BURBANK UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

REGULAR MEETING

Thursday, August 17, 2023

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

Burbank City Hall
275 E. Olive Avenue
Burbank, California

AGENDA

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

1. CALL TO ORDER

1.a NOTICE TO THE PUBLIC

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

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

1. Speakers who wish to provide a Public Comment virtually should sign up at this link: https://forms.gle/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
The Board will meet in Closed Session for the purpose of the following:

3.a Conference with Legal Counsel - Existing Litigation Pursuant to Government Code §54956.9 (b)(1) and (b)(3)(A)
Final Settlement Agreement for Special Education Student 960036318

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

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.

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

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.

10. PUBLIC HEARING - Approximately 7:30 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.

Public Hearing Initial Proposal BTA 081723.pdf

11. NEW AND/OR UNFINISHED BUSINESS

11.a Approval of the District's 2023 - 2024 Initial Bargaining Proposal with the Burbank Teachers Association (BTA)
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends 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

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
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends 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

11.c Designation of Andrew Cantwell, Assistant Superintendent of Administrative Services, as District's Lead Representative for Labor Negotiations
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends 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

11.d Los Angeles County School Trustees Association (LACSTA) 2023-24 Annual Representation
John Paramo, Interim Superintendent, recommends that the Board of Education designate a representative to the Los Angeles County School Trustees Association for the 2023-24 school year, as presented.

LACSTA.pdf

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
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends 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

11.f Acceptance of Gifts
John Paramo, Interim Superintendent, recommends that the Board of Education take formal action accepting the following gifts to the District, and that the Board President convey appreciation to the donors, as presented.

Gift Report 081723.pdf

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

12.a Approval of Personnel Report Number 23-24-03
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends 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

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

2022-2023 PURCHASE ORDER REPORT.pdf

12.c 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 July 24, 2023, as presented.

2023-2024 PURCHASE ORDER REPORT.pdf

12.d Approval of Warrants
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends 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

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

Inst Consultant 081723_Redacted.pdf

12.f Ratification of Agreement for Professional Services (Special Education)
Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and 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

12.g 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 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

12.h 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 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

12.i Ratification of Agreement for Professional Services (Special Education)
Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and 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

12.j Ratification of Contract Renewal, Garland/DBS Inc. (GDI), Roof Maintenance Agreement, District-Wide (Restricted Routine Maintenance)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends 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

12.k Acceptance of Notice of Completion, ADCO Roofing, Roof Removal and Restoration at Muir Middle School (Routine Restricted Maintenance Funds)
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends 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

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)
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends 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

12.m Acceptance of Notice of Completion, Moe Plumbing, Furnish and Replace 140 ft Sewer Line for William McKinley Elementary School (General Fund)
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends 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

12.n Ratification of an Award of Contract, Intercom Clock & Signal Service (ICS), District-Wide Cellular Monitoring Services, Various Sites (General Fund)
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends 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

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)
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an award of contract between Burbank Unified School District and Western Fence & Supply Co., DBA Pilgrim Fence Co., to Furnish and Install 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

12.p Approval of Renewal Agreement for Professional Services, Amtech Elevator Services, District-Wide Elevator Inspection and Maintenance (Restricted Maintenance)
Andrew Cantwell, Assistant Superintendent, Administrative Services recommends 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

12.q Notice of Completion, Reliable Floor Covering Inc., Furnish and Install Auditorium Flooring Replacement, Miller Elementary School (Routine Maintenance)
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends 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

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)
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends 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

12.s Approval of Professional Agreement with Dannis Woliver Kelley
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends 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

12.t Approval of Amended Contract Extension for Bid# 1920-025, Transportation Services with First Student, Inc.
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends 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

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)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends 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

12.v Ratification of the Renewal of Agreement with Softchoice for Sophos Ltd., District-wide (General Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends 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

12.w Approval of John Burroughs High School Vocal Music Association (Overnight) Field Trip

Linda Junge, Assistant Superintendent, Instructional Services, recommends that 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

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.

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.

13.c Board Members' Comments and Responses

Board Members will respond to public comment and will comment on items of interest to the community.

14. ADJOURNMENT

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Andrew Cantwell, Assistant Superintendent, Administrative Services
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Secretary
PREPARED BY:	Terri Ramirez-Adams, Senior Administrative Secretary
DATE:	August 17, 2023
SUBJECT:	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)

Background:

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

Discussion/Issues:

In accordance with the collective bargaining agreement with BTA, an Amendment to the Current Collective Bargaining Agreement for 2023 - 2024 will be negotiated. The District's initial proposal is presented for public review and comment as outlined in the attached Exhibit.

Fiscal Impact:

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

Recommendation:

The Board of Education will hold a public hearing to allow public comment regarding the 2023 - 2024 Initial Bargaining Proposal to the Burbank Teachers Association, as presented.

Burbank Unified School District
Administrative Services

TO: Nicole Drabecki, BTA President
Alex Moore, BTA Labor Representative

FROM: Andrew Cantwell
Assistant Superintendent, Administrative Services

DATE: August 9, 2023

SUBJECT: Initial Proposal, 2023 - 2024 Amendment to the Current Agreement with The Burbank Teachers Association

Pursuant to Article 35 of the Collective Bargaining Agreement between the Burbank Unified School District and the Burbank Teachers Association, the District proposes to begin negotiations relative to a 2023 - 2024 Amendment to the Current Agreement.

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

Article 7: Wages
The District wishes to explore compensation.

Article 8: Health and Welfare Benefits
The District will explore benefits as a part of the total compensation offered to employees.

Article 9: Hours of Employment
The District will negotiate hours of employment.

Article 13: Leaves
The District wishes to reopen article 13 to ensure leave policy is most appropriately supporting employees and district needs.

The District's initial proposal will be presented for public review and comment and the public will be invited to comment at the Public Hearing to be held at the regular scheduled Board meeting on August 17, 2023. The District will sunshine the initial proposal at the August 17, 2023 Board Meeting.

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

Cc: Steve Ferguson, Board President
John Paramo, Interim Superintendent

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Andrew Cantwell, Assistant Superintendent, Administrative Services
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Secretary
PREPARED BY:	Terri Ramirez-Adams, Senior Administrative Secretary
DATE:	August 17, 2023
SUBJECT:	Approval of the District's 2023 - 2024 Initial Bargaining Proposal with the Burbank Teachers Association (BTA)

Background:

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

Discussion/Issues:

In accordance with the collective bargaining agreement with BTA, an Amendment to the Current Collective Bargaining Agreement for 2023 - 2024 will be negotiated. The District's initial proposal is presented for public review and comment as outlined in the attached Exhibit.

Fiscal Impact:

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

Recommendation:

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends 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.

Burbank Unified School District
Administrative Services

TO: Nicole Drabecki, BTA President
Alex Moore, BTA Labor Representative

FROM: Andrew Cantwell
Assistant Superintendent, Administrative Services

DATE: August 9, 2023

SUBJECT: Initial Proposal, 2023 - 2024 Amendment to the Current Agreement with The Burbank Teachers Association

Pursuant to Article 35 of the Collective Bargaining Agreement between the Burbank Unified School District and the Burbank Teachers Association, the District proposes to begin negotiations relative to a 2023 - 2024 Amendment to the Current Agreement.

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

Article 7: Wages
The District wishes to explore compensation.

Article 8: Health and Welfare Benefits
The District will explore benefits as a part of the total compensation offered to employees.

Article 9: Hours of Employment
The District will negotiate hours of employment.

Article 13: Leaves
The District wishes to reopen article 13 to ensure leave policy is most appropriately supporting employees and district needs.

The District's initial proposal will be presented for public review and comment and the public will be invited to comment at the Public Hearing to be held at the regular scheduled Board meeting on August 17, 2023. The District will sunshine the initial proposal at the August 17, 2023 Board Meeting.

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

Cc: Steve Ferguson, Board President
John Paramo, Interim Superintendent

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Andrew Cantwell, Assistant Superintendent, Administrative Services
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Secretary
PREPARED BY:	Terri Ramirez-Adams, Senior Administrative Secretary
DATE:	August 17, 2023
SUBJECT:	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

Background:

For several years, the Burbank Unified School District has been participating in a pool of school districts within Los Angeles County that assigns its delinquent property tax receivables to the California Statewide Delinquent Tax Finance Authority. This authority is then authorized to sell or assign any or all of its rights to enforce and collect on these delinquent, uncollected property taxes. The current program is set to pay a 10% premium. Since the initiation of this program in 2002, this program has generated more than $95.9 million in additional unrestricted income for its participating school agencies. For Burbank Unified alone, this amount has been nearly $1,045,000.

Discussion/Issues:

The Authority maintains a separate Board to govern its policies and procedures. The Board has selected Tower Capital Management LLC of Morristown, New Jersey to be its underwriter for the next three years. Tower Capital will be funding the LEAs' share of the 1% levy delinquent property taxes for fiscal years 2022-23, 2023-24, and 2024-25. In order for the District to continue its relationship in this pool, the Board must take action to adopt a resolution extending the contract for Burbank Unified to continue to participate in the program for the next three years. The resolution names the officers of the District who are authorized to execute the documents annually associated with processing the time sensitive actions associated with implementation of this program.

Fiscal Impact:

Lack of approval of this action will result in a loss of revenue to the school district.

Recommendation:

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends 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 NO. 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 IN EACH OF THE YEARS 2023, 2024 AND 2025, AND AUTHORIZING EXECUTION AND DELIVERY OF RELATED DOCUMENTS AND ACTIONS

WHEREAS, under Section 6516.6(b) of the Government Code of the State of California (the "Law"), a school district, community college district or other local educational agency is authorized to sell and assign to a joint powers authority any or all of its right, title, and interest in and to the enforcement and collection of delinquent and uncollected property taxes, assessments, and other receivables that have been levied by it or on its behalf for collection on the secured, unsecured, or supplemental property tax rolls, in accordance with such terms and conditions as are set forth in an agreement with the joint powers authority; and

WHEREAS, the California Statewide Delinquent Tax Finance Authority (the "Authority") has been formed as a joint powers authority for the purpose of purchasing delinquent *ad valorem* property taxes in accordance with Section 6516.6 of the Law upon terms and conditions which are acceptable to local educational agencies in Los Angeles County; and

WHEREAS, under the Law the amount of property tax receipts to be reported in a fiscal year for revenue limit purposes is equal to 100% of the local educational agency's allocable share of the taxes distributed to it for the fiscal year, and any additional amounts will not be reported and will be provided directly to the local educational agency; and

WHEREAS, the Authority has financed the purchase of tax receivables from the Burbank Unified School District (the "District") in prior fiscal years; and

WHEREAS, the Authority has requested the District to consider selling it certain delinquent tax receivables arising with respect to the fiscal years ending June 30 in each of the years 2023, 2024 and 2025 (collectively, the "Tax Receivables"), at a purchase price which is at least equal to 110.0% of the amount of Tax Receivables; and

WHEREAS, in order to provide funding for the purchase of the Tax Receivables, the Authority has made arrangements to issue and sell a certificate of participation for each fiscal year to a designee of Tower Capital Management, LLC, a Delaware limited liability company; and

WHEREAS, the Governing Board of the District (the "Board") wishes to take its action at this time approving the sale of the Tax Receivables to the Authority, and approving related documents and actions;

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the Burbank Unified School District as follows:

Section 1. **Sale of Tax Receivables to Authority**. The Board hereby approves and authorizes the sale of the Tax Receivables to the Authority, at a purchase price to be determined and approved by the Board of Directors of the Authority in each of the respective years covered by this Resolution.

Section 2. **Approval of Purchase and Sale Agreements**. The sale of Tax Receivables shall be accomplished under a Purchase and Sale Agreement (the "Purchase and Sale Agreement") between the District and the Authority, in substantially the form executed by the District in connection with previous sales of tax receivables to the Authority.

The Purchase and Sale Agreement is hereby approved in substantially the form on file with the Clerk of the Board, together with any changes therein or modifications thereof approved by the Superintendent or the Chief Business Officer of the District (each, an "Authorized Officer"). The Authorized Officers are individually authorized and directed to execute and deliver each such Purchase and Sale Agreement on behalf of the District, and the execution and delivery of each such Purchase and Sale Agreement by an Authorized Officer shall be conclusive evidence of the approval of any such changes and modifications. The Board hereby authorizes the delivery and performance of each of the Purchase and Sale Agreements.

Section 3. Official Actions. The Authorized Officers and any and all other officers of the District are hereby authorized and directed, for and in the name and on behalf of the District, to do any and all things and take any and all actions, including execution and delivery of any and all assignments, certificates, requisitions, agreements, notices, consents, instruments of conveyance, warrants and other documents, which they, or any of them, may deem necessary or advisable in order to consummate the sale of the Tax Receivables to the Authority and the other transactions described herein. Whenever in this resolution any officer of the District is authorized to execute or countersign any document or take any action, such execution, countersigning or action may be taken on behalf of such officer by any person designated by such officer to act on his or her behalf in the case such officer is absent or unavailable.

Section 4. Effective Date. This resolution shall take effect from and after the date of approval and adoption thereof.

PASSED AND ADOPTED this 17th day of August, 2023, by the following vote:

AYES:

NOES:

ABSENT:

_____
Board President

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Andrew Cantwell, Assistant Superintendent, Administrative Services
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Secretary
PREPARED BY:	Terri Ramirez-Adams, Senior Administrative Secretary
DATE:	August 17, 2023
SUBJECT:	Designation of Andrew Cantwell, Assistant Superintendent of Administrative Services, as District's Lead Representative for Labor Negotiations

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Background:

Government Code Section 54947.6 of the California Brown Act, the state's opening meeting law, requires local agencies, including school districts, to provide public notice of agency representatives attending closed sessions for labor negotiations by specifying the names of the designated representatives attending the closed session and the employee organization in question or, for unrepresented employees, a designation of the unrepresented employees who are the subject of the negotiations.

Discussion/Issues:

The District would like to appoint Andrew Cantwell, Assistant Superintendent, Administrative Services as the District's Lead Representative for Labor Negotiations with the following unions and unrepresented employee positions:

- Burbank Teachers Association (BTA)
- California School Employee Association (CSEA)
- Burbank Association of School Administrators (BASA)

Fiscal Impact:

There is no fiscal impact to making this appointment.

Recommendation:

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends 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.

Burbank Unified School District
Office of the Superintendent

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	John Paramo, Interim Superintendent
PREPARED BY:	Cindy Quiterio, Executive Assistant to the Board of Education/Superintendent
SUBMITTED BY:	Cindy Quiterio, Executive Assistant to the Board of Education/Superintendent
DATE:	August 17, 2023
SUBJECT:	Los Angeles County School Trustees Association (LACSTA) 2023-24 Annual Representation

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Background:
The Los Angeles County School Trustees Association (LACSTA), founded in 1937, is an organization of school boards in the County of Los Angeles. Ninety percent of the 93 school and community college districts within the county are members of LACSTA. The Burbank Board of Education is a member of LACSTA.

LACSTA serves as a resource for school board members by providing training, informational support, and opportunities to network with other school board members within the county. LACSTA's mission is to (1) Provide programs and services that support school board members; (2) Promote networking among school board members; and (3) Collaborate and liaison with the California School Boards Association.

Discussion/Issues:
Each year LACSTA asks member school districts to designate a Board of Education representative to the Association. The role of the representative is to (1) Vote on all Association matters and (2) Communicate between the Executive Board, the Association, and the local Board.

The LACSTA representative is a separate position from that of the voting delegate for the annual County Committee election, unless the Board chooses to name the same person to handle both responsibilities.

Fiscal Impact:
There is no fiscal impact to the District.

Recommendation:
John Paramo, Acting Superintendent, recommends that the Board of Education designate a representative to the Los Angeles County School Trustees Association for the 2023-24 school year, as presented.

Los Angeles County
School Trustees Association

2023-2024 Executive Board

Tina Fredericks, *President*
Pasadena USD

Dr. Alma Castro, *Vice President*
Lynwood USD

Nichelle Henderson, *Secretary/Treasurer*
Los Angeles CCD

Directors

Renita Armstrong, *Director*
Bellflower USD

Lisa Michelle Dabbs, *Director*
East Whitter City SD

Esther Mejia, *Director*
El Rancho USD

Tracey Miller-Zarneke, *Director*
El Segundo USD

Christine Salazar, *Director*
Hacienda La Puente USD

Margaret Evans, *Director*
Inglewood USD

Nancy Smith, *Director*
Palmdale SD

Dr. Steven Gibson, *Director*
Pasadena CCD

Matt Watson, *Director*
Saugus Union SD

Dr. Rose Lopez, *Director*
West Covina USD

Past Presidents

Micah Ali
Compton USD

Nicholas Aquino
Los Nietos SD

Barbara Dickerson
Citrus CCD

Eugene Krank
Hawthorne SD

Donald LaPlante
Downey USD

Steven Llanusa
Claremont USD

James Osterling
Pasadena CCD

Ann M. Phillips
Lawndale SD

Larry Redinger
Walnut Valley USD

Suzan Solomon
Newhall SD

Scott Svonkin
Los Angeles CCD

Linda S. Wah
Pasadena CCD

Cindy Wu
Mountain View SD

July 17, 2023

TO: Superintendents and Board Presidents
Los Angeles County School Districts and Community Colleges

FROM: Tina Fredericks, President
Los Angeles County School Trustees Association

SUBJECT: **2023-2024 Annual Representation**

Please place an item on the agenda of your Board's organizational meeting to designate your Board's representative to the 2023-2024 Los Angeles County School Trustees Association.

The role of the representative is to:

- Vote on all Association matters
- Participate in LACSTA meetings and/or activities which offer opportunities for networking, sharing of knowledge and experiences, and professional development
- Have your district's trustees and superintendent register for **LACSTA meetings** if they plan to attend: https://tinyurl.com/LACSTA-meetings
- Have your district's trustees and superintendent register for **LACSTA social mixers** if they plan to attend: https://tinyurl.com/LACSTA-socials
- Communicate between the Executive Board, the Association, and the local Board

The LACSTA representative is a separate position from that of the voting delegate for the annual County Committee election, unless the Board chooses to name the same person to handle both responsibilities. *Note: all trustees and superintendents of member districts are welcome to attend LACSTA meetings, but only one trustee is the voting representative.*

After your Board has designated a representative, please complete the form below and return it via JET MAIL to Naime Laskar at the Los Angeles County Office of Education, 9300 Imperial Highway, EC-103, Downey CA 90242 or EMAIL to Laskar_Naime@lacoe.edu by **Friday, September 29, 2023.**

Thank you for your assistance.

2023-2024 Annual Representation

Annual Representative
July 1, 2023 – June 30, 2024

DISTRICT/COMMUNITY COLLEGE:

_____

(Please print or type name):

_____ has been selected by our Board as the Annual Representative to the Los Angeles County School Trustees Association for 2023-2024. The representative shall perform duties as described in Standing Rule #6 (as below):

Representatives: Each School Board will be asked to select a Board member at their organizational meeting to serve as the LACSTA representative. The representative's role is to:

a. vote on all Association matters

b. communicate between the Executive Board, the Association, and the local Board

Signed/Print Name: _____

Name of Superintendent: _____

Email of Superintendent: _____

Email Address of Representative: _____

Date: _____

Please complete form and JET mail or EMAIL:

Naime Laskar
Los Angeles County Office of Education
9300 Imperial Highway, Downey CA 90242
Education Center – Room 103
Laskar_Naime@lacoe.edu

Los Angeles County School Trustees Association

INVOICE

Membership Dues

July 1, 2023 – June 30, 2024

DISTRICT:_____

TOTAL AMOUNT DUE: $_____

(Calculated by the number of your board members multiplied by the dues fee of$30.00)

For example:

5 people board: 5 x $30 =$150. Total payment: $150

7 people board: 7 x $30 = $210. Total payment $210

The annual amount per trustee per year for membership period July 1 to June 30 shall be payable starting July 1st and become delinquent October 1st.

Please make your checks payable to LACSTA,

Memo on check: FY 2023-2024 Membership Dues and JET mail to:

Naime Laskar
Los Angeles County Office of Education
9300 Imperial Highway, Downey CA 90242
Education Center – Room 103

NO PURCHASE ORDERS

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Andrew Cantwell, Assistant Superintendent, Administrative Services
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Secretary
PREPARED BY:	Terri Ramirez-Adams, Senior Administrative Secretary
DATE:	August 17, 2023
SUBJECT:	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

Background:

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

Discussion/Issues:

The District received a letter from BTA, requesting that the Reopener Negotiations proposal for a 2023 - 2024 Amendment to the Current Agreement, be presented to the Board of Education, requesting to open Article 7 - Wages, Article 8 - Health and Welfare Benefits, Article 9 - Hours of Employment, Article 15 - Safety, Article 13 - Leaves, and Work Calendars.

Fiscal Impact:

As this is simply an initial bargaining proposal, there is no fiscal impact for the Burbank Unified School District at this time.

Recommendation:

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends 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.

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

August 8, 2023

Andrew Cantwell
Assistant Superintendent Administrative Services
Burbank Unified School District
1900 W. Olive Avenue
Burbank, CA 91506

RE: Burbank Teachers Association Reopener Negotiations Initial Proposal

Dear Mr. Cantwell,

On behalf of the Burbank Teachers Association ("BTA") and according to Article 35 Section 35.2 of the Collective Bargaining Agreement between BTA and the Burbank Unified School District ("BUSD"), BTA submits this request to begin 2023-2024 reopener negotiations.

The Association proposes negotiations on the following topics:

- **Article 7 – Wages** and **Article 8 – Health and Welfare Benefits**: In recent years, BUSD has lost skilled educators to neighboring districts because of lower wages and more expensive health benefits. BTA and BUSD share an interest in recruiting and retaining the best educators for Burbank students, which will require continued improvement in educators' wages and the cost of health benefits. BTA recognizes that the parties may only open Article 8 by mutual agreement. However, due to the urgency of the need, BTA proposes the parties mutually agree to explore all options for improvement of healthcare cost and quality. BTA believes this is especially critical since significant health and welfare benefit improvements often take multiple years of sustained effort and involve numerous stakeholders.

- **Article 9 – Hours of Employment**: BTA seeks to improve students' access to electives in middle school by offering a zero-period. This issue significantly impacts students in English Language Development. Furthermore, BTA aims to memorialize two minimum days per year for middle schools focused on professional development and collaboration in our contract.

- **Article 15 – Safety**: According to the American Psychological Association, one out of every three teachers reported an incident of verbal harassment or threatening behavior from a student, and twenty-nine percent reported an incident of verbal harassment or threatening behavior from a parent. Anecdotally and statistically, educators and school support staff feel less safe today than before the COVID-19 pandemic. BTA believes educator and staff safety directly contributes to student safety. We intend to seek improvements to Article 15 - Safety that ensures educators who work at BUSD are safe on campus and play a role in developing and implementing the policies and procedures that keep them safe.

- **Article 13** – **Leaves**: BUSD's educators practice many faiths, some of which the parties have not traditionally incorporated in the work calendar. BTA seeks to improve educators' options for honoring the holidays of their faith, even when they fall on an instructional day. BTA recognizes that Article 35 traditionally limits the parties to two articles in a reopener year. However, BTA proposes Article 13 – Leaves as a mutual reopener.

- **Work Calendars**: Following Article 35 Section 35.2, BTA intends to negotiate work calendars for the next school year.

Very Respectfully,



Nicole Drabecki

BTA President

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	John Paramo, Interim Superintendent
PREPARED BY:	Terri Ramirez-Adams, Senior Administrative Secretary
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Secretary
DATE:	August 17, 2023
SUBJECT:	Acceptance of Gifts

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

a. Office Depot OfficeMax wishes to donate to the District $119.97 to be used for materials and supplies at Dolores Huerta Middle School.

b. Office Depot OfficeMax wishes to donate to the District $2,000 to be used for materials and supplies at Dolores Huerta Middle School.

c. Mr. and Mrs. Kim wish to donate to the District $50,000 to be used at the Principal's discretion at Emerson Elementary.

d. Burbank High School Baseball Boosters wishes to donate to the District $400 to be used towards Coach Tony Ciccone's coaching stipend at Burbank High School.

e. Project Tomorrow wishes to donate to the District $500 to be used for materials and supplies at Burbank High School.

TO: Board of Education / Superintendent Consent 8/17/2023

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

SUBJECT: Certificated Personnel - Report Number 23-24-03. 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
RICCIUTI, DANIELLE Stevenson Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2150000	100		Began Service 8/5/2019	7/31/2023
MCCALLON, SEAN Huerta Middle School	Middle School Assistant Principal - FTE:100%	01.0-00000.0-00000-27000-1313-3210000	100	STP: $4452	Began service 8/18/2008	7/24/2023
CELAYA, CATHERINE John Muir Middle School	Middle School Assistant Principal - FTE:100%	01.0-00000.0-00000-27000-1313-3220000	100	STP: $1484	Began service 8/18/2008	7/31/2023
PIPER, MARY MORGEN Burbank High School	Special Ed Teacher - FTE:100%	01.0-65000.0-57602-11200-1110-4310000	100	STP: $3224	Began Service 8/10/2020	7/15/2023
MCMAHON, AMANDA Burroughs High School	Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-4320000 01.0-01500.0-11100-10000-1110-4322000 01.0-01501.0-47600-21000-1910-7420000	60 20 20	STP: $1512	Began Service 12/01/2006	7/25/2023

REASSIGNMENT	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
CONCIDINE, MICHAEL Special Education	Special Ed Teacher Special Ed Teacher - FTE:100%	01.0-65000.0-57601-11100-1110-3200000	100	STP: $3224		8/7/2023
MAZUR, RUBY Luther Middle School	Tosa Title I TOSA - FTE:100%	01.0-30100.0-00000-21300-1910-3209000	100	STP: $1512		8/7/2023

ELECTION: PERMANENT	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
REINKING, ANNE Instructional Services	Teacher Elementary Music Tchr - FTE:100%	01.0-00000.0-17000-10000-1110-7420000	100	RA:005 - ST:19		8/7/2023

ELECTION: PROBATIONARY	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
CZAJA, LIDIA	Elementary Spec Ed Teacher	01.0-65000.0-57602-11200-1110-2090000	100	RA:006 - ST:10		8/7/2023
Mc Kinley Elementary School	- FTE:100%			STP: $3224		
CORNEJO, CARA	Elementary Teacher	01.0-00000.0-47601-10000-1110-2090000	61	RA:006 - ST:07		8/7/2023
Mc Kinley Elementary School	Tchr Dual Immersion Kinder. -	01.0-01500.0-47601-10000-1110-2090000	39	STP: $1512		
WELTER, ANABEL	Middle School Teacher	01.0-00000.0-11100-10000-1110-3220000	100	RA:004 - ST:06		8/7/2023
John Muir Middle School	- FTE:100%					
THOMPSON, KELLI	Special Ed Teacher	01.0-65000.0-57602-11100-1110-2160000	100	RA:005 - ST:04		8/7/2023
Washington Elementary School	Special Ed LEAP - FTE:100%			STP: $1712		
MCDERMOTT, MATTHEW	Teacher	01.0-06350.0-38000-10000-1110-7910000	60	RA:001 - ST:01		8/7/2023
Burbank High School	CTE Teacher - FTE:100%	01.0-00000.0-38000-10000-1110-4310000	20			
		01.0-00000.0-11100-10000-1110-4310000	20			
PARK, SAELOM	Teacher	01.0-00000.0-11100-10000-1110-4320000	100	RA:005 - ST:01		8/7/2023
Burroughs High School	Math - FTE:100%					
REYES, DALI	Teacher	01.0-65000.0-57602-11200-1110-4320000	100	RA:004 - ST:01		8/7/2023
Burroughs High School	Teacher - FTE:100%					
RYFFE, BRANDON	Teacher	01.0-00000.0-11100-10000-1110-4320000	100	RA:001 - ST:04		8/7/2023
Burroughs High School	- FTE:100%					
ARNOLD, BRANDON	Teacher	01.0-01500.0-11100-10000-1110-3222000	100	RA:006 - ST:04		8/7/2023
John Muir Middle School	- FTE:100%			STP: $1512		
KASUMYAN, ARMAN	Teacher	01.0-00000.0-11100-10000-1110-3220000	100	RA:003 - ST:04		8/7/2023
John Muir Middle School	Teacher - FTE:100%			STP: $1512		
VO, KATELYN	Teacher	01.0-00000.0-11100-10000-1110-3220000	100	RA:004 - ST:01		8/7/2023
John Muir Middle School	Teacher - FTE:100%					
WOO, JAMES	Teacher	01.0-00000.0-11100-10000-1110-3200000	100	RA:003 - ST:10		8/7/2023
Luther Middle School	Teacher - FTE:100%			STP: $1512		
OSMONSON, RUSS	Teacher	01.0-02200.0-32000-10000-1110-5300000	100	RA:006 - ST:16(T)		8/7/2023
Monterey Continuation	Teacher - FTE:100%			STP: $1512		

ELECTION: PROB IE OR ZERO	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
SANMARTI, JESSICA	Teacher	01.0-00000.0-11100-10000-1110-4310000	100			8/7/2023
Burbank High School	Teacher - FTE:100%			STP: $1512		
EBERT, KENDALL	Teacher	01.0-67620.0-15000-10000-1110-7429000	100			8/7/2023
Luther Middle School	- FTE:100%			STP: $1512		

ELECTION: TEMPORARY	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
CARRILLO, JISELH Disney Elementary School	Elementary Teacher Elementary Teacher - 2nd grade -	01.0-00000.0-11100-10000-1110-2010000	100	RA:004 - ST:02 STP: $1512		8/7/2023 5/24/2024
HECKMANN, LINDSEY J Miller Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2100000	100	RA:004 - ST:02		8/7/2023 5/24/2024
LUCAS, PAIGE J Miller Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2100000	100	RA:005 - ST:16		8/7/2023 5/24/2024
PRICE, ERIN Mc Kinley Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2090000	100	RA:001 - ST:04		8/7/2023 5/24/2024
PERALTA, ANTHONY Roosevelt Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2140000	100	RA:004 - ST:02 STP: $1512		8/7/2023 5/24/2024
GRENDON, RYAN Thomas Edison Elementary School	Elementary Teacher Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2020000	100	RA:003 - ST:03		8/7/2023 5/24/2024
HUBERT, LORRI Thomas Edison Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2100000	100	RA:006 - ST:16 STP: $1512		8/7/2023 5/24/2024
RIVLIN, KRISTINE Thomas Edison Elementary School	Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2020000	100	RA:003 - ST:01 STP: $1512		8/7/2023 5/24/2024
OLIVA, XOCHIL Harte Elementary School	Special Ed Teacher LEAP - FTE:100%	01.0-65000.0-57602-11100-1110-2050000	100	RA:001 - ST:02		8/7/2023 5/24/2024
DEGENER, BROOKE Mc Kinley Elementary School	Special Ed Teacher SDC - Elementary - FTE:100%	01.0-65000.0-57602-11100-1110-2090000	100	RA:005 - ST:15 STP: $3224		8/7/2023 5/24/2024
BROWN, CAMILLE John Muir Middle School	Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-3220000	100	RA:001 - ST:01		8/7/2023 3/26/2024
CHRISTIAN, BROOKE Mc Kinley Elementary School	Teacher - FTE:100%	01.0-01500.0-11100-10000-1110-2092000	100	RA:003 - ST:01		8/7/2023 5/24/2024
CHANG, ANGELA J Miller Elementary School	Tosa - Elem. Level Curriculum Specialist - FTE:100%	01.0-01500.0-00000-21300-1910-7420000	100	RA:004 - ST:14 STP: $1512		8/7/2023 5/24/2024

ELECTION: MANAGEMENT	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
RUDCHENKO, SARAH Human Resources	Asst. Supt /or Chief Hr Officer Asst. Supt. HR /or Chief HR Officer	01.0-00000.0-00000-72000-1314-7550000	100	STP: $4452		7/17/2023

CHANGE OF STATUS	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
CAPELLE, MELISSA Burroughs High School	Special Ed Teacher SDC - FTE:100%	01.0-65000.0-57602-11200-1110-4320000	100	RA:004 - ST:03 STP: $3224	Change from Temp to Prob 2	8/7/2023

CHANGE OF ASSIGNMENT	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
FLYNN, MARGARET Instructional Services	Arts And Career Technical Ed. Coordinator - FTE:100%	01.0-00000.0-00000-21000-1311-7420025 01.0-90206.0-00000-21000-1311-7428000	50 50	RA:028 - ST:08 STP: $1484		7/1/2022
MICHEL, MARIBEL Childrens Center	Cc Teacher: School Age CC Teacher-9.5 months -	12.0-90602.0-11100-10000-1110-7540000	100	RA:005 - ST:04 STP: $94	Change from IACC to CC Teacher	
KNAPIK, PETER Instructional Services	Director, Elementary Education And Director - FTE:100%	01.0-00000.0-00000-21000-1310-7420000	100	RA:002 - ST:08 STP: $4452		7/1/2022
ANDERS, ROBYN Instructional Services	Director, Instructional Technology & Director - FTE:100%	01.0-00000.0-00000-24200-1311-7420025	100	RA:002 - ST:08 STP: $4452		7/1/2022
CASHMAN, STACY Instructional Services	Director, Student And Health Services Director - FTE:100%	01.0-00000.0-00000-72000-1310-7450000	100	RA:001 - ST:08 STP: $1484		7/1/2022
KNAPIK, PETER Instructional Services	Interim Asst. Supt Ed Services Interim Asst. Supt. Ed Services -	01.0-00000.0-00000-21000-1310-7420000	100	RA:A - ST:1 STP: $4452		7/21/2023 6/30/2024
HOWARD, COREY John Muir Middle School	Middle School Assistant Principal Assistant Principal Middle School -	01.0-74350.0-00000-27000-1313-3229000 01.0-00000.0-00000-27000-1313-3220000	50 50	RA:012 - ST:01 STP: $1484	Changing assignment from Title I TOSA to Assistant Principal.	7/1/2023
NORRINGTON, VANESSA Special Education	Program Specialist I I Program Specialist II - FTE:100%	01.0-00000.0-00000-21000-1311-7420025 01.0-90206.0-00000-21000-1311-7428000	50 50	RA:027 - ST:03 STP: $1484		7/1/2022
PEPES, CHRIS Burbank High School	Teacher Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-4310000	100	RA:006 - ST:15(T) STP: $1512		8/7/2023

CHANGE OF SALARY	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
CUSEO, SHARON Instructional Services	Assistant Superintendent Assistant Superintendent Instruction	01.0-00000.0-00000-72000-1314-7420000	100	Salary Rate: $18,812.75 STP: $1484		7/1/2023

ELECTION: SUBSTITUTE	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
JONES, CHEUKWA Human Resources	Sub Tchr/spec Ed Sub Tchr	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $200/210		8/7/2023

CHANGE OF STATUS/ASSIGNMENT	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
KNAPIK, PETER Instructional Services	Director, Elementary Education And Director - FTE:100%	01.0-00000.0-00000-21000-1310-7420000	100	STP: $4452	To end Director position	7/20/2023

ELECTION: CC SUB TEACHER	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
BOYAJIAN, AIDA Childrens Center	Sub: Cc Teacher	12.0-90602.0-11100-10000-1160-7540000	100			8/7/2023

ELECTION: LONG TERM SUBS	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE / ENDING DATE
CURAN, RYAN J Miller Elementary School	Long Term Sub Teacher Elementary PE	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $250.00		8/7/2023 12/22/2023

BURBANK UNIFIED SCHOOL DISTRICT
Personnel Report No. 23-24-03

August 17, 2023
Certificated - Hourly

Name	Program/Site	Task/Project	Type	Rate	Hour Cap	Applicable Payrolls
Aguilera, Lenora	Health Services	Additional Hours	Hourly	$117.80	18	July-Aug
Aleman, Richere	Health Services	Additional Hours	Hourly	$79.14	18	July-Aug
Dagata, Patty	Spec Ed	Other Hourly	Hourly	$37.95	45	July
Hernandez, Dorothy	CC	Summer Teacher	Hourly	$47.80	15	July
Howard, Corey	Muir	Additional Hours	Hourly	$62.00	12	June
Karapetian, Lusine	CC	Additional Hours	Hourly	$25.54	90	July-Aug
Lerner, Lia	Adult	Additional Hours	Hourly	$72.32	50	July
Oldroyd, Jennifer	Health Services	Additional Hours	Hourly	$67.80	18	July-Aug
Silva, Josefina	Washington CC	Additional Hours	Hourly	$29.58	40	July
Silva, Josefina	Washington CC	Additional Hours	Hourly	$29.58	24	July
Tadevosian, Valentine	Washington CC	CC Sub Teacher	Hourly	$16.76	220	July-Aug

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Retirement								
DEVALL, Barbara	Campus Supervisor	01.0-00000.0-00000-83000-210-4310000		36-VI	D	08-12-23		Burbank High School Began Service 10-22-01
Resignation								
AZNAVOUR, Yeran	Supervisor II, Food Service	13.0-53100.0-00000-37000-2312-4310000	1.0	19-3	D	07-10-23		Burbank High School
CRUZ, Alexandra	Library Coordinator	01.0-00000.0-00000-24200-2210-4310000	1.0	39-IV	C	07-23-23		Burbank High School
JONES, Cheukwa	Paraeducator – Special Education	01.0-65000.0-57602-11100-2110-2140000	.6875	38-V	D	08-07-23		Roosevelt Elementary
LOW, Alyssa	Director Fiscal Services	01.0-00000.0-00000-72000-2311-7470000		001-VII	A	07-24-23		Fiscal Services
RIOJAS, Jaime	Grounds Technician	01.0-00100.0-00000-82200-2210-7520000 01.0-81500.0-00000-82200-2210-7523000	.10 .90	43-V	A	7-20-23		Facilities Services
TARVERDYAN, Nelli	Paraeducator – English Language Learner	01.0-01501.0-47600-10000-2110-2060000	.375	37-I	D	07-18-23		Jefferson Elementary
Termination								
CL-0049-23	Human Resources	01.0-65000.0-57601-11106-2110-5330044		41-I	D	07-13-23		Human Resources
Additional Compensation for Bilingual Translation								
CUBILLAS, Ana	Paraeducator – Children's Center 12	12.0-61050.0-00010-10000-2110-2160000	1.0	37-VI	A	07-01-23	06-30-24	Children's Center Bilingual 1 - $49/month
DIAZ, Esperanza M	Intervention Specialist For At Risk Students	01.0-01500.0-00000-31100-2210-7420000	1.0	53-V	D	08-14-23	05-23-24	Emerson Elementary Bilingual 2 - $108/month
DIAZ, Yajaira	Office Assistant – Elementary	01.0-00000.0-00000-27000-2410-2060000	1.0	36-III	C	07-31-23	06-30-24	Jefferson Elementary Bilingual 2 - $108/month
GONZALEZ, Addys	Office Manager – Elementary	01.0-00000.0-00000-27000-2410-2010000	1.0	43-VI	C	07-01-23	06-30-24	Disney Elementary Bilingual 2 - $108/month

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Additional Compensation for Bilingual Translation (Continued)								
KAEDBEY, Nada	Secretary III	01.0-00000.0-00000-27000-2410-2060000 01.0-01501.0-47600-27000-2410-2060000	.7273 .2727	35-VI	C	08-07-23	06-30-24	Jefferson Elementary Bilingual 2 - $108/month
MORAN, Maria	Paraeducator – Severe Behavior II	01.0-65000.0-57601-11108-2110-2100000	.8125	47-VI	D	08-14-23	05-23-24	Miller Elementary Bilingual 2 - $108/month
POZOS, Rosalinda	Office Manager – Elementary	01.0-00000.0-00000-27000-2410-2140000	1.0	43-V	C	08-14-23	06-15-24	Roosevelt Elementary Bilingual 2 - $108/month
REINOSO, Patricia	Office Assistant – Elementary	01.0-00000.0-00000-27000-2410-2130000	1.0	36-VI	C	08-01-23	06-30-24	Providencia Elementary Bilingual 2 - $108/month
RODRIQUEZ-AVILA, Arlene	Secretary III	12.0-90602.0-00000-27000-2410-7540000	1.0	37-VI	A	07-01-23	06-30-24	Children's Center Bilingual 2 - $108/month
Additional Compensation for Health Care								
MORRIS, Elaine	Paraeducator – Special Education	01.0-65000.0-57602-11100-2110-2090000	.75	38-III	D	08-14-23	05-23-24	McKinley Elementary Health Care - $289/month
Change of Assignment – Classification/Location/FTE								
ALDAOUD, Sahar	Paraeducator – Severely Impaired	01.0-65000.0-57601-11100-2110-2143000	.7913	41-VI	D	08-14-23		Roosevelt Elementary
ANDERSON, Jennifer	Occupational Therapist	01.0-65000.0-57601-31409-2211-7440000	1.0	C-7	A	07-01-22		Special Education
AYALA, Veronica	Food Service Assistant	13.0-53100.0-00000-37000-2210-3210000	.3125	37-I	D	08-14-23		Huerta Middle School
BARBOSA, Gode	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2910-2142000 01.0-67620.0-11100-10009-2910-2149000	.8964 .1036	35-VI	D	08-14-23		Roosevelt Elementary
BAUMGARTEN, Megan	Occupational Therapist	01.0-65000.0-57601-31409-2211-7440000	1.0	C-3	B	07-01-22		Special Education
BOYADZHYAN, Armine	Behavior Interventionist	01.0-01500.0-00000-72000-231-7470000	1.0	I-7	C	07-01-22		Special Education
BUSFIELD, Ana	Campus Supervisor	01.0-00000.0-00000-83000-2210-4310000	1.0	36-III	D	08-14-23		Burbank High School

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Change of Assignment – Classification/Location/FTE (Continued)								
CASTILLO, Leticia	Supervisor, Human Resources	01.0-00000.0-00000-72000-2312-7550000	1.0	B-7	A	07-01-22		Human Resources
CURRY, Rozana	Paraeducator – Severely Impaired	01.0-33100.0-57602-11200-2110-2020000	.75	41-IV	D	08-14-23		Edison Elementary
CUSUMANO, Cheryl	Health Service Assistant	01.0-00000.0-00000-31400-2210-7720000	1.0	38-VI	D	08-01-23		Health Services
EINBINDER, Sue	Occupational Therapist	01.0-65000.0-57601-31409-2211-7440000	1.0	C-7	B	07-01-22		Special Education
GABRIELYAN, Teresa	Paraeducator – Special Education	01.0-65000.0-57602-11200-2110-2010000	.6875	38-II	D	08-14-23		Disney Elementary
HATEM, Jennifer	Health Service Assistant	01.0-00000.0-00000-31400-2210-7720000	.375	38-VI	D	08-01-23		Health Services
INDERMILL, Sarah	Behavior Interventionist	01.0-01500.0-00000-72000-231-7470000	1.0	I-7	C	07-01-22		Special Education
JESSOE, Jennifer	Occupational Therapist	01.0-65000.0-57601-31409-2211-7440000	1.0	C-7	B	07-01-22		Special Education
JONES, Cheukwa	Paraeducator – Special Education	01.0-65999.0-57602-11100-2110-2140000	.7913	38-V	D	08-14-23		Roosevelt Elementary
LARSON, Lori	Employee Injury and Illness Prevention Technician	01.0-00000.0-00000-72000-241107550000	1.0	B-7	A	07-01-22		Human Resources
LEWIS, Lesley	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2910-2142000 01.0-90201.0-11100-10009-2910-2148400	.8248 .1752	35-VI	D	08-14-23		Roosevelt Elementary
MAXWELL, Tiffany	Supervisor, Payroll	01.0-00000.0-00000-72000-2312-7470000	1.0	B-7	A	07-01-22		Payroll Services
MCDONALD, Kailey	Paraeducator – Special Education	01.0-33100.0-57602-11200-2110-3220000	.75	38-VI	D	08-14-23		Muir Middle School
MILLER, Stewart	Elementary Physical Education Assistant	01.0-67620.0-15000-10000-2110-7429000	.75	36-VI	D	08-14-23		Stevenson Elementary
MORECRAFT, Layne	Occupational Therapist	01.0-65000.0-57601-31409-2211-7440000	1.0	C-5	B	07-01-22		Special Education
NAVARRO, Tristen	Occupational Therapist	01.0-65000.0-57601-31409-2211-7440000	1.0	C-3	A	07-01-22		Special Education
OGAWA, Randy	Trades Manager	01.0-81500.0-00000-81000-2312-7523000	1.0	C-7	A	07-01-22		Facilities Services

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Change of Assignment – Classification/Location/FTE (Continued)								
PEREZ, Nora	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2910-2142000 01.0-90201.0-11100-10009-2910-2148400 01.0-67620.0-11100-10009-2910-2149000	.7771 .1752 .0477	35-VI	D	08-14-23		Roosevelt Elementary
PERKINS, Helen	Health Service Assistant	01.0-00000.0-00000-31400-2210-7720000	.4375	38-VI	D	08-01-23		Health Services
PERKINS, Helen	Health Service Assistant	01.0-95640.0-00000-31400-2210-7728000	.5	38-VI	D	08-01-23		Health Services
PORTER, Georgina	Behavior Interventionist	01.0-01500.0-00000-72000-231-7470000	1.0	I-4	C	07-01-22		Special Education
RISNER, Allison	Paraeducator – Severely Impaired	01.0-65000.0-57601-11100-2110-2153000	.7188	41-II	D	08-14-23		Stevenson Elementary
ROBERTSON, Risa	Occupational Therapist	01.0-65000.0-57601-31409-2211-7440000	1.0	C-7	B	07-01-22		Special Education
ROBINSON, Alicia	Behavior Interventionist	01.0-01500.0-00000-72000-231-7470000	1.0	I-5	C	07-01-22		Special Education
SANDS, Tamara	Health Service Assistant	01.0-00000.0-00000-31400-2210-7720000	1.0	38-VI	D	08-01-23		Health Services
SAUMYAN, Anna	Behavior Interventionist	01.0-01500.0-00000-72000-231-7470000	1.0	I-4	C	07-01-22		Special Education
THOMAS, Courtney	Occupational Therapist	01.0-65000.0-57601-31409-2211-7440000	1.0	C-7	B	07-01-22		Special Education
TRAN, Lisa	Occupational Therapist	01.0-65000.0-57601-31409-2211-7440000	1.0	C-7	B	07-01-22		Special Education
VASQUEZ GRANILLO, Gaudy	Health Service Assistant	01.0-00000.0-00000-31400-2210-7720000	.875	38-III	D	08-01-23		Health Services
VONK, Rick	Director of Informational Technology and Education Support	01.0-00000.0-00000-77009-2311-7730000	1.0	A-7	A	07-01-22		Technology Services
WANTLAND, Carin	Supervisor, Budget and Finance	01.0-00000.0-00000-72000-2310-7470000	1.0	B-7	A	07-01-22		Fiscal Services
WARWICK, Rebeca	Occupational Therapist	01.0-65000.0-57601-31409-2211-7440000	1.0	C-5	B	07-01-22		Special Education
WILLIAMS, Teresa	Behavior Interventionist	01.0-01500.0-00000-72000-231-7470000	1.0	I-3	C	07-01-22		Special Education
WRIGHT, Leticia	Paraeducator – Primary Language Support	01.0-01500.0-47601-10000-2110-2010000	.375	37-VI	D	08-14-23		Disney Elementary

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Change of Assignment – Classification/Location/FTE in Lieu of Layoff								
WRIGHT, Stacey	Health Service Assistant	01.0-00000.0-00000-31400-2210-7720000	.875	38-VI	D	08-01-23		Health Services
PORTILLO, Alina	Paraeducator – Deaf & Hard of Hearing	01.0-65000.0-57602-11104-2110-2160000	.75	39-I	D	08-14-23		Washington Elementary
Election – Monthly								
BAGUMYAN, Vergine	Paraeducator	01.0-00000.0-11100-10000-2110-2100000	.3125	36-I	D	08-14-23		Miller Elementary
DOOMANIS, Cherie	School Office Manager – Elementary	01.0-00000.0-00000-27000-2410-2160000	1.0	43-I	C	08-01-23		Washington Elementary
MORALES CHICAS, Francisco	Grounds Technician	01.0-00100.0-00000-82200-2210-7520000 01.0-81500.0-00000-82200-2210-7523000	.10 .90	43-I	A	06-20-23		Facilities Services
PERAZA, Cindy	Food Service Assistant	13.0-53100.0-00000-37000-2210-3200000	.4688	37-I	D	08-14-23		Luther Middle School
RUIZ, Daisy	Paraeducator – Special Education	01.0-33100.0-57602-11100-2110-3220000	.75	38-I	D	08-14-23		Muir Middle School
SEMERDJIAN, Cynthia	Paraeducator - Deaf & Hard of Hearing	01.0-65000.0-57602-11104-2110-2160000	.75	39-I	D	08-14-23		Washington Elementary
VILLALBA, Kimberly	Library Coordinator	01.0-00000.0-00000-24200-2210-3200000	1.0	39-V	C	07-31-23		Luther Middle School
WHITE, Jemma	Paraeducator – Special Education	01.0-33100.0-57602-11100-2110-3210000	.8125	38-I	D	08-14-23		Huerta Middle School
WHITE, Martha	Paraeducator – English Language Learner	01.0-01501.0-47600-10000-2110-3200000	.75	37-I	D	08-14-23		Luther Middle School
Election – Hourly								
AVILA, Juan	At Risk Intervention Specialist	01.0-00000.0-00000-31100-2230-3201000		53-VI	D	07-01-23	07-31-23	Luther Middle School
DEMIRCHYAN, Goar	Paraeducator – Children's Center 9.5	12.0-50250.1-11100-10000-2130-2050000		37-VI	D	07-01-23	08-12-23	Children's Center
JIMENEZ-JACOBO, Maria	Elementary PE Assistant	01.0-00000.0-11100-10000-2160-7550000		36-I	G	08-01-23		Human Resources

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
LUNDBERG, Nuria	Bilingual Translator	01.0-65000.0-50010-21000-2950-7440000		$25.00	G	08-01-23	06-30-24	Special Education
NGUYEN-MAI, Yen	Paraeducator – Children's Center 9.5	12.0-90602.0-11100-10000-2140-7547000		37-VI	D	07-21-23		Children's Center
PUMPIAN – MINDLIN, Ilya	School Office Manager – Adult School	11.0-63910.0-41101-27000-2440-5330000 11.0-63910.0-41102-27000-2440-5330000 11.0-63910.0-41104-27000-2440-5330000 11.0-63910.0-41106-27000-2440-5330000 11.0-00639.0-41100-27000-2440-5330000	1.0 .30 .30 .20 .10	43-VI	A	07-01-23	06-30-24	Burbank Adult School
Election – Walk on Coach								
BOLGER, Morgan	Short Term Athletic	01.0-00000.0-15001-42000-2171-4310000		$15.50	F	08-01-23	10-31-23	Burbank High School
CARCAMO BARRONDO, Gustavo	Short Term Athletic	01.0-00000.0-15001-42002-2171-4310000		$15.50	F	07-19-23		Burbank High School
DIAZ, Alejandra	Short Term Performing Arts	01.0-00000.0-17011-41000-2171-4310000		$15.50	F	11-01-23	06-30-24	Burbank High School
GEVORKIAN, Anthony	Short Term Athletic	01.0-90904.0-15001-42000-2171-4318100		$15.50	F	07-01-23	12-31-23	Burbank High School
HALEY, Mark	Short Term Athletic	01.0-00000.0-15001-42002-2171-4310000		$15.50	F	07-19-23		Burbank High School
LEVIN, Jamie	Short Term Athletic	01.0-00000.0-15005-42000-2171-4310000		$15.50	F	08-01-23	10-31-23	Burbank High School
MINASYAN, Hayk	Short Term Athletic	01.0-90904.0-15001-42000-2171-4318100		$15.50	F	07-01-23	12-31-23	Burbank High School
MORALES, Vivian	Short Term Athletic	01.0-00000.0-15001-42000-2171-4310000		$15.50	F	08-01-23	10-31-23	Burbank High School

Signature Sarah Rudchenko

Title: Sarah Rudchenko, Assistant Superintendent, Human Resources Services

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BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 07/11/2023 & 07/24/2023

PO Number	Vendor	Description	Site	Fund	Total Amount
23000400	HYDRAULIC INDUSTRIAL PLUMBING SUPPLY	C/O 2: INCREASE BY $1,000.00: 2022-23 BLANKET ORDER; PLUMBING SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$40,000.00
23000402	JOHNSTONE SUPPLY	C/O 3: INCREASE BY $4000.00; 2022-23 BLANKET ORDER; REPAIR AND MAINTENANCE SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$24,500.00
23003729	PRO LINE GYM FLOORS INC.	C/O 1: INCREASE BY $650.00; ANNUAL SCRUBBING AND RE-APPLICATION OF FLOOR FINISH TO GYM FLOOR AT JOHN BURROUGHS HIGH SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$6,150.00
		PO Count:	**3**	**Total:**	**$70,650.00**

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 07/11/2023 & 07/24/2023

BOARD FUND SUMMARY

Fund	Description	PO Count	Total Fund Amount
010	General Fund - Unrestricted	3	$70,650.00
		Total:	**$70,650.00**

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 07/11/2023 & 07/24/2023

PO Number	Vendor	Description	Site	Fund	Total Amount
24000283	TIME FOR KIDS SUBSCRIPTIONS	C/O 1: REMOVE TAX; MAGAZINES; TITLE I FUNDS	MILLER ELEMENTARY	010	$1,331.00
24000367	DIY HOME CENTER	2023-24 BLANKET ORDER; MAINTENANCE SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$14,500.00
24000380	SOUTHWEST SCHOOL & OFFICE SUPPLY	C/O 1: ORDER SUBSTITUTE; CLASSROOM SUPPLIES	EDISON ELEMENTARY	010	$578.58
24000421	SUNBELT CONTROLS INC	REMOVAL AND REPLACEMENT OF CARRIER 6400 CONTROLLERS AT JOHN BURROUGHS HIGH SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$36,018.00
24000429	THE HOME DEPOT F/K/A SUPPLYWORKS	FURNITURE; GIFT FUNDS	BRET HARTE ELEMENTARY	010	$439.90
24000431	DIY HOME CENTER	2023-24 BLANKET ORDER; GROUNDS AND CUSTODIAL SUPPLIES; UNRESTRICTED MAINTENANCE FUNDS	FACILITIES SERVICES	010	$2,000.00
24000434	H & H AUTO PARTS WHOLESALE	C/O 1: INCREASE BY $2,000; 2023-24 BLANKET ORDER; VEHICLE REPAIR AND MAINTENANCE MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$4,000.00
24000440	SUNBELT CONTROLS INC	REMOVAL AND REPLACEMENT OF HONEYWELL CONTROLLERS AT BURBANK HIGH SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$44,606.00
24000451	NAPA AUTO PARTS	2023-24 BLANKET ORDER; VEHICLE REPAIR & MAINTENANCE MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$3,000.00
24000453	PLUMBING WHOLESALE OUTLET INC	2023-24 BLANKET ORDER; PLUMBING SUPPLIES; ON-GOING AND MAJOR MAINTEANANCE FUNDS	FACILITIES SERVICES	010	$20,000.00
24000454	REFRIGERATION SUPPLIES DIST	2023-24 BLANKET ORDER; FACILITY REPAIR MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$70,000.00
24000455	RUSSELL SIGLER INC	2023-24 BLANKET ORDER; FACILITY REPAIR MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$30,000.00
24000456	STUMBAUGH & ASSOCIATES INC	2023-24 BLANKET ORDER; FACILITY REPAIR MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$5,000.00
24000457	LABYRINTH LEARNING	BOOKS; ADULT EDUCATION - BLOCK GRANT	BURBANK ADULT SCHOOL	110	$2,013.17
24000458	THE HOME DEPOT F/K/A SUPPLYWORKS	TECHNOLOGY SUPPLIES	TECHNOLOGY SERVICES	010	$110.22
24000459	US AIR CONDITIONING DISTRIBUTORS	2023-24 BLANKET ORDER; HVAC SUPPLIES; ON-GOING AND MAJOR MAINTEANANCE FUNDS	FACILITIES SERVICES	010	$30,000.00
24000460	WAXIE SANITARY SUPPLY	2023-24 BLANKET ORDER; MAINTENANCE SERVICES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$2,000.00

BOARD DETAIL REPORT

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PO Number	Vendor	Description	Site	Fund	Total Amount
24000461	TOOL TIME	2023-24 BLANKET ORDER; TOOLS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$5,000.00
24000462	CITY OF BURBANK	2023-24 BLANKET ORDER; LANDFILL FACILITY USE; UNRESTRICTED MAINTENANCE FUNDS	FACILITIES SERVICES	010	$11,000.00
24000463	COUNTY OF LOS ANGELES, DEPT OF PUBLIC HEALTH	2023-24 BLANKET ORDER; FOOD SAFETY INSPECTION; CHILD NUTRITION SCHOOL PROGRAM FUNDS	FOOD SERVICES	130	$7,500.00
24000464	AMAZON CAPITAL SERVICES	OFFIC SUPPLIES AND FURNITURE; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$114.33
24000465	LOS ANGELES TIMES MEDIA GROUP	2023-24 BLANKET ORDER; NEWSPAPER ADVERTISEMENT	INSTRUCTIONAL SERVICES	010	$500.00
24000466	JUNIOR LIBRARY GUILD	BOOKS	JOHN BURROUGHS HIGH SCHOOL	010	$841.14
24000467	POCKET NURSE	HEALTH SUPPLIES; ADULT EDUCATION - BLOCK GRANT	BURBANK ADULT SCHOOL	110	$319.69
24000468	SCHOOL SPECIALTY, INC	TEXTBOOKS - ADOPTED; LOTTERY FUNDS; BOARD APPROVED 6/15/23	VARIOUS SITES	010	$52,801.75
24000470	WAXIE SANITARY SUPPLY	2023-24 BLANKET ORDER; CUSTODIAL SUPPLIES; CHILD DEVELOPMENT FUNDS	WASHINGTON CHILDREN´S CENTER	120	$4,500.00
24000471	AMAZON CAPITAL SERVICES	C/O 1: RETURN AND ADD ITEM; CLASSROOM SUPPLIES	MUIR MIDDLE SCHOOL	010	$82.09
24000472	WAXIE SANITARY SUPPLY	2023-24 BLANKET ORDER; CUSTODIAL SUPPLIES; CHILD DEVELOPMENT FUNDS	WASHINGTON CHILDREN´S CENTER	120	$2,400.00
24000473	SMART & FINAL STORES CORP	2023-24 BLANKET ORDER; CLASSROOM SUPPLIES FOR PARENT EDUCATION PROGRAM; ADULT ED GENERAL APPORTIONMENT FUNDS	BURBANK ADULT SCHOOL	110	$1,000.00
24000476	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	FURNITURE	JEFFERSON ELEMENTARY	010	$1,027.82
24000477	BESTLINK NETWARE INC	2023-24 BLANKET ORDER; TECHNOLOGY SUPPLIES	TECHNOLOGY SERVICES	010	$1,500.00
24000478	GRAYBAR	2023-24 BLANKET ORDER; TECHNOLOGY SUPPLIES	TECHNOLOGY SERVICES	010	$1,000.00
24000479	CITY OF BURBANK	2023-24 BLANKET ORDER; GASOLINE FOR TECHNOLOGY SERVICES VEHICLES	TECHNOLOGY SERVICES	010	$4,500.00
24000480	LOWE'S HOME IMPROVEMENT	KITCHEN EQUIPMENT; GIFT FUNDS AND PERKINS GRANT	JOHN BURROUGHS HIGH SCHOOL	010	$5,468.38
24000481	ANIXTER INC	2023-24 BLANKET ORDER; TECHNOLOGY SUPPLIES	TECHNOLOGY SERVICES	010	$1,000.00
24000482	REFRIGERATION SUPPLIES DIST	HVAC UNIT; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$4,201.57
24000483	US AIR CONDITIONING DISTRIBUTORS	HVAQ UNIT; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$5,788.13
24000484	AMAZON CAPITAL SERVICES	FURNITURE AND OFFICE SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$2,327.64
24000485	CITY OF BURBANK	2023-24 BLANKET ORDER; GASOLINE FOR FACILITIES SERVICES VEHICLES; UNRESTRICTED MAINTENANCE FUNDS	FACILITIES SERVICES	010	$47,000.00

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

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PO Number	Vendor	Description	Site	Fund	Total Amount
24000486	RENTOKIL NORTH AMERICA INC	2023-24 BLANKET ORDER; PEST CONTROL SERVICE; CHILD NUTRITION SCHOOL PROGRAM FUNDS	FOOD SERVICES	130	$19,000.00
24000487	FELLERS INC	2023-24 BLANKET ORDER; PRINT CENTER SUPPLIES; DISTRICT PRINT SHOP	FACILITIES SERVICES	010	$35,000.00
24000488	Q PRESS	2023-24 BLANKET ORDER; PRINTING AND BULK MAIL PROCESSING; ADULT ED GENERAL APPORTIONMENT FUNDS AND ADULT EDUCATION - BLOCK GRANT	BURBANK ADULT SCHOOL	110	$75,000.00
24000489	COMPLETE BUSINESS SYSTEMS	EQUIPMENT MAINTENANCE AGREEMENT; DUPLO DUPLICATORS	JOHN BURROUGHS HIGH SCHOOL	010	$650.00
24000490	FEDERAL FINGERPRINTING, INC.	2023-24 BLANKET ORDER; FINGERPRINTING SERVICES FOR CNA; ADULT ED GENERAL APPORTIONMENT FUNDS	BURBANK ADULT SCHOOL	110	$4,200.00
24000491	RAPTOR TECHNOLOGIES LLC	OFFICE SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$363.83
24000492	GARY D STROMBERG & ASSOCIATES LLC	PROFESSIONAL SERVICES; SPEECH AND LANGUAGE SUPPORT; SPECIAL EDUCATION FUNDS; BOARD APPROVED 8/4/22	SPECIAL EDUCATION	010	$14,616.00
24000493	GARY D STROMBERG & ASSOCIATES LLC	PROFESSIONAL SERVICES; OCCUPATIONAL THERAPIST; SPECIAL EDUCATION FUNDS; BOARD APPROVED 10/20/22	SPECIAL EDUCATION	010	$6,000.00
24000494	PROTOCOL AGENCY, INC.	PROFESSIONAL SERVICES; NURSING STAFF; SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/1/23	SPECIAL EDUCATION	010	$81,706.39
24000495	REFRIGERATION HARDWARE SUPPLY CORP	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	ROOSEVELT ELEMENTARY	010	$190.68
24000496	CATALINA PAINTS	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$162.75
24000497	BENEVOLENT & PROTECTIVE ORDER OF ELKS OF THE USA	ROOM RENTAL; GIFT FUNDS	INSTRUCTIONAL SERVICES	010	$400.00
24000499	KING'S CUSTOM SHEET METAL	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	MONTEREY HIGH SCHOOL	010	$964.69
24000500	THE CALIFORNIA EDUCATION PARTNERS	CONSULTANT AGREEMENT; STUDENT LEADERSHIP EVENTS; LEARNING RECOVERY EMERGENCY BLOCK GRANT	INSTRUCTIONAL SERVICES	010	$25,000.00
24000501	SUNBELT RENTALS, INC.	EQUIPMENT RENTAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$3,645.75
24000502	DeSOTO SALES, INC.	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	EMERSON ELEMENTARY	010	$135.06
24000503	DeSOTO SALES, INC.	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	WASHINGTON ELEMENTARY	010	$111.89

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

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PO Number	Vendor	Description	Site	Fund	Total Amount
24000504	4A CRANE SERVICE CO.	EQUIPMENT RENTAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	MUIR MIDDLE SCHOOL	010	$450.00
24000505	GARVEY EQUIPMENT COMPANY	GROUNDS SUPPLIES; UNRESTRICTED MAINTENANCE FUNDS	FACILITIES SERVICES	010	$2,769.81
24000506	KAMM, DOUGLAS AND AMY	REIMBURSEMENT TO PARNTS FOR TRAVEL EXPENSES; SPECIAL EDUCATION FUNDS; BOARD APPROVED 2/16/23	SPECIAL EDUCATION	010	$7,143.26
24000507	3 WIRE LLC	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$876.20
24000508	ADVANCE STORES COMPANY, INC.	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$5,755.58
24000509	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLIES; FILM LA FUNDS	TECHNOLOGY SERVICES	010	$276.31
24000510	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$33.02
24000511	MCCALLA COMPANY JANITORIAL SUPPLIES	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$602.82
24000512	AMAZON CAPITAL SERVICES	AUDIO SUPPLIES	MUIR MIDDLE SCHOOL	010	$83.50
24000513	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	BURBANK HIGH SCHOOL	010	$26.44
24000514	AMAZON CAPITAL SERVICES	SAFETY/DISASTER SUPPLIES	BURBANK HIGH SCHOOL	010	$142.91
24000515	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$38.58
24000516	AMAZON CAPITAL SERVICES	2023-24 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES	DOLORES HUERTA MIDDLE SCHOOL	010	$4,000.00
24000517	PACIFIC MEDICAL WASTE	2023-24 BLAKET ORDER; MEDICAL WASTE PICK-UP; ADULT EDUCATION - BLOCK GRANT	BURBANK ADULT SCHOOL	110	$500.00
24000518	ANTHEM SPORTS LLC	FACILITIES REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$3,924.00
24000519	KR NIDA CORPORATION	PORTABLE RADIOS; ELOP FUNDS	CHILD DEVELOPMENT SERVICES	010	$4,760.02
24000520	RUSSELL SIGLER INC	HVAC EQUIPMENT; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$5,899.48
24000521	SCANTRON CORPORATION	CLASSROOM SUPPLIES; ADULT EDUCATION - BLOCK GRANT	BURBANK ADULT SCHOOL	110	$569.91
24000522	GRAYBAR	TECHNOLOGY SUPPLIES AND EQUIPMENT; FILM LA FUNDS	TECHNOLOGY SERVICES	010	$4,581.41
24000523	BAKER, RYAN	2023-24 BLANKET ORDER; CLASSROOM SUPPLIES; CHILD DEVELOPMENT FUNDS	CHILD DEVELOPMENT SERVICES	120	$150.00
24000524	AMAZON CAPITAL SERVICES	AUDIO EQUIPMENT; GIFT FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$3,638.24
24000525	AMAZON CAPITAL SERVICES	BOOKS AND OFFICE SUPPLIES	SUPERINTENDENT ´S OFFICE	010	$153.20

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

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PO Number	Vendor	Description	Site	Fund	Total Amount
24000526	ULINE - Attn: ACCOUNTS RECEIVABLES	GROUNDS SUPPLIES; UNRESTRICTED MAINTENANCE FUNDS	FACILITIES SERVICES	010	$2,060.16
24000527	4A CRANE SERVICE CO.	EQUIPMENT RENTAL; ON-GOING AND MAJOR MAINTENANANCE FUNDS	ADMINISTRATIVE OFFICES	010	$1,000.00
24000528	CATALINA PAINTS	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	WASHINGTON ELEMENTARY	010	$684.49
24000529	STANBURY UNIFORMS, LLC	CUSTOM CLOTHING; GIFT FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$35,721.00
24000530	AMAZON CAPITAL SERVICES	CLASSROOM EQUIPMENT	MUIR MIDDLE SCHOOL	010	$38.55
24000531	AMAZON CAPITAL SERVICES	2023-24 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	MUIR MIDDLE SCHOOL	010	$2,500.00
24000532	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2023-24 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES	MUIR MIDDLE SCHOOL	010	$7,500.00
24000533	GALLEGO, KATHY	REIMBURSEMENT TO TEACHER FOR FURNITURE	MUIR MIDDLE SCHOOL	010	$198.99
24000534	NJP SPORTS INC	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	COMMUNITY DAY SCHOOL	010	$696.56
24000535	COMPLETE BUSINESS SYSTEMS	EQUIPMENT MAINTENANCE AGREEMENT; DUPLO DUPLICATORS	MUIR MIDDLE SCHOOL	010	$2,600.00
24000536	AMAZON CAPITAL SERVICES	BOOKS; TITLE I FUNDS	MUIR MIDDLE SCHOOL	010	$154.55
24000537	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLIES	TECHNOLOGY SERVICES	010	$283.84
24000538	AMAZON CAPITAL SERVICES	2023-24 BLANKET ORDER; CLASSROOM SUPPLIES; CHILD DEVELOPMENT FUNDS	CHILD DEVELOPMENT SERVICES	120	$3,000.00
24000539	BESTLINK NETWARE INC	TECHNOLOGY SUPPLIES; FILM LA FUNDS	TECHNOLOGY SERVICES	010	$107.53
24000540	DISCOUNT SCHOOL SUPPLY	CLASSROOM SUPPLIES; CHILD DEVELOPMENT FUNDS	CHILD DEVELOPMENT SERVICES	120	$419.59
24000541	DICK BLICK CO	CLASSROOM SUPPLIES	MUIR MIDDLE SCHOOL	010	$493.50
24000542	POSITIVE PROMOTIONS	HEALTH SUPPLIES; AMER. RESCUE PLAN - HOMELESS CHILD & YOUTH II	Student Services	010	$662.93
24000543	AMAZON CAPITAL SERVICES	BOOKS; AMER. RESCUE PLAN - HOMELSS CHILD & YOUTH II	Student Services	010	$1,104.82
24000544	SUNBELT RENTALS, INC.	EQUIPMENT RENTAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$2,344.07
24000545	LAKESHORE CURRICULUM MATERIAL	CLASSROOM EQUIPMENT; CHILD DEVELOPMENT FUNDS	CHILD DEVELOPMENT SERVICES	120	$754.46

PO Count: **98** **Total:** **$801,316.18**

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BOARD FUND SUMMARY

Fund	Description	PO Count	Total Fund Amount
010	General Fund - Unrestricted	83	$679,989.36
110	Adult Education Fund	7	$83,602.77
120	Child Development Fund	6	$11,224.05
130	Cafeteria Fund	2	$26,500.00
		Total:	**$801,316.18**

8/17/2023

To the Superintendent of Schools:

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

Warrants	Payroll	Warrants	Commercial
7843759	7843768	21135300	21135350
7844432	7844432	21137725	21137726
7848241	7848248	21139343	21139381
7849279	7849282	21140668	21140714
7849736	7849752	21143555	21143589
7851134	7851138	21145240	21145283
7851759	7851786	21146562	21146563
7853469	7854368	21147868	21147934
3779165	3779229	21149284	21149329
3783829	3783980	21151048	21151094
3795522	3795569	21152727	21152736
		202307250203970	202308020206875

7/25/23-8/7/23	**$ 6,618,639.53**	**7/21/23-8/4/23**	**$ 4,188,473.54**

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sharon Cuseo, Assistant Superintendent, Instructional Services
PREPARED BY:	Sharon Cuseo, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Terri Ramirez-Adams, Administrative Secretary II
DATE:	August 17, 2023
SUBJECT:	Approval of Instructional Consultant Services

Background:

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

Discussion and Issues:

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

Fiscal Impact:

There is no fiscal impact.

Recommendation:

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

BURBANK UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES
APPROVAL OF INSTRUCTIONAL CONSULTANT SERVICES

Board Meeting Date: August 17, 2023

Site	Name	Purpose	Dates	Cost	Appropriation Number
Burbank Adult School	Dee Niedringhaus BSN, RN	Curriculum writing, guidance & assistance with CA state application process and implementation of LVN program as outlined in "Consulting Services Agreement"	8/18/2023–6/30/2024	$20,000	11.0-63910.0-41104-10000-5810-5330000
Child Development	Luke Anderson	Plan and implement outdoor activities and group games for students in the ASES program.	9/5/2023–12/22/2023	$7,875	01.0-26000.0-11100-10000-5810-7549000
Stevenson Elementary	Meriel L. Stern	Design, planning, and teaching 10 weeks of hands on art lessons for 3rd grade	1/17/2024–4/3/2024	$4,500	01.0-90201.0-17000-10000-5810-2158700

BURBANK UNIFIED SCHOOL DISTRICT

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

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 21 of July, 2023 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Dolores (Dee) Niedringhaus BSN, RN hereinafter referred to as "Consultant."

Payee's Name Dee Niedringhaus BSN, RN Daytime Phone Number [redacted]

Email Address [redacted]com

Mailing Address [redacted]CA. 92646

Sponsoring Administrator Dr. John Paramo

Board Approval Date August 17, 2023

Account String 11.0-63910.0-41104-10000-5810-5330000

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

Retired Employee: Please check if you belong to _____ **calPERS** X **cal STRS Retirement Date** June, 2013

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 $ attach per hour■/ per day ☐/ per session☐ for a total not to exceed $20,000 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on August 18, 2023 and terminating on June 30, 2024 .
3. Payment Terms: monthly invoices will begin in January, 2024, net 20 days of receipt
4. Consultant will provide the following services:

   curriculum writing, guidance & assistance with CA state application process and implementation of LVN program as outlined in "Consulting Services Agreement" (see rate sheet with agreement)
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

Dolores "Dee" Niedringhaus 7/5/2023

Consultant Dolores (Dee) Niedringhaus BSN 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

CONSULTING SERVICES AGREEMENT

This CONSULTING SERVICES AGREEMENT ("Agreement") is made on the ***7th of December 2016***, by and between ***Dee Niedringhaus BSN, RN (Health Curriculum Specialists)*** *an* individual, hereinafter referred to as "Consultant", and ***Burbank Unified School District*** herein after referred to as "Client"

RECITALS

WHEREAS, Client owns and operates the **Burbank Adult School** and is desirous to provide education and training in the areas of and Vocational Nursing

WHEREAS, Consultant agrees to serve as a resource person for Administration, nursing director and faculty

WHEREAS, Consultant agrees to provide curriculum and program development for above-mentioned courses to the client which may be submitted for approval, as required Content of proposal and appears in Statement of Work.

In consideration of the foregoing and the mutual covenants set forth hereafter, consultant and Client agree as follows:

ARTICLE I. Relationship of Parties

Section 1.01 Incorporation of Recitals.

The above Recitals, and each of them are hereby incorporated herein as though set forth in full, and each of the parties represents and warrants to the other parties that the Recitals are true and correct.

Section 1.02. Services.

Consultant shall perform the work stated in the Statement of Work attached hereto as Schedule "A" (the "Services") and incorporated herein by this reference.

Section 1.03. Legal Status.

Consultant shall be considered as independent contractor of the Client in accordance with the provisions of Section 2750.5 and 3353 of the California Labor Code ("Code") and not an employee, agent, joint venture or partner. Consultant's business qualifies for the status of independent Consultant under Internal Revenue Code of 1986, as amended, the Social Security Act of 1935, as amended and all other applicable

statutes. Consultant shall retain the right to select the form/structure of business organization that best suits Consultant's circumstances. Consultant shall secure appropriate business registrations, licenses or permits applicable to Consultant's business entity and maintain them in force and effect during the effective term of this Agreement. It is expressly declared that such independent contractor status is bona fide and not a subterfuge to avoid employee status. This agreement shall not create an employer-employee relationship and shall not constitute hiring of such nature by either party.

Section 1.03.1 Independent Business

The Consultant is in business for him or herself and has a substantial investment in his or her business other than its personal services. Consultant is engaged in the same or similar activities for others and that the Client is not Consultant's sole client or customer. Consultant retains the right to determine the timing, location and circumstances under which Consultant accepts and performs work for other clients.

Section 1.03.2 Control over Work and Services

In all cases, and without exception, Consultant has the sole authority and responsibility to determine the method, details, means timing and location for performing the services that are the subject of this Agreement. Consultant shall have exclusive authority and control over the schedule for performing services and meeting with clients and prospective clients.

Section 1.04. Payment of Expenses

Consultant, and the respective sole cost and expense, shall be responsible for and pay any expenses incurred in association with performance of the services hereunder, except as the Client may otherwise agree in writing prior to incurring any such expense. Consultant shall pay all applicable taxes and contributions required of Consultant by the federal Social Security Act and unemployment compensation laws or any similar state or local laws for any employees of Consultant, if any, in the performance of the services that are the subject of this Agreement. Consultant shall pay any sales or use tax that is assessed against Consultant's owned or leased equipment used in performing services for the Client.

Section 1.05 Payment of Taxes

Consultant shall pay, when and as due, any and all taxes incurred as a result of Consultant's respective compensation hereunder, including estimated taxes, Consultant's own income taxes, self-employment taxes, estimated tax liabilities, business equipment or personal property taxes and other similar obligations, whether federal, state or local. Client shall not pay or withhold and FICA, SDI, federal or state income tax or unemployment insurance or tax or any other amounts because the relationship of the parties hereto is not that of employer-employee, but that of independent contractor. Consultant shall be sole responsible for the payment for all taxes, withholdings and other amounts due in regard to Consultant's own employees, subcontractors or agents.

Section 1.06. Non-Exclusive Relationship.

Consultant agrees to devote such time to the performance of the services performed under this agreement as reasonably necessary for a satisfactory performance of this agreement. It is understood and agreed that the individual Consultant(s) may represent, perform services for, or employed by such additional persons or companies as Consultant(s) see fit.

Section 1.07. Consultant Representations.

Consultant represents and warrants that Consultant has the qualifications and ability to perform the Services in a good and workmanlike manner. Consultant shall perform the work in a manner, which is in compliance with all applicable federal, state and local laws and regulations. Consultant warrants that Consultant has the right to enter into this agreement and that performance of the services specified shall not cause Consultant to be in breach of any other agreement entered in by Consultant.

Section 1.07.1 Legal Compliance:

In the conduct of the all services performed and/or contemplated under this Agreement, Consultant shall comply with all statutes, State and Federal, including without limitation wage and hour, safety and employment laws for any employee of Consultant. Consultant shall also comply with all rules and regulations enacted or issued by the Client. Consultant shall at all times comply with the Client's conduct policies regarding interactions with Client employees in the Client's work environments. Consultant shall perform services in a skilled and professional manner, and shall follow the Client's directives regarding conduct policies including appropriate and professional interactions with Client staff, clients and the public.

ARTICLE II. COMPENSATION

Section 2.01. Compensation.

Consultant shall be compensated for the Services in accordance with the terms set forth in Schedule "B" and incorporated herein by this reference as if set forth in full.

Section 2.02. Payment

Client shall pay all sums due and owing to Consultant within five (15) business days of the due day. A ten-percent (10%) late fee may be assessed for unpaid invoices beyond 30 days of the due date. All monies paid by Client to Consultant shall be considered non-refundable.

ARTICLE III. TERM AND TERMINIATION

Section 3.01. Term.

This Agreement will become effective as of May 4, 2023 and shall continue in force until the delivery of products, unless terminated as set forth below.

Section 3.02. Termination Upon Notice

After the initial term, either party may terminate this Agreement at any time upon thirty days' written notice to the other party. Completed portions of work will be delivered upon receipt of payment for said portions of work.

Section 3.03. Termination On Default

Should either party default in the performance of this Agreement or materially breach any of its provisions, the non-breaching party may terminate this Agreement by giving written notification to the breaching party. Termination shall be effective immediately on receipt of said notice, or five (5) days from mailing of said notice, whichever occurs first. For purpose of this Section, material breach of this Agreement shall include, but not limited to, the following: (a) nonpayment of compensation by Client after ten (10) days written demand for payment; (b) failure of Consultant to comply with the delivery of Services in accordance with the terms of this Agreement.

ARTICLE IV. PROPRIETARY INFORMATION

Section 4.01. Proprietary Information.

Consultant may need access to certain materials of Client in order to perform the Services. The written, printed, graphic or electronically recorded materials furnished by Client for use by Consultant are Proprietary Information and the sole and exclusive property of Client. Proprietary Information whether or not marked or identified as confidential, also includes, but is not limited to, related technical data and know-how, financial information, customers, pricing, terms of sale, products processes, formulas, patterns, devices, materials, plans, personnel, records, specifications, research and/or development, all which are used in operation of Client's business.

Section 4.02. Non-Disclosure of Proprietary Information

Consultant agrees to maintain in confidence and will not, directly or indirectly, disclose or use either during or after the term of this Agreement, any Proprietary Information or confidential information or after the terms of this Agreement, any Proprietary Information or confidential information or know-how belonging to Client, whether or not it is in written or permanent form, except to the extent necessary for Consultant to perform the Services on behalf of Client.

Section 4.03. Return of Proprietary Information

Upon termination of Consultant's Services to Client, Consultant shall deliver to client any and all material in Consultant's possession relating to Client's business.

The obligations concerning Proprietary Information extend to information extend to information belonging to students, customers and/or suppliers of Client about whom Consultant may gain knowledge as a result of Consultant Services to Client.

4.04 Non-Disclosure of Confidential or Private Student Records

Consultant agrees to maintain in confidence and will not, directly or indirectly, disclose or use either during or after the term of this Agreement, any Confidential Information or Student Records, belonging to Client, whether or not it is in written or permanent form, except to the extent necessary for Consultant to perform the Services on behalf of Client.

Student education records in public schools are official and confidential documents, protected by the Federal Family Educational Rights and Privacy Act (FERPA), the California Education Code and other federal and state laws. Student records include, but are not limited to, student name, identification information, contact information, data regarding student progress, including grade level completed, school attended, course enrollment, academic work completed, and date of graduation, special education records, personal information such as the student's identification code, social security number, picture or other information used to identify or locate a student. Consultant shall maintain in strict confidence the content of any student records which Consultants may access, review or view in hard copy or electronic format while performing the services under this Agreement.

4.05 Return of Student Records or Data

Upon termination of Consultant's Services to Client, Consultant shall deliver to client any and all material in Consultant's possession relating to Client's business. The obligations concerning Proprietary Information extend to information extend to information belonging to customers and/or suppliers of Client about whom Consultant may gain knowledge as a result of Consultant Services to Client.

ARTICLE V. MISCELLANEOUS PROVISIONS

Section 5.01. Entire Agreement

This Agreement contains the entire agreement of the parties hereto, and supersedes any prior written or oral agreements between them concerning the subject matter contained herein. There are no representations, agreements, arrangements or understandings oral or written, between and among the parties hereto, relation to the subject matter contained herein. This Agreement shall constitute a binding obligation between parties, and the obligations of this Agreement are applicable beyond the terms of this Agreement.

Section 5.02. Notice

All notices required or permitted to be given hereunder shall be in writing and shall be sent by certified mail, return receipt requested, postage prepaid, deposited in the United States mail in California, and in intended for consultant, shall be addressed to **Health Curriculum Specialists –Dee Niedringhaus BSN, RN at 9052 Five Harbors Drive, Huntington Beach, CA., 92646 and** if intended for Client shall be addressed: **Burbank Unified School District – Burbank Adult School, 3811 W. Allan Ave. Burbank, CA 91505.** Any party hereto by written notice to the other parties may change the address for notices sent to him.

Section 5.03 Indemnification and Hold Harmless. Consultant shall assume the defense of and indemnify and hold harmless the Client and each and every employee, agent, administrator, official or agent of Client, from all lawsuits, actions, damages, claims, liabilities and/or losses of any name or description, including reasonable attorneys' fees and court costs defending against lawsuits or actions, to which the Client may be subjected or put because of or arising out of Consultant's performance under this Agreement caused by the Consultant's sole negligence.

Section 5.04. Governing Law.

All questions with respect to the construction of this Agreement and the rights and liabilities of the parties hereto, shall be governed by the laws of the State of California, the venue for any legal action shall be in the courts of Orange County, California.

Section 5.05. No Assignment.

The Agreement requires the performance of personal services by Consultant. Consultant shall not assign any right, delegate duty, or otherwise transfer any interest relating to this Agreement without prior written approval of Client. Any attempted assignment, delegation or transfer by Consultant without such approval shall be void. Client may assignment this Agreement to any subsequent owner, parent, or entity having controlling interest in the business of client by providing Consultant with written notice.

Section 5.06. Successors and Assignments

Subject to the restrictions against assignment as herein contained, this Agreement shall be binding upon and inure to the benefit of the parties, and their respective heirs, assigns, agents, officials, and successors in interest.

Section 5.07. Reasonable Attorneys' Fees

In the event of any controversy, claim or dispute between parties hereto, including, but not limited to any action or law or in equity, arising out of relating to this Agreement or the breach hereof, the prevailing party shall be entitled to recover from the losing party reasonable expenses, reasonable attorneys' fees and costs. The prevailing party shall be the part entitled to recover his/her costs of suit regardless of whether such suit proceeds to final judgment.

Section 5.08. Modification.

This Agreement may not be altered, modified, or changed in any manner except by a writing executed by both parties.

Section 5.09. Waiver.

Failure on Client's part to exercise any right or privileges granted to it, or to insist on the full performance of all obligations assumed by Consultant, shall not be construed as waiver of any other terms, covenant or condition hereof, or of any subsequent breach by Consultant of the same or of any other term covenant of condition hereof.

Section 5.10. Severability.

If any term, provision, covenant or condition of this Agreement is held in 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.

Section 5.11. Further Assurances

The undersigned represent and warrant that they shall do all acts and execute and deliver all documents necessary, convenient or desirable to further provisions and purposes of this Agreement.

Section 5.12. No Presumption.

It shall be presumed that each party jointly drafted this Agreement, and no other presumption of any kind inure or apply with regard thereto or concerning the interpretation or construction of this Agreement in the event of any ambiguities.

Section 5.13. Counterparts.

This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which together shall be deemed to be one and the same instrument. All counterparts so executed shall constitute one Agreement binding upon all parties, notwithstanding that all parties are not signatories to the original or the same counterpart. However, both parties must execute any writing that modifies the terms of this Agreement.

Section 5.14. Voluntary Agreement.

The parties, ere tom, and each of them, further represent and declare that they have carefully reach this Agreement and understand the contents thereof. The parties further represent that they each sign this Agreement freely, voluntarily, and without duress. Each party warrants and represents that they fully understand the terms of this agreement.

Client **Consultant**

Burbank Unified School District

_____	_____
Signature	Signature
_____	Dee Niedringhaus BSN, RN
Print Name	**Print Name**
_____	_____
Date	Date

STATEMENT OF WORK

SCHEDULE A

Documents	Per Unit Pricing (Hours)	Extension	Total
Submission of Letter of Intent (Review documents 1-8)	**$45 per hr.**	**X15**	**675.00**
Step 3			
Application for Approval (1-5)	**$45 per hr.**	**X2**	**90.00**
6. Review Organizational chart	**$45 per hr.**	**X2**	**90.00**
7.Geographic Narrative			
8. Feasibility Narrative			
9. Program Philosophy			
10. Conceptual Framework			
11. Clinical Facility Placement	**$45 per hr.**	**X5**	**225.00**
12. Terminal Objectives			
13. Eval. Method. curriculum	**$45 per hr.**	**X10**	**450.00**
14. Course Outlines	**$45 per hr.**	**X25**	**1,125.00**
15. Instructional Plan by level (New format)	**$45 per hr.**	**X150**	**6,750.00**
15.1 Hours Worksheet	**$45 per hr.**	**X9**	**405.00**
15.2 Summary of Content Hours	**$45 per hr.**	X2	90.00
15.3 Calendars	**$45 per hr.**	X9	405.00
16. Review Daily Lesson Plans	**$45 per hr.**	X50	2,250.00
17. Faculty Meeting Methodology	**$45 per hr.**	X3	135.00
18. Verification of Faculty Qualifications	**$45 per hr.**	X6	270.00
19. Eval. method. clinical facilities	**$45 per hr.**	X3	135.00

20. Review Admission criteria	$45 per hr.	X2	90.00
21. Screening and selection criteria	$45 per hr.	X2	90.00
22. Review Student Service list	$45 per hr.	X2	90.00
23. Number of students			
24. Review Eval. Method. Student Progress	$45 per hr.	X5	225.00
25. Review Attendance Policy	$45 per hr.	X5	225.00
26. Review Grievance Policy	$45 per hr.	X2	90.00
27.Review Required Notices	$45 per hr.	X2	90.00
28. Review Credit Granting	$45 per hr.	X2	90.00
29. Revise Remediation Policy and forms	$45 per hr.	X10	450.00
30. Program Resources	$45 per hr.	X2	90.00
31. N/A for public school			
Clinical Objectives	$45 per hr.	X10	450.00
VN Student Handbook	$45 per hr.	X15	675.00
Submission of Complete Program Application	$45 per hr.	X20	900.00
Curriculum and application IV Certification and Blood W/D Course (optional)	$45 per hr.	X35	1575.00
Total			18.225

Attendance at a maximum of two (2) local BVNPT meetings will be included.

- Additional attendance at local Board of Vocational Nursing/Psychiatric Technicians (BVNPT) meetings or if location of meeting is not in southern California
- Other consulting activities as requested by Client at the cost of $125.00/hour

TIMELINE

Per the BVNPT timeline for proposed new programs.

Payment Schedule

If agreed upon between client and consultant payments may be scheduled at regular intervals

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 17 of August, 20 23 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Luke Anderson hereinafter referred to as "Consultant."

Payee's Name Luke Anderson Daytime Phone Number [redacted]

Email Address [redacted]com

Mailing Address [redacted]CA 91001

Sponsoring Administrator Stephanie Fields, Coordinator Child Development

Board Approval Date August 17, 2023

Account String 01.0-26000.0-11100-10000-5810-7549000

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

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

WITNESSETH:

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

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 35 per hour■/ per day ☐/ per session☐ for a total not to exceed $7,875 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on September 5, 2023 and terminating on December 22, 2023 .
3. Payment Terms: Monthy (excluding weeks of 11/22-11/24 due to the Thanksgiving holiday.
4. Consultant will provide the following services:

   Plan and Implement outdoor activities and group games for students in the ASES program.

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

Burbank Unified School District of Los Angeles County

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

BUSD Authorized Signature/Title	Date	Consultant	Luke Anderson	8-01-23 Date

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

Revised 06/19

Luke Anderson

Address: [redacted]CA 91001 [redacted]com

EDUCATION:

Azusa Pacific University Class of 2015
Bachelor of Arts, History
Minor: Leadership Studies

ADDITIONAL ACHIEVEMENTS:

Awarded Azusa Pacific University UG Founders' Academic Scholarship '11-'15
Accepted and Participated in selective South Africa Study Abroad Program '13
Awarded Burbank Community Service Medallion '11

WORK/ LEADERSHIP EXPERIENCE:

Amazing Athletes: August 2019- present
Position: Athletics Instructor and Coordinator

- Responsible for running after school sports classes in elementary schools throughout BUSD independently and in partnership with the ASES program
- Designed curriculum and ran sports summer camps in partnership with Burbank Parks and Recreation department

Meredith and Company: September 2015- August 2019
Position: Child Caregiver

- Responsible for meeting the basic needs of children ranging from pre-school- 6th grade
- Duties include providing logistical support, child supervision, and activity planning
- Experience with a variety of personalities, ages, and interests

Calvary Chapel Burbank: October 2015, October 2017
Position: Consultant

- Member of team responsible for the ideation and execution of "Fun Fest" halloween kids event
- Responsible for promotion and marketing of event to kids and their guardians
- Interacted with 100+ kids during featured role in primary skit and throughout event

Robeks: May 2013- May 2015
Position: Shift Supervisor

- Greeted customers and performed operational duties with product and payment services
- Formed relationships with regular customer base
- Counted drawers, cashed registers in/out, assisted in forming schedule

Azusa Pacific University Hospitality Services: August 2011- May 2015
Position: Hospitality Employee, Lead Dishwasher

- Responsible for collecting, washing, and re-stocking Hillside Grounds, Canyon Grill, and Quick E-Mart dishes
- Appointed by supervisors to train newly hired student workers
- Drafted a comprehensive Dishwasher's Guide at supervisors' request

Roosevelt Elementary School Volunteer Program: August 2009- August 2011
Position: Volunteer/ Mentor

- Coordinated after- school sports activities including basketball, soccer, and touch football
- Formed a team and coached a season of youth basketball in Burbank Parks and Rec league
- Provided informal mentorship and directed kids to appropriate professional resources as needed

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 17th of August, 20 23 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Meriel L Stern hereinafter referred to as "Consultant."

Payee's Name Meriel L Stern Daytime Phone Number [redacted]

Email Address [redacted]com

Mailing Address [redacted] CA 91104

Sponsoring Administrator Jill Johnson

Board Approval Date August 17th, 2023

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

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 $ _____ per hour☐/ per day ☐/ per session■ for a total not to exceed $ 4500.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 1/17/24 and terminating on 4/3/24.
3. Payment Terms: Upon completion of the program
4. Consultant will provide the following services:

   Design, planning, and teaching 10 weeks of hands on art lessons for 3rd grade

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

Burbank Unified School District of Los Angeles County

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

BUSD Authorized Signature/Title	Date	Consultant	Meriel L Stern	7/2/23 Date

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

Revised 06/19

Meriel Stern
[redacted]CA
[redacted]co
m
[redacted]co
m

Education:

MFA	Otis Art Institute, LA
BA	Barnard College, NYC
HS	Westridge School for Girls, Pasadena

Teaching:

PUC Milagro Charter School Art Programs/Creative Director and LeadTeacher Arising Home School Collective; Altadena CA
Roosevelt Elementary School A.I.R./Pasadena Educational Foundation
EngAge Arts, ACE/121, Glendale, Ceramics Specialist.
Norma Coombs Elementary School/PUSD-Ceramics Specialist
Cleveland School A.I.R./Pasadena Educational Foundation
Pasadena Art Workshops/Armory Center for the Arts-Master TeacherBarnsdall Art Center, Adult Evening Ceramics
City of Pasadena Arts Division/ Field Elementary SchoolThe Boys Clubs of Pasadena-Arts and Crafts Director The Buckley School-Lower School Art
The Westridge School-Visual Art
Workshops and trainings in virtually every museum in the Greater LA area

Shows:

2021	"Eye of the Beholder" Cultural Center of Cape Cod
	"An Exhibition of Things Called Art", Hilliard Gallery, Kansas City
2020	Meriel Stern at "bills.soccer.faces" DakeWilson Architects, LA, CA (evolving installation)
	"Habitat California: Flora and Fauna", Palos Verdes Art Center
	"Reservoir", Intersect Art Center, St. Louis, MO
	Meriel Stern at "bills.soccer.faces" DakeWilson Architects, LA, CA
	Summer Group Show RealArt, Sylvia White Gallery, Agoura CA
	2020 Ceramics National, (Best in Show), Southern Mississippi,
2019	Hattiesburg, MS
	2019 International Juried Ceramics Show, Center for Contemporary Art, Bedminster, New Jersey
	Meriel Stern at "Woven Stories" MOAH, Lancaster, CA
	"There is No End to Her", ACE/121 Gallery, Glendale CA
2017	"Birthday Suit", Site: Brooklyn, Brooklyn New York
2016	All Media Show, Irvine Arts Center, Irvine, CA
	Ink and Clay 42, Kellogg Gallery, CalPoly Pomona
2015	"Woven", SturtHaaga Gallery, Descanso Gardens, La Cañada,CA
	Open Studios 2015 Alta/Pasa/Dena
	Ink and Clay 41, Kellogg Gallery, CalPoly Pomona
	"Gimme Shelter" SPACE, So Pasadena

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:	August 17, 2023
SUBJECT:	Ratification of Agreement for Professional Services (Special Education)

Background:

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

Discussion/Issues:

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

Fiscal Impact:

Not to exceed $133,770.

Recommendation:

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends 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.

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

RATIFIED CONSULTANT AGREEMENT
Athena Sevastos

TERM OF AGREEMENT

This Agreement, made and entered into this 4th day of August 2023 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and, The Genesis Group Inc. hereinafter referred to as "Consultant."

Payee's Name: The Genesis Group Inc. Daytime Phone Number: 805-991-9472

Mailing Address: 5700 Tennyson Parkway Suite 300, Plano. Texas, 75024

Email Address: deon@thegenesisgroupinc.net

Sponsoring Administrator: John Paramo (Print Name) Interim Superintendent (Title) _____ (Signature) Special Education (Location)

Board Approval: 08/17/2023 Account Code: 01.0-65000.0-57601-11804-5810-7440000

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

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

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

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of **$105 per hour** for a total not to exceed **$133,770**

2. The term of the Agreement shall be the period commencing on: 08/10/2023 and terminating on: 05/24/2024.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which The Genesis Group Inc. will provide a credentialed special education teacher for the 2023/2024 school year, up to 7 hours per day except holidays.

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 The Genesis Group 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 The Genesis Group 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

The Genesis Group 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 The Genesis Group 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 The Genesis Group Inc. its agents, subcontractors, employees or other representatives referred to in this Agreement, The Genesis Group 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 The Genesis Group 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 The Genesis Group Inc. demand.

District shall save and hold The Genesis Group Inc. harmless from and against and shall indemnify The Genesis Group 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 The Genesis Group 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, The Genesis Group Inc. may defend the same and any expenses, including reasonable attorney's fees, which The Genesis Group Inc. may pay or incur in defending said action and the amount of any judgment which The Genesis Group 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:

The Genesis Group 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:	August 17, 2023
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 960036318 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 960036318 concerning services and/or school placement, a formal settlement agreement was offered on July 27, 2023 to the Parents. To avoid additional time and expense concerning this matter, the District settled the dispute with the Student's Parents, without admitting any liability.

Fiscal Impact:

No cost to the District.

Recommendation:

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends 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.

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:	August 17, 2023
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 an outside agency to provide speech and language therapy and services and school counseling to special education students and attend students IEPs.

Discussion/Issues:

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

Fiscal Impact:

Not to exceed $136,447.73.

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 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.

TinyEYE Therapy Services

Growing Smiles, Mending Spirits, Engaging Children in Their Lives

TinyEYE Service Agreement

This Service Agreement (this **"Agreement"**) along with its accompanying addenda is entered into as of this Effective Date: **June 28, 2023**

BETWEEN:
(the "**Service Provider**")

TinyEYE Technologies Corporation of
109-15 Innovation Boulevard, Saskatoon, SK S7N 2X8

And
(the **"Customer"**)

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

BACKGROUND:

The Parties to this Agreement are the Service Provider and the Customer.
The Customer is of the opinion that the Service Provider has the necessary qualifications, experience and abilities to provide the Services (as hereinafter defined) to the Customer.
The Service Provider is agreeable to providing such Services to the Customer on the terms and conditions set out in this Agreement.
Now, therefore, IN CONSIDERATION OF the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the parties agree as follows:

Services Provided

1. The Customer hereby agrees to engage the Service Provider to provide the Customer with services (the "**Services**") from credentialed professionals including, but not limited to, speech-language pathologists, occupational therapists, psychologists, social workers, and counselors. These Services shall, unless otherwise agreed to by the parties, include those Services described in **Schedule "B"** attached hereto or any other future Addenda. The Services will also include any other tasks which the parties may agree on. The Service Provider hereby agrees to provide such Services to the Customer.
2. The Service Provider will provide a license (which shall consist of a username and password) to the TinyEYE Therapy Software to all students and support staff that are encompassed by this Agreement. All such licences shall be deemed to be immediately revoked upon the expiration or termination of this Agreement.
3. The Service Provider follows best practices in data privacy and data security, meeting or exceeding federal and regional guidelines.

Participant Requirements

4. Each participating location must also meet the following requirements:

- Internet, Computer & Software as per **Schedule "A" - Technical Requirements**
- A minimum of one (1) designated contact person per school (each, a "**Contact Person**") for communicating with the students:
    - Each Contact Person will also receive some guidance from the Service Provider for supporting the students' development.
    - Each Contact Person will also be generally available to help the students log in to their virtual backpack outside of the therapy sessions.
- The criteria for becoming a TinyEYE therapy student shall include:
    - The parties acknowledge and agree that all referrals might not qualify for therapy. Children will be seen when the Service Provider has received (i) a referral request, (ii) background information. The Service Provider will provide templates for these forms.
- Customer Acknowledgements Regarding Student/Parent Consent
    - The Customer hereby agrees:
        - The Customer represents that any student/parent receiving services hereunder, as applicable, has been informed that Service Provider will deliver services virtually and that the student/parent does not object to virtual services.
        - The Customer acknowledges that it has informed and received consent from any student/parent receiving services hereunder that, as part of the services provided, sessions may be recorded by the Service Provider, and data from the recorded sessions may be shared among other similar professional contractors to the Service Providers that are bound by confidentiality agreements and are able to contribute to the outcome of the services provided. Data from the recorded sessions may also be shared with confidentiality-bound employees of the Service Provider, with the Customer at its request, or be used for research purposes without any identifiable information of the participants of the sessions.
        - The Customer acknowledges that education-related information about students and the services provided hereunder to those students may be transmitted between Customer and Service provider by electronic mail.
        - The Customer represents that it shall immediately notify Service Provider if student/parent consent for any of the items above has been withheld or withdrawn.
        - The Customer shall defend, indemnify and hold the Service Provider harmless from any and all losses, damages, and/or claims that the Service Provider may incur as a result of parental or student consent being withheld or withdrawn for any of the items acknowledged above.

Term of Agreement

5. The term of this Agreement will commence on the date this Agreement is executed and will be terminated as provided in this Agreement. If an End Date is specified in **Schedule B** or an **Addendum** to this Agreement, the service order will terminate on that End Date.

- If the Customer or Service Provider wishes to extend the End Date of this for service order, they can do so by sending a written request by mail or email to the other party stating the new date. If agreeable, the new date will be confirmed by email response to the suggesting party. An extension of the End Date can

be instigated by either party, must be confirmed by the other party, as outlined above, and does not require any further or other amendment to this Agreement.

6. Unless otherwise provided herein, this Agreement may be terminated at any time and for any reason by either party giving at least 30 days written notice of termination to the other party. Services will continue as normal during the notification period, unless otherwise agreed upon in writing by both parties.

Change of Scope Process

7. The Scope of Services, both service types and the amount of services required, may be changed with a notice of more than 30 days prior to the "Start Date". If agreeable, the new Scope will be confirmed by email response to the suggesting party and if the change is material than additional Addendum will be added to this Agreement to reflect the change.
8. Any changes to your service requirements submitted less than 30 days prior to the "Start Date" are subjected to the following conditions:

- **Increase in caseload** –the Service Provider will make every effort to accommodate an increase in caseload, however this may result in a delay in services for the additional students of up to 6 weeks if further resources are required.
- **Decrease in caseload** –Should there be a material reduction in students or schools, the Service Provider reserves the right to invoice at 100% of the original caseload for the first 30 days of services after the Start Date according to service requirements.
- **Termination of Service** –Should you choose to terminate services within 30 days prior to the Start Date or 30 days after the Start Date, the Service Provider reserves the right to invoice you for 60 calendar days of service according to the service requirements.

Performance

9. The parties agree to take commercially reasonable steps to ensure that the terms of this Agreement take effect.

Compensation

10. In consideration for the Services rendered by the Service Provider as required by this Agreement, the Customer shall pay to the Service Provider compensation as outlined in **Schedule B** or the **Addenda** to this Agreement, plus any applicable sales or service taxes. The compensation will be payable on a monthly basis, while this Agreement is in force.
11. **Absence** - The customer will inform the Service Provider through the TinyEYE Therapy System if (i) school is cancelled due to field trips, assemblies, funerals, or any other planned interruption to the regular school schedule (ii) session(s) are cancelled due to student absences, Contact Person absences, parent or legal guardian absences. The Customer must provide at least 24 hours of notice to the Service Provider of such interruptions. Without 24 hours' notice, the Service Provider will bill for the scheduled therapy time. However, the Service Provider encourages the customer to utilize the scheduled therapy time by assigning it to a substitute student.
12. **Technical Interruptions** - The Customer and the Service Provider will make every effort to ensure the therapy environment meets the required technical specifications and enough bandwidth is available for each session. Should technical issues arise, the Customer and the Service Provider will work together to resolve the technical issues to resume therapy, and schedule alternate sessions. Should the technical interruption be deemed the responsibility of the Service Provider, and result in lost session time, it will not be included on the invoice. Should the technical interruption be deemed the responsibility of the Customer, and result in lost session time, the

Service Provider reserves the right to invoice for session time, unless otherwise agreed in writing.
13. The Service Provider may, at its sole option: lend to the Customer therapy materials including, but not limited to, document cameras, occupational therapy prompts, computer hardware, or other items requested by the Customer (collectively, the "**Therapy Materials**"). Upon the expiry or termination of this Agreement, the Customer will return all such Therapy Material lent by the Service Provider (or shall pay for the actual cost of said Therapy Materials and the Service Provider will provide receipts upon request). Normal wear and tear of Therapy Materials is expected and will not be charged for; or

- sell to the Customer, for an amount equal to the actual cost, the Therapy Materials and, in such event, the Service Provider will provide receipts upon request. The purchase price for such Therapy Materials shall be payable on or before the date of the first payment of Service Fees hereunder.

14. The hourly compensation rate for all Services provided by the Service Provider as outlined in this Agreement is subject to an annual adjustment. The adjustment shall be based upon the increase in the Consumer Price Index, U.S. Department of Labor, Bureau of Labor Statistics-Group: Medical care services, Not Seasonally Adjusted. The Adjustment date will be August 1st of each year.
15. The Service Fee will be payable on a monthly basis, while this Agreement is in force. Terms of payment are 15 days upon receipt of invoice, with interest charged at 15% per annum after 45 days.

Confidentiality

16. The Service Provider agrees that it will not disclose, divulge, reveal, report or use, for any purpose whatsoever, any confidential information with respect to the business of the Customer, which the Service Provider has obtained, except as may be necessary or desirable to further the business interests of the Customer. This obligation will survive 3 years upon termination of this Agreement.
17. The Customer agrees that it will not disclose, divulge, reveal, report or use, for any purpose whatsoever, any confidential information with respect to the business of the Service Provider, which the Customer has obtained, except as may be necessary or desirable to further the business interests of the Service Provider. This obligation will survive 3 years upon termination of this Agreement.

Non-Solicitation

18. The Customer agrees that, during the term of this Agreement and for a period of one (1) year after the termination or expiration of this Agreement, the Customer will not in any way, directly or indirectly:

- Induce or attempt to induce any employee or other service provider of the Service Provider to quit employment or retainer with the Service Provider;
- Otherwise interfere with or disrupt the Service Provider's relationship with its employees or other service providers;
- Discuss employment opportunities or provide information about competitive employment to any of the Service Provider's employees or other service providers; or
- Solicit, entice, or hire away any employee or other service provider of the Service Provider.

Ownership of Materials, Intellectual Property

19. All materials developed, produced, or in the process of being so under this Agreement, will be and shall remain the sole and exclusive property of the Service Provider and the Customer shall, to the extent necessary, be granted a limited revocable license to use such mentioned materials during the term of this Agreement and for the sole and exclusive purpose of giving effect to this Agreement.
20. The Customer agrees that the Service Provider shall have exclusive ownership in all ideas, discoveries, inventions, formulae, algorithms, techniques, processes, know-how, trade secrets and other intellectual property,

including all expressions of such intellectual property in tangible form, which are used in or relate to the Service Provider's business (including, without limitation, the TinyEYE Therapy Software) and which the Consumer is licensed to use under this Agreement, or conceives of or makes for the Service Provider, during the term of this Agreement.

Return of Property

21. Upon the expiry or termination of this Agreement:
- the Service Provider will return to the Customer any property, documentation, records, or confidential information which is the property of the Customer; and
- the Customer will return to the Service Provider any property, documentation, records, or confidential information which is the property of the Service Provider.

Capacity/Independent Contractor

22. It is expressly agreed that the Service Provider is acting as an independent contractor and not as an employee in providing the Services under this Agreement. The Service Provider and the Customer acknowledge that this Agreement does not create a partnership or joint venture between them and is exclusively a contract for service.

Modification of Agreement

23. Any amendment or modification of this Agreement or additional obligation assumed by either party in connection with this Agreement will only be binding if evidenced in writing signed by each party or an authorized representative of each party.

Notice

24. All notices, requests, demands or other communications required or permitted by the terms of this Agreement will be submitted by email to the parties of this Agreement.

Costs and Legal Expenses

25. In the event that legal action is brought to enforce or interpret any term of this Agreement, the prevailing party will be entitled to recover, in addition to any other damages or award, all reasonable legal costs and fees associated with the action.

Time of the Essence

26. Time is of the essence in this Agreement. No extension or variation of this Agreement will operate as a waiver of this provision.

Entire Agreement

27. It is agreed that there is no representation, warranty, collateral agreement or condition affecting this Agreement except as expressly provided in this Agreement.

Limitation of Liability

28. It is understood and agreed that the Service Provider will have no liability to the Customer or any other party for any loss or damage (whether direct, indirect, or consequential) which may arise from the provision of the Services.

Enurement

29. This Agreement will ensure to the benefit of and be binding on the parties and their respective successors and permitted assigns.

Currency

30. All monetary amounts referred to in this Agreement are in the currency specified in the Addenda.

Titles/Headings

31. Headings are inserted for the convenience of the parties only and are not to be considered when interpreting this Agreement.

Gender

32. Words in the singular mean and include the plural and vice versa. Words in the masculine mean and include the feminine and vice versa.

Governing Law

33. It is the intention of the parties to this Agreement that this Agreement and the performance under this Agreement, and all suits and special proceedings under this Agreement, be construed in accordance with and governed, to the exclusion of the law of any other forum, by the laws of the Province of Saskatchewan, without regard to the jurisdiction in which any action or special proceeding may be instituted.

Severability

34. In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

Waiver

35. The waiver by either party of a breach, default, delay or omission of any of the provisions of this Agreement by the other party will not be construed as a waiver of any subsequent breach of the same or other provisions.

Force Majeure

36. No party shall be liable for any failure to perform its obligations where such failure is as a result of Acts of Nature (including fire, flood, earthquake, storm, hurricane or other natural disaster), war, invasion, act of foreign enemies, hostilities (whether war is declared or not), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation, terrorist activities, nationalization, government sanction, blockage, embargo, labour dispute, strike, lockout or interruption or failure of electricity or telephone/internet service, and no other Party will have a right to terminate this Agreement under in such circumstances.
Any party asserting Force Majeure as an excuse shall have the burden of proving that reasonable steps were taken (under the circumstances) to minimize delay or damages caused by foreseeable events, that all non-excused obligations were substantially fulfilled, and that the other Party was timely notified of the likelihood or actual occurrence which would justify such an assertion, so that other prudent precautions could be contemplated.

Counterparts

37. This Agreement may be executed in any number of counterparts and each is deemed to be an original and the counterparts together will constitute one agreement. A party may deliver to the other an executed counterpart by fax or other email and such transmission shall constitute valid and effective delivery.

Finality

38. This Agreement contains the final and entire agreement and understanding between the Parties and is the complete and exclusive statement of its terms. This Agreement supersedes all prior agreements and understandings, whether oral or written, in connection therewith.

IN WITNESS WHEREOF the parties have duly executed this Service Agreement along with its Addenda as of the Effective Date.

Greg Sutton, CEO
TinyEYE Therapy Services

Jennifer Nicholson, Coordinator Of Special Education
Burbank Unified School District

Schedule "A"

TECHNICAL REQUIREMENTS

Internet speed must be at least 384 Kbps available for both upload and download, with ports open to TinyEYE's FQDNs.
Computers are required with the following minimum requirements:

Chromebook

- RAM: 2GB or more
- CPU /Processor: Dual Core or better, 2.4 GHz or above
- Video Processor: Integrated GPU

Windows 7, 8 or 10

- RAM: 4GB or more
- CPU /Processor: Dual Core or better, 2.4 GHz or above
- Video Processor: Dedicated or Integrated GPU

macOS 10.11 or later

- RAM: 4GB or more
- CPU /Processor: Dual Core or better, 2.4 GHz or above
- Video Processor: Dedicated or Integrated GPU

Supported Browsers

- Chrome, Firefox, Edge, Safari (on Mac computers)
- **Recommended**: Chrome, Firefox
- Browsers must have the latest updates installed.

Equipment

- Web camera
- Headset with Microphone
    - If group therapy is requested or if the student cannot wear a headset, TinyEYE can provide a desktop speaker and microphone setup.

TinyEYE Therapy Services

Growing Smiles, Mending Spirits, Engaging Children in Their Lives

Schedule "B"

The amounts listed in this order are estimated based on the agreed upon service requirements. The amounts of services required can be increased throughout the Service Period through the change process outlined in our Service Agreement. Product prices and rates are only valid for the Service Period listed below.

Service Period

Start Date: 08/21/2023 End Date: 05/23/2024

Service Products

Product	Price	Total Therapy Hrs	Subtotal
SLP Therapy	$113.40	1161	$131,657.40
School Counselling	$115.75	25.71	$2,975.93
SLP - Assessments	$113.40	16	$1,814.40

Totals

Therapy Hours include both Direct and Indirect times.
Indirect times may include but is not limited to:
Planning, Reporting, Consulting, Communication, Assessment, Reporting, Session Notes, Quarterly Progress Reports.

Grand Total **$136,447.73**
All Prices are in **U.S. Dollars**

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:	August 17, 2023
SUBJECT:	Ratification of Agreement for Professional Services (Special Education)

Background:

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

Discussion/Issues:

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

Fiscal Impact:

Not to exceed $112,140.

Recommendation:

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends 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.

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 2nd day of August 2023 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and 360 Degree Customer Inc. hereinafter referred to as "Consultant."

Payee's Name: 360 Degree Customer Inc. Daytime Phone Number: 408-689-2780

Mailing Address: 473 Sapena Ct #7 Santa Clara CA 905054

Email Address: alex2@360customer.com

Sponsoring Administrator: John Paramo (Print Name) Interim Superintendent (Title) _____ (Signature) Special Education (Location)

Board Approval: 08/17/2022 Account Code: 01.0-65000.0-57601-11804-5810-7440000

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

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

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

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $89 per hour for a total not to exceed **$112,140**

2. The term of the Agreement shall be the period commencing 08/07/2023 and terminating 05/25/2024.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which 360 Degree Customer Inc. will provide a credentialed special education teacher, Zeborah Ware, for Muir Middle 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 360 Degree Customer 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 360 Degree Customer 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

360 Degree Customer 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 360 Degree Customer 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 360 Degree Customer Inc., its agents, subcontractors, employees or other representatives referred to in this Agreement, 360 Degree Customer 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 360 Degree Customer 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 360 Degree Customer Inc. demand.

District shall save and hold 360 Degree Customer Inc., harmless from and against and shall indemnify 360 Degree Customer 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 360 Degree Customer 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, 360 Degree Customer Inc. may defend the same and any expenses, including reasonable attorney's fees, which 360 Degree Customer Inc. may pay or incur in defending said action and the amount of any judgment which 360 Degree Customer Inc. may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO	ACKNOWLEDGED AND AGREED TO
District:	Consultant:
Burbank Unified School District	360 Degree Customer Inc.
District/Company Name	Consultant/Company
Jennifer Nicholson	Print Representative Name
Director, Special Education	
Title	Title
Signature	Signature
Date	Date

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Andrew Cantwell, Assistant Superintendent, Administrative Services
PREPARED BY:	Dennis Maxwell, Director of Facilities
SUBMITTED BY:	Alexi Buliavac, Facilities, Operations and Construction Technician
DATE:	August 17, 2023
SUBJECT:	Ratification of Contract Renewal, Garland/DBS Inc. (GDI), Roof Maintenance Agreement, District-Wide (Restricted Routine Maintenance)

Background:
A comprehensive roof maintenance program helps prevent premature deterioration and keep the District's roofing assets in top working order. Keeping the roofs in good shape will help lower the total roofing costs by significantly extending the roof's service life.

Per Public Contract Code, Article 4 Section 3400 "Preference of Materials", sole sourcing a specific product excludes the District from the public bidding process. In this case, since this is not a CUPCCAA project, the District is specifically using Garland Roofing products and services, which allows to move forward without competitively bidding.

ADCO Roofing & Waterproofing, a subsidiary of Garland/DBS, Inc. (GDI), was selected in 2020 in a bidding process, to provide roof assessment, preventative maintenance, and leak repair services for the District.

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 ad budget information

4.3 Develop a long-term facilities maintenance plan to ensure our school facilities are and will be cared for appropriately.

4.6 Review and prioritize strategies with the Communications Plan.

Discussion/Issues:
The DryZone Program includes preventative maintenance that will be performed two (2) times per year and will consist of two (2) labor days, including housekeeping, at each of the twenty (20) schools. Total of 80 labor days are included in this price. Leak Repairs will consist of up to two (2) labor days to remediate. Any large repairs as noted will be repaired temporarily and an additional proposal for the larger repairs will be furnished to Burbank USD for approval. Renew annually.

Financial Impact:
$171,000 (Restricted Routine Maintenance)

Recommendation:

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education ratify the renewal of the contract between Burbank Unified School District and Garland/DBS Inc. (GDI), District-Wide Roof Maintenance Agreement, effective July 1, 2023 through June 30, 2024, not to exceed $171,000 (01.0-81500-0-00000-81100-5631-752-3100) Restricted Routine 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:	August 17, 2023
SUBJECT:	Acceptance of Notice of Completion, ADCO Roofing, Roof Removal and Restoration, Muir Middle School (Restricted Routine Maintenance)

Background:
The District sought to repair the roof at Muir Middle School, above room #609, that showed signs of deterioration, causing excessive leakage in the classroom.

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 ad 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:
Due to the deteriorating condition of the roof above room #609 at Muir Middle School causing safety concerns, the District requested a proposal from ADCO to remove and restore the roof.

This work was completed on July 18, 2023.

Fiscal Impact:
$17,974 (Restricted Routine Maintenance)

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends 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 (01.0-81500-0-00000-85000-6250-752-3100) Restricted Routine Maintenance, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

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:	August 17, 2023
SUBJECT:	Acceptance of 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, Burbank High School (Bond/Joint Use Fund)

Background:
Due to recent safety concerns, the District sought to install three (3) separate high chain link fences around current accessible areas to restrict unauthorized public access at the following locations: the track entrance from the stairs, the track entrance between the parking structure and weighted area, and the baseball field entrance between the parking structure and building.

District-Wide Goals for 2022-2023:
4.1 Work with the Superintendent's Budget Advisory Committee to identify efficiencies, identify cost-saving opportunities, and develop a system or process to provide increased transparency about the District's financial budget information.

4.2 Continue construction/modernization projects according to the General Obligation Bond Implementation Plan (Measure S).

4.3 Develop a long-term facilities maintenance plan to ensure our school facilities are and will be cared for appropriately.

Discussion/Issues:
On June 15, 2023, the Board had approved the installation of three (3) separate high chain link fences around current accessible areas to limit unauthorized public access.

On July 17, 2023, Western Fence & Supply Co., started the installation of three (3) fences. The first fence installed was a 96" tall chain link fabric, located next to the track and field bathrooms. The fence will block access from the upper parking garage and tennis courts. The installation of the second fence will guide the foot traffic from the parking garage back out to Third Street, allowing visitors to enter the campus by the main office where there is more supervision, eliminating the possibility of unauthorized guests wandering onto the campus. The last fence to be installed will be located on the track and field across from the elevator; this will cut off access to the campus from the upper track and field.

The original board report stated that the funding would be provided by Bond money, but after review, the District collaborated with the City for approval for partial funding. On June 13, 2023, the Joint Use Committee approved the motion to pay for half the project out of joint use funds. This project will utilize half Bond Funds and half Joint Use Funds.

This project was completed on July 26, 2023.

Fiscal Impact:
$25,915 (Bond Fund)
$25,915 (Joint Use Fund)

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Furnish and Install Three (3) High Chain Link Fences to Restrict Unauthorized Public Access at Burbank High School, PO# 23004475, not to exceed $25,915 (21.3-00000.0-91001-85000-6170-431-0000) Bond Fund, $25,915 (01.0-81500.0-00000-85000-6170-752-3300) Joint Use Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

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:	August 17, 2023
SUBJECT:	Acceptance of Notice of Completion, Moe Plumbing, Furnish and Replace Sewer Line, William McKinley Elementary School (Restricted Routine Maintenance)

Background:
The sewer line at William McKinley Elementary School had multiple high and low spots as the sewer line was not properly graded.

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 ad 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:
The District received a proposal dated February 1, 2023, to furnish all materials and labor necessary to complete the removal of asphalt to replace up to 140 feet of 4' sewer line from clean out to second clean out. This work was completed on March 31, 2023.

Fiscal Impact:
$48,936.54 (Restricted Routine Maintenance)

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Furnish and Replace Sewer Line at William McKinley Elementary School, PO# 23003498, not to exceed $48,936.54 (01.0-81500.0-00000-85000-6170-752-3100) (Restricted Routine 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 Allan Maxwell Jr, Director of Facilities
SUBMITTED BY:	Alexi Buliavac, Facilities, Operations and Construction Technician
DATE:	August 17, 2023
SUBJECT:	Ratification of Award of Contract, Intercom Clock & Signal Service (ICS), District-Wide Cellular Monitoring Services, Various Sites (General Fund)

Background:
Due to constant outages/lack of connection from the old landlines that connect to the fire alarm system, the phone system was transferred to cellular services throughout the District to provide connection to the fire alarm company in Spring 2019. ICS installed cell dialers at 18 sites (Disney, Emerson, Harte, Jefferson, McKinley, Miller, Providencia, Roosevelt, Washington, Luther, Huerta, Burbank High, Burroughs, Horace Mann, Adult School, Stevenson, Muir, and CDS).

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 ad budget information

4.3 Develop a long-term facilities maintenance plan to ensure our school facilities are and will be cared for appropriately.

4.6 Review and prioritize strategies with the Communications Plan.

Discussion/Issues:
The agreement will further the implementation of a District-Wide fire alarm monitoring program and will be renewed on an annual basis to continue to monitor the cellular services at each site.

Fiscal Impact:
$1,795 (General Fund)

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends 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.

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:	August 17, 2023
SUBJECT:	Ratification of Award of Contract, Western Fence & Supply Co., DBA Pilgrim Fence Co., Furnish and Install a Chain Link Gate to Allow an Additional Safety Exit, Community Day School (Safety Credit)

Background:
Due to safety concerns, the District pursued the installation of one (1) chain link fence and gate with panic exit hardware to allow an additional exit on the alley side in case of an emergency, at Community Day School.

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 July 11, 2023, the District received a proposal from Western Fence & Supply Co., DBA Pilgrim Fence Co., to furnish and install a chain link gate to allow an additional safety exit at Community Day School. This fence and gate on the alley side of the campus will allow staff/students to have another exit in case of an emergency, instead of all filtering through the main entrance.

Fiscal Impact:
$11,320 (Safety Credit)

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education ratify an award of contract between Burbank Unified School District and Western Fence & Supply Co., DBA Pilgrim Fence Co., to Furnish and Install Chain Link Gate to Allow an Additional Safety Exit at Community Day School, effective July 11, 2023 through July 10, 2024, not to exceed $11,320 (01.0-81500-0-00000-85000-6170-752-3200) Safety Credit, 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 Allan Maxwell Jr, Director of Facilities
SUBMITTED BY:	Alexi Buliavac, Facilities, Operations and Construction Technician
DATE:	August 17, 2023
SUBJECT:	Ratification of Agreement Renewal for Professional Services, Amtech Elevator Services, District-Wide Elevator Inspection and Maintenance (Restricted Routine Maintenance)

Background:
In an effort to revise the scope of work and to decrease the cost being spent on Elevator Inspection and Maintenance, the District opened up the bidding process in 2019.

The bidding results were as follows:
A-Tech Elevator: $4,625/ month; $185/hr regular; $280/hr overtime
Amtech: $4,490 month; $255/hr regular; $510/hr overtime

Amtech Elevator Services was selected to continue providing the services to the District as they have for over ten years.

District-Wide Goals for 2022-2023:
4.3 Develop a long-term facilities maintenance plan to ensure our school facilities are and will be cared for appropriately.

4.6 Review and prioritize strategies with the Communications Plan.

Discussion/Issues:
This master agreement combines the previous Master Maintenance Agreement and Oil & Grease Service Agreement into one which will include the examination, adjustments, cleaning, lubrication, load tests, monthly fire service tests (elevators) as set forth in this agreement along with the required support documentation to maintain the District's annual operating permits for said equipment. This agreement will provide service for 25-hydraulic elevators, 15-wheel chair lifts (plus 1 stair climber), including the newest elevator at Disney Elementary School. This agreement will be renewed on an annual basis.

Financial Impact:
$55,800 (Restricted Routine Maintenance)

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services recommends that the Board of Education ratify the agreement renewal 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, effective July 1, 2023 through June 30, 2024, not to exceed $55,800 (01.0-81500.0-00000-81100-5631-752-3100) Restricted Routine Maintenance, and that the 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:	Crystal Cozakos, Senior Administrative Assistant
DATE:	August 17, 2023
SUBJECT:	Notice of Completion, Reliable Floor Covering Inc., Furnish and Install Auditorium Flooring Replacement, Miller Elementary School (Routine Maintenance)

Background:
The District is in the process of renovating the Miller Elementary School auditorium which will include the removal and replacement of the chairs and flooring replacement.

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 ad 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:
The District funded the flooring remodeling while Team Jaguar, Miller Elementary Fundraising Committee, raised the funds to cover the chair expenses. The flooring was completed on June 27, 2023.

Financial Impact:
$19,730 (Routine Maintenance)

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends 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.

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:	August 17, 2023
SUBJECT:	Ratification of Award of Contract, California Paving & Grading, Furnish and Install Asphalt ADA Compliant Walkway, Community Day School (Safety Credit)

Background:
Due to safety concerns, the District pursued the installation of one (1) chain link fence and gate with panic exit hardware to allow an additional exit on the alley side in case of an emergency, at Community Day School. To make space for the gate addition, an ADA compliant walkway needs to be installed.

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 July 17, 2023, the District received a proposal from California Paving & Grading to furnish and install an asphalt ADA compliant walkway at Community Day School. This walkway will allow the new exit gate to be safely utilized without impeding traffic in the alley.

Fiscal Impact:
$5,525 (Safety Credit)

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education ratify an award of contract between Burbank Unified School District and California Paving & Grading, Furnish and Install an Asphalt ADA Compliant Walkway at Community Day School, effective July 13, 2023 to July 12, 2024, not to exceed $5,525 (01.0-81500-0-00000-85000-6170-752-3200) Safety Credit, 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:	Terri Ramirez-Adams, Senior Administrative Secretary
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Secretary
DATE:	August 17, 2023
SUBJECT:	Approval of Professional Agreement with Dannis Woliver Kelley

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Background:

The Burbank Unified School District has the need from time to time for legal advice, support and direction in areas of specialty. Services also include training for District Staff.

Discussion and Issues:

For more than 45 years, Dannis Woliver Kelley has provided legal advice and counseling services to California school and community college districts.

Fiscal Impact:

As an initial matter, Attorney will provide a three (3) hour training for District Staff at a flat rate of not to exceed $2,000. This is an all-in flat rate and includes all materials, preparation time, travel time and presentation time.

The District will use the services of this firm on an as-needed basis as is already our practice with other attorneys. The rate per hour for the firm is as follows:

Client agrees to pay Attorney by the following standard hourly rate:

	Effective 8/18/2023
Shareholders/Of Counsel	$265 - $375 per hour
Special Counsel	$245 - $300 per hour
Associate	$195 - $265 per hour
Paralegal/Law Clerk	$130 - $195 per hour
Gregory J. Dannis/Shareholder Emeritus	$395 - $450 per hour

Rates for individual attorneys may vary within the above ranges depending on the level of experience and qualifications and the nature of legal services provided.

Recommendation:

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends 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.

DWK
DANNIS WOLIVER KELLEY
Attorneys at Law

SAMUEL R. SANTANA
Attorney at Law
ssantana@DWKesq.com

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www.DWKesq.com

Aug 3, 2023

VIA EMAIL

John Paramo
Superintendent
Burbank Unified School District
1900 West Olive Avenue
Burbank, CA 91506-2438

Re: 2023-2024 Agreement for Professional Services

Dear Superintendent Paramo:

For more than 45 years, we have provided legal advice and counseling services to California school and community college districts. We appreciate more than ever the opportunity to be your partner in achieving your core mission to educate and prepare all children and young adults to be responsible, mindful citizens in the global marketplace of ideas. We are your steadfast allies and will support you with our full range of expertise to provide quality education programs to millions of California students.

Attached is our Agreement for Professional Services for the 2023-2024 school year. We will offer the Burbank Unified School District efficient and prompt service and the highest quality legal advice and counsel you have come to expect.

We look forward to serving the District in the coming school year and establishing a mutually rewarding partnership. Please sign the attached Agreement, insert the date of Board approval, and return to the undersigned via email.

Best regards,
Dannis Woliver Kelley

Samuel R. Santana
SRS:clb

AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement is made and entered into on August 18, 2023, by and between the Burbank Unified School District, hereinafter referred to as District, and Dannis Woliver Kelley, a professional corporation, hereinafter referred to as Attorney.

In consideration of the promises and the mutual agreements hereinafter contained, District and Attorney agree as follows:

SCOPE OF SERVICES. District appoints Attorney to represent, advise, and counsel it from August 18, 2023, through and including June 30, 2024, and continuing thereafter as approved. Any services performed during the period between the above commencement date and the date of Board action approving this Agreement are hereby ratified by said Board approval. Attorney agrees to prepare periodic reviews of relevant court decisions, legislation, and other legal issues. Attorney agrees to keep current and in force at all times a policy covering incidents of legal malpractice. As an initial matter, Attorney will provide a three (3) hour training for District staff at a flat rate of not-to-exceed $2,000. This is in all-in flat rate and includes all materials preparation time, travel time, and presentation time.

CLIENT DUTIES. District shall be truthful with Attorney, cooperate with Attorney, keep Attorney informed of developments, ensure access for Attorney to communicate with the District's governing board as appropriate, perform the obligations it has agreed to perform under this Agreement and pay Attorney bills in a timely manner.

FEES AND BILLING PRACTICES. Except as hereinafter provided, District agrees to pay Attorney two hundred sixty-five dollars ($265) to three hundred seventy-five dollars ($375) per hour for Shareholders and Of Counsel; two hundred forty-five dollars ($245) to three hundred dollars ($300) for Special Counsel; one hundred ninety-five dollars ($195) to two hundred sixty-five dollars ($265) per hour for Associates; and one hundred thirty dollars ($130) to one hundred ninety-five dollars ($195) per hour for Paralegals and Law Clerks. The rate range for Gregory J. Dannis and Shareholder Emeritus shall be three hundred ninety-five dollars ($395) to four hundred fifty dollars ($450) per hour. Rates for individual attorneys may vary within the above ranges depending on the level of experience and qualifications and the nature of the legal services provided. Mr. Dannis' hourly rate shall be $450. Agreements for legal fees at other than the hourly rate set forth above may be made by mutual agreement for special projects, particular scopes of work, or for attorneys with specialized skills. The rates specified in this Agreement are subject to change at any time by Attorney following written notice to Client and shall apply to all services rendered after such notice is given. Time is billed in minimum increments of one-tenth (.1) of an hour, except the first communication (e.g., by telephone, voice-mail, e-mail, text) of any day containing substantive advice which is charged a minimum of three-tenths (.3) of an hour. Actual travel time and time spent attending in-person or remote meetings is charged at the rates above. In the course of travel for, or attending meetings with or for District, it may be necessary for Attorney to work for and bill other clients. If, during the course of representation of District, an insurance or other entity assumes responsibility for payment of all or partial fees of Attorney on a particular case or matter, District shall remain responsible for the difference between fees paid by the other entity and Attorney's hourly rates as specified in this Agreement unless otherwise agreed by the parties.

OTHER CHARGES. District further agrees to reimburse Attorney for actual and necessary expenses and costs with respect to providing the above services, including support services such as copying charges (charged at $0.10 per page), postage (only charged if in excess of $1.00), and computerized legal research and electronic record review platforms (i.e., Westlaw, e-discovery). Any discount received on such services is passed along to Client by Attorney. District agrees that such actual and necessary expenses may vary according to special circumstances necessitated by request of District or emergency

conditions which occasionally arise. Such expenses shall be provided at cost unless otherwise specified.

District further agrees to pay third parties, directly or indirectly through Attorney, for major costs and expenses including, but not limited to, costs of serving pleadings, filing fees and other charges assessed by courts and other public agencies, arbitrators' fees, court reporters' fees, jury fees, witness fees, investigation expenses, consultants' fees, and expert witness fees. Upon mutual consent of District and Attorney, District may either advance or reimburse Attorney for such costs and expenses.

Occasionally Attorney may provide District officials and/or employees with food or meals at Attorney-sponsored trainings or when working with District officials and/or employees. Attorney may provide such food or meals without additional charge in exchange for the consideration provided by the District under this Agreement.

BILLING STATEMENT. Attorney shall send District a statement for fees and costs incurred every calendar month. Attorney's statements shall clearly state the basis thereof, including the amount, rate and basis for calculations or other methods of determination of Attorney's fees. Upon District office's request for additional statement information, Attorney shall provide a bill to District no later than ten (10) days following the request. District is entitled to make subsequent requests for bills at intervals of no less than thirty (30) days following the initial request. District shall pay Attorney's statements within thirty (30) days after each statement's date.

INDEPENDENT CONTRACTOR. It is expressly understood and agreed to by both parties that Attorney, while carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the District. Attorney does not anticipate that in the course and scope of performing legal services it will have any interaction with any pupil that is not under the immediate supervision and control of a District employee or a pupil's parent or guardian. If District requests legal services in which Attorney will have unsupervised interaction with pupils, Attorney will complete fingerprinting and background check clearances as required by Education Code Section 45125.1 prior to commencing such services. Attorney further agrees to comply with applicable, prevailing state vaccine or testing requirements.

CONSENT TO USE OF E-MAIL AND CLOUD SERVICES. In order to provide District with efficient and convenient legal services, Attorney will communicate and transmit documents using e-mail. Because e-mail continues to evolve, there may be risks communicating in this manner, including risks related to confidentiality and security. By entering into this Agreement, District is consenting to such e-mail transmissions with District and District's representatives and agents. In addition, Attorney uses cloud computing services with servers located in a facility other than Attorney's office. Most of Attorney's electronic data, including emails and documents, are stored in this manner. By entering into this Agreement, District understands and consents to having communications, documents and information pertinent to the District's matters stored through such cloud-based services.

CONFLICT OF INTEREST. In some situations, where Attorney has relationships with other entities, the Rules of Professional Conduct and Business & Professions Code may require Attorney to provide disclosure or to obtain informed written consent before it can provide legal services for a client. Attorney represents many school and community college districts, county offices of education, joint powers authorities, SELPAs and other entities throughout California. The statutory and regulatory structure of the provision of education services results in many ways in which these entities interact which could result in a conflict between the interests of more than one of Attorney's clients. If Attorney becomes aware of a specific conflict of interest involving District, Attorney will comply with the legal and ethical requirements to fulfill its duties of loyalty and confidentiality to District. If District has any question about whether Attorney has a conflict of interest in its representation of District in any matter, it may contact Attorney or other legal counsel for clarification.

TERMINATION OF CONTRACT. District or Attorney may terminate this Agreement by giving reasonable written notice of termination to the other party.

COUNTERPARTS. This Agreement may be executed in duplicate originals, including facsimiles, each of which shall fully bind each party as if all had signed the same copy. Electronic copies of signatures shall be treated as originals for all purposes.

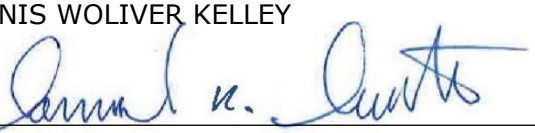
IN WITNESS WHEREOF, the parties hereto have signed this Agreement for Professional Services.

BURBANK UNIFIED SCHOOL DISTRICT

_____ _____

John Paramo Date
Superintendent

DANNIS WOLIVER KELLEY



_____ 8/3/23

Samuel R. Santana Date
Attorney at Law

At its public meeting of_____, 2023, the Board approved this Agreement and authorized the Board President, Superintendent or Designee to execute this Agreement.

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Andrew Cantwell, Assistant Superintendent, Administrative Services
PREPARED BY:	Terri Ramirez-Adams, Senior Administrative Secretary
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Secretary
DATE:	August 17, 2023
SUBJECT:	Approval of Amended Contract Extension for Bid# 1920-025, Transportation Services with First Student, Inc.

Background:

Burbank Unified School District has contracted with First Student, Inc. for home-to-school special education transportation and athletic/field trip transportation since August 2012.

On June 4, 2020, the Board of Education awarded Bid #1920-025, for Transportation Services to First Student Inc. This contract term was for three (3) years.

Discussion and Issues:

On June 15, 2023, the contract extension for Bid# 1920-025 for transportation services with First Student, Inc. was approved by the Board of Education. A cost was not specified for the contract extension at that time. To provide full transparency the contract extension is being amended to include the not to exceed amount.

Fiscal Impact:

Not to exceed $3,000,000

Recommendation:

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends 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.

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:	Teri Smith, Senior Administrative Assistant
SUBMITTED BY:	Teri Smith, Senior Administrative Assistant
DATE:	June 15, 2023
SUBJECT:	Approval of Contract Extension for Bid # 1920-025, Transportation Services with First Student Inc.

Background:
Burbank Unified School District has contracted with First Student, Inc. for home-to-school special education transportation and athletic/field trip transportation since August 2012.

On June 4, 2020, the Board of Education awarded Bid #1920-025, for Transportation Services to First Student Inc. This contact term was for three (3) years.

Discussion/Issues:
A provision in Bid # 1920-025, cites the contract term is for three (3) years after the award of bid, and may be extended for an additional two (2) year term.

The District has requested that First Student Inc. extend the current contract for the two (2) year additional term renewal option. First Student has provided the District with a letter of renewal of Bid # 1920-025, dated May 19, 2023 agreeing to provide the District with services mentioned in their original bid. There is an increase in cost to cover driver and technician wages, insurance, vehicle maintenance, and fuel cost.

Fiscal Impact:
The rates for the 2023-24 and 2024-25 school years are as stated below:

Bus Type	School Year 2023-2024		School Year 2024-2025	
	Base Rate	Excess	Base Rate	Excess
HTS – Vans (Base 4hrs)	$584.58	$85.31	$681.04	$99.39
HTS – W/C (Base 4hrs)	$617.06	$85.31	$718.87	$99.39
Extracurricular 3 Hours	$560.81	$186.94	$653.34	$217.78
Extracurricular 4 Hours	$632.15	$158.04	$736.45	$184.11
Excess Hour		$123.38		$143.74

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends 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.

13200 Crossroads Parkway, Suite 450
City of Industry, CA 91746

5/19/2023

Andrew Cantwell
Assistant Superintendent, Administrative Services
Burbank Unified School District
1900 West Olive Avenue
Burbank, CA 91506

Dear Mr. Cantwell,

As active members of the Burbank community and a long-term Burbank Unified School District ("BUSD") partner of more than 10 years, we have made significant investments in our relationship and appreciate the opportunity to extend our contract. By providing exceptional student transportation services and positively impacting BUSD students' and families' experiences, we enable BUSD to focus on your core mission –connecting students and families with resources and support in order to provide a caring and equitable learning environment for all students.

First Student Offerings

Over the course of our relationship, First Student has evolved as a company while continuing our commitment to providing the safest ride to and from school to your students. With our focus on student success, we developed numerous technology and service offerings to support our district partners. Some examples include:

- FirstAlt® – Our alternative transportation solution utilizes a fleet of small capacity vehicles — a mix of sedans, SUVs, minivans and wheelchair vans — to provide districts with a safe and reliable transportation option for students with special needs, students experiencing homelessness, out of district students and hard to serve trips. We can discuss this service with BUSD should you have an interest.
- Electric School Buses – The benefits of electric school buses are numerous. As the leader in the industry, having already driven electric buses one million miles, our scale and presence can help BUSD throughout the process. We will assist in the application for the grant program or help the district self-certify, should BUSD have interest. Together we can reduce greenhouse gas emissions and health costs while supporting the community.
- FirstServes™ – This is a proprietary special education transportation program that builds on our standard special needs training to incorporate research-based interventions and other effective training models to better serve children with disabilities. We would like to offer FirstServes™ to you at no cost as part of our contract extension.
- FirstView® – Our FirstView® Product Suite brings together GPS, electronic routing software and First Student's operations platform, FOCUS™, to provide enhanced communication and visibility into your transportation system. The FirstView suite consists of the FirstView DistrictView dashboard and the FirstView ParentView app. We are excited to offer this to BUSD as part of our contract extension.

Our Location Manager Isaac Ruiz, Area General Manager Lisa Serra, and region leadership team are responsible for the implementation of new service offerings. They will arrange for information sessions for the district, to better understand these new service offerings and ensure a smooth transition with uninterrupted support to the current Burbank operations.

Burbank Operations

- As your 12-year partner, we are well versed in the community and your operations. Within our facility, our staff has a collective 40+ years of experience.
- Employee engagement and job satisfaction are critical in all industries. They are even more so for bus drivers. In this important role, drivers build lasting relationships with the students we serve. We're proud of the fact that 13 of our drivers have served BUSD for 10 years or more. Additionally, over half of the team in Burbank have missed one day or less. That speaks volumes for our culture and employee relationships.
- We are a business made up of people, and the diversity of those people is our strength. We want everyone to feel welcome and take immense pride serving our customer base. Toward this, First Student formed our Diversity & Inclusion Council, taking major steps towards ensuring that it is a place that values the diversity of its employees and the communities that it serves. The Council is comprised of employees from various departments and locations throughout First Student and meets monthly. Members of the Council rotate over time to ensure more employees are provided the opportunity to represent our diverse organization. We are committed to making overdue changes and continually adjust and develop new programs to deliver substantive improvements.
- Through MobileManager, our customer-built application designed to put actionable safety and service insights directly in the hands of our Location Managers to support driver development, we've seen improvement across four Key Performance Indicators (KPIs):
    - 83% improvement in Idling, *year to date*
    - 76% improvement in Rapid Acceleration events, *year to date*
    - 75% improvement in Speeding events, *year to date*
    - 71% improvement in Hard Braking events, *year to date*
- Our region and location leadership continue to make safety our number one priority. Toward this, our Burbank drivers have driven more than 5 years without a preventable accident. That equals nearly 1.6 million miles and is further evidence of our promise to uphold high safety records throughout the term of our relationship.

It is our hope that this illustrates the history of our commitment to BUSD and the Burbank community.

Contract Cost

As requested, we have attached the rate sheets for a one-year, and two-year renewal. Our rates reflect our unique understanding of BUSD's transportation operation and reflects current market conditions for all cost inputs. We recognize that this is a substantial increase over current rates. It is worth noting that the RFP in 2020 stated that the rates were to remain flat for the first 3-years of the contract and after the last three years, and the impacts of the pandemic has had on wages, real estate, overall inflation, the adjustment to rates was a lot more extreme.

Should the district be interested in a longer-term contract of five years, the cost for the first year could be reduced by spreading it out over the outer years. We would be happy to talk to the board and share how we can lessen the impact to the district. Please see Appendix A that follows for the two rate sheets.

We recognize that the district is also experiencing rising costs and are familiar with cost drivers; however, in the interests of transparency, we wanted to share where our costs have increased over the last three years. The following are the most prominent cost factors impacting the increase since your last Request for Proposal for transportation services starting in School Year 20/21:

- Driver wages (competitive labor market) – 63.7%
- Technician wages (statutory requirements) – 15.4%
- Insurance (market adjusting to risks) – 139.0%
- Facility rent (market driven) – 107.7%
- Vehicle maintenance (supply change issues) – 79.7%
- Fuel (driven by energy policies) – 46.7%
- The Consumer Price Index (CPI) has increased 15.1% since 2020.

While contract pricing is unique to each district's needs, this provides a summary of BUSD costs as compared to other local and/or similar contracts, normalized for market/contract differences. Please note these rates are based on the weighted average cost for each district, based on route count and route mix, in order to best provide an 'apples to apples' comparison:

School District	Burbank	Pasadena	Glendale	LACOE	LAUSD
Average Daily Route Cost *	660.06	567.35	576.78	584.70	793.59
Adjustments for market/contract differences:					
Driver Compensation (Based on Location Wage Scale)		78.65	18.11	46.29	(29.74)
Fuel (Fleet Mix)		6.59	(5.10)	(2.60)	(2.79)
Vehicle Cost (Fleet Type)		26.54	6.99	46.95	6.17
Insurance (Market Based)		22.47	(12.17)	23.83	21.26
Staff		(6.95)	(11.25)	6.46	(9.93)
Facility (Property Agreements)		93.90	81.42	74.07	49.41
Other Operating Costs		(8.94)	(6.05)	(0.12)	(15.00)
Charter Services		(0.09)	0.14	(0.22)	(0.16)
Total	**660.06**	**779.52**	**648.87**	**779.38**	**812.81**

Average Daily Route Cost assumes rates as outlined for a two-year contract renewal using current route mix of 17 vans (01-20) at $584.58, seven (7) van W/C (01-20 WC) at $617.06, and an assumption of excess hours at $85.31/hour.

This is intended to provide clarity into the key factors of our price increase proposal and how we can continue to engage and grow with the district. I look forward to the opportunity to meet with you again individually or with the school board members to discuss this letter and the need to support your District.

Sincerely,

Lisa Serra
Area General Manager
(626) 221-1026
Lisa.Serra@firstgroup.com

FIRSTstudent

BURBANK UNIFIED SCHOOL DISTRICT
HOME TO SCHOOL TRANSPORTATION SERVICE

Description	SY2022 - 2023	50.0% SY2023 - 2024	16.5% SY2024 - 2025
01 -20	$389.72	$584.58	$681.04
Excess Hour (Above 4.0 hour)	$56.87	$85.31	$99.39
01 - 20 WC	$411.37	$617.06	$718.87
Excess Hour (Above 4.0 hour)	$56.87	$85.31	$99.39
Monitor	$108.16	$162.24	$189.01
Excess Hour (Above 4.0 hour)	$27.04	$40.56	$47.25
Extracurricular			
55-72 PAX			
3-Hr Minimum	$373.87	$560.81	$653.34
4-Hr Minimum	$421.43	$632.15	$736.45
Excess Hour	$82.25	$123.38	$143.74

* Rates Based on Monday-Friday, Non-Holiday Regular Rates

Jessica Ho — 5/18/2023
Prepared By — Date

Anita Chou — 5/18/2023
Reviewed By — Date

Andrew Cantwell — 6/15/2023
Customer 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 Educational Support
SUBMITTED BY:	Lourdes Moya, Administrative Secretary
DATE:	August 17, 2023
SUBJECT:	Acceptance of Notice of Completion, Disney Two-story Ten Classroom Building, Project 1: Data Cabling Infrastructure, Disney Elementary School, Sunrise Telecom (Bond Funds)

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 March 17, 2022, the Board of Education approved an award of contract to Sunrise Telecom for the Disney Two-story Ten Classroom Building, Project 1: Data Cabling Infrastructure at Disney Elementary School. District staff has reviewed and approved the remainder of this project as complete.

Fiscal Impact:
The original Board of Education approved project cost was $46,649.03. The outstanding NOC retention balance is $2,332.45.

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends 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.

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 Educational Support
SUBMITTED BY:	Lourdes Moya, Administrative Secretary
DATE:	August 17, 2023
SUBJECT:	Ratification of the Renewal of Agreement with Softchoice for Sophos Ltd., District-wide (General Fund)

Background:
On April 16, 2020, the Board of Education approved an agreement with Blue Street Capital for Sophos Ltd. for Endpoint Protection software. An Endpoint is a computer, server, or device someone uses. Their offerings include antivirus, malware, email security, encryption, and data protection. Sophos ensures continuous defense against evolving risks with real-time threat intelligence and updates. Their advanced security features, such as machine learning, deep learning neural networks, and endpoint detection and response (EDR), enhance overall protections.

District-wide Goals for 2022-2023:
4. Maintain efficient and effective operations.

Discussion/Issues:
Initially, the three-year renewal contract was $265,637. A dramatic increase from the District's last renewal for the same contracted services without any enhancements. During negotiations, pricing was reduced to $234,539. After persistent and time-consuming negotiations, the District secured additional cost reductions, bringing the total down to $147,000 for a three-year contract financed at zero percent. The new contract includes three additional features not included in the original: Sophos Central Phish Threat, Enhanced Support, and professional services.

Sophos Central Phish Threat is a security awareness training solution designed to help educate employees about phishing threats. It enables the District to simulate phishing attacks on employees, assess their susceptibility, and deliver targeted training to improve their phishing awareness. Sophos Enhanced Plus Support provides priority access to Sophos support engineers and ensures faster response times and quicker issue resolution. Professional services assist staff with reconfiguring systems to best practices.

Fiscal Impact:
The fiscal impact is $147,000 over three years. The three-year agreement will be invoiced at $49,000 annually starting in July 2023. Please see the attached proposal.

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends 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.

Softchoice Corporation
314 W Superior St #400
Chicago, IL 60654

Sales/Order desk
Phone: (800) 268-7638
Fax: (800) 268-7639

Quote	Q-1579648
Date	26-Jul-2023

Quote

Ship To :
Rick Vonk
Burbank Unified School District
1900 WEST OLIVE AVENUE
BURBANK, CA 91506

Bill To:
Rick Vonk
Burbank Unified School District
1900 WEST OLIVE AVENUE
BURBANK CA
91506

Quote Prepared For	Rick Vonk Burbank Unified School District Phone: (818) 729-3405 Email: rickvonk@burbankusd.org
Quote Sent By	Braeden Carr braeden.carr@softchoice.com Phone: (312) 260-9890 Fax:
Comments	Sophos - 3 year renewal

Sophos Renewal
3 year XDR, CEMA, Central Phish Threat, Enhanced Support, & Professional Services

Total Amount Financed $147,000.00 / 3 Annual payments of $49,000 @ 0%

Period of Performance
Start: 7/22/2023
End: 7/21/2026

Quote Expiration date: 08/23/2023

Item #	Mfg Sku #	Description	Qty	Billing Frequency	Start Date	End Date	Unit Price	Extended Price
2000138931	CAEK3ETAA	Sophos Central Intercept X Advanced with XDR - subscription license renewal (3 years) - 1 user	1950	Every 3 Years	22-Jul-2023	21-Jul-2026	$36.98	$72,111.00

2000114768	CSIG3ETAA	Sophos Central Intercept X Advanced for Server with XDR - subscription license renewal (3 years) - 1 server	50	Every 3 Years	22-Jul-2023	21-Jul-2026	$79.78	$3,989.00
2000144296	CAMM3CTAA	CENTRAL EMAIL ADVANCED - 5000+ USERS - 36 MOS - RENEWAL	7500	Every 3 Years	22-Jul-2023	21-Jul-2026	$9.16	$68,700.00
2000095975	EPEC3CSAA	Sophos Enhanced Plus Support - Technical support - 1000-1999 users - phone consulting - 3 years - 24x7	1	Every 3 Years	22-Jul-2023	21-Jul-2026	$0.00	$0.00
2000125755	CPTM3ESAA	Sophos Central Phish Threat - subscription license (3 years) - 1 user	7500	Every 3 Years	22-Jul-2023	21-Jul-2026	$0.00	$0.00
2000607083	PGBZTCCAA	Sophos Professional Services Gateway Remote Configuration Assist - Remote configuration - 4 hour(s)	1				$2,200.00	$2,200.00
						GROUP TOTAL		$147,000.00

	SUBTOTAL	$147,000.00
	DELIVERY: Ground - 3 to 5 days	$0.00
	State Tax	$0.00
	Local Tax	$0.00
All currency in this quote is in (USD).	**TOTAL**	$147,000.00

Budgetary Quote

This purchase is subject to Softchoice's online terms of sale, unless you have a separate purchase agreement signed by both your company and Softchoice, in which case, that separate agreement will govern. Softchoice's terms of sale can be found at:

https://www.softchoice.com/softchoice-terms-and-conditions-for-products

Signature : 

Name : Andrew Cantwell

Title : Assistant Superintendent, Administrative Services

Date : July 26, 2023

PO# :

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Linda Junge, Assistant Superintendent, Instructional Services
PREPARED BY:	Linda Junge, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	August 17, 2023
SUBJECT:	Approval of John Burroughs High School Vocal Music Association (Overnight) Field Trip

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Background:

The John Burroughs High School Vocal Music Association wishes to travel to Running Springs for weekend choir camp on Friday, September 22, 2023 through Sunday, September 24, 2023.

Discussion/Issues:

Two-hundred and fifty students will travel via bus to Pali Retreat Camp with Brendan Jennings, Teacher, and Twenty chaperones for intensive music and dance enrichment workshops.

Day 1 – Friday, September 22nd, students will board buses and leave JBHS at approximately 10:30 am. Students will unload gear and go to assigned cabins at Pali Retreat Camp, 30778 Hwy 18, Running Springs, CA 92382. The phone number for the camp is (951) 659-2605. Dinner will be provided. Students will receive training throughout the day and enjoy campfire and snack time in the evening. Lights out at 11:00 pm.

Day 2 – Saturday, September 23rd, students will have breakfast at 7:30 am. Camp activities begin at 9:00 am. Snacks and lunch will be provided. After a day of enrichment workshops, students will have free time before dinner. Lights out will be 11:00 pm

Day 3 – Sunday, September 24th, students will have breakfast at 7:30 am. A Group picture will be taken at 8:30 am. Students will participate in stretching exercises have a performance at 11:00 am. All Choirs will breakdown equipment, load buses and pick up a snack before departing at 12:30 pm. Students are scheduled to arrive back at JBHS at 5:00 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 Wednesday, August 23, 2023 at 7:00 pm in the JBHS auditorium. 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:
Linda Junge, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the John Burroughs High School Vocal Music Association (Overnight) Field Trip request to Pali Retreat Camp in Running Springs, CA Friday, September 22, 2023 through Sunday, September 24, 2023, as presented.