BURBANK UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

REGULAR MEETING

Thursday, January 16, 2025

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

Burbank City Hall
275 E. Olive Avenue
Burbank, California

AGENDA

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

1. CALL TO ORDER

1.a NOTICE TO THE PUBLIC

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

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

1. Speakers who wish to provide a Public Comment virtually should sign up at this link: https://forms.gle/Btxm8Md3fCRmCY6D9 3pm on Wednesday, January 15th. Please indicate if your comment pertains to (1) an item on this agenda, or (2) a subject within the jurisdiction of the Board of Education. Closed Session Public Comments must be given in person.

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

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

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

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

2. REQUESTS TO ADDRESS THE BOARD

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

2.b Staff Responses

2.c Board Members' Responses

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

3.a Conference with Labor Negotiator, Pursuant to Government Code §54957.6
Agency Negotiator: Andrew Cantwell, Assistant Superintendent, Administrative Services
Employee Organization: Burbank Teachers Association (BTA)

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

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

3.d Conference with Legal Counsel - Existing Litigation Pursuant to Government Code §54956.9 (b)(1) and (b)(3)(A)
Final Settlement Agreement for Special Education Students 960012534 and 960035314

3.e Conference with Superintendent, Existing Litigation Pursuant to Government Code §54956.9

One Case: No.: 22BBCV01084 - Doe, Jane (L.B.) v. Burbank USD

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

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

5. REPORTING ON CLOSED SESSION

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

7. ITEMS FOR FUTURE AGENDAS

8. OATH OF OFFICE

8.a Administration of the Oath of Office for Student Board Member
Armond Aghakhanian, President, Board of Education, will administer the Oath of Office to Student Board Member: Hayk Smbatyan, representing Monterey High School (MHS); who will serve as Student Board Members for the remainder of the 2024-2025 school year.

9. REPORTS FROM THE BOARD AND STAFF

9.a Student Representatives
Lala Nestor, John Burroughs High School, Rose Ilangesyan; Burbank High School, and Hayk Smbatyan; Monterey High School, will report on activities at their respective schools.

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

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

10. REQUESTS TO ADDRESS THE BOARD

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

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

10.b Superintendent's Comments

John Paramo, Superintendent, will respond to public comment.

10.c Board Members' Responses

Board Members will respond to public comment.

11. REPORTS TO THE BOARD

11.a Report on the 2023-2024 Annual Fiscal Report and the Financial and Performance Audits of Proposition 39 General Obligation Bonds Building Fund Measure S Program

Andrew Cantwell, Assistant Superintendent, Administrative Services, will introduce Gema Ptasinski, Certified Public Accountant of CliftonLarsonAllen LLP (CLA), who will review the 2023-2024 Annual Financial Report and the $110 million Measure S Obligation Bond program report, as presented.

Audit Report 23-24 011625.pdf

11.b Update on the Changes Implemented Based on the Fiscal Crisis & Management Assistance Team (FCMAT) Study Recommendations

Andrew Cantwell, Assistant Superintendent, Administrative Services will introduce Mariam Abdelhamid, Director of Fiscal Services, who will report on the changes implemented based on the Fiscal Crisis & Management Assistance Team (FCMAT) study recommendations.

Fiscal Services Update 011625.pdf

12. NEW AND/OR UNFINISHED BUSINESS

12.a Adoption of Resolution 14 – Declaring Intent to Negotiate Community Workforce Agreement

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education adopt Resolution 14 - Declaring Intent to Negotiate a Community

Workforce Agreement, as presented.

Resolution 14 - Resolution of Intent 011625.pdf

12.b Adoption of Resolution 16 Proclaiming the Week of February 3, 2025 through February 7, 2025 as School Counseling Week

Sarah Rudchenko, Assistant Superintendent, Human Resources Services recommends that the Board of Education adopt Resolution 16 Proclaiming February 3, 2025 through February 7, 2025 as School Counseling Week in the Burbank Unified School District, as presented.

Adoption of Resolution 16 Proclaming February 3, 2025 through February 7, 2025 as School Counseling Week.pdf

12.c Adoption of Resolution 17 Accepting the "Certificate of the Canvass of the Election Returns"

John Paramo, Superintendent, recommends that the Board of Education adopt Resolution 17 accepting the "Certificate of the Canvass of the Election Returns," as presented.

Resolution 17 Certifying Election Results_2024.pdf

12.d Adoption of Resolution 18 – Certifying Results of the General Obligation Bond Election

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education adopt Resolution 18 – Certifying Results of the General Obligation Bond Election, as presented.

Resolution 18 - Certifying Bond Election Results 011625.pdf

12.e Adoption of Resolution 19 – Adopting Bylaws Governing the Measure ABC Citizens' Oversight Committee

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education adopt Resolution 19 – Adopting Bylaws Governing Citizens' Oversight Committee, as presented.

Resolution 19 - Adopting Bylaws Governing the Measure ABC COC 011625.pdf

12.f Adoption of Resolution 20 – Emergency Work Pursuant to Public Contract Code Section 22035

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education adopt Resolution 20, delegating authority to staff to contract to perform the work necessary to repair and protect District facilities without the need to advertise for bids resulting from this ongoing weather event, as presented.

Resolution 20 - Emergency Work 011625.pdf

12.g Ratification of Approval of Professional Services Agreement, Encorp, Asbestos and Lead Inspection for Roofing Project, Burbank High School (Bond Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services recommends that the Board of Education ratify the professional service agreement between Burbank Unified School District and Encorp for an Inspection and Abatement Reporting at Burbank High School, effective January 1, 2024 through June 30, 2025, not to exceed $5,390 (213-00000-0-91008-85000-6282-431-0000) Restricted Routine Maintenance, and that the authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

1-16_Ratif_Encorp_BHS_Bond.pdf

12.h Ratification of Approval of Professional Services Agreement, Encorp, Asbestos and Lead Inspection for Roofing Project, Emerson Elementary School (Bond Fund)
Andrew Cantwell, Assistant Superintendent, Administrative Services recommends that the Board of Education ratify the professional service agreement between Burbank Unified School District and Encorp for an Inspection and Abatement Reporting at Emerson Elementary School, effective January 1, 2024 through June 30, 2025, not to exceed $7,230 (213-00000-0-91008-85000-6282-203-0000) Restricted Routine Maintenance, and that the authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

1-16_Ratif_Encorp_Emerson_Bond.pdf

12.i Ratification of Approval of Professional Services Agreement, Encorp, Asbestos and Lead Inspection for Roofing Project, John Burroughs High School (Bond Fund)
Andrew Cantwell, Assistant Superintendent, Administrative Services recommends that the Board of Education ratify the professional service agreement between Burbank Unified School District and Encorp for an Inspection and Abatement Reporting at John Burroughs High School, effective January 1, 2024 through June 30, 2025, not to exceed $7,810 (213-00000-0-91008-85000-6282-432-0000) Restricted Routine Maintenance, and that the authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

1-16_Ratif_Encorp_JBHS_Bond.pdf

12.j Ratification of Approval of Professional Services Agreement, Encorp, Asbestos and Lead Inspection for Roofing Project, Jefferson Elementary School (Bond Fund)
Andrew Cantwell, Assistant Superintendent, Administrative Services recommends that the Board of Education ratify the professional service agreement between Burbank Unified School District and Encorp for an Inspection and Abatement Reporting at Jefferson Elementary School, effective January 1, 2024 through June 30, 2025, not to exceed $8,550 (213-00000-0-91008-85000-6282-206-0000) Restricted Routine Maintenance, and that the authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

1-16_Ratif_Encorp_Jefferson_Bond.pdf

12.k Ratification of Approval of Professional Services Agreement, Encorp, Asbestos and Lead Inspection for Roofing Project, Luther Middle School (Bond Fund)
Andrew Cantwell, Assistant Superintendent, Administrative Services recommends that the Board of Education ratify the professional service agreement between Burbank Unified School District and Encorp for an Inspection and Abatement Reporting at Luther Middle School, effective January 1, 2024 through June 30, 2025, not to exceed $17,960 (213-00000-0-91008-85000-6282-321-0000) Restricted Routine Maintenance, and that the authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

1-16_Ratif_Encorp_Luther_Bond.pdf

12.l Ratification of Approval of Professional Services Agreement, Encorp, Asbestos and Lead Inspection for Roofing Project, Magnolia Park (Bond Fund)
Andrew Cantwell, Assistant Superintendent, Administrative Services recommends that the

Board of Education ratify the professional service agreement between Burbank Unified School District and Encorp for an Inspection and Abatement Reporting at Magnolia Park, effective January 1, 2024 through June 30, 2025, not to exceed $825 (213-00000-0-91008-85000-6282-217-0000) Restricted Routine Maintenance, and that the authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

1-16_Ratif_Encorp_Mag Park_Bond.pdf

12.m Ratification of Approval of Professional Services Agreement, Encorp, Asbestos and Lead Inspection for Roofing Project, Miller Elementary School (Bond Fund)
Andrew Cantwell, Assistant Superintendent, Administrative Services recommends that the Board of Education ratify the professional service agreement between Burbank Unified School District and Encorp for an Inspection and Abatement Reporting at Miller Elementary School, effective January 1, 2024 through June 30, 2025, not to exceed $11,120 (213-00000-0-91008-85000-6282-210-0000) Restricted Routine Maintenance, and that the authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

1-16_Ratif_Encorp_Miller_Bond.pdf

12.n Ratification of Approval of Professional Services Agreement, Encorp, Asbestos and Lead Inspection for Roofing Project, Monterey High School (Bond Fund)
Andrew Cantwell, Assistant Superintendent, Administrative Services recommends that the Board of Education ratify the professional service agreement between Burbank Unified School District and Encorp for an Inspection and Abatement Reporting at Monterey High School, effective January 1, 2024 through June 30, 2025, not to exceed $4,065 (213-00000-0-91008-85000-6282-530-0000) Restricted Routine Maintenance, and that the authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

1-16_Ratif_Encorp_Monterey_Bond.pdf

12.o Ratification of Approval of Professional Services Agreement, Encorp, Asbestos and Lead Inspection for Roofing Project, John Muir Middle School (Bond Fund)
Andrew Cantwell, Assistant Superintendent, Administrative Services recommends that the Board of Education ratify the professional service agreement between Burbank Unified School District and Encorp for an Inspection and Abatement Reporting at John Muir Middle School, effective January 1, 2024 through June 30, 2025, not to exceed $11,200 (213-00000-0-91008-85000-6282-322-0000) Restricted Routine Maintenance, and that the authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

1-16_Ratif_Encorp_Muir_Bond.pdf

12.p Ratification of Approval of Professional Services Agreement, Encorp, Asbestos and Lead Inspection for Roofing Project, Washington Elementary School (Bond Fund)
Andrew Cantwell, Assistant Superintendent, Administrative Services recommends that the Board of Education ratify the professional service agreement between Burbank Unified School District and Encorp for an Inspection and Abatement Reporting at Washington Elementary School, effective January 1, 2024 through June 30, 2025, not to exceed $5,910 (213-00000-0-91008-85000-6282-216-0000) Restricted Routine Maintenance, and that the authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

1-16_Ratif_Encorp_Washington_Bond.pdf

12.q Acceptance of the 2023-2024 Annual Fiscal Report and the Financial and Performance Audits of Proposition 39 General Obligation Bonds Building Fund Measure S Program
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the 2023-2024 Annual Financial Report and the Financial and Performance Audits of the Proposition 39 General Obligation Bonds Building Fund Measure S program, as presented.

Audit Report 23-24 Acceptance 011625.pdf

12.r Approval of Revisions to the A-G Completion Improvement Grant Plan
Robyn Anders, Director of Instructional Technology & Accountability, Instructional Services, recommends that the Board of Education approve the A-G Completion Improvement Plan revisions, effective December 5, 2024, through June 30, 2026, as presented.

Approval of Revisions to the A-G Completion Improvement Grant Plan.pdf

12.s Approval of 2023-2024 School Accountability Report Cards
Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the 2023-2024 School Accountability Report Cards prepared in 2024-2025, as presented.

School Accountability Report Cards may be found using the link below:
https://drive.google.com/drive/folders/1WGWN6daka0GU9GlpNHrf30XMLXTmdwZ2?usp=sharing

SARCs January 19 2025.pdf

12.t Approval of Release of Teachers on Temporary Contract
Sarah Rudchenko, Assistant Superintendent, Human Resources Services recommends that the Board of Education approve the release of all teachers on temporary contract for the 2024-2025 school year, as presented.

Approval of Release of Teachers on Temporary Contract.docx.pdf

12.u Adoption of Proposed Instructional Calendars for the 2025-2026 School Year
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt the proposed 2025-2026 Instructional Calendars, as presented.

Adoption of Proposed 2025-2026 Instructional Calendars.pdf

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

13.a Action on 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 960035314, total not to exceed $29,250, (01.0-65000.0-50010-36000-5813-7440000), June 1,

2024 through May 31, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960035314 Settlement Agreement.pdf

13.b 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 960012534, total not to exceed $81,968.50, (01.0-65000.0-50010-36000-5813-7440000), July 1, 2023 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960012534 Settlement Agreement.pdf

13.c Amended Agreement for Professional Services (Special Education)
Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education amend an agreement between Burbank Unified School District and Karen Kambourian, to provide a related service provider to support individualized education plan mandated counseling services and assessment, not to exceed $91,925 (01.0-65000.0-57602-11900-5850-7440000), effective August 23, 2024 through June 30, 2025 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.
Note: The original approval date was September 5, 2024 for a total not to exceed $41,925. Due to additional needs of support to students, this amendment increases the amount by $50,000. The new not to exceed amount is $91,925.

SPED Professional Services Karen Kambourian_Amendment.pdf

13.d Approval of the 2024-2025 Purchase Order Report
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve purchase orders for 2024-2025 as listed through December 16, 2024, as presented.

2024-2025 PURCHASE ORDER REPORT.pdf

13.e Approval of Instructional Consultant Services
Oscar Macias, Interim Assistant Superintendent of Instructional Services, recommends that the Board of Education approve the instructional consultant services for on-site student learning support and staff development and exercise authority to sign the agreements pursuant to BUSD-AR 3314, as presented.

Approval of Instructional Consultants 011625.pdf

13.f Ratification of Agreement for Instructional Consultant Services
Oscar Macias, Interim Assistant Superintendent of Instructional Services, recommends that the Board of Education ratify the instructional consultant services for on-site student learning support and staff development and exercise authority to sign the agreements pursuant to BUSD-AR 3314, as presented.

Ratification of Instructional Consultants Consent 011625.pdf

13.g Approval of Professional Services Agreement, Massadi Enterprises Inc., Division of State Architect (DSA) Inspections, Aquatic Center Modernization, Burbank High School (Capital Outlay Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of
Education approve an agreement for professional services between Burbank Unified School District and Massadi Enterprises Inc., to perform Division of State Architect (DSA) Inspections for the Inspections, Demolition for Aquatic Modernization at Burbank High School, effective January 17, 2024 through January 16, 2026, not to exceed $200,000 (40.0-90329.0-00000-85000-6281-4310000) Capital Outlay Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

1-16 AOC_MASSADI_BHS_CAPITAL OUTLAY.pdf

13.h Amended Agreement for Professional Services (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education amend an agreement between Burbank Unified School District and ISO Workforce Alliance, Inc. to provide a total of three credentialed special education teachers, not to exceed $197,568.00 (01.0-65000.0-57601-11804-5810-7440000), effective December 3, 2024 through May 23, 2025 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was December 12, 2024 for a total not to exceed $72,716. This amendment adds an additional two teachers (total of three) to fill positions where teachers have resigned/retired. The new not to exceed amount is $197,568.

SPED Professional Services ISO Workforce Alliance_Amendment.pdf

13.i Ratification of University Agreement- Nebraska Wesleyan University

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education to ratify the University Agreement between the Burbank Unified School District and Nebraska Wesleyan University to provide educational field experience, effective October 31, 2024 through until terminated upon by mutual consent from both parties, and that authority to sign the Agreement be exercised pursuant to BUSD--AR 3314, as presented.

Ratification of University Agreement- Nebraska Wesleyan University.pdf

13.j Approval of Personnel Report Number 24-25-12

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Personnel Report number 24-25-12, covering Certificated and Classified personnel, and consisting of Pages 1 to 23 inclusive, as presented.

Personnel Report 24-25-12.pdf

14. REPORTS FROM BOARD MEMBERS

14.a Reports from Board Members

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

15. ADJOURNMENT

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Andrew Cantwell, Assistant Superintendent, Administrative Services
PREPARED BY:	Terri Ramirez-Adams, Senior Administrative Secretary
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Secretary
DATE:	January 16, 2025
SUBJECT:	Report on the 2023-2024 Annual Fiscal Report and the Financial and Performance Audits of Proposition 39 General Obligation Bonds Building Fund Measure S Program

Background:

Annually the District must employ an independent auditing firm to perform an audit of the District's finances in accordance with the audit guide published by the state Department of Finance. The District employs the auditing firm on behalf of the State, and their work product is submitted directly to the Los Angeles County Office of Education to be forwarded to the State at the same time that District staff receive the final copy. Once the State indicates to the District in writing that it has accepted the audit as compliant with its guidelines, the District may release final payment to the audit firm. The annual District audit is to be completed and published by mid-December.

Discussion and Issues:

The firm of CliftonLarsonAllen (CLA) have performed the District's annual audit for the past several years. A principal of that firm will be present at the Board meeting to give the Board and public an overview of the audit and to answer any questions the Board may have.

Additionally, CLA conducted a financial and performance audit of the Proposition 39 General Obligation Bonds Building Fund Measure S program and will present an overview of this audit to the Board.

Fiscal Impact:

None

Recommendation:

Andrew Cantwell, Assistant Superintendent, Administrative Services, will introduce Gema Ptasinski, Certified Public Accountant of CliftonLarsonAllen LLP (CLA), who will review the 2023-2024 Annual Financial Report and the $110 million Measure S Obligation Bond program report, as presented.

Burbank Unified School District
Independent Audit Results
June 30, 2024

Presented by
Gema Ptasinski, CPA, Principal

WEALTH ADVISORY | OUTSOURCING | AUDIT, TAX, AND CONSULTING

Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor

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Audit Purpose

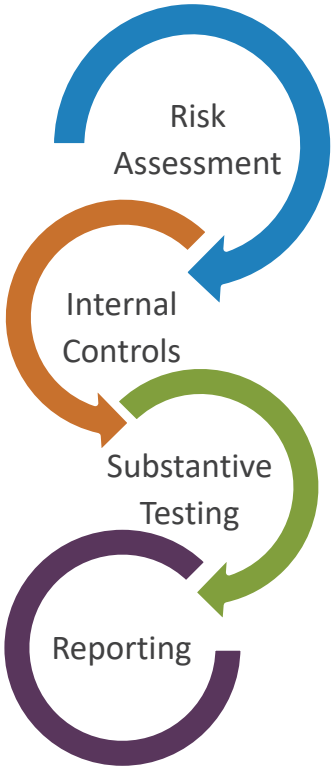
Issue an opinion on the fairness of the financial statements

*Education Code Section 41020
*California Department of Education/State Controller's Office/Education Audit Appeals Panel
*Office of Management and Budget (OMB)

Fiduciary responsibility

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Audit Process—Risk Based Approach



Risk Assessment

- Inquiries of management & governance
- Preliminary analytic procedures

Internal Controls

- Obtain an understanding
- Walkthrough key controls

Substantive Work

- Confirmation of banking and investment relationships
- Revenue recognition
- Substantive testing on significant account balances and transactions
- Element of unpredictability

Reporting

- Audited financial statements
- Governance letter

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Governance Communication

Overall

- Unmodified opinion
- No changes in the scope of the audit
- No changes in significant accounting policies – fund perspective

Estimates – Government-wide Financial Statements

- Note 14: OPEB - $72 million
- Note 15: STRS & PERS Pension Liability - $167 million

Other Communications

- No difficulties or disagreements
- Audit adjustments (page 87) –
  - 3 post-closing entries
  - 1 audit adjustment – Building Fund
- Proposed adjustments

1. Federal- ESSER receivable/revenue
2. LCFF – revenue accrual
3. Capital Outlay – construction accrual
4. STRS MPP OPEB liability

Other Findings

- No internal control material weaknesses
- Significant deficiencies – bank reconciliations and year end closing

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Federal and State Program Audit - Results

- Federal Program Audit:
  - Unmodified Opinion on Compliance
  - No material weaknesses or significant deficiencies in internal control
  - Program Tested:
    - *Covid-19 Education Stabilization Fund (ESSER/GEER)*
    - *Title 1*
  - District qualifies as a low-risk auditee

- State Program Audit:
  - Required program testing can be found on page 106
    - *Proposition 28 Arts and Music in Schools*
    - *Expanded Learning Opportunities Program*
  - Unmodified Opinion on Compliance
  - Current year compliance findings:
    - ASES Documentation (repeat from prior year)
    - Independent Study
    - Instructional Time

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Measure S Financial and Performance Audit

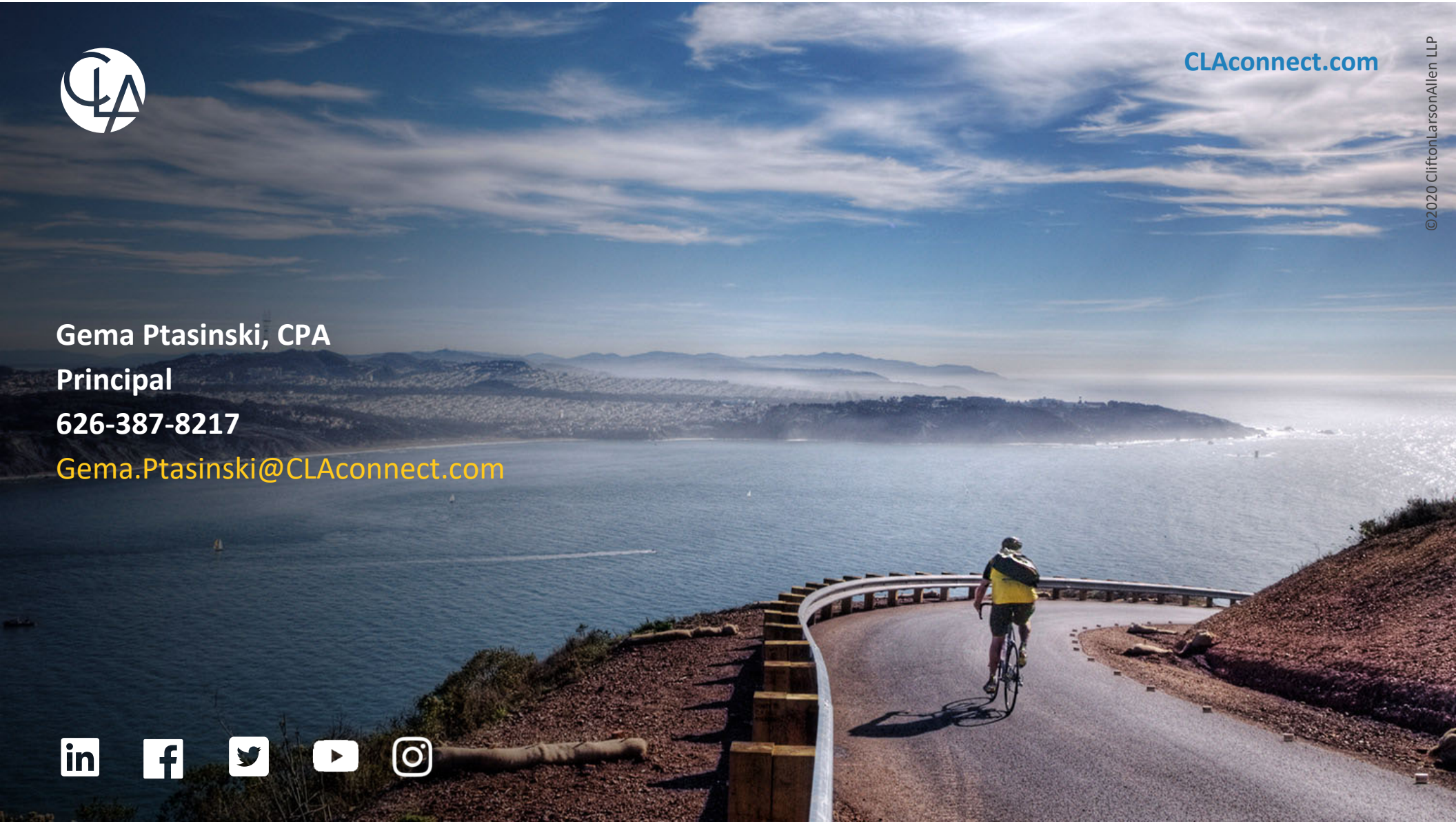
Financial Results

- Unmodified opinion (page 1)
- No changes in the scope of the audit
- No changes in significant accounting policies
- Material weakness – year end closing

Performance Results

- No items of non-compliance noted for expenditures tested (page 13)
- Selected 55% of total expenditures of $1,184,840 excluding salaries
- Selected 100% of salary and benefits of $19,066 to perform testing

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Burbank Unified School District
Fiscal Services Update

January 16, 2025

Andrew Cantwell, Asst. Superintendent, Admin. Services
Mariam Abdelhamid Ph.D., Director of Fiscal Services
Harmony Trax, Supervisor, Budget & Finance
Lisa Sahagun, Supervisor, Budget & Accounting

FCMAT Findings

- FCMAT/District Agreement - July 2023
- 5 main findings & 8 Recommendations
  - Budget errors due to manual processes
  - Staff turnover
  - Vacancies in key positions
  - Outdated/non integrated business systems
  - Lacks formal and documented procedures

FCMAT Recommendation 1
Organizational Structure

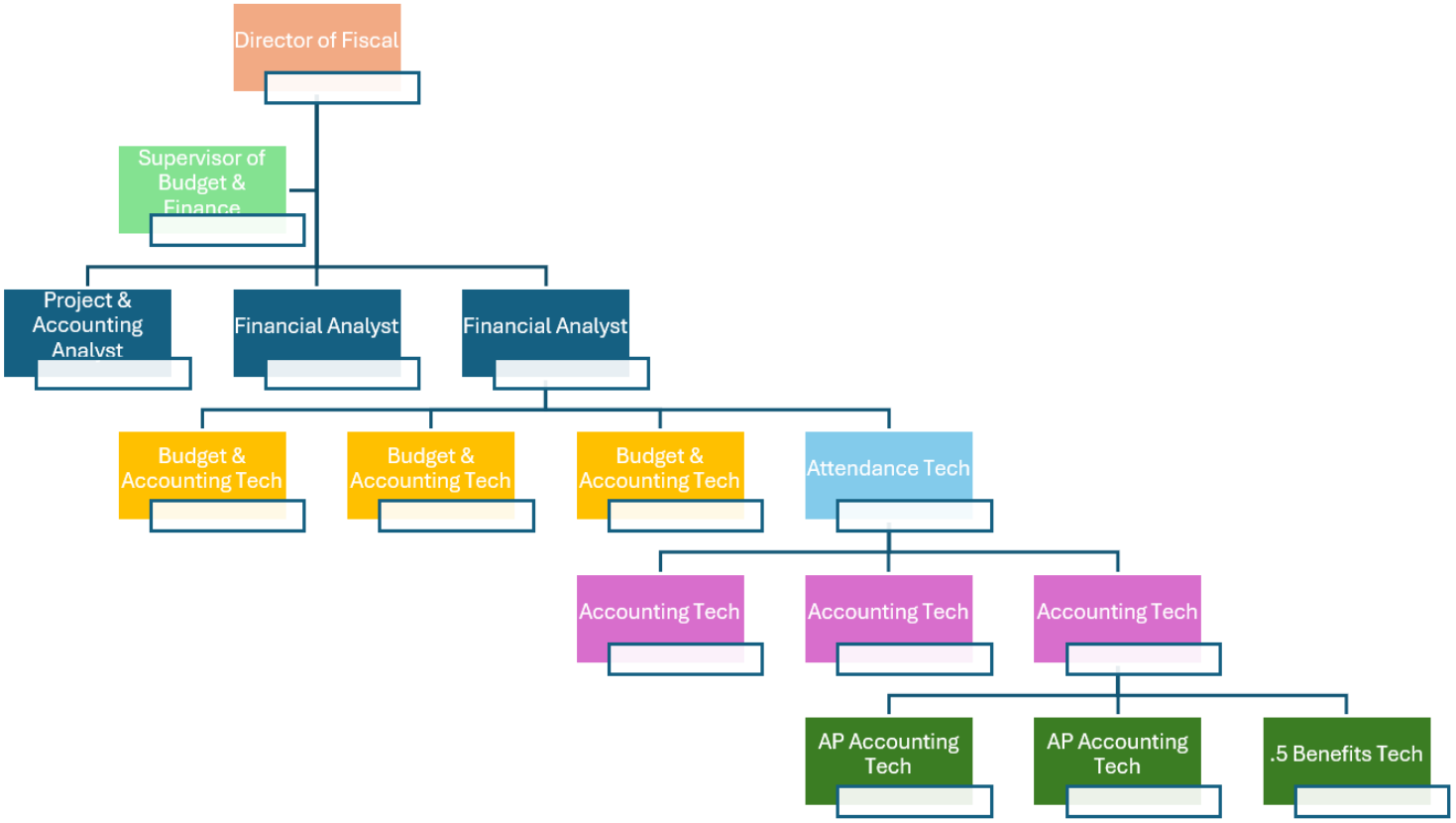
- Recommendations
  - Ensure organizational structure/chart reflects delegation of authority
  - Ensure job descriptions are clear and aligned to organizational structure
  - Ensure staffing of knowledgeable and experienced persons

FCMAT Recommendation 1
Organizational Structure

- Actions
  - Conducted team redesign (reflected on next slide) that focuses on pipeline of talent and cross training
    - Created job duty / desk manual for Budget & Accounting Technician position and working on Financial Analyst position
  - Created “assignment” excel sheet that reflects each work duty, report, task, etc. in our department and reflects who is responsible (main and backup)

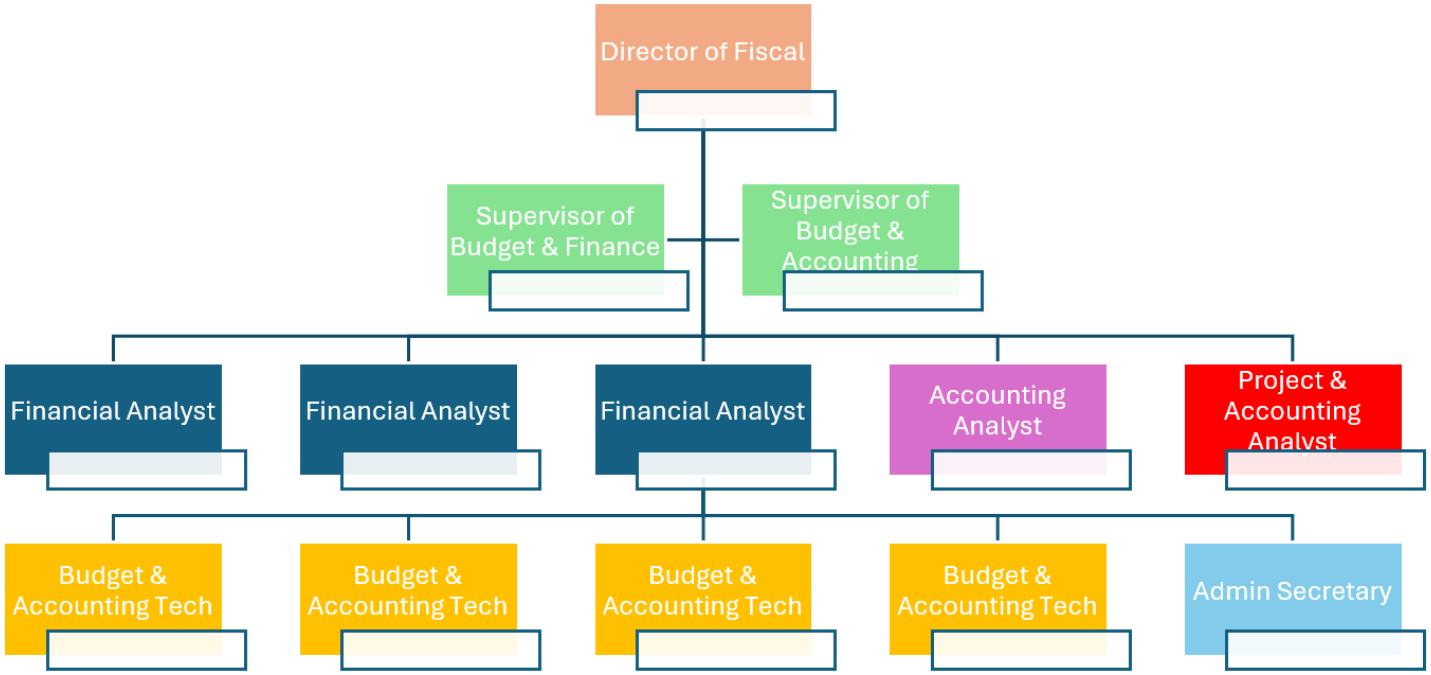
FCMAT Recommendation 1
Organizational Structure

July 2023 Organization Structure: 14.5 FTE



FCMAT Recommendation 1
Organizational Structure

Current Organization Structure: 13 FTE



FCMAT Recommendation 2
Operational Processes & Procedures

- Recommendations
  - Establish strong internal controls to help prevent/deter fraud
  - Establish the values that will guide its organizational culture
  - Evaluate business systems to determine effectiveness

FCMAT Recommendation 2
Operational Processes & Procedures

- Actions
  - Created Year Long Calendar
  - Hosted 2 team retreats focusing on collaboratively solving problems and creating better processes and process documents (& various team building)
  - Created Google Form for Cash/Check Collection (previously was paper)
  - Created Shared Workbook for Accounts Receivable
  - Created Standard Google Form for Consultant Invoices
  - Obtained a Check Processing Machine
  - Getting more vendors on ACH

FCMAT Recommendation 3
Budget Development

- Recommendations
  - Establish and implement a budget calendar
  - Train staff on the process and their individual roles
  - Involve its schools and departments in the process
  - Establish regular communication to share information and updates on the process

FCMAT Recommendation 3
Budget Development

- Actions
  - Created internal budget calendar (April-May)
  - Created a more collaborative process involving HR and District Staff to ensure budget development accuracy in terms of programs and staff
  - Shared current staff and proposed staffing counts with Principals
  - Currently working on even more refinement and budget model workbook

FCMAT Recommendation 4
Budget Monitoring

- Recommendations
  - Frequently revise the budget
  - Ensure budget revisions are detailed
  - Regularly engage with its schools and departments
  - Regularly review and monitor the budget
  - Regularly review position control
  - Regularly reconcile accounts payable and receivable

FCMAT Recommendation 4
Budget Monitoring

- Actions
  - Created Live Budget Workbook that is always projecting
    - Factors in current FTE costs and vacancies as of current date
    - Currently assumes all Non-Personnel will be spent but working on better estimates through trend analysis and discussion
    - Working on hourly/overtime projections
  - Live Budget Workbook feeds into department/site/resource workbooks
    - Created Live FTE Workbook (current and vacancies)
  - Team structure now ensures each Financial Analyst and Budget & Accounting Tech are assigned to a location rather than a resource

FCMAT Recommendation 5
Position Control

- Recommendations
  - Implement and maintain an integrated system
  - Regularly audit data
  - Electronically route personnel transactions
  - Regularly reconcile position control, budget and payroll

FCMAT Recommendation 5
Position Control

- Actions
  - Integrated System – HCM (LACOE) –April 2027
    - Meantime – created one Live FTE Sheet that pulls data from HRS and our Vacancy Sheet
  - Piloting Droplet – Electronic/Dynamic PTR Form
    - Selected company after researching
    - Tested and reviewed form functions with users/reviewers
    - Routes based on location/resource
  - New ‘location based’ assignment structure allows for more regular and concise monitoring of positions and payroll

FCMAT Recommendation 6
Accounts Payable

- Recommendations
  - Evaluate and fill the vacant technician positions
  - Establish training for new and existing staff
  - Develop and document procedures

FCMAT Recommendation 6
Accounts Payable

- Actions
  - Full staffed department, training and cross training
    - Documented procedures for various AP duties (descriptions, screenshots, and videos)
    - Hiring Project Accounting Analyst due to passing of facilities bond
  - Updated procedures in AP
    - Live “Ready to Pay” Tracker (Purchasing/Accounting Collab)
    - Google Drive for Blanket POs (Invoices/Receiving Reports)
  - Reducing manual entry/number of individual payments
    - Conducting vendor analyses - Ex. One SPED vendor was sending 20+ invoices per week, now sending one cumulative invoice with full breakdown
  - General Improvements – Ex. Amazon blanket orders
  - **Upcoming: Chase Credit Platform – much more transparency and ease of use**

FCMAT Recommendation 7
Accounts Receivable

- Recommendations
  - Develop and implement procedures for proper management
  - Segregate duties
  - Train staff in duties including invoicing, recording, cash verification, depositing, and reconciliation

FCMAT Recommendation 7
Accounts Receivable

- Actions
  - Creation of live AR spreadsheet
    - Increased efficiency, separation of duties, and reduced errors
    - Automated journal creation and shared access
    - Pulls information from check scanning machine and our Check/Cash Google Form
    - Cash counted in dual control and logged in Deposit Log (Admin Secretary & Accounting Analyst)
    - Reconciliation between bank statements, AR spreadsheet, and GL (Accounting Supervisor)
  - Created Invoicing Procedures for Billables (ex. Print Shop, Coaches, etc.)

FCMAT Recommendation 8
Training

- Recommendations
  - Create and implement a training plan for staff
  - Provide additional opportunities for staff collaboration
  - Develop policy and procedural manuals and review them annually
  - Network with LEAs, county offices of education, and other education organizations

FCMAT Recommendation 8
Training

- Actions
  - Weekly team meeting that includes training on an ongoing basis
  - Created training guides for most common practices, reports, etc.
    - Will review at upcoming retreats (annual basis)
  - OneDrive – fully collaborative spreadsheets/documents
  - Attended various trainings hosted by LACOE, obtained data from LACOE to help with internal analyses
    - Upcoming – collaborate more with neighboring districts on best practices

QUESTIONS/THOUGHTS?

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:	Andrew Cantwell, Assistant Superintendent, Administrative Services
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Secretary
DATE:	January 16, 2025
SUBJECT:	Adoption of Resolution 14 – Declaring Intent to Negotiate Community Workforce Agreement

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Background:

At the Board Meeting on November 7, 2024, a Board Member requested a future agenda item to discuss and potentially adopt a resolution of intent to enter into a Community Workforce Agreement based on the passage of Facility Bond Measure ABC on November 5, 2024.

Discussion/Issues:

Community workforce agreements are a type of contract between a construction project owner and building trade unions designed to govern, for example, project work rules, wages, benefits, and dispute resolution processes for workers on one or more projects. These agreements can promote and further the public interest on public construction projects by (1) preventing potentially costly project delays by reducing work stoppages, strikes, slowdowns and other job actions through a binding and cost effective dispute resolution procedures; (2) enhancing construction quality by providing access to, and continued availability of, skilled craft workers; (3) providing a continuing source of qualified workers through the use of apprenticeship programs; and (4) helping ensure appropriate worker wages, healthcare benefits and pension benefits; and (5) the community can further benefit from such an agreement by providing preference to local workers who live in or around the District boundaries, in addition to providing for opportunities for local small businesses to participate in Bond Measure Facility Projects.

Financial Impact:

None

Recommendations:

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education adopt Resolution 14 - Declaring Intent to Negotiate a Community Workforce Agreement, as presented.

RESOLUTION NO. 14

RESOLUTION OF THE BOARD OF EDUCATION OF THE BURBANK UNIFIED SCHOOL DISTRICT DECLARING INTENT TO NEGOTIATE A COMMUNITY WORKFORCE AGREEMENT

WHEREAS, the Burbank Unified School District ("District"), in Los Angeles County ("County"), State of California ("State"), is committed to providing quality and innovative education programs to its students, which includes providing high quality facilities and learning environments for use by students, parents, staff and community partners; and

WHEREAS, in furtherance of this commitment, the District's Board of Education ("Board"), by unanimous vote on April 18, 2024, adopted Resolution No. 35 ordering a school bond election held in the District on November 5, 2024 for the purpose of asking District voters to authorize the issuance of bonds, the proceeds of which will be used to finance the construction, reconstruction, modernization, renovation and expansion of District facilities ("Facility Projects") in furtherance of this commitment ("Bond Measure"); and

WHEREAS, the timely and cost-effective completion of the Facility Projects using the Bond Measure funds is critical to the District's continued provision of high quality and innovative educational programs to students; and

WHEREAS, after the passage of the Bond Measure, the Board desires and intends to move forward with the Facility Projects in the most expeditious and effective manner possible to support, benefit and enhance the District's educational programs; and

WHEREAS, community workforce agreements are a type of contract between a construction project owner and building trade unions designed to govern, for example, project work rules, wages, benefits, and dispute resolution processes for workers on one or more projects; and

WHEREAS, community workforce agreements can promote and further the public interest on public construction projects by (1) preventing potentially costly project delays by reducing work stoppages, strikes, slowdowns and other job actions through a binding and cost effective dispute resolution procedures; (2) enhancing construction quality by providing access to, and continued availability of, skilled craft workers; (3) providing a continuing source of qualified workers through the use of apprenticeship programs; and (4) helping ensure appropriate worker wages, healthcare benefits and pension benefits; and

WHEREAS, the District community can further benefit from a community workforce agreement by providing preference to local workers who live in or around the District boundaries, in addition to providing for opportunities for local small businesses to participate in Bond Measure Facility Projects.

WHEREAS, for the foregoing reasons, the Board desires to declare and confirm its intention to enter into negotiations to draft and approve an agreed community workforce agreement, in accordance with all applicable legal requirements.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE BURBANK UNIFIED SCHOOL DISTRICT AS FOLLOWS:

Section 1. **Recitals.** The foregoing recitals are true and correct.

Section 2. **Purpose of Resolution.** This Resolution is adopted solely for the purpose of declaring the Board's intent to enter into negotiations for a community workforce agreement that complies with all applicable legal requirements, for the expenditure of Bond Measure funds for future Facility Projects. This Resolution is not intended to define or limit the scope of projects which are authorized under the Bond Measure or to impose restrictions on other funding sources of the District, nor commit the District to specific terms and conditions of a project labor agreement.

Section 3. **Direction to Staff**. The District Superintendent, or his designee, is directed and authorized, to enter into negotiations with the Los Angeles/ Orange Counties Building and Construction Trades Council to draft and present to the Board for approval, a community workforce agreement governing projects implemented using Bond Measure funds.

Section 4. **Use of Legal Counsel and Consultants**. The District Superintendent, or his designee, is directed and authorized, to retain and/or use legal counsel, or other consultants as determined appropriate by the District Superintendent or his designee, to provide advice and counsel with regard to the negotiation and drafting of a community workforce agreement consistent with this Resolution.

Section 5. **Effective Date.** This Resolution shall be effective on the date of its adoption by the Board of Education.

PASSED AND ADOPTED on January 16, 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

_____
President, Board of Education

Attest:
By: _____
Clerk of the Board of Education

BURBANK UNIFIED SCHOOL DISTRICT
Office of Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sarah Rudchenko, Assistant Superintendent, Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
DATE:	January 16, 2025
SUBJECT:	Adoption of Resolution 16 Proclaiming the Week of February 3, 2025 through February 7, 2025 as School Counseling Week

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Background:
National School Counseling Week will be celebrated from February 3, 2025 through February 7, 2025. School counselors all over the nation work together with school staff, parents and the community to support the academic, social and emotional needs of our students. National School Counseling Week is always celebrated the first full week of February.

Discussion/Issues:
It is the desire of the Board of Education to recognize staff in an ongoing manner. Counseling is a specialized practice that advances the academic success and life-long achievement of students. It facilitates positive student response to normal development, assists students explore their potential and set realistic goals for themselves.

School counselors assist students in seeking and utilizing community resources that assist them in becoming productive members of society. Staff, students and parents are encouraged to recognize the efforts of the school counselor. The Board of Education expresses strong support and deep gratitude to the past and present school counselors for their commitment and dedication to the student of the Burbank Unified School District.

Fiscal Impact:
None

Recommendation:
Sarah Rudchenko, Assistant Superintendent, Human Resources Services recommends that the Board of Education adopt Resolution 16 Proclaiming February 3, 2025 through February 7, 2025 as School Counseling Week in the Burbank Unified School District, as presented.

RESOLUTION 16 PROCLAIMING THE WEEK OF FEBRUARY 3, 2025 THROUGH FEBRUARY 7, 2025, AS SCHOOL COUNSELING WEEK

WHEREAS, school counselors are employed by the Burbank Unified School District to help students reach their full potential as part of the educational process that enables all students to achieve success in school; and

WHEREAS, school counselors are actively committed to helping students explore their abilities, strengths, interests, and talents as these traits relate to self-awareness and personal development; and

WHEREAS, school counselors help parents focus on ways to further the educational, personal and social growth of their children; and

WHEREAS, school counselors work with teachers and other educators to help students explore their potential and set realistic goals for themselves; and

WHEREAS, school counselors seek to identify and utilize community resources that can enhance and complement comprehensive school counseling programs and help students become productive members of society; and

WHEREAS, staff, students and parents are encouraged to recognize the efforts of the school counselor; and

WHEREAS, the Board of Education of the Burbank Unified School District, expresses strong support and deep gratitude to the past and present counselors for their commitment and dedication to the students and staff of the Burbank Unified School District;

NOW, THEREFORE, BE IT RESOLVED, that the week of February 3, 2025 through February 7, 2025 be recognized as School Counseling Week in the Burbank Unified School District.

I HEREBY CERTIFY that Resolution **16** was approved and adopted by the Board of Education of the Burbank Unified School District at a regular meeting held on the 16th day of January, 2025.

Ayes:
Noes:
Abstain:
Absent:

_____
Clerk, Board of Education

RESOLUTION 16 PROCLAIMING THE WEEK OF FEBRUARY 3, 2025 THROUGH FEBRUARY 7, 2025, AS SCHOOL COUNSELING WEEK

WHEREAS, school counselors are employed by the Burbank Unified School District to help students reach their full potential as part of the educational process that enables all students to achieve success in school; and

WHEREAS, school counselors are actively committed to helping students explore their abilities, strengths, interests, and talents as these traits relate to self-awareness and personal development; and

WHEREAS, school counselors help parents focus on ways to further the educational, personal and social growth of their children; and

WHEREAS, school counselors work with teachers and other educators to help students explore their potential and set realistic goals for themselves; and

WHEREAS, school counselors seek to identify and utilize community resources that can enhance and complement comprehensive school counseling programs and help students become productive members of society; and

WHEREAS, staff, students and parents are encouraged to recognize the efforts of the school counselor; and

WHEREAS, the Board of Education of the Burbank Unified School District, expresses strong support and deep gratitude to the past and present counselors for their commitment and dedication to the students and staff of the Burbank Unified School District;

NOW, THEREFORE, BE IT RESOLVED, that the week of February 3, 2025 through February 7, 2025 be recognized as School Counseling Week in the Burbank Unified School District.

I HEREBY CERTIFY that Resolution 16 was approved and adopted by the Board of Education of the Burbank Unified School District at a regular meeting held on the 16th day of January, 2025.

Ayes:
Noes:
Abstain:
Absent:

_____
Clerk, Board of Education

Burbank Unified School District
Superintendent's Office

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	John Paramo, Superintendent
PREPARED BY:	Cindy Quiterio, Executive Assistant to the Board of Education and Superintendent
SUBMITTED BY:	Cindy Quiterio, Executive Assistant to the Board of Education and Superintendent
DATE:	January 16, 2025
SUBJECT:	Adoption of Resolution 17 Accepting the "Certificate of the Canvass of the Election Returns"

Background:

On November 5, 2024, a General Election was held in the Burbank Unified School District consolidated with the Presidential General Election and administered by the Los Angeles County Registrar-Recorder/County Clerk.

Discussion/Issues:

The Los Angeles County Registrar-Recorder's Office has certified the results of the election and provided the attached RRCC Election Tally Summary Report. The following candidates vied for the three open seats on the Board of Education, for a full term of four years, with the final results as follows:

Trustee Area No. 1		
Laurette Cano	5,673 votes	(59.62%)
Thomas G. Crowther	3,843 votes	(40.38%)
Trustee Area No. 2		
Emily Weisberg		
Trustee Area No. 5		
Armond Aghakhanian	5,132 votes	(58.86%)
Annie B. Markarian	3,587 votes	(41.14%)

Fiscal Impact:

The final cost of the Burbank Unified School District General Election will be tabulated upon receipt of all invoices for election administration conducted by the Los Angeles County Registrar-Recorder/County Clerk and submitted for payment directly to the District by L.A. County.

Recommendation:

John Paramo, Superintendent, recommends that the Board of Education adopt Resolution 17 accepting the "Certificate of the Canvass of the Election Returns," as presented.

BURBANK UNIFIED SCHOOL DISTRICT
RESOLUTION NO. 17

DECLARING THE RESULTS OF
THE BURBANK UNIFIED SCHOOL DISTRICT'S
GENERAL ELECTION
HELD ON TUESDAY, NOVEMBER 5, 2024

WHEREAS, a General Election in the Burbank Unified School District for the offices of Board of Education was called by the Board of Education to be held on November 5, 2024; and

WHEREAS, the Los Angeles Registrar Recorder/County Clerk conducted said election on behalf of the School District, canvassed the returns, and certified the results of said election, and those results are attached and incorporated herein by reference; and

WHEREAS, the County Clerk has submitted the certified results of said canvass to the Board of Education of the Burbank Unified School District.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Burbank Unified School District that the following is declared to be the results of the General Election for the Office of Board of Education:

Trustee Area No. 1		
Laurette Cano	5,673 votes	(59.62%)
Thomas G. Crowther	3,843 votes	(40.38%)
Trustee Area No. 2		
Emily Weisberg		
Trustee Area No. 5		
Armond Aghakhanian	5,132 votes	(58.86%)
Annie B. Markarian	3,587 votes	(41.14%)

AND that Laurette Cano and Armond Aghakhanian, having received the highest number of the total votes cast for candidate for the office Board of Education, are hereby declared to be elected as Board Members representing Trustee Areas No. 1 and No. 5 for a full term of four years, and Emily Weisberg, upon being appointed as Board Member representing Trustee Area No. 2 in -lieu of election, for a full term of four years.

Adopted at the regular meeting of the Burbank Unified School District Board of Education on the 16th day of January, 2025, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Clerk of the Board of Education

LOS ANGELES COUNTY
REGISTRAR-RECORDER/COUNTY CLERK

DEAN C. LOGAN
Registrar-Recorder/County Clerk

December 3, 2024

John Paramo, Superintendent
Burbank Unified School District
1900 West Olive Avenue
Burbank, California 91506

BURBANK UNIFIED SCHOOL DISTRICT ELECTION

Dear Superintendent:

Enclosed are the Official Canvass Certificate and the Official Statement of Votes Cast by precinct for the Burbank Unified School District Election consolidated with the General Election held in Los Angeles County on November 5, 2024.

For your information, pursuant to Section 15401 of the Elections Code, a Certificate of Election was prepared and sent to each successful candidate.

Please call the Election Planning Section at (562) 462-2317, if you have any questions.

Sincerely,

Sonia Corona

SONIA CORONA, Head
Election Planning Section

Attachment:
Official Canvass Certificate
Official Statement of Votes Cast

J:2024EF.GeneralElect.CanvassCert.SchoolLetter

BURBANK UNIFIED SCHOOL DISTRICT Governing Board Member, Trustee Area No. 1

FINAL OFFICIAL V2
STATEMENT OF VOTES CAST
BY PRECINCT

Location		Registration	Ballots Cast	LAURETTE CANO	THOMAS G CROWTHER
BURBANK - 0950014A			871	389	233
VOTE BY MAIL	SERIAL 0093		3,738	1,752	1,144
TOTAL		5,718	4,609	2,141	1,377
BURBANK - 0950178A			862	377	249
VOTE BY MAIL	SERIAL 0105		3,133	1,541	954
TOTAL		5,011	3,995	1,918	1,203
BURBANK - 0950190A			742	312	262
VOTE BY MAIL	SERIAL 0107		2,893	1,302	1,001
TOTAL		4,435	3,635	1,614	1,263

BURBANK UNIFIED SCHOOL DISTRICT Governing Board Member, Trustee Area No. 1

FINAL OFFICIAL V2
STATEMENT OF VOTES CAST
BY PRECINCT

Location	Registration	Ballots Cast	LAURETTE CANO	THOMAS G CROWTHER
PRECINCT TOTAL		2,475	1,078	744
VBM TOTAL		9,764	4,595	3,099
GRAND TOTAL	15,164	12,239	5,673	3,843

BURBANK UNIFIED SCHOOL DISTRICT Governing Board Member, Trustee Area No. 5

FINAL OFFICIAL V2
STATEMENT OF VOTES CAST
BY PRECINCT

Location	Registration	Ballots Cast	ANNIE B MARKARIAN	ARMOND AGHAKHANIAN
BURBANK - 0950132A		393	125	180
VOTE BY MAIL SERIAL 0097		1,558	345	926
TOTAL	2,549	1,951	470	1,106
BURBANK - 0950136A		443	222	122
VOTE BY MAIL SERIAL 0098		1,473	543	643
TOTAL	2,531	1,916	765	765
BURBANK - 0950138B		785	313	297
VOTE BY MAIL SERIAL 0099		2,514	763	1,247
TOTAL	4,557	3,299	1,076	1,544
BURBANK - 0950141B		437	198	145
VOTE BY MAIL SERIAL 0100		1,294	444	556
TOTAL	2,357	1,731	642	701
BURBANK - 0950152A*		44	13	20
VOTE BY MAIL SERIAL 6165		152	44	82
TOTAL	285	196	57	102
BURBANK - 0950172A		413	151	165
VOTE BY MAIL SERIAL 0104		1,482	426	749
TOTAL	2,547	1,895	577	914

BURBANK UNIFIED SCHOOL DISTRICT Governing Board Member, Trustee Area No. 5

FINAL OFFICIAL V2
STATEMENT OF VOTES CAST
BY PRECINCT

Location	Registration	Ballots Cast	ANNIE B MARKARIAN	ARMOND AGHAKHANIAN
PRECINCT TOTAL		2,515	1,022	929
VBM TOTAL		8,473	2,565	4,203
GRAND TOTAL	14,826	10,988	3,587	5,132

FINAL OFFICIAL V2
STATEMENT OF VOTES CAST
BY PRECINCT

Location		Registration	Ballots Cast	YES	NO
BURBANK - 0950003A*			142	71	59
VOTE BY MAIL	SERIAL 6162		604	336	201
TOTAL		950	746	407	260
BURBANK - 0950008A			840	363	339
VOTE BY MAIL	SERIAL 0091		2,391	1,160	880
TOTAL		4,492	3,231	1,523	1,219
BURBANK - 0950009A			536	207	234
VOTE BY MAIL	SERIAL 0092		1,419	675	549
TOTAL		2,704	1,955	882	783
BURBANK - 0950014A			871	446	291
VOTE BY MAIL	SERIAL 0093		3,738	2,232	1,009
TOTAL		5,718	4,609	2,678	1,300
BURBANK - 0950027A			589	290	147
VOTE BY MAIL	SERIAL 0094		1,559	947	353
TOTAL		3,196	2,148	1,237	500
BURBANK - 0950029A*			306	152	114
VOTE BY MAIL	SERIAL 6163		749	436	230
TOTAL		1,526	1,055	588	344
BURBANK - 0950031A			501	237	201
VOTE BY MAIL	SERIAL 0095		2,222	1,260	645
TOTAL		3,466	2,723	1,497	846
BURBANK - 0950042A			837	440	321
VOTE BY MAIL	SERIAL 0096		2,213	1,333	611
TOTAL		4,295	3,050	1,773	932
BURBANK - 0950132A			393	191	155
VOTE BY MAIL	SERIAL 0097		1,558	918	467
TOTAL		2,549	1,951	1,109	622
BURBANK - 0950136A			443	151	226
VOTE BY MAIL	SERIAL 0098		1,473	644	648
TOTAL		2,531	1,916	795	874
BURBANK - 0950138B			785	324	346
VOTE BY MAIL	SERIAL 0099		2,515	1,291	897
TOTAL		4,557	3,300	1,615	1,243
BURBANK - 0950141B			437	151	224
VOTE BY MAIL	SERIAL 0100		1,294	605	527
TOTAL		2,357	1,731	756	751
BURBANK - 0950142A*			471	270	137
VOTE BY MAIL	SERIAL 6164		1,284	836	290
TOTAL		2,477	1,755	1,106	427
BURBANK - 0950152A*			44	17	23
VOTE BY MAIL	SERIAL 6165		152	91	48
TOTAL		285	196	108	71

BURBANK UNIFIED SCHOOL DISTRICT SPECIAL ELECTION - MEASURE ABC

FINAL OFFICIAL V2
STATEMENT OF VOTES CAST
BY PRECINCT

Location	Registration	Ballots Cast	YES	NO
PRECINCT TOTAL		12,192	5,915	4,563
VBM TOTAL		40,643	23,284	12,093
GRAND TOTAL	70,474	52,835	29,199	16,656

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:	January 16, 2025
SUBJECT:	Adoption of Resolution 18 – Certifying Results of the General Obligation Bond Election

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Background:

On April 18, 2024, the Board of Education of the Burbank Unified School District, the District, adopted Resolution No. 35 ordering an election for general obligation bonds to be held on November 5, 2024.

Discussion/Issues:

The District has received the official election results from the Los Angeles County elections official confirming the passage of Measure ABC. Under State law, the Board must officially enter the results in its minutes, which is accomplished by adopted of this resolution. Note that the formal tally of votes provided by the County is attached as Exhibit A.

Financial Impact:

There is no fiscal impact in adopting this resolution.

Recommendations:

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education adopt Resolution 18 – Certifying Results of the General Obligation Bond Election, as presented.

RESOLUTION NO. 18

RESOLUTION OF THE BOARD OF EDUCATION OF THE BURBANK UNIFIED SCHOOL DISTRICT CERTIFYING TO THE BOARD OF SUPERVISORS OF LOS ANGELES COUNTY ALL PROCEEDINGS IN ITS NOVEMBER 5, 2024, GENERAL OBLIGATION BOND ELECTION

WHEREAS, on April 18, 2024, the Board of Education of the Burbank Unified School District (the "District") of Los Angeles County (the "County"), State of California, adopted its Resolution No. 35 (the "Resolution") ordering an election for general obligation bonds (the "Bond Election") to be held on November 5, 2024; and

WHEREAS, the Resolution was duly delivered to the Registrar of Voters for the County and the Clerk of the Board of Supervisors of the County (the "Board of Supervisors"); and

WHEREAS, notice of the Bond Election was duly given; and

WHEREAS, on November 5, 2024, the Bond Election was duly held and conducted for the purpose of voting on a measure providing for issuance of bonds of the District in the amount of $458,205,000 and known as Measure ABC (the "Bond Measure"); and

WHEREAS, the Board of Education of the District has received the Canvass and Statement of results of the Bond Election from the County ("Certificate of Election Results"); and

WHEREAS, it appears from the Certificate of Election Results that more than 55% of the votes cast on the Bond Measure were in favor of issuing the aforementioned bonds.

NOW, THEREFORE, THE BOARD OF EDUCATION OF THE BURBANK UNIFIED SCHOOL DISTRICT DOES HEREBY FIND, DETERMINE AND CERTIFY AS FOLLOWS:

Section 1. Recitals. The foregoing recitals are true and correct.

Section 2. Entry Upon Minutes. In accordance with California Education Code Section 15274, the Board of Trustees orders that entry be made upon the minutes of this meeting of the Board of Education that the Bond Measure has been approved by more than 55% of the votes cast at the Bond Election.

Section 3. Certification to County Board. That it is hereby certified to the Board of Supervisors that all proceedings of the District in connection with the November 5, 2024, Bond Election have been accomplished according to law.

Section 4. Delivery of This Resolution. In accordance with California Education Code Section 15274, the Board of Education directs the Secretary to the Board to deliver a copy of this Resolution to the Superintendent of Schools of the County with a request that the Superintendent of Schools of the County deliver a copy of this Resolution and Certificate of Election Results attached hereto as Exhibit A to the Clerk of the Board of Supervisors.

Section 5. Effective Date. This resolution shall take effect on and after its adoption.

* * * * * * * *

PASSED AND ADOPTED this 16th day of January 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

_____
President, Board of Education

Attest:

By: _____
Clerk of the Board of Education

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:	January 16, 2025
SUBJECT:	Adoption of Resolution 19 – Adopting Bylaws Governing the Measure ABC Citizens' Oversight Committee

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Background:

On April 18, 2024, the Board of Education of the Burbank Unified School District, the District, adopted Resolution No. 35 ordering an election for general obligation bonds to be held on November 5, 2024.

Discussion/Issues:

Pursuant to State law, the District is required to establish and appoint a citizens' oversight committee to review bond expenditures for the purpose of ensuring that Measure ABC funds are spent on voter-approved projects. This resolution approves bylaws that will govern the administration of the committee. Committee members are expected to be appointed by the Board at a public meeting, upon recommendation of the Superintendent, within 60 days. District staff will commence the notice and recruitment period following adoption of this Resolution.

Financial Impact:

There is no fiscal impact in adopting this resolution.

Recommendations:

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education adopt Resolution 19 – Adopting Bylaws Governing Citizens' Oversight Committee, as presented.

RESOLUTION NO. 19

RESOLUTION OF THE BOARD OF EDUCATION OF THE BURBANK UNIFIED SCHOOL DISTRICT ADOPTING BYLAWS GOVERNING THE MEASURE ABC CITIZENS' OVERSIGHT COMMITTEE

WHEREAS, Burbank Unified School District (the "District") was successful at an election conducted on November 5, 2024, in obtaining authorization from at least 55% of District voters to issue up to $458,205,000 aggregate principal amount of general obligation bonds for the purpose of financing the specific types of school facilities projects set forth in the general obligation bond measure approved by voters ("Measure ABC"); and

WHEREAS, the Measure ABC bond election was conducted under the provisions of Proposition 39, known as the Smaller Classes, Safer Schools and Financial Accountability Act, approved by California voters on November 7, 2000 ("Proposition 39"); and

WHEREAS, pursuant to the provisions of Proposition 39, Measure ABC, and, specifically Section 15278 of the California Education Code, the Board of Education of the District is obligated to establish a citizens' oversight committee (the "Committee") to satisfy the accountability requirements of Proposition 39; and

NOW, THEREFORE, THE BOARD OF EDUCATION THE BURBANK UNIFIED SCHOOL DISTRICT DOES HEREBY FIND, DETERMINE AND CERTIFY AS FOLLOWS:

Section 1. Recitals. The foregoing recitals are true and correct.

Section 2. Committee Established. The Committee is hereby established. The Committee shall be governed and administered pursuant to the requirements of State law and Measure ABC. The Bylaws in the form attached here as Appendix A, which are hereby approved and adopted for the purpose of establishing the Committee.

Section 3. Effective Date. This resolution shall take effect on and after its adoption.

* * * * * * * *

PASSED AND ADOPTED this 16th day of January 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

President, Board of Education

Attest:

By: _____
Clerk of the Board of Education

MEASURE ABC (BOND) OVERSIGHT COMMITTEE
BYLAWS

Sec. 1.0 COMMITTEE ESTABLISHED

The Board of Education of the Burbank Unified School District (the "Board") hereby establishes the Measure ABC (Bond) Oversight Committee (the "Committee") which shall have the purposes and duties set forth in these Bylaws.

Sec. 2.0 PURPOSE

The purpose of the Committee is to represent the interest of the community, staff, students, and parents in school renovation and new construction as well as to inform the public of the District's fiscal responsibility in the appropriation and expenditure of all funds for construction, modernization, and/or renovation of District facilities, and specifically, as required by Proposition 39, at least annually issue a written report concerning the expenditure of bond proceeds approved by the voters (the "bond proceeds") until they are fully exhausted. (Education Code section 15278 and 15280)

Sec. 3.0 DUTIES

To carry out its stated purpose as set forth in Section 2.0, the Committee shall serve in an informational capacity to the Board of Education and public by performing the following duties, and bringing forth any recommendations it might have for improvement:

3.1 Review Expenditures. The Committee shall review monthly expenditure reports of construction, modernization and/or renovation funds, including bond funds produced by the District and other related bond fund documents to (a) ensure that bond proceeds are expended only for the purposes described in Article XIIIA, Section 1(b)(3) of the California Constitution and set forth in the ballot measure; and (b) ensure that no bond proceeds are used for any teacher or administrative salaries or other school operating expenses. (Education Code sections 15278(b)(1) and (b)(2))

3.2 Review Progress of Projects. The Committee shall be apprised in writing by the District of significant changes or irregularities in the progress and completion dates of all construction, modernization, and/or renovation projects, including bond funded projects on a monthly basis.

3.3 Annual Report and Interim Reports. The Committee shall present to the Board interim reports at the Committee's discretion and an annual written report which shall at a minimum include the following:

(a) A statement indicating whether the District is in compliance with the requirements of Article XIIIA, Section 1(b)(3) of the California Constitution relating to bonded indebtedness incurred by a school district for the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or

the acquisition or lease of real property for school facilities, approved by 55 percent of the voters; and

(b) A summary of the Committee's proceedings and activities for the preceding year. (Education Code section 15280(b))

Relevant excerpts of the Annual Report shall be published in a local print or online publication.

3.4 Internet Website. Approved minutes of the proceedings of the Committee shall be a matter of public record and be made available on an Internet website maintained by the District. All documents received and reports issued shall be maintained by the District for review pursuant to a Public Records Act request. (Education Code section 15280(b) and Government Code section 6250 *et seq*.)

3.5 Annual Audit. An Annual Audit shall be conducted and the results published in a local print or online publication and posted on the District's website. (Education Code sections 15278(c)(1), (2) and 15280(b))

Section 4.0 AUTHORIZED ACTIVITIES

4.1 In order to perform the duties set forth in Section 3.0, the Committee may engage in the following activities as authorized by the Board in addition to those authorized pursuant to Education Code section 15278(c) or as authorized by the Board:

(a) Receive and review copies of the District's annual independent performance audit and annual independent financial audit, required by Article XIIIA, Section 1(b)(3) of the California Constitution.

(b) Review all available construction and/or facilities fiscal reports.

(c) All Committee members are encouraged to inspect all school site facilities and grounds at least once a year. These visits should include, but are not limited to, locations where bond proceeds have been or will be expended, in accordance with any access procedure established by the Board, or designee, to ensure that bond revenues are expended in compliance with the requirements of Article XIIIA, Section 1(b)(3) of the California Constitution.

(d) Receive and review copies of any deferred maintenance proposals or plans developed by the District.

(e) Review and provide recommendations regarding the District's efforts to maximize bond proceeds by implementing cost-saving measures, including, but not limited to: (1) mechanisms designed to reduce costs of professional fees; (2) mechanisms designed to reduce the costs of site preparation; (3) recommendations regarding the joint use of core facilities; (4) mechanisms designed to reduce costs by incorporating efficiencies in schoolsite design; (5) recommendations regarding the use of cost-effective and efficient reusable facility plans.

4.2 Any Committee requests for copies or inspection of District records shall be communicated to the Measure ABC (Bond) Oversight Committee Chair who will then aggregate requests and forward to the Superintendent or designee. Individual Committee members have no authority as individuals to direct District staff; only the Committee has the authority to engage in the duties set forth in Section 3.0 and the activities authorized in Section 4.0.

Sec. 5.0 MEMBERSHIP

5.1. Number. The Committee shall consist of at least seven (7) members (and may be larger). The Board may also appoint Alternates (see section 5.3 below) and/or Ex-Officio Members (see section 5.4 below) for the Oversight Committee as they see fit. Alternates and ex-officio members are not voting members of the Committee.

(a) After interviewing potential members at a public meeting, the Board shall appoint members of the committee.

(b) The Committee shall include pursuant to Education Code section 15282:

(1) one member who is active in a business organization representing the business community located within the District (e.g. the Chamber of Commerce);
(2) one member active in a senior citizens' organization (e.g. a local senior center);
(3) one member who is active in a bona fide taxpayers' organization;
(4) one member who is the parent or guardian of a child enrolled in the District;
(5) one member who is both a parent or guardian of a child enrolled in the District and active in a parent-teacher organization in the District; and
(6) two (2) or more general members.

5.2. Qualification Standards.

(a) To be a qualified person, he or she must:

(1) be at least 18 years of age and a resident of the state in accordance with Government Code section 1020;
(2) not be an employee or officer of the District, or a member of their immediate family as defined in the Political Reform Act, Government Code section 82029, and 2 California Code of Regulations section 18229.
(3) not be a vendor, contractor, or consultant of the District, or a member of the immediate family of any one of the proceeding. (See, definition of "immediate family," above.)

(b) If a member fails to meet the qualification standards set forth above at any time during the term of service, the member shall be disqualified and the position shall be declared vacant. The Board shall appoint a new person to serve the remainder of the term, in accordance with the appointment process set forth in Section 5.3 below.

5.3. Alternates. A maximum of ten (10) alternate members ("Alternates") may be appointed by the Board in the same manner as Committee members. Alternates are non-voting participants in the processes of the Committee. While serving as an Alternate, Alternates shall comply with the ethics and conflicts of interest requirements set forth in Section 5.6, comply with the Committee Ethics Policy, and open meeting laws as set forth in Section 6.3. The Board will consider Alternates when vacancies occur on the Committee, but reserves the right to seek new Committee members from outside of the pool of Alternates. Such consideration is subject to the Alternate having a completed application on file, being qualified and/or nominated within the category listed in Section 5.1(a) that corresponds with the vacancy, and meeting the Qualification Standards set forth in Section 5. 2.

5.4. Ex-Officio Members. The Board may appoint up to nine (9) Ex-Officio members ("Ex-Officio Members") to the Committee. An Ex-Officio Member shall be a representative of a major group of stakeholders, as identified by the Board. Ex-Officio Members are non-voting participants, but will serve as process observers who can provide input that may be beneficial to the Committee's discussions or deliberations. Ex-Officio Members are entitled to receive all documentation accorded Committee members or Alternates, and to participate in any school facilities visits, inspections and/or observations which may occur. Ex-Officio Members shall comply with the ethics and conflicts of interest requirements set forth in Section 5.6, comply with the Committee Ethics Policy, and open meeting laws as set forth in Section 6.3. Ex-Officio Members shall not be an employee, official, vendor, contractor or consultant of the District.

5.5 Appointment. The Board shall by majority vote appoint members to the Committee. Prior to appointment, the District Superintendent shall have published in the District notice of any vacancy on the Committee, and shall conduct a nomination process to ensure that each person nominated meets the qualification standards set forth in Section 5.2. The Superintendent shall establish a process that provides reasonable notice to Board members and specified nominating organizations. When an appointment is necessary to fill a vacancy, the Superintendent shall ensure that a nomination is received from the same organization or category as the Committee member whose position is vacant.

5.6 Ethics; Conflicts of Interest. By accepting appointment to the Committee, each member agrees to comply with Articles 4 (commencing with Section 1090) and 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code and the Political Reform Act (Gov. Code §§ 81000 *et seq*.), and to complete the Form 700 as required of all "designated employees" of the District. Additionally, each member shall comply with the Committee Ethics Policy attached as Attachment A to these Bylaws.

5.7 Term. Except as otherwise provided herein: four (4) members shall serve a term of two (2) years beginning May 30, 2013; and five (5) members shall serve a term of three (3) years beginning May 30, 2013, with successive terms, if any, to be for a term of two

years. No member may serve more than three (3) consecutive terms. Any current member who satisfies the requirements for the category of membership in which he or she serves, may be reappointed by the Board to a two or three year term.

5.8 Removal; Vacancy. The Board may remove any Committee member for cause, including, but not limited to, the failure to possess or maintain the qualifications necessary to serve in any specified category of Committee member, failure to attend three consecutive Regular Committee meetings, or for failure to comply with these Board Bylaws or the Committee Ethics Policy. Upon a member's removal, his or her seat shall be declared vacant. The Board, in accordance with the appointment process set forth in Section 5.3 shall fill any vacancies on the Committee.

5.9 Compensation. The Committee members shall not be compensated for their services.

Sec. 6.0 MEETINGS OF THE COMMITTEE

6.1 Regular Meetings. The Committee shall establish a schedule for the date and time of regular meetings to be held at least monthly to include an annual organizational meeting to be held in June.

6.2 Location. All meetings shall be held at the District Office at 1900 W. Olive Avenue, Burbank, CA 91506 or at any designated location within the legal boundaries of the District.

6.3 Procedures. All meetings shall be open and public in accordance with the Ralph M. Brown Act, Government Code Section 54950 *et seq*. Meetings shall be conducted according to such procedural rules as the Committee may adopt. The Committee's rules with respect to public speakers shall be consistent with those of the Board relating to public speakers. (See, Board Bylaw 9323). A majority of the number of Committee members shall constitute a quorum for the transaction of any business except adjournment.

Sec. 7.0 DISTRICT SUPPORT

7.1 The Board shall, without expending bond funds, provide the Committee with any necessary technical assistance and shall provide administrative assistance in furtherance of its purpose and sufficient resources to publicize the conclusions of the Committee. The District shall provide to the Committee necessary technical and administrative assistance as follows:

(a) preparation of and posting of public notices as required by the Brown Act, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the District Board;

(b) provision of a meeting room, including any necessary audio/visual equipment;

(c) preparation and copies of any documentary meeting materials, such as agendas and reports; and

(d) retention of all Committee records, and providing public access to such records.

7.2 District staff shall attend all Committee proceedings in order to report on the status of projects and the expenditures of bond proceeds.

7.3 The Committee may request the Board to authorize legal counsel to advise the Committee on legal matters relating to the operation and/or subject matter of the Committee.

Sec. 8.0 REPORTS

In addition to the Annual Report required in Section 3.3, the Committee may report to the Board on a monthly basis in order to inform the Board on the activities of the Committee. Such report shall be in writing and at a minimum shall summarize the proceedings and activities conducted by the Committee. Committee minutes shall be circulated to Board members, administrative staff as well as Committee Members.

Sec. 9.0 OFFICERS

The Committee shall elect a chair, a vice-chair who shall act as chair only when the chair is absent, and a clerk which positions shall continue for two (2) year terms. No person shall serve as Chair for more than two consecutive terms. The officers of the Committee may be removed by majority vote of the Committee members as defined in Section 5.1, above.

Sec.10. AMENDMENT OF BYLAWS

The Board may amend these Bylaws by majority vote and may seek input from the Committee.

Sec. 11.0 TERMINATION

The Board wishes to maintain this Committee over the long term; however, the Committee may be terminated and disbanded by a majority vote of the Board at the earlier of the date when (a) the Committee issues a final report after all bond proceeds are spent, or (b) the Committee issues a final report after all projects funded by bond proceeds are completed.

ATTACHMENT A

MEASURE ABC (BOND) OVERSIGHT COMMITTEE
ETHICS POLICY STATEMENT

This Ethics Policy Statement provides general guidelines for Committee members to follow in carrying out their roles. Not all ethical issues that Committee members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for Committee members. The provisions of this Statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Committee members are expected to strictly adhere to the provisions of this Ethics Policy.

POLICY

- CONFLICT OF INTEREST. A Committee member shall not make or attempt to influence a District decision relating to: (1) any contract funded by bond proceeds or (2) any construction project which will benefit the Committee member's outside employment, business, or personal finances or benefit an immediate family member, such as a dependent, a spouse, a child or a domestic partner.

- OUTSIDE EMPLOYMENT. A Committee member shall not use his or her authority over a particular matter, however limited by the Board's Bylaws relating to the Measure ABC (Bond) Oversight Committee, to negotiate future employment with any person or organization that relates to: (1) any contract funded by bond proceeds, or (2) any construction project. A Committee member shall not make or influence a District decision related to any construction project involving the interests of a person with whom the member has or had an agreement concerning past, current or future employment, or remuneration of any kind. For a period of three (3) years after leaving the Committee, a former Committee member may not represent any person or organization for compensation in connection with any matter pending before the District that, as a Committee member, he or she participated in personally and substantially. Specifically, for a period of three (3) years after leaving the Committee, a former Committee member and the companies and businesses for which the member works shall be prohibited from contracting with the District with respect to: (1) bidding on projects funded by the bond proceeds; and (2) any construction project.

- COMMITMENT TO UPHOLD LAW. A Committee member shall uphold the federal and California Constitutions, the laws and regulations of the United States and the State of California (particularly the Education Code) and all other applicable government entities, and the policies, procedures, rules and regulations of the Burbank Unified School District.

- COMMITMENT TO DISTRICT. A Committee member shall place the interests of the District above any personal or business interests of the member.

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:	Andrew Cantwell, Assistant Superintendent, Administrative Services
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Secretary
DATE:	January 16, 2025
SUBJECT:	Adoption of Resolution 20 – Emergency Work Pursuant to Public Contract Code Section 22035

Background:

In January 2025, the National Weather Service issued a red flag alert due to an unprecedented high wind event, with gusts approaching 100 miles per hour in some areas, in and around the County of Los Angeles. These wind conditions have caused historic wildfires to erupt in the County.

The winds and fire particulate from this event have caused damage to Burbank Unified School District facilities, including but not limited to roof and HVAC unit damage.

Additionally, this event is ongoing as existing fires are not fully contained, the red flag warning continues and there is the potential for additional fires to erupt and for District facilities to be further impacted by winds or fire particulate, requiring protective measures and emergency repairs.

Discussion/Issues:

The District contracts in accordance with the California Uniform Public Construction Cost Accounting Act ("CUPCCAA") procedures as set forth in Public Contract Code section 22010, et seq. The CUPCCAA procedures permit the District to contract to make emergency repairs without first advertising for bids where: (1) emergency repair or replacements of District facilities is necessary; and (2) the Board, by four-fifths vote, authorizes such repair or replacement without public bidding.

An "emergency" is defined as a "sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services." (Public Contract Code section 1105.) California Governor Gavin Newsom on January 7, 2025, declared a State of Emergency due to the Palisades Fire and the existing and ongoing windstorm conditions.

The immediate repair of the damage to the District's facilities is critical and necessary for the continued safe operation and preservation of the District's schools and facilities. District staff will provide updates to the Board regarding the work performed without advertising for bids, as required by law. District staff will also recommend that the Board take action to terminate the emergency authority granted by this Resolution at the earliest possible date that conditions warrant so that further emergency actions may be completed by giving notice for bids to let contracts.

Financial Impact:

There is no fiscal impact in adopting this resolution.

Recommendations:

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education adopt Resolution 20, delegating authority to staff to contract to perform the work necessary to repair and protect District facilities without the need to advertise for bids resulting from this ongoing weather event, as presented.

RESOLUTION NO. 20

RESOLUTION FOR EMERGENCY WORK
PURSUANT TO PUBLIC CONTRACT CODE SECTION 22035

WHEREAS, in January 2025, the National Weather Service issued a red flag alert due to an unprecedented high wind event, with gusts approaching 100 miles per hour in some areas, in and around the County of Los Angeles ("County"), which winds caused historic wildfires to erupt in the County ("Weather Emergency"); and

WHEREAS, the winds and fire particulate from the Weather Emergency caused damage to Burbank Unified School District ("District") facilities, including but not necessarily limited to roof and HVAC unit damage; and

WHEREAS, the immediate repair of the damage to District facilities caused by the Weather Emergency is critical to the continued safe operation and preservation of the District's schools and facilities; and

WHEREAS, the Weather Emergency is ongoing as existing fires are not fully contained, the red flag warning continues and there is the potential for additional fires to erupt and for District facilities to be further impacted by winds or fire particulate, requiring protective measures and emergency repairs; and

WHEREAS, the District has, by resolution, elected to become subject to the California Uniform Public Construction Cost Accounting Act ("CUPCCAA") procedures as set forth in Public Contract Code section 22010, *et seq*.; and

WHEREAS, Public Contract Code section 22035, subsection (a) provides (i) that in cases of emergency when repair or replacements are necessary, the governing body may proceed at once to replace or repair any public facility without adopting plans, specifications, strain sheets, or working details, or giving notice for bids to let contracts; and (ii) that the work may be done by day labor under the direction of the governing body, by contractor, or by a combination of the two; and

WHEREAS, Public Contract Code section 22035, subsection (b) further provides that in case of an emergency, if notice for bids to let contracts will not be given, the public agency shall comply with Section 22050; and

WHEREAS, Public Contract Code section 22050, subsection (a)(1) provides that in the case of an emergency, a public agency, pursuant to a four-fifths vote of its governing body, may repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts; and

WHEREAS, Public Contract Code section 22050, subsection (a)(2) provides that before a governing body takes any action pursuant to paragraph (1), it shall make a finding, based on substantial evidence set forth in the minutes of its meeting, that the emergency will not permit a delay resulting from a competitive solicitation for bids, and that the action is necessary to respond to the emergency; and

WHEREAS, Public Contract Code Section 22050(c)(1) provides that if the governing body orders such emergency action, the governing body shall review the emergency action at its next regularly scheduled meeting and, except as specified below, at every regularly scheduled meeting thereafter until the action is terminated, to be determine, by a four-fifths vote, that there is a need to continue the action; and

WHEREAS, Public Contract Code section 1102 defines an "emergency" as a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services; and

WHEREAS, the circumstances described in this Resolution constitutes an emergency pursuant to Public Contract Code sections 1102, 22035, and 22050 as the damage to District facilities caused by the Weather Emergency is a sudden, unexpected occurrence that poses a clear and imminent danger with regard to the safe operation of the District's facilities and educational services, requiring immediate action to prevent or mitigate the potential loss of, or impairment of, life, health, property damage, or essential public services.

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE BURBANK UNIFIED SCHOOL DISTRICT FINDS, DETERMINES, AND RESOLVES AS FOLLOWS:

SECTION 1. The foregoing recitals as true and correct.

SECTION 2. The circumstances described in this Resolution constitute an emergency pursuant to Public Contract Code sections 1102, 22035 and 22050.

SECTION 3. Based on substantial evidence to be recorded in the minutes of this meeting as set forth in, and the incorporation of, this Resolution, this emergency will not permit a delay resulting from a competitive solicitation for bids and immediate repairs and protective measures are necessary to respond to the emergency caused by the Weather Emergency.

SECTION 4. The District Superintendent, or his designee, is authorized to enter into a contract or contracts, as required, and to use, if necessary, day labor or force account for the performance of the repairs or protective measures to the District's facilities caused by the Weather Emergency, including labor and furnishing of all equipment, materials or supplies, without advertising for or inviting bids, pursuant to the authority of this Resolution and Public Contract Code sections 1102, 22035 and 22050.

SECTION 5. The District Superintendent, or his designee, is authorized and directed to take any and all other lawful measures to ensure the timely completion of the repairs and the protection of District facilities during the continuing Weather Emergency.

SECTION 6. All prior actions taken by the District Superintendent, or his designee, if any, to prevent or mitigate the potential loss of or impairment of life, health, property, or essential public services as a result of the Weather Emergency consistent with the purposes and intent of this Resolution are hereby ratified.

SECTION 7. The Superintendent, or his designee, is directed to report on the status of the repairs and other measures taken pursuant to the authority granted by this Resolution to the Board at subsequent regularly scheduled meetings, if there is a need to continue the work, to the extent required by Public Contract Code section 22050(b)(3).

SECTION 8. Pursuant to Public Contract Code section 22050(c), the Board shall terminate the emergency authority granted by this Resolution at the earliest possible date that conditions warrant so that further emergency actions may be completed by giving notice for bids to let contracts.

SECTION 9. This Resolution shall take effect immediately upon its adoption.

****

PASSED AND ADOPTED this 16th day of January 2025, by the following vote:

BURBANK UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES

_____
President, Board of Education

AYES:

NOES:

ABSTAIN:

ABSENT:

Attest:

By: _____
Clerk of the Board of Education

Burbank Unified School District
Facilities 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:	January 16, 2024
SUBJECT:	Ratification of Approval of Professional Services Agreement, Encorp, Asbestos and Lead Inspection for Roofing Project, Burbank High School (Bond Fund)

Background:

In preparation for the installation of the new roofing, it is necessary to inspect the building's existing roof prior to restoration or replacement. Encorp will provide inspection services for Nine (6) roofs.

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:

The District received a proposal from Encorp, on December 9, 2024, for an asbestos and lead inspection. The proposal provides the following services for six (6) roofs.

Inspections:

- Visually inspect the accessible materials in the above buildings (roofs only). Sampling will be performed, and materials will be homogeneous when applicable. Identify suspect Asbestos Containing Building Materials (ACBM's). Visual inspections will include the condition of suspect materials along with estimated quantities. Inspection will be performed in preparation for demolition.

- Collect a minimum of three (3) samples of each suspected ACBM identified during the previous visual inspection. All suspect ACBM's will be analyzed by ENCORP's NVLAP accredited laboratory using Polarized Light Microscopy (PLM) analysis.

- Conduct testing of the exterior painted roof flashing/coping surfaces, for suspect LBP with onsite analysis for lead content. All testing will be conducted utilizing portable X-Ray Fluorescence (XRF) Instrumentation.

- Where applicable, Point Count Analysis may be performed on materials containing less than 1%asbestos at an additional cost of $65 each analysis. Approval from the client will be required prior to analysis.

- Submit a hazardous materials report, listing each suspect asbestos containing building material & and Lead-based paint material sampled or identified during this inspection, estimated quantity, sample I.D. number and location, and laboratory result (positive or negative).

- Inspections and Reports shall be performed by CA/DOSH Certified Asbestos Consultant (CAC), Certified Site Surveillance Technician (CSST), CDPH lead Inspector/Assessor, CDPH Lead Sampling Technicians.

Fiscal Impact:
$5,390 Bond Fund

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services recommends that the Board of Education ratify the professional service agreement between Burbank Unified School District and Encorp for an Inspection and Abatement Reporting at Burbank High School, effective January 1, 2024 through June 30, 2025, not to exceed $5,390 (213-00000-0-91008-85000-6282-431-0000) Restricted Routine Maintenance, and that the authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

ENCORP
Engineering our Environment

16700 Valley View Aven
Suite 1
La Mirada, California 906
p: 714.523.98
f: 714.523.98

December 9, 2024 CQ24216.B01

Sergio Rodriguez
Trades Manager
BURBANK UNIFIED SCHOOL DISTRICT
510 S. Shelton Street
Burbank, CA 91506-2818

RE: **PROPOSAL FOR AN ASBESTOS AND LEAD INSPECTION FOR (6) ROOFS AT:**
BURBANK HIGH SCHOOL
902 N. THIRD STREET
BURBANK, CALIFORNIA 91502

ENCORP is pleased to present the following proposal to conduct a Limited Asbestos and Lead-Based Paint inspection of roofs identified as Fair, Poor, and Failed condition (as identified in the roof assessment report provided by the client). ENCORP will provide a California Certified Asbestos Consultant/Site Surveillance Technician and CDPH Lead Inspector/Assessor/Sampling Technician to perform the following:

- Visually inspect the accessible materials in the above buildings (roofs only). Sampling will be performed, and materials will be homogeneous when applicable. Identify suspect Asbestos Containing Building Materials (ACBM's). Visual inspections will include the condition of suspect materials along with estimated quantities. Inspection will be performed in preparation for demolition.
- Collect a minimum of three (3) samples of each suspected ACBM identified during the previous visual inspection. All suspect ACBM's will be analyzed by ENCORP's NVLAP accredited laboratory using Polarized Light Microscopy (PLM) analysis.
- Conduct testing of the exterior painted roof flashing/coping surfaces, for suspect LBP with onsite analysis for lead content. All testing will be conducted utilizing portable X-Ray Fluorescence (XRF) Instrumentation.
- Where applicable, Point Count Analysis may be performed on materials containing less than 1% asbestos at an additional cost of $65 each analysis. Approval from the client will be required prior to analysis.
- Submit a hazardous materials report, listing each suspect asbestos containing building material & and Lead-based paint material sampled or identified during this inspection, estimated quantity, sample I.D. number and location, and laboratory result (positive or negative).
- Inspections and Reports shall be performed by CA/DOSH Certified Asbestos Consultant (CAC), Certified Site Surveillance Technician (CSST), CDPH lead Inspector/Assessor, CDPH Lead Sampling Technicians.

If additional samples or inspector time is required to complete the project, they will be billed at the rates quoted on the following page.

FEE SCHEDULE:

Asbestos & Lead Sampling Technician: (16 hours x $115.00/hour)..... $1,840.00
CAC/CSST/Lead inspection per day/shift rate (1 tech for 2 days)

PLM Bulk Asbestos Sample Analysis per sample: (2-day TAT) $2,500.00
Anticipated Asbestos Sample Cost (up to 125 analysis - $20.00 each thereafter)

XRF Lead-Based Paint Sampling Analysis per Day: $550.00
Anticipated XRF Equipment Cost (1 Daily use) X $550.00.

Sr. Project Manager: Reports/CAC (4 Hours X $125.00)..... $500.00
(Includes report and laboratory results).

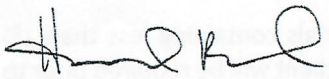
ESTIMATED PROJECT COST:.....$5,390.00

Bid Qualifiers:

- This signed proposal shall serve as written authorization to perform destructive sampling.
- Upon completion of this inspection, there is a possibility that unidentified asbestos-containing building materials may exist within wall cavities, crawl spaces, sealed ceiling cavities or other areas outside of the scope of work.
- Assume that ENCORP representatives are provided with access to the site as needed. Assume all materials inspected can be accessed from a 16' ladder.
- Report will be prepared in standard ENCORP format. Only Electronic PDF Reports Shall be provided via email unless overnight or rush charges are requested. If hard copies are required, they must be requested in writing at the time of proposal signing.
- No property addresses will be inspected other than those addresses specified by this proposal. ENCORP is not responsible for changes in scope of work or for loss or damage to personal property or equipment.

Please contact me at (714) 523-9811 if you have any questions. The fees quoted are good for a period of thirty (30) days from the date of this proposal. If the above terms are acceptable, please sign and date below. Thank you.

Sincerely,



Howard Baba
Operations Manager, **ENCORP**

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. Payment for Services is due within 30 days of receipt of invoice. Client agrees to pay all reasonable legal and court fees necessary to affect payment of this agreement.

ENCORP	**BURBANK UNIFIED SCHOOL DISTRICT**
NAME (TYPE/PRINT) Howard Baba	NAME (TYPE/PRINT) Dennis Maxwell
SIGNATURE	SIGNATURE
DATE December 9, 2024	DATE 12-16-24

Burbank Unified School District
Facilities 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:	January 16, 2024
SUBJECT:	Ratification of Approval of Professional Services Agreement, Encorp, Asbestos and Lead Inspection for Roofing Project, Emerson Elementary School (Bond Fund)

Background:

In preparation for the installation of the new roofing, it is necessary to inspect the building's existing roof prior to restoration or replacement. Encorp will provide inspection services for Nine (9) roofs.

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:

The District received a proposal from Encorp, on December 18, 2024, for an asbestos and lead inspection. The proposal provides the following services for nine (9) roofs.

Inspections:

- Visually inspect the accessible materials in the above buildings (roofs only). Sampling will be performed, and materials will be homogeneous when applicable. Identify suspect Asbestos Containing Building Materials (ACBM's). Visual inspections will include the condition of suspect materials along with estimated quantities. Inspection will be performed in preparation for demolition.

- Collect a minimum of three (3) samples of each suspected ACBM identified during the previous visual inspection. All suspect ACBM's will be analyzed by ENCORP's NVLAP accredited laboratory using Polarized Light Microscopy (PLM) analysis.

- Conduct testing of the exterior painted roof flashing/coping surfaces, for suspect LBP with onsite analysis for lead content. All testing will be conducted utilizing portable X-Ray Fluorescence (XRF) Instrumentation.

- Where applicable, Point Count Analysis may be performed on materials containing less than 1%asbestos at an additional cost of $65 each analysis. Approval from the client will be required prior to analysis.

- Submit a hazardous materials report, listing each suspect asbestos containing building material & and Lead-based paint material sampled or identified during this inspection, estimated quantity, sample I.D. number and location, and laboratory result (positive or negative).

- Inspections and Reports shall be performed by CA/DOSH Certified Asbestos Consultant (CAC), Certified Site Surveillance Technician (CSST), CDPH lead Inspector/Assessor, CDPH Lead Sampling Technicians.

Fiscal Impact:
$7,230 Bond Fund

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services recommends that the Board of Education ratify the professional service agreement between Burbank Unified School District and Encorp for an Inspection and Abatement Reporting at Emerson Elementary School, effective January 1, 2024 through June 30, 2025, not to exceed $7,230 (213-00000-0-91008-85000-6282-203-0000) Restricted Routine Maintenance, and that the authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

ENCORP
Engineering our Environment

16700 Valley View Aven
Suite 1
La Mirada, California 906
p: 714.523.98
f: 714.523.98

December 18, 2024 CQ24231.B01

Sergio Rodriguez
Trades Manager
BURBANK UNIFIED SCHOOL DISTRICT
510 S. Shelton Street
Burbank, CA 91506-2818

RE: **PROPOSAL FOR AN ASBESTOS AND LEAD INSPECTION FOR (9) ROOFS AT:**
RALPH WALDO EMERSON ELEMENTARY SCHOOL
720 E. CYPRESS AVE
BURBANK, CALIFORNIA 91501

ENCORP is pleased to present the following proposal to conduct a Limited Asbestos and Lead-Based Paint inspection of roofs identified as Fair, Poor, and Failed condition (as identified in the roof assessment report provided by the client). ENCORP will provide a California Certified Asbestos Consultant/Site Surveillance Technician and CDPH Lead Inspector/Assessor/Sampling Technician to perform the following:

- Visually inspect the accessible materials in the above buildings (roofs only). Sampling will be performed, and materials will be homogeneous when applicable. Identify suspect Asbestos Containing Building Materials (ACBM's). Visual inspections will include the condition of suspect materials along with estimated quantities. Inspection will be performed in preparation for demolition.
- Collect a minimum of three (3) samples of each suspected ACBM identified during the previous visual inspection. All suspect ACBM's will be analyzed by ENCORP's NVLAP accredited laboratory using Polarized Light Microscopy (PLM) analysis.
- Conduct testing of the exterior painted roof flashing/coping surfaces, for suspect LBP with onsite analysis for lead content. All testing will be conducted utilizing portable X-Ray Fluorescence (XRF) Instrumentation.
- Where applicable, Point Count Analysis may be performed on materials containing less than 1% asbestos at an additional cost of $65 each analysis. Approval from the client will be required prior to analysis.
- Submit a hazardous materials report, listing each suspect asbestos containing building material & and Lead-based paint material sampled or identified during this inspection, estimated quantity, sample I.D. number and location, and laboratory result (positive or negative).
- Inspections and Reports shall be performed by CA/DOSH Certified Asbestos Consultant (CAC), Certified Site Surveillance Technician (CSST), CDPH lead Inspector/Assessor, CDPH Lead Sampling Technicians.

If additional samples or inspector time is required to complete the project, they will be billed at the rates quoted on the following page.

FEE SCHEDULE:

Asbestos & Lead Sampling Technician: (32 hours x $115.00/hour)..... $3,680.00
CAC/CSST/Lead inspection per day/shift rate (2 tech for 2 days)

PLM Bulk Asbestos Sample Analysis per sample: (2-day TAT) $2,500.00
Anticipated Asbestos Sample Cost (up to 125 analysis - $20.00 each thereafter)

XRF Lead-Based Paint Sampling Analysis per Day: $550.00
Anticipated XRF Equipment Cost (1 Daily use) X $550.00.

Sr. Project Manager: Reports/CAC (4 Hours X $125.00)..... $500.00
(Includes report and laboratory results).

ESTIMATED PROJECT COST:.....$7,230.00

Bid Qualifiers:

- This signed proposal shall serve as written authorization to perform destructive sampling.
- Upon completion of this inspection, there is a possibility that unidentified asbestos-containing building materials may exist within wall cavities, crawl spaces, sealed ceiling cavities or other areas outside of the scope of work.
- Assume that ENCORP representatives are provided with access to the site as needed. Assume all materials inspected can be accessed from a 16' ladder.
- Report will be prepared in standard ENCORP format. Only Electronic PDF Reports Shall be provided via email unless overnight or rush charges are requested. If hard copies are required, they must be requested in writing at the time of proposal signing.
- No property addresses will be inspected other than those addresses specified by this proposal. ENCORP is not responsible for changes in scope of work or for loss or damage to personal property or equipment.

Please contact me at (714) 523-9811 if you have any questions. The fees quoted are good for a period of thirty (30) days from the date of this proposal. If the above terms are acceptable, please sign and date below. Thank you.

Sincerely,



Alexander E. Blankevoort
Vice President, ENCORP

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. Payment for Services is due within 30 days of receipt of invoice. Client agrees to pay all reasonable legal and court fees necessary to affect payment of this agreement.

ENCORP	BURBANK UNIFIED SCHOOL DISTRICT
Alexander Blankevoort *Name & Title (Type/Print)*	Dennis Maxwell Director *Name & Title (Type/Print)*
Signature	*Signature*
12/18/24 *Date Signed*	12-18-2024 *Date Signed*

Burbank Unified School District
Facilities 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:	January 16, 2024
SUBJECT:	Ratification of Approval of Professional Services Agreement, Encorp, Asbestos and Lead Inspection for Roofing Project, John Burroughs High School (Bond Fund)

Background:

In preparation for the installation of the new roofing, it is necessary to inspect the building's existing roof prior to restoration or replacement. Encorp will provide inspection services for Nine (9) roofs.

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:

The District received a proposal from Encorp, on December 9, 2024, for an asbestos and lead inspection. The proposal provides the following services for nine (9) roofs.

Inspections:

- Visually inspect the accessible materials in the above buildings (roofs only). Sampling will be performed, and materials will be homogeneous when applicable. Identify suspect Asbestos Containing Building Materials (ACBM's). Visual inspections will include the condition of suspect materials along with estimated quantities. Inspection will be performed in preparation for demolition.

- Collect a minimum of three (3) samples of each suspected ACBM identified during the previous visual inspection. All suspect ACBM's will be analyzed by ENCORP's NVLAP accredited laboratory using Polarized Light Microscopy (PLM) analysis.

- Conduct testing of the exterior painted roof flashing/coping surfaces, for suspect LBP with onsite analysis for lead content. All testing will be conducted utilizing portable X-Ray Fluorescence (XRF) Instrumentation.

- Where applicable, Point Count Analysis may be performed on materials containing less than 1%asbestos at an additional cost of $65 each analysis. Approval from the client will be required prior to analysis.

- Submit a hazardous materials report, listing each suspect asbestos containing building material & and Lead-based paint material sampled or identified during this inspection, estimated quantity, sample I.D. number and location, and laboratory result (positive or negative).

- Inspections and Reports shall be performed by CA/DOSH Certified Asbestos Consultant (CAC), Certified Site Surveillance Technician (CSST), CDPH lead Inspector/Assessor, CDPH Lead Sampling Technicians.

Fiscal Impact:
$7,810 Bond Fund

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services recommends that the Board of Education ratify the professional service agreement between Burbank Unified School District and Encorp for an Inspection and Abatement Reporting at John Burroughs High School, effective January 1, 2024 through June 30, 2025, not to exceed $7,810 (213-00000-0-91008-85000-6282-432-0000) Restricted Routine Maintenance, and that the authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

ENCORP
Engineering our Environment

16700 Valley View Aven
Suite 1
La Mirada, California 906
p: 714.523.98
f: 714.523.98

December 9, 2024 CQ24217.B01

Sergio Rodriguez
Trades Manager
BURBANK UNIFIED SCHOOL DISTRICT
510 S. Shelton Street
Burbank, CA 91506-2818

RE: **PROPOSAL FOR AN ASBESTOS AND LEAD INSPECTION FOR (9) ROOFS AT:**
JOHN BURROUGHS HIGH SCHOOL
1920 CLARK AVENUE
BURBANK, CALIFORNIA 91506

ENCORP is pleased to present the following proposal to conduct a Limited Asbestos and Lead-Based Paint inspection of roofs identified as Fair, Poor, and Failed condition (as identified in the roof assessment report provided by the client). ENCORP will provide a California Certified Asbestos Consultant/Site Surveillance Technician and CDPH Lead Inspector/Assessor/Sampling Technician to perform the following:

- Visually inspect the accessible materials in the above buildings (roofs only). Sampling will be performed, and materials will be homogeneous when applicable. Identify suspect Asbestos Containing Building Materials (ACBM's). Visual inspections will include the condition of suspect materials along with estimated quantities. Inspection will be performed in preparation for demolition.
- Collect a minimum of three (3) samples of each suspected ACBM identified during the previous visual inspection. All suspect ACBM's will be analyzed by ENCORP's NVLAP accredited laboratory using Polarized Light Microscopy (PLM) analysis.
- Conduct testing of the exterior painted roof flashing/coping surfaces, for suspect LBP with onsite analysis for lead content. All testing will be conducted utilizing portable X-Ray Fluorescence (XRF) Instrumentation.
- Where applicable, Point Count Analysis may be performed on materials containing less than 1% asbestos at an additional cost of $65 each analysis. Approval from the client will be required prior to analysis.
- Submit a hazardous materials report, listing each suspect asbestos containing building material & and Lead-based paint material sampled or identified during this inspection, estimated quantity, sample I.D. number and location, and laboratory result (positive or negative).
- Inspections and Reports shall be performed by CA/DOSH Certified Asbestos Consultant (CAC), Certified Site Surveillance Technician (CSST), CDPH lead Inspector/Assessor, CDPH Lead Sampling Technicians.

If additional samples or inspector time is required to complete the project, they will be billed at the rates quoted on the following page.

FEE SCHEDULE:

Asbestos & Lead Sampling Technician: (24 hours x $115.00/hour)..... $2,760.00
CAC/CSST/Lead inspection per day/shift rate (3 days)

PLM Bulk Asbestos Sample Analysis per sample: (2-day TAT) $4,000.00
Anticipated Asbestos Sample Cost (up to 200 analysis - $20.00 each thereafter)

XRF Lead-Based Paint Sampling Analysis per Day: $550.00
Anticipated XRF Equipment Cost (1 Daily use) X $550.00.

Sr. Project Manager: Reports/CAC (4 Hours X $125.00)..... $500.00
(Includes report and laboratory results).

ESTIMATED PROJECT COST:.....$7,810.00

Bid Qualifiers:

- This signed proposal shall serve as written authorization to perform destructive sampling.
- Upon completion of this inspection, there is a possibility that unidentified asbestos-containing building materials may exist within wall cavities, crawl spaces, sealed ceiling cavities or other areas outside of the scope of work.
- Assume that ENCORP representatives are provided with access to the site as needed. Assume all materials inspected can be accessed from a 16' ladder.
- Report will be prepared in standard ENCORP format. Only Electronic PDF Reports Shall be provided via email unless overnight or rush charges are requested. If hard copies are required, they must be requested in writing at the time of proposal signing.
- No property addresses will be inspected other than those addresses specified by this proposal. ENCORP is not responsible for changes in scope of work or for loss or damage to personal property or equipment.

Please contact me at (714) 523-9811 if you have any questions. The fees quoted are good for a period of thirty (30) days from the date of this proposal. If the above terms are acceptable, please sign and date below. Thank you.

Sincerely,

Howard Baba
Operations Manager, **ENCORP**

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. Payment for Services is due within 30 days of receipt of invoice. Client agrees to pay all reasonable legal and court fees necessary to affect payment of this agreement.

ENCORP	**BURBANK UNIFIED SCHOOL DISTRICT**
NAME (TYPE/PRINT) Howard Baba	NAME (TYPE/PRINT) Dennis Maxwell
SIGNATURE	SIGNATURE
DATE December 9, 2024	DATE 12-10-24

Burbank Unified School District
Facilities 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:	January 16, 2024
SUBJECT:	Ratification of Approval of Professional Services Agreement, Encorp, Asbestos and Lead Inspection for Roofing Project, Jefferson Elementary School (Bond Fund)

Background:

In preparation for the installation of the new roofing, it is necessary to inspect the building's existing roof prior to restoration or replacement. Encorp will provide inspection services for Nine (9) roofs.

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:

The District received a proposal from Encorp, on December 18, 2024, for an asbestos and lead inspection. The proposal provides the following services for nine (9) roofs.

Inspections:

- Visually inspect the accessible materials in the above buildings (roofs only). Sampling will be performed, and materials will be homogeneous when applicable. Identify suspect Asbestos Containing Building Materials (ACBM's). Visual inspections will include the condition of suspect materials along with estimated quantities. Inspection will be performed in preparation for demolition.

- Collect a minimum of three (3) samples of each suspected ACBM identified during the previous visual inspection. All suspect ACBM's will be analyzed by ENCORP's NVLAP accredited laboratory using Polarized Light Microscopy (PLM) analysis.

- Conduct testing of the exterior painted roof flashing/coping surfaces, for suspect LBP with onsite analysis for lead content. All testing will be conducted utilizing portable X-Ray Fluorescence (XRF) Instrumentation.

- Where applicable, Point Count Analysis may be performed on materials containing less than 1%asbestos at an additional cost of $65 each analysis. Approval from the client will be required prior to analysis.

- Submit a hazardous materials report, listing each suspect asbestos containing building material & and Lead-based paint material sampled or identified during this inspection, estimated quantity, sample I.D. number and location, and laboratory result (positive or negative).

- Inspections and Reports shall be performed by CA/DOSH Certified Asbestos Consultant (CAC), Certified Site Surveillance Technician (CSST), CDPH lead Inspector/Assessor, CDPH Lead Sampling Technicians.

Fiscal Impact:
$8,550 Bond Fund

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services recommends that the Board of Education ratify the professional service agreement between Burbank Unified School District and Encorp for an Inspection and Abatement Reporting at Jefferson Elementary School, effective January 1, 2024 through June 30, 2025, not to exceed $8,550 (213-00000-0-91008-85000-6282-206-0000) Restricted Routine Maintenance, and that the authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

ENCORP
Engineering our Environment

16700 Valley View Aven
Suite 1
La Mirada, California 906
p: 714.523.98
f: 714.523.98

December 18, 2024 CQ24232.B01

Sergio Rodriguez
Trades Manager
BURBANK UNIFIED SCHOOL DISTRICT
510 S. Shelton Street
Burbank, CA 91506-2818

RE: **PROPOSAL FOR AN ASBESTOS AND LEAD INSPECTION FOR (9) ROOFS AT:**
THOMA JEFFERSON ELEMENTARY SCHOOL
1900 N. SIXTH ST
BURBANK, CALIFORNIA 91504

ENCORP is pleased to present the following proposal to conduct a Limited Asbestos and Lead-Based Paint inspection of roofs identified as Fair, Poor, and Failed condition (as identified in the roof assessment report provided by the client). ENCORP will provide a California Certified Asbestos Consultant/Site Surveillance Technician and CDPH Lead Inspector/Assessor/Sampling Technician to perform the following:

- Visually inspect the accessible materials in the above buildings (roofs only). Sampling will be performed, and materials will be homogeneous when applicable. Identify suspect Asbestos Containing Building Materials (ACBM's). Visual inspections will include the condition of suspect materials along with estimated quantities. Inspection will be performed in preparation for demolition.
- Collect a minimum of three (3) samples of each suspected ACBM identified during the previous visual inspection. All suspect ACBM's will be analyzed by ENCORP's NVLAP accredited laboratory using Polarized Light Microscopy (PLM) analysis.
- Conduct testing of the exterior painted roof flashing/coping surfaces, for suspect LBP with onsite analysis for lead content. All testing will be conducted utilizing portable X-Ray Fluorescence (XRF) Instrumentation.
- Where applicable, Point Count Analysis may be performed on materials containing less than 1% asbestos at an additional cost of $65 each analysis. Approval from the client will be required prior to analysis.
- Submit a hazardous materials report, listing each suspect asbestos containing building material & and Lead-based paint material sampled or identified during this inspection, estimated quantity, sample I.D. number and location, and laboratory result (positive or negative).
- Inspections and Reports shall be performed by CA/DOSH Certified Asbestos Consultant (CAC), Certified Site Surveillance Technician (CSST), CDPH lead Inspector/Assessor, CDPH Lead Sampling Technicians.

If additional samples or inspector time is required to complete the project, they will be billed at the rates quoted on the following page.

FEE SCHEDULE:

Asbestos & Lead Sampling Technician: (40 hours x $115.00/hour)..... $4,600.00
CAC/CSST/Lead inspection per day/shift rate (2 tech for 2.5 days)

PLM Bulk Asbestos Sample Analysis per sample: (2-day TAT) $2,900.00
Anticipated Asbestos Sample Cost (up to 145 analysis - $20.00 each thereafter)

XRF Lead-Based Paint Sampling Analysis per Day: $550.00
Anticipated XRF Equipment Cost (1 Daily use) X $550.00.

Sr. Project Manager: Reports/CAC (4 Hours X $125.00)..... $500.00
(Includes report and laboratory results).

ESTIMATED PROJECT COST:.....$8,550.00

Bid Qualifiers:

- This signed proposal shall serve as written authorization to perform destructive sampling.
- Upon completion of this inspection, there is a possibility that unidentified asbestos-containing building materials may exist within wall cavities, crawl spaces, sealed ceiling cavities or other areas outside of the scope of work.
- Assume that ENCORP representatives are provided with access to the site as needed. Assume all materials inspected can be accessed from a 16' ladder.
- Report will be prepared in standard ENCORP format. Only Electronic PDF Reports Shall be provided via email unless overnight or rush charges are requested. If hard copies are required, they must be requested in writing at the time of proposal signing.
- No property addresses will be inspected other than those addresses specified by this proposal. ENCORP is not responsible for changes in scope of work or for loss or damage to personal property or equipment.

Please contact me at (714) 523-9811 if you have any questions. The fees quoted are good for a period of thirty (30) days from the date of this proposal. If the above terms are acceptable, please sign and date below. Thank you.

Sincerely,

Alexander E. Blankevoort
Vice President, ENCORP

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. Payment for Services is due within 30 days of receipt of invoice. Client agrees to pay all reasonable legal and court fees necessary to affect payment of this agreement.

ENCORP	BURBANK UNIFIED SCHOOL DISTRICT
Alexander Blankevoort *Name & Title (Type/Print)*	DENNIS MAXWELL DIRECTOR *Name & Title (Type/Print)*
Signature	*Signature*
12/18/24 *Date Signed*	12-18-2024 *Date Signed*

Burbank Unified School District
Facilities 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:	January 16, 2024
SUBJECT:	Ratification of Approval of Professional Services Agreement, Encorp, Asbestos and Lead Inspection for Roofing Project, Luther Middle School (Bond Fund)

Background:

In preparation for the installation of the new roofing, it is necessary to inspect the building's existing roof prior to restoration or replacement. Encorp will provide inspection services for Twenty-one (21) roofs.

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:

The District received a proposal from Encorp, on December 9, 2024, for an asbestos and lead inspection. The proposal provides the following services for twenty-one (21) roofs.

Inspections:

- Visually inspect the accessible materials in the above buildings (roofs only). Sampling will be performed, and materials will be homogeneous when applicable. Identify suspect Asbestos Containing Building Materials (ACBM's). Visual inspections will include the condition of suspect materials along with estimated quantities. Inspection will be performed in preparation for demolition.

- Collect a minimum of three (3) samples of each suspected ACBM identified during the previous visual inspection. All suspect ACBM's will be analyzed by ENCORP's NVLAP accredited laboratory using Polarized Light Microscopy (PLM) analysis.

- Conduct testing of the exterior painted roof flashing/coping surfaces, for suspect LBP with onsite analysis for lead content. All testing will be conducted utilizing portable X-Ray Fluorescence (XRF) Instrumentation.

- Where applicable, Point Count Analysis may be performed on materials containing less than 1%asbestos at an additional cost of $65 each analysis. Approval from the client will be required prior to analysis.

- Submit a hazardous materials report, listing each suspect asbestos containing building material & and Lead-based paint material sampled or identified during this inspection, estimated quantity, sample I.D. number and location, and laboratory result (positive or negative).

- Inspections and Reports shall be performed by CA/DOSH Certified Asbestos Consultant (CAC), Certified Site Surveillance Technician (CSST), CDPH lead Inspector/Assessor, CDPH Lead Sampling Technicians.

Fiscal Impact:
$17,960 Bond Fund

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services recommends that the Board of Education ratify the professional service agreement between Burbank Unified School District and Encorp for an Inspection and Abatement Reporting at Luther Middle School, effective January 1, 2024 through June 30, 2025, not to exceed $17,960 (213-00000-0-91008-85000-6282-321-0000) Restricted Routine Maintenance, and that the authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

ENCORP
Engineering our Environment

16700 Valley View Aven
Suite 1
La Mirada, California 906
p: 714.523.98
f: 714.523.98

December 9, 2024

CQ24218.B01

Sergio Rodriguez
Trades Manager
BURBANK UNIFIED SCHOOL DISTRICT
510 S. Shelton Street
Burbank, CA 91506-2818

RE: **PROPOSAL FOR AN ASBESTOS AND LEAD INSPECTION FOR (21) ROOFS AT:**
LUTHER BURBANK MIDDLE SCHOOL
3700 W. JEFFRIES AVENUE
BURBANK, CALIFORNIA 91505

ENCORP is pleased to present the following proposal to conduct a Limited Asbestos and Lead-Based Paint inspection of roofs identified as Fair, Poor, and Failed condition (as identified in the roof assessment report provided by the client). ENCORP will provide a California Certified Asbestos Consultant/Site Surveillance Technician and CDPH Lead Inspector/Assessor/Sampling Technician to perform the following:

- Visually inspect the accessible materials in the above buildings (roofs only). Sampling will be performed, and materials will be homogeneous when applicable. Identify suspect Asbestos Containing Building Materials (ACBM's). Visual inspections will include the condition of suspect materials along with estimated quantities. Inspection will be performed in preparation for demolition.
- Collect a minimum of three (3) samples of each suspected ACBM identified during the previous visual inspection. All suspect ACBM's will be analyzed by ENCORP's NVLAP accredited laboratory using Polarized Light Microscopy (PLM) analysis.
- Conduct testing of the exterior painted roof flashing/coping surfaces, for suspect LBP with onsite analysis for lead content. All testing will be conducted utilizing portable X-Ray Fluorescence (XRF) Instrumentation.
- Where applicable, Point Count Analysis may be performed on materials containing less than 1% asbestos at an additional cost of $65 each analysis. Approval from the client will be required prior to analysis.
- Submit a hazardous materials report, listing each suspect asbestos containing building material & and Lead-based paint material sampled or identified during this inspection, estimated quantity, sample I.D. number and location, and laboratory result (positive or negative).
- Inspections and Reports shall be performed by CA/DOSH Certified Asbestos Consultant (CAC), Certified Site Surveillance Technician (CSST), CDPH lead Inspector/Assessor, CDPH Lead Sampling Technicians.

If additional samples or inspector time is required to complete the project, they will be billed at the rates quoted on the following page.

FEE SCHEDULE:

Asbestos & Lead Sampling Technician: (64 hours x $115.00/hour)..... $7,360.00
CAC/CSST/Lead inspection per day/shift rate (2 techs for 4 days)

PLM Bulk Asbestos Sample Analysis per sample: (2-day TAT) $9,000.00
Anticipated Asbestos Sample Cost (up to 450 analysis - $20.00 each thereafter)

XRF Lead-Based Paint Sampling Analysis per Day: $1,100.00
Anticipated XRF Equipment Cost (2 Daily use) X $550.00.

Sr. Project Manager: Reports/CAC (4 Hours X $125.00)..... $500.00
(Includes report and laboratory results).

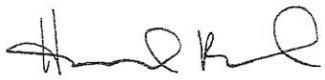
ESTIMATED PROJECT COST:.....$17,960.00

Bid Qualifiers:

- This signed proposal shall serve as written authorization to perform destructive sampling.
- Upon completion of this inspection, there is a possibility that unidentified asbestos-containing building materials may exist within wall cavities, crawl spaces, sealed ceiling cavities or other areas outside of the scope of work.
- Assume that ENCORP representatives are provided with access to the site as needed. Assume all materials inspected can be accessed from a 16' ladder.
- Report will be prepared in standard ENCORP format. Only Electronic PDF Reports Shall be provided via email unless overnight or rush charges are requested. If hard copies are required, they must be requested in writing at the time of proposal signing.
- No property addresses will be inspected other than those addresses specified by this proposal. ENCORP is not responsible for changes in scope of work or for loss or damage to personal property or equipment.

Please contact me at (714) 523-9811 if you have any questions. The fees quoted are good for a period of thirty (30) days from the date of this proposal. If the above terms are acceptable, please sign and date below. Thank you.

Sincerely,



Howard Baba
Operations Manager, **ENCORP**

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. Payment for Services is due within 30 days of receipt of invoice. Client agrees to pay all reasonable legal and court fees necessary to affect payment of this agreement.

ENCORP	BURBANK UNIFIED SCHOOL DISTRICT
NAME (TYPE/PRINT) Howard Baba	NAME (TYPE/PRINT) Dennis Maxwell
SIGNATURE	SIGNATURE
DATE December 9, 2024	DATE 12-10-24

Burbank Unified School District
Facilities 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:	January 16, 2024
SUBJECT:	Ratification of Approval of Professional Services Agreement, Encorp, Asbestos and Lead Inspection for Roofing Project, Magnolia Park (Bond Fund)

Background:

In preparation for the installation of the new roofing, it is necessary to inspect the building's existing roof prior to restoration or replacement. Encorp will provide inspection services for one (1) roof.

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:

The District received a proposal from Encorp, on December 18, 2024, for an asbestos and lead inspection. The proposal provides the following services for one (1) roof.

Inspections:

- Visually inspect the accessible materials in the above buildings (roofs only). Sampling will be performed, and materials will be homogeneous when applicable. Identify suspect Asbestos Containing Building Materials (ACBM's). Visual inspections will include the condition of suspect materials along with estimated quantities. Inspection will be performed in preparation for demolition.

- Collect a minimum of three (3) samples of each suspected ACBM identified during the previous visual inspection. All suspect ACBM's will be analyzed by ENCORP's NVLAP accredited laboratory using Polarized Light Microscopy (PLM) analysis.

- Conduct testing of the exterior painted roof flashing/coping surfaces, for suspect LBP with onsite analysis for lead content. All testing will be conducted utilizing portable X-Ray Fluorescence (XRF) Instrumentation.

- Where applicable, Point Count Analysis may be performed on materials containing less than 1%asbestos at an additional cost of $65 each analysis. Approval from the client will be required prior to analysis.

- Submit a hazardous materials report, listing each suspect asbestos containing building material & and Lead-based paint material sampled or identified during this inspection, estimated quantity, sample I.D. number and location, and laboratory result (positive or negative).

- Inspections and Reports shall be performed by CA/DOSH Certified Asbestos Consultant (CAC), Certified Site Surveillance Technician (CSST), CDPH lead Inspector/Assessor, CDPH Lead Sampling Technicians.

Fiscal Impact:
$825 Bond Fund

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services recommends that the Board of Education ratify the professional service agreement between Burbank Unified School District and Encorp for an Inspection and Abatement Reporting at Magnolia Park, effective January 1, 2024 through June 30, 2025, not to exceed $825 (213-00000-0-91008-85000-6282-217-0000) Restricted Routine Maintenance, and that the authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

ENCORP
Engineering our Environment

16700 Valley View Aven
Suite 1
La Mirada, California 906
p: 714.523.98
f: 714.523.98

December 18, 2024

CQ24236.B01

Sergio Rodriguez
Trades Manager
BURBANK UNIFIED SCHOOL DISTRICT
510 S. Shelton Street
Burbank, CA 91506-2818

RE: **PROPOSAL FOR AN ASBESTOS AND LEAD INSPECTION FOR (7) ROOFS AT:**
MAGNOLIA PARK HIGH SCHOOL – ROOF LABEL G
1915 MONTEREY AVE
BURBANK, CALIFORNIA 91506

ENCORP is pleased to present the following proposal to conduct a Limited Asbestos and Lead-Based Paint inspection of roofs identified as Fair, Poor, and Failed condition (as identified in the roof assessment report provided by the client). ENCORP will provide a California Certified Asbestos Consultant/Site Surveillance Technician and CDPH Lead Inspector/Assessor/Sampling Technician to perform the following:

- Visually inspect the accessible materials in the above buildings (roofs only). Sampling will be performed, and materials will be homogeneous when applicable. Identify suspect Asbestos Containing Building Materials (ACBM's). Visual inspections will include the condition of suspect materials along with estimated quantities. Inspection will be performed in preparation for demolition.
- Collect a minimum of three (3) samples of each suspected ACBM identified during the previous visual inspection. All suspect ACBM's will be analyzed by ENCORP's NVLAP accredited laboratory using Polarized Light Microscopy (PLM) analysis.
- Conduct testing of the exterior painted roof flashing/coping surfaces, for suspect LBP with onsite analysis for lead content. All testing will be conducted utilizing portable X-Ray Fluorescence (XRF) Instrumentation.
- Where applicable, Point Count Analysis may be performed on materials containing less than 1% asbestos at an additional cost of $65 each analysis. Approval from the client will be required prior to analysis.
- Submit a hazardous materials report, listing each suspect asbestos containing building material & and Lead-based paint material sampled or identified during this inspection, estimated quantity, sample I.D. number and location, and laboratory result (positive or negative).
- Inspections and Reports shall be performed by CA/DOSH Certified Asbestos Consultant (CAC), Certified Site Surveillance Technician (CSST), CDPH lead Inspector/Assessor, CDPH Lead Sampling Technicians.

If additional samples or inspector time is required to complete the project, they will be billed at the rates quoted on the following page.

FEE SCHEDULE:

Asbestos & Lead Sampling Technician: (4 hours x $115.00/hour)..... $460.00
CAC/CSST/Lead inspection per day/shift rate (1 tech for 1.5 days)

PLM Bulk Asbestos Sample Analysis per sample: (2-day TAT) $240.00
Anticipated Asbestos Sample Cost (up to 12 analysis - $20.00 each thereafter)

XRF Lead-Based Paint Sampling Analysis per Day (Monterey Park): $0.00
Anticipated XRF Equipment Cost (1 Daily use) X $0.00.

Sr. Project Manager: Reports/CAC (1 Hours X $125.00)..... $125.00
(Includes report and laboratory results).

ESTIMATED PROJECT COST:..... $825.00

Bid Qualifiers:

- This signed proposal shall serve as written authorization to perform destructive sampling.
- Upon completion of this inspection, there is a possibility that unidentified asbestos-containing building materials may exist within wall cavities, crawl spaces, sealed ceiling cavities or other areas outside of the scope of work.
- Assume that ENCORP representatives are provided with access to the site as needed. Assume all materials inspected can be accessed from a 16' ladder.
- Report will be prepared in standard ENCORP format. Only Electronic PDF Reports Shall be provided via email unless overnight or rush charges are requested. If hard copies are required, they must be requested in writing at the time of proposal signing.
- No property addresses will be inspected other than those addresses specified by this proposal. ENCORP is not responsible for changes in scope of work or for loss or damage to personal property or equipment.

Please contact me at (714) 523-9811 if you have any questions. The fees quoted are good for a period of thirty (30) days from the date of this proposal. If the above terms are acceptable, please sign and date below. Thank you.

Sincerely,

Alexander E. Blankevoort
Vice President, ENCORP

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. Payment for Services is due within 30 days of receipt of invoice. Client agrees to pay all reasonable legal and court fees necessary to affect payment of this agreement.

ENCORP	BURBANK UNIFIED SCHOOL DISTRICT
Alexander Blankevoort *Name & Title (Type/Print)*	Dennis Mitchell Director *Name & Title (Type/Print)*
Signature	*Signature*
12/18/24 *Date Signed*	12-18-2024 *Date Signed*

Burbank Unified School District
Facilities 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:	January 16, 2024
SUBJECT:	Ratification of Approval of Professional Services Agreement, Encorp, Asbestos and Lead Inspection for Roofing Project, Miller Elementary School (Bond Fund)

Background:

In preparation for the installation of the new roofing, it is necessary to inspect the building's existing roof prior to restoration or replacement. Encorp will provide inspection services for eighteen (18) roofs.

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:

The District received a proposal from Encorp, on December 18, 2024, for an asbestos and lead inspection. The proposal provides the following services for eighteen (18) roofs.

Inspections:

- Visually inspect the accessible materials in the above buildings (roofs only). Sampling will be performed, and materials will be homogeneous when applicable. Identify suspect Asbestos Containing Building Materials (ACBM's). Visual inspections will include the condition of suspect materials along with estimated quantities. Inspection will be performed in preparation for demolition.

- Collect a minimum of three (3) samples of each suspected ACBM identified during the previous visual inspection. All suspect ACBM's will be analyzed by ENCORP's NVLAP accredited laboratory using Polarized Light Microscopy (PLM) analysis.

- Conduct testing of the exterior painted roof flashing/coping surfaces, for suspect LBP with onsite analysis for lead content. All testing will be conducted utilizing portable X-Ray Fluorescence (XRF) Instrumentation.

- Where applicable, Point Count Analysis may be performed on materials containing less than 1%asbestos at an additional cost of $65 each analysis. Approval from the client will be required prior to analysis.

- Submit a hazardous materials report, listing each suspect asbestos containing building material & and Lead-based paint material sampled or identified during this inspection, estimated quantity, sample I.D. number and location, and laboratory result (positive or negative).

- Inspections and Reports shall be performed by CA/DOSH Certified Asbestos Consultant (CAC), Certified Site Surveillance Technician (CSST), CDPH lead Inspector/Assessor, CDPH Lead Sampling Technicians.

Fiscal Impact:
$11,120 Bond Fund

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services recommends that the Board of Education ratify the professional service agreement between Burbank Unified School District and Encorp for an Inspection and Abatement Reporting at Miller Elementary School, effective January 1, 2024 through June 30, 2025, not to exceed $11,120 (213-00000-0-91008-85000-6282-210-0000) Restricted Routine Maintenance, and that the authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

ENCORP
Engineering our Environment

16700 Valley View Aven
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La Mirada, California 906
p: 714.523.98
f: 714.523.98

December 18, 2024

CQ24233.B01

Sergio Rodriguez
Trades Manager
BURBANK UNIFIED SCHOOL DISTRICT
510 S. Shelton Street
Burbank, CA 91506-2818

RE: **PROPOSAL FOR AN ASBESTOS AND LEAD INSPECTION FOR (18) ROOFS AT:**
JOAQUIN MILLER ELEMENTARY SCHOOL
720 E PROVIDENCIA AVE
BURBANK, CALIFORNIA 91501

ENCORP is pleased to present the following proposal to conduct a Limited Asbestos and Lead-Based Paint inspection of roofs identified as Fair, Poor, and Failed condition (as identified in the roof assessment report provided by the client). ENCORP will provide a California Certified Asbestos Consultant/Site Surveillance Technician and CDPH Lead Inspector/Assessor/Sampling Technician to perform the following:

- Visually inspect the accessible materials in the above buildings (roofs only). Sampling will be performed, and materials will be homogeneous when applicable. Identify suspect Asbestos Containing Building Materials (ACBM's). Visual inspections will include the condition of suspect materials along with estimated quantities. Inspection will be performed in preparation for demolition.
- Collect a minimum of three (3) samples of each suspected ACBM identified during the previous visual inspection. All suspect ACBM's will be analyzed by ENCORP's NVLAP accredited laboratory using Polarized Light Microscopy (PLM) analysis.
- Conduct testing of the exterior painted roof flashing/coping surfaces, for suspect LBP with onsite analysis for lead content. All testing will be conducted utilizing portable X-Ray Fluorescence (XRF) Instrumentation.
- Where applicable, Point Count Analysis may be performed on materials containing less than 1% asbestos at an additional cost of $65 each analysis. Approval from the client will be required prior to analysis.
- Submit a hazardous materials report, listing each suspect asbestos containing building material & and Lead-based paint material sampled or identified during this inspection, estimated quantity, sample I.D. number and location, and laboratory result (positive or negative).
- Inspections and Reports shall be performed by CA/DOSH Certified Asbestos Consultant (CAC), Certified Site Surveillance Technician (CSST), CDPH lead Inspector/Assessor, CDPH Lead Sampling Technicians.

If additional samples or inspector time is required to complete the project, they will be billed at the rates quoted on the following page.

FEE SCHEDULE:

Asbestos & Lead Sampling Technician: (48 hours x $115.00/hour)..... $5,520.00
CAC/CSST/Lead inspection per day/shift rate (2 tech for 3 days)

PLM Bulk Asbestos Sample Analysis per sample: (2-day TAT) $4,000.00
Anticipated Asbestos Sample Cost (up to 200 analysis - $20.00 each thereafter)

XRF Lead-Based Paint Sampling Analysis per Day: $1,100.00
Anticipated XRF Equipment Cost (2 Daily use) X $550.00.

Sr. Project Manager: Reports/CAC (4 Hours X $125.00)..... $500.00
(Includes report and laboratory results).

ESTIMATED PROJECT COST:.....$11,120.00

Bid Qualifiers:

- This signed proposal shall serve as written authorization to perform destructive sampling.
- Upon completion of this inspection, there is a possibility that unidentified asbestos-containing building materials may exist within wall cavities, crawl spaces, sealed ceiling cavities or other areas outside of the scope of work.
- Assume that ENCORP representatives are provided with access to the site as needed. Assume all materials inspected can be accessed from a 16' ladder.
- Report will be prepared in standard ENCORP format. Only Electronic PDF Reports Shall be provided via email unless overnight or rush charges are requested. If hard copies are required, they must be requested in writing at the time of proposal signing.
- No property addresses will be inspected other than those addresses specified by this proposal. ENCORP is not responsible for changes in scope of work or for loss or damage to personal property or equipment.

Please contact me at (714) 523-9811 if you have any questions. The fees quoted are good for a period of thirty (30) days from the date of this proposal. If the above terms are acceptable, please sign and date below. Thank you.

Sincerely,



Alexander E. Blankevoort
Vice President, ENCORP

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. Payment for Services is due within 30 days of receipt of invoice. Client agrees to pay all reasonable legal and court fees necessary to affect payment of this agreement.

ENCORP	BURBANK UNIFIED SCHOOL DISTRICT
Alexander Blankevoort *Name & Title (Type/Print)*	Dennis Maxwell Director *Name & Title (Type/Print)*
Signature	*Signature*
12/18/24 *Date Signed*	12-18-2024 *Date Signed*

Burbank Unified School District
Facilities 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:	January 16, 2024
SUBJECT:	Ratification of Approval of Professional Services Agreement, Encorp, Asbestos and Lead Inspection for Roofing Project, Monterey High School (Bond Fund)

Background:

In preparation for the installation of the new roofing, it is necessary to inspect the building's existing roof prior to restoration or replacement. Encorp will provide inspection services for six (6) roofs.

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:

The District received a proposal from Encorp, on December 18, 2024, for an asbestos and lead inspection. The proposal provides the following services for six (6) roofs.

Inspections:

- Visually inspect the accessible materials in the above buildings (roofs only). Sampling will be performed, and materials will be homogeneous when applicable. Identify suspect Asbestos Containing Building Materials (ACBM's). Visual inspections will include the condition of suspect materials along with estimated quantities. Inspection will be performed in preparation for demolition.

- Collect a minimum of three (3) samples of each suspected ACBM identified during the previous visual inspection. All suspect ACBM's will be analyzed by ENCORP's NVLAP accredited laboratory using Polarized Light Microscopy (PLM) analysis.

- Conduct testing of the exterior painted roof flashing/coping surfaces, for suspect LBP with onsite analysis for lead content. All testing will be conducted utilizing portable X-Ray Fluorescence (XRF) Instrumentation.

- Where applicable, Point Count Analysis may be performed on materials containing less than 1%asbestos at an additional cost of $65 each analysis. Approval from the client will be required prior to analysis.

- Submit a hazardous materials report, listing each suspect asbestos containing building material & and Lead-based paint material sampled or identified during this inspection, estimated quantity, sample I.D. number and location, and laboratory result (positive or negative).

- Inspections and Reports shall be performed by CA/DOSH Certified Asbestos Consultant (CAC), Certified Site Surveillance Technician (CSST), CDPH lead Inspector/Assessor, CDPH Lead Sampling Technicians.

Fiscal Impact:
$4,065 Bond Fund

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services recommends that the Board of Education ratify the professional service agreement between Burbank Unified School District and Encorp for an Inspection and Abatement Reporting at Monterey High School, effective January 1, 2024 through June 30, 2025, not to exceed $4,065 (213-00000-0-91008-85000-6282-530-0000) Restricted Routine Maintenance, and that the authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

ENCORP
Engineering our Environment

16700 Valley View Aven
Suite 1
La Mirada, California 906
p: 714.523.98
f: 714.523.98

December 18, 2024 CQ24235.B01

Sergio Rodriguez
Trades Manager
BURBANK UNIFIED SCHOOL DISTRICT
510 S. Shelton Street
Burbank, CA 91506-2818

RE: **PROPOSAL FOR AN ASBESTOS AND LEAD INSPECTION FOR (6) ROOFS AT:**
MONTEREY HIGH SCHOOL
1915 MONTEREY AVE
BURBANK, CALIFORNIA 91506

ENCORP is pleased to present the following proposal to conduct a Limited Asbestos and Lead-Based Paint inspection of roofs identified as Fair, Poor, and Failed condition (as identified in the roof assessment report provided by the client). ENCORP will provide a California Certified Asbestos Consultant/Site Surveillance Technician and CDPH Lead Inspector/Assessor/Sampling Technician to perform the following:

- Visually inspect the accessible materials in the above buildings (roofs only). Sampling will be performed, and materials will be homogeneous when applicable. Identify suspect Asbestos Containing Building Materials (ACBM's). Visual inspections will include the condition of suspect materials along with estimated quantities. Inspection will be performed in preparation for demolition.
- Collect a minimum of three (3) samples of each suspected ACBM identified during the previous visual inspection. All suspect ACBM's will be analyzed by ENCORP's NVLAP accredited laboratory using Polarized Light Microscopy (PLM) analysis.
- Conduct testing of the exterior painted roof flashing/coping surfaces, for suspect LBP with onsite analysis for lead content. All testing will be conducted utilizing portable X-Ray Fluorescence (XRF) Instrumentation.
- Where applicable, Point Count Analysis may be performed on materials containing less than 1% asbestos at an additional cost of $65 each analysis. Approval from the client will be required prior to analysis.
- Submit a hazardous materials report, listing each suspect asbestos containing building material & and Lead-based paint material sampled or identified during this inspection, estimated quantity, sample I.D. number and location, and laboratory result (positive or negative).
- Inspections and Reports shall be performed by CA/DOSH Certified Asbestos Consultant (CAC), Certified Site Surveillance Technician (CSST), CDPH lead Inspector/Assessor, CDPH Lead Sampling Technicians.

If additional samples or inspector time is required to complete the project, they will be billed at the rates quoted on the following page.

FEE SCHEDULE:

Asbestos & Lead Sampling Technician: (12 hours x $115.00/hour)..... $1,380.00
CAC/CSST/Lead inspection per day/shift rate (1 tech for 1.5 days)

PLM Bulk Asbestos Sample Analysis per sample: (2-day TAT) $1,760.00
Anticipated Asbestos Sample Cost (up to 88 analysis - $20.00 each thereafter)

XRF Lead-Based Paint Sampling Analysis per Day: $550.00
Anticipated XRF Equipment Cost (1 Daily use) X $550.00.

Sr. Project Manager: Reports/CAC (3 Hours X $125.00)..... $375.00
(Includes report and laboratory results).

ESTIMATED PROJECT COST:.....$4,065.00

Bid Qualifiers:

- This signed proposal shall serve as written authorization to perform destructive sampling.
- Upon completion of this inspection, there is a possibility that unidentified asbestos-containing building materials may exist within wall cavities, crawl spaces, sealed ceiling cavities or other areas outside of the scope of work.
- Assume that ENCORP representatives are provided with access to the site as needed. Assume all materials inspected can be accessed from a 16' ladder.
- Report will be prepared in standard ENCORP format. Only Electronic PDF Reports Shall be provided via email unless overnight or rush charges are requested. If hard copies are required, they must be requested in writing at the time of proposal signing.
- No property addresses will be inspected other than those addresses specified by this proposal. ENCORP is not responsible for changes in scope of work or for loss or damage to personal property or equipment.

Please contact me at (714) 523-9811 if you have any questions. The fees quoted are good for a period of thirty (30) days from the date of this proposal. If the above terms are acceptable, please sign and date below. Thank you.

Sincerely,

Alexander E. Blankevoort
Vice President, ENCORP

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. Payment for Services is due within 30 days of receipt of invoice. Client agrees to pay all reasonable legal and court fees necessary to affect payment of this agreement.

ENCORP	BURBANK UNIFIED SCHOOL DISTRICT
Alexander Blankevoort *Name & Title (Type/Print)*	Dennis Maxwell Director *Name & Title (Type/Print)*
Signature	*Signature*
12/18/24 *Date Signed*	12-18-2024 *Date Signed*

Burbank Unified School District
Facilities 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:	January 16, 2024
SUBJECT:	Ratification of Approval of Professional Services Agreement, Encorp, Asbestos and Lead Inspection for Roofing Project, John Muir Middle School (Bond Fund)

Background:

In preparation for the installation of the new roofing, it is necessary to inspect the building's existing roof prior to restoration or replacement. Encorp will provide inspection services for Twelve (12) roofs.

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:

The District received a proposal from Encorp, on December 9, 2024, for an asbestos and lead inspection. The proposal provides the following services for twelve (12) roofs.

Inspections:

- Visually inspect the accessible materials in the above buildings (roofs only). Sampling will be performed, and materials will be homogeneous when applicable. Identify suspect Asbestos Containing Building Materials (ACBM's). Visual inspections will include the condition of suspect materials along with estimated quantities. Inspection will be performed in preparation for demolition.

- Collect a minimum of three (3) samples of each suspected ACBM identified during the previous visual inspection. All suspect ACBM's will be analyzed by ENCORP's NVLAP accredited laboratory using Polarized Light Microscopy (PLM) analysis.

- Conduct testing of the exterior painted roof flashing/coping surfaces, for suspect LBP with onsite analysis for lead content. All testing will be conducted utilizing portable X-Ray Fluorescence (XRF) Instrumentation.

- Where applicable, Point Count Analysis may be performed on materials containing less than 1%asbestos at an additional cost of $65 each analysis. Approval from the client will be required prior to analysis.

- Submit a hazardous materials report, listing each suspect asbestos containing building material & and Lead-based paint material sampled or identified during this inspection, estimated quantity, sample I.D. number and location, and laboratory result (positive or negative).

- Inspections and Reports shall be performed by CA/DOSH Certified Asbestos Consultant (CAC), Certified Site Surveillance Technician (CSST), CDPH lead Inspector/Assessor, CDPH Lead Sampling Technicians.

Fiscal Impact:
$11,200 Bond Fund

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services recommends that the Board of Education ratify the professional service agreement between Burbank Unified School District and Encorp for an Inspection and Abatement Reporting at John Muir Middle School, effective January 1, 2024 through June 30, 2025, not to exceed $11,200 (213-00000-0-91008-85000-6282-322-0000) Restricted Routine Maintenance, and that the authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

ENCORP
Engineering our Environment

16700 Valley View Aven
Suite 1
La Mirada, California 906
p: 714.523.98
f: 714.523.98

December 9, 2024

CQ24219.B01

Sergio Rodriguez
Trades Manager
BURBANK UNIFIED SCHOOL DISTRICT
510 S. Shelton Street
Burbank, CA 91506-2818

RE: **PROPOSAL FOR AN ASBESTOS AND LEAD INSPECTION FOR (12) ROOFS AT:**
JOHN MUIR MIDDLE SCHOOL
1111 N. KENNETH ROAD
BURBANK, CALIFORNIA 91504

ENCORP is pleased to present the following proposal to conduct a Limited Asbestos and Lead-Based Paint inspection of roofs identified as Fair, Poor, and Failed condition (as identified in the roof assessment report provided by the client). ENCORP will provide a California Certified Asbestos Consultant/Site Surveillance Technician and CDPH Lead Inspector/Assessor/Sampling Technician to perform the following:

- Visually inspect the accessible materials in the above buildings (roofs only). Sampling will be performed, and materials will be homogeneous when applicable. Identify suspect Asbestos Containing Building Materials (ACBM's). Visual inspections will include the condition of suspect materials along with estimated quantities. Inspection will be performed in preparation for demolition.
- Collect a minimum of three (3) samples of each suspected ACBM identified during the previous visual inspection. All suspect ACBM's will be analyzed by ENCORP's NVLAP accredited laboratory using Polarized Light Microscopy (PLM) analysis.
- Conduct testing of the exterior painted roof flashing/coping surfaces, for suspect LBP with onsite analysis for lead content. All testing will be conducted utilizing portable X-Ray Fluorescence (XRF) Instrumentation.
- Where applicable, Point Count Analysis may be performed on materials containing less than 1% asbestos at an additional cost of $65 each analysis. Approval from the client will be required prior to analysis.
- Submit a hazardous materials report, listing each suspect asbestos containing building material & and Lead-based paint material sampled or identified during this inspection, estimated quantity, sample I.D. number and location, and laboratory result (positive or negative).
- Inspections and Reports shall be performed by CA/DOSH Certified Asbestos Consultant (CAC), Certified Site Surveillance Technician (CSST), CDPH lead Inspector/Assessor, CDPH Lead Sampling Technicians.

If additional samples or inspector time is required to complete the project, they will be billed at the rates quoted on the following page.

FEE SCHEDULE:

Asbestos & Lead Sampling Technician: (40 hours x $115.00/hour)..... $4,600.00
CAC/CSST/Lead inspection per day/shift rate (5 days)

PLM Bulk Asbestos Sample Analysis per sample: (2-day TAT) $5,000.00
Anticipated Asbestos Sample Cost (up to 250 analysis - $20.00 each thereafter)

XRF Lead-Based Paint Sampling Analysis per Day: $1,100.00
Anticipated XRF Equipment Cost (2 Daily use) X $550.00.

Sr. Project Manager: Reports/CAC (4 Hours X $125.00)..... $500.00
(Includes report and laboratory results).

ESTIMATED PROJECT COST:.....$11,200.00

Bid Qualifiers:

- This signed proposal shall serve as written authorization to perform destructive sampling.
- Upon completion of this inspection, there is a possibility that unidentified asbestos-containing building materials may exist within wall cavities, crawl spaces, sealed ceiling cavities or other areas outside of the scope of work.
- Assume that ENCORP representatives are provided with access to the site as needed. Assume all materials inspected can be accessed from a 16' ladder.
- Report will be prepared in standard ENCORP format. Only Electronic PDF Reports Shall be provided via email unless overnight or rush charges are requested. If hard copies are required, they must be requested in writing at the time of proposal signing.
- No property addresses will be inspected other than those addresses specified by this proposal. ENCORP is not responsible for changes in scope of work or for loss or damage to personal property or equipment.

Please contact me at (714) 523-9811 if you have any questions. The fees quoted are good for a period of thirty (30) days from the date of this proposal. If the above terms are acceptable, please sign and date below. Thank you.

Sincerely,

Howard Baba
Operations Manager, **ENCORP**

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. Payment for Services is due within 30 days of receipt of invoice. Client agrees to pay all reasonable legal and court fees necessary to affect payment of this agreement.

ENCORP	**BURBANK UNIFIED SCHOOL DISTRICT**
NAME (TYPE/PRINT) Howard Baba	NAME (TYPE/PRINT)
SIGNATURE	SIGNATURE
DATE December 9, 2024	DATE 12-10-24

Burbank Unified School District
Facilities 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:	January 16, 2024
SUBJECT:	Ratification of Approval of Professional Services Agreement, Encorp, Asbestos and Lead Inspection for Roofing Project, Washington Elementary School (Bond Fund)

Background:

In preparation for the installation of the new roofing, it is necessary to inspect the building's existing roof prior to restoration or replacement. Encorp will provide inspection services for eight (8) roofs.

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:

The District received a proposal from Encorp, on December 18, 2024, for an asbestos and lead inspection. The proposal provides the following services for eight (8) roofs.

Inspections:

- Visually inspect the accessible materials in the above buildings (roofs only). Sampling will be performed, and materials will be homogeneous when applicable. Identify suspect Asbestos Containing Building Materials (ACBM's). Visual inspections will include the condition of suspect materials along with estimated quantities. Inspection will be performed in preparation for demolition.

- Collect a minimum of three (3) samples of each suspected ACBM identified during the previous visual inspection. All suspect ACBM's will be analyzed by ENCORP's NVLAP accredited laboratory using Polarized Light Microscopy (PLM) analysis.

- Conduct testing of the exterior painted roof flashing/coping surfaces, for suspect LBP with onsite analysis for lead content. All testing will be conducted utilizing portable X-Ray Fluorescence (XRF) Instrumentation.

- Where applicable, Point Count Analysis may be performed on materials containing less than 1%asbestos at an additional cost of $65 each analysis. Approval from the client will be required prior to analysis.

- Submit a hazardous materials report, listing each suspect asbestos containing building material & and Lead-based paint material sampled or identified during this inspection, estimated quantity, sample I.D. number and location, and laboratory result (positive or negative).

- Inspections and Reports shall be performed by CA/DOSH Certified Asbestos Consultant (CAC), Certified Site Surveillance Technician (CSST), CDPH lead Inspector/Assessor, CDPH Lead Sampling Technicians.

Fiscal Impact:
$5,910 Bond Fund

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services recommends that the Board of Education ratify the professional service agreement between Burbank Unified School District and Encorp for an Inspection and Abatement Reporting at Washington Elementary School, effective January 1, 2024 through June 30, 2025, not to exceed $5,910 (213-00000-0-91008-85000-6282-216-0000) Restricted Routine Maintenance, and that the authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

ENCORP
Engineering our Environment

16700 Valley View Aven
Suite 1
La Mirada, California 906
p: 714.523.98
f: 714.523.98

December 18, 2024

CQ24234.B01

Sergio Rodriguez
Trades Manager
BURBANK UNIFIED SCHOOL DISTRICT
510 S. Shelton Street
Burbank, CA 91506-2818

RE: **PROPOSAL FOR AN ASBESTOS AND LEAD INSPECTION FOR (8) ROOFS AT:**
GEORGE WASHINGTON ELEMENTARY SCHOOL
2322 N LINCOLN ST
BURBANK, CALIFORNIA 91504

ENCORP is pleased to present the following proposal to conduct a Limited Asbestos and Lead-Based Paint inspection of roofs identified as Fair, Poor, and Failed condition (as identified in the roof assessment report provided by the client). ENCORP will provide a California Certified Asbestos Consultant/Site Surveillance Technician and CDPH Lead Inspector/Assessor/Sampling Technician to perform the following:

- Visually inspect the accessible materials in the above buildings (roofs only). Sampling will be performed, and materials will be homogeneous when applicable. Identify suspect Asbestos Containing Building Materials (ACBM's). Visual inspections will include the condition of suspect materials along with estimated quantities. Inspection will be performed in preparation for demolition.
- Collect a minimum of three (3) samples of each suspected ACBM identified during the previous visual inspection. All suspect ACBM's will be analyzed by ENCORP's NVLAP accredited laboratory using Polarized Light Microscopy (PLM) analysis.
- Conduct testing of the exterior painted roof flashing/coping surfaces, for suspect LBP with onsite analysis for lead content. All testing will be conducted utilizing portable X-Ray Fluorescence (XRF) Instrumentation.
- Where applicable, Point Count Analysis may be performed on materials containing less than 1% asbestos at an additional cost of $65 each analysis. Approval from the client will be required prior to analysis.
- Submit a hazardous materials report, listing each suspect asbestos containing building material & and Lead-based paint material sampled or identified during this inspection, estimated quantity, sample I.D. number and location, and laboratory result (positive or negative).
- Inspections and Reports shall be performed by CA/DOSH Certified Asbestos Consultant (CAC), Certified Site Surveillance Technician (CSST), CDPH lead Inspector/Assessor, CDPH Lead Sampling Technicians.

If additional samples or inspector time is required to complete the project, they will be billed at the rates quoted on the following page.

FEE SCHEDULE:

Asbestos & Lead Sampling Technician: (24 hours x $115.00/hour)..... $2,760.00
CAC/CSST/Lead inspection per day/shift rate (1 tech for 3 days)

PLM Bulk Asbestos Sample Analysis per sample: (2-day TAT) $2,100.00
Anticipated Asbestos Sample Cost (up to 105 analysis - $20.00 each thereafter)

XRF Lead-Based Paint Sampling Analysis per Day: $550.00
Anticipated XRF Equipment Cost (1 Daily use) X $550.00.

Sr. Project Manager: Reports/CAC (4 Hours X $125.00)..... $500.00
(Includes report and laboratory results).

ESTIMATED PROJECT COST:.....$5,910.00

Bid Qualifiers:

- This signed proposal shall serve as written authorization to perform destructive sampling.
- Upon completion of this inspection, there is a possibility that unidentified asbestos-containing building materials may exist within wall cavities, crawl spaces, sealed ceiling cavities or other areas outside of the scope of work.
- Assume that ENCORP representatives are provided with access to the site as needed. Assume all materials inspected can be accessed from a 16' ladder.
- Report will be prepared in standard ENCORP format. Only Electronic PDF Reports Shall be provided via email unless overnight or rush charges are requested. If hard copies are required, they must be requested in writing at the time of proposal signing.
- No property addresses will be inspected other than those addresses specified by this proposal. ENCORP is not responsible for changes in scope of work or for loss or damage to personal property or equipment.

Please contact me at (714) 523-9811 if you have any questions. The fees quoted are good for a period of thirty (30) days from the date of this proposal. If the above terms are acceptable, please sign and date below. Thank you.

Sincerely,



Alexander E. Blankevoort
Vice President, ENCORP

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. Payment for Services is due within 30 days of receipt of invoice. Client agrees to pay all reasonable legal and court fees necessary to affect payment of this agreement.

ENCORP	BURBANK UNIFIED SCHOOL DISTRICT
Alexander Blankevoort *Name & Title (Type/Print)*	Dennis Maxwell Director *Name & Title (Type/Print)*
Signature	*Signature*
12/18/24 *Date Signed*	12-18-2024 *Date Signed*

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:	January 16, 2025
SUBJECT:	Acceptance of the 2023-2024 Annual Fiscal Report and the Financial and Performance Audits of Proposition 39 General Obligation Bonds Building Fund Measure S Program

Background:

Annually the District must employ an independent auditing firm to perform an audit of the District's finances in accordance with the audit guide published by the state Department of Finance. The District employs the auditing firm on behalf of the State, and their work product is submitted directly to the Los Angeles County Office of Education to be forwarded to the State at the same time that District staff receive the final copy. Once the State indicates to the District in writing that it has accepted the audit as compliant with its guidelines, the District may release final payment to the audit firm. The annual District audit is to be completed and published by mid-December.

Discussion and Issues:

The firm of CliftonLarsonAllen (CLA) have performed the District's annual audit for the past several years. A principal of that firm will be present at the Board meeting to give the Board and public an overview of the audit and to answer any questions the Board may have.

Additionally, CLA conducted a financial and performance audit of the Proposition 39 General Obligation Bonds Building Fund Measure S program and will present an overview of this audit to the Board.

Fiscal Impact:

None

Recommendation:

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the 2023-2024 Annual Financial Report and the Financial and Performance Audits of the Proposition 39 General Obligation Bonds Building Fund Measure S program, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY

FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION

YEAR ENDED JUNE 30, 2024



CPAs | CONSULTANTS | WEALTH ADVISORS

CLAconnect.com

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CLAconnect.com

INDEPENDENT AUDITORS' REPORT

Board of Education
Burbank Unified School District
Burbank, California

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Burbank Unified School District (the District) as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the District, as of June 30, 2024, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

CLA (CliftonLarsonAllen LLP) is an independent network member of CLA Global. See CLAglobal.com/disclaimer

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, schedule of budgetary comparison for the general fund, schedule of the district's proportionate share of the net pension liability, schedule of the district's contributions, schedule of changes in the net OPEB liability and related ratios, schedule of postemployment healthcare benefits employer contributions, and schedule of postemployment healthcare benefits money weighted rate of return on plan assets, and notes to the required supplementary information be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with GAAS, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The schedule of average daily attendance (ADA), schedule of instructional time, reconciliation of the annual financial and budget report with the audited financial statements, combining nonmajor fund financial statements, and the schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with GAAS. In our opinion, the schedule of average daily attendance (ADA), schedule of instructional time, reconciliation of the annual financial and budget report with the audited financial statements, combining nonmajor fund financial statements, and the schedule of expenditures of federal awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The schedule of financial trends and analysis, and the schedule of charter schools, which are the responsibility of management, are presented for the purpose of additional analysis and are not a required part of the basic financial statements. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on them.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the LEA history and organization structure but does not include the basic financial statements and our auditors' report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 9, 2024 on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering District's internal control over financial reporting and compliance.

CliftonLarsonAllen LLP

CliftonLarsonAllen LLP

Glendora, California
December 9, 2024

INTRODUCTION

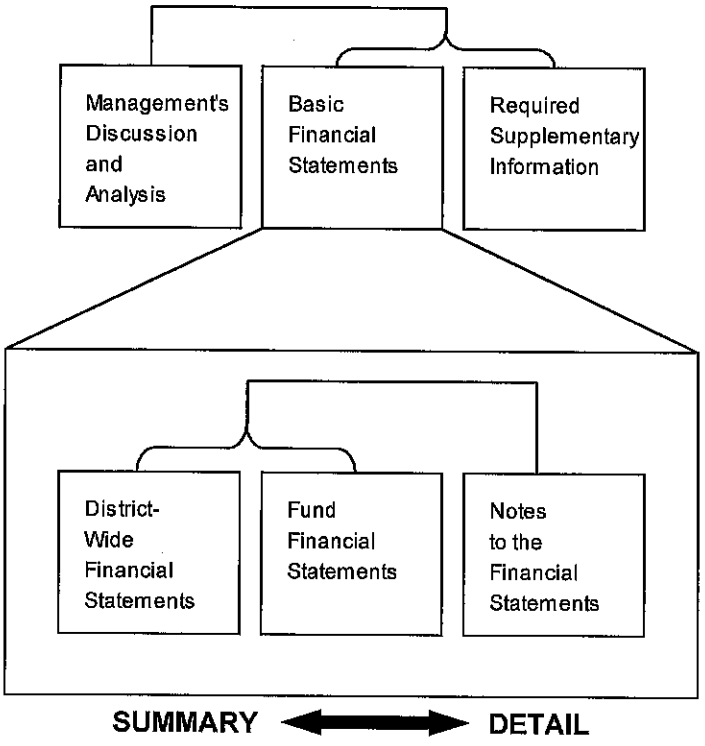
The purpose of this section of the audit report is to allow management to include for the sake of users' additional insights into the operations and trends of the school district in order to make these reports more meaningful. Users should also review the notes to the basic financial statements and the fund financial statements to enhance their understanding of the District's financial performance during the 2023-2024 fiscal year.

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of three parts:

(1) Management's Discussion and Analysis (this section)
(2) The basic financial statements
(3) The required supplementary information

Organization of the Burbank Unified Annual Financial Report



OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Reconciliation of the Fund Financial Statements to the Government-Wide Financial Statements is provided to explain the differences created by the integrated approach.

The basic financial statements include two kinds of statements that present different views of the District:

- The first two statements are *government-wide financial statements* that provide both *short-term and long-term* information about the District's overall financial status.

- The remaining statements are *fund financial statements* that focus on individual parts of the District and report the District's operations in more detail.

The financial statements also include *notes* that explain some of the statements and provide more detailed data. The statements are followed by a section of *required supplementary information* that further explains and supports the financial statements with comparison of the District's budget for the year.

Government-Wide Statements

The government-wide statements report information about the District as a whole using accounting methods similar to those used by private-sector companies. The Statement of Net Position includes *all* of the District's assets, deferred outflows, liabilities, and deferred inflows. All of the current year's revenues and expenses are accounted for in the Statement of Activities regardless of when cash is received or paid.

The two government-wide statements report the District's *net position* and how they have changed. Net position – the difference between the District's assets plus deferred outflows minus liabilities and deferred inflows – is one way to measure the District's financial health or *position*.

- Over time, increases or decreases in the District's net position are an indicator of whether its financial position is improving or deteriorating, respectively.

- To assess the overall health of the District one should consider additional nonfinancial factors such as changes in the district property tax base and the condition of school buildings and other facilities.

- GASB Statement No. 68 requires government entities to report their net pension liability in the accrual based financial statements beginning fiscal year 2014-15. This is a change in accounting principle designed to improve accounting and financial reporting and create additional transparency. The amount each entity is required to contribute is based on the difference between the actuarially determined rate and the contribution rate of employees. These studies were performed and provided by PERS and STRS.

Government-Wide Statements (Continued)

In the government-wide financial statements the District's activities are reported as follows:

- *Governmental activities*—All of the District's basic services are included here, such as regular and Special Education, Transportation, and Administration. Property Taxes and State Aid combined (local control funding formula) finance most of these activities. Other funds in the District include Child Development and Cafeteria, which are also considered governmental activities.

Fund Financial Statements

The fund financial statements provide more detailed information about the District's most significant *funds*—not the District as a whole. Funds are accounting devices the District uses to keep track of specific sources of funding and spending on particular programs. While some funds are required by state law and by bond covenants, the majority of the District's activities are accounted for in the General Fund.

The District has three kinds of funds:

- *Governmental funds*—Most of the District's basic services are included in governmental funds, which generally focus on (1) how *cash and other financial assets* that can readily be converted to cash flow in and out and (2) the balances left at year-end that are available for spending. It should be noted that a school district of Burbank's size is required to maintain a 3% reserve for economic uncertainties within the ending fund balance of its general fund. This reserve is calculated by multiplying 3% by total expenditures and other outgo of the general fund. However, Burbank Unified School District believes that a 6% reserve for economic uncertainties is more appropriate. The governmental funds statements provide a detailed *short-term* view that helps the reader to determine whether there are more or fewer financial resources that can be spent in the near future to finance the District's programs. Because this information does not encompass the additional long-term focus of the district-wide statements, we provide additional information in a reconciliation of the governmental funds statements that explains the relationship (or differences) between them.

- *Proprietary funds* – Enterprise/Internal Service Funds are considered business-type activities and are reported under a full accrual method. This is the same basis as business-type activities; therefore, no reconciling entries are required. The District has one Internal Service Fund, the Retirees Benefits Fund, used to account for payment of current year healthcare costs.

- *Fiduciary funds*—The District is the trustee, or *fiduciary*, for assets that belong to others, such as the Retiree Benefits Trust Fund. The District is responsible for ensuring that the assets reported in these funds are used only for their intended purposes and by those to whom the assets belong. All of the District's fiduciary activities are reported in a separate statement of fiduciary net position and a statement of changes in fiduciary net position. We exclude these activities from the district-wide financial statements because the District cannot use these assets to finance its operations.

FINANCIAL HIGHLIGHTS – Government-Wide Statements

Table 1
Year-to-Year Comparison of Net Position (Millions)

Summary of Statement of Net Position	Governmental Activities 2023	Governmental Activities 2024	Total Change
Assets			
Noncapital Assets	$ 171.8	$ 169.0	$ (2.8)
Capital Assets	250.4	240.8	(9.6)
Total Assets	422.2	409.8	(12.4)
Deferred Outflows of Resources			
Deferred Loss on Refunding	4.7	3.7	(1.0)
Deferred Outflows of Resources - OPEB	16.2	12.1	(4.1)
Deferred Outflows of Resources - Pensions	42.3	50.1	7.8
Total Deferred Outflows of Resources	63.2	65.9	2.7
Liabilities			
Current Liabilities	30.5	25.1	(5.4)
Long-Term Liabilities	419.4	418.0	(1.4)
Total Liabilities	449.9	443.1	(6.8)
Deferred Inflows of Resources			
Deferred Inflows of Resources - Leases	15.5	14.9	(0.6)
Deferred Inflows of Resources - OPEB	14.4	17.2	2.8
Deferred Inflows of Resources - Pensions	23.9	14.8	(9.1)
Total Deferred Inflows of Resources	53.8	46.9	(6.9)
Net Position			
Net Investment in Capital Assets	110.8	104.9	(5.9)
Net Position Legally Restricted	79.8	81.4	1.6
Net Position Unrestricted	(208.9)	(200.6)	8.3
Total Net Position	$ (18.3)	$ (14.3)	$ 4.0

The net position for the governmental activities decreased by approximately $4 million over the prior year.

- Long-term liabilities and associated deferred outflows and inflows fluctuated primarily due to actuarially determined pension and retiree healthcare benefit liabilities.

FINANCIAL HIGHLIGHTS – Government-Wide Statements (Continued)

Table 2
Year-to-Year Comparison of Change in Net Position (Millions)

Summary of Statement of Activities	Governmental Activities 2023	Governmental Activities 2024	Total Change
General Revenue:			
Property Taxes - General Purposes	$ 67.5	$ 73.1	$ 5.6
Property Taxes - Debt Service	15.5	15.3	(0.2)
Property Taxes - Other Specific Purposes	1.8	2.2	0.4
Federal/State Aid	97.7	103.1	5.4
Interest/Investment Earnings	2.7	3.5	0.8
Miscellaneous	0.2	2.3	2.1
Total General Revenues	185.4	199.5	14.1
Net Expenditures after Program Revenues for:			
Instruction and Instruction-Related Services	90.3	125.6	35.3
Pupil Services	6.1	14.5	8.4
General Administration	8.5	14.1	5.6
Plant Services	18.0	19.5	1.5
Ancillary, Community, and Enterprise	0.6	0.5	(0.1)
Other Outgo	0.9	2.9	2.0
Debt Service	7.3	6.0	(1.3)
Depreciation and Amortization (Unallocated)	12.8	12.4	(0.4)
Total Expenditures	144.5	195.5	51.0
Change in Net Position	40.9	4.0	(36.9)
Net Position, Beginning of Year, Restated	(59.2)	(18.3)	40.9
Net Position, End of Year	$ (18.3)	$ (14.3)	$ 4.0

Of the $195.5 million in 2024 net expenditures, direct services to students represent 71.7% of the total. Plant services represent 10% of total expenditures. Depreciation and amortization expense represents 6.3% and general administration and interest on debt service represent about 7.2% and 3.1%, respectively.

Statement of Revenues, Expenditures, and Changes in Fund Balance – Governmental Funds

- Total revenues were approximately $270.8 million, down approximately $8.4 million from the prior year. General Fund revenues were approximately $229.4 million, down $11.3 million from the prior year. The General Fund represents 85% of total revenues. Student enrollment at Burbank Unified decreased in 2023-24. State law changed post-COVID to allow the District to be funded on the average of the past three years, which is higher than current year ADA. Utilizing the three year average has helped reduce the full impact of the current enrollment and ADA decline. Inter-district transfers continue to help stabilize enrollment fluctuation. The District continues to accept inter-district enrollment transfers from neighboring districts when the parent of the student(s) works within the city's boundaries. The District has an excellent reputation academically, In the 2023-2024 school year the District accepted 155 new Interdistrict Permits, putting the District's active permit count that year at 1,316 Interdistrict permits for students who would otherwise be educated in other school districts.

- Total expenditures were approximately $264.8 million, up $27.2 million from the prior year. General Fund expenditures were approximately $230.4 million, an increase over the prior year of approximately $23.3 million. The General Fund represented 87% of total expenditures. The Board of Education will continue to monitor expenditures due to declining enrollment.

- General Fund revenue for the year was $229.4 million with expenses of $230.4 million. Along with an interfund transfer out of approximately $161 thousand, this resulted in a decrease to the General Fund ending fund balance of $1.2 million.

FINANCIAL HIGHLIGHTS – GENERAL FUND BUDGET AND ACTUAL REVENUES

The following items reflect significant variations between original budget amounts and actual results for the general fund:

- Local Control Funding formula (LCFF):
  - Actual State Revenues higher than the Original Budget by $490 thousand. This is primarily due to LCFF investment of 8.22%, which was a late addition to the state budget and was on top of statutory COLA.

- Federal Revenue Sources:
  - Actual Revenues were higher than the Original Budget by $2.3 million. This was due to COVID-19 relief funds received but not used to clear out accrual in FY2023-2024.

- Other State Revenue Sources:
  - Actual Revenues exceeded the Original Budget by $12.4 million. This is primarily due to the recording of the STRS on-behalf payments.

- Other Local Revenue Sources:
  - Actual Revenues were higher than the Original Budget by $6.7 million. The balance represents higher than anticipated receipt of local gifts, grants, and donations.

FINANCIAL HIGHLIGHTS – GENERAL FUND BUDGET AND ACTUAL EXPENDITURES

- Certificated Salaries:
  - Actual Expenditures were less than the Original Budget by $6.4 million.

- Classified Salaries:
  - Actual Expenditures were higher than Original Budget by $1.9 million. This is primarily due to over budget of CSEA pay increase around 7%.

- Books and Supplies:
  - Actual Expenditures were lower than the Original Budget by $6.9 million. This is due to movement of expenditures from Books and Supplies into Contract Services.

- Contracted Services:
  - Actual Expenditures were higher than Original Budget by approximately $5.4 million. This is due to contracting with Non-Public Agencies (NPA), which was necessary to fill vacant positions that are unfilled yet required for students with Individual Educational Plans.

- Capital Outlay:
  - Actual Expenditures were higher than Original Budget by approximately $1.1 million due to the increase of schedule of maintenance projects.

FINANCIAL HIGHLIGHTS – INDIVIDUAL MAJOR FUNDS

Special Reserve for Capital Outlay

The Special Reserve for Capital Outlay is a fund used for district facilities projects that are not funded through the Capital Facilities Fund, nor from state construction funds. This fund holds dollars that were transferred from the General Fund at the direction of the Board of Education, for specific facility purposes. Its primary source of funding has been state funded projects in prior years that were completed with excess funds available and community redevelopment funds. It also earns interest income, and occasionally can receive revenues from sale of property.

FINANCIAL HIGHLIGHTS – INDIVIDUAL MAJOR FUNDS (CONTINUED)

Special Reserve for Capital Outlay (Continued)

- The Special Reserve for Capital Outlay Fund began 2023-24 with a fund balance of $17.3 million and ended the year with a fund balance of $19.6 million.

- $2.4 million of this fund balance is held in reserve for future maintenance of the high school athletic fields as per an agreement with the City of Burbank. This reserve is increased by $150,000 annually.

Bond Interest and Redemption Fund

- The Bond Interest and Redemption Fund is used to account for the collection of tax on voter approved general obligation bonded debt. Assessment, collection, and payment of the principal and interest on the general obligation bonds is managed by the County Assessor and County Auditor- Controller as applicable.

FINANCIAL HIGHLIGHTS – INDIVIDUAL NONMAJOR FUNDS

Student Activity Fund

The Student Activity Fund is used to account for the activity of the District's Associated Student Body organizations which raise and expend money to promote the general welfare, morale, and educational experiences of students. The amounts reported represent the combined totals of all schools within the District that operate Associated Student Body Funds.

- The Student Activity Fund began 2023-24 with a fund balance of $1.6 million and ended the year with a fund balance of $2.5 million.

Adult Education Fund

The Adult Education Fund exists to record the financial activities of the Burbank Adult Education School. Prior to state legislated Tier III flexibility, the adult education funds were held completely separate from the General Fund. After the state flexibility was legislated in 2008-09, adult education funds were available for use in the General Fund. Burbank Unified has elected to keep the Adult Education Fund as a separate fund and not include it into the General Fund.

Funding continues to be received directly from the state into the Adult Education Fund based on 2022-23 expenditures, under the direction of LARAEC, Los Angeles Regional Adult Education Consortium.

- The Adult Education Fund began 2023-24 with a fund balance of $4.5 million, and ended the year with a fund balance of $4.4 million.

FINANCIAL HIGHLIGHTS – INDIVIDUAL NONMAJOR FUNDS (CONTINUED)

Child Development Fund

The Child Development Fund is established for operations of state funded preschool and childcare programs, as well as district-run childcare and after-school programs. The Child Development Fund, and related programs, have experienced large reductions in state funding. The last several years the state funded child development program and preschool program have run at a deficit, which has been large enough to create an overall deficit for the fund. The District is addressing the deficit by increasing rates; and as of 2021-22, the District closed its Horace Mann Child Care Center, which is now operated by YMCA. However, costs are outpacing the rate increase and in FY2024-25 the rate of the program will be increased by 15% to cover the gap and allow the Child Development Fund to be self-supporting.

- The Child Development Fund began 2023-24 with a fund balance of $484 thousand and ended the year with a fund balance of $445 thousand.

Cafeteria Fund

The Cafeteria Fund began 2023-24 with a fund balance of $4 million and ended the year with a fund balance of $6.6 million.

Deferred Maintenance Fund

The state discontinued providing its contribution in 2013-14 and included it as part of the LCFF allocations. Revenues earned in this fund are a result of interest earnings on the balance carried forward from years past.

- The Deferred Maintenance Fund began 2023-24 with a fund balance of $484 thousand, and ended the year with a fund balance of $180 thousand.

Building Fund

The Building Fund began 2023-24 with a fund balance of $5.2 million and ended the year with a fund balance of $4.2 million.

Capital Facilities Fund

The Capital Facilities Fund, also known as the Developer Fee Fund, received revenues from impact fees charged to residents for new residential and commercial construction. Total revenues were $2.6 million for 2023-24. This fund is used to pay for growth-related facilities projects, as needs arise.

- The Capital Facilities Fund began 2023-24 with $6.8 million in fund balance, and ended the year with $9.4 million.

FINANCIAL HIGHLIGHTS – INTERNAL SERVICE AND TRUST FUNDS

Retiree Benefits Fund – Self Insurance Fund

The Retiree Benefits Self Insurance Fund covers the cost of retiree health benefits annually. In 2022-23, the District resumed its contribution for half of the year at 0.86%. The total net position in this fund at year-end was $1.8 million.

Retiree Benefits Fund – Trust Fund

The Governing Board maintains its own irrevocable trust with Principal Custody Solutions as its Trustee, and has recorded the activity of the trust in a separate Retiree Benefits Fund. This fund was established by the Board of Education to begin to accumulate balances sufficient to meet the obligations defined by GASB Statement No. 74/75 and the District's actuarial study of postretirement benefits.

- The Retiree Benefits Fund (irrevocable trust) began 2023-24 with a deficit net position of $1.3 million, and ended the year with net position of $1.4 million. The increase is due to net investment gains. The Trust is in the process of being liquidated as of December 2024 and the Retiree Benefits Fund will be supported by the General Fund in the out years.

OTHER INFORMATION

Over the course of the year, the District revises its annual operating budget several times. The District is required to adopt its budget by June 30th each year, which is often prior to final funding information from the State. After the state budget is adopted, the District is required to analyze the impact of the state budget to the District budget within 45 days of the Governor's signature. Any necessary budget revisions are then made to reflect the impact. The District is also required by law to make two formal presentations each year on its financial condition, projecting both budget and cash flow for the current and two future fiscal years. Budget revisions are made after these presentations to reflect current information. The District makes additional budget revisions throughout the year as information regarding funding and expenditures becomes available.

Debt and Capital Assets

General Obligation Bond and Related Capital Improvements

The District passed a $110 million General Obligation Bond in March of 2013. Additional modernization projects and facilities projects began in the summer of 2013. In 2023-24, the District spent $1.2 million for modernization projects at Huerta Middle School, Edison Elementary School, Jefferson Elementary School, McKinley Elementary School, Miller Elementary School, Roosevelt Elementary School and Stevenson Elementary School.

Additional information on capital assets can be found at Note 8 and additional information on long-term liabilities can be found at Notes 9 to 14.

Average Daily Attendance

Average daily attendance for Burbank decreased. However, the District continues to attract inter-district attendance to backfill the natural attrition in student enrollment which would otherwise reduce its attendance base. Due to its excellent reputation, the District continues to receive more applications for inter-district attendance than it can grant. By policy, any families who work within the District's boundaries may apply for inter-district attendance and bring their school-aged children to Burbank schools if space allows.

FACTORS BEARING ON THE DISTRICT'S FINANCIAL FUTURE

The District is highly dependent upon the state of California's economic outlook in all aspects of its operation. The Board of Education's decision to set aside an additional 3% reserve within its fund balance, making a total of 6% set aside for economic uncertainties, is one factor that provides additional assurance of solvency during the State's financial difficulties. The following represent elements that could potentially affect the District's financial profile.

- The District's enrollment pattern has shown a decrease over the last two fiscal years, even though inter-district attendance remains strong. The District experienced a decline in enrollment due to the COVID-19 pandemic in 2023-24. The District continues to monitor this trend closely, however, the District does expect the trend to continue.

- The increasing costs of district-paid STRS and PERS is outpacing the revenue coming into the district. The state reduced the contribution percentage for 2019-21 and 2020-21 in an effort to fiscally aid districts during the COVID-19 crisis. However, for 2022-23, the contributions return to their former rates. This increase with the continued decrease in enrollment poses a significant fiscal burden.

- The state has completed LCFF implementation and the District is funded at 100% of the target funding. Now that all Districts are at full funding the only increases to revenue will be COLA. The COLA for 2023-24 was 8.22%.

- The District has inherent increased costs each fiscal year due to "step" increases that result from contracted bargaining unit language, and also inherent increased costs annually due to health insurance increases, and other supply and material cost increases. These increased costs will be especially scrutinized as future year District budgets are adopted with little funding increases.

- Districts have been cautioned to increase their reserve in preparation for the next recession. The state is faced with an unpredictable economy due to the COVID-19 pandemic crisis. The required reserve for economic uncertainty of 3% plus additional board 3% reserve for a total 6% reserve will not cover one month of payroll.

CONTACTING THE DISTRICT'S FINANCIAL TEAM

This financial report provides the most current information regarding the District's financial status. The level of detail is complex. Some users may wish for additional information. Any questions about this report may be directed to Andrew Cantwell, Assistant Superintendent, Administrative Services (818) 729-4473.

BASIC FINANCIAL STATEMENTS

BURBANK UNIFIED SCHOOL DISTRICT
STATEMENT OF NET POSITION
JUNE 30, 2024

	Governmental Activities
ASSETS	
Cash in County Treasury	$ 132,317,338
Cash on Hand and in Banks	3,178,517
Cash in Revolving Fund	25,060
Cash with Fiscal Agent	25
Accounts Receivable	18,112,574
Lease Receivable	15,316,493
Stores	49,361
Land	7,621,124
Capital Assets, Net of Depreciation and Amortization	233,146,655
Total Assets	409,767,147
DEFERRED OUTFLOWS OF RESOURCES	
Deferred Outflows - Refunding	3,666,226
Deferred Outflows - OPEB	12,139,310
Deferred Outflows - Pensions	50,107,752
Total Deferred Outflows of Resources	65,913,288
LIABILITIES	
Accounts Payable and Other Current Liabilities	21,742,305
Accrued Interest Payable	1,849,426
Unearned Revenue	1,509,124
Long-Term Liabilities:	
Due Within One Year Other than Pensions and OPEB	12,571,620
Net Other Postemployment Benefits (OPEB) Due Within One Year	2,169,794
Due in More Than One Year Other than Pensions and OPEB	167,502,350
Net OPEB Liabilities	69,255,443
Net Pension Liability	166,518,792
Total Liabilities	443,118,854
DEFERRED INFLOWS OF RESOURCES	
Deferred Inflows - Leases	14,870,520
Deferred Inflows - OPEB	17,314,347
Deferred Inflows - Pensions	14,745,183
Total Deferred Inflows of Resources	46,930,050
NET POSITION	
Net Investment in Capital Assets	104,870,842
Restricted for:	
Debt Service	13,047,950
Construction Projects	25,175,161
Routine Restricted Maintenance	1,240,521
Educational Programs	22,704,573
Child Nutrition Programs	6,606,511
Student Activities	2,455,617
Classified Employee Summer Assistance Program	272,705
District and Site Operations	9,866,591
Unrestricted	(200,608,940)
Total Net Position	$ (14,368,469)

See accompanying Notes to Basic Financial Statements.

BURBANK UNIFIED SCHOOL DISTRICT
STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2024

Functions	Expenses	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Program Revenues: Capital Grants and Contributions	Net Revenue (Expense) and Changes in Net Position: Governmental Activities
Governmental Activities:					
Instruction	$ 152,662,657	$ 4,669,124	$ 42,575,046	$ -	$ (105,418,487)
Instruction - Related Services	24,934,720	559,144	4,162,982	-	(20,212,594)
Pupil Services	26,900,200	2,134,831	10,276,620	-	(14,488,749)
Ancillary Services	1,575,382	519,184	484,108	-	(572,090)
Community Services	178,300	129,659	119,751	-	71,110
General Administration	16,831,392	265,701	2,452,023	-	(14,113,668)
Plant Services	20,862,066	153,412	1,187,270	-	(19,521,384)
Other Outgo	3,369,137	38,736	410,249	-	(2,920,152)
Debt Service - Interest	5,963,983	-	-	-	(5,963,983)
Depreciation and Amortization (Unallocated)	12,449,400	-	-	-	(12,449,400)
Total Governmental Activities	$ 265,727,237	$ 8,469,791	$ 61,668,049	$ -	(195,589,397)
GENERAL REVENUES AND SUBVENTIONS					
Property Taxes Levied for:					
General Purposes					73,135,835
Debt Service					15,345,476
Other Specific Purposes					2,189,722
Federal and State Aid not Restricted to Specific Purposes					103,080,186
Interest and Investment Earnings					3,492,410
Miscellaneous					2,309,449
Total General Revenues					199,553,078
CHANGE IN NET POSITION					3,963,681
Net Position - Beginning of Year					(18,332,150)
NET POSITION - END OF YEAR					$ (14,368,469)

See accompanying Notes to Basic Financial Statements.

BURBANK UNIFIED SCHOOL DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2024

	General Fund	Special Reserve Fund for Capital Outlay	Nonmajor Governmental Funds	Total Governmental Funds
ASSETS				
Cash in County Treasury	$ 74,730,620	$ 19,628,762	$ 39,719,731	$ 134,079,113
Cash on Hand and In Banks	451,916	-	2,726,601	3,178,517
Cash in Revolving Fund	25,060	-	-	25,060
Cash with Fiscal Agent	25	-	-	25
Accounts Receivable	16,087,970	202,630	1,821,974	18,112,574
Lease Receivable	15,316,493	-	-	15,316,493
Stores	20,292	-	29,069	49,361
Total Assets	$ 106,632,376	$ 19,831,392	$ 44,297,375	$ 170,761,143
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES				
LIABILITIES				
Accounts Payable and Current Liabilities	$ 19,893,327	$ 247,643	$ 1,519,595	$ 21,660,565
Unearned Revenue	1,409,839	-	99,285	1,509,124
Total Liabilities	21,303,166	247,643	1,618,880	23,169,689
DEFERRED INFLOWS OF RESOURCES				
Deferred Inflows - Leases	14,870,520	-	-	14,870,520
Total Deferred Inflows of Resources	14,870,520	-	-	14,870,520
FUND BALANCES				
Nonspendable	45,352	-	29,069	74,421
Restricted	32,758,348	13,738,156	40,423,170	86,919,674
Assigned	-	5,845,593	2,226,256	8,071,849
Unassigned	37,654,990	-	-	37,654,990
Total Fund Balances	70,458,690	19,583,749	42,678,495	132,720,934
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	$ 106,632,376	$ 19,831,392	$ 44,297,375	$ 170,761,143

See accompanying Notes to Basic Financial Statements.

BURBANK UNIFIED SCHOOL DISTRICT
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TO THE STATEMENT OF NET POSITION
JUNE 30, 2024

RECONCILIATION TO THE STATEMENT OF NET POSITION

Total Fund Balances - Governmental Funds		$ 132,720,934
Amounts reported for governmental funds are different than the Statement of Net Position because:		
Capital assets used in governmental activities are not financial resource and, therefore, are not reported as assets in governmental funds. These assets consist of:		
Land	$ 7,621,124	
Capital Assets, Net of Depreciation and Amortization	233,146,655	240,767,779
Long-term liabilities are not due and payable in the current period and, therefore, are not reported as liabilities in governmental funds. Long-term liabilities at year-end consist of:		
General Obligation Bonds Payable and Related Premium	(161,603,930)	
Finance Purchase	(12,606,814)	
Lease Liability	(293,112)	
SBITA Liability	(225,799)	
Compensated Absences	(5,344,315)	
Net Other Postemployment Benefits Other than Pensions (OPEB)	(71,425,237)	
Net Pension Liability	(166,518,792)	(418,017,999)
In governmental funds, deferred outflows and inflows of resources are not reported because they are applicable to future periods. Deferred outflows and inflows of resources at year-end consist of:		
Deferred Outflows - Refunding	3,666,226	
Deferred Outflows - OPEB	12,063,312	
Deferred Outflows - Pensions	50,107,752	
Deferred Inflows - OPEB	(17,238,349)	
Deferred Inflows - Pensions	(14,745,183)	33,853,758
An internal service funds is used by the District to cover the cost of retiree benefits. The assets and liabilities should be included with governmental activities. The net position is:		(1,843,515)
Interest expense related to general obligation bonds payable was incurred but not accrued through June 30, 2024.		(1,849,426)
Total Net Position - Governmental Activities		$ (14,368,469)

See accompanying Notes to Basic Financial Statements.

BURBANK UNIFIED SCHOOL DISTRICT
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
YEAR ENDED JUNE 30, 2024

	General Fund	Special Reserve Fund for Capital Outlay	Nonmajor Governmental Funds	Total Governmental Funds
REVENUES				
Local Control Funding Formula Sources:				
State Apportionments	$ 96,315,926	$ -	$ -	$ 96,315,926
Local Sources	73,135,834	-	-	73,135,834
Total Local Control Funding Formula Sources	169,451,760	-	-	169,451,760
Federal Sources	8,801,278	-	4,544,343	13,345,621
Other State Sources	41,517,947	-	10,396,256	51,914,203
Other Local Sources	9,630,896	2,878,781	23,602,700	36,112,377
Total Revenues	229,401,881	2,878,781	38,543,299	270,823,961
EXPENDITURES				
Instruction	146,373,073	-	6,326,148	152,699,221
Instruction - Related Services	22,653,596	-	2,052,850	24,706,446
Pupil Services	19,990,136	-	7,033,746	27,023,882
Ancillary Services	1,552,496	-	-	1,552,496
Community Services	172,760	-	-	172,760
General Administration	15,790,193	-	809,221	16,599,414
Plant Services	20,507,949	621,913	2,105,415	23,235,277
Other Outgo	3,369,137	-	-	3,369,137
Debt Service	-	-	15,427,615	15,427,615
Total Expenditures	230,409,340	621,913	33,754,995	264,786,248
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(1,007,459)	2,256,868	4,788,304	6,037,713
OTHER FINANCING SOURCES (USES)				
Interfund Transfer In	-	-	160,996	160,996
Interfund Transfer Out	(160,996)	-	-	(160,996)
Total Other Financing Sources (Uses)	(160,996)	-	160,996	-
NET CHANGE IN FUND BALANCE	(1,168,455)	2,256,868	4,949,300	6,037,713
Fund Balances - Beginning of Year	71,627,145	17,326,881	37,729,195	126,683,221
FUND BALANCES - END OF YEAR	$ 70,458,690	$ 19,583,749	$ 42,678,495	$ 132,720,934

See accompanying Notes to Basic Financial Statements.

BURBANK UNIFIED SCHOOL DISTRICT
RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES TO THE STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2024

RECONCILIATION TO THE STATEMENT OF ACTIVITIES

Net Change in Fund Balances - Total Governmental Funds		$ 6,037,713
Amounts reported for governmental activities in the Statement of Activities are different because:		
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, assets with an initial, individual cost of more than $5,000 are capitalized and the cost is allocated over their estimated useful lives and reported as depreciation and amortization expense.		
Capital Outlay, net of Adjustments	$ 2,845,771	
Depreciation and Amortization Expense	(12,449,400)	
Excess (Deficiency) of Capital Outlay Over Depreciation and Amortization Expense		(9,603,629)
Governmental funds report the repayment of debt principal and interest when payments are due. In the Statement of Activities, debt principal is eliminated and reported as a reduction in debt in the Statement of Net Position, and interest is recognized as it accrues, regardless of when it is due. The net effect of these differences in the treatment of debt and related items is as follows:		
Finance Purchase	785,809	
Principal Payments on Leases	476,291	
Principal Payments on SBITAs	273,403	
General Obligation Bond Principal and Accreted Interest Payments	11,970,000	
		13,505,503
In governmental funds, pension costs are recognized when the employer contribution is made, but in the Statement of Activities, pension costs are recognized on the accrual basis. The difference between accrual basis pension costs and actual employer contribution was:		5,659,202
In governmental funds, OPEB costs are recognized when the health and welfare payments are made, but in the Statement of Activities, OPEB costs are recognized on the accrual basis. The difference between accrual basis OPEB costs and actual health and welfare payments:		(5,289,102)
Some items reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds. These activities consist of:		
Decrease in Deferred Outflows - Refunding	(1,023,132)	
Decrease in Accrued Interest Payable	(741,682)	
Accreted Interest Accrual	(2,596,380)	
Premium on General Obligation Bonds - Amortization	319,323	
Net Increase in Compensated Absences	(310,359)	(4,352,230)
An Internal service fund is used by the District to charge the costs of postemployment benefits to the individual funds. The net loss of the internal service fund is reported with governmental activities.		(1,993,776)
Change in Net Position of Governmental Activities		$ 3,963,681

See accompanying Notes to Basic Financial Statements.

BURBANK UNIFIED SCHOOL DISTRICT
STATEMENT OF FUND NET POSITION
PROPRIETARY FUND
JUNE 30, 2024

	Governmental Activities Internal Service Fund Retiree Benefits Self-Insurance Fund
ASSETS	
Due from Fiscal Agent	$ -
Total Assets	-
LIABILITIES	
Deficit in County Treasury	1,761,775
Accounts Payable	81,740
Total Liabilities	1,843,515
NET POSITION	
Unrestricted	(1,843,515)
Total Net Position	$ (1,843,515)

See accompanying Notes to Basic Financial Statements.

BURBANK UNIFIED SCHOOL DISTRICT
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION
PROPRIETARY FUND
YEAR ENDED JUNE 30, 2024

	Governmental Activities Internal Service Fund
	Retiree Benefits Self-Insurance Fund
OPERATING REVENUES	
In-District Premiums/Contributions	$ -
Total Operating Revenues	-
OPERATING EXPENDITURES	
Benefits and Other Operating Expenses	1,993,776
Total Operating Expenditures	1,993,776
OPERATING LOSS	(1,993,776)
Net Position - Beginning of Year	150,261
NET POSITION - END OF YEAR	$ (1,843,515)

See accompanying Notes to Basic Financial Statements.

BURBANK UNIFIED SCHOOL DISTRICT
STATEMENT OF CASH FLOWS
PROPRIETARY FUND
YEAR ENDED JUNE 30, 2024

	Governmental Activities Internal Service Fund Retiree Benefits Self-Insurance Fund
CASH FLOWS FROM OPERATING ACTIVITIES	
Cash Paid for Benefits and Other Operating Expenses	$ (1,912,036)
Net Cash Used by Operating Activities	(1,912,036)
CASH FLOWS FROM INVESTING ACTIVITIES	
Interest	(3,322)
Net Cash Used by Investing Activities	(3,322)
NET DECREASE IN CASH	(1,915,358)
Cash - Beginning of Year	153,583
CASH - END OF YEAR	$ (1,761,775)
RECONCILIATION OF OPERATING LOSS TO NET CASH USED BY OPERATING ACTIVITIES:	
Operating Loss	$ (1,993,776)
Adjustments to Reconcile Operating Loss to Net Cash Used by Operating Activities:	
Increase in Accounts Payable	81,740
Net Cash Used by Operating Activities	$ (1,912,036)

See accompanying Notes to Basic Financial Statements.

BURBANK UNIFIED SCHOOL DISTRICT
STATEMENT OF FIDUCIARY NET POSITION
JUNE 30, 2024

	Retiree Benefits Trust Fund
ASSETS	
Investments with Fiscal Agent	$ 1,414,008
Total Assets	1,414,008
NET POSITION	
Held in Trust for Other Postemployment Benefits	1,414,008
Total Net Position	$ 1,414,008

See accompanying Notes to Basic Financial Statements.

BURBANK UNIFIED SCHOOL DISTRICT
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
YEAR ENDED JUNE 30, 2024

	Retiree Benefits Trust Fund
ADDITIONS	
Employer Contributions	$ 2,169,794
Investment Gain:	
Interest Income and Dividends	56,725
Realized Gain on Investments	815
Unrealized Gain on Investments	29,663
Net Investment Gain	87,203
Total Additions	2,256,997
DEDUCTIONS	
Benefit Payments	2,169,794
Other Expenses	5,000
Total Deductions	2,174,794
CHANGE IN NET POSITION	82,203
Net Position - Beginning of Year	1,331,805
NET POSITION - END OF YEAR	$ 1,414,008

See accompanying Notes to Basic Financial Statements.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The District accounts for its financial transactions in accordance with the policies and procedures of the Department of Education's California School Accounting Manual, updated to conform to the most current financial and reporting requirements promulgated by the California Department of Education. The accounting policies of the District conform to accounting principles generally accepted in the United States of America (GAAP) as prescribed by the Governmental Accounting Standards Board (GASB).

The significant accounting policies applicable to the District are described below.

Basis of Presentation

The accompanying financial statements have been prepared in conformity with GAAP as prescribed by GASB. The financial statement presentation required by GASB provides a comprehensive, entity-wide perspective of the District's financial activities. Fiduciary activities are excluded from the basic financial statements and are reported separately in the fiduciary fund statements.

The District's basic financial statements consist of government-wide statements, including a statement of net position, a statement of activities, and fund financial statements.

Government-Wide Financial Statements

The statement of net position and the statement of activities displays information about the District as a whole. These statements include the financial activities of the primary government, including governmental activities of proprietary funds. Fiduciary funds are excluded.

The statement of net position presents the financial condition of the governmental activities of the District at year-end. The Statement of Activities presents a comparison between direct expenses and program revenues for each program or function of the District's governmental activities. Direct expenses are those that are specifically associated with a service, program, or department and, therefore, clearly identifiable to a particular function. Program revenues include charges paid by the recipient of the goods or services offered by the program, grants and contributions that are restricted to meeting the operational or capital requirements of a particular program, and interest earned on grants that is required to be used to support a particular program. Revenues which are not classified as program revenues are presented as general revenues of the District. The comparison of direct expenses with program revenues identifies the extent to which each governmental function is self-financing or draws from the general revenues of the District. Depreciation, amortization, and interest expense have not been allocated to specific functions.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Basis of Presentation (Continued)

Fund Financial Statements

During the year, the District segregates transactions related to certain District functions or activities in separate funds in order to aid financial management and to demonstrate legal compliance. Fund financial statements are designed to present financial information of the District at this more detailed level. The focus of governmental fund financial statements is on major funds. Each major fund is presented in a separate column. Nonmajor funds are aggregated and presented in a single column. The fiduciary and proprietary funds are reported by type.

The fund financial statement expenditures are presented in a function-oriented format. The following is a brief description of the functions:

Instruction: includes the activities directly dealing with the interaction between teachers and students.

Instruction-Related Services: includes supervision of instruction, instructional library, media and technology, and school site administration.

Pupil Services: includes home to school transportation, food services, and other pupil services.

Ancillary Services: includes activities that are generally designed to provide students with experiences outside the regular school day.

Community Services: includes activities that provide services to community participants other than students.

General Administration: includes data processing services and all other general administration services.

Plant Services: includes activities of maintaining the physical plant. This also includes facilities acquisition and construction expenditures.

Other Outgo: includes transfers to other agencies.

Debt Service: includes principal and interest payments for long-term debt.

The proprietary and fiduciary fund expenditures are presented by natural classification.

Fund Accounting

To ensure compliance with the California Education Code, the financial resources of the District are divided into separate funds for which separate accounts are maintained for recording cash, other resources and all related liabilities, obligations, and equities.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Fund Accounting (Continued)

The statement of revenues, expenditures, and changes in fund balance are statements of financial activities of the particular fund related to the current reporting period. Expenditures of the various funds frequently include amounts for land, buildings, equipment, retirement of indebtedness, transfers to other funds, etc. Consequently, these statements do not purport to present the result of operations or the net income or loss for the period as would a statement of income for a profit-type organization. The modified accrual basis of accounting is used for all governmental funds.

Governmental Funds – Major

General Fund: used to account for all financial resources except those required to be accounted for in another fund. In addition, balances held in the payroll clearance fund no longer meet the definition of fiduciary activities and are therefore reported in the General Fund.

Special Reserve Fund for Capital Outlay: used to account for specific board-approved capital expenditures.

Governmental Funds – Nonmajor

Special Revenue Funds: used to account for the proceeds of specific revenue sources that are restricted or committed to expenditures for specific purposes other than debt service or capital projects.

Student Activity Fund: used to account for raising and expending money to promote the general welfare, morale, and educational experiences of the student body. The amounts reported represent the combined totals of all schools within the District that operate Associated Student Body Funds.

Adult Education Fund: used to account for resources restricted or committed to adult education programs maintained by the District.

Child Development Fund: used to account for resources committed to child development programs.

Cafeteria Fund: used to account for revenues received and expenditures made to operate the District's food service programs.

Deferred Maintenance Fund: used for the purpose of major repair or replacement of District property. The District has taken formal action to commit state apportionment funding from the local control funding formula to this fund for the continued operation of the original program. The fund, therefore, meets the requirements to be reported as a Special Revenue fund.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Governmental Funds – Nonmajor (Continued)

Capital Projects Funds: used to account for the financial resources that are restricted, committed or assigned for the acquisition and/or construction of major governmental general capital assets.

Building Fund: used to account for construction projects funded by the proceeds of voter approved bonds.

Capital Facilities Fund: used to account for resources received from residential and commercial developer impact fees.

Debt Service Fund: used to account for the financial resources that are restricted, committed, or assigned and the accumulation of resources for, the payment of general long-term debt principal, interest, and related costs.

Bond Interest and Redemption Fund: used to account for the payment of principal and interest on general long-term debt.

Proprietary Funds

Self-Insurance Fund

Internal Service Fund: used to account for payment of current year retiree healthcare costs within the Retiree Benefits Self-Insurance Fund.

Fiduciary Funds

Retiree Benefits Trust Fund: used to accumulate irrevocable contributions for future retiree healthcare costs.

Measurement Focus and Basis of Accounting

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of measurement made, regardless of the measurement focus applied. Revenues in governmental fund financial statements are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District generally considers revenues to be available if they are collected within 60 days of the end of the current fiscal period, with the exception of state apportionment, interest, and reimbursement grants which are considered available as they are collectible within one year.

Government-wide, proprietary, and fiduciary fund financial statements are prepared using the economic resources measurement focus and the accrual basis of accounting. Governmental funds are prepared using the current financial resources measurement focus and the modified accrual basis of accounting. Differences in the accrual and the modified accrual basis of accounting arise in the recognition of revenue, the recording of unavailable revenue, and in the presentation of expenses versus expenditures.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Cash and Cash Equivalents

The District's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition. Cash in the County Treasury is recorded at cost, which approximates fair value.

Receivables

Receivables are generally recorded when the amount is earned and can be estimated. All material receivables are considered fully collectible.

Stores

Stores are presented at the lower of cost or market on an average basis and are expensed when used. Stores inventory consists of expendable supplies held for consumption. At June 30, 2024, the inventory for supplies is $30,486. The inventory for food is $22,314.

Capital Assets

Generally, capital assets result from expenditures in the governmental funds. These assets are reported in the governmental activities column of the statement of net position, but are not reported in the fund financial statements.

Capital assets are capitalized at cost (or estimated historical cost) and updated for additions and retirements during the year. Donated capital assets are recorded at their acquisition value as of the date received. The District maintains a capitalization threshold of $5,000. The District does not own any infrastructure as defined by GASB. Improvements are capitalized; the costs of normal maintenance and repairs that do not add to the value of the asset or materially extend an asset's life are not capitalized.

All reported capital assets except for land, art collection and construction in progress are depreciated. Improvements are depreciated over the remaining useful lives of the related capital assets. Depreciation is computed using the straight-line method over the following useful lives:

Description	Estimated Lives
Buildings and Improvements	35 Years
Furniture and Equipment	5 to 15 Years
Vehicles	8 Years

Right-to-use lease assets are initially measured at the present value of payments expected to be made during the lease term, adjusted for lease payments made at or before the lease commencement date, plus certain initial direct costs. Subsequently, the lease asset is amortized in a systematic and rational manner over the shorter of the lease term or the useful life of the underlying asset.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Capital Assets (Continued)

SBITA assets are initially measured as the sum of the present value of payments expected to be made during the subscription term, payments associated with the SBITA contract made to the SBITA vendor at the commencement of the subscription term, when applicable, and capitalizable implementation costs, less any SBITA vendor incentives received form the SBITA vendor at the commencement of the SBITA term. SBITA assets are amortized in a systematic and rational manner over the shorter of the subscription term or the useful life of the underlying IT assets.

Deferred Outflows/Inflows of Resources

Deferred outflows of resources represent a consumption of net assets that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. Deferred inflows of resources represent an acquisition of net assets or fund balance that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

Deferred Charge on Refunding: A deferred charge on refunding results from the difference in the carrying value of refunded debt and its reacquisition priced. This amount is deferred and amortized over the shorter of the life of the refunded or refunding debt.

Deferred Outflows/Inflows – Other Postemployment Benefits (OPEB): The deferred outflows/inflows of resources related to OPEB results from the effects of actuarially-determined changes to the OPEB plan. These amounts are deferred and amortized as detailed in Note 13 to the financial statements.

Deferred Outflows/Inflows – Pensions: The deferred outflows/inflows of resources related to pensions resulted from District contributions to employee pension plans subsequent to the measurement date of the actuarial valuations for the pension plans and the effects of actuarially-determined changes to the pension plan. These amounts are deferred and amortized as detailed in Note 15 to the financial statements.

Deferred Inflows – Leases: The lease related deferred inflow of resources is recorded in an amount equal to the corresponding lease receivable plus any payments received at or before the start of the lease term that relates to future periods, less any lease incentives paid, to or on behalf of the lessee at or before the commencement of the lease term. The inflow of resources is recognized in a systematic and rational manner over the term of the lease.

Unearned Revenue

Cash received for federal and state special projects and programs is recognized as revenue to the extent that eligibility requirements have been met. Unearned revenue is recorded to the extent cash received on specific projects and programs exceed qualified expenditures.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Compensated Absences

Accumulated unpaid employee vacation benefits are recognized as a liability when incurred in the government-wide financial statements. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

Sick leave benefits are accumulated without limit for each employee. The employees do not gain a vested right to accumulated sick leave, therefore, accumulated employee sick leave benefits are not recognized as a liability of the District. The District's policy is to record sick leave as an operating expense in the period taken. However, unused sick leave is added to the creditable service period for calculation of retirement benefits when the employee retires.

Long-Term Obligations

The District reports long-term debt of governmental funds at face value in the government-wide financial statements. Long-term debt and other obligations financed by proprietary funds are reported as liabilities in the appropriate funds.

Bond premiums and discounts are deferred and amortized over the life of the bonds using the straight-line method. Bonds payable are reported net of the applicable bond premium or discount.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financial sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as expenditures.

Postemployment Benefits Other than Pension (OPEB)

For purposes of measuring the District's OPEB liability related to the OPEB Trust, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the OPEB Trust and additions to/deductions from the OPEB Trust fiduciary net position have been determined on the same basis as they are reported by the trustee. For this purpose, the Trustee recognizes benefit payments when due and payable in accordance with the benefit terms. Investments are reported at fair value, except for money market investments and participating interest earning investment contracts that have a maturity at the time of purchase of one year or less, which are report at cost.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Net Pension Liability

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the California State Teachers' Retirement System (CalSTRS) and the California Public Employees' Retirement System (CalPERS) plan for schools (collectively, the Plans) and additions to/deductions from the Plans' fiduciary net position have been determined on the same basis as they are reported by the Plans. For this purpose, plan contributions are recognized in the payroll period in which they are earned and benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Net Position

Net position represents the difference between assets plus deferred outflows of resources less liabilities and deferred inflows of resources. Net investment in capital assets consists of capital assets, net of accumulated depreciation and amortization, reduced by the outstanding balances of any borrowings used for the acquisition, construction, or improvements of those assets. Net position is reported as restricted when there are limitations imposed on use through external restrictions imposed by donors, grantors, laws, or regulations of other governments or by enabling legislation adopted by the District. The residual balance is classified as unrestricted net position.

Fund Balance Classification

The governmental fund financial statements present fund balance classifications that comprise a hierarchy based on the extent to which the District is bound to honor constraints on the specific purposes for which amounts can be spent. The classifications used in the governmental fund financial statements are as follows:

Nonspendable: This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) are legally or contractually required to be maintained intact.

Restricted: Amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Fund Balance Classification (Continued)

Committed: Amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the District Board of Education. These amounts cannot be used for any other purpose unless the District Board of Education removes or changes the specified use by taking the same formal action (vote or resolution) that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements.

Assigned: Amounts that are constrained by the District's intent to be used for a specific purpose but are neither restricted nor committed. The Board of Education, through a formal action has given authority to the Assistant Superintendent of Administrative Services to assign amounts for a specific purpose that is neither restricted nor committed.

Unassigned: The residual fund balance for the General Fund and all other spendable amounts. The Unassigned classification also includes negative residual fund balance of any other governmental fund that cannot be eliminated by offsetting of Assigned fund balance amounts.

Spending Order Policy

The District considers restricted amounts to have been spent when an expenditure is incurred for purposes for which both restricted and unrestricted net position or fund balance is available.

When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the District's policy considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the Board of Education has provided otherwise in its commitment or assignment functions.

Minimum Fund Balance Policy

The District has adopted a minimum fund balance policy in order to protect against revenue shortfalls and unexpected one-time expenditures. The Board of Education recognizes that good fiscal management comprises the foundational support of the entire District. To make that support as effective as possible, the Board has established a general fund reserve of 6% for economic uncertainty, which exceeds the requirements of law of 3%. The District was unable to meet their policy; however, they still maintained the state recommended reserve.

State Apportionments

Certain current year apportionments from the state are based upon various financial and statistical information of the previous year. Second period to annual corrections for local control funding formula and other state apportionments (either positive or negative) are accrued at the end of the fiscal year.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Property Taxes

Secured property taxes attach as an enforceable lien on property as of January 1st. Taxes are payable in two installments on November 1st and February 1st. Unsecured property taxes are payable in one installment on or before August 31st.

Real and personal property tax revenues are reported in the same manner in which the County auditor records and reports actual property tax receipts to the California Department of Education. This is generally on a cash basis. A receivable has not been recognized in the General Fund for property taxes due to the fact that any receivable is offset by a payable to the state for local control funding formula purposes. Property taxes for debt service purposes are not material and have therefore not been accrued in the government-wide financial statements.

On-Behalf Payments

GAAP requires that direct on-behalf payments for fringe benefits and salaries made by one entity to a third-party recipient for the employees of another, legally separate entity be recognized as revenue and expenditures by the employer government. The state of California makes direct on-behalf payments for retirement benefits to the State Teachers' Retirement System (STRS) on behalf of all school districts in California. The amount of on-behalf payments made for the District has been recorded in the fund financial statements.

Contributed Services

GAAP require that contributions of donated services that create or enhance nonfinancial assets or that require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation, are to be recorded at fair value in the period received. Although the District receives numerous hours of volunteer time, it is not deemed necessary to record these hours on the books of the District based on the above guidelines. In addition, the District receives donations of immaterial equipment and supplies which are not recorded upon receipt.

Classification of Revenues – Proprietary Funds

Proprietary funds distinguish operating revenues from nonoperating revenues. Operating revenues include activities that have the characteristics of exchange transactions, such as food service sales, federal and most state and local grants and contracts, and self-insurance premiums. Nonoperating revenues include activities that have the characteristics of nonexchange transactions that are defined as nonoperating revenues by GASB.

Estimates

The preparation of the financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Reporting Entity

The District is the level of government primarily accountable for activities related to public education. The governing authority consists of elected officials who, together, constitute the Board of Education.

The District considered its financial and operational relationships with potential component units under the reporting entity definition of GASB. The basic, but not the only, criterion for including another organization in the District's reporting entity for financial reports is the ability of the District's elected officials to exercise oversight responsibility over such agencies. Oversight responsibility implies that one entity is dependent on another and a financial benefit or burden relationship is present and that the dependent unit should be reported as part of the other.

Oversight responsibility is derived from the District's power and includes, but is not limited to: financial interdependency; selection of governing authority; designation of management; ability to significantly influence operations; and accountability for fiscal matters.

Due to the nature and significance of their relationship with the District, including ongoing financial support of the District or its other component units, certain organizations warrant inclusion as part of the financial reporting entity. A legally separate, tax-exempt organization should be reported as a component unit of the District if all of the following criteria are met:

- The economic resources received or held by the separate organization are entirely or almost entirely for the direct benefit of the District, its component units, or its constituents.

- The District, or its component units, is entitled to, or has the ability to otherwise access, a majority of the economic resources received or held by the separate organization.

- The economic resources received or held by an individual organization that the District, or its component units, is entitled to, or has the ability to otherwise access, are significant to the District.

Based upon the application of the criteria listed above, the following potential component units have been excluded in the District's reporting entity:

The Burbank Arts and Education Foundation: In October 2020, the Burbank Education Foundation and the Burbank Arts For All Foundation merged to form the Burbank Arts and Education Foundation. The Foundation is a separate nonprofit corporation formed to promote and assist educational, the visual and performing arts programs of the District. The Board of Directors is elected by their own Board and independent of any District Board of Education appointments. The Board is responsible for approving its own budget and accounting and finance related activities. Separate financial statements for the Foundation may be obtained through the District.

NOTE 2 BUDGETS

By state law, the District's Governing Board must approve a budget no later than July 1, using the Single Adoption Budget process. A public hearing must be conducted to receive comments prior to adoption. The District's Governing Board satisfied these requirements. Budgets for all governmental funds were adopted on a basis consistent with GAAP.

These budgets are revised by the District's Governing Board during the year to give consideration to unanticipated income and expenditures. The original and final revised budget for the General Fund is presented in a budgetary comparison schedule in the required supplementary section.

Formal budgetary integration was employed as a management control device during the year for all budgeted funds. Expenditures cannot legally exceed appropriations by major object account.

NOTE 3 DEPOSITS AND INVESTMENTS

Deposits

Custodial Credit Risk

Custodial credit risk is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District has not established a policy for custodial risk that follows requirements as set forth in Education Code 41002.5. As of June 30, 2024, $12,415,843 of the District's bank balance of $12,915,843 was exposed to credit risk, as they are not covered by depository insurance, but with collateral held by the pledging bank's trust department but not in the District's name.

Cash in County

In accordance with Education Code Section 41001, the District maintains substantially all of its cash in the Los Angeles County Treasury as part of the common investment pool. The District is considered an involuntary participant in the investment pool. These pooled funds are carried at amortized cost which approximates fair value. Fair value of pooled investments at June 30, 2024 is measured at 96.17% of amortized cost. The District's deposits in the fund are considered to be highly liquid.

The county is authorized to deposit cash and invest excess funds by California Government Code Sections 53534, 53601, 53635, and 53648. The county is restricted to invest in time deposits, U.S. government securities, state registered warrants, notes, or bonds, State Treasurer's investment pool, bankers' acceptances, commercial paper, negotiable certificates of deposit, and repurchase or reverse repurchase agreements. The funds maintained by the county are either secured by federal depository insurance or are collateralized. The county investment pool is not required to be rated. Interest earned is deposited quarterly into participating funds. Any investment losses are proportionately shared by all funds in the pool.

NOTE 3 DEPOSITS AND INVESTMENTS (CONTINUED)

Cash in County (Continued)

The county investment pool is not registered as an investment company with the Securities and Exchange Commission (SEC) nor is it an SEC Rule 2a7-like pool. California Government Code statutes and the County Board of Supervisors set forth the various investment policies that the County Treasurer follow. The method used to determine the value of the participant's equity withdrawn is based on the book value, which is amortized cost, of the participant's percentage participation on the date of such withdrawals.

The pool sponsor's annual financial report may be obtained from the Los Angeles County Public Affairs Office, Kenneth Hahn Hall of Administration, 500 W. Temple Street, Room 358, Los Angeles, California 90012.

Investments with Fiscal Agent

Investments held by the District's Grantor Trust (the Trust) are limited to those within the terms of the trust agreement, any applicable plan documents and in accordance with California Government Code Sections 16430, 53601 and 53602. The Trust did not violate any provisions of the investment policy during the fiscal year ended June 30, 2024.

Investment Valuation

Investments are measured at fair value on a recurring basis. Recurring fair value measurements are those that GASB require or permit in the statement of net position at the end of each reporting period. Fair value measurements are categorized based on the valuation inputs used to measure an asset's fair value: Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. The District did not have any investments in the Level 2 or 3 category. Investments' fair value measurements at June 30, 2024 are presented below:

Investment	Cost	Fair Value Measurements Level 1
Cash and Cash Equivalents	$ 13,281	$ 13,281
Mutual Fund - Equity	34,823	35,194
Mutual Fund - Corporate Bonds	1,338,599	1,171,908
Closed End Funds - Equity	124,987	193,625
Total	$ 1,511,690	$ 1,414,008

Investments categorized as Level 1 are valued based on prices quoted in active markets for those securities.

NOTE 3 DEPOSITS AND INVESTMENTS (CONTINUED)

Investments with Fiscal Agent (Continued)

Interest Rate Risk

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment the greater the sensitivity of its fair value to changes in market interest rates. The investment policy limits investment maturities to seven years as a means of managing its exposure to fair value losses arising from increasing interest rates.

Credit Risk

Credit risk is the risk that an issuer of an investment will not fulfill its obligations. This is measured by assignment of a rating by a nationally recognized rating organization. U.S. government securities or obligations explicitly guaranteed by the U.S. government are not considered to have credit risk exposure. The District follows Government Code to reduce exposure to investment credit risk. As of June 30, 2024, the Trust's investments in mutual funds are unrated.

Concentration of Credit Risk

Concentration of credit risk is the risk of loss attributed to the magnitude of a government's investment in a single issuer. The District places no limit on the amount that may be invested in any one issuer. In accordance with GASB, the District is exposed to concentration of credit risk whenever an investment in any one issuer exceeds 5%. Investments guaranteed by the U.S. government and investments in mutual funds and external investment pools are excluded from this requirement.

NOTE 4 ACCOUNTS RECEIVABLE

Accounts Receivable	General Fund	Special Reserve Fund for Capital Outlay	Nonmajor Governmental Funds	Total Governmental Funds
Federal and State	$ 13,182,484	$ -	$ 1,480,943	$ 14,663,427
Miscellaneous	2,905,486	202,630	341,031	3,449,147
Total Accounts Receivable	$ 16,087,970	$ 202,630	$ 1,821,974	$ 18,112,574

NOTE 5 INTERFUND TRANSACTIONS

Interfund activity has been eliminated in the Government-wide statements. The following transactions are reported in the fund financial statements.

Interfund Transfers

Interfund transfers consist of operating transfers from funds receiving revenue to funds through which the resources are to be expended. Interfund transfers for the 2023-24 fiscal year are as follows:

Transfer from the General Fund to the Child Development Fund for the Monterey Child Development program and for the Around the Bell program	$ 160,996

NOTE 6 FUND BALANCES

The following amounts were nonspendable, restricted, committed, assigned, or unassigned as shown below:

	General Fund	Special Reserve Fund for Capital Outlay	Nonmajor Governmental Funds	Total Governmental Funds
Nonspendable:				
Cash in Revolving Fund	$ 25,060	$ -	$ -	$ 25,060
Stores	20,292	-	29,069	49,361
Total Nonspendable	45,352	-	29,069	74,421
Restricted:				
General Fund	32,758,348	-	-	32,758,348
Student Activity Fund	-	-	2,455,617	2,455,617
Legally Restricted Programs	-	-	9,250,430	9,250,430
Capital Projects/Facilities	-	13,738,156	13,819,747	27,557,903
Bond Interest Redemption Fund	-	-	14,897,376	14,897,376
Total Restricted	32,758,348	13,738,156	40,423,170	86,919,674
Assigned:				
Special Reserve Capital	-	5,845,593	-	5,845,593
Adult Education	-	-	2,212,089	2,212,089
Cafeteria	-	-	14,167	14,167
Total Assigned	-	5,845,593	2,226,256	8,071,849
Unassigned:				
Economic Uncertainties	6,917,110	-	-	6,917,110
Unassigned/Unappropriated Amount	30,737,880	-	-	30,737,880
Total Unassigned	37,654,990	-	-	37,654,990
Total Fund Balance	$ 70,458,690	$ 19,583,749	$ 42,678,495	$ 132,720,934

NOTE 7 LEASE RECEIVABLE

The District, acting as lessor, leases noncancellable leases of various ground lease properties and facilities under long-term lease agreements. The leases expire on various dates through November 2058. During the year ended June 30, 2024, the District recognized $590,057 and $312,431 in lease revenue and interest revenue, respectively, pursuant to these agreement.

Total future minimum lease payments to be received under the lease agreement are as follows:

Year Ending June 30,	Principal	Interest	Total
2025	$ 434,491	$ 304,740	$ 739,231
2026	442,261	296,969	739,230
2027	338,767	289,584	628,351
2028	345,846	282,504	628,350
2029	353,073	275,277	628,350
2030 - 2034	1,879,175	1,262,577	3,141,752
2035 - 2039	2,083,906	1,057,847	3,141,753
2040 - 2044	2,310,941	830,812	3,141,753
2045 - 2049	2,562,711	579,042	3,141,753
2050 - 2054	2,338,260	324,815	2,663,075
2055 - 2059	2,227,062	79,300	2,306,362
Total	$ 15,316,493	$ 5,583,467	$ 20,899,960

NOTE 8 CAPITAL ASSETS AND DEPRECIATION/AMORTIZATION – SCHEDULE OF CHANGES

Capital asset activity for the year ended June 30, 2024 is shown below:

	Balance July 1, 2023	Additions	Retirements	Balance June 30, 2024
Capital Assets Not Being Depreciated:				
Land	$ 7,621,124	$ -	$ -	$ 7,621,124
Construction in Progress	209,187	-	(209,187)	-
Total Capital Assets Not Being Depreciated	7,830,311	-	(209,187)	7,621,124
Capital Assets Being Depreciated:				
Site Improvements	40,422,548	293,981	-	40,716,529
Building and Improvements	394,769,606	1,709,455	-	396,479,061
Equipment	6,244,962	1,051,522	-	7,296,484
Total Capital Assets Being Depreciated	441,437,116	3,054,958	-	444,492,074
Less Accumulated Depreciation for:				
Site Improvements	14,670,286	1,106,802	-	15,777,088
Building and Improvements	180,514,845	10,287,289	-	190,802,134
Equipment	5,286,240	11,285	-	5,297,525
Total Accumulated Depreciation	200,471,371	11,405,376	-	211,876,747
Total Capital Assets Being Depreciated, Net	240,965,745	(8,350,418)	-	232,615,327
Right-to-Use Lease Assets:				
Equipment	1,365,852	-	(130,882)	1,234,970
Total Right-to-Use Lease Assets	1,365,852	-	(130,882)	1,234,970
Less Accumulated Amortization:				
Equipment	641,989	464,599	(130,882)	975,706
Total Accumulated Amortization	641,989	464,599	(130,882)	975,706
Total Right-to-Use Lease Assets, Net	723,863	(464,599)	-	259,264
Subscription Based Information Technology Arrangement Assets (SBITA):				
SBITA	1,600,303	-	(996,342)	603,961
Total SBITA	1,600,303	-	(996,342)	603,961
Less Accumulated Amortization:				
SBITA	748,814	579,425	(996,342)	331,897
Total SBITA, Net	851,489	(579,425)	-	272,064
Governmental Activities Capital Assets, Net	$ 250,371,408	$ (9,394,442)	$ (209,187)	$ 240,767,779

NOTE 9 LONG-TERM LIABILITIES – SCHEDULE OF CHANGES

A schedule of changes in long-term liabilities for the year ended June 30, 2024 is shown below:

	Balance July 1, 2023	Additions	Reductions	Balance June 30, 2024	Amount Due in One Year
General Obligations Bonds:					
Bond B	$ 1,119,932	$ -	$ 1,119,932	$ -	$ -
Bond C	9,274,478	-	1,979,820	7,294,658	1,911,945
Series 2013 Bond	21,307,990	-	475,000	20,832,990	600,000
Series 2015A Bond	3,670,000	-	-	3,670,000	740,000
Series 2017 Bond	33,516,109	-	890,000	32,626,109	1,265,000
Series 2020 Bond	62,260,000	-	100,000	62,160,000	1,235,000
Accreted Interest:					
Bond B	2,903,432	106,636	3,010,068	-	-
Bond C	19,698,834	1,488,608	4,395,180	16,792,262	4,638,055
Bond 2013	10,169,938	652,072	-	10,822,010	-
Bond 2017	3,630,596	349,064	-	3,979,660	-
Bond Premium:					
Series 2013 Bond Premium	1,264,038	-	3,880	1,260,158	63,952
Series 2015A Bond Premium	655,243	-	211,789	443,454	189,023
Series 2017 Bond Premium	1,826,283	-	103,654	1,722,629	199,013
Total Bonds	171,296,873	2,596,380	12,289,323	161,603,930	10,841,988
Finance Purchase - Direct Borrowing	13,392,623	-	785,809	12,606,814	866,054
Lease Liability	769,403	-	476,291	293,112	164,247
SBITA Liability	499,202	-	273,403	225,799	164,899
Compensated Absences	5,033,956	310,359	-	5,344,315	534,432
Total	$ 190,992,057	$ 2,906,739	$ 13,824,826	$ 180,073,970	$ 12,571,620

Liabilities are liquidated by the General Fund for governmental activities, including finance purchases, leases, SBITAs, and compensated absences. General obligation bond liabilities are liquidated through property tax collections as administered by the County Controller's office through the Bond Interest and Redemption Fund.

NOTE 10 FINANCE PURCHASE

In April 2015, the District entered into a finance purchase agreement in the amount of $11,333,731 to finance the construction and installation of solar systems and other energy conservation measures. Interest payments commenced monthly beginning April 25, 2015 and principal and interest payments commenced monthly beginning March 25, 2016 and through February 25, 2033. Interest is calculated at a rate of 3.52%. The debt is secured by the equipment and any proceeds associated with the equipment. Prepayment is allowed at 102% of the principal component of the payment beginning in March 25, 2016 and through the term of the loan.

NOTE 10 FINANCE PURCHASE (CONTINUED)

In June 2018, the District entered into a finance purchase agreement in the amount of $7,300,000 to finance energy conservation and other Improvements, equipment and fixtures. Principal payments commenced semi-annually beginning June 15, 2019 and each June 15 and December 15, thereafter and through June 15, 2038. Interest is calculated at a rate of 3.75%. Delinquent principal payments include an additional interest rate of 5% per annum. Prepayment is allowed at 102% of the principal component of the payment through the term of the loan.

Total future minimum payments under these agreements are as follows:

Year Ending June 30,	Principal	Interest	Total
2025	$ 866,054	$ 381,006	$ 1,247,060
2026	951,235	354,636	1,305,871
2027	1,041,613	325,686	1,367,299
2028	1,137,464	293,998	1,431,462
2029	1,153,489	259,406	1,412,895
2030 - 2034	5,063,603	801,381	5,864,984
2035 - 2038	2,393,356	230,956	2,624,312
Total	$ 12,606,814	$ 2,647,069	$ 15,253,883

NOTE 11 LEASE PAYABLE

The District leases various office equipment and vehicles under long-term, noncancellable lease agreements. The latest expiration date of June 2028 and the leases were calculated at interest rates ranging from .25% to .47% based on the length of the lease and the District's incremental cost of borrowing. The leased assets and the related accumulated amortization are detailed in Note 8.

Total future minimum lease payments under the lease agreements are as follows:

Year Ending June 30,	Principal	Interest	Total
2025	$ 164,247	$ 5,409	$ 169,656
2026	48,516	3,565	52,081
2027	50,231	1,849	52,080
2028	30,118	262	30,380
Total	$ 293,112	$ 11,085	$ 304,197

NOTE 12 SUBSCRIPTION PAYABLE

The District has entered into subscription based-information technology arrangements (SBITA) for various instructional and administrative software programs. The SBITA arrangements expire at various dates through June 2026 and were calculated at interest rates ranging from 0.47% to 2.88% based on the Daily Treasury Par Yield Curve Rate as of the SBITA commencement date. The SBITA assets and the related accumulated amortization are detailed in Note 8.

Principal and interest requirements to maturity under SBITA agreements are as follows:

Year Ending June 30,	Principal	Interest	Total
2025	$ 164,899	$ 1,670	$ 166,569
2026	60,900	-	60,900
Total	$ 225,799	$ 1,670	$ 227,469

NOTE 13 GENERAL OBLIGATION BONDS

Election 1997

On April 8, 1997, $112,500,000 in general obligation bonds were authorized by an election held within the District. The bonds were authorized to finance the renovation, construction, and modernization of classrooms and school facilities.

Between August 1997 and July 2002, the District issued bonds, Series A – C, totaling $112,494,996. In February 2011, the District issued a refunding bond to refund portions of Series C. As of June 30, 2016, the 2011 Refunding Bond was liquidated.

Capital appreciation bonds were issued as part of Series A, B and C with maturity dates from August 1, 2009 through 2022, August 1, 2011 through 2023, and August 1, 2015 through 2028, respectively. Prior to the applicable maturity date, each bond will accrue accreted interest on the principal components, with all interest accreting through the applicable maturity date and payable only upon maturity or prior payment of the principal component. Accreted interest is accrued and included as an addition in the long-term debt schedule.

Measure S – 2013 General Obligation Bonds

On March 5, 2013, $110,000,000 in general obligation bonds were authorized by an election held within the District. The bonds were authorized to finance the improvement of student safety and security including upgraded fire protection, increased energy efficiency and improved accessibility for students with disabilities.

Between May 2013 and March 2017, the District issued bonds, series 2013, 2015A, and 2017 totaling $109,997,596.

NOTE 13 GENERAL OBLIGATION BONDS (CONTINUED)

Measure S – 2013 General Obligation Bonds (Continued)

Convertible capital appreciation bonds were issued as part of Series 2013, 2015A, and 2017 with maturity dates from August 1, 2033 through February 1, 2038; August 1, 2031 through August 1, 2034; and August 2031 through August 2032, respectively. These bonds converted to current interest bonds on August 1, 2023 (the conversion date). Prior to the conversion date, each bond will accrue accreted interest on the principal component, with all interest accreting through the conversion date and payable only upon maturity or prior payment of the principal component. Accreted interest is accrued and included as an addition in the long-term debt schedule.

Premium is amortized on the effective interest method over the life of the respective bond.

Refunding Bonds – Series 2020

On October 29, 2020 the District issued $62,880,000 in General Obligation Refunding Bonds, Series 2020 (Federally Taxable). The bonds were issued to refund a portion of the outstanding Series 2013 Bonds and a portion of the outstanding 2015A Bonds. The bonds were issued as serial and term bonds with interest rates ranging from 0.369% to 2.484%. The bonds mature beginning on August 1, 2021 with final maturity on August 1, 2034.

The outstanding general obligation bonded debt of the District at June 30, 2024 is:

General Obligation Bonds	Date of Issue	Date of Maturity	Interest Rate	Amount of Original Issue	Outstanding June 30, 2024
Election 1997:					
Series B	8/1/1998	8/1/2023	4.1% - 5.3%	$ 39,996,370	$ -
Accreted Interest					-
Series C	7/1/2002	8/1/2027	3.0% - 5.7%	65,000,839	7,294,658
Accreted Interest					16,792,262
Measure S:					
Series 2013	5/16/2013	2/1/2038	2.5% - 5.0%	40,997,990	20,832,990
Accreted Interest					10,822,010
Series 2015A	8/1/2015	8/1/2034	3.0% - 5.0%	34,998,497	3,670,000
Series 2017	3/15/2017	8/1/2032	3.125% - 5.0%	34,001,109	32,626,109
Accreted Interest					3,979,660
Refunding Bonds					
Series 2020	10/29/2020	8/1/2034	0.369% - 2.484%	62,880,000	62,160,000
Total					158,177,689
Unamortized Bond Premium					3,426,241
Total Bonds Payable					$ 161,603,930

NOTE 13 GENERAL OBLIGATION BONDS (CONTINUED)

The annual debt service requirements to maturity for general obligation bonds are as follows:

1997 Election

Year Ending June 30,	Principal	Accreted Interest	Total
2025	$ 1,911,945	$ 4,638,055	$ 6,550,000
2026	1,846,804	4,888,196	6,735,000
2027	1,791,082	5,133,918	6,925,000
2028	1,744,827	5,375,173	7,120,000
Total	$ 7,294,658	$ 20,035,342	$ 27,330,000

Measure S

Year Ending June 30,	Principal	Current Interest	Accreted Interest	Total
2025	$ 2,605,000	$ 2,736,133	$ -	$ 5,341,133
2026	3,075,000	3,001,525	-	6,076,525
2027	2,430,000	2,863,900	-	5,293,900
2028	2,780,000	2,739,350	-	5,519,350
2029	4,665,000	2,558,925	-	7,223,925
2030 - 2034	25,225,497	9,435,262	7,141,703	41,802,462
2035 - 2039	16,348,602	2,644,363	7,434,198	26,427,163
Total	$ 57,129,099	$ 25,979,458	$ 14,575,901	$ 97,684,458

2020 Refunding

Year Ending June 30,	Principal	Current Interest	Total
2025	$ 1,235,000	$ 1,289,899	$ 2,524,899
2026	1,230,000	1,278,599	2,508,599
2027	2,385,000	1,256,197	3,641,197
2028	2,555,000	1,219,877	3,774,877
2029	7,595,000	1,130,972	8,725,972
2030 - 2034	41,150,000	2,986,735	44,136,735
2035	6,010,000	74,644	6,084,644
Total	$ 62,160,000	$ 9,236,923	$ 71,396,923

NOTE 14 POSTEMPLOYMENT HEALTHCARE BENEFITS

Plan Description

The District administers a single-employer defined benefit healthcare plan (the Retiree Health Plan). Certificated employees may retire and receive District-paid contributions towards healthcare upon attainment of age 55 and completion of 15 years or continuous District service. The District pays the single premium for medical coverage for a retiree until age 65, at which time benefits cease.

NOTE 14 POSTEMPLOYMENT HEALTHCARE BENEFITS (CONTINUED)

Plan Description (Continued)

Classified employees may retire under PERS and receive District-paid statutory minimum benefits under the Public Employees Medical and Hospital Care Act (PEMHCA) for their lifetime, with ongoing benefits to their surviving spouses, if any. For classified employees who have attained age 55 and completed 15 years of service at retirement, the District pays a supplement equal to the highest PEMHCA HMO retiree-only premium plus vision coverage until age 65 or for a minimum of 5 years if retirement occurs after age 60. Retirees may then continue coverage under PEMHCA and receive the statutory minimum for their lifetime. Classified employees hired on or after August 1, 2004 are subject to a medical cap of $3,485. Benefits are prorated for part-time employees based on their full-time equivalency (FTE) at time of retirement.

Management employees may retire and receive District-paid retiree medical, retiree vision, and dependent medical benefits after attainment of age 55 and completion of either 5 years of continuous service in a management, supervisory or confidential position. District-paid benefits continue until age 65 or for a minimum of five years if retirement occurs after age 60.

The Retiree Health Plan does not issue a separate financial report.

Plan Membership

Membership of the plan consisted of the following at June 30, 2024, the date of the latest actuarial valuation.

Participant Type:	Number of Participants
Inactive Participants Currently Receiving Benefits	493
Inactive Participants Entitled to but not yet Receiving Benefit Payments	-
Active Employees	1,647
Total	2,140

Funding Policy

The District funds the cost of retiree benefits on a pay-as-you-go basis. Any contributions toward the unfunded liability are made on a discretionary basis.

During the fiscal year ended June 30, 2024, the District did not contribute to the plan.

The components of the net OPEB liability of the District at June 30, 2024 was as follows:

Net OPEB Liability	Balance June 30, 2024
Total OPEB Liability	$ 72,839,245
Plan Fiduciary Net Position	1,414,008
District's Net OPEB Liability (Asset)	$ 71,425,237

NOTE 14 POSTEMPLOYMENT HEALTHCARE BENEFITS (CONTINUED)

Amortization of Deferred Outflows of Resources and Deferred Inflows of Resources

The deferred outflows of resources related to OPEB resulting from the differences between projected and actual return on investments is amortized over a five-year period on a straight-line basis. The deferred outflows of resources related to OPEB resulting from changes in expected and actual experience and changes in assumptions is amortized on a straight-line basis over a range of 7.4 to 9.8 years.

At June 30, 2024, the District reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between Expected and Actual Experience	$ 3,145,275	$ 4,735,632
Changes in Assumptions or Other Inputs	8,647,702	12,426,719
Differences Between Expected and Actual Return on Investments	270,335	75,998
Total	$ 12,063,312	$ 17,238,349

The first year of amortization is recognized in OPEB expense for the year the change occurs. The remaining amount will be recognized to OPEB expense as follows:

Year Ending June 30,	Amortization
2025	$ 1,119,469
2026	416,071
2027	(177,079)
2028	(188,762)
2029	(1,702,783)
Thereafter	(4,641,953)
Total	$ (5,175,037)

NOTE 14 POSTEMPLOYMENT HEALTHCARE BENEFITS (CONTINUED)

Investments

The plan's policy for allocation of invested assets is established and may be amended by the District's agreement with their Investment Manager. It is the policy of the Investment Manager to pursue an investment strategy that reduces risk through the prudent diversification of the portfolio across a broad selection of specific asset classes. Assets held in the plan may be invested in accordance with California Government Code Sections 53600 through 53622. The investment policy has a long-term focus. It discourages both major shifts of asset class allocations over a short time span and, except for liquidity purposes, the use of cash equivalents. The Investment Manager has established a target net return of 6%. The Members will periodically review the reasonableness of this target rate with the Investment Manager. The table below summarizes the asset allocation strategic parameters.

	Trust Policy	Trust Holdings
Equity	10% (+/- 15%)	11.50%
Fixed Income	90% (+/- 5%)	88.50%
Yield	-	4.30%
Credit Quality	-	A+
Duration Shall not Exceed	7 Years	6.1 Years

At June 30, 2024, all plan investments were in mutual funds. The plan held no investments in any one organization that represented 5% or more of fiduciary net position.

Investment Valuation

Investments are measured at fair value on a recurring basis. Recurring fair value measurements are those that GASB require or permit in the statement of net position at the end of each reporting period. Fair value measurements are categorized based on the valuation inputs used to measure an asset's fair value: Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. The plan's investments' fair value measurements at June 30, 2024 are presented below:

Investment	Cost	Fair Value Measurements Level 1
Cash and Cash Equivalents	$ 13,281	$ 13,281
Mutual Fund - Equity	34,823	35,194
Mutual Fund - Corporate Bonds	1,338,599	1,171,908
Closed End Funds - Equity	124,987	193,625
Total	$ 1,511,690	$ 1,414,008

Actuarial Methods and Assumptions

The District's net OPEB liability (asset) was measured as of June 30, 2024, and the total OPEB liability (asset) used to calculate the net OPEB liability was determined by an actuarial valuation as of June 30, 2024.

NOTE 14 POSTEMPLOYMENT HEALTHCARE BENEFITS (CONTINUED)

Actuarial Methods and Assumptions (Continued)

The total OPEB liability was determined by an actuarial valuation as of June 30, 2024, using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Actuarial Methods and Assumptions	
Valuation Date	June 30, 2024
Measurement Date	June 30, 2024
Inflation	2.50%
Salary Increases	2.75%
Investment Rate of Return	3.94%
Health Care Trend Rate	4%

Mortality rates were based on 2020 CalSTRS Mortality tables for Certificated employees, and 2021 CalPERS Mortality for Miscellaneous and Schools Employees for Classified employees.

The long-term expected rate of return on the plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of investment expenses and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. To achieve the goal set by the investment policy, plan assets will be managed to earn, on a long-term basis, a rate of return equal to or in excess of the target rate of return of 5.0%. Best estimates of arithmetic real rates of return for each major asset class included in the target asset allocation as of June 30, 2024 are as follows:

	Trust Policy	Trust Holdings
Equity	10% (+/- 15%)	11.50%
Fixed Income	90% (+/- 5%)	88.50%
Yield	-	4.30%
Credit Quality	-	A+
Duration Shall not Exceed	7 Years	6.1 Years

The discount rate used to measure the total OPEB liability was 3.94%. The rate was based on the long-term expected rate of return on OPEB plan investments to the extent that the OPEB plan's fiduciary net position is projected to be enough to make projected benefit payments and assets are expected to be invested using a strategy to achieve that return. A yield or index rate for 20-year, tax exempt general obligation municipal bonds with an average rating of AA/Aa or higher was used to the extent that those conditions were not met.

Since the most recent valuation, the following changes have been made:

- The discount rate was changed from 3.65% to 3.94%.

NOTE 14 POSTEMPLOYMENT HEALTHCARE BENEFITS (CONTINUED)

Changes in the Net OPEB Liability (Asset)

	Increase (Decrease)		
	Total OPEB Liability (a)	Plan Fiduciary Net Position (b)	Net OPEB Liability (Asset) (a) - (b)
Balances at June 30, 2023	$ 74,494,162	$ 1,331,805	$ 73,162,357
Changes for the Year:			
Service Cost	3,667,275	-	3,667,275
Interest	2,746,366	-	2,746,366
Difference Between Expected and Actual Experience	-	-	-
Changes in Assumptions	(1,928,075)	-	(1,928,075)
Experience (Gains)/Losses	(3,970,689)	-	(3,970,689)
Investment Gains/(Losses)	-	24,061	(24,061)
Employer Contributions*	-	2,169,794	(2,169,794)
Benefit Payments*	(2,169,794)	(2,169,794)	-
Administrative Expenses	-	(5,000)	5,000
Expected Investment Income	-	63,142	(63,142)
Net Changes	(1,654,917)	82,203	(1,737,120)
Balances at June 30, 2024	$ 72,839,245	$ 1,414,008	$ 71,425,237

* Amount includes implicit subsidy associated with benefits paid.

The following presents the District's net OPEB liability calculated using the discount rate of 3.94% as well as what the net OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.94%) or 1-percentage-point higher (4.94%) than the current rate:

Sensitivity Discount Rate	Net OPEB Liability (Asset)
1% Decrease (2.94%)	$ 80,754,714
Current Discount Rate (3.94%)	71,425,237
1% Increase (4.94%)	63,636,196

The following presents the District's net OPEB liability calculated using the current healthcare cost trend rate of 4.0% , as well as what the net OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower (3.0%) or 1-percentage-point higher (5.0%) than the current rate:

Healthcare Trend Rate	Net OPEB Liability (Asset)
1% Decrease	$ 61,541,381
Current Healthcare Trend Rate	71,425,237
1% Increase	83,835,307

NOTE 14 POSTEMPLOYMENT HEALTHCARE BENEFITS (CONTINUED)

OPEB Expense

For the year ended June 30, 2024, the District recognized OPEB expense of $7,458,896.

NOTE 15 EMPLOYEE RETIREMENT PLANS

Qualified employees are covered under multiple-employer defined benefit pension plans maintained by agencies of the State of California. Academic employees are members of the California State Teachers' Retirement System (CalSTRS) and classified employees are members of the California Public Employees' Retirement System (CalPERS).

As of June 30, 2024, the District's net pension liabilities, deferred outflows of resources, deferred inflows of resources, and pension expense for each of the retirement plans are as follows:

	Net Pension Liability	Deferred Outflows of Resources	Deferred Inflows of Resources	Pension Expense
CalSTRS (STRP)	$ 98,247,690	$ 26,666,368	$ 9,948,656	$ 18,478,349
CalPERS (Schools Pool Plan)	68,271,102	23,441,384	4,796,527	8,900,914
Total	$ 166,518,792	$ 50,107,752	$ 14,745,183	$ 27,379,263

The details of each plan are as follows:

California State Teachers' Retirement System (CalSTRS)

Plan Description

The District contributes to the State Teachers' Retirement Plan (STRP) administered by the California State Teachers' Retirement System (CalSTRS). STRP is a cost-sharing multiple-employer public employee retirement system defined benefit pension plan. Benefit provisions are established by state statutes, as legislatively amended, within the state Teachers' Retirement Law.

NOTE 15 EMPLOYEE RETIREMENT PLANS (CONTINUED)

California State Teachers' Retirement System (CalSTRS) (Continued)

Benefits Provided

The STRP provides retirement, disability and survivor benefits to beneficiaries. Benefits are based on members' final compensation, age, and years of service credit. Members hired on or before December 31, 2012, with five years of credited service are eligible for the normal retirement benefit at age 60. Members hired on or after January 1, 2013, with five years of credited service are eligible for the normal retirement benefit at age 62. The normal retirement benefit is equal to 2.0% of final compensation for each year of credited service. The STRP is comprised of four programs: Defined Benefit Program, Defined Benefit Supplement Program, Cash Balance Benefit Program, and Replacement Benefits Program. The STRP holds assets for the exclusive purpose of providing benefits to members and beneficiaries of these programs. CalSTRS also uses plan assets to defray reasonable expenses of administering the STRP. Although CalSTRS is the administrator of the STRP, the state is the sponsor of the STRP and obligor of the trust. In addition, the state is both an employer and nonemployer contributing entity to the STRP.

The District contributes to the STRP Defined Benefit Program and STRP Defined Benefit Supplement Program, thus disclosures are not included for the other plans.

The STRP provisions and benefits in effect at June 30, 2024 are summarized as follows:

Provisions and Benefits	STRP Defined Benefit Program and Supplement Program	
Hire Date	On or Before December 31, 2012	On or After January 1, 2013
Benefit Formula	2% at 60	2% at 62
Benefit Vesting Schedule	5 Years of Service	5 Years of Service
Benefit Payments	Monthly for Life	Monthly for Life
Retirement Age	60	62
Monthly Benefits as a Percentage of Eligible Compensation	2.0% - 2.4%	2.0% - 2.4%
Required Employee Contribution Rate	10.25%	10.205%
Required Employer Contribution Rate	19.10%	19.10%
Required State Contribution Rate	10.828%	10.828%

Contributions

Required member, District, and State of California contribution rates are set by the California Legislature and Governor and detailed in Teachers' Retirement Law. The contributions rates are expressed as a level percentage of payroll using the entry age normal actuarial method. The contribution rates for each plan for the year ended June 30, 2024 are presented above and the total District contributions were $16,612,212.

NOTE 15 EMPLOYEE RETIREMENT PLANS (CONTINUED)

California State Teachers' Retirement System (CalSTRS) (Continued)

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2024, the District reported a liability for its proportionate share of the net pension liability that reflected a reduction for state pension support provided to the District. The amount recognized by the District as its proportionate share of the net pension liability, the related state support, and the total portion of the net pension liability that was associated with the District were as follows:

	Balance June 30, 2024
District Proportionate Share of the Net Pension Liability	$ 98,247,690
State's Proportionate Share of the Net Pension Liability Associated with the District	47,074,081
Total	$ 145,321,771

The net pension liability was measured as of June 30, 2023. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating school districts and the state, actuarially determined. At June 30, 2023, the District's proportion was 0.129% which is an increase of 0.001% from its proportion measured as of June 30, 2022.

For the year ended June 30, 2024, the District recognized pension expense of $12,074,973 and revenue and corresponding expense of $6,403,376 for contributions provided by the state representing total pension expense of $18,478,349. At June 30, 2024, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Pension Contributions Subsequent to Measurement Date	$ 16,612,212	$ -
Differences Between Expected and Actual Experience	7,720,650	5,256,750
Changes of Assumptions	568,890	-
Changes in Proportion	1,344,076	4,691,906
Net Differences Between Projected and Actual Earnings on Pension Plan Investments	420,540	-
Total	$ 26,666,368	$ 9,948,656

NOTE 15 EMPLOYEE RETIREMENT PLANS (CONTINUED)

California State Teachers' Retirement System (CalSTRS) (Continued)

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)

The deferred outflows of resources related to pensions resulting from District contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2025. The net difference between projected and actual earnings on plan investments is amortized over a five year period on a straight-line basis. All other deferred outflows of resources and deferred inflows of resources are amortized over the expected average remaining service life (EARSL) of the plan participants. The EARSL for the STRP for the June 30, 2023 measurement date is seven years.

The remaining amount will be recognized to pension expense as follows:

Year Ending June 30,	Amortization
2025	$ (3,824,814)
2026	(5,444,313)
2027	7,347,778
2028	(109,560)
2029	743,078
2030	1,393,331
Total	$ 105,500

Actuarial Methods and Assumptions

Total pension liability for STRP was determined by applying update procedures to a financial reporting actuarial valuation as of June 30, 2022, and rolling forward the total pension liability to June 30, 2023. No material changes in assumptions or benefit terms occurred between the actuarial valuation date and the measurement date. The financial reporting actuarial valuation as of June 30, 2022 used the following methods and assumptions, applied to all prior periods included in the measurement:

Valuation Date	June 30, 2022
Measurement Date	June 30, 2023
Experience Study	July 1, 2015 through June 30, 2018
Actuarial Cost Method	Entry Age Normal
Discount Rate	7.10%
Investment Rate of Return	7.10%
Consumer Price Inflation	2.75%
Wage Growth	3.50%

NOTE 15 EMPLOYEE RETIREMENT PLANS (CONTINUED)

California State Teachers' Retirement System (CalSTRS) (Continued)

Actuarial Methods and Assumptions (Continued)

CalSTRS uses a generational mortality assumption, which involves the use of a base mortality table and projection scales to reflect expected annual reductions in mortality rates at each age, resulting in increases in life expectancies each year into the future. The base mortality tables are CalSTRS custom tables derived to best fit the patterns of mortality among its members. The projection scale was set equal to 110% of the ultimate improvement factor from the Mortality Improvement Scale (MP-2019) table, issued by the Society of Actuaries.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. The best estimate ranges were developed using capital market assumptions from CalSTRS investment staff and investment consultants and adopted by the CalSTRS Board in January 2020. Best estimates of 20-year geometrically linked real rates of return and the assumed asset allocation for each major asset class used as input to develop the actuarial investment rate of return are summarized in the following table:

Asset Class	Assumed Asset Allocation	Long-Term Expected Real Rate of Return
Public Equity	38 %	5.25 %
Real Estate	15	4.05
Private Equity	14	6.75
Fixed Income	14	2.45
Risk Mitigating Strategies	10	2.25
Inflation Sensitive	7	3.65
Cash/Liquidity	2	0.05

Discount Rate

The discount rate used to measure the total pension liability was 7.10%, which was unchanged from the prior fiscal year. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and employers will be made at statutory contribution rates. Projected inflows from investment earnings were calculated using the long-term assumed investment rate of return of 7.10% and assume that contributions, benefit payments, and administrative expense occur midyear. Based on these assumptions, the STRP's fiduciary net position was projected to be available to make all projected future benefit payments to current plan members. Therefore, the long-term assumed investment rate of return was applied to all periods of projected benefit payments to determine the total pension liability.

NOTE 15 EMPLOYEE RETIREMENT PLANS (CONTINUED)

California Public Employees Retirement System (CalPERS)

Discount Rate (Continued)

The following presents the District's proportionate share of the net pension liability calculated using the current discount rate as well as what the net pension liability would be if it were calculated using a discount rate that is one percent lower or higher than the current rate:

Discount Rate	Net Pension Liability
1% Decrease	$ 164,802,660
Current Discount Rate	98,247,690
1% Increase	42,966,030

Plan Fiduciary Net Position

Detailed information about the STRP's plan fiduciary net position is available in a separate annual comprehensive financial report on the CalSTRS website. Copies of the CalSTRS annual comprehensive financial report may be obtained from CalSTRS.

California Public Employees Retirement System (CalPERS)

Plan Description

Qualified employees are eligible to participate in the Schools Pool Plan under the California Public Employees' Retirement System (CalPERS), a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by CalPERS. The plan provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Benefit provisions are established by state statutes, as legislatively amended, within the Public Employees' Retirement Law.

Benefits Provided

CalPERS provides service retirement and disability benefits, annual cost of living adjustments, and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of service credit, a benefit factor, and the member's final compensation. Members hired on or before December 31, 2012, with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. Members hired on or after January 1, 2013, with five years of total service are eligible to retire at age 52 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 5 years of service. The Basic Death Benefit is paid to any member's beneficiary if the member dies while actively employed. An employee's eligible survivor may receive the 1957 Survivor Benefit if the member dies while actively employed, is at least age 50 (or 52 for members hired on or after January 1, 2013), and has at least 5 years of credited service. The cost of living adjustments for each plan are applied as specified by the Public Employees' Retirement Law.

NOTE 15 EMPLOYEE RETIREMENT PLANS (CONTINUED)

California Public Employees Retirement System (CalPERS) (Continued)

Benefits Provided (Continued)

The CalPERS provisions and benefits in effect at June 30, 2024 are summarized as follows:

Provisions and Benefits	Schools Pool Plan (CalPERS)	
Hire Date	On or Before December 31, 2012	On or After January 1, 2013
Benefit Formula	2% at 55	2% at 62
Benefit Vesting Schedule	5 Years of Service	5 Years of Service
Benefit Payments	Monthly for Life	Monthly for Life
Retirement Age	55	62
Monthly Benefits as a Percentage of Eligible Compensation	1.1% - 2.5%	1.0% - 2.5%
Required Employee Contribution Rate	7.00%	8.00%
Required Employer Contribution Rate	26.68%	26.68%

Contributions

Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Total plan contributions are determined through the CalPERS annual actuarial valuation process. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees. The contributions rates are expressed as percentage of annual payroll. The contribution rates for each plan for the year ended June 30, 2024 are as presented above and the total District contributions were $10,512,426.

Pension Liabilities, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions

As of June 30, 2024, the District reported net pension liabilities for its proportionate share of the CalPERS net pension liability totaling $68,271,102. The net pension liability was measured as of June 30, 2023. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating school districts, actuarially determined. At June 30, 2023, the District's proportion was 0.1886% which is a decrease of 0.0040% from its proportion measured as of June 30, 2022.

NOTE 15 EMPLOYEE RETIREMENT PLANS (CONTINUED)

California Public Employees Retirement System (CalPERS) (Continued)

Pension Liabilities, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions (Continued)

For the year ended June 30, 2024, the District recognized pension expense of $8,900,914. At June 30, 2024, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Pension Contributions Subsequent to Measurement Date	$ 10,512,426	$ -
Differences Between Expected and Actual Experience	2,491,406	1,048,544
Changes of Assumptions	3,145,222	-
Changes in Proportion	-	3,747,983
Net Differences Between Projected and Actual Earnings on Pension Plan Investments	7,292,330	-
Total	$ 23,441,384	$ 4,796,527

The deferred outflows of resources related to pensions resulting from District contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2025. The net difference between projected and actual earnings on plan investments is amortized over a five year period on a straight-line basis. All other deferred outflows of resources and deferred inflows of resources are amortized over the expected average remaining service life (EARSL) of the plan participants. The EARSL for the CalPERS Schools Pool Plan for the June 30, 2023 measurement date is 3.8 years.

The remaining amount will be recognized in pension expense as follows:

Year Ending June 30,	Amortization
2025	$ 1,487,647
2026	1,052,766
2027	5,365,074
2028	226,944
Total	$ 8,132,431

NOTE 15 EMPLOYEE RETIREMENT PLANS (CONTINUED)

California Public Employees Retirement System (CalPERS) (Continued)

Actuarial Methods and Assumptions

Total pension liability for the Schools Pool Plan was determined by applying update procedures to a financial reporting actuarial valuation as of June 30, 2022, and rolling forward the total pension liability to June 30, 2023. No material changes in assumptions or benefit terms occurred between the actuarial valuation date and the measurement date. The financial reporting actuarial valuation as of June 30, 2022 used the following methods and assumptions, applied to all prior periods included in the measurement:

Valuation Date	June 30, 2022
Measurement Date	June 30, 2023
Experience Study	2000 through 2019
Actuarial Cost Method	Entry Age Normal
Discount Rate	6.90%
Investment Rate of Return	6.90%
Consumer Price Inflation	2.30%
Wage Growth	Varies by Entry Age and Service

Mortality assumptions are based on mortality rates resulting from the most recent CalPERS experience study adopted by the CalPERS Board. For purposes of the post-retirement mortality rates, those rates include generational mortality improvements using 80% of scale MP 2020 published by the Society of Actuaries.

In determining the long-term expected rate of return, CalPERS took into account long-term market return expectations as well as the expected pension fund cash flows. Projected returns for all asset classes are estimated and, combined with risk estimates, are used to project compound (geometric) returns over the long term. The discount rate used to discount liabilities was informed by the long-term projected portfolio return. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class	Assumed Asset Allocation	Long-Term Expected Real Rate of Return
Global Equity - Cap-weighted	30 %	4.54 %
Global Equity - Non-cap-weighted	12	3.84
Private Equity	13	7.28
Treasury	5	0.27
Mortgage-backed Securities	5	0.50
Investment Grade Corporates	10	1.56
High Yield	5	2.27
Emerging Market Debt	5	2.48
Private Debt	5	3.57
Real Assets	15	3.21
Leverage	(5)	(0.59)

NOTE 15 EMPLOYEE RETIREMENT PLANS (CONTINUED)

California Public Employees Retirement System (CalPERS) (Continued)

Discount Rate

The discount rate used to measure the total pension liability was 6.90%, which was unchanged from the prior fiscal year. This rate reflects the long-term expected rate of return for the Schools Pool Plan net of investment expenses and without reduction for administrative expenses. The projection of cash flows used to determine the discount rate assumed the contributions from plan members and employers will be made at statutory contribution rates. Based on these assumptions, the Schools Pool Plan fiduciary net position was projected to be available to make all projected future benefit payments to current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine total pension liability.

The following presents the District's proportionate share of the net pension liability calculated using the current discount rate as well as what the net pension liability would be if it were calculated using a discount rate that is one percent lower or higher than the current rate:

Discount Rate	Net Pension Liability
1% Decrease	$ 98,702,367
Current Discount Rate	68,271,102
1% Increase	43,120,355

Plan Fiduciary Net Position

Detailed information about CalPERS Schools Pool Plan fiduciary net position is available in a separate annual comprehensive financial report available on the CalPERS website. Copies of the CalPERS annual comprehensive financial report may be obtained from CalPERS.

NOTE 16 ALTERNATE PENSION PLANS

Accumulation Program for Part-Time and Limited Service Employees (APPLE)

Plan Description and Contribution Information

The Accumulation Program for Part-Time and Limited Service Employees (APPLE) is a defined contribution plan qualifying under Section 401(a) and Section 501 of the Internal Revenue Code (IRC). The plan covers part-time, seasonal, and temporary employees and employees not covered by Section 3121(b)(7)(F) of the IRC. The benefit provisions and contribution requirements of plan members and the District are established and may be amended by the APPLE Administration Committee. Contributions of 7.5% of covered compensation of eligible employees are made by the employee. Employees receive their contributions plus accumulated earnings upon withdrawal.

NOTE 16 ALTERNATE PENSION PLANS (CONTINUED)

Accumulation Program for Part-Time and Limited Service Employees (APPLE) (Continued)

Plan Description and Contribution Information (Continued)

Contribution by Employee for the Year	$	115,352
Contributions by Employer for the Year	$	-
Pension Expense Recognized by Employer	$	-

Total contributions made are 100% of the amount of contributions required for fiscal year ended June 30, 2024.

NOTE 17 JOINT POWERS AGREEMENTS

The District participates in three joint power agreement (JPA) entities: the West San Gabriel Workers' Compensation JPA (WSGWCJPA), the West San Gabriel Liability and Property JPA (WSGLPJPA), and the Alliance of Schools in Cooperative Insurance Programs (ASCIP).

WSGWCJPA provides workers' compensation coverage for its eight-member school districts. During the year ended June 30, 2024, the District made payments of $2,382,975 to WSGWCJPA for insurance coverage.

WSGLPJPA arranges for and provides property and liability insurance for its ten-member school districts. During the year ended June 30, 2024, the District made payments of $2,238,736 to WSGLPJPA for insurance coverage.

ASCIP provides the District with vision and dental programs. During the year ended June 30, 2024, the District made payments of $185,033 to ASCIPA for insurance coverage.

Each JPA is governed by a board consisting of a representative from each member district. Each governing board controls the operations of its JPA independent of any influence by the District beyond the District's representation on the governing boards.

Each JPA is independently accountable for its fiscal matters and maintains their own accounting records. Budgets are not subject to any approval other than that of the respective governing boards. Member districts share surpluses and deficits proportionately to their participation in the JPA. Separate financial statements for each JPA may be obtained from the respective entity.

The relationships between the District and the JPAs are such that neither JPA is a component unit of the District for financial reporting purposes.

NOTE 18 COMMITMENTS AND CONTINGENCIES

Litigation

The District is involved in claims and legal actions arising in the ordinary course of business, many of which provide for minimal exposure due to insurance coverage. In the opinion of management, the ultimate disposition of these matters will not have a material adverse effect on the District's financial statements.

The District is involved in three claims with a possibility of loss which have not been determined to be covered by insurance as of the report date. The probability of the outcome of the claims is possible with losses in ranged from $1 million to $25 million each. However, should the cases result in an unfavorable outcome to the District, management believes that any judgement amount will be considerably lower than the high range. As the outcome and amount are uncertain, a liability has not been recorded in these financial statements.

The District is involved in two claims with disputed insurance coverage. The probability of the outcome of the claims is possible with losses ranging from $600 thousand to $1.2 million in one case and $4 million to $8 million in the second case. However, should the cases result in an unfavorable outcome to the District, management believes that any judgement amount will be considerably lower than the high range. As the outcome and amount are uncertain, a liability has not been recorded in these financial statements.

State and Federal Allowances, Awards, and Grants

The District has received state and federal funds for specific purposes, including reimbursement of mandated costs, which are subject to review and audit by the grantor agencies. Although such audits could generate expenditure disallowances under terms of the grants, it is believed that any required reimbursement will not be material.

Purchase Commitments

As of June 30, 2024, the District was committed under various capital expenditure purchase agreements for construction and modernization projects totaling approximately $2.1 million. Projects will be funded through the Building Fund.

NOTE 19 DEFICIT NET POSITION

Self-Insurance Fund

The Self-Insurance fund ended the year with a deficit net position of $1,843,515. This deficit was due to the timing of a transfer from the retiree benefit trust fund to cover retiree benefits.

REQUIRED SUPPLEMENTARY INFORMATION

BURBANK UNIFIED SCHOOL DISTRICT
SCHEDULE OF BUDGETARY COMPARISON FOR THE GENERAL FUND
YEAR ENDED JUNE 30, 2024

	Budgetary Amounts		Actual
	Original	Final	Amounts
REVENUES			
Local Control Funding Formula Sources:			
State Apportionments	$ 104,557,211	$ 96,315,926	$ 96,315,926
Local Sources	64,404,857	73,135,834	73,135,834
Total Local Control Funding Formula Sources	168,962,068	169,451,760	169,451,760
Federal Sources	6,444,680	9,214,462	8,801,278
Other State Sources	29,106,886	33,981,528	41,517,947
Other Local Sources	2,968,546	9,089,648	9,630,896
Total Revenues	207,482,180	221,737,398	229,401,881
EXPENDITURES			
Certificated Salaries	94,960,305	88,508,694	88,508,694
Classified Salaries	35,328,776	37,204,754	37,204,754
Employee Benefits	49,460,518	46,816,705	54,353,124
Books and Supplies	14,353,442	7,442,498	7,442,498
Services and Other Operating Expenditures	33,632,597	38,998,765	38,998,764
Capital Outlay	251,966	1,341,589	1,341,589
Other Outgo	2,491,704	1,688,988	1,688,988
Direct Support - Indirect Cost	(1,096,765)	(809,221)	(809,221)
Debt Service	-	1,680,150	1,680,150
Total Expenditures	229,382,543	222,872,922	230,409,340
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(21,900,363)	(1,135,524)	(1,007,459)
OTHER FINANCING USES			
Interfund Transfers Out	(422,919)	(160,996)	(160,996)
Total Other Financing Uses	(422,919)	(160,996)	(160,996)
NET CHANGE IN FUND BALANCE	$ (22,323,282)	$ (1,296,520)	(1,168,455)
Fund Balances - Beginning of Year			71,627,145
FUND BALANCES - END OF YEAR			$ 70,458,690

See accompanying Notes to Required Supplementary Information.

BURBANK UNIFIED SCHOOL DISTRICT
SCHEDULE OF THE DISTRICT'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY
YEARS ENDED JUNE 30, 2024

CalSTRS - STRP	2024	2023	2022	2021	2020
Measurement Date	6/30/2023	6/30/2022	6/30/2021	6/30/2020	6/30/2019
District's Proportion of the Net Pension Liability (NPL)	0.129%	0.128%	0.131%	0.136%	0.137%
District's Proportionate Share of the NPL	$ 98,247,690	$ 88,942,080	$ 59,615,480	$131,796,240	$123,732,920
State's Proportionate Share of the NPL Associated with the District	47,074,081	44,542,454	29,996,822	67,505,113	70,512,560
Total	$145,321,771	$133,484,534	$ 89,612,302	$199,301,353	$194,245,480
District's Covered Payroll	$ 80,835,000	$ 79,146,000	$ 73,047,000	$ 77,210,000	$ 75,200,000
District's Proportionate Share of the NPL as a Percentage of its Covered Payroll	122%	112%	82%	171%	165%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	81%	81%	87%	72%	73%

	2019	2018	2017	2016	2015
Measurement Date	6/30/2018	6/30/2017	6/30/2016	6/30/2015	6/30/2014
District's Proportion of the NPL	0.134%	0.135%	0.140%	0.136%	0.131%
District's Proportionate Share of the NPL	$123,155,380	$124,848,000	$113,233,400	$ 91,560,640	$ 76,552,470
State's Proportionate Share of the NPL Associated with the District	73,859,624	73,859,624	64,471,245	48,425,355	46,226,151
Total	$197,015,004	$198,707,624	$177,704,645	$139,985,995	$122,778,621
District's Covered Payroll	$ 73,600,000	$ 73,600,000	$ 67,800,000	$ 64,300,000	$ 56,000,000
District's Proportionate Share of the NPL as a Percentage of its Covered Payroll	167%	170%	167%	142%	137%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	71%	69%	70%	74%	77%

See accompanying Notes to Required Supplementary Information.

BURBANK UNIFIED SCHOOL DISTRICT
SCHEDULE OF THE DISTRICT'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY
YEARS ENDED JUNE 30, 2024

CalPERS - Schools Pool Plan	2024	2023	2022	2021	2020
Measurement Period	6/30/2023	6/30/2022	6/30/2021	6/30/2020	6/30/2019
District's Proportion of the Net Pension Liability (NPL)	0.1886%	0.1926%	0.2137%	0.2143%	0.2191%
District's Proportionate Share of the NPL	$ 68,271,102	$ 66,271,898	$ 43,454,681	$ 65,753,832	$ 63,855,055
District's Covered Payroll	$ 32,513,000	$ 33,316,000	$ 30,570,000	$ 31,285,000	$ 30,700,000
District's Proportionate Share of the NPL as a Percentage of its Covered Payroll	210%	199%	142%	210%	208%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	70%	70%	81%	70%	70%

	2019	2018	2017	2016	2015
Measurement Period	6/30/2018	6/30/2017	6/30/2016	6/30/2015	6/30/2014
District's Proportion of the NPL	0.2198%	0.2183%	0.2159%	0.2166%	0.2172%
District's Proportionate Share of the NPL	$ 58,605,600	$ 52,113,972	$ 42,640,384	$ 31,927,054	$ 24,657,488
District's Covered Payroll	$ 28,900,000	$ 28,600,000	$ 26,100,000	$ 24,200,000	$ 21,300,000
District's Proportionate Share of the NPL as a Percentage of its Covered Payroll	203%	182%	163%	132%	116%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	71%	72%	74%	79%	83%

See accompanying Notes to Required Supplementary Information.

BURBANK UNIFIED SCHOOL DISTRICT
SCHEDULE OF DISTRICT CONTRIBUTIONS
YEARS ENDED JUNE 30, 2024

CalSTRS - STRP	2024	2023	2022	2021	2020
Contractually Required Contribution	$ 16,612,212	$ 15,439,598	$ 13,391,533	$ 11,797,073	$ 13,202,547
Contributions in Relation to the Contractually Required Contribution	16,612,212	15,439,598	13,391,533	11,797,073	13,202,547
Contribution Deficiency (Excess)	$ -	$ -	$ -	$ -	$ -
District's Covered Payroll	$ 86,975,000	$ 80,835,000	$ 79,146,000	$ 73,047,000	$ 77,210,000
Contributions as a Percentage of Covered Payroll	19.10%	19.10%	16.92%	16.15%	17.10%

	2019	2018	2017	2016	2015
Contractually Required Contribution	$ 12,240,467	$ 10,619,489	$ 9,259,795	$ 7,279,029	$ 5,708,080
Contributions in Relation to the Contractually Required Contribution	12,240,467	10,619,489	9,259,795	7,279,029	5,708,080
Contribution Deficiency (Excess)	$ -	$ -	$ -	$ -	$ -
District's Covered Payroll	$ 75,200,000	$ 73,600,000	$ 73,600,000	$ 67,800,000	$ 64,300,000
Contributions as a Percentage of Covered Payroll	16.28%	14.43%	12.58%	10.73%	8.88%

See accompanying Notes to Required Supplementary Information.

BURBANK UNIFIED SCHOOL DISTRICT
SCHEDULE OF DISTRICT CONTRIBUTIONS (CONTINUED)
YEARS ENDED JUNE 30, 2024

CalPERS - Schools Pool Plan	2024	2023	2022	2021	2020
Contractually Required Contribution	$ 10,512,426	$ 8,248,365	$ 7,632,681	$ 6,328,053	$ 6,169,553
Contributions in Relation to the Contractually Required Contribution	10,512,426	8,248,365	7,632,681	6,328,053	6,169,553
Contribution Deficiency (Excess)	$ -	$ -	$ -	$ -	$ -
District's Covered Payroll	$ 39,402,000	$ 32,513,000	$ 33,316,000	$ 30,570,000	$ 31,285,000
Contributions as a Percentage of Covered Payroll	26.68%	25.37%	22.91%	20.70%	19.72%

	2019	2018	2017	2016	2015
Contractually Required Contribution	$ 5,553,146	$ 4,487,272	$ 3,969,039	$ 3,089,291	$ 2,874,389
Contributions in Relation to the Contractually Required Contribution	5,553,146	4,487,272	3,969,039	3,089,291	2,874,389
Contribution Deficiency (Excess)	$ -	$ -	$ -	$ -	$ -
District's Covered Payroll	$ 30,700,000	$ 28,900,000	$ 28,600,000	$ 26,100,000	$ 24,200,000
Contributions as a Percentage of Covered Payroll	18.06%	15.53%	13.89%	11.85%	11.77%

See accompanying Notes to Required Supplementary Information.

BURBANK UNIFIED SCHOOL DISTRICT
SCHEDULE OF CHANGES IN THE NET OPEB LIABILITY AND RELATED RATIOS
YEARS ENDED JUNE 30, 2024

Total OPEB Liability	2024	2023	2022	2021	2020	2019	2018	2017
Service Cost	$ 3,667,275	$ 3,659,840	$ 4,237,319	$ 4,086,126	$ 2,512,624	$ 2,439,441	$ 1,355,260	$ 1,315,786
Interest	2,746,366	2,552,197	1,732,827	1,671,505	1,923,092	1,928,343	2,508,707	2,360,547
Difference Between Expected and Actual Experience	(3,970,689)	-	2,382,848	156,686	3,116,336	(6,252,533)	-	-
Changes in Assumptions	(1,928,075)	(1,066,496)	(14,199,566)	425,765	12,240,624	15,297,309	-	-
Benefit Payments*	(2,169,794)	(1,834,822)	(2,149,555)	(2,033,251)	(1,687,738)	(1,578,458)	(1,462,800)	(958,527)
Net Change in Total OPEB Liability	(1,654,917)	3,310,719	(7,996,127)	4,306,831	18,104,938	11,834,102	2,401,167	2,717,806
Total OPEB Liability - Beginning	74,494,162	71,183,443	79,179,570	74,872,739	56,767,801	44,933,699	42,532,532	39,814,726
Total OPEB Liability - Ending (a)	$ 72,839,245	$ 74,494,162	$ 71,183,443	$ 79,179,570	$ 74,872,739	$ 56,767,801	$ 44,933,699	$ 42,532,532
Plan Fiduciary Net Position	**2024**	**2023**	**2022**	**2021**	**2020**	**2019**	**2018**	**2017**
Contributions - Employer*	$ 2,169,794	$ 268,316	$ 1,222,201	$ 503,251	$ 297,738	$ 220,489	$ 1,363,850	$ 1,913,143
Net Investment Income (Loss)	87,203	40,256	(337,764)	376,164	415,076	446,181	93,836	188,955
Benefit Payments*	(2,169,794)	(1,834,822)	(2,149,555)	(2,033,251)	(1,687,738)	(1,578,458)	(1,462,800)	(958,527)
Administrative Expense	(5,000)	(6,154)	(6,166)	(5,000)	(9,017)	(5,371)	(8,086)	(7,802)
Net Change in Plan Fiduciary Net Position	82,203	(1,532,404)	(1,271,284)	(1,158,836)	(983,941)	(917,159)	(13,200)	1,135,769
Plan Fiduciary Net Position - Beginning	1,331,805	2,864,209	4,135,493	5,294,329	6,278,270	7,195,429	7,208,629	6,072,860
Plan Fiduciary Net Position - Ending (b)	$ 1,414,008	$ 1,331,805	$ 2,864,209	$ 4,135,493	$ 5,294,329	$ 6,278,270	$ 7,195,429	$ 7,208,629
Net OPEB Liability (Asset) - Ending (a) - (b)	$ 71,425,237	$ 73,162,357	$ 68,319,234	$ 75,044,077	$ 69,578,410	$ 50,489,531	$ 37,738,270	$ 35,323,903
Plan Fiduciary Net Position as a Percentage of the Total OPEB Liability	1.94%	1.79%	4.02%	5.22%	7.07%	11.06%	16.01%	16.95%
Covered Payroll	$ 123,779,540	$ 120,760,527	$ 117,815,148	$ 114,941,608	$ 111,865,312	$ 108,871,350	$ 105,700,340	$ 108,080,227
Net OPEB Liability (Asset) as a Percentage of Covered Payroll	57.70%	60.58%	57.99%	65.29%	62.20%	46.38%	35.70%	32.68%

* Amount includes implicit subsidy associated with benefits paid.

Note: Accounting standards require presentation of 10 years of information. However, the information in the schedule is not required to be presented retroactively. Years will be added to this schedule as future data becomes available.

See accompanying Notes to Required Supplementary Information.

BURBANK UNIFIED SCHOOL DISTRICT
SCHEDULE OF POSTEMPLOYMENT HEALTHCARE BENEFITS
EMPLOYER CONTRIBUTIONS
YEARS ENDED JUNE 30, 2024

OPEB Contributions	2024 *	2023 *	2022 *	2021 *	2020 *	2019	2018	2017
Actuarially Determined Contribution (ADC)	$ -	$ -	$ -	$ -	$ -	$ 3,280,900	$ 3,295,674	$ 3,082,097
Contributions in Relation to the ADC	-	-	-	-	-	220,489	1,363,850	1,363,850
Contribution Deficiency (Excess)	$ -	$ -	$ -	$ -	$ -	$ 3,060,411	$ 1,931,824	$ 1,718,247
District's Covered Payroll	$ -	$ -	$ -	$ -	$ -	$ 108,871,350	$ 105,700,340	$ 105,700,340
Contributions as a Percentage of Covered Payroll		n/a	n/a	n/a	n/a	0.20%	1.29%	1.29%

* An Actuarially Determined Contribution (ADC) was not calculated for years subsequent to 2019.

See accompanying Notes to Required Supplementary Information.

BURBANK UNIFIED SCHOOL DISTRICT
SCHEDULE OF POSTEMPLOYMENT HEALTHCARE BENEFITS
MONEY-WEIGHTED RATE OF RETURN ON PLAN ASSETS
YEARS ENDED JUNE 30, 2024

	2024	2023	2022	2021	2020	2019	2018	2017
Annual Money-Weighted Rate of Return, Net of Investment Expense	6.60%	1.64%	-10.73%	7.45%	4.50%	7.45%	2.70%	2.96%

Note: Accounting standards require presentation of 10 years of information. However, the information in this schedule is not required to be presented retroactively. Years will be added to this schedule as future data becomes available.

See accompanying Notes to Required Supplementary Information.

NOTE 1 PURPOSE OF SCHEDULES

Schedule of Budgetary Comparison for the General

A budgetary comparison is presented for the general fund that has a legally adopted annual budget. This schedule presents the budget as originally adopted, the revised budget as of the fiscal year-end, actual amounts at fiscal year-end, and any adjustments needed to present the amounts in accordance with accounting principles generally accepted in the United States of America (GAAP).

Schedules of District's Proportionate Share of the Net Pension Liability – CalSTRS (STRP) and CalPERS (Schools Pool Plan)

The schedule presents information on the District's proportionate share of the net pension liability, the plans' fiduciary net position and, when applicable, the state's proportionate share of the net pension liability associated with the District for the last 10 years.

Benefit changes – None

Changes of Assumptions:

June 30, 2023 Measurement Period:

CalPERS Board adopted new mortality assumptions and new mortality tables for the plan. Assumption for inflation rate was in/decreased from 2.3% to 2.5%. A new discount rate was applied increasing the rate from 3.65% to 3.94%.

June 30, 2022 Measurement Period:

CalPERS Board adopted new mortality assumptions and new mortality tables for the plan. Assumption for inflation rate was reduced from 2.50% to 2.30%. A new discount rate was applied decreasing the rate from 7.15% to 6.90%.

June 30, 2020 Measurement Period:

CalSTRS Board adopted a new experience study which updated assumptions for termination rates and service rates.

June 30, 2019 Measurement Period:

CalPERS Board adopted new mortality assumptions for the plan. Assumption for inflation rate was reduced from 2.75% to 2.50%. Assumption for individual salary increases and overall payroll growth was reduced from 3.00% to 2.75%.

June 30, 2018 Measurement Period:

CalSTRS Board adopted new mortality assumptions and new mortality tables for the plan. Assumption for inflation rate was reduced from 3.00% to 2.75%. Assumption for payroll growth was reduced from 3.75% to 3.50%. CalPERS applied a new discount rate decreasing the rate from 7.65% to 7.15%.

June 30, 2016 Measurement Period:

CalPERS applied a new discount rate increasing the rate from 7.50% to 7.65%.

NOTE 1 PURPOSE OF SCHEDULES (CONTINUED)

Schedules of District Contributions – CalSTRS (STRP) and CalPERS (Schools Pool Plan)

The schedule presents information on the District's required contribution, the amounts actually contributed and any excess or deficiency related to the required contribution for the last 10 years.

Schedule of Changes in the Net OPEB Liability and Related Ratios

The schedule is intended to show trends about the changes in the District's actuarially determined liability for postemployment benefits other than pensions.

Benefit Changes – None.

Changes in Assumptions:

2023-24

The discount rate was changed from 3.65% to 3.94%

2022-23

The discount rate was changed from 3.54% to 3.65%

2021-22

The discount rate was changed from 2.16% to 3.54%

2020-21

The discount rate was changed from 2.20% to 2.16%.

2019-20

The discount rate was changed from 3.36% to 2.20%. The healthcare trend rate was changed from 4.90% to 4.00%. Assumed rates of retirement, termination, and mortality have been updated to align with those currently being used by the statewide pension system.

2018-19

The discount rate was changed from 6.00% to 3.36%. The healthcare trend rate was changed from 6.00% decreasing to 5.00% to 4.90%.

2017-18

The discount rate was changed from 3.13% to 3.62%.

NOTE 1 PURPOSE OF SCHEDULES (CONTINUED)

Schedule of Postemployment Healthcare Benefits Employer Contributions

The schedule is intended to show trends about the amounts contributed in relation to the actuarially determined contribution.

Benefit Changes: None

Changes in Assumptions:

2018-2019

The discount rate was changed from 6.00% to 3.91%

Mortality rates were based on 2020 CalSTRS Mortality tables for Certificated employees, and 2017 CalPERS Mortality for Miscellaneous and Schools Employees for Classified employees.

Schedule of Postemployment Healthcare Benefits Money-Weighted Rate of Return on Plan Assets

The schedule is intended to show trends about the rate of return on plan assets.

NOTE 2 EXCESS OF EXPENDITURES OVER APPROPRIATIONS

Excesses of expenditures over appropriations, by major object accounts, occurred in the General Fund as follows:

Object Account	Amount
Employee Benefits	$ (7,536,419)

The excess of expenditures over appropriations for employee benefits is due to the exclusion of the STRS on-behalf contribution from the budget.

SUPPLEMENTARY INFORMATION

BURBANK UNIFIED SCHOOL DISTRICT
SCHEDULE OF AVERAGE DAILY ATTENDANCE
YEAR ENDED JUNE 30, 2024

The requirements governing ADA, admission of pupils, types of schools, recording and reporting of pupil attendance, and similar matters are controlled by provisions of the Education Code and by regulations of the California Department of Education.

ADA statistics reported to the state for the fiscal year ended June 30, 2024 are as follows:

	Second Period Certificate # 71773CA9	Adjustments	Revised Second Period Adjusted	Annual Certificate # A54A4AFA	Adjustments	Annual Adjusted
Grades Transitional Kindergarten Through Third:						
Regular ADA	3,674.04	-	3,674.04	3,683.27	-	3,683.27
Extended Year Special Education	15.67	-	15.67	15.67	-	15.67
Special Education - Nonpublic, Nonsectarian Schools	0.96	-	0.96	1.14	-	1.14
Total Grades Transitional Kindergarten Through Third ADA	3,690.67	-	3,690.67	3,700.08	-	3,700.08
Grades Four Through Six:						
Regular ADA	2,829.79	-	2,829.79	2,839.01	-	2,839.01
Extended Year Special Education	4.12	-	4.12	4.12	-	4.12
Special Education - Nonpublic, Nonsectarian Schools	3.10	-	3.10	3.19	-	3.19
Extended Year Special Education - Nonpublic, Nonsectarian schools	0.03	-	0.03	0.03	-	0.03
Total Grades Four Through Six ADA	2,837.04	-	2,837.04	2,846.35	-	2,846.35
Grades Seven and Eight:						
Regular ADA	2,102.73	-	2,102.73	2,107.82	-	2,107.82
Extended Year Special Education	2.88	-	2.88	2.88	-	2.88
Special Education - Nonpublic, Nonsectarian Schools	2.86	-	2.86	3.03	-	3.03
Extended Year Special Education - Nonpublic, Nonsectarian schools	0.05	-	0.05	0.05	-	0.05
Community Day School	0.63	-	0.63	0.77	-	0.77
Total Grades Seven and Eight ADA	2,109.15	-	2,109.15	2,114.55	-	2,114.55
Grades Nine Through Twelve:						
Regular ADA	4,776.94	(0.30)	4,776.64	4,767.24	(0.23)	4,767.01
Extended Year Special Education	11.52	-	11.52	11.52	-	11.52
Special Education - Nonpublic, Nonsectarian Schools	14.31	-	14.31	14.78	-	14.78
Extended Year Special Education - Nonpublic, Nonsectarian schools	0.33	-	0.33	0.33	-	0.33
Community Day School	15.85	-	15.85	15.13	-	15.13
Total Grades Nine Through Twelve ADA	4,818.95	(0.30)	4,818.65	4,809.00	(0.23)	4,808.77
Total ADA	13,455.81	(0.30)	13,455.51	13,469.98	(0.23)	13,469.75

See accompanying Notes to Supplementary Information.

BURBANK UNIFIED SCHOOL DISTRICT
SCHEDULE OF INSTRUCTIONAL TIME
YEAR ENDED JUNE 30, 2024

Grade Level	Minutes Requirement	Minutes Offered	Status	Days Offered Traditional	Status
Kindergarten	36,000	36,424	In Compliance	180	In Compliance
Grade 1	50,400	51,136	In Compliance	180	In Compliance
Grade 2	50,400	51,136	In Compliance	180	In Compliance
Grade 3	50,400	51,136	In Compliance	180	In Compliance
Grade 4	54,000	54,001	In Compliance	180	In Compliance
Grade 5	54,000	54,001	In Compliance	180	In Compliance
Grade 6	54,000	54,001	In Compliance	180	In Compliance
Grade 7	54,000	54,001	In Compliance	180	In Compliance
Grade 8	54,000	54,001	In Compliance	180	In Compliance
Grade 9	64,800	64,730	Not In Compliance	180	In Compliance
Grade 10	64,800	64,730	Not In Compliance	180	In Compliance
Grade 11	64,800	64,730	Not In Compliance	180	In Compliance
Grade 12	64,800	64,730	Not In Compliance	180	In Compliance

See accompanying Notes to Supplementary Information.

BURBANK UNIFIED SCHOOL DISTRICT
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED JUNE 30, 2024

Federal Grantor/Pass-Through Grantor/ Program or Cluster Title	Federal Assistance Listing Number	Pass-Through Entity Identifying Number	Total Federal Expenditures	Passed Through to Subrecipients
United States Department of Agriculture				
Pass-Through Program From California Department of Education:				
Child Nutrition Cluster:				
Child Nutrition Program - Basic Breakfast	10.553	13525	$ 577,981	$ -
Child Nutrition Program - Especially Needy Breakfast	10.553	13526	182,863	-
Child Nutrition Program - Lunch	10.555	13396	1,601,810	-
Child Nutrition Program: Meal Supplements in National School Lunch Program	10.555	13755	898,372	-
Child Nutrition Program - SNP COVID-19 Emergency Operational Costs Reimbursement (ECR)	10.555	15637	142,075	-
Child Nutrition Program - Commodities	10.555	13396	398,988	-
Total Child Nutrition Cluster			3,802,089	-
Child Nutrition: Child and Adult Care Food Program	10.558	13393	29,564	-
CACFP COVID-19 Emergency Operational Costs Reimbursement (ECR)	10.558	15577	5,461	-
Total Child and Adult Care Food Program			35,025	-
Total United States Department of Agriculture			3,837,114	-
United States Department of Education				
Pass-Through Program From Foothill-SELPA				
Special Education Cluster:				
IDEA: Local Assistance Entitlement, Part B, Sec 611 (Formerly 94-142)	84.027	13379	3,192,481	-
IDEA: Local Private Schools	84.027	10115	35,023	-
IDEA: Mental Health Services, Part B, Sec 611	84.027	15197	172,241	-
IDEA: We Can Work	84.027	01110	357,301	-
Subtotal: Assistance Listing #84.027			3,757,046	-
IDEA: Preschool Grants	84.173	13430	71,047	-
IDEA: Preschool Staff Development	84.173	13431	739	-
Total Special Education Cluster			3,828,832	-
Pass-Through Programs From the California Department of Education				
Education Stabilization Fund (ESF):				
COVID-19 - Elementary and Secondary School Emergency Relief (ESSERII)	84.425D	15517	74,150	-
COVID-19 - Elementary and Secondary School Emergency Relief (ESSER III)	84.425D	15559	1,381,117	-
COVID-19 - Elementary and Secondary				
COVID-19 - American Rescue Plan - Homeless Children and Youth II (ARP HCY II)	84.425U	15566	9,774	-
Subtotal: Education Stabilization Fund (ESF)			1,465,041	-
Title III, Language Acquisition Grants:				
Title III, Limited English Proficiency	84.365	15146	254,548	-
Title III, Immigrant Education	84.365	14346	60,508	-
Total Title III, Language Acquisition Grants			315,056	-
Adult Education Basic Grants to States:				
Adult Basic Education & ELA	84.002	14508	273,123	-
Adult Education: Adult Secondary Education, Section 231	84.002	13978	150,774	-
English Literacy and Civics Education	84.002	14109	125,419	-
Total Adult Education Basic Grants to States			549,316	-

See accompanying Notes to Supplementary Information.

BURBANK UNIFIED SCHOOL DISTRICT
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (CONTINUED)
YEAR ENDED JUNE 30, 2024

Federal Grantor/Pass-Through Grantor/ Program or Cluster Title	Federal Assistance Listing Number	Pass-Through Entity Identifying Number	Total Federal Expenditures	Passed Through to Subrecipients
United States Department of Education (Continued)				
Pass-Through Programs From the California Department of Education				
Title I, Part A, Basic Grants Low-Income and Neglected	84.010	14239	$ 1,630,115	$ -
Title I, School Improvement Funding	84.010	15438	23,260	-
Subtotal: Assistance Listing #84.010			1,653,375	-
Title II, Supporting Effective Instruction	84.367	14341	376,235	-
Title IV, Part A, Student Support and Academic Enrichment Grants	84.424	15396	106,783	-
Carl D. Perkins Career and Technical Education: Secondary, Section 131	84.048	14894	100,148	-
Total United States Department of Education			8,394,786	-
United States Department of Health and Human Services				
Pass-Through Program From California Department of Education:				
Child Development - Federal Child Care Cluster:				
Child Development - Federal Child Care	93.596	13609	140,253	-
Early Education: ARP California State Preschool Program One-time Stipend	93.575	15640	23,452	-
COVID-19 - Child Development - ARP One-Time Stipend	93.575	15640	97,784	-
Total Child Development - Federal Child Care Cluster			261,489	-
Total United States Department of Health and Human Services			261,489	-
Federal Communications Commission				
Emergency Connectivity Fund	32.009	(1)	955,807	-
Total Federal Communications Commission			955,807	-
Total Federal Programs Expenditures			$ 13,449,196	$ -
Reconciliation to Federal Revenue				
Total Federal Program Expenditures			$ 13,449,196	$ -
Revenues in Excess (Deficiency) of Expenditures Related to Federal Entitlements:				
Child Care and Development from CA Department of Social Services	93.575	10163	13,243	-
Child Development: Federal General Child Care and Dev (CCTR)	93.596	13609	54,170	-
Child Development - ARP One-Time Stipend	93.575	15640	(23,452)	-
Child Nutrition Program - SNP COVID-19 Emergency Operational Costs Reimbursement (ECR)	10.555	15637	(142,075)	-
Child Nutrition: Child and Adult Care Food Program COVID-19 Emergency Operational Costs Reimbursement (ECR)	10.558	13393	(5,461)	-
Total Federal Program Revenue			$ 13,345,621	$ -

The District is the recipient of a federal program that does not result in cash receipts or disbursements. The District was granted $398,988 of commodities under the National School Lunch Program (Assistance Listing #10.555).

See accompanying Notes to Supplementary Information.

BURBANK UNIFIED SCHOOL DISTRICT
SCHEDULE OF FINANCIAL TRENDS AND ANALYSIS
YEAR ENDED JUNE 30, 2024

	2025 (Budgeted)	2024	2023	2022
Total Revenues	$ 204,721,469	$ 229,401,881	$ 240,664,757	$ 211,977,851
Total Expenditures	222,667,903	230,409,340	207,123,765	204,517,468
Other Financing Sources (Uses)	(65,000)	(160,996)	384,367	(545,425)
Change in Fund Balance	(18,011,434)	(1,168,455)	33,925,359	6,914,958
Ending Fund Balance	$ 52,447,256	$ 70,458,690	$ 71,627,145	$ 37,701,786
Available Reserve	$ 32,361,751	$ 37,654,990	$ 12,404,364	$ 12,303,774
Available Reserve %	15%	16%	6%	6%
ADA - P2	13,625	13,456	13,434	13,266
Total Long-Term Debt	$ 144,154,630	$ 180,073,970	$ 190,992,057	$ 367,820,072

Available reserves are those amounts reserved for economic uncertainty and any other remaining unassigned fund balance from the General Fund.

The 2025 budget is the original budget adopted by the Board of Education on June 20, 2024.

For a District this size, the state recommends 3% of total General Fund expenditures, transfers out and other uses. For the year ended June 30, 2024, the District has met this requirement.

See accompanying Notes to Supplementary Information.

BURBANK UNIFIED SCHOOL DISTRICT
SCHEDULE OF CHARTER SCHOOLS
YEAR ENDED JUNE 30, 2024

The District is not the granting agency for any Charter Schools.

See accompanying Notes to Supplementary Information.

BURBANK UNIFIED SCHOOL DISTRICT
RECONCILIATION OF THE ANNUAL FINANCIAL AND BUDGET REPORT
WITH THE AUDITED FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2024

Differences between the fund balances reported on the June 30, 2024 Annual Financial and Budget Report for the governmental funds and the audited financial statements are as follows:.

	General Fund	Nonmajor Governmental Funds: Building Fund	Nonmajor Governmental Funds: Student Activity Fund	Nonmajor Governmental Funds: Retiree Benefits Trust Fund
June 30, 2024 Annual Financial and Budget Report Fund Balance	$ 70,330,632	$ 4,544,160	$ -	$ 1,331,805
Adjustments and Reclassifications:				
Post-Closing Adjustment to Cash	-	-	2,457,572	-
Post-Closing Adjustment to Other Current Assets	-	-	(1,955)	-
Post-Closing Adjustment to Investments With Fiscal Agent	-	-	-	82,203
Post-Closing Adjustment to Lessor Receivable	(461,999)	-	-	-
Post-Closing Adjustment to Deferred Inflow of Resources	590,057	-	-	-
Adjustment to Accounts Payable	-	(348,435)	-	-
June 30, 2024 Audited Financial Statement Fund Balance	$ 70,458,690	$ 4,195,725	$ 2,455,617	$ 1,414,008

See accompanying Notes to Supplementary Information.

BURBANK UNIFIED SCHOOL DISTRICT
COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS
JUNE 30, 2024

	Student Activity Fund	Adult Education Fund	Child Development Fund	Cafeteria Fund	Deferred Maintenance Fund	Building Fund	Capital Facilities Fund	Bond Interest and Redemption Fund	Total Nonmajor Governmental Funds
ASSETS									
Cash in County Treasury	$ -	$ 3,844,465	$ 736,105	$ 5,731,790	$ 498,161	$ 4,692,223	$ 9,319,611	$ 14,897,376	$ 39,719,731
Cash on Hand and in Banks	2,455,617	-	-	270,984	-	-	-	-	2,726,601
Accounts Receivable	-	826,752	61,308	752,042	5,443	51,662	124,767	-	1,821,974
Stores	-	-	-	29,069	-	-	-	-	29,069
Total Assets	$ 2,455,617	$ 4,671,217	$ 797,413	$ 6,783,885	$ 503,604	$ 4,743,885	$ 9,444,378	$ 14,897,376	$ 44,297,375
LIABILITIES AND FUND BALANCES									
LIABILITIES									
Accounts Payable	$ -	$ 260,049	$ 292,659	$ 94,767	$ 323,860	$ 548,160	$ 100	$ -	$ 1,519,595
Unearned Revenue	-	-	59,914	39,371	-	-	-	-	99,285
Total Liabilities	-	260,049	352,573	134,138	323,860	548,160	100	-	1,618,880
FUND BALANCES									
Nonspendable	-	-	-	29,069	-	-	-	-	29,069
Restricted	2,455,617	2,199,079	444,840	6,606,511	179,744	4,195,725	9,444,278	14,897,376	40,423,170
Assigned	-	2,212,089	-	14,167	-	-	-	-	2,226,256
Total Fund Balances	2,455,617	4,411,168	444,840	6,649,747	179,744	4,195,725	9,444,278	14,897,376	42,678,495
Total Liabilities and Fund Balances	$ 2,455,617	$ 4,671,217	$ 797,413	$ 6,783,885	$ 503,604	$ 4,743,885	$ 9,444,378	$ 14,897,376	$ 44,297,375

See accompanying Notes to Supplementary Information.

BURBANK UNIFIED SCHOOL DISTRICT
COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
NONMAJOR GOVERNMENTAL FUNDS
JUNE 30, 2024

	Student Activity Fund	Adult Education Fund	Child Development Fund	Cafeteria Fund	Deferred Maintenance Fund	Building Fund	Capital Facilities Fund	Bond Interest and Redemption Fund	Total Nonmajor Governmental Funds
REVENUES									
Federal Sources	$ -	$ 549,316	$ 335,013	$ 3,660,014	$ -	$ -	$ -	$ -	$ 4,544,343
Other State Sources	-	4,722,982	975,038	4,661,012	-	-	-	37,224	10,396,256
Other Local Sources	1,471,562	375,922	2,649,562	582,400	19,895	201,969	2,630,426	15,670,964	23,602,700
Total Revenues	1,471,562	5,648,220	3,959,613	8,903,426	19,895	201,969	2,630,426	15,708,188	38,543,299
EXPENDITURES									
Instruction	-	3,203,879	3,122,269	-	-	-	-	-	6,326,148
Instruction-Related Services	-	1,605,070	447,780	-	-	-	-	-	2,052,850
Pupil Services	602,553	229,285	96,685	6,105,223	-	-	-	-	7,033,746
General Administration	-	268,483	360,911	179,827	-	-	-	-	809,221
Plant Services	-	426,237	132,747	15,919	323,860	1,203,906	2,746	-	2,105,415
Debt Service	-	-	-	-	-	-	-	15,427,615	15,427,615
Total Expenditures	602,553	5,732,954	4,160,392	6,300,969	323,860	1,203,906	2,746	15,427,615	33,754,995
Excess (Deficiency) of Revenues Over Expenditures	869,009	(84,734)	(200,779)	2,602,457	(303,965)	(1,001,937)	2,627,680	280,573	4,788,304
OTHER FINANCING SOURCES									
Interfund Transfers In	-	-	160,996	-	-	-	-	-	160,996
Total Other Financing Sources	-	-	160,996	-	-	-	-	-	160,996
NET CHANGES IN FUND BALANCE	869,009	(84,734)	(39,783)	2,602,457	(303,965)	(1,001,937)	2,627,680	280,573	4,949,300
Fund Balance - Beginning of Year	1,586,608	4,495,902	484,623	4,047,290	483,709	5,197,662	6,816,598	14,616,803	37,729,195
FUND BALANCE - END OF YEAR	$ 2,455,617	$ 4,411,168	$ 444,840	$ 6,649,747	$ 179,744	$ 4,195,725	$ 9,444,278	$ 14,897,376	$ 42,678,495

See accompanying Notes to Supplementary Information.

NOTE 1 PURPOSE OF SCHEDULES

Schedule of Average Daily Attendance (ADA)

Average daily attendance is a measurement of the number of pupils attending classes of the District. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of state funds are made to school districts. This schedule provides information regarding the attendance of students at various grade levels and in different programs.

Schedule of Instructional Time

This schedule presents information on the amount of instructional time offered by the District and whether the District complied with the provisions of article 8 (commencing with section 46200) of chapter 2 of part 26 of the Education Code.

Schedule of Expenditures of Federal Awards

Basis of Presentation

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of the District under programs of the federal governmental for the year ended June 30, 2024. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of operations of the District, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the District.

Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported on the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance for all awards. Under these principles, certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on the Schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years.

Indirect Cost Rate

The District did not use the 10-percent de minimis indirect cost rate as allowed under the Uniform Guidance.

Schedule of Financial Trends and Analysis

2023-24 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting requires that this schedule be prepared showing financial trends of the general fund over the past three fiscal years as well as the current year budget. This schedule is intended to identify if the District faces potential fiscal problems and if they have met the recommended available reserve percentages.

NOTE 1 PURPOSE OF SCHEDULES (CONTINUED)

Schedule of Charter Schools

2023-24 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting requires that this schedule list all charter schools chartered by the District and inform the users whether or not the charter school information is included in the District's financial statements.

Reconciliation of Annual Financial and Budget Report with Audited Financial Statements

This schedule provides the information necessary to reconcile the fund balances of all funds as reported on the annual Financial and Budget Report form to the audited financial statements.

Combining Fund Financial Statements

Combining fund balance sheets and statements of revenues, expenditures and changes in fund balance have been presented for the nonmajor funds to provide additional information to the users of these financial statements. These statements have been prepared using the basis of accounting described in the notes to the financial statements.

OTHER INFORMATION

BURBANK UNIFIED SCHOOL DISTRICT
HISTORY AND ORGANIZATION
YEAR ENDED JUNE 30, 2024

The District was established on July 1, 1936, and is comprised of an area of approximately 17.1 square miles located in Los Angeles County. There were no changes in the boundaries of the District during the year. The District operates eleven elementary schools, three middle schools, two comprehensive high schools, one adult school, one continuation high school, a special education school, and 11 children's centers. During the school year 2023-2024, the District operated a Community Day School that was subsequently closed as of June 30, 2024.

The Board of Education and the District Administrators for the fiscal year ended June 30, 2024 were as follows:

BOARD OF EDUCATION

Member	Office	Term Expires
Dr. Emily Weisberg	President	December 2024
Dr. Armond Aghakhanian	Vice President	December 2024
Ms. Abby Pontzer Kamkar	Clerk	December 2026
Ms. Charlene Tabet	Member	December 2026

DISTRICT ADMINISTRATORS

Dr. John Paramo, Ed.D.	Superintendent
Ms. Cindy Quiterio	Executive Assistant to the Superintendent and Board of Education

OTHER INDEPENDENT AUDITORS' REPORTS

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INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Board of Education
Burbank Unified School District
Burbank, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Burbank Unified School District (the District), as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated December 9, 2024.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We identified certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs as item 2024-001 and 2024-002 that we consider to be significant deficiencies.

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Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

District's Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the District's response to the findings identified in our audit and described in the accompanying schedule of findings and questioned costs. The District's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

CliftonLarsonAllen LLP

CliftonLarsonAllen LLP

Glendora, California
December 9, 2024

CliftonLarsonAllen LLP
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INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM, AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

Board of Education
Burbank Unified School District
Burbank, California

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Burbank Unified School District's (the District) compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the District's major federal programs for the year ended June 30, 2024. The District's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, the District complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2024.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and the audit requirements of Title 2 *U.S. Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the District's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to the District's federal programs.

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Auditors' Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the District's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the District's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the District's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the District's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

CliftonLarsonAllen LLP

CliftonLarsonAllen LLP

Glendora, California
December 9, 2024

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INDEPENDENT AUDITORS' REPORT ON STATE COMPLIANCE AND REPORT ON INTERNAL CONTROL OVER STATE COMPLIANCE

Board of Education
Burbank Unified School District
Burbank, California

Report on State Compliance

Opinion on State Compliance

We have audited the Burbank Unified School District's (the District) compliance with the types of compliance requirements applicable to the District described in the *2023-24 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel for the year ended June 30, 2024. The District's applicable state compliance requirements are identified in the table below.

In our opinion, the District complied, in all material respects, with the laws and regulations of the state programs noted in the table below for the year ended June 30, 2024.

Basis for Opinion on State Compliance

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS), the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the *2023-24 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for the state compliance requirements as identified in the table provided below. Our audit does not provide a legal determination of the District's compliance with the compliance requirements referred to above.

Responsibilities of Management for State Compliance

Management is responsible for compliance with the requirements referred to above, and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the District's state programs.

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Auditors' Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the District's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the *2023-24 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting* will always detect a material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the District's compliance with the requirements of the state programs as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the *2023-24 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit;

- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the District's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances;

- Obtain an understanding of the District's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the *2023-24 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over compliance. Accordingly, we express no such opinion; and

- Select and test transactions and records to determine the District's compliance with the state laws and regulations applicable to the following items:

Description	Procedures Performed
Local Education Agencies Other than Charter Schools:	
A. Attendance	Yes
B. Teacher Certification and Misassignments	Yes
C. Kindergarten Continuance	Yes
D. Independent Study	Yes
E. Continuation Education	Yes
F. Instructional Time	Yes
G. Instructional Materials	Yes
H. Ratio of Administrative Employees to Teachers	Yes
I. Classroom Teacher Salaries	Yes
J. Early Retirement Incentive	Not Applicable
K. GANN Limit Calculation	Yes
L. School Accountability Report Card	Yes
M. Juvenile Court School	Not Applicable
N. Middle or Early College High Schools	Not Applicable
O. K-3 Grade Span Adjustment	Yes
P. Transportation Maintenance of Effort	Yes
Q. Apprenticeship: Related and Supplemental Instruction	Not Applicable
R. Comprehensive School Safety Plan	Yes
S. District of Choice	Not Applicable
TT. Home to School Transportation Reimbursement	Yes
`School Districts, County Offices of Education, and Charter Schools	
T. Proposition 28 Arts and Music in Schools	Yes
U. After/Before School Education and Safety Program	Yes
V. Proper Expenditure of Education Protection Account Funds	Yes
W. Unduplicated Local Control Funding Formula Pupil Counts	Yes
X. Local Control and Accountability Plan	Yes
Y. Independent Study-Course Based	Yes
Z. Immunizations	Yes
AZ. Educator Effectiveness	Yes
BZ. Expanded Learning Opportunity Grant (ELO-G)	Yes
CZ. Career Technical Education Incentive Grant	Yes
DZ. Expanded Learning Opportunity Program	Yes
EZ. Transitional Kindergarten	Yes
Charter Schools:	
AA. Attendance	No[1]
BB.Mode of Instruction	No[1]
CC. Nonclassroom Based Instruction/Independent Study	No[1]
DD. Determination of Funding for Nonclassroom Based Instruction	No[1]
EE. Annual Instructional Minutes – Classroom Based	No[1]
FF. Charter School Facility Grant Program	No[1]

[1] Testing for Charter Schools was done by each school's respective auditor.
[2] Testing is not applicable as the District did not participate in the program.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Other Matters

The results of our auditing procedures disclosed instances of noncompliance, which are required to be reported in accordance with the *2023-24 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel, and which are described in the accompanying schedule of findings and questioned costs as items 2024-003, 2024-004, and 2024-005. Our opinion on each state program is not modified with respect to these matters.

Government Auditing Standards requires the auditor to perform limited procedures on the District's response to the noncompliance findings identified in our audit described in the accompanying schedule of findings and questioned costs. The District's response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

Report on Internal Control Over Compliance

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, as discussed below, we did identify certain deficiencies in internal control over compliance that we consider to be significant deficiencies.

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a compliance requirements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention from those charged with governance. We consider the deficiency in internal control over compliance described in the accompanying schedule of findings and questioned costs as items 2024-003, 2024-004, and 2024-005 to be significant deficiencies.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

Government Auditing Standards requires the auditor to perform limited procedures on the District's response to the noncompliance findings identified in our audit and described in the accompanying schedule of findings and questioned costs. The District's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the *2023-24 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting.* Accordingly, this report is not suitable for any other purpose.

CliftonLarsonAllen LLP

CliftonLarsonAllen LLP

Glendora, California
December 9, 2024

FINDINGS AND QUESTIONED COSTS

Section I – Summary of Auditors' Results

Financial Statements

1. Type of auditors' report issued: Unmodified
2. Internal control over financial reporting:
   - Material weakness(es) identified? ____ yes ___x___ no
   - Significant deficiency(ies) identified? ___x___ yes ____ none reported
3. Noncompliance material to financial statements noted? ____ yes ___x___ no

Federal Awards

1. Internal control over major federal programs:
   - Material weakness(es) identified? ____ yes ___x___ no
   - Significant deficiency(ies) identified? ____ yes ___x___ none reported
2. Type of auditors' report issued on compliance for major federal programs: Unmodified
3. Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? ____ yes ___x___ no

Identification of Major Federal Programs

Assistance Listing Number(s)	Name of Federal Program or Cluster
84.425D, 84.425U	COVID-19 Education Stabilization Fund (ESF)
84.010	Title 1

Dollar threshold used to distinguish between Type A and Type B programs: $ 750,000

Auditee qualified as low-risk auditee? ___x___ yes ____ no

Section I – Summary of Auditors' Results (Continued)

All audit findings must be identified as one or more of the following categories:

Five Digit Code	Finding Types
10000	Attendance
20000	Inventory of Equipment
30000	Internal Control
40000	State Compliance
42000	Charter School Facilities Programs
43000	Apprenticeship: Related and Supplemental Instruction
50000	Federal Compliance
60000	Miscellaneous
61000	Classroom Teacher Salaries
62000	Local Control Accountability Plan
70000	Instructional Materials
71000	Teacher Misassignments
72000	School Accountability Report Card

Section II – Financial Statement Findings

2024-001 Internal Control: Year End Closing **30000**

Criteria: The preparation of the financial statement in accordance with GAAP requires management to reconcile beginning and ending account balances.

Condition: The District's ending balance for the Building Fund, accounts payable and expense accounts, was understated, the ending balance for the Special Reserve Fund for Capital Outlay Projects, accounts payable and expense accounts, were understated, and the ending balance of the General Fund ESSER accounts receivable and revenue account was overstated as of June 30, 2024.

Effect: The errors resulted in an audit adjustment of $348,435 to correct the understatement in the Building Fund; a passed adjustment of $151,195 for the Special Reserve Fund for Capital Outlay Projects; and a passed adjustment of $1,377,469 for the General Fund.

Cause: There were staffing shortages and/or turnover in accounting department personnel.

Repeat Finding: No

Recommendation: Procedures related to the closing and reconciliation process should be established and followed. Cross training employees and/or documenting responsibilities of specific functions and key responsibilities should be done timely to ensure that tasks are followed even in the absence of key personnel. Review by individuals not immediately involved in the closing process should be done to identify errors or omissions.

Section II – Financial Statement Findings (Continued)

2024-001 Internal Control: Year End Closing (Continued)

Corrective Action Plan: The District will start the year end reconciliation process and planning earlier and create written protocols. The District will also work with LACOE to ensure personnel have an understanding of the closing process for different types of resources/funds so that the District is reviewing appropriately.

2024-002 Internal Control: Bank Reconciliations **30000**

Criteria: Proper internal control includes timely reconciliation of bank accounts.

Condition: The District's bank accounts were not appropriately reconciled in a timely manner. June 2024 reconciliations were performed in October 2024.

Effect: Accounting errors or potential fraud may not be identified in a timely manner.

Cause: There were staffing shortages and/or turnover in accounting department personnel.

Repeat Finding: Yes, Prior year Finding 2023-001

Recommendation: Procedures related to the reconciliation process should be performed. Cross training employees and/or documenting responsibilities of specific functions and key responsibilities should be available to ensure that tasks are followed even in the absence of key personnel.

Corrective Action Plan: The District's newly created accounting supervisor position will ensure this process is done monthly and that at least 2 staff members are trained in this capacity. The District will create a schedule for these reconciliations to be reviewed to ensure it doesn't slip through the cracks.

Section III – Findings and Questioned Costs – Major Federal Programs

Our audit did not disclose any matters required to be reported in accordance with 2 CFR 200.516(a) for the year ended June 30, 2024.

Section IV – Findings and Questioned Costs – State Awards

2024-003 After/Before School Education and Safety Program 40000

Criteria: California Education Code 8483(a)(2) states that it is the intent of the Legislature that pupils participate in the full day of the program every day during which pupils participate, except as allowed by the early release policy.

Condition: The district utilizes two methods to document student early release, a daily sign-in/sign-out sheet or an early release form. Parents are required to either indicate the allowable condition when signing out the pupil or are required to complete an early release request form in advance. If a student is going to be absent, the parent is expected to communicate to the ASES Site Coordinator via note or phone call prior to the absence. During our testing, it was noted the District did not have early release documentation for 11 students for 50 student days that were sampled.

Effect: The District was not able to support that early release, or absence was consistent with the District's established policy.

Cause: The District continues to struggle with parents completing the necessary documentation for early releases at the two sites tested.

Questioned Costs and Units: Not applicable as funding is not determined based on attendance.

Repeat Finding: Yes, Prior year Finding 2023-002

Recommendation: The District should adopt and design procedures and controls to ensure the appropriate early release and absence documentation is retained.

Corrective Action Plan:

1) Site staff will continue to be trained on the absence and accountability procedures so that each absence is appropriately documented by the school staff, including the parent component of reporting absences.
2) ASES Parent Handbook will be reviewed so that the absence steps are clear for parents.

Section IV – Findings and Questioned Costs – State Awards (Continued)

2024-004 Independent Study **40000**

Criteria: For long-term independent study (more than 14 schooldays), Local Education Agencies shall obtain all required signatures on the independent study agreement prior to the pupil's first day of instruction. Failure to do so would result in ineligible Average Daily attendance (ADA) and a fiscal penalty as described in Education Code (EC) sections 51747(g)(9)(A) and 51759.6(b)(1). For pupils participating in independent study for fewer than 15 schooldays, the independent study agreement shall be signed within 10 schooldays of the first day of the pupil's enrollment in independent study. Failure to do so would also result in ineligible ADA and a fiscal penalty as described in EC sections 51747(g)(9)and 51749.6(b).

Condition: It was noted that 1 student out of the 25 sampled for testing, attendance was reported prior to obtaining the required signatures on the master agreement. The District began claiming attendance for the student beginning on August 14, 2023, however the master agreement was not signed until November, 8, 2023.

Effect: Misreporting of Average Daily Attendance (ADA,) resulting in disallowed funding received.

Cause: Inadvertent error by Independent Learning Academy personnel

Questioned Costs and Units: 0.30 ADA and $3,939

Repeat Finding: No

Recommendation: Continue training at independent study site and emphasize importance of obtaining signed master agreements timely.

Corrective Action Plan: The ILA program has been restructured to be under the direction of the Principal at our alternative education school (Monterey High School). Monterey has a continuation program, behavior program, and community day school program. This provides additional oversight but also better communication for situations where students are in diagnostic placements such as the student involved in this case where the parents and school(s) are identifying placement or need a combination of services. This will ensure Master agreements are completed when students are being placed through an IEP or other process where multiple programs are being considered.

Section IV – Findings and Questioned Costs – State Awards (Continued)

2024-005 Instructional Time **40000**

Criteria: Per Education Code 46207(a), a school district is required to offer, at a minimum, 64,800 minutes of instruction for pupils in grades 9-12. Failure to do so results in a penalty stated in a finding and payment to the California Department of Education.

Condition: The spreadsheet used for calculating annual instructional minutes for Burbank High School contained formula errors. As a result, the school were led to believe they were in compliance with the minutes requirement.

Effect: Misreporting of instructional time, resulting in disallowed funding received.

Cause: There was turnover in the Instructional Services Department, resulting in a lack of proper review of the school's instructional time calculation.

Questioned Costs and Units: $69,492

Repeat Finding: No

Recommendation: The District should have appropriate team members review the instructional time spreadsheet to ensure formulas are calculating correctly. We also recommend that the Instructional Services/Educational Services Department review the site's calculation for compliance in a timely manner (i.e. before school starts).

Corrective Action Plan: The Directors for Elementary and Secondary Education will review instructional time spreadsheets prior to the academic year starting in addition to the Fiscal team creating a 'locked' version of the spreadsheet so certain features cannot be tampered with and will depict if the minutes do not meet minimum thresholds.

2023-001 Internal Control: Bank Reconciliations **30000**

Criteria: Proper internal control includes timely reconciliation of bank accounts.

Condition: The District's bank accounts were not appropriately reconciled in a timely manner. June 2023 reconciliations were performed in November 2023.

Effect: Accounting errors or potential fraud may not be identified in a timely manner.

Cause: There were staffing shortages and/or turnover in accounting department personnel.

Repeat Finding: No

Recommendation: Procedures related to the reconciliation process should be performed. Cross training employees and/or documenting responsibilities of specific functions and key responsibilities should be available to ensure that tasks are followed even in the absence of key personnel.

Current Status: Not implemented refer to 2024-002.

2023-002 After/Before School Education and Safety Program **40000**

Criteria: California Education Code 8483(a)(2) states that it is the intent of the Legislature that pupils participate in the full day of the program every day during which pupils participate, except as allowed by the early release policy.

Condition: The district utilizes two methods to document student early release, a daily sign-in/sign-out sheet or an early release form. Parents are required to either indicate the allowable condition when signing out the pupil or are required to complete an early release request form in advance. If a student is going to be absent, the parent is expected to communicate to the ASES Site Coordinator via note or phone call prior to the absence. During our testing, it was noted the District did not have early release documentation for 6 students and absence documentation for 1 student for the 50 student days that were sampled.

Effect: The District was not able to support that early release or absence was consistent with the District's established policy.

Cause: The District struggled with parents completing the necessary documentation for early release at one of the two sites tested and there was not a process in place to track or follow up with parents to ensure this was obtained.

Questioned Costs and Units: Not applicable as funding is not determined based on attendance.

Recommendation: The District should adopt and design procedures and controls to ensure the appropriate early release and absence documentation is retained.

Current Status: Not implemented refer to 2024-003.

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SEC-registered investment advisor.

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Board of Education
Burbank Unified School District
Burbank, California

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Burbank Unified School District (the District) as of and for the year ended June 30, 2024, and have issued our report thereon dated December 9, 2024. We have previously communicated to you information about our responsibilities under auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), as well as certain information related to the planned scope and timing of our audit in our engagement agreement dated March 4, 2024. Professional standards also require that we communicate to you the following information related to our audit.

Significant audit findings or issues

Qualitative aspects of accounting practices

Accounting policies

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note 1 to the financial statements.

No new accounting policies were adopted and the application of existing policies was not changed during 2024.

We noted no transactions entered into by the entity during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

- Management's estimate of the liability and related deferrals associated with other post-employment benefits is based on management's assumptions and actuarial determined data. We evaluated the methods, assumptions, and data used to develop the liability and related deferrals associated with other post-employment benefits and related disclosures in determining that it is reasonable in relation to the financial statements taken as a whole.

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Financial statement disclosures

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were:

- The disclosure of post-employment healthcare benefits described in Note 14 is considered significant because they utilize management assumptions in determining the resulting liability and deferred outflows/inflows.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties encountered in performing the audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Uncorrected misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. The attached schedule (Attachment A) summarizes uncorrected misstatements of the financial statements. Management has determined that their effects are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Uncorrected misstatements or the matters underlying uncorrected misstatements could potentially cause future-period financial statements to be materially misstated, even if management has concluded that the uncorrected misstatements are immaterial to the financial statements under audit.

Corrected misstatements

The following material misstatements detected as a result of audit procedures were corrected by management:

- There were construction services performed through June 2024 that were not recorded in the General Ledger as of June 30, 2024, resulting in Accounts Payable and Construction Expense being understated by $348,435 in the Building Fund.

Disagreements with management

For purposes of this communication, a disagreement with management is a disagreement on financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. No such disagreements arose during our audit.

Management representations

We have requested certain representations from management that are included in the management representation letter dated December 9, 2024.

Management consultations with other independent accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the school's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Significant issues discussed with management prior to engagement

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to engagement as the entity's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our engagement.

Other audit findings or issues

We have communicated internal control related matters and state compliance related matters identified during the audit in the findings and questioned costs section of the District's audit report.

Required supplementary information

With respect to the required supplementary information (RSI) accompanying the financial statements, we made certain inquiries of management about the methods of preparing the RSI, including whether the RSI has been measured and presented in accordance with prescribed guidelines, whether the methods of measurement and preparation have been changed from the prior period and the reasons for any such changes, and whether there were any significant assumptions or interpretations underlying the measurement or presentation of the RSI. We compared the RSI for consistency with management's responses to the foregoing inquiries, the basic financial statements, and other knowledge obtained during the audit of the basic financial statements. Because these limited procedures do not provide sufficient evidence, we did not express an opinion or provide any assurance on the RSI.

Supplementary information in relation to the financial statements as a whole

With respect to the schedule of expenditures of federal awards (SEFA) accompanying the financial statements, on which we were engaged to report in relation to the financial statements as a whole, we made certain inquiries of management and evaluated the form, content, and methods of preparing the SEFA to determine that the SEFA complies with the requirements of the Uniform Guidance, the method of preparing it has not changed from the prior period or the reasons for such changes, and the SEFA is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the SEFA to the underlying accounting records used to prepare the financial statements or to the financial statements themselves. We have issued our report thereon dated December 9, 2024.

With respect to the supplementary information required by the California Department of Education and the combining non-major fund financial statements (collectively, the supplementary information) accompanying the financial statements, on which we were engaged to report in relation to the financial statements as a whole, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period or the reasons for such changes, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves. We have issued our report thereon dated December 9, 2024.

The Schedule of Financial Trends and Analysis and the Schedule of Charter Schools, accompanying the financial statements which is the responsibility of management, was prepared for purposes of additional analysis and is not a required part of the financial statements. Such information was not subjected to the auditing procedures applied in the audit of the financial statements, and accordingly, we did not express an opinion or provide any assurance on it.

Other information included in annual reports

Other information (financial or nonfinancial information other than the financial statements and our auditors' report thereon) is being included in your annual report and is comprised of supplementary information required by the California Department of Education (the LEA organization structure). Our responsibility for other information included in your annual report does not extend beyond the financial information identified in our opinion on the financial statements. We have no responsibility for determining whether such other information is properly stated and do not have an obligation to perform any procedures to corroborate other information contained in your annual report. We are required by professional standards to read the other information included in your annual report and consider whether a material inconsistency exists between the other information and the financial statements because the credibility of the financial statements and our auditors' report thereon may be undermined by material inconsistencies between the audited financial statements and other information. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report. Our auditors' report on the financial statements includes a separate section, "Other Information," which states we do not express an opinion or any form of assurance on the other information included in the annual report. We did not identify any material inconsistencies between the other information and the audited financial statements.

* * *

This communication is intended solely for the information and use of the Board of Education and management of the Burbank Unified School District and is not intended to be, and should not be, used by anyone other than these specified parties.

CliftonLarsonAllen LLP

CliftonLarsonAllen LLP

Glendora, California
December 9, 2024

Attachment A

Burbank Unified School District
Uncorrected Misstatements
6/30/2024

Account/Description	Debit	Credit	Effect on Fund Balance Increase/(Decrease)	Effect on Net Position Increase/(Decrease)
Government-wide Financial Statements				
1 Accounts Payable	$ 542,112	$ -	$ 542,112	$ 542,112
Local Revenue		542,112		
Adjustment to correct YE accrual for LCFF funding in the General Fund.				
2 ESSER Revenue	1,377,469		(1,377,469)	(1,377,469)
Accounts Receivable		1,377,469		
Adjustment to correct overstatement of AR and Revenue for ESSER funds incorrectly recorded to wrong Resource in the General Fund.				
Sub-total General Fund			(835,357)	(835,357)
3 Construction Expense /Construction in Progress	151,195		(151,195)	-
Accounts Payable		151,195		
Adjustment to correct Accounts Payable balance for settlement agreement in fund 40.				
Sub-total Special reserve Fund for Capital Outlay			(151,195)	-
4 Beginning Net Position	741,175			(676,665)
OPEB Liability		676,665		
OPEB Expense		64,510		
Adjustment to record SSTRS MPP program proportionate share of OPE liability in the Government-wide financial statements.				
Total Decrease in Net Position				$ (1,512,022)

BURBANK UNIFIED SCHOOL DISTRICT

PROPOSITION 39 GENERAL OBLIGATION BONDS
BOND BUILDING FUND
MEASURE S
FINANCIAL AND PERFORMANCE AUDITS

YEAR ENDED JUNE 30, 2024

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BURBANK UNIFIED SCHOOL DISTRICT
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YEAR ENDED JUNE 30, 2024

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INDEPENDENT AUDITORS' REPORT

Board of Education
Measure S Citizens' Oversight Committee
Burbank Unified School District
Burbank, California

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of the Measure S Bond Building Fund of the Burbank Unified School District (the District) as of and for the year ended June 30, 2024, and the related notes to the financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Measure S Bond Building Fund of the District as of June 30, 2024, and the changes in its financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Emphasis of Matter

As discussed in Note 1, the financial statements present only the Measure S Bond Building Fund and do not purport to, and do not, present fairly the financial position of the District as of June 30, 2024 or the changes in its financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

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Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Board of Education
Measure S Citizens' Oversight Committee
Burbank Unified School District

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 9, 2024 on our consideration of the District's internal control over the Measure S Bond Building Fund financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over the Measure S Bond Building Fund financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over the Measure S Bond Building Fund financial reporting and compliance.

CliftonLarsonAllen LLP

CliftonLarsonAllen LLP

Glendora, California
December 9, 2024

BURBANK UNIFIED SCHOOL DISTRICT
MEASURE S BOND BUILDING FUND
BALANCE SHEET
JUNE 30, 2024

ASSETS

Cash in County Treasury	$ 4,692,223
Accounts Receivable	51,662
Total Assets	$ 4,743,885

LIABILITIES AND FUND BALANCE

LIABILITIES	
Accounts payable	$ 548,160
Total Liabilities	548,160
FUND BALANCE	
Restricted	4,195,725
Total Fund Balance	4,195,725
Total Liabilities and Fund Balance	$ 4,743,885

See accompanying Notes to Financial Statements.

BURBANK UNIFIED SCHOOL DISTRICT
MEASURE S BOND BUILDING FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
YEAR ENDED JUNE 30, 2024

REVENUES	
Interest and Investment Income	$ 201,969
Total Revenues	201,969
EXPENDITURES	
Salaries	13,285
Benefits	5,781
Supplies	20,226
Other Services	99,551
Capital Outlay	1,065,063
Total Expenditures	1,203,906
Deficiency of Revenues over Expenditures	(1,001,937)
Fund Balance - Beginning of Year	5,197,662
FUND BALANCE - END OF YEAR	$ 4,195,725

See accompanying Notes to Financial Statements.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Accounting Policies

The accompanying financial statements have been prepared in conformity with accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board and *Audits of State and Local Governmental Units* issued by the American Institute of Certified Public Accountants.

Financial Reporting Entity

The financial statements include only the Measure S Bond Building Fund of the District used to account for Measure S projects. This fund was established to account for the expenditures of the general obligation bonds issued under the General Obligation Bonds Election of 2012. These financial statements are not intended to present fairly the financial position and results of operations of the District in compliance with accounting principles generally accepted in the United States of America.

Fund Structure

The statement of revenues, expenditures, and change in fund balance is a statement of financial activities of the Measure S Bond Building Fund related to the current reporting period. Fund expenditures frequently include amounts for land, buildings, equipment, retirement of indebtedness, transfers to other funds, etc. Consequently, these statements do not purport to present the result of operations or the net income or loss for the period as would a statement of income for a profit-type organization.

Basis of Accounting

The Measure S Bond Building Fund is maintained on the modified accrual basis of accounting. As such, revenues are recognized when they become susceptible to accrual, which is to say, when they become both measurable and available to finance expenditures of the current period. Expenditures are recognized in the accounting period in which the liability is incurred (when goods are received, or services rendered).

Cash in the county treasury is recorded at cost, which approximates fair value.

Fund Balance Classification

The governmental fund financial statements present fund balance classifications that comprise a hierarchy based on the extent to which the District is bound to honor constraints on the specific purposes for which amounts can be spent. Amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation are considered restricted. The fund balance of the Measure S Bond Building Fund is therefore classified as restricted.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Capital Assets and Long-Term Debt

The accounting and reporting treatment applied to the capital assets and long-term liabilities associated with the Measure S Bond Building Fund are determined by its measurement focus. The Measure S Bond Building Fund is accounted for on a spending or "financial flow" measurement focus. This means that only current assets and current liabilities are generally included on the balance sheet. The reported fund balance is considered a measure of "available spendable resources". Thus, the capital assets and long-term liabilities associated with the Measure S Bond Building Fund are accounted for in the basic financial statements of the District.

Estimates

The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

NOTE 2 DEPOSITS – CASH IN COUNTY TREASURY

In accordance with Education Code Section 41001, the District maintains substantially all its cash in the Los Angeles County Treasury as part of the common investment pool. The District is considered an involuntary participant in the investment pool. These pooled funds are recorded at amortized cost which approximates fair value. Fair value of the pooled investments at June 30, 2024 is measured at 96.17% of amortized cost. The District's deposits in the fund are highly liquid.

The county is authorized to deposit cash and invest excess funds by California Government Code Sections 53601, 53635, 53534 and 53648. The county is restricted to invest time deposits, U.S. government securities, state registered warrants, notes or bonds, State Treasurer's investment pool, bankers' acceptances, commercial paper, negotiable certificates of deposit, and repurchase or reverse repurchase agreements. The funds maintained by the county are either secured by federal depository insurance or are collateralized. The county investment pool is not required to be rated. Interest earned is deposited quarterly into participating funds. Any investment losses are proportionately shared by all funds in the pool.

The county investment pool is not registered as an investment company with the Securities and Exchange Commission (SEC) nor is it an SEC Rule 2a7-like pool. California Government Code statues and the County Board of Supervisors set forth the various investment policies that the Country Treasurer follow. The method used to determine the value of the participant's equity withdrawn is based on the book value, which is amortized cost, of the participant's percentage participation on the date of such withdrawals.

NOTE 2 DEPOSITS – CASH IN COUNTY TREASURY (CONTINUED)

The pool sponsor's annual financial report may be obtained from the Los Angeles County Public Affairs Office, Kenneth Hahn Hall of Administration, 500 W. Temple St, Room 358, Los Angeles, California 90012.

NOTE 3 PURCHASE COMMITMENTS

As of June 30, 2024, the District was committed under various capital expenditure purchase agreements for Measure S bond projects totaling approximately $1.8 million.

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INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Board of Education
Measure S Citizens' Oversight Committee
Burbank Unified School District
Burbank, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the Measure S Bond Building Fund of the Burbank Unified School District (the District), as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Measure S bond Building Fund of the District's basic financial statements, and have issued our report thereon dated December 9, 2024.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified.

We identified certain deficiencies in internal control, described in the accompanying schedule of findings and responses as item 2024-001 that we consider to be a material weakness.

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Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements of the Measure S Bond Building Fund are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Burbank Unified School District's Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the District's response to the findings identified in our audit and described in the accompanying schedule of findings and responses. The District's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

CliftonLarsonAllen LLP

CliftonLarsonAllen LLP

Glendora, California
December 9, 2024

BURBANK UNIFIED SCHOOL DISTRICT
MEASURE S BOND BUILDING FUND
SCHEDULE OF FINDINGS AND RESPONSES
YEAR ENDED JUNE 30, 2024

2024-001 Internal Control: Year End Closing

Criteria: The preparation of the financial statements in accordance with Generally Accepted Accounting Principles (GAAP) requires the accrual of amounts due for services rendered on or before the close of the fiscal year.

Condition: The District's ending balance for the Building Fund accounts payable was understated as for construction services as of June 30, 2024.

Effect: The missed accrual, resulted in an audit adjustment of $348,435 to correct the understatement of accounts payable and construction related expenses 6/30/2024.

Cause: There were staffing shortages and/or turnover in accounting department personnel.

Repeat Finding: No

Recommendation: Procedures related to the closing and reconciliation process should be established to include evaluating invoices for accrual to include invoices approved by facilities department staff after the fiscal year end but prior to close as well as evaluating key vendors with outstanding invoices for purchases of items or services received as of the fiscal year end. Review by individuals not immediately involved in the closing should be done to identify errors or omissions.

Corrective Action Plan: The District will start the year end reconciliation process and planning earlier and create written protocols. The District will also work with LACOE to ensure personnel have an understanding of the closing process for different types of resources/funds so that the District is reviewing appropriately.

BURBANK UNIFIED SCHOOL DISTRICT
MEASURE S BOND BUILDING FUND
SCHEDULE OF PRIOR YEAR FINDINGS AND RESPONSES
YEAR ENDED JUNE 30, 2024

There were no findings related to the financial audit of the Measure S Bond Building Fund for the year ended June 30, 2023.

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INDEPENDENT AUDITORS' REPORT ON PROPOSITION 39 COMPLIANCE REQUIREMENTS

Board of Education
Measure S Citizens' Oversight Committee
Burbank Unified School District
Burbank, California

We have conducted a performance audit of the Burbank Unified School District (the District) Measure S bond funds for the fiscal year ended June 30, 2024.

We conducted this performance audit in accordance with generally accepted *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

Our audit was limited to the objectives listed on page 13 of this report which includes determining the District's compliance with the performance requirements for the Proposition 39 Measure S bond funds under the applicable provisions of Section 1(b)(3)(C) of Article XIIIA of the California Constitution. Management is responsible for the District's compliance with those requirements.

Solely to assist us in planning and performing our performance audit, we obtained an understanding of the internal control of the District to determine if internal controls were adequate to help ensure the District's compliance with the requirements of Proposition 39, as specified by Section 1(b)(3)(C) of Article XIIIA of the California Constitution. Accordingly, we do not express any assurance on internal controls.

The results of our tests indicated that, in all significant respects, the District expended Measure S bond funds for the fiscal year ended June 30, 2024, only for the specific projects developed by the District's Board of Education, and approved by the voters, in accordance with the requirements of Proposition 39, as specified by Section 1(b)(3)(C) of Article XIIIA of the California Constitution.

CliftonLarsonAllen LLP

Glendora, California
December 9, 2024

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PROCEDURES PERFORMED

- We identified the expenditures and projects charged to the general obligation bond proceeds by obtaining the general ledger and project listing.

- We selected a judgmental sample of expenditures considering all object codes and projects for the year ended June 30, 2024. Our sample included 17 transactions totaling $655,700. This represents 55% of total expenditures of $1,184,840, excluding salaries and benefits, of $19,066.

- We reviewed the invoices and supporting documentation to determine that expenditures charged to projects were:

    - Supported by invoices with evidence of proper approval and documentation of receipt of goods or services;
    - Supported by proper bid documentation, as applicable;
    - Properly expended on the authorized bond projects as listed on the voter-approved bond project list.

- We tested salaries and benefits of $19,066.

    - We obtained the Allocation of Personnel Costs and reconciled salaries and benefits to the expenditures recorded to the general ledger. For those personnel allocated at less than 100%, we obtained monthly time studies to verify the percentage charged to bond funds was supported. We obtained the Personnel Transaction request forms to determine that the individuals were approved and assigned to perform work associated with the authorized bond projects as allowable per Opinion 04-110 issued on November 9, 2004 by the State of California Attorney General.

CONCLUSION

The results of our tests indicated that, in all significant respects, the District has properly accounted for the expenditures of the funds held in the Measure S Bond Building Fund and that such expenditures were made on authorized bond projects.

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Board of Education and Citizens' Oversight Committee
Burbank Unified School District
Burbank, California

We have audited the financial statements of the Measure S Bond Building Fund of the Burbank Unified School District (the District) as of and for the year ended June 30, 2024, and have issued our report thereon dated December 9, 2024. We have previously communicated to you information about our responsibilities under auditing standards generally accepted in the United States of America and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit in our engagement agreement dated March 4, 2024. Professional standards also require that we communicate to you the following information related to our audit.

Significant audit findings or issues

Qualitative aspects of accounting practices

Accounting Policies

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note 1 to the bond fund financial statements.

No new accounting policies were adopted and the application of existing policies was not changed during the fiscal year ended June 30, 2024.

We noted no transactions entered into by the entity during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There were no accounting estimates affecting the financial statements which were particularly sensitive or required substantial judgments by management.

Financial statement disclosures

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. There were no particularly sensitive financial statement disclosures.

The financial statement disclosures are neutral, consistent and clear.

Difficulties encountered in performing the audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

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Uncorrected misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management did not identify and we did not notify them of any uncorrected financial statement misstatements.

Corrected misstatements

The following material misstatements detected as a result of audit procedures were corrected by management:

> Construction services performed through June 2024 that were not recorded in the General Ledger as of June 30, 2024, resulting in Accounts Payable and Construction Expense being understated by $348,435.

Disagreements with management

For purposes of this communication, a disagreement with management is a disagreement on a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. No such disagreements arose during our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 9, 2024.

Management consultations with other independent accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Significant issues discussed with management prior to engagement

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to engagement as the entity's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our engagement.

***

This report is intended solely for the information and use of management, the Board of Education, and members of the Citizens' Oversight Committee and is not intended to be, and should not be, used by anyone other than these specified parties.

CliftonLarsonAllen LLP

CliftonLarsonAllen LLP

Glendora, California
December 9, 2024

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent, Educational Services
PREPARED BY:	Robyn Anders, Director of Instructional Technology & Accountability
SUBMITTED BY:	Stephanie Beauregard, Administrative Secretary II
DATE:	January 16, 2025
SUBJECT:	Approval of Revisions to the A-G Completion Improvement Grant Plan

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Background:
The purpose of the A-G Completion Improvement Grant is to provide funding to school districts in order to create and expand access to courses approved by the University of California (UC) in order to increase the number of students that are qualified as having met the requirements for admission to college. Particular emphasis is placed on unduplicated students from special populations that traditionally have had lower rates of A-G eligibility.

District Wide Goals for 2023-2024:
1. Students will be career/college ready via high-quality instruction

Discussion/Issues:
The state has established three different types of grants in order to meet the needs of students who need additional access to UC-approved courses. The first is the Access grant which is provided to all districts whose students are below the state target of 67% UC Completion rate. Burbank Unified School District has a current UC completion rate of 45.10%. The second grant type is the A-G Success grant which is for all districts that have achieved a UC completion rate of 67% or higher. And, the last type of grant is the A-G Learning Loss Mitigation Grant which is for districts who are receiving concentration funds through the Local Control Funding Formula.

Districts may use the funds on eligible activities that may include, but are not limited to, any of the following:
(A) Providing teachers, administrators, and counselors with professional development opportunities to improve the local educational agency's A-G completion rate.
(B) Developing comprehensive advising plans and pupil supports, including tutoring programs, to improve the local educational agency's A-G completion rate.
(C) Expanding access to coursework or other opportunities to satisfy A-G course requirements to all pupils, including, but not necessarily limited to, unduplicated pupils. These opportunities may include, but shall not be limited to, course development, course review, incorporating A-G course requirements into the local educational agency's graduation requirements, and new or expanded partnerships with other secondary or post-secondary educational institutions.
(D) Advanced Placement and International Baccalaureate fees for unduplicated pupils.

The District's plan is to expand credit recovery of A-G courses during the school year at each high school and also to expand offerings in summer school. This also includes expanding summer school offerings.

Another significant component of the plan is to offer grade improvement for A-G courses. This has been a major stumbling block for students who are working to be UC-approved. This grant will allow the schools to offer grade improvement at their own schools.

Professional Development is in the plan with funds for counselors to attend the annual UC conference for counselors and to provide college resource materials for the school sites.

Finally, the plan sets aside funds to cover the costs of AP tests for qualified students.

Fiscal Impact:
The total allocation was $721,148, $524,511 for the Access Grant, and $196,637 for the Learning Loss Mitigation Grant.

Recommendation:
Robyn Anders, Director of Instructional Technology & Accountability, Instructional Services, recommends that the Board of Education approve the A-G Completion Improvement Plan revisions, effective December 5, 2024, through June 30, 2026, as presented.

A-G Completion Improvement Grant Plan

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Burbank Unified School District	Sharon Cuseo, Assistant Superintendent, Instructional Services Robyn Anders, Director of Instructional Technology	sharoncuseo@burbankusd.org (818)729-4455 robynanders@burbankusd.org

Date of Public Meeting prior to adoption	Date of Adoption at Public Meeting
3/3/2022	3/17/2022 Update: 12-5-24

Plan Descriptions

A description of how the funds will be used to increase or improve services for foster youth, low-income students, and English learners to improve A-G eligibility

In prior years, Foster youth, Low-income students, and English Learners were disadvantaged because the district offered limited credit recovery and grade improvement options during the school year. This grant will allow both comprehensive high schools to offer an extensive credit recovery and grade improvement options for these students on their own campus in all core areas, including English, Math, Science, Social Science, and World language. This helps mitigate any transportation issues that impact this group of students. It makes the entire process of becoming A-G eligible more accessible to all students.

A description of the extent to which all students, including foster youth, low-income students, and English learners, will have access to A-G courses approved by the University of California.

In addition, the district will increase access to A-G courses approved by the University of California by providing a more robust after school program that not only expands credit recovery to keep students on track for graduation but provides for grade improvement in order to allow students to stay on track for A-G eligibility.

The number of students who were identified for opportunities to retake A-G approved courses in which they received a “D”, “F”, or “Fail” grade in the 2020 spring semester or the 2020-21 school year and a description of the method used to offer the opportunity retake courses.

Students are notified of the opportunity to retake courses in multiple ways. There are school announcements, social media postings and direct contact with school counselors.

SPRING 2020

Course	No Credit	Course	No Credit	Course	No Credit
Algebra 1	101 + (14 (S))	Algebra 2	18	Algebra B	8
Spanish 1	45	Dance 1	17	Spanish Spks 1	8
Art Structure 1	43	Dance 2	14	CulinaryArtSci1	6
Geometry	41	US History	11	Art History	5
English 10	32 + (10 (H))	Chemistry	11	Digital Media	5
Wrld Hist	30	DigitalMedProd	11	Computer Programming	5
EarthSpaceSci	26	English 11	11	French 1	5

English 9	21 + (8 (H))	Geo Science B	9	ERWC	5
Biology	20	Spanish 2	8	French 2	5

FALL 2021

Course	Fails	Course	Fails	Course	Fails
Geometry	56 + (6 (S))	Algebra 2 + (8 (S))	35	Art History	12
EarthSpaceSci	56 + (20 (S))	Algebra 1 +(17(S))	35	Dance 1	11
English 9	51 + (4 (T))	US History+(5 (S))	34		
Spanish 1	49	Spanish 2	28		
Wrld Hist	48 + (8 (S))	Physics	28		
English 11	40 + (8 (S))	DigitalMedProd	21		
Biology	39 + (13 (S))	Digital Photo	17		
English 10	36 + (6 (S))	Computer Programming	16		
Art Structure 1	35	English 12	13		

FALL 2021

Course	D/D-/D+	Course	D/D-/D+	Course	D/D-/D+
Geometry	116 +(10 (S))	English 10	55	Spanish 3	20
Algebra 1	102 +(21 (S))	Chemistry	48	Economics	20
EarthSpaceSci	82 + (12 (S))	English 11	46	Digital Photo	19
Algebra 2	73 + (6 (S))	Spanish 2	45	Chemistry (H)	17
Biology	72	English 12	45	AP Calc AB	16
Wrld Hist	69	Art Structure 1	34	Culinary Arts	16
English 9	68	Pre-Calculus	30	AP Eur Hist	14
Spanish 1	66	DigitalMedProd	24	Intro College Math	14
US History	55	Dance 1	20		

2023 Fall – A-G Courses with 10+ Fails

Course	Fails	Course	Fails	Course	Fails
Geometry	83	English 11	24	Geometry (S)	13
Biology	71	Spanish 2	19	Digital Photo	13
Spanish 1	67	Wrld Hist (S)	19	EarthSpacSci(S)	13
Algebra 1	61	Film/TV Prod1	19	Dance 1	12
Art Structure 1	54	US History	18	EarthSpaceSci	12
English 10	48	US History (S)	17	Economics	10
Wrld Hist	44	French 1	17		
Biology (S)	35	Sculpture 1	16		
Algebra 2	34	Spanish Spks 1	16		

2024 Spring – A-G Courses with 10+ Fails

Course	Fails	Course	Fails	Course	Fails
Spanish 1	101	Spanish 2	28	English 11	16
Biology	84	Chemistry	28	EarthSpacSci(S)	16
Geometry	83	English 10	26	US History	14

Algebra 1	80	Biology (S)	23	Dance 1	14
Art Structure 1	63	Film/TV Prod1	20	Wrld Hist (S)	14
Wrld Hist	41	US History (S)	20	French 1	13
Algebra 1 (S)	39	Sculpture 1	18	Culinary Arts	11
English 9	33	Geometry (S)	18	Pre-Calculus	11
Algebra 2	28	Digital Photo	17	Spanish Spks 1	10

A description of how the plan and described services, and associated expenditures, if applicable, supplement services in the Local Control and Accountability Plan and Learning Recovery Plan.

The A-G Completion Improvement Plan Supplements Goal 1 of the Local Control and Accountability Plan:

Goal 1: Students will be career/college ready via high-quality instruction of State Standards as measured by State, federal, and District assessment tools, including the California Dashboard with success as indicated in the metrics which defines targets for each metric by the end of the 2020-2021 school year.

NEW Action Items

- Culturally Responsive Pedagogy (K-12 PLCs in ELA & Math - $125,000
- RTI Assessment Programs (i-Ready & School City) - $146,634

Goal 2: Students will be physically, emotionally, and mentally healthy and supported through Parental Involvement as measured by State, federal, and District assessment tools including the California Dashboard with success as indicated in the metrics which defines targets for each metric by the end of 2021-22 school year. (Educational Services)

NEW Action Items

- Secondary Summer School & After School Credit Recovery Programs - $130,000

Previous Action items:

Secondary Summer School – Extended learning for English Learners- $52,000 (Elementary)

Secondary Summer School- Credit Recovery - $366,732

Secondary Online Credit Recovery – Targeted Subgroups-$220,478

A description of the extent to which all pupils within the local educational agency, particularly unduplicated pupils, will have access to A-G courses approved by the University of California

The vast majority of courses offered by the Burbank Unified School District at the high school level are UC/CSU approved. This plan addresses the two most common reasons students have for not being able to be complete all of the required A-G courses. The reasons are failing classes or receiving a D in a course, which means that a student is unable to move on to the next level. By offering a more robust credit recovery program and an extensive grade improvement program, more students will be able to access A-G courses and complete all courses necessary to be UC/CSU eligible.

Expenditure Plan

Total A-G Access funds awarded to the LEA & Total Remaining	
Awarded: $524,511	**Remaining: $342,706**

Allowable Use of Funds	Planned Use of Funds (Actions)	Planned Expenditures
Professional development (PD) for teachers, administrators, and counselors to improve A-G completion rate	• Online/in Person UC Counselor Conference NEW • PLC Work in Math & English (CA Ed Partners Collaborative)	Exhausted $150,000
		$150,000
Developing comprehensive advising plans and pupil supports, including tutoring programs, to improve the local educational agency's A-G completion rate.	• RTI Assessment Programs (i-Ready & School City)	$146,634
		$146,634
Expanding access to A-G coursework, including course development and review, and incorporating courses into local graduation requirements.	• Grade Improvement & Credit Recovery– Regular school year- all core areas (UC approved Courses), including World Language	Spent
	•	
	• Indirect Costs	≈ $45,411
		$45,411
	Subtotal	**$342,045**

Learning Loss Mitigation Grant

Total A-G learning Loss Mitigation funds awarded to the LEA	
Awarded: $196,637	**Remaining: $153,845**

Allowable Use of Funds	Planned Use of Funds (Actions)	Planned Expenditures
Allow pupils who receive a grade of "D," "F," or "Fail" in an A-G approved course in the spring semester of 2020 or the 2020-21 school year to retake those A-G courses.	• Expansion of Credit Recovery of UC approved courses- Summer School	$130,000
Offer credit recovery opportunities to all pupils to ensure pupils are able to graduate high school on time.	• Expansion of Credit Recovery for all courses in order to assist students in graduating on time- Summer School	$10,000 (two years remaining)
	Indirect Costs	≈ $12,637
	Subtotal	**$152,637**

Total A-G Completion Improvement Grant included in this plan		**$494,682**

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent, Educational Services
PREPARED BY:	Peter Knapik, Assistant Superintendent, Educational Services
SUBMITTED BY:	Glenda Diaz Nolasco, Administrative Secretary II
DATE:	January 16, 2025
SUBJECT:	Approval of 2023-2024 School Accountability Report Cards

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Background:
Education Code Section 35256 requires the Governing Board of each school district to annually issue a School Accountability Report Card (SARC) for each school in a school district, publicize such reports, and notify parents or guardians of students that a copy will be provided upon request. SARCs are completed mainly with data provided by the California Department of Education that comes from the previous school year which is why SARCs are one year behind.
State law requires that the SARC contain all of the following:

- Demographic data
- School safety and climate for learning information
- Academic data
- School completion rates
- Class sizes
- Teacher and staff information
- Curriculum and instruction descriptions
- Postsecondary preparation information
- Fiscal and expenditure data

Schools are required to have facility inspections. Specifically, State law requires that the facility inspection be reflected on the SARC per Education Code Sections 33126 and 33126.1. The Office of Public School Construction (OPSC) Facility Inspection Tool (FIT) or a locally developed instrument that meets the same legal requirements must be utilized during these inspections to determine if a school facility is in "good repair" and to rate the facility accordingly.

LEAs should ensure that the data collected in the most recent available FIT report is used to populate the SARC regarding the school facility conditions and the "repair status" of facilities. The year and month of the most recent FIT report should also be identified.

District Wide Goals for 2022-2023:
1.0 Students will be career/college ready via high-quality instruction.
2.0 Students and Staff will be physically, emotionally, and mentally healthy.
3.0 Recruit and retain highly qualified employees.
4.0 Maintain efficient and effective operations

Discussion/Issues:
The adoption of the SARC is a compliance requirement for Title I. Attached are the school accountability report cards.

Fiscal Impact:
There is no fiscal impact towards completing the School Accountability Report Card.

Recommendation:
Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the 2023-2024 School Accountability Report Cards prepared in 2024-2025, as presented.

School Accountability Report Cards may be found using the link below:
https://drive.google.com/drive/folders/1WGWN6daka0GU9GlpNHrf30XMLXTmdwZ2?usp=sharing

BURBANK UNIFIED SCHOOL DISTRICT
Office of Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sarah Rudchenko, Assistant Superintendent, Human Resources Services
PREPARED BY:	Sarah Rudchenko, Assistant Superintendent, Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
DATE:	January 16, 2025
SUBJECT:	Approval of Release of Teachers on Temporary Contract

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Background:
Pursuant to California Education Code Section 44954, the Board of Education may release temporary teachers under the following two conditions: (1) Temporary teachers can be released before they have served 75% of the school days in the regular schools of the District or (2) Temporary teachers can be released after serving one full school year, provided they are notified before the end of that school year about the District's decision not to rehire them for the following school year.

Discussion/Issues:
Teachers on temporary contract have been teaching in place of teachers on leave of absence from their regular assignment. Those teachers on leave of absence have the right to return to their positions. Teachers who are on temporary contract are to be released from service having completed their contractual assignment. Should teachers hired on a temporary contract during this school year be needed for the next school year, they may be considered for rehire and afforded their rights under California Education Code Section 44954 for the time served this year, if applicable.

Fiscal Impact:
The District would incur a cost of potentially being overstaffed should the teachers on temporary contract not be released.

Recommendation:
Sarah Rudchenko, Assistant Superintendent, Human Resources Services recommends that the Board of Education approve the release of teachers on temporary contract for the 2024-2025 school year, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
Office of Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sarah Rudchenko, Assistant Superintendent, Human Resources Services
PREPARED BY:	Sarah Rudchenko, Assistant Superintendent, Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
DATE:	January 16, 2025
SUBJECT:	Adoption of Proposed 2025-2026 Instructional Calendars

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Background:
The Instructional Calendar is reviewed annually through the District Calendar Committee process. The District Calendar Committee has reviewed the 2025-2026 Instructional Calendar with input from all stakeholders. The Instructional Calendar serves as a mechanism to inform the public of the first day of instruction and for staff to begin to develop the Instructional program timeline. The Adult School calendar is prepared and reviewed by site level staff.

Discussion/Issues:
The District Calendar Committee developed the 2025-2026 Instructional Calendar. Members of the Calendar Committee include representatives from the California School Employees Association (CSEA), the Burbank Teacher's Association (BTA), the Burbank Association of School Administrators (BASA), and the Parent Teacher Association (PTA).

Once the Instructional Calendar has gone through the committee review process, then both Burbank Teacher's Association and the California School Employees Association use the Instructional Calendar as the basis to negotiate their respective work calendars.

Fiscal Impact:
None

Recommendation:
Sarah Rudchenko, Assistant Superintendent, Human Resources Services recommends that the Board of Education adopt the proposed 2025-2026 Instructional Calendars, as presented.

Burbank Unified School District
K - 12 and Monterey Instructional Calendar for 2025-2026

Fall Semester

Independence Day Holiday (All offices and schools closed July 4th)……. Friday, July 4
District Staff Development……. August 8
Teacher Workdays……...August 11,12
Instruction Begins……Wednesday, August 13
Labor Day Holiday (All offices and schools closed)…….Monday, September 1
Back-to-School Night - Elementary Schools**…….August 28
Back-to-School Night - High Schools**…….September 10
Back-to-School Night - Middle Schools**…….September 11
Elementary Schools Only: Non-Student Attendance Parent Teacher Conferences……...October 6
Elementary Schools Only: Minimum Days: Parent-Teacher Conferences……...October 6-10
District Staff Development (Pupil-Free day)……...October 13
Minimum Teaching Day for Middle Schools……...October 29
Veterans Day (All offices and schools closed).....Tuesday, November 11
Non-Instructional Day All Schools ..... November 26
Thanksgiving Holidays (All offices and schools closed) ..... November 27, 28
Final Exam Schedule for Comprehensive High Schools .....December 16, 17, 18
Minimum Teaching Day for Middle Schools ..... Thursday December 18
Shortened Day for Elementary ..... Friday, December 19
Semester Ends, Pupil Free Secondary ..... Friday, December 19
Winter Recess .....December 22 - January 2
(All offices and schools closed December 24, 25, 31 and January 1)

Spring Semester

School Reopens/ Instruction Begins ..... Monday, January 5
Martin Luther King Day (All offices and schools closed)..... Monday, January 19
Lincoln Holiday (All offices and schools closed)..... …Friday, February 13
President's Day Holiday (All offices and schools closed)..... Monday, February 16
Minimum Teaching Day for Middle Schools .....February 18
Elementary Schools Only: Minimum Days: Parent-Teacher Conferences...February 23-February 27
Open House - High Schools**……March 11
Open House - Middle Schools**……March 12
Spring Recess (All offices and schools closed March 19, 20***)……March 16-20
School Reopens……...Monday, March 23
Open House - Elementary Schools**……...April 30
Final Exam Schedule for Comprehensive High Schools……...May 22, 26, 27
Memorial Day (All offices and schools closed)…….Monday, May 25
Minimum Day K-12 Semester Ends……Thursday, May 28
Teacher Work Day & Check-out……..Friday, May 29
Juneteenth Holiday (All offices and schools closed)……Friday, June 19
Summer School Opens…….Wednesday, June 10

** All schools have shortened days the day following Back to School Night and Open House
*** In lieu of Admission Day

Adopted January 16, 2025 by the Board of Education

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 II
DATE:	January 16, 2025
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 960035314 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 960035314 concerning services and/or school placement, a formal settlement agreement was offered on December 13, 2024 to the Parents. To avoid additional time and expense concerning this matter, the District settled the dispute with the Student's Parents, without admitting any liability.

Fiscal Impact:

Not to exceed $29,250

Recommendation:

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960035314, total not to exceed $29,250, (01.0-65000.0-50010-36000-5813-7440000), June 1, 2024 through May 31, 2026, 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 II
DATE:	January 16, 2025
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 960012534 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 960012534 concerning services and/or school placement, a formal settlement agreement was offered on December 13, 2024 to the Parents. To avoid additional time and expense concerning this matter, the District settled the dispute with the Student's Parents, without admitting any liability.

Fiscal Impact:

Not to exceed $81,968.50

Recommendation:

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960012534, total not to exceed $81,968.50, (01.0-65000.0-50010-36000-5813-7440000), July 1, 2023 through June 30, 2026, 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 II
DATE:	January 16, 2025
SUBJECT:	Amended Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to amend an agreement to hire a school psychologist through an agency because the District is unable to secure a full time, temporary or substitute to support special education students.

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 $91,925.

Recommendation:

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education amend an agreement between Burbank Unified School District and Karen Kambourian, to provide a related service provider to support individualized education plan mandated counseling services and assessment, not to exceed $91,925 (01.0-65000.0-57602-11900-5850-7440000), effective August 23, 2024 through June 30, 2025 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was September 5, 2024 for a total not to exceed $41,925. Due to additional needs of support to students, this amendment increases the amount by $50,000. The new not to exceed amount is $91,925.

Burbank Unified School District
1900 West Olive Avenue, Burbank, 91506
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RATIFIED CONSULTANT AGREEMENT
SCHOOL PSYCHOLOGIST

TERM OF AGREEMENT

This Agreement, made and entered into this 10th day of December 2024 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Karen Kambourian hereinafter referred to as "Consultant."

Payee's Name: Karen Kambourian Daytime Phone Number: 818-336-2465

Mailing Address: 11584 Mariposa Bay Lane Porter Ranch CA 91326

Email Address: Karen.Kambourian@gmail.com

Sponsoring Administrator: Peter Knapik Assisting Superintendent Special Education
Print Name Title Signature Location

Board Approval: ~~09/05/2024~~ 01/16/2025 Account Code: 01.0-65000.0-57602-11900-5850-7440000

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

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

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

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of **$75 per hour** for a total not to exceed **~~$41,925.00~~ $91,925.00**

2. The term of the Agreement shall be the period commencing on: 08/22/2024 and terminating on: 06/30/2025.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Karen Kambourian will provide a school psychologist, ~~6.5 hours per day, 2 days per week, 43 weeks, 86 days~~ up to 8 hours per day, 5 days per week, excluding school holidays. District will give Karen Kambourian two (2) weeks notice should services be terminated.

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 Karen Kambourian 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 Karen Kambourian 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

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

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

Karen Kambourian
Consultant/Company

Print Representative Name

Title

Signature

Date

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 11/26/2024 & 12/16/2024

PO Number	Vendor	Description	Site	Fund	Total Amount
25000719	LEDESMA & MEYER CONSTRUCTION COMPANY, INC.	C/O 1; INCREASE BY $75,600.00; PENDING BOARD APPROVAL 12/19/24; 2324-035-00 CONSTRUCTION CONTRACT AND PROJECT MANAGEMENT SERVICES; KIT FUNDS; BOARD APPROVED 6/20/24	FOOD SERVICES	010	$225,600.00
25000722	GARY D STROMBERG & ASSOCIATES LLC	C/O 1: INCREASE BY $100,956.00 ; PROFESSIONAL SERVICES AGREEMENT; SPEECH AND LANGUAGE SUPPORT; SPECIAL EDUCATION FUNDS; BOARD APPROVED 11/7/24	SPECIAL EDUCATION	010	$584,256.00
25001350	RALUY-MARTINEZ, LISA	C/O 1: INCREASE BY $586.00; 2024-25 BLANKET ORDER; CLASSROOM SUPPLIES	LUTHER BURBANK MIDDLE SCHOOL	010	$6,186.00
25001449	NEW MEDISCAN II, LLC DBA CROSS COUNTRY EDUCATION	C/O 1: INCREASE BY $ 93,280.00; PROFESSIONAL SERVICES AGREEMENT; INDEPENDENT EDUCATIONAL EVALUATIONS; SPECIAL EDUCATION FUNDS; BOARD APPROVED 9/5/24	SPECIAL EDUCATION	010	$166,320.00
25001702	EMERALD COVE OUTDOOR SCIENCE INSTITUTE	C/O 1: INCREASE BY $12,502.15; DEPOSIT FOR OSS; EMERALD COVE; GIFT FUNDS; BOARD APPROVED 6/20/24	EMERSON ELEMENTARY	010	$14,151.20
25001783	AMAZON CAPITAL SERVICES	C/O 1: INCREASE BY $1,000.00; 2024-25 BLANKET ORDER; TECHNOLOGY SUPPLIES	TECHNOLOGY SERVICES	010	$3,000.00
25002308	CITY OF BURBANK	C/O 1 CANCEL ORDER; GRADUATION SAFETY EXPENSE	BURBANK HIGH SCHOOL	010	$1,137.50
25002321	AMAZON CAPITAL SERVICES	C/O 1: REUDCE BY $18.30; CLASSROOM SUPPLIES; GIFT FUNDS	BRET HARTE ELEMENTARY	010	$233.17
25002353	AMAZON CAPITAL SERVICES	C/O 1: REDUCE BY $45.13; BOOKS; GIFT FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$370.07
25002356	N2Y	C/O 1: CANCEL ORDER; SOFTWARE LICENSE; MAA FUNDS	SPECIAL EDUCATION	010	$20,649.43
25002367	ULINE - Attn: ACCOUNTS RECEIVABLES	WAREHOUSE MATERIALS AND SUPPLIES; UNRESTRICTED MAINTENANCE FUNDS	ROOSEVELT ELEMENTARY	010	$232.37
25002368	KING'S CUSTOM SHEET METAL	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$132.30
25002369	CAROLINA BIOLOGICAL SUPPLY CO	CLASSROOM SUPPLIES; CHUCK LORRE FAMILY GRANT	DOLORES HUERTA MIDDLE SCHOOL	010	$831.84
25002370	TYERMAN'S AUTOMOTIVE	EQUIPMENT REPAIR BY VENDOR; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$125.00
25002371	THE SIGN STUDIO	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	EMERSON ELEMENTARY	010	$110.25
25002372	FLINN SCIENTIFIC INC	CLASSROOM SUPPLIES; CHUCK LORRE FAMILY GRANT	DOLORES HUERTA MIDDLE SCHOOL	010	$721.08
25002373	HIPPIE, DEANA KAYE	CONSULTANT AGREEMENT; PROFESSIONAL DEVELOPMENT FOR STUDENTS; TITLE I FUNDS; BOARD APPROVED 11/7/24	MC KINLEY ELEMENTARY	010	$600.00

BOARD DETAIL REPORT

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PO Number	Vendor	Description	Site	Fund	Total Amount
25002374	J.W. PEPPER & SONS, INC	CLASSROOM SUPPLIES; AMS FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$85.98
25002375	THE TORO COMPANY	2024-25 BLANKET ORDER; ANNUAL SERVICE AGREEMENT FOR IRRIGATION CONTROLS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$1,794.00
25002376	BUSD FOOD SERVICES	SNACK FOODS; ASES FUNDS	FOOD SERVICES	010	$4,204.50
25002377	SIM, AMANDA	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$62.61
25002378	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; ATHLETICS	JOHN BURROUGHS HIGH SCHOOL	010	$2,090.00
25002379	THE TORO COMPANY	SERVICE AGREEMENT FOR IRRIGATION CONTROLS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$1,200.52
25002380	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; ATHLETICS	JOHN BURROUGHS HIGH SCHOOL	010	$3,165.00
25002381	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; ATHLETICS	JOHN BURROUGHS HIGH SCHOOL	010	$1,090.00
25002382	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; ATHLETICS	JOHN BURROUGHS HIGH SCHOOL	010	$5,902.50
25002383	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; ATHLETICS	JOHN BURROUGHS HIGH SCHOOL	010	$5,575.00
25002384	DAILY JOURNAL CORPORATION	NEWSPAPER ADVERTISEMENT	FISCAL SERVICES	010	$60.45
25002385	VARI SALES CORPORATION	FURNITURE; ADULT EDUCATION - BLOCK GRANT	BURBANK ADULT SCHOOL	110	$2,249.93
25002386	COAST TO COAST GLASS CORPORATION	DEGLAZING OF TWO SHOWCASES TO FACILITATE CLEANING THE INSIDE OF SHOWCASES AT BURBANK HIGH SCHOOL	FACILITIES SERVICES	010	$950.00
25002387	LRA INTERPRETERS, INC.	INTERPRETING SERVICE; LCFF SUPPLEMENTAL FUNDS	MILLER ELEMENTARY	010	$391.00
25002388	LRA INTERPRETERS, INC.	INTERPRETEING SERVICES; LCFF SUPPLEMENTAL FUNDS	MC KINLEY ELEMENTARY	010	$391.00
25002389	ROUSSEAU, CARA	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS	STEVENSON ELEMENTARY	010	$99.19
25002390	JURMAN, MARLA	REIMBURSEMENT TO TEACHER FOR CLASROOM SUPPLIES; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$132.53
25002391	NOREDINK CORP.	SOFTWARE LICENSE; TITLE I FUNDS	MUIR MIDDLE SCHOOL	010	$5,492.50
25002392	CADE, EMILY	REIMBURSEMENT TO PARENT FOR EVENT SUPPLIES; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$79.91
25002393	FLORES, JENNIFER	REIMBURSEMENT TO TEACHER FOR FUNDRAISING SUPPLIES; GIFT FUNDS	EDISON ELEMENTARY	010	$35.05
25002394	HUTCHINGS, LUSINE	REIMBURSEMENT TO TEACHER FOR CONFERENCE; ADULT EDUCATION - BLOCK GRANT	BURBANK ADULT SCHOOL	110	$230.00
25002395	LOS ANGELES ZOO	FIELD TRIP ADMISSION; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$350.00
25002396	CI SOLUTIONS	SOFTWARE LICENSE AND PRINTER SERVICE CONTRACT; ADULT EDUCATION-BLOCK GRANT; BOARD APPROVED 6/20/24	BURBANK ADULT SCHOOL	110	$981.02

BOARD DETAIL REPORT

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PO Number	Vendor	Description	Site	Fund	Total Amount
25002397	N2Y	SOFTWARE LICENSE; MAA FUNDS; BOARD APPROVED 6/20/24	SPECIAL EDUCATION	010	$63,509.74
25002398	KURTZ BROS., INC	FURNITURE; CHUCK LORRE FAMILY GRANT	STEVENSON ELEMENTARY	010	$1,364.97
25002399	US BANK NATIONAL ASSOCIATION	MEMBERSHIP RENEWAL; PERKINS GRANT	INSTRUCTIONAL SERVICES	010	$1,410.00
25002400	SCHOOL SPECIALTY, INC	TEXTBOOKS: ADOPTED; LOTTERY FUNDS; BOARD APPROVED 6/15/23	DISNEY ELEMENTARY	010	$494.31
25002401	CHALK SPINNER LLC	CLASSROOM SUPPLIES; CHUCK LORRE FAMILY GRANT	STEVENSON ELEMENTARY	010	$966.50
25002402	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; CHUCK LORRE FAMILY GRANT	STEVENSON ELEMENTARY	010	$167.54
25002403	RIVERSIDE INSIGHTS	TESTING MATERIALS	SPECIAL EDUCATION	010	$2,069.07
25002404	PRO-ED	TESTING MATERIALS	SPECIAL EDUCATION	010	$998.08
25002405	SOUTHWEST SCHOOL & OFFICE SUPPLY	CLASSROOM SUPPLIES	ROOSEVELT ELEMENTARY	010	$640.86
25002406	AREY JONES EDUCATIONAL SOLUTIONS	TECHNOLOGY EQUIPMENT; CHUCK LORRE FAMILY GRANT	ROOSEVELT ELEMENTARY	010	$924.37
25002407	COMPLETE BUSINESS SYSTEMS	OFFICE SUPPLIES	JEFFERSON ELEMENTARY	010	$396.27
25002408	SCHOOL OUTFITTERS	FURNITURE; ACCOUNTS RECEIVABLE	MUIR MIDDLE SCHOOL	010	$2,416.21
25002409	AREY JONES EDUCATIONAL SOLUTIONS	TECHNOLOGY EQUIPMENT; CHUCK LORRE FAMILY GRANT	WASHINGTON ELEMENTARY	010	$924.37
25002410	FLINN SCIENTIFIC INC	CLASSROOM SUPPLIES; CHUCK LORRE FAMILY GRANT	DOLORES HUERTA MIDDLE SCHOOL	010	$83.66
25002411	MONTGOMERY HARDWARE COMPANY	REPLACE 6 DOORS AT HUERTA; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$13,764.51
25002412	AMAZON CAPITAL SERVICES	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$548.64
25002413	AMAZON CAPITAL SERVICES	FURNITURE AND FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$1,512.20
25002414	AMAZON CAPITAL SERVICES	FACILITY REPAIR MATERIAL AND OFFICE SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$118.65
25002415	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$327.29
25002416	FIELDTURF USA INC	FC 2021-13; TURF MAINTENANCE @ BHS & JBHS; CITY OF BURBANK ATHLETIC FUNDS; BOARD APPROVED 4/15/21	FACILITIES SERVICES	010	$19,000.00
25002417	THE HITT COMPANIES	PRINTING SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$51.26
25002418	AMTECH ELEVATOR SERVICES	REPAIR ELEVATOR KEYSWITCH AT BURBANK HIGH; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$1,195.60
25002419	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; CHUCK LORRE FAMILY GRANT	STEVENSON ELEMENTARY	010	$902.75

BOARD DETAIL REPORT

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PO Number	Vendor	Description	Site	Fund	Total Amount
25002421	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	INSTRUCTIONAL SERVICES	010	$60.38
25002422	LAKESHORE CURRICULUM MATERIAL	FURNITURE; CHUCK LORRE FAMILY GRANT	ROOSEVELT ELEMENTARY	010	$2,607.46
25002423	LAKESHORE CURRICULUM MATERIAL	CLASSROOM SUPPLIES; CHUCK LORRE FAMILY GRANT	STEVENSON ELEMENTARY	010	$1,771.87
25002424	AMB GROUP INC.	FC2324-035-99: KITCHEN INFRASTUCTURE AT VARIOUS SITES; KIT FUNDS; BOARD APPROVED 11/21/24	FOOD SERVICES	010	$851,000.00
25002425	GOPHER SPORT	CLASSROOM SUPPLIES; CHUCK LORRE FAMILY GRANT	ROOSEVELT ELEMENTARY	010	$3,087.92
25002426	DISCOUNT SCHOOL SUPPLY	CLASSROOM SUPPLIES; CHUCK LORRE FAMILY GRANT	ROOSEVELT ELEMENTARY	010	$388.18
25002427	CURRAN, RYAN	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS	STEVENSON ELEMENTARY	010	$97.60
25002428	PACINO, LORI	REIMBURSEMENT TO ASSISTANT PRINCIPAL FOR FOOD FOR EVENT	MUIR MIDDLE SCHOOL	010	$517.80
25002429	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	BRET HARTE ELEMENTARY	010	$238.91
25002430	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES AND EQUIPMENT; CHUCK LORRE FAMILY GRANT	ROOSEVELT ELEMENTARY	010	$1,694.33
25002431	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; CHUCK LORRE FAMILY GRANT	PROVIDENCIA ELEMENTARY	010	$4,721.52
25002432	MCGUIRE, ERIN	CONSULTANT AGREEMENT; CHOIR SUPPORT; GIFT FUNDS; BOARD APPROVED 11/21/24	JEFFERSON ELEMENTARY	010	$75.00
25002433	SWEETWATER SOUND INC	TECHNOLOGY SUPPLIES; AMS FUNDS	MUIR MIDDLE SCHOOL	010	$523.18
25002434	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$201.86
25002435	RONDEAU, DEBRA	PROFESSIONAL SERVICES AGREEMENT; ORTHOPEDIC SERVICES AND ASSESSMENTS; SPECIAL EDUCATION FUNDS; BOARD APPROVED 10/3/24	SPECIAL EDUCATION	010	$7,000.00
25002436	GAJAN, FERNANDO	REIMBURSEMENT TO TEACHER FOR MEMBERSHIP RENEWAL	JOHN BURROUGHS HIGH SCHOOL	010	$385.00
25002437	BOX CARS AND ONE-EYED JACKS, INC	CONSULTANT AGREEMENT; FAMILY NIGHTS; TITLE I AND TITLE III - LEP FUNDS; BOARD APPROVED 11/7/24	PROVIDENCIA ELEMENTARY	010	$1,507.65
25002438	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	BURBANK HIGH SCHOOL	010	$122.63
25002439	AMAZON CAPITAL SERVICES	BOOKS AND CLASSROOM SUPPLIES; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$265.20
25002440	LRP PUBLICATIONS	NEWSLETTER RENEWAL; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$310.00
25002441	APPLE COMPUTER ED SALES	COMPUTER EQUIPMEMT; K12 STRONG WORKFORCE PROGRAM	BURBANK HIGH SCHOOL	010	$3,145.59
25002442	SCHOOL ZONE TRANSPORTATION, INC	STUDENT TRANSPORTATION; MUSIC CENTER; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$1,400.00
25002443	US BANK NATIONAL ASSOCIATION	SOFTWARE LICENSE; SPECIAL EDUCATION-WORKABILITY GRANT	SPECIAL EDUCATION	010	$345.87

BOARD DETAIL REPORT

Printed between 11/26/2024 & 12/16/2024

PO Number	Vendor	Description	Site	Fund	Total Amount
25002444	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GENERAL AND TITLE III - LEP FUNDS	STEVENSON ELEMENTARY	010	$941.78
25002445	SCHOOL ZONE TRANSPORTATION, INC	STUDENT TRANSPORTATION; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$1,400.00
25002446	EXPLORELEARNING LLC	SOFTWARE LICENSE; TITLE I FUNDS	MUIR MIDDLE SCHOOL	010	$6,682.50
25002447	LION EXPRESS	STUDENT TRANSPORTATION; ATHLETICS	JOHN BURROUGHS HIGH SCHOOL	010	$1,436.00
25002448	BUSD FOOD SERVICES	FOOD FOR JBHS COLLEGE FAIR; CTE - UNDRESTRICTED FUNDS	INSTRUCTIONAL SERVICES	010	$846.53
25002449	FLINN SCIENTIFIC INC	CLASSROOM SUPPLIES; CHUCK LORRE FAMILY GRANT	DOLORES HUERTA MIDDLE SCHOOL	010	$29.14
25002450	SCHOOL ZONE TRANSPORTATION, INC	STUDENT TRANSPORTATION; SKIRBALL CULTURAL CENTER; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$1,400.00
25002451	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES AND EQUIPMENT; CHUCK LORRE FAMILY GRANT	MILLER ELEMENTARY	010	$2,438.49
25002452	CDW-G - COMPUTER DISCOUNT WHSE	COMPUTER EQUIPMENT; AMS FUNDS	WASHINGTON ELEMENTARY	010	$402.41
25002453	NICK RAIL MUSIC INC	2024-25 BLANKET ORDER; MUSICAL INSTRUMENT REPAIRS; GIFT FUNDS	BURBANK HIGH SCHOOL	010	$12,377.00
25002454	KR NIDA CORPORATION	COMMUNICATION EQUIPMENT	JOHN BURROUGHS HIGH SCHOOL	010	$2,412.51
25002455	JAMISON, MOZHDEH	REIMBURSEMENTT TO TEACHER FOR CLASSROOM SUPPLIES	DOLORES HUERTA MIDDLE SCHOOL	010	$11.00
25002456	BASINSKI, ANNA	REIMBURESEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$46.59
25002457	RUSSON, ROBYN	REIMBURSEMENT TO TEACHER FOR SOFTWARE	JOHN BURROUGHS HIGH SCHOOL	010	$159.00
25002458	MAXWELL, DENNIS	REIMBURSEMENT TO DIRECTOR OF FACILITITES FOR FACILITY REPAIR MATERIAL; UNRESTRICTED MAINTENANCE FUNDS	FACILITIES SERVICES	010	$274.31
25002459	MCNAMARA, VINCENT	REIMBURSEMENT TO STUDENT FOR SERVSAFE COURSE; SPECIAL EDUCATION - WORKABILITY GRANT	SPECIAL EDUCATION	010	$9.99
25002460	DE LA TORRE, ISABELLA	REIMBURSEMENT TO STUDENT FOR SERVSAVE COURSE; SPECIAL EDUCATION - WORKABILITY GRANT	SPECIAL EDUCATION	010	$9.99
25002461	HOWITT, ELAYNE	REIMBURSEMENT TO TEACHER FOR CLASSROOM EQUIPMENT; SPECIAL EDUCATION FUNDS	BURBANK ADULT SCHOOL	010	$600.00
25002462	KNATCAL, DAVID	REIMBURSEMENT TO TEACHER FOR INSTRUCTIONAL MATERIALS; SPECIAL EDUCATION FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$9.99
25002463	PALASKI, JESSICA	REIMBURSEMENT TO ASSISTANT PRINCIPAL FOR FOOD FOR EVENT; GIFT FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$22.00
25002464	NTT AMERICA INC	CARRYOVER PO 24001203; 1920-024 E-RATE TECHNOLOGY NETWORK ELECTRONICS; BOND FUNDS; BOARD APPROVED 4/16/20	TECHNOLOGY SERVICES	213	$251,640.33

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PO Number	Vendor	Description	Site	Fund	Total Amount
25002465	ABLENET, INC.	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$242.55
25002466	ECOCUBICAL INC.	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$3,307.50
25002467	EMBI TEC	CLASSROOM SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$284.60
25002469	OZO EDU, INC.	CLASSROOM SUPPLIES; CHUCK LORRE FAMILY GRANT	PROVIDENCIA ELEMENTARY	010	$352.80
25002470	GOPHER SPORT	CLASSROOM EQUIPMENT; CHUCK LORRE FAMILY GRANT	PROVIDENCIA ELEMENTARY	010	$427.55
25002471	KINETIC LIGHTING INC	TECHNOLOGY SUPPLIES	BURBANK HIGH SCHOOL	010	$77.18
25002472	LGS MICROSCOPES	CLASSROOM EQUIPMENT REPAIR SERVICE	JOHN BURROUGHS HIGH SCHOOL	010	$99.03
25002473	LAKESHORE CURRICULUM MATERIAL	CLASSROOM SUPPLIES; TITLE III IMMIGRANT EDUCATION FUNDS	PROVIDENCIA ELEMENTARY	010	$185.51
25002474	SPECIAL EDUCATION PARENT	REIMBURSEMENT TO PARENTS FOR TRAVEL AND TUITION; SPECIAL EDUCATION FUNDS; BOARD APPROVED 11/21/24	SPECIAL EDUCATION	010	$202,374.49
25002475	SCHOOL-TECH, INC.	CLASSROOM SUPPLIES; SPEICAL EDUCATION FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$23.59
25002476	US BANK NATIONAL ASSOCIATION	CLASSROOM SUPPLIES; K12 STRONG WORKFORCE GRANT	JOHN BURROUGHS HIGH SCHOOL	010	$1,513.50
25002478	LAKESHORE CURRICULUM MATERIAL	CLASSROOM SUPPLIES; CHUCK LORRE FAIMILY GRANT	MILLER ELEMENTARY	010	$185.51
25002479	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS AND SPECIAL EDUCATION - WORKABILITY GRANT	SPECIAL EDUCATION	010	$145.46
25002480	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	BURBANK HIGH SCHOOL	010	$226.96
25002481	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	BURBANK HIGH SCHOOL	010	$638.89
25002482	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; TITLE III - IMMIGRANT EDUCATIONA ND TITLE III - LEP FUNDS	PROVIDENCIA ELEMENTARY	010	$449.48
25002483	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES AND EQUIPMENT; GIFT FUNDS	DOLORES HUERTA MIDDLE SCHOOL	010	$2,227.49
25002484	AMAZON CAPITAL SERVICES	CLASSROOM EQUIPMENT; CHUCK LORRE FAMILY GRANT	MILLER ELEMENTARY	010	$1,194.94
25002485	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; CHUCK LORRE FAMILY GRANT	DOLORES HUERTA MIDDLE SCHOOL	010	$220.44
25002486	AMAZON CAPITAL SERVICES	FURNITURE AND CLASSROOM SUPPLIES	EMERSON ELEMENTARY	010	$192.42
25002487	AMAZON CAPITAL SERVICES	2024-25 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$700.00
25002488	AMAZON CAPITAL SERVICES	FURNITURE AND CLASSROOM SUPPLIES	BRET HARTE ELEMENTARY	010	$147.65
25002489	DUNN EDWARDS CORPORATION/LA	FACILITIES MAINTENANCE TOOLS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$6,639.31

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PO Number	Vendor	Description	Site	Fund	Total Amount
25002490	GOPHER SPORT	CLASSROOM SUPPLIES AND EQUIPMENT; LORRE FAMILY GRANT FUNDS	STEVENSON ELEMENTARY	010	$4,916.03
25002491	GARVEY EQUIPMENT COMPANY	GROUNDS EQUIPMENT; UNRESTRICTED MAINTENANCE FUNDS	FACILITIES SERVICES	010	$11,298.04
25002492	AMAZON CAPITAL SERVICES	AUDIO EQUIPMENT; ACCOUNTS RECEIVABLE FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$330.73
25002493	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	BRET HARTE ELEMENTARY	010	$197.82
25002494	AMAZON CAPITAL SERVICES	2024-25 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; TITLE I FUNDS	MILLER ELEMENTARY	010	$2,400.00
25002495	SCHOWENGERDT, ANDREA	REIMBURSEMENT TO OFFICE MANAGER FOR PARKING PERMIT FOR FIELD TRIP; GIFT FUNDS	STEVENSON ELEMENTARY	010	$248.88
25002496	HOUGHTON MIFFLIN HARCOURT SCHOOL DIVISION	TEXTBOOKS; ADOPTED; LOTTERY FUNDS; BOARD APPROVED 5/19/22	MUIR MIDDLE SCHOOL	010	$791.39
25002497	WONDER WORKSHOP, INC	CLASSROOM SUPPLIES; CHUCK LORRE FAMILY GRANT	MILLER ELEMENTARY	010	$532.32
25002499	VENTRIS LEARNING	BOOKS; TITLE III - LEP FUNDS	WASHINGTON ELEMENTARY	010	$97.18
25002500	APPLE COMPUTER ED SALES	APPLE APP CREDIT VOUCHER; CHUCK LORRE FAMILY GRANT	PROVIDENCIA ELEMENTARY	010	$215.64
25002501	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2024-25 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; TITLE I FUNDS	MILLER ELEMENTARY	010	$1,500.00
25002502	APPLE COMPUTER ED SALES	APPLE APP CREDIT VOUCHER; CHUCK LORRE FAMILY GRANT	PROVIDENCIA ELEMENTARY	010	$359.64
25002503	APPLE COMPUTER ED SALES	APPLE APP CREDIT VOUCHER; CHUCK LORRE FAMILY GRANT	PROVIDENCIA ELEMENTARY	010	$179.64
25002504	APPLE COMPUTER ED SALES	APPLE APP CREDIT VOUCHER; CHUCK LORRE FAMILY GRANT	PROVIDENCIA ELEMENTARY	010	$179.64
25002505	PATEL, DIPALI	REIMBURSEMENT TO FC CHAIRPERSON FOR ICE CREAM; GIFT FUNDS	EMERSON ELEMENTARY	010	$220.65
25002506	TEXAS AMERICA SAFETY COMPANY	SAFETY SUPPLIES; GIFT FUNDS	DISNEY ELEMENTARY	010	$118.24
25002507	AMAZON CAPITAL SERVICES	FURNITURE AND TECHNOLOGY SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$348.04
25002508	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; TITLE III - LEP FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$1,874.03
25002509	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$1,220.80
25002510	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT AND GENERAL FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$116.64
25002511	TOMY INTERNATIONAL, INC	CLASSROOM SUPPLIES; CHUCK LORRE FAMILY GRANT	MC KINLEY ELEMENTARY	010	$694.24
25002512	STEMFINITY LLC	CLASSROOM SUPPLIES; CHUCK LORRE FAMILY GRANT	PROVIDENCIA ELEMENTARY	010	$722.89
25002513	CDW-G - COMPUTER DISCOUNT WHSE	CLASSROOM SUPPLIES	WASHINGTON ELEMENTARY	010	$373.22
25002514	SCHOOL DATEBOOKS	CLASSROOM SUPPLIES; GIFT FUNDS	EDISON ELEMENTARY	010	$745.51

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PO Number	Vendor	Description	Site	Fund	Total Amount
25002515	LEGO EDUCATION US	CLASSROOM SUPPLIES; CHUCK LORRE FAMILY GRANT	MILLER ELEMENTARY	010	$352.74
25002516	KELLEY, SANDRA	REIMBURSEMENT TO COUNSELING ASSISTANT FOR EVENT SUPPLIES; GIFT FUNDS	MUIR MIDDLE SCHOOL	010	$50.12
25002517	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	DOLORES HUERTA MIDDLE SCHOOL	010	$95.32
25002518	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES AND EQUIPMENT; CHUCK LORRE FAMILY GRANT	MC KINLEY ELEMENTARY	010	$4,044.49
25002519	AMAZON CAPITAL SERVICES	FURNITURE	INSTRUCTIONAL SERVICES	010	$209.45
25002520	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; CHUCK LORRE FAMILY GRANT	BURBANK HIGH SCHOOL	010	$111.51
25002521	AMAZON CAPITAL SERVICES	PLAYGROUND SUPPLIES; ADULT EDUCATION - BLOCK GRANT	BURBANK ADULT SCHOOL	110	$2,976.65
25002522	WESTERN ALLIED CORPORATION	FACILITY REPAIR BY VENDOR: ON-GOING AND MAJOR MAINTENANCE FUNDS	WASHINGTON ELEMENTARY	010	$593.43
25002523	KING'S CUSTOM SHEET METAL	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	MUIR MIDDLE SCHOOL	010	$159.86
25002524	MONTGOMERY HARDWARE COMPANY	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$1,490.01
25002525	GIRARD & PETERSON INC	FACILITY REPAIR BY VENDOR; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$221.00
25002526	TARGET SPECIALTY PRODUCTS	GROUNDS SUPPLIES; UNRESTRICTED MAINTENANCE FUNDS	FACILITIES SERVICES	010	$1,164.59
25002527	US AIR CONDITIONING DISTRIBUTORS	HVAC SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$1,657.87
25002528	US AIR CONDITIONING DISTRIBUTORS	HVAC SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$1,807.87
25002529	SONRISE ELECTRIC	SCOREBOARD SERVICE AT BURBANK HIGH; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$2,517.00
25002530	BEST CAFE ENTERPRISE, LLC	FOOD FOR EVENT; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$1,126.25
25002531	RUSSELL SIGLER INC	HVAC SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$1,083.88
25002532	SUNRISE TO SUNSET FOOD SERVICE INC	FOOD FOR EVENT; MAA FUNDS	BRET HARTE ELEMENTARY	010	$547.41
25002533	US BANK NATIONAL ASSOCIATION	TECHNOLOGY SUPPLIES	TECHNOLOGY SERVICES	010	$1,319.69
25002534	COUNTY OF LOS ANGELES PUBLIC HEALTH	ANNUAL ADMINISTRATIVE FEES FOR BACKFLOW ASSEMBLIES AT VARIOUS SITES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$999.00
25002535	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; ATHLETICS	JOHN BURROUGHS HIGH SCHOOL	010	$2,672.50
25002536	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; IMA	JOHN BURROUGHS HIGH SCHOOL	010	$870.00

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25002537	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; ATHLETICS	JOHN BURROUGHS HIGH SCHOOL	010	$847.50
25002538	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; ATHLETICS & CHEER	JOHN BURROUGHS HIGH SCHOOL	010	$1,400.00
25002539	APPLE COMPUTER ED SALES	APPLE APP CREDIT VOUCHER; CHUCK LORRE FAMILY GRANT	MILLER ELEMENTARY	010	$449.40
25002540	APPLE COMPUTER ED SALES	APPLE APP CREDIT VOUCHER; CHUCK LORRE FAMILY GRANT	MC KINLEY ELEMENTARY	010	$339.32
25002541	OZO EDU, INC.	CLASSROOM SUPPLIES; CHUCK LORRE FAMILY GRANT	MC KINLEY ELEMENTARY	010	$661.50
25002542	UPPER STORY LLC	CLASSROOM SUPPLIES; CHUCK LORRE FAMILY GRANT	MC KINLEY ELEMENTARY	010	$1,270.84
25002543	GOPHER SPORT	CLASSROOM FURNITURE; CHUCK LORRE FAMILY GRANT	MILLER ELEMENTARY	010	$2,778.37
25002544	SONRISE ELECTRIC	SCOREBOARD REPAIRS AT BURBANK HIGH SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$1,565.00
25002545	SONRISE ELECTRIC	SCOREBOARD REPAIRS AT BURROUGHS HIGH SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$1,244.00
25002546	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; IMA	JOHN BURROUGHS HIGH SCHOOL	010	$785.00
25002547	GERONIMO, EDGARDO	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES	DOLORES HUERTA MIDDLE SCHOOL	010	$113.28
25002548	WOOD, ELIZABETH	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS	EDISON ELEMENTARY	010	$150.00
25002549	BASINSKI, ANNA	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$119.00
25002550	TOTAL APPTITUDE	SOFTWARE LICENSE; BOARD APPROVED 6/20/24	JOHN BURROUGHS HIGH SCHOOL	010	$996.00
25002551	KUBEK, EMILY	REIMBURSEMENT TO FFS VOLUNTEER FOR SUPPLIES; GIFT FUNDS	STEVENSON ELEMENTARY	010	$102.87
25002552	ANDERSON, LAUREN	REIMBURSEMENT TO PARENT FOR CUSTOM CLOTHING; GIFT FUNDS	STEVENSON ELEMENTARY	010	$1,756.83
25002553	FRALEY, JENNIFER	REIMBURSEMENT TO VOLUNTEER FOR CLASSROOM SUPPLIES; GIFT FUNDS	STEVENSON ELEMENTARY	010	$33.04
25002554	ETTERBEEK, BRENDA	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; AMS FUNDS	EDISON ELEMENTARY	010	$101.98
25002555	KNOOP, JULIE	REIMBURESEMENT TO TEACHER FOR CLASSROOM SUPPLIES; CTE FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$26.90
25002556	APPLE COMPUTER ED SALES	COMPUTER EQUIPMENT; CHUCK LORRE FAMILY GRANT	MILLER ELEMENTARY	010	$1,138.47
25002557	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	PERSONNEL SERVICES	010	$207.27
25002558	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT AND GENERAL FUNDS	JEFFERSON ELEMENTARY	010	$69.93
25002559	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	MUIR MIDDLE SCHOOL	010	$498.58
25002560	CHUMASH INDIAN MUSEUM	STUDENT ADMISSION; CHUMASH INDIAN MUSEUM; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$830.00
25002561	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; CHUCK LORRE FAMILY GRANT	MONTEREY HIGH SCHOOL	010	$112.18
25002562	AMAZON CAPITAL SERVICES	2024-25 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES	Student Services	010	$500.00

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PO Number	Vendor	Description	Site	Fund	Total Amount
25002563	ZING APPS LLC	SOFTWAREE LICENSE; BOARD APPROVED 6/20/24	LUTHER BURBANK MIDDLE SCHOOL	010	$1,320.00
25002564	ENCORP	PROFESSIONAL SERVICES; LEAD AND ASBESTOS TESTING; BOND FUNDS; PENDING BOARD APPROVAL 1/16/25	FACILITIES SERVICES	213	$7,810.00
25002565	ENCORP	PROFESSIONAL SERVICES; LEAD AND ASBESTOS TESTING; BOND FUNDS; PENDING BOARD APPROVAL 1/16/25	FACILITIES SERVICES	213	$5,390.00
25002566	ENCORP	PROFESSIONAL SERVICES; LEAD AND ASBESTOS TESTING; BOND FUNDS; PENDING BOARD APPROVAL 1/16/25	FACILITIES SERVICES	213	$11,200.00
25002567	MONTGOMERY HARDWARE COMPANY	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$2,305.05
25002568	ENCORP	PROFESSIONAL SERVICES; LEAD AND ASBESTOS TESTING; BOND FUNDS; PENDING BOARD APPROVAL 1/16/25	FACILITIES SERVICES	213	$17,960.00
25002569	JUNIOR LIBRARY GUILD	BOOKS; TITLE I FUNDS	DOLORES HUERTA MIDDLE SCHOOL	010	$1,163.27
25002570	SQUISHY CIRCUITS STORE LLC	CLASSROOM SUPPLIES; CHUCK LORRE FAMILY GRANT	MC KINLEY ELEMENTARY	010	$92.89
25002571	UME FEDERAL CREDIT UNION	GIFT CARDS FOR HOMELESS, FOSTER, AND NEEDY BUSD FAMILIES; GIFT FUNDS	SUPERINTENDENT ´S OFFICE	010	$15,125.00
25002573	ACE BUSINESS MACHINES, INC.	OFFICE SUPPLIES	BUSINESS OFFICE	010	$129.98
25002574	SUMDOG INC.	CLASSROOM SUPPLIES; CHUCK LORRE FAMILY GRANT	MC KINLEY ELEMENTARY	010	$770.65
25002575	REFRIGERATION SUPPLIES DIST	WELDING EQUIPMENT; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$1,240.31
25002576	FLINN SCIENTIFIC INC	CLASSROOM SUPPLIES; CHUCK LORRE FAMILY GRANT	JOHN BURROUGHS HIGH SCHOOL	010	$55.15
25002577	FLINN SCIENTIFIC INC	CLASSROOM SUPPLIES; CHUCK LORRE FAMILY GRANT	JOHN BURROUGHS HIGH SCHOOL	010	$2,808.31
25002578	PEARSON ASSESSMENT	TESTING MATERIALS	SPECIAL EDUCATION	010	$2,069.60
25002579	EMBI TEC	CLASSROOM SUPPLIES; CHUCK LORRE FAMILY GRANT	JOHN BURROUGHS HIGH SCHOOL	010	$4,026.05
25002580	SMARDAN SUPPLY BURBANK	KITCHEN EQUIPMENT; CHILD NUTRITION SCHOOL PROGRAM FUNDS	FOOD SERVICES	130	$10,714.78
25002581	FISHER SCIENCE EDUCATION	CLASSROOM SUPPLIES; CHUCK LORRE FAMILY GRANT	JOHN BURROUGHS HIGH SCHOOL	010	$168.08
25002582	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	WASHINGTON ELEMENTARY	010	$431.97
25002583	LOS ANGELES DODGERS LLC	FIELD TRIP ADMISSION; DODGER STADIUM; GIFT FUNDS	MONTEREY HIGH SCHOOL	010	$1,000.00
25002584	AMPLIFY EDUCATION INC.	SOFTWARE LICENSE; TITLE I AND GIFT FUNDS; BOARD APPROVED 6/20/24	MUIR MIDDLE SCHOOL	010	$15,375.00
25002585	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT AND GENERAL FUNDS	BRET HARTE ELEMENTARY	010	$146.52
25002586	AMAZON CAPITAL SERVICES	HEALTH SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$252.22
25002587	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES; ASES FUNDS	INSTRUCTIONAL SERVICES	010	$147.78

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25002588	EMPIRE FLOOR MACHINE CO.	FACILITY REPAIR MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$890.98
25002589	ARBOR SCIENTIFIC	CLASSROOM SUPPLIES; CHUCK LORRE FAMILY GRANT	JOHN BURROUGHS HIGH SCHOOL	010	$209.29
25002590	ABLENET, INC.	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$242.55
25002591	THE VOLITION GROUP, INC.	CONSULTANT AGREEMENT; HEALTHCARE BENEFITS TRAINING	PERSONNEL SERVICES	010	$3,500.00
25002592	MACIAS, SANDRA	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$758.64
25002593	GERONIMO, EDGARDO	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES	DOLORES HUERTA MIDDLE SCHOOL	010	$30.42
25002594	WARNER, JACKSON	REIMBURSEMENT TO TEACHER FOR UPS SHIPPING COST AND MAILING SUPPLIES; GIFT FUNDS	BRET HARTE ELEMENTARY	010	$213.78
25002595	TEXTBOOK WAREHOUSE INC	BOOKS; LOTTERY FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$197.29
25002596	APPLE COMPUTER ED SALES	SOFTWARE LICENSES AND SURCHARGES FOR DONATED COMPUTER EQUIPMENT; GIFT FUNDS	MUIR MIDDLE SCHOOL	010	$1,544.60
25002597	VAUGHAN, JANELLE	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS	EDISON ELEMENTARY	010	$149.50
25002598	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	EDISON ELEMENTARY	010	$215.52
25002599	SCHOOL ZONE TRANSPORTATION, INC	STUDENT TRANSPORTATION; LA ZOO; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$1,400.00
25002600	NEWBY, THELMA	REFUND TO PARENT FOR OSS ADMISSION FEES; GIFT FUNDS	EMERSON ELEMENTARY	010	$290.00
25002601	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; ACCOUNTS RECEIVABLE	JOHN BURROUGHS HIGH SCHOOL	010	$242.72
25002602	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; TITLE III - LEP FUNDS	BRET HARTE ELEMENTARY	010	$323.02
25002603	AMAZON CAPITAL SERVICES	TECHNOLOGY AND CLASSROOM SUPPLIES; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$141.55
25002604	WEST, ASHLEY	REIMBURSEMENT TO TEACHER FOR FOOD FOR EVENT; GIFT FUNDS	BRET HARTE ELEMENTARY	010	$61.96
25002605	WARD'S NATURAL SCIENCE	CLASSROOM SUPPLIES; CHUCK LORRE FAMILY GRANT	JOHN BURROUGHS HIGH SCHOOL	010	$1,661.81
25002606	ENOKIAN, STEFANIE	SOFTWARE LICENSES; TITLE III IMMIGRANT EDUCATION FUNDS; BOARD APPROVED 6/20/24	LUTHER BURBANK MIDDLE SCHOOL	010	$149.73
25002607	GOPHER SPORT	PLAYGROUND SUPPLIES; ACCOUNTS RECEIVABLE FUNDS	MUIR MIDDLE SCHOOL	010	$181.78
25002609	INFINITY ELECTRONICS INC.	MUSICAL INSTRUMENTS; GIFT FUNDS	DOLORES HUERTA MIDDLE SCHOOL	010	$6,684.41
25002610	DIGITAL SCEPTER CORPORATION	SOFTWARE LICENSE; BOARD APPROVED 6/20/24	TECHNOLOGY SERVICES	010	$24,000.00
25002611	US BANK NATIONAL ASSOCIATION	FOOD FOR EVENT; FILM LA FUNDS	ROOSEVELT ELEMENTARY	010	$44.68
25002612	US BANK NATIONAL ASSOCIATION	FOOD FOR EVENT; FILM LA FUNDS	ROOSEVELT ELEMENTARY	010	$87.93
25002613	RAPTOR TECHNOLOGIES LLC	OFFICE SUPPLIES	BURBANK HIGH SCHOOL	010	$201.91

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PO Number	Vendor	Description	Site	Fund	Total Amount
25002615	TODAY'S CLASSROOM LLC	CLASSROOM SUPPLIES; ARTS FOR ALL FUNDS	MONTEREY HIGH SCHOOL	010	$636.70

PO Count: **252** **Total:** **$2,781,142.60**

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BOARD FUND SUMMARY

Fund	Description	PO Count	Total Fund Amount
010	General Fund - Unrestricted	242	$2,469,989.89
110	Adult Education Fund	4	$6,437.60
130	Cafeteria Fund	1	$10,714.78
213	Building Fund - 3rd Issuance	5	$294,000.33
		Total:	**$2,781,142.60**

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Oscar Macias, Interim Assistant Superintendent, Instructional Services
PREPARED BY:	Oscar Macias, Interim Assistant Superintendent, Instructional Services
SUBMITTED BY:	Stephanie Beauregard, Administrative Secretary II
DATE:	January 16, 2025
SUBJECT:	Approval of Instructional Consultant Services

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

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

Fiscal Impact:
See Attached

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

BURBANK UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES
APPROVAL OF INSTRUCTIONAL CONSULTANT SERVICES

Board Meeting Date: January 16, 2025

Site	Name	Purpose	Dates	Cost	Appropriation Number
Miller Elementary	Express Readers – Elise Lovejoy	Will provide one hour of professional development on the Science of Reading to about 40 Certificated staff members at Miller Elementary	1/28/25	$923.34	01.0-30100.0-11100-10000-5818-2109000
Roosevelt Elementary	The Imagination Machine LLC	Three Writing Shows – Improv/Music performances based on students stories	4/4/25	$2375.00	01.0-90201.0-11100-10000-5810-2148200

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 9th of December, 2024 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Express Readers - Elise Lovejoy hereinafter referred to as "Consultant."

Payee's Name Express Readers - Elise Lovejoy Daytime Phone Number [redacted]

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator Judy Hession, Principal at Miller Elementary School

Board Approval Date Thursday, January 16, 2025

Account String 010-30100.0-11100-10000-5818-2109000

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 $923.34 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on January 28, 2025 and terminating on January 28, 2025.
3. Payment Terms: Due after the completion of the professional development
4. Consultant will provide the following services:

   Express Readers will provide one hour professional development on the Science of Reading to about 40 certificated staff members at Miller Elementary School.

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

Elise Lovejoy 12/11/24

Consultant Express Readers - Elise Lovejoy 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

Literacy Professional Development: Elise Lovejoy

Introduction to the Science of Reading/Practical Application for Educators

The professional development would include and overview session to give the following:

- Overview of the body of research known as the Science of Reading
- The WHY: How the Science of Reading relates to student needs and instructional practices
- Direct application to implement structures and practices within current reading program

Following sessions would be divided by grade level to ensure efficient use of time based on student need and instruction requirements based on curriculum and pedagogy. Each session would contain the research, basic subsets and knowledge, and easy to integrate practices.

Each session would require 2 hours, to be completed in 1-2 sessions, in-person.

How the science of reading applies to instruction in TK/K/1

- Phonological awareness/Phonemic awareness
- Language development, background knowledge, beginning vocabulary
- Phonics/sound-spellings, encoding, and application/decoding during reading
- Fluency, automaticity, and reading comprehension
- Equity across the subsets of literacy instruction

How the science of reading applies to instruction in 2/3

- Phonemic awareness, phonological processing needs for strengthening encoding
- background knowledge, explicit vocabulary instruction
- Phonics/sound-spellings and application during reading
- Basic morphology
- Fluency, fluency intervention to ensure reading comprehension, and reading comprehension of higher-level texts
- Equity across the subsets of literacy instruction

How the science of reading applies to instruction in 4/5

- Phonological processing needs for strengthening encoding (specifically identifying the need)
- background knowledge, explicit vocabulary instruction, advancing
- Higher level continuation of phonics/sound-spelling instruction
- In-depth morphology for higher-level reading and comprehension of new words
- Fluency, fluency intervention to ensure reading comprehension, and reading comprehension of higher-level texts
- Equity across the subsets of literacy instruction

Elise Lovejoy is the founder/CEO of Express Readers, co-founder of The Teachers Table (a learning platform, publicly available in 2025, directly connecting research to practice), and the author of the Express Readers decodable book series. She holds a BA and an MA in elementary education with 15+ years of experience in the classroom, grades K-2nd grade. Currently, she works with teachers across the country through professional development and program implementation to promote and apply practices based on the immense body of research on how students learn to read. Elise is also mom to two learning readers and a pro-bono interventionist.

Please see the next page for a partial list of published learning content and speaking events.

Podcasts/Articles/Presentations *(more provided upon request)*

Melissa and Lori Love Literacy **"Episode 133: Quality Decodable Text"** https://literacypodcast.com/podcast?podcast=Buzzsprout-11367677	Los Angeles Office of Education Presentation, 2024: **"How Districts Can Use the Science Behind Learning to Read to Improve Reading Proficiency"**
"From Balanced Literacy to Decodable Books Author: A conversation with Elise Lovejoy" Triple R Podcast: https://podcasts.apple.com/us/podcast/from-balanced-literacy-to-decodable-books-author-an/id1498200908?i=1000588752342	EdWeek Article: **"The Heavy Cost of Ignoring the Science of Reading for Teachers and Students"** https://www.edweek.org/teaching-learning/opinion-the-heavy-cost-of-ignoring-the-science-of-reading-for-teachers-and-students/2022/12
"Decodable Books: Fixing the I Can't Read" https://podcasts.apple.com/au/podcast/decodable-books-fixing-the-i-cant-read-a/id1562193321?i=1000638158602	Decodable Book Webinar Series https://expressreaders.org/decodable-books/decodable-webinar-series/
An article from Providence Day School: https://www.providenceday.org/about/pd-communications/news-media/post/~board/news-media/post/educators-use-scientific-approach-with-lower-school-reading	EdCuration Webinar: **"Decodable Books: Helping Students Learn to Read by Removing the Guesswork"** https://edcuration.com/explore_preview/Decodable-Books:-Removing-the-Guesswork-to-Make-Strong-Readers/
Harvey Hubbell's Podcast: https://www.facebook.com/watch/?v=3623656251239477	EdWeb Webinar: **"How to Shift the School Culture of Reading to Raise Proficiency"** **https://home.edweb.net/webinar/literacyhero20220224/**
Literacy and Justice For All Conference, 2024 https://www.literacyandjusticeforall.org/2024-sessions	EdWeb Webinar:**"Shifting Reading Instruction in a Realistic and Manageable Way: The Gentle Shift"** **https://home.edweb.net/webinar/teach2read20221011/**
Mentioned in this article: https://thinkfives.com/edtrends/top-5-things-teachers-should-know-about-the-science-of-reading/	Decodable Books: Supporting the 5 Pillars https://www.youtube.com/watch?v=KMBFqlisWYM

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 19th of December, 2024 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and The Imagination Machine hereinafter referred to as "Consultant."

Payee's Name The Imagination Machine LLC Daytime Phone Number 949-430-1828

Email Address business@theimaginationmachine.com

Mailing Address 1519 E Chapman Ave, #96 Fullerton, CA 92831

Sponsoring Administrator Matt Osmond, Principal

Board Approval Date January 16, 2025

Account String 01.0-90201.0-11100-10000-5810-2148200

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 $ 2375.00 per hour☐/ per day ☐/ per session■ for a total not to exceed $2375.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 4/4/25 and terminating on 4/4/25 .
3. Payment Terms: $750 deposit is due by 1/31/25. balance is due one week prior to the performance unless otherwise arranged
4. Consultant will provide the following services:

   3 Writing Shows - Improv/Music performances based on students stories

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.

				10/07/24
BUSD Authorized Signature/Title	Date	Consultant	The Imagination Machine	Date

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Req. Revised 06/19

THE COMPANY

the journey of A TEACHER

The Imagination Machine was founded in 1981 in the city of Orange, California by Deborah Wren. As a classroom teacher and working actress she saw a way to use her own creative abilities to encourage students to explore their imaginations through creative writing. She developed her concept for The Imagination Machine in order to foster children's ideas before they started censoring themselves about what was "good" or "bad." Through our program, students see their own stories come to life on stage! What started with only 14 schools over 30 years ago has blossomed into over 400 schools per year. Now The Imagination Machine can be found throughout the entire state of California and will soon be expanding its touring company into Arizona, Nevada, Oregon, and Washington.

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Oscar Macias, Interim Assistant Superintendent, Instructional Services
PREPARED BY:	Oscar Macias, Interim Assistant Superintendent, Instructional Services
SUBMITTED BY:	Stephanie Beauregard, Administrative Secretary II
DATE:	January 16, 2025
SUBJECT:	Ratification of Agreement for Instructional Consultant Services

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

Discussion and Issues:
Sites submit the required paperwork to Instructional Services. Work must not begin until the site receives a confirmation of Board approval from Instructional Services. Due to delays out of their control, the site was unable to submit their consultant agreement before the agenda deadline on December 6, 2024. Therefore, the agreement below is being presented as a ratification. If the Consultant assignment requires unsupervised contact with student(s) during the contract period, the Consultant will be required to provide Department of Justice fingerprint clearance through the District's Human Resources Services.

Fiscal Impact:
See attached.

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

BURBANK UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES
RATIFICATION OF INSTRUCTIONAL CONSULTANT SERVICES

Board Meeting Date: January 16, 2025

Site	Name	Purpose	Dates	Cost	Appropriation Number
Emerson Elementary	Luke Anderson	He will provide instruction and training in the Peaceful Playground Program and work with playground supervisors, teachers, and students to introduce and reinforce the program.	1/8/25 – 5/15/25	$2250	01.0-90201.0-11100-10000-5810-2038200
Instructional Services	Christina Gallo, ATC	To provide hands-on training experience and a safe work environment for student-athletes at JBHS	1/6/25 – 5/22/25	$30,000	01.0-00000.0-11100-10000-5810-4322000
Instructional Services	Nicholas Cascelli, MS ATC	To provide hands-on training experience and a safe work environment for student-athletes at BHS	1/6/25 – 5/22.25	$30,000	01.0-00000-11100-10000-5810-4312000

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 6th of December, 20 24 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]

Mailing Address [redacted]

Sponsoring Administrator Jennifer Almer

Board Approval Date January 16, 2025

Account String 010-90201-0-11100-10000-5810-203-8200-0000

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

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

WITNESSETH:

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

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 45.00 per hour☒/ per day ☐/ per session☐ for a total not to exceed $ 2,250.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on January 8th, 2025 and terminating on May 15th, 2025.
3. Payment Terms: Monthly
4. Consultant will provide the following services:

   Luke Anderson will provide instruction and training in the Peaceful Playground program. He will work with playground supervisors, teachers and students to introduce and reinforce the 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	12/05/2024 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]

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 18 of December , 20 24 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Christina Gallo hereinafter referred to as "Consultant."

Payee's Name Christina Gallo, ATC Daytime Phone Number [redacted]

Email Address christina,nicole.gallo@gmail.com

Mailing Address [redacted]

Sponsoring Administrator Oscar Macias

Board Approval Date January 16, 2025

Account String 01.0-00000.0-11100-10000-5810-432-2000

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 $ 50.00 per hour☒/ per day ☐/ per session☐ for a total not to exceed $ 30,000.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 1/6/25 and terminating on 5/22/25 .
3. Payment Terms: Not to exceed 30 hours per week
4. Consultant will provide the following services:

   To provide hands-on training experience and a safe work environment for student athletes.

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.

		Christina Gallo		12/20/24
BUSD Authorized Signature/Title	Date	Consultant	Christina Gallo	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

CHRISTINA GALLO, ATC

[redacted]

ATC #49392 | NPI #1962936815

WORK EXPERIENCE

Providence Health and Services: Sports Medicine — **August 2018 – Present**
Athletic Trainer, John Burroughs High School: *All Sports*
Sports Medicine Observation Student Advisor

Simi Valley High School — **May 2016 – July 2018**
Athletic Trainer: *All Sports*
CTE Teacher, HOSA Advisor: *Athletic Training ROP, Medical Terminology*
CPR, First Aid, AED Instructor
CIF Wrestling Assessor

LA Kings High School Hockey League — **December 2017–2018**
Athletic Trainer Per Diem

Ventura Orthopedics Medical Group
Athletic Trainer, Medical Scribe: *Dr. Hartman, Sports Medicine* — **June 2017 – July 2018**
Medical Scribe: *Dr. Fealy, Hand Specialist* — **November 2015 – 2016**

Pepperdine University Recreational Sports — **September 2015 – July 2018**
Athletic Trainer Per Diem: *Rugby, Soccer, Tennis, Lacrosse*

Syracuse University Sports Medicine — **June 2013 – May 2015**
Graduate Assistant Athletic Trainer: *Women's Volleyball, Women's Rowing*

Onondaga Community College — **May 2014**
Athletic Trainer Per Diem: *Baseball*

EDUCATION

UCLA Extension and College of the Canyons — **August 2020-August 2023**
Medical School Prerequisites

Designated Subject Credentials — **August 2016 – January 2018**
Career Technical Education

Syracuse University — **August 2013 – June 2015**
M.S. Exercise Science *(Pending)*

California State University: Northridge — **May 2011 – May 2013**
B.S. Athletic Training

College of the Canyons — **August 2009 – May 2011**
A.S. Athletic Training

CURRENT CERTIFICATIONS

BOC Certified Athletic Trainer (No. 2000014884) — **June 2013 – Present**

American Heart Association — **March 2023- Present**
BLS Certification

CTE Designated Subjects Teaching Credential — **August 2019-Present**

Sound Assisted Soft Tissue Mobilization Certification — **August 2013 – Present**

PROFESSIONAL MEMBERSHIPS

National Athletic Trainer's Association Certified Member (No. 49392) — **June 2011 – Present**

Far West Athletic Trainer's Association Certified Member — **June 2015 – Present**

BURBANK UNIFIED SCHOOL DISTRICT

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

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 19 of December, 20 24 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Nicholas Cascelli MS, ATC hereinafter referred to as "Consultant."

Payee's Name Nicholas Cascelli MS, ATC Daytime Phone Number [redacted]

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator Oscar Macias

Board Approval Date January 16, 2025

Account String 01.0-00000.0-11100-10000-5810-431-2000

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 $ 50 per hour■/ per day ☐/ per session☐ for a total not to exceed $ 30,000.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 1/6/25 and terminating on 5/22/25 .
3. Payment Terms: _____
4. Consultant will provide the following services:

   To provide hands on training experience and a safe work environment for student athletes

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.

		Nicholas Cascelli MS, ATC		12/23/2024
BUSD Authorized Signature/Title	Date	Consultant	Nicholas Cascelli MS, ATC	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

Nicholas Cascelli MS, ATC

[redacted]

EDUCATION:

Master of Science
Sport and Exercise Psychology
California State University, Long Beach
Graduated Spring 2019

Bachelor of Science
Kinesiology- Athletic Training
California State University, Northridge
Graduated Spring 2017

High School Diploma
St. Francis High School Class of 2012

ORGANIZATIONS:

- NATA Member
- CATA Member
- Eagle Scout

SPECIAL SKILLS:

Certifications:

- BOC Certified Athletic Trainer
- 1st Aid and CPR certified

Technical Skills:

- Healthy Roster
- Microsoft Office Programs
- Adobe InDesign
- Computer Software Proficiency
- Google Suite Programs

Traditional Skills:

- Soft Tissue Techniques
- Emergency Response
- Cultural Competency
- Conflict Resolution
- Team work and Collaboration
- Fostering critical thinking skills
- Developing teaching plans
- Developing sports medicine program
- Organization
- Communication
- Media experience

Bilingual:

- English Fluent
- Spanish Beginner

WORK EXPERIENCE:

Head Athletic Trainer
Providence Hospital at Burbank High School
August 2019 - December 2024

- Operate athletic training clinic for all sports at BHS
- Manage a sports medicine student internship program
- Log all injury paperwork and documentation
- Maintain inventory of supplies and purchasing
- Manage relationships with administration and coaches
- Direct parents to appropriate care for their child
- Media interviews for ABC 7 and local news

Athletic Trainer
West Coast Sports Medicine Foundation
August 2018- July 2019

- Rehabilitation services for athletes & the general population under the guidance of an orthopedic surgeon.
- Helped to teach and run a sports medicine summer camp open to all students interested in sports medicine.

Per Diem Athletic Trainer
University of California, Los Angeles and Irvine
August 2018- June 2019

- Primary duties for the Club Sports department at both universities include examination and assessment of injuries, emergency management, and injury prevention.

Per Diem Athletic Trainer
Southern CA Youth Rugby League & Premier Soccer League
August 2018- June 2019

- Examination and assessment of injuries, emergency management, & referrals for further medical treatment.

Pre-Professional Experience
California State University, Northridge
August 2015 - December 2015

- Men's Basketball Team

College of the Canyons
January 2016 - May 2016

- All Winter & Spring Sports

St. Francis High School
August 2016 - December 2016

- Fall Sports & Football Teams

University of Southern California
January 2017- May 2017

- Track & Field and Cross Country

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:	January 16, 2025
SUBJECT:	Approval of Professional Services Agreement, Massadi Enterprises Inc., Division of State Architect (DSA) Inspections, Aquatic Center Modernization, Burbank High School (Capital Outlay Fund)

Background:
The District is in the process of completing DSA project No. 03-122682, Aquatic Center Modernization for Burbank high 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:
The District received a proposal from Massadi Enterprises Inc., dated December 11, 2024, to perform DSA Inspection Services for the Aquatic Center Modernization. Massadi Enterprises Inc., previously provided DSA Inspection Services to the District throughout the execution of the Measure S Bond and is familiar with Burbank Unified sites and staff.

Unlike the Public Works competitive bidding process, professional service providers can be selected on the basis of qualifications, services provided, and value to the client.

Pursuant to Education Code 17280-17317 and more specifically article 17311 (a), "The Department of General Services shall make such inspection of the school buildings and of the work of construction or alteration as in its judgment is necessary or proper for the enforcement of this article and the protection of the safety of the pupils, the teachers, and the public. The school district, city, city and county, or the political subdivision within the jurisdiction of which any school building is constructed or altered shall provide for and require competent, adequate, and continuous inspection during construction or alteration by an inspector satisfactory to the architect or structural engineer and the Department of General Services."

Financial Impact:
Not to exceed $200,000 (Capital Outlay Fund)

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of

Education approve an agreement for professional services between Burbank Unified School District and Massadi Enterprises Inc., to perform Division of State Architect (DSA) Inspections for the Inspections, Demolition for Aquatic Modernization at Burbank High School, effective January 17, 2024 through January 16, 2026, not to exceed $200,000 (40.0-90329.0-00000-85000-6281-4310000) Capital Outlay Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, 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 II
DATE:	January 16, 2025
SUBJECT:	Amended Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to amend an agreement to hire three credentialed special education teachers 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 $197,568.00.

Recommendation:

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education amend an agreement between Burbank Unified School District and ISO Workforce Alliance, Inc. to provide a total of three credentialed special education teachers, not to exceed $197,568.00 (01.0-65000.0-57601-11804-5810-7440000), effective December 3, 2024 through May 23, 2025 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was December 12, 2024 for a total not to exceed $72,716. This amendment adds an additional two teachers (total of three) to fill positions where teachers have resigned/retired. The new not to exceed amount is $197,568.

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

AMENDED CONSULTANT AGREEMENT

TERM OF AGREEMENT

This Agreement, made and entered into this 30th day of December 2024 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and ISO Workforce Alliance, Inc. hereinafter referred to as "Consultant."

Payee's Name: ISO Workforce Alliance, Inc. Daytime Phone Number: 813-761-1766 / 530-415-1931

Mailing Address: 521 Bahia Beach Blvd. Ruskin, FL 33570

Email Address: Jaime.Ulloa@isoworkforcealliance.com

Sponsoring Administrator: Peter Knapik (Print Name) Assistant Superintendent (Title) _____ (Signature) Special Education (Location)

Board Approval: ~~12/12/2024~~ 01/16/2025 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 $98 per hour, up to 7 hours per day. For a total not to exceed ~~**$72,716.00**~~ **$197,568**

2. The term of the Agreement shall be the period commencing 12/03/2024 and terminating 05/23/2025.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which ISO Workforce Alliance, Inc. will provide a credentialed special education teacher, Philip Akogu, for McKinley Elementary. **This amendment adds two credentialed special education teachers, Kathryn Gonzalez for Muir Middle School and Susan Matthew for Luther Middle School. Both teachers will start on January 6, 2025 (91 days of 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 ISO Workforce Alliance, 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 ISO Workforce Alliance, 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

ISO Workforce Alliance, 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 ISO Workforce Alliance, 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 ISO Workforce Alliance, Inc., its agents, subcontractors, employees or other representatives referred to in this Agreement, ISO Workforce Alliance, 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 ISO Workforce Alliance, 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 ISO Workforce Alliance, Inc. demand.

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

Director, Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

ISO Workforce Alliance, Inc.
Consultant/Company

Print Representative Name

Title

Signature

Date

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sarah Rudchenko, Assistant Superintendent, Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
DATE:	January 16, 2025
SUBJECT:	Ratification of University Agreement- Nebraska Wesleyan University

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Background
The purpose of the University Agreement with Nebraska Wesleyan University is to provide student teachers with field experience through practice in schools and classes. Students will assume student teaching responsibilities in their classroom or offices.

Pursuant to the provisions of Section 44227 of Education Code, the governing board is authorized to enter into agreements with any university or college accredited by the State Board of Education as a teacher education institution.

Discussion/Issues
This program builds a relationship with Nebraska Wesleyan University which expands the pool of student teachers. The district will provide support through field experience in schools and classes of the District for students of the University who are qualified for such assignments.

Fiscal Impact
None

Recommendation
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education to ratify the University Agreement between the Burbank Unified School District and Nebraska Wesleyan University to provide educational field experience, effective October 31, 2024 through until terminated upon mutual consent from both parties, and that authority to sign the Agreement be exercised pursuant to BUSD—AR 3314, as presented.

NEBRASKA WESLEYAN UNIVERSITY
EDUCATION DEPARTMENT

Statement of Responsibilities

THE COLLEGE: Nebraska Wesleyan University, 5001 Saint Paul Avenue, Lincoln, NE 68504
THE COOPERATING SCHOOL SYSTEM: Burbank Unified School District
THE COOPERATING TEACHER: TBD
STUDENT TEACHER(S): Taylor Kilgore
ESTABLISED: Spring semester 2025

Statement of Responsibilities of the College, the Cooperating School System, and the Cooperating Teacher, regarding Student Teachers from Nebraska Wesleyan University.

1. The college shall publish a clear statement of policy and procedures to all persons involved in the student teaching program.

2. The college shall schedule regular conferences and/or seminars involving cooperating teachers and student teachers.

3. The college shall provide a written agreement with defines responsibilities of the cooperating school and teacher and the college regarding the student teacher preparation program.

A. THE COLLEGE: The college assumes the following responsibilities in teaching:

1. It selects and approves schools with which its cooperatives;

2. It establishes and maintains a good rapport with the personnel of the cooperating school;

3. It arranges with the school administrators for all things that may be necessary to insure successful conduct of the student teaching program;

4. It provides the particulars of the student teaching program and communicates these to the officers of the school and the cooperating teacher in face-to-face meetings and in writing;

5. It prepares, selects, assigns, and orients the students in the program;

6. It supervises the student teaching activities through competent supervisors who: a. makes a minimum of five supervisory visits and are on call for special visits b. counsel with the cooperating teacher, the student and others concerned c. gives additional assistance as needed;

7. It evaluates the work of the student teacher in consultation with the cooperating teacher and the principal on the bases of their oral and written reports and the personal observation of the supervisor;

8. It will reassign student teachers for cause;

9. It will agree with the local school system as to how many students may be placed with a cooperating teacher for the year;

10. It will provide suitable recognition to the cooperating teacher or school for services rendered in student teaching;

11. It will provide consultatory services to the school when requested in such areas where this is possible and desirable;

12. It will provide some form of in-service training for cooperating teachers through planned conferences between cooperating teachers and college personnel;

13. It will supply the cooperating teacher with personal and educational data on students well in advance of their arrival at the school and plan some form of induction conference with the principal, student, and cooperating teacher.

B. THE COOPERATING SCHOOL SYSTEM AND COOPERATING TEACHER: Cooperating school and cooperating teacher assume responsibility for:

1. Is an approved school system approved by the state education agency;

2. If an international school system, must be English Speaking and accredited and approved through the education system in the assigned country;

3. Receiving the student as teacher-in-training;

4. Careful induction into the art of teaching;

5. Acquainting the student with the auxiliary personnel and services in the school;
6. Providing guidance in helping the student select the best possible program of experiences;

7. Supervising the student's work by giving helpful direction and evaluating the student's professional growth in planned as well as informal conferences;

8. Providing opportunity to put the student on his/her own;

9. Demonstrating effective teaching methods and techniques;

10. Passing along professional information;

11. Creating a positive attitude toward teaching;

12. Completing reports and rating sheets supplied by the college promptly and submitting them to the college supervisor;

13. Making helpful suggestions in student teaching to the college supervisor.

4. The student teacher is placed in a school system accredited or approved by the State Department of Education.

5. The student teacher is placed with a cooperating teacher:

A. Who holds a valid teaching certificate, or the equivalent there to, with an endorsement in the area in which her/she is to supervise.

B. Who has at least three years of teaching experience.

6. The cooperating teacher is acceptable to both the college and the cooperating school system. No cooperating teacher works with more than two student teachers at any one time. The cooperating teacher must have at least 3 years of teaching experience.

7. The student teacher can participate in those functions, which are normally found on any school day in and outside the classroom.

8. The student teaching program ordinarily provides a gradual introduction into teaching responsibility. Full teaching responsibility is given to the student teacher when the cooperating teacher has confidence in his/her ability.

9. Continuous and regular evaluation of the student teacher's work is made by the cooperating teacher, college supervisor and the college department. The final evaluation of the student teacher's achievement is done cooperatively, but the college supervisor assigns the course grade.

10. The typical amount of student teaching is all day all semester, unless otherwise stated, for a specific teaching major. This figure includes all activities related to a typical teaching assignment.

11. The student teacher does his/her student teaching in the teaching major(s) or field(s) of specialization and at the grade level(s) for which he/she is being prepared to teach.

We accept the attached Statement of Responsibilities as a written agreement between Nebraska Wesleyan University and the school system.

COLLEGE:

Signature: 

Printed Name: Tanya Martin

Title: Education Department Chair

Date: 10/31/2024

SCHOOL SYSTEM/DISTRICT:

Signature:

Printed Name:

Title:

Date: XX/XX/XXXX

TO: Board of Education / Superintendent Consent 1/16/2025

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

SUBJECT: Certificated Personnel - Report Number 24-25-12. 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.

RETIRING	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
MARTIROSYAN, ANNA Childrens Center	Cc Teacher: Preschool Age CC Teacher-12 months - FTE:100%	12.0-61050.0-00010-10000-1110-2160000	100	RA:005 - ST:08 STP: $472	Began Service 3/25/1996	11/30/2024

RESIGNATION	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
PARKMAN, CASSANDRA J Miller Elementary School	Special Ed Elementary SDC-Behavior Support Elem. -	01.0-65000.0-57601-11108-1110-2100000	100	STP: $3373	Began Service 8/5/2025	12/6/2024
CRAIN, DARLENE Human Resources	Sub Tchr/spec Ed Sub Tchr	01.0-00000.0-11100-10000-1160-7550000	100		Began Service 10/1/2014	12/6/2024

RESIGN POSITION	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
POTAPENKO, ALEX Burroughs High School	Hs Asst Principal AP High School - FTE:100%	01.0-00000.0-00000-27000-1313-4320000	100	STP: $1413		1/3/2025
LEDESMA, VICTOR Special Education	Psychologist I - FTE:100%	01.0-00000.0-00000-31200-1214-7440000 01.0-65460.0-50010-31200-1214-7440000	50 50	STP: $1584		1/3/2025
MANSOORI, NAZIA John Muir Middle School	Special Ed Teacher SpEd Mild to Mod - FTE:100%	01.0-65000.0-57602-11200-1110-7440000	100			12/20/2024

ELECTION: INTERVENTION	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
TAIRA, WENDY Providencia Elementary School	Teacher: Intervention Intervention Tchr	01.0-00000.0-11100-10012-1130-7550000	100			1/6/2025

ELECTION: TEMPORARY	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE / ENDING DATE
HENRY, BRIDGETT Roosevelt Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2140000	100	RA:006 - ST:15 STP: $1582		1/6/2025 5/23/2025

CHANGE OF STATUS	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE / ENDING DATE
PARK, SAELOM Burroughs High School	Teacher Math - FTE:100%	01.0-00000.0-11100-10000-1110-4320000	100	RA:006 - ST:02		12/6/2024

CHANGE OF ASSIGNMENT	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE / ENDING DATE
POTAPENKO, ALEX Special Education	Coordinator Special Education Special Ed Coordinator - FTE:100%	01.0-65000.0-50010-21000-1311-7440000	100	RA:E-005 - ST:8		1/6/2025
LEDESMA, VICTOR Burroughs High School	Hs Asst Principal AP High School - FTE:100%	01.0-00000.0-00000-27000-1313-4320000	100	RA:007 - ST:08 STP: $1413		1/6/2025

CHANGE OF LOCATION	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE / ENDING DATE
STOUT, KENT John Muir Middle School	Admin-additional Duties Admin Additional Duties Daily	01.0-00000.0-00000-27000-1330-3202000	100			12/2/2024 1/24/2025

CHANGE OF END DATE	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE / ENDING DATE
SMITH, KOURTNEY Harte Elementary School	Long Term Spec Ed Sub Tchr SDC	01.0-65000.0-57602-11100-1160-7440000	100			10/15/2024 1/31/2025
RODRIGUEZ, ANTHONY Burbank High School	Long Term Sub Counselor	01.0-00000.0-11100-10000-1160-7550000	100			9/30/2024 12/13/2024
KIM, ALEXANDER Burbank High School	Long Term Sub Teacher Chemistry	01.0-00000.0-11100-10000-1160-7550000	100			12/3/2024 1/31/2025
PARK, SAELOM Burroughs High School	Long Term Sub Teacher SpEd	01.0-65000.0-57602-10000-1160-7440000	100			8/5/2024 12/5/2024

LEAVE OF ABSENCE	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE / ENDING DATE
STIRES, MEGAN Special Education	Special Ed Tchr-preschool Spec Ed Pre-School - FTE:100%	01.0-65000.0-57300-11100-1110-5080000	100	RA:003 - ST:04 STP: $1791		12/3/2024 3/7/2025
CT-220-24, Human Resources	Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2140000	100	RA:006 - ST:24		12/1/2024 1/31/2025

ELECTION: SUBSTITUTE	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
AKOPYAN, SYUZANNA Human Resources	Sub Tchr/spec Ed Sub Tchr Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $200/210		12/13/2024
CHANG, TIFFANY Human Resources	Sub Tchr/spec Ed Sub Tchr Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $200/210		12/11/2024
CHAVEZ NUNEZ, SAMANTHA Human Resources	Sub Tchr/spec Ed Sub Tchr Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $200/210		12/11/2024
DENIKE, DEBORAH Human Resources	Sub Tchr/spec Ed Sub Tchr Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $200/210		12/6/2024
FLYNN, CLAIRE Human Resources	Sub Tchr/spec Ed Sub Tchr Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $200/210		12/10/2024
KESINGER, JENNIFER Human Resources	Sub Tchr/spec Ed Sub Tchr Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $200/210		12/6/2024
KYRIACOU, HARRISON Human Resources	Sub Tchr/spec Ed Sub Tchr Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $200/210		12/5/2024
MONROY, EMILY Human Resources	Sub Tchr/spec Ed Sub Tchr Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $200/210		12/6/2024
MORAN DOS SANTOS, ELAINE Human Resources	Sub Tchr/spec Ed Sub Tchr Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $200/210		12/13/2024
OLYMPIA, JENNIFER Human Resources	Sub Tchr/spec Ed Sub Tchr Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $200/210		12/10/2024
PAYNE, MICAHEL Human Resources	Sub Tchr/spec Ed Sub Tchr Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $200/210		12/10/2024
QUEZADA I, RAMIRO Human Resources	Sub Tchr/spec Ed Sub Tchr Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $200/210		12/10/2024
ROBERTSON, BENJAMIN Human Resources	Sub Tchr/spec Ed Sub Tchr Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $200/210		12/11/2024
TOLEDO, VILMA Human Resources	Sub Tchr/spec Ed Sub Tchr Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $200/210		12/3/2024
HENRY, BRIDGETT Human Resources	Substitute Teacher Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $200/210		12/16/2024 12/20/2024

ELECTION: LONG TERM SUBS	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
VELASQUEZ, SILVIA J Miller Elementary School	Long Term Spec Ed Sub Tchr Special Ed	01.0-65000.0-57602-11100-1160-7440000	100	Salary Rate: $250.00		12/9/2024 12/20/2024
ROBERTSON, BENJAMIN Thomas Edison Elementary School	Long Term Spec Ed Sub Tchr Stepping Stones	01.0-65000.0-57602-11100-1160-7440000	100	Salary Rate: $250.00		12/16/2024 2/21/2025

TOSTADO, ANDREA Special Education	Long Term Sub Teacher Pre K SpEd	01.0-65000.0-57602-11100-1160-7440000	100	Salary Rate: $250.00	9/30/2024 12/20/2024
ROBERTSON, WILLIAM Stevenson Elementary School	Long Term Sub Teacher 4th Grade	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $250.00	12/9/2024 2/14/2025
BLACK, LARA Thomas Edison Elementary School	Long Term Sub Teacher 5th Grade	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $250.00	12/2/2024 1/9/2025

Alexander, Henry	Burroughs	Combination Class	Stipend	$200.00	1	August - December
Arevalo, Marianna	Burbank	Combination Class	Stipend	$200.00	1	August - December
Arjoyan, Anoush	Burroughs	Class Size	Stipend	$925.00	1	August - December
Armes, Deborah	Instruction	Other Hourly	Hourly	$39.67	1.5	December
Avenesian, Ellin	Instruction	Other Hourly	Hourly	$39.67	1.5	December
Bailey, Erin	Instruction	Other Hourly	Hourly	$39.67	1.5	December
Baroutgian, Elizabeth	Burroughs	Class Size	Stipend	$1700.00	1	August - December
Bentley, Jim	Providencia	Intervention	Hourly	$53.46	3	November
Bentley, Jim	Burbank	Combination Class	Stipend	$400.00	1	August - December
Benton, Nathaniel	Burbank	Class Size	Stipend	$625.00	1	August - December
Berich, Erin	Burroughs	Other Hourly	Hourly	$39.67	1	December
Bertole, Gianna	Instruction	Other Hourly	Hourly	$39.67	1.5	December
Bertole, Gianna	Edison	Combination Class	Stipend	$1,000.00	1	August - December
Bitner, Elizabeth	Burroughs	Other Hourly	Hourly	$39.67	1	December
Bixler, Todd	Burroughs	Other Hourly	Hourly	$39.67	10	October -December
Block, Olivia	Washington	Other Hourly	Hourly	$39.67	10.75	January-May
Block, Olivia	Washington	Intervention	Hourly	$53.46	18	January-May
Prosser Bogh, Mary	Providencia	Intervention	Hourly	$53.46	12	December
Bommarito, Giana	Roosevelt	Intervention	Hourly	$53.46	57.3	December
Bommarito, Giana	Roosevelt	Intervention	Hourly	$53.46	76.4	January
Bommarito, Giana	Roosevelt	Other Hourly	Hourly	$39.67	8.76	December
Bommarito, Giana	Roosevelt	Other Hourly	Hourly	$39.67	11.68	January
Bowers, Lucia	Instruction	Add'l .2	Monthly	$1911.47	6	January – June
Burish, Shelly	Muir	Add'l .2	Monthly	$1608.25	6	January - June
Caamano, Sarah	Luther	Other Hourly	Hourly	$39.67	2	December
Carino, Jeanne	Luther	Class Size	Stipend	$525.00	1	August - December
Casper, Jennifer	Muir	Add'l .2	Monthly	$2089.31	6	January - June
Castro, Jesus	Burbank	Combination Class	Stipend	$200.00	1	August - December
Chiu, Seong Won Chung	Instruction	Other Hourly	Hourly	$39.67	1.5	December
Chiu, Seong Won Chung	Washington	Intervention	Hourly	$53.46	2	January

Chiu, Seong Won Chung	Washington	Other Hourly	Hourly	$39.67	2	January
Clark, Gregory	Burbank	Class Size	Stipend	$900.00	1	August - December
Clark, Kara	Burroughs	Add'l .2	Monthly	$1535.64	6	January - June
Collins, Chandra	Washington	Combination Class	Stipend	$1,000.00	1	August - December
Collins, Chandra	Washington	Other Hourly	Hourly	$39.67	12	January - May
Concidine, Christina	Luther	Dept Chair Math	Stipend	$1735.00	2	August - May
Conejo, Cara	Instruction	Other Hourly	Hourly	$39.67	1.5	December
Conway, Susan	Luther	Class Size	Stipend	$300.00	1	August - December
Cook, Jacob	Burbank	Class Size	Stipend	$600.00	1	August - December
Crystal, Lisa	Harte	Other Hourly	Hourly	$39.67	5.5	January
Dagata, Patty	Burbank	Combination Class	Stipend	$200.00	1	August - December
Davis, Aja	Washington	Class Size	Stipend	$1,000.00	1	August - December
Davis, Scott	Burroughs	Class Size	Stipend	$1875.00	1	August - December
De La Torre, Malia	Burroughs	Class Size	Stipend	$175.00	1	August - December
Diaz, Cynthia	Burbank	Class Size	Stipend	$1000.00	1	August - December
Dixon, Kevin	Burbank	Other Hourly	Hourly	$39.67	4	December
Dorsey, Erin	Muir	Add'l .2	Monthly	$1256.16	6	January - June
Dungereaux-Otis,Michelle	Monterey	Site Technology	Stipend	$1092.00	1	August - December
Dysthe, Diana	Instruction	Add'l .2	Monthly	$2089.31	6	January - June
Ebert, Kendall	Luther	Class Size	Stipend	$500.00	1	August - December
Edge, Alyson	Instruction	Add'l .2	Monthly	$2193.31	6	January - June
Edmundson, Mary	Harte	Class Coverage	Hourly	$54.74	.75	November
Enokian, Stefanie	Instruction	Add'l .2	Monthly	$1882.71	6	January - June
Enokian, Stefanie	Luther	Drama (share)	Stipend	$288.00	4	August - May
Ermino, Aileen	Instruction	Other Hourly	Hourly	$39.67	1.5	December
Evans, David	Luther	Class Size	Stipend	$850.00	1	August - December
Everhart, Greg	Instruction	Add'l .2	Monthly	$1972.56	6	January - June
Fernando, Gajan	Burroughs	Class Size	Stipend	$275.00	1	August - December
Fitzgerald, Kyle	Burroughs	Combination Class	Stipend	$200.00	1	August - December
Flores, Jennifer	Instruction	Other Hourly	Hourly	$39.67	1.5	December

Fong, Roberta	Luther	Class Size	Stipend	$50.00	1	August - December
Franco, Mary	Burroughs	Class Size	Stipend	$1000.00	1	August - December
Franco, Mary	Burroughs	Add'l .2	Monthly	$1114.36	6	January - June
Frankenbush, Edward	Burroughs	Class Size	Stipend	$525.00	1	August - December
Gattuso, Lucas	Luther	Combination Class	Stipend	$200.00	1	August - December
Ghadarian Masihi, Erina	Washington	Intervention	Hourly	$53.46	7.5	December
Gladkihchadliyeva, Alexandra	Luther	Other Hourly	Hourly	$39.67	3	December
Glover, Donovan	Burbank	Combination Class	Stipend	$200.00	1	August - December
Godley, Elizabeth	Harte	Intervention	Hourly	$53.46	124.5	December – March
Godley, Elizabeth	Harte	Other Hourly	Hourly	$39.67	41	December - March
Godley, Elizabeth	Harte	Other Hourly	Hourly	$39.67	41	December - March
Goldenberg, Jennifer	Instruction	Add'l .2	Monthly	$2118.07	6	January - June
Griffith, Jennifer	Instruction	Add'l .2	Monthly	$1972.56	6	January - June
Griffin, Jamie	Huerta	Class Size	Stipend	$600.00	1	August - December
Hacek, Brittney	Instruction	Other Hourly	Hourly	$39.67	1.5	December
Hacek, Brittney	Washington	Other Hourly	Hourly	$39.67	10.75	January-May
Hacek, Brittney	Washington	Intervention	Hourly	$53.46	18	January-May
Henry, Bridgett	Roosevelt	Other Hourly	Hourly	$39.67	12	December
Eshleman, Steven	Burbank	Boy V Basketball Coach	Stipend	$1542.00	3	November - January
Halligan, Jennifer	Disney	Combination Class	Stipend	$1,000.00	1	August - December
Hamden, Rush	Burbank	Class Size	Stipend	$1525.00	1	August - December
Hammell, Robert	Burbank	Class Size	Stipend	$1450.00	1	August - December
Hedin-Abreu, David	Burroughs	Class Size	Stipend	$1625.00	1	August - December
Hedin-Abreu, David	Burroughs	Add'l .2	Monthly	$2003.80	6	January - June
Hernandez Jr., Joel	Luther	Other Hourly	Hourly	$39.67	3	December
Howitt, Elayne	FACTS	Department Chair	Stipend	$1,735.00	1	August - December
Huang, Yenwen	Muir	Add'l .2	Monthly	$1493.15	6	January - June
Jackson, Ryan	Burbank	Class Size	Stipend	$775.00	1	August - December
James, Stephen	Muir	Add'l .2	Monthly	$2089.31	6	January - June
James, Stephen	Muir	Combination Class	Stipend	$200.00	1	August - December

Jensen, Amy	Instruction	Other Hourly	Hourly	$39.67	1.5	December
Jones, Ana	Muir	Add'l .2	Monthly	$1972.56	6	January - June
Junkermeier, Joshua	Burbank	Class Size	Stipend	$75.00	1	August - December
Kaloustian, Ohannes	Huerta	Add'l .2	Monthly	$2089.31	6	January - June
Keeler, Fred	Huerta	Add'l .2	Monthly	$1911.47	6	January - June
Kelly, Laury	Instruction	Other Hourly	Hourly	$39.67	32	December
Kim, Christine	Burroughs	Class Size	Stipend	$625.00	1	August - December
Kim, Terry	Huerta	Class Size	Stipend	$975.00	1	August - December
King, Jennifer	Special Education	Home Teacher	Hourly	$42.39	91	November - March
Koontz, James	Muir	Add'l .2	Monthly	$2118.07	6	January - June
Kosbab, Brenda	Burbank	Combination Class	Stipend	$400.00	1	August - December
Krikorian, Christine	Providencia	Intervention	Hourly	$53.46	3	November
Kuester, Danielle	Instruction	Other Hourly	Hourly	$39.67	1.5	December
Kuglen, Samuel	Burroughs	Class Size	Stipend	$200.00	1	August - December
Lane, Stephen	Muir	Add'l .2	Monthly	$1214.36	6	January - June
Larson, Sarah	Roosevelt	Combination Class	Stipend	$1,000.00	1	August - December
Lee, Robert	Muir	Add'l .2	Monthly	$1972.56	6	January - June
Lemaster, Anna	Burbank	Class Size	Stipend	$200.00	1	August - December
Lerner, Lia	Adult	Department Chair	Stipend	$1,735.00	1	August - December
Lewis, Laquannia	Luther	Other Hourly	Hourly	$39.67	3	December
Lohr, Jason	Burbank	Class Size	Stipend	$150.00	1	August - December
Lor, My	Instruction	Other Hourly	Hourly	$39.67	1.5	December
Maddern, Geralyn	Harte	Intervention	Hourly	$53.46	140	December – March
Maddern, Geralyn	Harte	Other Hourly	Hourly	$39.67	35	December - March
Magallon, Matthew	Burbank	Class Size	Stipend	$500.00	1	August - December
Manoukian, Zare	Burroughs	Class Size	Stipend	$100.00	1	August - December
Manoukian, Zare	Burroughs	Add'l .2	Monthly	$1608.25	6	January - June
McKain, Allison	Burbank	Class Size	Stipend	$350.00	1	August - December
Mehta, Michelle	Washington	Intervention	Hourly	$53.46	11.5	December
Mendez-Cervantes, Gerardo	Burroughs	Combination Class	Stipend	$200.00	1	August - December

Meschkat, Ryanne	Burroughs	Combination Class	Stipend	$200.00	1	August - December
Mesquita, Nicholas	Burroughs	Class Size	Stipend	$375.00	1	August - December
Miller, Wendy	Burbank	Class Size	Stipend	$800.00	1	August - December
Minasyan, Armine	Burbank	Class Size	Stipend	$1375.00	1	August - December
Mirzakhan, Veroniza	Burbank	Class Size	Stipend	$100.00	1	August - December
Moore, Winston	Burroughs	Combination Class	Stipend	$200.00	1	August - December
Moses, Jennifer	Muir	Add'l .2	Monthly	$2188.07	6	January - June
Movessian, Arin	Burbank	CIF Playoff	Stipend	$127.00	2	December
Murray, Katie	Instruction	Other Hourly	Hourly	$39.67	1.5	December
Myers, Guy	Burroughs	Class Size	Stipend	$925.00	1	August - December
Nakashima	Burroughs	Class Size	Stipend	$175.00	1	August - December
Nava, Valeria	Burroughs	Class Size	Stipend	$1700.00	1	August - December
Nicol, Doug	Muir	Class Size	Stipend	$175.00	1	August - December
Noland, Ryan	Burroughs	Class Size	Stipend	$375.00	1	August - December
Nothom, Joshua	Burbank	Class Size	Stipend	$650.00	1	August - December
Oganyan, Victoria	Burroughs	Combination Class	Stipend	$200.00	1	August - December
Oganyan, Victoria	Burroughs	Class Size	Stipend	$550.00	1	August - December
Oganyan, Victoria	Burroughs	Add'l .2	Monthly	$2032.58	6	January - June
O'Keefe, Heather	Muir	Class Size	Stipend	$475.00	1	August - December
Oliver, Yvonne	Burroughs	Other Hourly	Hourly	$39.67	128	December-May
Ovakimyan, Avetis	Muir	Class Size	Stipend	$700.00	1	August - December
Pamperin, Melissa	Instruction	Other Hourly	Hourly	$39.67	1.5	December
Peebles, John	Burbank	Saturday School	Daily	$169.90	1	November
Perez, Joshua	Burbank	Class Size	Stipend	$1150.00	1	August - December
Phan, Loi	Burbank	CIF Playoff	Stipend	$454.00	2	December
Platner, Rebecca	Burbank	Combination Class	Stipend	$200.00	1	August - December
Platner, Rebecca	Burbank	Class Size	Stipend	$300.00	1	August - December
Raisbeck, Erica	Burroughs	Other Hourly	Hourly	$39.67	1	December
Rapp, Trevor	Monterey	Add'l .2	Monthly	$1636.22	6	January - June
Reardon, Michelle	Burroughs	Class Size	Stipend	$2375.00	1	August - December

Redman, Anthony	Luther	Drama (share)	Stipend	$288.00	4	August - May
Rios, Martha	Huerta	Class Size	Stipend	$700.00	1	August - December
Rivera, Stephen	Instruction	Other Hourly	Hourly	$39.67	1.5	December
Roberts, Robyn	Washington	Intervention	Hourly	$53.46	11.5	December
Robertson, Lisa	Burroughs	Other Hourly	Hourly	$39.67	128	December-May
Rodriguez, Anthony	Burbank	Other Hourly	Hourly	$39.67	26	October
Rogers, Sadi	Muir	Class Size	Stipend	$150.00	1	August - December
Romero, Michelle	Huerta	Class Size	Stipend	$400.00	1	August - December
Rothacher, Lynn	Muir	Class Size	Stipend	$825.00	1	August - December
Rothacher, Rodney	Muir	Class Size	Stipend	$650.00	1	August - December
Saunders, Richard	Burbank	Class Size	Stipend	$775.00	1	August - December
Sayre, Jayna	Burroughs	Class Size	Stipend	$900.00	1	August - December
Schwartz, Sarah	Instruction	Other Hourly	Hourly	$39.67	1.5	December
Seale, Andrea	Roosevelt	Combination Class	Stipend	$1,000.00	1	August - December
Sevic, Branko	Muir	Add'l .2	Monthly	$2089.31	6	January - June
Sevic, Branko	Muir	Class Size	Stipend	$450.00	1	August - December
Sahakian, Nayiri	Emerson	Combination Class	Stipend	$1,000.00	1	August - December
Shazarian, Arpine	Instruction	Other Hourly	Hourly	$39.67	1.5	December
Sherman, Tara	Muir	Add'l .2	Monthly	$1493.15	6	January - June
Smith, Donna	Muir	Add'l .2	Monthly	$2188.07	6	January - June
Spargur, Conrad	Burroughs	Add'l .2	Monthly	$1316.89	6	January - June
Spargur, Conrad	Burroughs	Class Size	Stipend	$2300.00	1	August - December
Stevens, Chloe	Burbank	Class Size	Stipend	$800.00	1	August - December
Stinson, James	Instruction	Other Hourly	Hourly	$39.67	1.5	December
Strawn, Kathryn	McKinley	Other Hourly	Hourly	$39.67	10	December - May
Sullivan, Benjamin	Luther	Class Size	Stipend	$300.00	1	August - December
Swartz, Daniel	Muir	Other Hourly	Hourly	$39.67	25	January - June
Swartz, Daniel	Muir	Add'l .2	Monthly	$1424.15	6	January - June
Takou, Eddy	Burroughs	Class Size	Stipend	$100.00	1	August - December
Takou, Eddy	Burroughs	Add'l .2	Monthly	$1613.33	6	January - June

Taylor, Latoya	Instruction	Other Hourly	Hourly	$39.67	32	December
Thomas-Pickett,Jonelle	Burbank	Combination Class	Stipend	$400.00	1	August - December
Thompson, Wendy	Harte	Other Hourly	Hourly	$39.67	5.5	January
Topalian, Talar	Instruction	Other Hourly	Hourly	$39.67	1.5	December
Turner, Marcus	Burbank	Class Size	Stipend	$1675.00	1	August - December
Vankooten, Heidi	Luther	Class Size	Stipend	$575.00	1	August - December
Varma, Arti	Instruction	Other Hourly	Hourly	$39.67	1.5	December
Vorachak, Sonlay	Instruction	Add'l .2	Monthly	$1823.58	6	January - June
Vournas, Anastasia	Muir	Add'l .2	Monthly	$2089.31	6	January - June
Wahe, Debra	Luther	Teacher- Sat. School	Daily	$169.90	2	December
Walker, Amy	Instruction	Other Hourly	Hourly	$39.67	1.5	December
Ware, Zeborah	Special Education	Home Teacher	Hourly	$42.39	2	December
Washausen, Dylan	Muir	Add'l .2	Monthly	$2089.31	6	January - June
Washausen, Dylan	Muir	Class Size	Stipend	$300.00	1	August - December
Watts, Joshua	Luther	Other Hourly	Hourly	$39.67	3	December
Weiner, Alexis	Burroughs	Class Size	Stipend	$300.00	1	August - December
Wenzel, Heidi	Roosevelt	Intervention	Hourly	$53.46	57.3	December
Wenzel, Heidi	Roosevelt	Intervention	Hourly	$53.46	76.4	January
Wenzel, Heidi	Roosevelt	Other Hourly	Hourly	$39.67	8.76	December
Wenzel, Heidi	Roosevelt	Other Hourly	Hourly	$39.67	11.68	January
Williams, Dena	Luther	Combination Class	Stipend	$200.00	1	August - December
Williamson, Terry	Instruction	Add'l .2	Stipend	$1,901.01	6	January - June
Winn, Amy	Burbank	Combination Class	Stipend	$400.00	1	August - December
Winsboro, Nicole	Harte	Class Coverage	Hourly	$54.74	.75	November
Wisehaupt, Jamie	Huerta	Class Size	Stipend	$50.00	1	August - December
Woo, Misik	Burbank	Class Size	Stipend	$1100.00	1	August – December
Wright, Rhonda	Instruction	Other Hourly	Hourly	$39.67	1.5	December
Yew, Christina	Adult	Department Chair	Stipend	$1,735.00	1	August - December

Retirement

FALLS, Ralph	Electrician	01.0-81500.0-00000-81100-2210-7523000	1.0	58-VI	A	12-22-24		Facilities Services (Began Service: 04-22-96)
GRIGORIAN, Emma	Senior Secretary	01.0-00000.0-00000-72000-2410-7450000	1.0	42-VI	A	12-20-24		Pupil Services (Began Service: 07-30-02)

Resignation

ALULEMA, Kimberly	Paraeducator-Special Education	01.0-33100.0-57602-11100-2110-4310000	.8438	38-V	D	12-09-24		Burbank High School
AYALA BARRAGAN, Nestor	Custodian	01.0-00100.0-00000-82100-2210-4310000	1.0	38-I	A	10-31-24		Facilities Services
GRANILLO, Bruno	Custodial Supervisor	01.0-00100.0-00000-82100-2312-7520000	1.0	I-VII	A	11-22-24		Facilities Services
MELGAR, Bryana	At Risk Intervention Assistant	01.0-01500.0-00000-31100-2210-7420000	1.0	53-IV	D	12-20-24		Roosevelt Elementary
OROZCO, Crystal	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-VI	D	01-16-25		Special Education
SHAHOOMIAN, Talin	Instructional Technology Media Specialist	01.0-0000.0-00000-242000-2210-21020000	.75	42-IV	D	12-23-24		Miller Elementary

Termination

CL-0068-24	Human Resources	01.0-00000.0-00000-72000-2410-7470000	1.0	47-I	A	12-05-24		Human Resources

Leave

ALFARO, Melissa	Food Service Assistant	13.0-53100.0-00000-37000-2210-2160000	.4375	37-III	D	01-06-25	03-04-25	Washington Elementary (Parental Bonding)
ANZO, Manuel	Custodian	01.0-00100.0-00000-82100-2210-7520000	1.0	38-III	A	12-02-24	01-10-25	Facilities Services (Parental Bonding)
DEVRIES, Kellie	Special Education Technician	01.0-95640.0-50010-27000-2410-7448000	.6875	45-VI	A	12-07-24	01-31-25	Special Education (Health Leave)

Leave, (Continued)

NAVARRO, Mark	Campus Supervisor	01.0-00000.0-00000-83000-2230-4321000	1.0	36-VI	D	01-06-25	02-14-25	Burroughs High School (Parental Bonding)

Additional Compensation for Working Out of Class

AYALA, Jose Rigoberto	Lead Custodian	01.0-00100.0-00000-82100-2210-7520000	1.0	43-VI	A	11-25-24	12-25-24	Facilities Services
CASTELLON, Josie	Payroll Technician	01.0-00000.0-00000-72000-2410-7471000	1.0	47-II	A	11-18-24	12-31-24	Fiscal Services – Payroll Department
LOPEZ, Corielle	Human Resources Technician	01.0-00000.0-00000-72000-2410-7550000	1.0	43-VI	A	06-01-24	12-31-24	Human Resources
MELARAGNO, Debra	Human Resources Analyst - Classified	01.0-00000.0-00000-72000-2410-7550000	1.0	48-VI	A	09-01-24	12-31-24	Human Resources

Additional Compensation for Longevity

COZAKOS, Crystal	Use of Facilities Coordinator/Senior Administrative Services	01.0-00100.0-00000-81000-2410-7520000	1.0	60-VI	A	11-01-23		Facilities Services 10 years-$142/month
CUEVAS, Larisa	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	1.0	45-VI	D	11-01-24		Special Education Department 15 years - $179/month
DI DONATO, Casey	Campus Supervisor	01.0-00000.0-00000-83000-2210-3220000	1.0	36-VI	D	12-01-24		John Muir Middle School 15 years - $179/month
GONZALEZ, Francisco	Custodian	01.0-00100.0-00000-82100-2210-7520000	.6250	38-VI	A	11-01-24		Facilities Services 25 years - $175/month
LOPEZ, Corielle	Human Resources Technician	01.0-00000.0-00000-72000-2410-7550000	1.0	43-VI	A	11-01-24		Human Resources Department 10 years - $142/month
PAK, Elizabeth	Special Education Data System Technician	01.0-65000.0-50010-27000-2410-7440000	1.0	52-VI	A	12-01-24		Special Education Department 15 years - $179/month
TORRES, Consuelo	Custodian	01.0-00100.0-00000-82100-2210-4310000	1.0	38-VI	A	12-01-24		Burbank High School 20 years - $234/month

Additional Compensation for Longevity, (Continued)

VAZQUEZ, Roxana	School Safety/ Utility Custodian	11.0-63910.0-41101-82100-2210-5330000 11.0-63910.0-41102-82100-2210-5330000 11.0-63910.0-41104-82100-2210-5330000 11.0-63910.0-41106-82100-2210-5330000 11.0-00639.0-41100-82100-2210-5330000 11.0-63910.0-41101-83000-2210-5330000 11.0-63910.0-41102-83000-2210-5330000 11.0-63910.0-41104-83000-2210-5330000 11.0-63910.0-41106-83000-2210-5330000 11.0-00639.0-41100-83000-2210-5330000	7.50 15.0 10.0 10.0 7.50 7.50 15.0 10.0 10.0 7.50	39-VI	A	12-01-24		Burbank Adult School 10 years - $142/month

Additional Compensation for Health Care

GUTCHES, Mackenna	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-VI	D	10-31-24	05-22-25	Special Education $309/month
KUEHNER, Patricia	Paraeducator	01.0-33100.0-57602-11200-2110-4320000	.75	38-II	D	10-31-24	05-22-25	Special Education $309/month
NEMINOVA, Victoriya	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8437	45-II	D	10-01-24	10-31-24	Special Education $309/month

Additional Compensation for Cell Phone

RODRIGUEZ, Sergio	Trades Manager	01.0-81500.0-00000-81100-2980-7523000		C-II	A	12-01-24		Facilities Services (End Cell Phone Stipend)

Additional Compensation for Bilingual Translation

MORALES, Vivian	Senior Secretary	01.0-00000.0-00000-00000-24010-4310000		42-II	A	08-01-24	05-31-25	Burbank High School $118/month oral and written

Change of Assignment – Classification/Location/FTE

ANYASOPORN, Nantavadee	Paraeducator	01.0-33100.0-57602-11200-2110-4310000	.8125	38-VI	D	10-28-24	05-23-25	Special Education Department

Change of Assignment – Classification/Location/FTE, (Continued)

BAGUMYAN, Vergine	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2910-2032000 01.0-67620.0-11100-10009-2910-2039999 01.0-00000.0-11100-10009-2910-2031000	.2382 .5744 .1874	35-I	D	01-06-25	Emerson Elementary
DAMIANI, Mary	Food Service Assistant	13.0-53100.0-00000-37000-2210-3200000	.3125	37-VI	D	12-09-24	Luther Middle School
DAMIANI, Mary	Food Service Assistant	13.0-53100.0-00000-37000-2210-3200000	.4688	37-VI	D	12-09-24	Luther Middle School
MARKOSIAN, Alice	Senior Administrative Secretary – Confidential	01.0-00000.0-00000-71500-2411-7410000	1.0	B-V	A	11-18-24	Superintendent's Office
NAVARRO, Yolanda	Paraeducator	01.0-33100.0-57602-11200-2110-4310000	8125	38-IV	D	08-12-24	Special Education
QUITERIO, Nicole	Secretary III	12.0-90602.0-00000-27000-2430-7540000 12.0-61050.1-00000-27000-2430-7540000	.50 .50	37-IV	A	10-01-24	Child Development
RODRIGUEZ, Sergio	Trades Manager	01.0-00100.0-00000-82200-2312-7520000 01.0-81500.0-00000-81000-2312-7523000	.50 .50	C-II	A	11-13-24	Facilities Services
SILVA, Alin	Food Service Assistant	13.0-53100.0-00000-47000-2210-3210000	.25	37-IV	D	12-09-24	Huerta Middle School
SILVA, Alin	Food Service Assistant	13.0-53100.0-00000-47000-2210-3210000	.4688	37-IV	D	12-09-24	Huerta Middle School

Election – Monthly

BRAVO, Sherry	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	1.0	45-II	D	11-25-24	Special Education
CHAVARRIA, Rosa	Custodian	01.0-00100.0-00000-82100-2210-4310000	1.0	38-I	A	12-16-24	Burbank High School
CHURCHILL, Kallista	Paraeducator, Deaf and Hard of Hearing	01.0-65000.0-57602-11104-2110-3220000	.8125	39-I	D	12-09-24	Muir Middle School
DE VRIES, AnnaMarie	Human Resources Technician	01.0-00000.0-00000-72000-2410-7550000	1.0	43-IV	A	11-19-24	Human Resources
GONZALEZ, Emily	Human Resources Analyst - Classified	01.0-00000.0-00000-72000-2410-7550000	1.0	48-I	A	11-25-24	Human Resources

Election – Monthly, (Continued)

GOURIAN, Sarah	School Office Manager – Children's Center	12.0-61050.1-00000-27000-2410-2160000 12.0-61050.0-00000-27000-2410-2160000 12.0-61050.1-00000-27000-2410-2050000	.40 .40 .20	43-III	A	12-16-24		Washington Children's Center
RAMIREZ, Diana	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-I	D	10-31-24		Special Education
SANCHEZ, Miguel	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-I	D	11-15-24		Special Educations
THURSTON, Bryce	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2910-2102000	.375	35-II	D	01-06-25		Miller Elementary
VASQUEZ, Henry	School Safety/ Utility Custodian	01.0-90710.0-00000-83000-2210-7522000	1.0	39-I	A	12-06-24		Burbank High School

Election – Additional Assignment

HYRAPATIAN, Siranoosh	Food Service Assistant	13.0-53100.0-00000-37000-2210-2010000	.1563	37-I	D	01-06-25		Disney Elementary

Election – Hourly

ARZUMANYAN, Anahit	Bilingual Translator	01.0-42030.0-47600-27000-2950-2139000		$25.00	G	12-01-24	12-03-24	Providencia Elementary
AZNABVURYA, Syuzanna	Counseling Assistant	01.0-00000.0-0000-27000-1130-32010000		37-I	D	12-01-24	06-30-25	Luther Middle School
BELTRAN, Andrew	Custodian	01.0-90711.0-81000-50002-2240-7528000		38-VI	A	12-4-24	12-4-24	Facilities Services
BELTRAN, Guillermo	Lead Custodian	01.0-90711.0-81000-50002-2240-7528000		43-VI	A	12-4-24	12-4-24	Facilities Services
BOSNOYAN, Gayane	Bilingual Translator	01.0-42030.0-47600-27000-2950-2139000		$25.00	G	12-01-24	12-03-24	Providencia Elementary
BUSTOS, Adriana	Bilingual Translator	01.0-65000.0-50010-21000-2950-7440000		$25.00	G	12-01-24	06-30-25	Special Education

Election – Hourly, (Continued)

CASTELLON, Josie	Payroll Technician	01.0-00000.0-00000-72000-2440-7471000	47-II	A	11-01-24	12-31-24	Fiscal Services
CONTRERAS, Edelmira	Food Service Assistant	13.0-53100.0-00000-37000-2260-7490000	$19.06	F	11-22-24		Human Resources
CONTRERAS, Francisca	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2131000	35-VI	D	12-01-24	12-20-24	Providencia Elementary
CRUZ, Evelyn	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2140-7440000	45-VI	D	10-26-24	10-26-24	Special Education
DANOOKH, Marineh	Bilingual Translator	01.0-42030.0-47600-27000-2950-2139000	$25.00	G	11-04-24	11-04-24	Providencia Elementary
DE LA TORRE, Norma	Food Service Assistant	13.0-53100.0-00000-37000-2230-4320000	37-VI	D	12-01-24	06-10-25	Burroughs High School
DIAZ, Juan Carlos	Lead Custodian	01.0-90708.0-81000-50002-2240-7528000	43-VI	A	10-18-24	10-18-24	Facilities Services
DI DONATO, Casey	Campus Supervisor - Middle School	01.0-90904.0-00000-83000-2240-3228100	36-VI	D	11-01-24	11-30-24	Muir Middle School
DUENAS, Christine	Campus Supervisor	01.0-00000.0-00000-83000-2240-3201000	36-VI	D	11-01-24	12-31-24	Luther Middle School
EMYAN, Anna	Bilingual Translator	01.0-42030.0-47600-27000-2950-2139000	$25.00	G	11-04-24	11-04-24	Providencia Elementary
ESCOBEDOBARONA, Hael	Bilingual Translator	01.0-01500.0-00000-27000-2950-7422000	$25.00	G	11-25-24	11-25-24	Burroughs High School
FIGUEROA, Mary	Behavior Intervention Assistant	01.0-65000.0-57601-11100-2130-7440000	45-IV	D	11-15-24	11-15-24	Special Education
GARGINYAN, Mariam	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2052000	35-II	D	11-01-24	11-30-24	Bret Harte Elementary
GARGINYAN, Mariam	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2052000	35-II	D	12-01-24	12-31-24	Bret Harte Elementary
GAVALIAN, Silva	Bilingual Translator	01.0-42010.0-11100-10000-2950-3209000	$25.00	G	12-01-24	12-31-24	Luther Middle School

Election – Hourly, (Continued)

HILTERMANN, Catherine	Paraeducator, Deaf and Education	01.0-65000.0-57602-11104-2140-7440000	55-IV	D	12-01-24	05-23025	Special Education
HUFF, Jacob	Behavior Intervention Assistant	01.0-65000.0-57601-11100-2130-7440000	45-I	D	11-15-24	11-15-24	Special Education
LAINEZ, Hector	HVAC Mechanic	01.0-81500.0-00000-81100-2240-7523100	57-VI	A	10-26-24	10-26-24	Facilities Services
LEVINA, Tatyana	Bilingual Translator	01.0-42010.0-11100-10000-2950-3209000	$25.00	G	12-01-24	12-31-24	Luther Middle School
LOPEZ, Jennifer	Food Service Assistant	13.0-53100.0-00000-37000-2230-2140000	37-II	D	12-01-24	06-10-25	Roosevelt Elementary
LOWE, Scot	Locksmith	12.0-90602.0-00000-82110-2240-7540000	53-VI	A	11-9-24	11-9-24	Facilities Services
MAGALLANES, Josephine	Campus Supervisor	01.0-00000.0-00000-83000-2240-4321000	36-VI	D	11-01-24	11-30-24	Burroughs High School
MARKOSIAN, Alice	Lead Payroll Technician	01.0-00000.0-00000-72000-2440-7471000	51-VI	A	11-01-24	12-31-24	Fiscal Services
MARROQUIN, Ralph	Campus Supervisor	01.0-00000.0-11100-10000-2330-3211000	36-IV	D	10-01-24	10-31-24	Dolores Huerta Middle School
MARROQUIN, Ralph	Campus Supervisor	01.0-00000.0-11100-10000-2330-3211000	36-IV	D	11-01-24	12-31-24	Dolores Huerta Middle School
MARROQUIN, Ralph	Campus Supervisor	01.0-90904.0-11100-10000-2330-3211000	36-IV	D	12-01-24	12-31-24	Dolores Huerta Middle School
MCCORKLE, Stephanie	Campus Supervisor	01.0-00000.0-00000-83000-2240-3201000	36-VI	D	12-01-24	12-31-24	Luther Middle School
MCDONALD, Cheryl	Campus Supervisor	01.0-90904.0-00000-83000-2240-4328100	36-VI	D	11-01-24	11-30-24	Burroughs High School
MCDONALD, Cheryl	Campus Supervisor	01.0-90904.0-11100-10000-2330-3211000	36-VI	D	12-01-24	12-31-24	Burbank High School
MONTENEGRO, Dylan	Electrician	01.0-90711.0-81000-50002-2240-7528000	58-III	A	11-19-24	11-19-24	Facilities Services
NEMINOVA, Victoriya	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2140-7440000	45-II	D	10-26-24	10-26-24	Special Education

Election – Hourly, (Continued)

NUNEZ, Claudia	Campus Supervisor	11.0-63910.0-41101-83000-2240-5330000 11.0-63910.0-41102-83000-2240-5330000 11.0-63910.0-41104-83000-2240-5330000 11.0-63910.0-41106-83000-2240-5330000 11.0-00639.0-41101-83000-2240-5330000	.20 .30 .20 .14 .16	36-VI	E	12-01-24	12-21-24	Burbank Adult School
OCHOA, Steven	Food Service Assistant	13.0-53100.0-00000-37000-2230-3220000		37-III	D	12-01-24	06-10-25	Muir Middle School
PANOSIAN, Kimberly-Ane	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2161000		35-I	D	11-25-24	11-25-24	Washington Elementary
PAREDES, Xiomara	Educational Interpreter II	01.0-65000.0-57602-11104-2140-7440001		62-VI	D	12-01-24	05-22-25	Special Education
PERDOMO, Jacqueline	Behavior Intervention Assistant	01.0-65000.0-57601-11100-2130-7440000		45-IV	D	11-15-24	11-15-24	Special Education
QUITERIO, Nicole	Secretary III	12.0-90602.0-00000-27000-2430-7540000 12.0-61050.1-00000-27000-2430-7540000	.50 .50	37-IV	A	09-01-24	06-30-25	Child Development
RENTERIA, Christopher RUIZ	Custodian	01.0-90708.0-81000-50002-2240-7528000		38-III	A	11-01-24	11-01-24	Facilities Services
DECASTILLO, Alicia	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2130-7440000		45-VI	D	08-12-24	05-23-25	Special Education
RUSSO, Jeff	Locksmith	12.0-90602.0-00000-82110-2240-7540000		53-VI	A	11-09-24	11-09-24	Facilities Services
SANDOVAL, Efren	Lead Custodian	01.0-90708.0-81000-50002-2240-7528000		43-VI	A	10-18-24	10-18-24	Facilities Services
SCHOFIELD, Johanna	Bilingual Translator	01.0-42030.0-47600-27000-2950-2139000		$25.00	G	11-06-24	11-06-24	Providencia Elementary
TORRES, Jorge	Custodian	01.0-90708.0-81000-50002-2240-7528000		38-VI	A	10-18-24	10-18-24	Facilities Services
TORRES, Wendy	Campus Supervisor	11.0-63910.0-4110-283000-2230-5330000		36-I	E	09-01-24	12-31-24	Adult School
TROILINA, Ekaterina	Bilingual Translator	01.0-01500.0-00000-27000-2950-7422000		$25.00	G	10-01-24	10-31-24	Burroughs High School

Election – Hourly, (Continued)

VASQUEZ, Jose	Campus Supervisor	01.0-00000.0-11100-10000-2330-3211000	36-V	D	08-01-24	12-31-24	Dolores Huerta Middle School
VASQUEZ, Jose	Campus Supervisor	01.0-00000.0-11100-10000-2330-3211000	36-V	D	10-01-24	10-31-24	Dolores Huerta Middle School
VASQUEZ, Jose	Campus Supervisor	01.0-90904.0-11100-10000-2330-3211000	36-V	D	12-01-24	12-31-24	Burbank High School
VELAZQUEZ, Laura	Campus Supervisor – Elementary	01.0-67620.0-11100-10009-2930-2029000 .95 01.0-90201.0-11100-10009-2930-2028100 .05	35-I	D	12-09-24	05-23-25	Edison Elementary
VILLALTA, Maria	Food Service Assistant	13.0-53100.0-00000-37000-2230-320000	37-VI	D	12-01-24	06-10-25	Luther Middle School
WHITE, Jemma	Paraeducator-Special Education	01.0-65000.0-57602-11104-2140-7440000	38-III	D	12-06-24	12-06-24	Special Education
WHITE, Jemma	Paraeducator-Special Education	01.0-65000.0-57602-11104-2130-7440000	38-III	D	12-18-24	12-18-24	Special Education
WHITE, Jemma	Paraeducator-Special Education	01.0-65000.0-57602-11104-2140-7440000	38-III	D	12-18-24	12-18-24	Special Education
ZELAYA, Raul	Lead Custodian	01.0-90711.0-81000-50002-2240-7528000	43-VI	A	11-19-24	11-19-24	Facilities Services
ZELAYA, Raul	Lead Custodian	01.0-90711.0-81000-50002-2240-7528000	43-VI	A	12-05-24	12-05-24	Facilities Services (Additional Hours)
ZEPEDA SALAZAR, Susan	Behavior Intervention Assistant	01.0-65000.0-57601-11100-2130-7440000	45-IV	D	11-15-24	11-15-24	Special Education

Election – Student Helpers

BABA, Lauren	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000	$16.00	F	12-01-24	06-30-25	Special Education
BENITEZ, Emily	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000	$16.00	F	12-01-24	06-30-25	Special Education

Election – Student Helpers, (Continued)

CLARK-VOLPE, Elizabeth	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000	$16.00	F	11-01-24	06-30-25	Special Education
CLAXTON, Elouise	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000	$16.00	F	11-01-24	06-30-25	Special Education
COVELL, Aidric	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000	$16.00	F	12-01-24	06-30-25	Special Education
FAJARDO, Karen	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000	$16.00	F	11-01-24	06-30-25	Special Education
GHEVONDIAN, Arpa	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000	$16.00	F	11-01-24	06-30-25	Special Education
MCNAMARA, Vincent	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000	$16.00	F	11-01-24	06-30-25	Special Education
MIDEL-PAYAN, Elias	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000	$16.00	F	11-01-24	06-30-25	Special Education
NAVA, Emily	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000	$16.00	F	12-01-24	06-30-25	Special Education
PORTILLO, Christopher	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000	$16.00	F	11-01-24	06-30-25	Special Education
PROVINES, Adam	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000	$16.00	F	12-01-24	06-30-25	Special Education
SANCHEZ, Sienna	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000	$16.00	F	11-01-24	06-30-25	Special Education
VIZCARRA, Noah	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000	$16.00	F	11-01-24	06-30-25	Special Education
WATANABE, Tenka	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000	$16.00	F	11-01-24	06-30-25	Special Education
ZATIKYAN, Artur	Student Helper – YETP	01.0-58100.0-57602-11100-2933-7440000	$16.00	F	11-01-24	06-30-25	Special Education

Election – Walk on Coach

BARRAGAN, Ernesto	Short Term – Athletic	01.0-00000.0-15000-42000-2171-4320000	16.00	F	12-01-24	12-31-24	Burbank High School
BEIMFORD, Zachary	Short Term - Athletic	01.0-00000.0-15001-42000-2171-4320000	16.00	F	11-01-24	11-30-24	Burroughs High School
BLACK, Lara	Short Term – Athletic	01.0-00000.0-15001-42000-2171-4320000	16.00	F	11-01-24	01-31-25	Burroughs High School

Election – Walk on Coach, (Continued)

BROWN, Oharjee	Short Term – Athletic	01.0-00000.0-15000-42002-2171-4310000	16.00	F	12-01-24	12-31-24	Burbank High School
BROWN, Sarah	Short Term – Athletic	01.0-00000.0-17016-41000-2171-3210000	16.00	F	11-01-24	06-30-25	Dolores Huerta Middle School
CICCONE, Anthony	Short Term – Athletic	01.0-90201.0-15001-42000-2171-4318702	16.00	F	11-01-24	11-31-24	Burbank High School
CICCONE, Anthony	Short Term – Athletic	01.0-90201.0-15001-42000-2171-4318702	16.00	F	12-01-24	12-31-24	Burbank High School
CICCONE, Anthony	Short Term – Athletic	01.0-90201.0-15001-42000-2171-4318702	16.00	F	01-01-25	01-31-25	Burbank High School
CZUPRYNSKI, Sarah	Short Term – Athletic	01.0-00000.0-15000-42000-2171-4310000	16.00	F	12-01-24	12-31-24	Burbank High School
ESPINOZA, Ryan	Short Term - Athletic	01.0-00000.0-15001-42000-2171-4320000	16.00	F	11-01-24	01-31-25	Burroughs High School
GHARIBIAN, Erik	Short Term – Athletic	01.0-90904.0-15001-42000-2171-4318100	16.00	F	07-01-24	07-31-24	Burbank High School
GHARIBIAN, Erik	Short Term – Athletic	01.0-90904.0-15001-42000-2171-4318100	16.00	F	08-01-24	08-31-24	Burbank High School
GHARIBIAN, Erik	Short Term – Athletic	01.0-90904.0-15001-42000-2171-4318100	16.00	F	09-01-24	09-30-24	Burbank High School
GHARIBIAN, Erik	Short Term – Athletic	01.0-90904.0-15001-42000-2171-4318100	16.00	F	10-01-24	10-31-24	Burbank High School
GHARIBIAN, Erik	Short Term – Athletic	01.0-90904.0-15001-42000-2171-4318100	16.00	F	11-01-24	11-30-24	Burbank High School
HAMBLIN, Brin	Short Term – Perf Arts	01.0-90904.0-17007-41001-2171-4328600	16.00	F	10-01-24	05-31-25	Burroughs High School
HALEY, Mark	Short Term – Athletic	01.0-00000.0-15000-42000-2171-4310000	16.00	F	12-01-24	12-31-24	Burbank High School
HART, Robert	Short Term – Athletic	01.0-90201.0-15001-42000-2171-4318702	16.00	F	11-01-24	11-31-24	Burbank High School
HART, Robert	Short Term – Athletic	01.0-90201.0-15001-42000-2171-4318702	16.00	F	12-01-24	12-31-24	Burbank High School
HART, Robert	Short Term – Athletic	01.0-90201.0-15001-42000-2171-4318702	16.00	F	01-01-25	01-31-25	Burbank High School
HOPSON, Byron	Short Term – Athletic	01.0-00000.0-15000-42000-2171-4310000	16.00	F	12-01-24	12-31-24	Burbank High School
JIMENEZ, Brandon	Short Term – Athletic	01.0-00000.0-15001-42000-2171-4320000	16.00	F	11-01-24	01-31-25	Burroughs High School
JOHNSON, Malique	Short Term – Athletic	01.0-90904.0-15001-42000-2171-4318100	16.00	F	11-01-24	01-31-25	Burbank High School
LEVIN, Jamie	Short Term – Athletic	01.0-00000.0-15000-42000-2171-4310000	16.00	F	12-01-24	12-31-24	Burbank High School

Election – Walk on Coach, (Continued)

MEREDITH, Mark	Short Term – Athletic	01.0-00000.0-15000-42000-2171-4310000	16.00	F	12-01-24	12-31-24	Burbank High School
MISTRETTA, Alexandre	Short Term – Athletic	01.0-90904.0-15001-42000-2171-4318100	16.00	F	08-01-24	08-31-24	Burbank High School
MISTRETTA, Alexandre	Short Term – Athletic	01.0-90904.0-15001-42000-2171-4318100	16.00	F	10-01-24	10-31-24	Burbank High School
MORALES, Vivian	Short Term – Athletic	01.0-00000.0-15000-42000-2171-4310000	16.00	F	12-01-24	12-31-24	Burbank High School
NAVARRO, Mark	Short Term - Athletic	01.0-00000.0-15001-42000-2171-4320000	16.00	F	11-01-24	01-31-25	Burroughs High School
NAVARRO, Tristen	Short Term – Athletic	01.0-00000.0-15001-42000-2171-4320000	16.00	F	11-01-24	01-31-25	Burroughs High School
NAVARRO, Tristen	Short Term – Athletic	01.0-00000.0-17016-42001-2171-4320000	16.00	F	11-01-24	06-30-25	Burroughs High School
OSPINA, Fabian	Short Term - Athletic	01.0-90904.0-15001-42000-2171-4328810	16.00	F	10-01-24	11-30-24	Burroughs High School
RITNER, Kristyn	Short Term – Athletic	01.0-90904.0-15001-42000-2170-4318100	16.00	F	08-01-24	08-31-24	Burbank High School
RITNER, Kristyn	Short Term – Athletic	01.0-90904.0-15001-42000-2170-4318100	16.00	F	09-01-24	09-31-24	Burbank High School
RITNER, Kristyn	Short Term – Athletic	01.0-90904.0-15001-42000-2170-4318100	16.00	F	10-01-24	10-31-24	Burbank High School
TOLEDO, Tony	Short Term – Athletic	01.0-00000.0-15000-42002-2171-4310000	16.00	F	12-01-24	12-31-24	Burbank High School
WATANAGA, Raymond	Short Term – Athletic	01.0-90904.0-15001-42000-2170-4318100	16.00	F	07-01-24	07-31-24	Burbank High School
WILLIMAMS, Michael	Short Term – Athletic	01.0-00000.0-15000-42000-2171-4310000	16.00	F	12-01-24	12-31-24	Burbank High School
YOSH, Stephanie	Short Term – Athletic	01.0-00000.0-15000-42000-2171-4310000	16.00	F	12-01-24	05-31-25	Burbank High School

Signature 

Title: Sarah Rudchenko, Assistant Superintendent, Human Resources Services