the **Named Insured's** ongoing operations at the trade show event premises during the trade show event.

**2.** The coverage granted by this paragraph does not apply to **bodily injury** or **property damage** included within the **products-completed operations hazard**.

**2. ADDITIONAL INSURED - PRIMARY AND NON-CONTRIBUTORY TO ADDITIONAL INSURED'S INSURANCE**

The **Other Insurance** Condition in the **COMMERCIAL GENERAL LIABILITY CONDITIONS** Section is amended to add the following paragraph:

If the **Named Insured** has agreed in writing in a contract or agreement that this insurance is primary and non-contributory relative to an additional insured's own insurance, then this insurance is primary, and the Insurer will not seek contribution from that other insurance. For the purpose of this Provision **2.**, the additional insured's own insurance means insurance on which the additional insured is a named insured. Otherwise, and notwithstanding anything to the contrary elsewhere in this Condition, the insurance provided to such person or organization is excess of any other insurance available to such person or organization.

**3. ADDITIONAL INSURED – EXTENDED COVERAGE**

When an additional insured is added by this or any other endorsement attached to this **Coverage Part**, **WHO IS AN INSURED** is amended to make the following natural persons **Insureds**.

If the additional insured is:

**a.** An individual, then his or her **spouse** is an **Insured**;

**b.** A partnership or joint venture, then its partners, members and their **spouses** are **Insureds**;

**c.** A limited liability company, then its members and managers are **Insureds**; or

**d.** An organization other than a partnership, joint venture or limited liability company, then its executive officers, directors and shareholders are **Insureds**;


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Burbank Unified School District
Instructional Services
**REPORT TO THE BOARD**

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Peter Knapik, Assistant Superintendent, Education Services |
| PREPARED BY: | Juan Noguera, Director, Adult Education |
| SUBMITTED BY: | Laura Erisman, Administrative Secretary |
| DATE: | June 20, 2024 |
| SUBJECT: | Approval of Memorandum of Understanding between 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.

**Discussion/Issues:**

In order to complete the externships, Burbank Adult School and Burbank Therapy Center 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 Burbank Therapy Center is 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:**

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the Memorandum of Understanding between Burbank Unified School District and Burbank Therapy Center, as presented.

**CLINICAL AFFILIATION AGREEMENT BETWEEN**
**BURBANK THERAPY CENTER**
**AND**
Burbank Adult School

This Agreement is entered into as of this 21 day of **June** , **2024** and between **BURBANK THERAPY CENTER** hereinafter referred to as "facility" and Burbank Adult School, hereinafter referred to as "school".

**WHEREAS,** it is to the mutual benefit of the parties to provide clinical experience for students enrolled in certain programs of the School, the parties have agreed to the terms and provisions set forth below:

1 Purpose - The purpose of this Agreement shall be to provide a clinical experience to students enrolled in the Physical Therapist Aide and Sports Therapy Aide programs of the School.

A. Consideration for this Agreement shall consist of the mutual promises contained herein, the parties agreeing that monetary compensation shall be neither expected nor received by either party.

B. The externship experience shall be provided at the Facility hereinafter referred to as "Facility".

The Facility has the sole discretion and reserves the right to limit/deny such experience with any patient or group of patients.

2 Terms and Conditions pursuant to the above-stated purpose, the parties agree as follows:

A. Term – The term of this Agreement shall be for one (1) year commencing **July 1** , **2024**, and automatically renew annually thereafter until terminated as hereinafter provided.

Either party may terminate this Agreement upon giving thirty days written notice to the other party. Such termination shall have no effect on students currently receiving externship experience.

B. Placement of Students - The School will place mutually agreed upon qualified and competent students at the Facility at mutually agreed upon times. The School agrees that it will only seek placement for students who have demonstrated the appropriate knowledge and skills necessary to commence this clinical affiliation.

Facility does not guarantee the acceptance of any specific student or number of students for a clinical rotation, such acceptance being at the sole discretion of Facility.

C. Discipline - While enrolled in externship experience at the Facility, students (and faculty, if applicable) will be subject to applicable policies of the School and the Facility. Each party will be responsible for enforcing applicable policies including those of the other party. School shall require all students participating hereunder to become familiar with and comply with all of the Facility's applicable policies, rules and regulations. Students shall be dismissed from participation in the clinical experience only after the appropriate disciplinary policies and procedures of the School have been followed; however, the Facility may immediately remove from the premises and terminate the participation at the Facility of any student who poses an immediate threat or danger or whose qualifications, performance or compliance with policy/procedure are unsatisfactory to Facility.

D. Specific Responsibilities - The following duties shall be the specific responsibility of the designated party:

I. The Facility agrees to provide orientation to the Facility for students who are beginning the externship experience,

2. The School agrees to be responsible for scheduling training activities for students.

3. The School agrees to be responsible for providing indirect supervision of the externship experience. School agrees to inform students that they are subject to direct supervision by a licensed practitioner of the Facility while participating in this clinical experience.

4. The Facility agrees to evaluate the performance of individual students as appropriate and as prescribed by the program.

In the Physical Therapist Aide and Sports Therapy Aide programs, the final course grade for all externship experiences is "Pass/Fail" and is determined by the CTE Externship Coordinator (EC). The CTE/EC will take the scores from the clinical performance instrument, presentations/ projects, homework assignments, responses from the clinical instructor/ facility, and student feedback into consideration when determining the final course grade.

5. The Facility agrees to retain complete responsibility for patient care, providing adequate supervision of students (and faculty, if applicable).

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 **California**.

3. The waiver of breach by either party shall not constitute waiver of any subsequent breach of the same of any other provision.

4. This Agreement shall in no way be interpreted as creating an agency or employment relationship between the parties or between the Facility and any participating student. No compensation shall be paid by the Facility to any participating student, and no such student shall have any claim against the Facility for vacation pay, sick leave, worker's compensation or any other employment type benefits whatsoever.

5. This Agreement constitutes the entire agreement between the parties and may only be modified with the written consent of both parties.

**IN WITNESS WHEREOF,** the parties, through their duly authorized Representatives, have affixed their signatures below.

**BURBANK THERAPY CENTER**

By: Ilissa Duluc

Title: Manager

Date:

**Burbank USD/Burbank Adult School**

By _____

Title

Date:

**Burbank Unified School District**
**Special Education Department**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Jennifer Nicholson, Director of Special Education and Psychological Services |
| PREPARED BY: | Jennifer Nicholson, Director of Special Education and Psychological Services |
| SUBMITTED BY: | Sandra Shearer, Administrative Secretary |
| DATE: | June 20, 2024 |
| SUBJECT: | Amendment of Agreement for Professional Services (Special Education) |

**Background:**

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

**Discussion/Issues:**

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

**Fiscal Impact:**

Not to exceed $1,370.

**Recommendation:**

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education amend 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 960034998, not to exceed $1,370 (01.0-65000.0-57602-11900-5850-7440000), effective May 24, 2024 through December 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

**Note: The original approval date was June 6, 2024 for a total not to exceed $1,000. This amendment adds an additional $370 for IEP attendance. The total not to exceed amount will be $1,370.**

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 6th day of June 2024 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Hear Now dba Abramson Audiology hereinafter referred to as "Consultant."

Payee's Name: Hear Now dba Abramson Audiology Daytime Phone Number: 949-495-3327

Mailing Address: 33292 Astoria St, Dana Point, CA 92629 Email Address: frontdesk@hearnowoc.com

Sponsoring Administrator: John Paramo Superintendent Special Education
Print Name Title Signature Location

Board Approval: ~~06/06/2024~~ 06/20/2024 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 ~~$1,000~~ $1,370 **Amount to include speaking fee, mileage and any additional fees.

2. The term of the Agreement shall be the period commencing on: 05/24/2024 and terminating on: 12/30/2024.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Hear Now dba Abramson Audiology will provide an Independent Education Evaluation (IEE) in the area of CAPD and attend an IEP meeting for Special Education Student 960034998.

5. The Consultant shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.

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

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

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

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

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

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

12. Communicate within twenty-four hours to Hear Now dba Abramson Audiology the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

13. The District agrees to indemnify, defend and hold harmless Hear Now dba Abramson Audiology from any and all negligence and all liabilities, claims, losses, costs, damages and expenses resulting or arising from or connected with the services rendered by the District, its agents, independent contractors, employees or servants pursuant to this contract.

14. This Agreement shall constitute the entire Agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

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

**INDEMNIFICATION**

Hear Now dba Abramson Audiology 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 Hear Now dba Abramson Audiology 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 Hear Now dba Abramson Audiology, its agents, subcontractors, employees or other representatives referred to in this Agreement, Hear Now dba Abramson Audiology 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 Hear Now dba Abramson Audiology 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 Hear Now dba Abramson Audiology demand.

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

**ARBITRATION**

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

Jennifer Nicholson
Print Representative Name

Director, Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Hear Now dba Abramson Audiology
Consultant/Company

Print Representative Name

Title

Signature

Date

**Burbank Unified School District**
**Instructional Services**

**REPORT TO THE BOARD**

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Peter Knapik, Assistant Superintendent, Educational Services |
| PREPARED BY: | Peter Knapik, Assistant Superintendent, Educational Services |
| SUBMITTED BY: | Glenda Diaz Nolasco, Administrative Secretary |
| DATE: | June 20, 2024 |
| SUBJECT: | Approval of Contracts with Emerald Cove Outdoor Science Institute, High Trails Outdoor Science School, Pali Institute, and American Outdoor Educators |

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**Background:**
For more than twenty years, Outdoor Science School (OSS) has been an integral component of the educational experience at many Burbank Unified School District elementary schools. With parent chaperones, teachers, and classmates, students leave their traditional classrooms for a few days and experience a different type of education; one taught by the likes of rangers, naturists, and ecologists. Typically taking place during the fall and winter months, OSS has become somewhat of a rite of passage for fifth graders. Current plans are for the residential camp experience; however, should health conditions change the contract could be canceled. The contract would be rewritten to accommodate a virtual science week.

According to Emerald Cove Outdoor Science Institute, High Trails Outdoor Science School, Pali Institute, and American Outdoor Education (formerly known as Thousand Pines Outdoor Educators), the OSS curriculum is focused on the study of ecosystems. Students learn about different types of ecosystems, the parts of an ecosystem, how those parts function together, how humans interact with ecosystems, and science processes and practices. The curriculum is correlated to the California Next Generation Science Standards. At OSS, students can learn by experiencing and observing the natural environments that surround our schools and community.

All of this happens far away from Burbank, in the high elevations of the Angeles National Forest near Big Bear, Running Springs, Green Valley Lake, and Crestline, California.

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

**Discussion/Issues:**
This contract is for fifth graders attending Disney, Edison, Emerson, Harte, McKinley, Miller, Stevenson, Roosevelt and Washington Elementary Schools to participate in outdoor science school offered by Emerald Cove Outdoor Science Institute, High Trails Outdoor Science School, Pali Institute, and American Outdoor Education. Parents of the elementary schools will fundraise to finance OSS through direct parent donations and fundraising activities from the Elementary school's fundraising parent groups.

This contract is not to exceed the following amounts for the following Elementary Schools:

- Disney Elementary $9,450 (High Trails)
- Edison Elementary $27,880 (Pali Institute)
- Emerson Elementary $16,490.50 (Emerald Cove Institute)
- Harte Elementary $40,565.10 (American Outdoor Education)
- McKinley Elementary $17,640 (High Trails)
- Miller Elementary $20,400 (High Trails)
- Stevenson Elementary $21,564.50 (Emerald Cove Institute)
- Roosevelt Elementary $35,670 (Pali Institute)
- Washington Elementary $21,202.50 (American Outdoor Education)

This cost does not include transportation.

Several principals have commented that due to the American Civil Liberties Union's (ACLU) recent lawsuit regarding fees vs. donations, it has become much more difficult for their sites to fund this program, as it has been challenging for parent groups and principals to make up the loss of funds that sites can raise. The District cannot charge individual students for this educational experience. Hence, the cost of OSS is dependent on parent donations and fundraising.

**Fiscal Impact:**
No direct fiscal impact.

**Recommendation:**
Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the contract with Emerald Cove Outdoor Science Institute, High Trails Outdoor Science School, Pali Institute, and American Outdoor Educators, effective July 1, 2024, through June 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

POST OFFICE BOX 3640
BIG BEAR CITY, CA 92314
TELEPHONE/FAX: 800 498-1851
WWW.HIGHTRAILS.COM

# High Trails

*Understanding how we can all fit together on one healthy planet*

## Outdoor Science School Contract

| | | | |
|---|---|---|---|
| **School:** | Walt Disney Elementary | **Address:** | 1220 W Orange Grove Ave |
| **District:** | | **City, State, Zip:** | Burbank, CA 91506 |
| **Number of Students:** | 45 | **Phone:** | 8187290100 |
| **Dates:** | 10/21-10/23/24 | **Email:** | brookeschwartz@burbankusd.org |
| **Price per Student:** | $210 per attending student | **Contact Person:** | Brooke Schwartz |
| **Contract Due Date:** | **June 1, 2024** | **Deposit Status:** | deposit on file, $0 due |

1. This contract is due at High Trails by the above due date or High Trails reserves the right to fill the contracted date with another school. School agrees to maintain a deposit of $500.00 on account with High Trails. This deposit is refundable upon written notice of cancellation to High Trails no less than 120 days prior to the scheduled arrival date. Cancellations after that date will result in the loss of deposit. Cancellations within 90 days of scheduled arrival will result in full contracted amount due.
2. High Trails reserves the right to cancel any contract for any reason including but not limited to: insufficient number of students in attendance, non-return of contract or other paperwork, or past or present difficulty working with school, students, teachers or district officials.
3. School acknowledges and agrees that any fees incurred are due and payable upon arrival at High Trails unless previous arrangements have been approved. Should payment not be rendered in full during a school's stay at program, High Trails reserves the right to eliminate all offered scholarships. Students arriving late or leaving program early for any reason will not be refunded any part of the tuition fee.
4. High Trails has a minimum attendance requirement that is 90% of the contracted number of students. Should school not meet this minimum number, High Trails will not offer any student scholarships and school will be charged a $500 fee. High Trails reserves the right to cancel this contract if school cannot meet the minimum number of students.
5. School acknowledges that it is solely responsible for providing transportation of its students and teachers to and from High Trails throughout the program week. School shall provide at least one certified employee who will remain at High Trails throughout the entire contract period. School and District shall retain responsibility for its students from time of departure from the home school to time of return to the home school.
6. High Trails follows direction from local, county, state, and federal government agencies in respect to emergency situations including earthquakes, forest fires, terrorism events, and health crises. Should School be directed by any of the above agencies to not attend High Trails due to an emergency situation, this direction removes the financial obligation by the school to pay for services under the terms of this contract.
7. High Trails follows direction from Caltrans regarding access to facilities on state highways. If access to High Trails facility is not possible due to a Caltrans closure, this direction removes the financial obligation by the school to pay for services under the terms of this contract. If access is open and school chooses not to attend High Trails due to perceived risk of road conditions, school will still be liable for full contracted amount. School acknowledges that chains may be required for traction control on their busses for transportation to High Trails. If school is forced to adjust arrival or departure dates of program due to emergency situations or road closures, financial amount due shall be adjusted.
8. Schools, teachers, district officials and other personnel associated with the School or District agree to read and abide by all Rules and Regulations of High Trails. These rules are disclosed in full in the Schools and Parents section of our website. Schools agree to make available all pertinent rules and regulations to students and parents. Schools also agree to hold students and parents accountable to these policies.
9. Upon arrival at program, school shall provide High Trails with a completed and signed Health/Consent Form and Medication Form (if medication is needed) for each student in attendance. School acknowledges that High Trails cannot accept any medication for students with paperwork not filled out properly. Upon arrival school shall provide High Trails an updated list of all students in attendance.
10. High Trails maintains a commercial liability insurance policy; copies are available upon request.
11. School and District shall defend, indemnify, and hold High Trails, its officers, agents and employees harmless from any and all claims for damages and injuries resulting from the acts or omissions of school, its district, officers, agents, employees and students with respect to the outdoor education program. High Trails shall defend, indemnity and hold School, District and their officers, agents, employees and students harmless from any and all claims for damages and injuries resulting from the acts or omissions of High Trails and its officers, agents, and employees with respect to the outdoor education program.
12. Subject to any restrictions on assignment contained in this agreement, the agreement shall be binding upon and inure to the benefit of the parties hereto and their respective representatives, successors, and assigns. No written changes are permitted on this contract.

| SCHOOL DISTRICT | HIGH TRAILS |
|---|---|

| | |
|---|---|
| **Authorized Signature:** | **Authorized Signature:** Leslie Urban |
| **Printed Name:** | **Printed Name:** Leslie Urban |
| **Title:** **Date:** | **Title:** Director of Operations, High Trails **Date:** 5/8/24 |

# PALI INSTITUTE

Date: 6/7/2024
PO Box 2237
Running Springs, CA 92382
Phone (909) 939-0888

**Contract #: 11112**

**Dates of Attendance: 02-12-2025 to 02-14-2025**

## SITE RESERVATION AGREEMENT

This is an agreement between Pali Institute, Inc. and Thomas Edison Elementary Burbank for the use of Pali Institute's Outdoor Education program.

**Thomas Edison Elementary Burbank**
2110 Chestnut Street, Burbank, California
8185584700

### Trip Details: 3-day Trip

| Attendee Type: | Quantity: | Price: | Total: |
|---|---|---|---|
| Student Payee | 68 | $410.00 | $27,880.00 |
| Student Scholarship | 2 | $0.00 | $0.00 |
| Teacher Scholarship | 2 | $0.00 | $0.00 |
| | | | **Total Cost:** $27,880.00 |

### Reservations & Deposits

**Initials** _____

Pali Institute does not guarantee your reserved dates until the deposit and signed agreement are received. The deposit amount must be paid by the date outlined below and will be deducted from the final bill. There is a 25-student minimum to reserve site facilities. Full payment is due no later than 30 days prior to check-in. Failure to make full payment by the 30-day deadline, will result in automatic cancellation of your trip. The standard due dates and payment structures outlined below are strictly enforced by Pali Institute. In exchange for the timely receipt of your total payment listed, Pali Institute will provide your students and staff meals starting with Lunch on 02-12-2025 through Lunch on 02-14-2025, approximately a ten (10) to one (1) student to staff ratio, as well as instruction and supervision provided by Pali Institute Staff.

### Unpaid Balances & Late Payment Fees

**Initials** _____

All payments are due by the dates listed in your payment schedule. Full payment is due no later than 30 days prior to your scheduled check-in date. In the event your deposits are not received by the date outlined in this agreement, Pali will not be able to guarantee the reserved dates of your trip. Full payment is due no later than 30 days prior to your scheduled check-in date. If the full payment due is not received by this date your trip will be automatically cancelled and no refund will be provided. Past due accounts not paid in full within 15 days following the date of your originally scheduled trip is still entitled to collection of the balance owed. Pali Institute shall be entitled to recover the past due balance and associated fees, such as attorney fees related to the collection of the overdue invoices. In addition, your account shall bear interest at a rate of 1.5% per month or the maximum amount legally allowable, whichever is greater, until such time as all outstanding amounts (including all interest and collection-related expenses) have been paid in full.

### DEPOSIT SCHEDULE

| Payment Number | Amount Due | Due Date |
|---|---|---|
| 1 | $1,500.00 | 07-05-2024 |
| 2 | $12,440.00 | 10-15-2024 |
| 3 | $13,940.00 | 01-13-2025 |

Please note that all payments made by credit card will include a 1.25% fee.
Checks should be made out to Pali Institute, and mailed to:

Pali Institute Attn: Relationship Director
PO Box 2237, Running Springs, CA 92382

### Contract Additions Within 30-days of Arrival

**Initials** _____

Any proposed increase in student numbers is contingent upon availability and must be approved by Pali Institute. Any last-minute contract changes increasing the amount of your invoice (ie: Adding students or teachers) will be submitted to Thomas Edison Elementary Burbank, with payment due upon receipt. Contract increases are not permitted if previous balances are past due at the time of your request. Pali Institute can only approve student or teacher increases on your reservation if your account payments are current.

If your account is already paid in full for your original invoice amount at the time you request to add attendees, you will be required to provide a credit card over the phone to cover the full payment of any new balance created. If you cannot pay by credit card you will be required to overnight a check to Pali and provide a check number along with a tracking number so we can confirm the check has been sent. The check must be received within 72 hours of your request.

## Cancellations

**Initials** _____

Written cancellations received at least 120 days prior to check-in will be eligible for a refund of all monies paid. Any cancellation received less than 120 days prior to check-in will not be eligible for a refund. In those instances of a cancellation beyond 120 days from the arrival date and without No-Fault Cancellation or Post Insurance, there are no refunds. The customer will be permitted to reschedule a trip using its initial deposits, plus a 25% Rescheduling Fee, provided that a rescheduled trip is accomplished within 12 months of the original arrival date and provided further that such rescheduling is subject to availability. If the customer is unable to schedule a trip within that 12-month period including the lack of availability at Pali, or any other reason, the customer shall forfeit its deposit. All cancellations must be sent directly to the business office and program supervisor in writing via e-mail (Bridgette@paliinstitute.com and supervisor@paliinstitute.com ).

## No-Fault Cancellation Insurance

**Initials** _____

Pali offers a "No-Fault" cancellation insurance for the price of 15% of the contract price paid at signing of the contract. With the No-Fault Insurance in place, a customer may cancel at any time, and for any reason, after the 120-day cutoff with impunity and receive a full refund on all deposits paid to Pali. However, we do ask that you use your best efforts to notify us at least 72 hours in advance because of food inventories and staffing. (The No-Fault insurance also includes coverage for the risks of the Pandemic & Overstay Trip Insurance described below.)

## Reductions & Adjustments

**Initials** _____

The last day to reduce the number of students on your invoice is 12/29/2024 12:00:00 AM, which is 45 days prior to arrival. Any reduction in student attendance numbers received less than 45 days prior to arrival are only eligible for a refund of half (50%) the student cost when submitted with a doctor's note. Schools are unable to reduce their payment numbers below 25 students. **All refund requests are subject to the approval of Pali Institute. A written refund request does not guarantee that a refund will be issued.**

If a student(s) cannot attend due to a last-minute illness, a refund of half (50%) the cost per student will be available if a written refund request is submitted within five (5) days of departure with an attached doctor's note. If Pali Institute approves a refund, it will be submitted to the school or financially responsible organization. Refund requests may be submitted to billing@paliinstitute.com. Any proposed increase in student numbers is contingent upon availability and must be approved by Pali Institute.

## Scholarships

**Initials** _____

Pali Institute will issue scholarships to both students and teachers. For students, one (1) scholarship will be allotted for every twenty-five (25) paying students. For teachers, one (1) scholarship will be allotted for every twenty-five (25) paying students. Additionally, for every teacher that attends above the 1:25 scholarship allotment the listed Rate per Teacher Payee will be incurred.

## Hold Harmless Agreement

**Initials** _____

The parties hereby agree to the following:

1. School (and the District of which the School is a part) and Pali hereby mutually release, waive, discharge and covenant not to sue the other, and release their respective directors, officers, shareholders, employees, and agents (hereinafter referred to as "Releasees") from all liability to each other, its employees, students, agents, personal representatives, assigns, heirs, and next of kin for any loss or damage, and any claim or demands therefor on account of injury to person or property or resulting in death, except if caused by the gross negligence or willful misconduct of the Releasees or otherwise while Customer or its employees, clients, students, staff, agents, or representatives are in, upon, or about Pali's property.
2. It is intended that the forgoing release is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.
3. This agreement is the product of joint negotiation and drafting. No provision herein will be construed against either party on the basis that a party drafted the language in question.

No oral representations, statements, or inducement inconsistent with the foregoing written agreement have any force or effect unless contained herein.

## Guest Room Accommodations and Meals

**Initials** _____

Our guest rooms vary in size and type and are assigned to event participants based on a variety of factors. Cabins have built-in solid wood bunks, showers and full toilet and sink facilities as well as ample storage for personal belongings. The maximum number of guests in a cabin will not exceed 10 to 1 student to staff ratio.

Meals are served in our dining hall at the following times: Breakfast - 8:00 a.m., Lunch - 12:30 p.m., Dinner - 5:30 p.m. Mealtimes may change due to spacing limits in the dining hall or at the discretion of Pali Institute.

## Smoke Free Environment

**Initials** _____

Pursuant to state law, we have adopted a smoke-free policy in all buildings including guest cabins, meeting, social and dining rooms. Additionally, due to fire hazard in our mountain environment, smoking is prohibited anywhere at Pali Mountain.

## Student Behavior and Facility Damage

**Initials** _____

The school agrees to take responsibility for behavior issues that may occur on behalf of their students while attending Pali Institute. If a student violates the behavior policy of Pali Institute and/or the attending school, administrators from Pali Institute and the attending school may require a parent or guardian to remove their student. If the parent or guardian refuses to remove their student a school official will be responsible.

We cannot be responsible for lost or stolen articles, and there will be a charge for any damage to facilities by your students.

## Transportation

**Initials** _____

The attending school will be responsible for transportation to and from Pali Mountain. The scheduled arrival time will be between 10:30AM and 11:00AM, and busses should arrive on the day of departure between 9:00AM and 10:00AM to be loaded and depart by 11:00AM.

## Inclement Weather

**Initials** _____

During times of snowstorms and inclement weather, the Pali site remains open and operational. During these times Route 18 and 330, our chief access roads, remain open to buses with chains. It is therefore the responsibility of the client to reach Pali for scheduled programming. If the client is unable to reach the site due to the weather conditions when Routes 18 and 330 are open, no refund will be given, and all deposits paid will be forfeited. If both Routes 18 and 330 are closed to all traffic for more than 4 hours on arrival day, Pali and the school shall use best efforts to reschedule a mutually convenient date, recognizing that it will be dependent on Pali Institute's remaining availability and may include weekend dates. If rescheduling options do not exist and Pali is unable to accommodate the school before the end of the current school year in which the trip was scheduled for, a refund will be given.

## Emergency Situations

**Initials** _____

If the school or Pali must cancel a trip due to a declared emergency condition such as fire, flood, earthquake, Pali shall communicate with the appropriate governmental agency(ies) having jurisdiction over Pali Institute's location (U.S. Forest Service, California Highway Patrol, San Bernardino County Sheriff, or the San Bernardino County Health and Safety Department) to ascertain the accessibility and safe operation of the program. Based on the recommendations made by the agency(ies), Pali and the school shall mutually agree on a course of action regarding the health and safety of students and staff. If the site in question is deemed inaccessible and/or considered to be unsafe for use by both Pali and the school, the trip will be postponed and rescheduled. If the inaccessible and/or unsafe condition prohibits participation from the first (1st) day of the trip, the visit shall be rescheduled to a mutually convenient date as soon as practicable thereafter. It shall be the responsibility of school to update parents and school staff of such decisions.

## Pandemic Cancellation and Overstay Trip Insurance

**Initials** _____

Pali offers Pandemic & Overstay Trip (POST) Insurance for an additional fee of 8% of the Total Cost under this Site Reservation Agreement, paid at the time of the initial deposit. With POST Insurance, if a pandemic is declared by a governmental authority and customer wishes to cancel its trip after the 120 days before arrival cutoff, but Pal remains open and operating, Pali would refund 100% of the amounts paid to Pali within (3) business days of such cancellation by Customer. Further, with POST Insurance, If Pali is required to cease operations and preventing Customer from attending Pali (after the Cancellation Period), Pali would refund 100% of the amounts paid to Pali within (3) business days of such cancellation by Customer. In the event POST Insurance is not purchased and the Customer is prevented from attending Pali after the Cancellation Period, no refund shall be issued, but Customer shall receive a credit for amounts paid, which credit must be used on a rescheduled trip within twelve months of Pali reopening to the public. In the event the credit is not used by Customer within the twelve-month period, all credit amounts shall be eliminated. Any rescheduled trip shall be subject to availability and may include weekends.

As used herein, "government authority" shall not include the school district of which Customer is affiliated or a part of and shall be limited to independent public health officials from the state agencies with the legal jurisdiction over public health decisions in the physical proximity of the school or Pali.

In the event of an overstay at Pali, for any reason at all, Pali will continue to house, feed, and supervise the children required to extend their stay at Pali. If a customer has purchased POST Insurance, there are no additional charges, and the POST insurance (and No-Fault Insurance) covers the charges for the extended stay. In those instances where a customer has not purchased either insurance coverage and events require an overstay, the customer will be charged 75% of the daily rate under their agreement.

School's Authorized Signature: _____ Date: _____

Printed Name: _____ Title: _____

Pali Institute's Authorized Signature: _____ Date: _____

**Please ensure initial sections on all three pages are completed.**

**Contract Notes:**

Emerson
Stevenson

AGREEMENT FOR USE OF EMERALD COVE OUTDOOR SCIENCE INSTITUTE
FACILITIES, SUPPLIES, EQUIPMENT, AND SERVICES
PUBLIC SCHOOL DISTRICTS
SCHOOL YEAR 2024-2025

This AGREEMENT is entered into this 1st day of July 2024 (the "Effective Date"), by and between the Emerald Cove Outdoor Science Institute, hereinafter referred to as ECOS, and **Burbank Unified School District**, hereinafter referred to as DISTRICT.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1.0 Under the authority of Section 8760, et seq. of the California Education Code, DISTRICT wishes to contract with ECOS to provide a program and classes in Outdoor Science and Environmental Education for students of DISTRICT.

1.1 ECOS shall make available to DISTRICT one (1) or more of its Outdoor Science Institute sites (hereinafter referred to as the "OUTDOOR PROGRAM"), to be determined in the discretion of ECOS based upon the number of DISTRICT students participating in the program.

1.2 DISTRICT agrees to cooperate with ECOS in every reasonable way to enable ECOS as Lessee to carry out its obligations to the Lessor(s) of the OUTDOOR PROGRAM site.

2.0 This AGREEMENT shall be in full force and effect for the period commencing July 1, 2024 and ending June 30, 2025. **This AGREEMENT must be fully executed by the Parties and be on file with ECOS prior to DISTRICT participating in the OUTDOOR PROGRAM.**

3.0 The authority and responsibility with respect to the conduct of the OUTDOOR SCHOOL and its program shall rest with ECOS, acting through its authorized representative, the OUTDOOR PROGRAM Administrator or his/her designee.

4.0 DISTRICT shall leave the OUTDOOR PROGRAM site in the same condition as when DISTRICT arrived, reasonable wear and tear excepted. DISTRICT agrees to bear the expense of repair or replacement of Lessor's or ECOS's property or equipment due to damage and/or unreasonable wear to such property or equipment by DISTRICT'S students and/or staff.

5.0 Hold Harmless/Insurance coverage shall be as follows:

A. To the extent that ECOS and its, officers, agents, and employees (collectively, "ECOS Parties") are responsible, liable or at fault for such Claims, ECOS shall

hold harmless, defend, and indemnify DISTRICT, and its Governing Board officers, agents, employees, and students (collectively, "DISTRICT Parties"), against any and all claims, demands, liability, judgments, awards, fines, liens, losses, damages, expenses, charges or costs of any kind or character, including attorneys' fees and court costs ("Claims"), which arise out of or are in any way connected to the services covered by this AGREEMENT, either directly or indirectly from any act, error, omission, active or passive negligence of ECOS Parties.

B. To the extent the DISTRICT Parties are responsible, liable, or at fault for any such Claims, DISTRICT shall likewise hold harmless, defend, and indemnify the ECOS Parties for all Claims which arise out of or are in any way connected to the services covered by this AGREEMENT, either directly or indirectly from any act, error, omission, active or passive negligence of DISTRICT Parties.

C. In the event of a Claim caused by the concurrent negligent act, error or omission of either party, each party, and/or any third party, a determination of the percentage of fault and or liability will be made by agreement between the parties hereto or by a court of competent jurisdiction, and, to the fullest extent permitted by law, a party's total liability to the other party and anyone claiming by, through, or under the other party for any Claim caused in part by the act, omission, or negligence of such party and in part by the act, omission, or negligence of any other party, entity, or individual, shall not exceed the percentage share that such party's responsibility, fault or liability bears to the total responsibility, fault or liability of all parties, entities and individuals determined to be responsible, liable, or at fault.

D. DISTRICT must furnish to ECOS a certificate of insurance evidencing all coverages and additional insured endorsements required **no less than fourteen (14) business days, excluding holidays, prior to DISTRICT'S first day of participation. DISTRICT shall not participate in the OUTDOOR PROGRAM session until ECOS has received a valid certificate of insurance evidencing the insurance coverage required.**

E. DISTRICT'S insurance must be with an insurance company admitted and licensed by the Insurance Commissioner of the State of California or a program of self-insurance approved by ECOS.

F. If the DISTRICT is either partially or fully self-insured for its liability exposures, DISTRICT must notify ECOS in writing and provide ECOS with a statement signed by an authorized representative of DISTRICT'S governing board which

states that DISTRICT agrees to protect ECOS and its officers, employees, and agents to no less than the protection that would be in place if the insurance requirements in this Section 5.0 were in full effect.

G. DISTRICT agrees to maintain Comprehensive General Liability Insurance, including bodily injury, property damage, premises-operations, products-completed operations and personal injury in the amount of not less than One million dollars ($1,000,000) per occurrence or a program of self-insurance approved by ECOS. DISTRICT shall, at its sole cost and expense, take out and/or maintain such insurance policy(ies) or program of self-insurance approved by ECOS prior to participation in the OUTDOOR PROGRAM, and maintain in full force and effect such policy(ies) or program from the first day of participation through the last day of participation in the OUTDOOR PROGRAM.

H. The following two (2) policy endorsements must be included and written as follows:

(a) "The Emerald Cove Outdoor Science Institute and its officers, agents and employees shall be added as an additional insured to the policy."

(b) "Such insurance as is afforded by this policy for the Emerald Cove Outdoor Science Institute and its officers, agents, and employees shall be primary, and any insurance carried by the Emerald Cove Outdoor Science Institute and its officers, agents, and employees shall be excess and non-contributory."

I. Insurance certificate description should read as "**Participation in the Emerald Cove Outdoor Science Institute Program**."

J. It is further agreed that DISTRICT shall provide a thirty (30) day cancellation or reduction of coverage clause.

K. Insurance certificate holder shall be named proper as "Emerald Cove Outdoor Science Institute, P.O. Box 1027, San Clemente, CA 92674, Attn: Contracts Department."

6.0 The authorized DISTRICT representative for each class at the OUTDOOR PROGRAM shall be a certificated employee.

6.1 DISTRICT shall provide a certificated employee to participate in the

OUTDOOR PROGRAM for each group of students, and not less than one (1) certificated employee for every 30 students. Additional DISTRICT personnel may be required for special needs students, at the discretion of the OUTDOOR PROGRAM Administrator or his/her designee.

6.2 All DISTRICT personnel accompanying students at the OUTDOOR CAMP session are required to have received 'fingerprint clearance' through the California Commission on Teacher Credentialing, as required under Education Code Sections 44340 & 44341.

6.3 All DISTRICT certificated employees will remain at the OUTDOOR PROGRAM site throughout the entire period of the program, unless other written arrangements have been made with and approved by the OUTDOOR PROGRAM Administrator or his/her designee.

6.4 All participating DISTRICT certificated employees, in cooperation with the OUTDOOR PROGRAM staff, shall be expected to take an active role in supervising students to assure compliance with OUTDOOR PROGRAM policies and procedures.

6.5 Due to unpredictable weather conditions, high elevations, strenuous activity, slippery and/or steep trails, and limited first aid services, a DISTRICT certificated employee with a special medical need or condition, including but not limited to pregnancy, may be physically at risk at the OUTDOOR PROGRAM. To ensure the health and safety of such participating certificated employees and their students, the following procedures shall be followed by the DISTRICT:

6.5.1 A participating certificated employee with a special need or condition must sign the required "Release For A Teacher With A Special Need/Condition" incorporated by reference herein, and must discuss the OUTDOOR PROGRAM site conditions with his/her physician who must also consent by signature on such release form to said employee's participation in the program. DISTRICT'S Risk Manager must also approve the participation of such employee by signature on such release form.

6.5.2 The "Release For A Teacher with A Special Need/Condition" must be submitted to the ECOS office **six (6) weeks before DISTRICT school's participation**.

6.5.3 ECOS hereby reserves the right to deny the participation of a DISTRICT'S certificated employee with a special need or condition if the OUTDOOR PROGRAM Administrator or his/her designee deems the conditions at the OUTDOOR PROGRAM site unsafe for said employee. ECOS hereby reserves the right to request the DISTRICT provide an alternate certificated employee if the conditions are deemed unsafe for an employee with a special need or condition to participate in the OUTDOOR PROGRAM.

6.6 DISTRICT certificated employees will be required to provide their own bedroll or sleeping bag and towels and to provide all clothing and personal needs items required by the employees.

6.7 At least six (6) weeks prior to each date of attendance, DISTRICT'S school(s) shall complete and fax/email the ECOS "Six Week Checklist," incorporated by reference herein, which shall state the number of students and how many certificated employees will be participating in the OUTDOOR PROGRAM session, as well as a list of students and/or certificated employees who have special needs or conditions.

7.0 DISTRICT shall require the following for each student participating in the OUTDOOR PROGRAM:

7.1 The parent(s) of each student participating in the OUTDOOR PROGRAM shall be required to complete a "Student Registration", incorporated by reference herein, which is to be submitted to ECOS by DISTRICT staff upon arrival at the OUTDOOR PROGRAM site.

7.2 Parent(s) of a student requiring prescribed and/or non-prescribed medication(s) shall be required by DISTRICT to complete a "Medication Authorization (Prescription and Non-Prescription)" form, incorporated by reference herein, and return it to the student's school. This form shall be submitted to the OUTDOOR PROGRAM health services technician prior to the student's arrival at the OUTDOOR PROGRAM site. If a signature from a legal guardian cannot be obtained within twenty-four (24) hours of a student's arrival at an OUTDOOR PROGRAM site, DISTRICT may be required to transport student home.

7.3 Each student attending the OUTDOOR PROGRAM shall be required by the DISTRICT'S schools to furnish a bedroll or sleeping bag, and all clothing and personal needs items for student as per packing list provided by ECOS in the brochure for parents.

7.4 Each student attending the OUTDOOR PROGRAM shall be required to furnish a health history of his or her health status that is completed and signed by the individual student, or by the parent or guardian if the student is under the age of 18, which is to be submitted to ECOS by DISTRICT staff no less than one (1) week prior to arrival at the OUTDOOR PROGRAM site. This health history shall be kept on-site at the OUTDOOR PROGRAM during the duration of the program session, and shall include:

(a) A description of any health condition requiring medication, treatment, special restriction or consideration while at the OUTDOOR PROGRAM;

(b) A record of immunizations including date of last tetanus shot;

(c) A record of any allergies; and

(d) A statement signed by the DISTRICT student (or parent or legal guardian if the student is under 18), authorizing ECOS to seek emergency medical or dental treatment for such student if deemed necessary by the OUTDOOR PROGRAM Administrator or his/her designee.

8.0 ECOS shall be responsible for:

8.1 Arranging for the facilities, food services, and housekeeping of the OUTDOOR PROGRAM site for students, certificated employees, and staff.

8.2 Providing an Accident Insurance Program. ECOS shall carry an Accident Insurance Policy covering ECOS'S employees and DISTRICT students while they are participating in the OUTDOOR PROGRAM. DISTRICT is hereby advised that ECOS's insurance coverage with respect to students is limited to that specified herein, and coverage scope is limited to events which take place on OUTDOOR PROGRAM site premises.

8.3 Providing for the participation of students with special needs. A student with special needs is defined as one who may, due to emotional or physical

condition, require individualized care or medical attention. Examples include, but are not limited to: students with diabetes, students with mobility challenges, students in casts, students who regularly use a nebulizer, students with emotional challenges, and students with severe food allergies.

8.3.1 A "Release For A Student With A Special Need/Condition" form, incorporated by reference herein, shall be completed for each student with special needs and submitted to the OUTDOOR PROGRAM health services technician **six (6) weeks** prior to arrival at the OUTDOOR PROGRAM site.

8.3.2 Due to unique environmental conditions, active learning, and social programs, students with special needs may be required by ECOS to be accompanied by an aide provided by DISTRICT. Due to the challenges of an overnight experience, students who do not require an aide at school may require an aide at the OUTDOOR PROGRAM. ECOS hereby reserves the right to deny participation of a student with a special need or condition if the OUTDOOR PROGRAM Administrator or his/her designee deems the conditions at the OUTDOOR PROGRAM site to be unsafe for said student or if DISTRICT fails to provide an aide required by ECOS for such a student.

8.4 Furnishing suitable staff to conduct the OUTDOOR PROGRAM curriculum.

8.5 ECOS OUTDOOR PROGRAM will furnish first-aid services to care for minor injuries or illness and provide the services of a licensed vocational nurse or registered nurse while children are present.

8.6 Furnishing a one or more instruction guides, covering coordination with the ECOS OUTDOOR PROGRAM, as well as the curriculum, policies and procedures for the OUTDOOR PROGRAM.

9.0 DISTRICT understands and agrees that ECOS is not responsible for the loss, damage, or theft of personal possessions of DISTRICT employees or students, or DISTRICT'S equipment, materials, or supplies, and DISTRICT Parties will hold harmless for and indemnify ECOS against any such Claim(s).

10.0 DISTRICT agrees to send to the OUTDOOR PROGRAM(s) each week the number of students indicated in Exhibit "A." DISTRICT agrees to pay a fee to ECOS pursuant to Section 10.4, for each student of DISTRICT participating in the OUTDOOR PROGRAM, unless a school is designated in Exhibit "A" as fully or partially funded by a sponsor, in which case the sponsor may pay ECOS directly for such fees of designated school(s), as detailed in Exhibit "A". Details of sponsorship shall be noted on Exhibit "A", up to the number of students listed in Exhibit "A." Students in excess of that number will be added if space and funding are available. All student fees, whether paid by DISTRICT or by the sponsor, shall cover: room, facilities and maintenance services, food and related services, accident insurance, instructional services and materials. As between students, sponsors, and DISTRICT, DISTRICT shall for all purposes be deemed the party ultimately responsible for payment obligations to ECOS for provision of the OUTDOOR PROGRAM services, and the only party ECOS need contact regarding invoicing.

10.1 Each DISTRICT school shall be billed and agrees to pay on the basis of the number of students that actually participate, but in no event less than eighty-five percent (85%) of the number of students indicated in a purchase order submitted to ECOS by school pursuant to Section 10.3 hereto. To secure the desired dates, a ten percent (10%) deposit will be required at the time of booking (i.e., when DISTRICT executes Exhibit "A" or an addendum thereto to add more students).

10.2 A DISTRICT school may withdraw from the OUTDOOR PROGRAM without penalty, provided that a replacement school can be located with an enrollment equal to or better than the enrollment of the school requesting to withdraw. In the event ECOS is unable to re-book the canceled dates at a level equal to or greater than that which the DISTRICT school had contracted for, DISTRICT agrees to pay ECOS the difference in tuition between the students indicated on the school's purchase order and the number of students that ECOS is able to re-book and ultimately attend the OUTDOOR PROGRAM session.

10.3 To secure the desired dates, individual schools must submit a purchase order to ECOS, indicating the information requested in the table of section II(b) of Exhibit A (i.e., school name, grade of students, number of students, start date, program length, requested site, and tuition rates per Exhibit "B" hereto). Should a DISTRICT school's enrollment in the OUTDOOR PROGRAM change from the number of students indicated on said purchase order, DISTRICT shall inform ECOS in writing, as soon as possible. A significant increase or decrease in a school's enrollment may result in ECOS's inability to adjust the schedule to accommodate DISTRICT's students at a particular site, on particular dates, or at all.

10.4 The fee schedule indicated on Exhibit "B" represents the maximum per-student tuition charge per week.

10.5 A week of OUTDOOR PROGRAM is defined as a period beginning with lunch following the student's arrival on the first (1st) day of the OUTDOOR PROGRAM week and extending through the last day of the same OUTDOOR PROGRAM week, with departure from the OUTDOOR PROGRAM on or before 11:00 a.m. OUTDOOR PROGRAM sessions are typically for either: 5 days, 4 nights, & 12 meals -or- 4 days, 3 nights, & 9 meals.

10.6 Cost of room (on a shared-occupancy basis) and food for each certificated employee is included in student fees.

10.7 If, in addition to the certificated employee required for every 25 students, the DISTRICT sends additional certificated or non-certificated staff or student teachers, the prevailing per person site rates for room and food shall apply for each additional staff member. Visiting school personnel, parents, and friends will be charged the prevailing rates for all meals and snacks eaten and for overnight accommodations, if available.

10.8 DISTRICT'S students arriving late or departing early from the OUTDOOR PROGRAM for any reason during a week will be charged the full student fee for that week.

10.9 In the event of any condition, including emergencies and late arrival of school buses, which would prohibit the safe departure of DISTRICT students and/or DISTRICT staff after 12:00 p.m. on the last day of the week, ECOS shall charge DISTRICT for additional costs related to feeding students and/or staff, and the supervision of students until such time of departure.

10.10 DISTRICT shall pay ECOS the actual cost of any miscellaneous items, including but not limited to first-aid supplies, photocopy or duplicating service, phone services, miscellaneous food items, bedding, or any breakage or damage.

10.11 DISTRICT'S payment of all fees, in accordance with the provisions of this AGREEMENT, shall be made to ECOS (i) within thirty (30) days of the last day of an OUTDOOR PROGRAM session for which a DISTRICT school had students in attendance; or (ii) in the event no students were in

attendance for any reason, within thirty days of the date of invoice sent by ECOS. Overdue payments shall bear interest at the lesser rate of 18% per annum (1.5% per month) or the maximum rate permitted by law. If payment of invoices is not current, ECOS may, at its option, suspend performance of services hereunder.

11.0 Responsibility for transportation to and from the OUTDOOR PROGRAM shall be as follows:

11.1 Transportation of DISTRICT students, certificated employees, other DISTRICT staff members, and luggage to and from the OUTDOOR PROGRAM, and the provision of applicable insurance coverage therefor, is the responsibility of DISTRICT, and is not included in the OUTDOOR PROGRAM fee stated in Section 10.4.

11.2 It is the DISTRICT'S responsibility to arrange for transportation of a student in a timely manner if the student needs to be picked up due to behavior problems, illness, or as otherwise deemed necessary in the sole discretion of the OUTDOOR PROGRAM Administrator or his/her designee. DISTRICT shall retain full responsibility for its students and the conduct of its students from time of departure from home school to time of return to home school.

11.3 **It is the DISTRICT'S responsibility for providing and arranging buses equipped with snow chains in the event that the Highway Patrol has posted snow chain requirements on roadways to or from the OUTDOOR PROGRAM site. Information regarding snow chain requirements is available on the Caltrans website at http://www.dot.ca.gov/cgi-bin/roads.cgi**.

12.0 DISTRICT hereby grants approval to ECOS to allow additional schools or students to participate in the OUTDOOR PROGRAM during the term of this AGREEMENT, on a space-available basis. If DISTRICT wishes to add (a) school(s) to this AGREEMENT, ECOS shall generate an addendum to Exhibit "A" of this AGREEMENT indicating the name(s) of the school(s), the number of students for each school, the fees, and the date(s) of participation. For the request for additional schools to become effective, a new purchase order will be generated by the school(s) to be added and submitted to ECOS.

13.0 ECOS reserves the right to change or cancel DISTRICT'S location and/or date of participation in the OUTDOOR PROGRAM under the following conditions: (i) change in number of students enrolled for an OUTDOOR PROGRAM session; (ii) repair of grounds or facilities;

(iii) threat of fire, flood, storm or other natural or man-made disturbance; (iv) lack of sufficient ECOS staff; or (v) other condition(s) which could, in the sole discretion of the ECOS Administrator or his/her designee, make the operation of the OUTDOOR PROGRAM imprudent, unsafe or unhealthy. ECOS will make every effort to provide reasonable advance written notice to DISTRICT, when possible, of such changes or cancellations in the OUTDOOR PROGRAM schedule.

14.0 If DISTRICT wishes to cancel all or a portion of a DISTRICT school's participation in an OUTDOOR PROGRAM session due to a real or perceived emergency condition such as fire, flood, earthquake, or severe weather conditions, ECOS shall follow the procedures outlined below:

14.1 ECOS shall communicate with the appropriate governmental agency(ies) having jurisdiction over the particular site (U.S. Forest Service, California Highway Patrol, San Bernardino County Sheriff, and/or the San Bernardino County Health and Safety Department) to ascertain the accessibility and safe operation of the OUTDOOR PROGRAM site in question.

14.2 Based upon the recommendations made by the agency(ies) referenced in Section 14.1, the OUTDOOR PROGRAM Administrator and DISTRICT'S Superintendent, or their designees, shall mutually agree on a course of action regarding the health and safety of students and staff at the site in question.

14.2.1 If the site in question is deemed inaccessible and/or considered to be unsafe for student use and instruction by both ECOS and DISTRICT, students and staff will be evacuated or participation will be postponed or cancelled. ECOS will pro-rate the DISTRICT'S fees and will attempt to reschedule DISTRICT school(s) at another date and/or location. If the inaccessible and/or unsafe condition prohibits participation on the first (1st) day of the OUTDOOR PROGRAM session, no fees shall be charged to DISTRICT by ECOS until the site is safe, accessible and open. For avoidance of doubt, the phrase "unsafe condition" includes reasonable health concerns such as those posed by a pandemic, and the Parties will endeavor to follow county, state, and federal guidelines with respect to such matters.

14.2.2 In the event of severe weather such as rain, snow, flood or other acts of nature, ECOS, in cooperation with the

agency(ies) referenced in Section 14.1, shall make a good-faith effort to determine the safety conditions of roads and sites throughout the week of participation. Final determination as to safe use of roads and site by students and staff will be made by ECOS as soon as possible on the first (1st) day of OUTDOOR PROGRAM participation, and at any time throughout the week of participation. If the roads and site are determined by ECOS to be safe and accessible, but DISTRICT does not elect to participate as scheduled, all provisions of this AGREEMENT including the full payment of applicable fees shall apply.

14.2.3 It shall be the responsibility of DISTRICT to update students, students' parents and DISTRICT personnel of such decisions and procedures, as well as any changes to the dates or locations of the OUTDOOR PROGRAM.

15.0 ECOS and DISTRICT agree that they will not engage in unlawful discrimination of persons because of race, color, religious creed, national origin, ancestry, physical handicap, medical condition, marital status, age, or sex of such persons.

16.0 ECOS and DISTRICT agree that this AGREEMENT shall be construed and entered into in accordance with the laws of the State of California, through California state courts with venue in Orange County, California.

17.0 NOTICE. All notices or demands to be given under this AGREEMENT by either party to the other, shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed either by registered or certified mail, return receipt requested, with postage prepaid. Service shall be considered given when received if personally served or if mailed on the third day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this section. As of the date of this AGREEMENT, the addresses of the parties are as follows:

*~ Continued on next page ~*

DISTRICT: Burbank Unified School District
1900 W. Olive Avenue
Burbank, CA, 91506-2460
Attn: Peter J. Knapik, Ed.D.

ECOS: Emerald Cove Outdoor Science Institute
P.O. Box 1027
San Clemente, CA 92674
Attn: Stephen Kuljis

18.0 TOBACCO ON OUTDOOR PROGRAM SITE PROPERTY. ECOS intends to provide a tobacco-free environment for its OUTDOOR PROGRAM participants. Smoking or the use of any tobacco products are prohibited in buildings and vehicles, and on any property owned, leased or contracted for by ECOS during an OUTDOOR PROGRAM session. Failure to comply with conditions of this policy may result in the termination of this AGREEMENT by ECOS.

19.0 DRUG AND ALCOHOL ON OUTDOOR PROGRAM SITE PROPERTY. ECOS intends to provide a drug and alcohol-free environment for its OUTDOOR PROGRAM participants. Consuming, possessing, selling, giving, or distributing any alcoholic beverage or product is prohibited in buildings and vehicles, and on any property owned, leased or contracted for by ECOS during an OUTDOOR PROGRAM session. Failure to abide with these conditions may result in the termination of this AGREEMENT by ECOS.

20.0 If any term, covenant, condition or provision of this AGREEMENT is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.

21.0 This AGREEMENT contains the entire agreement between ECOS and DISTRICT regarding the Services and any agreement hereafter made shall be ineffective to modify this AGREEMENT in whole or in part unless such agreement is embodied in an amendment to this AGREEMENT which has been signed by both ECOS and DISTRICT. This AGREEMENT supersedes all prior negotiations, understandings, representations and agreements.

*~ Signature page to follow ~*

IN WITNESS WHEREOF, the Parties hereto have caused this AGREEMENT to be executed.

| DISTRICT: BURBANK UNIFIED SCHOOL DISTRICT | EMERALD COVE OUTDOOR SCIENCE INSTITUTE |
|---|---|
| BY: _____ Authorized Signature | BY: Stephen A. Kuljis Authorized Signature |
| PRINT NAME: _____ | PRINT NAME: Stephen Kuljis |
| TITLE: _____ | TITLE: Director |
| DATE: _____ | DATE: May 20, 2024 |

AGREEMENT FOR USE OF EMERALD COVE OUTDOOR SCIENCE INSTITUTE
FACILITIES, SUPPLIES, EQUIPMENT, AND SERVICES
PUBLIC SCHOOL DISTRICTS
SCHOOL YEAR 2024-2025

**Exhibit A**
**Statement of Work**

## I. Generally

**a. Agreement.** This Statement of Work is appended to that certain agreement dated effective July 1, 2024 entered into by and between the Emerald Cove Outdoor Science Institute and **Burbank Unified School District** (the "Agreement"). Capitalized terms used but not defined in this Statement of Work shall have the meanings given them in the Agreement.

## II. Scope of Work / Services

**a. Services**. In exchange for the compensation contemplated under this Agreement, ECOS will provide the DISTRICT with the facilities, supplies, equipment, deliverables and services associated with the ECOS OUTDOOR PROGRAM, as more particularly described in Section 8.0 of the Agreement (collectively, the "Services").

**b. Delivery Dates / Locations**. The foregoing Services will be performed or delivered at the following locations pursuant to the following schedule:

| School | Grade | # of Students | Start Date | # of Days | Site | Tuition[1] | Total Tuition | 10% Deposit |
|---|---|---|---|---|---|---|---|---|
| Emerson | 5 | 65 | 09/25/24 | 3 | Cedar | $253.70 | $16,490.50 | N/A |
| Stevenson | 5 | 85 | 12/11/24 | 3 | Cedar | $253.70 | $21,564.50 | $2,156.45 |

[1] Subject to change from school year to school year

1. Total number of students: 150
2. Tuition per student: $253.70 (Includes 5% Early Registration discount)
3. Total anticipated fees: $38,055.00
4. Total 10% deposits: $2,156.45

**c. Sponsor Information.**[2]

1. Name of Sponsor (if any):
2. Number of students sponsored:

[2] Pursuant to Section 10.0 of the Agreement, sponsors may pay tuition fees for sponsored students, but DISTRICT shall be ultimately responsible for payment obligations to ECOS for provision of the Services, and the only party ECOS need contact regarding invoicing.

**III. Compensation**

**a.** In exchange for the Services and deliverables described above, DISTRICT agrees to pay ECOS pursuant to Section 10.0 of the Agreement, as follows:

1. A deposit in an amount equal to ten (10%) percent of the total tuition listed in item II(b)(2) of this Exhibit A, due and payable upon execution hereof.

2. The total tuition listed in item II(b)(3) of this Exhibit A, subject to any adjustment pursuant to the terms of the Agreement, will be due and payable (i) within thirty (30) days of the last day of an OUTDOOR PROGRAM session for which a DISTRICT school had students in attendance; or (ii) in the event no students were in attendance for any reason, within thirty (30) days of the date of invoice sent by ECOS.

3. Late payment: All payments not received within the time frame specified above shall bear interest at the lesser rate of 18% per annum (1.5% per month) or the maximum rate permitted by law. Payments will thereafter be applied first to accrued interest and then to the principal unpaid balance. If payment of invoices is not current, ECOS may, at its option, suspend performance of Services.

**b. Other**

1. Additional Enrollment. Should DISTRICT wish to add (a) school(s) to this AGREEMENT, ECOS shall generate an addendum to this Exhibit "A", indicating the name(s) of the school(s), the number of students for each school, the fees, and the date(s) of participation. For the request for additional schools to become effective, a new purchase order will be generated by the school(s) to be added and submitted to ECOS.

2. Cancellations and/or modifications to the number of students indicated in a purchase order are subject to the terms and conditions of the Agreement, including, without limitation, Sections 10.0 and 14.0 thereof.

3. All fees quoted are in US Dollars.

4. District will remit payments to ECOS at the following address: P.O. Box 1027, San Clemente, CA 92674

///

*~ Signature page to follow ~*

///

IN WITNESS WHEREOF, the Parties hereto have caused this AGREEMENT to be executed.

| DISTRICT: BURBANK UNIFIED SCHOOL DISTRICT | EMERALD COVE OUTDOOR SCIENCE INSTITUTE |
|---|---|
| BY: _____ Authorized Signature | BY: _____ Authorized Signature |
| PRINT NAME: _____ | PRINT NAME: Stephen Kuljis |
| TITLE: _____ | TITLE: Director |
| DATE: _____ | DATE: May 20, 2024 |

EMERALD COVE OUTDOOR SCIENCE INSTITUTE

**Exhibit B**
**STANDARD FEES[3]**
PUBLIC SCHOOL DISTRICTS
SCHOOL YEAR 2024-2025

| 5 DAY PROGRAM | 5 Days, 4 Nights |
|---|---|
| Full Program (4 Nights) | $505.00/Student |
| Partial (Stay- 3 Nights) | $404.00/Student |
| Partial (Stay- 2 Nights) | $303.00/Student |
| Partial (Stay- 1 Night) | $202.00/Student |

| 4 DAY PROGRAM | 4 Days, 3 Nights |
|---|---|
| Full Program (3 Nights) | $454.00/Student |
| Partial (Stay- 2 Nights) | $317.80/Student |
| Partial (Stay- 1 Night) | $181.60/Student |

| 3 DAY PROGRAM | 3 Days, 2 Nights |
|---|---|
| Full Program (2 Nights) | $266.00/Student |
| Partial (Stay- 1 Night) | $133.00/Student |

ALL OF THE ABOVE FEES INCLUDE FOOD AND LODGING

EXTRA CHARGES- Additional Teachers or Administrators who visit for the day/overnight.

| | |
|---|---|
| Overnight Stay | $50.00/Adult |
| Breakfast | $6.00/Meal |
| Lunch | $7.00/Meal |
| Dinner | $10.00/Meal |

-Full Payment for each program due and payable (i) within thirty (30) days of the last day of an OUTDOOR PROGRAM session for which a DISTRICT school had students in attendance; or (ii) in the event no students were in attendance for any reason, within thirty (30) days of the date of invoice sent by ECOS.

| School Name | Dates Attending | Payment Due Date |
|---|---|---|
| Ralph Waldo Emerson Elementary School | September 25-27, 2024 | October 28, 2024 |
| Robert Louis Stevenson Elementary School | December 11-13, 2024 | January 13, 2025 |

[3] All fees are subject to change from school year to school year.

American Outdoor Education
P.O. Box 3288
Crestline, CA. 92325

AMOE Bret Harte 1/13-17/25
Expected Contract Minimum: $40,565.10
Deposit Requirement: $3,500.00
Deposit Due Date: 08/30/2024

**Bret Harte Elementary**
3200 W. Jeffries
Burbank, CA 91505
(818) 558-5533
marthawalter@burbankusd.org

**Attendance**

| Product | Description | Attendees | Price | Total Price |
|---|---|---|---|---|
| 5 Day Student | | 90 | $462.00 | $41,580.00 |

**Total Attendance Amount:** $41,580.00

**Add-ons**

| Product | Description | Quantity | Unit Price | Total Price |
|---|---|---|---|---|
| 5 Day Teacher | | 3 | $150.00 | $450.00 |
| Processing Fee | | 93 | $2.50 | $232.50 |

**SubTotal:** $682.50

**Adjustments**

| Description | Discount |
|---|---|
| Free Teacher Discount (3) | ($450.00) |
| Pay On Time Discount | ($1,267.88) |

**Discount:** $1,717.88
**Net Amount:** $40,565.10

**Payment Information**

| Payment Name/Code | Date of Payment | Check Reference number | Payment Methods | Amount Received |
|---|---|---|---|---|

**Total Received:** $0.00

**Balance Due $40,565.10**

**Payment Options:** Cash, Check, eCheck, ACH Bank Transfer or Credit Card (3.5% Fee Applied)

Invoice #:AMOE-0018802
May 15, 2024

Copyright TM Camping.

American Outdoor Education

AMERICAN OUTDOOR EDUCATION
P.O. BOX 3288, CRESTLINE, CA 92325

# PROGRAM CONTRACT

*Issued:*
December ,

**Bret Harte Elementary**
**3200 W. Jeffries**
**Burbank, CA 91505**

**Martha Walter**
**Email - marthawalter@burbankusd.org**
**Phone - (818) 558-5533**

## CONFERENCE INFORMATION

**Conference Dates** — **Beginning:** Monday, January 13, 2025
**Ending:** Friday, January 17, 2025

**Conference Duration** — **Nights:** 4
**Meals:** 12

**First Meal:** Monday Lunch
**Last Meal:** Friday Breakfast

| | ESTIMATED | RATE |
|---|---|---|
| 5 Day Student | 90* | $462.00 |
| **TOTAL** | **90** | |

**Requests to increase student registration will be based upon availability and is subject to approval by American Outdoor Education.*

We, Bret Harte Elementary do agree to use American Outdoor Education, LLC at the facilities of Thousand Pines from 1/13/2025 to 1/17/2025, and agree to the following:

## A. ATTENDANCE

Initial

We guarantee 90 guests in full time attendance. Any number of guests above the guaranteed number will be accommodated based on availability. We will notify American Outdoor Education of the actual number of students (# of boys and # of girls) to attend at least two weeks before arrival.

## B. FEES

Registration fees for early departures are non-refundable.
This rate will include:

- 4 nights lodging, arriving at 11:00 am and departing at 10:00am.
- 12 meals, starting with Monday Lunch and ending after Friday Breakfast.
- We will do our best to ensure the following ratio: 1 qualified program instructor for every 20-30 students to guide students through the program elements.
- American Outdoor Education requires every group attending a retreat at American Outdoor Education to provide a certificate of insurance listing American Outdoor Education as additionally insured.
- American Outdoor Education requires every person attending a retreat to complete an online registration, medical history, and activity release form. This will be the only registration form accepted by American Outdoor Education. There is a $2.50 per person processing fee, which will be billed to Bret Harte Elementary, and added to the invoice

Initial

We agree to pay a minimum guarantee of **$40,565.10** for **90** full-time guests. A non-refundable deposit of **$3,500.00** is due no later than , **December** , along with the signed contract. Dates will not be confirmed/secured until both the contract and deposit are received. You will receive a final invoice reflecting your balance two weeks prior to your arrival. All fees are due and payable before leaving camp. Any additional fees accrued due to increase in attendance, damages, etc. will be charged on an additional invoice submitted to the school upon departure.

## C. CANCELLATIONS & REBOOKING

Initial

Should your School/District cancel its reservation 180 days (6 months) in advance, all monies but the deposit amount will be refunded.
Fewer than 180 days (6 months), the School/District is obligated to meet the full financial requirements of this contract. Should the School/District desire to change its reservation dates, the school shall be assessed no additional fees or penalties if it contracts for a date within the same fiscal year. If the re-booking date falls in the subsequent fiscal year, the full, contracted fees due shall be paid by the end of the originally contracted fiscal year. The School/District may decrease its guaranteed minimum by no more than 20% without restrictions until 90 days before the program date. If the school needs to decrease its guaranteed numbers and their beginning fiscal year is within the 90 day (3 month) period of their program date, the school has 30 days from the beginning of schools fiscal year to decrease its numbers by 20% without penalty. In the event that a reservation is canceled by American Outdoor Education due to uncontrollable acts of nature, neither the School/District nor American Outdoor Education will be held responsible or penalized in any way, all monies except the deposit will be refunded to the School/District. The non- refundable School/District deposit will be applied to a rebooking.

On or before Monday, December 30, 2024, we agree to inform American Outdoor Education of our anticipated count and pay the full amount of the contract guarantee less the pre-paid deposit. We will be invoiced for any balance due. If our group falls below the minimum guarantee, we will meet our entire financial obligation to American Outdoor Education for the full amount of the guarantee.

## D. HOLD HARMLESS

School and/or District shall hold harmless, defend and indemnify American Outdoor Education, its officers, agents and employees from any and all claims for damages resulting from the acts or omissions of the School District, its officers, agents, employees and pupils with the respect to the American Outdoor Education Program. American Outdoor Education shall hold harmless, defend, and indemnify the School/District, its officers, agents, and employees from any and all claims for damages resulting from the acts or omissions of American Outdoor Education, its officers, agents, and employees with respect to the American Outdoor Educationl Program. American Outdoor Education has performed background checks and fingerprinting of their staff members.

Initial

## E. REGULATIONS

We agree to comply with the following American Outdoor Education's policies:

Initial

1. The School shall provide, two weeks prior to arrival, the School Arrival Details, Cabin Grouping Form and Student Care Worksheet. We also request all schools to submit an Endorsed Liability Insurance certificate naming American Outdoor Education as an additional insured.
2. The School shall administrate the online registration, medical history, and activity release form provided by American Outdoor Education to be completed by each person attending the camp before the arrival date.
3. All medications (prescription and non-prescription) shall be collected by the School from the students and submitted to the Thousand Pines Health Specialist upon arrival to camp.
4. Prior to students boarding buses or travel vehicles, all students need to have their temperature checked. Any student whose temperature is 100 or above will need to stay at school until temperature is normal and all symptoms of illness are gone.
5. The School/District shall retain responsibility for its students from the time of departure from home school to the time of return to the home school.
6. The School/District shall provide certified employees to participate and take an active role in the program and supervision of students and must remain on camp premises throughout the program.
7. Minimum of 2 teachers/school staff.
8. Teachers will be required to supervise all sick students until they are sent home or they are feeling better.
9. All Schools are required to bring a transport vehicle to Thousand Pines. Transportation would be used to transport non-life threatening emergencies to urgent care.
10. Students' medical prescriptions will be handled by the Thousand Pines Health Specialist; the AOE staff will have the primary responsibility in first aid situations. The Leadership staff will remain in communication with school staff regarding status and disposition of any accident/illness.
11. School staff and Camp staff are to work cooperatively involving students in activities that promote appropriate environmental ethics and social behavior. The American Outdoor Education Leadership shall be involved in the final determination regarding any student's behavioral infractions.
12. FIREARMS, WEAPONS, B-BGUNS, ARCHERY EQUIPMENT shall not be brought to American Outdoor Education programs.
13. ALCOHOLIC BEVERAGES, TOBACCO AND ILLEGAL DRUGS will not be permitted at any time during the American Outdoor Education program or on camp property.
14. Pets are not permitted at the outdoor science school.

Authorized School Signature: _____ Date _____

Typed or Printed Name: _____ Title/Position _____

AOE Signature: _____ Date _____

American Outdoor Education reserves the right to update program curriculum and activities, based on state standards, current resources and/or availability.

American Outdoor Education - PO Box 3288 Crestline, CA. 92325
909-338-8900 phone - 909-338-3511 fax – registration@AmericanOutdoorEd.com - www.AmericanOutdoorEd.com/

POST OFFICE BOX 2640
BIG BEAR CITY, CA 92314
TELEPHONE/FAX: 800 408-1851
WWW.HIGHTRAILS.COM

# High Trails

*Understanding how we can all fit together on one healthy planet*

## Outdoor Science School Contract

| | | | |
|---|---|---|---|
| **School:** | William McKinley Elementary | **Address:** | 349 W. Valencia Ave. |
| **District:** | Burbank Unified | **City, State, Zip:** | Burbank, CA 91506 |
| **Number of Students:** | 84 | **Phone:** | 818-729-2000 |
| **Dates:** | 10/21-10/23/24 | **Email:** | lizcostella@burbankusd.org |
| **Price per Student:** | $210 per attending student | **Contact Person:** | Liz costella |
| **Contract Due Date:** | **June 1, 2024** | **Deposit Status:** | deposit on file, $0 due |

1. This contract is due at High Trails by the above due date or High Trails reserves the right to fill the contracted date with another school. School agrees to maintain a deposit of $500.00 on account with High Trails. This deposit is refundable upon written notice of cancellation to High Trails no less than 120 days prior to the scheduled arrival date. Cancellations after that date will result in the loss of deposit. Cancellations within 90 days of scheduled arrival will result in full contracted amount due.
2. High Trails reserves the right to cancel any contract for any reason including but not limited to: insufficient number of students in attendance, non-return of contract or other paperwork, or past or present difficulty working with school, students, teachers or district officials.
3. School acknowledges and agrees that any fees incurred are due and payable upon arrival at High Trails unless previous arrangements have been approved. Should payment not be rendered in full during a school's stay at program, High Trails reserves the right to eliminate all offered scholarships. Students arriving late or leaving program early for any reason will not be refunded any part of the tuition fee.
4. High Trails has a minimum attendance requirement that is 90% of the contracted number of students. Should school not meet this minimum number, High Trails will not offer any student scholarships and school will be charged a $500 fee. High Trails reserves the right to cancel this contract if school cannot meet the minimum number of students.
5. School acknowledges that it is solely responsible for providing transportation of its students and teachers to and from High Trails throughout the program week. School shall provide at least one certified employee who will remain at High Trails throughout the entire contract period. School and District shall retain responsibility for its students from time of departure from the home school to time of return to the home school.
6. High Trails follows direction from local, county, state, and federal government agencies in respect to emergency situations including earthquakes, forest fires, terrorism events, and health crises. Should School be directed by any of the above agencies to not attend High Trails due to an emergency situation, this direction removes the financial obligation by the school to pay for services under the terms of this contract.
7. High Trails follows direction from Caltrans regarding access to facilities on state highways. If access to High Trails facility is not possible due to a Caltrans closure, this direction removes the financial obligation by the school to pay for services under the terms of this contract. If access is open and school chooses not to attend High Trails due to perceived risk of road conditions, school will still be liable for full contracted amount. School acknowledges that chains may be required for traction control on their busses for transportation to High Trails. If school is forced to adjust arrival or departure dates of program due to emergency situations or road closures, financial amount due shall be adjusted.
8. Schools, teachers, district officials and other personnel associated with the School or District agree to read and abide by all Rules and Regulations of High Trails. These rules are disclosed in full in the Schools and Parents section of our website. Schools agree to make available all pertinent rules and regulations to students and parents. Schools also agree to hold students and parents accountable to these policies.
9. Upon arrival at program, school shall provide High Trails with a completed and signed Health/Consent Form and Medication Form (if medication is needed) for each student in attendance. School acknowledges that High Trails cannot accept any medication for students with paperwork not filled out properly. Upon arrival school shall provide High Trails an updated list of all students in attendance.
10. High Trails maintains a commercial liability insurance policy; copies are available upon request.
11. School and District shall defend, indemnify, and hold High Trails, its officers, agents and employees harmless from any and all claims for damages and injuries resulting from the acts or omissions of school, its district, officers, agents, employees and students with respect to the outdoor education program. High Trails shall defend, indemnity and hold School, District and their officers, agents, employees and students harmless from any and all claims for damages and injuries resulting from the acts or omissions of High Trails and its officers, agents, and employees with respect to the outdoor education program.
12. Subject to any restrictions on assignment contained in this agreement, the agreement shall be binding upon and inure to the benefit of the parties hereto and their respective representatives, successors, and assigns. No written changes are permitted on this contract.

| SCHOOL DISTRICT | HIGH TRAILS |
|---|---|

| | |
|---|---|
| **Authorized Signature:** | **Authorized Signature:** Leslie Urban |
| **Printed Name:** | **Printed Name:** Leslie Urban |
| **Title:** **Date:** | **Title:** Director of Operations, High Trails **Date:** 5/8/24 |

POST OFFICE BOX 2640
BIG BEAR CITY, CA 92314
TELEPHONE/FAX: 800 428-1851
WWW.HIGHTRAILS.COM

# High Trails

*Understanding how we can all fit together on one healthy planet*

## Outdoor Science School Contract

| | | | |
|---|---|---|---|
| **School:** | Joaquin Miller Elementary | **Address:** | 720 E Providencia Ave |
| **District:** | Burbank Unified | **City, State, Zip:** | Burbank, CA 91501 |
| **Number of Students:** | 85 | **Phone:** | 8185158694 |
| **Dates:** | 10/23-10/25/24 | **Email:** | melissapamperin@burbankusd.org |
| **Price per Student:** | $240 per attending student | **Contact Person:** | Melissa Pamperin |
| **Contract Due Date:** | **June 1, 2024** | **Deposit Status:** | deposit on file, $0 due |

1. This contract is due at High Trails by the above due date or High Trails reserves the right to fill the contracted date with another school. School agrees to maintain a deposit of $500.00 on account with High Trails. This deposit is refundable upon written notice of cancellation to High Trails no less than 120 days prior to the scheduled arrival date. Cancellations after that date will result in the loss of deposit. Cancellations within 90 days of scheduled arrival will result in full contracted amount due.
2. High Trails reserves the right to cancel any contract for any reason including but not limited to: insufficient number of students in attendance, non-return of contract or other paperwork, or past or present difficulty working with school, students, teachers or district officials.
3. School acknowledges and agrees that any fees incurred are due and payable upon arrival at High Trails unless previous arrangements have been approved. Should payment not be rendered in full during a school's stay at program, High Trails reserves the right to eliminate all offered scholarships. Students arriving late or leaving program early for any reason will not be refunded any part of the tuition fee.
4. High Trails has a minimum attendance requirement that is 90% of the contracted number of students. Should school not meet this minimum number, High Trails will not offer any student scholarships and school will be charged a $500 fee. High Trails reserves the right to cancel this contract if school cannot meet the minimum number of students.
5. School acknowledges that it is solely responsible for providing transportation of its students and teachers to and from High Trails throughout the program week. School shall provide at least one certified employee who will remain at High Trails throughout the entire contract period. School and District shall retain responsibility for its students from time of departure from the home school to time of return to the home school.
6. High Trails follows direction from local, county, state, and federal government agencies in respect to emergency situations including earthquakes, forest fires, terrorism events, and health crises. Should School be directed by any of the above agencies to not attend High Trails due to an emergency situation, this direction removes the financial obligation by the school to pay for services under the terms of this contract.
7. High Trails follows direction from Caltrans regarding access to facilities on state highways. If access to High Trails facility is not possible due to a Caltrans closure, this direction removes the financial obligation by the school to pay for services under the terms of this contract. If access is open and school chooses not to attend High Trails due to perceived risk of road conditions, school will still be liable for full contracted amount. School acknowledges that chains may be required for traction control on their busses for transportation to High Trails. If school is forced to adjust arrival or departure dates of program due to emergency situations or road closures, financial amount due shall be adjusted.
8. Schools, teachers, district officials and other personnel associated with the School or District agree to read and abide by all Rules and Regulations of High Trails. These rules are disclosed in full in the Schools and Parents section of our website. Schools agree to make available all pertinent rules and regulations to students and parents. Schools also agree to hold students and parents accountable to these policies.
9. Upon arrival at program, school shall provide High Trails with a completed and signed Health/Consent Form and Medication Form (if medication is needed) for each student in attendance. School acknowledges that High Trails cannot accept any medication for students with paperwork not filled out properly. Upon arrival school shall provide High Trails an updated list of all students in attendance.
10. High Trails maintains a commercial liability insurance policy; copies are available upon request.
11. School and District shall defend, indemnify, and hold High Trails, its officers, agents and employees harmless from any and all claims for damages and injuries resulting from the acts or omissions of school, its district, officers, agents, employees and students with respect to the outdoor education program. High Trails shall defend, indemnity and hold School, District and their officers, agents, employees and students harmless from any and all claims for damages and injuries resulting from the acts or omissions of High Trails and its officers, agents, and employees with respect to the outdoor education program.
12. Subject to any restrictions on assignment contained in this agreement, the agreement shall be binding upon and inure to the benefit of the parties hereto and their respective representatives, successors, and assigns. No written changes are permitted on this contract.

| SCHOOL DISTRICT | HIGH TRAILS |
|---|---|

| | |
|---|---|
| **Authorized Signature:**<br>**Printed Name:**<br>**Title:** **Date:** | **Authorized Signature:** <br>**Printed Name:** Leslie Urban<br>**Title:** Director of Operations, High Trails **Date:** 5/8/24 |

# PALI INSTITUTE

Date: 4/11/2024
PO Box 2237
Running Springs, CA 92382
Phone (909) 939-0888

**Contract #: 10811**

**Dates of Attendance: 02-12-2025 to 02-14-2025**

## SITE RESERVATION AGREEMENT

This is an agreement between Pali Institute, Inc. and Roosevelt Elementary - Burbank for the use of Pali Institute's Outdoor Education program.

**Roosevelt Elementary - Burbank**
850 N. Cordova Street, Burbank, California
(818) 558-4668

### Trip Details: 3-day Trip

| Attendee Type: | Quantity: | Price: | Total: |
|---|---|---|---|
| Student Payee | 87 | $410.00 | $35,670.00 |
| Student Scholarship | 3 | $0.00 | $0.00 |
| Teacher Scholarship | 3 | $0.00 | $0.00 |
| | | | **Total Cost:** $35,670.00 |

### Reservations & Deposits

**Initials** _____

Pali Institute does not guarantee your reserved dates until the deposit and signed agreement are received. The deposit amount must be paid by the date outlined below and will be deducted from the final bill. There is a 25-student minimum to reserve site facilities. Full payment is due no later than 30 days prior to check-in. Failure to make full payment by the 30-day deadline, will result in automatic cancellation of your trip. The standard due dates and payment structures outlined below are strictly enforced by Pali Institute. In exchange for the timely receipt of your total payment listed, Pali Institute will provide your students and staff meals starting with Lunch on 02-12-2025 through Lunch on 02-14-2025, approximately a ten (10) to one (1) student to staff ratio, as well as instruction and supervision provided by Pali Institute Staff.

### Unpaid Balances & Late Payment Fees

**Initials** _____

All payments are due by the dates listed in your payment schedule. Full payment is due no later than 30 days prior to your scheduled check-in date. In the event your deposits are not received by the date outlined in this agreement, Pali will not be able to guarantee the reserved dates of your trip. Full payment is due no later than 30 days prior to your scheduled check-in date. If the full payment due is not received by this date your trip will be automatically cancelled and no refund will be provided. Past due accounts not paid in full within 15 days following the date of your originally scheduled trip is still entitled to collection of the balance owed. Pali Institute shall be entitled to recover the past due balance and associated fees, such as attorney fees related to the collection of the overdue invoices. In addition, your account shall bear interest at a rate of 1.5% per month or the maximum amount legally allowable, whichever is greater, until such time as all outstanding amounts (including all interest and collection-related expenses) have been paid in full.

### DEPOSIT SCHEDULE

| Payment Number | Amount Due | Due Date |
|---|---|---|
| 1 | $1,500.00 | 05-31-2024 |
| 2 | $17,422.50 | 10-18-2024 |
| 3 | $16,747.50 | 01-13-2025 |

Please note that all payments made by credit card will include a 1.25% fee.
Checks should be made out to Pali Institute, and mailed to:

Pali Institute Attn: Relationship Director
PO Box 2237, Running Springs, CA 92382

### Contract Additions Within 30-days of Arrival

**Initials** _____

Any proposed increase in student numbers is contingent upon availability and must be approved by Pali Institute. Any last-minute contract changes increasing the amount of your invoice (ie: Adding students or teachers) will be submitted to Roosevelt Elementary - Burbank, with payment due upon receipt. Contract increases are not permitted if previous balances are past due at the time of your request. Pali Institute can only approve student or teacher increases on your reservation if your account payments are current.
If your account is already paid in full for your original invoice amount at the time you request to add attendees, you will be required to provide a credit card over the phone to cover the full payment of any new balance created. If you cannot pay by credit card you will be required to overnight a check to Pali and provide a check number along with a tracking number so we can confirm the check has been sent. The check must be received within 72 hours of your request.

**Cancellations** **Initials** _____

Written cancellations received at least 120 days prior to check-in will be eligible for a refund of all monies paid. Any cancellation received less than 120 days prior to check-in will not be eligible for a refund. In those instances of a cancellation beyond 120 days from the arrival date and without No-Fault Cancellation or Post Insurance, there are no refunds. The customer will be permitted to reschedule a trip using its initial deposits, plus a 25% Rescheduling Fee, provided that a rescheduled trip is accomplished within 12 months of the original arrival date and provided further that such rescheduling is subject to availability. If the customer is unable to schedule a trip within that 12-month period including the lack of availability at Pali, or any other reason, the customer shall forfeit its deposit. All cancellations must be sent directly to the business office and program supervisor in writing via e-email (Bridgette@paliinstitute.com and supervisor@paliinstitute.com ).

**No-Fault Cancellation Insurance** **Initials** _____

Pali offers a "No-Fault" cancellation insurance for the price of 15% of the contract price paid at signing of the contract. With the No-Fault Insurance in place, a customer may cancel at any time, and for any reason, after the 120-day cutoff with impunity and receive a full refund on all deposits paid to Pali. However, we do ask that you use your best efforts to notify us at least 72 hours in advance because of food inventories and staffing. (The No-Fault insurance also includes coverage for the risks of the Pandemic & Overstay Trip Insurance described below.)

**Reductions & Adjustments** **Initials** _____

The last day to reduce the number of students on your invoice is 12/29/2024 12:00:00 AM, which is 45 days prior to arrival. Any reduction in student attendance numbers received less than 45 days prior to arrival are only eligible for a refund of half (50%) the student cost when submitted with a doctor's note. Schools are unable to reduce their payment numbers below 25 students. **All refund requests are subject to the approval of Pali Institute. A written refund request does not guarantee that a refund will be issued.**
If a student(s) cannot attend due to a last-minute illness, a refund of half (50%) the cost per student will be available if a written refund request is submitted within five (5) days of departure with an attached doctor's note. If Pali Institute approves a refund, it will be submitted to the school or financially responsible organization. Refund requests may be submitted to billing@paliinstitute.com. Any proposed increase in student numbers is contingent upon availability and must be approved by Pali Institute.

**Scholarships** **Initials** _____

Pali Institute will issue scholarships to both students and teachers. For students, one (1) scholarship will be allotted for every twenty-five (25) paying students. For teachers, one (1) scholarship will be allotted for every twenty-five (25) paying students. Additionally, for every teacher that attends above the 1:25 scholarship allotment the listed Rate per Teacher Payee will be incurred.

**Hold Harmless Agreement** **Initials** _____

The parties hereby agree to the following:

1. School (and the District of which the School is a part) and Pali hereby mutually release, waive, discharge and covenant not to sue the other, and release their respective directors, officers, shareholders, employees, and agents (hereinafter referred to as "Releasees") from all liability to each other, its employees, students, agents, personal representatives, assigns, heirs, and next of kin for any loss or damage, and any claim or demands therefor on account of injury to person or property or resulting in death, except if caused by the gross negligence or willful misconduct of the Releasees or otherwise while Customer or its employees, clients, students, staff, agents, or representatives are in, upon, or about Pali's property.
2. It is intended that the forgoing release is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.
3. This agreement is the product of joint negotiation and drafting. No provision herein will be construed against either party on the basis that a party drafted the language in question.

No oral representations, statements, or inducement inconsistent with the foregoing written agreement have any force or effect unless contained herein.

**Guest Room Accommodations and Meals** **Initials** _____

Our guest rooms vary in size and type and are assigned to event participants based on a variety of factors. Cabins have built-in solid wood bunks, showers and full toilet and sink facilities as well as ample storage for personal belongings. The maximum number of guests in a cabin will not exceed 10 to 1 student to staff ratio.

Meals are served in our dining hall at the following times: Breakfast - 8:00 a.m., Lunch - 12:30 p.m., Dinner - 5:30 p.m. Mealtimes may change due to spacing limits in the dining hall or at the discretion of Pali Institute.

**Smoke Free Environment** **Initials** _____

Pursuant to state law, we have adopted a smoke-free policy in all buildings including guest cabins, meeting, social and dining rooms. Additionally, due to fire hazard in our mountain environment, smoking is prohibited anywhere at Pali Mountain.

**Student Behavior and Facility Damage** **Initials** _____

The school agrees to take responsibility for behavior issues that may occur on behalf of their students while attending Pali Institute. If a student violates the behavior policy of Pali Institute and/or the attending school, administrators from Pali Institute and the attending school may require a parent or guardian to remove their student. If the parent or guardian refuses to remove their student a school official will be responsible.

We cannot be responsible for lost or stolen articles, and there will be a charge for any damage to facilities by your students.

**Transportation** **Initials** _____

The attending school will be responsible for transportation to and from Pali Mountain. The scheduled arrival time will be between 10:30AM and 11:00AM, and busses should arrive on the day of departure between 9:00AM and 10:00AM to be loaded and depart by 11:00AM.

**Inclement Weather** **Initials** _____

During times of snowstorms and inclement weather, the Pali site remains open and operational. During these times Route 18 and 330, our chief access roads, remain open to buses with chains. It is therefore the responsibility of the client to reach Pali for scheduled programming. If the client is unable to reach the site due to the weather conditions when Routes 18 and 330 are open, no refund will be given, and all deposits paid will be forfeited. If both Routes 18 and 330 are closed to all traffic for more than 4 hours on arrival day, Pali and the school shall use best efforts to reschedule a mutually convenient date, recognizing that it will be dependent on Pali Institute's remaining availability and may include weekend dates. If rescheduling options do not exist and Pali is unable to accommodate the school before the end of the current school year in which the trip was scheduled for, a refund will be given.

**Emergency Situations** **Initials** _____

If the school or Pali must cancel a trip due to a declared emergency condition such as fire, flood, earthquake, Pali shall communicate with the appropriate governmental agency(ies) having jurisdiction over Pali Institute's location (U.S. Forest Service, California Highway Patrol, San Bernardino County Sheriff, or the San Bernardino County Health and Safety Department) to ascertain the accessibility and safe operation of the program. Based on the recommendations made by the agency(ies), Pali and the school shall mutually agree on a course of action regarding the health and safety of students and staff. If the site in question is deemed inaccessible and/or considered to be unsafe for use by both Pali and the school, the trip will be postponed and rescheduled. If the inaccessible and/or unsafe condition prohibits participation from the first (1st) day of the trip, the visit shall be rescheduled to a mutually convenient date as soon as practicable thereafter. It shall be the responsibility of school to update parents and school staff of such decisions.

**Pandemic Cancellation and Overstay Trip Insurance** **Initials** _____

Pali offers Pandemic & Overstay Trip (POST) Insurance for an additional fee of 8% of the Total Cost under this Site Reservation Agreement, paid at the time of the initial deposit. With POST Insurance, if a pandemic is declared by a governmental authority and customer wishes to cancel its trip after the 120 days before arrival cutoff, but Pal remains open and operating, Pali would refund 100% of the amounts paid to Pali within (3) business days of such cancellation by Customer. Further, with POST Insurance, If Pali is required to cease operations and preventing Customer from attending Pali (after the Cancellation Period), Pali would refund 100% of the amounts paid to Pali within (3) business days of such cancellation by Customer. In the event POST Insurance is not purchased and the Customer is prevented from attending Pali after the Cancellation Period, no refund shall be issued, but Customer shall receive a credit for amounts paid, which credit must be used on a rescheduled trip within twelve months of Pali reopening to the public. In the event the credit is not used by Customer within the twelve-month period, all credit amounts shall be eliminated. Any rescheduled trip shall be subject to availability and may include weekends.

As used herein, "government authority" shall not include the school district of which Customer is affiliated or a part of and shall be limited to independent public health officials from the state agencies with the legal jurisdiction over public health decisions in the physical proximity of the school or Pali.

In the event of an overstay at Pali, for any reason at all, Pali will continue to house, feed, and supervise the children required to extend their stay at Pali. If a customer has purchased POST Insurance, there are no additional charges, and the POST insurance (and No-Fault Insurance) covers the charges for the extended stay. In those instances where a customer has not purchased either insurance coverage and events require an overstay, the customer will be charged 75% of the daily rate under their agreement.

School's Authorized Signature: _____ Date: _____

Printed Name: _____ Title: _____

Pali Institute's Authorized Signature: _____ Date: _____

**Please ensure initial sections on all three pages are completed.**

**Contract Notes:**

AMERICAN OUTDOOR EDUCATION
P.O. BOX 3288, CRESTLINE, CA 92325

# PROGRAM CONTRACT

*Issued:*
March 25, 2024

George Washington Elementary School

Laura Vinyard
Email - lauravinyard@burbankusd.org
Phone - 818-729-5750

## CONFERENCE INFORMATION

**Conference Dates** — **Beginning:** Tuesday, October 8, 2024
**Ending:** Friday, October 11, 2024

**Conference Duration** — **Nights:** 3
**Meals:** 9

**First Meal:** Tuesday Lunch
**Last Meal:** Friday Breakfast

| | ESTIMATED | RATE |
|---|---|---|
| 4 Day Student | 55* | $383.00 |
| **TOTAL** | **55** | |

**Requests to increase student registration will be based upon availability and is subject to approval by American Outdoor Education.*

We, George Washington Elementary School do agree to use American Outdoor Education, LLC at the facilities of Thousand Pines from 10/8/2024 to 10/11/2024, and agree to the following:

## A. ATTENDANCE

Initial

We guarantee 55 guests in full time attendance. Any number of guests above the guaranteed number will be accommodated based on availability. We will notify American Outdoor Education of the actual number of students (# of boys and # of girls) to attend at least two weeks before arrival.

## B. FEES

Registration fees for early departures are non-refundable.
This rate will include:

Initial

- 3 nights lodging, arriving at 11:00 am and departing at 10:00am.
- 9 meals, starting with Tuesday Lunch and ending after Friday Breakfast.
- We will do our best to ensure the following ratio: 1 qualified program instructor for every 20-30 students to guide students through the program elements.
- American Outdoor Education requires every group attending a retreat at American Outdoor Education to provide a certificate of insurance listing American Outdoor Education as additionally insured.
- American Outdoor Education requires every person attending a retreat to complete an online registration, medical history, and activity release form. This will be the only registration form accepted by American Outdoor Education. There is a $2.50 per person processing fee, which will be billed to George Washington Elementary School, and added to the invoice

We agree to pay a minimum guarantee of **$20,955.55** for 55 full-time guests. A non-refundable deposit of **$1,500.00** is due no later than **Thursday, April 25, 2024** along with the signed contract. Dates will not be confirmed/secured until both the contract and deposit are received. You will receive a final invoice reflecting your balance two weeks prior to your arrival. All fees are due and payable before leaving camp. Any additional fees accrued due to increase in attendance, damages, etc. will be charged on an additional invoice submitted to the school upon departure.

## C. CANCELLATIONS & REBOOKING

Initial

Should your School/District cancel its reservation 180 days (6 months) in advance, all monies but the deposit amount will be refunded.
Fewer than 180 days (6 months), the School/District is obligated to meet the full financial requirements of this contract. Should the School/District desire to change its reservation dates, the school shall be assessed no additional fees or penalties if it contracts for a date within the same fiscal year. If the re-booking date falls in the subsequent fiscal year, the full, contracted fees due shall be paid by the end of the originally contracted fiscal year. The School/District may decrease its guaranteed minimum by no more than 20% without restrictions until 90 days before the program date. If the school needs to decrease its guaranteed numbers and their beginning fiscal year is within the 90 day (3 month) period of their program date, the school has 30 days from the beginning of schools fiscal year to decrease its numbers by 20% without penalty. In the event that a reservation is canceled by American Outdoor Education due to uncontrollable acts of nature, neither the School/District nor American Outdoor Education will be held responsible or penalized in any way, all monies except the deposit will be refunded to the School/District. The non- refundable School/District deposit will be applied to a rebooking.

On or before Tuesday, September 24, 2024, we agree to inform American Outdoor Education of our anticipated count and pay the full amount of the contract guarantee less the pre-paid deposit. We will be invoiced for any balance due. If our group falls below the minimum guarantee, we will meet our entire financial obligation to American Outdoor Education for the full amount of the guarantee.

## D. HOLD HARMLESS

School and/or District shall hold harmless, defend and indemnify American Outdoor Education, its officers, agents and employees from any and all claims for damages resulting from the acts or omissions of the School District, its officers, agents, employees and pupils with the respect to the American Outdoor Education Program. American Outdoor Education shall hold harmless, defend, and indemnify the School/District, its officers, agents, and employees from any and all claims for damages resulting from the acts or omissions of American Outdoor Education, its officers, agents, and employees with respect to the American Outdoor Educationl Program. American Outdoor Education has performed background checks and fingerprinting of their staff members.

Initial

## E. REGULATIONS

We agree to comply with the following American Outdoor Education's policies:

Initial

1. The School shall provide, two weeks prior to arrival, the School Arrival Details, Cabin Grouping Form and Student Care Worksheet. We also request all schools to submit an Endorsed Liability Insurance certificate naming American Outdoor Education as an additional insured.
2. The School shall administrate the online registration, medical history, and activity release form provided by American Outdoor Education to be completed by each person attending the camp before the arrival date.
3. All medications (prescription and non-prescription) shall be collected by the School from the students and submitted to the Thousand Pines Health Specialist upon arrival to camp.
4. Prior to students boarding buses or travel vehicles, all students need to have their temperature checked. Any student whose temperature is 100 or above will need to stay at school until temperature is normal and all symptoms of illness are gone.
5. The School/District shall retain responsibility for its students from the time of departure from home school to the time of return to the home school.
6. The School/District shall provide certified employees to participate and take an active role in the program and supervision of students and must remain on camp premises throughout the program.
7. Minimum of 2 teachers/school staff.
8. Teachers will be required to supervise all sick students until they are sent home or they are feeling better.
9. All Schools are required to bring a transport vehicle to Thousand Pines. Transportation would be used to transport non-life threatening emergencies to urgent care.
10. Students' medical prescriptions will be handled by the Thousand Pines Health Specialist; the AOE staff will have the primary responsibility in first aid situations. The Leadership staff will remain in communication with school staff regarding status and disposition of any accident/illness.
11. School staff and Camp staff are to work cooperatively involving students in activities that promote appropriate environmental ethics and social behavior. The American Outdoor Education Leadership shall be involved in the final determination regarding any student's behavioral infractions.
12. FIREARMS, WEAPONS, B-BGUNS, ARCHERY EQUIPMENT shall not be brought to American Outdoor Education programs.
13. ALCOHOLIC BEVERAGES, TOBACCO AND ILLEGAL DRUGS will not be permitted at any time during the American Outdoor Education program or on camp property.
14. Pets are not permitted at the outdoor science school.

Authorized School Signature. _____ Date _____

Typed or Printed Name: _____ Title/Position _____

AOE Signature: _____ Date _____

American Outdoor Education reserves the right to update program curriculum and activities, based on state standards, current resources and/or availability.

American Outdoor Education - PO Box 3288 Crestline, CA. 92325
909-338-8900 phone - 909-338-3511 fax – registration@AmericanOutdoorEd.com - www.AmericanOutdoorEd.com/

**Burbank Unified School District**
**Instructional Services**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Peter Knapik, Assistant Superintendent, Educational Services |
| PREPARED BY: | Peter Knapik, Assistant Superintendent, Educational Services |
| SUBMITTED BY: | Stephanie Beauregard, Administrative Secretary II |
| DATE: | June 20, 2024 |
| SUBJECT: | Approval of Amended Consultant Agreement for Isela Giedt |

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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:**

Isela Giedt was previously approved as a consultant on April 4, 2024. Ms. Giedt was hired to provide costuming services for the after-school musical theater classes. The Director, who is unfamiliar with the consultant process, did not include costuming for the drama program. Therefore, the Consultant Agreement must be amended to increase the not-to-exceed amount.

**Fiscal Impact:**

Not to exceed $1,000 (01.0-90201.0-11100-10000-5850-3218100)

**Recommendation:**

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve an amended Consultant Agreement between Burbank Unified School District and Isela Geidt to provide instructional consultant services, effective February 26, 2024 through May 5, 2024, for $1,000 (01.0-90201.0-11100-10000-5850-3218100), and that authority to sign the agreement be exercised under BUSD-AR 3314, as presented.

HUERTA AMENDED

# 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 26TH of FEBRUARY, 20 24 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and ISELA SILVA-GIEDT hereinafter referred to as "Consultant."

Payee's Name ISELA GIEDT Daytime Phone Number [redacted]

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator Robin Hatch, Principal

Board Approval Date April 4, 2024 June 20, 2024

Account String 01.0-90201.0-11100-10000-5850-3218100 ✓

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** N/A **calPERS** N/A **cal STRS Retirement Date** N/A

WITNESSETH:

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

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ _____ per hour☐/ per day ☐/ per session☐ for a total not to exceed ~~$ 500.00~~ $1,000.** **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on FEBRUARY 26, 2024 and terminating on ~~MARCH 15, 2024~~ MAY 5, 2024.
3. Payment Terms: ONE TIME PAYMENT IN MARCH 2024 + ONE TIME PAYMENT IN JULY 2024
4. Consultant will provide the following services:

   PROVIDE COSTUMING SERVICES FOR MUSICAL THEATER ENRICHMENT CLASSES AFTER SCHOOL. AND FOR DRAMA ENRICHMENT IN APRIL/MAY 2024.
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.

Ritu Knapik 4/5/24
BUSD Authorized Signature/Title Date

Consultant ISELA SILVA-GIEDT 3/4/24 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

Isela Silva-Giedt

[redacted]

[redacted]

**Objective:** Versatile Costume Designer successful in taking on any challenges, experienced in period dramas. Multi-talented artist skills in illustration and fashion design and sewing.

**Work Experience:**

Costume Consultant Volunteer
Burbank, CA
Luther Burbank Middle School August 2021 – Current

- Selecting choir costumes with the Director
- Purchasing costume pieces for the choir
- Sewing and altering any costumes to fit the children

Alterations
John Burroughs High School – 2024- Current
Burbank, CA

- Sewing and altering costumes for different choirs

Theatri -Camp
Costume Coordinator
North Hollywood 2018- Current

- Selecting choir costumes with the Director
- Purchasing costume pieces for the choir
- Sewing and altering any costumes to fit the children

**Burbank Unified School District**
**Instructional Services**
# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Peter Knapik, Assistant Superintendent, Educational Services |
| PREPARED BY: | Peter Knapik, Assistant Superintendent, Educational Services |
| SUBMITTED BY: | Stephanie Beauregard, Administrative Secretary II |
| DATE: | June 20, 2024 |
| SUBJECT: | Approval of Instructional Consultant Services |

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**Background:**

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

**Discussion and Issues:**

Sites submit the required paperwork to Instructional Services. Work must not begin until the site receives a confirmation of Board approval from Instructional Services. 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 on the district general fund.

**Recommendation**:

Peter Knapik, Assistant Superintendent, Educational 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: June 20, 2024

| Site | Name | Purpose | Dates | Cost | Appropriation Number |
|---|---|---|---|---|---|
| Child Development | Alba Johanna Schofield | Provide art classes | 6/25/24 – 7/25/24 | $7620 | 010-26000.0-11100-10000-5810-7549000 |
| Child Development | Wildlife Learning Center | Provide wildlife presentations | 6/24/24 – 6/26/24 | $1455 | 010-26000.0-11100-10000-5810-7549000 |
| Emerson Elementary | Bookworm Enterprises | Promote literacy, encourage reading at home, and fundraise for Emerson Elementary | 9/3/24 – 9/17/24 | 20% of the total raised | 010-90201.0-11100-10000-4315-2038700 |
| Instructional Services | Edge Gain | Adobe Certification Training | 6/22/24 – 6/30/25 | $28,000 | 010-90711.0-11100-10000-5810-7428000 |
| McKinley Elementary | ETM-LA, Inc | Weekly Music Instruction for students | 8/26/24 – 6/13/25 | $20,336 | 010-90201.0-17000-10000-5810-2098700 |
| Providencia Elementary | ETM-LA, Inc | Weekly Music Instruction for students in TK – 1st and orchestra for students in 4th and 5th grades | 8/26/24 – 6/13/25 | $25,550 | 010-90201.0-11100-10000-5810-2138200 $20,000<br>010-67700.0-11100-10000-5810-2139000 $5,550 |
| Stevenson Elementary | APEX Fun Run Franchise No. 7 LLC | A two-week character and leadership program with a final celebration event | 1/6/25 – 1/17/25 | Not to exceed 50% of the amount raised | 010-90201.0-11100-10000-4310-2158000 |
| Stevenson Elementary | MB Dance, Inc | Dance instruction for TK-5th grades for 12 weeks and a choreographed 5th grade dance | 9/1/24 – 12/4/24 | $14,950 | 010-90201.0-17000-10000-5810-2158700 |

# BURBANK UNIFIED SCHOOL DISTRICT

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

## *AGREEMENT FOR CONSULTANT SERVICES*

**This Agreement**, made and entered into this 20 of June, 20 24 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Alba Johanna Schofield hereinafter referred to as "Consultant."

Payee's Name Alba Johanna Schofield Daytime Phone Number [redacted]

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator Stephanie Fields

Board Approval Date June 20, 2024

Account String 01.0-26000.0-11100-1000-5810-754-9000

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

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

WITNESSETH:

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

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ _____ per hour☐/ per day ☐/ per session☐ for a total not to exceed $7,620 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on June 2024 (6/25/24) and terminating on July 2024 (7/25/24).
3. Payment Terms: Pay in advace
4. Consultant will provide the following services:

   Providing art 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.

6/6/24
BUSD Authorized Signature Title Date

Consultant – Alba Johanna Schofield 6/6/24
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

**Johanna Schofield**
Art Teacher

# INVOICE

07-2024

## Invoice To :

**Burbank Unifed School District**
Stephanie Fields, Childcare Coordinator
1900 W. Olive St., Burbank, CA 91506
stephaniefields@burbankusd.org

| DESCRIPTION | PRICE | QTY | TOTAL |
|---|---|---|---|
| **INSTRUCTIONAL DAYS**<br>ELOP AfterSchool Programs<br>Jefferson: June 25<br>Emerson: June 26<br>Disney: June 27<br><br>ATB Summer Programs:<br>Washington: July 15, 22<br>Emerson: July 16, 23<br>McKinley: July 17, 24<br>Stevenson: July 18, 25 | $350.00 | 11 | $3,850.00 |
| **MATERIALS FEE**<br>ELOP AfterSchool Programs<br>Jefferson: 25 students, 2 projects, 50 projects total<br>Emerson: 25 students, 2 projects, 50 projects total.<br>Disney: 25 students, 2 projects, 50 projects total.<br><br>ATB Summer Programs:<br>Washington: 65 students, 4 project, 260 projects<br>Emerson: 33 students, 4 projects, 132 projects total.<br>McKinley: 39 students, 4 projects, 156 projects total.<br>Stevenson: 14 students, 4 projects, 56 projects total. | $5.00 | 754 | $3,770.00 |

**Vendor Number:**
*0000198863*

**Remit Payment to:**
*Alba Johanna Schofield*
*By July 26, 2024*

| | |
|---|---|
| **INSTRUCTION** | $3,850.00 |
| **MATERIALS** | $3,770.00 |
| **TOTAL DUE** | $7,620.00 |

# Thank You!

[redacted]
[redacted]
[redacted]

**JOHANNA SCHOFIELD**

# 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 20 of June, 20 24 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Wildlife Learning Center hereinafter referred to as "Consultant."

Payee's Name Wildlife Learning Center Daytime Phone Number 818-362-8711

Email Address wildlifelearningcenter.org

Mailing Address 16027 Yarnell Street, Sylmar CA 91342

Sponsoring Administrator Stephanie Fields

Board Approval Date June 20, 2024

Account String 01.0-26000.0-11100-1000-5810-754-9000

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

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

WITNESSETH:

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

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ _____ per hour☐/ per day ■/ per session☐ for a total not to exceed $1455 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on June 2024 6/24/24 and terminating on [redacted] 6/26/24.
3. Payment Terms: Pay in advace
4. Consultant will provide the following services:

   Providing wildlife presentation

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.

| | | | | |
|---|---|---|---|---|
| | 6/4/24 | Danielle B | | 6/4/24 |
| BUSD Authorized Signature/Title | Date | Consultant | Wildlife 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

# 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: June 24, 25, & 26, 2024

TIME: 2:00pm-3:00pm each day

LOCATION: See Invoice

CONTACT PERSON: Dorothy Hernandez

CONFIRMATION NUMBER: 041824-db-062624

RESERVATION: Jr. Animals From Around The World!

TOTAL COST: $1,455

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 |
|---|---|---|
| [signature] | Stephanie Fields | 6/11/24 |

www.WildlifeLearningCenter.org

Office: (818)362.8711 • 16027 Yarnell Street • Sylmar, CA 91342 •info@wildlifelearningcenter.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 3 of June, 20 24 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Bookworm Enterprises, LLC hereinafter referred to as "Consultant."

Payee's Name Bookworm Enterprises Daytime Phone Number 646-831-6777

Email Address support@readafun.com

Mailing Address P.O. Box 506. Ardmore, PA 19003

Sponsoring Administrator Jennifer Almer-Johnson

Board Approval Date June 20, 2024

Account String 010·90201·0·11100·10000·4315·203·8700·6000

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 $ _____ per hour☐/ per day ☐/ per session■ for a total not to exceed $ 20% of total funds **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 9/3/24 and terminating on 9/17/24.
3. Payment Terms: Bookworm shall collect a percentage (20%) of the funds raised, including all collected donations.
4. Consultant will provide the following services:

   Emerson Elementary wishes to contract w Bookworm for its online read-a-thon fundraising services through pledges for students' books read via its online platform.
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

Sam Honig Digitally signed by Sam Honig DN: cn=Sam Honig, o, ou, email=sam@readafun.com, c=US Date: 2024.06.04 10:45:26 -04'00' 6/4/24

Consultant Bookworm Enterprises, LLC 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

# ReadaFun!

Making reading fun since 2013, by engaging more than 1 million students.

Our online Read-A-Thon fundraiser produces more money, saves your volunteers precious hours and brings students joy!

## Starter Kit



**READ!**

**ENGAGE!**

**EARN!**

support@readafun.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 21 of June, 20 24 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Edge Gain Ltd. hereinafter referred to as "Consultant."

Payee's Name Edge Gain Ltd. Daytime Phone Number +44 1442 823308

Email Address greg@edgegainltd.com

Mailing Address 166 College Road, 3rd Floor · Harrow, Middlesex HA1 1BH · United Kingdom.

Sponsoring Administrator Peggy Flynn Arts & CTE Coordinator

Board Approval Date June 20, 2024

Account String 010-90711-0-11100-10000-5810-742-8000-0000 Ad Grant

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

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

WITNESSETH:

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

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ _____ per hour☐/ per day ☐/ per session☐ for a total not to exceed $ $28,000 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on June 22, 2014 and terminating on June 30, 2025 .
3. Payment Terms: Invoice
4. Consultant will provide the following services:

   ***Edge Gain will provide BUSD credentialed and classified staff with digital training including Adobe Express and the Adobe Creative Cloud.***

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.

| | | | | |
|---|---|---|---|---|
| _____ | | Greg Hodgson | | 3.16.23 |
| BUSD Authorized Signature/Title | Date | Consultant | Edge Gain Ltd. | 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 Story



## We are designers of digital learning...

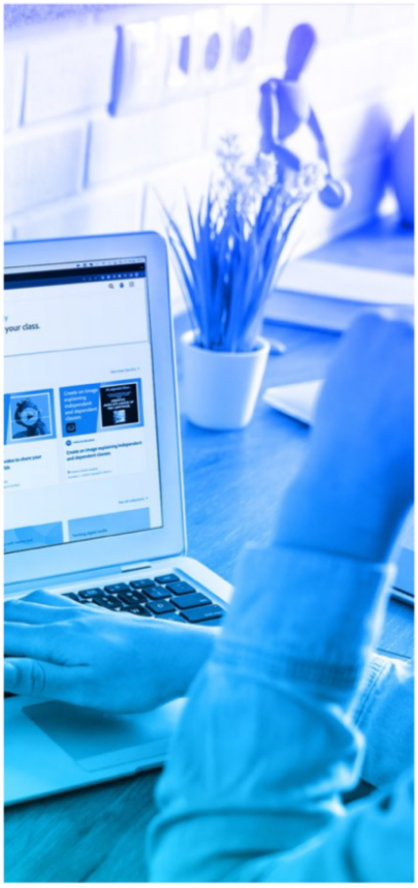
For over 10 years Edge Gain has designed and produced **innovative online learning solutions** for **students, educators,** and **brands**, including bespoke professional development, on-demand learning materials, educational consultancy, and content management.



## ...with decades of training experience and classroom expertise...

Edge Gain began with a pioneering online course for **Adobe** called 'Adobe Generation'. We wanted to **give students that special 'edge'** and 'advantage' in acquiring creative digital skills. Pulling together a skilled and charismatic set of **international educators** to offer a form of blended learning that enthralled students and teachers alike, Edge Gain built upon the success of Adobe Generation to become the leading provider of educational solutions for the **Adobe Education Exchange** platform.

# ...and the leading provider of educational solutions for the Adobe Education Exchange platform.



Since then, we have followed our mission of **inspiring digital creatives** to offer a full experience of training, online learning, and consultancy for all providers of learning whether in the education or corporate sectors. Now we are **training thousands of teachers, other professionals, and students worldwide**, working and partnering with some of the most innovative and creative companies, museums, schools, and universities in the world.

## Meet the Edge Gain Team



**Greg Hodgson**
Founder of Edge Gain



**Phil Badham**
Director of Creative Learning at Edge Gain



**Jo Penniston**
Project Manager at Edge Gain



**Freddie Clarke**
Content Development and Operations Manager at Edge Gain



**Tom Wintle**
Graphic Designer at Edge Gain



**Ashley Wilkie**
Motion Designer at Edge Gain



**Melissa Arnold**
Edge Gain Associate



**Karla Hatrick**
Content Editor at Edge Gain



**Jess Campbell**
Edge Gain Associate and Teacher of Multimedia at Buchholz High School, Florida



**Matthijs Clasener**
Edge Gain Associate and Teacher of Motion Design at Grafisch Lyceum, Rotterdam



**Matt Dombrowski**
Edge Gain Associate and Associate Professor of Emerging Media at University of Central Florida



**Herbert Jay Dunmore**
Edge Gain Associate and Professor of Multimedia at Loyola University, Maryland



**Chana Messer**
Edge Gain Associate and Teacher at USC Annenberg School of Communication and School of Cinematic Arts



**Kevin Brandon**
Edge Gain Associate and Graphic Design Professor at Humber College, Toronto



**Lukas Engqvist**
Edge Gain Associate and Teacher of Media and Adobe at Brobygrafiska, Sweden



**Diana Keeler-Forbes**
Edge Gain Associate and Director of Digital Production at Occidental College, Los Angeles



**Joseph Labrecque**
Edge Gain Associate and Teaching Assistant Professor at University of Colorado Boulder



**Tony Malo**
Edge Gain Associate and Digital Multimedia, Graphic Design and Video Teacher at Gainesville High School



**Mark Shufflebottom**
Edge Gain Associate and Professor of Interaction Design at Sheridan Institute of Technology



**Colin Maxwell**
Edge Gain Associate and College Lecturer specialising in Game and Mobile App Development



**Victor Dávila**
Edge Gain Associate and Associate Professor of Graphic Design and Illustration at the University of Central Florida



**Ross Wallis**
Edge Gain Associate and Digital Artist and Educator



**Seth Chambers**
Edge Gain Associate and Teacher at Center for Advanced Research and Technology



**Ali Blackwell**
Edge Gain Associate and Arts & Technologies Teacher at Melville Senior High School



**Lisa Gottfried**
Teacher of Digital Design at New Technology High School in Napa, California



**Jon Holmes**
Edge Gain Associate and Senior Lecturer in Media Production (Digital) at University of



**James Field**
Edge Gain Associate and Senior Lecturer at the Lincoln School of Film, Media and Journalism, University of Lincoln



**Hilde Massen**
Edge Gain Associate and Teac
Grafisch Lyceum, Rotterda

# 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 31st of May 2024 , by and between the **Burbank Unified School District**, hereinafter referred to as "District", and ETM-LA, Inc. (dba Education Through Music-Los Angeles), hereinafter referred to as "Consultant."

Payee's Name ETM-LA, Inc. Daytime Phone Number 818-433-7600

Email Address finance@etmla.org

Mailing Address 2501 W. Burbank Blvd Ste 301 Burbank, CA 91505

Sponsoring Administrator Liz Costella

Board Approval Date June 20, 2024

Account String 010-90201.0-17000-10000-5810-209-8700

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

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

WITNESSETH:

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

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $20,336.00 total not to exceed $20,336.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 8/26/24 and terminating on 6/13/25.
3. Payment Terms: Payment #1: $14,235.20 due 2/1/25 Payment #2: $6,100.80 due 2/1/25
4. Consultant will provide the following services:

   Weekly Music Instruction for 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.

| | | | |
|---|---|---|---|
| | | 5/31/24 | |
| BUSD Authorized Signature/Title | Date | Consultant | Education Through Music Los Angeles (ETM-LA, Inc.) |

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

Revised 06/19

education through MUSIC los angeles

**Scope of Services - William McKinley Elementary School**

**Burbank USD**

Fixed 7 Year Sustainability Pathway

**Proposal:** 2024-25 School Year Estimate
**Services Description:** Music Instruction for William McKinley Elementary School (General Music)
**Contract Dates:** August 26, 2024 through June 13, 2025
**Instruction Dates:** Week of September 9, 2024, through Week of May 19, 2025 (32 Weeks)

**Music Instruction for General Music - 7 classes**

| | | |
|---|---|---|
| 1 TK Classes @ $80/class with 32 service weeks/year | $ | 2,560.00 |
| 3 Kinder Classes @ $80/class with 32 service weeks/year | $ | 7,680.00 |
| 3 First Grade Classes @ $80/class with 32 service weeks/year | $ | 7,680.00 |
| Music Instruction Subtotal | $ | 17,920.00 |

**Programming Support Services & Expenses**

| | | |
|---|---|---|
| A) Concerts & Community Engagement | $ | 3,000.00 |
| B) Curriculum & Instructional Support | $ | 3,500.00 |
| C) Oversight, Management, and Consultation | $ | 1,000.00 |
| Programming Support Services & Expenses Subtotal | $ | 7,500.00 |

**ETM-LA Grant & Financial Support**

| | | |
|---|---|---|
| Education Through Music-Los Angeles Grant Funding | $ | (5,084.00) |
| ETM-LA Grant & Financial Support Subtotal | $ | (5,084.00) |

| | | |
|---|---|---|
| **William McKinley Elementary School Total Program Cost** | **$** | **20,336.00** |

**Fully Encumbered P.O.**
**Payments To ETM-LA**

| | | |
|---|---|---|
| Due on or before: August 01, 2024 | | |
| Due on or before: September 01, 2024 | $ | 14,235.20 |
| Due on or before: February 01, 2025 | $ | 6,100.80 |

By signing, you confirm the accuracy of the classes and services listed above and acknowledge these terms. Modifications to services require a signed addendum found in the MOU, and if applicable, William McKinley Elementary School will be responsible for fully processing all purchase order modifications within 30 days of the request to continue services.

If any financial or purchase order responsibilities are unfulfilled after the listed due date, ETM-LA and William McKinley Elementary School will each make reasonable efforts to contact each other to resolve them. If a school responsibility remains outstanding 30 days after the due date, ETM-LA may suspend Music instruction and other services until the balance is paid in full.

School Authority Signature: _____ Date: 5/14/24

ETM-LA Representative Signature: _____ Date: March 20, 2024

***Remember to use your LCAP, Prop 28, & other available funds this year!***

ETM-LA, Inc. 2501 W. Burbank Blvd., Ste. 301, Burbank, CA 91505
Tel: 818 433 7600. Fax: 818 433 7601. www.etmla.org

# BURBANK UNIFIED SCHOOL DISTRICT

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

## *AGREEMENT FOR CONSULTANT SERVICES*

**This Agreement,** made and entered into this 31st of May 2024 , by and between the **Burbank Unified School District**, hereinafter referred to as "District", and ETM-LA, Inc. (dba Education Through Music-Los Angeles), hereinafter referred to as "Consultant."

Payee's Name ETM-LA, Inc. Daytime Phone Number 818-433-7600

Email Address finance@etmla.org

Mailing Address 2501 W. Burbank Blvd Ste 301 Burbank, CA 91505

Sponsoring Administrator Kennelyn Celeste

Board Approval Date June 20, 2024

Account String 010-90201-0-11100-1000-5810-213-8200 PTA $20,000
010-67700-0-11100-1000-5810-213-9000 PROP 28 $5,550

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 $25,550.00 total not to exceed $25,550.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 8/26/24 and terminating on 6/13/25.
3. Payment Terms: Payment #1: $17,885.00 due 9/1/24 Payment #2: $7,665.00 due 2/1/25
4. Consultant will provide the following services:

   Weekly Music Instruction for Students in TK-1 and orchestra for students in 4-5.

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

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

| | | | |
|---|---|---|---|
| BUSD Authorized Signature/Title | 5/31/24 Date | Consultant Education Through Music Los Angeles (ETM-LA, Inc.) | 5/31/24 |

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

education through MUSIC los angeles

**Scope of Services - Providencia Elementary School**

**Burbank USD**

Fixed 5 Year Sustainability Pathway

**Proposal:** 2024-25 School Year Estimate
**Services Description:** Music Instruction for Providencia Elementary School (General Music; Orchestral Ensemble)
**Contract Dates:** August 26, 2024 through June 13, 2025
**Instruction Dates:** Week of September 9, 2024, through Week of May 19, 2025 (32 Weeks)

| | | | |
|---|---|---|---|
| **Music Instruction for General Music; Orchestral Ensemble - 10 classes** | | | |
| | 1 TK Classes @ $80/class with 32 service weeks/year | $ | 2,560.00 |
| | 2 Kinder Classes @ $80/class with 32 service weeks/year | $ | 5,120.00 |
| | 2 First Grade Classes @ $80/class with 32 service weeks/year | $ | 5,120.00 |
| | 1 1st Yr. Beginning A Violin/Viola Classes @ $80/class with 30 service weeks/year | $ | 2,400.00 |
| | 1 1st Yr. Beginning A Cello/ String Bass Classes @ $80/class with 30 service weeks/year | $ | 2,400.00 |
| | 1 2nd Yr. Beginner B String Orchestra (In School) Classes @ $80/class with 30 service weeks/year | $ | 2,400.00 |
| | 1 2nd Yr. Beginner B String Orchestra (After School) Classes @ $100/class with 30 service weeks/year | $ | 3,000.00 |
| | 1 1st Yr. Beginner A String Orchestra (After School) Classes @ $100/class with 30 service weeks/year | $ | 3,000.00 |
| | Music Instruction Subtotal | $ | 26,000.00 |
| **Programming Support Services & Expenses** | | | |
| | A) Concerts & Community Engagement | $ | 3,000.00 |
| | B) Curriculum & Instructional Support | $ | 3,500.00 |
| | C) Oversight, Management, and Consultation | $ | 1,000.00 |
| | D) Ensemble-Only Events & Support @ $3,000 per Ensemble | $ | 3,000.00 |
| | Programming Support Services & Expenses Subtotal | $ | 10,500.00 |
| **ETM-LA Grant & Financial Support** | | | |
| | Education Through Music-Los Angeles Grant Funding | $ | (10,950.00) |
| | ETM-LA Grant & Financial Support Subtotal | $ | (10,950.00) |
| **Providencia Elementary School Total Program Cost** | | **$** | **25,550.00** |

**Fully Encumbered P.O.**
Payments To ETM-LA

| | | |
|---|---|---|
| Due on or before: August 01, 2024 | | |
| Due on or before: September 01, 2024 | $ | 17,885.00 |
| Due on or before: February 01, 2025 | $ | 7,665.00 |

By signing, you confirm the accuracy of the classes and services listed above and acknowledge these terms. Modifications to services require a signed addendum found in the MOU, and if applicable, Providencia Elementary School will be responsible for fully processing all purchase order modifications within 30 days of the request to continue services.

If any financial or purchase order responsibilities are unfulfilled after the listed due date, ETM-LA and Providencia Elementary School will each make reasonable efforts to contact each other to resolve them. If a school responsibility remains outstanding 30 days after the due date, ETM-LA may suspend Music instruction and other services until the balance is paid in full.

School Authority Signature: _____ Date: 5/2/24

ETM-LA Representative Signature: _____ Date: April 25, 2024

*Remember to use your LCAP, Prop 28, & other available funds this year!*

ETM-LA, Inc. 2501 W. Burbank Blvd., Ste. 301, Burbank, CA 91505
Tel: 818 433 7600. Fax: 818 433 7601. www.etmla.org

# BURBANK UNIFIED SCHOOL DISTRICT

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

## *AGREEMENT FOR CONSULTANT SERVICES*

This Agreement, made and entered into this 20th of June, 20 24 by and between the **Burbank Unified** School District, hereinafter referred to as "District", and APEX Leadership Company hereinafter referred to as "Consultant."

Payee's Name APEX Fun Run Franchise no 7, LLC Daytime Phone Number 310-403-9951

Email Address trevorp@apexleadershipco.com

Mailing Address 3435 E Thousand Oaks Blvd #6325 Thousand Oaks, CA 91362

Sponsoring Administrator Jill Johnson

Board Approval Date

Account String 010-90201-0-1110.-1 0000-4310.-215-8000

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

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

WITNESSETH:

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

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ _____ per hour☐/ per day ☐/ per session☐ for a total not to exceed $ more than 50% **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 1/6/2025 and terminating on 1/17/2025.
3. Payment Terms: Upon completion of the program
4. Consultant will provide the following services:

   A two week character and leadership program with a final celebration event.

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 APEX Leadership Company 5-31-24 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




Apex Leadership Co. is an all-inclusive, two-week leadership and fitness program that raises money for the top schools in America. Each student receives daily character lessons and awards as they learn what it takes to be a true leader. They are encouraged to obtain pledges for each lap they run around the Apex Raceway during the Fun Run! Students, staff, and parents love the program and it tends to be a highlight event of the year!

# 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 20th of June, 20 24 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and MB Dance, Inc. hereinafter referred to as "Consultant."

Payee's Name MB Dance, Inc. Daytime Phone Number [redacted]

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator Jill Johnson

Board Approval Date June 20,2024

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

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

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

WITNESSETH:

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

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 425.00 per hour☐/ per day ☒/ per session☒ for a total not to exceed $ 14,950 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on September 1st, 2024 and terminating on December 4th, 2024.
3. Payment Terms: Payment upon completion of service
4. Consultant will provide the following services:

   Dance instruction for TK-5th grades for 12 weeks and a choreographed 5th grade dance

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 | MB Dance, Inc. | Date |
| | | Megan Brade | | 6/1/24 |

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 and Professional Development Workshops. Through its BUSD partnerships, Garri Dance Studio has continually sponsored Burbank Unified Students each year, currently almost $7,000 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 visit the studio website at www.BurbankDance.com For additional information or references, contact Artistic Director, Megan Baade directly. Email Megan.Baade@gmail.com

**s Burbank Unified School District**
**Instructional Services**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Peter Knapik, Assistant Superintendent, Educational Services |
| PREPARED BY: | Peter Knapik, Assistant Superintendent, Educational Services |
| SUBMITTED BY: | Stephanie Beauregard, Administrative Secretary II |
| DATE: | June 20, 2024 |
| 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 3, 2024 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 (01.0-00000.0-11100-10000-5890-3221000)

**Recommendation:**

Peter Knapik, Assistant Superintendent, Educational 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: June 20, 2024

| Site | Name | Purpose | Dates | Cost | Appropriation Number |
|---|---|---|---|---|---|
| Muir Middle School | Mark Frontier DBA What a Party | Staff Trivia Emcee | 5/7/24 | $300 | 01.0-00000.0-11100-10000-5890-3221000 |

# 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 7 of May , 2024 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Mark Fortier hereinafter referred to as "Consultant."

Payee's Name Mark Fortier DBA What A Party Daytime Phone Number 661 373-0645

Email Address whataparty1@sbcglobal.net

Mailing Address 23890 Copperhill Drive #264 Valencia CA 91354

Sponsoring Administrator Dr. Greg Miller, Principal @ JMMS

Board Approval Date June 20, 2024

Account String 01.0-00000.0-11100-10000-5890-3221000

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 7, 2024 and terminating on May 7, 2024 .
3. Payment Terms: Upon services rendered
4. Consultant will provide the following services:

   Mark Fortier is emcee and served as trivia host for teacher appreciation meeting for teacher appreciation week.

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 | | 6-5-24 |
| BUSD Authorized Signature/Title | Date | Consultant | Mark Fortier | 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!**

**23890 Copper Hill Drive, #264**

**Valencia, California 91354**

**whataparty1@sbcglobal.net**

Owner of What a Party!, Mark Fortier began as a disc jockey until his calling led him to live performance art. His ability to read a crown 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 event he emcees a positively spectacular one. Established since 1991, Mark offers knowledgeable and experienced execution of the event's coordination. As Emcee/DJ of all kinds of events, Mark is a regular trivia host at local venues.

**Burbank Unified School District**
**Instructional Services**
# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Peter Knapik, Assistant Superintendent, Instructional Services |
| PREPARED BY: | Peter Knapik, Assistant Superintendent, Instructional Services |
| SUBMITTED BY: | Stephanie Beauregard, Administrative Secretary II |
| DATE: | June 20, 2024 |
| SUBJECT: | Ratification of Agreement for 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. Due to delays out of their control the site was unable to submit their consultant agreement before the May 24, 2024 agenda deadline. Therefore the agreement below is being presented as a ratification. If the Consultant assignment requires unsupervised contact with student(s) during the contract period, the Consultant will be required to provide Department of Justice fingerprint clearance through the District's Human Resources Services.

**Fiscal Impact:**

There is no fiscal impact on district general fund.

**Recommendation**:

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

# BURBANK UNIFIED SCHOOL DISTRICT
# INSTRUCTIONAL SERVICES
# RATIFICATION OF INSTRUCTIONAL CONSULTANT SERVICES

Board Meeting Date: June 20, 2024

| Site | Name | Purpose | Dates | Cost | Appropriation Number |
|---|---|---|---|---|---|
| Child Development | Amazing Athletes | Provide structured outdoor activities | 6/1/24 – 8/2/24 | $28,125 | 01.0-26000.0-11100-10000-5810-7549000 |
| Child Development | Garri Dance Studio | Provide dance classes | 6/1/24 – 6/30/24 | $7425 | 01.0-26000.0-11100-10000-5810-7549000 |
| Child Development | Lisa Raluy Martinez | Provide cooking lessons | 6/17/24 – 6/20/24 | $1300 | 01.0-26000.0-11100-10000-5810-7549000 |

# 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 20 of June, 20 24 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 818 20 7904 7

Email Address mediacities@amazingathletes.com

Mailing Address 1020 W. Palm Ave, Burbank 91506

Sponsoring Administrator Stephanie Fields

Board Approval Date June 20 ,2024

Account String 01.0-26000.0-11100-1000-5810-754-9000

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

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

WITNESSETH:

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

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ _____ per hour☐/ per day ☐/ per session☐ for a total not to exceed $28,125 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on June 1, 2024 and terminating on August 2, 2024 .
3. Payment Terms: Pay .n advace
4. Consultant will provide the following services:

   Providing Structured outdoor 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.

| 2/1/24 | | | 2/1/24 |
|---|---|---|---|
| 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

**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 |
|---|---|---|---|---|---|
| 5458 | 05/09/2024 | $5,625.00 | 06/08/2024 | Net 30 | |

| ACTIVITY | QTY | RATE | AMOUNT |
|---|---|---|---|
| **Sports Academy**<br>Classes for ELOP: Week of June 10-14 | 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**

**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 |
|---|---|---|---|---|---|
| 5459 | 05/09/2024 | $11,250.00 | 06/08/2024 | Net 30 | |

| ACTIVITY | QTY | RATE | AMOUNT |
|---|---|---|---|
| **Sports Academy**<br>Classes for ATB: Week of June 3-7 | 45 | 250.00 | 11,250.00 |

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

BALANCE DUE **$11,250.00**

**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 |
|---|---|---|---|---|---|
| 5460 | 05/09/2024 | $11,250.00 | 06/08/2024 | Net 30 | |

| ACTIVITY | QTY | RATE | AMOUNT |
|---|---|---|---|
| **Sports Academy**<br>Classes for ATB: Week of July 29-Aug 2 | 45 | 250.00 | 11,250.00 |

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

BALANCE DUE **$11,250.00**

# 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 20 of June, 20 24 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 818-846-4390

Email Address officestaff@garridance.com

Mailing Address 3715 W Magnolia Blvd. Burbank 91505

Sponsoring Administrator Stephanie Fields

Board Approval Date June 20, 2024

Account String 01 0-26000 0-11100-1000-5810-754-9000

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

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

WITNESSETH:

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

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ _____ per hour☐ per day ☐ per session☐ for a total not to exceed $ 7,425 **Amount to include speaking fee, mileage and any additional fees.
2. **The term** of the Agreement shall be the period commencing on June 2024 (6/1/24) and terminating on [redacted] 6/30/24
3. **Payment** Terms: Pay in advace
4. **Consultant** will provide the following services:

   Providing 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.

| | | | | |
|---|---|---|---|---|
| 6/6/24 | | Megan Brady | | 6/6/24 |
| **BUSD Authorized** Signature/Title | Date | Consultant | Garri Dance Studio | 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
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: Wed, Jun 5, 2024**

# Invoice

INVOICE PERIOD: Jun 01, 2024 to Jun 30, 2024

**Balance Due: 7,425.00**

| | | |
|---|---|---|
| Previous Balance | | 0.00 |
| Other Charges | 7,425.00 | |
| Payments -- Thank You! | -0.00 | |
| **Balance Due** | | **7,425.00** |

ELOP Summer 2024 - 3 hours of instruction x 5 days per week at $135/hour (6/3-6/7 at Jefferson, Emerson and Disney)

ATB Summer 2024 - 4 hours of instruction x 10 days at $135/hour (6/10-6/14 and 6/17-6/21 at Emerson, McKinley, Stevenson & Washington)

**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 20 of June, 20 24 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 Martinez Daytime Phone Number

Email Address myclasscancook@gmail.com

Mailing Address [redacted]

Sponsoring Administrator Stephanie Fields

Board Approval Date June 20, 2024

Account String 01.0-26000.0-11100-1000-5810-754-9000

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

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

WITNESSETH:

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

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ _____ per hour☐/ per day ☒/ per session☐ for a total not to exceed $1,300 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on [redacted] 6/17/24 and terminating on [redacted] 6/20/24.
3. Payment Terms: Pay in advace
4. Consultant will provide the following services:

   Providing , cooking lessons
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.

2/1/24
BUSD Authorized Signature/Title Date

Lisa Raluy Martinez 2/1/24
Consultant Lisa Raluy Martinez 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 2024

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 ask for healthier options at home and at school.
- Students will be shown a variety of vegetables. They will be encouraged to taste them. Homemade ranch dressing will be made on site for students to try along with a new vegetable.
- Students will learn how to measure ingredients to make a sweet, healthy treat. We will be making apple pie bites and banana bread bites.

The schedule will be as follows:

Washington Elementary - 1:00 pm - 3:00 pm on June 17th
Miller Elementary - 1:00 pm - 3:00 pm on June 18th
Disney Elementary - 1:00 pm - 3:00 pm on June 20th

**Total Cost: $1,300**

**Thank you!**
**Lisa Raluy Martinez**
myclasscancook@gmail.com

**BURBANK UNIFIED SCHOOL DISTRICT**
**Human Resources Services**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Sarah Rudchenko, Assistant Superintendent, Human Resources Services |
| PREPARED BY: | Lauren Trammell, Executive Assistant, Human Resources Services |
| SUBMITTED BY: | Lauren Trammell, Executive Assistant, Human Resources Services |
| DATE: | June 20, 2024 |
| SUBJECT: | Approval of University Agreement- Western New England University |

**Background**
The purpose of the University Agreement with Western New England University is to provide Occupation Therapists with field experience through practice in schools and classes. Students will assume Occupational Therapy responsibilities in their classroom or offices.

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

**Discussion/Issues**
This program builds a relationship with Western New England University which expands the pool of Occupational Therapists. The district will provide support through field experience in schools and classes of the District for students of the University who are qualified for such assignments.

**Fiscal Impact**
None

**Recommendation**
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the University Agreement between the Burbank Unified School District and Western New England University to provide educational field experience, effective June 21, 2024 and through until terminated three (3) years on June 21, 2027, and that authority to sign the Agreement be exercised pursuant to BUSD—AR 3314, as presented.

WESTERN NEW ENGLAND UNIVERSITY | WNE
College of PHARMACY and HEALTH SCIENCES

# FIELDWORK EDUCATION AFFILIATION AGREEMENT

This Agreement is made and effective as of the last date of signature below by and between **Western New England University, College of Pharmacy and Health Sciences, Department of Occupational Therapy, 1215 Wilbraham Road, Springfield, MA 01119** (the "University"), and the **Burbank Unified School District, 1900 W. Olive Avenue, Burbank, CA 91596** (the "Site").

## Recitals

The University offers a Doctor of Occupational Therapy (OTD) Program that requires fieldwork education as part of the curriculum. The Site operates one or more facilities in which such fieldwork educational experiences exist. The University and the Site desire to establish a relationship pursuant to which the University shall place students enrolled in its OTD Program at Site for the purpose of receiving fieldwork education.

## Terms

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. **Responsibilities of the University.** The University shall:

   **A.** Coordinate with the Site in developing the details of the Program, including course outlines and learning objectives, dates of clinical rotations, and the number of students assigned to the Site.

   **B.** Provide the Site with an orientation to the Program and ongoing education regarding the Program, which orientation and training may include: curriculum and teaching objectives; grading/assessment systems; and resources for the Site's fieldwork educators ("Fieldwork Educators") and supervisors. The University will make available to all Fieldwork Educators the OTD Student Handbook Supplement.

   **C.** Ensure that students participating in the Program meet all requirements of the Site, including immunizations, background checks, training and health insurance.

   **D.** Ensure that students participating in the Program are covered by the University's liability insurance during the Program. The limits of the coverage will be $1,000,000 per occurrence, up to $3,000,000 in the aggregate for the policy period. The University shall notify the Site immediately of any cancellation or termination of such insurance. Students are responsible for any additional professional liability insurance that they may wish to purchase on their own.

   **E.** Instruct students regarding confidentiality requirements under the Health Insurance Portability and Accountability Act (HIPAA) prior to assignment to the Site.

   **F.** Withdraw a student from the Program if, after consultation with the Site's personnel and the University's Director of Fieldwork Education and/or the Chair of the Department of Occupational Therapy, the University determines such action to be warranted.

   **G.** Investigate any complaints or concerns regarding a student's placement at the Site, the operation of the Program, or the acts or omissions of the Site of any Fieldwork Educator.

2. **Responsibilities of the Site.** The Site shall:

**A.** Provide students with appropriate facilities, equipment and supplies that are conducive to maximizing the learning environment and achieving the documented Program goals and objectives.

**B.** provide a supervised fieldwork experience by placing students under the direct guidance of a Fieldwork Educator who is currently licensed to practice occupational therapy in their respective state, has adequately prepared for their role as a fieldwork educator, and has a minimum of one year of practical experience for Level Two fieldwork. For Level One fieldwork, in the instance that the University does not provide a faculty member to provide supervision for students participating in fieldwork, provide a supervised fieldwork experience by placing students under the direct or indirect guidance of a qualified supervisor.

**C.** Complete all supporting paperwork required for student performance evaluation and University accreditation requirements.

**D.** Collaborate with the University's Director of Fieldwork Education to develop a plan for the provision of student supervision in the instance of a non-traditional Level II Fieldwork placement where there is no occupational therapist employed by the site. On-site supervision must be provided in accordance with state practice regulations and all other applicable laws. Additionally, the occupational therapist charged with supervising the student must be readily available for communication and consultation during work hours.

**E.** Notify students and the University in writing of any specific rules, regulations, policies or procedures of the Site and applicable laws with which students must comply.

**F.** Permit students to access to all appropriate personnel, facilities, equipment, supplies, services, resources and patient records as necessary to fulfill the Program objectives.

**G.** Provide students with opportunities to participate in the learning environment, including participating in Grand Rounds, specialty clinics, office visits, lectures, conferences, in-services, interprofessional team meetings, etc.

**H.** With reasonable advance notice, permit the University or its designees to visit and inspect the Site and consult with Fieldwork Educators. With reasonable advance notice, the University may request that Fieldwork Educators participate in accreditation processes.

**I.** Make emergency medical care available to students through Site's regular procedures for handling emergencies.

**J.** Immediately notify the University in writing of any changes to the Site's name, licensure or accreditation status, or ownership.

**K.** Secure and maintain at its sole expense general and professional liability insurance coverage in amounts of at least $1,000,000 per occurrence and $3,000,000 in the annual aggregate with insurance carriers or self-insurance programs covering itself and its employees.

**L.** Comply with all laws applicable to the Site and its operations.

**M.** Comply with all policies and practice guidelines of the American Occupational Therapy Association, the Accreditation Council for Occupational Therapy Education and state practice regulations relating to fieldwork education.

**3. Mutual Responsibilities.**

**A.** The University's Director of Fieldwork Education or designee, and one of the Site's Fieldwork Educators or designee shall oversee implementation of the Program and shall collectively plan for:

**i.** Student placement and orientation, which may be on-site or virtual;
**ii.** Preparation and periodic review of the Program goals and objectives;
**iii.** Selection of supervisor or Fieldwork Educators at the Site;
**iv.** Quality assurance review by the University via evaluation of students, the Site, and Fieldwork Educators; and
**v.** Supervision and evaluation of students.

**B.** Each party (the "Indemnifying Party") shall indemnify and hold harmless the other party and its directors, officers and employees (each, an "Indemnitee") from and against all liabilities, damages, fines, penalties, costs and expenses (collectively, "Liabilities") that are incurred by or awarded against any Indemnitee and that arise out of any third-party claim or action against any Indemnitee alleging (1) any negligent or more culpable act or omission of the Indemnifying Party or its employees or agents, or (2) any material breach of applicable law by the Indemnifying Party or its employees or agents. The Indemnifying Party's obligations pursuant to this Section shall not apply to the extent that any Liabilities arise out of any Indemnitee's negligent or more culpable act or omission, material breach of applicable law, or material breach of this Agreement. The Indemnitee shall give the Indemnifying Party prompt written notice (a "Claim Notice") of any Liabilities or discovery of facts on which the Indemnitee intends to base a request for indemnification under Section. The Indemnitee's failure to provide a Claim Notice to the Indemnifying Party shall not relieve the Indemnifying Party of any liability that it may have to the Indemnitee, but in no event shall the Indemnifying Party be liable for any Liabilities that result from a delay in providing a Claim Notice. Each Claim Notice shall contain a description of the third-party claim and the nature and amount of the related Liabilities (to the extent that the nature and amount of the Liabilities are known at the time). The Indemnitee shall furnish promptly to the Indemnifying Party copies of all documents received in respect of any third-party claim or Liabilities.

**C.** The parties shall comply with all infection control protocols as established by the CDC and other relevant federal, state, and local public health authorities, including but not limited to increased hygiene and sanitation policies, frequent hand washing, the wearing of face masks or shields, and physical distancing guidance when appropriate in a clinical setting.

**D.** The Site may suspend or terminate any student's participation in the Program as a result of health status, performance, or other considerations that the Site deems detrimental to patient well-being or to the achievement of clinical teaching objectives. Except in exigent circumstances, the Site shall not suspend or terminate a student until it has consulted with the University and attempted to resolve the condition underlying the proposed suspension or termination.

**E.** Neither party shall discrimination against any employee, student or other person on account of race, color, religion, sex, sexual orientation, gender identity or gender expression, ancestry, age, national origin, disability or any other status protected by the law.

**4. Term and Termination.**

**A.** The term of this Agreement shall begin on the date it is signed by both parties and shall continue for a period of three years (the "Initial Term"), unless the Agreement is earlier terminated as provided herein. After the Initial Term, this Agreement shall automatically renew for additional, successive three-year terms.

**B.** Either party may terminate this Agreement for cause or convenience upon 90 days' written notice to the other, provided however, that the termination of this Agreement shall not terminate any student's active fieldwork education experience, and the provisions of this Agreement shall continue to bind the parties until the conclusion of such fieldwork education experience.

**5. Miscellaneous.**

**A.** This Agreement is not exclusive; either party may contract with any other party with respect to similar services and programs. The University shall not be required to place any students at the Site, and the Site shall not be required to accept any students from the University.

**B.** This Agreement shall not be assigned by either party without the prior written consent of the other party. This Agreement may not be modified except by a writing signed by both parties.

**C.** This Agreement shall be solely and exclusively governed by and construed and enforced in accordance with the laws of the Commonwealth of Massachusetts without giving effect to any law that would result in the application of a different body of law. All disputes under or in connection with this Agreement shall be brought and resolved only in a court of competent jurisdiction located in Hampden County, Massachusetts, and each party hereby irrevocably consents to the jurisdiction of such courts and waives any objections thereto.

**D.** No waiver by any party of any of the provisions of this Agreement shall be effective unless explicitly set forth in writing and signed by the waiving party. No waiver by any party shall be construed as a waiver of any failure, breach, or default not expressly identified by such written waiver, whether of a similar or different character, and whether occurring before or after that waiver. No failure to exercise, or delay in exercising, any right, remedy, power, or privilege arising from this Agreement shall be construed as a waiver thereof.

**E.** Any notice, consent or other communication given pursuant to this Agreement shall be in writing and shall be considered given when mailed by U.S. certified mail, return receipt requested, or overnight carrier to the other party at the address set forth on the signature page (or such other address as a party may specify by notice to the other party).

**F.** Nothing in this Agreement shall be construed to create a partnership, joint venture, agency or other relationship between the parties. The relationship between the parties is solely that of independent parties to a contract. Neither party is authorized to act on behalf of or bind the other party.

**G.** This Agreement, as amended from time to time, constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all previous negotiations, commitments and writings with respect to such subject matter.

[SIGNATURE PAGE FOLLOWS]

This Agreement is executed by a duly authorized agent of each party.

**The Site**

| | |
|---|---|
| Legal name: | Burbank Unified School District |
| Address: | 1900 West Olive Avenue<br>Burbank, CA 91506 |
| Name and title of signatory: | |
| Signature: | |
| Date signed: | |

**The University**
Western New England University
1215 Wilbraham Road
Springfield, MA 01119

Maria Toyoda, Ph.D.
Provost
Senior Vice President of Academic Affairs

Signature: _____
Date: _____

**Burbank Unified School District**
**Technology Services**

**REPORT TO THE BOARD**

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Andrew Cantwell, Assistant Superintendent, Administrative Services |
| PREPARED BY: | Rick Vonk, Director of Information Technology and Education Support |
| SUBMITTED BY: | Lourdes Moya, Administrative Secretary |
| DATE: | June 20, 2024 |
| SUBJECT: | Acceptance of Notice of Completion, AVI Systems, Inc. for the Board Room Audiovisual Upgrade Project at the District Office |

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**Background:**
Public Contract Code Section 7107 defines the District's obligation for final payment on a public improvement project. The District must pay a contractor all undisputed amounts within 60 days of project completion. A Notice of Completion is not mandatory, nor does the date of its filing define the completion of a project. Once a District does file the Notice of Completion with the County Recorder's Office, subcontractors and suppliers are allowed 30 days to file a valid stop notice against any funds held by the District for final payment to the general contractor. Not filing the Notice of Completion allows the 30-day window to be extended to 90 days or more. If a valid stop notice is filed, the District must withhold 125% to 150% of the value of the stop notice until a release is filed or another legal resolution is reached.

**District-Wide Goals for 2022-2023:**
4 Maintain efficient and effective operations.

**Discussion/Issues:**
On November 2, 2023, the Board of Education approved an agreement with AVI Systems, Inc. for the Board Room Audiovisual Upgrade Project at the District Office. District staff has reviewed and approved the remainder of this project as complete.

**Fiscal Impact:**
The original Board of Education approved project cost was $22,645.18, including a 10% contingency amount. The outstanding NOC retention balance is $862.

**Recommendation:**
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following project as completed: Board Room Audiovisual Upgrade Project, District Office by AVI Systems, Inc. (01.0-00000.0-00000-77000-6450-74020000), PO 24002098, not to exceed $20,701.54, as presented.

**Burbank Unified School District**
**Technology Services**

# REPORT TO THE BOARD

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| TO: | Members of the Board of Education |
| FROM: | Andrew Cantwell, Assistant Superintendent, Administrative Services |
| PREPARED BY: | Rick Vonk, Director of Information Technology and Education Support |
| SUBMITTED BY: | Lourdes Moya, Administrative Secretary |
| DATE: | June 20, 2024 |
| SUBJECT: | Approval of School Site and Department Software Licenses and Memberships for 2024 - 2025 |

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**Background:**
The use of technology is growing and expanding daily. Software applications are not only being used by our departments on behalf of the District, but also in our classrooms. The cost can range anywhere from .99 cents to thousands of dollars. The use is increasing as we move into advanced methods of supporting our teachers and students in various areas of instruction. All software purchases are required to have Board approval on an annual basis, which is being strictly enforced by Los Angeles County of Education (LACOE).

**Discussion/Issues:**
At the same time we continue to grow the number of annual memberships for web-based services and software licenses, LACOE is requesting that all districts using software submit Board approval (not purchase orders) for all software licensing purchases. This requirement has been in place but was not enforced until July 1, 2014.

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

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

**Recommendation**:
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the District Software Licenses and Memberships for the 2024-2025 school year, as presented.

| *VENDOR* | *LICENSE NAME* | *ESTIMATED COST 2024-25* | *FUNDING SOURCE/SITE* | *ACCOUNT STRING* | |
|---|---|---|---|---|---|
| 1Password | 1Password Business | $990.74 | Technology | 01.0-00000.0-00000-77000-5840-7731000 | |
| ABCYA.com | ABCYA.com Membership - School Access Edition | $1,999.00 | Providencia | 010-30100-0-11100-10000-5840-2139000 | |
| ACDC Leadership | Ultimate Review | $750.00 | JBHS | 01.0-90904.0-11100-10000-5840-4328100 | |
| ACDC Leadership | ULTIMATE Review Packet - Macroeconomics | $1,170.00 | BHS | TBD | |
| Accelerate Learning | Stemscopes | $37,279.80 | Instruction/(Grades 1-5)/COVID | 01.0-74250.0-11100-10000-5840-7429000 | |
| Active Network LLC | Blue Bear Cloud | $1,000.00 | Fiscal Services | 01.0-00000.0-00000-72000-5840-7472000 | |
| Active Network LLC | Educate (SchoolBooks) | $609.25 | Luther | 01.0-90350.0-11100-10000-5840-3208000 | |
| Administrative Software Applications | ASAP (Vanco) | $14,600.00 | BAS | 11.0-00639.0-41100-27000-5840-5330000 | |
| Adobe | Adobe spark license | $39.96 | Muir | 01.0-90201.0-00000-27000-5840-3228300 | |
| Adobe | Creative Cloud | TBD | BAS | 11.0-63910.0-41104-10000-5840-5330000 | |
| Adobe | Premier Pro Plan | $263.88 | BHS | 010-63000-0-11100-10000-5840-7429000 | |
| Aeries Software | Aeries ASP | $89,700.00 | Instruction | 01.0-00000.0-00000-72000-5840-7401000 | |
| Aeries Software | Aeries Communications | $7,500.00 | Muir | 01.0-30100.0-11100-10000-5840-3229000 | |
| Aeries Software | Aeries Communications | $3,505.00 | Muir | TBD | |
| Altaware | PRTG XL1 12 Months Maintenance | $3,800.00 | Technology | 01.0-00000.0-00000-77000-5840-7731000 | |
| American Registry for Internet Numbers (ARIN) | Annual Maintenance | $250.00 | Technology | 01.0-00000.0-00000-77000-5840-7731000 | |
| American Technology Solutions Corp (ATS) | 1095-C Software | $4,805.22 | Human Resources | 01.0-00000.0-00000-72000-5840-7552000 | |
| Amplified It LLC | GoGuardian | $1,680.25 | Instruction | TBD | |
| Amplified It LLC | Google Suite | $36,500.00 | Instruction (Districtwide)/COVID | 01.0-74250.0-11100-10000-5840-7429000 | |
| Amplified It LLC | Google Workspace for Education | $48,438.78 | Instruction | 010-00000-0-00000-77000-5840-7403200 | |
| Amplify | Desmos Math Student License | $22,500.00 | Muir | 010-30100-0-11100-10000-5840-3229000 | |
| AMS.NET | AVA Aware License | $7,270.90 | BAS | 11.0-63910-0-41102-27000-5840-5330000 | |
| Animatron | Studio Pro | $6,840.00 | Instruction/K-12 GCC | 01.0-90711.0-11100-10000-5840-7428000 | |
| Apex Learning (Edmentum) | Digital Curriculum & Tutorials | $32,650.00 | BAS | 11.0-00639.0-41107-10000-5840-5330000<br>11.0-63910.0-41106-10000-5840-5330000 | |
| Apex Learning | Digital Curriculum | $86,073.00 | Instruction/ELO | 01.0-74250.0-11100-10000-5840-7429000 | |
| Apple | Slideshow Movie Maker | $47.99 | Edison | 010-90201-0-11100-10000-5840-2028700 | |
| Apple | OBE App; Online Fitness/Interactive Dance | $199.00 | JBHS | 010-00000-0-17011-10000-5840-4321000 | |
| Apple | Music Subscription | $99.90 | JBHS | 01.0-00000.0-17011-10000-5840-4321000 | |
| Apple | iTunes | $99.90 | Muir | 01.0-32120.0-11100-10000-5840-7429000 | |
| Aretelabs | Class Match | $135.00 | McKinley | 01.0-01500-0-11100-10000-5840-7421013 | |
| Aretelabs | 2023 Fall Math Madness Platinum | $169.00 | Stevenson | 01.0-01500-0-11100-10000-5840-7421013 | |
| Arey Jones Educational Solutions | Chrome Device Management | $22.96 | Various | TBD | |
| Arey Jones Educational Solutions | Lightspeed Content Filtering/Classroom Management | $30,490.00 | Technology | 01.0-00000.0-00000-72000-5840-7401000 | |

| *VENDOR* | *LICENSE NAME* | *ESTIMATED COST 2024-25* | *FUNDING SOURCE/SITE* | *ACCOUNT STRING* | |
|---|---|---|---|---|---|
| Arey Jones | Chrome Education Upgrade | $1,487.50 | Luther | 01.0-00000-0-11100-10000-5840-3201000 | |
| Art for Kids | Art for Kids | $64.99 | Edison | 01.0-90201-0-11100-10000-5840-2028700 | |
| Assessment Technologies | Mezure online assessment system | $23,976.00 | Special Ed | 01.0-32200.0-57602-11100-5840-7449000 | |
| Attainment Company | Attainment Licenses | $294.52 | Special Ed | 01.0-65200-0-57602-11100-5840-744-0000 | |
| Auvik | PRTG | $19,778.00 | Technology | 01.0-00000.0-00000-77000-5840-7731000 | |
| AVA | AVA Welcome Licenses | $1,896.00 | Dolores Huerta | 01.0-30100-0-00000-24950-5840-3219000 | |
| Aztec | GED Prep Spanish | $7,500.00 | BAS | 11.0-63910.0-41101-10000-5840-5330000<br>11.0-63910.0-41106-10000-5840-5330000 | |
| Aztec | GED & HISET Prep Series | $18,000.00 | BAS | 11.0-63910.0-41101-10000-5840-5330000<br>11.0-63910.0-41106-10000-5840-5330000 | |
| Aztec | GED Prep E-Pubs | $10,000.00 | BAS | 11.0-63910.0-41106-10000-5840-5330000 | |
| Aztec | TBD | $25,000.00 | BAS | 11.0-63910.1-41104-10000-5840-5330000 | |
| Aztec | Aztec GED Prep Solution - Spanish | $4,980.00 | BAS | 11.0-39130-0-41106-10000-5840-5330000 | |
| Beachbody | Beachbody On Demand | $99.00 | JBHS | 01.0-00000-0-15000-10000-5840-4321000 | |
| Bidding Owl | Software | $578.95 | Stevenson | 01.0-90201.0-11100-10000-5840-2158700 | |
| Biddle Consulting Group Inc | Opac Plus & Testgenius | $3,014.00 | HR | 01.0-00000.0-00000-72000-5840-7552000 | |
| Blooket | Blooket Plus | $35.88 | Luther | 01.0-42030-0-47600-10000-5840-3209000 | |
| Blooket | Blooket Plus: Friends Plan | $250.00 | Luther | 01.0-42030-0-47600-10000-5840-3209000 | |
| Blue Street Capital | Sophos Endpoint Protection | $19,331.67 | Technology | 01.0-00000.0-00000-77000-5840-7732000 | |
| Bluebeam | Revu Standard & Maintenance | $448.00 | Facilities | 01.0-81500.0-00000-81100-5840-7523100 | |
| Box Union | Yearly Subscription | $299.99 | JBHS | 01.0-00000-0-17011-10000-5840-4321000 | |
| Brainpop | Brainpop Jr teacher access | $175.00 | BHS | 01.0-65000.0-57700-11100-5840-4311000 | |
| Brainpop | School Combo 24/7 | $2,195.00 | Muir | 01.0-01501.0-47600-10000-5840-3220000 | |
| Brainpop | Classroom Jr | $175.00 | Roosevelt | 01.0-90350.0-11100-10000-5840-2148000 | |
| Brainpop | School ELL | $795.00 | Jefferson | 01.0-00000.0-11100-10000-5840-2061000 | |
| Brainpop | School Combo 24/7 | $2,950.00 | Luther | 01.0-30100-0-11100-10000-5840-3209000 | |
| Brainpop | School BP 24/7 | $2,195.00 | Dolores Huerta | 01.0-30100-0-11100-10000-5840-3219000 | |
| Brainpop | Brainpop Jr teacher access | $2,550.00 | Emerson | 01.0-00000.0-11100-10000-5840-2031000 | |
| Brainpop | Brainpop Jr teacher access | $3,348.00 | Miller | 01.0-90201.0-11100-10000-5840-2109000 | |
| Brianpop | Brainpop Jr teacher access | $3,890.00 | McKinley | 01.0-30100.0-11100-10000-5840-2099000 | |
| Brainpop | School Combo 24/7 | $38,665.00 | Instruction (Elem)/COVID | 01.0-74250.0-11100-10000-5840-7429000 | |
| Brainpop | ELL teacher access | $150.00 | Instruction/Providencia | 01.0-42010.0-47600-10000-5840-7429000 | |
| Brainpop | Brainpop Jr. (K-3) School Subscription | $2,352.80 | Stevenson | 01.0-00000-0-11100-10000-5840-2151000 | |
| Brainpop | School Combo Subscription | $3,339.25 | Harte | 01.0-90201-0-11100-10000-5840-2058700 | |
| Brainpop | Brainpop ELL | $231.00 | Harte | 01.0-42010-0-11100-10000-5840-2059000 | |
| Brainpop | Brainpop ELL | $231.00 | Edison | 01.0-42030-0-11100-10000-5840-2029000 | |
| Breakoutedu.com | Full Platform Access | $99.00 | Edison | 01.0-90201-0-11100-10000-5840-2028700 | |
| Breakoutedu.com | Platform Access | $60.00 | Dolores Huerta | 01.0-00000.0-13000-10000-5840-3211000 | |
| Breakoutedu.com | Annual Site License | $5,256.00 | Luther | 01.0-30100.0-11100-10000-5840-3209000 | |

| *VENDOR* | *LICENSE NAME* | *ESTIMATED COST 2024-25* | *FUNDING SOURCE/SITE* | *ACCOUNT STRING* | |
|---|---|---|---|---|---|
| Breakoutedu.com | Individual Teacher License | $99.00 | Luther | 01.0-00000-0-11100-10000-5840-3201000 | |
| Breakoutedu.com | BreakoutEDU | $109.15 | Emerson | 01.0-00000-0-11100-10000-5840-2031000 | |
| Breakoutedu.com | Digital Subscription ADD Plus KIT | $468.80 | Jefferson | 01.0-90201-0-11100-10000-5840-2068700 | |
| Broadway HD | Broadway Annual Subscription | $129.99 | JBHS | 01.0-00000-0-17005-10000-5840-4321000 | |
| Burlington English | Burlington English Annual Seat | $60,000.00 | BAS | 11.0-63910.0-41102-10000-5840-5330000 | |
| CDW Amplified | Google Workspace for Education | $48,438.78 | Instruction | 01.0-00000.0-00000-77000-5840-7403200 | |
| CDW-G | Little SIS for Google Classroom | $1,750.00 | Instruction | 01.0-00000.0-11100-10000-5840-7423200 | |
| Calendly LLC | Premium Yearly | $96.00 | Special Ed | 01.0-65200-0-57602-11100-5840-7440000 | |
| Calendly LLC | Pro Yearly, multiple | $288.00 | BHS | 01.0-00000-0-00000-27000-5840-4311000 | |
| California Financial Services | Keyanalytics | $45,000.00 | Business Office | 21.3-00000.0-92000-85000-5840-7400021 | |
| California School Boards Association (CSBA) | Gamut Policy & Gamut Policy Plus | $8,115.00 | Board of Education | 01.0-00000.0-00000-71100-5840-7561000 | |
| CanChild.ca | McMaster Handwriting Assessement Protocol | $225.00 | Special Ed | 01.0-65000.0-57500-31409-5840-7441000 | |
| Canion Creations | Online Books and Teachers Manual | $426.00 | Dolores Huerta | 01.0-00000-0-11100-10000-5840-3211000 | |
| Canvas | (SCOE) | $2,000.00 | BAS | 11.0-63910.0-41104-10000-5840-5330000 | |
| CANVA | Speechpathology.com | $99.00 | Special Ed | 01.0-65000-0-57602-11901-5840-7441000 | |
| CANVA | CANVA Pro | $119.99 | BHS | 01.0-63000-0-11100-10000-5840-7429000 | |
| Carolina Biological Supply | Twig Science | $164.00 | JBHS | 01.0-00000.0-13400-10000-5840-4321000 | |
| Carolina Biological Supply | Twig Science & Math | $926.00 | Luther | 01.0-01500.0-00000-31100-5840-3200000 | |
| Cengage Learning | TBD | TBD | BAS | 11.0-63910.0-41102-10000-5840-5330000 | |
| Cengage Learning | TBD | $833.00 | JBHS | 01.0-90904.0-11100-10000-5840-4328100 | |
| Center for Work Ethic | Bring you're a Game Seat License | $7,968.75 | Special Ed | 01.0-65200-0-57602-11100-5840-7440000 | |
| Characterstrong | MS SEL and Characcter Development Lessons | $3,999.00 | Luther | 01.0-30100.0-11100.10000-5840-3209000 | |
| CI Solutions | CI Badge ASAP | $495.00 | BAS | 11.0-63910-0-41101-27000-5840-5330000<br>11.0-63910-0-41102-27000-5840-5330000<br>11.0-63910-0-41104-27000-5840-5330000<br>11.0-63910-0-41106-27000-5840-5330000 | |
| Classcraft | Teacher Premium Subscription | $120.00 | Bret Harte | 01.0-90201.0-11100-10000-5840-2058200 | |
| Clever Prototypes | Teacher Accounts | $287.97 | Dolores Huerta | 01.0-00000.0-11100-10000-5840-3211000 | |
| CLI Studios | Studio Subscription | $99.00 | JBHS | 01.0-00000-0-17011-10000-5840-4321000 | |
| Committee for Children | Second Step Middle School Program Gr 6 | $241.45 | Special Ed/Muir | 01.0-65000.0-57700-11100-5840-7441000 | |
| Committee for Children | SS Gr El-5 Media | $2,697.00 | Student Svcs/LCFF | 01.0-01500.0-00000-27000-5840-7450000 | |
| Committee for Children | Second Step site license, multi-year | $9,076.50 | Muir | TBD | |
| Committee for Children | TBD | $5,999.00 | Luther | 01.0-30100.0-11100-10012-5840-3209000 | |
| Committee for Children | Second Step Elementary & Second Step Middle School | $89,464.50 | Instructional Svcs | 01.0-26000-0-11100-10000-5840-7429000 | |
| Conover Company | Resources for Soft Skills | $3,000.00 | Special Ed | 01.0-65200.0-57700-11100-5840-7440000 | |
| Course Hero | Digital Curriculum | $150.00 | ILA | 01.0-90350.0-11100-10000-5840-5758000 | |
| Cram Jams | Cram Jams Individual (6th Grade) | $19.50 | Luther | 01.0-42010.0-47600-10000-5840-7429000 | |
| Crick Software | Clilcker | $1,500.00 | Roosevelt | 01.0-90201-0-11100-10000-5840-2148300 | |

| *VENDOR* | *LICENSE NAME* | *ESTIMATED COST 2024-25* | *FUNDING SOURCE/SITE* | *ACCOUNT STRING* | |
|---|---|---|---|---|---|
| Curriculum Associates | I-Ready | $347,699.00 | Instruction (Districtwide)/COVID | 01.0-74250.0-11100-10000-5840-7429000 | |
| Curriculum Associates | I-Ready | $2,000.00 | BCDS/Instruction | 01.0-00000.0-11100-10000-5840-7421000 | |
| Curriculum Associates | I-Ready | $15,000.00 | Miller | 01.0-90201.0-11100-10000-5840-2109000 | |
| Cyber High | Credit Recovery License Agreement | $38,293.00 | Special Ed/Various | 01.0-65370.0-50010-27000-5840-7440000 | |
| Cybersoft Technologies, Inc. | PrimeroEdge | $39,325.00 | Food Services | 61.0-53100.0-00000-37000-5840-7490000 | |
| DameWare Mini Remote Control | Solarwinds | $768.00 | Technology | 01.0-00000.0-00000-77000-5840-7731000 | |
| Decision Insite | StudentView Connect | $1,100.00 | Student Services | 01.0-00000.0-00000-72000-5840-7452000 | |
| Deltamath.com | DeltaMath Integral Subscription | $145.00 | Muir | 01.0-30100-0-11100-10000-5840-3229000 | |
| Diffit | Diffit School License | $1,840.00 | Muir | 01.0-30100-0-11100-10000-5840-3229000 | |
| Digicert | TBD | $1,425.00 | Technology | 01.0-00000.0-00000-77000-5840-7731000 | |
| Digicoach Inc | Digicoach | $2,240.00 | Dolores Huerta | 01.0-30100.0-11100-10000-5840-3219000 | |
| Digicoach Inc | Digicoach 4 | $6,931.00 | JBHS | 01.0-00000.0-00000-27000-5840-4321000 | |
| Digicoach Inc | Digicoach Site License | $4,995.00 | Luther | 01.0-30100.0-11100-10000-5840-3209000 | |
| Digital Scepter Corp | Falco | $24,000.00 | Technology | 01.0-67620.0-00000-77000-5840-7739000 | |
| Digital Theatre | Subscription | $2,500.00 | BHS | 01.0-90904-0-17005-41004-5840-4318100 | |
| DMARCLY (Netflare Inc.) | Email Security, Authentication | $468.00 | Technology | 01.0-00000.0-00000-77000-5840-7731000 | |
| DNS Made Easy | TBD | $75.00 | Technology | 01.0-00000.0-00000-77000-5840-7731000 | |
| Document Tracking Services | DTS | $8,035.00 | Instruction/CAASPP | 01.0-00012.0-00000-31600-5840-7421000 | |
| Docusign | Standard Plan | $600.00 | Special Ed/Workability Program | 01.0-65200.0-57602-11100-5840-7440000 | |
| Docusign | Business Pro | $270.17 | Special Ed | 01.0-65200-0-57602-11100-5840-7440000 | |
| Don Johnston Inc. | Snap & Read and Co-Writer Team Add-On | $1,944.00 | Special Ed | 01.0-65000.0-57602-11907-5840-7441000 | |
| Don Johnston Inc. | Snap & Read and Co-Writer Team Add-On | $3,240.00 | Special Ed/BHS | 01.0-90703.0-00000-21000-5840-7448000 | |
| Doodly | TBD | $164.00 | Luther | TBD | |
| Dorian Business Systems | Charms Account | $1,800.00 | Instruction/Film LA | 01.0-90711.0-11100-10000-5840-7428000 | |
| DramaNotebook.com | Subscription | $24.95 | JBHS | 01.0-00000-0-17005-10000-5840-4321000 | |
| Dreambox | Reading Plus | $41,306.80 | Muir | 01.0-30100-0-11100-10000-5840-3229000 | |
| Ebsco | TBD | $2,795.00 | Luther | 01.0-30100.0-11100-10000-5840-3209000 | |
| Ed Club | Typing Club License | $1,881.00 | McKinley | 01.0-30100.0-11100-10000-5840-2099000 | |
| EdHelper | On Line Resources | $60.00 | BHS | 01.0-65000.0-57700-11104-5840-4311000 | |
| Edmentum, Inc. | Exact Path/Math Library | $825.00 | Muir | 01.0-30100.0-11100-10000-5840-3229000 | |
| Edmentum, Inc. | Apex Tutorials | $40,000.00 | BAS | 11.0-63910.0-41106-10000-5840-5330000 | |
| Edmentum, Inc. | Coursewear | $2,000.00 | BAS | 11.0-63910.0-41104-10000-5840-5330000 | |
| Edmentum, Inc. | Coursewear - Social Studies and Electives | $2,806.40 | ILA | 01.0-00000-0-00000-27000-5840-5751000 | |
| Edpuzzle, Inc. | Pro School Site License | $1,500.00 | BHS | 01.0-00000.0-11100-10000-5840-4311000 | |
| Edpuzzle, Inc. | Edpuzzle Pro Teacher | $23.00 | JBHS | 01.0-00000-0-13800-10000-5840-4321000 | |
| Edpuzzle, Inc. | Pro School Site License | $650.00 | Dolores Huerta | 01.0-30100-0-11100-10000-5840-3219000 | |

| *VENDOR* | *LICENSE NAME* | *ESTIMATED COST 2024-25* | *FUNDING SOURCE/SITE* | *ACCOUNT STRING* | |
|---|---|---|---|---|---|
| Edpuzzle, Inc. | Pro School Site License | $1,750.00 | Luther | 01.0-30100.0-11100-10000-5840-4311000 | |
| Education.com | Education.com - School Account | $450.00 | BAS | 11.0-63910.0-41101-10000-5840-5330000 | |
| Ekahau | Site Survey Pro Support | $899.00 | Technology | 01.0-00000.0-00000-77000-5840-7731000 | |
| Electude | Automotive Essentials | $3,000.00 | K-12 LAVC/Instruction (JBHS) | 01.0-63880.0-38000-10000-5840-6859003 | |
| Eleyo | TBD | $140,000.00 | Child Development | 12.0-90602.0-00000-27000-5840-7540000 | |
| ELT Buzz | ELT Buzz 1 Year Teacher Subscription | $24.95 | Luther | 01.0-42010.0-47600-10000-5840-7429000 | |
| EMS-LINQ | Website Hosting - School Nutrition and Fitness (Isite) | $1,195.00 | Food Services | 13.0-53100.0-00000-37000-5840-7490000 | |
| Enome dba Goalbook | ToolKit | $20,000.00 | Special Ed | 01.0-56400.0-57700-11100-5840-7448000 | |
| Epicor Software Corp | DocStar | $8,100.00 | Technology | 01.0-00000.0-00000-77000-5840-7731000 | |
| ESGI | ESGI 12-Month License | $597.00 | Stevenson | 01.0-42010-0-47600-10000-5840-7429000 | |
| ESL Lounge | ESL Lounge Premium Lifetime | $120.00 | Luther | 01.0-42010-0-47600-10000-5840-7429000 | |
| Everyday Speech | Complete Guided Therapy | $2,399.92 | Special Ed | 01.0-65000.0-57700-11100-5840-7441000 | |
| ExploreLearning LLC | Reflex, Gizmos, Science Dept | $6,117.53 | Muir | 01.0-30100.0-11100-10000-5840-3229000 | |
| ExploreLearning LLC | School Gizmos Science Department License | $4,682.70 | Luther | 01.0-90206-0-11100-10000-5840-3208000 | |
| Extron | GBE Management Software | $10,775.00 | Technology | 25.0-00000-0-00000-85000-5840-2050000 | |
| Finalsite | Blackboard | $55,174.00 | Technology | 01.0-00000.0-00000-77000-5840-7401000 | |
| Flip Grid | Classroom Licenses | $400.00 | Luther | 01.0-30100.0-11100-10000-5840-3209000 | |
| Flocabulary | Flocabulary Lite Access Plan | $138.00 | Stevenson | 01.0-42030-0-47600-10000-5840-2159000 | |
| Follett School Solutions LLC | Follett Library Licenses | $45,816.60 | Educator Effect/Instruction | 01.0-00000.0-00000-24200-5840-7422000 | |
| Formative Software | Silver Plan - Annual | $144.00 | Muir | 01.0-30100-0-11100-10000-5840-3229000 | |
| Freedom Scientific Estore | JAWS Student Annual License | $90.00 | BAS | 11.0-63910-0-41106-10000-5840-5330000 | |
| Freshworks Inc | Freshservice & Freshcaller | $24,960.00 | Technology | 01.0-00000.0-00000-77000-5840-7731000 | |
| Frontline Technologies (CRS) | Read Only access | $4,040.00 | Business Office | 01.0-00000.0-00000-77000-5800-0000000 | |
| Frontline Technologies (CRS) | Absence & Substitute Management | $25,011.96 | HR/Districtwide | 01.0-00000.0-00000-77000-5840-7401000 | |
| Game Salad | Student Licenses | $969.00 | Instruction/Perkins/JBHS | 01.0-35500.0-38000-10000-5840-7429000 | |
| Generation Genius | Site license | $995.00 | Roosevelt | 01.0-00000.0-11100-10000-5840-2141000 | |
| Generation Genius | Classroom Licenses | $250.00 | Edison | 01.0-90201.0-11100-10000-5840-2022010 | |
| Get Movin' | Get Movin' | $499.00 | Emerson | 01.0-90201-0-11100-10000-5840-2038700 | |
| Gimkit.com | Gimkit Pro | $59.98 | Luther | 01.0-00000-0-11100-10000-5840-3201000 | |
| Global Payments Inc. DBA | Blue Bear Licenses | $2,001.50 | BHS | 01.0-90904-0-11100-10000-5840-4318100 | |
| GoDaddy.com | Domain Name Renewal | $1,700.00 | Technology | 01.0-00000.0-00000-77000-5840-7731000 | |
| GoDaddy.com | Domain Name Renewal | $150.80 | JBHS | 01.0-00000-0-17005-10000-5840-4321000 | |
| Goennounce | Parent Training Videos | $500.00 | Luther | 01.0-30100.0-11100-10000-5840-3209000 | |
| GoNoodle | GoNoodle Plus | $1,500.00 | Roosevelt | 01.0-00000.0-11100-10000-5840-2141000 | |
| Gopher Sport | Spark Subscription (3 years) | $329.65 | Instruction/Emerson | 01.0-63000.0-11100-10000-5840-7429000 | |
| GovConnection Inc | Infrascale | $22,762.40 | Technology | 21.0-93030.0-00000-85000-5840-7730000 | |
| Grammarly | Grammarly Premium Subscription | $144.00 | Technology | 01.0-00000.0-00000-77000-5840-7731000 | |
| Granicus Inc | Media Manager/Peak Agenda; Encoder | $29,995.35 | Districtwide/Superintendent | 01.0-00000.0-00000-72000-5840-7401000 | |
| Graystep | ASBWorks Accounting Software | $1,295.00 | BHS | 01.0-90904.0-11100-10000-5840-4318100 | |
| Graystep | ASBWorks Accounting Software | $1,295.00 | JBHS | 01.0-90904.0-11100-10000-5840-4328100 | |

| *VENDOR* | *LICENSE NAME* | *ESTIMATED COST 2024-25* | *FUNDING SOURCE/SITE* | *ACCOUNT STRING* | |
|---|---|---|---|---|---|
| Graystep | ASBWorks Accounting Software | $899.00 | Luther | 01.0-00000-0-00000-27000-5840-3201000 | |
| Greenfield Learning | Lexia Reading | $4,672.00 | Dolores Huerta | 01.0-42010-0-47600-10000-5840-7429000; 01.0-90350-0-11100-10000-5840-3218000 | |
| Greenfield Learning | Lexia Reading | $1,280.00 | Sp Ed/Muir | 01.0-32200-0-57602-11100-5840-7449000 | |
| Greenfield Learning | Lexia Reading | $6,100.00 | Roosevelt | 01.0-01500-0-11100-10012-5840-2142000 | |
| Greenfield Learning | Lexia Reading | $3,100.00 | Luther | 01.0-42030-0-47600-10000-5840-7429000 | |
| Greenfield Learning | Reading Plus | $3,105.00 | Dolores Huerta | 01.0-42030.0-47600-10000-5840-7429000 | |
| Greenfield Learning | Reading Plus & Lexia Readings | $15,635.00 | Instruction/Muir | 01.0-30100.0-47600-10000-5840-3229000 | |
| Greenfield Learning | Reading Plus | $8,100.00 | Luther | 01.0-30100.0-11100-10000-5840-3209000 | |
| Hamrick Software | VueScan | $80.00 | Technology | 01.0-00000.0-00000-77000-5840-7730007 | |
| Health Connected | Family Engagement Package | $2,500.00 | Instructional Services | 01.0-32200-0-11100-10000-5840-7429000 | |
| Health Connected | Teen Talk | $2,835.00 | Various | 01.0-63000-0-11100-10000-5840-7429000 | |
| Home Campus | Basic + Athletic Clearance | $400.00 | BHS | 01.0-90904-0-15001-42000-5840-4318100 | |
| Houghton Mifflin Harcourt | Reading Inventory | $3,300.00 | Instruction/Title III | 01.0-42030.0-47600-10000-5840-7429000 | |
| Houghton Mifflin Harcourt | Read 180 | $17,250.00 | TBD | TBD | |
| Humboldt County of Education | Personal Data Wizard | $200.00 | Special Ed | 01.0-65200.0-57700-11100-5840-7440000 | |
| I Know It | Single Teacher Membership | $150.00 | Special Ed | 01.0-65000-0-57602-11100-5840-7441000 | |
| Illuminate Education | Assessment Software and Item Bank | $112,457.70 | Instruction/COVID | 01.0-74250.0-11100-10000-5840-7429000 | |
| Imagine Learning | Imagine Language & Literacy Annual Student License | $4,500.00 | Instructional Services/McKinley | 01.0-42030.0-47600-10000-5840-7429000 | |
| Imagine Learning | Imagine Language & Literacy Annual Student License | $1,050.00 | Instructional Services/Jefferson | 01.0-42030-0-47600-10000-5840-7429000 | |
| Imagine Learning | Imagine Language & Literacy Annual Student License | $7,050.00 | Instructional Services/Emerson | 01.0-42030-0-47600-10000-5840-7429000 | |
| Imagine Learning | Imagine Language & Literacy Annual Student License | $2,100.00<br>$1,350.00 | Instructional Services/Jefferson | 01.0-42030-0-47600-10000-5840-7429000<br>01.0-42010-0-47600-10000-5840-7429000 | |
| Imagine Learning | Imagine Language & Literacy Annual Student License | $18,000.00 | Instruction/Elementaries | 01.0-42030.0-47600-10000-5840-7429000 | |
| Impero Solutions | Vision Class Kit | $640.00 | Instruction | 01.0-63880-0-38000-10000-5840-6859002 | |
| Indieflix Group | Single location license | $4,200.00 | Luther | 01.0-30100.0-11100-10000-5840-3209000 | |
| Intuit | Quickbooks Online Plus | $755.00 | BHS | 01.0-90904-0-17011-41000-5840-4318100 | |
| ISL Online North America | TBD | $938.00 | Technology | 01.0-00000.0-00000-77000-5840-7731000 | |
| IXL Learning | Site License | $8,100.00 | McKinley | 01.0-30100.0-11100-10000-5840-2099000 | |
| IXL Learning | TBD | $199.00 | Luther | 01.0-70910.0-47600-10000-5840-3209000 | |
| IXL Learning | TBD | $450.00 | Muir | 01.0-42030.0-47600-10012-5840-3229000 | |
| IXL Learning | Enrichment Resources | $300.00 | BHS | 01.0-42030.0-47600-10012-5840-4319000 | |
| IXL Learning | Math Site License | $800.00 | Instruction-STEM/BCDS | 01.0-90206.0-35500-10000-5840-5268000 | |
| IXL Learning | IXL Site License + IXL Foundations I & II | $2,188.00 | SpEd/BHS | 01.0-65000.0-57602-11100-5840-7441000 | |
| IXL Learning | IXL Site License & IXL Foundations 1 | $1,745.00 | Mag Park | 01.0-90201-0-11100-10000-5840-2068700 | |
| JAMF Software | JAMF Pro Casper Suite | $25,488.00 | Technology | 01.0-00000.0-00000-77000-5840-7730006 | |
| Kagan Publishing | Timertools | $555.31 | Edison | 01.0-00000.0-11100-10000-5840-2021000 | |
| Kagan Publishing | TBD | $700.87 | Harte | 01.0-00000.0-11100-10000-5840-2051000 | |

| *VENDOR* | *LICENSE NAME* | *ESTIMATED COST 2024-25* | *FUNDING SOURCE/SITE* | *ACCOUNT STRING* | |
|---|---|---|---|---|---|
| Kagan Publishing | Selectortools; Timertools | $1,225.85 | JBHS | 01.0-00000.0-11100-10000-5840-4321000 | |
| Kagan Publishing | Selectortools;  Timertools; Numbered Heads Together | $2,778.15 | Luther | 01.0-30100.0-11100-10000-5840-3209000 | |
| Kagan Publishing | Instant Engagement Class Structure | $53.66 | Muir | 01.0-65000-0-57602-11100-5840-3221000 | |
| Kahoot! | Premium Plan | $72.00 | Dolores Huerta | 01.0-00000.0-11100-10000-5840-3211000 | |
| Kahoot! | Kahoot! EDU Licenses | $2,304.00 | Luther | 01.0-30100-0-11100-10000-5840-3209000 | |
| Kahoot! | TBD | $1,711.00 | Washington | 01.0-30100.0-11100-10000-5840-2169000 | |
| KAMI | KAMI Teacher Plan | $99.00 | Mag Park | 01.0-65000-0-57601-11100-5840-5171000 | |
| KAMI | KAMI Teacher Plan | $198.00 | Edison | 01.0-42030-0-11100-10000-5840-2029000 | |
| KAMI | KAMI Teacher Plan | $99.00 | Muir | 01.0-30100-0-11100-10000-5840-3229000 | |
| Kuta Software | Math Site License | $707.81 | Luther | 01.0-01500.0-13000-10012-5840-3200000 | |
| Kuta Software | Math Site License | $957.00 | BHS | 01.0-00000.0-11100-10000-5840-4311000<br>01.0-90904.0-11100-10000-5840-4318100 | |
| Kuta Software | Math Site License | $1,127.00 | JBHS | 01.0-00000.0-13000-10000-5840-4321000 | |
| Labyrinth Learning | ELAB License Keys | $594.00 | BAS | 11.0-63910-0-41104-10000-5840-5330000 | |
| Labyrinth Learning | Quickbooks | $10,000.00 | BAS | 11.0-63910.0-41104-10000-5840-5330000 | |
| Learning A-Z | Reading A-Z; RAZ-Kids | $1,500.00 | Disney | 01.0-30100.0-11100-10000-5840-2019000 | |
| Learning A-Z | RAZ-Plus | $2,217.00 | Stevenson | 01.0-90201.0-11100-10000-5840-2158700 | |
| Learning A-Z | RAZ Kids Plus | $3,995.00 | Miller | 01.0-30100.0-11100-10000-5840-2109000 | |
| Learning A-Z | Reading A-Z Classroom | $115.45 | Muir | 01.0-65000.0-57700-11104-5840-3221000 | |
| Learning A-Z | Raz-Plus.com | $209.95 | Special Ed/BHS | 01.0-32200-0-57602-11100-5840-7449000 | |
| Learning Services | Kid Pix 3D | $1,025.00 | Roosevelt | 01.0-00000.0-11100-10000-5840-2141000 | |
| Learning Without Tears | Typing licenses, multiple | $12.79; $46.40 | Special Ed | 01.0-65000.0-57602-11100-5840-7441000<br>01.0-32200-0-57602-11100-5840-7449000 | |
| Learning Without Tears | Keys for Me | $9.99 | Special Ed | 01.0-32200-0-57602-11100-5840-7449000 | |
| Les Mills on Demand | LES MILLS ON DEMAND - CARDIO, BARRE, YOGA | $119.88 | JBHS | 010-00000-0-17011-10000-5840-4321000 | |
| Lesson Pix | Licenses | $72.00 | Special Ed | 01.0-65000.0-57500-31409-5840-7441000 | |
| Lexia | Lexia Cores Reading | $1,584.00 | Muir | 01.0-30100.0-11100-10000-5840-3229000 | |
| Librarycat.org | Tiny Cat | $240.00 | Miller | 01.0-30100-0-11100-10000-5840-2109000 | |
| Lightfactory.net | 256 DMX Channels Lightfactory License | $299.00 | Miller | 01.0-90201-0-11100-10000-5840-2108700 | |
| Lighthouse Learning Studios | Lumio Math | $2,970.00 | Edison | 01.0-00000.0-11100-10000-5840-2021000 | |
| LinkedIn | LyndaCampus | $7,500.00 | BAS | 11.0-63910.0-41104-10000-5840-5330000 | |
| Mail Chimp | Software | $300.00 | Stevenson | 01.0-90201.0-11100-10000-5840-2158700 | |
| MakeMusic Inc. | Finale Software | $891.00 | Monterey | 01.0-90703-0-11100-10000-5840-7428950 | |
| Marsh Media | Just Around the Corner | $800.00 | Instruction | 01.0-63000-0-11100-10000-5840-7429000 | |
| Mathalicious | Site License | $185.00 | JBHS | 01.0-00000.0-13000-10000-5840-4321000 | |
| Mathalicious | Classroom Licenses | $960.00 | Muir | 01.0-30100.0-11100-10000-5840-3229000 | |
| Matt Kizer Design | Light Labs-Stage Design | $500.00 | BAS | 11.0-63910.0-41104-10000-5840-5330000 | |

| *VENDOR* | *LICENSE NAME* | *ESTIMATED COST 2024-25* | *FUNDING SOURCE/SITE* | *ACCOUNT STRING* | |
|---|---|---|---|---|---|
| Method Test Prep | ACT & SAT Method Basic Combo | $2,621.00 | JBHS | 01.0-70910.0-47600-10000-5840-4329000<br>01.0-90904.0-11100-10000-5840-4328100 | |
| Microsoft | Azure | $499.00 | BAS | 11.0-63910.0-41104-10000-5840-5330000 | |
| Microwize | Medisoft Cloud | $6,000.00 | BAS | 11.0-63910.0-41104-10000-5840-5330000 | |
| Middlebury Interactive Languages | Foreign languages | $897.00 | JBHS | 01.0-00000.0-11100-10000-5840-4321000 | |
| Mitchell 1 | Prodemand | $1,099.00 | Facilities | 01.0-81500.0-00000-81100-5840-7523100 | |
| MobyMax | Micro Teacher License | $49.00 | Harte | 01.0-90201.0-11100-10000-5840-2058200 | |
| MobyMax | MobyMax All Student License | $1,919.00 | Muir | 01.0-32200-0-57602-11100-5840-7449000 | |
| Moby Max | MobyMax All Student License | $9,199.00 | Special Ed | 01.0-32120.0-57602-11100-5840-7449000 | |
| Moneyminder | Software | $162.87 | Horace Mann | 01.0-90201.0-11100-10000-5840-5088700 | |
| Moniker.com | Website Domain | $9.99 | BHS | 01.0-00000.0-11100-10000-5840-4311000 | |
| Mote Technologies, Inc. | Mote Unlimited | $49.00 | JBHS | 01.0-00000-0-11401-10000-5840-4321000 | |
| Mote Technologies, Inc. | Mote Unlimited | $58.40 | BHS | 01.0-00000-0-11100-10000-5840-4311000 | |
| Mote Technologies, Inc. | Mote Unlimited | $59.40 | Muir | 01.0-30100-0-11100-10000-5840-3229000 | |
| Music Theater International | 305 Rent-School Edition | $400.00 | JBHS | 01.0-00000-0-17005-10000-5840-4321000 | |
| My Asset Tag | Asset Tiger | $250.00 | Stevenson | 01.0-90201.0-11100-10000-5840-2158700 | |
| Mystery Science Inc | School Membership | $999.00 | Edison | 01.0-00000.0-11100-10000-5840-2021000 | |
| Mystery Science Inc | School Membership | $1,249.00 | Harte | 01.0-00000.0-11100-10000-5840-2051000 | |
| Mystery Science Inc | School Membership | $1,799.00 | Stevenson | 01.0-00000.0-11100-10000-5840-2151000 | |
| Mystery Science Inc | School Membership | $1,000.00 | Miller | 01.0-30100.0-11100-10000-5840-2109000 | |
| Mystery Science Inc | School Membership | $999.00 | Roosevelt | 01.0-00000.0-11100-10000-5840-2141000 | |
| Mystery Science Inc | School Membership | $999.00 | Providencia | 01.0-00000.0-11100-10000-5840-2131000 | |
| Mystery Science Inc | School Membership | $1,599.00 | Emerson | 01.0-00000-0-11100-10000-5840-2031000 | |
| N2Y | News 2 You, Symbolstix, L*Skills | $2,333.54 | Special Ed | 01.0-32200.0-57602-11100-5840-7449000 | |
| N2Y | SymbolStix Prime/Symbolstix | $119.61 | Sp Ed/Washington | 01.0-32200-0-57602-11100-5840-7449000 | |
| N2Y | SYMBOLSTIX PRIME | $107.09 | Stevenson | 01.0-65000-0-57602-11100-5840-7441000 | |
| N2Y | Unique Learning System | $4,526.55 | Special Ed | 01.0-65000.0-57700-11100-5840-7441000 | |
| Nearpod | Flocabulary Lite Access Annual Plan | $120.00 | Stevenson | 01.0-42010-0-47600-10000-5840-7429000 | |
| Nearpod | Flocabulary Site License | $3,000.00 | Disney | 01.0-30100.0-11100-10000-5840-2019000 | |
| Nearpod | Flocabulary Site License | $2,500.00 | Muir | 01.0-01501.0-47600-10000-5840-3220000 | |
| Nearpod | Flocabulary Classroom Access | $480.00 | Luther | 01.0-90350.0-11100-10000-5840-3208000 | |
| Nearpod | Flocabulary Site License | $2,000.00 | Luther | 01.0-30100.0-11100-10000-5840-3209000 | |
| Nearpod | Flocabulary Lite Access Annual Plan, multiple | $360.00 | Edison | 01.0-90201-0-11100-10000-5840-2028700 | |
| Nearpod | Science License | $159.00 | Instruction-STEM/BCDS | 01.0-90206.0-35500-10000-5840-5268000 | |
| Nearpod | Nearpod Site License | $4,200.00 | Luther | 01.0-30100-0-11100-10000-5840-3209000 | |
| Nearpod | Nearpod Site License | $3,000.00 | Muir | 01.0-30100.0-00000-24950-5840-3229000 | |
| Nearpod | Nearpod Site License | $5,500.00 | Dolores Huerta | 01.0-30100-0-11100-10000-5840-3219000 | |
| Nearpod | Nearpod Platinum License | $349.00 | JBHS | 01.0-00000-0-18002-10000-5840-4321000 | |

| *VENDOR* | *LICENSE NAME* | *ESTIMATED COST 2024-25* | *FUNDING SOURCE/SITE* | *ACCOUNT STRING* | |
|---|---|---|---|---|---|
| Nearpod | Nearpod Gold License | $120.00 | JBHS | 01.0-00000-0-12300-10000-5840-4321000 | |
| Nessy Learning LLC | Reading & Spelling | $1,334.00 | Providencia | 01.0-90350.0-11100-10000-5840-2138000 | |
| Netop Tech Inc | Vision Class Kit | $800.00 | BHS | 01.0-00000.0-11100-10000-5840-4311000 | |
| Netsupport Inc | Classroom Management | $378.37 | Muir | 01.0-00000.0-11100-10000-5840-3221000 | |
| Newsela | Newsela Pro | $6,800.00 | Dolores Huerta | 01.0-30100.0-11100-10000-5840-3219000 | |
| Newsela | Newsela Site License | $6,875.00 | Muir | 01.0-30100-0-11100-10000-5840-3229000 | |
| Newsela | Newsela Licenses | $4,860.00 | McKinley | 01.0-30100.0-11100-10000-5840-2099000 | |
| Noredink Corp. | NoRedInk Premium Site License | $8,500.00 | Muir | 01.0-30100.0-11100-10000-5840-3229000 | |
| Noredink Corp. | NoRedInk Premium Site License | $8,600.00 | Dolores Huerta | 01.0-30100-0-11100-10000-5840-3219000 | |
| NTT | Cisco Wireless Controller System Maintenance & Software | $24,120.86 | Technology | 01.0-00000.0-00000-77000-5840-7732000 | |
| NTT | Nimble Maintenance and Support | $8,837.64 | Technology | 01.0-00000.0-00000-77000-5840-7732000 | |
| NTT | Informacast Notification Maintenance (Singlewire) | $16,301.55 | Technology | 01.0-00000.0-00000-77000-5840-7731000 | |
| NTT | Flex EAPL On-premises Calling | $84,096.00 | Technology | 01.0-00000.0-00000-77000-5840-7401000 | |
| NTT | Smartnet for Network Equipment | $12,339.10 | Technology | 01.0-00000.0-00000-77000-5840-7401000 | |
| OTAN | Outreach and Technical Assistance Network (CANVAS) | $1,000.00 | BAS | 11.0-63910.0-41102-10000-5840-5330000<br>11.0-63910.0-41104-10000-5840-5330000<br>11.0-63910.0-41106-10000-5840-5330000 | |
| Parchment | Parchment Sender Services | $12,705.00 | BHS/JBHS | 01.0-00000.0-11100-10000-5840-4321000<br>01.0-90904.0-11100-10000-5840-4318100 | |
| Pear Deck | Pear Deck Premium EDU | $1,050.00 | BHS | 01.0-00000.0-11100-10000-5840-4311000 | |
| Pear Deck | Building-Wide Premium Service | $3,150.00;<br>$149.99 | Luther | 01.0-30100-0-11100-10000-5840-3209000;<br>01.0-00000-0-13400-10000-5840-3201000 | |
| Pear Deck | Pear Deck Premium | $221.95 | Muir | 01.0-30100-0-11100-10000-5840-3229000 | |
| Pear Deck | Pear Deck Premium EDU | $617.95 | JBHS | 01.0-0000.0-0-13800-10000-5840-4321000 | |
| Pearson Assessment | License subscription | $50.00 | Special Ed | 01.0-32200-0-57602-11100-5840-7449000 | |
| Pink Oatmeal | Lifetime Membership | $1763.91;<br>$299.00 | Special Ed | 01.0-32150-0-57602-11100-5840-7449000;<br>01.0-32200-0-57602-11100-5840-7449000 | |
| PinkCatGames.com | Game Subscription | $39.99 | Special Ed | 01.0-32150-0-57602-11100-5840-7449000 | |
| Pitsco Education | Expeditions/Microburst Learning Student License | $4,531.61 | Perkins/Instruction (Luther) | 01.0-35500.0-38000-10000-5840-7429000 | |
| Pitsco Education | Synergy ITC | $270.24 | Luther | 01.0-00000.0-11100-10000-5840-3201000 | |
| Pitsco Education | D X-Plane 10 | $82.69 | Instruction-STSEM/Luther | 01.0-90206.0-11100-10000-5840-3208000 | |
| The Pocket Lab | Notebook Pro Subscription | $300.00 | Dolores Huerta | 01.0-90201.0-11100-10000-5840-3218300 | |
| Powerschool Group | L4U Library Management | $9,072.80 | Instruction | 01.0-00000.0-00000-24200-5840-7421000 | |
| Project Lead The Way | Computer Science for Innovators and Makers | $2,400.00 | Instruction/Perkins/Muir | 01.0-35500.0-38000-10000-5840-7429000 | |
| Project Wayfinder | Individual Teacher Training Ticket | $1,275.00 | BHS | 01.0-00000-0-11100-10000-5840-4311000 | |
| Project Wayfinder | Individual Teacher Training Ticket | $9,000.00 | Montery High | TBD | |
| Project Wayfinder | Wayfinder Care Curriculum | $9,500.00 | Muir | 01.0-30100.0-11100-10000-5840-3229000 | |
| Project Wisdom | K-12 Series 3 | $489.00 | Luther | 01.0-30100.0-11100-10000-5840-3209000 | |
| Quia | Annual Subscription | $99.00 | Muir | 01.0-00000.0-11100-10000-5840-3221000 | |
| Quickbooks | Quick Books | $715.00 | Jefferson | 01.0-90201-0-11100-10000-5840-206700 | |

| *VENDOR* | *LICENSE NAME* | *ESTIMATED COST 2024-25* | *FUNDING SOURCE/SITE* | *ACCOUNT STRING* | |
|---|---|---|---|---|---|
| Quickbooks | Quick Books | $1,500.00 | BAS | 11.0-63910.0-41104-10000-5840-5330000 | |
| Quickbooks | Simple Start Subscription | $273.70 | Harte | 01.0-90201-0-11100-10000-5840-2058700 | |
| Quizcards.com | Online Resources | $149.00 | BHS | 01.0-00000.0-11100-10000-5840-4311000 | |
| Quizizz Inc | Super | $60.00 | JBHS | 01.0-00000-0-13000-10000-5840-4321000 | |
| Quizizz Inc | Super | $96.00 | Muir | 01.0-30100.0-11100-10000-5840-3229000 | |
| Quizzizz.com | Quizzizz Individual Plan | $144.00 | Luther | 01.0-00000-0-11100-10000-5840-3201000 | |
| Quizzizz.com | Quizzizz Individual Plan | $96.00 | Muir | 01.0-30100-0-11100-10000-5840-3229000 | |
| Quizlet | Teacher Upgrades | $230.33 | Dolores Huerta | 01.0-30100.0-11100-10000-5840-3219000 | |
| Quizlet | Teacher Upgrades | $167.95 | Luther | 01.0-30100.0-11100-10000-5840-3209000 | |
| Quizlet | Teacher Upgrades | $76.60 | BHS | 01.0-00000.0-11100-10000-5840-4311000 | |
| Raptor Technologies | Visitor Mngmnt Access Fee | $13,125.00 | HR | 01.0-00000.0-00000-77000-5840-7732000 | |
| Raptor Technologies | Raptor Emergency Management Full Suite (4 Modules) | $48,510.00 | HR | 01.0-00000.0-00000-77000-5840-7732000 | |
| Read Naturally Inc | Read Naturally Live | $4,826.00 | Special Ed | 01.0-65000.0-57700-11100-5840-7441000 | |
| Read Naturally Inc | Read Naturally Live | $92.00 | Washington | 01.0-30100.0-11100-10012-5840-2169000 | |
| Red River Press | ESL Library Plus | $204.00 | Luther | 01.0-42010-0-47600-10000-5840-7429000 | |
| Red Software | Annual Subscription | $71.88 | Print Shop | 01.0-00500.0-00000-72000-5840-7401000 | |
| Register.com | Domain Name Renewal | $390.00 | Technology | 01.0-00000.0-00000-77000-5840-7731000 | |
| Renaissance Learning | Star Early Literacy | $3,480.00 | Miller | 01.0-30100.0-11100-10000-5840-2109000 | |
| Renaissance Learning | Accelerated Reader/STAR | $5,844.92 | Edison | 01.0-70910.0-47600-10000-5840-2029000 | |
| Renaissance Learning | Accelerated Reader/STAR | $32,674.26 | Luther | 01.0-30100.0-11100-10000-5840-3209000 | |
| Renaissance Learning | Accelerated Reader/STAR | $5,063.00 | Dolores Huerta | TBD | |
| Renaissance Learning | Accelerated Reader/STAR | $6,074.69 | Disney | 01.0-30100.0-11100-10000-5840-2019000 | |
| Renaissance Learning | Accelerated Reader/STAR | $5,602.98 | Providencia | TBD (PTA Gift Acct) | |
| Renaissance Learning | Accelerated Reader/STAR | $200.00 | Muir | TBD | |
| Renaissance Learning | Accelerated Reader/STAR | $8,633.00 | Washington | 01.0-30100.0-11100-10000-5840-2169000 | |
| Renaissance Learning | Accelerated Reader/STAR & Math | $13,223.00 | Jefferson | 01.0-90201.0-11100-10000-5840-2068700 | |
| Renaissance Learning | Accelerated Reader/STAR | $6,468.20 | McKinley | 01.0-30100.0-11100-10000-5840-2099000 | |
| Renaissance Learning | Data Integration Maintenance Fee | $1,375.00<br>$1,125 | Instruction/Title I | 01.0-00000.0-11100-10000-5840-7421000<br>01.0-30100.0-11100-10000-5840-7429000 | |
| Research Institute for Learning & Development | Full Access License | $575.00 | Dolores Huerta | 01.0-65000.0-57700-11200-5840-3211000 | |
| Resolume B.V. | Resolume Arena | $485.77 | BHS | 01.0-35500-0-38000-10000-5840-7429000 | |
| Reviewecon.com | Teacher Bulk License | $99.00 | JBHS | 01.0-00000-0-13800-10000-5840-4321000 | |
| RJ Cooper & Associates | Spell-A-Word | $59.00 | Special Ed | 01.0-65000.0-57700-11907-5840-7441000 | |
| Rschool Today | School-Age Child Care | $3,000.00 | Child Development | 12.0-90602.0-00000-27000-5840-7540000<br>12.0-90601.0-00000-27000-5840-5080000 | |
| S/P2 | Construction; Automotive (7 licenses) | $2,443.00 | Instruction/CTE | 01.0-06350.0-38000-10000-5840-7910000 | |
| SAAVAS | Realidades Digital Courseware | $35,734.50 | Instruction (Seconday sites)/Instruction Lottery | 01.0-63000.0-11100-10000-5840-7429000 | |
| SAVVAS Learning Company | TBD | $500.00 | Special Ed | 01.0-65360.0-57602-11100-5840-7440000 | |

| *VENDOR* | *LICENSE NAME* | *ESTIMATED COST 2024-25* | *FUNDING SOURCE/SITE* | *ACCOUNT STRING* | |
|---|---|---|---|---|---|
| SAVVAS | Virtual Ilit Program | $500.00 | JBHS | 01.0-65360.0-57602-11100-5840-7440000 | |
| Salt Software | Salt 16 | $372.40 | Special Ed | 01.0-65000.0-50010-31600-5840-7441000 | |
| Samsung Electronics | Creatve Engine | $348.00 | Emerson | 01.0-90201-0-11100-10000-5840-2038000 | |
| Schoodles Partnership | Digital membership | $170.00 | Special Ed | 01.0-32200.0-57602-11100-5840-7449000 | |
| School Apptitude LLC | Annual Hosting Plan (Total Apptitude) | $996.00 | McKinley | 01.0-30100.0-11100-10000-5840-2099000 | |
| School Apptitude LLC | Annual Hosting Plan (Total Apptitude) | $996.00 | Muir | 01.0-30100.0-11100-10000-5840-3229000 | |
| School Apptitude LLC | Annual Hosting Plan (Total Apptitude) | $996.00 | Washington | 01.0-30100.0-11100-10000-5840-2169000 | |
| School Apptitude LLC | Annual Mobile App Hosting (2 years) (Total Apptitude) | $1,992.00 | Edison | 01.0-90201-0-11100-10000-5840-2028700 | |
| School Apptitude LLC | Annual Mobile App Hosting (Total Apptitude) | $996.00 | Emerson | 01.0-00010.0-11100-10000-5840-2030002 | |
| School Apptitude LLC | Annual Mobile App Hosting (Total Apptitude) | $996.00 | JBHS | 01.0-00000-0-11100-10000-5840-4321000 | |
| School.com | Teacher License | $95.96 | JBHS | 01.0-00000-0-15000-10000-5840-4321000 | |
| Schooldude | Work Order System | $30,283.38 | Facilities | 01.0-81500.0-00000-82000-5840-7523100 | |
| Schools PLP | Schools PLP | $80,500.00 | Instruction (Indep Study Elem)/COVID | 01.0-74250.0-11100-10000-5840-7429000 | |
| School Pathways | School Pathways | $39,500.00 | Instruction (Indep Study Elem)/COVID | 01.0-74250.0-11100-10000-5840-7429000 | |
| Screencastify | District License | $16,750.00 | Instruction | 01.0-74250-0-11100-10000-5840-7429000 | |
| Senor Wooly | On Line Resources | $180.00 | BHS | 01.0-00000.0-11100-10000-5840-4311000 | |
| Senor Wooly | Pro subscription plan | $675.00 | Instruction Lottery/(Secondary sites) | 01.0-63000.0-11100-10000-5840-7429000 | |
| SHI International | Adobe Creative Suite | $32,425.00 | Instruction (Districtwide)/K-12 | 01.0-63880.0-38000-10000-5840-6859000 | |
| SHI International | Adobe Creative Cloud Ent | $12,425.00 | Instruction (Districtwide)/K-12 | 01.0-63880.0-38000-10000-5840-6899000 | |
| SHI International | Adobe Sign-Enterprise EDU T3 | $10,881.83 | Business Office | 01.0-32200-0-00000-77000-5840-7409000 | |
| SHI International | Adobe Creative Cloud | $45,000.00 | BAS | 11.0-63910.0-41104-10000-5840-5330000 | |
| Simplydigitalslp.com | Simply Digital Clug | $199.00 | Special Ed | 01.0-32200-0-57602-11100-5840-7449000 | |
| SLP Toolkit | SLP Toolkit Yearly | $147.99 | Special Ed | 01.0-65000-0-57602-11901-5840-7441000 | |
| Slack | Business Annual Plan | $540.00 | Technology | 01.0-00000.0-00000-77000-5840-7731000 | |
| Smartetools | Smartefinance | $41,000.00 | Business Office | 01.0-00000.0-00000-77000-5800-0000000 | |
| Smore | Educator Pro | $139.00 | Jefferson | 01.0-00000.0-11100-10000-5840-2061000 | |
| Smore | E-Newsletter | $149.00 | Edison | 01.0-00000-0-11100-10000-5840-2021000 | |
| Smore | Educator Pro | $179.00 | McKinley | 01.0-30100-0-11100-10000-5840-2099000 | |
| Smore | Educator Pro | $179.00 | Disney | 01.0-30100.0-11100-10000-5840-2019000 | |
| Softchoice Corp | Microsoft Licensing | $126,363.34 | Technology | 01.0-00000.0-00000-77000-5840-7730006 | |
| SolarWinds | Remote Support Software & Maintenance | $760.00<br>$200.00 | Technology & Food Services | 01.0-00000.0-00000-77000-5840-7732000<br>13.0-53100.0-00000-37000-5840-7490000 | |
| Soundboard Studio | Soundboardstudio.com | $6.99 | Edison | 01.0-90201-0-11100-10000-5840-2158700 | |
| Speechy Musings | AAC Implementation Toolkit Bundle (30 licenses) | $450.00 | Special Ed | 01.0-65000-0-57602-11907-5840-7441000 | |
| Splashtop | Mirroring 360 | $11.99 | Special Ed | 01.0-65000.0-57700-11901-5840-7441000 | |
| Spotify USA | Soundtrap for Education | 49.90;<br>$1063.30 | JBHS | 01.0-00000.0-17011-10000-5840-4321000;<br>01.0-00000.0-17007-10000-5840-4321000 | |

| *VENDOR* | *LICENSE NAME* | *ESTIMATED COST 2024-25* | *FUNDING SOURCE/SITE* | *ACCOUNT STRING* | |
|---|---|---|---|---|---|
| Spotify USA | Spotify Premium with Hulu, multiple | $209.88 | JBHS | 01.0-00000-0-17011-10000-5840-4321000 | |
| Stardock | Fences | $9.99 | Fiscal Services | 01.0-00000.0-00000-72000-5840-7471000 | |
| Starfall | Teacher Licenses | $70.00 | Special Ed/BHS | 01.0-32200-0-57602-11100-5840-7449000 | |
| Starfall | Teacher Licenses | $355.00 | Miller | 01.0-30100.0-11100-10000-5840-2109000 | |
| Starfall | Starfall Education Schoolwide Subscription | $355.00 | Edison | 01.0-90201-0-11100-10000-5840-2028700 | |
| Strivven Media LLC | Virtualjobshadow.com | $4,000.00 | Special Ed | 01.0-65200.0-57602-11100-5840-7440000 | |
| Study.com | Teacher Licenses | $2,000.00 | Instruction/Title III | 01.0-42010.0-47600-10000-5840-7429000 | |
| Study.com | Teacher Membership (partial year) | $300.00 | Luther | 01.0-42010-0-47600-10000-5840-7429000 | |
| Study.com | Teacher Membership (partial year) | $59.98 | JBHS | 01.0-00000-0-13400-10000-5840-4321000 | |
| Survey Monkey | Advantage Annual Plan | $384.00 | Luther | 01.0-00000.0-11100-10000-5840-3201000 | |
| TCI Teachers' Curriculum Institute | History Alive! Government Alive! Econ Alive! | $1,341.00 | JBHS | 01.0-00000.0-11100-10000-5840-4321000 | |
| Teacher Gaming | Minecraft Edu | $545.00 | Muir | 01.0-00000.0-11100-10000-5840-3221000 | |
| TeachTown Inc | BE SAFE & Transition Licenses | $5,499.00 | Special Ed | 01.0-56400.0-57700-11100-5840-7448000 | |
| TeachTown Inc | Teachtown Social Skills | $449.00 | Miller | 01.0-30100.0-11100-10000-5840-2109000 | |
| Teacher Synergy | TPT Site License | $4,000.00 | Washington | 01.0-30100-0-11100-10000-5840-2169000 | |
| Teacher Synergy | Benchmark Adv 1st gr Unit 1-10 bunbled ELD Companion | $30.00 | Jefferson | 01.0-90201-0-11100-10000-5840-2068700 | |
| Teacher Synergy | Benchmark Adv 2nd gr Unit 1-10 bunbled ELD Companion | $30.00 | Jefferson | 01.0-90201-0-11100-10000-5840-2068700 | |
| Teacher Synergy | Benchmark Adv 3rd gr Unit 1-10 bunbled ELD Companion | $30.00 | Jefferson | 01.0-90201-0-11100-10000-5840-2068700 | |
| Teacher Synergy | Benchmark Adv 4th gr Unit 1-10 bunbled ELD Companion | $30.00 | Jefferson | 01.0-90201-0-11100-10000-5840-2068700 | |
| Teacher Synergy | Benchmark Adv 5th gr Yearlong ELD bundle Gr 5, Units 1-10 | $30.00 | Jefferson | 01.0-90201-0-11100-10000-5840-2068700 | |
| Teachers Pay Teachers | Kindergarten Guided Math Bundle | $575.00 | Miller | 01.0-30100.0-11100-10000-5840-2109000 | |
| Texthelp Inc | Snap & Read | $30,000.00 | Special Ed | 01.0-90350.0-11100-10000-5840-7448000 | |
| Texthelp Inc | Equatio | $160.00 | Special Ed | 01.0-65000.0-57602-11907-5840-7441000 | |
| The Boomerang Project | Virtual curriculum | $500.00 | Muir | 01.0-30100.0-11100-10000-5840-3229000 | |
| The Listening Academy | CAPDOTS Integrated - Junior | $195.00 | Special Ed | 01.0-32150-0-57602-11100-5840-7449000 | |
| The Music Center | Diane Ferlatte - Have I Got A Story to Tell - 1 wk access | $450.00 | Dolores Huerta | 01.0-90201-0-11100-10000-5840-3218200 | |
| The Social Learning Network | Spiral PRO Yearly Subscription | $50.00 | Edison | 01.0-90201-0-11100-10000-5840-2028700 | |
| The STEM Academy | STEM 101 Intro to Eng | $4,000.00 | Instruction/CTEIG | 01.0-63870.0-38000-10000-5840-7429000 | |
| Themathworksheetsite.com | Math Site License | $220.00 | Roosevelt | 01.0-90350.0-11100-10000-5840-2148000 | |
| Thrively | Premium License | $3,000.00 | Luther | 01.0-30100.0-11100-10000-5840-3209000 | |
| Tobii Dynavox | Boardmaker | $1,791.00 | Special Ed | 01.0-56400.0-57700-11901-5840-7448000 | |
| Tools To Grow | Subscription | $225.00 | Special Ed | 01.0-65000.0-57700-11100-5840-5480000 | |
| Tools To Grow | Full Premium Individual | $47.99 | Special Ed | 01.0-65000.0-57500-31409-5840-7441000 | |
| Tools To Grow | Full Premium Individual | $49.99 | Special Ed | 01.0-65000.0-57500-31409-5840-7441000 | |
| Tools4Ever | User Management & Password Reset/NIM | $11,074.50 | Technology | 01.0-00000.0-00000-72000-5840-7401000 | |
| Toon Boom | Toon Boom | $32,480.00 | Instruction (High Schools)/K12 | 01.0-63880.0-38000-10000-5840-6899000 | |
| TotalMD | Total MD Cloud | $25,000.00 | BAS | 11.0-63910.0-41104-10000-5840-5330000 | |
| Touchmath | K & GR 1 Standards Based Basic Collection | $2,738.00 | Washington | 01.0-65360.0-57602-11100-5840-7440000 | |

| *VENDOR* | *LICENSE NAME* | *ESTIMATED COST 2024-25* | *FUNDING SOURCE/SITE* | *ACCOUNT STRING* | |
|---|---|---|---|---|---|
| Townsend Press | Vocabulary Plus Subscription | $387.00 | BAS | 11.0-63910-0-41101-10000-5840-5330000 | |
| Tumbleweed Press | Digital library subscription | $1,438.20 | Luther | 01.0-30100.0-11100-10000-5840-3209000 | |
| TurnItIn LLC | Originality Checking & Feedback | $7,640.00 | JBHS | 01.0-00000.0-11100-10000-5840-4321000 | |
| TurnItIn LLC | Originality Checking & Feedback | $10,093.06 | BHS | 01.0-00000.0-11100-10000-5840-4311000 | |
| TurnItIn LLC | Originality Checking & Feedback | $10,000.00 | BAS | 01.0-63910.0-41106-10000-5840-5330000 | |
| Twig Education | Science | $89.00 | Luther | 01.0-00000.0-13400-10000-5840-3201000 | |
| Typing Club | Student Licenses | $1,545.50 | Edison | 01.0-90201.0-11100-10000-5840-2022010 | |
| Ultimateslp | UltimateSLP.com | $2,100.00 | Special Ed | 01.0-32200.0-57602-11100-5840-7449000 | |
| United States Academic Decathlon | Annual curriculum package | $700.00 | BHS | 01.0-00000.0-11100-10000-5840-4311000 | |
| US Games | Fitnessgram | $549.00 | JBHS | 01.0-00000.0-11100-10000-5840-4321000 | |
| VanDyke Software | SecureCRT | $119.00 | Technology | 01.0-00000.0-00000-77000-5840-7310000 | |
| Visible Body | Anatomy & Psysiology for Windows | $34.99 | JBHS | 01.0-00000.0-13400-10000-5840-4321000 | |
| Vispero | Jaws Professional | $1,200.00 | Human Resources | TBD | |
| Vocabulary.com | Classroom License | $464.00 | Washington | 01.0-30100-0-11100-10000-5840-2169000 | |
| WeVideo | WeVideo Educational Annual Subscription | $1,400.00 | JBHS | 01.0-00000-0-18002-10000-5840-4321000 | |
| WeVideo | WeVideo Educational Annual Subscription | $2,000.00 | Stevenson | 01.0-90201.0-11100-10000-5840-2158700 | |
| WhyTry | Online Curriculum Subscription | $99.00 | Luther | 01.0-30100.0-11100-10000-5840-3209000 | |
| Wix.com | Premium Plan Business Basic | $276.00 | BHS | 01.0-00000-0-17006-10000-5840-4311000 | |
| Wix.com | Premium Plan Pro 2 Year | $372.00 | JBHS | 01.0-00000-0-18002-10000-5840-4321000 | |
| Xello | Springboard | $639.00 | Special Ed | 01.0-65200.0-57700-11100-5840-7440000 | |
| You Can Book Me | 1 license | $110.00 | Instruction | 01.0-00000.0-00000-21400-5840-7421000 | |
| You Science | Career Skills Certification | $10,000.00 | Instruction/CTEIG | 01.0-63870.0-38000-10000-5840-7429000 | |
| Zearn, Inc | Zearn Math | $2,500.00 | Miller | 01.0-30100.0-11100-10000-5840-2109000 | |
| Zing Apps LLC | Mobile App Service & Hosting | $3,960.00 | Luther | 01.0-30100.0-11100-10000-5840-3209000 | |
| Zing Apps LLC | Mobile App Service & Hosting | $2,280.00 | BHS | 01.0-90904.0-11100-10000-5840-4318100 | |
| Zoom Video Comm | District License | $59,094.82 | Instruction (All teachers)/COVID | 01.0-74200.0-11100-10000-5840-7409000 | |
| Zoom Video Comm | District License | $20,690.00 | Instruction | 01.0-00000.0-11100-10000-5840-7423200 | |
| Zoom Video Comm | Zoom | $160.39 | Stevenson | 01.0-90201-0-11100-10000-5840-2158700 | |
| Zoom Video Comm | Zoom Room | $445.83 | Tech/Board Room | 01.0-00000.0-00000-77000-5840-7402000 | |
| Z-Space | Annual Licenses - Secondary (2 years) | $137,220.00 | CTEIG/K-12 LAVC | 01.0-63870.0-38000-10000-5840-7429000<br>01.0-63880.0-38000-10000-5840-6859000 | |
| Z-Space | Annual Licenses | $2,976.10 | Luther | 01.0-90201.0-11100-10000-5840-3208900 | |

TO: Board of Education / Superintendent

Consent 6/20/2024

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

SUBJECT: Certificated Personnel - Report Number 23-24-21. 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.

| RESIGNATION | ASSIGNMENT | APPROPRIATION NUMBER | PCT | RATE OF PAY | REMARKS | EFFECTIVE DATE ENDING DATE |
|---|---|---|---|---|---|---|
| **KALOUSTIAN, TIFFANY**<br>Roosevelt Elementary School | Elementary Teacher<br>Elementary Teacher - FTE:100% | 01.0-01500.0-00000-21300-1910-7420000 | 100 | STP: $1582 | Began Service 08/26/1999 | 5/31/2024 |
| **EATON, STACY**<br>Health Services | School Nurse<br>- FTE:100% | 01.0-00000.0-00000-31400-1216-7720000 | 100 | | Began Service 10/1/2017 | 6/30/2024 |
| **ALDOYAN, GINA**<br>Stevenson Elementary School | Teacher<br>- FTE:100% | 01.0-00000.0-11100-10000-1110-2150000 | 100 | STP: $1582 | Began Service 8/7/2017 | 5/24/2024 |

| TERMINATION/LAYOFF | ASSIGNMENT | APPROPRIATION NUMBER | PCT | RATE OF PAY | REMARKS | EFFECTIVE DATE ENDING DATE |
|---|---|---|---|---|---|---|
| **FRANCO, MARY**<br>Burbank High School | Teacher<br>Teacher - FTE:100% | 01.0-00000.0-11100-10000-1110-4310000 | 100 | | Began Service 8/8/2023 | 6/30/2024 |
| **GOLDHAMMER, ELIZABETH**<br>Burbank High School | Teacher<br>- FTE:100% | 01.0-00000.0-11100-10000-1110-4310000 | 100 | STP: $1512 | Began Service 8/14/2023 | 6/30/2024 |
| **LEE, CHRIS GYEONG PYO**<br>Burroughs High School | Teacher<br>Math - FTE:100% | 01.0-00000.0-11100-10000-1110-4320000 | 100 | STP: $1528 | Began Service 10/2/2023 | 6/30/2024 |
| **PORTER, ALLYSON**<br>Burroughs High School | Teacher<br>Teacher - FTE:100% | 01.0-00000.0-11100-10000-1110-4320000 | 100 | STP: $1512 | Began Service 8/7/2023 | 6/30/2024 |
| **YABUMOTO, ASHLEY**<br>Burroughs High School | Teacher<br>- FTE:100% | 01.0-00000.0-11100-10000-1110-4320000 | 100 | | Began Service 8/10/2023 | 6/30/2024 |

| ELECTION: TEMPORARY | ASSIGNMENT | APPROPRIATION NUMBER | PCT | RATE OF PAY | REMARKS | EFFECTIVE DATE ENDING DATE |
|---|---|---|---|---|---|---|
| **PEREZ, JOSHUA**<br>Burbank High School | Teacher<br>Social Science - FTE:100% | 01.0-00000.0-11100-10000-1110-4310000 | 100 | RA:003 - ST:02 | | 8/5/2024 |

# CERTIFICATED PERSONNEL

CONSENT 6/20/2024

| ELECTION: SUMMER | ASSIGNMENT | APPROPRIATION NUMBER | PCT | RATE OF PAY | REMARKS | EFFECTIVE DATE / ENDING DATE |
|---|---|---|---|---|---|---|
| **ADAMS-MUBIRU, KATRICE**<br>Adult School | Teacher: Summer Adult School<br>Summer Assignment | 11.0-63910.0-41104-10000-1130-53310000 | 100 | | Summer School 2024 | 6/3/2024<br>7/16/2024 |
| **AHN, DEVIKA**<br>Adult School | Teacher: Summer Adult School<br>Summer Assignment | 11.0-63910.0-41102-10000-1130-53310000 | 100 | | Summer School 2024 | 6/3/2024<br>7/11/2024 |
| **ASSALI , HAYAT**<br>Adult School | Teacher: Summer Adult School<br>Summer Assignment | 11.0-63910.0-41104-10000-1130-53310000 | 100 | | Summer School 2024 | 6/3/2024<br>7/16/2024 |
| **BALDWIN, JACOB**<br>Adult School | Teacher: Summer Adult School<br>Summer Assignment | 11.0-63910.0-41102-10000-1130-53310000 | 100 | | Summer School 2024 | 6/3/2024<br>7/11/2024 |
| **BIRNBAUM, COURTNEY**<br>Adult School | Teacher: Summer Adult School<br>Summer Assignment | 11.0-63910.0-41104-10000-1130-53310000 | 100 | | Summer School 2024 | 6/3/2024<br>7/16/2024 |
| **CANAS, DANIELLE**<br>Adult School | Teacher: Summer Adult School<br>Summer Assignment | 11.0-63910.0-41102-10000-1130-53310000 | 100 | | Summer School 2024 | 6/3/2024<br>7/11/2024 |
| **CASTRO, FARAH**<br>Adult School | Teacher: Summer Adult School<br>Summer Assignment | 11.0-63910.0-41106-10000-1130-53310000 | 100 | | Summer School 2024 | 6/3/2024<br>7/11/2024 |
| **COONEY, MARGARET**<br>Adult School | Teacher: Summer Adult School<br>Summer Assignment | 11.0-63910.0-41102-10000-1130-53310000 | 100 | | Summer School 2024 | 6/3/2024<br>7/11/2024 |
| **COYLE, JIM**<br>Adult School | Teacher: Summer Adult School<br>Summer Assignment | 11.0-63910.0-41102-10000-1130-53310000 | 100 | | Summer School 2024 | 6/3/2024<br>7/11/2024 |
| **DEBASHIAN, SASSON**<br>Adult School | Teacher: Summer Adult School<br>Summer Assignment | 11.0-63910.0-41104-10000-1130-53310000 | 100 | | Summer School 2024 | 6/3/2024<br>7/16/2024 |
| **EWAN, WENDY**<br>Adult School | Teacher: Summer Adult School<br>Summer Assignment | 11.0-63910.0-41102-10000-1130-53310000 | 100 | | Summer School 2024 | 6/3/2024<br>7/11/2024 |
| **GOOD, HEATHER**<br>Adult School | Teacher: Summer Adult School<br>Summer Assignment | 11.0-63910.0-41106-10000-1130-53310000 | 100 | | Summer School 2024 | 6/3/2024<br>7/11/2024 |
| **GUBA, ANIKO**<br>Adult School | Teacher: Summer Adult School<br>Summer Assignment | 11.0-63910.0-41102-10000-1130-53310000 | 100 | | Summer School 2024 | 6/3/2024<br>7/11/2024 |
| **HAKOBIAN, TINA**<br>Adult School | Teacher: Summer Adult School<br>Summer Assignment | 11.0-63910.0-41102-10000-1130-53310000 | 100 | | Summer School 2024 | 6/3/2024<br>7/11/2024 |
| **HAKOPYAN, OLGA**<br>Adult School | Teacher: Summer Adult School<br>Summer Assignment | 11.0-63910.0-41102-10000-1130-53310000 | 100 | | Summer School 2024 | 6/3/2024<br>7/11/2024 |
| **KESHISHI, YVETTE**<br>Adult School | Teacher: Summer Adult School<br>Summer Assignment | 11.0-63910.0-41102-10000-1130-53310000 | 100 | | Summer School 2024 | 6/3/2024<br>7/11/2024 |
| **LERNER, LIA**<br>Adult School | Teacher: Summer Adult School<br>Summer Assignment | 11.0-63910.0-41102-10000-1130-53300000 | 100 | | | 5/30/2024<br>7/13/2024 |
| **MEJIA, BRITANY**<br>Adult School | Teacher: Summer Adult School<br>Summer Assignment | 11.0-63910.0-41106-10000-1130-53310000 | 100 | | Summer School 2024 | 6/3/2024<br>7/11/2024 |

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|---|---|---|---|---|---|
| **NAHAPETYAN, KARINE**<br>Adult School | Teacher: Summer Adult School<br>Summer Assignment | 11.0-63910.0-41102-10000-1130-53310000 | 100 | Summer School 2024 | 6/3/2024<br>7/11/2024 |
| **NOSS, MARIANE**<br>Adult School | Teacher: Summer Adult School<br>Summer Assignment | 11.0-63910.0-41102-10000-1130-53310000 | 100 | Summer School 2024 | 6/3/2024<br>7/11/2024 |
| **PAMILAR, CARINA**<br>Adult School | Teacher: Summer Adult School<br>Summer Assignment | 11.0-63910.0-41104-10000-1130-53310000 | 100 | Summer School 2024 | 6/3/2024<br>7/16/2024 |
| **PAVEL, MARA**<br>Adult School | Teacher: Summer Adult School<br>Summer Assignment | 11.0-63910.0-41106-10000-1130-53310000 | 100 | Summer School 2024 | 6/3/2024<br>7/11/2024 |
| **RIVAS, FRED**<br>Adult School | Teacher: Summer Adult School<br>Summer Assignment | 11.0-63910.0-41104-10000-1130-53310000 | 100 | Summer School 2024 | 6/3/2024<br>7/16/2024 |
| **SAVALA, CYNTHIA**<br>Adult School | Teacher: Summer Adult School<br>Summer Assignment | 11.0-63910.0-41104-10000-1130-53310000 | 100 | Summer School 2024 | 6/3/2024<br>7/16/2024 |
| **SHEETZ, CAROL**<br>Adult School | Teacher: Summer Adult School<br>Summer Assignment | 11.0-63910.0-41104-10000-1130-53310000 | 100 | Summer School 2024 | 6/3/2024<br>7/16/2024 |
| **STEWART, JENNA**<br>Adult School | Teacher: Summer Adult School<br>Summer Assignment | 11.0-63910.0-41102-10000-1130-53310000 | 100 | Summer School 2024 | 6/3/2024<br>7/11/2024 |
| **VANEGAS, JENNIFER**<br>Adult School | Teacher: Summer Adult School<br>Summer Assignment | 11.0-63910.0-41102-10000-1130-53310000 | 100 | Summer School 2024 | 6/3/2024<br>7/11/2024 |
| **VASQUEZ, JONATHAN**<br>Adult School | Teacher: Summer Adult School<br>Summer Assignment | 11.0-63910.0-41106-31100-1130-53310000 | 100 | | 6/3/2024<br>7/11/2024 |
| **VEHUNI, LILIT**<br>Adult School | Teacher: Summer Adult School<br>Summer Assignment | 11.0-63910.0-41102-10000-1130-53310000 | 100 | Summer School 2024 | 6/3/2024<br>7/11/2024 |
| **VEHUNI, LILIT**<br>Adult School | Teacher: Summer Adult School<br>Summer Assignment | 11.0-63910.0-41106-10000-1130-53310000 | 100 | Summer School 2024 | 6/3/2024<br>7/11/2024 |
| **ZAEIMI NIKOO, MONIREH**<br>Adult School | Teacher: Summer Adult School<br>Summer Assignment | 11.0-63910.0-41102-10000-1130-53310000 | 100 | Summer School 2024 | 6/3/2024<br>7/11/2024 |
| **CORNEJO, CARA**<br>Disney Elementary School | Teacher: Summer School<br>Summer Dual Immersion Program | 01.0-90201.0-11100-10000-1130-7428710<br>01.0-26000.0-11100-10000-2130-5489000 | 80<br>20 | | 5/30/2024<br>7/3/2024 |
| **GARFIAZ, JOCELYN**<br>Disney Elementary School | Teacher: Summer School<br>Summer School 2024 | 01.0-90201.0-11100-10000-1130-7428710<br>01.0-26000.0-11100-10000-1130-5489000 | 80<br>20 | CC Teacher for Dual Immersion program | 5/30/2024<br>7/3/2024 |
| **KENFACK, AURELIE**<br>Disney Elementary School | Teacher: Summer School<br>Summer Dual Immersion Program | 01.0-90201.0-11100-10000-1130-7428710<br>01.0-26000.0-11100-10000-2130-5489000 | 80<br>20 | | 5/30/2024<br>7/3/2024 |
| **MICHEL, MARIBEL**<br>Disney Elementary School | Teacher: Summer School<br>Summer School 2024 | 01.0-90201.0-11100-10000-1130-7428710<br>01.0-26000.0-11100-10000-1130-5489000 | 80<br>20 | CC Teacher for Dual Immersion program | 5/30/2024<br>7/3/2024 |
| **MONROY, ALEJANDRA**<br>Disney Elementary School | Teacher: Summer School<br>Summer Dual Immersion Program | 01.0-90201.0-11100-10000-1130-7428710<br>01.0-26000.0-11100-10000-2130-5489000 | 80<br>20 | | 5/30/2024<br>7/3/2024 |
| **SCHOFIELD, JOHANNA**<br>Disney Elementary School | Teacher: Summer School<br>Summer Dual Immersion Program | 01.0-90201.0-11100-10000-1130-7428710<br>01.0-26000.0-11100-10000-2130-5489000 | 80<br>20 | | 5/30/2024<br>7/3/2024 |

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|---|---|---|---|---|---|---|
| **SILVA, JOSEFINA**<br>Disney Elementary School | Teacher: Summer School<br>Summer School 2024 | 01.0-90201.0-11100-10000-1130-7428710<br>01.0-26000.0-11100-10000-1130-5489000 | 80<br>20 | | CC Teacher for Dual<br>Immersion program | 5/30/2024<br>7/3/2024 |

| ELECTION: SUMMER NURSE | ASSIGNMENT | APPROPRIATION NUMBER | PCT | RATE OF PAY | REMARKS | EFFECTIVE DATE<br>ENDING DATE |
|---|---|---|---|---|---|---|
| **AGUILERA, LENORA**<br>Instructional Services | Nurse<br>Summer School Nurse | 01.0-26000.0-00000-31400-1230-5489000 | 100 | | Summer School 2024 | 6/3/2024<br>7/11/2024 |

| CHANGE OF ASSIGNMENT | ASSIGNMENT | APPROPRIATION NUMBER | PCT | RATE OF PAY | REMARKS | EFFECTIVE DATE<br>ENDING DATE |
|---|---|---|---|---|---|---|
| **NOTHOM, JOSHUA**<br>Burbank High School | Teacher<br>Social Science - FTE:100% | 01.0-00000.0-11100-10000-1110-4310000 | 100 | RA:006 - ST:10<br>STP: $1413 | | 8/5/2024 |

| LEAVE OF ABSENCE | ASSIGNMENT | APPROPRIATION NUMBER | PCT | RATE OF PAY | REMARKS | EFFECTIVE DATE<br>ENDING DATE |
|---|---|---|---|---|---|---|
| **DAY-OSHITA, IAN**<br>J Miller Elementary School | Elementary Teacher<br>Elementary Teacher - FTE:100% | 01.0-00000.0-11100-10000-1110-2100000 | 100 | RA:006 - ST:02<br>STP: $3164 | | 8/5/2024<br>5/23/2025 |
| **SULLIVAN, BENJAMIN**<br>Luther Middle School | Teacher<br>Leave of Absence | 01.0-00000.0-11100-10000-1110-3200000 | 100 | RA:006 - ST:07 | | 5/15/2024<br>5/24/2024 |

| STIPEND: MASTER TEACHER | ASSIGNMENT | APPROPRIATION NUMBER | PCT | RATE OF PAY | REMARKS | EFFECTIVE DATE<br>ENDING DATE |
|---|---|---|---|---|---|---|
| **NELSON, KAYLA**<br>Luther Middle School | Special Ed Teacher<br>SDC Secondary - FTE:100% | 01.0-65000.0-57602-11200-1110-3200000 | 100 | STP: $3373 | | 8/5/2024 |

| CORRECTION | ASSIGNMENT | APPROPRIATION NUMBER | PCT | RATE OF PAY | REMARKS | EFFECTIVE DATE<br>ENDING DATE |
|---|---|---|---|---|---|---|
| **LEDESMA JR, VICTOR**<br>Special Education | Psychologist I<br>- FTE:100% | 01.0-00000.0-00000-31200-1214-7440000<br>01.0-65460.0-50010-31200-1214-7440000 | 50<br>50 | RA:015 - ST:08<br>STP: $1584 | | 7/1/2024 |

| ELECTION: PAID ADMIN LEAVE | ASSIGNMENT | APPROPRIATION NUMBER | PCT | RATE OF PAY | REMARKS | EFFECTIVE DATE<br>ENDING DATE |
|---|---|---|---|---|---|---|
| **CT 164-23,**<br>Human Resources | Teacher<br>- FTE:100% | 01.0-00000.0-11100-10000-1110-4310000 | 100 | STP: $1582 | | 5/7/2024<br>6/30/2024 |

| ELECTION: SUMMER | ASSIGNMENT | APPROPRIATION NUMBER | PCT | RATE OF PAY | REMARKS | EFFECTIVE DATE<br>ENDING DATE |
|---|---|---|---|---|---|---|
| **KING, JENNIFER**<br>Burbank High School | Teacher:summer School<br>Sped SS TOSA 2024 | 01.0-65000.0-50010-21000-1930-5480000 | 100 | | Summer School 2024-<br>SpEd TOSA | 5/1/2024<br>7/11/2024 |
| **PERRY, BARBARA**<br>Providencia Elementary School | Teacher:summer School<br>Sped SS TOSA 2024 | 01.0-65000.0-50010-21000-1930-5480000 | 100 | | Summer School 2024-<br>SpEd TOSA | 5/1/2024<br>7/3/2024 |

BURBANK UNIFIED SCHOOL DISTRICT
Personnel Report No. 23-24-21

June 20, 2024
Certificated - Hourly

| Name | Program/Site | Task/Project | Type | Rate | Hour Cap | Applicable Payrolls |
|---|---|---|---|---|---|---|
| Adair, Nathan | Huerta | Other Hourly | Hourly | $36.67 | 2 | May |
| Adams, Andria | Instructional Services | Other Hourly | Hourly | $39.67 | 1 | May |
| Aleman, Richere | Health Services | Summer School Nurse | Hourly | $53.46 | 5 | May |
| Alexander, Henry | JBHS | Combo Class | Stipend | $200.00 | 1 | Jan - May |
| Almeida, Cynthia | Stevenson | Intervention | Hourly | $53.46 | 12 | June |
| Armes, Deborah | Instructional Services | Other Hourly | Hourly | $39.67 | 1 | May |
| Artonian, Angela | CC – Roosevelt | ATB Teacher | Hourly | $34.37 | 25 | May |
| Asmussen, Lianne | Human Resources | Stipend | Stipend | $1000.00 | 1 | June |
| Avanesian, Ellin | Instructional Services | Intervention | Hourly | $53.46 | 2 | May |
| Avanesian, Ellin | Instructional Services | Other Hourly | Hourly | $39.67 | 1 | May |
| Badders, Randall | Human Resources | Stipend | Stipend | $1000.00 | 1 | July |
| Bailey, Erin Kate | Providencia | Other Hourly | Hourly | $39.67 | 3 | May |
| Bailey, Erin Kate | Providencia | Class Size | Stipend | $125.00 | 1 | Jan - May |
| Bailey, Erin Kate | Providencia | Class Coverage | Hourly | $53.48 | 3 | May |
| Ballesteros, Nida | Instructional Services | Intervention | Hourly | $53.46 | 2 | May |
| Ballesteros, Nida | Instructional Services | Other Hourly | Hourly | $39.67 | 1 | May |
| Barzegar, Narineh | BHS | Add'l Duties | Hourly | $90.61 | 34.51 | April - June |
| Barbier, Jenelle | McKinley | Other Hourly | Hourly | $39.67 | 6 | May |
| Beliveau, Alyssa | Instructional Services | Other Hourly | Hourly | $39.67 | 1 | May |
| Beliveau, Alyssa | Instructional Services | Intervention | Hourly | $53.46 | 2 | May |
| Bentley, James | BHS | Combo Class | Stipend | $400.00 | 1 | Jan - May |
| Benton, Nathaniel | BHS | Other Hourly | Hourly | $39.67 | 65 | May |
| Benton, Nathaniel | BHS | Varsity Girls Swim | Stipend | $227.00 | 4 | May |
| Bergh, Rebecca | Emerson | Class Coverage | Hourly | $54.74 | 1 | May |
| Bickelmann, Christopher | Special Education | Home Teacher | Hourly | $42.39 | 31 | April-May |
| Binda, Lucien | Burroughs | Other Hourly | Hourly | $39.67 | 2 | May |
| Block, Olivia | Washington | Other Hourly | Hourly | $39.67 | 10 | May |
| Branam, Cagney | Instructional Services | Other Hourly | Hourly | $39.67 | 1 | May |
| Brown, Susannah | Providencia | Other Hourly | Hourly | $39.67 | 3 | May |
| Brinton, Joel | Burroughs | Varsity Coach | Stipend | $227.00 | 2 | April - May |
| Brown, Jeff | JBHS | Combo Class | Stipend | $400.00 | 1 | Jan - May |
| Brown, Jeff | Human Resources | Stipend | Stipend | $1000.00 | 1 | May |
| Calderon, Sally | Horace Mann Seed | Class Coverage | Hourly | $54.74 | 12 | May |
| Carrillo, Jiselh | Instructional Services | Other Hourly | Hourly | $39.67 | 1 | May |
| Carrillo, Jiselh | Instructional Services | Intervention | Hourly | $53.46 | 2 | May |

BURBANK UNIFIED SCHOOL DISTRICT
Personnel Report No. 23-24-21

June 20, 2024
Certificated - Hourly

| Name | Program/Site | Task/Project | Type | Rate | Hour Cap | Applicable Payrolls |
|---|---|---|---|---|---|---|
| Carrillo, Stephanie | Stevenson | Intervention | Hourly | $53.46 | 12 | June |
| Carter, Eric | Special Education | Hourly Equivalent | Hourly | $97.07 | 15 | May - June |
| Carino, Jeanne | Luther | Class Size | Stipend | $175.00 | 1 | Jan - May |
| Chang, Angela | Miller | Other Hourly | Hourly | $39.67 | 18 | May |
| Colvin Marvin, Katherine | Providencia | Other Hourly | Hourly | $39.67 | 3 | May |
| Cook, Jacob Taylor | Burroughs | Varsity Swim – Boys | Stipend | $227.00 | 5 | May |
| Cook, Jacob | Roosevelt | Other Hourly | Hourly | $39.67 | 3 | May |
| Cornejo, Cara | Instructional Services | Other Hourly | Hourly | $39.67 | 1 | May |
| Cornejo, Cara | Instructional Services | Intervention | Hourly | $53.46 | 2 | May |
| Coyne, Emilie | Providencia | Other Hourly | Hourly | $39.67 | 3 | May |
| Cranmer, Deborah | Human Resources | Stipend | Stipend | $1000.00 | 1 | August |
| Curran, Emily | Special Education | Hourly Equivalent | Hourly | $105.63 | 25 | May |
| Dagata, Patty | Instructional Services | Intervention | Hourly | $53.46 | 2 | May |
| Dagata, Patty | Washington | Other Hourly | Hourly | $39.67 | 10 | May |
| Daou, Theresa | Human Resources | Stipend | Stipend | $1000.00 | 1 | June |
| Davis, Aja | Luther | Saturday School | Daily | $169.90 | 1 | May |
| Delaurie, Jerry | Huerta | Class Size | Stipend | $425.00 | 1 | Jan - May |
| Diamond, Erin | Instructional Services | Other Hourly | Hourly | $39.67 | 1 | May |
| Diamond, Erin | Washington | Other Hourly | Hourly | $39.67 | 10 | May |
| Ditty, Barbara | Providencia | Other Hourly | Hourly | $39.67 | 3 | May |
| Dobbin, Ellen | Instructional Services | Other Hourly | Hourly | $39.67 | 1 | May |
| Drabecki, Nicole | Huerta | Class Size | Stipend | $150.00 | 1 | Jan - May |
| Dysthe, Diana | Instructional Services | Intervention | Hourly | $53.46 | 30 | June - July |
| Ebert, Kendell | Luther | Class Size | Stipend | $25.00 | 1 | Jan - May |
| Echeverria, Elsa | Instructional Services | Other Hourly | Hourly | $39.67 | 1 | May |
| Echeverria, Elsa | Instructional Services | Intervention | Hourly | $53.46 | 2 | May |
| Ellingsworth, Brandy | Instructional Services | Other Hourly | Hourly | $39.67 | 1 | May |
| Ellingsworth, Brandy | Instructional Services | Intervention | Hourly | $53.46 | 2 | May |
| Ellingsworth, Brandy | Washington | Other Hourly | Hourly | $39.67 | 10 | May |
| Evans, David | Luther | Class Size | Stipend | $400.00 | 1 | Jan - May |
| Farmer, Deborah | Human Resources | Stipend | Stipend | $1000.00 | 1 | June |
| Ferera, Christopher | BHS | Other Hourly | Hourly | $39.67 | 65 | May |
| Fernando, Gajan | Burroughs | Varsity Asst. Coach | Stipend | $127.00 | 1 | May |
| Fields, Jami | Emerson | Class Coverage | Hourly | $54.74 | 1 | May |
| Fitzgerald, Nancy | Washington | Other Hourly | Hourly | $39.67 | 10 | May |

BURBANK UNIFIED SCHOOL DISTRICT
Personnel Report No. 23-24-21

June 20, 2024
Certificated - Hourly

| Name | Program/Site | Task/Project | Type | Rate | Hour Cap | Applicable Payrolls |
|---|---|---|---|---|---|---|
| Fitzpatrick, Michelle | Instructional Services | Other Hourly | Hourly | $39.67 | 1 | May |
| Flores, Almadelia | Disney | Teacher Add'l Duties | Hourly | $92.69 | 3 | August - May |
| Flores, Jennifer | Instructional Services | Other Hourly | Hourly | $39.67 | 1 | May |
| Flores, Jennifer | Instructional Services | Intervention | Hourly | $53.46 | 2 | May |
| Franco, Tony | BHS | Class Size | Stipend | $200.00 | 1 | Jan - May |
| Frias Walters, Melanie | BHS | Class Size | Stipend | $75.00 | 1 | Jan - May |
| Fuentez, Lisa | McKinley | Other Hourly | Hourly | $39.67 | 3 | May |
| Gallagher, Lisa | Stevenson | Intervention | Hourly | $53.46 | 12 | June |
| Garcia, Hilda | Disney | Other Hourly | Hourly | $39.67 | 1 | May |
| Garcia, Hilda | Disney | Other Hourly | Hourly | $39.67 | 12 | May |
| Ganzel, Stephanie | Instructional Services | Intervention | Hourly | $53.46 | 2 | May |
| Gerharter, Darla | Providencia | Other Hourly | Hourly | $39.67 | 3 | May |
| Geronimo, Edgardo | Instructional Services | Other Hourly | Hourly | $39.67 | 1 | May |
| Geronimo, Edgardo | Instructional Services | Intervention | Hourly | $53.46 | 2 | May |
| Ghadarian Masihi, Erine | Washington | Intervention | Hourly | $53.46 | 4 | May |
| Godley, Elizabeth | Instructional Services | Other Hourly | Hourly | $39.67 | 1 | May |
| Godley, Elizabeth | Instructional Services | Intervention | Hourly | $53.46 | 2 | May |
| Goldberg, Michelle | Special Education | Hourly Equivalent | Hourly | $105.63 | 20 | May - June |
| Goldenberg, Jennifer | Instructional Services | Intervention | Hourly | $53.46 | 91 | May - June |
| Goldenberg, Jennifer | Instructional Services | Other Hourly | Hourly | $39.67 | 40 | May - June |
| Gregerson, Lauren | McKinley | Other Hourly | Hourly | $39.67 | 3 | May |
| Gresham, Janice | Disney | Teacher Add'l Duties | Hourly | $105.63 | 3 | August - May |
| Gribble, Laura | Human Resources | Stipend | Stipend | $1000.00 | 1 | June |
| Griffin, Jamie | Huerta | Class Size | Stipend | $925.00 | 1 | Jan - May |
| Grimshaw, Doug | Instructional Services | Other Hourly | Hourly | $39.67 | 4 | April |
| Hacek, Brittany | Washington | Other Hourly | Hourly | $39.67 | 1 | May |
| Hacek, Brittany | Washington | Other Hourly | Hourly | $39.67 | 10 | May |
| Hallock, Nicolina | Human Resources | Stipend | Stipend | $1000.00 | 1 | June |
| Hammell, Robert | BHS | Combo Class | Stipend | $200.00 | 1 | Jan - May |
| Hartlove, Katherine | Instructional Services | Other Hourly | Hourly | $39.67 | 1 | May |
| Heckel, Stephen | Burroughs | ROP Teacher | Hourly | $58.13 | 133 | Jan - Mar |
| Heckel, Stephen | Huerta | ROP Teacher | Hourly | $58.13 | 133 | Oct - May |
| Hernandez, Jorge | Adult School | CTE Teacher | Hourly | $60.43 | 10 | May |
| Howard, Rachel | Instructional Services | Other Hourly | Hourly | $39.67 | 1 | May |
| Howard, Rachel | Instructional Services | Intervention | Hourly | $53.46 | 2 | May |

BURBANK UNIFIED SCHOOL DISTRICT
Personnel Report No. 23-24-21

June 20, 2024
Certificated - Hourly

| Name | Program/Site | Task/Project | Type | Rate | Hour Cap | Applicable Payrolls |
|---|---|---|---|---|---|---|
| Hunter, Emily | McKinley | Other Hourly | Hourly | $39.67 | 4 | May |
| Iffrig, Hillary | Human Resources | Stipend | Stipend | $1000.00 | 1 | Jan |
| Janke, Raina | Emerson | Class Coverage | Hourly | $54.74 | 1 | May |
| Jennings, Deanna | Adult School | Parent Ed Teacher | Hourly | $60.26 | 10 | May |
| Juarez, Candice | Providencia | Class Coverage | Hourly | $53.48 | 6 | May |
| Jung, Grace | Washington | Other Hourly | Hourly | $39.67 | 10 | May |
| Kelly, Laury | Instructional Services | Intervention | Hourly | $53.46 | 96 | May-June |
| Kelly, Laury | Instructional Services | Other Hourly | Hourly | $39.67 | 41 | May - June |
| Kenfack, Aurelie | Instructional Services | Other Hourly | Hourly | $39.67 | 1 | May |
| Kim, Barbara | Washington | Other Hourly | Hourly | $39.67 | 10 | May |
| King, Denise | Providencia | Class Coverage | Hourly | $53.48 | 3 | May |
| King, Jennifer | Special Education | Home Teacher | Hourly | $42.39 | 25 | June |
| King, Jennifer | Special Education | Home Teacher | Hourly | $42.39 | 10 | May |
| King, Jennifer | Special Education | Home Teacher | Hourly | $42.39 | 11 | July |
| Kosbab, Brenda | BHS | Combo Class | Stipend | $600.00 | 1 | Jan - May |
| Kovesdy, Andras | Emerson | Other Hourly | Hourly | $39.67 | 1 | May |
| Kuester, Danielle | McKinley | Other Hourly | Hourly | $39.67 | 3 | May |
| Lambert, Julie | Human Resources | Stipend | Stipend | $1000.00 | 1 | June |
| Landin White, Theresa | Washington | Other Hourly | Hourly | $39.67 | 10 | May |
| Laventure, Todd | Adult School | Summer School Teacher | Hourly | $54.14 | 45 | May - June |
| Levi, Julie | Special Education | Other Hourly | Hourly | $39.67 | 3 | Aug - Jun |
| Levi, Julie | Special Education | Intervention | Hourly | $53.46 | 2.75 | Aug - Jun |
| Lincoln, Kristina | Washington | Other Hourly | Hourly | $39.67 | 10 | May |
| Lopez-Ashkar, Yesenia | BHS | Other Hourly | Hourly | $39.67 | 200 | April - May |
| Lopez, Melody | Roosevelt | Other Hourly | Hourly | $39.67 | 10 | May |
| Lorenz, Linda | Providencia | Combo Class | Stipend | $1000.00 | 1 | Jan - May |
| Lor, My | Emerson | Other Hourly | Hourly | $39.67 | 1 | May |
| Lucas, Amy | Burroughs | Class Size | Stipend | $50 | 1 | Jan - May |
| Lucas, Paige | Miller | Other Hourly | Hourly | $39.67 | 18 | May |
| Lujano, Rachel | Special Education | Addl Duties | Hourly | $71.72 | 15 | May – June |
| Lujano, Rachel | Special Education | Addl Duties | Hourly | $71.72 | 15 | July |
| Machado, Michael | BHS | Other Hourly | Hourly | $39.67 | 12.6 | May |
| MacNeill, Michelle | Instructional Services | Other Hourly | Hourly | $39.67 | 1 | May |
| MacNeill, Michelle | Instructional Services | Intervention | Hourly | $53.46 | 2 | May |
| MacNeill, Michelle | Washington | Other Hourly | Hourly | $39.67 | 10 | May |

BURBANK UNIFIED SCHOOL DISTRICT
Personnel Report No. 23-24-21

June 20, 2024
Certificated - Hourly

| Name | Program/Site | Task/Project | Type | Rate | Hour Cap | Applicable Payrolls |
|---|---|---|---|---|---|---|
| Magallon, Matthew | Burroughs | Varsity Coach | Stipend | $227.00 | 1 | May |
| Matsui Von Guetzo, Sarah | Emerson | Class Coverage | Hourly | $54.74 | 2.75 | May |
| Matsumoto, Linda | Adult School | Parent Ed Teacher | Hourly | $57.76 | 10 | May |
| Mazur, Ruby | Instructional Services | Other Hourly | Hourly | $39.67 | 1 | May |
| McDermott, Sara | Special Education | Home Teacher | Hourly | $42.39 | 3.87 | May |
| McNutt, Kelly | Disney | Other Hourly | Hourly | $39.67 | 20 | May |
| McKeith, Crystal | Miller | Other Hourly | Hourly | $39.67 | 18 | May |
| Mclynn, Sean | Luther | Intervention | Hourly | $53.46 | 3 | May |
| McKain, Allison | BHS | Class Size | Stipend | $75.00 | 1 | Jan - May |
| McKenna, Janet | Human Resources | Stipend | Stipend | $1000.00 | 1 | June |
| Mehta, Michelle | Washington | Intervention | Hourly | $53.46 | 1 | May |
| Mendez, Gerardo | JBHS | Combo Class | Stipend | $400.00 | 1 | Jan - May |
| Meschkat, Ryanne | JBHS | Combo Class | Stipend | $200.00 | 1 | Jan - May |
| Metcalf, Diane | Instructional Services | Other Hourly | Hourly | $39.67 | 1 | May |
| Michelman, Setaporn | Instructional Services | Other Hourly | Hourly | $39.67 | 1 | May |
| Michelman, Setaporn | Instructional Services | Intervention | Hourly | $53.46 | 2 | May |
| Miron, Crystal | Special Education | Combo Class | Stipend | $2000.00 | 1 | August - May |
| Metcalf, Diane | Instructional Services | Other Hourly | Hourly | $39.67 | 1 | May |
| Mohler, Chez-E-Rea | Roosevelt | Other Hourly | Hourly | $39.67 | 10 | May |
| Monroy, Alejandra | BHS | Asst Girls Tennis | Stipend | $127.00 | 2 | May |
| Monroy, Alejandra | Instructional Services | Intervention | Hourly | $53.46 | 2 | May |
| Moore, Roosevelt | Instructional Services | Other Hourly | Hourly | $39.67 | 1 | May |
| Moreno, Janeth | Instructional Services | Other Hourly | Hourly | $39.67 | 1 | May |
| Moreno, Janeth | Instructional Services | Intervention | Hourly | $53.46 | 2 | May |
| Mucha, Michele | Special Education | Home Teacher | Hourly | $42.39 | 11 | July |
| Mucha, Michele | Special Education | Home Teacher | Hourly | $42.39 | 25 | June |
| Munoz, Angela | McKinley | Other Hourly | Hourly | $39.67 | 3 | May |
| Murray, Kathryn | Stevenson | Other Hourly | Hourly | $39.67 | 1 | May |
| Nahapetyan, Karine | Adult School | Other Hourly | Hourly | $31.03 | 1 | May |
| Nalbantian, Jean | Instructional Services | Other Hourly | Hourly | $39.67 | 1 | May |
| Nalbantian, Jean | Human Resources | Stipend | Stipend | $1000.00 | 1 | June |
| Nicol, Doug | Burroughs | Varsity Coach | Stipend | $227.00 | 1 | May |
| Oldroyd, Jennifer | Health Services | Summer School Nurse | Hourly | $53.46 | 5 | May |
| Osmonson, Russ | Monterey | Combo Class | Stipend | $800.00 | 1 | Jan - May |
| Papagiannopulos, Marsha | Miller | Other Hourly | Hourly | $39.67 | 18 | May |

BURBANK UNIFIED SCHOOL DISTRICT
Personnel Report No. 23-24-21

June 20, 2024
Certificated - Hourly

| Name | Program/Site | Task/Project | Type | Rate | Hour Cap | Applicable Payrolls |
|---|---|---|---|---|---|---|
| Peebles, John | Burroughs | Varsity Asst Coach | Stipend | $127.00 | 3 | May |
| Pelayo, Gricelda | Disney | Other Hourly | Hourly | $39.67 | 18 | May |
| Petersen, Nancy | Washington | Other Hourly | Hourly | $39.67 | 10 | May |
| Petrenco, Tanase | Monterey | Combo Class | Stipend | $400.00 | 1 | Jan – May |
| Perez, Joshua | BHS | Class Size | Stipend | $100.00 | 1 | Jan - May |
| Phan, John | BHS | Varsity Tennis | Stipend | $227.00 | 2 | May |
| Thomas-Pickett, Jonelle | BHS | Combo Class | Stipend | $400.00 | 1 | Jan - May |
| Pozos, Adriana | Washington | Other Hourly | Hourly | $39.67 | 1 | May |
| Pozos, Adriana | Washington | Other Hourly | Hourly | $39.67 | 10 | May |
| Pumilia, Amanda | Disney | Other Hourly | Hourly | $39.67 | 1 | May |
| Raisbeck, Erica | Special Education | Home Teacher | Hourly | $42.39 | 177 | Jul - Jan |
| Richards-Tarandek, Geneva | Human Resources | Stipend | Stipend | $1000.00 | 1 | June |
| Rivera, Stephen | Providencia | Other Hourly | Hourly | $39.67 | 3 | May |
| Roberts, Robyn | Washington | Intervention | Hourly | $53.46 | 4 | May |
| Rocha, Claudia | McKinley | Other Hourly | Hourly | $39.67 | 4 | May |
| Rubyan Abrahamian, Shake | Adult School | Parent Ed Teacher | Hourly | $51.56 | 10 | May |
| Sanchez, Juliana | Disney | Class Size | Stipend | $750.00 | 1 | Jan - May |
| Schleinkofer, Lori | Special Education | Hourly Equivalent | Hourly | $59.76 | 227 | June - August |
| Schofield, Johanna | Instructional Services | Other Hourly | Hourly | $39.67 | 1 | May |
| Schofield, Johanna | Instructional Services | Intervention | Hourly | $53.46 | 2 | May |
| Scharf, Roxanne | Human Resources | Stipend | Stipend | $1000.00 | 1 | June |
| Schwartz, Sarah | Instructional Services | Other Hourly | Hourly | $39.67 | 1 | May |
| Schwartz, Sarah | Instructional Services | Intervention | Hourly | $53.46 | 2 | May |
| Schwegman, Courtney | Human Resources | Stipend | Stipend | $1000.00 | 1 | June |
| Shazarian, Arpine | Emerson | Other Hourly | Hourly | $39.67 | 1 | May |
| Shipstad, Rachelle | Roosevelt | Other Hourly | Hourly | $39.67 | 4.5 | May |
| Simonds, Gregory | BHS | Varsity Boys Track | Stipend | $227.00 | 5 | May |
| Smith, Susan | Washington | Other Hourly | Hourly | $39.67 | 10 | May |
| Sorensen, Cory | Human Resources | Stipend | Stipend | $1000.00 | 1 | June |
| Stewart, Jenna | Adult School | Other Hourly | Hourly | $31.03 | 1 | May |
| Strawn, Kathryn | Instructional Services | Other Hourly | Hourly | $39.67 | 1 | May |
| Strawn, Kathryn | Instructional Services | Intervention | Hourly | $53.46 | 2 | May |
| Sullivan, Ben | Luther | Class Size | Stipend | $350.00 | 1 | Jan - May |
| Sullivan, Cyrita | Special Education | Hourly Equivalent | Hourly | $63.40 | 15 | May - June |
| Ta, Nien | Disney | Teacher Add'l Duties | Hourly | $102.62 | 1 | August - May |

BURBANK UNIFIED SCHOOL DISTRICT
Personnel Report No. 23-24-21

June 20, 2024
Certificated - Hourly

| Name | Program/Site | Task/Project | Type | Rate | Hour Cap | Applicable Payrolls |
|---|---|---|---|---|---|---|
| Taylor, Latoya | Instructional Services | Intervention | Hourly | $53.46 | 96 | May-June |
| Taylor, Latoya | Instructional Services | Other Hourly | Hourly | $39.67 | 1 | May |
| Timmons, Christy | Instructional Services | Other Hourly | Hourly | $39.67 | 41 | May - June |
| Timmons, Christy | Instructional Services | Intervention | Hourly | $53.46 | 2 | May |
| Topalian, Talar | Providencia | Other Hourly | Hourly | $39.67 | 3 | May |
| Toscano, Judith | McKinley | Other Hourly | Hourly | $39.67 | 3 | May |
| Tubbs, Margarita | Instructional Services | Other Hourly | Hourly | $39.67 | 1 | May |
| Varma, Arti | Instructional Services | Other Hourly | Hourly | $39.67 | 1 | May |
| Varma, Arti | Instructional Services | Intervention | Hourly | $53.46 | 2 | May |
| Vaughan, Janelle | Instructional Services | Intervention | Hourly | $53.46 | 2 | May |
| Vehuni, Lilit | Adult School | Summer School Teacher | Hourly | $62.91 | 30 | June |
| Vehuni, Lilit | Adult School | Summer School Teacher | Hourly | $65.46 | 14 | July |
| Viallet, Marianne | Special Education | Hourly Equivalent | Hourly | $75.95 | 50 | May - December |
| Viallet, Marianne | Special Education | Hourly Equivalent | Hourly | $75.95 | 50 | May - December |
| Viallet, Marianne | Special Education | Other Hourly | Hourly | $39.67 | 515 | May - December |
| Viallet, Marianne | Special Education | Other Hourly | Hourly | $39.67 | 15 | May - December |
| Walker, Briahna | Bret Harte | Class Coverage | Hourly | $54.74 | 4 | May |
| Walker, Briahna | Bret Harte | Class Coverage | Hourly | $54.74 | 3.25 | May |
| Walker, Kathy | McKinley | Other Hourly | Hourly | $39.67 | 3 | May |
| Warner, Jackson | Instructional Services | Other Hourly | Hourly | $39.67 | 1 | May |
| Warner, Jackson | Instructional Services | Intervention | Hourly | $53.46 | 2 | May |
| Warren, Will | Huerta | Class Size | Stipend | $125.00 | 1 | Jan - May |
| Wheeler, Laura | Miller | Other Hourly | Hourly | $39.67 | 18 | May |
| White, Theresa | BHS | Combo Class | Stipend | $400.00 | 1 | Jan - May |
| Wills-Sarna, Kathryn | Roosevelt | Other Hourly | Hourly | $39.67 | 10 | May |
| Wisehaupt, Jamie | Huerta | Class Size | Stipend | $550.00 | 1 | Jan - May |
| Zimny, Pamela | Adult School | Other Hourly | Hourly | $31.03 | 1 | May |

Resignation

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| AIDINYANTZ, Linda | School Office Manager – Middle School | 01.0-00000.0-00000-27000-2410-3210000 | 1.0 | 43-VI | A | 05-31-24 | | Huerta Middle School |
| BANKS, Karen | Paraeducator – English Language Learner | 01.0-01500.0-47600-10000-2110-4310000 | .8125 | 37-I | D | 05-23-24 | | Burbank High School |
| GEWIRTZ, Kayla | Supervisor, Fiscal Services | 01.0-00000.0-00000-72000-2312-7470000 | | B-I | A | 06-14-24 | | Fiscal Services |

Leave

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| SIGUENZA, Lucy | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2110-7440000 | .8125 | 45-VI | D | 04-16-24 | 04-28-24 | Special Education |

Election – Hourly

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| ARELLANO, Celina | ELL Office Specialist I | 11.0-63910.0-41102-27000-2430-5330000 | | 35-VI | E | 05-22-24 | 05-31-24 | Burbank Adult School |
| ARZUMANYAN, Ana | Bilingual Translator | 01.0-01500.0-00000-27000-2950-7422000 | | $25.00 | G | 05-01-24 | 05-24-24 | Muir Middle School |
| ARZUMANYAN, Ana | Bilingual Translator | 01.0-30100.0-00000-24950-2950-2139000 | | $25.00 | G | 05-21-24 | 05-21-24 | Providencia Elementary |
| BAGHDASIAN, Violet | Paraeducator – Adult Education/Learning Center | 11.0-63910.0-41106-10000-2130-5330000 | | 36-VI | E | 05-22-24 | 05-31-24 | Burbank Adult School |
| BALLADARES, Lloyd | School Safety and | 01.0-00100.0-00000-82100-2240-7521000 | | 39-I | A | 05-24-24 | 05-24-24 | Facilities Services |
| BAUMAN, Laura | Campus Supervisor | 01.0-00000.0-00000-83000-2260-7550000 | | 36-I | G | 02-29-24 | | Human Resources |
| BAUMAN, Laura | Campus Supervisor – Elementary | 01.0-00000.0-11100-10009-2960-7550000 | | 35-I | G | 02-29-24 | | Human Resources |
| BOSNOYAN, Gayane | Bilingual Translator | 01.0-01500.0-00000-27000-2950-7422000 | | $25.00 | G | 05-01-24 | 05-31-24 | McKinley Elementary |
| BROWN, Jordan | Campus Supervisor | 01.0-00000.0-00000-83000-2260-7550000 | | 36-I | G | 04-22-24 | | Human Resources |

Election – Hourly (Continued)

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| BROWN, Jordan | Campus Supervisor – Elementary | 01.0-00000.0-11100-10009-2960-7550000 | 35-I | G | 05-06-24 | | Human Resources |
| BUSFIELD, Ana | Campus Supervisor | 01.0-90904.0-11100-41000-2940-4318100 | 36-IV | D | 05-01-24 | 05-31-24 | Burbank High School |
| BUSFIELD, Ana | Campus Supervisor | 01.0-90904.0-11100-41000-2940-4318100 | 36-IV | D | 05-01-24 | 05-31-24 | Burbank High School (additional hours) |
| BUSTOS, Adriana | Bilingual Translator | 01.0-65000.0-50010-21000-2950-7440000 | $25.00 | G | 04-01-24 | 06-30-24 | Special Education |
| CAMPBELL, Cheryl | Paraeducator – Healthcare | 01.0-65000.0-57601-11905-2130-7440000 | 41-VI | D | 05-23-24 | 05-23-24 | Special Education |
| CAMPBELL, Cheryl | Paraeducator – Healthcare | 01.0-65000.0-57601-11905-2140-7440000 | 45-VI | D | 05-23-24 | 05-23-24 | Special Education |
| CARCAMO BARRONDO, Gustavo | Campus Supervisor | 01.0-90904.0-00000-83000-2240-4318100 | 36-VI | D | 04-01-24 | 04-30-24 | Burbank High School |
| CARCAMO BARRONDO, Gustavo | Campus Supervisor | 01.0-90904.0-11100-41000-2940-4318100 | 36-VI | D | 05-01-24 | 05-31-24 | Burbank High School |
| CARCAMO BARRONDO, Gustavo | Campus Supervisor | 01.0-90904.0-11100-41000-2940-4318100 | 36-VI | D | 04-01-24 | 04-30-24 | Burbank High School |
| CARCAMO BARRONDO, Gustavo | Campus Supervisor | 01.0-90904.0-11100-41000-2940-4318100 | 36-VI | D | 05-01-24 | 05-31-24 | Burbank High School |
| CARCAMO BARRONDO, Gustavo | Campus Supervisor | 01.0-90904.0-00000-83000-2240-4318100 | 36-VI | D | 04-01-24 | 04-30-24 | Burbank High School |
| CARRASCO, Janel | Campus Supervisor | 01.0-90904.0-00000-83000-2240-4318100 | 36-VI | D | 04-01-24 | 04-30-24 | Burbank High School |
| CARRASCO, Janel | Campus Supervisor | 01.0-90904.0-00000-83000-2240-4318100 | 36-VI | D | 04-01-24 | 04-30-24 | Burbank High School (additional hours) |
| CARRASCO, Janel | Campus Supervisor | 01.0-90904.0-11100-41000-2940-4318100 | 36-VI | D | 05-01-24 | 05-31-24 | Burbank High School |
| CHAVEZ, Jasmine | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2130-7440000 | 45-II | D | 05-24-24 | 05-24-24 | Special Education |

Election – Hourly (Continued)

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| CHOY MORALES, Nancy | Campus Supervisor | 01.0-90904.0-00000-83000-2240-4318100 | 36-III | D | 04-01-24 | 04-30-24 | Burbank High School |
| CHOY MORALES, Nancy | Campus Supervisor | 01.0-90904.0-00000-83000-2240-4318100 | 36-III | D | 04-01-24 | 04-30-24 | Burbank High School (additional hours) |
| CHOY MORALES, Nancy | Campus Supervisor | 01.0-90904.0-00000-83000-2240-4318100 | 36-VI | D | 04-01-24 | 04-30-24 | Burbank High School (additional hours) |
| CHOY MORALES, Nancy | Campus Supervisor | 01.0.90904.0-11100-41000-2940-4318100 | 36-III | D | 04-01-24 | 04-30-24 | Burbank High School |
| CONTRERAS, Francisca | Campus Supervisor – Elementary | 01.0-00000.0-11100-10009-2930-2131000 | 35-VI | D | 05-01-24 | 05-23-24 | Providencia Elementary |
| CRUZ, Adriana | Custodian | 01.0-00100.0-00000-82100-2260-7520000 | 38-I | G | 05-23-23 | 08-06-24 | Human Resources |
| DE LA CRUZ, Johanna | Campus Supervisor | 01.0-90904.0-00000-83000-2240-4318100 | 36-VI | D | 04-01-24 | 04-30-24 | Burbank High School |
| DE LA CRUZ, Johanna | Campus Supervisor | 01.0-90904.0-11100-41000-2940-4318100 | 36-VI | D | 04-01-24 | 04-30-24 | Burbank High School |
| DE LA CRUZ, Johanna | Campus Supervisor | 01.0-90904.0-11100-41000-2940-4318100 | 36-VI | D | 05-01-24 | 05-31-24 | Burbank High School |
| DE LA CRUZ, Johanna | Campus Supervisor | 01.0-00000.0-00000-83000-2240-7422000 | 36-VI | D | 05-01-24 | 05-31-24 | Burroughs High School |
| DE LA CRUZ, Ruby | Attendance Technician | 01.0-00000.0-00000-27000-2430-3211000 | 35-III | C | 05-21-24 | 05-21-24 | Huerta Middle School |
| FAUDREE, Steven | Paraeducator – Severe Behavior II | 01.0-65000.0-57602-11100-2130-7440000 | 47-VI | D | 05-21-24 | 05-21-24 | Muir Middle School |
| FERNANDEZ, Fernando | Campus Supervisor | 01.0-00000.0-00000-83000-2240-7422000 | 36-IV | D | 05-01-24 | 05-31-24 | Burroughs High School |
| FRAZIER, Amanda | Campus Supervisor | 01.0-00000.0-11100-10009-2930-3221000 | 36-VI | D | 05-01-24 | 05-24-24 | Muir Middle School |
| GARGINYAN, Mariam | Campus Supervisor – Elementary | 01.0-00000.0-11100-10009-2930-2051000 | 35-I | D | 05-22-24 | 05-22-24 | Bret Harte Elementary |
| GERARD, Peter | Behavior Intervention Assistant | 01.0-65000.0-57601-11100-2140-7440000 | 45-I | D | 05-15-24 | 05-15-24 | Special Education |

Election – Hourly (Continued)

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| GERARD, Peter | Behavior Intervention Assistant | 01.065000.0-57601-11100-2130-7440000 | 45-I | D | 05-15-24 | 05-15-24 | Special Education |
| GERARD, Peter | Behavior Intervention Assistant | 01.0-65000.0-57601-11100-2130-7440000 | 45-I | D | 05-24-24 | 05-24-24 | Special Education |
| GOMEZ, Sarita | Paraeducator – English Language Learner | 01.0-00000.0-00000-31400-2260-7720000 | 37-I | G | 06-03-24 | 07-11-24 | Human Resources |
| GIUMELLI, Silvia | Adult Learning Center Tech | 11.0-63910.0-41106-10000-2130-5330000 | 35-VI | E | 05-22-24 | 05-31-24 | Burbank Adult School |
| GONZALEZ, Maria C | Campus Supervisor – Elementary | 01.0-90201.0-00000-24950-2930-2018200 | 35-VI | D | 05-15-24 | 05-15-24 | Disney Elementary |
| GORI, Laurie | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2130-7440000 | 45-VI | D | 05-23-24 | 05-23-24 | Special Education |
| GORI, Laurie | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2130-7440000 | 45-VI | D | 05-23-24 | 05-23-24 | Special Education (additional hours) |
| GUNASINGHA, Christopher | Custodian | 01.0-00100.0-00000-82100-2260-7520000 | 38-I | G | 05-28-24 | 08-06-24 | Human Resources |
| GUTCHES, Mackenna | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2130-7440000 | 45-VI | D | 05-23-24 | 05-23-24 | Special Education |
| GUTCHES, Mackenna | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2140-7440000 | 45-VI | D | 05-23-24 | 05-23-24 | Special Education |
| GUTIERREZ, Silvia | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2130-7440000 | 45-VI | D | 05-23-24 | 05-23-24 | Special Education |
| HOVSEPYAN, Elma | Behavior Intervention Assistant | 01.0-65000.0-57601-11100-2130-7440000 | 45-VI | D | 05-24-24 | 05-24-24 | Special Education |
| JOHNSON, Laron | Campus Supervisor | 01.0-90904.0-00000-83000-2240-4328100 | 36-I | D | 05-01-24 | 05-31-24 | Burroughs High School |
| KIRKPATRICK, Gloria | Behavior Intervention Assistant | 01.0-65000.0-57601-11100-2130-7440000 | 45-VI | D | 05-24-24 | 05-24-24 | Special Education |

Election – Hourly (Continued)

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| KHODABAKHSHI, Araz | Bilingual Translator | 01.0-01500.0-00000-27000-2950-7422000 | $25.00 | G | 05-02-24 | 05-02-24 | Jefferson Elementary |
| KHUDNEV, Anton | Behavior Intervention Assistant | 01.0-65000.0-57601-11100-2130-7440000 | 45-II | D | 05-24-24 | 05-24-24 | Special Education |
| KNOOP, Nicole | Paraeducator – Severely Impaired | 01.0-65000.0-57601-11905-2130-7440000 | 41-VI | D | 05-23-24 | 05-23-24 | Special Education |
| KNOOP, Nicole | Paraeducator – Severely Impaired | 01.0-65000.0-57601-11905-2140-7440000 | 41-VI | D | 05-23-24 | 05-23-24 | Special Education |
| LEIVA, Nereyda | Paraeducator – Special Education | 01.0-65000.0-57601-11905-2130-7440000 | 38-VI | D | 05-23-24 | 05-23-24 | Special Education |
| LEIVA, Nereyda | Paraeducator – Special Education | 01.0-65000.0-57601-11905-2140-7440000 | 38-VI | D | 05-23-24 | 05-23-24 | Special Education |
| LEWIS, Lesley | Campus Supervisor – Elementary | 01.0-90201.0-00000-24950-2930-2148200 | 35-VI | D | 05-20-24 | 05-24-24 | Roosevelt Elementary |
| MAGALLANES, Josephine | Campus Supervisor | 01.0-00000.0-00000-83000-2240-7422000 | 36-VI | D | 05-01-24 | 05-31-24 | Burroughs High School |
| MAGALLANES, Josephine | Campus Supervisor | 01.0-00000.0-00000-83000-2240-7422000 | 36-VI | D | 05-01-24 | 05-31-24 | Burroughs High School |
| MAGALLANES, Josephine | Campus Supervisor | 01.0-00000.0-00000-83000-2240-7422000 | 36-VI | D | 05-01-24 | 05-31-24 | Burroughs High School |
| MCDONALD, Cheryl | Campus Supervisor | 01.0-00000.0-00000-83000-2240-3201000 | 36-VI | D | 05-22-24 | 05-23-24 | Luther Middle School |
| MCDONALD, Cheryl | Campus Supervisor | 01.0-00000.0-00000-83000-2240-3211000 | 36-VI | D | 05-03-24 | 05-24-24 | Huerta Middle School |
| MCDONALD, Cheryl | Campus Supervisor | 01.0-90904.0-11100-41000-2940-4318100 | 36-VI | D | 05-01-24 | 05-31-24 | Burbank High School |
| MELIKIAN, Lilian | Paraeducator – Children's Center 9.5 | 12.0-90602.0-11100-10000-2130-2090000 | 37-VI | D | 05-01-24 | 05-31-24 | Children's Center |
| NAZARYAN, Armen | Campus Supervisor | 01.0-90904.0-11100-41000-2940-4318100 | 36-IV | D | 04-01-24 | 04-30-24 | Burbank High School |

Election – Hourly (Continued)

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| NAZARYAN, Armen | Campus Supervisor | 01.0-90904.0-00000-83000-2240-4318100 | | 36-IV | D | 04-01-24 | 04-30-24 | Burbank High School |
| NAZARYAN, Armen | Campus Supervisor | 01.0-90904.0-11100-41000-2940-4318100 | | 36-IV | D | 05-01-24 | 05-30-24 | Burbank High School |
| NUNEZ, Claudia | Campus Supervisor | 11.0-63910.0-41101-83000-2230-5330000<br>11.0-63910.0-41102-83000-2230-5330000<br>11.0-63910.0-41104-83000-2230-5330000<br>11.0-63910.0-41106-83000-2230-5330000<br>11.0-00639.0-41100-83000-2230-5330000 | .20<br>.30<br>.20<br>.14<br>.16 | 36-VI | D | 02-01-24 | 06-15-24 | Burbank Adult School |
| PAIGE, Della | Lead Custodian | 01.0-81500.0-00000-82100-2240-7523300 | | 43-VI | A | 05-11-24 | 05-11-24 | Facilities Services |
| PUMPIAN – MINDLIN, Ilya | School Office Manager – Adult School | 11.0-63910.0-41101-27000-2440-5330000<br>11.0-63910.0-41102-27000-2440-5330000<br>11.0-63910.0-41104-27000-2440-5330000<br>11.0-63910.0-41106-27000-2440-5330000<br>11.0-00639.0-41100-27000-2440-5330000 | .10<br>.30<br>.30<br>.20<br>.10 | 43-VI | A | 05-01-24 | 06-30-24 | Burbank Adult School |
| REINOSO, Patricia | Office Assistant – Elementary | 01.0-30100.0-11100-24950-2950-2139000 | | 36-VI | C | 05-21-24 | 05-21-24 | Providencia Elementary |
| SHAHBAZIAN, Shakeh | Community Resource Assistant | 01.0-01500.0-00000-27000-2940-7422000 | | 37-VI | D | 05-01-24 | 05-24-24 | Muir Middle School |
| SHAHBAZIAN, Shakeh | Community Resource Assistant | 01.0-01500.0-00000-27000-2950-7422000 | | 37-VI | D | 05-01-24 | 05-24-24 | Muir Middle School |
| VASQUEZ, Jose | Campus Supervisor | 01.0-00000.0-00000-83000-2240-3211000 | | 36-IV | D | 05-20-24 | 05-23-24 | Huerta Middle School |
| WHITE, Jemma | Paraeducator – Special Education | 01.0-65000.0-57601-11100-2130-7440000 | | 38-II | D | 05-24-24 | 05-24-24 | Special Education |

Election – Summer School

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| AGAZARYAN, Taline | Paraeducator – Severely Impaired | 01.0-65000.0-57300-11100-2130-5480000 | | 41-VI | D | 06-03-24 | 07-04-24 | Horace Mann |
| ARPON, Victoria | Paraeducator - Severely Impaired | 01.0-65000.0-57300-11100-2130-5480000 | | 41-V | D | 06-03-24 | 06-30-24 | Horace Mann |

Election – Summer School (Continued)

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|---|---|---|---|---|---|---|---|
| ARPON, Victoria | Paraeducator - Severely Impaired | 01.0-65000.0-57300-11100-2130-5480000 | 41-V | D | 07-01-24 | 07-03-24 | Horace Mann |
| ARMENTA, Brenda | Food Services Supervisor II | 13.0-53100.0-00000-37009-2330-7498000 | S-07 | D | 06-03-24 | 07-11-24 | Burbank High School |
| ATIENZA, Karol | Paraeducator – Severely Impaired | 01.0-65000.0-57300-11100-2130-5480000 | 41-III | D | 06-03-24 | 07-04-25 | Horace Mann |
| AVAKIAN, Jacqueline | Paraeducator – Children's Center 9.5 | 12.0-90602.0-11100-10000-2130-7547000 | 37-IV | D | 06-03-24 | 08-09-24 | Emerson Elementary |
| AVETISYAN, Syuzanna | School Office Manager – Alternative | 01.0-65000.0-50010-27000-2430-5480000 | 43-III | C | 06-17-24 | 07-10-24 | Horace Mann |
| AVETISYAN, Syuzanna | School Office Manager – Alternative | 01.0-65000.0-50010-27000-2430-5480000 | 43-III | C | 05-20-24 | 07-11-24 | Horace Mann |
| BABAIAN, Agatia | Paraeducator – Children's Center 12 | 12.0-90602.0-11100-10000-2130-7547000 | 37-VI | A | 05-28-24 | 08-09-24 | Washington Elementary |
| BAGUMYAN, Vergine | Paraeducator | 01.0-26000.0-11100-10000-2130-5489000 | 36-II | D | 06-03-24 | 07-04-24 | Emerson Elementary |
| CAFFERTY, Roni | Paraeducator – Severe Behavior II | 01.0-65000.0-57601-11106-2130-5480000 | 47-V | D | 06-03-24 | 07-04-24 | Providencia Elementary |
| CALZADILLA, Jose | Campus Supervisor | 01.0-00000.0-00000-83000-2240-7422000 | 36-VI | D | 05-01-24 | 05-31-24 | Burroughs High School |
| CARRASCO, Janel | Campus Supervisor | 01.0-00000.0-00000-83000-2240-7422000 | 36-VI | D | 05-01-24 | 05-31-24 | Burroughs High School |
| CASCOLAN, Maria | Senior Secretary | 01.0-00000.0-00000-27000-2440-4321000 | 42-VI | A | 05-01-24 | 05-31-24 | Burroughs High School |
| CHAUDHARI, Radhika | Paraeducator – Special Education | 01.0-65000.0-57602-11100-2130-7440000 | 38-II | D | 05-24-24 | 05-24-24 | Special Education |
| CHOLAKIAN, Eliza | Paraeducator – English Language Learner | 01.0-26000.0-11100-10000-2130-5489000 | 37-I | F | 06-03-24 | 06-30-24 | Emerson Elementary |
| CHOLAKIAN, Eliza | Paraeducator – English Language Learner | 01.0-26000.0-11100-10000-2130-5489000 | 37-I | F | 07-01-24 | 07-04-24 | Emerson Elementary |

Election – Summer School (Continued)

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| CRUZ, Samantha | Paraeducator – Health Care | 01.0-65000.0-57601-11908-2130-5480000 | | 41-I | D | 06-03-24 | 07-04-24 | Providencia Elementary |
| DAOU, Veronica | Behavior Interventionist | 01.0-65000.0-57601-11905-2130-5480000 | | I-II | C | 06-03-24 | 06-30-24 | Special Education |
| DAOU, Veronica | Behavior Interventionist | 01.0-65000.0-57601-11905-2130-5480000 | | I-II | C | 07-01-24 | 07-11-24 | Special Education |
| DEL CASTILLO, Veronica | Paraeducator – Primary Language Support | 01.0-90201.0-11100-10000-2130-7428710<br>01.0-26000.0-11100-10000-2130-5489000 | .80<br>.20 | 37-II | D | 06-03-24 | 07-04-24 | Disney Elementary |
| DIAZ, Esperanza | Campus Supervisor – Elementary | 01.0-26000.0-11100-10009-2930-5489000 | | 35-VI | D | 06-03-24 | 07-04-24 | Disney Elementary |
| DIAZ, Esperanza M | Paraeducator – Severe Behavior II | 01.0-65000.0-57601-11100-2130-5480000 | | 47-I | F | 06-03-24 | 07-04-24 | Providencia Elementary |
| DIAZ, Kameron | Paraeducator – Special Education | 01.0-65000.0-57602-11100-2130-5480000 | | 38-IV | D | 06-03-24 | 07-04-24 | Providencia Elementary |
| DIAZ, Yajaira | School Office Manager – Elementary | 01.0-65000.0-50010-27000-2430-5480000 | | 43-I | F | 06-17-24 | 07-10-24 | Providencia Elementary |
| DIAZ, Yajaira | School Office Manager – Elementary | 01.0-65000.0-50010-27000-2430-5480000 | | 43-I | F | 06-17-24 | 07-10-24 | Providencia Elementary (additional hours) |
| DONADO-HUGHES, Leonela | Campus Supervisor – Elementary | 01.0-26000.0-11100-10009-2930-5489000 | | 35-IV | D | 06-03-24 | 07-04-24 | Jefferson Elementary |
| DORADEA, Manuel | Assistive Technology Technician | 01.0-65000.0-50010-27000-2430-5480000 | | 47-VI | C | 06-07-24 | 06-30-24 | Special Education |
| DORADEA, Manuel | Assistive Technology Technician | 01.0-65000.0-50010-27000-2430-5480000 | | 47-VI | C | 07-01-24 | 07-11-24 | Special Education |
| DORADEA, Manuel | Assistive Technology Technician | 01.0-65000.0-50010-27000-2430-5480000 | | 47-VI | C | 06-07-24 | 06-30-24 | Special Education (Additional Hours) |
| DORADEA, Manuel | Assistive Technology Technician | 01.0-65000.0-50010-27000-2430-5480000 | | 47-VI | C | 07-01-24 | 07-12-24 | Special Education (Additional Hours) |

Election – Summer School (Continued)

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|---|---|---|---|---|---|---|---|
| EKLUND, Debra | Campus Supervisor – Elementary | 01.0-26000.0-11100-10009-2930-5489000 | 35-VI | D | 06-03-24 | 07-04-24 | Emerson Elementary |
| ENCARNACION, Dianna | Paraeducator | 01.0-26000.0-11100-10000-2130-5489000 | 36-I | F | 06-03-24 | 07-04-24 | Disney Elementary |
| ERMINO, Gilda | Paraeducator – Severely Impaired | 01.0-65000.0-57300-11100-2130-5480000 | 41-III | D | 06-03-024 | 07-04-24 | Horace Mann |
| GABRIELYAN, Teresa | Paraeducator – English Language Learner | 01.0-26000.0-11100-10000-2130-5489000 | 37-I | F | 06-03-24 | 07-04-24 | Emerson Elementary |
| GARABEDIAN, Silva | Paraeducator – English Language Learner | 01.0-26000.0-11100-10000-2130-5489000 | 37-VI | d | 06-03-24 | 07-04-24 | Emerson Elementary |
| GHANTOUS, Gisele | Paraeducator – English Language Learner | 01.0-26000.0-11100-10000-2130-5489000 | 37-I | F | 06-03-24 | 07-04-24 | Emerson Elementary |
| GONZALEZ, Maria C | Campus Supervisor – Elementary | 01.0-26000.0-11100-10009-2930-5489000 | 35-VI | D | 06-03-24 | 07-04-24 | Disney Elementary |
| GONZALEZ DE ORTIZ, Juana | Serving Kitchen Operator | 13.0-53100.0-00000-37000-2230-7498000 | 40-VI | D | 06-03-24 | 07-04-24 | Washington Elementary |
| GRAIR, Nivine | Campus Supervisor – Elementary | 01.026000.0-11100-10009-2930-5489000 | 35-VI | D | 06-03-24 | 07-04-24 | Jefferson Elementary |
| GUMM, Rachel | Paraeducator – Special Education | 01.0-65000.0-57602-11100-2130-5480000 | 38-VI | D | 06-03-24 | 07-04-24 | Providencia Elementary |
| HAKOBYAN, Gyulnara | Paraeducator – English Language Learner | 01.0-26000.0-11100-10000-2130-5489000 | 37-II | D | 06-03-24 | 07-04-24 | Emerson Elementary |
| HAKOP CHAKERIAN, Janet | Serving Kitchen Operator | 13.0-53100.0-00000-37000-2230-7498000 | 40-IV | D | 06-03-24 | 07-04-24 | Emerson Elementary |
| HARTOUN MARDIRSAN, Odet | Paraeducator – Children's | 12.0-90602.0-11100-10000-2130-7547000 | 37-VI | D | 05-28-24 | 08-08-24 | Emerson Elementary |

Election – Summer School (Continued)

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| HONG, Hyun-Jung | Paraeducator – Special Education | 01.0-65000.0-57602-11100-2130-5480000 | 38-IV | D | 06-03-24 | 07-04-24 | Providencia Elementary |
| HUBBELL, Julie | School Office Manager – Elementary | 01.0-26000.0-00000-27000-2430-5489000 | 43-VI | C | 06-17-24 | 07-19-24 | Emerson Elementary |
| HYRAPATIAN, Siranoosh | Paraeducator – Children's Center 9.5 | 12.0-90602.0-11100-10000-2130-7547000 | 37-VI | D | 05-28-24 | 08-08-24 | Stevenson Elementary |
| ISAIAN, Helen | Paraeducator – Children's Center 9.5 | 12.0-90602.0-11100-10000-2130-7547000 | 37-VI | D | 05-28-24 | 08-02-24 | McKinley Elementary |
| JEAN, Lori | Paraeducator | 01.0-90201.0-11100-10000-2130-7428710 .80<br>01.0-26000.0-11100-10000-2130-5489000 .20 | 36-I | F | 06-03-24 | 07-04-24 | Disney Elementary |
| JENKINS, Justina | Serving Kitchen Operator | 13.0-53100.0-00000-37000-2230-7498000 | 40-IV | D | 06-03-24 | 07-04-24 | Jefferson Elementary |
| JOHNSON, Laron | Campus Supervisor | 01.0-00000.0-00000-83000-2240-7422000 | 36-I | D | 05-01-24 | 05-31-24 | Burroughs High School |
| KAJIMOTO, Vilma | Paraeducator – Primary Language Support | 01.0-90201.0-11100-10000-2130-7438710 .80<br>01.0-26000.0-11100-10000-2130-5489000 .20 | 37-VI | D | 06-03-24 | 07-04-24 | Disney Elementary |
| KARIMIAN, Roobina | Paraeducator – Deaf & Hard of Hearing | 01.0-65000.0-57602-11104-2130-5480000 | 39-VI | D | 06-03-24 | 07-04-24 | Providencia Elementary |
| KRAMER, Jana | Paraeducator | 01.0-26000.0-11100-10000-2130-5489000 | 36-I | F | 06-03-24 | 07-04-24 | Jefferson Elementary |
| LARA, Armida | Paraeducator – Children's Center 10 | 12.0-90602.0-11100-10000-2130-7547000 | 37-VI | C | 06-17-24 | 08-09-24 | Stevenson Elementary |
| LARA, Armida | Paraeducator – English Language Learner | 01.0-26000.0-11100-10000-2130-5489000 | 37-VI | D | 06-03-24 | 07-04-24 | Jefferson Elementary |
| LAVITT, Kimberly | Paraeducator – Deaf & Hard of Hearing | 01.0-65000.0-57602-11104-2130-5480000 | 39-II | D | 06-03-24 | 07-04-24 | Providencia Elementary |
| LEWIS, Victoria | Paraeducator – Severely Impaired | 01.0-65000.0-57300-11100-2130-5480000 | 41-VI | D | 06-03-24 | 07-04-24 | Horace Mann |

Election – Summer School (Continued)

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| LOPEZ CORRALES, Elizabeth | Paraeducator – Special Education | 01.0-65000.0-57602-11100-2130-5480000 | 38-VI | D | 06-03-24 | 07-04-24 | Providencia Elementary |
| LOVE, Artese | Food Service Utility Driver | 13.0-53100.0-00000-37000-2230-7498000 | 42-III | D | 06-03-24 | 07-11-24 | Food Services |
| MADORE, Melissa | Paraeducator – Special Education | 01.0-65000.0-57602-11100-2130-5480000 | 38-IV | D | 06-03-24 | 07-04-24 | Providencia Elementary |
| MARROQUIN, Stephany | Paraeducator – Special Education | 01.0-65000.0-57602-11100-2130-5480000 | 38-II | D | 06-03-24 | 07-04-24 | Providencia Elementary |
| MAULDIN, Armani | Paraeducator | 01.0-26000.0-11100-10000-2130-5489000 | 36-I | F | 06-03-24 | 07-04-24 | Jefferson Elementary |
| MELIKIAN, Lilian | Paraeducator – Children's Center 9.5 | 01.0-26000.0-11100-10000-2130-7549000 | 37-VI | D | 05-31-24 | 07-04-24 | Jefferson Elementary |
| MIRABAL, Anna | Paraeducator – Special Education | 01.0-65000.0-57602-11100-2130-5480000 | 38-VI | D | 06-03-24 | 07-04-24 | Providencia Elementary |
| MIRANDA, Alma | Food Service Assistant | 13.0-53100.0-00000-37000-2230-7498000 | 37-III | D | 06-03-24 | 07-11-24 | Burbank High School |
| MIRZAKHANIAN, Alice | Paraeducator – Children's Center 9.5 | 12.0-26000.0-11100-10000-2130-7549000 | 37-VI | D | 06-17-24 | 07-04-24 | Emerson Elementary |
| MIRZAKHANIAN, Alice | Paraeducator – Children's Center 10 | 12.0-26000.0-11100-10000-2130-7549000 | 37-VI | D | 06-03-24 | 06-14-24 | Emerson Elementary |
| MORALES, Miguel | Instructional Technology Media Specialist | 01.0-26000.0-00000-24200-2230-5489000 | 42-IV | D | 06-03-24 | 07-04-24 | Providencia Elementary |
| MORAN, Maria E | Paraeducator – Severe Behavior II | 01.0-65000.0-57601-11106-2130-5480000 | 47-VI | D | 06-03-24 | 07-04-24 | Providencia Elementary |
| NAVARRO, Carolina | Paraeducator – Severe Behavior II | 01.0-65000.0-57601-11106-2130-5480000 | 47-VI | D | 06-03-24 | 07-04-24 | Providencia Elementary |
| NAVARRO, Mark | Campus Supervisor | 01.0-00000.0-00000-83000-2240-7422000 | 36-VI | D | 05-01-24 | 05-31-24 | Burroughs High School |
| NAZARYAN, Armen | Campus Supervisor | 01.0-00000.0-00000-83000-2240-7422000 | 36-IV | D | 05-01-24 | 05-31-24 | Burroughs High School |

Election – Summer School (Continued)

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|---|---|---|---|---|---|---|---|
| NGUYEN-MAI, Yen | Paraeducator – Children's Center 9.5 | 12.0-90602.0-11100-10000-2130-7547000 | 37-VI | D | 05-28-24 | 08-08-24 | McKinley Elementary |
| NITULEASA, Georgiana | Paraeducator – English Language Learner | 01.0-26000.0-11100-10000-2130-5489000 | 37-I | D | 06-03-24 | 07-04-24 | Disney Elementary |
| OCHOA, Steven | Food Service Assistant | 13.0-53100.0-00000-37000-2230-7498000 | 37-II | D | 06-03-24 | 07-11-24 | Burbank High School |
| PARKER, Joshua | Campus Supervisor – Elementary | 01.0-26000.0-11100-10009-2930-5489000 | 35-I | D | 06-03-24 | 07-04-24 | Disney Elementary |
| PAZ, Tracy | Paraeducator | 01.0-26000.0-11100-10000-2130-5489000 | 36-IV | D | 06-03-24 | 07-04-24 | Jefferson Elementary |
| PERKINS, Helen | Health Services Assistant | 01.0-01500.0-00000-31400-2230-7420000 | 38-VI | D | 06-03-24 | 06-30-24 | Health Services |
| PERKINS, Helen | Health Services Assistant | 01.0-01500.0-00000-31400-2230-7420000 | 38-VI | D | 07-01-24 | 07-04-24 | Health Services |
| PHAN-MUNOZ, Annie | Paraeducator – English Language Learner | 01.0-26000.0-11100-10000-2130-5489000 | 37-V | D | 06-03-24 | 07-04-24 | Emerson Elementary |
| POGANY, Keiko | Paraeducator | 01.0-26000.0-11100-10000-2130-5489000 | 36-V | D | 06-03-24 | 07-04-24 | Emerson Elementary |
| PORTER, Georgina | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2130-5480000 | 45-I | F | 06-03-24 | 06-30-24 | Burbank High School |
| PORTER, Georgina | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2130-5480000 | 45-I | F | 07-01-24 | 07-11-24 | Burbank High School |
| POZOS, Rosalinda | School Office Manager – Elementary | 01.0-26000.0-00000-27000-2430-5489000 | 43-VI | C | 06-17-24 | 07-19-24 | Disney Elementary |
| RAPATTONI, JoAnn | Paraeducator | 01.0-26000.0-11100-10000-2130-5489000 | 36-I | F | 06-03-24 | 07-04-24 | Jefferson Elementary |
| RECINOS, Karina | Serving Kitchen Operator | 13.0-53100.0-00000-37000-2230-7498000 | 40-IV | D | 06-03-24 | 07-04-24 | Providencia Elementary |
| REINOSO, Patricia | Paraeducator – English Language Learner | 01.0-90201.0-11100-10000-2130-7428710 .80<br>01.0-26000.0-11100-10000-2130-5489000 .20 | 37-I | F | 06-03-24 | 07-04-24 | Disney Elementary |

Election – Summer School (Continued)

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|---|---|---|---|---|---|---|---|
| RIVERA, Audrie | Serving Kitchen Operator | 13.0-53100.0-00000-37000-2230-7498000 | 40-I | G | 06-03-24 | 07-03-24 | Disney Elementary |
| ROBINSON, Alicia | Behavior Interventionist | 01.0-65000.0-57601-11905-2130-5480000 | I-VI | C | 06-03-24 | 06-30-24 | Special Education |
| ROBINSON, Alicia | Behavior Interventionist | 01.0-65000.0-57601-11905-2130-5480000 | I-VI | C | 07-01-24 | 07-11-24 | Special Education |
| ROJAS, Raquel | Food Service Assistant | 13.0-53100.0-00000-37000-2230-7498000 | 37-III | D | 06-03-24 | 07-11-24 | Burbank High School |
| ROSENTHAL, Erica | Paraeducator – Severe Behavior II | 01.0-65000.0-57601-11106-2130-5480000 | 47-VI | D | 06-03-24 | 07-04-24 | Providencia Elementary |
| SALCEDO, Janette | Paraeducator | 01.0-26000.0-11100-10000-2130-5489000 | 36-I | F | 06-03-24 | 07-01-24 | Jefferson Elementary |
| SANCHEZ, Bonnie | Paraeducator – Severely Impaired | 01.0-65000.0-57300-11100-2130-5480000 | 41-VI | D | 06-03-24 | 07-04-24 | Horace Mann |
| SARGSYAN, Hermine | Campus Supervisor – Elementary | 01.0-26000.0-11100-10009-2930-5489000 | 35-VI | D | 06-03-24 | 07-04-24 | Emerson Elementary |
| SHAKHNAZARYAN, Marine | Paraeducator | 01.0-26000.0-11100-10000-2130-5489000 | 36-VI | D | 06-03-24 | 07-04-24 | Emerson Elementary |
| SHAUMYAN, Anna | Behavior Interventionist | 01.0-65000.0-57601-11905-2130-5480000 | I-V | C | 06-03-24 | 06-30-24 | Special Education |
| SHAUMYAN, Anna | Behavior Interventionist | 01.0-65000.0-57601-11905-2130-5480000 | I-V | C | 07-01-24 | 07-11-24 | Special Education |
| SIEGEL, Leticia | Paraeducator – Special Education | 01.0-65000.0-57602-11100-2130-5480000 | 38-VI | D | 06-03-24 | 07-04-24 | Providencia Elementary |
| SUBRAMANIAN, Manaka | Paraeducator | 01.0-26000.0-11100-10000-2130-5489000 | 36-I | G | 06-03-24 | 07-04-24 | Emerson Elementary |
| SUNER, Claudia | Paraeducator – Primary Language Support | 01.0-90201.0-11100-10000-2130-7428710 .80<br>01.0-26000.0-11100-10000-2130-5489000 .20 | 37-VI | D | 06-03-24 | 07-04-24 | Disney Elementary |
| TELLEZ, Kalani | Paraeducator – Severe Behavior II | 01.0-65000.0-57601-11106-2130-5480000 | 47-III | D | 06-03-24 | 07-04-24 | Providencia Elementary |
| TEUSCHER, Sydney | Paraeducator – English Language Learner | 01.0-26000.0-11100-10000-2130-5489000 | 37-VI | D | 06-03-24 | 07-04-24 | Disney Elementary |

Election – Summer School (Continued)

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| TORRES, Connie | Paraeducator – Special Education | 01.0-65000.0-57602-11100-2130-5480000 | 38-VI | D | 06-03-24 | 07-04-24 | Providencia Elementary |
| VASQUEZ, Gaudy | Health Services Assistant | 01.0-01500.0-00000-31400-2230-7420000 | 38-IV | D | 06-03-24 | 06-30-24 | Health Services |
| VASQUEZ, Gaudy | Health Services Assistant | 01.0-01500.0-00000-31400-2230-7420000 | 38-IV | D | 07-01-24 | 07-04-24 | Health Services |
| VAZQUEZ, Rita | Paraeducator – Severely Impaired | 01.0-65000.0-57300-11100-2130-5480000 | 41-VI | D | 06-03-24 | 07-04-24 | Horace Mann |
| WASSEM, MaryAnne | Paraeducator – Special Education | 01.0-65000.0-57602-11100-2130-5480000 | 38-VI | D | 06-03-24 | 07-04-24 | Providencia Elementary |
| WELLS, Sarah | Speech, Language Pathology Assistant | 01.0-95640.0-50010-31500-2230-7448000 | 53-III | D | 06-03-24 | 06-30-24 | Horace Mann |
| WELLS, Sarah | Speech, Language Pathology Assistant | 01.0-95640.0-50010-31500-2230-7448000 | 53-III | D | 07-01-24 | 07-04-24 | Horace Mann |
| WILKEN, Tonya | Paraeducator – Children's Center 10 | 12.0-90602.0-11100-10000-2130-7547000 | 37-VI | C | 05-28-24 | 06-14-24 | McKinley Elementary |
| WILKEN, Tonya | Paraeducator – Children's Center 12 | 12.0-90602.0-11100-10000-2130-7547000 | 37-VI | C | 06-17-24 | 08-08-24 | McKinley Elementary |
| WILLIAMS, Teresa | Behavior Interventionist | 01.0-65000.0-576001-11905-2130-5480000 | I-IV | C | 06-03-24 | 06-21-24 | Special Education |
| WRIGHT, Leticia | Paraeducator – Primary Language Support | 01.0-90201.0-11100-10000-2130-7428710 .80<br>01.0-26000.0-11100-10000-2130-5489000 .20 | 37-I | D | 06-03-24 | 07-04-24 | Disney Elementary |
| YBARRA, Amanda | Campus Supervisor – Elementary | 01.0-26000.0-11100-10009-2930-5489000 | 35-VI | D | 06-03-24 | 07-04-24 | Disney Elementary |
| ZINALVAND, Ayda | Paraeducator – Children's Center 9.5 | 12.0-90602.0-11100-10000-2130-7547000 | 37-VI | D | 05-28-24 | 08-08-24 | Emerson Elementary |

Election – Student Helpers

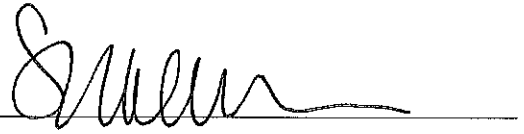
| | | | | | | | |
|---|---|---|---|---|---|---|---|
| BROWNING, Kai | YETP Student Worker | 01.0-58100.0-57602-11100-2933-7440000 | $16.00 | F | 06-01-24 | 06-30-24 | Special Education |
| HANNO, Justin | YETP Student Worker | 01.0-58100.0-57602-11100-2933-7440000 | $16.00 | F | 06-01-24 | 06-30-24 | Special Education |
| JEMISON, Maya | YETP Student Worker | 01.0-58100.0-57602-11100-2933-7440000 | $16.00 | F | 06-01-24 | 06-30-24 | Special Education |
| QUITERIO, Andrew | Student Worker | 12.0-90602.0-11100-10000-2933-7547000 | $16.00 | F | 06-03-24 | 06-30-24 | Children's Center |
| QUITERIO, Andrew | Student Worker | 12.0-90602.0-11100-10000-2933-7547000 | $16.00 | F | 07-01-24 | 08-02-24 | Children's Center |
| WALTERS, Aidan | YETP Student Worker | 01.0-58100.0-57602-11100-2933-7440000 | $16.00 | F | 06-01-24 | 06-30-24 | Special Education |
| ZAMORA, Kaelyn | YETP Student Worker | 01.0-58100.0-57602-11100-2933-7440000 | $16.00 | F | 06-01-24 | 06-30-24 | Special Education |
| Election – Walk on Coach | | | | | | | |
| ALFONSO, Nicholas | Short Term Athletic | 01.0-90201.0-15001-42000-2171-4318702 | $16.00 | F | 05-01-24 | 05-31-24 | Burbank High School |
| BERNHARDT, Roy | Short Term Athletic | 01.0-00000.0-15001-42002-2171-4320000 | $227.00 | F | 04-01-24 | 05-31-24 | Burroughs High School |
| CALKINS, Susan | Short Term Performing Arts | 01.0-90904.0-17011-41000-2171-4318100 | $16.00 | F | 04-01-24 | 04-30-24 | Burbank High School |
| CICCONE, Anthony | Short Term Athletic | 01.0-90201.0-15001-42000-2171-4318702 | $16.00 | F | 05-01-24 | 05-31-24 | Burbank High School |
| CICCONE, Anthony | Short Term Athletic | 01.0-00000.0-15001-42002-2171-4310000 | $127.00 | F | 05-01-24 | 05-31-24 | Burbank High School |
| COTTRELL, Natalie | Short Term Performing Arts | 01.0-90904.0-17011-41000-2171-4318100 | $16.00 | F | 04-01-24 | 04-30-24 | Burbank High School |
| CZUPRYNSKI, Sarah | Short Term Athletic | 01.0-00000.0-15001-42002-2171-4310000 | $227.00 | F | 05-01-24 | 05-31-24 | Burbank High School |
| DE CARO, Michael | Short Term Athletic | 01.0-00000.0-15001-42002-2171-4320000 | $16.00 | F | 05-01-24 | 05-31-24 | Burroughs High School (Boys' CIF) |
| DE CARO, Michael | Short Term Athletic | 01.0-00000.0-15001-42002-2171-4320000 | $16.00 | F | 05-02-24 | 05-31-24 | Burroughs High School (Girls' CIF) |
| DUNAWAY, William | Short Term Athletic | 01.0-90904.0-15001-42000-2171-4328100 | $16.00 | f | 01-01-24 | 01-31-24 | Burroughs High School |

Election – Walk on Coach (Continued)

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| DUNAWAY, William | Short Term Athletic | 01.0-90904.0-15001-42000-2171-4328100 | $16.00 | f | 05-01-24 | 05-31-24 | Burroughs High School |
| GOLBEDAGHIANS, Antoni | Short Term Athletic | 01.0-00000.0-15001-42002-2171-4310000 | $227.00 | F | 05-01-24 | 05-31-24 | Burbank High School |
| HART, Robert | Short Term Athletic | 01.0-90201.0-15001-42000-2171-4318702 | $16.00 | F | 05-01-24 | 05-31-24 | Burbank High School |
| HART, Robert | Short Term Athletic | 01.0-00000.0-15001-42002-2171-4310000 | $227.00 | F | 05-01-24 | 05-31-24 | Burbank High School |
| HART, Robert | Short Term Athletic | 01.0-90201.0-15001-42000-2171-4318702 | $16.00 | F | 06-01-24 | 06-30-24 | Burbank High School |
| HART, Robert | Short Term Athletic | 01.0-90201.0-15001-42000-2171-4318702 | $16.00 | F | 07-01-24 | 07-31-24 | Burbank High School |
| JIMENEZ, Choy | Short Term Athletic | 01.0-00000.0-15001-42002-2171-4320000 | $127.00 | F | 04-01-24 | 05-31-24 | Burroughs High School |
| KELLOG, Mitchell | Short Term Athletic | 01.0-00000.0-15001-42002-2171-4320000 | $127.00 | F | 04-01-24 | 05-31-24 | Burroughs High School |
| MC CANN GLOVER, Maria | Short Term Performing Arts | 01.0-90904.0-17011-41000-2171-4318100 | $16.00 | F | 04-01-24 | 04-30-24 | Burbank High School |
| MC Kinley, Michael | Short Term Athletic | 01.0-00000.0-15001-42002-2171-4320000 | $227.00 | F | 04-01-24 | 05-31-24 | Burroughs High School |
| MC Kinley, Michael | Short Term Athletic | 01.0-00000.0-15001-42002-2171-4320000 | $227.00 | F | 05-01-23 | 05-31-23 | Burroughs High School |
| MILLER, Stewart | Short Term Athletic | 01.0-00000.0-15001-42002-2171-4310000 | $127.00 | F | 05-01-24 | 05-31-24 | Burbank High School |
| MORRIS, Danielle | Short Term Athletic | 01.0-00000.0-15001-42002-2171-4310000 | $127.00 | F | 05-01-24 | 05-31-24 | Burbank High School |
| NAVARRO, Mark | Short Term Athletic | 01.0-00000.0-15001-42002-2171-4320000 | $112.00 | F | 01-01-23 | 01-31-23 | Burroughs High School |
| NAVARRO, Mark | Short Term Athletic | 01.0-00000.0-15001-42002-2171-4320000 | $127.00 | F | 01-01-24 | 01-31-24 | Burroughs High School |
| NAVARRO, Tristen | Short Term Athletic | 01.0-00000.0-15001-42002-2171-4320000 | $201.00 | F | 01-01-23 | 01-31-23 | Burroughs High School |
| NAVARRO, Tristen | Short Term Athletic | 01.0-00000.0-15001-42002-2171-4320000 | $227.00 | F | 01-01-24 | 01-31-24 | Burroughs High School |
| NEWTON, Mark | Short Term Athletic | 01.0-00000.0-15001-42002-2171-4310000 | $127.00 | F | 05-01-24 | 05-31-24 | Burbank High School |

Election – Walk on Coach (Continued)

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| ORTEGA-JENNISON, Martin | Short Term Athletic | 01.0-00000.0-15001-42002-2171-4320000 | $127.00 | F | 04-01-24 | 05-31-24 | Burroughs High School |
| SANCHEZ, Melissa | Short Term Athletic | 01.0-00000.0-15001-42002-2171-4310000 | $227.00 | F | 05-01-24 | 05-31-24 | Burbank High School |
| TAORMINA, Frank | Short Term Athletic | 01.0-00000.0-15001-42002-2171-4320000 | $127.00 | F | 04-01-24 | 05-31-24 | Burroughs High School |
| STRANG, Sheila | Short Term Athletic | 01.0-00000.0-15001-42002-2171-4320000 | $127.00 | F | 04-01-24 | 05-31-24 | Burroughs High School |

Signature 

Title: Sarah Rudchenko, Assistant Superintendent, Human Resources Services

**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: | Carrie Bogdanovich, Director of Food Services |
| SUBMITTED BY: | Terri Ramirez-Adams, Senior Administrative Secretary |
| DATE: | June 20, 2024 |
| SUBJECT: | Approval of Professional Agreement with UniFirst Corporation |

**Background:**

Burbank Unified School District contacted four (4) different companies to provide apron and towel services for Food Servicers Department. After review of all prices on the services that could be from all quotes it was determined that provided by UniFirst Corporation would provide the service for Burbank USD Food Services Department.

The Food Services Department has increased the number of meals provided as well as employees, we have determined at this time we can support the contract with UniFirst and their program would be beneficial to provide a layer of consistent Food Safety to the Department as our participation is increasing and number of employees have also increased.

**Discussion and Issues:**

UniFirst is located in Pacoima, CA and provides a complete a service for Apron, Towel and shirts for all 17 Food Services Department site. The items provided will be delivered to one central location and Food Service Drivers will distribution items to all sites on a as needed basis.

Food Service Department currently provide 3 aprons for employees to wash on their own and have purchased over 34,000 disposable towels a year for the cost of over $4,000 a year. The Departments determined it was the best interest of the School District to move away from disposable towel to a service provide fresh, clean, and reusable towels to use on daily basis. In addition, currently employees are required to wash their own apron, to ensure that every employee has a clean apron on a daily basis it is in the best interest to change to a service to provide a clean fresh apron on a daily basis for all employees.

In addition, the option of providing a uniform food service shirt will be available to any employee that wishes to participate. The uniform shirt improves morale and enhances their standing as a school nutrition professional among their school site and community.

**Fiscal Impact:**

Not to exceed $11,500, Cafeteria Fund (013-53200-0-00000-37000-5850-9000000) for a total of 42 Forty-Two service visit during the School Year to be paid based on usage of the week. The contract is renewable for 4 years.

**Recommendation:**

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the agreement between Burbank Unified School District and UniFirst Corporation, effective July 1, 2024 through June 30, 2025, not to exceed $11,500 (13.0-53200.0-00000-37000-5850-9000000), and that authority to sign the agreements be exercised pursuant to BUSD-AR 3314, as presented.

UniFirst

NEW ACCOUNT ☑ EXISTING ACCOUNT ☐

INSTALLATION DATE _____
MM/DD/YYYY

# CUSTOMER SERVICE AGREEMENT

COMPANY NAME (Customer) Burbank Unified School District LOC. NO. 328

ADDRESS 1900 West Olive Avenue ROUTE NO. _____

Burbank, CA 91506 DATE 5/29/24

PHONE (818) 729-4540 SIC/NAICS _____

The undersigned (the "CUSTOMER") orders from UniFirst Corporation and/or UniFirst Holdings, Inc. d.b.a. UniFirst and/or UniFirst Canada LTD. ("UNIFIRST") the rental service(s) at the prices and upon the conditions outlined:

**MERCHANDISE SERVICED**

| ITEM DESCRIPTION | LOST/ DAMAGED REPLACEMENT CHARGE | SERVICE FREQUENCY | NO. OF PERSONS/ ISSUE PER PERSON | TOTAL NO. OF CHANGES/ PIECES | PRICE PER CHANGE/ PIECE | STANDARD/ NON-STANDARD[1] | TOTAL FULL SERVICE | TOTAL VAL-U-LEASE[2] |
|---|---|---|---|---|---|---|---|---|
| 8438 16x16 Microfiber Towel | $0.99 | Weekly | N/A | | $0.07 | S | | |
| 7046 Apron with Pockets | $2.30 | Weekly | N/A | | $0.15 | S | | |
| 8956 Bag Rack | $9.48 | Weekly | N/A | | $0.00 | S | | |
| 0626 Food Service Shirt | $15.69 | Weekly | N/A | | $0.21 | S | | |
| 06MW Mimix Cook Shirt | $29.93 | Weekly | N/A | | $0.26 | S | | |
| 05MR Mimix Cook Shirt | $29.93 | Weekly | N/A | | $0.26 | S | | |
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| | | | | | Minimum weekly charge applies, equal to 75% of the initial weekly install value. | | | |

| OTHER CHARGES | AMOUNT |
|---|---|
| Garment preparation per piece | $0.75 |
| Name emblem per piece | $0.35 |
| Company emblem per piece | $1.25 |
| Direct Embroidery: Wearer name per piece | |
| Company name per piece | $3.75 |
| | |
| Automatic Apron Replacement | 1% |

| OTHER CHARGES | AMOUNT |
|---|---|
| Non-stock sizes per piece | Waived |
| Special cuts per piece | Waived |
| Restock/Exchange per piece | $5.00 |
| Automatic Wiper Replacement | 3% |
| Automatic Linen Replacement | 3% |
| DEFE (See description on reverse side) | $2.00 |
| Energy Charge | |

PAYMENT TERMS: C.O.D. ☐ E.F.T. ☐ Approved Charge[3] ☐

**COMMENTS**

Coretrust PV Pricing

Approved charge: CUSTOMER agrees to make payments within 30 days of invoice receipt. A late charge of 1½% per month (18% per year) for any amount in arrears may be applied.[4]

**The undersigned agrees to the attached Customer Service Agreement Terms** and attests to have the authority to execute for the named CUSTOMER, and to approve use of any personalization – including logos or brand identities – that has been requested.

SALES REP: Kathryn Meehan 5/29/24
SALES REP (Print Name) DATE

ACCEPTED[5]: _____
LOCATION MANAGER (Signature) DATE

_____
LOCATION MANAGER (Print Name and Title)

ACCEPTED: _____
CUSTOMER (Signature) DATE

_____
CUSTOMER (Print Name and Title)

_____
EMAIL

[1] Out-sizes of otherwise Standard Merchandise are deemed to be Non-Standard Merchandise.
[2] Merchandise which is Val-U-Leased is not cleaned by UniFirst.
[3] Charge status contingent upon continuing credit worthiness and may be revoked at UniFirst's discretion.
[4] All returned checks and declined credit/debit cards subject to $35 processing fee.
[5] This Agreement is effective only upon acceptance by UniFirst Location Manager.

# CUSTOMER SERVICE AGREEMENT TERMS

**REQUIREMENTS SUPPLIED.** Customer orders from UniFirst Corp. ("UniFirst") the rental garments and/or other items of the type specified in this Agreement ("Merchandise") and related pickup/delivery and maintenance services (collectively with Merchandise, "Services") for all of Customer's requirements therefor, at the prices and upon the terms and conditions set forth herein. Additional Services requested by Customer, verbally or in writing, will also be covered by this Agreement. All rental Merchandise supplied to Customer remains the property of UniFirst. Customer warrants that it is not subject to, and that this Agreement does not interfere or conflict with, any existing agreement for the supply of the Merchandise or Services covered.

**PERFORMANCE GUARANTEE.** UNIFIRST GUARANTEES TO DELIVER HIGH-QUALITY SERVICE AT ALL TIMES. All items of Merchandise cleaned, finished, inspected, repaired, and delivered by UniFirst will meet or exceed industry standards, or non-conforming items will be replaced by the next scheduled delivery day at no cost to Customer. Items of rental Merchandise requiring replacement due to normal wear and tear will be replaced at no cost to Customer, save for any applicable personalization and setup charges.

Customer expressly waives the right to terminate this Agreement during the initial term or any extension thereof for deficiencies in the quality of Services unless: (1) complaints are first made in writing to UniFirst which set forth the precise nature of any deficiencies; (2) UniFirst is afforded at least 60 days to correct any deficiencies complained of; and (3) UniFirst fails to correct those deficiencies complained of within 60 days. In the event Customer complies with the foregoing and UniFirst fails to correct such deficiencies, Customer may terminate this Agreement by written notice to UniFirst, providing that all previous balances due to UniFirst have been paid in full and that all other conditions to terminate have been satisfied. Any delay or interruption of the Services provided for in this Agreement by reason of acts of God, fires, explosions, strikes or other industrial disturbances, or any other cause not within the control of UniFirst, shall not be deemed a breach or violation of this Agreement.

**TERM AND RENEWAL.** This Agreement is effective when signed by both the Customer and UniFirst Location Manager and continues in effect for 60 months after installation of Merchandise (for new customers) or any renewal date. This Agreement will be renewed automatically and continuously for multiple successive 60-month periods unless Customer or UniFirst gives written notice of non-renewal to the other at least 90 days prior to the next expiration date.

**PRICES AND PAYMENTS.** Prices are based on 52 weeks of service per year. Any increase(s) to Service Frequency could result in additional charges. On an annual basis, the prices then in effect will be increased by the greater of the annual percent increase in the Consumer Price Index - All Urban Consumers, Series ID: CUUROOOOSAG, other goods and services, or by 5%. Additional price increases and other charges may be imposed by separate written notice or by notation on Customer's invoice. Customer may, however, decline such additional increases or charges by notifying UniFirst in writing within 10 days after receipt of such notice or notation. If Customer declines said additional price increases, UniFirst may terminate this Agreement. Customer also agrees to pay the other charges and minimum weekly charge herein specified. Charges relating to a wearer leaving Customer's employ can be terminated by (1) giving notice thereof to UniFirst and (2) returning or paying for any missing Merchandise issued to that individual. Any Merchandise payments required pursuant to this Agreement will be at the replacement price(s) then in effect hereunder. If an authorized Customer representative is not available to receive and acknowledge delivery of Merchandise, Customer authorizes UniFirst to make delivery and assumes responsibility for related charges/invoices.

If Customer fails to make timely payment, UniFirst may, at any time and in its sole discretion, terminate this Agreement by giving written notice to Customer, whether or not UniFirst has previously strictly enforced Customer's obligation to make timely payments. Customer agrees to pay, and will pay, all applicable sales, use, personal property, and other taxes and assessments arising out of this Agreement.

**DEFE CHARGE.** Customer's invoices may also include a DEFE charge to cover all or portions of certain expenses including:

D = DELIVERY, or expenses associated with the actual delivery of Services and Merchandise to Customer's place of business, primarily Route Sales Representative commissions, management salaries, vehicle depreciation, equipment maintenance, insurance, road use charges and local access fees.

E = ENVIRONMENTAL, or expenses (past, present, and future) UniFirst absorbs related to wastewater testing, purification, effluent control, solids disposal, supplies and equipment for pollution controls and energy conservation, and overall regulatory compliance.

F = FUEL, or the gas, diesel fuel, oil, and lubricant expenses associated with keeping UniFirst's fleet vehicles on the road and servicing its customers.

E = ENERGY, primarily the natural gas UniFirst uses to run boilers and gas dryers, plus other local utility charges.

**MERCHANDISE.** Customer acknowledges and agrees to notify all employees that Merchandise supplied is for general occupational use and, except as expressly specified below, affords no special user protections. Customer further acknowledges that: (1) Customer has unilaterally and independently determined and selected the nature, style, performance characteristics, number of changes and scope of all Merchandise to be used and the appropriateness of such Merchandise for Customer's specific needs or intended uses; (2) UniFirst does not have any obligation to advise, and has not advised, Customer concerning the fitness or suitability of the Merchandise for Customer's intended use; (3) UniFirst makes no representation, warranty, or covenant regarding the performance of the Merchandise (including without limitation Flame Resistant and Visibility Merchandise); and (4) UniFirst shall in no way be responsible or liable for any injury or harm suffered by any Customer employees while wearing or using any Merchandise. Customer agrees to indemnify and hold harmless UniFirst and its employees and agents from and against all claims, injuries, or damages to any person or property resulting from Customer's or Customer's employee use of the Merchandise, whether or not such claims, injuries or damages arise from any alleged defects in the Merchandise.

*Flame Resistant* ("FR") *Merchandise* supplied hereunder is intended only to prevent the ignition and burning of fabric away from the point of high heat impingement and to be self-extinguishing upon removal of the ignition source. FR items will not provide significant protection from burns in the immediate area of high heat contact due to thermal transfer through the fabric and/or destruction of the fabric in the area of such exposure. FR items are designed for continuous wear as only a secondary level of protection. Primary protection is still required for work activities where direct or significant exposure to heat or open flame is likely to occur.

*Visibility Merchandise* is intended to provide improved conspicuity of the wearer under daylight conditions and when illuminated by a light source of sufficient candlepower at night. It is Customer's responsibility to determine the level of conspicuity needed by wearers under specific work conditions. Further, Customer agrees that Visibility Merchandise alone does not ensure conspicuity of the wearer and that additional safety precautions may be necessary. The Visibility Merchandise supplied satisfied particular ANSI/ISEA standards only when they were new and unused and only if so labeled. Customer acknowledges that usage and laundering of Visibility Merchandise may adversely affect its conspicuity.

*Healthcare/Food-Related* Customer acknowledges that: (1) UniFirst does not guarantee or warrant that the Merchandise selected by Customer or that processed garments delivered by UniFirst will be appropriate or sufficient to provide a hygienic level adequate for individual Customer's needs; and (2) optional poly-bagging* is recommended to reduce the risk of cross-contamination of Merchandise, and the failure to utilize such service may adversely affect the efficacy of UniFirst's hygienic cleaning process. *(* Poly-bag services incur additional charges.)*

If any Merchandise supplied hereunder is Merchandise that: (1) UniFirst does not stock for whatever reason (including due to style, color, size or brand); (2) consists of non-UniFirst manufactured or customized FR Merchandise; or (3) consists of Merchandise that has been permanently personalized (in all cases known as "Non-Standard Merchandise"), then, upon the discontinuance of any Service hereunder at any time for any reason, including expiration, termination, or cancellation of this Agreement, with or without cause, deletion of any Non-Standard Merchandise from Customer's Service Program, or due to employee reductions (in each case a "Discontinuance of Service"), Customer will purchase at the time of such Discontinuance of Service all affected Non-Standard Merchandise items then in UniFirst's inventory (in-service, shelf, as well as any manufacturer's supplies ordered for Customer's use), paying for same the replacement charges then in effect.

Customer agrees not to contaminate any Merchandise with asbestos, heavy metals, solvents, inks, or other hazardous or toxic substances ("contaminants"). Customer agrees to pay UniFirst for all Merchandise that is lost, stolen, damaged or abused beyond repair. As a condition to the termination of this Agreement, for whatever reason, Customer will return to UniFirst all standard Merchandise in good and usable condition or pay for same at the replacement charges then in effect.

**OBLIGATIONS AND REMEDIES.** If Customer breaches or terminates this Agreement before the expiration date for any reason (other than for UniFirst's failure under the performance guarantee described above), Customer will pay UniFirst, as liquidated damages and not as a penalty (the parties acknowledging that actual damages would be difficult to calculate with reasonable certainty) an amount equal to 50 percent of the average weekly amounts invoiced in the preceding 26 weeks, multiplied by the number of weeks remaining in the current term. These damages will be in addition to all other obligations or amounts owed by Customer to UniFirst, including the return of Standard Merchandise or payment of replacement charges, and the purchase of any Non-Standard Merchandise items as set forth herein.

This Agreement shall be governed by Massachusetts law (exclusive of choice of law). If a dispute arises from or relates in any way to this Agreement or any alleged breach thereof at any time, the parties will first attempt to resolve the claim or dispute by negotiation at agreed time(s) and location(s). All negotiations are confidential and will be treated as settlement negotiations. Any matter not resolved through direct negotiations within 30 days shall be resolved exclusively by final and binding arbitration, conducted in the capital city of the state where Customer has its principal place of business (or some other location mutually agreed), pursuant to the Expedited Rules of the Commercial Arbitration Rules of the American Arbitration Association, and governed by the Federal Arbitration Act, to the exclusion of state law inconsistent therewith. The parties will agree upon one (1) Arbitrator to settle the controversy or claim. The successful or substantially prevailing party in any proceeding, including any appeals thereof (as determined by the Arbitrator/court) shall recover all of its costs and expenses including, without limitation, reasonable attorney fees, witness fees, and discovery costs, all of which shall be included in and as a part of the judgment or award rendered hereunder. This provision for Arbitration is specifically enforceable by the parties; the Arbitrator shall have no power to vary or ignore the provisions hereof; and, the decision of the Arbitrator in accordance herewith, may be entered in any court having jurisdiction thereof. Customer acknowledges that, with respect to all such disputes, it has voluntarily and knowingly waived any right it may have to a jury trial or to participate in a class action or class litigation as a representative of any other persons or as a member of any class of persons, or to consolidate its claims with those of any other persons or class of persons. If this prohibition against class litigation is ruled to be unenforceable for any reason in any proceeding, then the prohibition against class litigation shall be void and of no force and effect in that proceeding.

**MISCELLANEOUS.** The parties agree that this Agreement represents the entire agreement between them. In the event Customer issues a purchase order to UniFirst at any time, none of the standard pre-printed terms and conditions therein shall have any application to this Agreement or any transactions occurring pursuant hereto or thereto. UniFirst may, in its sole discretion, assign this Agreement. Customer may not assign this Agreement without the prior written consent of UniFirst. Customer agrees that in the event it sells or transfers its business, it will require the purchaser or transferee to assume all obligations and responsibilities under this Agreement, provided that such assumption shall not relieve Customer of its liabilities hereunder and provided further that any failure by a purchaser or transferee to assume this Agreement shall constitute a breach and early termination of this Agreement resulting in the obligation to pay all amounts on account thereof as set forth in this Agreement. Neither party will be liable for any incidental, consequential, special, or punitive damages. In no event shall UniFirst's aggregate liability to Customer for any and all claims exceed the sum of all amounts actually paid by Customer to UniFirst. In the event any portion of this Agreement is held by a court of competent jurisdiction or by a duly appointed arbitrator to be unenforceable, the balance will remain in effect. All written notices provided to UniFirst must be sent by certified mail to the attention of the Location Manager. In Texas and certain other locations, UniFirst's business is conducted by, and the term "UniFirst" as used herein means, UniFirst Holdings, Inc. d.b.a. UniFirst.