BURBANK UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
REGULAR MEETING

Thursday, September 05, 2019

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

Burbank City Hall
275 E. Olive Avenue
Burbank, California

AGENDA

The entire agenda packet is available for review online at www.burbankusd.org; 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

2. REQUESTS TO ADDRESS THE BOARD

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

2.b Staff Responses

2.c Board Members' Comments and Responses

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

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

Any individual with a disability who requires reasonable accommodation to participate in a Board meeting may request assistance by contacting the Superintendent's Office at (818) 729-4422.

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

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

3.d Public Employee Performance Evaluation Pursuant to Government Code §54957
Title: Superintendent of Schools

3.e 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 960024412

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

5. REPORTING ON CLOSED SESSION

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

7. ITEMS FOR FUTURE AGENDAS

8. OATH OF OFFICE

8.a Administration of the Oath of Office for Student Board Members
Roberta Reynolds, President, Board of Education, will administer the Oath of Office to Student Board Members: Sarkis TerPetrossyan, representing Burbank High School (BHS); Maddie Medina, representing John Burroughs High School (JBHS); and Maria Barajas Aparicio, representing Monterey High School (MHS); who will serve as Student Board Members for the 2019-2020 school year.

9. REPORTS FROM THE BOARD

9.a Student Representatives
Sarkis TerPetrossyan, BHS; Maddie Medina, JBHS; and Maria Barajas Aparicio, MHS; will report on activities at their respective schools.

10. REQUESTS TO ADDRESS THE BOARD

10.a Public Communications
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10.b Staff Responses

10.c Board Members' Comments and Responses

11. REPORTS TO THE BOARD

11.a Superintendent's Comments
Matt Hill, Superintendent, will comment on items of interest to the Board of Education and community.

11.b Report on Attendance and Chronic Absenteeism
Stacy Cashman, Director, Student Services, will report on the District's attendance plan, as presented.

Attendance Board Presentation 9.5.19.pdf

11.c Report on Burbank Unified School District Summer School 2019
John Paramo, Assistant Superintendent, Educational Services, will report on the Burbank Unified School District 2019 Summer School Program, as presented.

2019 Summer School with Power Point.pdf

11.d Report on Facilities and Technology Projects
Debbie Kukta, Assistant Superintendent, Administrative Services, will report on Facilities and Technology Projects, as listed on the Consent Agenda, as presented.

9-5-19 Facilities and Technology PP 090519.pdf

11.e Burbank Council Parent Teacher Association (PTA) Update
Matt Hill, Superintendent, will introduce Wendi Harvel, Burbank Council PTA President for

2019-2020, who will provide an update on the PTA's activities.

12. NEW AND/OR UNFINISHED BUSINESS

12.a Adoption of Resolution 7 Proclaiming the Month of September 2019 as PTA Membership Month
Matt Hill, Superintendent, recommends that the Board of Education adopt Resolution 7 proclaiming the month of September 2019 as PTA Membership Month, as presented.

Resolution 7_PTA Membership Month_090519.pdf

12.b Adoption of Resolution 8 Adopting the Gann Limit for fiscal years 2018-2019 and 2019-2020
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education Adopt Resolution 8 Adopting the Gann Limit for fiscal years the 2018-2019 and 2019-2020 Gann Limit, as presented.

Resolution 8 - GANN Limit.pdf

12.c Approval of the Unaudited Actuals for the 2018-2019 Fiscal Year
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the unaudited actuals report for the 2018-2019 school year, as presented.

Unaudited Actuals 2018-19.pdf

12.d Approval of Contract # C-129564:18:20 with the Los Angeles County Office of Education Sport2 Professional Development and Training
John Paramo, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the Los Angeles County Office of Education Contract # C-129564:18:20, for Sport2 Professional Development and Training, at no cost to the District, effective September 6, 2019 through June 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Sport2_Board_Report_9_5_19.pdf

12.e Ratification of the Grant Sub-Agreement Between Burbank Unified School District and Rancho Santiago Community College District
Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends the Board of Education ratify the Sub-Agreement between the Burbank Unified School District and Rancho Santiago Community College District, to support Career Technical Education pathways and dual enrollment opportunities, not to exceed $406,642, effective July 1, 2019 through December 31, 2021, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Approval of Grant Sub-Agreement Rancho Santiago with Agmt.pdf

12.f Ratification of Acceptance of the K-12 Strong Workforce Grant
Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends the Board of Education ratify the acceptance of the K-12 Strong Workforce Grant, to support career pathways and dual enrollment opportunities, effective July 1, 2019 through December 31, 2021,

and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Ratification of K-12 Strong Workforce Grant.pdf

12.g Ratification of Memorandum of Understanding Between Burbank Unified School District and Education Through Music - Los Angeles
Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education ratify the Memorandum of Understanding between Burbank Unified School District and Education Through Music – Los Angeles, to participate in the Burbank Unified School District Induction Program, effective August 19, 2019 through June 15, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Ratification of Induction MOU with MOU.pdf

12.h Adoption of Resolution 9 for the Elimination or Reduction of Services for Classified Positions
Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt Resolution 9 for the Elimination or Reduction of Services for Classified positions, as presented.

Resolution 9 - Reduction in Force.pdf

12.i Second Reading and Approval of Proposed Revision of Selected Board Policies and Administrative Regulations
Matt Hill, Superintendent, will facilitate the Board's second reading and approval of the proposed revision of selected Board Policies and Administrative Regulations from the California School Boards Association (CSBA) – Governance and Management Using Technology (GAMUT), as presented.

Policy Updates_May19_3516.1_5116.1_2nd Read_090519.pdf

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

Gift Report_090519.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 Amendment of Final Settlement Agreement (Special Education)
Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education amend the Final Settlement Agreement for Special Education Student 960024412, at no cost to the District (01.0-65000.0-50010-36000-5813-7440000), effective August 12, 2019 through June 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

5

Note: The original Settlement Agreement was Board Approved July 18, 2019, at no cost to the District. This item is being amended to reflect a modification to the services the student will receive, at no additional cost to the District.

SPED Student 960024412_Amended Settlement Agreement.pdf

13.b Approval of Minutes
Matt Hill, Superintendent, recommends that the Board of Education approve the minutes of the Regular Meeting of July 18, 2019, as presented.

Minutes.07.18.19.pdf

13.c Approval of Minutes
Matt Hill, Superintendent, recommends that the Board of Education approve the minutes of the Special Meeting of July 20, 2019, as presented.

Minutes.07.20.19.SP.pdf

13.d Approval of Minutes
Matt Hill, Superintendent, recommends that the Board of Education approve the minutes of the Regular Meeting of August 1, 2019, as presented.

Minutes.08.01.19.pdf

13.e Approval of Minutes
Matt Hill, Superintendent, recommends that the Board of Education approve the minutes of the Regular Meeting of August 15, 2019, as presented.

Minutes.08.15.19.pdf

13.f Approval of Personnel Report Number 19-20-04
Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Personnel Report number 19-20-04, covering Certificated and Classified personnel, and consisting of Pages 1 to 16 inclusive, as presented.

Personnel Report.pdf

13.g 2019-2020 Purchase Order Report
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve Purchase Orders for 2019-2020 as listed through August 5, 2019, as presented.

2019-2020 Purchase Order Report.pdf

13.h Approval of Warrants
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve payroll warrants in the total amount of $2,627,105.53 and commercial warrants in the total amount of $1,407,232.17, as presented.

Warrants.pdf

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

Approval of Instructional Consultants.pdf

13.j Approval of Parent Representative to the Community Advisory Committee (CAC) (Special Education)
Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education approve the appointment of Christine Ferriter as a District parent representative to the Foothill SELPA CAC, effective September 6, 2019 through June 30, 2020, as presented.

SPED CAC Representative.pdf

13.k Approval of Agreement for Professional Services (Special Education)
Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Dr. Carlos Flores, to provide an Independent Psychological-Educational Evaluation (IEE) and attend an IEP meeting for Special Education Student 960027515, not to exceed $5,000 (01.0-65000.0-57700-11900-5850-7440000), effective September 6, 2019 through June 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960027515_Flores_IEE.pdf

13.l Ratification of Agreement for Professional Services (Special Education)
Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and New Mediscan II, LLC. DBA Mediscan Staffing Services, to provide support for General Education Student 960024412, not to exceed $42,087.50 (01.0-65000.0-50010-36000-5813-7440000), effective August 26, 2019 through June 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960024412_Ratified_Mediscan.pdf

13.m Ratification of Agreement for Professional Services (Special Education)
Tamara Schiern, Director of Special Education, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and the National Intergovernmental Purchase Alliance (IPA)/ American Logistics Company (ALC), to pilot alternative transportation service to special education students, effective July 1, 2019 through June 30, 2020, not to exceed $300,000 (01.0- 07240.0-50010-36000-5812-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED ALC_Transportation.pdf

13.n Approval of Student Teaching Agreement– University of La Verne
Sarah Niemann, Assistant Superintendent, Human Resources, recommends that the Board of

Education approve the Student Teaching Agreement between the Burbank Unified School District and University of La Verne to provide educational field experience, effective September 6, 2019 through June 30, 2024, and that authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

Agreement-LaVerne.pdf

13.o Approval of Verification of Requirements for a Provisional Internship Permit with the State of California Commission on Teacher Credentialing

Sarah Niemann, Assistant Superintendent, Human Resources, recommends that the Board of Education approve the Verification of Requirements for a Provisional Internship Permit between the Burbank Unified School District and the State of California Commission on Teacher Credentialing, to fill an immediate staffing need, effective September 6, 2019 through September 6, 2020, and that authority to sign the Verification of Requirements for the Provisional Internship Permit be exercised pursuant to BUSD - AR 3314, as presented.

PIP.pdf

13.p Approval of Arts for All Advancement Grant Program Agreement Contract# AFA-AG-1415-2

Sharon Cuseo, Assistant Superintendent of Instructional Services, recommends that the Board of Education approve the Arts for All Advancement Grant Agreement between the Burbank Unified School District and the Los Angeles County Arts Commission, effective September 6, 2019 through June 30, 2020, to accept an award amount of $23,900, and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented.

Burbank Unified School District Board Approval Advancement Grant 2019.20.pdf

13.q Approval of Contract # C-19560:19:20 with the Los Angeles County Office of Education Participation in a Program of Outdoor Science & Conservation Education and Site-based Elementary School Outdoor Science School Programs

Peter Knapik, Director, Elementary Education, recommends that the Board of Education approve the Los Angeles County Office of Education Contract # C-19560:19:20, for Participation in a Program of Outdoor Science & Conservation Education and Site-based Elementary School Outdoor Science School Programs for Disney, Edison, Emerson, Bret Harte, Jefferson, McKinley, Miller, Providencia, Roosevelt, Stevenson, and Washington elementary schools, effective September 6, 2019 through June 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

2019-20 OSS Contracts_LACOE and SITE-BASED.pdf

13.r Approval of Agreement for Consultant Services with Language Resources of America, LRA Interpreters Inc.

Stacy Cashman, Director, Student Services, recommends that the Board of Education approve the agreement between Burbank Unified School District and LRA Interpreters, Inc., to provide Interpreters/translators to student/families during expulsion hearings/conferences relative to Student Services on an as needed basis, effective September 15, 2019 through June 30, 2020, not to exceed $2,000 (01.0 00000.0 00000 72000 5850 7451000), and that the authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

LRA Board Memo.pdf

13.s Approval of Professional Services Agreement, Ninyo & Moore, Geotechnical, Materials Testing and Inspection, Paving Replacement, Playground Installation, Theodore Roosevelt Elementary School (Bond Fund)
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve a professional services agreement between Burbank Unified School District and Ninyo & Moore, pursuant to the proposal dated August 13, 2019 to provide materials testing and special inspection services, Theodore Roosevelt Elementary School Playground Installation, effective September 6, 2019 through September 6, 2020, not to exceed $12,776 (21.3-00000-0-91006-85000-6282-214-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD-AR3314, as presented.

9-5-19 AOC_ Ninyo&Moore_Paving,Playground_ Roosevelt.pdf

13.t Approval of Amended Agreement for Professional Services, Massadi Enterprise, Division of State Architect (DSA) On-Site Inspection Services, Playground Installation, Theodore Roosevelt Elementary School (Bond Fund)
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an amended agreement for professional services between Burbank Unified School District and Massadi Enterprise, to perform on-site, DSA inspection services, Theodore Roosevelt Elementary School, Playground Installation, effective September 6, 2019 through September 6, 2020, not to exceed $8,500 (21.3-00000-0-91006-85000-6281-214-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

9-5-19 Approval_ Amended PSA_ Massadi_ Playground_ Roosevelt.pdf

13.u Acceptance of Notice of Completion, Pilgrim Fence, CUPCCAA Bid,1819-074, Fabrication and Installation, Drinking Fountain Guard Rails, Walt Disney Elementary School (Bond Fund)
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept a notice of completion, CUPCCAA Bid,1819-074, Fabrication and Installation, Drinking Fountain Guard Rails, Walt Disney Elementary School, not to exceed $5,377 PO19003846 (213-00000-0-91008-85000-6170-201-0000) Bond Fund, as presented.

9-5-19 NOC_Pilgrim Fence_ Drinking Fountain_ Disney.pdf

13.v Ratification of Additive Change Order No.1, PMC Concrete, Phase II, Bid 1617-051, 1617-052 and 1617-053, Bid Package 2, Building and Site Concrete, Thomas Jefferson Elementary School Modular Classrooms (Bond Fund)
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education ratify change order No. 1 between Burbank Unified School District and PMC Concrete, for additional labor and materials, Thomas Jefferson Elementary School, not to exceed $15,163.13 PO 18001626 (213-00000-0-91008-85000-6230-206-0000) Bond Fund, effective June 6, 2019 through June 6, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR3314, as presented.

9-5-19 Ratification_ Additive CO 1_ PMC Concrete_ Modulars_ Jefferson.pdf

13.w Acceptance of Notice of Completion, USA Shade & Fabric Structures, Shade Structure at

Magnolia Park (General Fund)
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: design and install a shade structure at Magnolia Park for the lunch shelter area, not to exceed $19,530.28 (01.0-81500.0-00000-85000-6170-5170000), General Fund, and the authority to sign the amended agreement be exercised pursuant to BUSD-AR 3314, as presented.

NOC_USAShade_magpark_general fund.pdf

14. REQUESTS TO ADDRESS THE BOARD

14.a Public Communications
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14.b Staff Responses

14.c Board Members' Comments and Responses

15. ADJOURNMENT

Burbank Unified School District
Department of Student Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Stacy Cashman, Director, Student Services
PREPARED BY:	Stacy Cashman, Director, Student Services
SUBMITTED BY:	Melinda Drechsler, Administrative Secretary, Student Services
DATE:	September 5, 2019
SUBJECT:	Attendance and Chronic Absenteeism Report

Background:
The Board of Education has requested that staff provide a report on efforts to improve attendance and reduce chronic absenteeism. The purpose of this report is to give the Board a general overview of attendance efforts throughout the district and to provide information on the multi-tiered effort to reduce chronic absenteeism. Although there are District Board Policies (5112.1, 5113, 5113.1, 5113.12); Administrative Regulations (5112.1, 5112.2, 5113, 5113.1, 5113.12); and California Education Code (48205, 46010.1, 46014,) that address these areas of focus, it is important to provide accurate and current data and explain how staff (at the District Office and school sites) manage all aspects of the attendance process.

District-Wide Goals for 2019-2020:
5.1 Ensure 100% of BUSD students receive their diplomas or certificates of completion.

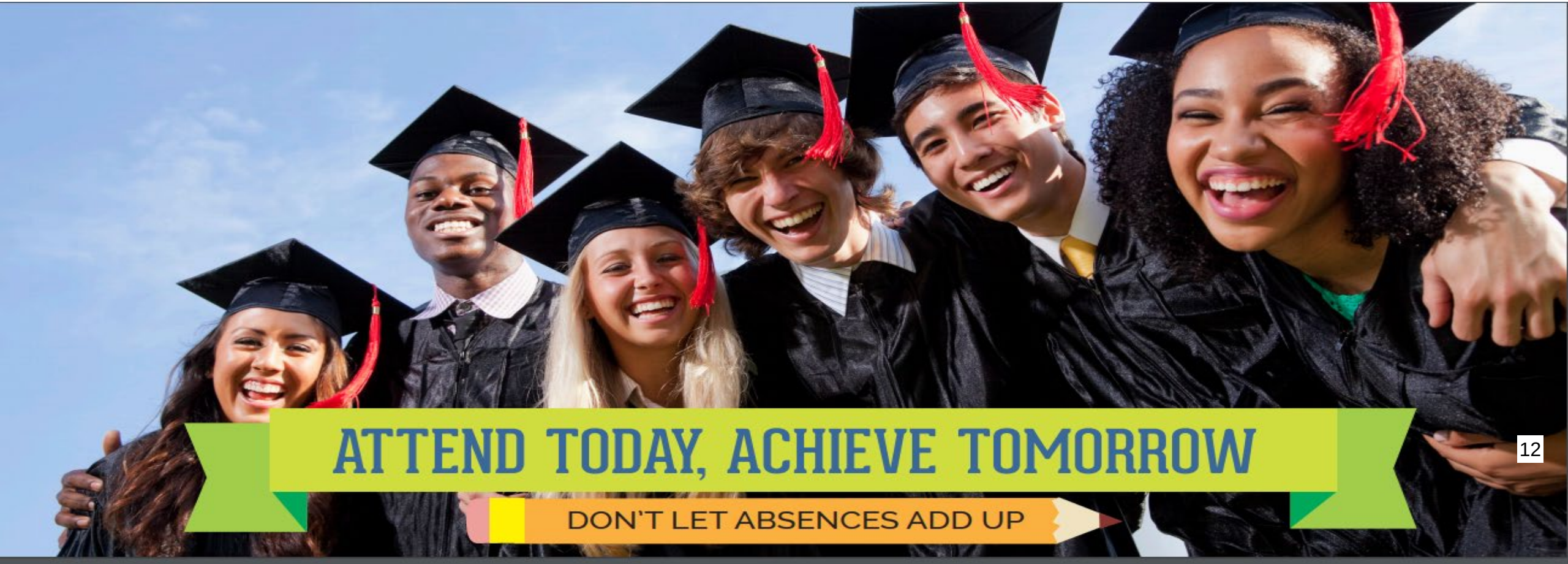
Discussion/Issues:
This report illustrates percentages of chronic absenteeism by grade level. This report further details a multi-tiered plan for raising awareness regarding the importance of positive attendance and providing intervention and support for students struggling with chronic absenteeism. Some of the key points include the following:

- The shift from a focus on truancy to a focus on chronic absenteeism
- The multi-tiered approach to raising awareness regarding the benefits of positive attendance
- How District staff is working with site staff to support students struggling with chronic absenteeism.
- The key points included in our plan for chronic absenteeism that was submitted to LACOE as part of Differentiated Assistance.

Fiscal Impact:
Reduce the cost of absenteeism which totaled $5,500,000.00 for 2018-2019.

Recommendation:
Stacy Cashman, Director, Student Services, will report on the District's attendance plan, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
ATTENDANCE REPORT AND PLAN 2019-2020
96% OVERALL ATTENDANCE PERCENTAGE



10 FACTS ABOUT SCHOOL ATTENDANCE

- Absenteeism in the first month of school can predict poor attendance throughout the school year. Half the students who miss 2-4 days in September go on to miss nearly a month of school. **Attendance Matters!!**
- Over 8 million U.S. students miss nearly a month of school each year and are academically at-risk.
- Absenteeism and its ill effects start early. 1 in 10 kindergarten and first grade students are chronically absent. Chronic absenteeism is defined as missing more than 10% of the school year.
- Poor attendance can influence whether children read proficiently by the end of third grade.
- By 6th grade, **chronic absenteeism** becomes a leading indicator that a student will drop out of high school.
- Research shows that missing 10% of the school year, negatively affects a student's academic performance.
- Students who live in communities with high levels of poverty are four times more likely to be chronically absent than others often for reasons beyond their control, such as stable housing, transportation issues, and a lack of access to health care.
- When students improve their attendance rates, they improve their academic prospects and chances for graduating.
- Attendance improves when schools engage students and parents in positive ways (PBIS) and when schools provide mentors for chronically absent students (intervention specialists).
- In the past, schools and districts have focused on positive school attendance. However, chronic attendance issues (often excused absences or illness) can lead to academic and social/emotional challenges and our focus includes both.

(www.atttendanceworks.org)

WHAT DOES THE DATA SHOW?

*BUSD Positive Attendance Rate hovers around 95-97% which is a strong indicator of success

*BUSD Chronic Attendance Rates around 6% are well-below the state average which is around 11%

*Kinders, First Graders, Juniors, and Seniors in high school have the highest rates of chronic absenteeism

*Chronic Absenteeism rates are higher among our students who are at-risk (Homeless, ELs, Students with Disabilities, 504s)

*Intervention works…about 58% of our SARB referral students improved their attendance

*BUSD is focusing on chronic absenteeism (not just truancy and unexcused absences). Students can be excused for an absence but still miss more than 10% of the school year and it will have a negative impact on success.

2017-2018 ANNUAL SARB (STUDENT ATTENDANCE REVIEW BOARD) REPORT

ANNUAL SCHOOL ATTENDANCE REVIEW BOARD (SARB) REPORT 2017-18

District(s) Name: LOCAL SARB 3 BURBANK UNIFIED SCHOOL DISTRICT

	ENROLLMENT	NUMBER OF CHRONIC ABSENTEES	PERCENTAGE OF CHRONIC ABSENTEES	NUMBER OF CASES REFERRED TO PRE-SARB INTERVENTION	NUMBER OF CASES REFERRED TO SARB					OUTCOMES OF SARB					
GRADE LEVEL	DISTRICT ENROLLMENT	DISTRICT ENROLLMENT	DISTRICT ENROLLMENT	NUMBER OF SARTs/SSTs	MALE	FEMALE	HABITUAL TRUANT	* CHRONIC ABSENTEE	BEHAVIOR	AGENCY REFERRALS	ALTERNATIVE EDUCATION PLACEMENT	STUDENTS WHO MOVED OR DISENROLLED	** IMPROVED ATTENDANCE AFTER SARB	REFERRALS TO TRUANCY MEDIATION	NUMBER OF COURT REFERRALS
K	906	66	7.3%	90	0	0	0	0	0	0	0	0	0	0	0
1	1060	55	5.2%	89	0	2	1	1	0	1	0	1	2	0	0
2	946	41	4.3%	87	1	2	2	1	0	2	0	0	3	0	0
3	1000	54	5.4%	84	0	2	2	1	0	1	0	0	2	0	0
4	1041	50	4.8%	66	1	0	1	0	0	1	0	0	1	0	0
5	1036	64	6.2%	91	1	1	2	0	0	1	0	0	2	0	0
6	1117	53	4.7%	33	2	0	0	2	0	2	0	0	0	0	0
7	1100	67	6.1%	35	1	0	1	0	0	1	0	0	0	0	0
8	1158	61	5.3%	29	1	0	0	1	0	1	0	0	0	0	0
SUBTOTAL	9,364	511	5.5%	604	7	7	9	6	0	10	0	1	10	0	0
9	1344	71	5.3%	28	3	2	3	2	2	3	3	0	3	1	1
10	1313	88	6.7%	69	6	4	7	3	4	6	4	0	7	1	0
11	1228	89	7.2%	56	8	5	5	8	4	7	5	2	8	1	1
12	1232	69	5.6%	42	0	0	0	0	0	0	0	0	0	0	0
SUBTOTAL	5,117	317	6.2%	195	17	11	15	13	10	16	12	2	18	3	2
Cont. Ed.	143	32	22.4%	59	8	5	5	8	4	9	4	1	8	2	0
GRAND TOTAL	**14,624**	**860**	5.9%	**858**	**32**	**23**	**29**	**27**	**14**	**35**	**16**	**4**	**36**	**5**	**2**

SART = School Attendance Review Team SST = Student Study Team/Student Success Team

Please note that a student may be referred to SARB for more than one reason. There may also be more than one outcome of SARB.

* Chronic Absence = missing 10% (18 or more school days) in one school year for any reason, including excused and unexcused absences

** Improved attendance means that a student improved his/her attendance by at least 50% since SARB

2018-2019 ANNUAL SARB (STUDENT ATTENDANCE REVIEW BOARD) REPORT

ANNUAL SCHOOL ATTENDANCE REVIEW BOARD (SARB) REPORT 2018-19

District(s) Name: BURBANK UNIFIED SCHOOL DISTRICT **SARB #:** # 3

Note: *Each district must fill out a form and provide* ***Enrollment and Chronic Absentee*** *information at a minimum*

	ENROLLMENT	NUMBER OF CHRONIC ABSENTEES	PERCENTAGE OF CHRONIC ABSENTEES	NUMBER OF CASES REFERRED TO PRE-SARB INTERVENTION	NUMBER OF CASES REFERRED TO SARB					OUTCOMES OF SARB					
GRADE LEVEL	DISTRICT ENROLLMENT	DISTRICT ENROLLMENT	DISTRICT ENROLLMENT	NUMBER OF SARTs/SSTs	MALE	FEMALE	HABITUAL TRUANT	* CHRONIC ABSENTEE	BEHAVIOR	AGENCY REFERRALS	ALTERNATIVE EDUCATION PLACEMENT	STUDENTS WHO MOVED OR DISENROLLED	** IMPROVED ATTENDANCE AFTER SARB	REFERRALS TO TRUANCY MEDIATION	NUMBER OF COURT REFERRALS
K	942	79	8.4%	74	1	0	0	1	0	1	0	0	1	0	0
1	980	60	6.1%	65	0	0	0	0	0	0	0	0	0	0	0
2	1076	45	4.2%	73	0	0	0	0	0	0	0	0	0	0	0
3	940	44	4.7%	61	0	0	0	0	0	0	0	0	0	0	0
4	1013	45	4.4%	63	1	2	0	3	0	3	0	0	3	0	0
5	1049	45	4.3%	65	3	1	3	1	0	4	0	3	1	0	0
6	1123	54	4.8%	30	2	0	0	2	0	2	0	0	2	0	0
7	1169	46	3.9%	32	3	1	1	3	0	4	0	0	3	1	0
8	1087	52	4.8%	32	1	2	1	2	0	3	0	0	2	0	0
SUBTOTAL	9,379	470	5.0%	495	11	6	5	12	0	17	0	3	12	1	0
9	1301	80	6.1%	27	4	0	2	2	1	4	2	3	1	0	0
10	1368	104	7.6%	28	6	4	3	7	3	10	9	4	6	0	0
11	1316	127	9.7%	24	3	4	3	4	0	7	2	0	5	0	0
12	1236	127	10.3%	26	1	0	0	1	0	1	1	1	0	0	0
SUBTOTAL	5,221	438	8.4%	105	14	8	8	14	4	22	14	8	12	0	0
Cont. Ed.	166	80	48.2%	46	3	1	3	1	0	4	0	4	1	0	0
GRAND TOTAL	**14,766**	**988**	6.7%	**646**	**28**	**15**	**16**	**27**	**4**	**43**	**14**	**15**	**25**	**1**	**0**

SART = School Attendance Review Team SST = Student Study Team/Student Success Team

Please note that a student may be referred to SARB for more than one reason. There may also be more than one outcome of SARB.

* Chronic Absence = missing 10% (18 or more school days) in one school year for any reason, including excused and unexcused absences

** Improved attendance means that a student improved his/her attendance by at least 50% since SARB

FISCAL IMPACT

- The Power of 1%
- $5,500,000.00 is the cost of lost income based on ADA in the 2018-2019 school year
- It costs the district $51 per day for one absence

WHAT DOES OUR DASHBOARD SHOW?

All Students

All Students | State



Orange

7.2% chronically absent

Increased 1%

Number of Students: 9,952

Homeless

Student Group | State



Red

27.1% chronically absent

Increased 5.6%

Number of Students: 70



Orange

African American

Students with Disabilities

English Learners

Hispanic

Socioeconomically Disadvantaged

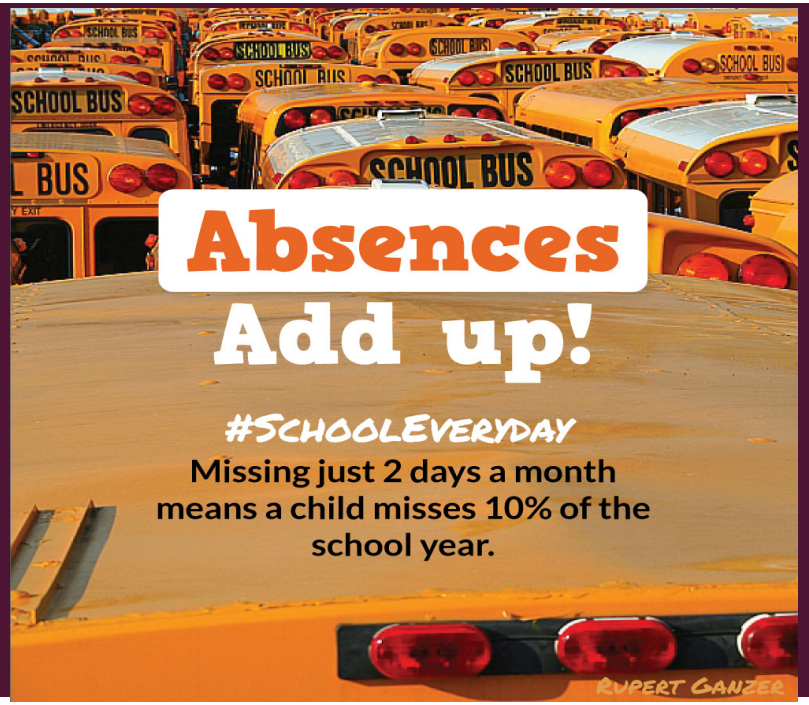
Two or More Races

White

WHAT ARE THE CHALLENGES WE ARE FACING?

- Increase in Mental Health concerns such as increased anxiety, chronic absenteeism and refusing to go to school
- Increase in the number of homeless students means higher rates of chronic absenteeism and families in transition which impacts attendance
- Limited staff and resources dedicated to attendance due to funding issues
- Attendance is ongoing and fluid – we do our best to monitor and intervene but the need outweighs our resources
- Chronic absenteeism is often a signal for a much larger crisis so these situations are not easily resolved and can take years to change

WHAT IS OUR PLAN FOR 2019-2020 TO REDUCE CHRONIC ABSENTEEISM AND MAINTAIN POSITIVE ATTENDANCE?



TIER 1 – RAISING AWARENESS AND EDUCATION

- Awareness, Messaging, and Communication to all stakeholders: revised automatic letters, revised attendance process, increased letters/emails/communication to BUSD community regarding the importance of attendance. Continue providing information on the Power of 1%. Staff training on the importance of attendance.
- Incentives: perfect attendance recognition, rallies, attendance trophies, assemblies, and other celebrations of positive attendance
- PBIS: when students are engaged and encouraged, they are more likely to attend school.
- Attendance Staff: improve procedures, accuracy, and early warning systems for notifying parents and schools regarding poor attendance patterns. Sites are creating an Attendance Plan.
- Intervention Specialists: monitor chronic absenteeism, provide early intervention and outreach for students/parents who are developing poor attendance patterns. Often, poor attendance is the first signal schools get that there are obstacles to learning and wellness.
- Homeless/Foster Attendance Specialist (.5FTE LCAP): will help monitor attendance patterns for Homeless/Foster and other at-risk students with high rates of chronic absenteeism. Will support sites with data and information to ensure that students who are missing school have been contacted, provided support and resources, and staff at the school is working to assist with any school barriers.
- HHIP and Independent Study: Improve procedures to help decrease chronic absenteeism
- Schools: Reduce suspensions and use alternative means of correction when appropriate to ensure students have maximum instructional time

TIER II– INTERVENTION AND SUPPORT

- Attendance Study Team (AST) Meetings: meetings held at sites with family, site staff like intervention specialist and administrator, and Student Services Attendance Specialist. BUSD held 646 AST meetings last year (with 2 Attendance Specialists at Student Services).
- Referrals to alternative education through District Transfer Review Committee (DTRC)
- Referrals to Student Services for resources and support
- Homeless and Foster case management.
- Differentiated Assistance Plan (with LACOE) to focus and monitor Homeless and Foster youth as well as other subgroups
- Focus on K-1 in elementary school and establish successful habits for school
- Improve procedures for HHIP and Independent Study to help decrease chronic absenteeism
- Reduce suspensions and use alternative means of correction when appropriate to ensure students have maximum instructional time
- Students on permit are reminded of criteria for good standing including positive attendance

TIER III– INTENSIVE INTERVENTION AND SUPPORT

- SARB (Student Attendance Review Board): meeting with representatives from sites, district, police, district attorney, probation and community and private sector to meet with students with severe attendance issues. Most of these students have many obstacles and barriers impeding their success. This panel works to provide resources, referrals to other agencies, create plans for success, and sometimes refer to District Attorney's office.
- Student Services Response Team (SSRT): Student Services visits homes to work with students who are in crisis, having school refusal or truancy concerns
- Referrals to alternative education through District Transfer Review Committee (DTRC)
- Referrals from Student Services for resources and support
- Referrals to District Attorney for truancies

SUMMARY

- Shift from focus on just positive attendance to chronic absenteeism
- Increase in messaging, training, procedures, and focus on attendance
- Use a multi-tiered approach throughout the community to support positive attendance
- Attendance is challenging because it is something that is outside our control – parents/students making decisions about coming to school, so engaging our families is critical
- Attendance can be an indicator of deeper and more complex issues
- Limited resources and staffing for over 15,000 students
- Staff is refining practices and procedures, and creating better systems, to try to improve our attendance rates
- PBIS is key! If students feel welcomed at school and connected to their learning community, they will be present!

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	John Paramo, Assistant Superintendent, Educational Services
PREPARED BY:	John Paramo, Assistant Superintendent, Educational Services
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	September 5, 2019
SUBJECT:	Report on Burbank Unified School District Summer School 2019

Background:

The goal of the Burbank Unified Summer School Program has been to continue to provide course offerings for online learning and traditional classes. The courses offered through the traditional program include: General Team Sports, Special Education, Senior Non-Grads, Biology, math, and English Language Development. Therefore, the only classes offered online though APEX are English, World History and US History. The students are also required to take all tests at school. In order to provide enough computer lab space and the opportunity for all students to have access, a separate drop-in lab is available daily.

As it pertains to initial credit class, the district does provide limited opportunities in the areas of Health, World History, US History, Physical Education and Art History. These classes can be taken on a first come, first served basis. The initial credit classes follow the same schedule as the Traditional Summer School.

District Goals for 2019-2012:

5. Expand Programs to Prepare Students for College, Post-Secondary Education, Training, and/or the Workplace from Preschool through Adult Education

Discussion:

This summer, the Burbank Unified School District was able to continue to provide courses for credit-recovery and for initial credit thus serving the needs of all students. The online summer school classes began June 3rd and ended on July 5th. The traditional summer school program ran from June 3rd through July 12th.

In addition to the district summer school program, students had the opportunity to take classes at Woodbury University for both initial credit and credit recovery. The classes at Woodbury included: math and Spanish. The Woodbury summer program followed the same summer school calendar as the district traditional program.

Recommendation:

John Paramo, Assistant Superintendent, Educational Services, will report on the Burbank Unified School District 2019 Summer School Program, as presented.

Burbank Unified School District

Report on Summer School 2019

Presented by:
Dr. John Paramo
Assistant Superintendent, Educational Services

BUSD Online Summer School

COURSE	Students earning credit 2019	Students earning credit 2018	Students earning credit 2017	Students earning credit 2016	Students earning credit 2015
Math	n/a	n/a	n/a	n/a	153/285 (53.6%)
English	126/172 (73%)	126/145 (86%)	129/209 (62%)	110/153 (72%)	276/333 (83%)
World History	19/38 (50%)	15/15 (100%)	43/50 (86%)	9/13 (69%)	40/47 (85%)
US History	9/10 (90%)	15/15 (100%)	84/88 (95%)	18/20 (90%)	12/13 (92%)
TOTALS	154/220 (70%)	171/190 (90%)	256/347 (74%)	137/186 (74%)	481/678 (71%)

BUSD Traditional Summer School

Course	Students who earned credit (2019)	Students who earned credit (2018)	Students who earned credit (2017)	Students who earned credit (2016)	Students who earned credit (2015)
Special Education	114/115 (99%)	192/205 (94%)	48/49 (98%)	48/53 (91%)	28/30 (93%)
General Team Sports	128/129* (99%)	83/84 (99%)	98/106 (92%)	70/72 (97%)	39/48 (81%)
Biology	n/a	20/20 (100%)	32/34 (94%)	32/32 (100%)	23/26 (88%)
ELD	34/34 (100%)	22/22 (100%)	35/35 (100%)	26/27 (96%)	28/28 (100%)

* number includes initial & recovery credit

BUSD Traditional Summer School (Continued)

COURSE	Students who earned credit (2019)	Students who earned credit (2018)	Students who earned credit (2017)	Students who earned credit (2016)	Students who earned credit (2015)
Algebra 1	115/143 (80%)	94/101 (93%)	120/156 (77%)	177/211 (84%)	n/a
Algebra 2	n/a	n/a	n/a	19/21 (90%)	73/81 (90%)
Geometry	40/42 (95%)	71/81 (88%)	73/89 (82%)	29/37 (78%)	n/a
Senior Non Grad	8/8 100%	12/12 (100%)	21/21 (100%)	10/10 (100%)	33/38 (87%)
TOTALS	163/193 (84%)	494/525 (94%)	427/490 (87%)	411/463 (89%)	205/241 (85%)

ELD Initial Credit Summer School (College Readiness Block Grant)

	2019	2018	2017
English	9 students total 3 passed year long; 6 passed a semester	5 students total 5 passed year long	17 students total 15 passed a year long; 2 passed a semester
Social Studies	13 students total 7 passed year long 6 passed a semester	9 students 7 passed year long 2 passed a semester	9 students total 8 passed a year long class
Science/Math	Science 3 students total 3 passed a semester	Math 13 students 5 passed year long 4 passed a semester	Science 3 students total 1 passed a year, 2 passed a semester
Bootcamp	n/a	27 students total	31 students total

BUSD Initial Credit Summer School

Course	Student Participation 2019	Student Participation 2018	Student Participation 2017	Student Participation 2016	Student Participation 2015
Health	149/151 (98%)	128/130 (99%)	149/149 100%	172/174 98.8%	141/148 95%
US History	49/49 (100%)	66/67 (98%)	65/65 100%	84/84 100%	n/a
World History	73/73 (100%)	66/66 (100%)	94/95 98.9%	97/98 98.9%	60/66 90%
PE	128/129* (99%)	51/56 (91%)	63/63 100%	26/26 100%	19/24 79%
Art History	20/20 (100%)	32/33 (91%)	40/40 100%	35/35 100%	26/26 100%
TOTAL	420/422 (99.5%)	421/425 (99%)	411/412 99.7%	428/433 98.8%	246/264 93%

* number includes initial & recovery credit

Woodbury University Summer Program

Course	Student Participation	Number of Students who Passed	Pass Rate
Spanish 3	16	16	100%
Geometry	20	20	100%
Algebra 2	17	16	94%
Precalculus	20	20	100%
TOTAL	73	72	

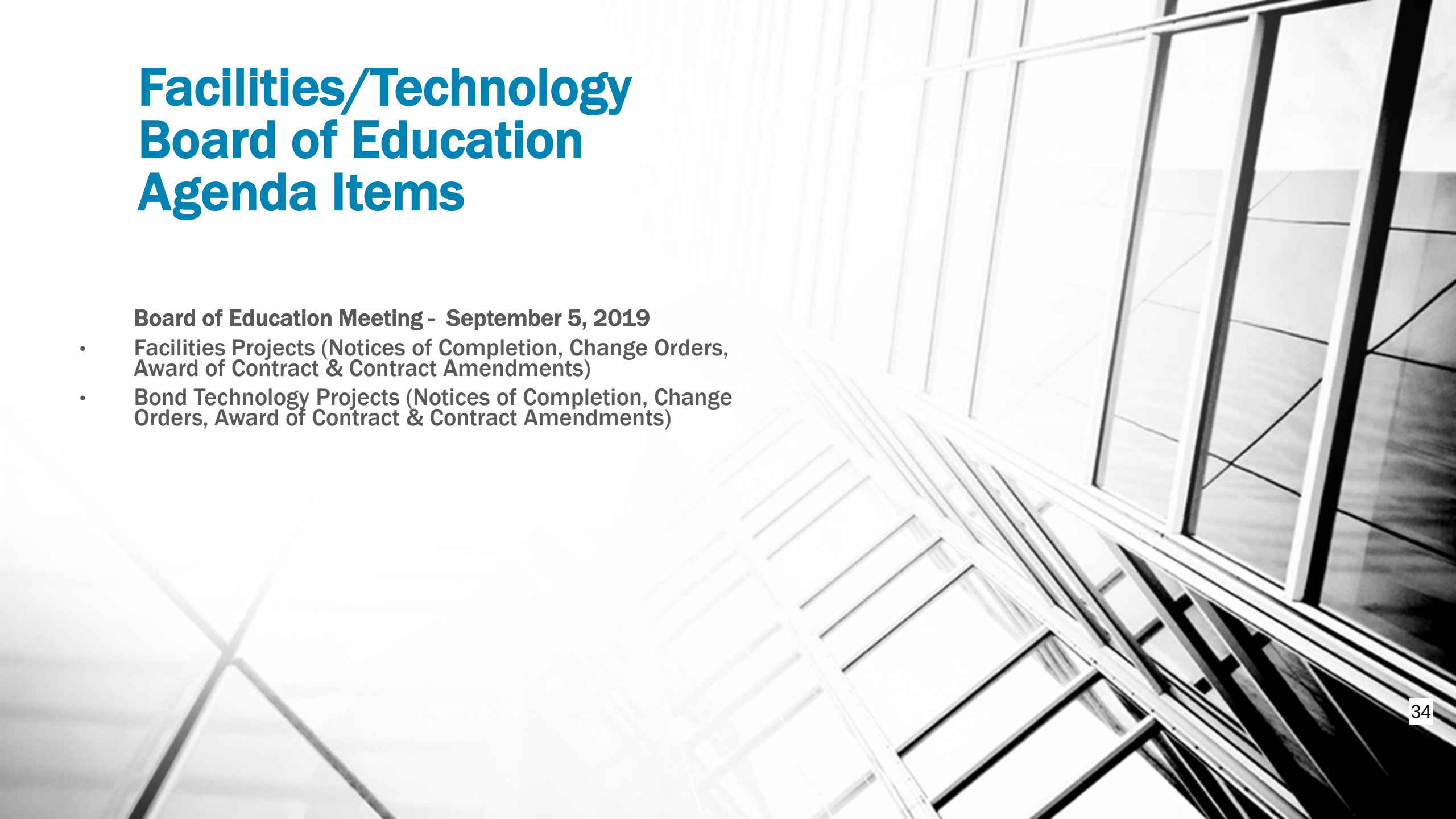
Summary of 2019 Results

- Served over 1000 students
- For the first time, all programs ran concurrently
- Strong participation in Special Ed and ELD programs
- Robust participation in middle school Math Acceleration courses
- High demand for initial credit classes, including World History, PE, and Health

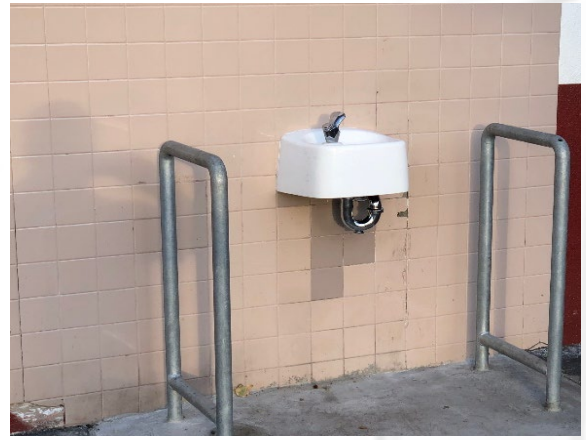
Facilities/Technology Board of Education Agenda Items

Board of Education Meeting - September 5, 2019

- Facilities Projects (Notices of Completion, Change Orders, Award of Contract & Contract Amendments)
- Bond Technology Projects (Notices of Completion, Change Orders, Award of Contract & Contract Amendments)



NOTICES OF COMPLETION



Location – Walt Disney Elementary School
Project – Fabrication and Installation, Drinking Fountain Guard Rails
Contractor – Pilgrim Fence
Final Contract Amount - $5,377 (Bond Fund)



Location – Magnolia Park
Project – Fabrication and Installation, Shade Structure
Contractor – USA Shade & Fabric Structures,
Final Contract Price - $19,530.28 (General Fund-Routine Restricted Maintenance)

)

AWARD OF CONTRACTS/AMENDED PROFESSIONAL SERVICES AGREEMENTS

Location – Theodore Roosevelt Elementary School
Project – Playground Installation
Contractor –Massadi Enterprise DSA Inspection Services
Contract Amount - $8,500 (Bond Fund)

Location – Theodore Roosevelt Elementary School
Project – Playground Installation
Contractor – Ninyo & Moore Geotechnical, Materials Testing Services
Contract Amount - $12,776 (Bond Fund)

CHANGE ORDERS

Location –Thomas Jefferson Elementary School
Project – Modular Buildings
Contractor –PMC Concrete
Change Amount - Additive $15,163.13 (Bond Fund) (Ratification)

During the course of construction and the installation of the modular classroom buildings, an access ramp off of Karen Street was demolished. In order to provide the site with a new access point, the Architect had to re-design a new path of travel, stairs and service entry gate to replace the point of egress.

This additional design was not part of the original DSA approved design documents and therefore, a Construction Change Document (CCD) had to be submitted for DSA approval. DSA approved the CCD and PMC Concrete was directed by District staff to implement the changes.

This is a ratification because the work had to be done while the contractor was already mobilized on site and to avoid additional re-mobilization costs if the work was postponed and the contractor had to be called back to complete the work.

Having the contractor complete this work while he was already on site also facilitated the expedient use of the newly designed service entrance for the site's use.

Burbank Unified School District
Office of the Superintendent

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Matt Hill, Superintendent
PREPARED BY:	Kimberley Clark, Executive Assistant to the Superintendent
SUBMITTED BY:	Kimberley Clark, Executive Assistant to the Superintendent
DATE:	September 5, 2019
SUBJECT:	Adoption of Resolution 7 – Proclaiming the Month of September 2019 as PTA Membership Month

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Background:

One of the most significant volunteer organizations in any school district is the Parent Teacher Association (PTA). This is especially true for the Burbank Unified School District. The PTA is a respected voice for our children, our students, and our families regarding educational programs and services. The PTA has a long tradition of supporting student success. The Burbank Council PTA consists of 16 Unit PTA Associations whose members work tirelessly to help students realize their full potential through activism, fundraising, and bringing awareness to students' needs.

Discussion/Issues:

The Burbank Unified School District's Board of Education wishes to adopt the formal resolution that follows to show their appreciation for the positive impact that the PTA has had on the students of the Burbank Unified School District. By proclaiming September 2019 as "PTA Membership Month," the District wishes to encourage our citizens to expand their involvement in issues affecting the education, health, and safety of our children. The Burbank Unified School District appreciates and honors its PTA members and their outstanding contributions.

Fiscal Impact:

None

Recommendation:

Matt Hill, Superintendent, recommends that the Board of Education adopt Resolution 7 proclaiming the month of September 2019 as PTA Membership Month, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
2019-2020 - RESOLUTION NO. 7

PROCLAIMING THE MONTH OF
SEPTEMBER 2019 AS
PTA MEMBERSHIP MONTH

WHEREAS, Burbank Council PTA, consisting of 16 Unit PTA Associations, has a long tradition of seeking the highest possible education advantages for all children and youth so they can realize their full potential; and

WHEREAS, Burbank Council PTA, assists parents in developing the skills they need to raise and protect their children, encourages parent and public involvement in public schools in our community, and speaks on behalf of children and schools in the community, in organizations, and before public governing bodies; and

WHEREAS, during the month of September, special activities will be held to promote parent involvement, expand the membership of Burbank Council PTA, and broaden the PTA's base of support so it becomes a stronger and more effective voice for children and education; and

WHEREAS, it is the role of Burbank Council PTA to encourage parent involvement by promoting an educational environment in which parents are valued as primary influences in their children's lives and essential partners in their children's education and development.

THEREFORE, BE IT RESOLVED, that the Board of Education of the Burbank Unified School District certifies the month of September 2017 as PTA Membership Month in Burbank, California, and encourages our citizens to expand their involvement in issues affecting the education, health, and safety of our children.

I HEREBY CERTIFY that Resolution No. 7 was approved and adopted by the Board of Education of the Burbank Unified School District at a regular meeting held on the 5th day of September, 2019.

Ayes:

Noes:

Abstain:

Absent:

_____

Steve Frintner, Clerk
Board of Education

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Debbie Kukta, Assistant Superintendent, Administrative Services
PREPARED BY:	Ruthie DiFonzo, Senior Administrative Assistant
SUBMITTED BY:	Ruthie DiFonzo, Senior Administrative Assistant
DATE:	September 5, 2019
SUBJECT:	Adoption of Resolution 8 – Adopting the Gann Limit for fiscal years 2018-2019 and 2019-2020

Background:

In November of 1979, California voters approved Proposition 4, an initiative that added Article XIII-B to the California Constitution. This constitutional amendment, known as the Gann Initiative, placed limits on the growth of expenditures for publicly funded programs. Division 9 of Title 1, beginning with Section 7900 of the Government Code, was then added to law to specify the process for calculating state and local government appropriation limits and appropriations subject to limitation under Article XIII-B of the Constitution. These constitutional and statutory sections explain and define the appropriations limit and appropriations subject to limitation as they apply to state and local government, and require that each entity of government formally "adopt" its appropriations limit for a given fiscal year.

Discussion/Issues:

By September 30 of each year, Education Code sections 1629 and 42132 specify that each year county office and district governing boards shall adopt a resolution identifying their estimated appropriations limit for the current year and their actual appropriations limit for the preceding year. The documentation supporting the adoption resolution shall be made available to the public. It is not necessary to submit a copy of the board resolution adopting your appropriations limit to the CDE. However, if you find your district is in need of increasing its limitation, Section 7902.1 states that the school district shall notify the Director of Finance.

Financial Impact:
None

Recommendations:
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education Adopt Resolution 8 – Adopting the Gann Limit for fiscal years the 2018-2019 and 2019-2020 Gann Limit, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
RESOLUTION 8 - BY THE BOARD OF EDUCATION OF THE BURBANK UNIFIED SCHOOL DISTRICT OF LOS ANGELES COUNTY, CALIFORNIA ADOPTING THE "GANN LIMIT" FOR 2018-2019 AND 2019-2020 FISCAL YEARS

WHEREAS, in November of 1979, the California electorate did adopt Proposition 4, commonly called the Gann Amendment, which added Article XIII-B to the California Constitution; and

WHEREAS, the provisions of that Article establish maximum appropriation limitations, commonly called "Gann Limits" for public agencies, including school districts; and

WHEREAS, the District must establish a revised Gann Limit for the 2018-19 fiscal year and a projected Gann Limit for the 2019-20 fiscal year in accordance with the provisions of Article XIII-B and applicable statutory law.

THEREFORE, IT BE RESOLVED, that the Board of Education of the Burbank Unified School District does provide public notice that the attached calculations and documentation of the Gann Limits for the 2018-19 and 2019-20 fiscal years are made in accord with the applicable constitutional and statutory law;

AND BE IT FURTHER RESOLVED, that this Board does hereby declare that the appropriations in the budget for the 2018-19 and 2019-20 fiscal years do not exceed the limitations imposed by Proposition 4;

AND BE IT FURTHER RESOLVED, that the Superintendent provides copies of this Resolution, along with the appropriate attachments, to interested citizens of this District.

Passed and adopted this 5th day of September, 2019, by the Board of Education of the Burbank Unified School District of Los Angeles County, California, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

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

Attest:

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

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Debbie Kukta, Assistant Superintendent, Administrative Services
PREPARED BY:	Ruthie DiFonzo, Senior Administrative Assistant
SUBMITTED BY:	Ruthie DiFonzo, Senior Administrative Assistant
DATE:	September 5, 2019
SUBJECT:	Approval of the Unaudited Actuals for the 2018-2019 Fiscal Year

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Background:
Annually, the District prepares a closing report of the budget for the prior fiscal year. This document reflects actual revenues and expenditures for the entire twelve months of operation, including accruals. The report is mandated and must first be accepted by the Board and then submitted to the County Office of Education.

Discussion/Issues:
At the time that the District develops its annual budget, the ending balance for the prior fiscal year is estimated based upon prior year patterns of spending, current legislation and established time lines. This estimate is truly just that: an estimate. By year-end, when actual goods and services are received, and revenues earned, these figures can change. However, the importance of this report is two-fold. First, it establishes the actual ending balance of the prior fiscal year, which then becomes the beginning balance of the current fiscal year. Second, it finalizes the actual revenues and expenditures of the prior fiscal year. These figures will change only if there is an audit adjustment as a result of the annual financial audit.

Fiscal Impact:
None.

Recommendation:
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the unaudited actuals report for the 2018-2019 school year, as presented.

		ESTIMATED ACTUALS 2018-19			UNAUDITED ACTUALS 2018-19			ADOPTED 2019-2020			PROJECTED 2020-21			PROJECTED 2021-22		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
A. REVENUES																
1) LCFF/ Revenue Limit Sources	8010-8099	133,012,982	0	133,012,982	132,510,609	0	132,510,609	138,940,768	0	138,940,768	142,998,305	0	142,998,305	146,876,329	0	146,876,329
2) Federal Revenue	8100-8299	0	6,178,342	6,178,342	0	5,993,155	5,993,155	0	5,785,392	5,785,392	0	5,785,392	5,785,392	0	5,785,392	5,785,392
3) State Revenue	8300-8599	5,645,116	11,483,618	17,128,734	5,864,985	22,781,842	28,646,827	2,892,277	11,606,056	14,498,333	2,892,277	11,114,026	14,006,303	2,892,277	11,114,026	14,006,303
4) Local Revenue	8600-8799	549,222	5,949,175	6,498,397	855,940	4,085,584	4,941,524	506,063	2,074,658	2,580,721	506,063	2,074,658	2,580,721	506,063	2,074,658	2,580,721
5) TOTAL, REVENUES		**139,207,320**	**23,611,135**	**162,818,455**	**139,231,533**	**32,860,582**	**172,092,115**	**142,339,108**	**19,466,106**	**161,805,214**	**146,396,645**	**18,974,076**	**165,370,721**	**150,274,669**	**18,974,076**	**169,248,745**
B. EXPENDITURES																
1) Cert Sal	1000-1999	64,098,040	11,919,213	76,017,253	63,176,213	11,880,235	75,056,448	62,374,638	12,634,124	75,008,762	63,225,253	12,777,652	76,002,905	64,104,119	12,539,985	76,644,104
2) Class Sal	2000-2999	17,255,113	10,280,637	27,535,750	16,695,328	10,262,276	26,957,604	16,895,081	11,222,991	28,118,072	17,132,362	11,409,533	28,541,895	17,369,643	11,596,075	28,965,718
3) Benefits	3000-3999	28,343,995	7,978,912	36,322,907	27,727,141	18,704,212	46,431,353	28,809,403	9,180,217	37,989,620	30,709,003	9,764,818	40,473,821	32,769,061	9,797,876	42,566,937
4) Bks&Supp	4000-4999	1,482,256	6,864,903	8,347,159	1,431,923	1,715,541	3,147,464	1,653,328	1,637,974	3,291,302	1,653,328	1,102,639	2,755,967	1,703,755	746,757	2,450,512
5) Servs, othr	5000-5999	9,165,634	8,114,737	17,280,371	9,786,216	9,215,272	19,001,488	9,189,701	6,424,849	15,614,550	8,973,495	6,493,445	15,466,940	9,081,276	6,495,513	15,576,789
6) Capital	6000-6999	129,082	954,703	1,083,785	123,533	895,331	1,018,864	96,369	90,506	186,875	0	0	0	0	0	0
7) Other Outgo (excl Indirect)	7100-7299 & 7400-7499	1,790,871	1,067,387	2,858,258	1,804,335	1,146,463	2,950,799	1,648,714	1,162,773	2,811,487	1,513,822	1,162,773	2,676,595	1,575,124	1,162,773	2,737,897
8) Other Outgo (Indirect):	7300-7399	(1,362,793)	515,028	(847,765)	(1,299,768)	479,051	(820,717)	(1,508,445)	611,755	(896,690)	(1,508,445)	611,755	(896,690)	(1,434,496)	572,474	(862,022)
9) TOTAL, EXPENDITURES		**120,902,198**	**47,695,520**	**168,597,718**	**119,444,922**	**54,298,381**	**173,743,303**	**119,158,789**	**42,965,189**	**162,123,978**	**121,698,818**	**43,322,615**	**165,021,433**	**125,168,482**	**42,911,453**	**168,079,935**
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES		18,305,122	(24,084,385)	(5,779,263)	19,786,611	(21,437,799)	(1,651,188)	23,180,319	(23,499,083)	(318,764)	24,697,827	(24,348,539)	349,288	25,106,187	(23,937,377)	1,168,810
	ADA	*14,648*			*14,648*			*14,689*			*14,689*			*14,689*		
D. OTHER FINANCING SOURCES/USES	*Enrollment*															
1) Interfund Transfers																
a) Transfers In	8900-8929	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
b) Transfers Out	7600-7699	(893,661)	0	(893,661)	(823,966)	0	(823,966)	(1,084,027)	0	(1,084,027)	(1,081,542)	0	(1,081,542)	(1,026,744)	0	(1,026,744)
2)Other Sources/Uses																
a) Sources	8930-8979															
b) Uses	7630-7699															
3) Contributions	8980-8999	(21,246,298)	21,246,298	0	(22,044,053)	22,044,053	0	(23,422,097)	23,422,097	0	(23,844,062)	23,844,062	0	(23,937,377)	23,937,377	0
4) TOTAL, OTHER FINANCING SOURCES/USES		**(22,139,959)**	**21,246,298**	**(893,661)**	**(22,868,019)**	**22,044,053**	**(823,966)**	**(24,506,124)**	**23,422,097**	**(1,084,027)**	**(24,925,604)**	**23,844,062**	**(1,081,542)**	**(24,964,121)**	**23,937,377**	**(1,026,744)**
		143,042,157		169,491,379	142,312,941		174,567,269	143,664,913		163,208,005	146,624,422		166,102,975	150,132,603		169,106,679
E) INCREASE (DECREASE) IN FUND BALANCE		**(3,834,837)**	**(2,838,087)**	**(6,672,924)**	**(3,081,408)**	**606,254**	**(2,475,154)**	**(1,325,805)**	**(76,986)**	**(1,402,791)**	**(227,777)**	**(504,477)**	**(732,254)**	**142,066**	**(0)**	**142,066**
F) FUND BALANCE RESERVES																
1) Beginning Fund Balance																
a) As of July 1 - Unaudited	9791	10,918,844	3,419,550	14,338,395	10,918,844	3,419,550	14,338,395	7,945,082	3,972,622	11,917,703	6,619,277	3,895,636	10,514,912	6,391,500	3,391,159	9,782,658
b) Audit Adjustments/Other Restatement	9793/9795				107,645	(53,182)	54,463									
c)Committed Carryover																
d) Adjusted Beginning Balance		10,918,844	3,419,550	14,338,395	11,026,489	3,366,368	14,392,857	7,945,082	3,972,622	11,917,703	6,619,277	3,895,636	10,514,912	6,391,500	3,391,159	9,782,658
2) Ending Balance, June 30		***7,084,008***	***581,463***	***7,665,471***	***7,945,082***	***3,972,622***	***11,917,703***	***6,619,277***	***3,895,636***	***10,514,912***	***6,391,500***	***3,391,159***	***9,782,658***	***6,533,566***	***3,391,158***	***9,924,724***
Components of Ending Fund Balance																
a) Nonspendable																
Revolving Cash	9711	25,060		25,060	25,060		25,060	25,060		25,060	25,060		25,060	25,060		25,060
Stores	9712	75,000		75,000	38,051		38,051	75,000		75,000	75,000		75,000	75,000		75,000
Prepaid	9713									0			0			0
One time Allocated Funds	9719				305,943		305,943	350,000		350,000	350,000		350,000	350,000		350,000
Site carry over					151,373		151,373	151,373		151,373	151,373		151,373	151,373		151,373
CTE (formerly ROP)	9740				66,972		66,972	66,972		66,972	66,972		66,972	66,972		66,972
ILA Location Science portable		87,640		87,640				87,640		87,640	87,640		87,640	87,640		87,640
ELA Low Performing Grant			581,463	581,463		581,463	581,463		475,476	475,476			0			0
d)One time 1% Set Aside compensation					1,271,422		1,271,422			0			0			0
e) Assigned ***LCAP Supplemental Cummulative***					310,910		310,910	250,000		250,000	250,000		250,000	250,000		250,000
Restricted Assigned	9740					3,391,159	3,391,159		3,420,160	3,420,160		3,391,159	3,391,159		3,391,158	3,391,158
													0			0
													0			0
CSEA / include in 2019-20 budget		390,000		390,000	390,000		390,000	390,000		390,000						0
Cur Yr Unused and Over Accrued Vac Liab (w/ber		249,223		249,223	148,332		148,332	249,223		249,223	249,223		249,223	249,223		249,223
f) Unassigned/Unappropriated																
Reserve for Economic Uncertainities	9789	5,084,741		5,084,741	5,237,018		5,237,018	4,896,240		4,896,240	4,983,089		4,983,089	5,073,200		5,073,200
Board Approved Reserve 9789 3%		1,172,343		1,172,343			0	77,769		77,769	153,142		153,142	205,098		205,098
				0			0									
Unassigned/Unappropriated Amou	***9790***	***0***	***0***	***0***	***0***	***(0)***	***(0)***	***(0)***	***(0)***	***(1)***	***0***	***(0)***	***(0)***	***(0)***	***0***	***0***

G = General Ledger Data; S = Supplemental Data

Form	Description	Data Supplied For: 2018-19 Unaudited Actuals	2019-20 Budget
01	General Fund/County School Service Fund	GS	GS
09	Charter Schools Special Revenue Fund		
10	Special Education Pass-Through Fund		
11	Adult Education Fund	G	G
12	Child Development Fund	G	G
13	Cafeteria Special Revenue Fund	G	G
14	Deferred Maintenance Fund	G	G
15	Pupil Transportation Equipment Fund		
17	Special Reserve Fund for Other Than Capital Outlay Projects		
18	School Bus Emissions Reduction Fund		
19	Foundation Special Revenue Fund		
20	Special Reserve Fund for Postemployment Benefits		
21	Building Fund	G	G
25	Capital Facilities Fund	G	G
30	State School Building Lease-Purchase Fund		
35	County School Facilities Fund		
40	Special Reserve Fund for Capital Outlay Projects	G	G
49	Capital Project Fund for Blended Component Units		
51	Bond Interest and Redemption Fund	G	G
52	Debt Service Fund for Blended Component Units		
53	Tax Override Fund		
56	Debt Service Fund		
57	Foundation Permanent Fund		
61	Cafeteria Enterprise Fund		
62	Charter Schools Enterprise Fund		
63	Other Enterprise Fund		
66	Warehouse Revolving Fund		
67	Self-Insurance Fund	G	G
71	Retiree Benefit Fund	G	G
73	Foundation Private-Purpose Trust Fund		
76	Warrant/Pass-Through Fund		
95	Student Body Fund		
76A	Changes in Assets and Liabilities (Warrant/Pass-Through)		
95A	Changes in Assets and Liabilities (Student Body)		
A	Average Daily Attendance	S	S
ASSET	Schedule of Capital Assets	S	
CA	Unaudited Actuals Certification	S	
CAT	Schedule for Categoricals	S	
CEA	Current Expense Formula/Minimum Classroom Comp. - Actuals	GS	
CHG	Change Order Form		
DEBT	Schedule of Long-Term Liabilities	S	
ESMOE	Every Student Succeeds Act Maintenance of Effort	GS	
GANN	Appropriations Limit Calculations	GS	GS
ICR	Indirect Cost Rate Worksheet	GS	
L	Lottery Report	GS	
PCRAF	Program Cost Report Schedule of Allocation Factors	GS	

G = General Ledger Data; S = Supplemental Data

Form	Description	Data Supplied For: 2018-19 Unaudited Actuals	2019-20 Budget
PCR	Program Cost Report	GS	
SEA	Special Education Revenue Allocations	S	S
SEAS	Special Education Revenue Allocations Setup (SELPA Selection)	S	S
SIAA	Summary of Interfund Activities - Actuals	G	

Following is a summary of the critical data elements contained in your unaudited actual data. Since these data may have fiscal implications for your agency, please verify their accuracy before filing your unaudited actual financial reports.

Form	Description	Value
CEA	Percent of Current Cost of Education Expended for Classroom Compensation Must equal or exceed 60% for elementary, 55% for unified, and 50% for high school districts or future apportionments may be affected. (EC 41372)	63.39%
	CEA Deficiency Amount Applicable to districts not exempt from the requirement and not meeting the minimum classroom compensation percentage - see Form CEA for further details.	$0.00
ESMOE	Every Student Succeeds Act (ESSA) Maintenance of Effort (MOE) Determination If MOE Not Met, the 2020-21 apportionment may be reduced by the lesser of the following two percentages: MOE Deficiency Percentage - Based on Total Expenditures MOE Deficiency Percentage - Based on Expenditures Per ADA	MOE Met
GANN	Adjustments to Appropriations Limit Per Government Code Section 7902.1 If this amount is not zero, it represents an increase to your Appropriations Limit. The Department of Finance must be notified of increases within 45 days of budget adoption.	$0.00
	Adjusted Appropriations Limit	$100,310,277.70
	Appropriations Subject to Limit These amounts represent the board approved Appropriations Limit and Appropriations Subject to Limit pursuant to Government Code Section 7906 and EC 42132.	$100,310,277.70
ICR	Preliminary Proposed Indirect Cost Rate Fixed-with-carry-forward indirect cost rate for use in 2020-21, subject to CDE approval.	7.40%

UNAUDITED ACTUAL FINANCIAL REPORT:

To the County Superintendent of Schools:

2018-19 UNAUDITED ACTUAL FINANCIAL REPORT. This report was prepared in accordance with Education Code Section 41010 and is hereby approved and filed by the governing board of the school district pursuant to Education Code Section 42100.

Signed: _____ Date of Meeting: Sep 05, 2019
Clerk/Secretary of the Governing Board
(Original signature required)

To the Superintendent of Public Instruction:

2018-19 UNAUDITED ACTUAL FINANCIAL REPORT. This report has been verified for accuracy by the County Superintendent of Schools pursuant to Education Code Section 42100.

Signed: _____ Date: _____
County Superintendent/Designee
(Original signature required)

For additional information on the unaudited actual reports, please contact:

For County Office of Education:	For School District:
Merle Ordonez	Debbie Kukta
Name	Name
Business Advisory Services Consultant	Assistant Sup. of Admin Svcs
Title	Title
562-940-1704	818-729-4473
Telephone	Telephone
ordonez_merle@lacoe.edu	debbiekukta@burbankusd.org
E-mail Address	E-mail Address

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	2019-20 Budget Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	% Diff Column C & F
A. REVENUES									
1) LCFF Sources		8010-8099	132,510,609.49	0.00	132,510,609.49	138,940,768.00	0.00	138,940,768.00	4.9%
2) Federal Revenue		8100-8299	0.00	5,993,155.39	5,993,155.39	0.00	5,785,392.00	5,785,392.00	-3.5%
3) Other State Revenue		8300-8599	5,864,984.94	22,781,842.00	28,646,826.94	2,892,277.00	11,606,056.00	14,498,333.00	-49.4%
4) Other Local Revenue		8600-8799	855,939.52	4,085,584.42	4,941,523.94	506,063.00	2,074,658.00	2,580,721.00	-47.8%
5) TOTAL, REVENUES			139,231,533.95	32,860,581.81	172,092,115.76	142,339,108.00	19,466,106.00	161,805,214.00	-6.0%
B. EXPENDITURES									
1) Certificated Salaries		1000-1999	63,176,212.70	11,880,234.97	75,056,447.67	62,374,638.00	12,634,124.00	75,008,762.00	-0.1%
2) Classified Salaries		2000-2999	16,695,328.33	10,262,276.14	26,957,604.47	16,895,081.00	11,222,991.00	28,118,072.00	4.3%
3) Employee Benefits		3000-3999	27,727,141.39	18,704,211.99	46,431,353.38	28,809,403.00	9,180,217.00	37,989,620.00	-18.2%
4) Books and Supplies		4000-4999	1,431,922.69	1,715,541.01	3,147,463.70	1,653,328.00	1,637,974.00	3,291,302.00	4.6%
5) Services and Other Operating Expenditures		5000-5999	9,786,216.30	9,215,271.59	19,001,487.89	9,189,701.00	6,424,849.00	15,614,550.00	-17.8%
6) Capital Outlay		6000-6999	123,533.46	895,330.54	1,018,864.00	96,369.00	90,506.00	186,875.00	-81.7%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	1,804,335.29	1,146,463.42	2,950,798.71	1,648,714.00	1,162,773.00	2,811,487.00	-4.7%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	(1,299,768.36)	479,051.36	(820,717.00)	(1,508,445.00)	611,755.00	(896,690.00)	9.3%
9) TOTAL, EXPENDITURES			119,444,921.80	54,298,381.02	173,743,302.82	119,158,789.00	42,965,189.00	162,123,978.00	-6.7%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			19,786,612.15	(21,437,799.21)	(1,651,187.06)	23,180,319.00	(23,499,083.00)	(318,764.00)	-80.7%
D. OTHER FINANCING SOURCES/USES									
1) Interfund Transfers									
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	823,965.97	0.00	823,965.97	1,084,027.00	0.00	1,084,027.00	31.6%
2) Other Sources/Uses									
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	(22,044,052.94)	22,044,052.94	0.00	(23,422,097.00)	23,422,097.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(22,868,018.91)	22,044,052.94	(823,965.97)	(24,506,124.00)	23,422,097.00	(1,084,027.00)	31.6%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	2019-20 Budget Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	% Diff Column C & F
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(3,081,406.76)	606,253.73	(2,475,153.03)	(1,325,805.00)	(76,986.00)	(1,402,791.00)	-43.3%
F. FUND BALANCE, RESERVES									
1) Beginning Fund Balance									
a) As of July 1 - Unaudited		9791	10,918,843.55	3,419,549.72	14,338,393.27	7,945,081.68	3,972,621.07	11,917,702.75	-16.9%
b) Audit Adjustments		9793	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			10,918,843.55	3,419,549.72	14,338,393.27	7,945,081.68	3,972,621.07	11,917,702.75	-16.9%
d) Other Restatements		9795	107,644.89	(53,182.38)	54,462.51	0.00	0.00	0.00	-100.0%
e) Adjusted Beginning Balance (F1c + F1d)			11,026,488.44	3,366,367.34	14,392,855.78	7,945,081.68	3,972,621.07	11,917,702.75	-17.2%
2) Ending Balance, June 30 (E + F1e)			7,945,081.68	3,972,621.07	11,917,702.75	6,619,276.68	3,895,635.07	10,514,911.75	-11.8%
Components of Ending Fund Balance									
a) Nonspendable									
Revolving Cash		9711	25,060.00	0.00	25,060.00	25,060.00	0.00	25,060.00	0.0%
Stores		9712	38,051.49	0.00	38,051.49	75,000.00	0.00	75,000.00	97.1%
Prepaid Items		9713	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Restricted		9740	0.00	3,972,623.71	3,972,623.71	0.00	3,895,637.71	3,895,637.71	-1.9%
c) Committed									
Stabilization Arrangements		9750	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
d) Assigned									
Other Assignments		9780	2,644,952.00	0.00	2,644,952.00	1,545,208.00	0.00	1,545,208.00	-41.6%
One-Time Allocated Fund	0000	9780	*305,943.00*		*305,943.00*				
Site Carry over	0000	9780	*151,373.00*		*151,373.00*				
CTE Carry over	0000	9780	*66,972.00*		*66,972.00*				
Compensation set aside 1%	0000	9780	*1,271,422.00*		*1,271,422.00*				
LCAP Supplemental	0000	9780	*310,910.00*		*310,910.00*				
CSEA Job Study	0000	9780	*390,000.00*		*390,000.00*				
Accrued Vacation	0000	9780	*148,332.00*		*148,332.00*				
LCAP Supplemental	0000	9780				*250,000.00*		*250,000.00*	
CSEA Job Study	0000	9780				*390,000.00*		*390,000.00*	
Accrued Vacation	0000	9780				*249,223.00*		*249,223.00*	
ILA Allocated Funds	0000	9780				*87,640.00*		*87,640.00*	
One Time Allocated Funds	0000	9780				*350,000.00*		*350,000.00*	
Site Carry Over	0000	9780				*151,373.00*		*151,373.00*	
CTE (formerly ROP)	0000	9780				*66,972.00*		*66,972.00*	

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals Unrestricted (A)	2018-19 Unaudited Actuals Restricted (B)	2018-19 Unaudited Actuals Total Fund col. A + B (C)	2019-20 Budget Unrestricted (D)	2019-20 Budget Restricted (E)	2019-20 Budget Total Fund col. D + E (F)	% Diff Column C & F
e) Unassigned/Unappropriated									
Reserve for Economic Uncertainties		9789	5,237,018.19	0.00	5,237,018.19	4,974,008.68	0.00	4,974,008.68	-5.0%
Unassigned/Unappropriated Amount		9790	0.00	(2.64)	(2.64)	0.00	(2.64)	(2.64)	0.0%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	2019-20 Budget Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	% Diff Column C & F
G. ASSETS									
1) Cash									
a) in County Treasury		9110	14,793,500.74	4,587,785.10	19,381,285.84				
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00	0.00	0.00				
b) in Banks		9120	0.00	0.00	0.00				
c) in Revolving Cash Account		9130	25,060.00	0.00	25,060.00				
d) with Fiscal Agent/Trustee		9135	25.00	0.00	25.00				
e) Collections Awaiting Deposit		9140	0.00	0.00	0.00				
2) Investments		9150	0.00	0.00	0.00				
3) Accounts Receivable		9200	1,083,790.39	5,540,239.53	6,624,029.92				
4) Due from Grantor Government		9290	0.00	0.00	0.00				
5) Due from Other Funds		9310	0.00	0.00	0.00				
6) Stores		9320	38,051.49	0.00	38,051.49				
7) Prepaid Expenditures		9330	0.00	0.00	0.00				
8) Other Current Assets		9340	557,222.43	0.00	557,222.43				
9) TOTAL, ASSETS			16,497,650.05	10,128,024.63	26,625,674.68				
H. DEFERRED OUTFLOWS OF RESOURCES									
1) Deferred Outflows of Resources		9490	0.00	0.00	0.00				
2) TOTAL, DEFERRED OUTFLOWS			0.00	0.00	0.00				
I. LIABILITIES									
1) Accounts Payable		9500	8,552,568.37	3,132,280.29	11,684,848.66				
2) Due to Grantor Governments		9590	0.00	0.00	0.00				
3) Due to Other Funds		9610	0.00	0.00	0.00				
4) Current Loans		9640	0.00	0.00	0.00				
5) Unearned Revenue		9650	0.00	3,023,123.27	3,023,123.27				
6) TOTAL, LIABILITIES			8,552,568.37	6,155,403.56	14,707,971.93				
J. DEFERRED INFLOWS OF RESOURCES									
1) Deferred Inflows of Resources		9690	0.00	0.00	0.00				
2) TOTAL, DEFERRED INFLOWS			0.00	0.00	0.00				
K. FUND EQUITY									
Ending Fund Balance, June 30									

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals Unrestricted (A)	2018-19 Unaudited Actuals Restricted (B)	2018-19 Unaudited Actuals Total Fund col. A + B (C)	2019-20 Budget Unrestricted (D)	2019-20 Budget Restricted (E)	2019-20 Budget Total Fund col. D + E (F)	% Diff Column C & F
(must agree with line F2) (G9 + H2) - (I6 + J2)			7,945,081.68	3,972,621.07	11,917,702.75				

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	2019-20 Budget Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	% Diff Column C & F
LCFF SOURCES									
Principal Apportionment									
State Aid - Current Year		8011	57,054,827.78	0.00	57,054,827.78	68,230,732.00	0.00	68,230,732.00	19.6%
Education Protection Account State Aid - Current Year		8012	23,538,664.00	0.00	23,538,664.00	22,203,618.00	0.00	22,203,618.00	-5.7%
State Aid - Prior Years		8019	(165,680.15)	0.00	(165,680.15)	0.00	0.00	0.00	-100.0%
Tax Relief Subventions									
Homeowners' Exemptions		8021	180,933.94	0.00	180,933.94	180,934.00	0.00	180,934.00	0.0%
Timber Yield Tax		8022	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8029	194,500.55	0.00	194,500.55	194,500.00	0.00	194,500.00	0.0%
County & District Taxes									
Secured Roll Taxes		8041	33,534,144.95	0.00	33,534,144.95	33,153,807.00	0.00	33,153,807.00	-1.1%
Unsecured Roll Taxes		8042	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years' Taxes		8043	1,792,762.38	0.00	1,792,762.38	1,557,085.00	0.00	1,557,085.00	-13.1%
Supplemental Taxes		8044	716,072.86	0.00	716,072.86	414,147.00	0.00	414,147.00	-42.2%
Education Revenue Augmentation Fund (ERAF)		8045	8,142,481.28	0.00	8,142,481.28	6,909,425.00	0.00	6,909,425.00	-15.1%
Community Redevelopment Funds (SB 617/699/1992)		8047	8,365,351.25	0.00	8,365,351.25	6,074,673.00	0.00	6,074,673.00	-27.4%
Penalties and Interest from Delinquent Taxes		8048	29,982.65	0.00	29,982.65	21,847.00	0.00	21,847.00	-27.1%
Miscellaneous Funds (EC 41604)									
Royalties and Bonuses		8081	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other In-Lieu Taxes		8082	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Less: Non-LCFF (50%) Adjustment		8089	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal, LCFF Sources			133,384,041.49	0.00	133,384,041.49	138,940,768.00	0.00	138,940,768.00	4.2%
LCFF Transfers									
Unrestricted LCFF Transfers - Current Year	0000	8091	(873,432.00)		(873,432.00)	0.00		0.00	-100.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Property Taxes Transfers		8097	0.00	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals Unrestricted (A)	2018-19 Unaudited Actuals Restricted (B)	2018-19 Unaudited Actuals Total Fund col. A + B (C)	2019-20 Budget Unrestricted (D)	2019-20 Budget Restricted (E)	2019-20 Budget Total Fund col. D + E (F)	% Diff Column C & F
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			132,510,609.49	0.00	132,510,609.49	138,940,768.00	0.00	138,940,768.00	4.9%
FEDERAL REVENUE									
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	0.00	2,829,472.00	2,829,472.00	0.00	2,829,472.00	2,829,472.00	0.0%
Special Education Discretionary Grants		8182	0.00	234,715.00	234,715.00	0.00	242,876.00	242,876.00	3.5%
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Forest Reserve Funds		8260	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Flood Control Funds		8270	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Wildlife Reserve Funds		8280	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
FEMA		8281	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from Federal Sources		8287	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Title I, Part A, Basic	3010	8290		1,872,810.74	1,872,810.74		1,726,764.00	1,726,764.00	-7.8%
Title I, Part D, Local Delinquent Programs	3025	8290		0.00	0.00		0.00	0.00	0.0%
Title II, Part A, Supporting Effective Instruction	4035	8290		296,729.48	296,729.48		297,914.00	297,914.00	0.4%
Title III, Part A, Immigrant Student Program	4201	8290		37,186.73	37,186.73		57,323.00	57,323.00	54.1%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals Unrestricted (A)	2018-19 Unaudited Actuals Restricted (B)	2018-19 Unaudited Actuals Total Fund col. A + B (C)	2019-20 Budget Unrestricted (D)	2019-20 Budget Restricted (E)	2019-20 Budget Total Fund col. D + E (F)	% Diff Column C & F
Title III, Part A, English Learner Program	4203	8290		154,774.79	154,774.79		170,245.00	170,245.00	10.0%
Public Charter Schools Grant Program (PCSGP)	4610	8290		0.00	0.00		0.00	0.00	0.0%
Other NCLB / Every Student Succeeds Act	3020, 3040, 3041, 3045, 3060, 3061, 3110, 3150, 3155, 3177, 3180, 3181, 3182, 3185, 4050, 4123, 4124, 4126, 4127, 4128, 5510, 5630	8290		96,821.96	96,821.96		111,031.00	111,031.00	14.7%
Career and Technical Education	3500-3599	8290		77,309.12	77,309.12		76,715.00	76,715.00	-0.8%
All Other Federal Revenue	All Other	8290	0.00	393,335.57	393,335.57	0.00	273,052.00	273,052.00	-30.6%
TOTAL, FEDERAL REVENUE			0.00	5,993,155.39	5,993,155.39	0.00	5,785,392.00	5,785,392.00	-3.5%
OTHER STATE REVENUE									
Other State Apportionments									
ROC/P Entitlement Prior Years	6360	8319		0.00	0.00		0.00	0.00	0.0%
Special Education Master Plan Current Year	6500	8311		7,790,880.66	7,790,880.66		7,673,131.00	7,673,131.00	-1.5%
Prior Years	6500	8319		197,091.00	197,091.00		0.00	0.00	-100.0%
All Other State Apportionments - Current Year	All Other	8311	1,997.00	0.00	1,997.00	0.00	0.00	0.00	-100.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	3,293,371.00	0.00	3,293,371.00	628,726.00	0.00	628,726.00	-80.9%
Lottery - Unrestricted and Instructional Materials		8560	2,523,476.94	1,073,188.44	3,596,665.38	2,217,985.00	812,021.00	3,030,006.00	-15.8%
Tax Relief Subventions Restricted Levies - Other									
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
After School Education and Safety (ASES)	6010	8590		524,665.62	524,665.62		557,043.00	557,043.00	6.2%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals Unrestricted (A)	2018-19 Unaudited Actuals Restricted (B)	2018-19 Unaudited Actuals Total Fund col. A + B (C)	2019-20 Budget Unrestricted (D)	2019-20 Budget Restricted (E)	2019-20 Budget Total Fund col. D + E (F)	% Diff Column C & F
Charter School Facility Grant	6030	8590		0.00	0.00		0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6650, 6690, 6695	8590		0.00	0.00		0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590		0.00	0.00		0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590		673,966.28	673,966.28		434,779.00	434,779.00	-35.5%
American Indian Early Childhood Education	7210	8590		0.00	0.00		0.00	0.00	0.0%
Specialized Secondary	7370	8590		0.00	0.00		0.00	0.00	0.0%
Quality Education Investment Act	7400	8590		0.00	0.00		0.00	0.00	0.0%
All Other State Revenue	All Other	8590	46,140.00	12,522,050.00	12,568,190.00	45,566.00	2,129,082.00	2,174,648.00	-82.7%
TOTAL, OTHER STATE REVENUE			5,864,984.94	22,781,842.00	28,646,826.94	2,892,277.00	11,606,056.00	14,498,333.00	-49.4%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals Unrestricted (A)	2018-19 Unaudited Actuals Restricted (B)	2018-19 Unaudited Actuals Total Fund col. A + B (C)	2019-20 Budget Unrestricted (D)	2019-20 Budget Restricted (E)	2019-20 Budget Total Fund col. D + E (F)	% Diff Column C & F
OTHER LOCAL REVENUE									
Other Local Revenue									
County and District Taxes									
Other Restricted Levies									
Secured Roll		8615	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Ad Valorem Taxes									
Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds Not Subject to LCFF Deduction		8625	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Sales									
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	4,000.00	0.00	4,000.00	New
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	451,891.66	451,891.66	0.00	427,549.00	427,549.00	-5.4%
Interest		8660	768,444.43	0.00	768,444.43	400,000.00	0.00	400,000.00	-47.9%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts									
Adult Education Fees		8671	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Resident Students		8672	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	0.00	101,519.71	101,519.71	0.00	107,149.00	107,149.00	5.5%
Mitigation/Developer Fees		8681	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	285.00	0.00	285.00	400.00	0.00	400.00	40.4%
Other Local Revenue									
Plus: Misc Funds Non-LCFF									

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals Unrestricted (A)	2018-19 Unaudited Actuals Restricted (B)	2018-19 Unaudited Actuals Total Fund col. A + B (C)	2019-20 Budget Unrestricted (D)	2019-20 Budget Restricted (E)	2019-20 Budget Total Fund col. D + E (F)	% Diff Column C & F
(50%) Adjustment		8691	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Local Revenue		8699	87,210.09	2,792,548.85	2,879,758.94	101,663.00	966,586.00	1,068,249.00	-62.9%
Tuition		8710	0.00	739,624.20	739,624.20	0.00	573,374.00	573,374.00	-22.5%
All Other Transfers In		8781-8783	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Apportionments									
Special Education SELPA Transfers									
From Districts or Charter Schools	6500	8791		0.00	0.00		0.00	0.00	0.0%
From County Offices	6500	8792		0.00	0.00		0.00	0.00	0.0%
From JPAs	6500	8793		0.00	0.00		0.00	0.00	0.0%
ROC/P Transfers									
From Districts or Charter Schools	6360	8791		0.00	0.00		0.00	0.00	0.0%
From County Offices	6360	8792		0.00	0.00		0.00	0.00	0.0%
From JPAs	6360	8793		0.00	0.00		0.00	0.00	0.0%
Other Transfers of Apportionments									
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			855,939.52	4,085,584.42	4,941,523.94	506,063.00	2,074,658.00	2,580,721.00	-47.8%
TOTAL, REVENUES			139,231,533.95	32,860,581.81	172,092,115.76	142,339,108.00	19,466,106.00	161,805,214.00	-6.0%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	2019-20 Budget Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	% Diff Column C & F
CERTIFICATED SALARIES									
Certificated Teachers' Salaries		1100	50,371,584.19	10,068,513.45	60,440,097.64	50,504,710.00	10,415,786.00	60,920,496.00	0.8%
Certificated Pupil Support Salaries		1200	4,156,519.33	329,924.81	4,486,444.14	4,153,446.00	408,548.00	4,561,994.00	1.7%
Certificated Supervisors' and Administrators' Salaries		1300	5,951,399.37	204,402.75	6,155,802.12	5,454,005.00	253,815.00	5,707,820.00	-7.3%
Other Certificated Salaries		1900	2,696,709.81	1,277,393.96	3,974,103.77	2,262,477.00	1,555,975.00	3,818,452.00	-3.9%
TOTAL, CERTIFICATED SALARIES			63,176,212.70	11,880,234.97	75,056,447.67	62,374,638.00	12,634,124.00	75,008,762.00	-0.1%
CLASSIFIED SALARIES									
Classified Instructional Salaries		2100	1,323,470.69	6,271,946.13	7,595,416.82	1,653,898.00	6,337,137.00	7,991,035.00	5.2%
Classified Support Salaries		2200	6,626,148.59	3,250,317.57	9,876,466.16	6,473,225.00	3,722,868.00	10,196,093.00	3.2%
Classified Supervisors' and Administrators' Salaries		2300	1,714,373.76	146,172.29	1,860,546.05	1,697,997.00	162,614.00	1,860,611.00	0.0%
Clerical, Technical and Office Salaries		2400	6,430,665.79	433,750.92	6,864,416.71	6,384,548.00	497,286.00	6,881,834.00	0.3%
Other Classified Salaries		2900	600,669.50	160,089.23	760,758.73	685,413.00	503,086.00	1,188,499.00	56.2%
TOTAL, CLASSIFIED SALARIES			16,695,328.33	10,262,276.14	26,957,604.47	16,895,081.00	11,222,991.00	28,118,072.00	4.3%
EMPLOYEE BENEFITS									
STRS		3101-3102	9,964,908.87	12,637,503.42	22,602,412.29	10,436,325.00	2,103,403.00	12,539,728.00	-44.5%
PERS		3201-3202	3,008,573.20	1,746,634.63	4,755,207.83	3,546,886.00	2,301,963.00	5,848,849.00	23.0%
OASDI/Medicare/Alternative		3301-3302	2,161,249.86	904,333.65	3,065,583.51	2,267,486.00	1,049,706.00	3,317,192.00	8.2%
Health and Welfare Benefits		3401-3402	9,997,102.22	2,696,501.85	12,693,604.07	10,323,641.00	3,052,394.00	13,376,035.00	5.4%
Unemployment Insurance		3501-3502	38,788.99	10,624.42	49,413.41	39,788.00	11,934.00	51,722.00	4.7%
Workers' Compensation		3601-3602	2,556,518.25	708,614.02	3,265,132.27	2,195,277.00	660,817.00	2,856,094.00	-12.5%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			27,727,141.39	18,704,211.99	46,431,353.38	28,809,403.00	9,180,217.00	37,989,620.00	-18.2%
BOOKS AND SUPPLIES									
Approved Textbooks and Core Curricula Materials		4100	1,380.04	111,083.96	112,464.00	11,869.00	812,171.00	824,040.00	632.7%
Books and Other Reference Materials		4200	22,033.46	43,828.52	65,861.98	12,029.00	26,024.00	38,053.00	-42.2%
Materials and Supplies		4300	1,341,832.03	1,282,853.11	2,624,685.14	1,624,662.00	741,966.00	2,366,628.00	-9.8%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	2019-20 Budget Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	% Diff Column C & F
Noncapitalized Equipment		4400	66,677.16	277,775.42	344,452.58	4,768.00	57,813.00	62,581.00	-81.8%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			1,431,922.69	1,715,541.01	3,147,463.70	1,653,328.00	1,637,974.00	3,291,302.00	4.6%
SERVICES AND OTHER OPERATING EXPENDITURES									
Subagreements for Services		5100	0.00	415,955.30	415,955.30	0.00	444,312.00	444,312.00	6.8%
Travel and Conferences		5200	82,137.50	105,605.16	187,742.66	75,036.00	67,704.00	142,740.00	-24.0%
Dues and Memberships		5300	50,338.90	1,046.00	51,384.90	47,050.00	944.00	47,994.00	-6.6%
Insurance		5400 - 5450	983,408.00	0.00	983,408.00	1,083,408.00	0.00	1,083,408.00	10.2%
Operations and Housekeeping Services		5500	3,277,398.82	29,467.48	3,306,866.30	3,194,497.00	29,697.00	3,224,194.00	-2.5%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	343,081.72	454,454.56	797,536.28	373,179.00	388,205.00	761,384.00	-4.5%
Transfers of Direct Costs		5710	29,239.70	(29,239.70)	0.00	234,867.00	(234,867.00)	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	(201,710.75)	0.00	(201,710.75)	(213,253.00)	0.00	(213,253.00)	5.7%
Professional/Consulting Services and Operating Expenditures		5800	4,898,041.61	8,224,676.04	13,122,717.65	4,025,868.00	5,716,282.00	9,742,150.00	-25.8%
Communications		5900	324,280.80	13,306.75	337,587.55	369,049.00	12,572.00	381,621.00	13.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			9,786,216.30	9,215,271.59	19,001,487.89	9,189,701.00	6,424,849.00	15,614,550.00	-17.8%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	2019-20 Budget Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	% Diff Column C & F
CAPITAL OUTLAY									
Land		6100	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	7,795.30	216,882.44	224,677.74	0.00	0.00	0.00	-100.0%
Buildings and Improvements of Buildings		6200	109,238.16	567,521.96	676,760.12	25,370.00	90,506.00	115,876.00	-82.9%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	40,701.18	40,701.18	0.00	0.00	0.00	-100.0%
Equipment		6400	0.00	7,890.69	7,890.69	70,999.00	0.00	70,999.00	799.8%
Equipment Replacement		6500	6,500.00	62,334.27	68,834.27	0.00	0.00	0.00	-100.0%
TOTAL, CAPITAL OUTLAY			123,533.46	895,330.54	1,018,864.00	96,369.00	90,506.00	186,875.00	-81.7%
OTHER OUTGO (excluding Transfers of Indirect Costs)									
Tuition									
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
State Special Schools		7130	13,497.00	0.00	13,497.00	0.00	0.00	0.00	-100.0%
Tuition, Excess Costs, and/or Deficit Payments									
Payments to Districts or Charter Schools		7141	0.00	947,869.73	947,869.73	0.00	866,026.00	866,026.00	-8.6%
Payments to County Offices		7142	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Pass-Through Revenues									
To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportionments									
To Districts or Charter Schools	6500	7221		0.00	0.00		0.00	0.00	0.0%
To County Offices	6500	7222		0.00	0.00		0.00	0.00	0.0%
To JPAs	6500	7223		0.00	0.00		0.00	0.00	0.0%
ROC/P Transfers of Apportionments									
To Districts or Charter Schools	6360	7221		0.00	0.00		0.00	0.00	0.0%
To County Offices	6360	7222		0.00	0.00		0.00	0.00	0.0%
To JPAs	6360	7223		0.00	0.00		0.00	0.00	0.0%
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	2019-20 Budget Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	% Diff Column C & F
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service									
Debt Service - Interest		7438	1,289,345.55	22,707.38	1,312,052.93	1,163,363.00	33,453.00	1,196,816.00	-8.8%
Other Debt Service - Principal		7439	501,492.74	175,886.31	677,379.05	485,351.00	263,294.00	748,645.00	10.5%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			1,804,335.29	1,146,463.42	2,950,798.71	1,648,714.00	1,162,773.00	2,811,487.00	-4.7%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS									
Transfers of Indirect Costs		7310	(479,051.36)	479,051.36	0.00	(611,755.00)	611,755.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	(820,717.00)	0.00	(820,717.00)	(896,690.00)	0.00	(896,690.00)	9.3%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			(1,299,768.36)	479,051.36	(820,717.00)	(1,508,445.00)	611,755.00	(896,690.00)	9.3%
TOTAL, EXPENDITURES			119,444,921.80	54,298,381.02	173,743,302.82	119,158,789.00	42,965,189.00	162,123,978.00	-6.7%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	2019-20 Budget Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	% Diff Column C & F
INTERFUND TRANSFERS									
INTERFUND TRANSFERS IN									
From: Special Reserve Fund		8912	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
From: Bond Interest and Redemption Fund		8914	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT									
To: Child Development Fund		7611	823,965.97	0.00	823,965.97	415,507.00	0.00	415,507.00	-49.6%
To: Special Reserve Fund		7612	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	668,520.00	0.00	668,520.00	New
(b) TOTAL, INTERFUND TRANSFERS OUT			823,965.97	0.00	823,965.97	1,084,027.00	0.00	1,084,027.00	31.6%
OTHER SOURCES/USES									
SOURCES									
State Apportionments Emergency Apportionments		8931	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds									
Proceeds from Disposal of Capital Assets		8953	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources									
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	2019-20 Budget Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	% Diff Column C & F
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.00	0.0%
USES									
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS									
Contributions from Unrestricted Revenues		8980	(22,044,052.94)	22,044,052.94	0.00	(23,422,097.00)	23,422,097.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			(22,044,052.94)	22,044,052.94	0.00	(23,422,097.00)	23,422,097.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			(22,868,018.91)	22,044,052.94	(823,965.97)	(24,506,124.00)	23,422,097.00	(1,084,027.00)	31.6%

Description	Function Codes	Object Codes	2018-19 Unaudited Actuals Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	2019-20 Budget Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	% Diff Column C & F
A. REVENUES									
1) LCFF Sources		8010-8099	132,510,609.49	0.00	132,510,609.49	138,940,768.00	0.00	138,940,768.00	4.9%
2) Federal Revenue		8100-8299	0.00	5,993,155.39	5,993,155.39	0.00	5,785,392.00	5,785,392.00	-3.5%
3) Other State Revenue		8300-8599	5,864,984.94	22,781,842.00	28,646,826.94	2,892,277.00	11,606,056.00	14,498,333.00	-49.4%
4) Other Local Revenue		8600-8799	855,939.52	4,085,584.42	4,941,523.94	506,063.00	2,074,658.00	2,580,721.00	-47.8%
5) TOTAL, REVENUES			139,231,533.95	32,860,581.81	172,092,115.76	142,339,108.00	19,466,106.00	161,805,214.00	-6.0%
B. EXPENDITURES (Objects 1000-7999)									
1) Instruction	1000-1999		69,598,414.57	40,415,284.54	110,013,699.11	70,908,016.00	29,360,407.00	100,268,423.00	-8.9%
2) Instruction - Related Services	2000-2999		15,501,601.63	4,146,757.09	19,648,358.72	14,832,997.00	4,303,948.00	19,136,945.00	-2.6%
3) Pupil Services	3000-3999		9,297,114.41	2,454,301.37	11,751,415.78	9,448,313.00	2,583,928.00	12,032,241.00	2.4%
4) Ancillary Services	4000-4999		841,179.30	545,790.96	1,386,970.26	869,370.00	0.00	869,370.00	-37.3%
5) Community Services	5000-5999		20,937.76	139,880.44	160,818.20	27,653.00	94,886.00	122,539.00	-23.8%
6) Enterprise	6000-6999		0.00	0.00	0.00	0.00	0.00	0.00	0.0%
7) General Administration	7000-7999		11,371,616.19	536,686.91	11,908,303.10	11,279,453.00	703,112.00	11,982,565.00	0.6%
8) Plant Services	8000-8999		10,445,290.25	4,913,216.29	15,358,506.54	10,086,284.00	4,756,135.00	14,842,419.00	-3.4%
9) Other Outgo	9000-9999	Except 7600-7699	2,368,767.69	1,146,463.42	3,515,231.11	1,706,703.00	1,162,773.00	2,869,476.00	-18.4%
10) TOTAL, EXPENDITURES			119,444,921.80	54,298,381.02	173,743,302.82	119,158,789.00	42,965,189.00	162,123,978.00	-6.7%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			19,786,612.15	(21,437,799.21)	(1,651,187.06)	23,180,319.00	(23,499,083.00)	(318,764.00)	-80.7%
D. OTHER FINANCING SOURCES/USES									
1) Interfund Transfers									
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	823,965.97	0.00	823,965.97	1,084,027.00	0.00	1,084,027.00	31.6%
2) Other Sources/Uses									
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	(22,044,052.94)	22,044,052.94	0.00	(23,422,097.00)	23,422,097.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(22,868,018.91)	22,044,052.94	(823,965.97)	(24,506,124.00)	23,422,097.00	(1,084,027.00)	31.6%

Description	Function Codes	Object Codes	2018-19 Unaudited Actuals Unrestricted (A)	2018-19 Unaudited Actuals Restricted (B)	2018-19 Unaudited Actuals Total Fund col. A + B (C)	2019-20 Budget Unrestricted (D)	2019-20 Budget Restricted (E)	2019-20 Budget Total Fund col. D + E (F)	% Diff Column C & F
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(3,081,406.76)	606,253.73	(2,475,153.03)	(1,325,805.00)	(76,986.00)	(1,402,791.00)	-43.3%
F. FUND BALANCE, RESERVES									
1) Beginning Fund Balance									
a) As of July 1 - Unaudited		9791	10,918,843.55	3,419,549.72	14,338,393.27	7,945,081.68	3,972,621.07	11,917,702.75	-16.9%
b) Audit Adjustments		9793	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			10,918,843.55	3,419,549.72	14,338,393.27	7,945,081.68	3,972,621.07	11,917,702.75	-16.9%
d) Other Restatements		9795	107,644.89	(53,182.38)	54,462.51	0.00	0.00	0.00	-100.0%
e) Adjusted Beginning Balance (F1c + F1d)			11,026,488.44	3,366,367.34	14,392,855.78	7,945,081.68	3,972,621.07	11,917,702.75	-17.2%
2) Ending Balance, June 30 (E + F1e)			7,945,081.68	3,972,621.07	11,917,702.75	6,619,276.68	3,895,635.07	10,514,911.75	-11.8%
Components of Ending Fund Balance									
a) Nonspendable									
Revolving Cash		9711	25,060.00	0.00	25,060.00	25,060.00	0.00	25,060.00	0.0%
Stores		9712	38,051.49	0.00	38,051.49	75,000.00	0.00	75,000.00	97.1%
Prepaid Items		9713	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Restricted		9740	0.00	3,972,623.71	3,972,623.71	0.00	3,895,637.71	3,895,637.71	-1.9%
c) Committed									
Stabilization Arrangements		9750	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
d) Assigned									
Other Assignments (by Resource/Object)		9780	2,644,952.00	0.00	2,644,952.00	1,545,208.00	0.00	1,545,208.00	-41.6%
One-Time Allocated Fund	0000	9780	*305,943.00*		*305,943.00*				
Site Carry over	0000	9780	*151,373.00*		*151,373.00*				
CTE Carry over	0000	9780	*66,972.00*		*66,972.00*				
Compensation set aside 1%	0000	9780	*1,271,422.00*		*1,271,422.00*				
LCAP Supplemental	0000	9780	*310,910.00*		*310,910.00*				
CSEA Job Study	0000	9780	*390,000.00*		*390,000.00*				
Accrued Vacation	0000	9780	*148,332.00*		*148,332.00*				
LCAP Supplemental	0000	9780				*250,000.00*		*250,000.00*	
CSEA Job Study	0000	9780				*390,000.00*		*390,000.00*	
Accrued Vacation	0000	9780				*249,223.00*		*249,223.00*	
ILA Allocated Funds	0000	9780				*87,640.00*		*87,640.00*	
One Time Allocated Funds	0000	9780				*350,000.00*		*350,000.00*	

Description	Function Codes	Object Codes	2018-19 Unaudited Actuals Unrestricted (A)	2018-19 Unaudited Actuals Restricted (B)	2018-19 Unaudited Actuals Total Fund col. A + B (C)	2019-20 Budget Unrestricted (D)	2019-20 Budget Restricted (E)	2019-20 Budget Total Fund col. D + E (F)	% Diff Column C & F
Site Carry Over	0000	9780				*151,373.00*		*151,373.00*	
CTE (formerly ROP)	0000	9780				*66,972.00*		*66,972.00*	
e) Unassigned/Unappropriated									
Reserve for Economic Uncertainties		9789	5,237,018.19	0.00	5,237,018.19	4,974,008.68	0.00	4,974,008.68	-5.0%
Unassigned/Unappropriated Amount		9790	0.00	(2.64)	(2.64)	0.00	(2.64)	(2.64)	0.0%

Resource	Description	2018-19 Unaudited Actuals	2019-20 Budget
3010	ESSA: Title I, Part A, Basic Grants Low-Income and Neglected	6.60	6.60
5640	Medi-Cal Billing Option	18,540.07	18,540.07
6300	Lottery: Instructional Materials	2,711,390.74	2,711,390.74
7311	Classified School Employee Professional Development Block Grant	89,433.00	0.00
7510	Low-Performing Students Block Grant	492,030.00	475,476.00
8150	Ongoing & Major Maintenance Account (RMA: Education Code Sectio	649,746.07	678,747.07
9010	Other Restricted Local	11,477.23	11,477.23
Total, Restricted Balance		3,972,623.71	3,895,637.71

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	259,532.00	0.00	-100.0%
2) Federal Revenue		8100-8299	284,074.00	284,074.00	0.0%
3) Other State Revenue		8300-8599	3,002,904.00	2,717,879.00	-9.5%
4) Other Local Revenue		8600-8799	374,504.26	337,924.00	-9.8%
5) TOTAL, REVENUES			3,921,014.26	3,339,877.00	-14.8%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	1,709,446.46	1,694,051.00	-0.9%
2) Classified Salaries		2000-2999	828,272.51	852,058.00	2.9%
3) Employee Benefits		3000-3999	1,029,358.09	836,424.00	-18.7%
4) Books and Supplies		4000-4999	141,630.82	88,126.00	-37.8%
5) Services and Other Operating Expenditures		5000-5999	159,618.36	185,238.00	16.1%
6) Capital Outlay		6000-6999	238,029.81	196,940.00	-17.3%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	182,127.05	192,478.00	5.7%
9) TOTAL, EXPENDITURES			4,288,483.10	4,045,315.00	-5.7%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(367,468.84)	(705,438.00)	92.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	268,520.00	New
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	268,520.00	New

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(367,468.84)	(436,918.00)	18.9%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	4,707,864.78	4,340,395.94	-7.8%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			4,707,864.78	4,340,395.94	-7.8%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			4,707,864.78	4,340,395.94	-7.8%
2) Ending Balance, June 30 (E + F1e)			4,340,395.94	3,903,477.94	-10.1%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	166,257.50	0.00	-100.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	386,110.98	43,145.43	-88.8%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	3,788,027.46	3,860,332.51	1.9%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	3,750,657.56		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	574,410.37		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	166,257.50		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			4,491,325.43		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	150,929.49		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640			
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			150,929.49		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G9 + H2) - (I6 + J2)			4,340,395.94		

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
LCFF SOURCES					
LCFF Transfers					
LCFF Transfers - Current Year		8091	259,532.00	0.00	-100.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			259,532.00	0.00	-100.0%
FEDERAL REVENUE					
Interagency Contracts Between LEAs		8285	0.00	0.00	0.0%
Career and Technical Education	3500-3599	8290	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	284,074.00	284,074.00	0.0%
TOTAL, FEDERAL REVENUE			284,074.00	284,074.00	0.0%
OTHER STATE REVENUE					
Other State Apportionments					
All Other State Apportionments - Current Year		8311	0.00	0.00	0.0%
All Other State Apportionments - Prior Years		8319	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.0%
Adult Education Program	6391	8590	2,585,283.00	2,674,734.00	3.5%
All Other State Revenue	All Other	8590	417,621.00	43,145.00	-89.7%
TOTAL, OTHER STATE REVENUE			3,002,904.00	2,717,879.00	-9.5%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
OTHER LOCAL REVENUE					
Other Local Revenue					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	79,790.28	75,990.00	-4.8%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts					
Adult Education Fees		8671	236,769.48	225,959.00	-4.6%
Interagency Services		8677	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	57,944.50	35,975.00	-37.9%
Tuition		8710	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			374,504.26	337,924.00	-9.8%
TOTAL, REVENUES			3,921,014.26	3,339,877.00	-14.8%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
CERTIFICATED SALARIES					
Certificated Teachers' Salaries		1100	1,146,094.24	1,142,579.00	-0.3%
Certificated Pupil Support Salaries		1200	153,416.69	153,978.00	0.4%
Certificated Supervisors' and Administrators' Salaries		1300	172,978.35	170,944.00	-1.2%
Other Certificated Salaries		1900	236,957.18	226,550.00	-4.4%
TOTAL, CERTIFICATED SALARIES			1,709,446.46	1,694,051.00	-0.9%
CLASSIFIED SALARIES					
Classified Instructional Salaries		2100	390,652.61	385,586.00	-1.3%
Classified Support Salaries		2200	127,265.52	134,815.00	5.9%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	310,334.90	331,657.00	6.9%
Other Classified Salaries		2900	19.48	0.00	-100.0%
TOTAL, CLASSIFIED SALARIES			828,272.51	852,058.00	2.9%
EMPLOYEE BENEFITS					
STRS		3101-3102	494,370.90	275,352.00	-44.3%
PERS		3201-3202	131,251.44	158,102.00	20.5%
OASDI/Medicare/Alternative		3301-3302	86,807.86	89,194.00	2.7%
Health and Welfare Benefits		3401-3402	234,364.24	245,926.00	4.9%
Unemployment Insurance		3501-3502	1,348.19	1,297.00	-3.8%
Workers' Compensation		3601-3602	81,215.46	66,553.00	-18.1%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			1,029,358.09	836,424.00	-18.7%
BOOKS AND SUPPLIES					
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.0%
Books and Other Reference Materials		4200	29,868.14	31,801.00	6.5%
Materials and Supplies		4300	56,763.88	48,847.00	-13.9%
Noncapitalized Equipment		4400	54,998.80	7,478.00	-86.4%
TOTAL, BOOKS AND SUPPLIES			141,630.82	88,126.00	-37.8%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	964.86	0.00	-100.0%
Travel and Conferences		5200	9,963.94	1,680.00	-83.1%
Dues and Memberships		5300	250.00	258.00	3.2%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	34,576.52	42,618.00	23.3%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	4,757.73	6,150.00	29.3%
Professional/Consulting Services and Operating Expenditures		5800	85,850.99	108,944.00	26.9%
Communications		5900	23,254.32	25,588.00	10.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			159,618.36	185,238.00	16.1%
CAPITAL OUTLAY					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	238,029.81	170,440.00	-28.4%
Equipment		6400	0.00	26,000.00	New
Equipment Replacement		6500	0.00	500.00	New
TOTAL, CAPITAL OUTLAY			238,029.81	196,940.00	-17.3%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Tuition					
Tuition, Excess Costs, and/or Deficit Payments					
Payments to Districts or Charter Schools		7141	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.0%
Other Transfers Out					
Transfers of Pass-Through Revenues					
To Districts or Charter Schools		7211	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS					
Transfers of Indirect Costs - Interfund		7350	182,127.05	192,478.00	5.7%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			182,127.05	192,478.00	5.7%
TOTAL, EXPENDITURES			4,288,483.10	4,045,315.00	-5.7%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	0.00	268,520.00	New
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	268,520.00	New
INTERFUND TRANSFERS OUT					
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	268,520.00	New

Description	Function Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	259,532.00	0.00	-100.0%
2) Federal Revenue		8100-8299	284,074.00	284,074.00	0.0%
3) Other State Revenue		8300-8599	3,002,904.00	2,717,879.00	-9.5%
4) Other Local Revenue		8600-8799	374,504.26	337,924.00	-9.8%
5) TOTAL, REVENUES			3,921,014.26	3,339,877.00	-14.8%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		2,392,556.65	2,133,734.00	-10.8%
2) Instruction - Related Services	2000-2999		1,045,140.27	1,077,052.00	3.1%
3) Pupil Services	3000-3999		206,611.97	206,019.00	-0.3%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		182,127.05	192,478.00	5.7%
8) Plant Services	8000-8999		462,047.16	436,032.00	-5.6%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			4,288,483.10	4,045,315.00	-5.7%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			(367,468.84)	(705,438.00)	92.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	268,520.00	New
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	268,520.00	New

Description	Function Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(367,468.84)	(436,918.00)	18.9%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	4,707,864.78	4,340,395.94	-7.8%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			4,707,864.78	4,340,395.94	-7.8%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			4,707,864.78	4,340,395.94	-7.8%
2) Ending Balance, June 30 (E + F1e)			4,340,395.94	3,903,477.94	-10.1%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	166,257.50	0.00	-100.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	386,110.98	43,145.43	-88.8%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	3,788,027.46	3,860,332.51	1.9%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2018-19 Unaudited Actuals	2019-20 Budget
6371	CalWORKs for ROCP or Adult Education	0.00	43,145.00
6391	Adult Education Program	386,110.55	0.00
6392	Adult Education Block Grant Data and Accountability	0.43	0.43
Total, Restricted Balance		386,110.98	43,145.43

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	232,686.58	235,030.00	1.0%
3) Other State Revenue		8300-8599	835,120.05	646,246.00	-22.6%
4) Other Local Revenue		8600-8799	4,590,869.18	5,227,774.00	13.9%
5) TOTAL, REVENUES			5,658,675.81	6,109,050.00	8.0%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	1,700,816.91	1,791,538.00	5.3%
2) Classified Salaries		2000-2999	1,986,011.34	1,969,246.00	-0.8%
3) Employee Benefits		3000-3999	1,712,946.98	1,579,976.00	-7.8%
4) Books and Supplies		4000-4999	201,847.20	241,062.00	19.4%
5) Services and Other Operating Expenditures		5000-5999	442,246.12	440,016.00	-0.5%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	438,773.23	502,719.00	14.6%
9) TOTAL, EXPENDITURES			6,482,641.78	6,524,557.00	0.6%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(823,965.97)	(415,507.00)	-49.6%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	823,965.97	415,507.00	-49.6%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			823,965.97	415,507.00	-49.6%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			0.00	0.00	0.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	0.00	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			0.00	0.00	0.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			0.00	0.00	0.0%
2) Ending Balance, June 30 (E + F1e)			0.00	0.00	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	57,779.97		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	368,945.77		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			426,725.74		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	377,619.74		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640			
5) Unearned Revenue		9650	49,106.00		
6) TOTAL, LIABILITIES			426,725.74		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G9 + H2) - (I6 + J2)			0.00		

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
FEDERAL REVENUE					
Child Nutrition Programs		8220	38,891.58	41,235.00	6.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.0%
Title I, Part A, Basic	3010	8290	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	193,795.00	193,795.00	0.0%
TOTAL, FEDERAL REVENUE			232,686.58	235,030.00	1.0%
OTHER STATE REVENUE					
Child Nutrition Programs		8520	1,288.05	1,270.00	-1.4%
Child Development Apportionments		8530	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.0%
State Preschool	6105	8590	589,409.00	644,976.00	9.4%
All Other State Revenue	All Other	8590	244,423.00	0.00	-100.0%
TOTAL, OTHER STATE REVENUE			835,120.05	646,246.00	-22.6%
OTHER LOCAL REVENUE					
Other Local Revenue					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.0%
Interest		8660	2.38	3.00	26.1%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts					
Child Development Parent Fees		8673	4,536,838.80	5,191,346.00	14.4%
Interagency Services		8677	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	54,028.00	36,425.00	-32.6%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			4,590,869.18	5,227,774.00	13.9%
TOTAL, REVENUES			5,658,675.81	6,109,050.00	8.0%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
CERTIFICATED SALARIES					
Certificated Teachers' Salaries		1100	1,482,416.16	1,562,286.00	5.4%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	218,400.75	229,252.00	5.0%
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			1,700,816.91	1,791,538.00	5.3%
CLASSIFIED SALARIES					
Classified Instructional Salaries		2100	1,713,580.39	1,721,913.00	0.5%
Classified Support Salaries		2200	75,889.25	55,550.00	-26.8%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	187,646.88	183,783.00	-2.1%
Other Classified Salaries		2900	8,894.82	8,000.00	-10.1%
TOTAL, CLASSIFIED SALARIES			1,986,011.34	1,969,246.00	-0.8%
EMPLOYEE BENEFITS					
STRS		3101-3102	420,515.35	219,004.00	-47.9%
PERS		3201-3202	416,502.06	460,091.00	10.5%
OASDI/Medicare/Alternative		3301-3302	194,339.07	210,183.00	8.2%
Health and Welfare Benefits		3401-3402	561,800.55	587,282.00	4.5%
Unemployment Insurance		3501-3502	1,766.33	1,905.00	7.9%
Workers' Compensation		3601-3602	117,991.03	101,511.00	-14.0%
OPEB, Allocated		3701-3702	32.59	0.00	-100.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			1,712,946.98	1,579,976.00	-7.8%
BOOKS AND SUPPLIES					
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.0%
Books and Other Reference Materials		4200	268.82	478.00	77.8%
Materials and Supplies		4300	92,634.22	107,028.00	15.5%
Noncapitalized Equipment		4400	7,572.56	8,895.00	17.5%
Food		4700	101,371.60	124,661.00	23.0%
TOTAL, BOOKS AND SUPPLIES			201,847.20	241,062.00	19.4%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	2,511.62	2,543.00	1.2%
Dues and Memberships		5300	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	79,780.84	71,622.00	-10.2%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	124,526.45	125,358.00	0.7%
Professional/Consulting Services and Operating Expenditures		5800	231,712.17	236,676.00	2.1%
Communications		5900	3,715.04	3,817.00	2.7%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			442,246.12	440,016.00	-0.5%
CAPITAL OUTLAY					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Other Transfers Out					
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS					
Transfers of Indirect Costs - Interfund		7350	438,773.23	502,719.00	14.6%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			438,773.23	502,719.00	14.6%
TOTAL, EXPENDITURES			6,482,641.78	6,524,557.00	0.6%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
From: General Fund		8911	823,965.97	415,507.00	-49.6%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			823,965.97	415,507.00	-49.6%
INTERFUND TRANSFERS OUT					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			823,965.97	415,507.00	-49.6%

Description	Function Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	232,686.58	235,030.00	1.0%
3) Other State Revenue		8300-8599	835,120.05	646,246.00	-22.6%
4) Other Local Revenue		8600-8799	4,590,869.18	5,227,774.00	13.9%
5) TOTAL, REVENUES			5,658,675.81	6,109,050.00	8.0%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		4,906,226.23	4,868,550.00	-0.8%
2) Instruction - Related Services	2000-2999		698,481.77	721,370.00	3.3%
3) Pupil Services	3000-3999		107,162.12	131,181.00	22.4%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		438,773.23	502,719.00	14.6%
8) Plant Services	8000-8999		331,998.43	300,737.00	-9.4%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			6,482,641.78	6,524,557.00	0.6%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			(823,965.97)	(415,507.00)	-49.6%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	823,965.97	415,507.00	-49.6%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			823,965.97	415,507.00	-49.6%

Description	Function Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			0.00	0.00	0.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	0.00	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			0.00	0.00	0.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			0.00	0.00	0.0%
2) Ending Balance, June 30 (E + F1e)			0.00	0.00	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2018-19 Unaudited Actuals	2019-20 Budget
Total, Restricted Balance		0.00	0.00

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	2,056,550.36	1,995,469.00	-3.0%
3) Other State Revenue		8300-8599	157,403.21	136,394.00	-13.3%
4) Other Local Revenue		8600-8799	1,841,799.34	1,699,145.00	-7.7%
5) TOTAL, REVENUES			4,055,752.91	3,831,008.00	-5.5%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	1,614,334.37	1,632,978.00	1.2%
3) Employee Benefits		3000-3999	619,043.34	675,461.00	9.1%
4) Books and Supplies		4000-4999	1,309,308.26	1,458,270.00	11.4%
5) Services and Other Operating Expenditures		5000-5999	150,783.92	180,897.00	20.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	199,816.72	201,493.00	0.8%
9) TOTAL, EXPENDITURES			3,893,286.61	4,149,099.00	6.6%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			162,466.30	(318,091.00)	-295.8%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			162,466.30	(318,091.00)	-295.8%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	668,416.62	830,882.92	24.3%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			668,416.62	830,882.92	24.3%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			668,416.62	830,882.92	24.3%
2) Ending Balance, June 30 (E + F1e)			830,882.92	512,791.92	-38.3%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	17,552.43	0.00	-100.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	799,163.56	498,624.99	-37.6%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	14,166.93	14,166.93	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	791,404.26		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	2,114.63		
4) Due from Grantor Government		9290	211,292.60		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	17,552.43		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			1,022,363.92		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	43,572.58		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640			
5) Unearned Revenue		9650	147,908.42		
6) TOTAL, LIABILITIES			191,481.00		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G9 + H2) - (I6 + J2)			830,882.92		

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
FEDERAL REVENUE					
Child Nutrition Programs		8220	2,056,550.36	1,995,469.00	-3.0%
Donated Food Commodities		8221	0.00	0.00	0.0%
All Other Federal Revenue		8290	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			2,056,550.36	1,995,469.00	-3.0%
OTHER STATE REVENUE					
Child Nutrition Programs		8520	157,403.21	136,394.00	-13.3%
All Other State Revenue		8590	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			157,403.21	136,394.00	-13.3%
OTHER LOCAL REVENUE					
Other Local Revenue					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Food Service Sales		8634	1,833,604.40	1,694,991.00	-7.6%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	8,194.94	4,154.00	-49.3%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts					
Interagency Services		8677	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			1,841,799.34	1,699,145.00	-7.7%
TOTAL, REVENUES			4,055,752.91	3,831,008.00	-5.5%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
CERTIFICATED SALARIES					
Certificated Supervisors' and Administrators' Salaries		1300	0.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			0.00	0.00	0.0%
CLASSIFIED SALARIES					
Classified Support Salaries		2200	1,017,704.00	1,005,846.00	-1.2%
Classified Supervisors' and Administrators' Salaries		2300	486,564.05	512,967.00	5.4%
Clerical, Technical and Office Salaries		2400	89,322.32	95,465.00	6.9%
Other Classified Salaries		2900	20,744.00	18,700.00	-9.9%
TOTAL, CLASSIFIED SALARIES			1,614,334.37	1,632,978.00	1.2%
EMPLOYEE BENEFITS					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	250,184.44	300,922.00	20.3%
OASDI/Medicare/Alternative		3301-3302	114,653.30	121,641.00	6.1%
Health and Welfare Benefits		3401-3402	201,700.73	206,833.00	2.5%
Unemployment Insurance		3501-3502	771.02	829.00	7.5%
Workers' Compensation		3601-3602	51,733.85	45,236.00	-12.6%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			619,043.34	675,461.00	9.1%
BOOKS AND SUPPLIES					
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	129,161.20	131,770.00	2.0%
Noncapitalized Equipment		4400	21,829.62	26,500.00	21.4%
Food		4700	1,158,317.44	1,300,000.00	12.2%
TOTAL, BOOKS AND SUPPLIES			1,309,308.26	1,458,270.00	11.4%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	12,210.00	New
Travel and Conferences		5200	2,442.27	4,500.00	84.3%
Dues and Memberships		5300	671.00	800.00	19.2%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	11,362.50	15,315.00	34.8%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	15,773.87	13,950.00	-11.6%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	72,426.57	81,745.00	12.9%
Professional/Consulting Services and Operating Expenditures		5800	41,829.75	45,000.00	7.6%
Communications		5900	6,277.96	7,377.00	17.5%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			150,783.92	180,897.00	20.0%
CAPITAL OUTLAY					
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS					
Transfers of Indirect Costs - Interfund		7350	199,816.72	201,493.00	0.8%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			199,816.72	201,493.00	0.8%
TOTAL, EXPENDITURES			3,893,286.61	4,149,099.00	6.6%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
From: General Fund		8916	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Capital Leases		8972	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	2,056,550.36	1,995,469.00	-3.0%
3) Other State Revenue		8300-8599	157,403.21	136,394.00	-13.3%
4) Other Local Revenue		8600-8799	1,841,799.34	1,699,145.00	-7.7%
5) TOTAL, REVENUES			4,055,752.91	3,831,008.00	-5.5%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		3,601,292.57	3,842,538.00	6.7%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		199,816.72	201,493.00	0.8%
8) Plant Services	8000-8999		92,177.32	105,068.00	14.0%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			3,893,286.61	4,149,099.00	6.6%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			162,466.30	(318,091.00)	-295.8%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			162,466.30	(318,091.00)	-295.8%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	668,416.62	830,882.92	24.3%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			668,416.62	830,882.92	24.3%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			668,416.62	830,882.92	24.3%
2) Ending Balance, June 30 (E + F1e)			830,882.92	512,791.92	-38.3%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	17,552.43	0.00	-100.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	799,163.56	498,624.99	-37.6%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	14,166.93	14,166.93	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2018-19 Unaudited Actuals	2019-20 Budget
5310	Child Nutrition: School Programs (e.g., School Lunch, School	799,163.56	498,624.99
Total, Restricted Balance		799,163.56	498,624.99

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	613,900.00	0.00	-100.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	14,286.21	10,750.00	-24.8%
5) TOTAL, REVENUES			628,186.21	10,750.00	-98.3%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	188,640.27	200,000.00	6.0%
6) Capital Outlay		6000-6999	181,292.47	80,000.00	-55.9%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			369,932.74	280,000.00	-24.3%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			258,253.47	(269,250.00)	-204.3%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	400,000.00	New
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	400,000.00	New

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			258,253.47	130,750.00	-49.4%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	397,534.20	655,787.67	65.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			397,534.20	655,787.67	65.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			397,534.20	655,787.67	65.0%
2) Ending Balance, June 30 (E + F1e)			655,787.67	786,537.67	19.9%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	655,787.67	786,537.67	19.9%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	653,430.90		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	3,623.27		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			657,054.17		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	1,266.50		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640			
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			1,266.50		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G9 + H2) - (I6 + J2)			655,787.67		

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
LCFF SOURCES					
LCFF Transfers					
LCFF Transfers - Current Year		8091	613,900.00	0.00	-100.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			613,900.00	0.00	-100.0%
OTHER STATE REVENUE					
All Other State Revenue		8590	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.0%
OTHER LOCAL REVENUE					
Other Local Revenue					
Community Redevelopment Funds Not Subject to LCFF Deduction		8625	0.00	0.00	0.0%
Sales Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Interest		8660	14,286.21	10,750.00	-24.8%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			14,286.21	10,750.00	-24.8%
TOTAL, REVENUES			628,186.21	10,750.00	-98.3%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
CLASSIFIED SALARIES					
Classified Support Salaries		2200	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.0%
EMPLOYEE BENEFITS					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.0%
BOOKS AND SUPPLIES					
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	24,995.00	0.00	-100.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	163,645.27	200,000.00	22.2%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			188,640.27	200,000.00	6.0%
CAPITAL OUTLAY					
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	181,292.47	0.00	-100.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	80,000.00	New
TOTAL, CAPITAL OUTLAY			181,292.47	80,000.00	-55.9%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
TOTAL, EXPENDITURES			369,932.74	280,000.00	-24.3%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	0.00	400,000.00	New
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	400,000.00	New
INTERFUND TRANSFERS OUT					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Capital Leases		8972	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	400,000.00	New

Description	Function Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	613,900.00	0.00	-100.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	14,286.21	10,750.00	-24.8%
5) TOTAL, REVENUES			628,186.21	10,750.00	-98.3%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		369,932.74	280,000.00	-24.3%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			369,932.74	280,000.00	-24.3%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			258,253.47	(269,250.00)	-204.3%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	400,000.00	New
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	400,000.00	New

Description	Function Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			258,253.47	130,750.00	-49.4%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	397,534.20	655,787.67	65.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			397,534.20	655,787.67	65.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			397,534.20	655,787.67	65.0%
2) Ending Balance, June 30 (E + F1e)			655,787.67	786,537.67	19.9%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	655,787.67	786,537.67	19.9%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2018-19 Unaudited Actuals	2019-20 Budget
Total, Restricted Balance		0.00	0.00

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	2,142,029.52	301,986.00	-85.9%
5) TOTAL, REVENUES			2,142,029.52	301,986.00	-85.9%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	121,034.50	122,491.00	1.2%
3) Employee Benefits		3000-3999	52,760.14	56,299.00	6.7%
4) Books and Supplies		4000-4999	204,046.93	0.00	-100.0%
5) Services and Other Operating Expenditures		5000-5999	72,373.41	111,387.00	53.9%
6) Capital Outlay		6000-6999	6,183,858.74	4,034,962.00	-34.8%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			6,634,073.72	4,325,139.00	-34.8%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(4,492,044.20)	(4,023,153.00)	-10.4%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(4,492,044.20)	(4,023,153.00)	-10.4%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	16,402,404.33	11,910,360.13	-27.4%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			16,402,404.33	11,910,360.13	-27.4%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			16,402,404.33	11,910,360.13	-27.4%
2) Ending Balance, June 30 (E + F1e)			11,910,360.13	7,887,207.13	-33.8%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	11,910,360.13	7,887,207.13	-33.8%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	12,768,458.76		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	71,241.01		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			12,839,699.77		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	929,339.64		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			929,339.64		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G9 + H2) - (I6 + J2)			11,910,360.13		

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
FEDERAL REVENUE					
FEMA		8281	0.00	0.00	0.0%
All Other Federal Revenue		8290	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.0%
OTHER STATE REVENUE					
Tax Relief Subventions Restricted Levies - Other					
Homeowners' Exemptions		8575	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.0%
OTHER LOCAL REVENUE					
Other Local Revenue County and District Taxes					
Other Restricted Levies Secured Roll		8615	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.0%
Non-Ad Valorem Taxes Parcel Taxes		8621	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.0%
Community Redevelopment Funds Not Subject to LCFF Deduction		8625	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	0.00	0.0%
Sales Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	302,115.36	301,986.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	1,839,914.16	0.00	-100.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			2,142,029.52	301,986.00	-85.9%
TOTAL, REVENUES			2,142,029.52	301,986.00	-85.9%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
CLASSIFIED SALARIES					
Classified Support Salaries		2200	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	121,034.50	122,491.00	1.2%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			121,034.50	122,491.00	1.2%
EMPLOYEE BENEFITS					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	21,722.81	25,396.00	16.9%
OASDI/Medicare/Alternative		3301-3302	8,989.34	9,372.00	4.3%
Health and Welfare Benefits		3401-3402	18,116.08	18,076.00	-0.2%
Unemployment Insurance		3501-3502	58.80	62.00	5.4%
Workers' Compensation		3601-3602	3,873.11	3,393.00	-12.4%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			52,760.14	56,299.00	6.7%
BOOKS AND SUPPLIES					
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	45,878.85	0.00	-100.0%
Noncapitalized Equipment		4400	158,168.08	0.00	-100.0%
TOTAL, BOOKS AND SUPPLIES			204,046.93	0.00	-100.0%
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
Professional/Consulting Services and Operating Expenditures		5800	72,373.41	111,387.00	53.9%
Communications		5900	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			72,373.41	111,387.00	53.9%
CAPITAL OUTLAY					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	514,136.49	0.00	-100.0%
Buildings and Improvements of Buildings		6200	5,477,535.58	4,034,962.00	-26.3%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.0%
Equipment		6400	192,186.67	0.00	-100.0%
Equipment Replacement		6500	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			6,183,858.74	4,034,962.00	-34.8%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Other Transfers Out					
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Repayment of State School Building Fund Aid - Proceeds from Bonds		7435	0.00	0.00	0.0%
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
TOTAL, EXPENDITURES			6,634,073.72	4,325,139.00	-34.8%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
OTHER SOURCES/USES					
SOURCES					
Proceeds					
Proceeds from Sale of Bonds		8951	0.00	0.00	0.0%
Proceeds from Disposal of Capital Assets		8953	0.00	0.00	0.0%
Other Sources					
County School Bldg Aid		8961	0.00	0.00	0.0%
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	2,142,029.52	301,986.00	-85.9%
5) TOTAL, REVENUES			2,142,029.52	301,986.00	-85.9%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		6,634,073.72	4,325,139.00	-34.8%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			6,634,073.72	4,325,139.00	-34.8%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			(4,492,044.20)	(4,023,153.00)	-10.4%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(4,492,044.20)	(4,023,153.00)	-10.4%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	16,402,404.33	11,910,360.13	-27.4%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			16,402,404.33	11,910,360.13	-27.4%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			16,402,404.33	11,910,360.13	-27.4%
2) Ending Balance, June 30 (E + F1e)			11,910,360.13	7,887,207.13	-33.8%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	11,910,360.13	7,887,207.13	-33.8%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2018-19 Unaudited Actuals	2019-20 Budget
Total, Restricted Balance		0.00	0.00

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	316,977.90	314,467.00	-0.8%
5) TOTAL, REVENUES			316,977.90	314,467.00	-0.8%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	34,463.01	14,000.00	-59.4%
5) Services and Other Operating Expenditures		5000-5999	570.00	1.00	-99.8%
6) Capital Outlay		6000-6999	719,591.60	16,400.00	-97.7%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			754,624.61	30,401.00	-96.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(437,646.71)	284,066.00	-164.9%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(437,646.71)	284,066.00	-164.9%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	591,659.40	154,012.69	-74.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			591,659.40	154,012.69	-74.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			591,659.40	154,012.69	-74.0%
2) Ending Balance, June 30 (E + F1e)			154,012.69	438,078.69	184.4%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	154,012.69	438,078.69	184.4%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	157,237.16		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	806.45		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			158,043.61		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	4,030.92		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			4,030.92		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G9 + H2) - (I6 + J2)			154,012.69		

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
OTHER STATE REVENUE					
Tax Relief Subventions Restricted Levies - Other					
Homeowners' Exemptions		8575	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.0%
OTHER LOCAL REVENUE					
Other Local Revenue					
County and District Taxes					
Other Restricted Levies Secured Roll		8615	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.0%
Non-Ad Valorem Taxes Parcel Taxes		8621	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.0%
Community Redevelopment Funds Not Subject to LCFF Deduction		8625	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	0.00	0.0%
Sales Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Interest		8660	8,600.92	9,215.00	7.1%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts					
Mitigation/Developer Fees		8681	308,376.98	305,252.00	-1.0%
Other Local Revenue					
All Other Local Revenue		8699	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			316,977.90	314,467.00	-0.8%
TOTAL, REVENUES			316,977.90	314,467.00	-0.8%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
CERTIFICATED SALARIES					
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			0.00	0.00	0.0%
CLASSIFIED SALARIES					
Classified Support Salaries		2200	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.0%
EMPLOYEE BENEFITS					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.0%
BOOKS AND SUPPLIES					
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	18,095.12	12,391.00	-31.5%
Noncapitalized Equipment		4400	16,367.89	1,609.00	-90.2%
TOTAL, BOOKS AND SUPPLIES			34,463.01	14,000.00	-59.4%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	570.00	1.00	-99.8%
Communications		5900	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			570.00	1.00	-99.8%
CAPITAL OUTLAY					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	719,591.60	16,400.00	-97.7%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			719,591.60	16,400.00	-97.7%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Other Transfers Out					
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
TOTAL, EXPENDITURES			754,624.61	30,401.00	-96.0%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Proceeds					
Proceeds from Disposal of Capital Assets		8953	0.00	0.00	0.0%
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	316,977.90	314,467.00	-0.8%
5) TOTAL, REVENUES			316,977.90	314,467.00	-0.8%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		754,624.61	30,401.00	-96.0%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			754,624.61	30,401.00	-96.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			(437,646.71)	284,066.00	-164.9%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(437,646.71)	284,066.00	-164.9%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	591,659.40	154,012.69	-74.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			591,659.40	154,012.69	-74.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			591,659.40	154,012.69	-74.0%
2) Ending Balance, June 30 (E + F1e)			154,012.69	438,078.69	184.4%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	154,012.69	438,078.69	184.4%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2018-19 Unaudited Actuals	2019-20 Budget
Total, Restricted Balance		0.00	0.00

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	1,509,905.76	271,021.00	-82.1%
5) TOTAL, REVENUES			1,509,905.76	271,021.00	-82.1%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	76,500.00	35,000.00	-54.2%
6) Capital Outlay		6000-6999	3,047,445.56	0.00	-100.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			3,123,945.56	35,000.00	-98.9%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(1,614,039.80)	236,021.00	-114.6%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(1,614,039.80)	236,021.00	-114.6%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	10,843,031.95	9,228,992.15	-14.9%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			10,843,031.95	9,228,992.15	-14.9%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			10,843,031.95	9,228,992.15	-14.9%
2) Ending Balance, June 30 (E + F1e)			9,228,992.15	9,465,013.15	2.6%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	4,282,289.30	4,522,289.30	5.6%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	4,946,702.85	4,942,723.85	-0.1%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	9,189,669.28		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	47,579.77		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			9,237,249.05		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	8,256.90		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			8,256.90		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G9 + H2) - (I6 + J2)			9,228,992.15		

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
FEDERAL REVENUE					
FEMA		8281	0.00	0.00	0.0%
All Other Federal Revenue		8290	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.0%
OTHER STATE REVENUE					
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.0%
OTHER LOCAL REVENUE					
Other Local Revenue					
Community Redevelopment Funds Not Subject to LCFF Deduction		8625	1,320,672.32	240,000.00	-81.8%
Sales Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	189,233.44	31,021.00	-83.6%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			1,509,905.76	271,021.00	-82.1%
TOTAL, REVENUES			1,509,905.76	271,021.00	-82.1%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
CLASSIFIED SALARIES					
Classified Support Salaries		2200	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.0%
EMPLOYEE BENEFITS					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.0%
BOOKS AND SUPPLIES					
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	76,500.00	35,000.00	-54.2%
Communications		5900	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			76,500.00	35,000.00	-54.2%
CAPITAL OUTLAY					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	3,047,445.56	0.00	-100.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			3,047,445.56	0.00	-100.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Other Transfers Out					
Transfers of Pass-Through Revenues To Districts or Charter Schools		7211	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
TOTAL, EXPENDITURES			3,123,945.56	35,000.00	-98.9%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
From: General Fund/CSSF		8912	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
To: General Fund/CSSF		7612	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
OTHER SOURCES/USES					
SOURCES					
Proceeds					
Proceeds from Disposal of Capital Assets		8953	0.00	0.00	0.0%
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	1,509,905.76	271,021.00	-82.1%
5) TOTAL, REVENUES			1,509,905.76	271,021.00	-82.1%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		3,123,945.56	35,000.00	-98.9%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			3,123,945.56	35,000.00	-98.9%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			(1,614,039.80)	236,021.00	-114.6%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(1,614,039.80)	236,021.00	-114.6%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	10,843,031.95	9,228,992.15	-14.9%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			10,843,031.95	9,228,992.15	-14.9%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			10,843,031.95	9,228,992.15	-14.9%
2) Ending Balance, June 30 (E + F1e)			9,228,992.15	9,465,013.15	2.6%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	4,282,289.30	4,522,289.30	5.6%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	4,946,702.85	4,942,723.85	-0.1%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2018-19 Unaudited Actuals	2019-20 Budget
6230	California Clean Energy Jobs Act	0.42	0.42
9010	Other Restricted Local	4,282,288.88	4,522,288.88
Total, Restricted Balance		4,282,289.30	4,522,289.30

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	48,312.00	0.00	-100.0%
4) Other Local Revenue		8600-8799	12,125,692.00	13,100,525.00	8.0%
5) TOTAL, REVENUES			12,174,004.00	13,100,525.00	7.6%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	13,457,801.00	13,026,675.00	-3.2%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			13,457,801.00	13,026,675.00	-3.2%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(1,283,797.00)	73,850.00	-105.8%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(1,283,797.00)	73,850.00	-105.8%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	12,989,285.00	11,705,488.00	-9.9%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			12,989,285.00	11,705,488.00	-9.9%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			12,989,285.00	11,705,488.00	-9.9%
2) Ending Balance, June 30 (E + F1e)			11,705,488.00	11,779,338.00	0.6%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	11,705,488.00	11,779,338.00	0.6%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	11,705,488.00		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			11,705,488.00		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			0.00		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G9 + H2) - (I6 + J2)			11,705,488.00		

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
FEDERAL REVENUE					
All Other Federal Revenue		8290	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.0%
OTHER STATE REVENUE					
Tax Relief Subventions Voted Indebtedness Levies					
Homeowners' Exemptions		8571	48,312.00	0.00	-100.0%
Other Subventions/In-Lieu Taxes		8572	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			48,312.00	0.00	-100.0%
OTHER LOCAL REVENUE					
Other Local Revenue					
County and District Taxes Voted Indebtedness Levies					
Secured Roll		8611	10,822,160.00	12,488,223.00	15.4%
Unsecured Roll		8612	796,194.00	393,926.00	-50.5%
Prior Years' Taxes		8613	73,398.00	36,699.00	-50.0%
Supplemental Taxes		8614	282,113.00	141,057.00	-50.0%
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	16,428.00	0.00	-100.0%
Interest		8660	135,399.00	40,620.00	-70.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			12,125,692.00	13,100,525.00	8.0%
TOTAL, REVENUES			12,174,004.00	13,100,525.00	7.6%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Debt Service					
Bond Redemptions		7433	4,813,349.00	3,998,577.00	-16.9%
Bond Interest and Other Service Charges		7434	8,644,452.00	9,028,098.00	4.4%
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			13,457,801.00	13,026,675.00	-3.2%
TOTAL, EXPENDITURES			13,457,801.00	13,026,675.00	-3.2%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
To: General Fund		7614	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	48,312.00	0.00	-100.0%
4) Other Local Revenue		8600-8799	12,125,692.00	13,100,525.00	8.0%
5) TOTAL, REVENUES			12,174,004.00	13,100,525.00	7.6%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		0.00	0.00	0.0%
9) Other Outgo	9000-9999	Except 7600-7699	13,457,801.00	13,026,675.00	-3.2%
10) TOTAL, EXPENDITURES			13,457,801.00	13,026,675.00	-3.2%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			(1,283,797.00)	73,850.00	-105.8%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(1,283,797.00)	73,850.00	-105.8%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	12,989,285.00	11,705,488.00	-9.9%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			12,989,285.00	11,705,488.00	-9.9%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			12,989,285.00	11,705,488.00	-9.9%
2) Ending Balance, June 30 (E + F1e)			11,705,488.00	11,779,338.00	0.6%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	11,705,488.00	11,779,338.00	0.6%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2018-19 Unaudited Actuals	2019-20 Budget
Total, Restricted Balance		0.00	0.00

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	1,357,969.00	1,400,123.00	3.1%
5) TOTAL, REVENUES			1,357,969.00	1,400,123.00	3.1%
B. EXPENSES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenses		5000-5999	1,299,998.07	1,400,123.00	7.7%
6) Depreciation		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENSES			1,299,998.07	1,400,123.00	7.7%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			57,970.93	0.00	-100.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)			57,970.93	0.00	-100.0%
F. NET POSITION					
1) Beginning Net Position					
a) As of July 1 - Unaudited		9791	150,983.51	208,954.44	38.4%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			150,983.51	208,954.44	38.4%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			150,983.51	208,954.44	38.4%
2) Ending Net Position, June 30 (E + F1e)			208,954.44	208,954.44	0.0%
Components of Ending Net Position					
a) Net Investment in Capital Assets		9796	0.00	0.00	0.0%
b) Restricted Net Position		9797	0.00	0.00	0.0%
c) Unrestricted Net Position		9790	208,954.44	208,954.44	0.0%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	208,567.04		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Fixed Assets					
a) Land		9410	0.00		
b) Land Improvements		9420	0.00		
c) Accumulated Depreciation - Land Improvements		9425	0.00		
d) Buildings		9430	0.00		
e) Accumulated Depreciation - Buildings		9435	0.00		
f) Equipment		9440	0.00		
g) Accumulated Depreciation - Equipment		9445	0.00		
h) Work in Progress		9450	0.00		
10) TOTAL, ASSETS			208,567.04		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
I. LIABILITIES					
1) Accounts Payable		9500	(387.40)		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640			
5) Unearned Revenue		9650	0.00		
6) Long-Term Liabilities					
a) Net Pension Liability		9663	0.00		
b) Total/Net OPEB Liability		9664	0.00		
c) Compensated Absences		9665	0.00		
d) COPs Payable		9666	0.00		
e) Capital Leases Payable		9667	0.00		
f) Lease Revenue Bonds Payable		9668	0.00		
g) Other General Long-Term Liabilities		9669	0.00		
7) TOTAL, LIABILITIES			(387.40)		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. NET POSITION					
Net Position, June 30 (must agree with line F2) (G10 + H2) - (I7 + J2)			208,954.44		

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
OTHER STATE REVENUE					
STRS On-Behalf Pension Contributions	7690	8590	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.0%
OTHER LOCAL REVENUE					
Other Local Revenue					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Interest		8660	0.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts					
In-District Premiums/ Contributions		8674	1,357,969.00	1,400,123.00	3.1%
All Other Fees and Contracts		8689	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			1,357,969.00	1,400,123.00	3.1%
TOTAL, REVENUES			1,357,969.00	1,400,123.00	3.1%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
CERTIFICATED SALARIES					
Certificated Pupil Support Salaries		1200	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			0.00	0.00	0.0%
CLASSIFIED SALARIES					
Classified Support Salaries		2200	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.0%
EMPLOYEE BENEFITS					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.0%
BOOKS AND SUPPLIES					
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
SERVICES AND OTHER OPERATING EXPENSES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Dues and Memberships		5300	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	1,299,998.07	1,400,123.00	7.7%
Communications		5900	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENSES			1,299,998.07	1,400,123.00	7.7%
DEPRECIATION					
Depreciation Expense		6900	0.00	0.00	0.0%
TOTAL, DEPRECIATION			0.00	0.00	0.0%
TOTAL, EXPENSES			1,299,998.07	1,400,123.00	7.7%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	1,357,969.00	1,400,123.00	3.1%
5) TOTAL, REVENUES			1,357,969.00	1,400,123.00	3.1%
B. EXPENSES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		1,299,998.07	1,400,123.00	7.7%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		0.00	0.00	0.0%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENSES			1,299,998.07	1,400,123.00	7.7%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			57,970.93	0.00	-100.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)			57,970.93	0.00	-100.0%
F. NET POSITION					
1) Beginning Net Position					
a) As of July 1 - Unaudited		9791	150,983.51	208,954.44	38.4%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			150,983.51	208,954.44	38.4%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			150,983.51	208,954.44	38.4%
2) Ending Net Position, June 30 (E + F1e)			208,954.44	208,954.44	0.0%
Components of Ending Net Position					
a) Net Investment in Capital Assets		9796	0.00	0.00	0.0%
b) Restricted Net Position		9797	0.00	0.00	0.0%
c) Unrestricted Net Position		9790	208,954.44	208,954.44	0.0%

Resource	Description	2018-19 Unaudited Actuals	2019-20 Budget
Total, Restricted Net Position		0.00	0.00

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	446,181.14	105,000.00	-76.5%
5) TOTAL, REVENUES			446,181.14	105,000.00	-76.5%
B. EXPENSES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenses		5000-5999	1,363,340.00	1,408,209.00	3.3%
6) Depreciation		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENSES			1,363,340.00	1,408,209.00	3.3%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(917,158.86)	(1,303,209.00)	42.1%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)			(917,158.86)	(1,303,209.00)	42.1%
F. NET POSITION					
1) Beginning Net Position					
a) As of July 1 - Unaudited		9791	7,195,428.72	6,278,269.86	-12.7%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			7,195,428.72	6,278,269.86	-12.7%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			7,195,428.72	6,278,269.86	-12.7%
2) Ending Net Position, June 30 (E + F1e)			6,278,269.86	4,975,060.86	-20.8%
Components of Ending Net Position					
a) Net Investment in Capital Assets		9796	0.00	0.00	0.0%
b) Restricted Net Position		9797	0.00	0.00	0.0%
c) Unrestricted Net Position		9790	6,278,269.86	4,975,060.86	-20.8%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	0.00		
1) Fair Value Adjustment to Cash in County Treasury		9111	6,278,269.86		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Fixed Assets		9400			
10) TOTAL, ASSETS			6,278,269.86		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
I. LIABILITIES					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640			
5) Unearned Revenue		9650	0.00		
6) Long-Term Liabilities					
a) Net Pension Liability		9663	0.00		
b) Total/Net OPEB Liability		9664	0.00		
c) Compensated Absences		9665	0.00		
d) COPs Payable		9666	0.00		
e) Capital Leases Payable		9667	0.00		
f) Lease Revenue Bonds Payable		9668	0.00		
g) Other General Long-Term Liabilities		9669	0.00		
7) TOTAL, LIABILITIES			0.00		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. NET POSITION					
Net Position, June 30 (must agree with line F2) (G10 + H2) - (I7 + J2)			6,278,269.86		

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
OTHER LOCAL REVENUE					
Other Local Revenue					
Interest		8660	209,135.94	105,000.00	-49.8%
Net Increase (Decrease) in the Fair Value of Investments		8662	237,045.20	0.00	-100.0%
Fees and Contracts					
In-District Premiums/ Contributions		8674	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			446,181.14	105,000.00	-76.5%
TOTAL, REVENUES			446,181.14	105,000.00	-76.5%
SERVICES AND OTHER OPERATING EXPENSES					
Subagreements for Services		5100	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	1,363,340.00	1,408,209.00	3.3%
TOTAL, SERVICES AND OTHER OPERATING EXPENSES			1,363,340.00	1,408,209.00	3.3%
TOTAL, EXPENSES			1,363,340.00	1,408,209.00	3.3%

Description	Resource Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	446,181.14	105,000.00	-76.5%
5) TOTAL, REVENUES			446,181.14	105,000.00	-76.5%
B. EXPENSES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		1,363,340.00	1,408,209.00	3.3%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		0.00	0.00	0.0%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENSES			1,363,340.00	1,408,209.00	3.3%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			(917,158.86)	(1,303,209.00)	42.1%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2018-19 Unaudited Actuals	2019-20 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)			(917,158.86)	(1,303,209.00)	42.1%
F. NET POSITION					
1) Beginning Net Position					
a) As of July 1 - Unaudited		9791	7,195,428.72	6,278,269.86	-12.7%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			7,195,428.72	6,278,269.86	-12.7%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			7,195,428.72	6,278,269.86	-12.7%
2) Ending Net Position, June 30 (E + F1e)			6,278,269.86	4,975,060.86	-20.8%
Components of Ending Net Position					
a) Net Investment in Capital Assets		9796	0.00	0.00	0.0%
b) Restricted Net Position		9797	0.00	0.00	0.0%
c) Unrestricted Net Position		9790	6,278,269.86	4,975,060.86	-20.8%

Resource	Description	2018-19 Unaudited Actuals	2019-20 Budget
Total, Restricted Net Position		0.00	0.00

Description	2018-19 Unaudited Actuals			2019-20 Budget		
	P-2 ADA	Annual ADA	Funded ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Funded ADA
A. DISTRICT						
1. Total District Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (includes Necessary Small School ADA)	14,543.17	14,579.31	14,612.16	14,598.84	14,619.40	14,688.64
2. Total Basic Aid Choice/Court Ordered Voluntary Pupil Transfer Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)						
3. Total Basic Aid Open Enrollment Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)						
4. Total, District Regular ADA (Sum of Lines A1 through A3)	14,543.17	14,579.31	14,612.16	14,598.84	14,619.40	14,688.64
5. District Funded County Program ADA						
a. County Community Schools						
b. Special Education-Special Day Class						
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools						
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]						
g. Total, District Funded County Program ADA (Sum of Lines A5a through A5f)	0.00	0.00	0.00	0.00	0.00	0.00
6. TOTAL DISTRICT ADA (Sum of Line A4 and Line A5g)	14,543.17	14,579.31	14,612.16	14,598.84	14,619.40	14,688.64
7. Adults in Correctional Facilities						
8. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)						

Description	2018-19 Unaudited Actuals			2019-20 Budget		
	P-2 ADA	Annual ADA	Funded ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Funded ADA
B. COUNTY OFFICE OF EDUCATION						
1. County Program Alternative Education ADA						
a. County Group Home and Institution Pupils						
b. Juvenile Halls, Homes, and Camps						
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]						
d. Total, County Program Alternative Education ADA (Sum of Lines B1a through B1c)	0.00	0.00	0.00	0.00	0.00	0.00
2. District Funded County Program ADA						
a. County Community Schools						
b. Special Education-Special Day Class						
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools						
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]						
g. Total, District Funded County Program ADA (Sum of Lines B2a through B2f)	0.00	0.00	0.00	0.00	0.00	0.00
3. TOTAL COUNTY OFFICE ADA (Sum of Lines B1d and B2g)	0.00	0.00	0.00	0.00	0.00	0.00
4. Adults in Correctional Facilities						
5. County Operations Grant ADA						
6. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)						

Description	2018-19 Unaudited Actuals P-2 ADA	Annual ADA	Funded ADA	2019-20 Budget Estimated P-2 ADA	Estimated Annual ADA	Estimated Funded ADA
C. CHARTER SCHOOL ADA						
Authorizing LEAs reporting charter school SACS financial data in their Fund 01, 09, or 62 use this worksheet to report ADA for those charter schools. Charter schools reporting SACS financial data separately from their authorizing LEAs in Fund 01 or Fund 62 use this worksheet to report their ADA.						
FUND 01: Charter School ADA corresponding to SACS financial data reported in Fund 01.						
1. Total Charter School Regular ADA						
2. Charter School County Program Alternative Education ADA						
a. County Group Home and Institution Pupils						
b. Juvenile Halls, Homes, and Camps						
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]						
d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C2a through C2c)	0.00	0.00	0.00	0.00	0.00	0.00
3. Charter School Funded County Program ADA						
a. County Community Schools						
b. Special Education-Special Day Class						
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools						
f. Total, Charter School Funded County Program ADA (Sum of Lines C3a through C3e)	0.00	0.00	0.00	0.00	0.00	0.00
4. TOTAL CHARTER SCHOOL ADA (Sum of Lines C1, C2d, and C3f)	0.00	0.00	0.00	0.00	0.00	0.00
FUND 09 or 62: Charter School ADA corresponding to SACS financial data reported in Fund 09 or Fund 62.						
5. Total Charter School Regular ADA						
6. Charter School County Program Alternative Education ADA						
a. County Group Home and Institution Pupils						
b. Juvenile Halls, Homes, and Camps						
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]						
d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C6a through C6c)	0.00	0.00	0.00	0.00	0.00	0.00
7. Charter School Funded County Program ADA						
a. County Community Schools						
b. Special Education-Special Day Class						
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools						
f. Total, Charter School Funded County Program ADA (Sum of Lines C7a through C7e)	0.00	0.00	0.00	0.00	0.00	0.00
8. TOTAL CHARTER SCHOOL ADA (Sum of Lines C5, C6d, and C7f)	0.00	0.00	0.00	0.00	0.00	0.00
9. TOTAL CHARTER SCHOOL ADA Reported in Fund 01, 09, or 62 (Sum of Lines C4 and C8)	0.00	0.00	0.00	0.00	0.00	0.00

	Unaudited Balance July 1	Audit Adjustments/ Restatements	Audited Balance July 1	Increases	Decreases	Ending Balance June 30
Governmental Activities:						
Capital assets not being depreciated:						
Land	7,621,124.00	0.00	7,621,124.00	0.00	0.00	7,621,124.00
Work in Progress	10,247,229.00	6,637,372.00	16,884,601.00	10,247,254.00	16,884,626.00	10,247,229.00
Total capital assets not being depreciated	17,868,353.00	6,637,372.00	24,505,725.00	10,247,254.00	16,884,626.00	17,868,353.00
Capital assets being depreciated:						
Land Improvements	36,161,116.00	(2,672,320.00)	33,488,796.00	2,672,320.00		36,161,116.00
Buildings	365,930,344.00	(32,688,733.00)	333,241,611.00	32,688,733.00		365,930,344.00
Equipment	7,202,001.00		7,202,001.00	617,310.00	9,976.00	7,809,335.00
Total capital assets being depreciated	409,293,461.00	(35,361,053.00)	373,932,408.00	35,978,363.00	9,976.00	409,900,795.00
Accumulated Depreciation for:						
Land Improvements	(8,147,415.00)	939,063.00	(7,208,352.00)		939,063.00	(8,147,415.00)
Buildings	(128,906,260.00)	8,900,615.00	(120,005,645.00)		8,900,615.00	(128,906,260.00)
Equipment	(4,654,525.00)		(4,654,525.00)	(567,143.00)	(9,976.00)	(5,211,692.00)
Total accumulated depreciation	(141,708,200.00)	9,839,678.00	(131,868,522.00)	(567,143.00)	9,829,702.00	(142,265,367.00)
Total capital assets being depreciated, net	267,585,261.00	(25,521,375.00)	242,063,886.00	35,411,220.00	9,839,678.00	267,635,428.00
Governmental activity capital assets, net	285,453,614.00	(18,884,003.00)	266,569,611.00	45,658,474.00	26,724,304.00	285,503,781.00
Business-Type Activities:						
Capital assets not being depreciated:						
Land			0.00			0.00
Work in Progress			0.00			0.00
Total capital assets not being depreciated	0.00	0.00	0.00	0.00	0.00	0.00
Capital assets being depreciated:						
Land Improvements			0.00			0.00
Buildings			0.00			0.00
Equipment			0.00			0.00
Total capital assets being depreciated	0.00	0.00	0.00	0.00	0.00	0.00
Accumulated Depreciation for:						
Land Improvements			0.00			0.00
Buildings			0.00			0.00
Equipment			0.00			0.00
Total accumulated depreciation	0.00	0.00	0.00	0.00	0.00	0.00
Total capital assets being depreciated, net	0.00	0.00	0.00	0.00	0.00	0.00
Business-type activity capital assets, net	0.00	0.00	0.00	0.00	0.00	0.00

FEDERAL PROGRAM NAME	ESSA: Title I, Part A Basic Grant	Carl D. Perkins/CTE	ESSA: Title II, Part A	ESSA: Title IV, Part A	ESSA: Title III, Immigrant Student Program	ESSA: Title III, English Learner Student Program	WIOA-ABE
FEDERAL CATALOG NUMBER							
RESOURCE CODE	3010	3550	4035	4127	4201	4203	3905
REVENUE OBJECT	8290	8290	8290	8290	8290	8290	8290
LOCAL DESCRIPTION (if any)							
AWARD							
1. Prior Year Carryover	333,560.90	0.00	34,796.79	111,031.00	38,673.50	86,544.87	0.00
2. a. Current Year Award	1,726,764.00	77,337.00	297,914.00	0.00	0.00	161,848.00	146,371.00
b. Transferability (ESSA)							
c. Other Adjustments							
d. Adj Curr Yr Award (sum lines 2a, 2b, & 2c)	1,726,764.00	77,337.00	297,914.00	0.00	0.00	161,848.00	146,371.00
3. Required Matching Funds/Other							
4. Total Available Award (sum lines 1, 2d, & 3)	2,060,324.90	77,337.00	332,710.79	111,031.00	38,673.50	248,392.87	146,371.00
REVENUES							
5. Unearned Revenue Deferred from Prior Year							
6. Cash Received in Current Year	1,750,094.96	76,345.18	211,932.65	55,516.00	27,115.50	117,236.27	58,486.00
7. Contributed Matching Funds							
8. Total Available (sum lines 5, 6, & 7)	1,750,094.96	76,345.18	211,932.65	55,516.00	27,115.50	117,236.27	58,486.00
EXPENDITURES							
9. Donor-Authorized Expenditures	1,872,810.74	77,309.12	296,729.48	96,821.96	37,186.73	154,779.79	146,371.00
10. Non Donor-Authorized Expenditures							
11. Total Expenditures (lines 9 & 10)	1,872,810.74	77,309.12	296,729.48	96,821.96	37,186.73	154,779.79	146,371.00
12. Amounts Included in Line 6 above for Prior Year Adjustments							
13. Calculation of Unearned Revenue or A/P, & A/R amounts (line 8 minus line 9 plus line 12)	(122,715.78)	(963.94)	(84,796.83)	(41,305.96)	(10,071.23)	(37,543.52)	(87,885.00)
a. Unearned Revenue							
b. Accounts Payable							
c. Accounts Receivable	122,715.78	963.94	84,796.83	41,305.96	10,071.23	37,538.52	87,885.00
14. Unused Grant Award Calculation (line 4 minus line 9)	187,514.16	27.88	35,981.31	14,209.04	1,486.77	93,613.08	0.00
15. If Carryover is allowed, enter line 14 amount here	187,514.16						
16. Reconciliation of Revenue (line 5 plus line 6 minus line 13a minus line 13b plus line 13c)	1,872,810.74	77,309.12	296,729.48	96,821.96	37,186.73	154,774.79	146,371.00

FEDERAL PROGRAM NAME	WIOA-ASE	WIOA-EL CIVICS	Child Dev. Food Program	Child Dev. Federal Child Care	Special Ed: IDEA Local Assistance	Special Ed: IDEA Local Asst. Private Schools	Special Ed: IDEA Federal Preschool
FEDERAL CATALOG NUMBER							
RESOURCE CODE	3913	3926	53200.0/.1	50250.1	3310	3311	3315
REVENUE OBJECT	8290	8290	8220	8290	8181	8181	8185
LOCAL DESCRIPTION (if any)							
AWARD							
1. Prior Year Carryover	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2. a. Current Year Award	99,000.00	38,703.00	38,891.58	193,795.00	2,761,683.00	67,789.00	65,028.00
b. Transferability (ESSA)				(39,853.95)			
c. Other Adjustments							
d. Adj Curr Yr Award (sum lines 2a, 2b, & 2c)	99,000.00	38,703.00	38,891.58	153,941.05	2,761,683.00	67,789.00	65,028.00
3. Required Matching Funds/Other							
4. Total Available Award (sum lines 1, 2d, & 3)	99,000.00	38,703.00	38,891.58	153,941.05	2,761,683.00	67,789.00	65,028.00
REVENUES							
5. Unearned Revenue Deferred from Prior Year							
6. Cash Received in Current Year	33,939.00	18,188.01	30,566.72	193,795.00	0.00	0.00	0.00
7. Contributed Matching Funds				(39,853.95)			
8. Total Available (sum lines 5, 6, & 7)	33,939.00	18,188.01	30,566.72	153,941.05	0.00	0.00	0.00
EXPENDITURES							
9. Donor-Authorized Expenditures	99,000.00	38,703.00	38,891.58		2,761,683.00	67,789.00	65,028.00
10. Non Donor-Authorized Expenditures							
11. Total Expenditures (lines 9 & 10)	99,000.00	38,703.00	38,891.58	0.00	2,761,683.00	67,789.00	65,028.00
12. Amounts Included in Line 6 above for Prior Year Adjustments							
13. Calculation of Unearned Revenue or A/P, & A/R amounts (line 8 minus line 9 plus line 12)	(65,061.00)	(20,514.99)	(8,324.86)	153,941.05	(2,761,683.00)	(67,789.00)	(65,028.00)
a. Unearned Revenue							
b. Accounts Payable							
c. Accounts Receivable	65,061.00	20,514.99	8,324.86		2,761,683.00	67,789.00	65,028.00
14. Unused Grant Award Calculation (line 4 minus line 9)	0.00	0.00	0.00	153,941.05	0.00	0.00	0.00
15. If Carryover is allowed, enter line 14 amount here							
16. Reconciliation of Revenue (line 5 plus line 6 minus line 13a minus line 13b plus line 13c)	99,000.00	38,703.00	38,891.58	193,795.00	2,761,683.00	67,789.00	65,028.00

FEDERAL PROGRAM NAME	Special Ed: IDEA Federal Mental Health	Special Ed: Staff Development	Special Ed: Department of Rehabilitation	**TOTAL**
FEDERAL CATALOG NUMBER				
RESOURCE CODE	3327	3345	5810	
REVENUE OBJECT	8182	8182	8290	
LOCAL DESCRIPTION (if any)				
AWARD				
1. Prior Year Carryover	0.00	0.00	0.00	604,607.06
2. a. Current Year Award	168,952.00	735.00	67,673.13	5,912,483.71
b. Transferability (ESSA)				(39,853.95)
c. Other Adjustments			(0.35)	(0.35)
d. Adj Curr Yr Award (sum lines 2a, 2b, & 2c)	168,952.00	735.00	67,672.78	5,872,629.41
3. Required Matching Funds/Other				0.00
4. Total Available Award (sum lines 1, 2d, & 3)	168,952.00	735.00	67,672.78	6,477,236.47
REVENUES				
5. Unearned Revenue Deferred from Prior Year				0.00
6. Cash Received in Current Year	0.00	0.00	45,805.33	2,619,020.62
7. Contributed Matching Funds				(39,853.95)
8. Total Available (sum lines 5, 6, & 7)	0.00	0.00	45,805.33	2,579,166.67
EXPENDITURES				
9. Donor-Authorized Expenditures	168,952.00	735.00	67,672.78	5,990,463.18
10. Non Donor-Authorized Expenditures				0.00
11. Total Expenditures (lines 9 & 10)	168,952.00	735.00	67,672.78	5,990,463.18
12. Amounts Included in Line 6 above for Prior Year Adjustments				0.00
13. Calculation of Unearned Revenue or A/P, & A/R amounts (line 8 minus line 9 plus line 12)	(168,952.00)	(735.00)	(21,867.45)	(3,411,296.51)
a. Unearned Revenue				0.00
b. Accounts Payable				0.00
c. Accounts Receivable	168,952.00	735.00	21,867.80	3,565,232.91
14. Unused Grant Award Calculation (line 4 minus line 9)	0.00	0.00	0.00	486,773.29
15. If Carryover is allowed, enter line 14 amount here				187,514.16
16. Reconciliation of Revenue (line 5 plus line 6 minus line 13a minus line 13b plus line 13c)	168,952.00	735.00	67,673.13	6,184,253.53

STATE PROGRAM NAME	After School Education and Safety (ASES)	Career Technical Education Incentive Grant Program	Child Dev. State Food Program	Child Dev. State Preschool	Child Dev. State Child Care Program	**TOTAL**
RESOURCE CODE	6010	6387	53200.0/.1	61050	61050.1	
REVENUE OBJECT	8590	8590	8590	8590	8590	
LOCAL DESCRIPTION (if any)						
AWARD						
1. Prior Year Carryover	0.00	673,966.28	0.00	0.00		673,966.28
2. a. Current Year Award	557,043.00	0.00	1,288.05	228,088.00	361,321.00	1,147,740.05
b. Other Adjustments				135,906.62	106,770.17	242,676.79
c. Adj Curr Yr Award (sum lines 2a & 2b)	557,043.00	0.00	1,288.05	363,994.62	468,091.17	1,390,416.84
3. Required Matching Funds/Other						0.00
4. Total Available Award (sum lines 1, 2c, & 3)	557,043.00	673,966.28	1,288.05	363,994.62	468,091.17	2,064,383.12
REVENUES						
5. Unearned Revenue Deferred from Prior Year		0.00				0.00
6. Cash Received in Current Year	501,339.06	673,966.28	996.47	228,088.00	361,321.00	1,765,710.81
7. Contributed Matching Funds				135,906.62	106,770.17	242,676.79
8. Total Available (sum lines 5, 6, & 7)	501,339.06	673,966.28	996.47	363,994.62	468,091.17	2,008,387.60
EXPENDITURES						
9. Donor-Authorized Expenditures	524,665.62	673,966.28	1,288.05	363,994.62	468,091.17	2,032,005.74
10. Non Donor-Authorized Expenditures						0.00
11. Total Expenditures (lines 9 & 10)	524,665.62	673,966.28	1,288.05	363,994.62	468,091.17	2,032,005.74
12. Amounts Included in Line 6 above for Prior Year Adjustments						0.00
13. Calculation of Unearned Revenue or A/P, & A/R amounts (line 8 minus line 9 plus line 12)	(23,326.56)	0.00	(291.58)	0.00	0.00	(23,618.14)
a. Unearned Revenue						0.00
b. Accounts Payable						0.00
c. Accounts Receivable	23,326.56		291.58			23,618.14
14. Unused Grant Award Calculation (line 4 minus line 9)	32,377.38	0.00	0.00	0.00	0.00	32,377.38
15. If Carryover is allowed, enter line 14 amount here						0.00
16. Reconciliation of Revenue (line 5 plus line 6 minus line 13a minus line 13b plus line 13c)	524,665.62	673,966.28	1,288.05	228,088.00	361,321.00	1,789,328.95

LOCAL PROGRAM NAME	City of Burbank - Athletic Fields	Gifts	Howard Museum	Chuck Lorre Family	PIPS	MAA	Arts for All
RESOURCE CODE	90105	90201	90205	90206	90335	90350	90703
REVENUE OBJECT	8699	8699	8699	8699	8699	8699	8699
LOCAL DESCRIPTION (if any)							
AWARD							
1. Prior Year Carryover							
2. a. Current Year Award	112,838.70	2,574,807.25	2,527.75	240,000.00	520,167.93	893,686.21	220,784.44
b. Other Adjustments							
c. Adj Curr Yr Award (sum lines 2a & 2b)	112,838.70	2,574,807.25	2,527.75	240,000.00	520,167.93	893,686.21	220,784.44
3. Required Matching Funds/Other							
4. Total Available Award (sum lines 1, 2c, & 3)	112,838.70	2,574,807.25	2,527.75	240,000.00	520,167.93	893,686.21	220,784.44
REVENUES							
5. Unearned Revenue Deferred from Prior Year	111,338.70	623,100.23	2,527.75	240,000.00	469,413.20	487,850.21	120,317.13
6. Cash Received in Current Year	1,500.00	1,951,707.02			50,754.73	405,836.00	100,467.31
7. Contributed Matching Funds							
8. Total Available (sum lines 5, 6, & 7)	112,838.70	2,574,807.25	2,527.75	240,000.00	520,167.93	893,686.21	220,784.44
EXPENDITURES							
9. Donor-Authorized Expenditures	500.00	1,321,470.89	1,200.00	116,365.03	26,806.39	262,613.14	103,118.98
10. Non Donor-Authorized Expenditures							
11. Total Expenditures (lines 9 & 10)	500.00	1,321,470.89	1,200.00	116,365.03	26,806.39	262,613.14	103,118.98
12. Amounts Included in Line 6 above for Prior Year Adjustments							
13. Calculation of Unearned Revenue or A/P, & A/R amounts (line 8 minus line 9 plus line 12)	112,338.70	1,253,336.36	1,327.75	123,634.97	493,361.54	631,073.07	117,665.46
a. Unearned Revenue	112,338.70	1,253,336.36	1,327.75	123,634.97	493,361.54	631,073.07	117,665.46
b. Accounts Payable							
c. Accounts Receivable							
14. Unused Grant Award Calculation (line 4 minus line 9)	112,338.70	1,253,336.36	1,327.75	123,634.97	493,361.54	631,073.07	117,665.46
15. If Carryover is allowed, enter line 14 amount here							
16. Reconciliation of Revenue (line 5 plus line 6 minus line 13a minus line 13b plus line 13c)	500.00	1,321,470.89	1,200.00	116,365.03	26,806.39	262,613.14	103,118.98

LOCAL PROGRAM NAME	Film LA	BTA	Summer Sports	Account Receivable	Microsoft Ed Tech	**TOTAL**
RESOURCE CODE	90711	90804	90901	90904	90905	
REVENUE OBJECT	8699	8699	8699	8699	8699	
LOCAL DESCRIPTION (if any)						
AWARD						
1. Prior Year Carryover						0.00
2. a. Current Year Award	444,140.90	15,106.01	30,994.07	481,858.57	1,128.32	5,538,040.15
b. Other Adjustments						0.00
c. Adj Curr Yr Award (sum lines 2a & 2b)	444,140.90	15,106.01	30,994.07	481,858.57	1,128.32	5,538,040.15
3. Required Matching Funds/Other						0.00
4. Total Available Award (sum lines 1, 2c, & 3)	444,140.90	15,106.01	30,994.07	481,858.57	1,128.32	5,538,040.15
REVENUES						
5. Unearned Revenue Deferred from Prior Year	233,296.87			29,624.35		2,317,468.44
6. Cash Received in Current Year	210,844.03	15,106.01	3,623.01	452,234.22	1,128.32	3,193,200.65
7. Contributed Matching Funds						0.00
8. Total Available (sum lines 5, 6, & 7)	444,140.90	15,106.01	3,623.01	481,858.57	1,128.32	5,510,669.09
EXPENDITURES						
9. Donor-Authorized Expenditures	184,869.30	15,095.83	30,994.07	451,913.34		2,514,946.97
10. Non Donor-Authorized Expenditures						0.00
11. Total Expenditures (lines 9 & 10)	184,869.30	15,095.83	30,994.07	451,913.34	0.00	2,514,946.97
12. Amounts Included in Line 6 above for Prior Year Adjustments						0.00
13. Calculation of Unearned Revenue or A/P, & A/R amounts (line 8 minus line 9 plus line 12)	259,271.60	10.18	(27,371.06)	29,945.23	1,128.32	2,995,722.12
a. Unearned Revenue	259,301.60	10.18		29,945.23	1,128.32	3,023,123.18
b. Accounts Payable						0.00
c. Accounts Receivable			27,371.06			27,371.06
14. Unused Grant Award Calculation (line 4 minus line 9)	259,271.60	10.18	0.00	29,945.23	1,128.32	3,023,093.18
15. If Carryover is allowed, enter line 14 amount here						0.00
16. Reconciliation of Revenue (line 5 plus line 6 minus line 13a minus line 13b plus line 13c)	184,839.30	15,095.83	30,994.07	451,913.34	0.00	2,514,916.97

FEDERAL PROGRAM NAME	Medi-Cal	**TOTAL**
FEDERAL CATALOG NUMBER	56400	
RESOURCE CODE	8290	
REVENUE OBJECT		
LOCAL DESCRIPTION (if any)		
AWARD		
1. Prior Year Restricted Ending Balance	111,371.19	111,371.19
2. a. Current Year Award	159,841.23	159,841.23
b. Other Adjustments	(85,884.44)	(85,884.44)
c. Adj Curr Yr Award (sum lines 2a & 2b)	73,956.79	73,956.79
3. Required Matching Funds/Other		0.00
4. Total Available Award (sum lines 1, 2c, & 3)	185,327.98	185,327.98
REVENUES		
5. Cash Received in Current Year	73,956.79	73,956.79
6. Amounts Included in Line 5 for Prior Year Adjustments		0.00
7. a. Accounts Receivable (line 2c minus lines 5 & 6)	0.00	0.00
b. Noncurrent Accounts Receivable		0.00
c. Current Accounts Receivable (line 7a minus line 7b)	0.00	0.00
8. Contributed Matching Funds		0.00
9. Total Available (sum lines 5, 7c, & 8)	73,956.79	73,956.79
EXPENDITURES		
10. Donor-Authorized Expenditures	167,124.31	167,124.31
11. Non Donor-Authorized Expenditures		0.00
12. Total Expenditures (line 10 plus line 11)	167,124.31	167,124.31
RESTRICTED ENDING BALANCE		
13. Current Year (line 4 minus line 10)	18,203.67	18,203.67

STATE PROGRAM NAME	Lottery: Instructional Materials	Lottery - ROP	Classified School Employees PD Block Grant	Low Performing Students Grant	Low Performing Student Grant	Restricted Routine Maintenance	Adult ED CALWORKS
RESOURCE CODE	6300	1100	7311	7338	7510	8150	6371
REVENUE OBJECT	8560	8560	8590	8590	8590	8699/8980	8590
LOCAL DESCRIPTION (if any)							
AWARD							
1. Prior Year Restricted Ending Balance	1,906,468.90	899.76	0.00	157,259.12	0.00	1,233,451.80	0.00
2. a. Current Year Award	1,073,188.44		89,433.00		984,060.00	3,883,662.00	44,396.00
b. Other Adjustments				(53,182.38)		129,827.24	
c. Adj Curr Yr Award (sum lines 2a & 2b)	1,073,188.44	0.00	89,433.00	(53,182.38)	984,060.00	4,013,489.24	44,396.00
3. Required Matching Funds/Other							
4. Total Available Award (sum lines 1, 2c, & 3)	2,979,657.34	899.76	89,433.00	104,076.74	984,060.00	5,246,941.04	44,396.00
REVENUES							
5. Cash Received in Current Year	711,970.38		89,433.00		492,030.00	4,013,489.24	1,697.00
6. Amounts Included in Line 5 for Prior Year Adjustments							
7. a. Accounts Receivable (line 2c minus lines 5 & 6)	361,218.06	0.00	0.00	(53,182.38)	492,030.00	0.00	42,699.00
b. Noncurrent Accounts Receivable							
c. Current Accounts Receivable (line 7a minus line 7b)	361,218.06	0.00	0.00	(53,182.38)	492,030.00	0.00	42,699.00
8. Contributed Matching Funds							
9. Total Available (sum lines 5, 7c, & 8)	1,073,188.44	0.00	89,433.00	(53,182.38)	984,060.00	4,013,489.24	44,396.00
EXPENDITURES							
10. Donor-Authorized Expenditures	268,266.60	899.45		104,076.74		4,597,194.97	44,396.00
11. Non Donor-Authorized Expenditures							
12. Total Expenditures (line 10 plus line 11)	268,266.60	899.45	0.00	104,076.74	0.00	4,597,194.97	44,396.00
RESTRICTED ENDING BALANCE							
13. Current Year (line 4 minus line 10)	2,711,390.74	0.31	89,433.00	0.00	984,060.00	649,746.07	0.00

STATE PROGRAM NAME	CAEP	CAEP - Data & Accountability	Special Ed: AB602	Special Ed: State Mental Health	Special Ed: Workability	**TOTAL**
RESOURCE CODE	6391	6392	6500	6512	6520	
REVENUE OBJECT	8590	8590	8311	8590	8590	
LOCAL DESCRIPTION (if any)						
AWARD						
1. Prior Year Restricted Ending Balance	925,872.49	164,775.75				4,388,727.82
2. a. Current Year Award	2,585,283.00	0.00	7,673,134.00	948,994.00	238,000.00	17,520,150.44
b. Other Adjustments			1,054,682.24	68,366.71		1,199,693.81
c. Adj Curr Yr Award (sum lines 2a & 2b)	2,585,283.00	0.00	8,727,816.24	1,017,360.71	238,000.00	18,719,844.25
3. Required Matching Funds/Other			18,542,054.38			18,542,054.38
4. Total Available Award (sum lines 1, 2c, & 3)	3,511,155.49	164,775.75	27,269,870.62	1,017,360.71	238,000.00	41,650,626.45
REVENUES						
5. Cash Received in Current Year	2,369,841.50	0.00	7,983,990.66	711,709.00	178,500.00	16,552,660.78
6. Amounts Included in Line 5 for Prior Year Adjustments						0.00
7. a. Accounts Receivable (line 2c minus lines 5 & 6)	215,441.50	0.00	743,825.58	305,651.71	59,500.00	2,167,183.47
b. Noncurrent Accounts Receivable						0.00
c. Current Accounts Receivable (line 7a minus line 7b)	215,441.50	0.00	743,825.58	305,651.71	59,500.00	2,167,183.47
8. Contributed Matching Funds			18,542,054.38			18,542,054.38
9. Total Available (sum lines 5, 7c, & 8)	2,585,283.00	0.00	27,269,870.62	1,017,360.71	238,000.00	37,261,898.63
EXPENDITURES						
10. Donor-Authorized Expenditures	3,125,044.94	164,775.75	27,269,870.62	1,017,360.71	238,000.00	36,829,885.78
11. Non Donor-Authorized Expenditures						0.00
12. Total Expenditures (line 10 plus line 11)	3,125,044.94	164,775.75	27,269,870.62	1,017,360.71	238,000.00	36,829,885.78
RESTRICTED ENDING BALANCE						
13. Current Year (line 4 minus line 10)	386,110.55	0.00	0.00	0.00	0.00	4,820,740.67

LOCAL PROGRAM NAME	SYETP	Rental of District Property	City of Burbank - Joint Use	CSEA	Boys & Girls Club	**TOTAL**
RESOURCE CODE	90102	90708	90710	90803	90902	
REVENUE OBJECT	8699	8650/8699	8699	8699	8699	
LOCAL DESCRIPTION (if any)						
AWARD						
1. Prior Year Restricted Ending Balance						0.00
2. a. Current Year Award	11,325.97	460,291.66	327,074.29	699.00	52,490.00	851,880.92
b. Other Adjustments		(353,405.25)			(28,957.19)	(382,362.44)
c. Adj Curr Yr Award (sum lines 2a & 2b)	11,325.97	106,886.41	327,074.29	699.00	23,532.81	469,518.48
3. Required Matching Funds/Other						0.00
4. Total Available Award (sum lines 1, 2c, & 3)	11,325.97	106,886.41	327,074.29	699.00	23,532.81	469,518.48
REVENUES						
5. Cash Received in Current Year	11,325.97	106,886.41	327,074.29	699.00		445,985.67
6. Amounts Included in Line 5 for Prior Year Adjustments						0.00
7. a. Accounts Receivable (line 2c minus lines 5 & 6)	0.00	0.00	0.00	0.00	23,532.81	23,532.81
b. Noncurrent Accounts Receivable						0.00
c. Current Accounts Receivable (line 7a minus line 7b)	0.00	0.00	0.00	0.00	23,532.81	23,532.81
8. Contributed Matching Funds						0.00
9. Total Available (sum lines 5, 7c, & 8)	11,325.97	106,886.41	327,074.29	699.00	23,532.81	469,518.48
EXPENDITURES						
10. Donor-Authorized Expenditures	11,325.97	106,886.41	327,074.29	699.00		445,985.67
11. Non Donor-Authorized Expenditures						0.00
12. Total Expenditures (line 10 plus line 11)	11,325.97	106,886.41	327,074.29	699.00	0.00	445,985.67
RESTRICTED ENDING BALANCE						
13. Current Year (line 4 minus line 10)	0.00	0.00	0.00	0.00	23,532.81	23,532.81

PART I - CURRENT EXPENSE FORMULA	Total Expense for Year (1)	EDP No.	Reductions (See Note 1) (2)	EDP No.	Current Expense of Education (Col 1 - Col 2) (3)	EDP No.	Reductions (Extracted) (See Note 2) (4a)	Reductions (Overrides)* (See Note 2) (4b)	EDP No.	Current Expense-Part II (Col 3 - Col 4) (5)	EDP No.
1000 - Certificated Salaries	75,056,447.67	301	3,278.55	303	75,053,169.12	305	2,253,313.42		307	72,799,855.70	309
2000 - Classified Salaries	26,957,604.47	311	152,012.90	313	26,805,591.57	315	355.39		317	26,805,236.18	319
3000 - Employee Benefits	46,431,353.38	321	14,230.66	323	46,417,122.72	325	740,559.07		327	45,676,563.65	329
4000 - Books, Supplies Equip Replace. (6500)	3,216,297.97	331	38,883.25	333	3,177,414.72	335	201,425.12		337	2,975,989.60	339
5000 - Services. . . & 7300 - Indirect Costs	18,180,770.89	341	37,107.16	343	18,143,663.73	345	8,005,990.77		347	10,137,672.96	349
				TOTAL	169,596,961.86	365			TOTAL	158,395,318.09	369

Note 1 - In Column 2, report expenditures for the following programs: Nonagency (Goals 7100-7199), Community Services (Goal 8100), Food Services (Function 3700), Fringe Benefits for Retired Persons (Objects 3701-3702), and Facilities Acquisition & Construction (Function 8500).

Note 2 - In Column 4, report expenditures for: Transportation (Function 3600), Lottery Expenditures (Resource 1100), Special Education Students in Nonpublic Schools (Function 1180), and other federal or state categorical aid in which funds were granted for expenditures in a program not incurring any teacher salary expenditures or requiring disbursement of the funds without regard to the requirements of EC Section 41372.

* If an amount (even zero) is entered in any row of Column 4b or in Line 13b, the form uses only the values in Column 4b and Line 13b rather than the values in Column 4a and Line 13a.

PART II: MINIMUM CLASSROOM COMPENSATION (Instruction, Functions 1000-1999)	Object		EDP No.
1. Teacher Salaries as Per EC 41011	1100	60,076,971.03	375
2. Salaries of Instructional Aides Per EC 41011	2100	7,021,199.13	380
3. STRS	3101 & 3102	20,250,006.96	382
4. PERS	3201 & 3202	1,464,088.75	383
5. OASDI - Regular, Medicare and Alternative	3301 & 3302	1,459,929.09	384
6. Health & Welfare Benefits (EC 41372) (Include Health, Dental, Vision, Pharmaceutical, and Annuity Plans)	3401 & 3402	8,024,618.66	385
7. Unemployment Insurance	3501 & 3502	32,809.27	390
8. Workers' Compensation Insurance	3601 & 3602	2,169,603.27	392
9. OPEB, Active Employees (EC 41372)	3751 & 3752	0.00	
10. Other Benefits (EC 22310)	3901 & 3902	0.00	393
11. SUBTOTAL Salaries and Benefits (Sum Lines 1 - 10)		100,499,226.16	395
12. Less: Teacher and Instructional Aide Salaries and Benefits deducted in Column 2		4,257.95	
13a. Less: Teacher and Instructional Aide Salaries and Benefits (other than Lottery) deducted in Column 4a (Extracted)		81,628.09	396
b. Less: Teacher and Instructional Aide Salaries and Benefits (other than Lottery) deducted in Column 4b (Overrides)*			396
14. TOTAL SALARIES AND BENEFITS		100,413,340.12	397
15. Percent of Current Cost of Education Expended for Classroom Compensation (EDP 397 divided by EDP 369) Line 15 must equal or exceed 60% for elementary, 55% for unified and 50% for high school districts to avoid penalty under provisions of EC 41372		63.39%	
16. District is exempt from EC 41372 because it meets the provisions of EC 41374. (If exempt, enter 'X')			

PART III: DEFICIENCY AMOUNT

A deficiency amount (Line 5) is only applicable to districts not meeting the minimum classroom compensation percentage required under EC 41372 and not exempt under the provisions of EC 41374.

1.	Minimum percentage required (60% elementary, 55% unified, 50% high)	55.00%
2.	Percentage spent by this district (Part II, Line 15)	63.39%
3.	Percentage below the minimum (Part III, Line 1 minus Line 2)	0.00%
4.	District's Current Expense of Education after reductions in columns 4a or 4b (Part I, EDP 369)	158,395,318.09
5.	Deficiency Amount (Part III, Line 3 times Line 4)	0.00

PART IV: Explanation for adjustments entered in Part I, Column 4b (required)

	Unaudited Balance July 1	Audit Adjustments/ Restatements	Audited Balance July 1	Increases	Decreases	Ending Balance June 30	Amounts Due Within One Year
Governmental Activities:							
General Obligation Bonds Payable	187,646,514.00	9,665,000.00	197,311,514.00	5,868,452.00	10,041,080.00	193,138,886.00	10,800,000.00
State School Building Loans Payable			0.00			0.00	
Certificates of Participation Payable			0.00			0.00	
Capital Leases Payable	10,989,707.06	959,411.94	11,949,119.00	7,300,000.00	1,331,005.00	17,918,114.00	1,765,364.00
Lease Revenue Bonds Payable			0.00			0.00	
Other General Long-Term Debt			0.00			0.00	
Net Pension Liability	155,873,784.00		155,873,784.00	21,088,188.00		176,961,972.00	
Total/Net OPEB Liability	35,323,903.00		35,323,903.00	2,414,367.00		37,738,270.00	
Compensated Absences Payable	1,472,164.00		1,472,164.00	36,264.00		1,508,428.00	
Governmental activities long-term liabilities	391,306,072.06	10,624,411.94	401,930,484.00	36,707,271.00	11,372,085.00	427,265,670.00	12,565,364.00
Business-Type Activities:							
General Obligation Bonds Payable			0.00			0.00	
State School Building Loans Payable			0.00			0.00	
Certificates of Participation Payable			0.00			0.00	
Capital Leases Payable			0.00			0.00	
Lease Revenue Bonds Payable			0.00			0.00	
Other General Long-Term Debt			0.00			0.00	
Net Pension Liability			0.00			0.00	
Total/Net OPEB Liability			0.00			0.00	
Compensated Absences Payable			0.00			0.00	
Business-type activities long-term liabilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Section I - Expenditures	Funds 01, 09, and 62 Goals	Functions	Objects	2018-19 Expenditures
A. Total state, federal, and local expenditures (all resources)	All	All	1000-7999	174,567,268.79
B. Less all federal expenditures not allowed for MOE (Resources 3000-5999, except 3385)	All	All	1000-7999	5,834,276.55
C. Less state and local expenditures not allowed for MOE: (All resources, except federal as identified in Line B)				
1. Community Services	All	5000-5999	1000-7999	160,818.20
2. Capital Outlay	All except 7100-7199	All except 5000-5999	6000-6999	991,745.75
3. Debt Service	All	9100	5400-5450, 5800, 7430-7439	2,553,864.38
4. Other Transfers Out	All	9200	7200-7299	0.00
5. Interfund Transfers Out	All	9300	7600-7629	823,965.97
6. All Other Financing Uses	All	9100 9200	7699 7651	0.00
7. Nonagency	7100-7199	All except 5000-5999, 9000-9999	1000-7999	40,527.95
8. Tuition (Revenue, in lieu of expenditures, to approximate costs of services for which tuition is received)	All	All	8710	739,624.20
9. Supplemental expenditures made as a result of a Presidentially declared disaster	Manually entered. Must not include expenditures in lines B, C1-C8, D1, or D2.			
10. Total state and local expenditures not allowed for MOE calculation (Sum lines C1 through C9)				5,310,546.45
D. Plus additional MOE expenditures:				
1. Expenditures to cover deficits for food services (Funds 13 and 61) (If negative, then zero)	All	All	1000-7143, 7300-7439 minus 8000-8699	0.00
2. Expenditures to cover deficits for student body activities	Manually entered. Must not include expenditures in lines A or D1.			
E. Total expenditures subject to MOE (Line A minus lines B and C10, plus lines D1 and D2)				163,422,445.79

Section II - Expenditures Per ADA		2018-19 Annual ADA/ Exps. Per ADA
A. Average Daily Attendance (Form A, Annual ADA column, sum of lines A6 and C9)		14,579.31
B. Expenditures per ADA (Line I.E divided by Line II.A)		11,209.20

Section III - MOE Calculation (For data collection only. Final determination will be done by CDE)	Total	Per ADA
A. Base expenditures (Preloaded expenditures from prior year official CDE MOE calculation). (Note: If the prior year MOE was not met, CDE has adjusted the prior year base to 90 percent of the preceding prior year amount rather than the actual prior year expenditure amount.)	151,717,613.59	10,403.06
1. Adjustment to base expenditure and expenditure per ADA amounts for LEAs failing prior year MOE calculation (From Section IV)	0.00	0.00
2. Total adjusted base expenditure amounts (Line A plus Line A.1)	151,717,613.59	10,403.06
B. Required effort (Line A.2 times 90%)	136,545,852.23	9,362.75
C. Current year expenditures (Line I.E and Line II.B)	163,422,445.79	11,209.20
D. MOE deficiency amount, if any (Line B minus Line C) (If negative, then zero)	0.00	0.00
E. MOE determination (If one or both of the amounts in line D are zero, the MOE requirement is met; if both amounts are positive, the MOE requirement is not met. If either column in Line A.2 or Line C equals zero, the MOE calculation is incomplete.)	MOE Met	
F. MOE deficiency percentage, if MOE not met; otherwise, zero (Line D divided by Line B) (Funding under ESSA covered programs in FY 2020-21 may be reduced by the lower of the two percentages)	0.00%	0.00%

SECTION IV - Detail of Adjustments to Base Expenditures (used in Section III, Line A.1)

Description of Adjustments	Total Expenditures	Expenditures Per ADA
Total adjustments to base expenditures	0.00	0.00

	2018-19 Calculations			2019-20 Calculations		
	Extracted Data	Adjustments*	Entered Data/ Totals	Extracted Data	Adjustments*	Entered Data/ Totals
A. PRIOR YEAR DATA (2017-18 Actual Appropriations Limit and Gann ADA are from district's prior year Gann data reported to the CDE)	**2017-18 Actual**			**2018-19 Actual**		
1. FINAL PRIOR YEAR APPROPRIATIONS LIMIT (Preload/Line D11, PY column)	97,323,691.94		97,323,691.94			100,310,277.70
2. PRIOR YEAR GANN ADA (Preload/Line B3, PY column)	14,628.59		14,628.59			14,543.17
ADJUSTMENTS TO PRIOR YEAR LIMIT	**Adjustments to 2017-18**			**Adjustments to 2018-19**		
3. District Lapses, Reorganizations and Other Transfers						
4. Temporary Voter Approved Increases						
5. Less: Lapses of Voter Approved Increases						
6. TOTAL ADJUSTMENTS TO PRIOR YEAR LIMIT (Lines A3 plus A4 minus A5)			0.00			0.00
7. ADJUSTMENTS TO PRIOR YEAR ADA (Only for district lapses, reorganizations and other transfers, and only if adjustments to the appropriations limit are entered in Line A3 above)						
B. CURRENT YEAR GANN ADA (2018-19 data should tie to Principal Apportionment Software Attendance reports and include ADA for charter schools reporting with the district)	**2018-19 P2 Report**			**2019-20 P2 Estimate**		
1. Total K-12 ADA (Form A, Line A6)	14,543.17		14,543.17	14,598.84		14,598.84
2. Total Charter Schools ADA (Form A, Line C9)	0.00		0.00	0.00		0.00
3. TOTAL CURRENT YEAR P2 ADA (Line B1 plus B2)			14,543.17			14,598.84
C. CURRENT YEAR LOCAL PROCEEDS OF TAXES/STATE AID RECEIVED	**2018-19 Actual**			**2019-20 Budget**		
TAXES AND SUBVENTIONS (Funds 01, 09, and 62)						
1. Homeowners' Exemption (Object 8021)	180,933.94		180,933.94	180,934.00		180,934.00
2. Timber Yield Tax (Object 8022)	0.00		0.00	0.00		0.00
3. Other Subventions/In-Lieu Taxes (Object 8029)	194,500.55		194,500.55	194,500.00		194,500.00
4. Secured Roll Taxes (Object 8041)	33,534,144.95		33,534,144.95	33,153,807.00		33,153,807.00
5. Unsecured Roll Taxes (Object 8042)	0.00		0.00	0.00		0.00
6. Prior Years' Taxes (Object 8043)	1,792,762.38		1,792,762.38	1,557,085.00		1,557,085.00
7. Supplemental Taxes (Object 8044)	716,072.86		716,072.86	414,147.00		414,147.00
8. Ed. Rev. Augmentation Fund (ERAF) (Object 8045)	8,142,481.28		8,142,481.28	6,909,425.00		6,909,425.00
9. Penalties and Int. from Delinquent Taxes (Object 8048)	29,982.65		29,982.65	21,847.00		21,847.00
10. Other In-Lieu Taxes (Object 8082)	0.00		0.00	0.00		0.00
11. Comm. Redevelopment Funds (objects 8047 & 8625)	8,365,351.25		8,365,351.25	6,074,673.00		6,074,673.00
12. Parcel Taxes (Object 8621)	0.00		0.00	0.00		0.00
13. Other Non-Ad Valorem Taxes (Object 8622) (Taxes only)	0.00		0.00	0.00		0.00
14. Penalties and Int. from Delinquent Non-LCFF Taxes (Object 8629) (Only those for the above taxes)	0.00		0.00	0.00		0.00
15. Transfers to Charter Schools in Lieu of Property Taxes (Object 8096)						
16. TOTAL TAXES AND SUBVENTIONS (Lines C1 through C15)	52,956,229.86	0.00	52,956,229.86	48,506,418.00	0.00	48,506,418.00
OTHER LOCAL REVENUES (Funds 01, 09, and 62)						
17. To General Fund from Bond Interest and Redemption Fund (Excess debt service taxes) (Object 8914)	0.00		0.00	0.00		0.00
18. TOTAL LOCAL PROCEEDS OF TAXES (Lines C16 plus C17)	52,956,229.86	0.00	52,956,229.86	48,506,418.00	0.00	48,506,418.00

	2018-19 Calculations			2019-20 Calculations		
	Extracted Data	Adjustments*	Entered Data/ Totals	Extracted Data	Adjustments*	Entered Data/ Totals
EXCLUDED APPROPRIATIONS						
19. Medicare (Enter federally mandated amounts only from objs. 3301 & 3302; do not include negotiated amounts)			0.00			0.00
OTHER EXCLUSIONS						
20. Americans with Disabilities Act						
21. Unreimbursed Court Mandated Desegregation Costs						
22. Other Unfunded Court-ordered or Federal Mandates						
23. TOTAL EXCLUSIONS (Lines C19 through C22)			0.00			0.00
STATE AID RECEIVED (Funds 01, 09, and 62)						
24. LCFF - CY (objects 8011 and 8012)	80,593,491.78		80,593,491.78	90,434,350.00		90,434,350.00
25. LCFF/Revenue Limit State Aid - Prior Years (Object 8019)	(165,680.15)		(165,680.15)	0.00		0.00
26. TOTAL STATE AID RECEIVED (Lines C24 plus C25)	80,427,811.63	0.00	80,427,811.63	90,434,350.00	0.00	90,434,350.00
DATA FOR INTEREST CALCULATION						
27. Total Revenues (Funds 01, 09 & 62; objects 8000-8799)	172,092,115.76		172,092,115.76	161,805,214.00		161,805,214.00
28. Total Interest and Return on Investments (Funds 01, 09, and 62; objects 8660 and 8662)	768,444.43		768,444.43	400,000.00		400,000.00
D. APPROPRIATIONS LIMIT CALCULATIONS	**2018-19 Actual**			**2019-20 Budget**		
PRELIMINARY APPROPRIATIONS LIMIT						
1. Revised Prior Year Program Limit (Lines A1 plus A6)			97,323,691.94			100,310,277.70
2. Inflation Adjustment			1.0367			1.0385
3. Program Population Adjustment (Lines B3 divided by [A2 plus A7]) (Round to four decimal places)			0.9942			1.0038
4. PRELIMINARY APPROPRIATIONS LIMIT (Lines D1 times D2 times D3)			100,310,277.70			104,568,077.84
APPROPRIATIONS SUBJECT TO THE LIMIT						
5. Local Revenues Excluding Interest (Line C18)			52,956,229.86			48,506,418.00
6. Preliminary State Aid Calculation						
a. Minimum State Aid in Local Limit (Greater of $120 times Line B3 or $2,400; but not greater than Line C26 or less than zero)			1,745,180.40			1,751,860.80
b. Maximum State Aid in Local Limit (Lesser of Line C26 or Lines D4 minus D5 plus C23; but not less than zero)			47,354,047.84			56,061,659.84
c. Preliminary State Aid in Local Limit (Greater of Lines D6a or D6b)			47,354,047.84			56,061,659.84
7. Local Revenues in Proceeds of Taxes						
a. Interest Counting in Local Limit (Line C28 divided by [Lines C27 minus C28] times [Lines D5 plus D6c])			449,925.42			259,144.24
b. Total Local Proceeds of Taxes (Lines D5 plus D7a)			53,406,155.28			48,765,562.24
8. State Aid in Proceeds of Taxes (Greater of Line D6a, or Lines D4 minus D7b plus C23; but not greater than Line C26 or less than zero)			46,904,122.42			55,802,515.60
9. Total Appropriations Subject to the Limit						
a. Local Revenues (Line D7b)			53,406,155.28			
b. State Subventions (Line D8)			46,904,122.42			
c. Less: Excluded Appropriations (Line C23)			0.00			
d. TOTAL APPROPRIATIONS SUBJECT TO THE LIMIT (Lines D9a plus D9b minus D9c)			100,310,277.70			

	2018-19 Calculations			2019-20 Calculations		
	Extracted Data	Adjustments*	Entered Data/ Totals	Extracted Data	Adjustments*	Entered Data/ Totals
10. Adjustments to the Limit Per Government Code Section 7902.1 (Line D9d minus D4; if negative, then zero) If not zero report amount to: Keely Bosler, Director State Department of Finance Attention: School Gann Limits State Capitol, Room 1145 Sacramento, CA 95814			0.00			
SUMMARY	**2018-19 Actual**			**2019-20 Budget**		
11. Adjusted Appropriations Limit (Lines D4 plus D10)			100,310,277.70			104,568,077.84
12. Appropriations Subject to the Limit (Line D9d)			100,310,277.70			

* Please provide below an explanation for each entry in the adjustments column.

Debbie Kutka
Gann Contact Person

818-729-4473
Contact Phone Number

Part I - General Administrative Share of Plant Services Costs

California's indirect cost plan allows that the general administrative costs in the indirect cost pool may include that portion of plant services costs (maintenance and operations costs and facilities rents and leases costs) attributable to the general administrative offices. The calculation of the plant services costs attributed to general administration and included in the pool is standardized and automated using the percentage of salaries and benefits relating to general administration as proxy for the percentage of square footage occupied by general administration.

A. Salaries and Benefits - Other General Administration and Centralized Data Processing

1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702) (Functions 7200-7700, goals 0000 and 9000) — 7,758,297.36
2. Contracted general administrative positions not paid through payroll
   a. Enter the costs, if any, of general administrative positions performing services ON SITE but paid through a contract, rather than through payroll, in functions 7200-7700, goals 0000 and 9000, Object 5800.
   b. If an amount is entered on Line A2a, provide the title, duties, and approximate FTE of each general administrative position paid through a contract. Retain supporting documentation in case of audit.

B. Salaries and Benefits - All Other Activities

1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702) (Functions 1000-6999, 7100-7180, & 8100-8400; Functions 7200-7700, all goals except 0000 & 9000) — 140,687,108.16

C. Percentage of Plant Services Costs Attributable to General Administration

(Line A1 plus Line A2a, divided by Line B1; zero if negative) (See Part III, Lines A5 and A6) — 5.51%

Part II - Adjustments for Employment Separation Costs

When an employee separates from service, the local educational agency (LEA) may incur costs associated with the separation in addition to the employee's regular salary and benefits for the final pay period. These additional costs can be categorized as "normal" or "abnormal or mass" separation costs.

Normal separation costs include items such as pay for accumulated unused leave or routine severance pay authorized by governing board policy. Normal separation costs are not allowable as direct costs to federal programs, but are allowable as indirect costs. State programs may have similar restrictions. Where federal or state program guidelines required that the LEA charge an employee's normal separation costs to an unrestricted resource rather than to the restricted program in which the employee worked, the LEA may identify and enter these costs on Line A for inclusion in the indirect cost pool.

Abnormal or mass separation costs are those costs resulting from actions taken by an LEA to influence employees to terminate their employment earlier than they normally would have. Abnormal or mass separation costs include retirement incentives such as a Golden Handshake or severance packages negotiated to effect termination. Abnormal or mass separation costs may not be charged to federal programs as either direct costs or indirect costs. Where an LEA paid abnormal or mass separation costs on behalf of positions in general administrative functions included in the indirect cost pool, the LEA must identify and enter these costs on Line B for exclusion from the pool.

A. Normal Separation Costs (optional)

Enter any normal separation costs paid on behalf of employees of restricted state or federal programs that were charged to an unrestricted resource (0000-1999) in funds 01, 09, and 62 with functions 1000-6999 or 8100-8400 rather than to the restricted program. These costs will be moved in Part III from base costs to the indirect cost pool. Retain supporting documentation.

B. Abnormal or Mass Separation Costs (required)

Enter any abnormal or mass separation costs paid on behalf of general administrative positions charged to unrestricted resources (0000-1999) in funds 01, 09, and 62 with functions 7200-7700. These costs will be moved in Part III from the indirect cost pool to base costs. If none, enter zero. — 0.00

Part III - Indirect Cost Rate Calculation (Funds 01, 09, and 62, unless indicated otherwise)

A.	**Indirect Costs**	
1.	Other General Administration, less portion charged to restricted resources or specific goals (Functions 7200-7600, objects 1000-5999, minus Line B9)	9,576,247.60
2.	Centralized Data Processing, less portion charged to restricted resources or specific goals (Function 7700, objects 1000-5999, minus Line B10)	2,290,068.91
3.	External Financial Audit - Single Audit (Function 7190, resources 0000-1999, goals 0000 and 9000, objects 5000-5999)	78,641.97
4.	Staff Relations and Negotiations (Function 7120, resources 0000-1999, goals 0000 and 9000, objects 1000-5999)	0.00
5.	Plant Maintenance and Operations (portion relating to general administrative offices only) (Functions 8100-8400, objects 1000-5999 except 5100, times Part I, Line C)	793,716.19
6.	Facilities Rents and Leases (portion relating to general administrative offices only) (Function 8700, resources 0000-1999, objects 1000-5999 except 5100, times Part I, Line C)	0.00
7.	Adjustment for Employment Separation Costs	
	a. Plus: Normal Separation Costs (Part II, Line A)	0.00
	b. Less: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
8.	Total Indirect Costs (Lines A1 through A7a, minus Line A7b)	12,738,674.67
9.	Carry-Forward Adjustment (Part IV, Line F)	(119,766.86)
10.	Total Adjusted Indirect Costs (Line A8 plus Line A9)	12,618,907.81
B.	**Base Costs**	
1.	Instruction (Functions 1000-1999, objects 1000-5999 except 5100)	109,597,743.81
2.	Instruction-Related Services (Functions 2000-2999, objects 1000-5999 except 5100)	19,577,706.52
3.	Pupil Services (Functions 3000-3999, objects 1000-5999 except 5100)	11,751,415.78
4.	Ancillary Services (Functions 4000-4999, objects 1000-5999 except 5100)	1,386,970.26
5.	Community Services (Functions 5000-5999, objects 1000-5999 except 5100)	160,818.20
6.	Enterprise (Function 6000, objects 1000-5999 except 5100)	0.00
7.	Board and Superintendent (Functions 7100-7180, objects 1000-5999, minus Part III, Line A4)	726,426.07
8.	External Financial Audit - Single Audit and Other (Functions 7190-7191, objects 5000-5999, minus Part III, Line A3)	0.00
9.	Other General Administration (portion charged to restricted resources or specific goals only) (Functions 7200-7600, resources 2000-9999, objects 1000-5999; Functions 7200-7600, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	57,563.64
10.	Centralized Data Processing (portion charged to restricted resources or specific goals only) (Function 7700, resources 2000-9999, objects 1000-5999; Function 7700, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	71.91
11.	Plant Maintenance and Operations (all except portion relating to general administrative offices) (Functions 8100-8400, objects 1000-5999 except 5100, minus Part III, Line A5)	13,611,296.39
12.	Facilities Rents and Leases (all except portion relating to general administrative offices) (Function 8700, objects 1000-5999 except 5100, minus Part III, Line A6)	0.00
13.	Adjustment for Employment Separation Costs	
	a. Less: Normal Separation Costs (Part II, Line A)	0.00
	b. Plus: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
14.	Adult Education (Fund 11, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	3,863,091.07
15.	Child Development (Fund 12, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	6,043,868.55
16.	Cafeteria (Funds 13 and 61, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	3,693,469.89
17.	Foundation (Funds 19 and 57, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
18.	Total Base Costs (Lines B1 through B12 and Lines B13b through B17, minus Line B13a)	170,470,442.09
C.	**Straight Indirect Cost Percentage Before Carry-Forward Adjustment (For information only - not for use when claiming/recovering indirect costs)** (Line A8 divided by Line B18)	7.47%
D.	**Preliminary Proposed Indirect Cost Rate (For final approved fixed-with-carry-forward rate for use in 2020-21 see www.cde.ca.gov/fg/ac/ic)** (Line A10 divided by Line B18)	7.40

Part IV - Carry-forward Adjustment

The carry-forward adjustment is an after-the-fact adjustment for the difference between indirect costs recoverable using the indirect cost rate approved for use in a given year, and the actual indirect costs incurred in that year. The carry-forward adjustment eliminates the need for LEAs to file amended federal reports when their actual indirect costs vary from the estimated indirect costs on which the approved rate was based.

Where the ratio of indirect costs incurred in the current year is less than the estimated ratio of indirect costs on which the approved rate for use in the current year was based, the carry-forward adjustment is limited by using either the approved rate times current year base costs, or the highest rate actually used to recover costs from any program times current year base costs, if the highest rate used was less than the approved rate. Rates used to recover costs from programs are displayed in Exhibit A.

A.	**Indirect costs incurred in the current year (Part III, Line A8)**	12,738,674.67
B.	**Carry-forward adjustment from prior year(s)**	
1.	Carry-forward adjustment from the second prior year	63,217.98
2.	Carry-forward adjustment amount deferred from prior year(s), if any	0.00
C.	**Carry-forward adjustment for under- or over-recovery in the current year**	
1.	Under-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus (approved indirect cost rate (7.58%) times Part III, Line B18); zero if negative	0.00
2.	Over-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus the lesser of (approved indirect cost rate (7.58%) times Part III, Line B18) or (the highest rate used to recover costs from any program (7.58%) times Part III, Line B18); zero if positive	(119,766.86)
D.	**Preliminary carry-forward adjustment (Line C1 or C2)**	(119,766.86)
E.	**Optional allocation of negative carry-forward adjustment over more than one year**	

Where a negative carry-forward adjustment causes the proposed approved rate to fall below zero or would reduce the rate at which the LEA could recover indirect costs to such an extent that it would cause the LEA significant fiscal harm, the LEA may request that the carry-forward adjustment be allocated over more than one year. Where allocation of a negative carry-forward adjustment over more than one year does not resolve a negative rate, the CDE will work with the LEA on a case-by-case basis to establish an approved rate.

Option 1.	Preliminary proposed approved rate (Part III, Line D) if entire negative carry-forward adjustment is applied to the current year calculation:	7.40%
Option 2.	Preliminary proposed approved rate (Part III, Line D) if one-half of negative carry-forward adjustment ($-59,883.43) is applied to the current year calculation and the remainder ($-59,883.43) is deferred to one or more future years:	7.44%
Option 3.	Preliminary proposed approved rate (Part III, Line D) if one-third of negative carry-forward adjustment ($-39,922.29) is applied to the current year calculation and the remainder ($-79,844.57) is deferred to one or more future years:	7.45%
	LEA request for Option 1, Option 2, or Option 3	1
F.	**Carry-forward adjustment used in Part III, Line A9 (Line D minus amount deferred if Option 2 or Option 3 is selected)**	(119,766.86)

Approved indirect cost rate: 7.58%
Highest rate used in any program: 7.58%

Fund	Resource	Eligible Expenditures (Objects 1000-5999 except Object 5100)	Indirect Costs Charged (Objects 7310 and 7350)	Rate Used
01	3010	1,619,704.86	122,774.13	7.58%
01	3550	73,627.73	3,681.39	5.00%
01	4035	275,822.16	20,907.32	7.58%
01	4127	89,999.96	6,822.00	7.58%
01	4201	34,566.58	2,620.15	7.58%
01	4203	151,742.63	3,034.80	2.00%
01	6010	201,825.92	10,091.30	5.00%
01	6387	346,067.06	26,099.66	7.54%
01	7338	96,743.58	7,333.16	7.58%
01	8150	3,662,916.97	274,889.43	7.50%
01	9010	2,877,541.06	798.02	0.03%
11	6371	41,267.89	3,128.11	7.58%
11	6391	2,748,573.36	137,476.91	5.00%
11	6392	153,165.32	11,610.00	7.58%
12	5025	143,094.49	10,846.56	7.58%
12	5320	38,117.47	2,062.16	5.41%
12	6105	773,457.94	58,627.85	7.58%
12	9010	4,844,775.65	367,236.66	7.58%
13	5310	3,693,469.89	199,816.72	5.41%

Description	Object Codes	Lottery: Unrestricted (Resource 1100)	Transferred to Other Resources for Expenditure	Lottery: Instructional Materials (Resource 6300)*	Totals
A. AMOUNT AVAILABLE FOR THIS FISCAL YEAR					
1. Adjusted Beginning Fund Balance	9791-9795	899.76	5.00	1,906,468.90	1,907,373.66
2. State Lottery Revenue	8560	2,523,476.94		1,073,188.44	3,596,665.38
3. Other Local Revenue	8600-8799	0.00		0.00	0.00
4. Transfers from Funds of Lapsed/Reorganized Districts	8965	0.00		0.00	0.00
5. Contributions from Unrestricted Resources (Total must be zero)	8980	0.00			0.00
6. Total Available (Sum Lines A1 through A5)		2,524,376.70	5.00	2,979,657.34	5,504,039.04
B. EXPENDITURES AND OTHER FINANCING USES					
1. Certificated Salaries	1000-1999	1,889,030.28			1,889,030.28
2. Classified Salaries	2000-2999	0.00			0.00
3. Employee Benefits	3000-3999	634,446.66			634,446.66
4. Books and Supplies	4000-4999	0.00		178,861.90	178,861.90
5. a. Services and Other Operating Expenditures (Resource 1100)	5000-5999	899.45			899.45
b. Services and Other Operating Expenditures (Resource 6300)	5000-5999, except 5100, 5710, 5800				
c. Duplicating Costs for Instructional Materials (Resource 6300)	5100, 5710, 5800			89,404.70	89,404.70
6. Capital Outlay	6000-6999	0.00			0.00
7. Tuition	7100-7199	0.00			0.00
8. Interagency Transfers Out					
a. To Other Districts, County Offices, and Charter Schools	7211,7212,7221, 7222,7281,7282	0.00			0.00
b. To JPAs and All Others	7213,7223, 7283,7299	0.00			0.00
9. Transfers of Indirect Costs	7300-7399				
10. Debt Service	7400-7499	0.00			0.00
11. All Other Financing Uses	7630-7699	0.00			0.00
12. Total Expenditures and Other Financing Uses (Sum Lines B1 through B11)		2,524,376.39	0.00	268,266.60	2,792,642.99
C. ENDING BALANCE (Must equal Line A6 minus Line B12)	979Z	0.31	5.00	2,711,390.74	2,711,396.05

D. COMMENTS:

Accelerated learning license for curriculum and professional development

Data from this report will be used to prepare a report to the Legislature as required by Control Section 24.60 of the Budget Act.

*Pursuant to Government Code Section 8880.4(a)(2)(B) and the definition in Education Code Section 60010(h), Resource 6300 funds are to be used for the purchase of instructional materials only. Any amounts in the shaded cells of this column should be reviewed for appropriateness.

Goal	Program/Activity	Direct Costs - Direct Charged (Schedule DCC) Column 1	Direct Costs - Allocated (Schedule AC) Column 2	Direct Costs - Subtotal (col. 1 + 2) Column 3	Central Admin Costs (col. 3 x Sch. CAC line E) Column 4	Other Costs (Schedule OC) Column 5	Total Costs by Program (col. 3 + 4 + 5) Column 6
Instructional Goals							
0001	Pre-Kindergarten	0.00	0.00	0.00	0.00		0.00
1110	Regular Education, K–12	78,487,676.54	12,226,218.88	90,713,895.42	6,753,772.14		97,467,667.56
3100	Alternative Schools	0.00	0.00	0.00	0.00		0.00
3200	Continuation Schools	1,471,406.82	13,720,728.19	15,192,135.01	1,131,074.99		16,323,210.00
3300	Independent Study Centers	0.00	0.00	0.00	0.00		0.00
3400	Opportunity Schools	0.00	0.00	0.00	0.00		0.00
3550	Community Day Schools	726,038.57	6,772,127.54	7,498,166.11	558,248.60		8,056,414.71
3700	Specialized Secondary Programs	0.00	0.00	0.00	0.00		0.00
3800	Career Technical Education	3,705,881.05	0.00	3,705,881.05	275,907.85		3,981,788.90
4110	Regular Education, Adult	13,880.02	0.00	13,880.02	1,033.39		14,913.41
4610	Adult Independent Study Centers	0.00	0.00	0.00	0.00		0.00
4620	Adult Correctional Education	0.00	0.00	0.00	0.00		0.00
4630	Adult Career Technical Education	0.00	0.00	0.00	0.00		0.00
4760	Bilingual	3,685,145.41	1,213,869.55	4,899,014.96	364,738.29		5,263,753.25
4850	Migrant Education	0.00	0.00	0.00	0.00		0.00
5000-5999	Special Education	32,807,478.98	2,334,364.51	35,141,843.49	2,616,357.75		37,758,201.24
6000	Regional Occupational Ctr/Prg (ROC/P)	111.48	0.00	111.48	8.30		119.78
Other Goals							
7110	Nonagency - Educational	0.00	0.00	0.00	0.00		0.00
7150	Nonagency - Other	40,527.95	0.00	40,527.95	3,017.36		43,545.31
8100	Community Services	160,818.20	0.00	160,818.20	11,973.13		172,791.33
8500	Child Care and Development Services	0.00	0.00	0.00	0.00		0.00
Other Costs							
----	Food Services					0.96	0.96
----	Enterprise					0.00	0.00
----	Facilities Acquisition & Construction					953,493.96	953,493.96
----	Other Outgo					4,339,197.08	4,339,197.08
Other Funds ----	Adult Education, Child Development, Cafeteria, Foundation ([Column 3 + CAC, line C5] times CAC, line E)		0.00	0.00	1,012,888.29		1,012,888.29
----	Indirect Cost Transfers to Other Funds (Net of Funds 01, 09, 62, Function 7210, Object 7350)				(820,717.00)		(820,717.00)
----	**Total General Fund and Charter Schools Funds Expenditures**	121,098,965.02	36,267,308.67	157,366,273.69	11,908,303.09	5,292,692.00	174,567,268.78

Goal	Type of Program	Instruction (Functions 1000-1999)	Instructional Supervision and Administration (Functions 2100-2200)	Library, Media, Technology and Other Instructional Resources (Functions 2420-2495)	School Administration (Function 2700)	Pupil Support Services (Functions 3110-3160 and 3900)	Pupil Transportation (Function 3600)	Ancillary Services (Functions 4000-4999)	Community Services (Functions 5000-5999)	General Administration (Functions 7000-7999, except 7210)*	Plant Maintenance and Operations (Functions 8100-8400)	Facilities Rents and Leases (Function 8700)	Total
Instructional Goals													
0001	Pre-Kindergarten	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
1110	Regular Education, K–12	76,879,234.99	122,786.00	14,844.00	15,950.93	64,812.52	0.00	1,386,906.68			3,141.42	0.00	78,487,676.54
3100	Alternative Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
3200	Continuation Schools	1,005,267.64	0.00	0.00	449,147.09	0.00	0.00	63.58			16,928.51	0.00	1,471,406.82
3300	Independent Study Centers	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
3400	Opportunity Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
3550	Community Day Schools	457,976.86	0.00	0.00	188,152.40	0.00	0.00	0.00			79,909.31	0.00	726,038.57
3700	Specialized Secondary Programs	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
3800	Career Technical Education	3,377,151.91	170,144.32	0.00	1,059.65	153,876.95	0.00	0.00			3,648.22	0.00	3,705,881.05
4110	Regular Education, Adult	13,880.02	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	13,880.02
4610	Adult Independent Study Centers	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4620	Adult Correctional Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4630	Adult Career Technical Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4760	Bilingual	2,547,684.18	829,396.76	6,387.14	300,073.51	1,603.82	0.00	0.00			0.00	0.00	3,685,145.41
4850	Migrant Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
5000-5999	Special Education	25,721,864.08	2,494,441.64	312.26	505,954.10	1,855,691.16	2,162,810.20	0.00			66,405.54	0.00	32,807,478.98
6000	ROC/P	111.48	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	111.48
Other Goals													
7110	Nonagency - Educational	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7150	Nonagency - Other	10,527.95	0.00	0.00	0.00	30,000.00	0.00		0.00	0.00	0.00	0.00	40,527.95
8100	Community Services		0.00	0.00	0.00	0.00	0.00		160,818.20	0.00	0.00	0.00	160,818.20
8500	Child Care and Development Services	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00
Total Direct Charged Costs		110,013,699.11	3,616,768.72	21,543.40	1,460,337.68	2,105,984.45	2,162,810.20	1,386,970.26	160,818.20	0.00	170,033.00	0.00	121,098,965.02

* Functions 7100-7199 for goals 8100 and 8500

Goal	Type of Program	Allocated Support Costs (Based on factors input on Form PCRAF)			Total
		Full-Time Equivalents	Classroom Units	Pupils Transported	
Instructional Goals					
0001	Pre-Kindergarten	0.00	0.00	0.00	0.00
1110	Regular Education, K–12	1,769,670.72	10,456,548.16	0.00	12,226,218.88
3100	Alternative Schools	0.00	0.00	0.00	0.00
3200	Continuation Schools	10,476,263.21	3,244,464.98	0.00	13,720,728.19
3300	Independent Study Centers	0.00	0.00	0.00	0.00
3400	Opportunity Schools	0.00	0.00	0.00	0.00
3550	Community Day Schools	6,238,161.10	533,966.44	0.00	6,772,127.54
3700	Specialized Secondary Programs	0.00	0.00	0.00	0.00
3800	Career Technical Education	0.00	0.00	0.00	0.00
4110	Regular Education, Adult	0.00	0.00	0.00	0.00
4610	Adult Independent Study Centers	0.00	0.00	0.00	0.00
4620	Adult Correctional Education	0.00	0.00	0.00	0.00
4630	Adult Career Technical Education	0.00	0.00	0.00	0.00
4760	Bilingual	1,213,869.55	0.00	0.00	1,213,869.55
4850	Migrant Education	0.00	0.00	0.00	0.00
5000-5999	Special Education (allocated to 5001)	2,334,364.51	0.00	0.00	2,334,364.51
6000	ROC/P	0.00	0.00	0.00	0.00
Other Goals					
7110	Nonagency - Educational	0.00	0.00	0.00	0.00
7150	Nonagency - Other	0.00	0.00	0.00	0.00
8100	Community Services	0.00	0.00	0.00	0.00
8500	Child Care and Development Svcs.	0.00	0.00	0.00	0.00
Other Funds					
- -	Adult Education (Fund 11)		0.00		0.00
- -	Child Development (Fund 12)	0.00	0.00	0.00	0.00
- -	Cafeteria (Funds 13 and 61)		0.00		0.00
Total Allocated Support Costs		22,032,329.09	14,234,979.58	0.00	36,267,308.67

A.	**Central Administration Costs in General Fund and Charter Schools Funds**	
1	Board and Superintendent (Funds 01, 09, and 62, Functions 7100-7180, Goals 0000-6999 and 9000, Objects 1000-7999)	726,426.07
2	External Financial Audits (Funds 01, 09, and 62, Functions 7190-7191, Goals 0000-6999 and 9000, Objects 1000-7999)	78,641.97
3	Other General Administration (Funds 01, 09, and 62, Functions 7200-7600 except 7210, Goal 0000, Objects 1000-7999)	9,633,811.24
4	Centralized Data Processing (Funds 01, 09, and 62, Function 7700, Goal 0000, Objects 1000-7999)	2,290,140.82
5	Total Central Administration Costs in General Fund and Charter Schools Funds	12,729,020.10
B.	**Direct Charged and Allocated Costs in General Fund and Charter Schools Funds**	
1	Total Direct Charged Costs (from Form PCR, Column 1, Total)	121,098,965.02
2	Total Allocated Costs (from Form PCR, Column 2, Total)	36,267,308.67
3	Total Direct Charged and Allocated Costs in General Fund and Charter Schools Funds	157,366,273.69
C.	**Direct Charged Costs in Other Funds**	
1	Adult Education (Fund 11, Objects 1000-5999, except 5100)	3,867,361.38
2	Child Development (Fund 12, Objects 1000-5999, except 5100)	6,043,868.55
3	Cafeteria (Funds 13 & 61, Objects 1000-5999, except 5100)	3,693,469.89
4	Foundation (Funds 19 & 57, Objects 1000-5999, except 5100)	0.00
5	Total Direct Charged Costs in Other Funds	13,604,699.82
D.	**Total Direct Charged and Allocated Costs (B3 + C5)**	170,970,973.51
E.	**Ratio of Central Administration Costs to Direct Charged and Allocated Costs (A5/D)**	7.45%

Type of Activity	Food Services (Function 3700)	Enterprise (Function 6000)	Facilities Acquisition & Construction (Function 8500)	Other Outgo (Functions 9000-9999)	Total
Food Services (Objects 1000-5999, 6400, and 6500)	0.96				0.96
Enterprise (Objects 1000-5999, 6400, and 6500)		0.00			0.00
Facilities Acquisition & Construction (Objects 1000-6500)			953,493.96		953,493.96
Other Outgo (Objects 1000-7999)				4,339,197.08	4,339,197.08
Total Other Costs	0.96	0.00	953,493.96	4,339,197.08	5,292,692.00

		Teacher Full-Time Equivalents				Classroom Units		Pupils Transported
		Instructional Supervision and Administration (Functions 2100-2200)	Library, Media, Technology and Other Instructional Resources (Functions 2420-2495)	School Administration (Function 2700)	Pupil Support Services (Functions 3100-3199 & 3900)	Plant Maintenance and Operations (Functions 8100-8400)	Facilities Rents and Leases (Function 8700)	Pupil Transportation (Function 3600)
A. Amount of Undistributed Expenditures, Funds 01, 09, and 62, Goals 0000 and 9000 (will be allocated based on factors input)		3,548,234.06	1,769,670.72	9,231,804.14	7,482,620.17	14,234,979.58	0.00	0.00
B. Enter Allocation Factor(s) by Goal: (Note: Allocation factors are only needed for a column if there are undistributed expenditures in line A.)		FTE Factor(s)	FTE Factor(s)	FTE Factor(s)	FTE Factor(s)	CU Factor(s)	CU Factor(s)	PT Factor(s)
Instructional Goals	**Description**							
0001	Pre-Kindergarten							
1110	Regular Education, K–12		0.68			59.14		
3100	Alternative Schools							
3200	Continuation Schools			0.78	1.00	18.35		
3300	Independent Study Centers							
3400	Opportunity Schools							
3550	Community Day Schools			1.18	0.10	3.02		
3700	Specialized Secondary Programs							
3800	Career Technical Education							
4110	Regular Education, Adult							
4610	Adult Independent Study Centers							
4620	Adult Correctional Education							
4630	Adult Career Technical Education							
4760	Bilingual	0.52						
4850	Migrant Education							
5000-5999	Special Education (allocated to 5001)	1.00						
6000	ROC/P							
Other Goals	**Description**							
7110	Nonagency - Educational							
7150	Nonagency - Other							
8100	Community Services							
8500	Child Care and Development Services							
Other Funds	**Description**							
- -	Adult Education (Fund 11)							
- -	Child Development (Fund 12)							
- -	Cafeteria (Funds 13 & 61)							
C. Total Allocation Factors		1.52	0.68	1.96	1.10	80.51	0.00	0.00

Description	2018-19 Actual	2019-20 Budget	% Diff.
SELPA Name: Foothill (DJ)			
Date allocation plan approved by SELPA governance:			
I. TOTAL SELPA REVENUES			
A. Base Plus Taxes and Excess ERAF			
1. Base Apportionment	22,362,117.00	23,556,860.00	5.34%
2. Local Special Education Property Taxes	0.00	0.00	0.00%
3. Applicable Excess ERAF	0.00	0.00	0.00%
4. Total Base Apportionment, Taxes, and Excess ERAF	22,362,117.00	23,556,860.00	5.34%
B. COLA Apportionment	623,985.00	0.00	-100.00%
C. Growth Apportionment or Declining ADA Adjustment	(573,327.00)	0.00	-100.00%
D. Subtotal (Sum lines A.4, B, and C)	22,412,775.00	23,556,860.00	5.10%
E. Program Specialist/Regionalized Services Apportionment	717,656.00	722,768.00	0.71%
F. Program Specialist/Regionalized Services for NSS Apportionment	0.00	0.00	0.00%
G. Low Incidence Apportionment	121,800.00	116,960.00	-3.97%
H. Out of Home Care Apportionment	145,706.00	145,706.00	0.00%
I. Extraordinary Cost Pool for NPS/LCI and NSS Mental Health Services Apportionment	0.00	0.00	0.00%
J. Adjustment for NSS with Declining Enrollment	0.00	0.00	0.00%
K. Grand Total Apportionment, Taxes and Excess ERAF (Sum lines D through J)	23,397,937.00	24,542,294.00	4.89%
L. Mental Health Apportionment	2,750,706.00	2,750,706.00	0.00%
M. Federal IDEA Local Assistance Grants - Preschool	197,311.00	197,311.00	0.00%
N. Federal IDEA - Section 619 Preschool	9,476,565.00	9,476,565.00	0.00%
O. Other Federal Discretionary Grants	0.00	0.00	0.00%
P. Other Adjustments			0.00%
Q. Total SELPA Revenues (Sum lines K through P)	35,822,519.00	36,966,876.00	3.19%
II. ALLOCATION TO SELPA MEMBERS			
Glendale Unified (DJ00)	20,948,384.00	21,552,691.00	2.88%
Burbank Unified (DJ01)	11,686,315.00	12,118,694.00	3.70%
La Canada Unified (DJ02)	3,187,820.00	3,295,491.00	3.38%
Total Allocations (Sum all lines in Section II) (Amount must equal Line I.Q)	35,822,519.00	36,966,876.00	3.19%

Preparer
Name: Suzan Dunbar
Title: Program Manager, Foothill SELPA
Phone: 818-246-5378

Current LEA: 19-64337-0000000 Burbank Unified

(Enter a SELPA ID from the list below then save and close)

Selected SELPA: DJ

POTENTIAL SELPAS FOR THIS LEA		DATE APPROVED
ID	SELPA-TITLE	(from Form SEA)
DJ	Foothill	

Object Code	Description	Special Education, Unspecified (Goal 5001)	Regionalized Services (Goal 5050)	Regionalized Program Specialist (Goal 5060)	Special Education, Infants (Goal 5710)	Special Education, Preschool Students (Goal 5730)	Spec. Education, Ages 5-22 Severely Disabled (Goal 5750)	Spec. Education, Ages 5-22 Nonseverely Disabled (Goal 5770)	Adjustments*	Total
	UNDUPLICATED PUPIL COUNT									1,991
TOTAL EXPENDITURES (Funds 01, 09, & 62; resources 0000-9999)										
1000-1999	Certificated Salaries	1,176,221.76	0.00	0.00	0.00	668,621.93	985,645.76	7,614,973.68		10,445,463.13
2000-2999	Classified Salaries	375,610.43	0.00	0.00	0.00	188,662.32	4,206,101.81	2,631,132.12		7,401,506.68
3000-3999	Employee Benefits	514,291.21	0.00	0.00	0.00	305,115.32	2,091,061.53	3,566,689.89		6,477,157.95
4000-4999	Books and Supplies	21,059.09	0.00	0.00	60.22	5,492.10	10,064.95	30,739.61		67,415.97
5000-5999	Services and Other Operating Expenditures	3,523,392.38	0.00	0.00	0.00	0.00	5,401,877.47	(509,334.60)		8,415,935.25
6000-6999	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Direct Costs	5,610,574.87	0.00	0.00	60.22	1,167,891.67	12,694,751.52	13,334,200.70	0.00	32,807,478.98
7310	Transfers of Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
PCRA	Program Cost Report Allocations	2,334,364.51								2,334,364.51
	Total Indirect Costs and PCR Allocations	2,334,364.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,334,364.51
	TOTAL COSTS	7,944,939.38	0.00	0.00	60.22	1,167,891.67	12,694,751.52	13,334,200.70	0.00	35,141,843.49
FEDERAL EXPENDITURES (Funds 01, 09, and 62; resources 3000-5999, except 3385)										
1000-1999	Certificated Salaries	65,966.86	0.00	0.00	0.00	0.00	0.00	0.00		65,966.86
2000-2999	Classified Salaries	43,046.10	0.00	0.00	0.00	154,323.08	169,787.53	1,663,016.76		2,030,173.47
3000-3999	Employee Benefits	38,312.02	0.00	0.00	0.00	65,131.32	78,755.50	739,981.16		922,180.00
4000-4999	Books and Supplies	0.00	0.00	0.00	0.00	735.00	0.00	0.00		735.00
5000-5999	Services and Other Operating Expenditures	0.00	0.00	0.00	0.00	0.00	168,952.00	0.00		168,952.00
6000-6999	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Direct Costs	147,324.98	0.00	0.00	0.00	220,189.40	417,495.03	2,402,997.92	0.00	3,188,007.33
7310	Transfers of Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL BEFORE OBJECT 8980	147,324.98	0.00	0.00	0.00	220,189.40	417,495.03	2,402,997.92	0.00	3,188,007.33
8980	Less: Contributions from Unrestricted Revenues to Federal Resources (Resources 3310-3400, except 3385, all goals; resources 3000-3178 & 3410-5810, goals 5000-5999)									0.00
	TOTAL COSTS									3,188,007.33

Object Code	Description	Special Education, Unspecified (Goal 5001)	Regionalized Services (Goal 5050)	Regionalized Program Specialist (Goal 5060)	Special Education, Infants (Goal 5710)	Special Education, Preschool Students (Goal 5730)	Spec. Education, Ages 5-22 Severely Disabled (Goal 5750)	Spec. Education, Ages 5-22 Nonseverely Disabled (Goal 5770)	Adjustments*	Total
STATE AND LOCAL EXPENDITURES (Funds 01, 09, & 62; resources 0000-2999, 3385, & 6000-9999)										
1000-1999	Certificated Salaries	1,110,254.90	0.00	0.00	0.00	668,621.93	985,645.76	7,614,973.68		10,379,496.27
2000-2999	Classified Salaries	332,564.33	0.00	0.00	0.00	34,339.24	4,036,314.28	968,115.36		5,371,333.21
3000-3999	Employee Benefits	475,979.19	0.00	0.00	0.00	239,984.00	2,012,306.03	2,826,708.73		5,554,977.95
4000-4999	Books and Supplies	21,059.09	0.00	0.00	60.22	4,757.10	10,064.95	30,739.61		66,680.97
5000-5999	Services and Other Operating Expenditures	3,523,392.38	0.00	0.00	0.00	0.00	5,232,925.47	(509,334.60)		8,246,983.25
6000-6999	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Direct Costs	5,463,249.89	0.00	0.00	60.22	947,702.27	12,277,256.49	10,931,202.78	0.00	29,619,471.65
7310	Transfers of Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
PCRA	Program Cost Report Allocations	2,334,364.51								2,334,364.51
	Total Indirect Costs and PCR Allocations	2,334,364.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,334,364.51
	TOTAL BEFORE OBJECT 8980	7,797,614.40	0.00	0.00	60.22	947,702.27	12,277,256.49	10,931,202.78	0.00	31,953,836.16
8980	Contributions from Unrestricted Revenues to Federal Resources (from Federal Expenditures section)									0.00
	TOTAL COSTS									31,953,836.16
LOCAL EXPENDITURES (Funds 01, 09, & 62; resources 0000-1999 & 8000-9999)										
1000-1999	Certificated Salaries	16,978.00	0.00	0.00	0.00	140.00	0.00	700.00		17,818.00
2000-2999	Classified Salaries	39,069.44	0.00	0.00	0.00	0.00	0.00	2.32		39,071.76
3000-3999	Employee Benefits	14,919.61	0.00	0.00	0.00	29.39	0.00	147.45		15,096.45
4000-4999	Books and Supplies	2,645.31	0.00	0.00	0.00	0.00	3,145.34	361.77		6,152.42
5000-5999	Services and Other Operating Expenditures	1,959,203.00	0.00	0.00	0.00	0.00	472.96	4,295.46		1,963,971.42
6000-6999	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Direct Costs	2,032,815.36	0.00	0.00	0.00	169.39	3,618.30	5,507.00	0.00	2,042,110.05
7310	Transfers of Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL BEFORE OBJECT 8980	2,032,815.36	0.00	0.00	0.00	169.39	3,618.30	5,507.00	0.00	2,042,110.05
8980	Contributions from Unrestricted Revenues to Federal Resources (from Federal Expenditures section)									0.00
8980	Contributions from Unrestricted Revenues to State Resources (Resources 3385, 6500, 6510, & 7240, all goals; resources 2000-2999 & 6010-7810, except 6500, 6510, & 7240, goals 5000-5999)									18,542,054.38
	TOTAL COSTS									20,584,164.43

* Attach an additional sheet with explanations of any amounts in the Adjustments column.

2017-18 Expenditures	A. State and Local	B. Local Only
1. Enter Total Costs amounts from the 2017-18 Report SEMA, 2017-18 Expenditures by LEA (LE-CY) worksheet, Total Column, for the State and Local Expenditures section and the Local Expenditures section	28,542,037.90	1,758,120.73
2. Enter audit adjustments of 2017-18 special education expenditures from SACS2019ALL data, not included in Line 1 (explain below) (Funds 01, 09, and 62; resources 0000-2999 & 6000-9999; Object 9793)		
3. Enter restatements of 2018-19 special education beginning fund balances from SACS2019ALL data, not included in Line 1 (explain below) (Funds 01, 09, and 62; resources 0000-2999 & 6000-9999; Object 9795)		
4. Enter any other adjustments, not included in Line 1 (explain below)		
5. 2017-18 Expenditures, Adjusted for 2018-19 MOE Calculation (Sum lines 1 through 4)	28,542,037.90	1,758,120.73

C. Unduplicated Pupil Count	
1. Enter the unduplicated pupil count reported in 2017-18 Report SEMA, 2017-18 Expenditures by LEA (LE-CY) worksheet	1,906.00
2. Enter any adjustments not included in Line C1 (explain below)	
3. 2017-18 Unduplicated Pupil Count, Adjusted for 2018-19 MOE Calculation (Line C1 plus Line C2)	1,906.00

SELPA: Foothill (DJ)

This form is used to check maintenance of effort (MOE) for an LEA, whether the LEA is a member of a SELPA or is a single-LEA SELPA. If a member of a SELPA, submit this form together with the 2018-19 Expenditures by LEA (LE-CY) and the 2017-18 Expenditures by LEA (LE-PY) to the SELPA AU. If a single-LEA SELPA, submit the forms to the CDE.

Per the federal Subsequent Years Rule, in order to determine the required level of effort, the LEA must look back to the last fiscal year in which the LEA maintained effort using the same method by which it is currently establishing the compliance standard. To meet the requirement of the Subsequent Years Rule, the LMC-A worksheet has been revised to make changes to sections 3.A.1, 3.A.2, 3.B.1, and 3.B.2. The revised sections allow the LEA to compare the 2018-19 expenditures to the most recent fiscal year the LEA met MOE using that method, which is the comparison year. To ensure the LEA is comparing 2018-19 expenditures to the appropriate comparison year, the LEA is required to complete the Subsequent Years Tracking (SYT) worksheet with their LMC-A worksheet. The SYT worksheet tracks the result for each of the four methods back to FY 2011-12, which is the baseline year for LEA MOE calculations established by the Office of Special Education Programs. The SYT worksheet is available at: http://www.cde.ca.gov/sp/se/as/documents/subseqyrtrckwrksht.xls.

There are four methods that the LEA can use to demonstrate the compliance standard. They are (1) combined state and local expenditures; (2) combined state and local expenditures on a per capita basis; (3) local expenditures only; and (4) local expenditures only on a per capita basis.

The LEA is only required to pass one of the tests to meet the MOE requirement. However, the LEA is required to show results for all four methods. These results are necessary both for historical purposes and for the possibility that the LEA may want, or need, to switch methods in future years.

SECTION 1 Exempt Reduction Under 34 CFR Section 300.204

If your LEA determines that a reduction in expenditures occurred as a result of one or more of the following conditions, you may calculate a reduction to the required MOE standard. Reductions may apply to combined state and local MOE standard, local only MOE standard, or both. If the LEA meets one of the conditions below, the LEA must complete and include the IDEA MOE Exemption Worksheet available at: http://www.cde.ca.gov/sp/se/as/documents/leamoeexempwrksht.xls

1. Voluntary departure, by retirement or otherwise, or departure for just cause, of special education or related services personnel.

2. A decrease in the enrollment of children with disabilities.

3. The termination of the obligation of the agency to provide a program of special education to a particular child with a disability that is an exceptionally costly program, as determined by the SEA, because the child:

   a. Has left the jurisdiction of the agency;
   b. Has reached the age at which the obligation of the agency to provide free appropriate public education (FAPE) to the child has terminated; or
   c. No longer needs the program of special education.

4. The termination of costly expenditures for long-term purchases, such as the acquisition of equipment or the construction of school facilities.

5. The assumption of cost by the high cost fund operated by the SEA under 34 CFR Sec. 300.704(c).

Provide the condition number, if any, to be used in the calculation below:	State and Local	Local Only
Total exempt reductions	0.00	0.00

SELPA: Foothill (DJ)

SECTION 2 **Reduction to MOE Requirement Under IDEA, Section 613 (a)(2)(C) (34 CFR Sec. 300.205)**

IMPORTANT NOTE: Only LEAs that have a "meets requirement" compliance determination and that are not found significantly disproportionate for the current year are eligible to use this option to reduce their MOE requirement.

Up to 50% of the increase in IDEA Part B Section 611 funding in current year compared with prior year may be used to reduce the required level of state and local expenditures. This option is available only if the LEA used or will use the freed up funds for activities authorized under the Elementary and Secondary Education Act (ESEA) of 1965. Also, the amount of Part B funds used for early intervening services (34 CFR 300.226(a)) will count toward the maximum amount by which the LEA may reduce its MOE requirement under this exception [P.L. 108-446].

		State and Local	Local Only
Current year funding (IDEA Section 611 Local Assistance Grant Award - Resource 3310)			
Less: Prior year's funding (IDEA Section 611 Local Assistance Grant Awards - Resources 3310 and 3320)			
Increase in funding (if difference is positive)	0.00		
Maximum available for MOE reduction (50% of increase in funding)	0.00 (a)		
Current year funding (IDEA Section 619 - Resource 3315)			
Maximum available for early intervening services (EIS) (15% of current year funding - Resources 3310 and 3315)	0.00 (b)		
If (b) is greater than (a).			
Enter portion to set aside for EIS (cannot exceed line (b), Maximum available for EIS)	(c)		
Available for MOE reduction. (line (a) minus line (c), zero if negative)	0.00 (d)		
Enter portion used to reduce MOE requirement (cannot exceed line (d), Available for MOE reduction).			
If (b) is less than (a).			
Enter portion used to reduce MOE requirement (first column cannot exceed line (a), Maximum available for MOE reduction, second and third columns cannot exceed (e), Portion used to reduce MOE requirement).	(e)		
Available to set aside for EIS (line (b) minus line (e), zero if negative)	0.00 (f)		

Note: If your LEA exercises the authority under 34 CFR 300.205(a) to reduce the MOE requirement, the LEA must list the activities (which are authorized under the ESEA) paid with the freed up funds:

SELPA: Foothill (DJ)

SECTION 3

A. COMBINED STATE AND LOCAL EXPENDITURES METHOD

	Column A Actual Expenditures (LE-CY Worksheet) FY 2018-19	Column B Actual Expenditures Comparison Year FY 2017-18	Column C Difference (A - B)
1. Under "Comparison Year," enter the most recent year in which MOE compliance was met using the actual vs. actual method based on state and local expenditures.			
a. Total special education expenditures	35,141,843.49		
b. Less: Expenditures paid from federal sources	3,188,007.33		
c. Expenditures paid from state and local sources	31,953,836.16	28,542,037.90	
Add/Less: Adjustments required for MOE calculation		0.00	
Comparison year's expenditures, adjusted for MOE calculation		28,542,037.90	
Less: Exempt reduction(s) for SECTION1		0.00	
Less: 50% reduction from SECTION 2		0.00	
Net expenditures paid from state and local sources	31,953,836.16	28,542,037.90	3,411,798.26

If the difference in Column C for the Section 3.A.1 is positive or zero, the MOE compliance requirement is met based on the combination of state and local expenditures.

	Actual FY 2018-19	Comparison Year FY 2017-18	Difference
2. Under "Comparison Year," enter the most recent year in which MOE compliance was met using the actual vs. actual method based on the per capita state and local expenditures.			
a. Total special education expenditures	35,141,843.49		
b. Less: Expenditures paid from federal sources	3,188,007.33		
c. Expenditures paid from state and local sources	31,953,836.16	28,542,037.90	
Add/Less: Adjustments required for MOE calculation		0.00	
Comparison year's expenditures, adjusted for MOE calculation		28,542,037.90	
Less: Exempt reduction(s) from SECTION 1		0.00	
Less: 50% reduction from SECTION 2		0.00	
Net expenditures paid from state and local sources	31,953,836.16	28,542,037.90	
d. Special education unduplicated pupil count	1,991	1,906	
e. Per capita state and local expenditures (A2c/A2d)	16,049.14	14,974.84	1,074.30

If the difference in Column C for the Section 3.A.2 is positive or zero, the MOE compliance requirement is met based on the per capita state and local expenditures.

SELPA: Foothill (DJ)

B. LOCAL EXPENDITURES ONLY METHOD

	Actual FY 2018-19	Comparison Year FY 2017-18	Difference
1. Under "Comparison Year," enter the most recent year in which MOE compliance was met using the actual vs. actual method based on local expenditures only.			
a. Expenditures paid from local sources	20,584,164.43	17,078,376.59	
Add/Less: Adjustments required for MOE calculation		0.00	
Comparison year's expenditures, adjusted for MOE calculation		17,078,376.59	
Less: Exempt reduction(s) from SECTION 1		0.00	
Less: 50% reduction from SECTION 2		0.00	
Net expenditures paid from local sources	20,584,164.43	17,078,376.59	3,505,787.84

If the difference in Column C for the Section 3.B.1 is positive or zero, the MOE compliance requirement is met based on the local expenditures only.

	Actual FY 2018-19	Comparison Year FY 2017-18	Difference
2. Under "Comparison Year," enter the most recent year in which MOE compliance was met using the actual vs. actual method based on the per capita local expenditures only.			
a. Expenditures paid from local sources	20,584,164.43	17,078,376.59	
Add/Less: Adjustments required for MOE calculation		0.00	
Comparison year's expenditures, adjusted for MOE		17,078,376.59	
Less: Exempt reduction(s) from SECTION 1		0.00	
Less: 50% reduction from SECTION 2		0.00	
Net expenditures paid from local sources	20,584,164.43	17,078,376.59	
b. Special education unduplicated pupil count	1,991	1,906	
c. Per capita local expenditures (B2a/B2b)	10,338.61	8,960.32	1,378.29

If the difference in Column C for the Section 3.B.2 is positive or zero, the MOE compliance requirement is met based on the per capita local expenditures only.

Suzan Dunbar
Contact Name

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Title

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Email Address

SELPA: Foothill (DJ)

Object Code	Description	Glendale Unified (DJ00)	Burbank Unified (DJ01)	La Canada Unified (DJ02)	Adjustments*	Total
TOTAL EXPENDITURES - All Sources						
1000-1999	Certificated Salaries					0.00
2000-2999	Classified Salaries					0.00
3000-3999	Employee Benefits					0.00
4000-4999	Books and Supplies					0.00
5000-5999	Services and Other Operating Expenditures					0.00
6000-6999	Capital Outlay					0.00
7130	State Special Schools					0.00
7430-7439	Debt Service					0.00
	Total Direct Costs	0.00	0.00	0.00	0.00	0.00
7310	Transfers of Indirect Costs					0.00
7350	Transfers of Indirect Costs - Interfund					0.00
PCRA	Program Cost Report Allocations					0.00
	Total Indirect Costs and PCR Allocations	0.00	0.00	0.00	0.00	0.00
	TOTAL COSTS	0.00	0.00	0.00	0.00	0.00
EXPENDITURES - Paid from State and Local Sources						
1000-1999	Certificated Salaries					0.00
2000-2999	Classified Salaries					0.00
3000-3999	Employee Benefits					0.00
4000-4999	Books and Supplies					0.00
5000-5999	Services and Other Operating Expenditures					0.00
6000-6999	Capital Outlay					0.00
7130	State Special Schools					0.00
7430-7439	Debt Service					0.00
	Total Direct Costs	0.00	0.00	0.00	0.00	0.00
7310	Transfers of Indirect Costs					0.00
7350	Transfers of Indirect Costs - Interfund					0.00
PCRA	Program Cost Report Allocations					0.00
	Total Indirect Costs and PCR Allocations	0.00	0.00	0.00	0.00	0.00
	TOTAL BEFORE OBJECT 8980	0.00	0.00	0.00	0.00	0.00
8980	Contributions from Unrestricted Revenues to Federal Resources					0.00
	TOTAL COSTS	0.00	0.00	0.00	0.00	0.00

SELPA: Foothill (DJ)

Object Code	Description	Glendale Unified (DJ00)	Burbank Unified (DJ01)	La Canada Unified (DJ02)	Adjustments*	Total
EXPENDITURES - Paid from Local Sources						
1000-1999	Certificated Salaries					0.00
2000-2999	Classified Salaries					0.00
3000-3999	Employee Benefits					0.00
4000-4999	Books and Supplies					0.00
5000-5999	Services and Other Operating Expenditures					0.00
6000-6999	Capital Outlay					0.00
7130	State Special Schools					0.00
7430-7439	Debt Service					0.00
	Total Direct Costs	0.00	0.00	0.00	0.00	0.00
7310	Transfers of Indirect Costs					0.00
7350	Transfers of Indirect Costs - Interfund					0.00
	Total Indirect Costs	0.00	0.00	0.00	0.00	0.00
	TOTAL BEFORE OBJECT 8980	0.00	0.00	0.00	0.00	0.00
8980	Contributions from Unrestricted Revenues to Federal Resources (from EXPENDITURES - Paid from State and Local Sources section)					0.00
8980	Contributions from Unrestricted Revenues to State Resources					0.00
	TOTAL COSTS	0.00	0.00	0.00	0.00	0.00
UNDUPLICATED PUPIL COUNT						0

* Attach an additional sheet with explanations of any amounts in the Adjustments column.

Object Code	Description	Special Education, Unspecified (Goal 5001)	Regionalized Services (Goal 5050)	Regionalized Program Specialist (Goal 5060)	Special Education, Infants (Goal 5710)	Special Education, Preschool Students (Goal 5730)	Spec. Education, Ages 5-22 Severely Disabled (Goal 5750)	Spec. Education, Ages 5-22 Nonseverely Disabled (Goal 5770)	Adjustments*	Total
	UNDUPLICATED PUPIL COUNT									1,991
TOTAL BUDGET (Funds 01, 09, & 62; resources 0000-9999)										
1000-1999	Certificated Salaries	1,231,703.00	0.00	0.00	0.00	665,091.00	958,577.00	7,909,265.00		10,764,636.00
2000-2999	Classified Salaries	381,067.00	0.00	0.00	0.00	206,895.00	4,558,206.00	2,667,580.00		7,813,748.00
3000-3999	Employee Benefits	544,338.00	0.00	0.00	0.00	334,300.00	2,390,164.00	3,898,870.00		7,167,672.00
4000-4999	Books and Supplies	9,665.00	0.00	0.00	60.00	6,410.00	9,800.00	43,353.00		69,288.00
5000-5999	Services and Other Operating Expenditures	3,321,498.00	0.00	0.00	0.00	3,000.00	4,052,849.00	(402,520.00)		6,974,827.00
6000-6999	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Direct Costs	5,488,271.00	0.00	0.00	60.00	1,215,696.00	11,969,596.00	14,116,548.00	0.00	32,790,171.00
7310	Transfers of Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL COSTS	5,488,271.00	0.00	0.00	60.00	1,215,696.00	11,969,596.00	14,116,548.00	0.00	32,790,171.00
STATE AND LOCAL BUDGET (Funds 01, 09, & 62; resources 0000-2999, 3385, & 6000-9999)										
1000-1999	Certificated Salaries	1,170,564.00	0.00	0.00	0.00	665,091.00	958,577.00	7,909,265.00		10,703,497.00
2000-2999	Classified Salaries	300,464.00	0.00	0.00	0.00	221,447.00	4,380,620.00	900,383.00		5,802,914.00
3000-3999	Employee Benefits	493,090.00	0.00	0.00	0.00	340,978.00	2,300,450.00	3,027,281.00		6,161,799.00
4000-4999	Books and Supplies	3,292.00	0.00	0.00	60.00	5,675.00	9,800.00	43,353.00		62,180.00
5000-5999	Services and Other Operating Expenditures	3,321,498.00	0.00	0.00	0.00	3,000.00	3,875,736.00	(402,520.00)		6,797,714.00
6000-6999	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Direct Costs	5,288,908.00	0.00	0.00	60.00	1,236,191.00	11,525,183.00	11,477,762.00	0.00	29,528,104.00
7310	Transfers of Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL BEFORE OBJECT 8980	5,288,908.00	0.00	0.00	60.00	1,236,191.00	11,525,183.00	11,477,762.00	0.00	29,528,104.00
8980	Contributions from Unrestricted Revenues to Federal Resources (Resources 3310-3400, except 3385, all goals; resources 3000-3178 & 3410-5810, goals 5000-5999)									0.00
	TOTAL COSTS									29,528,104.00

Object Code	Description	Special Education, Unspecified (Goal 5001)	Regionalized Services (Goal 5050)	Regionalized Program Specialist (Goal 5060)	Special Education, Infants (Goal 5710)	Special Education, Preschool Students (Goal 5730)	Spec. Education, Ages 5-22 Severely Disabled (Goal 5750)	Spec. Education, Ages 5-22 Nonseverely Disabled (Goal 5770)	Adjustments*	Total
LOCAL BUDGET (Funds 01, 09, & 62; resources 0000-1999 & 8000-9999)										
1000-1999	Certificated Salaries	88,919.00	0.00	0.00	0.00	0.00	0.00	0.00		88,919.00
2000-2999	Classified Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
3000-3999	Employee Benefits	24,431.00	0.00	0.00	0.00	0.00	0.00	0.00		24,431.00
4000-4999	Books and Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
5000-5999	Services and Other Operating Expenditures	1,890,000.00	0.00	0.00	0.00	0.00	0.00	0.00		1,890,000.00
6000-6999	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Direct Costs	2,003,350.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,003,350.00
7310	Transfers of Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL BEFORE OBJECT 8980	2,003,350.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,003,350.00
8980	Contributions from Unrestricted Revenues to Federal Resources (from State and Local Budget section)									0.00
8980	Contributions from Unrestricted Revenues to State Resources (Resources 3385, 6500-6540, & 7240, all goals; resources 2000-2999 & 6010-7810, except 6500-6540, & 7240, goals 5000-5999)									18,850,982.00
	TOTAL COSTS									20,854,332.00

* Attach an additional sheet with explanations of any amounts in the Adjustments column.

Object Code	Description	Special Education, Unspecified (Goal 5001)	Regionalized Services (Goal 5050)	Regionalized Program Specialist (Goal 5060)	Special Education, Infants (Goal 5710)	Special Education, Preschool Students (Goal 5730)	Spec. Education, Ages 5-22 Severely Disabled (Goal 5750)	Spec. Education, Ages 5-22 Nonseverely Disabled (Goal 5770)	Adjustments*	Total
	UNDUPLICATED PUPIL COUNT									1,906
TOTAL EXPENDITURES (Funds 01, 09, & 62; resources 0000-9999)										
1000-1999	Certificated Salaries	1,176,221.76	0.00	0.00	0.00	668,621.93	985,645.76	7,614,973.68		10,445,463.13
2000-2999	Classified Salaries	375,610.43	0.00	0.00	0.00	188,662.32	4,206,101.81	2,631,132.12		7,401,506.68
3000-3999	Employee Benefits	514,291.21	0.00	0.00	0.00	305,115.32	2,091,061.53	3,566,689.89		6,477,157.95
4000-4999	Books and Supplies	21,059.09	0.00	0.00	60.22	5,492.10	10,064.95	30,739.61		67,415.97
5000-5999	Services and Other Operating Expenditures	3,523,392.38	0.00	0.00	0.00	0.00	5,401,877.47	(509,334.60)		8,415,935.25
6000-6999	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Direct Costs	5,610,574.87	0.00	0.00	60.22	1,167,891.67	12,694,751.52	13,334,200.70	0.00	32,807,478.98
7310	Transfers of Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
PCRA	Program Cost Report Allocations (non-add)	2,334,364.51								2,334,364.51
	Total Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL COSTS	5,610,574.87	0.00	0.00	60.22	1,167,891.67	12,694,751.52	13,334,200.70	0.00	32,807,478.98
FEDERAL EXPENDITURES (Funds 01, 09, and 62; resources 3000-5999, except 3385)										
1000-1999	Certificated Salaries	65,966.86	0.00	0.00	0.00	0.00	0.00	0.00		65,966.86
2000-2999	Classified Salaries	43,046.10	0.00	0.00	0.00	154,323.08	169,787.53	1,663,016.76		2,030,173.47
3000-3999	Employee Benefits	38,312.02	0.00	0.00	0.00	65,131.32	78,755.50	739,981.16		922,180.00
4000-4999	Books and Supplies	0.00	0.00	0.00	0.00	735.00	0.00	0.00		735.00
5000-5999	Services and Other Operating Expenditures	0.00	0.00	0.00	0.00	0.00	168,952.00	0.00		168,952.00
6000-6999	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Direct Costs	147,324.98	0.00	0.00	0.00	220,189.40	417,495.03	2,402,997.92	0.00	3,188,007.33
7310	Transfers of Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL BEFORE OBJECT 8980	147,324.98	0.00	0.00	0.00	220,189.40	417,495.03	2,402,997.92	0.00	3,188,007.33
8980	Less: Contributions from Unrestricted Revenues to Federal Resources (Resources 3310-3400, except 3385, all goals; resources 3000-3178 & 3410-5810, goals 5000-5999)									0.00
	TOTAL COSTS									3,188,007.33

Object Code	Description	Special Education, Unspecified (Goal 5001)	Regionalized Services (Goal 5050)	Regionalized Program Specialist (Goal 5060)	Special Education, Infants (Goal 5710)	Special Education, Preschool Students (Goal 5730)	Spec. Education, Ages 5-22 Severely Disabled (Goal 5750)	Spec. Education, Ages 5-22 Nonseverely Disabled (Goal 5770)	Adjustments*	Total
STATE AND LOCAL EXPENDITURES (Funds 01, 09, & 62; resources 0000-2999, 3385, & 6000-9999)										
1000-1999	Certificated Salaries	1,110,254.90	0.00	0.00	0.00	668,621.93	985,645.76	7,614,973.68		10,379,496.27
2000-2999	Classified Salaries	332,564.33	0.00	0.00	0.00	34,339.24	4,036,314.28	968,115.36		5,371,333.21
3000-3999	Employee Benefits	475,979.19	0.00	0.00	0.00	239,984.00	2,012,306.03	2,826,708.73		5,554,977.95
4000-4999	Books and Supplies	21,059.09	0.00	0.00	60.22	4,757.10	10,064.95	30,739.61		66,680.97
5000-5999	Services and Other Operating Expenditures	3,523,392.38	0.00	0.00	0.00	0.00	5,232,925.47	(509,334.60)		8,246,983.25
6000-6999	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Direct Costs	5,463,249.89	0.00	0.00	60.22	947,702.27	12,277,256.49	10,931,202.78	0.00	29,619,471.65
7310	Transfers of Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
PCRA	Program Cost Report Allocations (non-add)	2,334,364.51								2,334,364.51
	Total Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL BEFORE OBJECT 8980	5,463,249.89	0.00	0.00	60.22	947,702.27	12,277,256.49	10,931,202.78	0.00	29,619,471.65
8980	Contributions from Unrestricted Revenues to Federal Resources (from Federal Expenditures section)									0.00
	TOTAL COSTS									29,619,471.65
LOCAL EXPENDITURES (Funds 01, 09, & 62; resources 0000-1999 & 8000-9999)										
1000-1999	Certificated Salaries	16,978.00	0.00	0.00	0.00	140.00	0.00	700.00		17,818.00
2000-2999	Classified Salaries	39,069.44	0.00	0.00	0.00	0.00	0.00	2.32		39,071.76
3000-3999	Employee Benefits	14,919.61	0.00	0.00	0.00	29.39	0.00	147.45		15,096.45
4000-4999	Books and Supplies	2,645.31	0.00	0.00	0.00	0.00	3,145.34	361.77		6,152.42
5000-5999	Services and Other Operating Expenditures	1,959,203.00	0.00	0.00	0.00	0.00	472.96	4,295.46		1,963,971.42
6000-6999	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7130	State Special Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7430-7439	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Direct Costs	2,032,815.36	0.00	0.00	0.00	169.39	3,618.30	5,507.00	0.00	2,042,110.05
7310	Transfers of Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
7350	Transfers of Indirect Costs - Interfund	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	Total Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL BEFORE OBJECT 8980	2,032,815.36	0.00	0.00	0.00	169.39	3,618.30	5,507.00	0.00	2,042,110.05
8980	Contributions from Unrestricted Revenues to Federal Resources (from Federal Expenditures section)									0.00
8980	Contributions from Unrestricted Revenues to State Resources (Resources 3385, 6500, 6510, & 7240, all goals; resources 2000-2999 & 6010-7810, except 6500, 6510, & 7240, goals 5000-5999)									18,542,054.38
	TOTAL COSTS									20,584,164.43

* Attach an additional sheet with explanations of any amounts in the Adjustments column.

SELPA: Foothill (DJ)

This form is used to check maintenance of effort (MOE) for an LEA, whether the LEA is a member of a SELPA or is a single-LEA SELPA. If a member of a SELPA, submit this form together with the 2019-20 Budget by LEA (LB-B) and the 2018-19 Expenditures by LEA (LE-B) to the SELPA AU. If a single-LEA SELPA, submit the forms to the CDE.

Per the federal Subsequent Years Rule, in order to determine the required level of effort, the LEA must look back to the last fiscal year in which the LEA maintained effort using the same method by which it is currently establishing the eligibility standard. To meet the requirement of the Subsequent Years Rule, the LMC-B worksheet has been revised to make changes to sections 3.A.1, 3.A.2, 3.B.1, and 3.B.2. The revised sections allow the LEA to compare the 2019-20 budgeted expenditures to the most recent fiscal year the LEA met MOE using that method, which is the comparison year. To ensure the LEA is comparing 2019-20 budgeted expenditures to the appropriate comparison year, the LEA is required to complete the Subsequent Years Tracking (SYT) worksheet with their LMC-B worksheet. The SYT worksheet tracks the result for each of the four methods back to FY 2011-12, which is the baseline year for LEA MOE calculations established by the Office of Special Education Programs. The SYT worksheet is available at: http://www.cde.ca.gov/sp/se/as/documents/subseqyrtrckwrksht.xls.

There are four methods that the LEA can use to demonstrate the eligibility standard. They are (1) combined state and local expenditures; (2) combined state and local expenditures on a per capita basis; (3) local expenditures only; and (4) local expenditures only on a per capita basis.

The LEA is only required to pass one of the tests to meet the MOE requirement. However, the LEA is required to show results for all four methods. These results are necessary both for historical purposes and for the possibility that the LEA may want, or need, to switch methods in future years.

SECTION 1 Exempt Reduction Under 34 CFR Section 300.204

If your LEA determines that a reduction in expenditures occurred as a result of one or more of the following conditions, you may calculate a reduction to the required MOE standard. Reductions may apply to combined state and local MOE standard, local only MOE standard, or both. If the LEA meets one of the conditions below, the LEA must complete and include the IDEA MOE Exemption Worksheet available at: http://www.cde.ca.gov/sp/se/as/documents/leamoeexempwrksht.xls.

1. Voluntary departure, by retirement or otherwise, or departure for just cause, of special education or related services personnel.

2. A decrease in the enrollment of children with disabilities.

3. The termination of the obligation of the agency to provide a program of special education to a particular child with a disability that is an exceptionally costly program, as determined by the SEA, because the child:

   a. Has left the jurisdiction of the agency;
   b. Has reached the age at which the obligation of the agency to provide free appropriate public education (FAPE) to the child has terminated; or
   c. No longer needs the program of special education.

4. The termination of costly expenditures for long-term purchases, such as the acquisition of equipment or the construction of school facilities.

5. The assumption of cost by the high cost fund operated by the SEA under 34 CFR Sec. 300.704(c).

Provide the condition number, if any, to be used in the calculation below:	State and Local	Local Only
Total exempt reductions	0.00	0.00

SELPA: Foothill (DJ)

SECTION 2 **Reduction to MOE Requirement Under IDEA, Section 613 (a)(2)(C) (34 CFR Sec. 300.205)**

IMPORTANT NOTE: Only LEAs that have a "meets requirement" compliance determination and that are not found significantly disproportionate for the current year are eligible to use this option to reduce their MOE requirement.

Up to 50% of the increase in IDEA Part B Section 611 funding in current year compared with prior year may be used to reduce the required level of state and local expenditures. This option is available only if the LEA used or will use the freed up funds for activities authorized under the Elementary and Secondary Education Act (ESEA) of 1965. Also, the amount of Part B funds used for early intervening services (34 CFR 300.226(a)) will count toward the maximum amount by which the LEA may reduce its MOE requirement under this exception [P.L. 108-446].

		State and Local	Local Only
Current year funding (IDEA Section 611 Local Assistance Grant Award - Resource 3310			
Less: Prior year's funding (IDEA Section 611 Local Assistance Grant Award - Resource 3310)			
Increase in funding (if difference is positive)	0.00		
Maximum available for MOE reduction (50% of increase in funding)	0.00 (a)		
Current year funding (IDEA Section 619 - Resource 3315)			
Maximum available for early intervening services (EIS) (15% of current year funding - Resources 3310 and 3315)	0.00 (b)		
If (b) is greater than (a).			
Enter portion to set aside for EIS (cannot exceed line (b), Maximum available for EIS)	(c)		
Available for MOE reduction. (line (a) minus line (c), zero if negative)	0.00 (d)		
Enter portion used to reduce MOE requirement (cannot exceed line (d), Available for MOE reduction).			
If (b) is less than (a).			
Enter portion used to reduce MOE requirement (first column cannot exceed line (a), Maximum available for MOE reduction, second and third columns cannot exceed (e), Portion used to reduce MOE requirement).	(e)		
Available to set aside for EIS (line (b) minus line (e), zero if negative)	0.00 (f)		

Note: If your LEA exercises the authority under 34 CFR 300.205(a) to reduce the MOE requirement, the LEA must list the activities (which are authorized under the ESEA) paid with the freed up funds:

SELPA: Foothill (DJ)

SECTION 3

A. COMBINED STATE AND LOCAL EXPENDITURES METHOD

	Column A Budgeted Amounts (LB-B Worksheet) FY 2019-20	Column B Actual Expenditures Comparison Year 2017-18	Column C Difference (A - B)
1. Under "Comparison Year," enter the most recent year in which MOE compliance was met using the actual vs. actual method based on state and local expenditures.			
a. Total special education expenditures	32,790,171.00		
b. Less: Expenditures paid from federal sources	3,262,067.00		
c. Expenditures paid from state and local sources	29,528,104.00	28,542,037.90	
Add/Less: Adjustments and/or PCRA required for MOE calculation		0.00	
Comparison year's expenditures, adjusted for MOE calculation		28,542,037.90	
Less: Exempt reduction(s) from SECTION 1		0.00	
Less: 50% reduction from SECTION 2		0.00	
Net expenditures paid from state and local sources	29,528,104.00	28,542,037.90	986,066.10

If the difference in Column C for the Section 3.A.1 is positive or zero, the MOE Eligibility requirement is met based on the combination of state and local expenditures.

	Budgeted Amounts FY 2019-20	Comparison Year FY 2017-18	Difference
2. Under "Comparison Year," enter the most recent year in which MOE compliance was met using the actual vs. actual method based on the per capita state and local expenditures.			
a. Total special education expenditures	32,790,171.00		
b. Less: Expenditures paid from federal sources	3,262,067.00		
c. Expenditures paid from state and local sources	29,528,104.00	28,542,037.90	
Add/Less: Adjustments and/or PCRA required for MOE calculation		0.00	
Comparison year's expenditures, adjusted for MOE calculation		28,542,037.90	
Less: Exempt reduction(s) from SECTION 1		0.00	
Less: 50% reduction from SECTION 2		0.00	
Net expenditures paid from state and local sources	29,528,104.00	28,542,037.90	
d. Special education unduplicated pupil count	1991	1906	
e. Per capita state and local expenditures (A2c/A2d)	14,830.79	14,974.84	(144.05)

If the difference in Column C for the Section 3.A.2 is positive or zero, the MOE eligibility requirement is met based on the per capita state and local expenditures.

SELPA: Foothill (DJ)

B. LOCAL EXPENDITURES ONLY METHOD

	Budget FY 2019-20	Comparison Year FY 2017-18	Difference
1. Under "Comparison Year," enter the most recent year in which MOE compliance was met using the actual vs. actual method based on local expenditures only.			
a. Expenditures paid from local sources	20,854,332.00	17,078,376.59	
Add/Less: Adjustments required for MOE calculation		0.00	
Comparison year's expenditures, adjusted for MOE calculation		17,078,376.59	
Less: Exempt reduction(s) from SECTION 1		0.00	
Less: 50% reduction from SECTION 2		0.00	
Net expenditures paid from local sources	20,854,332.00	17,078,376.59	3,775,955.41

If the difference in Column C for the Section 3.B.1 is positive or zero, the MOE eligibility requirement is met based on the local expenditures only.

	Budget FY 2019-20	Comparison Year FY 2017-18	Difference
2. Under "Comparison Year," enter the most recent year in which MOE compliance was met using the actual vs. actual method based on per capita local expenditures			
a. Expenditures paid from local sources	20,854,332.00	17,078,375.59	
Add/Less: Adjustments required for MOE calculation		0.00	
Comparison year's expenditures, adjusted for MOE calculation		17,078,375.59	
Less: Exempt reduction(s) from SECTION 1		0.00	
Less: 50% reduction from SECTION 2		0.00	
Net expenditures paid from local sources	20,854,332.00	17,078,375.59	
b. Special education unduplicated pupil count	1,991	1,906	
c. Per capita local expenditures (B2a/B2b)	10,474.30	8,960.32	1,513.98

If the difference in Column C for the Section 3.B.2 is positive or zero, the MOE eligibility requirement is met based on the per capita local expenditures only.

Suzan Dunbar
Contact Name

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Title

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Email Address

SELPA: Foothill (DJ)

Object Code	Description	Glendale Unified (DJ00)	Burbank Unified (DJ01)	La Canada Unified (DJ02)	Adjustments*	Total
TOTAL BUDGET - All Sources						
1000-1999	Certificated Salaries					0.00
2000-2999	Classified Salaries					0.00
3000-3999	Employee Benefits					0.00
4000-4999	Books and Supplies					0.00
5000-5999	Services and Other Operating Expenditures					0.00
6000-6999	Capital Outlay					0.00
7130	State Special Schools					0.00
7430-7439	Debt Service					0.00
	Total Direct Costs	0.00	0.00	0.00	0.00	0.00
7310	Transfers of Indirect Costs					0.00
7350	Transfers of Indirect Costs - Interfund					0.00
	Total Indirect Costs	0.00	0.00	0.00	0.00	0.00
	TOTAL COSTS	0.00	0.00	0.00	0.00	0.00
BUDGET - State and Local Sources						
1000-1999	Certificated Salaries					0.00
2000-2999	Classified Salaries					0.00
3000-3999	Employee Benefits					0.00
4000-4999	Books and Supplies					0.00
5000-5999	Services and Other Operating Expenditures					0.00
6000-6999	Capital Outlay					0.00
7130	State Special Schools					0.00
7430-7439	Debt Service					0.00
	Total Direct Costs	0.00	0.00	0.00	0.00	0.00
7310	Transfers of Indirect Costs					0.00
7350	Transfers of Indirect Costs - Interfund					0.00
	Total Indirect Costs	0.00	0.00	0.00	0.00	0.00
	TOTAL BEFORE OBJECT 8980	0.00	0.00	0.00	0.00	0.00
8980	Contributions from Unrestricted Revenues to Federal Resources					0.00
	TOTAL COSTS	0.00	0.00	0.00	0.00	0.00

SELPA: Foothill (DJ)

Object Code	Description	Glendale Unified (DJ00)	Burbank Unified (DJ01)	La Canada Unified (DJ02)	Adjustments*	Total
BUDGET - Local Sources						
1000-1999	Certificated Salaries					0.00
2000-2999	Classified Salaries					0.00
3000-3999	Employee Benefits					0.00
4000-4999	Books and Supplies					0.00
5000-5999	Services and Other Operating Expenditures					0.00
6000-6999	Capital Outlay					0.00
7130	State Special Schools					0.00
7430-7439	Debt Service					0.00
	Total Direct Costs	0.00	0.00	0.00	0.00	0.00
7310	Transfers of Indirect Costs					0.00
7350	Transfers of Indirect Costs - Interfund					0.00
	Total Indirect Costs	0.00	0.00	0.00	0.00	0.00
	TOTAL BEFORE OBJECT 8980	0.00	0.00	0.00	0.00	0.00
8980	Contributions from Unrestricted Revenues to Federal Resources (from BUDGET - State and Local Sources section)					0.00
8980	Contributions from Unrestricted Revenues to State Resources					0.00
	TOTAL COSTS	0.00	0.00	0.00	0.00	0.00
UNDUPLICATED PUPIL COUNT						0

* Attach an additional sheet with explanations of any amounts in the Adjustments column.

Description	Direct Costs - Interfund Transfers In 5750	Direct Costs - Interfund Transfers Out 5750	Indirect Costs - Interfund Transfers In 7350	Indirect Costs - Interfund Transfers Out 7350	Interfund Transfers In 8900-8929	Interfund Transfers Out 7600-7629	Due From Other Funds 9310	Due To Other Funds 9610
01 GENERAL FUND								
Expenditure Detail	0.00	(201,710.75)	0.00	(820,717.00)				
Other Sources/Uses Detail					0.00	823,965.97		
Fund Reconciliation							0.00	0.00
09 CHARTER SCHOOLS SPECIAL REVENUE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
10 SPECIAL EDUCATION PASS-THROUGH FUND								
Expenditure Detail								
Other Sources/Uses Detail								
Fund Reconciliation							0.00	0.00
11 ADULT EDUCATION FUND								
Expenditure Detail	4,757.73	0.00	182,127.05	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
12 CHILD DEVELOPMENT FUND								
Expenditure Detail	124,526.45	0.00	438,773.23	0.00				
Other Sources/Uses Detail					823,965.97	0.00		
Fund Reconciliation							0.00	0.00
13 CAFETERIA SPECIAL REVENUE FUND								
Expenditure Detail	72,426.57	0.00	199,816.72	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
14 DEFERRED MAINTENANCE FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
15 PUPIL TRANSPORTATION EQUIPMENT FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
17 SPECIAL RESERVE FUND FOR OTHER THAN CAPITAL OUTLAY								
Expenditure Detail								
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
18 SCHOOL BUS EMISSIONS REDUCTION FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
19 FOUNDATION SPECIAL REVENUE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail						0.00		
Fund Reconciliation							0.00	0.00
20 SPECIAL RESERVE FUND FOR POSTEMPLOYMENT BENEFITS								
Expenditure Detail								
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
21 BUILDING FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
25 CAPITAL FACILITIES FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
30 STATE SCHOOL BUILDING LEASE/PURCHASE FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
35 COUNTY SCHOOL FACILITIES FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
40 SPECIAL RESERVE FUND FOR CAPITAL OUTLAY PROJECTS								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
49 CAP PROJ FUND FOR BLENDED COMPONENT UNITS								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
51 BOND INTEREST AND REDEMPTION FUND								
Expenditure Detail								
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
52 DEBT SVC FUND FOR BLENDED COMPONENT UNITS								
Expenditure Detail								
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
53 TAX OVERRIDE FUND								
Expenditure Detail								
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
56 DEBT SERVICE FUND								
Expenditure Detail								
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
57 FOUNDATION PERMANENT FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail						0.00		
Fund Reconciliation							0.00	0.00
61 CAFETERIA ENTERPRISE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00

Description	Direct Costs - Interfund Transfers In 5750	Direct Costs - Interfund Transfers Out 5750	Indirect Costs - Interfund Transfers In 7350	Indirect Costs - Interfund Transfers Out 7350	Interfund Transfers In 8900-8929	Interfund Transfers Out 7600-7629	Due From Other Funds 9310	Due To Other Funds 9610
62 CHARTER SCHOOLS ENTERPRISE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
63 OTHER ENTERPRISE FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
66 WAREHOUSE REVOLVING FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
67 SELF-INSURANCE FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
71 RETIREE BENEFIT FUND								
Expenditure Detail								
Other Sources/Uses Detail					0.00			
Fund Reconciliation							0.00	0.00
73 FOUNDATION PRIVATE-PURPOSE TRUST FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00			
Fund Reconciliation							0.00	0.00
76 WARRANT/PASS-THROUGH FUND								
Expenditure Detail								
Other Sources/Uses Detail								
Fund Reconciliation							0.00	0.00
95 STUDENT BODY FUND								
Expenditure Detail								
Other Sources/Uses Detail								
Fund Reconciliation							0.00	0.00
TOTALS	201,710.75	(201,710.75)	820,717.00	(820,717.00)	823,965.97	823,965.97	0.00	0.00

Burbank Unified
2018-19 Unaudited Actuals
Financial Report

September 5, 2019

Matt Hill, Superintendent
Debbie Kukta, Asst. Superintendent, Admin. Services
Alyssa Low, Director of Fiscal Services
Carin Wantland, Asst. Supervisor of Budget and Finance

Unaudited Actuals Reporting Requirements

- Required by Education Code
- File with County Office
  - By September 15th of each year
- Fiscal solvency of all of the District's Operating Funds

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General Fund
2018-19 Unaudited Actuals

	Unrestricted	Restricted	Combined
Revenues	139,231,533	32,860,582	172,092,115
Expenditures	(119,444,922)	(54,298,381)	(173,743,303)
Transfers Out / Other Uses	(823,966)	-0-	(823,966)
Contribution	(22,044,053)	22,044,053	-0-
Net Gain / (Loss)	(3,081,408)	606,254	(2,475,154)
Adjusted Beginning Fund Balance	11,026,489	3,366,368	14,392,857
Ending Fund Balance	7,945,086	3,972,622	11,917,703

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Columns may not add up due to rounding

General Fund 2018-19
Components of the Ending Fund Balance

Ending Fund Balance	Unrestricted	Restricted	Combined
Revolving Cash	25,060	0	25,060
Stores	38,051	0	38,051
One-Time Allocated Funds	305,943	0	305,943
Site Carryover	151,373	0	151,373
CTE Carryover	66,972	0	66,972
1% Compensation set aside	1,271,422	0	1,271,422
LCAP Supplemental Assigned Cumulative	310,910	0	310,910
CSEA Job Study	390,000	0	390,000
Accrued Vacation Liability	148,332	0	148,332
Reserve for Economic Uncertainty (REU) 3%	5,237,018	0	5,237,018
Legally Restricted Balance	0	3,972,622	3,972,622
Total Fund Balance	**7,945,082**	**3,972,622**	**11,917,703**

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Columns may not add up due to rounding

General Fund
2018-19 Unaudited Actuals

Unrestricted / Restricted Combined	2018-19 Unaudited Actuals	2019-20 Adopted Budget	2020-21 Projected	2021-22 Projected
Revenues	172,092,115	161,805,214	165,370,721	169,248,745
Expenditures	(173,743,303)	(162,123,978)	(165,021,433)	(168,079,935)
Transfers Out / Other Uses	(823,966)	(1,084,027)	(1,081,542)	(1,026,744)
Net Gain / (Loss)	(2,475,154)	(1,402,791)	(732,254)	142,066
Adjusted Beginning Fund Balance	14,392,857	11,917,703	10,514,912	9,782,658
Unrestricted Ending Fund Balance	7,945,082	6,619,277	6,391,500	6,533,566
Restricted Ending Fund balance	3,972,622	3,895,636	3,391,159	3,391,158

Columns may not add up due to rounding

General Fund – Components of the Unrestricted Ending Fund Balance Multi-Year Projection

Ending Fund Balance	2018-19	2019-20	2020-21	2021-22
Revolving Cash	25,060	25,060	25,060	25,060
Stores	38,051	75,000	75,000	75,000
One-Time Allocation	305,943	350,000	350,000	350,000
Site Carryover	151,373	151,373	151,373	151,373
CTE (formerly ROP)	66,972	66,972	66,972	66,972
ILA Carryover	0	87,640	87,640	87,640
1% Compensation set aside	1,271,422	0	0	0
LCAP Supplemental Assigned Carryover	310,910	250,000	250,000	250,000
CSEA Job Study	390,000	390,000	0	0
Accrued Vacation	148,332	249,223	249,223	249,223
Reserve for Economic Uncertainty (REU)	5,237,018	4,974,009	5,136,231	5,278,298
Total Unrestricted Ending Fund Balance	**7,945,082**	**6,619,277**	**6,391,500**	**6,533,566**

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Columns may not add up due to rounding

General Fund – 2018-19 Detailed Components of Unrestricted Ending Fund Balance

Projected Ending Fund Balance

- Estimated Actuals: $7,084,008
- Unaudited Actuals: $7,945,086
    - Net increase $ 861,078

Unrestricted programs with carryover totaled: $2,644,956

which include:

- One time funds for *professional development, safety and software*
- Site budgets
- CTE (formerly ROP)
- 1% compensation set aside
- LCAP supplemental
- CSEA Job Study
- Vacation Liability

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General Fund – 2018-19 Detailed Components of Restricted Ending Fund Balance

Projected Ending Fund Balance

• Estimated Actuals	$581,463
• Unaudited Actuals	$3,972,622

Restricted programs with carryover include:

• Title I	$6.60
• Medi-Cal	$18,540
• Lottery: Instructional Materials	$2,711,390
• Classified Employee Prof. Dev. Grant	$89,433
• Low-Performing Student Block Grant	$492,030
• Routine Restricted Maintenance	$649,746
• Gifts and Donations	$11,477

General Fund
Special Ed Contribution

	2017-18	2018-19	2019-20
Contribution	(18,612,164)	(22,044,053)	(23,422,097)
Difference each year		(3,431,889)	(1,378,044)

	Difference between 17-18 & 18-19
Classified Salaries	868,060*
Classified Benefits	464,240*
Certificated Salaries	371,734*
Certificated Benefits	229,361*
Transportation	183,828
Legal Fees	215,127
NPA/NPS	999,779

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** Includes retro & compensation increases*

Other Funds
2018-19 Unaudited Actuals

Unaudited Actuals 2018-19	Begin Bal	Revenues	Expenses	Ending FB
Adult Ed	4,707,864	3,921,014	4,288,483	4,340,395
Child Development	-0-	5,658,675	6,482,641	-0-
Cafeteria Special Revenue	668,416	4,055,752	3,893,286	830,882
Deferred Maintenance	397,534	628,186	369,932	655,787
Building Fund	16,402,404	2,142,029	6,634,073	11,910,360
Capital Facilities	591,659	316,977	754,624	154,012
Reserve – Capital Outlay	10,843,032	1,509,905	3,123,945	9,228,992
Self Insurance Fund	150,983	1,357,969	1,299,998	208,954
Retiree Benefit Fund	7,195,428	446,181	1,363,340	6,278,269

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Rows may not add up due to rounding

Deferred Maintenance Contributions 2018-19 Unaudited Actuals

Fund 14	Contribution
2012-13	112,500
2013-14	112,500
2014-15	250,000
2015-16	250,000
2016-17	613,900
2017-18	613,900
2018-19	613,900
2019-20	400,000
Total Contribution	**2,966,700**

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Burbank Unified
2018-19 Unaudited Actuals

- Questions
- Comments

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	John M. Paramo, Assistant Superintendent, Educational Services
PREPARED BY:	John M. Paramo, Assistant Superintendent, Educational Services
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	September 5, 2019
SUBJECT:	Approval of Contract # C-129564:18:20 with the Los Angeles County Office of Education Sport2 Professional Development and Training

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Background:

The Los Angeles County Office of Education (LACOE) and the Los Angeles County Department of Mental Health (DMH) have partnered to provide local education agencies with high-quality professional development to learn more about aligning district practices and policies with AB 2246, Multi-Tiered System of Support (MTSS), and Positive Behavioral Intervention and Supports (PBIS). Trainers will be coached and assisted during the two-year Project, through the initial implementation of their Suicide Prevention and MTSS plan, which will include development of a safe environment, resiliency, mental health services and addressing the multiple social-emotional learning needs of students.

District-Wide Goals for 2019-2020:

1.6 Develop new and strengthen existing relationships with community partners to support our students.

Discussion/Issues:
The Sport2 Trainers will attend a no-cost, two-day professional development to support capacity building and implementation of the MTSS/PBIS frameworks along with AB2246 guidelines, and trauma-informed practices. The trainers will provide three in-person trainings to at least two stakeholder groups within the district. Additionally, the trainers will participate in webinars and online system of teaching training that follows AB2246 guidelines. Trainers will be provided with customized tools to reduce the stigma surrounding mental health, respond to early signs of mental health challenges, and make referrals to their MTSS/PBIS support staff. The district team assembled to be the trainer of trainers will include representation of the Family Services Agency.

Fiscal Impact:

No direct fiscal impact.

Recommendation:

John Paramo, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the Los Angeles County Office of Education Contract # C-129564:18:20, for Sport2 Professional Development and Training, at no cost to the District, effective September 6, 2019 through June 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

LOS ANGELES COUNTY OFFICE OF EDUCATION

CONTRACT
FOR
SPORT2 PROFESSIONAL DEVELOPMENT
CURRICULUM AND INSTRUCTIONAL SERVICES (CIS)

The LOS ANGELES COUNTY OFFICE OF EDUCATION, a public educational agency, located at 9300 Imperial Highway, Downey, California 90242-2890, hereinafter referred to as "LACOE", and

BURBANK UNIFIED SCHOOL DISTRICT, hereinafter referred to as "District", mutually agree as follows:

1. BASIS OF CONTRACT AND SCOPE OF WORK

LACOE's Curriculum and Instructional Services Department in partnership with the Department of Mental Health (DMH) and through the California Mental Health Services Authority (CalMHSA) will provide SPORT2 professional development to align district practices and policies with AB2246, Multi-Tiered System of Support (MTSS) and Positive Behavioral Interventions and Supports (PBIS) to include development of a safe environment, resiliency, mental health services and social emotional learning. SPORT2 professional development will be administered in accordance with the terms and conditions of this contract and Exhibit A, Scope of Work, attached hereto, incorporated herein, and made a part hereof. LACOE's project manager is Dotti Ysais.

2. TERM OF CONTRACT

This Contract is effective September 6, 2019 and shall remain in effect through June 30, 2020.

3. PAYMENT

LACOE shall reimburse the District an amount not to exceed Seven Thousand Eight Hundred Fifty-Five Dollars ($7,855.00) as specified in Exhibit A. Any work performed, or reimbursement sought by the District in excess of this amount shall not be considered by LACOE, unless this Contract is so amended by written amendment. Reimbursement shall be made upon completion and acceptance of the reimbursement documentation required under the terms of this agreement.

4. INDEMNIFICATION

District agrees to defend, indemnify, save, and hold harmless LACOE from and against any and all demands, debts, liens, claims, losses, damages, liability, costs, expenses (including, but not by way of limitation, attorneys fees and costs actually incurred, whether or not litigation has commenced), judgments or obligations, actions, or causes of action whatsoever, for or in connection with injury, damage, or loss (including, but not limited to death) to any person or property unless such injury, damage or loss results from or is connected with the sole negligence or error or omission of LACOE. The provisions of this clause shall not be limited to the availability or collectability of insurance coverage.

LACOE agrees to defend, indemnify, save, and hold harmless the District from and against any and all demands, debts, liens, claims, losses, damages, liability, costs, expenses (including, but not by way of limitation, attorneys fees and costs actually incurred, whether or not litigation has commenced), judgments or obligations, actions, or causes of action whatsoever, for or in connection with injury, damage, or loss (including, but not limited to death) to any person or property unless such injury, damage or loss results from or is connected with the sole negligence or error or omission of the District. The provisions of this clause shall not be limited to the availability or collectability of insurance coverage.

5. INSURANCE

District shall maintain such general liability, property damage, workers' compensation, and auto insurance as is required to protect District and LACOE as their interests may appear.

6. NOTICES

Any notices to be given pursuant to this Contract shall be in writing and such notices, as well as any other document to be delivered, shall be delivered by personal service or by deposit in the U.S. Mail, certified or registered, return receipt requested, postage prepaid, and addressed to the party for whom intended as follows:

LACOE: Contracts
Section
LOS ANGELES COUNTY OFFICE OF
EDUCATION 9300 Imperial Highway
Downey, CA 90242-2890

District:
Mailing Address is District Office

7-10. SECTIONS RESERVED (Intentionally left blank.)

11. COVENANT AGAINST CONTINGENT FEES

District warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon a Contract or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide established commercial or selling agencies retained by District for the purpose of securing business. For breach or violation of this warranty, LACOE shall have the right to immediate termination of this Contract and, at its sole discretion, deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or commission fee.

12. EMPLOYEE FINGERPRINTING

During the entire term of the Contract, District, including all subcontractors, shall fully comply with the provisions of the Education Code Section 45125.1

13. TUBERCULOSIS TESTING

District's employees and/or representatives that come into contact with LACOE staff must have a current tuberculosis (TB) assessment to determine that the employee is free from active tuberculosis as required by Education Code Section 49406. Those employees whose TB screening test is reactive (positive) shall be required to submit a chest x-ray and a radiological report to rule out active TB.

14. INDEPENDENT CONTRACTOR

While performing its obligations under this Contract, District is an Independent Contractor and not an officer, employee or agent of LACOE. District shall not at any time or in any manner represent that it or any of its officers, employees, or agents are employees of LACOE. District warrants its compliance with the criteria established by the U.S. Internal Revenue Service (I.R.S.) and the California Employment Development Department (EDD) for qualification as an Independent Contractor Agency including, but not limited to, being hired on a temporary basis, having some discretion is scheduling time to complete contract work, working for more than one employer at a time, and acquiring and maintaining its own office space and equipment.

15. ASSIGNMENT

District shall not in any manner, directly or indirectly, by operation of law or otherwise, assign, transfer or encumber this Contract or any portion hereof of any interest herein, in whole or in part, without the prior written consent of LACOE. If prior written consent is not given by LACOE to assign, transfer, or encumber this Contract, such action shall be deemed automatically void. In addition, District/Public Agency shall not subcontract the work to be performed pursuant to this Contract without prior written approval of LACOE. The names and qualifications of subcontractors or others whom District intends to employ, other than those identified, shall be submitted to LACOE for prior written approval.

16. INTEGRATION

This Contract, including all exhibits and other documents incorporated herein or made applicable by reference, contains the complete and final understanding of the parties' rights, duties and obligations with respect to the transaction discussed in the Contract and supersedes all prior Contracts, understandings and commitments, whether oral or written. This Contract shall not be amended in any way except by a writing expressly purporting to be such an amendment, signed and acknowledged by both of the parties hereto.

17. MODIFICATION

The Contract shall not be modified or amended without mutual written consent of the parties. If any actual or physical deletions or changes appear on the face of the Contract, such deletions or changes shall only be effective if the initials of both contracting parties appear beside such deletion or change.

18. ORDER OF PRECEDENCE

Except as specifically provided elsewhere in this Contract, conflicting, vague and/or ambiguous provisions of this Contract shall prevail in the following order of precedence: (1) the provisions in the body of this Contract, (2) the exhibits of the Contract, if any; (3) all other documents cited in this Contract or incorporated by reference.

19. SEVERABILITY/WAIVER

19.1. If any provision of this Contract is determined to be illegal, unenforceable, or invalid, such act shall in no way affect the validity of any other provision in this Contract.

19.2. No waiver of any provision of this Contract shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any such waiver constitute a continuing or subsequent waiver of the same provision. No waiver shall be binding unless executed in writing by the party making the waiver.

20. AMENDMENTS

The Contract may be amended by mutual written consent of the parties.

21. TERMINATION

The Contract may be terminated by LACOE upon written notification.

22. FAILURE TO COMPLY

In the event District fails to perform in accordance with the indemnification or insurance requirement clauses of this Contract, makes inaccurate certifications as a part of this contract or contracting process, or otherwise breaches any other clause of this Contract, LACOE, the Los Angeles County Board of Education and the individuals thereof, and all officers, agents,

employees, representatives, and volunteers shall be entitled to recover all legal fees, costs, and other expenses incident to securing performance or incurred as a consequence of nonperformance.

23. ATTORNEY'S FEES

Should either party be required to file any legal action or claim to enforce any provision of this Contract or resolve any dispute arising under or connected to this Contract, except as set forth in the "Failure to Comply" in this contract, each party shall bear its own attorney's fees and costs in bringing such an action and any judgment or decree rendered in such a proceeding shall not include an award thereof.

24. COMPLIANCE WITH LAW

LACOE and District shall comply with all applicable federal, state, and local laws, statutes, ordinances, rules, regulations, policies, and procedures in performing under this Contract. LACOE and District warrant that they have all licenses, permits, certificates and credentials required by law to perform the work specified under this Contract and shall, upon request by the other, provide evidence of same.

25. FORCE MAJEURE

In the event that performance on the part of any party hereto shall be delayed or suspended as a result of circumstances beyond the reasonable control and without the fault or negligence of said party, none of the parties shall incur any liability to the other parties as a result of such delay or suspension. Circumstances deemed to be beyond the control of the parties hereunder shall include, but not be limited to, acts of God or of the public enemy, insurrection, acts of the federal government or any unit of state or local government in sovereign capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes or delays in transportation, to the extent that such circumstances are not caused by the party's willful or negligent acts or omissions, and to the extent that they are beyond the party's reasonable control.

26. GOVERNING LAW/FORUM SELECTION

This Contract is made, entered into and executed in Los Angeles County, California, and the parties agree that any legal action, claim or proceeding arising out of or connected with this Contract shall be filed in the applicable court in Los Angeles County, California. The parties further agree this Contract shall be construed, and all disputes hereunder shall be settled, in accordance with the laws of the State of California.

27. INCORPORATION BY REFERENCE

Any exhibits referenced herein shall be incorporated and made a part of this Contract.

28. PROVISIONS REQUIRED BY LAW DEEMED INSERTED

Each and every provision of law and clause required by law to be inserted in this contract shall be deemed to be inserted herein and the contract shall be read and enforced as though it were so inserted and included.

29. RECORD RETENTION AND INSPECTION

District agrees that LACOE shall have access to and the right to examine, audit, excerpt, copy or transcribe any pertinent records pertaining to this Contract. All records shall be kept and maintained by District and made available to LACOE during the entire term of this Contract and for a period not less than five (5) years after final payment hereunder by LACOE.

30. NO THIRD PARTY OBLIGATIONS

The execution and delivery of this Contract shall not be deemed to confer any rights upon, nor obligate any parties thereto, to any person or entity other than the parties hereto.

31. LACOE BUDGET/GRANT FUNDS CONTINGENCY

If any portion(s) of LACOE's financial budget affecting the contractual time period of this agreement does not appropriate sufficient funds for these contracted services and/or related programs, or if grant funds related to these contracted services and/or related programs are not available for any reason whatsoever, this agreement shall be of no further force and effect. In this event, LACOE shall have no liability to pay any funds to District under this agreement, and the District shall not be obligated to perform any provisions of this agreement.

In such instances, particularly when partial funding remains available, LACOE shall have the option to either terminate this agreement with no liability occurring to LACOE, or LACOE may offer an amendment to this agreement to reflect the reduced availability of funds.

32. NON-DISCRIMINATION AND NON-SEGREGATION

During the performance of this Contract, both parties hereby agrees to comply with all Federal, state and local laws respecting non-discrimination in employment and non-segregation of facilities including, but not limited to requirements set out in 41 CFR 60-1.4, 60-250.4 and 60-741.4, which equal opportunity clauses are hereby incorporated by reference.

33. TOBACCO-FREE WORKPLACE

When at LACOE-owned or LACOE–leased buildings, both parties hereby agree to comply with the Los Angeles County Board of Education's Policy 3513.3 which states: The Los Angeles County Board of Education recognizes the health hazards associated with smoking and the use of tobacco and marijuana products, including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff. The County Board prohibits the use of tobacco and marijuana products at any time in Los Angeles County Office Of Education-owned or leased buildings, on LACOE property and in LACOE vehicles.

34. ALCOHOL AND DRUG-FREE WORKPLACE

Both parties hereby certify under penalty of perjury under the laws of the State of California that District will comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code Section 8350 et. seq.), and the Los Angeles County Board of Education's Alcohol and Drug-Free Workplace Policy 4020.

35. CERTIFICATION REGARDING DEBARMENT, SUSPENSION OR OTHER INELIGIBILITY (Federal Executive Order 12549)

By executing this contractual instrument, District certifies to the best of its knowledge and belief that it and its principals:

35.1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or Agency;

35.2. Have not, within a three-year period preceding the execution of this contractual instrument, been convicted of, or had a civil judgment rendered against them, for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (Federal, State or Local) or contract under a public transaction; or violation of Federal or State antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

35.3. Are not presently indicted for, or otherwise criminally or civilly charged by any government entity (Federal, State or Local), with commission of any of the offenses enumerated in Section 35.2 above, of this certification; and,

35.4. Have not, within a three-year period preceding the execution of this contractual instrument, had one or more public transactions (Federal, State or Local) terminated for cause of default.

36. EXECUTION REQUIREMENTS

Proper signatures required for execution of this instrument may be by original signature; photocopy; fax/facsimile copy; valid, encrypted, electronic transmission/signature; and/or other commonly accepted, widely used, commercially acceptable signature methods. This instrument may be executed in counter-parts by each party on a separate copy thereof with the same force and effect as though all parties had executed a single original copy.

LOS ANGELES COUNTY
OFFICE OF EDUCATION

By _____
Patricia Smith
Interim Chief Financial Officer

Date _____

jmd 5/1
Report 3/8/19 & 4/15/19

BURBANK UNIFIED SCHOOL DISTRICT

By _____

_____
Typed or Printed Name

Title _____

Date _____

EXHIBIT A

SCOPE OF WORK

The Los Angeles County Office of Education (LACOE) and the Los Angeles County Department of Mental Health (DMH) have partnered to provide local education agencies with high-quality professional development to learn more about aligning district practices and policies with AB 2246, Multi-Tiered System of Support (MTSS), and Positive Behavioral Intervention and Supports (PBIS). Trainers will be coached and assisted during the two-year $SPORT^2$ Project, through the initial implementation of their Suicide Prevention and MTSS plan, which will include development of a safe environment, resiliency, mental health services and addressing the multiple social-emotional learning needs of students.

Districts will select **four**$SPORT^2$**Trainers.** Optimal participation will consist of administrators, counselors, mental health service providers, school psychologists and/or MTSS/SEL support staff. These trainers will work together to deliver suicide prevention and student resiliency content to teachers, school administrators and school-based mental health support staff.

The $SPORT^2$ Trainers will:

- Attend a no-cost, 2-day professional development to support capacity building and implementation of the MTSS/PBIS frameworks along with AB 2246 guidelines, and trauma-informed practices.
- Provide (3) in-person trainings to at least two stakeholder groups within the district (staff, crisis team, and/or parents)
- Participate in webinars and on-line system of teacher training that follows AB 2246 guidelines.
- Support $SPORT^2$ project collaboration by participating in evaluations and surveys
- Provided with customized tools to reduce the stigma surrounding mental health, respond to early signs of mental health challenges, and make referrals to their MTSS/SEL support staff.
- Be supported through development and initial implementation of their local community plan.

Participating Districts will receive:

- No-cost, 2-day in-person professional development to create in-house district trainers who will become knowledgeable in student mental health issues and able to deliver targeted professional development to multiple audiences.
- Upon LACOE receipt of a signed contract, an Equipment Stipend will be advanced to the districts, charter schools and private schools for the purchase of four (4) digital devices with customized MTSS and implementation content for district upload of program content, project implementation and for support of stakeholder trainings and meetings. Purchase receipts must be emailed to ysais_dotti@lacoe.edu immediately after the purchase is executed.
    - The use of the devices will be limited to official $SPORT^2$ business only. District/Charter/Private School agree to exercise due diligence to protect and conserve these devices.

- The equipment obtained by District/Charter/Private School will be managed and customized by District/Charter/Private School to adhere to the District/Charter/Private network's mobile device management protocols. End-users are not permitted to change any device settings.
- The District/Charter/Private School will be solely responsible for the management, maintenance, and support of these devices. LACOE will not be held responsible and/or liable for the management, maintenance, and/or support of these devices.
- The districts, charter schools and private schools will use the Equipment Stipend to purchase the following *recommended equipment* for their participants OR an option to purchase mobile devices which satisfy the organization's mobile device policies/guidelines and management configuration :
  - 11-inch iPad Pro Wi-Fi 64 GB
  - AppleCare for iPad Pro
  - USB-C VGA Multiport Adapter
  - Apple Pencil (2nd Generation)
  - Smart Keyboard Folio for 11-inch iPad Pro – US English
  - USB-C Digital AV Multiport Adapter
  - USB-C to SD Card Reader
  - Case Logic 14.1 Laptop/iPad Slim Carrying Case
    - *NOTE: If there is a remaining balance from purchased equipment, Districts will NOT be required to reimburse LACOE. However, the balance shall be applied towards additional equipment purchase(s) to support and satisfy project deliverables. Equipment Stipend shall NOT EXCEED $6,355.*

- At no-cost, districts will have access to:
  - online learning modules related to suicide prevention and student resiliency.
  - customized presentations geared toward delivering content to district and stakeholder groups.
  - support with MTSS, PBIS, LCAP alignment between systems.
  - receive coaching support from mental health specialists, technology, MTSS/PBIS, and trauma-informed practices from:
    - Los Angeles County Department of Mental Health Services (DMH)
    - Los Angeles County Office of Education (LACOE)
    - Center for Distance and Online Learning (CDOL)

District Trainer Responsibilities:

- Attend the no-cost, 2-day professional development workshop to support and sustain practices related to AB 2246 and MTSS Framework
- Participate in webinars and online learning communities for ongoing project and content support and collaboration.

- Provide necessary documentation to CDOL/Regional Consultant aligned with project quarterly reporting system:
  - Stakeholder Training Log
  - Stakeholder Training Sign-in sheets
- Participate in project evaluations and data collection by completing assessment/surveys at PD and during project period.
- Access 24/7 on-demand access to online learning modules for suicide prevention and student resiliency development.
- Utilize content and implementation tools to support capacity building.
- Utilize customized toolkit to present to Stakeholder/Gatekeeper groups (parents, teachers, crisis teams).

$SPORT^2$ District Administrator Responsibilities:

- Provide project support and facilitate data collection/evaluation outcomes in collaboration with CDOL.
- The administrator is invited to attend Day 1 or 2 of the no-cost professional development.
- With $SPORT^2$ support, provide access to the $SPORT^2$ online learning modules by providing staff email addresses upon request.

About the Professional Development:

- 2-Day professional workshop TBD

Payment Schedule – Two (2) Payments

1) Equipment Stipend – This is for the purchase of four (4) digital devices. LACOE will advance an Equipment Stipend not to exceed $6,355 (inclusive of sales tax and California recycling fee) upon a receipt of a signed contract.
   All receipts must be emailed to Ysais_dotti@lacoe.edu immediately after the purchase is made.
   - ❑ *Receipt for the equipment purchased from the Equipment Stipend must be remitted to LACOE in order to be eligible to receive Deliverables Stipend.*
2) Deliverables Stipend - Upon completion of the project deliverables, a stipend of $1,500 will be released to the district to cover the costs of supplies, teacher release time, and substitute teacher pay.

The total of all stipends received by each district, charter school and private school shall not exceed $7,855.00

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sharon Cuseo, Assistant Superintendent, Instructional Services
PREPARED BY:	Sharon Cuseo, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Jenny Jones, Administrative Secretary II
DATE:	September 5, 2019
SUBJECT:	Ratification of the Grant Sub-Agreement Between Burbank Unified School District and Rancho Santiago Community College District

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Background:

The Burbank Unified School District was awarded two K-12 Strong Workforce Grants for Career Technical Education. The grants support our work with Glendale Community College and Los Angeles Valley College to encourage district students to take advantage of career pathways and dual enrollment opportunities. It will fund parent information nights, student advisement and some material supplies to support the career pathways in Digital Media and the Medical, Engineering and Business Academies. This grant cannot supplant any existing funding.

District-Wide Goals for 2019-2020:

5. Expand programs to prepare to students for college, postsecondary education, training, and/or the workplace from preschool through adult education.

Discussion/Issues:

The fiscal agent for the grant is Rancho Santiago Community College District. This sub-agreement is to approve the disbursement of the funds to the Burbank Unified School District.

Fiscal Impact:

The Burbank Unified School District was awarded $406,642.

Recommendation:

Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends the Board of Education ratify the Sub-Agreement between the Burbank Unified School District and Rancho Santiago Community College District, to support Career Technical Education pathways and dual enrollment opportunities, not to exceed $406,642, effective July 1, 2019 through December 31, 2021, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

GRANT SUB-AGREEMENT BETWEEN RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT AND BURBANK UNIFIED SCHOOL DISTRICT

This grant sub-agreement (hereinafter "Agreement") is entered into on this 15th day of July, 2019, between Rancho Santiago Community College District (hereinafter "RSCCD") and **Burbank Unified School District** (hereinafter "SUBCONTRACTOR"). RSCCD and SUBCONTRACTOR may be referred to individually as a "Party" and collectively as the "Parties" in this Agreement.

WHEREAS, RSCCD was selected to serve as the Fiscal Agent for the K12 Strong Workforce Program Pathway Improvement funds for Los Angeles and Orange Counties, (hereinafter "Grant") from the California Community Colleges Chancellor's Office, Workforce and Economic Development Division, hereinafter "Prime Sponsor," to sub-grant and contract with Local Educational Agencies to implement career education, K-12 to community college pathway improvement projects that connect to in-demand, high-wage occupations in the region; and

WHEREAS, RSCCD has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees; and

WHEREAS, SUBCONTRACTOR has agreed to participate in the purpose of the Grant according to the terms and conditions hereinafter set forth.

NOW, THEREFORE, the Parties hereby agree as follows:

ARTICLE I

1. Statement of Work
   SUBCONTRACTOR agrees to perform the work in the Scope of Work (*Exhibit A*) approved by the PRIME SPONSOR, which by reference is incorporated into this Agreement. SUBCONTRACTOR agrees to comply with all provisions, to perform all work as set forth in this Agreement and the aforementioned Statement of Work in a professional, timely and diligent manner.

2. Period of Performance
   The period of performance for this Agreement shall be from July 1, 2019 through December 31, 2021.

3. Total Cost
   The total cost to RSCCD for performance of this Agreement shall not exceed $406,642.

4. Budget
   SUBCONTRACTOR agrees that expenditure of funds under this Agreement will be in accordance with the Scope of Work (*Exhibit A*) submitted by the SUBCONTRACTOR and approved by the PRIME SPONSOR and/or RSCCD, as appropriate, which by reference is

incorporated into this Agreement. Modifications to the budget are allowed without prior approval, as long as the total dollar amount is not affected and the outcomes of the Agreement will not be materially affected.

5. Payment and Invoicing
   Payment to the SUBCONTRACTOR shall be based on an advanced payment of 80% and a progress payment of 20%. Payment is contingent upon approval by the PRIME SPONSOR. Payment will not exceed the amount listed above under Article I.3. "Total Costs".

   SUBCONTRACTOR must submit invoices for payment via email to Santoyo_Sarah@rsccd.edu, and copy Maria Gil (Gil_Maria@rsccd.edu) in the email. The subject line of the invoice should be as follows: "INVOICE_K12SWP_PI_Subcontractor Name."

6. Reporting
   SUBCONTRACTOR will provide reports as requested or required by the PRIME SPONSOR, in a timely manner. RSCCD will provide report requirements and instructions to the SUBCONTRACTOR.

7. Expenditure of Grant Funds
   SUBCONTRACTOR agrees to comply with all Grant requirements and that it is solely responsible for the appropriate expenditure of all Grant funds received and for any misappropriation or dis-allowment of Grant funds.

8. Modifications
   If the SUBCONTRACTOR wishes to make substantial changes to the scope of work, then a revised scope of work that describes the requested changes and their impact to the budget and outcomes must be submitted to RSCCD and approved by the PRIME SPONSOR. Substantial changes are those that would represent a significant deviation from the approved scope of work and would lead to different outcomes or fall outside of the generally understood purpose of the use of the funds. Changes in methods of implementation (i.e., the means by which the approved scope of work is implemented) or movement between budget line items would not be considered substantial changes, and would not require prior approval.

9. Time Extensions
   SUBCONTRACTOR must spend all of the funds allocated through this Agreement within the timeframe of the Agreement.

10. Independent Contractor
    SUBCONTRACTOR agrees that the service provided hereunder are rendered in its capacity as an independent contractor and that it is not in any way an agent of RSCCD, nor shall its employees be entitled to any personnel benefits of RSCCD whatsoever.

11. Subcontract Assignment
Unless specifically noted in the Scope of Work (*Exhibit A*), none of the duties of, or work to be performed by, SUBCONTRACTOR under this Agreement shall be sub-contracted or assigned to any agency, consultant, or person without the prior written approval by the PRIME SPONSOR. No subcontract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement. SUBCONTRACTOR shall ensure that all subcontracts for services and contracted staff are procured in a manner consistent with state guidelines. Upon request, SUBCONTRACTOR shall submit to RSCCD copies of all sub-contracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority's approval that relate to this Agreement.

12. Record Keeping
SUBCONTRACTOR agrees to maintain project records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

13. Audit
SUBCONTRACTOR agrees that RSCCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. SUBCONTRACTOR agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, SUBCONTRACTOR agrees to include a similar right of RSCCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to the performance of this Agreement.

14. Mutual Indemnification
Both Parties to this Agreement shall agree to defend, indemnify, and hold harmless the other Party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying Party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence of the non-indemnifying party or any of its agents or employees.

15. Termination
Either Party may terminate this Agreement, with or without cause upon thirty (30) days written notice served upon the other Party. Notice shall be deemed served on the date of mailing. Upon termination, or notice thereof, the Parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

The obligations of RSCCD under this Agreement are contingent upon the availability of State funds, as applicable, for the reimbursement of SUBCONTRACTOR expenditures, and

inclusion of sufficient funds for the services hereunder in the budget approved by the RSCCD Board of Trustees each fiscal year this Agreement remains in effect. In the event that such funding is terminated or reduced, RSCCD shall provide SUBCONTRACTOR with written notification of such determination, and RSCCD will reimburse SUBCONTRACTOR for costs incurred up to the termination date.

16. Disputes

In the event of a dispute between the Parties, the aggrieved Party shall notify the other Party and provide a detailed description of the alleged problem. The Parties agree to use reasonable efforts to resolve such dispute by good faith negotiations and mutual agreement. In the event such informal resolution is not successful within a reasonable period of time, the Parties hereby agree that such dispute will be resolved in the manner specified below.

Except as otherwise provided in this Agreement, any dispute concerning any question arising under this Agreement shall be decided by RSCCD and/or the PRIME SPONSOR. In such a case, the decision shall be reduced to writing and a copy thereof shall be mailed or otherwise furnished to SUBCONTRACTOR. The decision shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, RSCCD receives from SUBCONTRACTOR a written request to appeal said decision. Pending final decision of the appeal, SUBCONTRACTOR shall act in accordance with the written decision of RSCCD or the PRIME SPONSOR, whichever is the final arbiter of the dispute. The handling of non-criminal complaints, including discrimination complaints, and complaints and reports of criminal fraud, waste and abuse shall be as prescribed by the State of California, and/or the PRIME SPONSOR, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

17. Notices

All notices, reports and correspondence between the Parties hereto respecting this Agreement shall be via email or deposited in the United States Mail addressed as follows:

RSCCD: **Primary Contact**:
Rancho Santiago Community College District
Sarah Santoyo
2323 N. Broadway, Suite 201
Santa Ana, CA 92706
(714) 480-7466; santoyo_sarah@rsccd.edu

Fiscal Representative:
Rancho Santiago Community College District
Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services
2323 North Broadway, Ste. 404-1
Santa Ana, CA 92706
(714) 480-7340, hardash_peter@rsccd.edu

SUBCONTRACTOR:

Primary Contact:

Name:	Sharon Cuseo
Title:	Assistant Superintendent, Instructional Services
Address:	Burbank Unified School District 1900 W. Olive Avenue Burbank, CA 91506
Phone:	(818) 729-4455
Email:	sharoncuseo@burbankusd.org

Fiscal Representative:

Name:	Peggy Greaves
Title:	Technician Budget & Accounting
Address:	Burbank Unified School District
Phone:	(818) 729-4466
Email:	

18. Total Agreement
This Agreement, together with the attachments hereto, expresses the total understanding of both Parties. There are no oral understandings of the Parties or terms and conditions other than as are stated herein. SUBCONTRACTOR acknowledges that it has read and agrees to all terms and conditions included in this Agreement.

19. Amendments
This Agreement may be modified or revised at any time by the Parties as long as the amendment is made in writing and signed by an authorized official of both Parties.

ARTICLE II

1. Legal Terms and Conditions
This Agreement will be implemented in accordance with the conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Education Code Part 54.5 Strong Workforce Program Section 88827), as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed. SUBCONTRACTOR agrees to expend all funds in accordance with all applicable federal, state and local laws and regulations.

2. Assurances
By signing this Agreement the Parties certify that they comply with the legal requirements regarding Standards of Conduct, Workers' Compensation Insurance, Participation in Grant-

Funded Activities, the Nondiscrimination Clause, Accessibility for Persons with Disabilities, and Drug-Free Workplace Certification.

This Agreement represents the entire understanding between RSCCD and SUBCONTRACTOR with respect to the Grant. No change, modification, extension, termination or waiver of this Agreement, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the Parties hereto.

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this Agreement to be executed as of the day that both Parties have signed the Agreement.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT		SUBCONTRACTOR: *Burbank Unified School District*	
By:		By:	
Name:	Peter J. Hardash	Name:	
Title:	Vice Chancellor Business Operations/Fiscal Services	Title:	
Date:	8/1/19	Date:	

Board Approval Date: July 15, 2019

95-6000418
Employer/Taxpayer Identification Number (EIN)

List of Exhibits

Exhibit A: K-12 SWP Pathway Improvement Project Plan (certified)

Exhibit B: Intent to Award Memo from the Chancellor's Office

Exhibit C: K-12 SWP Pathway Improvement funds Request for Applications and Program Specifications

Exhibit D: Education Code Part 54.5 Strong Workforce Program, Section 88827

EXHIBIT A:
K-12 SWP Pathway Improvement Project Plan(s) [certified]

LA-19 Burbank USD: Digital Media

Pathway Improvement Summary

Summary

Pathway Improvement Name
LA-19 Burbank USD: Digital Media

Region within which applying
Los Angeles

Pathway Improvement Scope
The plan is to improve the Digital Media pathway from our local high schools to Glendale Community College. This includes the development of new courses; creation of opportunities for Work Based Learning and the creation of certificate pathways for students. In addition, this includes increased dual enrollment courses offered at the high school; increased counseling advisement at both the high school and the college for high school pathway students; and purchase of equipment for the pathways.

Assurances

Read the legislation
Yes

Aligns with LCAP
Yes

Lead & Partner Agencies

Lead Agency

Agency Type
Unified School District

Agency Name
Burbank Unified

Agency Information

Address
1900 West Olive Avenue | Burbank, CA | 91506-2438

Website
http://www.burbankusd.org

Region
Los Angeles

Community College District
Los Angeles CCD

Participating Schools

School
John Burroughs High School
Burbank High School
Luther Burbank Middle School
Jordan Middle School
John Muir Middle School

Total ADA (Average Daily Attendance)

8,477

Are you part of a rural school district?

No

Financial Contribution

$431,586

In-Kind Match

$157,500

Description of In-Kind Match

The District In- Kind match is in a full time Arts & Career Technical Education Coordinator; a full time Career Technical Education Counselor; a full time Career Technical Education Administrative Assistant.

Contacts

Name	Role	Email
Sharon Cuseo	Project Lead Contact	sharoncuseo@burbankusd.org

Partner Agencies

Agency Type

College

Agency Name

Glendale Community College

Agency Information

Address

N/A

Website

N/A

Region

Los Angeles

Community College District
Glendale CCD

Total ADA (Average Daily Attendance)
0

Financial Contribution
$0

In-Kind Match
$37,392

Description of In-Kind Match
Counselor support for on site registration at the high schools; workshops on Glendale Community College in general, participation on Burbank CTE days at each of the high schools. Assitance with CATEMA system of data collection.

Contacts

Name	Role	Email
Emma Sanchez	Contact	emmas@glendale.edu

Collaborative Partners

Business/Industry/Philanthropic/Other Partners

Collaborative Partnerships
Nickelodeon Studios and Warner Brothers have been great partners to the Burbank Unified School District. They have both participated as part of the CTE Advisory Committee and regularly inform the district curriculum in digital media, particularly for animation and digital media production. Nickelodeon starts with elementary schools with our Let's Draw program that takes artists to the schools and shows them how to draw characters. They also provide guest speakers and mentors for our middle school and high school programs. Nickelodeon also placed district animation students into paid internships at Burbank High School. As part of K-12 Strong Workforce Grant, Nickelodeon would continue this work, but also help guide our certificate in animation program and collaborate with the district to begin discussing the possibility of teacher externships. Warner Brothers has also partnered with the district on numerous fundraising campaigns and have been willing to match district efforts to raise money for capital improvements to auditoriums and for arts programs. They have also sponsored creative artists in the elementary school to provide enrichment experiences and provided their own staff as volunteers. For the purposes of this grant, the district and Warner Brothers will explore potential teacher externships across numerous careers available at Warner Brothers and align with the district career pathways. Mocean has partnered with the district to create Work Based Learning opportunities for district students that includes placing students as interns. They also make staff available to attend Career Technical Advisory meetings and inform the district teachers on curriculum. For the purposes of this grant the goal with Mocean would be to increase the accessability of the Work Based Learning opportunities for district students, especially the targeted group of English Learner students. 5D Spectrum has provided Work Based Learning opportunities for district students, including internships. The role of this partner would be to inform the cretive of the certificates and to expand the number of students who are able to participate in the Work Based Learning opportunities. The Verdugo Work Development Board is a strong partner with the district. We have partnered for every career technical education grant that has been awarded to the local region, including the California Career Pathways Trust Grant (CCPT) and the Career Technical Incentive Grant (CTEIG). For both of those grants and for the purposes of the K-12 Strong Workforce Grant, the role of the Verugo Work Development Board is to inform district decisions with accurate and

current jobs information. In addition, the Verdugo Work Development Board works with the district to provide job opportunities to district students. In addition, they serve as a unifying organization for the district and Glendale Community College as they also host the Verdugo Creative Technologies Consortium and the Verdugo School To Career Coalition, of which Burbank Unified School District and Glendale Community College are members. The Foundation for Community Colleges first approached the district because they had funds to serve student interns. This has been a fantastic opportunity for students to participate in paid internships. The focus has been on employment in the entertainment industry. They have serves as the employer of record and a respository of funds dedicated to this purpose. As the primary mission of the Foundation for Community College is to serve community colleges and their students, this will be an important partnership for students to transition from the local high schools to the community colleges.

Resources and Contributions

The primary means of involving our partners in the the pathways is to leverage their considerable expertise in the industry. They provide critical advisement in curricular decisions and in the purchase of current equipment. For example, it is because of Nickelodeon that the district has invested in Wacom tablets for the animation program. There exist numerous tablets in this technological and creative space, and Nickelodeon has tested them all with their own animators. They were able to share their experience and let us know that nothing has replaced the Wacom tablet as the instrument of choice for animators. In addition, regularly visit our animation classes to impart a particular lesson in the field. For example, when the unit on storyboarding comes up in the curriculum, Nickelodeon sends a storyboard artist to speak to the class. Nickelodeon along with Glendale Community College also helped sponsor teacher training in the zbrush software program. Nickelodeon also hosts and sponsors a celebration and screening of original student work, the annual Burbank Bash. This is the culminating event for students who have been individually mentored by one or more animators from Nickelodeon in the creation of an original animated short. Nickelodeon also has been a leader in establishing internships for district students and in summer of 2018 hosted 5 student interns who experienced careers in archiving, pre-production, and production. Nickeldoeon is the exemplar for a business partnership. With this grant the goal is to leverage this foundational work to provide access for more students to participate. Nickelodeon, Warner Brothers, Mocean and 5D Spectrum make their staff available for Work Based Learning opportunites, the district intends to leverage that into more opoortunities to have access to professionals in the field, and to begin externship opportunites for the teaching staff in order for them to stay current in their instruction in the classroom. All of our partners will continue to inform curriculum design, especially as we build certificate programs and create new courses and expand existing career pathways.

Nickelodeon Studios

Agency Type
Business

Address
231 W Olive Ave | Burbank, CA | 91502

Website
https://www.nickanimation.com/

Financial Contribution

$0

In-Kind Match

$0

Description of In-Kind Match

Nickelodeon regularly donates used Wacom tablets, powerful computers that are useful for graphic arts, costumes and set pieces. They also work with the schools on Viacom Day to paint murals in our schools. A significant part of their in kind match is also volunteer labor. In addition, staff are available to provide Work Based Learning experiences.

Contacts

Name	Role	Email
Carson Smith	Contact	carson.smith@nick.com

Warner Brothers Studios

Agency Type
Business

Address
3400 Warner Blvd | Burbank, CA | 91505

Website
warnerbros.com

Financial Contribution

$0

In-Kind Match

$0

Description of In-Kind Match

Warner Brothers regularly donates furniture and supplies to the district. They also donate experiences for students and teachers such as screenings and tours. In addition, staff are available to provide Work Based Learning experiences. In addition, one of the directors at DC Comics volunteers as the president of our Career Technical Education Advisory Committee.

Contacts

Name	Role	Email
Mrs. Sally Chan	Contact	sally.chan@warnerbros.com

5D Spectrum

Agency Type
Business

Address
811 South Main Street | Burbank, CA | 91506

Website
5Dspectrum.com

Financial Contribution

$0

In-Kind Match

$0

Description of In-Kind Match

5D Spectrum donates their expertise in website creation, management and maintenance. They designed the district Career Technical Education page and continues to advise the district on its curriculum for its web design course.

Contacts

Name	Role	Email
De Ivett	Contact	de@5dspectrum.com

MOCEAN

Agency Type
Business

Address
2717 W. Olive Ave | Burbank, CA | 91505

Website
moceanla.com

Financial Contribution
$0

In-Kind Match
$0

Description of In-Kind Match
Mocean provides staff for the Work Based Learning program and they inform curriculum in digital media production.

Contacts

Name	Role	Email
Eric Simkin	Contact	eric.simkin@moceanla.com

Verdugo Workforce Development Board*

Agency Type
Workforce Development Board

Address
1255 S. Central Avenue | Glendale, CA | 91204

Website
http://verdugoworkforce.com/

Financial Contribution
$0

In-Kind Match
$0

Description of In-Kind Match

The Verdugo Work Development Board contributes to the District by participating on the Career Technical Advisory Committee and by providing current jobs data for local and regional markets.

Contacts

Name	Role	Email
Judith Velasco	Contact	jvelasco@glendaleca.gov

Foundation for California Community Colleges

Agency Type
Philanthropic Organization

Address
1102 Q Street, Suite 4800 | Sacramento, CA | 95811

Website
foundationccc.org

Financial Contribution

$0

In-Kind Match

$0

Description of In-Kind Match

The Foundation for Community Colleges has partnered with the district to seek funding for paid student internships and to process student workers.

Contacts

Name	Role	Email
Tim Aldinger	Contact	taldinger@foundationccc.org

Statement of Need

Targeted Industry Sectors

California Department of Education

- Arts, Media, & Entertainment (CDE)
- Business & Finance (CDE)
- Engineering & Architecture (CDE)
- Health Science & Medical Technology (CDE)
- Hospitality, Tourism, & Recreation (CDE)

- Information & Communication Technologies (CDE)

Crosswalk California Community Colleges

- Energy, Construction & Utilities (CCCCO)
- Global Trade (CCCCO)
- Health (CCCCO)
- Information & Communication Technologies (ICT)/Digital Media (CCCCO)
- Life Sciences/Biotech (CCCCO)
- Retail/Hospitality/Tourism 'Learn and Earn' (CCCCO)
- Business & Entrepreneurship (CCCCO)

Pathways

Pathways Chosen

- Arts, Media, & Entertainment: Design, Visual & Media Arts
- Arts, Media, & Entertainment: Graphic Production Technologies
- Arts, Media, & Entertainment: Other Arts, Media & Entertainment
- Business & Finance: Business Management
- Engineering & Architecture: Engineering Design
- Health Science & Medical Technology: Patient Care
- Hospitality, Tourism, & Recreation: Food Science, Dietetics, & Nutrition
- Information & Communication Technologies: Software & Systems Development

Description of Need

Describe why the industry sectors and pathways were selected and explain the regional economic need the application will address using economic data and labor market information.
(5000) Describe why the industry sectors and pathways were selected and explain the regional economic need the application will address using economic data and labor market information. The Digital Media pathway, Medical Academy, Engineering Academy, Culinary Arts pathway and the Business Academy were selected by the Burbank Unified School District because they correspond to industry sectors identified in the Los Angeles Regional Strong Workforce Program; the Verdugo Work Investment Board; and the Los Angeles/Orange County Region Center of Excellence 2016 report, “Regional Labor Market Assessment Occupations in Los Angeles County.” The analysis of the local data identified nine sectors: Advanced Manufacturing and Advanced Technology; Advanced Transportation and Renewable Energy; Energy, Construction and Utilities; Global Trade and Logistics; Health Care; Information & Communications Technology (ICT)/Digital Media; Life Sciences and Biotechnology; Retail, Hospitality and Tourism; and Small Business. The industry sectors that apply to the Burbank Unified School district application are the following: Information & Communications (ICT)/Digital Media; Health Care; Advanced Manufacturing and Advanced Technology; Retail, Hospitality and Tourism; and, Small Business. As of 2016, the reports projected 5800 job openings with hourly wages of $11.45-$49.48 in the Industry Sector of Advanced Manufacturing and Advanced Technology. In the Industry Sector of Health Care the projected number of job openings is 94,250 and the estimated hourly wages are between $11.38 and $50.85 hourly. The ICT/Digital Media Industry Sector has 9,400 projected job openings and the hourly wages range between $17.75 and $56.28. For Retail, Hospitality and Tourism the projected job openings are 82,325 and the hourly wages range from$11.20 to $50.65. The number of projected job openings for the Small Business Industry Sector is 102,000 with hourly wages from $8.52 to $50.96. These identified pathways are not only important to the region in terms of employment, but because they also correspond to the following priorities set forth by the Los Angeles Regional Strong Workforce Program: • Strengthening career pathways and programs of study in partnership with K-12 school districts, adult education providers and labor/registered apprenticeships • Increasing opportunities for work-based learning along the continuum through industry partnerships. • Addressing the needs of business and industry in identified priority and emerging sectors. The overall plan of the District is to strengthen the career pathways that already exist between the Burbank Unified School District and the Community College and create a certificate

pathway. In addition, providing forums for the students and parents to get all the information they need regarding the career pathways and the community college is an emphasis. This means an increase in academic advisement not only by our counseling staff, but by the community college staff. It also means informing the parents with evening workshops for them to get all of their questions answered and to see how what a great opportunity the Community College is for their students. This also requires lots of current informational materials to be created that our specific to the partnership between the community college and the Burbank Unified School District.

Describe the status of current career technical education courses, course sequences, programs, and/or pathways (or lack thereof) that will be addressed by the Pathway Improvement plan.
The Burbank Unified School District has invested in career pathways with its own dedicated District funds, the Career Pathways Trust Grant and the California Career Technical Education Incentive Grant. This allowed the District to create new pathways, including a digital media production pathway; a new Engineering pathway that includes exploratory engineering at the middle school; and a new Medical pathway. In addition, the District invested in a dedicated career counselor for both high schools and a dedicated 1/2 time District Coordinator for Career Technical Eduacation programs. The District invested in lots of computers, programs and current industry standard specialized equipment. It also used the funds to expand our Skills USA program for student leadership and assisted teachers in obtaining the appropriate CTE credentialing. There are also many arrticulation agreements between the District and the local community colleges. The District has also been able to involve many local businesses as partners. This includes well known companies such as Warner Brothers, Niceklodeon and Disney, but also smaller, local companies such as Overton Moore Properties, mOcean, Volt and 1817. They have been guest speakers, provided tours of their facilities and also placed students as interns. The piece that is still incomplete is the connection to the community college. Many students do not know that there is a direct path in career technical education fro m our local high schools to the community college. There are still some classes that need to be developed, and we need to invest in academic advisement, so that students are informed about their choices and the career pathways that go from the high school directly to the community college or employment. Another area of growth is in the area of student internships and teacher externships. We have some internships available for some of the students in the CTE programs, but not for all. All students should be eligible for some kind of internship, preferably paid. The District also has a need to communicate more effectively with parents around the CTE program and its options. The most recent Burbank Unified School District Climate Survey revealed that many parents were unaware or confused by the CTE program. In order to best serve our students and prepare them for college and careers, it is important to establish the clear CTE pathway the leads directly to a certificate program at the community college that they leverage for a job or be better prepared for the next level of education.

Did you or do you plan to apply for Career Technical Education Incentive Grant funding in 2018-19?
Yes

Pupil Data

Race/Ethnicity

• Hispanic

Program Type

• All Student Populations
• Continuation
• English Learners
• Special Needs

Will this Pathway Improvement serve pupils that have higher than average dropout rates?

Yes

Please specify the dropout rate of the target population.

7%

What grades will this Pathway Improvement serve?

- 7
- 8
- 9
- 10
- 11
- 12

Describe any special considerations associated with serving the targeted pupil populations.

The targeted subgroup for pathway improvement is English Language Learners, which have a drop out rate of 7.1 %. This is in comparison to our district drop out rate of 2%. Because they or their parents come from other countries, the students are not as familiar with how the educational program works. This contributes to their lack of understanding regarding Career Technical Education programs and opportunities. The extra academic advisement would allow the district to target these students for small group informational meetings and one on one sessions, so that students and parents know all of the options available to them at the community college. Since many of these students drop out of high school in order to work, it makes sense to keep them in school longer to get a certificate that would qualify them for a higher paying job. The language and culture of our parents are important considerations in providing staff that can speak the language and make parents feel welcome. Plus, the parents need help understanding the entire K-14 Educational system, which is difficult even for our native born students to navigate. One of the primary goals for the EL subgroup is to keep them in school, while trying to accommodate their desire to work. In addition, the district is targeting Hispanic students because they have a 38.8% UC/CSU a-g completion rate, while the White student population has a 51% UC/CSU a-g completion rate. The UC/CSU a-g completion rate is one of the significant college readiness indicators in the California State Accountability system. This aligns with district goals to improve learning and achievement for all students and to increase the number of high school students who have completed UC/CSU a-g requriements for college eligibility.

Pathway Improvement Strategies

Goals & Priorities

The Digital Media pathway, was selected by the Burbank Unified School District because they correspond to an industry sectors identified in the Los Angeles Regional Strong Workforce Program. The district K-12 Workforce plan goals that correspond are: to maximize sustained industry engagement, strengthening career pathways and programs of study, expanding opportunities for work-based learning, and attending to the need for new CTE faculty recruitment and professional development and externships.

Expansion of the number of Dual Enrollment and/or Jump Start courses available to students.

Summary of Strategy

Increase dual enrollment courses at the high school to expand current digital media pathway programs. This would lead to certificate programs in Animation, Cinematography and Editing, Graphic Design and Theatre Arts.

Activities of the Proposed Strategy

- Career Exploration and Guidance
- Dual Enrollment and/or College Credit
- Industry-recognized Credential or Certificate
- Integrated Academic and Career Based Courses
- Transition Services

- Work-based Learning

Detailed Description of the Proposed Strategy
The first goal is to expand the Digital Media Career Pathway by identifying and offering more courses in the dual enrollment and/or jump start program. This will allow our students to begin work on their certificates by earning college credit for coursework while attending high school. The potential courses that have been identified would lead to certficates in Animation; Graphic Design; Cinematography and Editing, and Technical Theatre. This would prepare Burbank students for immediate employment in the field, or set them up for continued eduation. This field is skill based and atalent driven, more so than some of the other fields, which allows students to get their foot in the door. This corresponds to the following Los Angeles Regional Strong Workforce Program recommendations and strategies: 1. Strengthening career pathways and programs of study 2. Addressing the needs of business and insustry in identified priority and emerging sectors 3. Supporting regional marketing, curriculum alignment, streamlined regional processes, regional labor market data collections, and analysis for data-informed decision - making. This strategy also aligns with the labor data that the Verdugo Work Investment Board provides to the Burbank USD on local job market trends. If students earn a certificate in the are of Digital Media, they are entering an in demand work climate with wages above the county average.

Provide robust pathway advisement services to students in the pathway program from GCC counselors.

Summary of Strategy
Students in the high schools will receive advisement in the career pathways available to them at the community college by community college staff. Students will receive information regarding the appropriate courses to select to participate in a certificate program and in work-based learning opportunities.

Activities of the Proposed Strategy
- Career Exploration and Guidance
- Dual Enrollment and/or College Credit
- Industry-recognized Credential or Certificate
- Support Services
- Work-based Learning

Detailed Description of the Proposed Strategy
Glendale Community College will help our high school students with career pathway advisement. The counselors will assist in recruitment efforts for English Learner and Hispanic students as they work with all students. They will enroll students in the Career Education Trek event and the Latinas in Stem event that the college sponsors. The counselors will also provide evening informational sessions at both of the high schools for parents, so they can understand career pathways, dual enrollment and the available options for their students. The staff at GCC will also assist the district staff in providing workshops for students on labor market topics and soft skills. The GCC counselors will also assist district staff with the data collection through the CATEMA platform. They will also support the district staff as they do mock interviews with the career pathway students.

Expansion of Work Based Learning program to provide experience for students in the pathway program.

Summary of Strategy
The district will work with all of its business partners to increase the availability of Work Based Learning opportunities for all students. The emphasis will be on increasing the participation of English Learner students and Hispanic students in the program.

Activities of the Proposed Strategy
- Career Exploration and Guidance
- Soft Skills Contextualized in CTE
- Work-based Learning

Detailed Description of the Proposed Strategy
The district will work with its business partners to increase the participation of all students in Work Based Learning activities, and especially English Learner and Hispanic students. The activities will include job shadowing, mock interviews, guest speakers and

internships. The district already has a successful model in place with our business partners, but the goal is to increase student participation and the frequency and variety of the activities. Currently, Nickelodeon, 1817 Studios, 5D Spectrum and Mocean have all made their staff available for Work Based Learning. Career exploration has been an important part of these partnerships.

Create a certificate program out of the dual enrollment courses offered in digital media.

Summary of Strategy

The district would like to fill in the gaps in our career pathways to the community college and create certificate programs in digital media, such as in animation and cinematography.

Activities of the Proposed Strategy

- Dual Enrollment and/or College Credit
- Industry-recognized Credential or Certificate
- Support Services
- Transition Services

Detailed Description of the Proposed Strategy

The expansion of the dual enrollment program includes increasing the number of career technical education capstone courses to include dual enrollment courses in digital media. There are courses that the high schools could be offering now that would position our students well as they transition to the community college. Digital media continues to be an important part of the local ecoomy according to jobs data from the Verdugo Work Development Board and is popular with Burbank Unified School District students.

Statement of Work

Glendale Community College outreach to provide career pathway advisement to high school students.

Describe the proposed activity associated with your Pathway Improvement plan

The district will coordinate counseling activities with the GCC counselors in order to schedule advisement days at each of the high schools. This will be to create awareness for the students regarding career pathways programs at the community college and the high school courses necessary to begin work on certificate programs.

Metrics

- Completed 2+CTE courses in high school in the same program of study (K12)
- Graduated high school (K12)
- Enrolled in a California Community College within one year of leaving secondary school (K12)

Describe the performance outcomes associated with this activity

The performance outcomes associated with this activity are the following: 1. Increased number of students who understand the district career pathways. 2. Increase number of students who enroll in a pathway. 3. Increase the number of EL students who enroll in a pathway. 4. Increase the number of Hispanic students who enroll in a pathway. 5. Increase the number of students who graduate with college credit. 6. Increase number of students who matriculate to the community college.

Provide the timeline for the proposed activity

The scheduling of the advisement dates would begin summer of 2019. The advisement days would occur in the fall of 2019, spring of 2020, fall of 2020 and the spring of 2021.

Indicate the responsible person(s) for the proposed activity.

The Assistant Superintendent of Instructional Services, The Coordinator of Career Technical Education and the Arts, and the Career Technical Education Counselor.

Parent Information Meetings on Career Technical Education pathways.

Describe the proposed activity associated with your Pathway Improvement plan

The Glendale Community College Counselors in collaboration with the district Career Technical Education Counselor will provide informational meetings at each of the high schools. This will be to make sure that the parents are aware of all the opportunities their students have in career pathways at the high school and the community college, including dual enrollment options and Career Technical Education certificate programs.

Metrics

- Completed 2+CTE courses in high school in the same program of study that include: early college credit, work-based learning, or third-party certification (K12)
- Graduated high school (K12)
- Enrolled in a California Community College within one year of leaving secondary school (K12)

Describe the performance outcomes associated with this activity

The performance outcomes associated with this activity are the following: 1. Increased number of students who understand the district career pathways. 2. Increased number of students who enroll in a pathway. 3. Increased number of EL students who enroll in a pathway. 4. Increased number of Hispanic students who enroll in a pathway. 5. Increased number of students who graduate with college credit. 6. Increased number of students who matriculate to the community college.

Provide the timeline for the proposed activity

The scheduling of the parent information dates will begin summer of 2019. The parent information meetings will occur in the fall of 2019, spring of 2020, fall of 2020 and the spring of 2021.

Indicate the responsible person(s) for the proposed activity.

The Assistant Superintendent of Instructional Services, The Coordinator of Career Technical Education and the Arts, and the Career Technical Education Counselor.

Collaborate with GCC staff to expand the number of dual enrollment offerings available to students.

Describe the proposed activity associated with your Pathway Improvement plan

District staff will meet with GCC staff to expand the number of dual enrollment offerings available to students in Career Technical Education. The goal is to provide capstone courses that would then transition to a certificate program at Glendale Community College. The courses need to be identified as well as determining when they could be made available.

Metrics

- Completed 2+CTE courses in high school in the same program of study that include: early college credit, work-based learning, or third-party certification (K12)
- Graduated high school (K12)
- Enrolled in a California Community College within one year of leaving secondary school (K12)
- Completed 9+ CTE units in first year of California Community College (CCCCO)
- Attained a California Community College certificate/degree or journey level status (CCCCO)

Describe the performance outcomes associated with this activity

The performance outcomes associated with this activity are the following: 1. Increased number of students who understand the district career pathways. 2. Increased number of students who enroll in a pathway. 3. Increased number of EL students who enroll in a pathway. 4. Increased number of Hispanic students who enroll in a pathway. 5. Increased number of students who matriculate to the community college. 6. Increased number of students who earn a certificate at the community college.

Provide the timeline for the proposed activity

The scheduling of collaboration dates will begin summer of 2019. The meetings will occur in the fall of 2019, spring of 2020, fall of 2020 and the spring of 2021. The proposed time to introduce new courses would be spring of 2020.

Indicate the responsible person(s) for the proposed activity.

The Assistant Superintendent of Instructional Services, The Coordinator of Career Technical Education and the Arts, and the Career Technical Education Counselor.

Expansion of Work Based Learning opportunites

Describe the proposed activity associated with your Pathway Improvement plan

The district will work with its business partners to expand the Work Based Learning opportunities available to students. It will use the CTE Advisory meetings as a forum for planning the expansion of activities for students. The idea is to increase the number of student participants who are able to take advantage of the Work Based Learning opportunities. The secondary goal is to increase the number of our business partners who offer the full range of Work Based Learning activities for students.

Metrics

- Completed 2+CTE courses in high school in the same program of study (K12)
- Completed 2+CTE courses in high school in the same program of study that include: early college credit, work-based learning, or third-party certification (K12)
- Graduated high school (K12)
- Enrolled in a California Community College within one year of leaving secondary school (K12)

Describe the performance outcomes associated with this activity

The performance outcomes associated with this activity are the following: 1. Increased number of students who understand the district career pathways. 2. Increased number of students who enroll in a pathway. 3. Increased number of EL students who enroll in a pathway. 4. Increased number of Hispanic students who enroll in a pathway. 5. Increased number of students who graduate with college credit. 6. Increased number of students who matriculate to the community college.

Provide the timeline for the proposed activity

The scheduling of collaboration dates will begin summer of 2019. The CTE Advisory meetings will occur in the fall of 2019, spring of 2020, fall of 2020 and the spring of 2021. The proposed time to begin expansion of Work Based Learning opportunities would be spring of 2020.

Indicate the responsible person(s) for the proposed activity.

The Assistant Superintendent of Instructional Services, The Coordinator of Career Technical Education and the Arts, and the Career Technical Education Counselor.

Develop of CTE certificate program with courses that are articulated, dual enrollment, or at GCC.

Describe the proposed activity associated with your Pathway Improvement plan

District staff will meet with GCC staff to identify the combination of articulated courses, dual enrollment courses and college courses that can be used to earn a certificate from Glendale Community College in Career Technical Education. The goal is to clearly identify a seamless career technical education pathway that leads from the high school to Glendale Community College and results in a certificate from the college.

Metrics

- Completed 2+CTE courses in high school in the same program of study that include: early college credit, work-based learning, or third-party certification (K12)
- Graduated high school (K12)
- Enrolled in a California Community College within one year of leaving secondary school (K12)
- Completed 9+ CTE units in first year of California Community College (CCCCO)
- Attained a California Community College certificate/degree or journey level status (CCCCO)

Describe the performance outcomes associated with this activity

The performance outcomes associated with this activity are the following: 1. Increased number of students who enroll in a pathway. 2. Increased number of EL students who enroll in a pathway. 3. Increased number of Hispanic students who enroll in a pathway. 4. Increased number of students who graduate with college credit. 5. Increased number of students who matriculate to the community college 6. Increased number of students who earn a certificate from the community college.

Provide the timeline for the proposed activity

The scheduling of collaboration dates will begin summer of 2019. The meetings will occur in the fall of 2019, spring of 2020, fall of 2020 and the spring of 2021. The proposed time to begin advertising certificate programs is spring of 2020.

Indicate the responsible person(s) for the proposed activity.

The Assistant Superintendent of Instructional Services, The Coordinator of Career Technical Education and the Arts, and the Career Technical Education Counselor.

Collaboration time for teachers around pathway expansion and course development

Describe the proposed activity associated with your Pathway Improvement plan

The CTE teachers will meet regularly to create and develop the necessary courses required for the expansion of the career pathways program. They also will review and modify all current course offerings to align them with the certificate programs and expectations.

Metrics

- Completed 2+CTE courses in high school in the same program of study that include: early college credit, work-based learning, or third-party certification (K12)
- Graduated high school (K12)
- Enrolled in a California Community College within one year of leaving secondary school (K12)
- Completed 9+ CTE units in first year of California Community College (CCCCO)

Describe the performance outcomes associated with this activity

The performance outcomes associated with this activity are the following: 1. Increased number of students who enroll in a pathway. 2. Increased number of EL students who enroll in a pathway. 3. Increased number of Hispanic students who enroll in a pathway. 4. Increased number of students who graduate with college credit. 5. Increased number of students who matriculate to the community college 6. Increased number of students who earn a certificate from the community college.

Provide the timeline for the proposed activity

Teachers will begin working summer of 2019 and meet fall of 2019, spring of 2020, summer of 2020, fall of 2020 and spring of 2021.

Indicate the responsible person(s) for the proposed activity.

The Assistant Superintendent of Instructional Services, The Coordinator of Career Technical Education and the Arts, and the Career Technical Education Counselor.

Provide the Digital Media Courses with industry standard equipment to prepare them for the field

Describe the proposed activity associated with your Pathway Improvement plan

Purchase the following equipment: Moving Lighting for Stage Craft Technology Shure Mics for Stagecraft Film Kits for Digital Media (8) 14 cintiq tablets at each Zoom H4N Digital Multitrack Recorders(8) Tracer III 15 Slim PC for animation Cintiq monitor at each Software for animation

Metrics

- Completed 2+CTE courses in high school in the same program of study (K12)
- Completed 2+CTE courses in high school in the same program of study that include: early college credit, work-based learning, or third-party certification (K12)

Describe the performance outcomes associated with this activity

The students will have the skills to be able to go right to the workforce or continue their studies at Glendale Community College. More students will see the value of the course sequence and pathway and numbers in the pathways will increase. The number of students who continue on in the field will increase. Students will have the opportunity to use equipment that is standard in the industry.

Provide the timeline for the proposed activity

The equipment will be purchased in the fall of 2019 and the students will be able to use it by the end of first semester.

Indicate the responsible person(s) for the proposed activity.

Ther person responsible for getting the equipment to the high schools and the digital media programs is the Assistant Superintendent of Instructional Services who oversees all CTE programs in the district.

Capability & Sustainability

Capability

Describe how the Pathways Improvement grant will be directed and implemented.
The project lead for this grant will be the Assistant Superintendent of Instructional Services for the Burbank Unified School Disrict. The lead, along with the Coordinator of Career Technical Education and the Counselor for Career Technical Education, will organize all of the work. It will be the responsibility of the lead to coordinate calendars, share individual and group responsibilities and keep the work moving forward. The organizational chart and agreements and letters of support are attached.

Describe the lead applicant's experience in conducting and administering state-funded projects.
The lead applicant is the Burbank Unified School District, Department of Instructional Services, Assistant Superintendent, Sharon Cuseo. She has been in the position for eight years and has been in the Burbank Unified School District for 29 years. Over the course of that time she has been responsible for managing the California Career Pathways Trust Grant, The Career Technical Education Incentive Grant, The Educator Effectiveness Grant, The Perkins Grant, The Funds designated for the implementation of the common core, the Low Performing Student Block Grant, as well as district lottery funds, district CTE funds and district department funds. As part of management of the above listed funds, there have been regular internal audits by an outside agency, board reports and CTE advisory meetings. For several of these grants it has also been a requirement to upload data on specific student perfromance. The Assistant Superintedndent also has excellent knowledge of the sudent information system.

Describe applicant's experience collaborating successfully with multiple partners and/or stakeholders.
As part of the Career Pathways Trust Grant, the Assistant Superintendent was the district lead as part of a consortium between Glendale USD, California State University Northridge, and the Verdugo Work Development Board. The Assistant Superintendent plans to take advantage of all the structures currently in place, but meet independently when necessary. For example, all of our partners both business and educational meet regularly with us as part of the CTE advisory committee. In addition, we all meet together as part of the Verdugo Creative Technologies Consortium and the Cerdugo School to Career Coalition.

Describe how the proposed pathway improvement plan will leverage existing funding sources.
The district will be able to leverage current funds that the district has dedicated to CTE to expand the pathway programs in the district. In addition, the district will leverage its Perkins funding to further the CTE goals. Plus, the K-12 Strong Workforce Grant will coordinate with the Career Technical Education Incentive Grant (CTEIG) The CTEIG has been awarded to BUrbank Unified School District and will allow us to maintain and grow some of the support structures necessary to expand the pathway program. For example, with the CTEIG funds the district is able to have a full time NAF coordinator and a full time Career Technical Education Counselor. These are key roles for maintaining the program that we currently have and for being in a position to expand the programs.

Does your LEA have any identified barriers to submitting outcomes data? If Yes, please explain, otherwise leave blank.

Sustainability

Describe how the LEA will utilize existing programs, partnerships, and resources to create sustainable pathway improvement(s).

The district will be able to leverage its partnerships with the Foundation for Community Colleges, local businesses, Glendale Community College and the Verdugo Work Development Board to sustain the expansion of CTE programs and the creation of certificate programs in career technical education. These are long standing partnerships that will remain in place as funding ebbs and flows. In addition, the Burbank Unified School District has committed funds to CTE that will remain in place throughtout the course of the grant and beyond. Plus, the district has been awarded Perkins funding on a regular basis that can be leveraged to support the goals of the K-12 Strong Workforce Grant, as the desired outocmes are the same, an educatied and well trained workforce.

Do you currently have paid staff that performs pathway functions?
Yes

Do you have a need for new K12 coordinator support?
No

Do you have a representative from the lead or partner agencies on the K12 selection committee?
No

Pathway Improvement Budget

Budget Summary

Total Grant Amount Budgeted: $164,526 of $164,526

Indirect Funds Budgeted: $7,156 (4.55%)

Monetary Match Funds Budgeted: $431,586 of $431,586

Total Available Funds Budgeted: $596,112 of $596,112

In-Kind Match Funds: $194,892

Total Remaining: $0

2018 - 2019 Budget Items

No budget items created.

2019 - 2020 Budget Items

Counselor, Teacher Extra Hourly, and Subsitute Support 2019-20

Institution

Burbank Unified

2019-20 Budget Item Amount

Grant Funds Amount

$17,210

Monetary Match Funds Amount

Not Entered

Expenditure Type

1000 - Instructional Salaries

Related Activities

- Parent Information Meetings on Career Technical Education pathways.
- Collaborate with GCC staff to expand the number of dual enrollment offerings available to students.
- Expansion of Work Based Learning opportunites
- Develop of CTE certificate program with courses that are articulated, dual enrollment, or at GCC.
- Collaboration time for teachers around pathway expansion and course development

Brief Description of Expenditure

1. Counselors will work with GCC staff to register and monitor students for CTE dual enrollment ($4200). 2. Counselors will facilitate parent informational presentations on CTE career pathways ($1260). 3. CTE counselor will be the liasion between BUSD teachers and GCC teachers to develop and renew articulated pathways and identify courses for the ecpanion of dual enrollment. ($1120)4. CTE coordinator and teachers will work on the expansion of WBL opportunities. ($5150)5. CTE teachers will work on pathway development and expansion. ($5480)

Counselor, Teacher Extra Hourly, and Subsitute Support 2019-20

Institution

Burbank Unified

2019-20 Budget Item Amount

Grant Funds Amount

$3,866

Monetary Match Funds Amount

Not Entered

Expenditure Type

3000 - Employee Benefits

Related Activities

- Parent Information Meetings on Career Technical Education pathways.
- Collaborate with GCC staff to expand the number of dual enrollment offerings available to students.
- Expansion of Work Based Learning opportunites
- Develop of CTE certificate program with courses that are articulated, dual enrollment, or at GCC.
- Collaboration time for teachers around pathway expansion and course development

Brief Description of Expenditure

Benefits 1. Counselors will work with GCC staff to register and monitor students for CTE dual enrollment ($4200). 2. Counselors will facilitate parent informational presentations on CTE career pathways ($1260). 3. CTE counselor will be the liasion between BUSD teachers and GCC teachers to develop and renew articulated pathways and identify courses for the ecpanion of dual enrollment. ($1120)4. CTE coordinator and teachers will work on the expansion of WBL opportunities. ($5150)5. CTE teachers will work on pathway development and expansion. ($5480)

Materials and Supplies for the expansion of Career Pathways 2019-20

Institution

Burbank Unified

2019-20 Budget Item Amount

Grant Funds Amount

$113,118

Monetary Match Funds Amount

Not Entered

Expenditure Type

4000 - Supplies and Materials

Related Activities

- Collaboration time for teachers around pathway expansion and course development
- Provide the Digital Media Courses with industry standard equipment to prepare them for the field

Brief Description of Expenditure

Moving Lighting for Stagecraft Technology ($40,000) Shure Mics for Stagecraft ($2739) Film Kits for Digital Media ($31,000) 14 cintiq tablets for Animation ($25,000) Tracer III 15 Slim PC for Animation ($3,000) Cintiq monitor at $4,000 each ($4,000) Computers for Digital Photography class to run more powerful software (40,379)

Software to Support the Digial Media Pathways 2019-20

Institution

Burbank Unified

2019-20 Budget Item Amount

Grant Funds Amount

$1,050

Monetary Match Funds Amount

Not Entered

Expenditure Type

5000 - Other Operating Expenses and Services

Related Activities

- Provide the Digital Media Courses with industry standard equipment to prepare them for the field

Brief Description of Expenditure

The following software will be purchased to support the Animation program: Oculus Rift ($845) Tiltbrush ($25) AnimVR ($40) SculptrVR ($25) Kingspray raffitti ($20) Volotic ($15) Masterpiece VR ($40) Gravity Sketch ($40)

Indirect Costs 2019-20

Institution

Burbank Unified

2019-20 Budget Item Amount

Grant Funds Amount

$7,156

Monetary Match Funds Amount

Not Entered

Expenditure Type

Indirect Costs

Related Activities

- Parent Information Meetings on Career Technical Education pathways.
- Collaborate with GCC staff to expand the number of dual enrollment offerings available to students.
- Expansion of Work Based Learning opportunites
- Develop of CTE certificate program with courses that are articulated, dual enrollment, or at GCC.
- Collaboration time for teachers around pathway expansion and course development
- Provide the Digital Media Courses with industry standard equipment to prepare them for the field

Brief Description of Expenditure

The indirect costs associated with administration of the grant.

Teachers for the digital Media Pathway 2019-20

Institution

Burbank Unified

2019-20 Budget Item Amount

Grant Funds Amount

Not Entered

Monetary Match Funds Amount

$310,742

Expenditure Type

1000 - Instructional Salaries

Related Activities

- Collaboration time for teachers around pathway expansion and course development
- Provide the Digital Media Courses with industry standard equipment to prepare them for the field

Brief Description of Expenditure

The general fund cost and commitment of the district to fund the teachers in the pathway. This includes the cost of full time teaching staff in the following areas: animation, digital photography, photography, stagecraft technology, digital media; and, a part time web design teacher.

Benefits for Digital Media Teachers 2019-20

Institution

Burbank Unified

2019-20 Budget Item Amount

Grant Funds Amount

Not Entered

Monetary Match Funds Amount

$120,844

Expenditure Type

3000 - Employee Benefits

Related Activities

- Collaborate with GCC staff to expand the number of dual enrollment offerings available to students.
- Provide the Digital Media Courses with industry standard equipment to prepare them for the field

Brief Description of Expenditure

The cost of the benefits to support the Digital Media Teachers

2019 - 2020 Amount

$573,986

2019 - 2020 Quarterly Expenditure Forecast

	Q1	Q2	Q3	Q4
Percentage	35%	55%	75%	100%
Dollars	$200,895	$315,692	$430,490	$573,986

2020 - 2021 Budget Items

Counselor, Teacher Extra Hourly, and Subsitute Support 2020-21

Institution

Burbank Unified

2020-21 Budget Item Amount

Grant Funds Amount

$17,210

Monetary Match Funds Amount

Not Entered

Expenditure Type

1000 - Instructional Salaries

Related Activities

- Parent Information Meetings on Career Technical Education pathways.
- Collaborate with GCC staff to expand the number of dual enrollment offerings available to students.
- Expansion of Work Based Learning opportunites
- Develop of CTE certificate program with courses that are articulated, dual enrollment, or at GCC.
- Collaboration time for teachers around pathway expansion and course development

Brief Description of Expenditure

ounselors will work with GCC staff to register and monitor students for CTE dual enrollment ($4200). 2. Counselors will facilitate parent informational presentations on CTE career pathways ($1260). 3. CTE counselor will be the liasion between BUSD teachers and GCC teachers to develop and renew articulated pathways and identify courses for the ecpanion of dual enrollment. ($1120)4. CTE coordinator and teachers will work on the expansion of WBL opportunities. ($5150)5. CTE teachers will work on pathway development and expansion. ($5480)

Counselor, Teacher Extra Hourly, and Subsitute Support 2020-21

Institution

Burbank Unified

2020-21 Budget Item Amount

Grant Funds Amount

$3,866

Monetary Match Funds Amount

Not Entered

Expenditure Type

3000 - Employee Benefits

Related Activities

- Parent Information Meetings on Career Technical Education pathways.
- Collaborate with GCC staff to expand the number of dual enrollment offerings available to students.
- Expansion of Work Based Learning opportunites
- Develop of CTE certificate program with courses that are articulated, dual enrollment, or at GCC.
- Collaboration time for teachers around pathway expansion and course development

Brief Description of Expenditure

Benefits 1. Counselors will work with GCC staff to register and monitor students for CTE dual enrollment ($4200). 2. Counselors will facilitate parent informational presentations on CTE career pathways ($1260). 3. CTE counselor will be the liasion between BUSD teachers and GCC teachers to develop and renew articulated pathways and identify courses for the ecpanion of dual enrollment. ($1120)4. CTE coordinator and teachers will work on the expansion of WBL opportunities. ($5150)5. CTE teachers will work on pathway development and expansion. ($5480)

Software to Support the Digial Media Pathways 2020-21

Institution

Burbank Unified

2020-21 Budget Item Amount

Grant Funds Amount

$1,050

Monetary Match Funds Amount

Not Entered

Expenditure Type

5000 - Other Operating Expenses and Services

Related Activities

- Provide the Digital Media Courses with industry standard equipment to prepare them for the field

Brief Description of Expenditure

Software for the animation pathway.

2020 - 2021 Amount

$22,126

2020 - 2021 Quarterly Expenditure Forecast

	Q1	Q2	Q3	Q4
Percentage	30%	55%	75%	100%
Dollars	$6,638	$12,169	$16,595	$22,126

2021 - 2022 Budget Items

No budget items created.

Supporting Documents

Document Title	Type	Uploaded	Comment
K12 SWP Application: Digital Media View PDF View HTML	K12 SWP Application	3/15/2019, 3:23:21 PM	This file was automatically generated at completion of workflow step "Application Submitted"
K12 SWP 2019-20 Letter of Intent: Digital Media View PDF View HTML	SWP-K12 Letter of Intent	3/6/2019, 4:02:11 PM	This file was automatically generated at completion of workflow step "Application Started"
K12 SWP Certified Project: LA-19 Burbank USD: Digital Media View PDF View HTML	K12 SWP Plan	6/17/2019, 4:20:14 PM	This file was automatically generated at completion of workflow step "Plan Certified"
K12 SWP Certified Project: LA-19 Burbank USD: Digital Media View PDF View HTML	K12 SWP Plan	6/17/2019, 4:13:25 PM	This file was automatically generated at completion of workflow step "Plan Certified"
CP-123-17_Burbank Film Commission_Amendment 01_Fully Executed.pdf	Agreement/MOU	3/15/2019, 3:21:50 PM	N/A
Scanned from a Xerox Multifunction Device (85)- Nickelodeon.pdf	Letter of Commitment	3/15/2019, 3:13:00 PM	N/A
BUSD Letter_WB (1).pdf	Letter of Commitment	3/15/2019, 3:11:41 PM	N/A
Digital Manufacturing Report_VerdugoBoard.pdf	Economic Data/Labor Market Information	3/15/2019, 3:08:05 PM	N/A
Organizational Chart for K.docx	Charts & Diagrams	3/15/2019, 3:02:53 PM	N/A
5D-K-12-grant-20190313.pdf	Letter of Commitment	3/15/2019, 3:00:00 PM	N/A
MOCEAN K12 Strong WorkforceLOS.pdf	Letter of Commitment	3/15/2019, 2:58:38 PM	N/A

ADA Totals

Name	ADA	Agency Type
Burbank Unified	8,477	Unified School District
Glendale Community College	0	College

Certification

Regional Signing Authority - Los Angeles

Gustavo Chamorro
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Sarah Santoyo
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Approved by Karen Childers

2019-06-17

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NOVA Site Version: 4.8.1

LA-19 Burbank USD: Digital Media, Engineering, Health Science, Business.

Pathway Improvement Summary

Summary

Pathway Improvement Name
LA-19 Burbank USD: Digital Media, Engineering, Health Science, Business.

Region within which applying
Los Angeles

Pathway Improvement Scope
The Burbank USD would expand its dual enrollment with LAVCC to include certificate programs for its NAF Academy programs. BUSD would increase the number of students from targeted subgroups in dual enrollment programs. Action items include more college courses at the high schools, college tours; academic advisement and registration; development of informational materials; and, parent/student informational meetings. Partners include LAVCC, Verdugo Workforce Development Board & Business Partners.

Assurances

Read the legislation
Yes

Aligns with LCAP
Yes

Lead & Partner Agencies

Lead Agency

Agency Type
Unified School District

Agency Name
Burbank Unified

Agency Information

Address
1900 West Olive Avenue | Burbank, CA | 91506-2438

Website
http://www.burbankusd.org

Region
Los Angeles

Community College District
Los Angeles CCD

Participating Schools

School
John Burroughs High School
Burbank High School
Luther Burbank Middle School
Jordan Middle School
John Muir Middle School

Total ADA (Average Daily Attendance)

8,477

Are you part of a rural school district?

No

Financial Contribution

$431,586

In-Kind Match

$157,500

Description of In-Kind Match

The District in Kind match is comprised of teachers in the pathways.

Contacts

Name	Role	Email
Sharon Cuseo	Project Lead Contact	sharoncuseo@burbankusd.org

Partner Agencies

Agency Type

College

Agency Name

LA Valley College

Agency Information

Address
N/A

Website
N/A

Region
Los Angeles

Community College District
Los Angeles CCD

Total ADA (Average Daily Attendance)
0

Financial Contribution
$0

In-Kind Match
$120,000

Description of In-Kind Match
Los Angeles Valley College has $120,000 in Strong Workforce Regional Grant dollars.

Contacts

Name	Role	Email
Nona Matatova	Contact	mataton@laccd.edu

Collaborative Partners

Business/Industry/Philanthropic/Other Partners

Collaborative Partnerships
The Chuck Lorre Family Foundation has provided a two year renewable grant of $240,000 to the district to support STEM education. The focus of the funds for the Burbank Unified School District is the Engineering and Medic Pathway Program. The grant allowed us to purchase equipment for the pathway, including robotics kits, computers, and medical equipment for each of our secondary schools. The Foundation has also supported the Engineering program by facilitating and funding tours for all Engineering students at the high schools to the Jet Propulsion Laboratory. Students are excited about these two new National Academy Foundation pathways and eager to continue on in the program and higher education. We will be able to complete the pathway by offering dual enrollment courses that lead to certificates at Los Angeles Valley College and also prepare them for four year colleges. The Chuck Lorre Foundtion also supports us with guest speakers from NASA and JPL. The Chuck Lorre Foundation is willing to continue to support our academy programs as we build the pathways. They support us with the actual technical equipment that is required for bothe the Medical and Engineering pathways. The two local credit unions, GAIN and UME, are long time supporters of the BUSD and the Business Academy. They provide materials and financial education to our students. They also provide speakers, particpate in mock interviews with our students, and are memebrs of the NAF advisory. As part of this grant, all of that will continue, but there will also be an emphasis on informing the curricular program as well. The District also has a collaboration with the Hollywood Burbank Airport. They have offered a program for two years, the Hollywood Burbank Airport Academy that exposes high school students to careers in the aerospace industry. The program is 5 days of different aspects of potential careers at the airport. The Verdugo Work Development Board is also an important partner for the Burbank Unified School District. They participate on our Career Technical Education advisory and provide the district with current local and regional job data. This data is and will be used to inform our pathway and certificate programs. The Foundation for Community Colleges began work in our digital media sector, but we have signed an agreement to expand that collaboration to all careeer pathways.

Resources and Contributions

The resources from the The Chuck Lorre Family Foundation grant will be used to support pathway expansion in the mdeical and Engineering Academies. The funds will be used specifically to support the purchase of equipment for robotocs projects in all of the Engineering courses and for experiences such as the trips to JPL as well as the guest speakers from JPL. This frees up funds from the grant to focus on the development of new courses such as Biotechnology and advanced Engineering. The other partners will be involved in providing Work Based Learning opportunities to all of our students with an emphasis on capturing English Leraners and Hispanic students into the pathway program. In particular the goal is to lead them to community college and the certificate programs to keep them in school longer and provide them with the skills necessary to pursue higher education and to also work.

The Chuck Lorre Family Foundation

Agency Type
Philanthropic Organization

Address
1880 Century Park East | Los Angeles, CA | 90067

Website
http://www.chucklorrefamilyfoundation.org

Financial Contribution

$0

In-Kind Match

$240,000

Description of In-Kind Match

The Chuck Lorre Family Foundation has provided a two year renewable grant of $240,000 to the district to support STEM education. The focus of the funds for the Burbank Unified School District is the Engineering and Medic Pathway Program. The grant allowed us to purchase equipment for the pathway, including robotics kits, computers, and medical equipment for each of our secondary schools. The Foundation has also supported the Engineering program by funding field trips to JPL.

Contacts

Name	Role	Email
Natalie George	Contact	nataliegeorge@tclff.org

Ume Credit Union

Agency Type
Business

Address
3000 W. Magnolia Blvd. | burbank, CA | 91505

Website
umecreditunion.com

Financial Contribution

$0

In-Kind Match

$0

Description of In-Kind Match

Ume Credit Federal Union has supported the district by offering financial literacy courses to our students. They are an active memebr of the NAF Advisory Board and particpate in mock interviews and other business academy activities.

Contacts

Name	Role	Email
Anita Hutchinson	Contact	anita@umecreditunion.com

Verdugo Workforce Development Board*

Agency Type
Workforce Development Board

Address
1255 S. Central Avenue | Glendale, CA | 91204

Website
http://verdugoworkforce.com/

Financial Contribution

$0

In-Kind Match

$0

Description of In-Kind Match

The Verdugo Work Development Board contributes to the District by participating on the Career Technical Advisory Committee and by providing current jobs data for local and regional markets.

Contacts

Name	Role	Email
Judith Velasco	Contact	jvelasco@glendaleca.gov

Gain Federal Credit Union

Agency Type
Business

Address
1800 W Magnolia Blvd | Burbank, CA | 91506

Website
https://gainfcu.com/

Financial Contribution

$0

In-Kind Match

$0

Description of In-Kind Match

GAIN Federal Credit Union has supported the district by offering financial literacy courses to our students. They are an active memebr of the NAF Advisory Board and particpate in mock interviews and other business academy activities.

Contacts

Name	Role	Email
Joanna tomlinson	Contact	jtomlinson@gainfcu.com

Statement of Need

Targeted Industry Sectors

California Department of Education

- Arts, Media, & Entertainment (CDE)
- Business & Finance (CDE)
- Engineering & Architecture (CDE)
- Health Science & Medical Technology (CDE)

Crosswalk California Community Colleges

- Energy, Construction & Utilities (CCCCO)
- Global Trade (CCCCO)
- Health (CCCCO)
- Information & Communication Technologies (ICT)/Digital Media (CCCCO)
- Life Sciences/Biotech (CCCCO)
- Business & Entrepreneurship (CCCCO)

Pathways

Pathways Chosen

- Arts, Media, & Entertainment: Design, Visual & Media Arts
- Business & Finance: Business Management
- Engineering & Architecture: Engineering Design
- Health Science & Medical Technology: Patient Care

Description of Need

Describe why the industry sectors and pathways were selected and explain the regional economic need the application will address using economic data and labor market information.

The Digital Media pathway, Medical Academy, Engineering Academy, Culinary Arts pathway and the Business Academy were selected by the Burbank Unified School District because they correspond to industry sectors identified in the Los Angeles Regional Strong Workforce Program; the Verdugo Work Investment Board; and the Los Angeles/Orange County Region Center of Excellence 2016 report, "Regional Labor Market Assessment Occupations in Los Angeles County." The analysis of the local data identified nine sectors: Advanced Manufacturing and Advanced Technology; Advanced Transportation and Renewable Energy; Energy, Construction and Utilities; Global Trade and Logistics; Health Care; Information & Communications Technology (ICT)/Digital Media; Life Sciences and Biotechnology; Retail, Hospitality and Tourism; and Small Business. The industry sectors that apply to the Burbank Unified School district application are the following: Information & Communications (ICT)/Digital Media; Health Care; Advanced Manufacturing and Advanced Technology; Retail, Hospitality and Tourism; and, Small Business. As of 2016, the reports projected 5800 job openings with hourly wages of $11.45-$49.48 in the Industry Sector of Advanced Manufacturing and Advanced Technology. In the Industry Sector of Health Care the projected number of job openings is 94,250 and the estimated hourly wages are between $11.38 and $50.85 hourly. The ICT/Digital Media Industry Sector has 9,400 projected job openings and the hourly wages range between $17.75 and $56.28. For Retail, Hospitality and Tourism the projected job openings are 82,325 and the hourly wages range from$11.20 to $50.65. The number of projected job openings for the Small Business Industry Sector is 102,000 with hourly wages from $8.52 to $50.96. These identified pathways are not only important to the region in terms of employment, but because they also correspond to the following priorities set forth by the Los Angeles Regional Strong Workforce Program: • Strengthening career pathways and programs of study in partnership with K-12 school districts, adult education providers and labor/registered apprenticeships • Increasing opportunities for work-based learning along the continuum through industry partnerships. • Addressing the needs of business and industry in identified priority and emerging sectors. The overall plan of the District is to strengthen the career pathways that already exist between the Burbank Unified School District and the Community College and create a certificate pathway. In addition, providing forums for the students and parents to get all the information they need regarding the career pathways and the community college is an emphasis. This means an increase in academic advisement not only by our counseling staff, but by the community college staff. It also means informing the parents with evening workshops for them to get all of their questions answered and to see how what a great opportunity the Community College is for their students. This also requires lots of current informational materials to be created that our specific to the partnership between the community college and the Burbank Unified School District.

Describe the status of current career technical education courses, course sequences, programs, and/or pathways (or lack thereof) that will be addressed by the Pathway Improvement plan.

The Burbank Unified School District has invested in career pathways with its own dedicated District funds, the Career Pathways Trust Grant and the California Career Technical Education Incentive Grant. This allowed the District to create new pathways, including a digital media production pathway; a new Engineering pathway that includes exploratory engineering at the middle school; and a new Medical pathway. In addition, the District invested in a dedicated career counselor for both high schools and a dedicated 1/2 time District Coordinator for Career Technical Eduacation programs. The District invested in lots of computers, programs and current industry standard specialized equipment. It also used the funds to expand our Skills USA program for student leadership and assisted teachers in obtaining the appropriate CTE credentialing. There are also many arrticulation agreements between the District and the local community colleges. The District has also been able to involve many local businesses as partners. This includes well known companies such as Warner Brothers, Niceklodeon and Disney, but also smaller, local companies such as Overton Moore Properties, mOcean, Volt and 1817. They have been guest speakers, provided tours of their facilities and also placed students as interns. The piece that is still incomplete is the connection to the community college. Many students do not know that there is a direct path in career technical education fro m our local high schools to the community college. There are still some classes that need to be developed, and we need to invest in academic advisement, so that students are informed about their choices and the career pathways that go from the high school directly to the community college or employment. Another area of growth is in the area of student internships and teacher externships. We have some internships available for some of the students in the CTE programs, but not for all. All students should be eligible for some kind of internship, preferably paid. The District also has a need to communicate more effectively with parents around the CTE program and its options. The most recent Burbank Unified School District Climate Survey revealed that many parents were unaware or confused by the CTE program. In order to best serve our students and prepare them for college and careers, it is important to establish the clear CTE pathway the leads directly to a certificate program at the community college that they leverage for a job or be better prepared for the next level of education.

Did you or do you plan to apply for Career Technical Education Incentive Grant funding in 2018-19?

Yes

Pupil Data

Race/Ethnicity

• Hispanic

Program Type

• All Student Populations

• Continuation

• Independent Study

• English Learners

• Special Needs

Will this Pathway Improvement serve pupils that have higher than average dropout rates?

Yes

Please specify the dropout rate of the target population.

7%

What grades will this Pathway Improvement serve?

• 7

• 8

• 9

• 10

• 11

• 12

Describe any special considerations associated with serving the targeted pupil populations.

The targeted subgroup for pathway improvement is English Language Learners, which have a drop out rate of 7.1 %. This is in comparison to our district drop out rate of 2%. Because they or their parents come from other countries, the students are not as familiar with how the educational program works. This contributes to their lack of understanding regarding Career Technical Education programs and opportunities. The extra academic advisement would allow the district to target these students for small group informational meetings and one on one sessions, so that students and parents know all of the options available to them at the community college. Since many of these students drop out of high school in order to work, it makes sense to keep them in school longer to get a certificate that would qualify them for a higher paying job. The language and culture of our parents are important considerations in providing staff that can speak the language and make parents feel welcome. Plus, the parents need help understanding the entire K-14 Educational system, which is difficult even for our native born students to navigate. One of the primary goals for the EL subgroup is to keep them in school, while trying to accommodate their desire to work. In addition, the district is targeting Hispanic students because they have a 38.8% UC/CSU a-g completion rate, while the White student population has a 51% UC/CSU a-g completion rate. The UC/CSU a-g completion rate is one of the significant college readiness indicators in the California State Accountability system. This aligns with district goals to improve learning and achievement for all students and to increase the number of high school students who have completed UC/CSU a-g requriements for college eligibility.

Pathway Improvement Strategies

Goals & Priorities
The Digital Media, Medical, Engineering and Business pathways were chosen by the Burbank USd because they correspond to an industry sectors identified in the Los Angeles Regional Strong Workforce Program. The district K-12 Workforce plan goals that correspond are: to maximize sustained industry engagement, strengthening career pathways and programs of study, expanding opportunities for work-based learning, andthe need for new faculty recruitment and professional development and externships.

Provide robust pathway advisement services to students in the pathway program from LAVC counselors.

Summary of Strategy
Increase career counseling pathways for all high school students in Burbank USD by providing them with guidance services, individual support and plans; increasing the amount of college counselors available to high school students; provide tours and orientations to students; help for students with registration at the community college. LAVC counselors would assist our student with career pathway advisement. They would assist us in recruitming Hispanic and EL students into the pathway programs. They would also assist district staff in registration for dual enrollment and advise them about the career pathway offerings available to them at LAVC.

Activities of the Proposed Strategy
- Career Exploration and Guidance
- Dual Enrollment and/or College Credit
- Integrated Academic and Career Based Courses
- Support Services

Detailed Description of the Proposed Strategy
LAVC counselors would assist our student with career pathway advisement. They would assist us in recruitming Hispanic and EL students into the pathway programs. They would also assist district staff in registration for dual enrollment and advise them about the career pathway offerings available to them at LAVC. The college counselors would be better able to help students with the transition to college and guide them in course selection to meet pathway and certificate goals. They would dedicate a day each semester at each of the high schools to assist in advisement and also in registration for dual enrollment.

Expansion of the Work Based Learning program

Summary of Strategy
The goal is to build upon existing structures with current business partners to create access for more students and to increase the number of Hispanic students and EL students who are participating.

Activities of the Proposed Strategy
- Career Exploration and Guidance
- Dual Enrollment and/or College Credit
- Industry-recognized Credential or Certificate
- Work-based Learning

Detailed Description of the Proposed Strategy
he district will work with its business partners to increase the participation of all students in Work Based Learning activities, and especially English Learner and Hispanic students. The activities will include job shadowing, mock interviews, guest speakers and internships. The district already has a successful model in place with our business partners, but the goal is to increase student participation and the frequency and variety of the activities. Currently, Nickelodeon, 1817 Studios, 5D Spectrum and Mocean have all made their staff available for Work Based Learning. Career exploration has been an important part of these partnerships. The district has also had on ongoing partnership for WBL with Overton Moore Properties that has provided a wide variety of WBL

opportunities to out students. The goal is to create more access for more students and to specifically target and recruit Hispanic and EL students.

Create certificate courses out of the dual enrollment courses already offered by LAVC.

Summary of Strategy
Increase the number of dual enrollment courses that are offered at the high school that lead to certificate programs at the community college.

Activities of the Proposed Strategy
- Career Exploration and Guidance
- Dual Enrollment and/or College Credit
- Industry-recognized Credential or Certificate
- Integrated Academic and Career Based Courses

Detailed Description of the Proposed Strategy
The first goal is to expand the Career Pathway by identifying and offering more courses in the dual enrollment and/or jump start program. This will allow our students to begin work on their certificates by earning college credit for coursework while attending high school. The potential courses that have been identified would lead to certficates in Business, Engineering, Health and Digital Media. This would prepare Burbank students for immediate employment in the field, or set them up for continued eduation. This field is skill based and atalent driven, more so than some of the other fields, which allows students to get their foot in the door. This corresponds to the following Los Angeles Regional Strong Workforce Program recommendations and strategies: 1. Strengthening career pathways and programs of study 2. Addressing the needs of business and insustry in identified priority and emerging sectors 3. Supporting regional marketing, curriculum alignment, streamlined regional processes, regional labor market data collections, and analysis for data-informed decision -making. This strategy also aligns with the labor data that the Verdugo Work Investment Board provides to the Burbank USD on local job market trends. If students earn a certificate in the are of Digital Media, they are entering an in demand work climate with wages above the county average.

Statement of Work

Career Exploration and Guidance

Describe the proposed activity associated with your Pathway Improvement plan

LAVC Counselors will provide career pathway advisement two days per semester per year for the high schools.

Metrics

- Completed 2+CTE courses in high school in the same program of study that include: early college credit, work-based learning, or third-party certification (K12)
- Graduated high school (K12)
- Enrolled in a California Community College within one year of leaving secondary school (K12)
- Attained a California Community College certificate/degree or journey level status (CCCCO)

Describe the performance outcomes associated with this activity

Increased number of students participating in the CTE pathways Increased number of students particpating in dual enrollment courses. Increased number of students matriculating to LAVC. Increased number of students earning certificates. Increased number of EL students in CTE pathways. Increased number of Hispanic students in CTE pathways.

Provide the timeline for the proposed activity

Planning will begin summer of 2019, implementation will occur fall of 2019, spring of 2020, fall of 2020 and spring of 2021.

Indicate the responsible person(s) for the proposed activity.

Assistant Superintendent of Instructional Services, Coordinator of Career Technical Education and Arts, Career Technical Education Counselor

LAVC counselors will provide parent meetings for Career Pathways and dual enrollment.

Describe the proposed activity associated with your Pathway Improvement plan

The LAVC will assist the district counselors in providing informational meeting for parents, so that they are better able to guide their students in their scheduling decisions.

Metrics

- Completed 2+CTE courses in high school in the same program of study (K12)
- Graduated high school (K12)
- Enrolled in a California Community College within one year of leaving secondary school (K12)
- Completed 9+ CTE units in first year of California Community College (CCCCO)

Describe the performance outcomes associated with this activity

Increased number of students participating in the CTE pathways Increased number of students particpating in dual enrollment courses. Increased number of students matriculating to LAVC. Increased number of students earning certificates. Increased number of EL students in CTE pathways. Increased number of Hispanic students in CTE pathways.

Provide the timeline for the proposed activity

Planning will begin summer of 2019, implementation will occur fall of 2019, spring of 2020, fall of 2020 and spring of 2021.

Indicate the responsible person(s) for the proposed activity.

Assistant Superintendent of Instructional Services, Coordinator of Career Technical Education and Arts, Career Technical Education Counselor

The district will work with Business partners to expand Work Based Learning opportunities

Describe the proposed activity associated with your Pathway Improvement plan

The district will work with its business partners to build upon the work that has already begun in order to increase access to Work Based Learning opportunities for all students. It will take advantage of the CTE advisory structure to plan activities and encourage more business partners to participate.

Metrics

- Completed 2+CTE courses in high school in the same program of study that include: early college credit, work-based learning, or third-party certification (K12)
- Graduated high school (K12)
- Enrolled in a California Community College within one year of leaving secondary school (K12)
- Completed 9+ CTE units in first year of California Community College (CCCCO)

Describe the performance outcomes associated with this activity

Increased number of students participating in the CTE pathways Increased number of students particpating in dual enrollment courses. Increased number of students matriculating to LAVC. Increased number of students earning certificates. Increased number of EL students in CTE pathways. Increased number of Hispanic students in CTE pathways.

Provide the timeline for the proposed activity

Planning will begin summer of 2019, implementation of expanded offerings will occur spring of 2020, fall of 2020 and spring of 2021.

Indicate the responsible person(s) for the proposed activity.

Assistant Superintendent of Instructional Services, Coordinator of Career Technical Education and Arts, Career Technical Education Counselor

Teacher collaboration to expand career pathways

Describe the proposed activity associated with your Pathway Improvement plan

The teachers will meet regularly to evaluate current course offerings and to design new courses to expand the current career pathways.

Metrics

- Completed 2+CTE courses in high school in the same program of study that include: early college credit, work-based learning, or third-party certification (K12)
- Graduated high school (K12)
- Enrolled in a California Community College within one year of leaving secondary school (K12)
- Completed 9+ CTE units in first year of California Community College (CCCCO)

Describe the performance outcomes associated with this activity

Increased number of students participating in the CTE pathways Increased number of students particpating in dual enrollment courses. Increased number of students matriculating to LAVC. Increased number of students earning certificates. Increased number of EL students in CTE pathways. Increased number of Hispanic students in CTE pathways.

Provide the timeline for the proposed activity

Planning will begin summer of 2019 and continue throughout the fall of 2019 and spring of 2020. Implementation will occur fall of 2020.

Indicate the responsible person(s) for the proposed activity.

Assistant Superintendent of Instructional Services, Coordinator of Career Technical Education and Arts, Career Technical Education Counselor

Provide materials and supplies to elevate courses to industry standard and to expand pathways

Describe the proposed activity associated with your Pathway Improvement plan

The materials and supplies will be used to elevate current courses to industry standard and to be able to provide the materials needed for new courses in the pathways, such as biotechnology.

Metrics

- Completed 2+CTE courses in high school in the same program of study (K12)
- Completed 2+CTE courses in high school in the same program of study that include: early college credit, work-based learning, or third-party certification (K12)
- Graduated high school (K12)

Describe the performance outcomes associated with this activity

More students will be able to complete a pathway and earn a certificate, as well as be prepared for the workforce or the next level of study at the community college or university.

Provide the timeline for the proposed activity

This will begin in the fall of 2019 and the new courses should be in place by spring 2019.Assista

Indicate the responsible person(s) for the proposed activity.

Assistant Superintendent of Instructional Services

Create CTE informational materials for parents, students and staff

Describe the proposed activity associated with your Pathway Improvement plan

In order to inform the parents and students of the dual enrollment opportunities availbel with LAVCC, it is necessary to create a variety of print materials.

Metrics

- Completed 2+CTE courses in high school in the same program of study (K12)
- Enrolled in a California Community College within one year of leaving secondary school (K12)

Describe the performance outcomes associated with this activity

An increase in the number of studens who take CTE courses is expected. In addition, the number of students who complete a pathway will increase as students are more informed about their choices for career pathways and dual enrollment.

Provide the timeline for the proposed activity

The updates will begin fall of 2019 and should be complete for spring of 2020 registration.

Indicate the responsible person(s) for the proposed activity.

Assistant Superintendent of Instructional Services

Capability & Sustainability

Capability

Describe how the Pathways Improvement grant will be directed and implemented.
Describe how the Pathways Improvement grant will be directed and implemented. The project lead for this grant will be the Assistant Superintendent of Instructional Services for the Burbank Unified School Disrict. The lead, along with the Coordinator of Career Technical Education and the Counselor for Career Technical Education, will organize all of the work. It will be the responsibility of the lead to coordinate calendars, share individual and group responsibilities and keep the work moving forward. The organizational chart and agreements and letters of support are attached.

Describe the lead applicant's experience in conducting and administering state-funded projects.
The lead applicant is the Burbank Unified School District, Department of Instructional Services, Assistant Superintendent, Sharon Cuseo. She has been in the position for eight years and has been in the Burbank Unified School District for 29 years. Over the course of that time she has been responsible for managing the California Career Pathways Trust Grant, The Career Technical Education Incentive Grant, The Educator Effectiveness Grant, The Perkins Grant, The Funds designated for the implementation of the common core, the Low Performing Student Block Grant, as well as district lottery funds, district CTE funds and district department funds. As part of management of the above listed funds, there have been regular internal audits by an outside agency, board reports and CTE advisory meetings. For several of these grants it has also been a requirement to upload data on specific student performance. The Assistant Superintendent also has excellent knowledge of the student information system.

Describe applicant's experience collaborating successfully with multiple partners and/or stakeholders.
As part of the Career Pathways Trust Grant, the Assistant Superintendent was the district lead as part of a consortium between Glendale USD, California State University Northridge, and the Verdugo Work Development Board. The Assistant Superintendent plans to take advantage of all the structures currently in place, but meet independently when necessary. For example, all of our partners both business and educational meet regularly with us as part of the CTE advisory committee. In addition, we all meet together as part of the Verdugo Creative Technologies Consortium and the As part of the Career Pathways Trust Grant, the Assistant Superintendent was the district lead as part of a consortium between Glendale USD, California State University Northridge, and the Verdugo Work Development Board. The Assistant Superintendent plans to take advantage of all the structures currently in place, but meet independently when necessary. For example, all of our partners both business and educational meet regularly with us as part of the CTE advisory committee. In addition, we all meet together as part of the Verdugo Creative Technologies Consortium and the Cerdugo School to Career Coalition and the Verdugo School to Career Coalition.

Describe how the proposed pathway improvement plan will leverage existing funding sources.
The district will be able to leverage current funds that the district has dedicated to CTE to expand the pathway programs in the district. In addition, the district will leverage its Perkins funding to further the CTE goals. Plus, the K-12 Strong Workforce Grant will coordinate with the Career Technical Education Incentive Grant (CTEIG) The CTEIG has been awarded to Burbank Unified School District and will allow us to maintain and grow some of the support structures necessary to expand the pathway program. For example, with the CTEIG funds the district is able to have a full time NAF coordinator and a full time Career Technical Education Counselor. These are key roles for maintaining the program that we currently have and for being in a position to expand the programs.

Does your LEA have any identified barriers to submitting outcomes data? If Yes, please explain, otherwise leave blank.

Sustainability

Describe how the LEA will utilize existing programs, partnerships, and resources to create sustainable pathway improvement(s).
The district will be able to leverage its partnerships with the Foundation for Community Colleges, local businesses, Glendale Community College and the Verdugo Work Development Board to sustain the expansion of CTE programs and the creation of certificate programs in career technical education. These are long standing partnerships that will remain in place as funding ebbs and flows. In addition, the Burbank Unified School District has committed funds to CTE that will remain in place throughout the course of the grant and beyond. Plus, the district has been awarded Perkins funding on a regular basis that can be leveraged to support the goals of the K-12 Strong Workforce Grant, as the desired outcomes are the same, an educated and well trained workforce.

Do you currently have paid staff that performs pathway functions?
Yes

Do you have a need for new K12 coordinator support?
No

Do you have a representative from the lead or partner agencies on the K12 selection committee?
No

Pathway Improvement Budget

Budget Summary

Total Grant Amount Budgeted: $242,116 of $242,116

Indirect Funds Budgeted: $0 (0%)

Monetary Match Funds Budgeted: $431,586 of $431,586

Total Available Funds Budgeted: $673,702 of $673,702

In-Kind Match Funds: $517,500

Total Remaining: $0

2018 - 2019 Budget Items

No budget items created.

2019 - 2020 Budget Items

Program Coordinator, Counselor Hourly, CGCAs hourly, 2019-20

Institution
LA Valley College

2019-20 Budget Item Amount

Grant Funds Amount
$28,698

Monetary Match Funds Amount
Not Entered

Expenditure Type

1000 - Instructional Salaries

Related Activities

- LAVC counselors will provide parent meetings for Career Pathways and dual enrollment.

Brief Description of Expenditure

Support for K-12 activities in Burbank, parent nights for dual enrollment, event prep time, workshops, academic counseling

Program Coordinator, Counselor Hourly, CGCAs hourly, 2019-20

Institution

LA Valley College

2019-20 Budget Item Amount

Grant Funds Amount

$7,653

Monetary Match Funds Amount

Not Entered

Expenditure Type

3000 - Employee Benefits

Related Activities

- LAVC counselors will provide parent meetings for Career Pathways and dual enrollment.

Brief Description of Expenditure

Benefits for the staff performing the following activities: Support for K-12 activities in Burbank, parent nights for dual enrollment, event prep time, workshops, academic counseling

Teacher and Counselor Extra Hourly 2019-20

Institution

Burbank Unified

2019-20 Budget Item Amount

Grant Funds Amount

$12,743

Monetary Match Funds Amount

Not Entered

Expenditure Type

1000 - Instructional Salaries

Related Activities

- Career Exploration and Guidance
- LAVC counselors will provide parent meetings for Career Pathways and dual enrollment.
- Teacher collaboration to expand career pathways

Brief Description of Expenditure

Counselors will work with LAVCC staff to develop certificate programs, expand career pathways, increase dual enrollment offerings, enroll and monitor students

Teacher and Counselor Extra Hourly 2019-20

Institution

Burbank Unified

2019-20 Budget Item Amount

Grant Funds Amount

$3,600

Monetary Match Funds Amount

Not Entered

Expenditure Type

3000 - Employee Benefits

Related Activities

- Career Exploration and Guidance
- LAVC counselors will provide parent meetings for Career Pathways and dual enrollment.
- Teacher collaboration to expand career pathways

Brief Description of Expenditure

Benefits for staff for the following activities: Counselors will work with LAVCC staff to develop certificate programs, expand career pathways, increase dual enrollment offerings, enroll and monitor students

Printing dual enrollment materials for students and parents 2019-20

Institution

Burbank Unified

2019-20 Budget Item Amount

Grant Funds Amount

$5,000

Monetary Match Funds Amount

Not Entered

Expenditure Type

5000 - Other Operating Expenses and Services

Related Activities

- Create CTE informational materials for parents, students and staff

Brief Description of Expenditure

District staff will work on creating and updating current informational material for parents, students and staff.

Printing Costs for LAVCC 2019-20

Institution

LA Valley College

2019-20 Budget Item Amount

Grant Funds Amount

$1,500

Monetary Match Funds Amount

Not Entered

Expenditure Type

5000 - Other Operating Expenses and Services

Related Activities

- LAVC counselors will provide parent meetings for Career Pathways and dual enrollment.

Brief Description of Expenditure

The LAVCC counselors will need to provide materials for their workshops and presentations at the high schools

Materials and supplies to expand the dual enrollment and career pathways courses 2019-20

Institution

Burbank Unified

2019-20 Budget Item Amount

Grant Funds Amount

$108,464

Monetary Match Funds Amount

Not Entered

Expenditure Type

4000 - Supplies and Materials

Related Activities

- Provide materials and supplies to elevate courses to industry standard and to expand pathways

Brief Description of Expenditure

Biotechnology class set-up for two schools - $66,500 Calculators - $400 Accounting Workbooks - $1080 Thermometers, gloves, stethoscopes, blood pressure kits, probe covers- $3300 2 Chromebook cart to access Health Science NAF curriculum - $30,000 Robotics Urban Kit- $3000 Electronic Exploration - $900, Arduino Starter kit - $1600 Uniforms for Sports medicine internships- $1684

Indirect costs 2019-20

Institution

Burbank Unified

2019-20 Budget Item Amount

Grant Funds Amount

$10,132

Monetary Match Funds Amount

Not Entered

Expenditure Type

7000 - Other Outgo

Related Activities

- LAVC counselors will provide parent meetings for Career Pathways and dual enrollment.
- The district will work with Business partners to expand Work Based Learning opportunities

- Teacher collaboration to expand career pathways
- Provide materials and supplies to elevate courses to industry standard and to expand pathways
- Create CTE informational materials for parents, students and staff

Brief Description of Expenditure

The indirect costs necessary to administer the program

Digital Media, Engineering, Health Science & Business Teachers 2019-20

Institution

Burbank Unified

2019-20 Budget Item Amount

Grant Funds Amount

$0

Monetary Match Funds Amount

$310,742

Expenditure Type

1000 - Instructional Salaries

Related Activities

- The district will work with Business partners to expand Work Based Learning opportunities
- Teacher collaboration to expand career pathways

Brief Description of Expenditure

The commitment of the Burbank USD to support teachers in the following areas: Retail Marketing, Business, Engineering, Financial Occupations, Accounting, Sports Medicine, Global Health

Digital Media, Engineering, Health Science & Business Teachers 2019-20

Institution

Burbank Unified

2019-20 Budget Item Amount

Grant Funds Amount

$0

Monetary Match Funds Amount

$120,844

Expenditure Type

3000 - Employee Benefits

Related Activities

- The district will work with Business partners to expand Work Based Learning opportunities
- Teacher collaboration to expand career pathways

Brief Description of Expenditure

Benefits for staff in the following areas: The commitment of the Burbank USD to support teachers in the following areas: Retail Marketing, Business, Engineering, Financial Occupations, Accounting, Sports Medicine, Global Health

2019 - 2020 Amount

$609,376

2019 - 2020 Quarterly Expenditure Forecast

	Q1	Q2	Q3	Q4
Percentage	35%	50%	75%	100%
Dollars	$213,282	$304,688	$457,032	$609,376

2020 - 2021 Budget Items

Program Coordinator, Counselor Hourly, CGCAs hourly, 2020-21

Institution

LA Valley College

2020-21 Budget Item Amount

Grant Funds Amount

$28,698

Monetary Match Funds Amount

Not Entered

Expenditure Type

1000 - Instructional Salaries

Related Activities

- LAVC counselors will provide parent meetings for Career Pathways and dual enrollment.

Brief Description of Expenditure

Support for K-12 activities in Burbank, parent nights for dual enrollment, event prep time, workshops, academic counseling

Program Coordinator, Counselor Hourly, CGCAs hourly, 2020-21

Institution

LA Valley College

2020-21 Budget Item Amount

Grant Funds Amount

$7,653

Monetary Match Funds Amount

Not Entered

Expenditure Type

3000 - Employee Benefits

Related Activities

- LAVC counselors will provide parent meetings for Career Pathways and dual enrollment.

Brief Description of Expenditure

Support for K-12 activities in Burbank, parent nights for dual enrollment, event prep time, workshops, academic counseling

Teacher and Counselor Extra Hourly 2020-21

Institution

Burbank Unified

2020-21 Budget Item Amount

Grant Funds Amount

$12,743

Monetary Match Funds Amount

Not Entered

Expenditure Type

1000 - Instructional Salaries

Related Activities

- Career Exploration and Guidance
- The district will work with Business partners to expand Work Based Learning opportunities

- Teacher collaboration to expand career pathways

Brief Description of Expenditure

Counselors will work with LAVCC staff to develop certificate programs, expand career pathways, increase dual enrollment offerings, enroll and monitor students

Teacher and Counselor Extra Hourly 2020-21

Institution

Burbank Unified

2020-21 Budget Item Amount

Grant Funds Amount

$3,600

Monetary Match Funds Amount

Not Entered

Expenditure Type

3000 - Employee Benefits

Related Activities

- Career Exploration and Guidance
- The district will work with Business partners to expand Work Based Learning opportunities
- Teacher collaboration to expand career pathways

Brief Description of Expenditure

Counselors will work with LAVCC staff to develop certificate programs, expand career pathways, increase dual enrollment offerings, enroll and monitor students

Printing Costs for LAVCC 2020-21

Institution

LA Valley College

2020-21 Budget Item Amount

Grant Funds Amount

$1,500

Monetary Match Funds Amount

Not Entered

Expenditure Type

5000 - Other Operating Expenses and Services

Related Activities

- LAVC counselors will provide parent meetings for Career Pathways and dual enrollment.

Brief Description of Expenditure

The LAVCC counselors will need to provide materials for their workshops and presentations at the high schools

Indirect Costs 2020-21

Institution

Burbank Unified

2020-21 Budget Item Amount

Grant Funds Amount

$10,132

Monetary Match Funds Amount

Not Entered

Expenditure Type

7000 - Other Outgo

Related Activities

- Career Exploration and Guidance
- LAVC counselors will provide parent meetings for Career Pathways and dual enrollment.
- The district will work with Business partners to expand Work Based Learning opportunities
- Teacher collaboration to expand career pathways
- Provide materials and supplies to elevate courses to industry standard and to expand pathways

Brief Description of Expenditure

The costs necessary to administer the program

2020 - 2021 Amount

$64,326

2020 - 2021 Quarterly Expenditure Forecast

	Q1	Q2	Q3	Q4
Percentage	35%	50%	75%	100%
Dollars	$22,514	$32,163	$48,245	$64,326

2021 - 2022 Budget Items

No budget items created.

Supporting Documents

Document Title	Type	Uploaded	Comment
K12 SWP Application: Digital Media, Engineering, Health Science, Business. View PDF View HTML	K12 SWP Application	3/15/2019, 4:56:29 PM	This file was automatically generated at completion of workflow step "Application Submitted"
K12 SWP 2019-20 Letter of Intent: Digital Media, Engineering, Health Science, Business. View PDF View HTML	SWP-K12 Letter of Intent	3/8/2019, 3:47:46 PM	This file was automatically generated at completion of workflow step "Application Started"
K12 SWP Certified Project: LA-19 Burbank USD: Digital Media, Engineering, Health Science, Business. View PDF View HTML	K12 SWP Plan	6/17/2019, 4:17:42 PM	This file was automatically generated at completion of workflow step "Plan Certified"
grant recommendation Letter.pdf	Letter of Commitment	3/15/2019, 4:56:07 PM	N/A
Organizational Chart for K.docx	Charts & Diagrams	3/15/2019, 4:55:52 PM	N/A
Foundation for Community Colleges.pdf	Agreement/MOU	3/15/2019, 4:55:38 PM	N/A
UMe BUSD Letter.pdf	Letter of Commitment	3/15/2019, 4:54:28 PM	N/A
Digital Manufacturing Report_VerdugoBoard.pdf	Economic Data/Labor Market Information	3/15/2019, 4:54:17 PM	N/A
grant recommendation Letter.pdf	Letter of Commitment	3/15/2019, 4:53:51 PM	N/A
VWDB Support Letter.pdf	Letter of Commitment	3/15/2019, 4:53:40 PM	N/A

ADA Totals

313

Name	ADA	Agency Type
Burbank Unified	8,477	Unified School District
LA Valley College	0	College

Certification

Regional Signing Authority - Los Angeles

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Approved by Karen Childers

2019-06-17

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EXHIBIT B:
Intent to Award Memo

April 30, 2019

K12 Strong Workforce Program
2018-2019 Intent to Award

The California Community Colleges Chancellor's Office – Division of Workforce and Economic Development, in partnership with California Department of Education is pleased to formally announce the 2018-19 funding awards for the K12 Strong Workforce Program. This memorandum is a formal notification of the intent to award.

During the first year of implementation, we sincerely thank and acknowledge the efforts of statewide Local Educational Agencies to apply for funding, and for the selection committee members who worked hard to score and make decisions on funding levels. All completed applications received by March 15, 2019 for K12 SWP funding were reviewed and competitively scored. Below is a list of all awarded applications.

Each Lead Agency for a funded application will receive a formal email notification of the grant award before the end of this **Friday, May 3, 2019** (please check your spam folder). In the email body, the grantee can either accept or reject the award amount. Grantees will have until **Wednesday, May 8** at **5:00PM** to respond to this email.

Once accepted, the K12 SWP fiscal agent in your region will contact each Lead Agency receiving funding to request signatures, and technical work plan changes, including budget amendments that might be needed to complete the execution of the grant agreement. A copy of the fully executed grant agreement will be provided to each Lead Agency. For audit purposes, Lead Agencies should retain a copy of the grant agreement, the RFA Specifications, and the Workforce and Economic Development Division Request for Applications Instructions, Terms and Conditions.

Please provide this memorandum to the Lead Agency. If for some reason you are listed as a grant recipient below, but you do not receive an email notification, then please contact the region in which you applied https://bit.ly/2cFfKmv, or the K12 SWP helpdesk at K12SWP@cccco.edu.

Intent to Award K12 Strong Workforce Program

Application Region	Lead Agency	Application Details Pathway Improvement Title	Funding Amount
Bay Area	Alameda Co. Office of Education	STEAM AHEAD: Digital Media, Advanced Manufacturing, and Information Technology and Big DATA	$566,250
Bay Area	Alameda Co. Office of Education	Pathways +: Farm to Fork Careers - Community Health, Culinary, Sustainable Agriculture, Business	$566,250
Bay Area	Alameda Co. Office of Education	Alignment Bay Area: Infrastructure to strengthen regional Career Ed systems for all student success	$566,250
Bay Area	Alameda Unified	Biotech Talent Pipeline	$145,275
Bay Area	Berkeley Unified	Digital Media	$167,244
Bay Area	Berkeley Unified	Engineering & Design	$180,284
Bay Area	Berkeley Unified	Public Health	$186,250
Bay Area	Contra Costa County ROP	ICT, Health Science and Medical Technologies, Adv. Manufacturing & Engineering	$2,266,234
Bay Area	East Palo Alto Academy	The Dream Lab: Using Experiential Learning to Promote College Persistence and Workforce Integration	$207,730
Bay Area	East Side Union High	East Side Career Pathways : https://eastsidecareerpathways.org/	$1,971,697
Bay Area	Eden Area ROP	Pathway Alignment and Strategic Support (PASS)	$1,579,356
Bay Area	Five Keys Independence HS (SF Sheriff's)	From JAIL-BASED HIGH SCHOOL to COLLEGE & CAREERS (Bay Area)	$116,175
Bay Area	Healdsburg Unified	Agriculture	$352,670
Bay Area	Leadership Public Schools - Hayward	LPS Hayward Business and Entrepreneurship Pathway	$393,084
Bay Area	Liberty Union High	Systems Diagnostics, Service, and Repair	$93,877
Bay Area	Lighthouse Community Charter High	Manufacturing and Product Development (CALPADS): Product Innovation & Design Pathway at Lighthouse	$339,250
Bay Area	Marin County ROP	Marin County Career Technical Education and Innovation Collaborative	$906,052
Bay Area	Mission Trails ROP	Monterey County (MC) Regional Stackable Skills Certificates and Guided Pathways	$2,002,550
Bay Area	Mission Trails ROP	Monterey County (MC) Regional Work-Based Learning and Post-secondary Pathways	$2,330,715
Bay Area	Monterey Co. Office of Education	MCOE and Hartnell College: Information and Communications Technologies and Digital Media	$111,750
Bay Area	Mt. Diablo Unified	College/Career Bridge Program	$291,020
Bay Area	Napa County ROP	Align Napa Valley, Calistoga, St. Helena and Dixon pathways with Napa, Santa Rosa, and Solano CC	$1,471,981
Bay Area	Oakland Military Institute, College Preparatory Academy	Career Pathways Expansion Plan	$591,242

Bay Area	Oakland Unified	Oakland Unified: Pathways to Prosperity	$2,516,250
Bay Area	Palo Alto Unified	Early Childhood Development	$371,250
Bay Area	Pittsburg Unified	Auto - Systems Diagnostics & Services	$586,756
Bay Area	San Benito High	Systems Diagnostics, Service & Repair	$6,000
Bay Area	San Francisco Unified	San Francisco Unified School District (SFUSD)	$2,391,250
Bay Area	San Leandro Unified	Alternate Pathways to Career Success Through a Comprehensive Pre-Apprenticeship Program	$156,599
Bay Area	San Mateo Co. Office of Education	Strengthening CTE Pathways	$1,841,250
Bay Area	Santa Cruz Co. Office of Education	SCCOE Consortium: Pathways to Employment	$707,812
Bay Area	Sequoia Union High	Strengthening Pathways to Community College	$1,125,902
Bay Area	SIATech San Jose	SIATech SJ SWP Career Pathways	$189,228
Bay Area	SIATech San Jose	SIATech Charter High School and Opportunity Youth Academy K12 SWP Pathway Program	$535,831
Bay Area	Solano Co. Office of Education	Align Solano County Engineering/Manufacturing pathways to Solano Community College	$370,366
Bay Area	Sonoma Valley Unified	Digital Arts Media and Entertainment: Production and Managerial Arts	$84,511
Bay Area	Sonoma Valley Unified	AgriTechnology Pathway	$139,497
Bay Area	Tri-Valley ROP	Enhancing and Expanding Targeted High Quality CTE Programs to Maximize Alignment with Post-Secondary	$549,238
Bay Area	Vacaville Unified	Enhancing the Current Agriculture Pathways to Include Horticulture and Floriculture	$50,579
Bay Area	West Contra Costa Unified	Health Career Pathways and Workforce Alignment	$396,639
		Total	$29,422,144

Application Region	**Lead Agency**	**Application Details Pathway Improvement Title**	**Funding Amount**
Central/Mother Lode	Amador County Unified	Computer Science and Media Design Pathway Improvement Plan	$126,878
Central/Mother Lode	Calaveras Unified	Ag Mechanics/Welding	$63,508
Central/Mother Lode	Calaveras Unified	Engineering Technology - Advanced Manufacturing	$88,840
Central/Mother Lode	Clovis Unified	CTE Advancement toward College and Career for Every Single Student (CTE ACCESS) Program	$1,026,695
Central/Mother Lode	Fresno Unified	Broadening Quality CTE Pathways	$1,850,584
Central/Mother Lode	Hilmar Unified	Hilmar High School - Ornamental Horticulture - Tissue Culture Lab	$46,162
Central/Mother Lode	Kern Co. Office of Education	Construction Technology Pathway	$377,098
Central/Mother Lode	Kern Co. Office of Education	Pathway Awareness & Recruitment	$389,750

Central/Mother Lode	Kern High ROC	Increasing High Quality CTE Opportunities for Students	$2,423,986
Central/Mother Lode	Le Grand Union High	Partnership for Ag Career Expansion (PACE) Project	$250,000
Central/Mother Lode	Linden Unified	Linden High School Culinary Arts Program	$136,023
Central/Mother Lode	Lodi Unified	Bear Creek High School Agriculture Pathway	$401,063
Central/Mother Lode	Madera Unified	Health Expansion Project	$1,000,000
Central/Mother Lode	Manteca Unified	BE.tech Emergency Room	$74,114
Central/Mother Lode	Manteca Unified	Manteca USD Advantage Future Teachers	$300,000
Central/Mother Lode	McFarland Unified	McFarland Agricultural Business Sustainability Program	$45,356
Central/Mother Lode	Merced City Elementary	MCSD Middle School Career Exploration Initiative	$272,746
Central/Mother Lode	Merced County ROP	Central Allied Medical Pathway (CAMP)	$969,678
Central/Mother Lode	Porterville Unified	Strengthen and expand systemic CTE alignment efforts between district, college, and workforce.	$1,182,225
Central/Mother Lode	Ripon Unified	Agriculture Pathways (Agriscience, Mechanics, and Business) Exploration, Immersion, and Retention	$155,000
Central/Mother Lode	San Joaquin Co. Office of Education	San Joaquin County Office of Education Operations Pathway	$125,000
Central/Mother Lode	Taft Union High	Health Careers	$91,250
Central/Mother Lode	Taft Union High	Protective Services,	$142,720
Central/Mother Lode	Tulare Co. Office of Education	Increase Intersegmental Participation to Expand Opportunities for Successful Student Transitions	$4,498,589
Central/Mother Lode	Valley ROP	Welding Technology and Advanced Manufacturing	$608,423
Central/Mother Lode	Valley ROP	Nursing/Healthcare	$729,907
Central/Mother Lode	Visalia Technical Early College	Early College Agricultural Pathways	$496,000
Central/Mother Lode	Wasco Union High	Wasco Union HSD Career Pathway Expansion - Industrial Automation	$500,000
Central/Mother Lode	Wonderful College Prep Academy	Real-World Math & Writing Applications for Ag Careers	$400,000
Central/Mother Lode	Yosemite ROP	Central Valley Career Collaboration & Navigation	$3,599,875
		Total	$22,371,470

Application Region	Lead Agency	Application Details Pathway Improvement Title	Funding Amount
Inland Empire/Desert	Apple Valley Unified	High Desert Cosmetology & Barbering - MDCP	$250,000
Inland Empire/Desert	Apple Valley Unified	High Desert Automotive Pathways Improvements - MDCP	$314,500
Inland Empire/Desert	Apple Valley Unified	High Desert Region-Wide High Quality CTE Improvements - MDCP	$461,809
Inland Empire/Desert	Apple Valley Unified	High Desert Medical Pathways Improvements - MDCP	$650,000
Inland Empire/Desert	Baldy View ROP	Pathway Improvement & Expansion Aligned With Chaffey College	$2,056,250
Inland Empire/Desert	Beaumont Unified	Graphic Production Technologies	$155,000
Inland Empire/Desert	Beaumont Unified	Patient Care Pathway	$222,586
Inland Empire/Desert	Beaumont Unified	Engineering and Manufacturing	$635,260
Inland Empire/Desert	Chaffey Joint Union High	Alignment of CJUHSD and FUSD Industry Sector Academic & CTE Pathways to Community College Programs	$1,531,866
Inland Empire/Desert	Colton-Redlands-Yucaipa ROP	Well Prepared College and Career Readiness through Work Based Learning (WBL)	$4,097,160
Inland Empire/Desert	Corona-Norco Unified	CNUSD WBL+ (work-based learning)	$1,500,000
Inland Empire/Desert	Jurupa Unified	Residential and Commercial Construction - Jurupa Valley High School	$40,582
Inland Empire/Desert	Jurupa Unified	Operations - Nueva Vista High School	$40,582
Inland Empire/Desert	Jurupa Unified	Patient Care - Rubidoux High School	$81,164
Inland Empire/Desert	Mojave Unified	Airframe and Powerplant General Aviation Maintenance Technician I, II, III	$133,750
Inland Empire/Desert	Moreno Valley Unified	Cyber Career Pathway	$641,781
Inland Empire/Desert	Murrieta Valley Unified	Building and Construction Pathway Creation	$80,000
Inland Empire/Desert	Palm Springs Unified	PSUSD CTE Academy and Pathway Recruitment and Retention	$999,931
Inland Empire/Desert	Riverside Co. Office of Education	RCOE Alternative Education/Special Education Strong Workforce Program	$200,000
Inland Empire/Desert	Riverside Unified	RUSD Student Certification Pipeline	$1,637,204
Inland Empire/Desert	San Bernardino City Unified	Arroyo Valley CORE	$368,175
Inland Empire/Desert	San Bernardino County ROP	Targeted Program Improvement and Expansion	$2,315,762

Inland Empire/Desert	Santa Rosa Academy	Santa Rosa Academy Engineering Program Improvement	$48,080
Inland Empire/Desert	SIATech Indio	SIATech Inland Empire: Health, ICT-DM, and Manufacturing	$250,000
Inland Empire/Desert	Temecula Valley Unified	MANUFACTURING and PRODUCT DEVELOPMENT - High Demand, High Salary, High Regional Impact, High Five!	$250,000
		Total	$18,961,442

Application Region	Lead Agency	Application Details Pathway Improvement Title	Funding Amount
Los Angeles	ABC Unified	Systems Diagnostics and Repair in the 21st Century	$189,252
Los Angeles	Bassett Unified	College and Career Pathway Improvement	$130,519
Los Angeles	Beverly Hills Unified	Implement New High School CTE Pathways	$87,012
Los Angeles	Birmingham Community Charter High	Engineering, Patient Care, Information Tech, Business, Culinary Arts, and Digital Media Enhancement	$609,087
Los Angeles	Burbank Unified	Digital Media	$164,526
Los Angeles	Burbank Unified	Digital Media, Engineering, Health Science, Business.	$242,116
Los Angeles	California Advancing Pathways for Students in Los Angeles County	Expanding Production and Managerial Arts- Stage Production Technology-Technical Theater	$183,354
Los Angeles	California Advancing Pathways for Students in Los Angeles County	Patient Care/Health Care/Health Services- Expanding Opportunities	$330,722
Los Angeles	Centinela Valley Union High	Comprehensive Pathway Improvements for CTE Success	$870,124
Los Angeles	Compton Unified	Adding CTE Programs for Cesar Chavez Continuation School Students	$410,162
Los Angeles	Covina-Valley Unified	Arts Media and Entertainment: Visual Com. Art, Prof. Theatre, Film/Video Production, Animation	$261,037
Los Angeles	Culver City Unified	Performing and Production Arts Pathways	$108,765
Los Angeles	Downey Unified	Downey MADE Stronger	$4,341,773
Los Angeles	East San Gabriel Valley ROP	Culinary Arts	$217,531
Los Angeles	East San Gabriel Valley ROP	Graphics Arts & Game Design	$308,372
Los Angeles	El Monte Union High	Manufacturing	$143,570
Los Angeles	El Monte Union High	Patient Care	$243,634
Los Angeles	Glendale Unified	Guided Pathways to Prepare Student for 21st Century Demands	$1,305,185
Los Angeles	Hacienda la Puente Unified	Career Preparation for Success in the 21st Century	$544,915
Los Angeles	Inglewood Unified	Construction Pathway	$41,331
Los Angeles	LA's Promise Charter High #1	SLATE-Z Strong Workforce Pathway Connections	$2,197,027
Los Angeles	Long Beach Unified	Health Science and Medical Technology	$469,866
Los Angeles	Los Angeles Academy of Arts & Enterprise Charter	Business, Digital Arts and The Creative Economy	$140,000
Los Angeles	Los Angeles Co. Office of Education	Design, Visual, and Media Arts	$261,037
Los Angeles	Los Angeles Co. Office of Education	Residential and Commercial Construction	$326,297

Los Angeles	Los Angeles Unified	Continuation Students Explore Careers and Pursue Industry Certification	$870,124
Los Angeles	Los Angeles Unified	Creating Optimum Opportunities for Success after High School	$870,124
Los Angeles	Los Angeles Unified	Linked Learning Summer Bridge to Industry and Community College	$1,833,517
Los Angeles	Lynwood Unified	Lynwood USD/Compton College CTE Pathway Development	$80,051
Los Angeles	Norwalk-La Mirada Unified	Pathways to Success	$870,123
Los Angeles	Options for Youth San Gabriel	Pathways to Success - Los Angeles	$870,124
Los Angeles	Pasadena Unified	Expanding Work-Based Learning	$815,647
Los Angeles	Pomona Unified	Hospitality, Tourism, and Recreation	$256,251
Los Angeles	Port of Los Angeles High	Port of Los Angeles High School CTE Pathway Improvement	$65,259
Los Angeles	Rowland Unified	Improving Career Pathways for all Students	$542,620
Los Angeles	Santa Monica-Malibu Unified	Design, Visual, and Media Arts	$21,588
Los Angeles	SIATech Academy South	SIATech SAS: Health, ICT, Transportation	$247,876
Los Angeles	South Pasadena Unified	STEM Pathways	$139,220
Los Angeles	Tri-Cities ROP	Information and Communication Technologies Digital Media Pathway Expansion and Improvement	$745,138
Los Angeles	Tri-Cities ROP	Advanced Automotive/Transportation	$1,131,970
Los Angeles	Tri-Cities ROP	Health and Medical Sciences Pathway Student Transitions and Employment Successes	$1,862,776
Los Angeles	Vaughn Next Century Learning Center	Vaughn K-14 College-Career Pathways Project	$710,032
		Total	$26,059,654

Application Region	Lead Agency	Application Details Pathway Improvement Title	Funding Amount
North/Far North	Anderson Union High	Manufacturing and Product Development	$104,331
North/Far North	Anderson Valley Unified	Greener Paths	$111,606
North/Far North	Chico Unified	All Chico Unified School District CTE Pathways	$850,000
North/Far North	Corning Union High	Corning Union High School Patient Care	$76,788
North/Far North	Corning Union High	Rodgers Ranch Agriculture and Natural Resources	$340,000
North/Far North	El Dorado Union High	Work-Based Learning for Continuation High School Students	$87,500
North/Far North	El Dorado Union High	Agricultural Mechanics	$151,941
North/Far North	El Dorado Union High	Product Innovation and Design	$431,006
North/Far North	Elk Grove Unified	Enhancing postsecondary transitions for alternative education students	$94,019

North/Far North	Elk Grove Unified	College and Career Readiness - Healthcare Pipeline	$155,422
North/Far North	Elk Grove Unified	Supporting transitions to guided pathways	$157,579
North/Far North	Elk Grove Unified	Creating an Advanced Manufacturing Pathway	$162,759
North/Far North	Elk Grove Unified	Pipeline to the Fire Service	$164,132
North/Far North	Elk Grove Unified	Building the Construction Pipeline	$180,643
North/Far North	Elk Grove Unified	7-14 CTE Pipeline for Students with Disabilities	$181,298
North/Far North	Eureka City Schools	Systems Diagnostics, Service and Repair- Moving EHS Auto to 21st Century	$11,141
North/Far North	Eureka City Schools	Cyber Security at EHS	$12,627
North/Far North	Eureka City Schools	Digital Design and Prototyping in Engineering	$17,765
North/Far North	Eureka City Schools	Eureka High School Ag Mechanics- Industry Standard	$24,396
North/Far North	Folsom-Cordova Unified	Manufacturing - "Train the Trainer" (Industry-led Professional Development)	$35,000
North/Far North	Folsom-Cordova Unified	Patient Care CTE Pathway in an International Baccalaureate Career Progamme (IB-CP) .	$139,132
North/Far North	Fort Sage Unified	Fort Sage CTE Program Improvements	$40,280
North/Far North	Fortuna Union High	Agriculture	$495,897
North/Far North	Forty-Niner ROP	Construction and Building Trades Pathways	$109,521
North/Far North	Forty-Niner ROP	Health Careers Skills Development for Special Populations	$243,704
North/Far North	Forty-Niner ROP	Building a Work-Based Learning Infrastructure	$640,676
North/Far North	Glenn Co. Office of Education	CTE Consortium/Collaborative WBL Continuum	$124,600
North/Far North	Gridley Unified	GHS Pathway Academies	$406,655
North/Far North	Humboldt Co. Office of Education	Health Career Exploration Project Support	$83,088
North/Far North	Humboldt Co. Office of Education	Trades Academy	$170,000
North/Far North	Lassen Union High	Soil and Water Management & Sustainability	$13,250
North/Far North	Lassen Union High	Business Management Computer Lab and Maintenance Plan	$38,500

North/Far North	Lassen Union High	Production Arts and Design	$38,850
North/Far North	Modoc Joint Unified	Modoc High School CTE Programs	$71,532
North/Far North	Nevada Joint Union High	Nevada Union High School (NUHS) Advanced Manufacturing Pathway	$128,493
North/Far North	Plumas Co. Office of Education	Agriculture	$34,632
North/Far North	Potter Valley Community Unified	Agriculture	$100,000
North/Far North	Sacramento City Unified	SCUSD College to Career Pathways	$860,000
North/Far North	Sacramento County ROP	Accelerating College Transition	$304,483
North/Far North	Sacramento County ROP	Information and Communication Technologies (ICT) Hub	$952,192
North/Far North	San Juan Unified	New Teacher Support	$25,990
North/Far North	SAVA: Sacramento Academic and Vocational Academy	Expanding Hospitality Pathway with a Mobile Professional Kitchen	$260,000
North/Far North	SAVA: Sacramento Academic and Vocational Academy	Expanding Capstone Internship Opportunities with a Workforce Coordinator	$260,000
North/Far North	Scott Valley Unified	Etna HS Pathways	$169,457
North/Far North	Shasta Union High	Green Up and Grow!	$80,301
North/Far North	Shasta Union High	Shasta High School Medical Training Facility	$288,435
North/Far North	Shasta Union High	REACT: Robotics Engineering Articulation, Certification and Training	$487,749
North/Far North	Shasta-Trinity ROP	Transportation - Diagnostics and Repair	$28,000
North/Far North	Shasta-Trinity ROP	Medical Careers - Patient Care	$29,730
North/Far North	SIATech Sacramento	SIATech Sac Agri-Business, Health IT	$208,568
North/Far North	Siskiyou Union High	Siskiyou UHSD - Happy Camp, McCloud, Mount Shasta, Weed - Strong Workforce Program	$364,282
North/Far North	Success One!	Success One! AME - Recording Arts Pathway	$60,000
North/Far North	Tahoe-Truckee Unified	Externships!	$105,000
North/Far North	Tahoe-Truckee Unified	Turning Gone Boarding into a MAN Pathway with Business and Entrepreneurship	$264,000
North/Far North	Tahoe-Truckee Unified	CTSO, Student Competitions, and WBL!	$395,250

North/Far North	Tahoe-Truckee Unified	Expanding WBL across all CTE Pathways!	$478,250
North/Far North	Tri-County ROP	Tri-County ROP/CTE Consortium	$974,903
North/Far North	Trinity Co. Office of Education	Middle School Career Exploration Initiative	$46,641
North/Far North	Twin Rivers Unified	Hospitality, Tourism, and Recreation- Food Service and Hospitality/ Culinary	$100,000
North/Far North	Twin Rivers Unified	Work Experience/ Work Based Learning	$200,000
North/Far North	Twin Rivers Unified	Dual Enrollment Expansion and Improvement	$223,681
North/Far North	Twin Rivers Unified	TK-14 CTE Capacity and Alignment	$250,000
North/Far North	Wheatland	Helping Us Grow by Building Strong Roots	$231,817
North/Far North	Willows Unified	Health Pathway - Medical Careers - Expansion - Improvement	$25,800
North/Far North	Willows Unified	Agricultural/Natural Resources	$50,000
North/Far North	Yolo County ROP	New Pathways for Yolo County Workforce Needs	$139,578
North/Far North	Yolo County ROP	Yolo Regional System of Support for Student Success	$596,779
North/Far North	Yuba City Unified	Computer Science: Systems Programming	$34,000
North/Far North	Yuba City Unified	Animal Science: Veterinary Assisting	$46,000
North/Far North	Yuba City Unified	Engineering Design	$50,000
		Total	$14,819,649

Application Region	**Lead Agency**	**Application Details Pathway Improvement Title**	**Funding Amount**
Orange County	Garden Grove Unified	CTE Student Leadership	$75,000
Orange County	Orange County Department of Education	Heightening Work-Based Learning in Orange County (OC Pathways Consortium Initiative 8 of 8)	$219,773
Orange County	Orange County Department of Education	Forming Orange County Integrated Pathway Teams (OC Pathways Consortium Initiative 6 of 8)	$400,000
Orange County	Orange County Department of Education	Creating Industry Certification Opportunities for OC (OC Pathways Consortium Initiative 3 of 8)	$529,017
Orange County	Orange County Department of Education	Enhancing Career Education Pedagogies (OC Pathways Consortium Initiative 5 of 8)	$1,453,128
Orange County	Orange County Department of Education	Designing Career Based Student Leadership in OC (OC Pathways Consortium Initiative 4 of 8)	$1,999,828

Orange County	Orange County Department of Education	Building CTE Dual Enrollment in Orange County (OC Pathways Consortium Initiative 2 of 8)	$2,109,168
Orange County	Orange County Department of Education	Advancing Career Counseling in Orange County (OC Pathways Consortium Initiative 1 of 8)	$4,630,549
Orange County	Santa Ana Unified	College and Career Focused Culture	$1,411,910
		Total	$12,828,373

Application Region	Lead Agency	Application Details Pathway Improvement Title	Funding Amount
San Diego/Imperial	Carlsbad Unified	CUSD Career Pathway Continuum Project	$956,203
San Diego/Imperial	Coronado Unified	Middle and High School Career Development and Pathway Improvement	$123,171
San Diego/Imperial	Escondido Union High	Strong Workforce Program K-12 Escondido Union High School District	$809,527
San Diego/Imperial	Grossmont Union High	Career Development Support, Pathway Expansion and Improvement in Priority Sectors	$1,135,301
San Diego/Imperial	Imperial Co. Office of Education	Middle School Career Development	$351,617
San Diego/Imperial	Imperial Valley ROP	Imperial Valley Health and Public Services Consortium (HAPi)	$3,823,683
San Diego/Imperial	North County Trade Tech High	Expanded Career Pathways and Increased Engagement with middle school, high school and local industry	$152,000
San Diego/Imperial	Oceanside Unified	High School Engagement	$252,280
San Diego/Imperial	Poway Unified	Poway Unified School District: Pathway Development and Improvement	$1,204,597
San Diego/Imperial	Ramona City Unified	High School Career Development	$150,000
San Diego/Imperial	San Diego Co. Office of Education	Regional Health Science and Medical Technology (HSMT) Career Pathway Expansion	$3,286
San Diego/Imperial	San Diego Co. Office of Education	SDCOE JCCS CTE Pathway Enhancement	$22,274
San Diego/Imperial	San Diego Co. Office of Education	SDCOE JCCS CTE Pathway Planning	$140,000
San Diego/Imperial	San Diego Co. Office of Education	Secondary Pathways Regional Support, WBL, Capacity Building and Engagement	$620,931
San Diego/Imperial	San Diego Unified	Programs and Certifications in Transportation, Biotechnology and Cybersecurity	$258,954
San Diego/Imperial	San Diego Unified	Student Engagement Continuum Pilot Project	$846,286
San Diego/Imperial	San Diego Unified	Health Care and Life Sciences WBL and Certification Initiative	$1,406,355
San Diego/Imperial	San Dieguito Union High	Career Exploration & Pathway Improvement for Software Systems Development, Auto, and Business Mgmt	$647,987

San Diego/Imperial	San Marcos Unified	Developing and Enhancing Career Education Pathways and Transitions for SMUSD MS and HS Students	$210,000
San Diego/Imperial	Sweetwater Union High	Linking the Roadmap to College and Career	$1,008,011
San Diego/Imperial	Vista Unified	Middle and High School Career Exploration	$503,737
San Diego/Imperial	Warner Unified	Pathway Development and Improvement	$75,000
		Total	$14,701,200

Application Region	**Lead Agency**	**Application Details Pathway Improvement Title**	**Funding Amount**
South Central Coast	Antelope Valley Union High	Pathways to AV's Future	$1,625,411
South Central Coast	Santa Barbara County ROP-North	Santa Barbara & San Luis Obispo CTE Consortium	$3,250,820
South Central Coast	Ventura Co. Office of Education	Ventura County Office of Education	$4,334,427
South Central Coast	William S. Hart Union High	Santa Clarita Valley Consortium	$1,625,410
		Total	$10,836,068

EXHIBIT C:
K-12 SWP Pathway Improvement Funds
Request for Applications and
Program Specifications

California Community Colleges Chancellor's Office

Division of Workforce and Economic Development

Request for Applications

K12 STRONG WORKFORCE PROGRAM

Funding Year:	2018-2019
RFA Release Date:	January 9, 2019
Application Deadline:	Applications must be received by 5:00 p.m. on Friday, March 15, 2019 in NOVA
Questions Deadline:	Written questions about specifications in the Request for Applications must be received by 5:00 p.m. on Friday, January 18, 2019, via email to: K12SWP@cccco.edu
Bidders' Conference:	January 23, 2019

Administered by the
California Community Colleges Chancellor's Office
Workforce and Economic Development Division (WEDD)
1102 Q Street
Sacramento, CA 95814–5901

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SECTION I: GENERAL INFORMATION

A. Background and Purpose

The California Community Colleges Chancellor's Office (CCCCO) in partnership with the California Department of Education (CDE) is seeking applications from eligible Local Education Agencies (LEAs) for K12 Strong Workforce Program funding. $150,000,000 in ongoing funding has been appropriated under Education Code Section 88827 for the K12 Strong Workforce Program to create, support, and/or expand high-quality career technical education programs at the K12 level. Funding is intended for efforts that are aligned with the workforce development efforts occurring through the Strong Workforce Program, that are responsive to regional economic priorities, and that increase the transition from secondary to post-secondary and career with an emphasis on a collaborative approach between the K12 and Community College systems.

Eligible LEAs are requested to submit a collaborative and fiscally integrated project application consisting of one or more of any combination of the following eligible applicants:

- School districts
- County offices of education
- Charter schools
- Regional occupational centers or programs operated by a joint powers authority, provided that the application has the written consent of each participating local educational agency

As eligible LEA applicants partner with a community college or community college district in their proposed application, it is allowable and encouraged for LEAs to partner with multiple community colleges or community college districts in order to sequence courses, and pathways.

High-value applications shall encompass a collaborative regional approach in order to reduce duplication: including the participation of multiple K12 institutions through existing relationships, community colleges, workforce partners, Adult Education programs, special education programs (including workability), and community based organizations that are:

- Committed to collaborative regional efforts to align pathways, workforce, employment, and student services;
- Informed by, aligned with, and expanding upon regional priorities and planning efforts occurring through the Strong Workforce Program; and
- Ready to focus on student outcomes for Career Technical Education using metrics aligned with the K12 SWP (inclusive of Workforce Innovation and Opportunity Act, the CDE College/Career Indicator, and the quality indicators required by Perkins).

B. Core Principles

The K12 Strong Workforce Program is based on the following workforce principles (Education Code 88821):

- California's economic competitiveness is fueled, in part, by the strength of its regional economies and its skilled workforce.
- Upward social and economic mobility helps keep the state's economy diversified and vibrant.
- The attainment of industry-valued "middle skill credentials" serves as a gateway for a large and diverse number of careers in the state's economy.
- California's local educational agencies, community college districts, interested public four-year universities, local workforce development boards, economic development and industry leaders, and local civic representatives should collaboratively work together to inform the offerings of courses, programs, pathways, and workforce development opportunities that enable students to access the current and future job market and further social and economic mobility.

C. Alignment with California Workforce Pathways Joint Advisory Committee: Guiding Policy Principles to Support K–14+ Pathways

The Guiding Principles help to prioritize a policy pivot towards purposeful integration of the student experience across systems and into college and career while addressing industry needs, by incorporating the following Guiding Policy Principles:

- Focus on a Student-Centered Delivery of Services for all K–14+ college and career pathways, which accommodates multiple entry points to facilitate students' needs to build their skills as they progress along a continuum of education and training, or advance in a sector-specific occupation or industry.
- Promote Equity and Access by eliminating institutional barriers and achievement gaps for all students to realize their educational and career aspirations.
- Achieve System Alignment in the economic regions of the state in order to create a comprehensive and well-defined system of articulation of high quality K–14+ pathway courses (i.e., both in-person and online) and work-based learning opportunities with a specific emphasis on career technical education. Bring greater coherence to programming, common use of terminology, appropriate data collection and sharing, and attainment of student outcomes in a timely way that lead to upward mobility in California's industry sectors.

- Support the Continuous Improvement and Capacity Building at all levels and components to ensure smooth transitions in the system and focus efforts on implementation of state standards, attainment of student outcomes, and a strengthening of California's regional economies.

D. Alignment with Strong Workforce Program

The K12 SWP legislation specifies that funds are provided to, "create, support, or expand high-quality career technical education programs at the K12 level that are aligned with the workforce development efforts occurring through the Strong Workforce Program." The legislation goes on to say that the educational workforce plans developed by each region are to be the vehicle for achieving this alignment.

> **"The local education agency shall use its consortium's plan developed pursuant to Section 88823 to inform their efforts to create, support, implement or expand upon career technical education courses, course sequences, programs, and pathways, and to the extent possible, integrate available local, regional, state, and private resources to improve the successful outcomes of pupils enrolled in career technical education courses, course sequences, programs, and pathways." 88828 (b)**

The legislation provides that K12 LEAs are to be full participants in the development and annual revision of this plan. In the first year of K12 SWP implementation, current regional collaborative efforts with LEAs will inform the 2019-20 regional plan revision. LEAs seeking K12 SWP funds should be active participants in the regional planning process. Applications for these funds should be responsive to the regional and local labor market and employment gaps and the goals identified in these plans.

E. Letter of Intent to Apply Requirement

All applicants intending to submit an application are required to submit a Letter of Intent (LOI) by **5:00 pm on Friday, February 15, 2019** via the online NOVA system. You will be prompted to establish a NOVA user account before the LOI can be submitted.

F. Funding

Per Education Code §§ 88827 statewide funding of $150,000,000 shall be apportioned annually by the CCCCO to the fiscal agent of each Strong Workforce Program Career Technical Education Regional Consortium based on the following weighted factors in each region:

- The unemployment rate. This factor shall comprise 33 percent of the allocation formula.
- The region's total average daily attendance for pupils in grades 7 to 12, inclusive. This factor shall comprise 33 percent of the allocation formula.

- The proportion of projected job openings. This factor shall comprise 34 percent of the allocation formula.

The following K12 Strong Workforce Program regional allocations table shows funding amounts available for 2018-2019 based on the weighted factors:

Regional Consortium	K12 SWP Allocation
Bay Area	$ 29,422,144
Central Valley-Mother Lode	$ 22,371,470
Inland Empire-Desert	$ 18,961,442
Los Angeles	$ 26,059,654
Orange County	$ 12,828,373
North-Far North	$ 14,819,649
San Diego-Imperial	$ 14,701,200
South Central Coast	$ 10,836,068
TOTAL	**$ 150,000,000**

Eligible LEA applications will be reviewed and awarded by the Strong Workforce Program regional consortium K12 Selection Committee. Each regional consortium shall form one (1) K12 Selection Committee during the 2018-19 year made up of individuals with expertise in K12 career technical education and workforce development and as called for in Education Code §§ 88829.

Unless otherwise determined by the K12 Selection Committee in consultation with the Strong Workforce Program Career Technical Education Regional Consortium, the total application ADA[1] will use the following percentages to guide funding awards:

- 4 percent is designated for applicants with total average daily attendance of less than or equal to 140
- 8 percent is designated for applicants with total average daily attendance of more than 140 and less than or equal to 550
- 88 percent is designated for applicants with total average daily attendance of more than 550

For any applicant consisting of more than one school, school district, county office of education, charter school, or regional occupational center or program, or any combination of those entities, the sum of the average daily attendance for each of the partner entities shall be used.

[1] *Average Daily Attendance as reported to CDE for prior year P2 ADA*

The following funding levels are available for applicants in the 2018-19 application period based on the total ADA for all participating schools/institutions identified in the application. Applicants should consult the following funding level chart to guide decisions about application budgets and work plans based on the maximum allowable grant amount. Please note that the total ADA for the application is equal to the sum of all the individual schools/institutions identified in the application (not the overall district ADA). Applicants must enter the ADA for the participating schools/institutions in the online application and the system will auto-calculate the total ADA for the application.

Funding level dollar amounts apply only to requested K12 SWP grant funds and do not include matched funds.

ADA of Participating Schools/Institutions	Funding Level
Up to 140 ADA	Up to $250,000
Up to 550 ADA	Up to $500,000
Up to 10,000 ADA	Up to $1,000,000
Over 10,000 ADA	Up to $5,000,000

Obtaining a grant in the first year will not prohibit LEAs from applying again, when future years of funding is released. Subsequent funding requests could be to augment, phase in, improve the pathway or sequence of courses, or to scale to a larger number of students.

Please note that applications requesting smaller amounts of funding to be used solely for planning are welcome, and can be part of phase in toward implementation. If funded, the recipients of these planning grants are encouraged to apply for funding through K12 SWP in subsequent years to implement their Pathway Improvement plans.

The K12 Selection Committee may adjust funding levels to align with the proposed scope of work in the application. The K12 Selection Committee may, at its discretion, award less than the amounts requested, based on review of the application and the committee's responsibility to ensure a portfolio of awards that best meets the needs of the region economy and the intention of the legislation.

G. Required Match

For any funding received from this program, the K12 SWP grant requires the applicant to provide a proportional dollar match as follows:

- For regional occupational centers or programs operated by a joint powers authority or county office of education, one dollar ($1) for every one dollar ($1) received for this funding.

- For local educational agencies, two dollars ($2) for every one dollar ($1) received for this funding.

The matching funds must be used to support the specific program, or programs, for which the applicant was awarded a grant. Funds from sources that will not directly serve K12 students in the specific program(s) cannot be used as a match.

The local match may include funding from the following sources:

- School district and charter school local control funding formula apportionments;
- Federal Carl D. Perkins Career and Technical Education Improvement Act of 2006, or its successor;
- Partnership academies program;
- Agricultural career technical education incentive program;
- Community College Strong Workforce Program that directly serves K12 pupils (i.e., via early college credit, etc.);
- California Adult Education Program (CAEP) area(s) that directly serves students under the age of 18, as approved the local board;
- Business, industry, philanthropic sources that will directly support the program; or
- Any other source, except those described below.

The local match may **NOT** include funding from any of the following:

- California Career Pathways Trust,
- California Career Technical Education Incentive Grant Program,
- Career Technical Education Facilities Program Grant,
- Public School Facilities Bond (Proposition 51)
- The same local match that is being used for a concurrent California Career Technical Education Incentive Grant
- The same local match that is being used for another concurrent K12 SWP grant/application

The applicant is encouraged to include both financial and in-kind resources in the local match; however, financial resources must account for at least fifty percent (50%) of the match required and in-kind resources may not account for more than fifty percent (50%) of the match. The application will require an explanation of the match.

In-kind matches may include resources such as supplies, staff/faculty time, teacher salaries, CTE facilities built that are directly related to the program (as long as the Department of State Architect close out is not complete), leased facilities/space for the program, etc. In-kind matches will be evaluated to determine if they represent a substantial commitment to the project.

The grant recipient must make expenditure information on career technical education programs available quarterly for purposes of determining if the grant recipients have met the dollar-for-dollar match requirement specified in Education Code Section 88828,

and for monitoring the use of funds provided pursuant to Education Code Section 88827.

H. Performance Period

Successfully awarded project applications will be funded from July 1, 2019 through December 31, 2021. There will be no extensions to the performance period.

I. Eligibility Requirements

Eligible LEAs may consist of one or more, or any combination, of the following:

- School districts
- County offices of education
- Charter schools
- Regional occupational centers or programs operated by a joint powers authority or county offices of education, provided that the application has the written consent of each participating local educational agency

(Note: Adult Education Programs are not eligible to apply as a lead or partner LEA, but may be included under a district LEA applicant if they serve students under the age of 18, as approved by the local board. Adult Education Programs may also be included in the application as a "Collaborative Partner" and are encouraged to work with K-12, community colleges and other stakeholders in partnerships that provide pathways to higher education and employment for all students).

LEAs applying to receive a K12 SWP grant must comply with all of the following:

- The LEA shall be located in and offer instruction within the geographical boundaries of the region from which it is applying for funds. LEAs located near the boundary of another region and that have a substantial number of students being served by a college in that region may apply for funds in the adjacent region if the neighboring college in that region agrees to partner with the LEA. LEAs that offer site based instruction in multiple regions may apply in each region within which they have a site. LEAs that offer primarily online/virtual instruction may apply only in the region within which their chartering district is located. LEAs may not request funding for the same Pathway Improvement application from multiple regions.

- The LEA should engage in regional efforts to align workforce, employment, and education services.

- The LEA must use their Strong Workforce Program Career Technical Education Regional Consortium' plan to inform their efforts to create, support, implement or expand upon career technical education courses, course sequences, programs, and pathways, and to the extent possible, integrate available local, regional,

state, and private resources to improve the successful outcomes of pupils enrolled in career technical education.

The LEA applicant must partner with one community college or community college district in their proposed project application. It is allowable and encouraged for LEAs to partner with multiple community colleges or community college districts.

Please note that there is no limit to the number of K12 SWP applications an eligible agency can submit as the lead applicant agency/ fiscal agent or as a partner agency.

J. CTE Program Requirements

The applicant, or the applicant's CTE program (as applicable), must meet the following minimum eligibility standards:

1. Be informed by, aligned with, and expand upon the Strong Workforce Program Career Technical Education Regional Consortium plans and planning efforts occurring through the Strong Workforce Program.

2. Offer high-quality curriculum and instruction aligned with the California Career Technical Education Model Curriculum Standards, including, but not limited to, providing a coherent sequence of career technical education courses that enable pupils to transition to postsecondary education or training programs that lead to a career pathway or attain employment upon graduation from high school.

3. Provides pupils with quality career exploration and guidance.

4. Provides pupil support services, including, but not limited to counseling and leadership development.

5. Provides opportunities for pupils to participate in after-school, extended-day, and out-of-school internships, competitions, and other work-based learning opportunities.

6. Leads to an industry-recognized credential or certificate, appropriate postsecondary training or employment, or a postsecondary degree.

7. Is staffed by skilled teachers or faculty and provides professional development opportunities for those teachers or faculty members.

8. Reports data (as described below in subsections M and N beginning on page 9) that can be used by policymakers, LEAs, community college districts, and their regional partners to support and evaluate the program, including, to the extent possible, demographic data used to evaluate progress in closing equity gaps in program access and completion, and earnings of underserved demographic

groups. Grant recipients must report data to CDE by November 1 immediately following the fiscal year for which the data are being reported.

K. Allowable Activities and Costs

Budgets for the use of grant funds will be reviewed and scored as part of the application process. Budgets that include items deemed non-allowable, excessive, or inappropriate will receive a lower score. Program funds are for direct services to the project only and are intended to supplement, not supplant, existing programs. Applicants should refer to the Strong Workforce Program Education Code (Section 88820-88833) and "Appendix B: Guidelines, Definitions and Allowable Expenditures" to determine what are allowable and non-allowable activities and costs.

L. Administrative Indirect Cost Rate

An LEA must limit administrative indirect costs to the rate approved by the California Department of Education for the applicable fiscal year in which the funds are expended.

M. Program Outcome Measures

The long-term measures of success for the K12 Strong Workforce Program are the students completing high school, transitioning successfully into an aligned postsecondary program, graduating with a degree or credential in a high-demand field, and securing employment successfully. Therefore, the K12 Strong Workforce Program Metrics measure the following student-level outcomes:

K12 SWP Metrics
Completed 2+ CTE courses in high school in the same program of study
Completed 2+ CTE courses in high school in the same program of study that include: early college credit, work-based learning, or third-party certification
Graduated high school
Enrolled in a California Community College within one year of leaving secondary school
Entered registered apprenticeship after participation in high school pre-apprenticeship program
Enrolled in another form of job training (other than California Community College)

K12 SWP Metrics
Completed 9+ CTE units in first year of California Community College
Attained a California Community College certificate/degree or journey level status
Transferred to a four-year institution after exiting California Community College
Employed in a job closely related to field of study after exiting California Community College
Median annual earnings of students after exiting California Community College
Attained a living wage after exiting California Community College

N. Reporting Requirements

Program Outcome Measures Reporting

Data collected on program outcomes that is necessary to support and evaluate K12 SWP, as described in Education Code §§ 88828, shall be submitted by the grant recipients (lead LEA and partner LEAs) to the State Department of Education by November 1 immediately following the fiscal year for which data are being reported. Grant recipients must also notify their K-14 Technical Assistance Provider (forthcoming) that data has been reported by the November 1 due date. The K-12 Selection Committee, in consultation with the Strong Workforce Program Career Technical Education Regional Consortium, may end contracts and grants from grantees that do not provide the required outcomes-based data.

To ensure that the K12 SWP legislative reporting requirements are met, all grant recipients, both lead and partnering LEAs, are required to do the following until an MOU is executed between CDE and CCCCO for information sharing on K12 data:

- Sign an MOU with Cal-PASS Plus to facilitate the sharing of data with the Cal-PASS Plus data system (if not already done so);
- Maintain a current MOU with Cal-PASS Plus throughout the life of the awarded grant; and
- Beginning in 2020-21, upload end-of-year data files, as applicable and required by K12 SWP, into the Cal-PASS Plus system annually by November 1.

Progress and Fiscal Reporting

To ensure the successful implementation of the K12 Strong Workforce Program, grantees are required to submit quarterly progress and financial reports and an end of project report to their Strong Workforce Program Career Technical Education Regional Consortium to show expenditures and demonstrate that program deliverables are being met. The fiscal agent/lead applicant for the partnership/consortium is responsible for submitting all data required by this grant.

Failure to submit required reports or evidence that deliverables have been met could result in the loss and/or remittance of all awarded funds.

Due Date	Deliverable
October 30, 2019	1st Quarter Year-to-Date Expenditure and Progress Report Due
January 31, 2020	2nd Quarter Year-to-Date Expenditure and Progress Report Due
April 30, 2020	3rd Quarter Year-to-Date Expenditure and Progress Report Due
July 31, 2020	4th Quarter Year-to-Date Expenditure and Progress Report Due
October 30, 2020	5th Quarter Year-to-Date Expenditure and Progress Report Due
January 31, 2021	6th Quarter Year-to-Date Expenditure and Progress Report Due
April 30, 2021	7th Quarter Year-to-Date Expenditure and Progress Report Due
July 31, 2021	8th Quarter Year-to-Date Expenditure and Progress Report Due
October 30, 2021	9th Quarter Year-to-Date Expenditure and Progress Report Due
January 31, 2022	10th Quarter Year-to-Date Expenditure and Progress Report Due
February 28, 2022	Final Year-to-Date Expenditure and Performance Report Due

O. Calendar of Key Dates

Date	Event
November 1, 2018	Guidance to field (joint statewide communication CDE/CO) announcing SWP K12 Pathway Improvement Funding Opportunity
November 1, 2018	Regional allocations posted
October 31, 2018 - December 12, 2018	Regional engagement CDE/CO information sessions on K12 SWP
November 5, 2018 - February 15, 2019	Letter of Intent to apply for Pathway Improvement submission window
January 9, 2019	Project submission application release date

Date	Event
January 23, 2019	Bidders' Conference
March 15, 2019	Applications due in NOVA system
March 18, 2019 - April 26, 2019	K12 Selection Committees review applications
April 30, 2019	K12 SWP grantees announced
May 17, 2019	Appeals due to Strong Workforce Program Career Technical Education Regional Consortium
June 15, 2019	Strong Workforce Program Career Technical Education Regional Consortia fiscal agents communicate intent to award funds to LEAs and initiate subcontract process
July 1, 2019	Project term begins

P. Application Due Date

The K12 Strong Workforce Program application, required forms, and all supporting documents must be **submitted and certified** via the NOVA reporting system on or before **Friday, March 15, 2019, by 5:00 p.m.**

Printed or Faxed copies of the application will **not** be accepted. Only applications submitted via the NOVA reporting system will be accepted.

Q. Application Review

Each application will be read and scored by a minimum of three reviewers from the K12 Regional Selection Committee formed by the Strong Workforce Program Career Technical Education Regional Consortium in which the applicant is applying. Application reviews will occur from March 18, 2019 – April 26, 2019.

The Selection Committee can take a variety of factors into consideration in making their funding decisions and are not required to fund the highest scoring applications if they are determined not to align with Strong Workforce Program Career Technical Education Regional Consortium regional plans or do not meet regional economic needs.

The K12 Selection Committee reserves the right to adjust funding levels to align with the proposed scope of work in the application. The K12 Selection Committee may, at its discretion, award less than the amounts requested, based on review of the application and the committee's responsibility to ensure a portfolio of awards that best meets the needs of the region and the intention of the legislation.

Positive consideration will be given to each of the following characteristics in an applicant:

1. Aligned programs serving unduplicated pupils as defined in Education Code Section 42238.02.

2. Programs that the K12 Selection Committee, in consultation with the Strong Workforce Program Career Technical Education Regional Consortium, determines most effectively meet the needs of the local and regional economies.

3. Programs serving pupil subgroups that have higher than average dropout rates as identified by the Superintendent of Public Instruction.

4. Programs located in an area of the state with a high unemployment rate.

Positive consideration will also be given to applications to the extent they do any of the following:

1. Successfully leverage one or both of the following:

    a. Existing structures, requirements, and resources of the federal Carl D. Perkins Career and Technical Education Improvement Act of 2006 and its successor, the partnership academies program, or the agricultural career technical education incentive program.

    b. Contributions from industry, labor, and philanthropic sources.

2. Make significant investments in career technical education infrastructure, equipment, and facilities.

3. Operate within rural school districts.

The K12 Selection Committee will consider past performance of applicants prior to awarding additional funds to those reapplying for K12 SWP funding, and shall deny applications from grantees that exhibited unsatisfactory performance in meeting the K12 SWP outcome metrics.

For information on scoring, application format, and instructions, please see “Section II: Instructions for Submitting the K12 SWP Application” beginning on page 17.

R. RFA Clarification

If any ambiguity, conflict, discrepancy, omission, or other error in this RFA is discovered, immediately notify the CCCCO of the error and request a written modification or clarification of the document. A clarifying addendum will be given to all parties who have obtained the RFA, without divulging the source of the request. Insofar

as practical, the CCCCO will give such notice to other interested parties, but the CCCCO shall not be responsible for failure to do so.

Written questions concerning the specifications and instructions in this Request for Applications must be submitted by email to K12SWP@cccco.edu no later than 5:00 p.m. on Friday, January 18, 2019. Questions submitted by that time will be addressed on the Application Webinar and/or in a subsequent Frequently Asked Questions (FAQ) document posted on the K12 SWP website. In addition, questions answered on any of the technical assistance webinars (as described below in subsection S) will be posted in the FAQ document(s) on the K12 SWP website.

Following the question deadline of January 18, 2019, only technical questions (e.g., questions about accessing the NOVA system, logistical challenges using NOVA or the K12 SWP online application, etc.) will be answered. No response will be provided to content questions submitted to K12SWP@cccco.edu after that date.

S. Technical Assistance

The following webinars will be recorded for posting on the K12 SWP website.

Bidders' Conference Webinar
The CCCCO staff will host an informational Bidders' Conference Webinar to provide an overview of the project submission process and offer potential applicants an opportunity to ask additional clarifying questions. Failure to attend the webinar will not preclude the submission of an application.

Date and Time: Wednesday, January 23, 2019, from 12 noon to 1 p.m.
Webinar Registration:
https://wested.zoom.us/webinar/register/WN_17vU7t2RTLiY1OqTRUOwcg

Labor Market Information for K12 SWP Webinar
The Centers of Excellence statewide director will provide an overview of how to find and use publicly available labor market information resources for preparing K12 SWP applications.

Date and Time: Wednesday, February 6, 2019 from 12 noon to 1 p.m.
Webinar Registration:
https://wested.zoom.us/webinar/register/WN_vZVGD1SwT5uenCeZ_8nu8A

K12 SWP Metrics Overview Webinar
The LaunchBoard team and CCCCO staff will provide an overview of the K12 SWP metrics and use existing LaunchBoard dashboards to demonstrate the types of information that will be available in the new K12 SWP Pipeline in summer 2019.

Date and Time: Monday, February 11, 2019 from 12 noon to 1 p.m.

Webinar Registration: https://wested.zoom.us/webinar/register/WN_-6CeQLlXQTqVTCpit2djYQ

T. Incomplete and Late Applications

Incomplete or late applications will not be considered. The Chancellor's Office and K12 Regional Selection Committees reserve the right to reject any and all applications received prior to scoring should the following occur:

- The application is received and certified via submission through the NOVA reporting system later than **5:00 pm on Friday, March 15, 2019**.
- The Budget exceeds the maximum amount allowed as specified in the Request for Application instructions.
- The application does not meet the match requirement funding levels and/or indicated that the match comes from non-allowable sources.
- The application is incomplete and/or missing any required documents.

U. Assurances, Certifications, Terms, and Conditions

Assurances, certifications, terms, and conditions are requirements of applicants and grantees as a condition of receiving funds.

The certified K12 SWP application is a commitment to comply with the assurances, certifications, and terms and conditions associated with the grant as describe in the K12 SWP Request for Applications and K12 SWP legislation (Education Code Title 3, Division 7, Part 54.5 [88820-88833].

As a condition of receiving funds, funded applicants shall do the following:

- Enter into a grant agreement with the applicable Strong Workforce Program Career Technical Education Regional Consortia, and abide by the legal terms and conditions prescribed by the Chancellor's Office (see *Appendix A: K12 Strong Workforce Program, Program-Specific Legal Terms and Conditions*) and the applicable Strong Workforce Program Career Technical Education Regional Consortia.
- Certify that funds received and the matching funds contributed by each local educational agency shall be used solely for the purpose of supporting the program or programs for which the grant is awarded.
- Be responsible for the performance of any services provided through funds awarded under this grant by partners, consultants, or other organizations.

- Make expenditure data on career technical education programs available for purposes of determining if the grant recipients have met the matching funds requirements specified, and for monitoring the use of funds provided.

- Enter into and maintain a data sharing MOU with Cal-PASS Plus until an MOU is executed between CDE and CCCCO for information sharing on K12 data.

- By November 1 immediately following the fiscal year for which data are being reported:
    - Provide student-level data necessary to evaluate K12 SWP to CDE;
    - Beginning in 2020-21, submit all end-of-year data files, as applicable and required by K12SWP leadership, into the Cal-PASS Plus system; and
    - Notify their K-14 Technical Assistance Provider that data has been reported.

SECTION II: INSTRUCTIONS FOR SUBMITTING THE K12 SWP APPLICATION

A. Creating a NOVA account

The K12 SWP Application is housed in the Chancellor's office NOVA system. NOVA allows users to plan, invest, and track their investments across different programs.

To get access to NOVA as a K12 SWP user, please create an account using this shortened link https://goo.gl/t65j2x

B. NOVA Technical Assistance

For technical assistance, please view our FAQ's on the Doing What Matters page http://doingwhatmatters.cccco.edu/StrongWorkforce/K12SWPFAQs.aspx. For NOVA system questions not addressed in the FAQ, please contact k12swp@cccco.edu.

C. Submitting a Letter of Intent/Accessing the K12 SWP Application

The K12 SWP Application will become available to K12 SWP NOVA users after they complete the accompanying Letter of Interest (LOI). Please note that LOI are not factored into the scoring of K12 SWP applications.

Once you create a NOVA account, you can submit a LOI. In NOVA, go to the sidebar menu; click "Programs" then "K12 SWP" and "Letter of Intent." Click the "Create New LOI" button to create your LOI:

1. New Letter of Intent

Pathway Improvement Name: Enter the name of your plan.

Lead LEA: Select the LEA that will serve as the lead agency for this Pathway Improvement plan/application. Details of the selected LEA will automatically populate in the "Lead Agency" tab of the LOI (visible after clicking "Create LOI" button). If the agency cannot be found or if the information is inaccurate, please make sure that you are filtering in the list correctly. If different variations of your LEA do not work, contact the K12 SWP help desk by clicking the link in the instructions.

Create LOI: Click on the "Create LOI" button to finish creating your LOI.

2. Pathway Improvement Details

Pathway Improvement Name: This field is automatically populated from the information entered in the "New Letter of Intent" section. It can be edited as needed here.

Scope of Pathway Improvement: Provide a brief description of the Pathway Improvement project including the list of the partners.

Pathway Improvement Estimated Budget: Enter the estimated budget for the Pathway Improvement you are planning.

Targeted Industry Sectors: Select the California Department of Education Industry Sectors that will be included in the Pathway Improvement plan. The corresponding California Community College Sectors will then automatically populate.

Population Focus: Check all the population groups that will be served by your Pathway Improvement plan.

Alignment with LCAP: Indicate if the Pathway Improvement aligns with your 2018-19 LCAP.

Strategies of the Pathway Improvement: Provide a brief statement of 3-5 strategies that you plan on using.

3. Lead Agency

Lead Agency: Select the Agency Type from the first drop down list and the Agency Name on the second drop down list. The Lead Agency information will populate based on your selection.

Contacts: Please add a Contact for the selected agency.

4. Partner Agencies

Partner Agency: Select your agency from the existing list of Local Education Agencies in NOVA. To begin, select your Agency Type from the dropdown list and then select your LEA and the Agency Name field. The Partner Agency information will pre-populate based on your selection.

Contacts: Please add a contact for the selected partner agency. If you cannot find the person you are looking for in the database, click on "Can't find the contact you're looking for?" to add a new person to the LOI and invite them to join the NOVA system. Once you enter their name and email address, they will be added as a contact to the LOI even though they have not yet created a NOVA account.

5. Preview & Submit

LOI Pathway Improvement Summary: The information you entered in steps 1-4 will populate on this summary page. Please review the information, and make any necessary changes in the appropriate step.

For your reference, the ADA Totals have been populated for the selected Lead Agency and Partner Agencies.

Once you have reviewed your LOI, you may share a PDF copy with your colleagues and stakeholders or click on the "submit" button to submit your LOI. In the confirmation of the LOI submission window, you may enter additional comments.

To begin your application click again on the "Letters of Intent" item in the sidebar menu under K12 SWP to see a list of LOIs that you have submitted. To begin the application, click on "Start Application".

Once you begin your application, you will be see all your applications in the "Applications" item under the Programs/K12 SWP submenu.

D. Application Format and Instructions

The following instructions describe the content and format of the application. Only applications submitted via the NOVA system will be accepted. In order to receive the highest possible score and to prevent disqualification, the application instructions in NOVA must be followed, all questions must be answered, and all requested information must be supplied.

Applicants may be required to make adjustments in the budget, work plan, or other aspects of the application prior to funding the grant.

Grant applications are scored based on a 100-point scale as indicated in the list provided below.

NOTE: A minimum averaged score of 75 must be obtained within the reading process in order to be considered for funding.

Application Section	Maximum Points
Pathway Improvement Summary	Not scored
Lead & Partner Agencies	Not scored
Collaborative Partners	5 points
Statement of Need	10 points

Target Pupils	10 points
Pathway Improvement Strategies	25 points
Statement of Work	25 points
Capability & Sustainability	15 points
Budget	10 points
Supporting Documents	Not scored
Preview & Submit	Not scored
TOTAL	**100 points**

1. Pathway Improvement Summary (Maximum Points: Not Scored)

Summary

Pathway Improvement Name: Enter the name of your plan. Information entered in the Letter of Intent (LOI) will be automatically populated in this field. It can be edited as needed in the application.

Region: Please indicate the region within which you are applying.

Pathway Improvement Scope: Provide a brief summary of the proposed Pathway Improvement plan. Information entered in the Letter of Intent (LOI) will be automatically populated in this field. You can edit it as needed in the application.

Assurances

Please attest to assurances that you have read the K12 SWP legislation and that this Pathways Improvement plan aligns with your 2019-20 LCAP.

2. Lead & Partner Agencies (Maximum Points: Not Scored)

Lead Agency

Agency Name: Select the LEA that will serve as the lead agency for this Pathway Improvement plan/application. Details of the selected LEA will automatically populate. If the agency cannot be found or if the information is inaccurate, please contact the K12 SWP help desk by clicking the link in the instructions.

The lead applicant agency/fiscal agent must be one of the following eligible LEAs: school district, county office of education, direct-funded charter school, or regional occupational center or program operated by a joint powers authority or county office of education.

Participating Schools: You must also enter all the schools (if applicable) within the district that will be participating in the Pathway Improvement Plan. For community colleges/districts, this field may be left blank.

Total ADA: Please enter the total ADA for all participating K12 institutions. ADA should be calculated only for the institutions within the district that are participating in this Pathway Improvement application, not the entire district unless all of the district's institutions are included. ADA should come from prior year P2 and include grades 7-12 only. Community college/district partner agencies should enter "0" in the ADA field.

Rural School District: Please indicate whether your district is a rural school district (i.e., LEA is located within an incorporated or unincorporated place that has a district resident population of less than 2,500, or has a population center less than 1,000 persons, and is characterized by sparse, widespread population).

Financial Contribution: Indicate how much the agency will provide in monetary contribution toward the required match.

In-Kind Match: Indicate how much the agency will provide in in-kind contributions toward the required match.

Description on In-Kind Match: Describe the nature and sources of the in-kind match provided by the agency. For information on the types of acceptable in-kind matches, please see "Section I: General Information, G. Required Match" (beginning on page 5).

Contacts: Please enter the contact information for point(s) of contact at the agency. You may add as many people as necessary. If you cannot find the person you are looking for in the database, click on "Can't find the contact you're looking for?" to add a new person to the application and invite them to join the NOVA system. Once you enter their name and email address, they will be added as a contact to the application even though they have not yet created a NOVA account.

Partner Agencies

For partner agencies that were automatically populated from the LOI, please enter the following fields as described above:

- *Schools within District*
- *Total ADA*
- *Financial Contribution*
- *In-Kind Match*
- *Description on In-Kind Match*
- *Contacts*

Add Partner Agencies: To add partner agencies, please click on the "+Add Partner Agency" button. A new card will appear. If the agency cannot be found, please contact the K12 SWP help desk by clicking the link in the instructions. Please select the "Agency Type" and "Agency Name". The agency information will be populated, then follow the instructions above to add information on the partner.

Please note that at least one community college or community college district must be included as a partner agency.

The applicant may provide evidence that all partners have entered into a written plan, agreement, or letter of support by uploading such documents in the "Supporting Documents" section of the application.

3. Collaborative Partners (Maximum Points: 5 points)

Business/Industry/Philanthropic/Other Partners

Collaborative Partnerships: Describe the collaborative partnerships with other entities (e.g. business and industry entities, community and philanthropic organizations, local workforce development boards, etc.) Other LEAs and community colleges should not be included here, but added as "Partner Agencies" in that section.

Resources and Contributions: Describe how matching resources from collaborative partners will be used and leveraged in the Pathway Improvement.

If the Pathway Improvement application does not include any Collaborative Partnerships at this time, please type in "Not Applicable" in the fields on this page.

Add Collaborative Partner

Click on the "+Add Collaborative Partner" button to add information for each collaborative partner that will be contributing to the Pathway Improvement. Please provide the partner's name, Partner Type, Address, and Website information. For each collaborative partner, the applicant can add information on the Financial Contribution the partner is investing, In-Kind Match, description of the In-Kind Match, and Contacts. If you cannot find the person you are looking for in the database, click on "Can't find the contact you're looking for?" to add a new person to the application and invite them to join the NOVA system. Once you enter their name and email address, they will be added as a contact to the application even though they have not yet created a NOVA account.

4. Statement of Need (Maximum Points: 10 points)

Targeted Industry Sectors

Please select the appropriate Industry Sectors you plan to target. The California Department of Education Industry Sectors are cross walked with the California Community Colleges. When you select the appropriate California Community College sector(s), the associated sector(s) will automatically populate. The information entered in the LOI will be pre-populated. The applicant may change the selected Industry Sectors as needed here.

Pathway

Select the pathway(s) to be included in the Pathway Improvement plan. You are able to select multiple items from the list and the selected pathways will populate underneath the drop-down list. At least one pathway must be selected.

Description of Need

Respond to the following prompts:

- Describe why the industry sectors and pathways were selected and explain the regional economic need the application will address using economic data and labor market information. Using economic data and/or labor market information, justify why the industry sectors and pathways were selected and explain how the application will address the regional economic needs identified in your Career Technical Education Regional Consortia's regional plan. Applicants should use information provided by the California Community Colleges Centers of Excellence and/or the Employment Development Department's Labor Market Information Division in their justification. Applicants may upload documentation supporting the economic data and/or labor market information referenced here in the "Supporting Documents" section of the application. Applicant can also reference the K12 SWP website for additional information and resources on using Labor Market Information in the application.
- Describe the status of current career technical education courses, course sequences, programs, and/or pathways (or lack thereof) that will be addressed by the Pathway Improvement plan. Explain why it is necessary to support or expand existing programs and/or create and implement new ones.
- Indicate whether you have or plan on applying for Career Technical Education Incentive Grant funding in 2018-19.

5. Target Pupil (Maximum Points: 10 points)

Pupil Data

Respond to the following prompts:

- Please select the characteristics of the target population of pupils that will be served in this Pathway Improvement grant based on "Race/Ethnicity" and ""Program Type." "Program Type" is pre-populated from the LOI; applicants may change this field here, if needed.

- Indicate whether the Pathway Improvement will serve pupils that have higher than average dropout rates, and if so, specify the dropout rates for that population.
- Select which grade(s) the Pathway Improvement will serve.
- Describe any special considerations associated with serving the targeted pupil populations.

6. Pathway Improvement Strategies (Maximum Points: 25 points)

Goals & Priorities

Describe how the application is informed by, aligned with, and expands upon the goals and priorities outlined in your Career Technical Education Regional Consortia regional plan.

Strategies

Please describe the strategies the application proposes to use in the Pathway Improvement plan. Please enter each strategy separately in the fields provided. You should repeat the process for each strategy your Pathway Improvement plan will incorporate. The application must include at least three strategies.

- *Strategy Name:* Provide the name for the strategy
- *Strategy Summary:* Provide a one to two sentence summary of the proposed strategy.
- *Associated Activities:* From the list of possible activity types below, select which will play a role in the specific proposed Pathway Improvement strategy (if applicable). Check all that apply.
    - Career Exploration and Guidance
    - Dual Enrollment and/or College Credit
    - Industry Sector Skills Analysis
    - Industry-recognized Credential or Certificate
    - Integrated Academic and Career Based Courses
    - Placement Services
    - Professional Development for Teachers or Faculty Members
    - Soft Skills Contextualized in CTE
    - Support Services
    - Transition Services
    - Work-based Learning
- *Strategy Description*: Provide a detailed description of the proposed strategy in the text box below. The system has prepopulated three cards for the user to provide strategies.

Use the “+Add Another Strategy” button to include additional strategies.

7. Statement of Work (Maximum Points: 25 points)

Activities

In order to complete the Statement of Work, please provide a description of each proposed activity and indicate the associated K12 SWP metric(s), performance outcomes, timeline, and responsible person(s). Please enter each activity separately in the fields provided. You should repeat the process for each activity your Pathway Improvement plan will address.

- *Name:* Please enter a name for each activity.
- *Description:* Please describe the activity.
- *Metrics:* Use the drop-down list to select from the K12 SWP metric(s) that apply to each activity.
- *Performance Outcomes:* Describe the performance outcomes associated with this activity.
- *Timeline:* Provide the timeline for the proposed activity.
- *Responsible Person(s):* Indicate the responsible person(s) for the proposed activity.

Enter another activity by selecting the “+Add Another Activity” button.

8. Capability & Sustainability (Maximum Points: 15 points)

Capability

Respond to the following prompts.

- Describe how the Pathways Improvement grant will be directed and implemented. Please include information on the project management roles and responsibilities of the lead LEA and partner LEAs, if applicable. You may include agreements, letters of commitment, letters of support, organizational charts, etc. by uploading them in the “Supporting Documents” section of the application.
- Describe the lead applicant's experience in conducting and administering state-funded projects. Please include the applicant's ability to ensure the reliable management of grant funds and to report on financial and pupil performance data. Include the applicant's plan to mitigate risks to pathways improvement success and ensure proper audit procedures.
- Describe applicant's experience collaborating successfully with multiple partners and/or stakeholders. Please include how the applicant plans to structure coordination between partners/stakeholders to leverage capacity and expertise and ensure that grant goals are met.
- Describe how the proposed Pathway Improvement plan will leverage existing funding sources.
- Provide information as whether your LEA has any identified barriers to submitting outcomes data. If yes, please explain otherwise leave blank.

Sustainability

Respond to the following prompts.

- Describe how the LEA will utilize existing programs, partnerships, and resources to create sustainable Pathway Improvement(s). Demonstrate how the proposed Pathway Improvement plan leverages existing LEA structures, requirements, and resources of Perkins, the California Partnership Academies, workforce development boards or the Agricultural Career Technical Education Incentive Grant.
- Do you currently have paid staff that performs pathway functions?
- Do you have a need for new K12 coordinator support?
- Do you have a representative from the lead or partner agencies on the K12 Selection Committee?

9. Pathway Improvement Budget (Maximum Points: 10 points)

Match Summary

The Match Total amount is determined from the cumulative total of this Pathway Improvement's partners' contributions. The table will populate based on the numbers entered for each Partner's Financial Contribution under the "Collaborative Partner's" submenu of the sidebar.

For matching funds requirements, please see "Section I: General Information, G. Required Match" (beginning on page 5). The online system will not allow the submission of applications that do not meet the minimum match requirements. Match totals may exceed the amount of grant funds requested.

Grant Funds Budget

Expenditure Types and Amounts: Use the form to show how the grant funds will be distributed based on the 30-month spending period. The form allows for expenditure codes 1000-7000 and indirect costs. The total budget, and the remaining grant funds will populate based on the numbers entered.

Budget Narrative: Provide a detailed description of planned expenditures by object code.

The applicant is responsible for ensuring that the proposed application budget (not including matching funds) is within the funding levels specified in the "Section I: General Information, F. Funding" (beginning on page 3).

Please see "Section I: General Instructions, Section K and L" (beginning on page 9) and "Appendix B: Guidelines, Definitions and Allowable Expenditures" for information about allowable costs and administrative indirect cost rates. The applicant is responsible for ensuring that the administrative indirect costs rate does not exceed the allowable amount.

10. Supporting Documents (Maximum Points: Not Scored)

Applicants may upload documents to provide supporting evidence for information entered into the application. Examples of supporting documents may include, but are not limited to the following:

- Agreements/MOUs (e.g., agreements between partner agencies or collaborative partners)
- Charts/Diagrams (e.g., organizational charts)
- Economic Data/Labor Market Information (e.g., evidence to support justification of the selected industry sectors and pathways in the "Statement of Need" section)
- Letter of Commitment/Letter of Support (e.g., letters from partner agencies or collaborative partners indicating support for the application)
- Match Documentation (e.g., evidence of the proposed match)
- Resume
- Other

The applicants LOI will automatically be included in the application. No other supporting documentation is required. Use the "+ Add Document" button to upload additional documentation.

11. Preview & Submit (Maximum Points: Not Scored)

Pathway Improvement Summary
The information you entered in steps 1-10 will populate on this summary page. Please review the information, and make any necessary changes in the appropriate step.

For your reference, the ADA Totals have been populated for the selected Lead Agency and Partner Agencies.

Share
Once you have reviewed your application, you may share a PDF copy with your colleagues and stakeholders.

Submit
Click on the "submit" button to submit your Application. By submitting, the applicant certifies the application and commits to comply with the assurances, certifications, and terms and conditions associated with the grant as describe in the K12 SWP Request for Applications and SWP legislation (Education Code Title 3, Division 7, Part 54.5 [88820-88833]).

Once the application is submitted, the contacts for the lead agency, partner agencies, and collaborative partners receive an email notification of the successful submission.

APPENDIX A: PROGRAM-SPECIFIC LEGAL TERMS AND CONDITIONS

K12 Strong Workforce Program
Program-Specific Legal Terms and Conditions
2018-19

1. Cost and Payments

In consideration of satisfactory performance of the services described in the Grantee's application, the applicable Strong Workforce Program Career Technical Education Regional Consortia (hereinafter Regional Consortia) agrees to pay the Grantee a total amount not to exceed the "Grant Funds" amount stated on the fully executed Grant Agreement. Payment should be made as follows:

Beginning in 2019-20, an advance payment of 70% of the total amount of this Grant Agreement will be paid, upon receipt of an invoice, after the Grant Agreement is fully executed.

Grantee may request progress payment(s) up to 30% of the total amount of this Grant Agreement at the time that progress/quarterly reports are submitted pursuant to section 5 of this Article. Payment(s) will be made, upon receipt of an invoice, after review and approval of the progress/quarterly reports by the Regional Consortia.

2. Work to be Performed

The Grantee shall complete the tasks described in the Grantee's application and funds shall be expended in compliance with the requirements for the funding source and Grant Agreement with the Regional Consortia.

3. Modification/Budget Changes

Grantee may request modifications to the work to be performed. All such requests must be submitted in writing to the Regional Consortia prior to the modification being made. The Regional Consortia may require that a Grant Amendment be processed, if the Regional Consortia determines that the change would materially affect the project outcomes or the term of this Grant Agreement.

Grantee may make changes to any budget category amounts up to 10% of the total award amount per line item without the approval of the Regional Consortia so long as budget categories are not added or deleted, the total dollar amount of the Grant Agreement is not affected, and the outcomes of the Grant Agreement will not be materially affected. Grantee may add or delete budget categories subject to the prior approval of the Regional Consortia.

Grant amendments are required for budget changes when there are changes in the total dollar amount of the Grant Agreement and/or the outcome of the Grant Agreement is materially affected. The process for requesting and approving grant amendments are determined by Regional Consortia. Budget changes or amendments are subject to applicable program limitations and require approval of the Regional Consortia. No extensions to the performance period will be granted.

4. Assurances, Certifications, Terms, and Conditions

Grantees must comply with the assurances, certifications, and terms and conditions associated with the grant as describe in the K12 SWP Request for Applications and K12 SWP legislation (Education Code Title 3, Division 7, Part 54.5 [88820-88833] and as established by the Regional Consortia.

As a condition of receiving funds, the Grantee shall do the following:

- Comply with the Grant Agreement, and legal terms and conditions prescribed by the applicable Regional Consortia fiscal agent.
- Certify that funds received and the matching funds contributed by each local educational agency shall be used solely for the purpose of supporting the program or programs for which the grant is awarded.
- Be responsible for the performance of any services provided through funds awarded under this grant by partners, consultants, or other organizations.
- Make expenditure data on career technical education programs available for purposes of determining if the grant recipients have met the matching funds requirements specified, and for monitoring the use of funds provided.
- Enter into and maintain a data sharing MOU with Cal-PASS Plus until an MOU is executed between CDE and CCCCO for information sharing on K12 data.
- By November 1 immediately following the fiscal year for which data are being reported:
    - Provide student-level data necessary to evaluate K12 SWP to CDE;
    - Beginning in 2020-21, submit all end-of-year data files, as applicable and required by K12SWP leadership, into the Cal-PASS Plus system; and
    - Notify their K-14 Technical Assistance Provider that data has been reported.

5. Grant Reporting

The following reports are to be submitted by the due dates indicated. Extensions of reporting deadlines may be made with the approval of the Regional Consortia.

Due Date	Deliverable
October 30, 2019	1st Quarter Year-to-Date Expenditure and Progress Report
January 31, 2020	2nd Quarter Year-to-Date Expenditure and Progress Report
April 30, 2020	3rd Quarter Year-to-Date Expenditure and Progress Report
July 31, 2020	4th Quarter Year-to-Date Expenditure and Progress Report
October 30, 2020	5th Quarter Year-to-Date Expenditure and Progress Report
January 31, 2021	6th Quarter Year-to-Date Expenditure and Progress Report
April 30, 2021	7th Quarter Year-to-Date Expenditure and Progress Report
July 31, 2021	8th Quarter Year-to-Date Expenditure and Progress Report
October 30, 2021	9th Quarter Year-to-Date Expenditure and Progress Report
January 31, 2022	10th Quarter Year-to-Date Expenditure and Progress Report
February 28, 2022	Final Year-to-Date Expenditure and Performance Report

NOTE: If the above reporting dates fall on a weekend or a holiday, the report shall be due by close of business on the last working day prior to the reporting deadline.

APPENDIX B: GUIDELINES, DEFINITIONS AND ALLOWABLE EXPENDITURES

Guidelines, Definitions and Allowable Expenditures

Determining if a Cost is Allowable

All allowable costs, must meet three primary criteria: 1) Substantiate that the cost was necessary and reasonable for proper and effective administration of the allocations; 2) The cost must be allocable to the funding source activities; and 3) The cost must not be a general expense required to carry out the fiscal agent's overall responsibilities (not supplanting). However, even if the costs meet the prior three criteria, the costs must be approved within the statement of work/budget of the individual fiscal agent; otherwise, they are not allowable within that year without changes to the statement of work/budget. In addition, the Strong Workforce Program Career Technical Education Regional Consortia has the discretion to impose special conditions beyond the funding source that would also determine allowability of cost.

While the proposed cost is allowable under the funding source is it also *reasonable?*

Reasonable is defined by the dictionary as agreeable to sound judgment, not exceeding the limit prescribed by reason (not excessive), moderate in price, and a rational decision.

Systems that can guide this definition are necessary for the performance of the grant; following sound business practices (procurement processes, follow state and local laws, follow the terms of the grant); use of fair market prices; acting with prudence under the circumstances; and having no significant deviation from established prices.

What are the guidelines of *allocable?*

Allocable is defined by the dictionary as capable of being allocated or assigned. A cost is considered allocable to a particular funding source/program to the extent it actually benefits the objectives of that program. You can only charge in proportion to the value received by the funding source/program. An example would be that a Project Director works 80% on the funded program (only 80% of the salary and benefits can be charged in the grant application). Beyond this definition allocable also means that the cost must be related to the statement of work/budget that have been approved by the Strong Workforce Program Career Technical Education Regional Consortia.

What is *supplanting?*

Funding may not result in a decrease in state or local funding that would have been available to conduct the activity had these funds not been received. These grant funds may not free up state or local dollars for other purposes but should create or augment programs to an extent not possible without the funding. You must be able to demonstrate that the funds are added to the amount of state and local funds that would, in absence of the grant funds, be made available for uses specified in your plan.

Federal grant funds must supplement and not supplant state or local funds. Federal funds may not result in a decrease in state or local funding that would have been available to conduct the activity had Federal funds not been received. Federal funds may not free up state or local dollars for other purposes but should create or augment programs to an extent not possible without federal dollars. You must be able to demonstrate that Federal funds are added to the amount of state and local funds that would, in absence of Federal funds, be made available for uses specified in your plan. Allocation recipients and sub-recipients must use grant funds to provide extra goods, services, materials, staff coordination positions etc. that would not otherwise be purchased with state, local or other non-Federal funds.

Allowability of General Costs

There are permissible activities within K12 Strong Workforce Program funds. In addition, there are criteria for what can be funded while doing those activities. The following table is a synopsis of rules to determining allowability of costs. The rules in their entirety can be found in (Title 2 Code of Federal Regulations (2 CFR Parts 215 and 220).

http://www.whitehouse.gov/sites/default/files/omb/fedreg/2005/083105_a21.pdf

The following table is an easy reference synopsis of allowability of general costs. As stated above in the permissive section, just because a cost is allowable via 2 CFR 215-220, the intent of the RFA must be followed, the cost must be necessary, reasonable, allocable and not supplanting, and any additional cost restrictions listed in the RFA would supersede allowable costs within this document.

Allowability of General Costs

Allowable	Allowable With Prior Approval	Unallowable
Advertising and Public Relations[1]		Advertising and Public Relations[1]
Advisory Councils *(if the RFA requires or allows Advisory Councils)*		
		Alcoholic Beverages
		Alumni Activities
Audit Costs *(required by Single Audit Act)*		
Audit Costs *(if not required by*		
Single Audit Act can be included in indirect cost rate approved by the California Department of Education		
		Bad Debts
		Commencement and Convocation Costs
Communication Costs *(telephone, telegrams, postage, messenger)*		
Compensation for Personnel Services *(salary, wages, fringe benefits)*		
		Contingencies
Contributions or Donations Received *(cash, property, services)*		Contributions or Donations Rendered *(cash, property, services)*
		Entertainment Costs[2]
Equipment[3]		Equipment[3]
Fines and Penalties[4]		Fines and Penalties[4]
		Fund Raising and Investment Costs
		Gifts of Public funds are never allowed *(memorabilia, honoraria, gifts, souvenirs, etc.)*[5]

Allowable	Allowable With Prior Approval	Unallowable
		Goods and Services for Personal Use
		Improvements[6]
Indirect or Administrative Expenditures *(rate approved by the California Department of Education)*		
		Lobbying[7]
		Losses on Other Sponsored Agreements or Contracts
Materials & Supply Costs (only those actually used for performance of sponsored agreement)		
Meetings and Conferences[8]		Meetings and Conferences[8]
	Memberships[9]	
Professional and Consultant Services		
Proposal Costs *(only using indirect rate approved by the California Department of Education)*		
Publication and Printing Costs *(must be a direct cost, indirect cost can only use the rate approved by the California Department of Education)*		
Maintenance & Repair Costs[10] (keeping in efficient operating condition)		Maintenance & Repair Costs[10] (construction, remodeling, increasing value)
		Student Expenses, Activities or Direct Services[11]
		Selling and Marketing [12]
Travel[13]	Out-of-State Travel[13]	Out-of-Country Travel[13]

1 Advertising and Public Relations: The term advertising costs means the costs of advertising media and corollary administrative costs. Advertising media include magazines, newspapers, radio and television, direct mail, exhibits, electronic or computer transmittals, and the like. The term public relations includes community relations and means those activities dedicated to maintaining the image of the institution or maintaining or promoting understanding and favorable relations with the community or public at large or any segment of the public.

ALLOWABLE Advertising costs are those that are solely for: (1) The recruitment of personnel required for the performance by the institution of obligations arising under a sponsored; (2) The procurement of goods and services for the performance of a sponsored agreement; (3) The disposal of scrap or surplus materials acquired in the performance of a sponsored agreement except when non-Federal entities are reimbursed for disposal costs at a predetermined amount; or (4) Other specific purposes necessary to meet the requirements of the sponsored agreement.

ALLOWABLE Public Relations costs are those that are solely for: (1) Costs specifically required by the sponsored agreement; (2) Costs of communicating with the public and press pertaining to specific activities or accomplishments which result from performance of sponsored agreements (these costs are considered necessary as part of the outreach effort for the sponsored agreement); or (3) Costs of conducting general liaison with news media and government public relations officers, to the extent that such activities are limited to communication and liaison necessary keep the public informed on matters of public concern, such as notices of Federal contract/grant awards, financial matters, etc.

UNALLOWABLE: Advertising and public relations costs include the following: (1) All advertising and public relations cost unless specified as allowable above; (2) Costs of meetings, conventions, convocations, or other events related to other activities of the institution, including: (a) Costs of displays, demonstrations, and exhibits; (b) Costs of meeting rooms, hospitality suites, and other special facilities used in conjunction with shows and other special events; and (c) Salaries and wages of employees engaged in setting up and displaying exhibits, making demonstrations, and providing briefings; (3) Costs of promotional items and memorabilia, including models, gifts, and souvenirs; (4) Costs of advertising and public relations designed solely to promote the institution.

2 Entertainment Costs: Costs of entertainment, including amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are unallowable.

3 Equipment: Equipment means article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of the capitalization level established by the institution for financial statement purpose, or $5,000. Any equipment requested within the K12 SWP grant will be closely scrutinized to determine purchases meet the intent of the funding and show long-term sustainability.

General Purpose Equipment – General purpose equipment furnishings, modular offices, telephone, networks, information technology equipment systems, air conditioning equipment, reproduction and printing equipment, motor vehicles, etc. are unallowable unless the awarding agency approves them in advance. The Strong Workforce Program Career Technical Education Regional Consortium consider general purpose equipment and furnishings to be the responsibility of the local education agency and as such, it will not approve such expenditures.

4 Fines and Penalties: Costs resulting from violations of, or failure of the institution to comply with, Federal, State, and local or foreign laws and regulations are unallowable, except when incurred as a result of compliance with specific provisions of the sponsored agreement, or instructions in writing from the authorized official of the sponsoring agency authorizing in advance such payments.

5 Gifts of Public Funds: If it looks like a gift, it is. You are not allowed to purchase pencils, pens, mouse pads, t-shirts, etc. and give them out (under the marketing banner). This would still be considered a gift of public funds. Awards and honorarium would also be considered a gift of public funds and not allowed.

6 Improvements: Improvements for land, buildings, or equipment that materially increases their value or useful life are unallowable as a direct cost.

7 Lobbying: Lobbying is never allowed unless it meets the following criteria: (1) Technical and factual presentations on topics directly related to the performance of a grant, contract, or other agreement (through hearing testimony, statements, or letters to the Congress or a State legislature, or subdivision, member, or cognizant staff member thereof), in response to a documented request (including a Congressional Record notice requesting testimony or statements for the record at a regularly scheduled hearing) made by the recipient member, legislative body or subdivision, or a cognizant staff member thereof, provided such information is readily obtainable and can be readily put in deliverable form, and further provided that costs under this section for travel, lodging or meals are unallowable unless incurred to offer testimony at a regularly scheduled Congressional

hearing pursuant to a written request for such presentation made by the Chairman or Ranking Minority Member of the Committee or Subcommittee conducting such hearings.

8 Meetings and Conferences: Costs of meetings and conferences, the primary purpose of which is the dissemination of technical information, are allowable. This includes costs of meals, transportation, rental of facilities, speakers' fees, and other items incidental to such meetings or conferences. Be aware not to cross over into entertainment costs.

NOTE: Food is only allowed at meetings that require a working breakfast, lunch or dinner and disseminate technical information to participants. The meeting must have an agenda that shows a working meal; must have a sign-in sheet for participants; and cannot go over the fiscal agent's per diem guidelines for food purchases. The Strong Workforce Program Career Technical Education Regional Consortia are not allowing the cost of food be charged for outreach and/or student events.

9 Memberships: OMB only allows institutional memberships (not individual memberships), the Chancellor's Office Budget and Accounting Manual allows individual memberships that are required within a job description. If the K12 SWP applicant requests any (individual, institutional, or regional) membership costs, the application must justify why the statement of work cannot be accomplished without paying for such membership(s). Business, technical and professional organization or periodical memberships are allowed. Civic or community, or country club or social or dining club memberships are not allowed.

10 Maintenance and Repairs: Activities such as construction and remodeling, which increase the value of an asset or appreciably extend its useful life, are not allowed unless authorized by the funding source. Maintenance of equipment that neither adds to the permanent value of the property nor appreciably prolongs its intended life, but keeps it in an efficient operating condition is allowable.

11 Student Expenses, Activities or Direct Services: All forms of student aid are allowable only when the purpose of the sponsored agreement is to provide training to selected participants and the charge is approved by the sponsoring agency. Cost incurred for intramural activities, student publications, student clubs, and other student activities are unallowable.

12 Selling and marketing: Cost of selling and marketing any products or services of the institution are unallowable unless the agreement requires this activity or if it is an allowable under public relations costs (see #1 above).

13 Travel: Only travel necessary for the project is allowed. Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business for the grant. Such costs will be based the fiscal agent's per diem rates. These costs shall be considered reasonable and allowable only to the extent such costs do not exceed charges normally allowed by the institution in its regular operations as the result of the institution's written travel policy.

OUT-OF-STATE TRAVEL: Out-of-State travel will be closely scrutinized and must be disclosed in the Budget summary. After the application is fully executed, any further Out-of- State travel requires prior approval of the Strong Workforce Program Career Technical Education Regional Consortia by submitting the necessary (as determined by the Strong Workforce Program Career Technical Education Regional Consortia) documentation for approval. The Strong Workforce Program Career Technical Education Regional Consortium reserve the right to limit Out-of-Statetravel.

OUT-OF-COUNTRY TRAVEL: Out-of-Country travel will not be an allowed via this funding source.

EXHIBIT D:
Education Code Part 54.5
Strong Workforce Program, Section 88827

STATE OF CALIFORNIA
LEGISLATIVE COUNSEL BUREAU
AUTHENTICATED
ELECTRONIC LEGAL MATERIAL

State of California

EDUCATION CODE

Section 88827

88827. (a) This section applies to the K–12 component only.

(b) Commencing with the 2018–19 fiscal year, the amount appropriated in the annual Budget Act for the K–12 component of the Strong Workforce Program is provided to create, support, or expand high-quality career technical education programs at the K–12 level that are aligned with the workforce development efforts occurring through the Strong Workforce Program.

(c) (1) Pursuant to subdivision (b), one hundred fifty million dollars ($150,000,000) shall be apportioned by the chancellor's office to the fiscal agent of each consortium based on the following weighted factors in each region:

(A) The unemployment rate. This factor shall comprise 33 percent of the allocation formula.

(B) The region's total average daily attendance for pupils in grades 7 to 12, inclusive. This factor shall comprise 33 percent of the allocation formula. For purposes of this section, average daily attendance shall be those figures that are reported at the time of the second principal apportionment for the previous fiscal year.

(C) The proportion of projected job openings. This factor shall comprise 34 percent of the allocation formula.

(2) Of the amounts apportioned to each consortium pursuant to paragraph (1), 4 percent is designated for applicants with total average daily attendance of less than or equal to 140, 8 percent is designated for applicants with total average daily attendance of more than 140 and less than or equal to 550, and 88 percent is designated for applicants with total average daily attendance of more than 550, unless otherwise determined by the K-12 Selection Committee formed pursuant to Section 88829, in consultation with the consortium. For any applicant consisting of more than one school district, county office of education, charter school, or regional occupational center or program operated by a joint powers authority, or any combination of those entities, the sum of the average daily attendance for each of the constituent entities shall be used for purposes of this subdivision.

(3) The chancellor's office shall provide to the Superintendent of Public Instruction, the Department of Finance, and the Legislative Analyst a schedule of proposed allocations, as determined pursuant to paragraph (1), for each consortium no later than August 30 of each year. The Department of Finance shall approve the allocation plan before the release of funding.

(d) Funds appropriated in the annual Budget Act to support consortia administrative costs shall be apportioned by the chancellor's office in an amount equal to 1 percent of each consortium's K–12 allocation pursuant to this section to support the costs to

administer the regional grant process and to support the duties of the K–12 Selection Committee.

(Added by Stats. 2018, Ch. 32, Sec. 114. (AB 1808) Effective June 27, 2018.)

STATE OF CALIFORNIA
LEGISLATIVE COUNSEL BUREAU
AUTHENTICATED
ELECTRONIC LEGAL MATERIAL

State of California

EDUCATION CODE

Section 88828

88828. This section applies to the K–12 component only. Each consortium shall administer a competitive grant program to distribute funding allocated pursuant to subdivision (c) of Section 88827 to eligible grant recipients. Consortia are encouraged to collaboratively develop a uniform grant application process that includes a process for grant renewals and for a grant applicant to appeal a grant award decision of the K–12 Selection Committee. As part of the application process, each consortium shall ask applicants to indicate whether they have received a grant under the California Career Technical Education Incentive Grant Program established pursuant to Chapter 16.5 (commencing with Section 53070) of Part 28 of Division 4 of Title 2. For each fiscal year, the chancellor's office shall work with the State Department of Education to produce a list of grant recipients that receive funding under this program as well as through the California Career Technical Education Incentive Grant Program, including the grant amounts awarded through each program and the purpose for which each grant was awarded. Local educational agencies applying to receive a grant from a consortium shall comply with all of the following:

(a) The local educational agency shall be located within the geographical boundaries of the consortium, and engage in regional efforts to align workforce, employment, and education services.

(b) The local educational agency shall use its consortium's plan developed pursuant to Section 88823 to inform their efforts to create, support, implement or expand upon career technical education courses, course sequences, programs, and pathways, and to the extent possible, integrate available local, regional, state, and private resources to improve the successful outcomes of pupils enrolled in career technical education courses, course sequences, programs, and pathways. To the extent an applicant's career technical education program, or programs, offered in the 2018–19 fiscal year do not align with its consortium's plan developed pursuant to Section 88823, the applicant shall be deemed to meet this requirement by including in its grant application the steps that it will take during the 2018–19 fiscal year to align its career technical education program, or programs, with its consortium's plan.

(c) (1) The local educational agency shall provide matching funds for any grant funding received from this program as follows:

(A) For regional occupational centers or programs operated by a joint powers authority, one dollar ($1) for every one dollar ($1) received from this program.

(B) For local educational agencies, two dollars ($2) for every one dollar ($1) received from this program.

(2) The local match may include funding from school district and charter school local control funding formula apportionments pursuant to Section 42238.02, the federal Carl D. Perkins Career and Technical Education Improvement Act of 2006 (20 U.S.C. Sec. 2301 et seq.), or its successor, the partnership academies program pursuant to Article 5 (commencing with Section 54690) of Chapter 9 of Part 29 of Division 4 of Title 2, the agricultural career technical education incentive program pursuant to Article 7.5 (commencing with Section 52460) of Chapter 9 of Part 28 of Division 4 of Title 2, or any other source, except as provided in paragraph (3).

(3) The local match described in this subdivision shall not include any funding received by the applicant from the California Career Pathways Trust established pursuant to Section 53010, or the California Career Technical Education Incentive Grant Program established pursuant to Section 53070.

(4) An applicant's matching funds shall be used to support the program, or programs, for which the applicant was awarded a grant.

(d) The applicant, or the applicant's career technical education program, as applicable, shall meet all of the following minimum eligibility standards:

(1) Is informed by, aligned with, and expands upon regional plans and planning efforts occurring through the Strong Workforce Program.

(2) Offers high-quality curriculum and instruction aligned with the California Career Technical Education Model Curriculum Standards adopted by the State Board of Education pursuant to Section 51226, including, but not limited to, providing a coherent sequence of career technical education courses that enable pupils to transition to postsecondary education or training programs that lead to a career pathway or attain employment upon graduation from high school.

(3) Provides pupils with quality career exploration and guidance.

(4) Provides pupil support services, including, but not limited to, counseling and leadership development.

(5) Provides opportunities for pupils to participate in after-school, extended-day, and out-of-school internships, competitions, and other work-based learning opportunities.

(6) Leads to an industry-recognized credential or certificate, appropriate postsecondary training or employment, or a postsecondary degree.

(7) Is staffed by skilled teachers or faculty and provides professional development opportunities for those teachers or faculty members.

(8) (A) Reports data that can be used by policymakers, local educational agencies, community college districts, and their regional partners to support and evaluate the program, including, to the extent possible, demographic data used to evaluate progress in closing equity gaps in program access and completion, and earnings of underserved demographic groups.

(B) Data reported pursuant to this paragraph shall include, but is not limited to, metrics aligned with the core metrics required by the federal Workforce Innovation and Opportunity Act (Public Law 113-128), the College/Career Indicator included in the California School Dashboard, and the quality indicators described in the California State Plan for Career Technical Education required by the federal Carl D. Perkins

Career and Technical Education Improvement Act of 2006 (20 U.S.C. Sec. 2301 et seq.), or its successor, and the following metrics:

(i) The number of pupils completing high school.

(ii) The number of pupils completing career technical education coursework.

(iii) The number of pupils obtaining an industry-recognized credential, certificate, license, or other measure of technical skill attainment.

(iv) The number of former pupils employed and the types of businesses in which they are employed.

(v) The number of former pupils enrolled in each of the following:

(I) A postsecondary educational institution, disaggregated by public, private nonprofit, and private for-profit institutions.

(II) A state apprenticeship program.

(III) Another form of job training.

(C) No later than November 30 of each fiscal year, the Workforce Pathways Joint Advisory Committee established pursuant to Section 12053 shall review the data metrics specified in subparagraph (B) and make recommendations to the fiscal and appropriate policy committees of both houses of the Legislature and to the Department of Finance as to whether they are the most appropriate metrics to measure and evaluate program outcomes for both new and renewal applicants, and whether other metrics should be included.

(D) Data collected pursuant to this section shall be reported by the grant recipient to the State Department of Education and their K-14 Technical Assistance Provider by November 1 immediately following the fiscal year for which the data is being reported. The K-14 Technical Assistance Provider shall annually notify the K-12 Selection Committee in each region of any grant recipient that fails to provide the required outcome data. The K-12 Selection Committee, in consultation with the consortium, may terminate or rescind contracts and grants from grantees that fail to provide the required outcome-based data pursuant to this paragraph.

(E) The State Department of Education shall make the data reported pursuant to subparagraph (D) available to the chancellor's office on a date to be jointly determined by the State Department of Education and the chancellor's office, to ensure the data is included on the California Community Colleges LaunchBoard data platform.

(F) No later than January 31, 2024, and on or before January 31 every five years thereafter, the State Department of Education shall submit a report, pursuant to Section 53076.5 and this section, to the Department of Finance, the Governor, and the appropriate policy and fiscal committees of the Legislature evaluating the progress that local educational agencies have made in expanding the availability of high-quality, industry-valued career technical education and workforce development opportunities; improving coordination and alignment with postsecondary educational institutions and workforce agencies and programs; and, to the extent possible, the progress in closing equity gaps in program access and completion.

(Added by Stats. 2018, Ch. 32, Sec. 115. (AB 1808) Effective June 27, 2018.)

STATE OF CALIFORNIA
LEGISLATIVE COUNSEL BUREAU
AUTHENTICATED
ELECTRONIC LEGAL MATERIAL

State of California

EDUCATION CODE

Section 88829

88829. (a) For purposes of awarding grants under the K-12 component of the Strong Workforce Program, each consortium shall form a K-12 Selection Committee made up of individuals with expertise in K-12 career technical education and workforce development. The K-12 Selection Committee membership shall be composed of all of the following:

(1) Current or former K–12 career technical education teachers and administrators.

(2) Charter school representatives, including representatives of charter schools operating pursuant to subdivision (a) of Section 47612.1.

(3) Career guidance counselors.

(4) Representatives of industries that are prioritized by the consortium.

(5) At least one community college faculty or administrator.

(6) Other K–12 education stakeholders, or other stakeholders, as determined by the consortium.

(b) The K–14 Technical Assistance Provider in each consortium shall serve as a consultant to the K–12 Selection Committee.

(c) (1) Decisions governing, or relating to, the distribution of fiscal resources for the K–12 component shall be made exclusively by the K–12 Selection Committee, including selection of grant recipients and specific funding amounts for each grant.

(2) The K–12 Selection Committee shall annually notify the Superintendent of Public Instruction, the State Board of Education, the Department of Finance, and the fiscal and appropriate policy committees of both houses of the Legislature of the amount awarded to each grant recipient and the activities to be supported by the grant.

(d) To be eligible to receive a grant, a local educational agency with a representative on the K–12 Selection Committee shall maintain appropriate and transparent internal controls and processes to ensure that the local educational agency representative's duties and responsibilities are clearly delineated, identified, and distinguished from the duties and responsibilities conferred upon the local educational agency as a grant applicant and recipient.

(Added by Stats. 2018, Ch. 32, Sec. 116. (AB 1808) Effective June 27, 2018.)

STATE OF CALIFORNIA
LEGISLATIVE COUNSEL BUREAU
AUTHENTICATED
ELECTRONIC LEGAL MATERIAL

State of California

EDUCATION CODE

Section 88830

88830. (a) When determining grant recipients under the K–12 component of the Strong Workforce Program, the K–12 Selection Committee shall consider past performance of grantees before awarding additional funds to those reapplying for grants.

(b) (1) The K–12 Selection Committee shall give positive consideration to each of the following characteristics in an applicant:

(A) Aligned programs serving unduplicated pupils, as defined in Section 42238.02.

(B) Programs that the K–12 Selection Committee, in consultation with the consortium, determines most effectively meet the needs of the local and regional economies.

(C) Programs serving pupil subgroups that have higher than average dropout rates as identified by the Superintendent of Public Instruction.

(D) Programs located in an area of the state with a high unemployment rate.

(2) When determining grant recipients, the K–12 Selection Committee shall give greatest weight to the applicant characteristics included in this subdivision.

(c) The K–12 Selection Committee shall also give positive consideration to programs to the extent they do any of the following:

(1) Successfully leverage one or both of the following:

(A) Existing structures, requirements, and resources of the federal Carl D. Perkins Career and Technical Education Improvement Act of 2006 (20 U.S.C. Sec. 2301 et seq.), or its successor, the partnership academies program pursuant to Article 5 (commencing with Section 54690) of Chapter 9 of Part 29 of Division 4 of Title 2, or the agricultural career technical education incentive program pursuant to Article 7.5 (commencing with Section 52460) of Chapter 9 of Part 28 of Division 4 of Title 2.

(B) Contributions from industry, labor, and philanthropic sources.

(2) Make significant investments in career technical education infrastructure, equipment, and facilities.

(3) Operate within rural school districts.

(Added by Stats. 2018, Ch. 32, Sec. 117. (AB 1808) Effective June 27, 2018.)

STATE OF CALIFORNIA
LEGISLATIVE COUNSEL BUREAU
AUTHENTICATED
ELECTRONIC LEGAL MATERIAL

State of California

EDUCATION CODE

Section 88831

88831. (a) A grant recipient for purposes of the K–12 component may consist of one or more, or any combination, of the following:

(1) School districts.

(2) County offices of education.

(3) Charter schools.

(4) Regional occupational centers or programs operated by a joint powers authority, provided that the application has the written consent of each participating local educational agency.

(b) Each consortium shall work with its K–14 Technical Assistance Provider to provide notice to county offices of education, other local educational agencies, middle schools, high schools, and regional occupational centers and programs eligible for grants under this section of the availability of contracts and grants and the process for submitting an application.

(Added by Stats. 2018, Ch. 32, Sec. 118. (AB 1808) Effective June 27, 2018.)

LEGISLATIVE COUNSEL BUREAU
STATE OF CALIFORNIA
AUTHENTICATED
ELECTRONIC LEGAL MATERIAL

State of California

EDUCATION CODE

Section 88832

88832. As a condition of receiving funds for purposes of the K–12 component, grant recipients shall do both of the following:

(a) Certify to the K–12 Selection Committee that grant funds received and the matching funds contributed by each local educational agency shall be used solely for the purpose of supporting the program or programs for which the grant is awarded.

(b) Make expenditure data on career technical education programs available for purposes of determining if the grant recipients have met the matching funds requirements specified in subdivision (c) of Section 88828, and for monitoring the use of funds provided pursuant to Section 88827.

(Added by Stats. 2018, Ch. 32, Sec. 119. (AB 1808) Effective June 27, 2018.)

STATE OF CALIFORNIA
LEGISLATIVE COUNSEL BUREAU
AUTHENTICATED
ELECTRONIC LEGAL MATERIAL

State of California

EDUCATION CODE

Section 88833

88833. (a) (1) Commencing with the 2018–19 fiscal year, the amount appropriated in the annual Budget Act for support of the K–12 Workforce Pathway Coordinators and the K–14 Technical Assistance Providers shall be used to establish a K–12 Workforce Pathway Coordinator within the geographical boundaries of each community college district, unless otherwise determined by the Superintendent of Public Instruction and the chancellor's office. K–12 Workforce Pathway Coordinators shall be selected through a competitive process jointly administered by the Superintendent of Public Instruction and the chancellor's office, for the provision of technical assistance and support to local educational agencies in implementing career technical education courses, programs, and pathways under both the California Career Technical Education Incentive Grant Program established pursuant to Section 53070 and the K–12 component of the Strong Workforce Program. Duties of the K–12 Workforce Pathway Coordinators selected pursuant to this section include, but are not limited to, all of the following:

(A) Providing technical assistance and support to local educational agencies to implement career technical education courses, programs, and pathways and integrate available local, regional, state, and private resources to ensure that pupils will achieve successful workforce outcomes. As part of this duty, each K–12 Workforce Pathway Coordinator, in consultation with the State Department of Education, shall ensure that K–12 career technical education programs are aligned with the California Career Technical Education Model Curriculum Standards adopted by the State Board of Education pursuant to Section 51226.

(B) Collaborating on behalf of the local educational agencies within the region with local community colleges, industry partners, local workforce investment boards, and other relevant agencies or organizations to support and align K–12 career technical education programs. As part of this duty, each K–12 Workforce Pathway Coordinator shall stay current with the needs of K–12 career technical education programs and their regional and local labor markets in order to provide guidance, in collaboration with local educational agencies, to the chancellor's office, the Strong Workforce regional consortium, and industry representatives.

(C) Acting as first point of contact for local educational agencies, industry representatives, and employers with the intent of assisting local educational agencies to respond to industry needs and facilitating industry connection with K–12 career technical education programs.

(D) Cultivating collaborative communities so that local educational agencies and industry can collaborate and provide peer-to-peer knowledge exchange in areas of common interest to inform the development of high-quality education programs.

(E) Working in conjunction with the Deputy Sector Navigators and State Department of Education Industry Sector Leads to improve linkages and alignment of career education pathways between middle schools, high schools, public postsecondary institutions, and the workforce.

(2) An individual associated with any of the following may apply to serve as a K–12 Workforce Pathway Coordinator, or any of the following may subcontract with an individual with expertise in K–12 education and workforce development to serve as a K–12 Workforce Pathway Coordinator:

(A) School districts.

(B) County offices of education.

(C) Charter schools.

(D) Regional occupational centers or programs operated by a joint powers authority.

(3) The Superintendent of Public Instruction and the chancellor's office shall agree upon an outcome-based assessment that allows for an evaluation of the K–12 Workforce Pathway Coordinators' ability to perform the duties identified in paragraph (1). Data required for purposes of this evaluation shall be submitted by the K–12 Workforce Pathway Coordinators to the Superintendent of Public Instruction and the chancellor's office at least annually, commencing in the 2019–20 fiscal year.

(b) (1) Commencing with the 2018–19 fiscal year, the amount appropriated in the annual Budget Act for support of the K–12 Workforce Pathway Coordinators and the K–14 Technical Assistance Providers shall be used to support the activities of the K–14 Technical Assistance Providers established under the California Career Pathways Trust. One K–14 Technical Assistance Provider shall be selected for each consortium through a competitive process jointly administered by the Superintendent of Public Instruction and the chancellor's office, for the provision of technical assistance and support to local educational agencies in implementing career technical education courses, programs, and pathways under both the California Career Technical Education Incentive Grant Program established pursuant to Section 53070 and the K–12 component of the Strong Workforce Program. Duties of the K–14 Technical Assistance Providers selected pursuant to this section include, but are not limited to, all of the following:

(A) Providing leadership, guidance, and technical assistance to create, support, expand, and improve career technical education opportunities for local educational agencies. As part of this duty, each K–14 Technical Assistance Provider, in consultation with the State Department of Education, shall ensure that K–12 career technical education programs are aligned with the California Career Technical Education Model Curriculum Standards adopted by the State Board of Education pursuant to Section 51226.

(B) Acting as a liaison between the consortium and the State Department of Education, and serving as a consultant to the K–12 Selection Committee.

(C) Interacting with the K–12 Workforce Pathway Coordinators, the Deputy Sector Navigators, and the State Department of Education Industry Sector Leads to improve linkages and career education pathways between middle schools, high schools, public postsecondary institutions, and the workforce.

(D) Identifying professional development opportunities for the K–12 Workforce Pathway Coordinators and educational entities, including educational leaders and counselors.

(E) Regularly facilitating the convening of grantees to develop a network of educators to share best practices and cultivate state resources that can be used by agencies charged with providing assistance within the statewide system of support authorized pursuant to Section 52059.5.

(2) Any of the following may apply to serve as a K–14 Technical Assistance Provider, or subcontract with an individual with expertise in K–12 education and workforce development to serve as a K–14 Technical Assistance Provider:

(A) School districts.

(B) County offices of education.

(C) Charter schools.

(D) Regional occupational centers or programs operated by a joint powers authority.

(E) Community college districts.

(3) The Superintendent of Public Instruction and the chancellor's office shall agree upon an outcome-based assessment that allows for an evaluation of the K–14 Technical Assistance Providers' ability to perform the duties identified in paragraph (1). Data required for purposes of this evaluation shall be submitted by the K–14 Technical Assistance Providers to the Superintendent of Public Instruction and the chancellor's office at least annually, commencing in the 2019–20 fiscal year.

(4) In selecting the K–14 Technical Assistance Providers, the Superintendent of Public Instruction and the chancellor's office shall give priority to applicants who served as a K–14 Technical Assistance Provider under the California Career Pathways Trust pursuant to paragraph (2) of subdivision (e) of Section 53015.

(c) To promote the successful transition to the K–12 Strong Workforce Program, notwithstanding subdivisions (a) and (b), for the 2018–19 fiscal year only, the amount appropriated in the annual Budget Act for support of the K–12 Workforce Pathway Coordinators and the K–14 Technical Assistance Providers shall also be available for the purposes of integrating the K–12 component into the regional consortia and hiring and developing the K–12 Workforce Pathway Coordinators and K–14 Technical Assistance Providers.

(d) Any funds not utilized for the purposes identified in subdivision (a), (b), or (c) shall be added to the amount appropriated in the annual Budget Act for the K–12 component of the Strong Workforce Program, and provided to each consortium to create, support, or expand career technical education programs at the K–12 level that are aligned with the workforce development efforts occurring through the Strong Workforce Program.

(Added by Stats. 2018, Ch. 32, Sec. 120. (AB 1808) Effective June 27, 2018.)

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sharon Cuseo, Assistant Superintendent, Instructional Services
PREPARED BY:	Sharon Cuseo, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Jenny Jones, Administrative Secretary II
DATE:	September 5, 2019
SUBJECT:	Ratification of Acceptance of the K-12 Strong Workforce Grant

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Background:

The Burbank Unified School District was awarded two K-12 Strong Workforce Grants for Career Technical Education. The grants support our work with Glendale Community College and Los Angeles Valley College to encourage district students to take advantage of career pathways and dual enrollment opportunities. It will fund parent information nights, student advisement and material supplies to support the career pathways in Digital Media and the Medical, Engineering and Business Academies. This grant cannot supplant any existing funding. The intent is to provide students with more opportunities in Career Technical Education by strengthening the relationships between K-12 school districts and the local community colleges.

District-Wide Goals for 2019-2020:

5. Expand programs to prepare to students for college, postsecondary education, training, and/or the workplace from preschool through adult education.

Discussion/Issues:

The Burbank Unified School District was awarded $406,602 total dollars in order to work with Los Angeles Valley College in the amount of $242,116 and Glendale Community College in the amount of $164,526. The metrics used to measure the success of the grant are the following for both the school district and the California Community College Chancellors' Office (CCCCO):

- The number of students in high school that completed 2 or more courses in the same program of study that include: early college credit, work-based learning, or third-party certification (K-12)
- Graduated high school (K-12)
- Enrolled in a California Community College within one year of leaving secondary school (K-12)
- Attained a California Community College certificate/degree or journey level status (CCCCO)
- Completed 9 or more units in first year of California Community College (CCCCO)

In addition, the Burbank Unified School District will be required to report on the expenditures on a quarterly basis.

Fiscal Impact:

The Burbank Unified School District was awarded $406,642.

Recommendation:

Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends the Board of Education ratify the acceptance of the K-12 Strong Workforce Grant, to support career pathways and dual enrollment opportunities, effective July 1, 2019 through December 31, 2021, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sharon Cuseo, Assistant Superintendent, Instructional Services
PREPARED BY:	Rebecca Mieliwocki, Teacher on Special Assignment
SUBMITTED BY:	Jenny Jones, Administrative Secretary II
DATE:	September 5, 2019
SUBJECT:	Ratification of Memorandum of Understanding Between Burbank Unified School District and Education Through Music - Los Angeles

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Background:

Education Through Music – Los Angeles (ETMLA) is an independent 501 organization founded in 2006 in Los Angeles. ETMLA does not have an approved Induction Program and has requested that eligible teachers from ETMLA clear their preliminary teaching credentials by participating in the Burbank Unified School District's Induction Program.

2019-2020 District-Wide Goals

2.2 Sustain and improve the quality of teacher collaboration time, including dedicated site collaboration time, to implement curriculum aligned to the California State Standards and best practices in instruction.

Discussion/Issues:

This agreement would further develop the relationship between Burbank Unified School District and other local area schools. ETMLA teachers participating in the Induction Program will benefit through the trainings they attend, as well as through ongoing formative assessment and collaboration. Induction is a requirement for teachers graduating from universities with a preliminary credential. It is feasible that in the future other area educators will benefit from participation in the Induction Program.

Fiscal Impact:

ETMLA participating teachers will remit to Burbank Unified School District $3,000 per year to participate in the Induction Program.

Recommendation:

Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education ratify the Memorandum of Understanding between Burbank Unified School District and Education Through Music – Los Angeles, to participate in the Burbank Unified School District Induction Program, effective August 19, 2019 through June 15, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
Instructional Services
Induction Program
1900 WEST OLIVE AVENUE
BURBANK, CALIFORNIA 91506-2460
TELEPHONE (818) 729-4475 FAX (818) 729-4402

MEMORANDUM OF UNDERSTANDING BETWEEN BURBANK UNIFIED SCHOOL DISTRICT AND SCHOOL FOR PARTICIPATION IN THE NEW TEACHER INDUCTION PROGRAM

This Memorandum of Understanding (MOU), made and entered into this 19th day of August, 2019, between the Burbank Unified School District (BUSD), the LEA for the Burbank Unified School District Teacher Induction Program, and Education Through Music-Los Angeles (ETMLA) to establish a partnership between the BUSD Induction Program and Education Through Music-Los Angeles and to set forth the operative conditions, which will govern this partnership.

Witnesseth

1. Burbank Unified School District agrees to provide an Induction Program for eligible teachers at, Education Through Music-Los Angeles as follows:

   A. Provide appropriate staff to operate and administer the program.
   B. Provide program activities such as:
      - Induction Program meetings (Professional Learning Community).
      - Participating Teacher Orientation.
      - Matching with content-alike, highly effective mentor teachers.
      - Optional, free after school teacher development workshops.
      - An option for university credit for salary advancement.
      - End-of-the-Year Colloquium & Portfolio Review with District support

   C. Establish and maintain accurate records and reports.
   D. Maintain a confidential file on each participating teacher, which includes the following:
      - Signed District Consent Form for induction participants.
      - Signed District Roles and Responsibilities Advisement Form.
      - All Individual Learning Plans for Year 1 and Year 2 with signed completion logs.
      - Induction Program Completion documentation.
      - Proof of Credential Recommendation to the CCTC from BUSD.

   E. Provide the California Commission on Teacher Credentialing (CCTC) and the California Department of Education (CDE) all report documents and other information requested on all matters related to the participating teachers participating in the BUSD Induction Program.

F. Participate in the program evaluation.
G. Develop and maintain a budget that allocates amounts sufficient to meet the costs of implementing the program responsibilities as described in 1 (A-D).

2. The Participating Teachers agree to:

a. Sign and uphold the roles, responsibilities, and requirements contained within the BUSD Induction Advisement Form and the BUSD Induction Roles and Responsibilities Form.
b. Attend all required professional learning community meetings.
c. Attend weekly meetings with assigned mentors.
d. Observe colleagues during instruction and be observed by mentors while teaching no fewer than once per semester for the four semesters of induction.
e. Assume the cost and responsibility for arranging on-site observations of colleagues required for induction (one per semester).
f. Complete the necessary, required paperwork and evidence collection for induction and submit said paperwork by published due dates.
g. Produce work products that are of graduate level quality.
h. Communicate responsibly and professionally with program coordinators, mentors, and all BUSD district staff and faculty members.
i. Assume financial responsibility for all aspects of induction:
    i. Induction services are provided on a fee-for-service basis. In 2019-20, the fee will be $3,000. In 2020-21, the fee will remain unchanged. This fee covers the costs to administer the induction program & to secure and compensate the mentor.
    ii. Participating teachers will be invoiced at the close of each semester. Once payment is received, the district is responsible for facilitating the distribution of the funds to mentors and district program coordinators.
    iii. Assume the costs to purchase salary credits through an accredited participating university, and according to the university's fee schedule, should the teacher participant desire to do so for salary advancement.
    iv. Pay the fee set by the California Commision on Teacher Credentialing to clear his/her credential.

3. Education Through Music-Los Angeles agrees to:

a. Provide Induction teachers one-to-one or small group consultations between mentor teacher and ETMLA participating teacher(s).
b. Provide opportunities for BUSD Induction program coordinators and mentor teachers to observe classrooms within ETMLA during the teaching day.
c. Provide participating teachers the opportunity to attend professional staff development activities as required to clear the participating teacher's credential.
d. Participate in the BUSD Induction Program evaluation.

4. The term of this MOU shall be effective August 19th , 2019, to June 15th, 2024. This agreement is renewable each program year that Education Through Music-Los Angeles identifies eligible teachers that need/elect to participate in the BUSD Induction Program. A new contract for each program year will be generated by BUSD as the need deems necessary.

5. Contract and monitoring responsibilities for this MOU rest with BUSD.

6. Any and all products developed by BUSD are the exclusive property of BUSD.

7. Employees, staff, and subcontractors of Education Through Music-Los Angeles have permission to reproduce and use the products in the BUSD Induction Program with the expressed written permission of BUSD and the BUSD Induction Program. It is prohibited for anyone to copy or use the products of the BUSD Induction Program for profit or any other purpose.

8. The BUSD Induction Program shall have the authority to adapt and adopt materials developed by the BUSD Induction Program for dissemination purposes.

9. It is agreed that Education Through Music-Los Angeles or any employee of Education Through Music-Los Angeles is acting as an independent contractor and not as an agent or employee of the BUSD.

10. It is agreed that the BUSD will not withhold any federal or state income tax from payment made pursuant to this contract, but will provide Education Through Music-Los Angeles with a statement of invoiced expenditures at the end of each fiscal year.

11. Education Through Music-Los Angeles certifies that it is aware of the laws of the State of California requiring employers to be insured against liability for Worker's Compensation and shall comply with such laws during the term of this contract.

12. The parties hereto, and each of them, do hereby mutually agree to indemnify, defend, save, and hold harmless to each other, and their respective officers, agents, servants, and employees, of any from any and all liability, claims demands, debts, suits, actions, and causes of action, including wrongful death and reasonable attorney fees for the defense thereof, arising out of or in any manner connected with the performance of any act or deed under or pursuant to the terms and provisions of this MOU by such indemnifying party, or its officers, agents, servants, and employees.

13. Neither this MOU nor any duties or obligations under this MOU may be assigned Education Through Music-Los Angeles by without the prior written consent of the BUSD.

14. Education Through Music-Los Angeles and all of their employees or agents shall secure and maintain in force such licenses and permits that are required by law, in connection with the furnishing of materials, supplies, or services herein listed.

15. This contract may be amended only by the mutual written consent of the parties hereto, except that the BUSD unilaterally amend the contract to accomplish the changes listed below:

a. Administrative changes that do not affect the contractual rights of the parties
b. Changes as required by law.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding on the day and year first above written.

Burbank Unified School District
Matt Hill
Superintendent

Signed_____
Authorized Signature

Date_____

Education Through Music-Los Angeles
Victoria Lanier
Director

Signed_____
Authorized Signature

Date 8/19/19

Board Approval Date:

Burbank Unified School District
Office of Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sarah Niemann, Assistant Superintendent, Human Resources Services
PREPARED BY:	Leticia Castillo, Supervisor, Human Resources
SUBMITTED BY:	Leticia Castillo, Supervisor, Human Resources
DATE:	September 5, 2019
20SUBJECT:	Adoption of Resolution 9 for the Elimination or Reduction of Services for Classified Positions

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Background:
When it becomes necessary to eliminate or reduce classified bargaining unit positions, the Board of Education must approve such reductions and/or eliminations. Subsequent to the Board's approval, employees must be notified not less than 60 days prior to the effective date of the reduction or elimination of their positions.

Discussion/Issues:
These recommendations have been shared with a representative from the California School Employees Association (CSEA), Chapter 674

There are two positions being recommended for elimination:

- There is one 3 hr/day Instructional Assistant-Children's Center position at Jefferson ATB being recommended for elimination due to lack of work. The lack of work is due to decreased enrollment. This position is funded through the following appropriation number 12.0-90602.0-11100-10000-2110-206000. The elimination of this position may involve bumping.
- There is one 6 hr/day Instructional Assistant-Special Education positon at Jordan Middle School being eliminated due to lack of work. The needs have changed to that of a Discrete Trial Facilitator. This position is funded through the following appropriation number, 01.0-33100.0-57700-11100-2110-321000. This position is currently vacant and will not involve bumping.

There are three positons being recommended for a reduction:

- There is one 7 hr/day Discrete Trial Facilitator position being recommended for a reduction to 6 ½ hr/day due to lack of work. This position supervised early bus arrival and the bus will no longer be arriving early. This position is funded through the following appropriation number, 01.0-65000.0-57500-11905-2110-7440000. The reduction of this position may involve bumping.
- There is one 7 ½ hr/day Instructional Assistant-Special Education position at Burbank High School being recommended for a reduction to 6 ½ hr/day due to lack of work. One of the students this positon supported required an additional hour of support and this student has graduated. This position is funded through the following appropriation number, 01.0-65000.0-57500-11905-2110-7440000. The reduction of this position may involve bumping.
- There is one 7 ½ hr/day Instructional Assistant-Severe Behavioral II position at Miller Elementary School being recommended for a reduction to 6 ½ hr/day due to lack of work. This position rode the bus and there is no longer a need to ride the bus. This position is funded through the following appropriation number, 01.0-65000.0-57500-11108-2110-2100000. The reduction of this position may involve bumping.

Fiscal Impact:
None

Recommendation:
Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt Resolution 9 for the Elimination or Reduction of Services for Classified positions, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
September 5, 2019

In the Matter of Layoff of
Classified Employees **RESOLUTION 9**

WHEREAS, Due to lack of work and/or lack of funds this Board hereby finds that it is in the best interest of the Burbank Unified School District to eliminate or reduce classified positions pursuant to provisions in the California Education Code and consistent with Article 15 in the Agreement with CSEA, Chapter 674, to the following extent:

	FTE
Eliminate one Instructional Assistant-Children's Center	.375
Eliminate one Instructional Assistant-Special Education	.75
Reduce one Discrete Trial Facilitator	.0625
Reduce one Instructional Assistant-Special Education	.125
Reduce one Instructional Assistant Severe Behavioral II	.125

BE IT FURTHER RESOLVED, That the Superintendent is hereby authorized and directed to investigate any bumping or displacement rights of affected classified employees and to give appropriate layoff notices to the affected employees pursuant to provisions in the California Education Code and consistent with Article 15 in the Agreement with CSEA, Chapter 674, not less than 60 days prior to the effective date of layoff subject to negotiations to the extent required by law and the CSEA agreement.

ADOPTED, the 5th day of September 2019, by the Governing Board of the Burbank Unified School District.

_____
Clerk

Burbank Unified School District
Office of the Superintendent

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Matt Hill, Superintendent
PREPARED BY:	Kimberley A. Clark, Executive Assistant to the Superintendent
SUBMITTED BY:	Kimberley A. Clark, Executive Assistant to the Superintendent
DATE:	September 5, 2019
SUBJECT:	Second Reading and Approval of Proposed Revision of Selected Board Policies and Administrative Regulations

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Background:

The Board of Education began the process of comprehensive review and revision of the entire Board Policies and Administrative Regulation Manual, contracting with the California School Boards Association (CSBA) – Governance and Management Using Technology (GAMUT), beginning in December 2005. CSBA – GAMUT provided consultation and facilitated the policy revision process. The District's continuing agreement with CSBA – GAMUT provides for suggested policy periodically throughout each calendar year.

The updates presented at this time are the May 2019 Board Policies sent to the District by CSBA. In addition, District staff is bringing forward an update of AR 5116.1: Intradistrict Transfers, which is a title change only to make the Board Policy and Administrative Regulation consistent. Staff is also bringing forward an update to AR 3516.1: Emergency Drills, which has been revised to reflect updated best practices as recommended by local police and fire agencies and new legislation in California. The Exhibit has also been updated. These administrative regulations have been reviewed by a subcommittee consisting of two members of the Board of Education and appropriate administrative staff. Changes appear in red on the PDF version; text to be added is underlined and text to be deleted is shown as struck through. A first reading was held on August 15, and staff subsequently identified one additional change, which is highlighted on the first page of AR 3516.1: Emergency Drills.

Discussion/Issues:

Copies of revised policies and administrative regulations will not be duplicated for general distribution. Copies may be obtained by contacting the Superintendent's Office at (818) 729-4422 or via e-mail at: KimberleyClark@burbankusd.org

Fiscal Impact:

None

Recommendation:

Matt Hill, Superintendent, will facilitate the Board's second reading and approval of the proposed revision of selected Board Policies and Administrative Regulations from the California School Boards Association (CSBA) – Governance and Management Using Technology (GAMUT), as presented.

POLICY GUIDE SHEET
May 2019
Page 1 of 3

Note: Descriptions below identify revisions made to CSBA's sample board policies, administrative regulations, board bylaws, and/or exhibits. Editorial changes have also been made. Districts and county offices of education should review the sample materials and modify their own policies accordingly.

BP/AR 0420.4 - Charter School Authorization
(BP/AR revised)

Policy updated to delete the legal cite for the Parent Empowerment Act, as the criteria for that program include the Academic Performance Index which is no longer calculated, and to delete the outdated legal cite for California Department of Education (CDE) standards for the identification of academically low-achieving students. Policy also reflects **NEW LAW (SB 126, 2019)** which requires charter schools to comply with the Brown Act, California Public Records Act, and other specified state laws governing transparency and public integrity, and **NEW LAW (AB 406, 2018)** which, for any charter petition submitted on or after July 1, 2019, prohibits the charter school from operating as or by a for-profit corporation or organization. Regulation updated to reflect **NEW LAW (AB 1747, 2018)** which requires that the charter petition include provisions for the development and annual update of a school safety plan.

BP/AR 1312.1 - Complaints Concerning District Employees
(BP/AR revised)

Policy updated to reflect a court decision which held that a district cannot bar criticism of employees at public board meetings, and to add referral of complainants to the appropriate complaint procedures when concerns are expressed at a board meeting or to an individual board member outside a board meeting. Policy includes material formerly in AR regarding reports against employees for child abuse or neglect, and adds circumstances under which complaints should be addressed in accordance with BP/AR 1312.3 - Uniform Complaint Procedures or AR 4030 - Nondiscrimination in Employment. Policy also adds material related to the investigation of a complaint, including an anonymous complaint, and includes material formerly in AR regarding appeals to the board. Regulation reorganized and updated to require that complaints be made in writing and to add steps regarding the investigation of the complaint and the notification of the complainant and employee regarding the final decision.

BP/AR 3250 - Transportation Fees
(BP/AR revised)

Policy updated to reference types of transportation services, in addition to home-to-school transportation, for which fees may be charged. The basis for establishing the amount of the fee deleted in BP since it is addressed in AR. Policy also adds material formerly in AR regarding (1) criteria for determining exemption of transportation fees based on financial need and (2) board certification to the county superintendent of schools that fees have been levied in accordance with law. Regulation reorganized to describe the types of transportation services for which fees are allowed, the amount of the fee, and then exemptions from fees. Material regarding the establishment of fees revised to reflect current practice which is no longer based on the Superintendent of Public Instruction's determination of the statewide average nonsubsidized cost of providing transportation on a publicly owned or operated transit system.

BP 3510 - Green School Operations
(BP revised)

Policy expands best practices for environmental accountability in district programs and operations, including involvement of staff at all levels, use of least toxic pest management practices, compliance with green building standards in any new construction, acquisition of reduced or zero emission school buses, limitation of unnecessary idling of school buses or personal vehicles, implementation of green practices in the district's food services program, and use of green school activities as tools for student learning.

BP/AR 3511 - Energy and Water Management
(BP/AR revised)

Policy and regulation updated to reflect recommendations in **NEW STATE GUIDANCE** from CDE, the Division of the State Architect in the Department of General Services, and the State Water Resources Control Board. Policy also deletes green school strategies duplicated in other policies, and adds coordination with local and regional entities to share expertise and resources. Section on "Storm Water Management" deletes specific requirements for "nontraditional MS4 entities" that are subject to the General Permit for Storm Water Discharges to Small Municipal Separate Storm Sewer Systems, and clarifies that districts may also be subject to the Construction General Permit and the National Pollutant Discharge Elimination System General Permit for Storm Water Discharges Associated with Industrial Activities. Section on "Emergency Interruption of Services" contains material formerly in AR. Regulation expands components of the district's resource management program to include strategies related to outdoor spaces, drought-tolerant habitats, and equipment maintenance and repair. Regulation also adds new section on "Storm Water Management" with examples of best practices and adds new material related to the emergency interruption of services.

AR 3514 - Environmental Safety
(AR revised)

Regulation updated to reflect **NEW LAW (AB 2453, 2018)** which (1) authorizes state facilities modernization grants to be used to update air filtration systems and (2) authorizes districts and schools in communities with a high cumulative exposure to toxic air contaminants to work with air districts and to be eligible for a grant to implement air quality mitigation efforts. Regulation also reflects the July 1, 2019 deadline for completing testing for lead in the drinking water of any school constructed before January 1, 2010, and **NEW LAW (AB 2370, 2018)** which requires a licensed child care center that is located in a building constructed before January 1, 2010 to have its drinking water tested for lead contamination.

BP/AR 3540 - Transportation
(BP revised; AR deleted)

Policy updated to include material formerly in AR regarding the means of transportation, contracts for transportation services, and the option to pay parents/guardians their actual and necessary expenses in transporting the student. Policy also addresses (1) the district's authority to require families to pay a transportation fee, with specified exceptions; (2) the district's authority to transport students without parent/guardian permission when evacuation of students is necessary for their safety; and (3) the installation of a global positioning system on school buses to enhance safety and provide real-time location data. Regulation deleted and key concepts moved to BP.

BP 4119.22/4219.22/4319.22 - Dress and Grooming
(BP revised)

Policy updated to reflect laws which allow employees to appear and dress in a manner consistent with their gender identity, gender expression, or religious creed. Policy also adds material regarding the communication of the district's dress and grooming policy to employees.

BP 5131.2 - Bullying
(BP revised; AR added)

Policy updated and regulation added to reflect **NEW LAW (AB 2291, 2018)** which mandates districts to adopt, on or before December 31, 2019, procedures for preventing acts of bullying, including cyberbullying. Regulation includes material formerly in BP re: bullying prevention measures, staff development, student instruction, reporting, and corrective actions. Regulation also adds definition of bullying and examples of behaviors that may constitute bullying and cyberbullying, and reflects CDE's online training module on bullying developed pursuant to AB 2291.

BP/AR 5132 - Dress and Grooming
(BP/AR revised)

Policy updated to address communication of the dress code to students and staff; grant enforcement authority to the principal or designee; prohibit discriminatory enforcement of the dress code, including, but not limited to, discrimination based on gender identity, gender expression, or religious or cultural observance; and address disciplinary action for repeated violations or refusal to comply with the dress code. Policy also provides that the determination of specific items of clothing defined as gang apparel shall be free from bias based on race, ethnicity, national origin, immigration status, or other protected characteristics. Regulation updated to provide general, gender-neutral guidelines for the dress code that may be revised to reflect district practice; add circumstances under which the dress code should be modified for classes, activities, or individual students; and call for collaboration with law enforcement agencies to update definitions of gang-related apparel.

BP/AR 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction
(BP/AR revised)

Policy updated to more directly reflect the goals of the California Healthy Youth Act, incorporate the legal requirement for districts whose graduation requirements include completion of a health education course to include instruction on the affirmative consent standard, and reflect **NEW LAW (SB 1104, 2018)** which requires districts offering grades 6-12 to provide information on human trafficking prevention resources to parents/guardians by January 1, 2020. Policy also adds timeline for notification to parents/guardians that they may request to excuse their child from comprehensive sexual health and HIV prevention education. Regulation updated to reflect **NEW LAW (AB 1861, 2018)** which requires that comprehensive sexual health education include specified information regarding human trafficking, and **NEW LAW (AB 1868, 2018)** which authorizes instruction regarding the potential risks and consequences of electronically sharing suggestive or sexually explicit materials. Section on "Professional Development" updated to reflect a legal requirement to provide periodic staff development regarding sexual abuse and human trafficking.

BP 6142.6 - Visual and Performing Arts Education
(BP revised)

Policy updated to reflect revised content standards for visual and performing arts, including media arts, adopted by the State Board of Education in January 2019. Policy incorporates the philosophical foundation, lifelong goals, and artistic processes upon which the state standards are based.

BP 6146.1 - High School Graduation Requirements
(BP revised)

Policy includes minor revision to clarify that immigrant students enrolled in a newcomer program in grades 11-12 may be eligible for an exemption from locally established graduation requirements, regardless of whether they transferred between schools after the completion of the second year of high school.

CHARTER SCHOOL AUTHORIZATION

The Governing Board recognizes that charter schools may assist the district in offering diverse learning opportunities for students. In considering any petition to establish a charter school within the district, the Board shall give thoughtful consideration to the potential of the charter school to provide students with a high-quality education that enables them to achieve to their fullest potential.

The district shall not require any district student to attend the charter school nor shall it require any district employee to work at the charter school. (Education Code 47605)

One or more persons may submit a petition for a start-up charter school to be established within the district or for the conversion of an existing district school to a charter school. (Education Code 47605)

Any petition for a start-up charter school or conversion charter school shall include all components and signatures required by law and shall be submitted to the Board. The Superintendent or designee shall consult with legal counsel, as appropriate, regarding compliance of the charter petition with legal requirements.

The Superintendent or designee may work with charter school petitioners prior to the formal submission of the petition in order to ensure compliance of the petition with legal requirements. As needed, the Superintendent or designee may also meet with the petitioners to establish workable plans for technical assistance or contracted services which the district may provide to the proposed charter school.

Within 30 days of receiving a petition to establish a charter school, the Board shall hold a public hearing to determine the level of support for the petition by teachers, other employees of the district, and parents/guardians. (Education Code 47605)

(cf. 9320 - Meetings and Notices)

Within 60 days of receiving a petition, or within 90 days with mutual consent of the petitioners and the Board, the Board shall either approve or deny the request to establish the charter school. (Education Code 47605)

The approval or denial of a charter petition shall not be controlled by collective bargaining agreements nor subject to review or regulation by the Public Employment Relations Board. (Education Code 47611.5)

Approval of Petition

The Board shall approve the charter petition if doing so is consistent with sound educational practice. In granting charters, the Board shall give preference to petitions that demonstrate the capability to provide comprehensive learning experiences for students who are identified by the petitioner as academically low-achieving. (Education Code 47605)

CHARTER SCHOOL AUTHORIZATION (continued)

The Board shall verify that any approved charter contains adequate processes and measures for holding the school accountable for complying with applicable law, including Education Code 47604.1, and for fulfilling the terms of its charter. These shall include, but are not limited to, fiscal accountability systems, multiple measures for evaluating the educational program, including student outcomes aligned with state priorities as described in Education Code 52060, and regular reports to the Board.

(cf. 0420.41 - Charter School Oversight)

The Board may approve one or more memoranda of understanding to clarify the financial and operational agreements between the district and the charter school. Any such memorandum of understanding shall be annually reviewed by the Board and charter school governing body and amended as necessary.

The Board may initially grant a charter for a specified term not to exceed five years. (Education Code 47607)

(cf. 0420.42 - Charter School Renewal)
(cf. 0420.43 - Charter School Revocation)

It shall be the responsibility of the petitioners to provide written notice of the Board's approval and a copy of the charter to the County Superintendent of Schools, the California Department of Education, and the State Board of Education (SBE). (Education Code 47605)

Denial of Petition

The Board shall deny any charter petition that:

1. Proposes to operate a charter school as or by a for-profit corporation, a for-profit educational management organization, or a for-profit charter management organization (Education Code 47604)

2. Authorizes the conversion of a private school to a charter school (Education Code 47602)

3. Proposes to serve students in a grade level that is not served by the district, unless the petition proposes to serve students in all the grade levels served by the district (Education Code 47605)

Any other charter petition shall be denied only if the Board makes written factual findings specific to the petition that one or more of the following conditions exist: (Education Code 47605)

CHARTER SCHOOL AUTHORIZATION (continued)

1. The charter school presents an unsound educational program for the students to be enrolled in the charter school.

2. The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition.

3. The petition does not contain the number of signatures required.

4. The petition does not contain an affirmation of each of the conditions described in Education Code 47605(d).

5. The petition does not contain reasonably comprehensive descriptions of the charter provisions in Education Code 47605(b).

6. The petition does not contain a declaration as to whether or not the charter school shall be deemed the exclusive public school employer of the school's employees for purposes of collective bargaining pursuant to Government Code 3540-3549.3.

The Board shall not deny a petition based on the actual or potential costs of serving students with disabilities, nor shall it deny a petition solely because the charter school might enroll students with disabilities who reside outside the special education local plan area in which the district participates. (Education Code 47605.7, 47647)

(cf. 0430 - Comprehensive Local Plan for Special Education)

If the Board denies a petition, the petitioners may choose to submit the petition to the County Board of Education and, if then denied by the County Board, to SBE. (Education Code 47605)

Legal Reference: (see next page)

CHARTER SCHOOL AUTHORIZATION (continued)

Legal Reference:

EDUCATION CODE
200 Equal rights and opportunities in state educational institutions
220 Nondiscrimination
17078.52-17078.66 Charter schools facility funding; state bond proceeds
17280-17317 Field Act
17365-17374 Field Act, fitness for occupancy
32282 Comprehensive safety plan
33126 School Accountability Report Card
41365 Charter school revolving loan fund
42238.51-42238.2 Funding for charter districts
44237 Criminal record summary
44830.1 Certificated employees, conviction of a violent or serious felony
45122.1 Classified employees, conviction of a violent or serious felony
46201 Instructional minutes
47600-47616.7 Charter Schools Act of 1992
47640-47647 Special education funding for charter schools
47650-47652 Funding of charter schools
49011 Student fees
51745-51749.6 Independent study
52052 Accountability: numerically significant student subgroups
52060-52077 Local control and accountability plan
56026 Special education
56145-56146 Special education services in charter schools
CORPORATIONS CODE
5110-6910 Nonprofit public benefit corporations

Legal Reference continued: (see next page)

CHARTER SCHOOL AUTHORIZATION (continued)

Legal Reference: (continued)
GOVERNMENT CODE
1090-1099 Prohibitions applicable to specified officers
3540-3549.3 Educational Employment Relations Act
6250-6270 California Public Records Act
54950-54963 Ralph M. Brown Act
81000-91014 Political Reform Act of 1974
CODE OF REGULATIONS, TITLE 5
11700.1-11705 Independent study
11960-11968.5.5 Charter schools
UNITED STATES CODE, TITLE 20
7223-7225 Charter schools
COURT DECISIONS
Ridgecrest Charter School v. Sierra Sands Unified School District, (2005) 130 Cal.App.4th 986
ATTORNEY GENERAL OPINIONS
Opinion No. 11-201 (2018)
89 Ops.Cal.Atty.Gen. 166 (2006)
80 Ops.Cal.Atty.Gen. 52 (1997)
78 Ops.Cal.Atty.Gen. 297 (1995)

Management Resources:
CSBA PUBLICATIONS
Uncharted Waters: Recommendations for Prioritizing Student Achievement and Effective Governance in California's Charter Schools, September 2018
Charter Schools in Focus, Issue 1: Managing the Petition Review Process, Governance Brief, November 2016
Charter Schools and Board Member Responsibilities, Education Insights Legal Update Webcast, March 2016
Charter Schools: A Guide for Governance Teams, rev. February 2016
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Sample Copy of a Memorandum of Understanding
U.S. DEPARTMENT OF EDUCATION PUBLICATIONS
Dear Colleague Letter: Guidance Regarding the Oversight of Charter Schools Program and Regulatory Requirements, including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, August 2016
Charter Schools Program: Title V, Part B of the ESEA, Nonregulatory Guidance, January 2014
Guidance on the Voluntary Use of Race to Achieve Diversity and Avoid Racial Isolation in Elementary and Secondary Schools, December 2011
WEB SITES
CSBA: http://www.csba.org
California Charter Schools Association: http://www.ccsa.org
California Department of Education, Charter Schools: http://www.cde.ca.gov/sp/cs
National Association of Charter School Authorizers: http://www.qualitycharters.org
U.S. Department of Education: http://www.ed.gov

CHARTER SCHOOL AUTHORIZATION

Petition Signatures

A petition for the establishment of a start-up charter school must be signed by either of the following: (Education Code 47605)

1. A number of parents/guardians equivalent to at least one-half of the number of students that the charter school estimates will enroll in the school for its first year of operation

2. A number of teachers equivalent to at least one-half of the total number of teachers that the charter school estimates will be employed at the school during its first year of operation

If the charter petition calls for an existing public school to be converted to a charter school, the petition must be signed by at least 50 percent of the permanent status teachers currently employed at the school. (Education Code 47605)

(cf. 4116 - Probationary/Permanent Status)

Any petition circulated to collect signatures shall include a prominent statement explaining that a parent/guardian's signature means that the parent/guardian is meaningfully interested in having a child attend the charter school or, in the case of a teacher's signature, that the teacher is meaningfully interested in teaching at the charter school. The proposed charter shall be attached to the petition. (Education Code 47605)

Advisory Committee

The Superintendent or designee may establish a staff advisory committee to evaluate the completeness of a charter petition based on the requirements in Education Code 47605 and to identify any concerns that should be addressed by the petitioners.

(cf. 2230 - Representative and Deliberative Groups)

Components of Charter Petition

The charter petition shall include affirmations that the charter school will be nonsectarian in its programs, admission policies, employment practices, and operations; will not charge tuition; and will not discriminate against a student on the basis of characteristics listed in Education Code 220. The petition shall also contain reasonably comprehensive descriptions of: (Education Code 47605)

1. The educational program of the proposed school, designed, among other things, to identify those whom the school is attempting to educate, what it means to be an "educated person" in the 21st century, and how learning best occurs. The goals

CHARTER SCHOOL AUTHORIZATION (continued)

identified in that program shall include the objective of enabling students to become self-motivated, competent, and lifelong learners.

The petition shall include a description of the charter school's annual goals for all students and for each numerically significant subgroup of students identified pursuant to Education Code 52052, including ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. These goals shall be aligned with the state priorities listed in Education Code 52060 that apply to the grade levels served or the nature of the program operated by the charter school. The petition also shall describe specific annual actions to achieve those goals. The petition may identify additional priorities established for the proposed school, goals aligned with those priorities, and specific annual actions to achieve those goals.

(cf. 0420.41 - Charter School Oversight)
(cf. 0460 - Local Control and Accountability Plan)

If the proposed charter school will serve high school students, the petition shall describe the manner in which the school will inform parents/guardians about the transferability of courses to other public high schools and the eligibility of courses to meet college entrance requirements. Courses offered by the charter school that are accredited by the Western Association of Schools and Colleges may be considered transferable, and courses approved by the University of California or the California State University as creditable under the "a-g" admissions criteria may be considered to meet college entrance requirements.

2. The measurable student outcomes identified for use by the charter school. *Student outcomes* means the extent to which all students of the school demonstrate that they have attained the skills, knowledge, and attitudes specified as goals in the school's educational program, including outcomes that address increases in student academic achievement both schoolwide and for each numerically significant subgroup of students served by the charter school. The student outcomes shall align with the state priorities identified in Education Code 52060 that apply for the grade levels served or the nature of the program operated by the charter school.

3. The method by which student progress in meeting the identified student outcomes is to be measured. To the extent practicable, the method for measuring student outcomes for state priorities shall be consistent with the way information is reported on a school accountability report card.

(cf. 0510 - School Accountability Report Card)

4. The governance structure of the charter school, including, but not limited to, the process to be followed by the school to ensure parent/guardian involvement.

CHARTER SCHOOL AUTHORIZATION (continued)

5. The qualifications to be met by individuals to be employed by the charter school.

6. The procedures that the charter school will follow to ensure the health and safety of students and staff, including the following requirements:

   a. Each charter school employee shall furnish the school with a criminal record summary as described in Education Code 44237.

   b. The charter school shall develop a school safety plan which includes the topics listed in Education Code 32282(a)(2)(A)-(H) and procedures for conducting tactical responses to criminal incidents.

   c. The charter school's safety plan shall be reviewed and updated by March 1 each year.

7. The means by which the charter school will achieve a racial and ethnic balance among its students that is reflective of the general population residing within the district's territorial jurisdiction.

8. The charter school's student admission policy. The petition shall, in accordance with Education Code 47605(d), specify procedures for determining enrollment when the number of applicants exceeds the school's capacity, including requirements for the use of a public random drawing, admission preferences, and priority order of preferences as required by law and subject to Governing Board approval.

9. The manner in which annual, independent financial audits shall be conducted, which shall employ generally accepted accounting principles, and the manner in which audit exceptions and deficiencies shall be resolved to the Board's satisfaction.

10. The procedures by which students can be suspended or expelled for disciplinary reasons or otherwise involuntarily removed for any reason, including an explanation of how the charter school will comply with federal and state constitutional procedural and substantive due process requirements as specified in Education Code 47605(b). Such procedures shall also include processes by which the charter school will notify the superintendent of a district and request to be notified by a district about a student when the circumstances specified in Education Code 47605(d) exist.

11. The manner by which staff members of the charter school will be covered by the State Teachers' Retirement System, the Public Employees' Retirement System, or federal social security.

12. The public school attendance alternatives for students residing within the district who choose to not attend the charter school.

CHARTER SCHOOL AUTHORIZATION (continued)

13. A description of the rights of any district employee upon leaving district employment to work in the charter school and of any rights of return to the district after employment at the charter school.

14. The procedures to be followed by the charter school and the Board to resolve disputes relating to charter provisions.

15. A declaration as to whether or not the charter school will be deemed the exclusive public school employer of the school's employees for purposes of collective bargaining under Government Code 3540-3549.3.

16. Consistent with 5 CCR 11962, the procedures to be used if the charter school closes, including, but not limited to:

    a. Designation of a responsible entity to conduct closure-related activities

    b. Notification to parents/guardians, the Board, the county office of education, the special education local plan area in which the charter school participates, the retirement systems in which the school's employees participate, and the California Department of Education, providing at least the following information:

        (1) The effective date of the closure

        (2) The name(s) and contact information of the person(s) to whom reasonable inquiries may be made regarding the closure

        (3) The students' districts of residence

        (4) The manner in which parents/guardians may obtain copies of student records, including specific information on completed courses and credits that meet graduation requirements

    c. Provision of a list of students at each grade level, the classes they have completed, and their districts of residence to the responsible entity designated in accordance with item #16a above

    d. Transfer and maintenance of all student records, all state assessment results, and any special education records to the custody of the responsible entity designated in accordance with item #16a above, except for records and/or assessment results that the charter may require to be transferred to a different entity

CHARTER SCHOOL AUTHORIZATION (continued)

e. Transfer and maintenance of personnel records in accordance with applicable law

f. Completion of an independent final audit within six months after the closure of the charter school that includes an accounting of all financial assets and liabilities pursuant to 5 CCR 11962 and an assessment of the disposition of any restricted funds received by or due to the school

g. Disposal of any net assets remaining after all liabilities of the charter school have been paid or otherwise addressed pursuant to 5 CCR 11962

h. Completion and filing of any annual reports required pursuant to Education Code 47604.33

i. Identification of funding for the activities identified in item #16a-h above

Charter school petitioners shall provide information to the Board regarding the proposed operation and potential effects of the school, including, but not limited to: (Education Code 47605)

1. The facilities to be used by the charter school, including where the school intends to locate

(cf. 7160 - Charter School Facilities)

2. The manner in which administrative services of the charter school are to be provided

3. Potential civil liability effects, if any, upon the charter school and district

4. Financial statements that include a proposed first-year operational budget, including start-up costs and cash-flow and financial projections for the first three years of operation

Location of Charter School

Unless otherwise exempted by law, the charter petition shall identify a single charter school that will operate within the geographic boundaries of the district. A charter school may propose to operate at multiple sites within the district as long as each location is identified in the petition. (Education Code 47605, 47605.1)

A charter school that is unable to locate within the district's jurisdictional boundaries may establish one site outside district boundaries but within the county, provided that: (Education Code 47605, 47605.1)

CHARTER SCHOOL AUTHORIZATION (continued)

1. The district is notified prior to approval of the petition.

2. The County Superintendent of Schools and Superintendent of Public Instruction are notified before the charter school begins operations.

3. The charter school has attempted to locate a single site or facility to house the entire program but such a facility or site is unavailable in the area in which the school chooses to locate, or the site is needed for temporary use during a construction or expansion project.

A charter school may establish and locate a resource center, meeting space, or other satellite facility in an adjacent county if both of the following conditions are met: (Education Code 47605.1)

1. The facility is used exclusively for the educational support of students who are enrolled in nonclassroom-based independent study of the charter school.

2. The charter school provides its primary educational services in, and a majority of the students it serves are residents of, the county in which the school is authorized.

COMPLAINTS CONCERNING DISTRICT EMPLOYEES

The Governing Board recognizes its accountability to the public for the quality of the district's educational program and the performance of district employees. The district shall provide a process by which a complaint submitted by any person regarding an employee can be resolved impartially, expeditiously, and with minimal disruption to district operations and the educational program.

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

When a concern regarding an employee is presented during a Board meeting or to an individual Board member or employee outside of a Board meeting, the complainant shall be informed of the appropriate complaint procedure.

(cf. 9323 - Meeting Conduct)

Any complaint regarding the Superintendent shall be initially filed in writing with the Board. The Board shall consult with legal counsel or appoint an appropriate agent to conduct the investigation.

The Superintendent or designee shall determine whether a complaint against any other employee should be considered a complaint against the district and/or an individual employee, and whether it should be resolved by the district's process for complaints concerning personnel and/or other district procedures. Any complaint of child abuse or neglect alleged against a district employee shall be reported to the appropriate local agencies in accordance with law and BP 5141.4 - Child Abuse Prevention and Reporting. Any complaint alleging that an employee engaged in unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) in district programs and activities shall be filed in accordance with BP/AR 1312.3 - Uniform Complaint Procedures. Any complaint by an employee, job applicant, volunteer, intern, or independent contractor alleging unlawful discrimination or harassment by an employee shall be filed in accordance with AR 4030 - Nondiscrimination in Employment.

(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 3555 - Nutrition Program Compliance)
(cf. 4030 - Nondiscrimination in Employment)
(cf. 4144/4244/4344 - Complaints)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

Any complaint subject to this policy and the accompanying administrative regulation shall be investigated by the principal, the employee's immediate supervisor, the Superintendent or designee, legal counsel, agent of the Board, and/or other appropriate person who is not the subject of the complaint or subordinate to the employee charged in the complaint. The complainant and the employee shall have an opportunity to present information relevant to the complaint.

COMPLAINTS CONCERNING DISTRICT EMPLOYEES (continued)

A complaint that is filed anonymously may be investigated by the Superintendent or designee depending on the specificity and reliability of the information.

If a complainant requests confidentiality, the Superintendent or designee shall inform the complainant that the request may limit the district's ability to investigate the employee's conduct or take other necessary action. However, the Superintendent or designee shall take all reasonable steps to investigate and resolve the complaint without divulging the complainant's identity.

The Board prohibits retaliation against complainants.

Appeals

If either the complainant or the employee submits an appeal of the Superintendent's decision to the Board, the Board shall determine whether to uphold the Superintendent's decision without hearing the complaint, appoint an appeals committee to advise the Board, or hear the appeal itself.

(cf. 9130 - Board Committees)

If the Board decides to hear the complaint, the matter shall be addressed in closed session in accordance with Government Code 54957 unless the employee requests that it be heard in open session. The Board shall review the original complaint and additional information provided by the Superintendent or designee regarding the steps taken to resolve the issue.

(cf. 9321 - Closed Session Purposes and Agendas)
(cf. 9323 - Meeting Conduct)

The Board's decision shall be final.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Legal Reference: (see next page)

COMPLAINTS CONCERNING DISTRICT EMPLOYEES (continued)

Legal Reference:

EDUCATION CODE
33308.1 Guidelines on procedure for filing child abuse complaints
35146 Closed sessions
44031 Personnel file contents and inspection
44811 Disruption of public school activities
44932-44949 Resignation, dismissal and leaves of absence (rights of employee; procedures to follow)
48987 Child abuse guidelines
GOVERNMENT CODE
54957 Closed session; complaints re employees
54957.6 Closed session; salaries or fringe benefits
PENAL CODE
273 Cruelty or unjustifiable punishment of child
11164-11174.3 Child Abuse and Neglect Reporting Act
WELFARE AND INSTITUTIONS CODE
300 Minors subject to jurisdiction of juvenile court
COURT DECISIONS
Baca v. Moreno Valley Unified School District, (1996) 936 F. Supp. 719

COMPLAINTS CONCERNING DISTRICT EMPLOYEES

Every effort should be made to resolve complaints regarding district employees at the earliest possible stage. Any person who complains about a district employee shall be encouraged to resolve the matter informally through direct communication with the employee whenever possible.

If a complainant is unable or unwilling to resolve the complaint directly with the employee, the complainant may submit a written complaint to the principal or other immediate supervisor of the employee. Complaints related to a principal or district administrator shall be initially filed in writing with the Superintendent or designee. If the complainant is unable to prepare the complaint in writing, administrative staff shall provide assistance in the preparation of the complaint.

A written complaint shall include the full name of the employee involved, a brief but specific summary of the complaint and the facts surrounding it, and a description of any prior attempt to discuss the complaint with the employee and the failure to resolve the matter.

To promote prompt and fair resolution of the complaint, the following procedures shall govern the resolution of complaints against district employees:

1. When a written complaint is received, the employee who is the subject of the complaint shall be notified within five days or in accordance with the collective bargaining agreement.

2. The principal or other immediate supervisor of the employee shall investigate and attempt to resolve the complaint to the satisfaction of the parties involved within 30 days. A complaint against a school or district administrator shall be investigated by the Superintendent or designee. The investigation may include interviews of the employee, complainant, or witnesses as necessary and/or a review any documentation relevant to the complaint.

3. Both the complainant and employee shall be notified in writing of the final decision regarding the resolution of the complaint.

4. Either the complainant or the employee against whom the complaint was made may appeal the decision. A decision by the principal or immediate supervisor may be appealed to the Superintendent or designee, who shall attempt to resolve the complaint to the satisfaction of the parties involved within 30 days. Either the complainant or the employee may appeal the Superintendent's decision to the Governing Board.

5. If the decision is appealed to the Board, the Superintendent or designee shall submit to the Board the following information:

   a. The full name of each employee involved

COMPLAINTS CONCERNING DISTRICT EMPLOYEES (continued)

b. A brief but specific summary of the complaint and the facts surrounding it, sufficient to inform the Board and the parties as to the precise nature of the complaint and to allow the parties to prepare a response

c. A copy of the signed original complaint

d. A summary of the action taken by the Superintendent or designee and the reasons that the problem has not been resolved

TRANSPORTATION FEES

Whenever the cost of providing student transportation exceeds funding provided by the state, the Governing Board may charge fees for home-to-school student transportation and other transportation services as expressly authorized by law.

(cf. 3260 - Fees and Charges)
(cf. 3540 - Transportation)

The Superintendent or designee shall annually submit proposed transportation fee schedules for Board approval.

The transportation fee shall be waived for students with demonstrated financial need in accordance with Education Code 39807.5. Eligibility for free transportation based on financial need shall be determined in accordance with the income eligibility scales used for the free and reduced-price lunch program.

(cf. 3553 - Free and Reduced Price Meals)

In addition, no charge shall be made for any transportation of a student with a disability whose individualized education program includes transportation as a related service necessary to receive a free appropriate public education. (Education Code 39807.5)

(cf. 3541.2 - Transportation for Students with Disabilities)
(cf. 6159 - Individualized Education Program)

The Board shall certify to the County Superintendent of Schools that the district has levied fees in accordance with law and that, in the event that excess fees have been charged, the fees have been reduced and excess fee revenue eliminated. (Education Code 39809.5)

Legal Reference: (see next page)

TRANSPORTATION FEES (continued)

Legal Reference:
EDUCATION CODE
10900-10914.5 Community recreation program, especially:
10913 Fees for uses of school buses for community recreation purposes
35330 Excursions or field trips
39800-39860 Transportation, especially:
39801.5 Transportation fees for adults
39807.5 Payment of transportation cost; amount of payment
39809.5 Excess fees; adjustments
39837 Fees for summer employment transportation
41850 Home-to-school and special education transportation
49014 Public School Fair Debt Collection Act
49557-49558 Applications for free and reduced-price meals
56026 Individuals with exceptional needs
CODE OF REGULATIONS, TITLE 5
350 Fees not permitted
COURT DECISIONS
Arcadia Unified School District et al v. State Department of Education, 2 Cal. 4th 251 (1992)
Hartzell v. Connell, 35 Cal.3d 899 (1984)

Management Resources:
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Pupil Fees, Deposits and Other Charges, Fiscal Management Advisory 17-01, July 28, 2017
WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov

TRANSPORTATION FEES

When approved by the Governing Board, the district may charge transportation fees for students traveling to and from school. (Education Code 39807.5)

(cf. 3540 - Transportation)
(cf. 3541 - Transportation Routes and Services)

With Board approval, the district may also charge transportation fees for:

1. Participants in a community recreation program offered pursuant to Education Code 10900-10914.5 (Education Code 10913, 39835)

2. Students traveling between the regular full-time schools they would attend and the regular full-time occupational classes provided by a regional occupational center or program (ROC/P) (Education Code 39807.5)

(cf. 6178.2 - Regional Occupational Center/Program)

3. Matriculated or enrolled adults traveling to and from school, or adults pursuing other educational purposes (Education Code 39801.5)

4. Students traveling to and from their places of employment during the summer in connection with a summer employment program for youth (Education Code 39837)

The total amount received by the district from the state and parent/guardian fees shall not exceed the actual operating cost of home-to-school transportation during the fiscal year. If excess fees are collected due to errors in estimated costs, fees shall be reduced in succeeding years. (Education Code 10913, 39801.5, 39809.5, 39837)

Bus passes and tickets shall be sold at all district schools and at the district office. No money shall be collected on school buses.

Exemption from Fees

Upon enrollment and at the beginning of each school year, parents/guardians shall receive information about income eligibility standards and application procedures for a waiver of the transportation fee. All applications and related records shall be confidential and used only for the purpose of determining a student's eligibility for a fee waiver.

(cf. 3553 - Free and Reduced Price Meals)
(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5125 - Student Records)

TRANSPORTATION FEES (continued)

Students receiving free transportation shall not be identified by the use of special bus passes, tickets, lines, seats, or any other means. They shall in no way be treated differently from other students, nor shall their names be published, posted, or announced in any manner or used for any purpose other than the transportation program.

GREEN SCHOOL OPERATIONS

The Governing Board believes everyone has a responsibility to be a steward of the environment and desires to integrate environmental accountability into all district programs and operations. The Superintendent or designee shall develop strategies to promote district use of "green" school principles and practices in order to conserve natural resources, reduce the impact of district operations on the environment, and protect the health of students, staff, and the community.

In developing such strategies and assessing the environmental conditions in district facilities and operations, the Superintendent or designee shall involve staff at all levels and with varying job responsibilities, including administrators, certificated staff, and classified staff. As appropriate, the Superintendent or designee may also consult with health professionals; representatives of local governmental agencies, utilities, solid waste and recycling companies, and community organizations; and/or others with expertise.

(cf. 1220 - Citizen Advisory Committees)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 7131 - Relations with Local Agencies)

In selecting and prioritizing strategies, the Superintendent or designee shall give consideration to long-term potential cost savings, initial costs, feasibility of implementation, quality and performance of the product or service, health impacts, environmental considerations, and potential educational value.

(cf. 3100 - Budget)
(cf. 3460 - Financial Reports and Accountability)

District strategies may include, but are not limited to:

1. Reducing energy and water consumption, and using renewable and clean energy technologies and alternatives when available

(cf. 3511 - Energy and Water Management)

2. Establishing recycling programs in district facilities

(cf. 3511.1 - Integrated Waste Management)

3. Reducing the consumption of disposable materials by reusing materials and by using electronic rather than paper communications when feasible

4. Using environmentally preferable products and services whenever practical, including, but not limited to, products that:

    a. Minimize environmental impacts, toxins, pollutants, odors, and hazards

GREEN SCHOOL OPERATIONS (continued)

b. Contain postconsumer recycled content

c. Are durable and long-lasting

d. Conserve energy and water

e. Reduce waste

(cf. 3514 - Environmental Safety)
(cf. 3514.1 - Hazardous Substances)
(cf. 5141.23 - Asthma Management)

5. Using least toxic, independently certified green cleaning products when feasible, as well as high-efficiency cleaning equipment that reduces the need to use chemicals

6. Providing professional development to maintenance staff in the proper use, storage, and disposal of cleaning supplies

(cf. 4231 - Staff Development)

7. Using effective, least toxic pest management practices for the control and management of pests

(cf. 3514.2 - Integrated Pest Management)

8. Ensuring that any construction of new facilities complies with green building standards pursuant to 24 CCR 101.1-703.1, and focusing on sustainability and student health in the design and implementation of facilities modernization projects

(cf. 7110 - Facilities Master Plan)
(cf. 7111 - Evaluating Existing Buildings)
(cf. 7150 - Site Selection and Development)

9. Reducing vehicle emissions by:

a. Encouraging students to walk or bicycle to school or to use district or public transportation

(cf. 5142.2 - Safe Routes to School Program)

b. Using reduced or zero emission school buses and vehicles and providing accompanying infrastructure such as charging stations

(cf. 3540 - Transportation)

GREEN SCHOOL OPERATIONS (continued)

c. Limiting unnecessary idling of school buses in accordance with 13 CCR 2480

d. Limiting unnecessary idling of personal vehicles by encouraging parents/guardians, through signage or other means of communication, to turn off their vehicles when parked on and around school grounds

10. Implementing green school practices in the district's food service programs by:

a. Providing fresh, locally sourced, unprocessed, organic food, including plant-based options, when available

b. Reducing food packaging and using packaging that is recyclable and/or biodegradable

c. Utilizing reusable products

d. Encouraging zero-waste lunches when food is brought from home

e. Maintaining a system for food waste, such as composting

f. Providing sharing tables where unused cafeteria food items may, in accordance with Health and Safety Code 114079, be returned for student use or donated to a food bank or other nonprofit charitable organization

(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 3551 - Food Service Operations/Cafeteria Fund)

11. Integrating green school practices and activities into the educational program by providing instruction to students on the importance of the environment, involving students in the implementation and evaluation of green school activities and projects as appropriate, and utilizing green school activities and projects as learning tools

(cf. 6142.5 - Environmental Education)

Legal Reference: (see next page)

GREEN SCHOOL OPERATIONS (continued)

Legal Reference:

EDUCATION CODE
8700-8707 Environmental education
17070.96 Leroy F. Greene School Facilities Act of 1996, consideration of high performance standards
17072.35 New construction grants; use for designs and materials for high performance schools
17608-17614 Healthy Schools Act of 2000
32370-32376 Recycling paper
33541 Environmental education
101012 Kindergarten through 12th grade school facilities program
FOOD AND AGRICULTURAL CODE
13180-13188 Healthy Schools Act of 2000
HEALTH AND SAFETY CODE
114079 General food safety requirements; unused or returned food
PUBLIC CONTRACT CODE
12400-12404 Environmentally preferable purchasing
PUBLIC RESOURCES CODE
25410-25422 Energy conservation assistance
40050-40063 Integrated waste management act
42630-42647 Schoolsite source reduction and recycling assistance program
CODE OF REGULATIONS, TITLE 2
1859.70.4 Funding for high performance incentive grants
1859.71.6 Additional grant for high performance incentive, new construction
1859.77.4 Additional grants for high performance incentive, site and modernization
CODE OF REGULATIONS, TITLE 5
14010 Standards for school site selection
CODE OF REGULATIONS, TITLE 13
2480 Limitation to school bus idling and idling at schools
CODE OF REGULATIONS, TITLE 24
101.1-703.1 Green building standards

Management Resources:

CALIFORNIA AIR RESOURCES BOARD PUBLICATIONS
School Bus Fleet Webinar, April 20, 2018
COLLABORATIVE FOR HIGH PERFORMING SCHOOLS PUBLICATIONS
CHPS Best Practices Manual
GLOBAL GREEN USA PUBLICATIONS
Healthier, Wealthier, Wiser: A Report on National Green Schools
GREEN SCHOOLS INITIATIVE PUBLICATIONS
Green Schools Buying Guide
HEALTHY SCHOOLS CAMPAIGN PUBLICATIONS
The Quick and Easy Guide to Green Cleaning in Schools, 2nd ed., 2008

Management Resources continued: (see next page)

GREEN SCHOOL OPERATIONS (continued)

Management Resources: (continued)

WEB SITES

CSBA: http://www.csba.org
California Air Resources Board: http://www.arb.ca.gov
California Department of General Services, Green California: http://www.green.ca.gov
California Energy Commission: http://www.energy.ca.gov
Collaborative for High Performance Schools: http://www.chps.net
Global Green USA: http://www.globalgreen.org
Green Schools Initiative: http://www.greenschools.net
Healthy Schools Campaign: http://www.healthyschoolscampaign.org/programs/gcs
U.S. Environmental Protection Agency: http//www.epa.gov
U.S. Green Building Council, LEED Green Building Rating System: http://www.usgbc.org

ENERGY AND WATER MANAGEMENT

The Governing Board recognizes the environmental and financial benefits that can be derived from conserving energy, water, and other natural resources, preparing for extreme weather and other natural events, and providing an environment that promotes the health and well-being of students and staff. To support district goals for energy and water management, the Superintendent or designee shall develop a resource management program which may include strategies for implementing effective and sustainable resource use practices, exploring the use of renewable and clean energy technology and/or sources, reducing energy and water consumption, and promoting conservation principles in the educational program.

(cf. 0200 - Goals for the School District)
(cf. 3100 - Budget)
(cf. 3300 - Expenditures and Purchases)
(cf. 3510 - Green School Operations)
(cf. 3511.1 - Integrated Waste Management)
(cf. 3512 - Equipment)
(cf. 6142.5 - Environmental Education)

The Superintendent or designee may solicit input from staff, students, and parents/guardians regarding the district's resource management program. The Superintendent or designee shall provide staff and students with training and guidance on best practices to achieve the district's goals, and may establish a reward program to recognize outstanding accomplishments.

(cf. 1150 - Commendation and Awards)

The Superintendent or designee shall regularly inspect district facilities, monitor operations, and make recommendations for maintenance and repairs which may help the district reach its conservation and management goals and improve efficiency.

(cf. 7110 - Facilities Master Plan)
(cf. 7111 - Evaluating Existing Buildings)

The Superintendent or designee shall make every effort to identify funding opportunities and cost-reducing incentive programs to help the district achieve its conservation and management goals. The district may coordinate with other local or regional entities to capitalize on their expertise and maximize the efficient use of resources, such as through joint or shared use agreements.

(cf. 1330.1 - Joint Use Agreements)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

The Superintendent or designee shall regularly report to the Board on the district's progress in meeting its conservation and resource management goals.

ENERGY AND WATER MANAGEMENT (continued)

Storm Water Management

To the maximum extent practicable, the district shall reduce the discharge of pollutants into the water system in order to minimize the threat to water quality from storm water runoff.

The Superintendent or designee shall ensure that the district complies with storm water discharge standards specified by any applicable General Permit coverage required by law, including all requirements of the Construction General Permit issued by the State Water Resources Control Board for any project that disturbs one acre or more of soil. (40 CFR 122.34).

(cf. 3514 - Environmental Safety)
(cf. 3514.1 - Hazardous Substances)
(cf. 3514.2 - Integrated Pest Management)

The Superintendent or designee shall develop a storm water management plan that complies with the provisions of the applicable permit and describes best management practices, design strategies, measurable goals, and timetables for implementation. The plan and a resolution authorizing its implementation shall be submitted to the Board for approval. (40 CFR 122.34)

For all projects, the district shall comply with any city or county ordinance that regulates drainage improvements and conditions. (Government Code 53097)

Emergency Interruption of Services

The Superintendent or designee shall develop a plan to minimize disruption to the educational program in the event of power outages or other emergency interruption of utility services. The plan shall include actions to be taken to facilitate student and staff safety, administrative control of operations, protection of equipment, effective communications, and coordination with local fire, police, and emergency personnel and utility service providers.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 3516.5 - Emergency Schedules)

Legal Reference: (see next page)

ENERGY AND WATER MANAGEMENT (continued)

Legal Reference:
EDUCATION CODE
17213.1 School sites
17280 Construction of school buildings
35275 Coordination of new facilities with recreation and park authorities
41422 School term or session length, failure to comply due to disaster
46392 Emergency conditions; ADA estimate
GOVERNMENT CODE
53097 Local agencies
PUBLIC RESOURCES CODE
25410-25421 Energy conservation assistance
WATER CODE
189.3 Recommendations for best design and use practices
13383 Compliance with the federal Water Pollution Control Act
13383.5 Storm water discharge monitoring requirements
CODE OF REGULATIONS, TITLE 23
490-495 Model Water Efficient Landscape Ordinance
2200 Discharge permit fees
UNITED STATES CODE, TITLE 33
1342 National pollutant discharge elimination system
CODE OF FEDERAL REGULATIONS, TITLE 40
122.1-122.64 National pollutant discharge elimination system

Management Resources:
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Guidance for Stormwater and Dry Weather Runoff CAPTURE (California Practices to Use Runoff Effectively) at Schools, December 2018
A Blueprint for Environmental Literacy: Educating Every Student In, About, and For the Environment, 2015
Average Daily Attendance Credit During Periods of Emergency, Management Advisory 90-01, rev. February 10, 2005
CALIFORNIA STATE WATER RESOURCES CONTROL BOARD PUBLICATIONS
Guidance for Design and Construction of Vegetated Low Impact Development Projects, 2016
U.S. ENVIRONMENTAL PROTECTION AGENCY PUBLICATIONS
National Management Measures to Control Nonpoint Source Pollution from Urban Areas, 2005
WEB SITES
CSBA: http://www.csba.org
Alliance to Save Energy: http://www.ase.org
California Department of Education, Facilities: http://www.cde.ca.gov/ls/fa
California Department of Water Resources: https://water.ca.gov
California Division of State Architect: https://www.dgs.ca.gov/DSA
California Energy Commission: http://www.energy.ca.gov
California State Water Resources Control Board: http://www.swrcb.ca.gov
California Stormwater Quality Association: https://www.casqa.org/resources
Collaborative for High Performance Schools (CHPS): https://chps.net
Green School Yards America: http://www.greenschoolyards.org
U.S. Environmental Protection Agency: http://www.epa.gov

ENERGY AND WATER MANAGEMENT

In the development of the district's energy and water resource management program, the Superintendent or designee shall analyze the efficiency and environmental impact of, and consider strategies for improving, the following district systems:

1. Lighting

2. Heating, ventilation, and air conditioning

3. Water heaters

4. Electrical equipment and appliances

5. Water use and irrigation, including drains, faucets, and pipes

6. Grounds management

(cf. 7111 - Evaluating Existing Buildings)

In addition, the district's resource management program may include strategies to address the following:

1. Educational programs that focus on environmental literacy and incorporate the Next Generation Science Standards

(cf. 6142.5 - Environmental Education)
(cf. 6142.93 - Science Instruction)

2. Outdoor student facilities that are environmentally sustainable and include increased shaded areas to reduce playground temperatures

(cf. 5141.7 - Sun Safety)

3. Classroom and building management and maintenance

4. Food services and food waste reduction

(cf. 3551 - Food Service Operations/Cafeteria Fund)

5. Landscaping practices, including establishing drought-tolerant habitats

6. Transportation services and maintenance

(cf. 3540 - Transportation)

ENERGY AND WATER MANAGEMENT (continued)

7. Inclusion of best practices for water management in new construction projects

(cf. 7110 - Facilities Master Plan)

8. Administrative operations that focus on cost reduction and conservation

(cf. 3400 - Management of District Assets/Accounts)

9. Regular equipment maintenance and repair

(cf. 3512 - Equipment)

Storm Water Management

When construction is being performed at a site, ~~T~~the Superintendent or designee shall implement a storm water management plan that complies with applicable state and federal law and local ordinances. The plan shall include best practices designed to reduce waste, pollution, environmental degradation, and damage to school facilities and infrastructure by:

1. Incorporating water capture and filtration systems for storm water when necessary

2. Emphasizing school practices and school design that reduce runoff and human pollutants, such as plastics, oils, grease, metals, and pesticides

3. Preserving, creating, and enhancing natural areas and greenspace that aid in storm water and dry weather capture

4. Minimizing impervious surface area and controlling runoff from impervious surfaces

5. Utilizing, when possible, soils that promote infiltration

6. Incorporating storm water design signage features and learning opportunities for public education

Emergency Interruption of Services

The Superintendent or designee shall consult with local law enforcement, emergency personnel, and the county office of emergency services in the development of strategies to be implemented in the event of power outages or other emergency interruptions of utility services. The strategies shall prescribe a means of notifying appropriate agencies to ensure all utilities are properly restored after interruption.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

ENERGY AND WATER MANAGEMENT (continued)

The Superintendent or designee shall reopen schools and return to normal instructional activities as soon as safe operations can be resumed. If any school will be closed for an extended period of time, the district shall make alternative arrangements for students and staff so as not to interrupt the educational program.

The Superintendent or designee shall communicate with staff, students, and parents/guardians regarding any interruption of educational services due to utility service outages, including any necessary alternative arrangements and the date or time that normal operations of the school are expected to resume.

(cf. 1100 - Communication with the Public)
(cf. 3516.5 - Emergency Schedules)

ENVIRONMENTAL SAFETY

The Superintendent may designate and train one or more employees to oversee and coordinate the district's environmental safety program(s). The responsibilities of the coordinator(s) shall include, but are not limited to, overseeing assessments of district facilities, recommending strategies for the prevention and mitigation of environmental health risks, ensuring effective implementation of environmental safety strategies, and reporting to the Superintendent regarding the district's progress in addressing environmental safety concerns.

(cf. 3510 - Green School Operations)
(cf. 3511 - Energy and Water Management)
(cf. 3517 - Facilities Inspection)
(cf. 4157/4257/4357 - Employee Safety)
(cf. 5142 - Safety)
(cf. 7111 - Evaluating Existing Buildings)
(cf. 7150 - Site Selection and Development)

Indoor Air Quality

In order to provide proper ventilation, humidity, and temperature in school facilities and to reduce indoor air contaminants, the following strategies shall be implemented:

1. Mechanically driven heating, ventilation, and air conditioning systems shall be operated continuously during working hours except under the circumstances specified in 8 CCR 5142. The systems shall be inspected at least annually and problems corrected within a reasonable time. Where the air supply is filtered, the filters shall be replaced or cleaned regularly to prevent significant reductions in airflow. Documentation of inspections, tests of ventilation rates, and maintenance shall be retained for at least five years. (8 CCR 5142-5143)

(cf. 3580 - District Records)

   Staff shall ensure that airflow is not obstructed by the blocking of ventilators with posters, furniture, books, or other obstacles.

2. School facilities shall be regularly inspected for water damage, spills, leaks in plumbing and roofs, poor drainage, and improper ventilation so as to preclude the buildup of mold and mildew and prevent accidents due to unsafe conditions. Wet building materials and furnishings shall be dried within 48 hours if possible to prevent mold growth. When evidence of mold or mildew is found, maintenance staff shall locate and repair the source of water intrusion and remove or clean moldy materials.

3. Exterior wall and foundation cracks and openings shall be sealed as soon as possible to minimize seepage of radon into buildings from surrounding soils.

ENVIRONMENTAL SAFETY (continued)

4. Least toxic pest management practices shall be used to control and manage pests at school sites. (Education Code 17608-17614; Food and Agriculture Code 13182)

(cf. 3514.2 - Integrated Pest Management)

5. A carbon monoxide detector or alarm shall be installed in all school buildings that contain a fuel-burning appliance, fireplace, or forced-air furnace, unless otherwise exempted by state law or regulations. The device or alarm shall be located in close proximity to the appliance in order to accurately detect and alert school personnel of any leakage of carbon monoxide. (24 CCR 915.1-915.7)

6. Schedules and practices for routine housekeeping and maintenance shall be designed to effectively reduce levels of dust, dirt, and debris. Plain water, soap and water, or low-emission cleaning products shall be used whenever possible. Aerosols, including air fresheners and other products containing ozone, shall be avoided to the extent possible.

(cf. 5141.23 - Asthma Management)

7. Painting of school facilities and maintenance or repair activities that require the use of potentially harmful substances shall be limited to those times when school is not in session. Following any such activity, the facility shall be properly ventilated with adequate time allowed prior to reopening for use by any person.

8. Paints, adhesives, and solvents shall be used and stored in well-ventilated areas. These items shall be purchased in small quantities to avoid storage exposure.

(cf. 3514.1 - Hazardous Substances)

9. To the extent possible, printing and duplicating equipment that may generate indoor air pollutants, such as methyl alcohol or ammonia, shall be placed in locations that are well ventilated and not frequented by students and staff.

10. The district's tobacco-free schools policy shall be consistently enforced in order to reduce the health risks caused by second-hand smoke.

(cf. 3513.3 - Tobacco-Free Schools)

11. Staff and students shall be asked to refrain from bringing common irritants such as furred or feathered animals, stuffed toys that may collect dust mites, scented candles, incense, or air fresheners and from using perfume or cologne, scented lotion or hair spray, nail polish or nail polish remover, or other personal care products that are not fragrance-free in classrooms, school buses, or other enclosed areas or buildings.

(cf. 6163.2 - Animals at School)

ENVIRONMENTAL SAFETY (continued)

Outdoor Air Quality

The Superintendent or designee may coordinate with the local air resources control board and monitor local health advisories and outdoor air quality alerts to obtain forecasts of ozone levels, particle pollution, ultraviolet radiation levels, and/or temperature and humidity.

Whenever a forecast indicates a significant health risk, the Superintendent or designee shall communicate with each principal so that outdoor activities, especially those requiring prolonged or heavy exertion, may be avoided, limited in duration, or modified as necessary for all persons or for persons who may be particularly susceptible to the health risk involved.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 3516.5 - Emergency Schedules)
(cf. 5141.7 - Sun Safety)
(cf. 6142.7 - Physical Education and Activity)
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)

Reduction of Vehicle Emissions

In order to reduce public exposure to toxic air contaminants, school bus drivers and other drivers of commercial motor vehicles shall limit unnecessary idling of vehicles at or near schools in accordance with 13 CCR 2480. The Superintendent or designee may also request parents/guardians to turn off their vehicles when they are idling on school grounds and encourage students to walk and/or bicycle to school.

(cf. 3540 - Transportation)
(cf. 3541.1 - Transportation for School-Related Trips)
(cf. 3542 - School Bus Drivers)
(cf. 5142.2 - Safe Routes to School Program)

Any school bus that is diesel-fueled, dual-fueled, or alternative diesel-fueled and has a gross vehicle weight rating over 14,000 pounds shall be equipped with a particulate filter designed to reduce particulate matter emissions, oxides of nitrogen emissions, and other pollutants. (13 CCR 2025)

Drinking Water Safety

The quality and safety of the district's drinking water sources shall be regularly assessed, and drinking fountains shall be regularly cleaned and maintained, to ensure that drinking water consumed at school does not contain dirt, mold, lead, or other impurities or contaminants that may cause serious health concerns.

ENVIRONMENTAL SAFETY (continued)

Whenever any contaminants in the drinking water are determined to be a concern, the Superintendent or designee shall take reasonable steps to identify the source and mitigate any potential problem to ensure the availability of safe drinking water. As needed, the Superintendent or designee shall provide alternative sources of drinking water, such as bottled water or on-site water filtration, to ensure that students have access to fresh drinking water at mealtimes and at other times throughout the day.

(cf. 3550 - Food Service/Child Nutrition Program)

Whenever testing of drinking water finds concentrations of lead that exceed federal and state standards, the Superintendent or designee shall notify parents/guardians and take immediate steps to shut down and make inoperable any fountains or faucets where excess lead levels may exist.

Prevention of Lead Exposure

In addition to testing for the presence of lead in drinking water in district schools, the following steps shall be taken to minimize potential exposure to lead in school facilities:

1. School facilities shall be kept as dust-free and clean as possible.

2. Lead-based paint, lead plumbing and solders, or other potential sources of lead contamination shall not be used in the construction of any new school facility or the modernization or renovation of any existing school facility. (Education Code 32244)

3. Lead exposure hazards shall be evaluated before any renovation or remodeling is begun, and children shall not be allowed in or near buildings in which these activities may create lead dust. Contractors and workers shall comply with state and federal standards related to the handling and disposal of lead debris and the clean-up and containment of dust within the construction area.

4. Lead-based painted surfaces that are in good condition shall be kept intact. If lead-based paint is peeling, flaking, or chalking, contractors or workers shall follow state and federal standards for safe work practices to minimize contamination when removing the paint.

5. Soil with low lead content may be covered with grass, other plantings, concrete, or asphalt. For soil with high lead content, removal and abatement are required.

Any action to abate existing lead hazards shall be taken only by contractors, inspectors, and workers certified by the California Department of Public Health in accordance with 17 CCR 35001-35099. (Education Code 32243)

ENVIRONMENTAL SAFETY (continued)

The Superintendent or designee shall notify parent/guardians, teachers, and staff members if significant risk factors for lead exposure are found. (Education Code 32243)

Prevention of Mercury Exposure

The Superintendent or designee shall identify any mercury-containing products that are present in district facilities and, to the extent possible, shall replace them with mercury-free alternatives.

Staff shall receive information about proper procedures to follow in the event of a mercury spill. Clean-up instructions, a clearly labeled kit with necessary clean-up supplies, and a list of local resources shall be readily accessible.

In the event of a spill, staff shall evacuate all students from the immediate area of the spill, ensure that any clothing or other items with mercury on them remain in the room, open windows to the outside, and close doors to other parts of the school. Staff who are trained in proper clean-up procedures may carefully clean a small spill. As needed for larger or difficult-to-clean spills, the Superintendent or designee shall use an experienced professional referred by the local health department or environmental agency.

Any products containing mercury shall be properly disposed at an appropriate hazardous waste collection facility.

Asbestos Management

The Superintendent shall designate an employee who shall ensure that the district's responsibilities related to asbestos inspection and abatement are implemented in accordance with federal and state regulations. This employee shall receive adequate training to perform these duties, including, as necessary, training on the health effects of asbestos; detection, identification, and assessment of asbestos-containing building materials; options for controlling asbestos-containing building materials; asbestos management programs; and relevant federal and state regulations. (40 CFR 763.84)

(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

The designated employee shall ensure that the district complies with the following requirements:

1. School facilities shall be inspected for asbestos-containing building materials as necessary in accordance with the following:

ENVIRONMENTAL SAFETY (continued)

a. Any school building that is leased, acquired, or otherwise used by the district shall be inspected for asbestos-containing building materials prior to its use as a school building, unless exempted by federal regulations. (40 CFR 763.85, 763.99)

b. At least once every six months, the district shall conduct a periodic surveillance consisting of a visual inspection of each school building that contains or is assumed to contain asbestos-containing building materials. (40 CFR 763.92)

c. At least once every three years, the district shall conduct a re-inspection of all known or assumed asbestos-containing building materials in each school building. (40 CFR 763.85)

2. Based on the results of the inspection, an appropriate response which is sufficient to protect human health and the environment shall be determined from among the options specified in 40 CFR 763.90. The district may select the least burdensome response, taking into consideration local circumstances, including occupancy and use patterns within the school building and economic concerns such as short-term and long-term costs. (40 CFR 763.90)

3. An asbestos management plan for each school site shall be maintained and regularly updated to keep it current with ongoing operations and maintenance, periodic surveillance, inspection, re-inspection, and response action activities. (15 USC 2643; 40 CFR 763.93)

   The asbestos management plan shall be available for inspection in district and school offices during normal business hours. Parent/guardian, teacher, and employee organizations shall be annually informed of the availability of these plans. (40 CFR 763.84, 763.93)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)
(cf. 5145.6 - Parental Notifications)

4. Staff, students, and parents/guardians shall be informed at least once each school year about any inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities, that are planned or in progress. (40 CFR 763.84)

5. Inspections, re-inspections, periodic surveillance, and response actions, including operations and maintenance, shall be conducted in compliance with state and federal regulations for the protection and safety of workers and all other individuals. (Education Code 49410.5; 40 CFR 763.84, 763.90)

ENVIRONMENTAL SAFETY (continued)

Asbestos inspection and abatement work, preparation of a management plan, and any maintenance activities that may disturb asbestos-containing building materials, except for emergency repairs or small-scale, short-duration maintenance activities, shall be completed by state-certified asbestos inspectors or contractors. (15 USC 2646; 40 CFR 763.84, 763.85, 763.91)

6. All custodial and maintenance employees shall be properly trained in accordance with applicable federal and/or state regulations. (40 CFR 763.84)

   All district maintenance and custodial staff who may work in a building that contains asbestos-containing building materials, regardless of whether they are required to work with such materials, shall receive at least two hours of related asbestos awareness training. New maintenance and custodial staff shall receive such training within 60 days after beginning employment. Any maintenance or custodial staff who conduct activities that will disturb asbestos-containing building materials shall receive 14 hours of additional training. The trainings shall address the topics specified in 40 CFR 763.92. (15 USC 2655; 40 CFR 763.84, 763.92)

7. Short-term workers, such as telephone repair workers, utility workers, or exterminators, who may come in contact with asbestos in a school shall be provided information regarding the locations of known or suspected asbestos-containing building materials. (40 CFR 763.84)

8. Warning labels shall be posted immediately adjacent to any known or suspected asbestos-containing building material located in routine maintenance areas in accordance with 40 CFR 763.95. (40 CFR 763.84)

The district shall maintain, in both the district and school offices and for a period of three years, records pertaining to each preventive measure and response action taken; staff training; periodic surveillances conducted; cleaning, operations, and maintenance activities; and any fiber release episode. (40 CFR 763.94)

TRANSPORTATION

The Governing Board desires to provide for the safe and efficient transportation of students to and from school as necessary to ensure student access to the educational program, promote regular attendance, and reduce tardiness. ~~In determining the extent to which the district will provide transportation services, the Board shall weigh student and community needs against the cost of providing such services.~~The extent to which transportation services are provided shall depend upon student needs, as delineated by an Individualized Education Program (IEP) or specific program or school needs as may be identified.

(cf. 3100 - Budget)
(cf. 3541 - Transportation Routes and Services)
(cf. 3541.1 - Transportation for School-Related Trips)
(cf. 3541.2 - Transportation for Students with Disabilities)
(cf. 5116.1- Intradistrict Open Enrollment)
(cf. 5117 - Interdistrict Attendance)
(cf. 6178.2 - Regional Occupational Center/Program)

The Superintendent or designee shall recommend to the Board economical, environmentally sustainable, and appropriate means of providing transportation services.

(cf. 3510 - Green School Operations)

The Board may purchase, rent**,** or lease vehicles; contract with a common carrier or municipally owned transit system; contract with responsible private parties including the parent/guardian of the student being transported; and/or contract with the County Superintendent of Schools. (Education Code 35330, 39800, 39801)

In contracting for transportation services, the district shall comply with all applicable laws related to bids and contracts. (Education Code 39802-39803)

(cf. 3311 - Bids)
(cf. 3312 - Contracts)

~~In lieu of providing transportation in whole or in part, the district may pay the student's parents/guardians either their actual and necessary expenses in transporting the student or the cost of the student's food and lodging at a place convenient to the school. In either case, the amount of the payment shall not exceed the cost that would be incurred by the district to provide for the transportation of the student to and from school. (Education Code 39806-39807)~~

~~The Board may charge a transportation fee to parents/guardians of transported students in accordance with Education Code 39807.5 and BP/AR 3250 - Transportation Fees.~~

~~*(cf. 3250 - Transportation Fees)*~~

~~No student shall be required to be transported for any reason without the written permission of the student's parent/guardian, except in emergency situations involving illness or injury to~~

~~the student pursuant to Education Code 35350 or the evacuation of students as necessary for their safety.~~

~~TRANSPORTATION~~ ~~(continued)~~

~~*(cf. 3516 - Emergencies and Disaster Preparedness Plan)*~~

~~The Superintendent or designee shall develop procedures to promote safety for students traveling on school buses.~~

~~*(cf. 3543 - Transportation Safety and Emergencies)*~~
~~*(cf. 5131.1 - Bus Conduct)*~~

The district may install a global positioning system (GPS) on school buses and/or student activity buses in order to enhance student safety and provide real-time location data to district and school administrators and parents/guardians.

The Superintendent or designee shall ensure the qualifications of bus drivers and related staff employed by the district, provide for the maintenance and operation of district-owned school buses and other equipment, and ensure adequate facilities for equipment storage and maintenance.

(cf. 3542 - School Bus Drivers)

Legal Reference: (see next page)

TRANSPORTATION (continued)

Legal Reference:

EDUCATION CODE
35330 Excursions and field trips
35350 Authority to transport pupils
39800-39860 Transportation, especially:
39800 Powers of governing board to provide transportation for pupils to and from school; definition of "municipally owned transit system"
39801 Contract with County Superintendent of Schools to provide transportation
39802-39803 Bids and contracts for transportation services
39806 Payments to parents in lieu of transportation
39807 Food and lodging payments in lieu of transportation
39807.5 Transportation fees
39808 District transportation of private school students
41850-41854 Allowances for transportation
41860-41862 Supplemental allowances for transportation
45125.1 Criminal background checks for contractors
52311 Regional occupational centers, transportation
GOVERNMENT CODE
3540-3549.3 Educational Employment Relations Act
PENAL CODE
637.7 Electronic tracking devices
VEHICLE CODE
2807 School bus inspection
CODE OF REGULATIONS, TITLE 5
14100-14103 Use of school buses and school pupil activity buses
15240-15343 Allowances for student transportation, especially:
15253-15272 District records related to transportation
CODE OF REGULATIONS, TITLE 13
2025 Retrofitting of diesel school buses
COURT DECISIONS
Arcadia Unified School District et. al. v. State Department of Education, 2 Cal. 4th 251 (1992)

The Governing Board believes that appropriate dress and grooming by district employees contribute to a productive learning environment and model positive behavior. During school hours and at school activities, employees shall maintain professional standards of dress and grooming that demonstrate their high regard for education, present an image consistent with their job responsibilities and assignment, and do not endanger the health or safety of employees or students. All employees shall be held to the same standards unless their assignment provides for modified dress as approved by their supervisor.

(cf. 0415 - Equity)
(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4112.21/4212.21/4312.21 - Professional Standards)
(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

The district shall allow employees to appear and dress in a manner consistent with their gender identity or gender expression. (Government Code 12949)

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 4030 - Nondiscrimination in Employment)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

In addition, the district shall not dismiss an employee, discriminate against an employee in compensation or in terms, conditions, or privileges of employment, or refuse to hire a job applicant on the basis of religious dress or grooming practices. (Government Code 12926, 12940)

This policy shall be presented to employees upon employment, through the employee handbook or other appropriate means, and may be periodically reviewed with all employees as necessary.

Legal Reference: (see next page)

DRESS AND GROOMING (continued)

Legal Reference:
EDUCATION CODE
35160 Authority of governing boards
35160.1 Broad authority of school districts
GOVERNMENT CODE
3543.2 Scope of representation
12926 Definitions
12940 Unfair employment practices
12949 Dress standards, consistency with gender identity
COURT DECISIONS
San Mateo City School District v. PERB (1983) 33 Cal. 3d 850
Domico v. Rapides Parish School Board (5th Cir. 1982) 675 F.2d 100
East Hartford Education Assn. v. Board of Education (2d Cir. 1977) 562 F. 2d 856
Finot v. Pasadena Board of Education (1967) 250 Cal.App.2d 189
PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS
Santa Ana Unified School District (1998) 22 PERC P29, 136
Inglewood Unified School District (1985) 10 PERC P17, 000

Management Resources:
CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING PUBLICATIONS
Transgender Rights in the Workplace
WEB SITES
California Department of Fair Employment and Housing: https://www.dfeh.ca.gov
Public Employment Relations Board: http://www.perb.ca.gov

BULLYING

The Governing Board recognizes the harmful effects of bullying on student well-being, student learning, and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. No individual or group shall, through physical, written, verbal, visual, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel, or retaliate against them for filing a complaint or participating in the complaint resolution process.

(cf. 5131 - Conduct)
(cf. 5136 - Gangs)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)

The Superintendent or designee shall develop strategies for addressing bullying in district schools with the involvement of students, parents/guardians, and staff. As appropriate, the Superintendent or designee may also collaborate with social services, mental health services, law enforcement, courts, and other agencies and community organizations in the development and implementation of effective strategies to promote safety in schools and the community.

(cf. 1220 - Citizen Advisory Committees)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 6020 - Parent Involvement)

Such strategies shall be incorporated into the comprehensive safety plan and, to the extent possible, into the local control and accountability plan and other applicable district and school plans.

(cf. 0420 - School Plans/Site Councils)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 0460 - Local Control and Accountability Plan)

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3. If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

(cf. 1312.3 - Uniform Complaint Procedures)

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

BULLYING (continued)

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4119.21/4219.21/4319.21 - Professional Standards)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Legal Reference:

EDUCATION CODE
200-262.4 Prohibition of discrimination
32282 Comprehensive safety plan
32283.5 Bullying; online training
35181 Governing board policy on responsibilities of students
35291-35291.5 Rules
48900-48925 Suspension or expulsion
48985 Translation of notices
52060-52077 Local control and accountability plan
PENAL CODE
422.55 Definition of hate crime
647 Use of camera or other instrument to invade person's privacy; misdemeanor
647.7 Use of camera or other instrument to invade person's privacy; punishment
653.2 Electronic communication devices, threats to safety
CODE OF REGULATIONS, TITLE 5
4600-4670 Uniform complaint procedures
UNITED STATES CODE, TITLE 47
254 Universal service discounts (e-rate)
CODE OF FEDERAL REGULATIONS, TITLE 28
35.107 Nondiscrimination on basis of disability; complaints
CODE OF FEDERAL REGULATIONS, TITLE 34
104.7 Designation of responsible employee for Section 504
106.8 Designation of responsible employee for Title IX
110.25 Notification of nondiscrimination on the basis of age
COURT DECISIONS
Wynar v. Douglas County School District, (2013) 728 F.3d 1062
J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094
Lavine v. Blaine School District, (2002) 279 F.3d 719

Management Resources: (see next page)

BULLYING (continued)

Management Resources:

CSBA PUBLICATIONS
Final Guidance: AB 1266, Transgender and Gender Nonconforming Students, Privacy, Programs, Activities & Facilities, Legal Guidance, March 2014
Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014
Addressing the Conditions of Children: Focus on Bullying, Governance Brief, December 2012
Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011
Cyberbullying: Policy Considerations for Boards, Policy Brief, rev. July 2010
Building Healthy Communities: A School Leaders Guide to Collaboration and Community Engagement, 2009
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Bullying Module
California's Social and Emotional Learning: Guiding Principles, 2018
Social and Emotional Learning in California: A Guide to Resources, 2018
Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008
Bullying at School, 2003
CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS
Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California K-12 Schools in Responding to Immigration Issues, April 2018
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014
Guidance to America's Schools: Bullying of Students with Disabilities, October 2014
Dear Colleague Letter: Guidance on Schools' Obligations to Protect Students from Student-on-Student Harassment on the Basis of Sex; Race, Color and National Origin; and Disability, October 26, 2010
Dear Colleague Letter: Harassment and Bullying, October 2010
WEB SITES
CSBA: http://www.csba.org
California Department of Education, Safe Schools Office: http://www.cde.ca.gov/ls/ss
California Office of the Attorney General: http://oag.ca.gov
Center on Great Teachers and Leaders: https://gtlcenter.org
Collaborative for Academic Social and Emotional Learning: https://casel.org
Common Sense Media: http://www.commonsensemedia.org
National School Safety Center: http://www.schoolsafety.us
Partnership for Children and Youth: https://www.partnerforchildren.org
U.S. Department of Education: http://www.ed.gov

BULLYING

Definitions

Bullying is an unwanted, aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotional or physical harm. Bullying can be physical, verbal, or social/relational and involves repetition or potential repetition of a deliberate act.

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images. Cyberbullying also includes breaking into another person's electronic account or assuming that person's online identity in order to damage that person's reputation.

(cf. 5145.2 - Freedom of Speech/Expression)
(cf. 6163.4 - Student Use of Technology)

Examples of the types of conduct that may constitute bullying and are prohibited by the district include, but are not limited to:

1. Physical bullying that inflicts harm upon a person's body or possessions, such as hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's possessions, or making cruel or rude hand gestures

2. Verbal bullying that includes saying or writing hurtful things, such as teasing, name-calling, inappropriate sexual comments, taunting, or threats to cause harm

3. Social/relational bullying that harms a person's reputation or relationships, such as leaving a person out of an activity on purpose, influencing others not to be friends with someone, spreading rumors, or embarrassing someone in public

4. Cyberbullying, such as sending demeaning or hateful text messages or emails, sending rumors by email or by posting on social networking sites, or posting embarrassing photos, videos, web site, or fake profiles

Measures to Prevent Bullying

The Superintendent or designee shall implement measures to prevent bullying in district schools, including, but not limited to, the following:

1. Ensuring that each school establishes clear rules for student conduct and implements strategies to promote a positive, collaborative school climate

(cf. 5131 - Conduct)
(cf. 5137 - Positive School Climate)

BULLYING (continued)

2. Providing to students, through student handbooks and other age-appropriate means, information about district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying

3. Encouraging students to notify school staff when they are being bullied or when they suspect that another student is being bullied, and providing means by which students may report threats or incidents confidentially and anonymously

4. Conducting an assessment of bullying incidents at each school and, if necessary, increasing supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias

5. Annually notifying district employees that, pursuant to Education Code 234.1, any school staff who witnesses an act of bullying against a student has a responsibility to immediately intervene to stop the incident when it is safe to do so

Staff Development

The Superintendent or designee shall make the California Department of Education's online training module on the dynamics of bullying and cyberbullying, which includes the identification of bullying and cyberbullying and the implementation of strategies to address bullying, available annually to all certificated staff and to other employees who have regular interaction with students. (Education Code 32283.5)

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

The Superintendent or designee shall provide training to teachers and other school staff to raise their awareness about the legal obligation of the district and its employees to prevent discrimination, harassment, intimidation, and bullying of district students. Such training shall be designed to provide staff with the skills to:

1. Discuss the diversity of the student body and school community, including their varying immigration experiences

2. Discuss bullying prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims

3. Identify the signs of bullying or harassing behavior

4. Take immediate corrective action when bullying is observed

BULLYING (continued)

5. Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior

Student Instruction

As appropriate, the district shall provide students with instruction, in the classroom or other educational settings, that promotes social-emotional learning, effective communication and conflict resolution skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

(cf. 6142.8 - Comprehensive Health Education)
(cf. 6142.94 - History-Social Science Instruction)

The district shall also educate students about the negative impact of bullying, discrimination, intimidation, and harassment based on actual or perceived immigration status, religious beliefs and customs, or any other individual bias or prejudice.

Students should be taught the difference between appropriate and inappropriate behaviors, how to advocate for themselves, how to help another student who is being bullied, and when to seek assistance from a trusted adult. As role models for students, staff shall be expected to demonstrate effective problem-solving and anger management skills.

To discourage cyberbullying, teachers may advise students to be cautious about sharing passwords, personal data, or private photos online and to consider the consequences of making negative comments about others online.

Reporting and Filing of Complaints

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee.

When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3 - Uniform Complaint Procedures. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

(cf. 1312.3 - Uniform Complaint Procedures)

Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any school employee

BULLYING (continued)

who observes an incident of bullying involving a student shall, within one business day, report such observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint.

Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer identified in AR 1312.3.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

Discipline/Corrective Actions

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 6159.4 - Behavioral Interventions for Special Education Students)

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)

(cf. 6164.2 - Guidance/Counseling Services)

If any student involved in bullying exhibits warning signs of suicidal thought or intention or of intent to harm another person, the Superintendent or designee shall, as appropriate,

BULLYING (continued)

implement district intervention protocols which may include, but are not limited to, referral to district or community mental health services, other health professionals, and/or law enforcement.

(cf. 5141.52 - Suicide Prevention)

DRESS AND GROOMING

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or is likely to cause a substantial disruption to the educational program.

(cf. 4119.22/4219.22/4319.22 - Dress and Grooming)

District and school rules pertaining to student attire shall be included in student handbooks, may be posted in school offices and classrooms, and may be periodically reviewed with all students as necessary.

Students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural observance.

(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

The principal or designee is authorized to enforce this policy and shall inform any student who does not reasonably conform to the dress code. The dress code shall not be enforced in a manner that discriminates against a particular viewpoint or results in a disproportionate application of the dress code based on students' gender, sexual orientation, race, ethnicity, household income, or body type or size.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 0415 - Equity)
(cf. 5145.2 - Freedom of Speech/Expression)

School administrators, teachers, and other staff shall be notified of appropriate and equitable enforcement of the dress code.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

When practical, students shall not be directed to correct a dress code violation during instructional time or in front of other students.

Repeated violations or refusal to comply with the district's dress code may result in disciplinary action.

(cf. 5144 - Discipline)

DRESS AND GROOMING (continued)

Gang-Related Apparel

The principal, staff, and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a proposed dress code shall be presented to the Board, which shall approve the plan upon determining that it is necessary to protect the health and safety of the school environment. The dress code policy may be included in the school's comprehensive safety plan. (Education Code 35183)

(cf. 0450 - Comprehensive Safety Plan)
(cf. 5136 - Gangs)

When determining specific items of clothing that may be defined as gang apparel, the school shall ensure that the determination is free from bias based on race, ethnicity, national origin, immigration status, or other protected characteristics.

Uniforms

The Board may approve a school-initiated dress code requiring students at the school to wear a school uniform whenever the Board determines that such a dress code will promote student achievement, a positive school climate, and/or student safety.

The Superintendent or designee shall establish procedures whereby parents/guardians may choose to have their children exempted from the school uniform policy. Students shall not be penalized academically, otherwise discriminated against, or denied attendance to school if their parents/guardians so decide. (Education Code 35183)

The Superintendent or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms. (Education Code 35183)

Legal Reference: (see next page)

DRESS AND GROOMING (continued)

Legal Reference:

EDUCATION CODE
220 Nondiscrimination
32281 School safety plans
35183 School dress codes; uniforms
35183.5 Sun-protective clothing
48907 Student exercise of free expression
49066 Grades; effect of physical education class apparel
COURT DECISIONS
Jacobs v. Clark County School District, (2008) 26 F. 3d 419
Harper v. Poway Unified School District, (2006) 445 App. 3d 166
Marvin H. Jeglin et al v. San Jacinto Unified School District et al, (C.D. Cal. 1993) 827 F.Supp. 1459
Arcadia Unified School District v. California Department of Education, (1992) 2 Cal. 4th 251
Hazelwood School District v. Kuhlmeier, (1988) 108 S. Ct. 562
Hartzell v. Connell, (1984) 35 Cal. 3d 899
Tinker v. Des Moines Independent Community School District, (1969) 393 U.S. 503

DRESS AND GROOMING

In cooperation with teachers, students, and parents/guardians, the principal or designee may establish school rules governing student dress and grooming which are consistent with law, Board policy, and administrative regulations. These school dress codes shall be regularly reviewed.

(cf. 0420 - School Plans/Site Councils)

The following guidelines shall apply to all regular school activities:

1. Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia which is vulgar, lewd, obscene, profane, or sexually suggestive or which promotes the use of alcohol, drugs, tobacco, or other illegal activity.

2. Appropriate shoes must be worn at all times.

3. Hats, caps, and other head coverings shall not be worn indoors.

4. Clothes shall be sufficient to conceal undergarments. See-through tops and bare abdomens are prohibited.

The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and cocurricular activities.

(cf. 3260 - Fees and Charges)
(cf. 6142.7 - Physical Education and Activity)
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

(cf. 5121 - Grades/Evaluation of Student Achievement)

Students shall be allowed to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)

(cf. 5141.7 - Sun Safety)

DRESS AND GROOMING (continued)

Gang-Related Apparel

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff, and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 32282)

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received. As necessary, the school shall collaborate with law enforcement agencies to update definitions of gang-related apparel.

Uniforms

In schools that require a schoolwide uniform, the principal, staff, and parents/guardians of the school shall jointly select the specific uniform to be worn. (Education Code 35183)

At least six months before a school uniform policy is implemented, the principal or designee shall notify parents/guardians of this policy. (Education Code 35183)

(cf. 5145.6 - Parental Notifications)

Parents/guardians shall also be informed of their right to have their child exempted.

The Superintendent or designee shall establish criteria for determining student eligibility for financial assistance when purchasing uniforms.

Students who participate in a nationally recognized youth organization shall be allowed to wear organization uniforms on days when the organization has a scheduled meeting. (Education Code 35183)

SEXUAL HEALTH AND HIV/AIDS PREVENTION INSTRUCTION

The Governing Board desires to provide a well-planned, integrated sequence of medically accurate and inclusive instruction on comprehensive sexual health and human immunodeficiency virus (HIV) prevention. The district's educational program shall address the goals of the California Healthy Youth Act pursuant to Education Code 51930-51939, including providing students with the knowledge and skills necessary to protect them from risks presented by sexually transmitted infections, unintended pregnancy, sexual harassment, sexual assault, sexual abuse, and human trafficking and to have healthy, positive, and safe relationships and behaviors. The district's educational program shall also promote students' understanding of sexuality as a normal part of human development and their development of healthy attitudes and behaviors concerning adolescent growth and development, body image, gender, gender identity, gender expression, sexual orientation, relationships, marriage, and family.

(cf. 5030 - Student Wellness)
(cf. 5141.22 - Infectious Diseases)
(cf. 5141.25 - Availability of Condoms)
(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 6142.8 - Comprehensive Health Education)

The district shall respect the rights of parents/guardians to supervise their children's education on these subjects and to impart values regarding human sexuality to their children.

Comprehensive sexual health education and HIV prevention education shall be offered to all students in grades 7-12 at least once in junior high or middle school and at least once in high school. (Education Code 51934)

(cf. 6143 - Courses of Study)

The district's comprehensive sexual health education program shall include information on the affirmative consent standard. *Affirmative consent* is defined as affirmative, conscious, and voluntary agreement to engage in sexual activity. Teachers delivering such instruction shall consult information related to sexual harassment and violence in the state health curriculum framework. (Education Code 51225.36, 67386)

The Superintendent or designee shall identify appropriate methods for informing the school community about subjects related to the district's comprehensive sexual health and HIV prevention education. The Superintendent or designee shall use such identified methods to inform parents/guardians of students in grades 6-12 about human trafficking prevention resources, as required pursuant to Education Code 49381.

Parent/Guardian Consent

At the beginning of each school year or at the time of a student's enrollment, parents/guardians shall be notified, in the manner specified in the accompanying

SEXUAL HEALTH AND HIV/AIDS PREVENTION INSTRUCTION (continued)

administrative regulation, that they may request in writing that their child be excused from participating in comprehensive sexual health and HIV prevention education. Students so excused by their parents/guardians shall be given an alternative educational activity. (Education Code 51240, 51938, 51939)

(cf. 5022 - Student and Family Privacy Rights)

A student shall not be subject to disciplinary action, academic penalty, or other sanction if the student's parent/guardian declines to permit the student to receive the instruction. (Education Code 51939)

Legal Reference:

EDUCATION CODE
220 Prohibition of discrimination
33544 Inclusion of sexual harassment and violence in health curriculum framework
48980 Notice at beginning of term
49381 Human trafficking prevention resources
51202 Instruction in personal and public health and safety
51210.8 Health education curriculum
51225.36 Instruction in sexual harassment and violence; districts that require health education for graduation
51240 Excuse from instruction due to religious beliefs
51513 Test, questionnaire, survey, or examination containing questions about beliefs or practices
51930-51939 California Healthy Youth Act
51950 Abuse, sexual abuse, and human trafficking prevention education
67386 Student safety; affirmative consent standard
HEALTH AND SAFETY CODE
1255.7 Parents surrendering physical custody of a baby
PENAL CODE
243.4 Sexual battery
261.5 Unlawful sexual intercourse
271.5 Parents voluntarily surrendering custody of a baby
UNITED STATES CODE, TITLE 20
1232h Protection of student rights
7906 Sex education requirements and prohibited use of funds

Management Resources: (see next page)

SEXUAL HEALTH AND HIV/AIDS PREVENTION INSTRUCTION (continued)

Management Resources:

CSBA PUBLICATIONS

Promoting Healthy Relationships for Adolescents: Board Policy Considerations, Governance Brief, August 2014

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools, Kindergarten Through Grade 12, 2008

Health Framework for California Public Schools: Kindergarten through Grade 12, 2003

HUMAN RIGHTS CAMPAIGN FOUNDATION PUBLICATIONS

California LGBTQ Youth Report, January 2019

WEB SITES

CSBA: http://www.csba.org

California Department of Education, Sex Education and HIV/AIDS/STD Instruction: http://www.cde.ca.gov/ls/he/se

California Department of Public Health: http://www.cdph.ca.gov

California Healthy Kids Resource Center: http://www.californiahealthykids.org

California Partnership to End Domestic Violence: http://www.cpedv.org

California Safe Schools Coalition: http://www.casafeschools.org

Centers for Disease Control and Prevention: http://www.cdc.gov

Human Rights Campaign: https://www.hrc.org/hrc-story/hrc-foundation

U.S. Food and Drug Administration: http://www.fda.gov

SEXUAL HEALTH AND HIV/AIDS PREVENTION INSTRUCTION

Definitions

Comprehensive sexual health education means education regarding human development and sexuality, including education on pregnancy, contraception, and sexually transmitted infections. (Education Code 51931)

HIV prevention education means instruction on the nature of human immunodeficiency virus (HIV) and acquired immune deficiency syndrome (AIDS), methods of transmission, strategies to reduce the risk of HIV infection, and social and public health issues related to HIV and AIDS. (Education Code 51931)

(cf. 6142.8 - Comprehensive Health Education)
(cf. 6143 - Courses of Study)

Age appropriate refers to topics, messages, and teaching methods suitable to particular ages or age groups of children and adolescents, based on developing cognitive, emotional, and behavioral capacity typical for the age or age group. (Education Code 51931)

Medically accurate means verified or supported by research conducted in compliance with scientific methods and published in peer-reviewed journals, where appropriate, and recognized as accurate and objective by professional organizations and agencies with expertise in the relevant field, such as the federal Centers for Disease Control and Prevention, the American Public Health Association, the American Academy of Pediatrics, and the American College of Obstetricians and Gynecologists. (Education Code 51931)

General Criteria for Instruction and Materials

The Superintendent or designee shall ensure that the district's comprehensive sexual health and HIV prevention instruction and materials: (Education Code 51933)

1. Are age appropriate

2. Are medically accurate and objective

3. Are aligned with and support the following purposes as specified in Education Code 51930:

    a. To provide students with the knowledge and skills necessary to protect their sexual and reproductive health from HIV and other sexually transmitted infections and from unintended pregnancy

    b. To provide students with the knowledge and skills they need to develop healthy attitudes concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family

SEXUAL HEALTH AND HIV/AIDS PREVENTION INSTRUCTION (continued)

c. To promote understanding of sexuality as a normal part of human development

d. To ensure students receive integrated, comprehensive, accurate, and unbiased sexual health and HIV prevention instruction and provide educators with clear tools and guidance to accomplish that end

e. To provide students with the knowledge and skills necessary to have healthy, positive, and safe relationships and behaviors

4. Are appropriate for use with English learners, students with disabilities, and students of all races, genders, sexual orientations, and ethnic and cultural backgrounds

(cf. 6174 - Education for English Learners)

5. Are available on an equal basis to a student who is an English learner, consistent with the existing curriculum and alternative options for an English learner as otherwise provided in the Education Code

6. Are accessible to students with disabilities, including, but not limited to, the provision of a modified curriculum, materials, and instruction in alternative formats and auxiliary aids

(cf. 6159 - Individualized Education Program)

7. Do not reflect or promote bias against any person in protected categories of discrimination pursuant to Education Code 220

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 1312.3 - Uniform Complaint Procedures)

8. Affirmatively recognize that people have different sexual orientations and, when discussing or providing examples of relationships and couples, shall be inclusive of same-sex relationships

9. Teach students about gender, gender expression, and gender identity, and explore the harm of negative gender stereotypes

10. Encourage students to communicate with their parents/guardians and other trusted adults about human sexuality and provide the knowledge and skills necessary to do so

11. Teach the value of and prepare students to have and maintain committed relationships such as marriage

SEXUAL HEALTH AND HIV/AIDS PREVENTION INSTRUCTION (continued)

12. Provide students with knowledge and skills they need to form healthy relationships that are based on mutual respect and affection and are free from violence, coercion, harassment, and intimidation

(cf. 5145. 3 - Nondiscrimination/Harassment)

13. Provide students with knowledge and skills for making and implementing healthy decisions about sexuality, including communication and refusal skills to assist students in overcoming peer pressure and using effective decision-making skills to avoid high-risk activities

14. Do not teach or promote religious doctrine

Components of Sexual Health and HIV Prevention Education

The district's comprehensive sexual health education and HIV prevention education for students in grades 7-12, in addition to complying with the criteria listed above in the section "General Criteria for Instruction and Materials," shall include all of the following: (Education Code 51934)

1. Information on the nature of HIV and other sexually transmitted infections and their effects on the human body

2. Information on the manner in which HIV and other sexually transmitted infections are and are not transmitted, including information on the relative risk of infection according to specific behaviors, including sexual behaviors and injection drug use

3. Information that abstinence from sexual activity and injection drug use is the only certain way to prevent HIV and other sexually transmitted infections, and that abstinence from sexual intercourse is the only certain way to prevent unintended pregnancy

   The instruction shall provide information about the value of delaying sexual activity while also providing medically accurate information on other methods of preventing HIV and other sexually transmitted infections and pregnancy.

(cf. 5141.25 - Availability of Condoms)
(cf. 5146 - Married/Pregnant/Parenting Students)

4. Information about the effectiveness and safety of all federal Food and Drug Administration (FDA) approved methods that prevent or reduce the risk of contracting HIV and other sexually transmitted infections, including use of antiretroviral medication, consistent with the Centers for Disease Control and Prevention

SEXUAL HEALTH AND HIV/AIDS PREVENTION INSTRUCTION (continued)

5. Information about the effectiveness and safety of reducing the risk of HIV transmission as a result of injection drug use by decreasing needle use and needle sharing

6. Information about the treatment of HIV and other sexually transmitted infections, including how antiretroviral therapy can dramatically prolong the lives of many people living with HIV and reduce the likelihood of transmitting HIV to others

7. Discussion about social views on HIV and AIDS, including addressing unfounded stereotypes and myths regarding HIV and AIDS and people living with HIV

   This instruction shall emphasize that successfully treated HIV-positive individuals have a normal life expectancy, all people are at some risk of contracting HIV, and testing is the only way to know if one is HIV-positive.

8. Information about local resources, how to access local resources, and students' legal rights to access local resources for sexual and reproductive health care such as testing and medical care for HIV and other sexually transmitted infections and pregnancy prevention and care, as well as local resources for assistance with sexual assault and intimate partner violence

9. Information about the effectiveness and safety of FDA-approved contraceptive methods in preventing pregnancy, including, but not limited to, emergency contraception. Instruction on pregnancy shall include an objective discussion of all legally available pregnancy outcomes, including, but not limited to:

   a. Parenting, adoption, and abortion

   b. Information on the law on surrendering physical custody of a minor child 72 hours of age or younger, pursuant to Health and Safety Code 1255.7 and Penal Code 271.5

   c. The importance of prenatal care

10. Information about sexual harassment, sexual assault, sexual abuse, and human trafficking, including:

    a. Information on the prevalence and nature of human trafficking, strategies to reduce the risk of human trafficking, techniques to set healthy boundaries, and how to safely seek assistance if there is a suspicion of trafficking

    b. Information on how social media and mobile device applications are used for human trafficking

SEXUAL HEALTH AND HIV/AIDS PREVENTION INSTRUCTION (continued)

11. Information about adolescent relationship abuse and intimate partner violence, including the early warning signs of each

The district's comprehensive sexual health education and HIV prevention education shall include instruction regarding the potential risks and consequences of creating and sharing suggestive or sexually explicit materials through cell phones, social networking web sites, computer networks, or other digital media. (Education Code 51934)

Professional Development

The district's comprehensive sexual health education and HIV prevention education shall be provided by instructors trained in the appropriate courses who are knowledgeable of the most recent medically accurate research on human sexuality, healthy relationships, pregnancy, and HIV and other sexually transmitted infections. (Education Code 51931, 51934)

The Superintendent or designee shall cooperatively plan and conduct in-service training for all district personnel who provide HIV prevention education, through regional planning, joint powers agreements, or contract services. (Education Code 51935)

(cf. 4131 - Staff Development)

In developing and providing in-service training, the Superintendent or designee shall cooperate and collaborate with the teachers who provide HIV prevention education and with the California Department of Education (CDE). (Education Code 51935)

The district shall periodically conduct in-service training to enable district personnel to learn new developments in the scientific understanding of HIV. In-service training shall be voluntary for personnel who have demonstrated expertise or received in-service training from the CDE or Centers for Disease Control and Prevention. (Education Code 51935)

The Superintendent or designee may expand HIV in-service training to cover the topic of comprehensive sexual health education in order for district personnel teaching comprehensive sexual health education to learn new developments in the scientific understanding of sexual health. (Education Code 51935)

The Superintendent or designee shall periodically provide continuing education that enables district personnel to learn about new developments in the understanding of abuse, including sexual abuse, and human trafficking and current prevention efforts and methods. Such education may include early identification of abuse, including sexual abuse, and human trafficking of students and minors. (Education Code 51950)

SEXUAL HEALTH AND HIV/AIDS PREVENTION INSTRUCTION (continued)

Use of Consultants or Guest Speakers

The Superintendent or designee may contract with outside consultants or guest speakers, including those who have developed multilingual curricula or curricula accessible to persons with disabilities, to deliver comprehensive sexual health and HIV prevention education or to provide training for district personnel. All outside consultants and guest speakers shall have expertise in comprehensive sexual health education and HIV prevention education and knowledge of the most recent medically accurate research on the relevant topic(s) covered in the instruction. The Superintendent or designee shall ensure that any instruction provided by an outside speaker or consultant complies with Board policy, administrative regulation, and Education Code 51930-51939. (Education Code 51933, 51934, 51936)

(cf. 6145.8 - Assemblies and Special Events)

Parent/Guardian Notification

At the beginning of each school year or at the time of a student's enrollment, the Superintendent or designee shall notify parents/guardians about instruction in comprehensive sexual health education and HIV prevention education, as well as research on student health behaviors and risks, planned for the coming year. The notice shall advise parents/guardians: (Education Code 48980, 51938)

1. That written and audiovisual educational materials to be used in comprehensive sexual health and HIV prevention education are available for inspection

2. That parents/guardians have a right to excuse their child from comprehensive sexual health or HIV prevention education, or research on student health behaviors and risks, provided they submit their request in writing to the district

3. That parents/guardians have a right to request a copy of Education Code 51930-51939

4. Whether the comprehensive sexual health or HIV prevention education will be taught by district personnel or outside consultants and, if the district chooses to use outside consultants or guest speakers for this purpose, the following information:

    a. The date of the instruction

    b. The name of the organization or affiliation of each guest speaker

    c. Information stating the right of the parent/guardian to request a copy of Education Code 51933, 51934, and 51938

SEXUAL HEALTH AND HIV/AIDS PREVENTION INSTRUCTION (continued)

If the arrangements for instruction by outside consultants or guest speakers are made after the beginning of the school year, the Superintendent or designee shall notify parents/guardians by mail or another commonly used method of notification no fewer than 14 days before the instruction is given.

(cf. 5145.6 - Parental Notifications)

Nonapplicability to Certain Instruction or Materials

The requirements of Education Code 51930-51939 pertaining to instructional content, teacher training, and parental notification and consent shall not apply to the following: (Education Code 51932)

1. A description or illustration of human reproductive organs that may appear in a textbook, adopted pursuant to law, if the textbook does not include other elements of comprehensive sexual health education or HIV prevention education as defined in Education Code 51931

(cf. 6142.93 - Science Instruction)

2. Instruction, materials, presentations, or programming that discusses gender, gender identity, gender expression, sexual orientation, discrimination, harassment, bullying, intimidation, relationships, or family and does not discuss human reproductive organs and their functions

VISUAL AND PERFORMING ARTS EDUCATION

The Governing Board believes that visual and performing arts are essential to a well-rounded educational program and should be an integral part of the course of study offered to students at all grade levels. The district's arts education program shall be designed to foster students' artistic competencies, cultivate students' appreciation and understanding of the arts in ways that are enjoyable, fulfilling, and transferable to students' personal, academic, and professional endeavors, and support students to fully engage in lifelong arts learning.

(cf. 6143 - Courses of Study)
(cf. 6146.1 - High School Graduation Requirements)

The Board supports the following elements, among others, in developing and implementing the district's arts education in district schools:

1. Standards-based arts curriculum, scheduling and assessment
2. Qualified teachers in the arts
3. Professional development for classroom and art teachers consistent with California's Visual and Performing Arts content standards
4. Standards-based instructional materials and equipment
5. Facilities appropriate to achieve education/instructional standards
6. Opportunities to showcase student learning and student work
7. Integration of and access to professional artists, cultural organizations, and other community arts resources
8. Provision for ongoing review, program evaluation, and development of the district's arts education program

The Board shall adopt academic standards for dance, media arts, music, theatre, and visual arts that lead to artistic literacy and promote access and equity in the arts. District standards shall describe the skills, knowledge, and abilities that students are expected to possess at each grade level and shall meet or exceed state standards.

(cf. 0415 - Equity)
(cf. 6011 - Academic Standards)

The Superintendent or designee shall develop a sequential curriculum for dance, media arts, music, theatre, and visual arts which is consistent with the state curriculum framework and includes the following artistic processes:

1. Creating: conceiving and developing new artistic ideas and work

2. Performing/producing/presenting: realizing artistic ideas and work through interpretation and presentation

3. Responding: understanding and evaluating how the arts convey meaning

4. Connecting: relating artistic ideas and work with personal meaning and external content

(cf. 6141 - Curriculum Development and Evaluation)

The Board shall adopt standards-based instructional materials for visual and performing arts which may incorporate a variety of media and technologies.

(cf. 0440 - District Technology Plan)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
(cf. 6161.11 - Supplementary Instructional Materials)
(cf. 6162.6 - Use of Copyrighted Materials)
(cf. 6163.1 - Library Media Centers)

As appropriate, the Superintendent or designee shall provide a standards-based professional development program designed to increase teachers' knowledge of and ability to teach the arts and to implement the district's arts education program.

(cf. 4131 - Staff Development)

The Superintendent or designee shall encourage the integration of community arts resources into the educational program. Such resources may include opportunities for students to attend musical and theatrical performances, observe the works of accomplished artists, and work directly with artists-in-residence and volunteers. In addition, the Superintendent or designee may collaborate with community organizations to share resources and seek grant opportunities.

(cf. 1230 - School-Connected Organizations)
(cf. 1240 - Volunteer Assistance)
(cf. 1260 - Educational Foundation)
(cf. 1700 - Relations Between Private Industry and the Schools)
(cf. 3290 - Gifts, Grants and Bequests)
(cf. 6020 - Parent Involvement)
(cf. 6153 - School-Sponsored Trips)

The Superintendent or designee shall regularly evaluate the implementation of the district's arts education program at each grade level and report to the Board regarding its effectiveness in enabling students to meet academic standards.

(cf. 0500 - Accountability)
(cf. 6162.5 - Student Assessment)

The Board also supports the need to provide funding for high quality, standards-based K-12 arts education in an equitable manner, consistent with the principle that arts education is an integral part of the core curriculum and consistent with the adopted "Arts for All" plan.

Legal Reference: (see next page)

VISUAL AND PERFORMING ARTS EDUCATION (continued)

Legal Reference:

EDUCATION CODE
8950-8957 California summer school for the arts
32060-32066 Toxic art supplies
35330-35332 Field trips
51210 Course of study, grades 1-6
51220 Course of study, grades 7-12
51225.3 Graduation requirements
58800-58805 Specialized secondary programs
60200-60213 Instructional materials, elementary schools
60400-60411 Instructional materials, high schools
99200-99204 Subject matter projects

Management Resources:

CALIFORNIA ALLIANCE FOR ARTS EDUCATION PUBLICATIONS
Parents' Guide to the Visual and Performing Arts in California Public Schools
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
California Arts Framework for Public Schools, Kindergarten through Grade Twelve
California Arts Standards for Public Schools, Prekindergarten through Grade Twelve, January 2019
WEB SITES:
CSBA: http://www.csba.org
Arts Education Partnership: http://aep-arts.org
California Alliance for Arts Education: http://www.artsed411.org
California Arts Council: http://www.cac.ca.gov
California Art Education Association: http://www.caea-arteducation.org
California Association for Music Education: http://www.actaonline.org/content/california-association-music-education
California Dance Education Association: http://www.cdeadance.org
California Department of Education, Visual and Performing Arts: http://www.cde.ca.gov/ci/vp
California Educational Theatre Association: http://www.cetoweb.org
California Music Educators Association: http://www.calmusiced.com
The California Arts Project: http://csmp.ucop.edu/tcap

HIGH SCHOOL GRADUATION REQUIREMENTS

The Governing Board desires to prepare all students to obtain a high school diploma so that they can take advantage of opportunities for postsecondary education and employment.

(cf. 5127 - Graduation Ceremonies and Activities)
(cf. 5147 - Dropout Prevention)
(cf. 6011 - Academic Standards)
(cf. 6143 - Courses of Study)
(cf. 6146.3 - Reciprocity of Academic Credit)

Course Requirements

To obtain a high school diploma, students shall complete the following courses in grades 9-12, with each course being one year unless otherwise specified:

1. Three courses in English (Education Code 51225.3)

(cf. 6142.91 - Reading/Language Arts Instruction)

2. Two courses in mathematics (Education Code 51225.3)

   At least one mathematics course, or a combination of the two mathematics courses, shall meet or exceed state academic content standards for Algebra I or Mathematics I. Completion of such coursework prior to grade 9 shall satisfy the Algebra I or Mathematics I requirement, but shall not exempt a student from the requirement to complete two mathematics courses in grades 9-12. (Education Code 51224.5)

   Students may be awarded up to one mathematics course credit for successful completion of an approved computer science course that is classified as a "category c" course based on the "a-g" course requirements for college admission. (Education Code 51225.3, 51225.35)

(cf. 6142.92 - Mathematics Instruction)
(cf. 6152.1 - Placement in Mathematics Courses)

3. Two courses in science, including biological and physical sciences (Education Code 51225.3)

(cf. 6142.93 - Science Instruction)

4. Three courses in social studies, including United States history and geography; world history, culture, and geography; a one-semester course in American government and civics; and a one-semester course in economics (Education Code 51225.3)

(cf. 6142.3 - Civic Education)
(cf. 6142.94 - History-Social Science Instruction)

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

5. One course in visual or performing arts; foreign language, including American Sign Language; or career technical education (CTE) (Education Code 51225.3)

   To be counted towards meeting graduation requirements, a CTE course shall be aligned to the CTE model curriculum standards and framework adopted by the State Board of Education.

(cf. 6142.2 - World/Foreign Language Instruction)
(cf. 6142.6 - Visual and Performing Arts Education)
(cf. 6178 - Career Technical Education)
(cf. 6178.2 - Regional Occupational Center/Program)

6. Two courses in physical education, unless the student has been otherwise exempted pursuant to other sections of the Education Code (Education Code 51225.3)

(cf. 6142.7 - Physical Education and Activity)
(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)
(cf. 6142.4 - Service Learning/Community Service Classes)
(cf. 6142.8 - Comprehensive Health Education)

7. One course in Health/Careers

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)
(cf. 6142.8 - Comprehensive Health Education)

8. One course in Practical Arts/Career Technical Education (or three courses of the same foreign language)

To be counted towards meeting graduation requirements, a CTE course shall be aligned to the CTE model curriculum standards and framework adopted by the State Board of Education.

9. Upon approval of the Superintendent or Designee, students may receive credit by examination for credits earned by a non-accredited institution or because they enrolled in the school after the period to add classes for full credit has passed.

Because the prescribed course of study may not accommodate the needs of some students, the Board shall provide alternative means for the completion of prescribed courses in accordance with law.

(cf. 6146.11 - Alternative Credits Toward Graduation)
(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)
(cf. 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities)

Exemptions from District-Adopted Graduation Requirements

District students are required to complete graduation course requirements specified above, including the requirements imposed by Education Code 51225.3 and those adopted by the Board. However, a foster youth, homeless student, former juvenile court school student, child of a military family, or migrant student who transfers into the district or between district schools any time after completing the second year of high school, or a newly arrived immigrant student who is in the third or fourth year of high school and is participating in a newcomer program, shall be exempted from any graduation requirements adopted by the Board that are in addition to statewide course requirements. This exemption shall not apply if the Superintendent or designee makes a finding that the student is reasonably able to complete the requirements in time to graduate by the end of the fourth year of high school. Within 30 days of the transfer or of the commencement of participation in a newcomer program, as applicable, the Superintendent or designee shall notify any eligible student of the availability of the exemption and whether the student qualifies for it. (Education Code 51225.1)

(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 5145.6 - Parental Notifications)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education of Children of Military Families)
(cf. 6173.3 - Education for Juvenile Court School Students)
(cf. 6175 - Migrant Education Program)

In addition to credit requirements, students shall:

1. Demonstrate computer literacy: Students will acquire computer knowledge, skills and computer literacy throughout the regular high school curricula as outlined in the schools' technology plans

2. Complete 10 hours of Service Learning: All ninth grade students must complete 10 hours of Service Learning. Students who transfer in during their 10th or 11th grade must complete the full 10 hours. Students who transfer in as seniors must complete five hours.

(cf. 6142.4 - Service Learning/Community Service Classes)

3. Since 2003, students in grades 9-11 must be enrolled in a minimum of six courses in both the first and second semesters, and students in grade 12 must be enrolled in a minimum of six courses in the first semester, and five courses in the second semester, unless exempt under Education Code Section 46145. Students in grades 11 and 12 must attend a minimum of 4 periods during the regular school day. However, they may complete the six-period requirement with college or Career Technical Education courses.

4. Since Spring 2005, student transcripts will only be accepted from schools that are accredited by Western Association of Schools and Colleges (WASC) or one of the other five

regional associations that accredit public and private schools, colleges, and universities in the United States (North Central Association Commission on Accreditation and School Improvement, New England Association of Schools and Colleges, Middle States Association of Colleges and Schools, Southern Association of Colleges and Schools, and Northwest Association of Schools, Colleges, and Universities).

5. Students who enroll from another country shall provide transcripts whenever possible.

Students will receive an initial grade level placement by a school site administrator that is subject to change based on a comprehensive review of the transcripts and other enrolling documentation.

If students arrive without transcripts, the grade level placement will be based on age.

The transcripts shall be evaluated by the Superintendent or Designee, with a maximum of seventy (70) credits awarded per grade level, per year.

A change in grade level placement, if necessary, shall occur within thirty (30) calendar days.

When necessary, Instructional Services will arrange for the translation of the transcript. In no circumstances shall the enrollment of the student be delayed pending translation, nor shall parents/guardians be required to pay for translation of transcripts.

Parents/Guardians may appeal the grade placement to the Superintendent or his/her designee. A written response will be provided within 10 business days.

6. Students must receive prior approval from the Superintendent or designee before any college or high school coursework taken at another site while enrolled in a district school will be accepted on the high school transcript.

7. High school credit may be granted for a college course taken prior to completion of the eighth grade based on the following criteria:

a. Must receive prior approval from the middle school principal before registering for the college course.

b. The principal must complete an approval form and develop a written academic plan.

c. Must receive prior approval from the Superintendent or designee before class begins.

d. Content of the course must be aligned to state standards and District standards.

8. Students may take course credit via on-line instruction while enrolled in high school, grades 9-12. Students who want to take online courses not offered by the District, must receive prior approval from the Superintendent or designee for on-line instruction under the following conditions:

a. No more than 20 semester credits for on-line courses taken outside the District may be applied towards graduation, unless students receive prior approval from the Superintendent or his/her designee.

b. Grades submitted for on-line courses will be credited on a four-point scale.

c. The student will arrange for a teacher to proctor the final exam before enrolling in the course, or take the final exam for the equivalent course at the high school.

d. Upon completion of the on-line coursework, it is the student's responsibility to arrange for the student's transcript to be forwarded to the high school registrar.

Second semester seniors must provide all documentation of the completed coursework at least 10 school days prior to the student's date of graduation.

e. A student may be requested to provide the principal or assistant principal evidence including, but not limited to, specific assignments completed, log-in records, and/or take an end-of-course assessment to determine mastery of course content before course credit is granted. If the student cannot show mastery and/or required evidence, then the principal can determine that the student cannot receive high school credit for the on-line coursework.

f. Students have one full year to complete on-line courses in order to receive high school credits. Students facing a graduation deadline in less than a month are prohibited from enrollment.

9. Students are expected to make up failed courses during the summer session as close as possible to the semester/year in which the course was failed. Options for repeating classes in addition to summer school may include the Adult School, Monterey High, and community college enrollment.

Retroactive Diplomas

Any student who completed grade 12 in the 2003-04 through 2014-15 school year and met all applicable graduation requirements other than the passage of the high school exit examination shall be granted a high school diploma. (Education Code 51413)

In addition, the district may retroactively grant high school diplomas to: (Education Code 48204.4, 51430, 51440)

1. Persons who departed California against their will while in grade 12 and did not receive a diploma because the departure interrupted their education, provided that they were in good academic standing at the time of the departure

   Persons may be considered to have departed California against their will if they were in custody of a government agency and were transferred to another state, were subject to a lawful order from a court or government agency that authorized their removal from California, were subject to a lawful order and were permitted to depart California before being removed from California pursuant to the lawful order, were removed or were permitted to depart voluntarily pursuant to the federal Immigration and Nationality Act, or departed due to other circumstances determined by the district that are consistent with the purposes of Education Code 48204.4.

   In determining whether to award a diploma under these circumstances, the Superintendent or designee shall consider any coursework that may have been completed outside of the United States or through online or virtual courses.

2. Former students who were interned by order of the federal government during World War II or who are honorably discharged veterans of World War II, the Korean War, or the Vietnam War, provided that they were enrolled in a district school immediately preceding the internment or military service and did not receive a diploma because their education was interrupted due to the internment or military service in those wars

   Deceased former students who satisfy these conditions may be granted a retroactive diploma to be received by their next of kin.

3. Veterans who entered the military service of the United States while in grade 12 and who had satisfactorily completed the first half of the work required for grade 12 in a district school

Honorary Diplomas

The Board may grant an honorary high school diploma to: (Education Code 51225.5)

1. An international exchange student who has not completed the course of study ordinarily required for graduation and who is returning to the home country following the completion of one academic school year in the district

(cf. 6145.6 - International Exchange)

2. A student who is terminally ill

The honorary diploma shall be clearly distinguishable from the regular diploma of graduation awarded by the district. (Education Code 51225.5)

Legal Reference: (see next page)

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

Legal Reference:

EDUCATION CODE
47612 Enrollment in charter school
48200 Compulsory attendance
48204.4 Parents/guardians departing California against their will
48412 Certificate of proficiency
48430 Continuation education schools and classes
48645.5 Acceptance of coursework
48980 Required notification at beginning of term
49701 Interstate Compact on Educational Opportunity for Military Children
51224 Skills and knowledge required for adult life
51224.5 Algebra instruction
51225.1 Exemption from district graduation requirements
51225.2 Student in foster care defined; acceptance of coursework, credits, retaking of course
51225.3 High school graduation
51225.35 Mathematics course requirements; computer science
51225.36 Instruction in sexual harassment and violence; districts that require health education for graduation
51225.5 Honorary diplomas
51225.6 Compression-only cardiopulmonary resuscitation
51228 Graduation requirements
51240-51246 Exemptions from requirements
51250-51251 Assistance to military dependents
51410-51413 Diplomas
51420-51427 High school equivalency certificates
51430 Retroactive high school diplomas
51440 Retroactive high school diplomas
51450-51455 Golden State Seal Merit Diploma
51745 Independent study restrictions
56390-56392 Recognition for educational achievement, special education
66204 Certification of high school courses as meeting university admissions criteria
67386 Student safety; affirmative consent standard
CODE OF REGULATIONS, TITLE 5
1600-1651 Graduation of students from grade 12 and credit toward graduation
4600-4670 Uniform complaint procedures
COURT DECISIONS
O'Connell v. Superior Court (Valenzuela), (2006) 141 Cal.App.4th 1452

Management Resources:

WEB SITES
CSBA: http://www.csba.org
California Department of Education, High School: http://www.cde.ca.gov/ci/gs/hs
University of California, List of Approved a-g Courses: http://www.universityofcalifornia.edu/admissions/freshman/requirements

Burbank USD
Administrative Regulation
Intradistrict ~~Open Enrollment~~Transfers [This is a title change only to make the BP and AR consistent]

AR 5116.1
Students

Transfers for Victims of a Violent Criminal Offense

Within a reasonable amount of time, not to exceed 14 days, after it has been determined that a student has been the victim of a violent criminal offense while on school grounds, the student's parents/guardians shall be offered an option to transfer their child to an eligible school identified by the Superintendent or designee. In determining whether a student has been a victim of a violent criminal offense, the Superintendent or designee shall consider the specific circumstances of the incident on a case-by-case basis and consult with local law enforcement as appropriate. Examples of violent criminal offenses include, but are not limited to, attempted murder, battery with serious bodily injury, assault with a deadly weapon, rape, sexual battery, robbery, extortion, or hate crimes.

The Superintendent or designee shall consider the needs and preferences of the affected student and his/her parent/guardian in making the offer. If the parent/guardian elects to transfer his/her child, the transfer shall be completed as soon as practicable.

Transfers from a "Persistently Dangerous" School

Within 10 school days after receiving notification from the California Department of Education (CDE) that a school has been designated as "persistently dangerous," the Superintendent or designee shall notify parents/guardians of the school's designation. Within 10 school days after this notification has been provided to parents/guardians, the Superintendent or designee shall notify parents/guardians of their option to transfer their child.

(cf. 0450 - Comprehensive Safety Plan)

Parents/guardians who desire to transfer their child out of a "persistently dangerous" school shall provide written notification to the Superintendent or designee and shall rank-order their preferences from among all schools identified by the Superintendent or designee as eligible to receive transfer students. The Superintendent or designee may establish a reasonable timeline, not to exceed seven school days, for the submission of parent/guardian requests.

The Superintendent or designee shall consider the needs and preferences of students and parents/guardians before making an assignment, but is not obligated to accept the parent/guardian's preference if the assignment is not feasible due to space constraints or other considerations. For students who accept the offer, the transfer shall generally be made within 30 school days of receiving the notice of the school's designation from the CDE. If

parents/guardians decline the assigned school, the student may remain in his/her current school.

The transfer shall remain in effect as long as the student's school of origin is identified as "persistently dangerous." The Superintendent or designee may choose to make the transfer permanent based on the educational needs of the student, parent/guardian preferences, and other factors affecting the student's ability to succeed if returned to the school of origin.

Intradistrict Transfers for Attendance of Resident Students

To implement Intradistrict Transfers pursuant to Education Code 35160.5:

1. The Superintendent or designee shall identify those schools which may have space available for additional students. A list of these schools and intradistrict transfer applications shall be available at all school offices.

2. Consistent with district policy, a random, unbiased lottery process which assures all applicants an equal chance of having an application drawn, will be conducted annually by the Superintendent or designee when there are more applications received than there are available space.

3. The window of opportunity for filing an application will be at least one school month in length. All applications will be numbered in the order in which they were drawn and placed on a waiting list. As openings occur by grade level, the waiting list shall determine the order students are contacted. Siblings of students who are attending the requested school during the new school year will receive priority.

4. The Superintendent or designee shall provide notification to applicants as to whether their applications have been approved, denied, or placed on a waiting list. If the application is denied, the reasons for denial shall be stated.

5. Confirmation and acceptance of the intradistrict transfer by parent/guardian must be received within two business days of contact by the district. If parent/guardian does not wish to accept the intradistrict transfer, the application is forfeited and the next application on the waiting list will be considered.

6. Approved applicants must enroll in the accepted school of placement within five business days.

Once enrolled, a student shall not be required to reapply for readmission.

Any complaints regarding the selection process shall be submitted to the Superintendent or designee.

Transfer Back to School of Residence

Students approved for an Intradistrict transfer shall abide by all school rules and procedures.

Students may be transferred back to their home school of residence for any of the following reasons:

1. Excessive absences, including period-by-period absences, and/or tardies.

2. Failure to notify school of change of residence.

3. Fraudulent registration or address.

The district reserves the right to make any necessary adjustments.

Notifications

Notifications shall be sent to parents/guardians at the beginning of each school year describing all current statutory attendance options and local attendance options available in the district. Such notification shall include: (Education Code 48980)

1. All options for meeting residency requirements for school attendance:

a. Intradistrict - Burbank residents only

b. Interdistrict - based on parent/guardian employment

c. Residency for homeless children

d. Open Enrollment - based on CDE list of 1,000 lowest achieving schools

2. Program options offered within local attendance areas.

3. A description of any special program options available on both an interdistrict and intradistrict basis.

4. A description of the procedure for application for alternative attendance areas or programs and the appeals process available, if any, when a change of attendance is denied.

5. A district application form for requesting a change of attendance can be obtained by contacting Student Services.

6. The explanation of attendance options under California law as provided by the CDE.

Regulation BURBANK UNIFIED SCHOOL DISTRICT
approved: November 5, 2009 Burbank, California
revised: March 3, 2011
revised: December 18, 2014
revised: _____

Burbank USD
Administrative Regulation
Emergency Drills

AR 3516.1
Business and Noninstructional Operations

Drill Schedules

A schedule of all Fire Drills, Disaster/Earthquake Drills, Lockdown Drills, and Shelter in Place Drills shall be developed by the school principal and forwarded to the district's Maintenance and Operations Department and Emergency Planning and Safety Coordinator no later than 10 calendar days after the start of each semester.

Exceptions

During severe weather or certain mitigating circumstances, Fire Drills, Disaster/Earthquake Drills, Lockdown Drills and Shelter in Place Drills may be postponed upon notification to the district's Maintenance and Operations Department and Emergency Planning and Safety Coordinator..

In the event that an unplanned dFire Drill is executed and standard dFire Drill procedures are followed, the drill may serve as one of the required fire drills for that month or five week period. The district's ~~Maintenance and Operations Department~~ Emergency Planning and Safety Coordinator shall be notified of the date and time of the unplanned drill and by completing a Drill Report Form ~~that shall be completed and forwarded~~and sending it to the district's Maintenance and Operations Department and Emergency Planning and Safety Coordinator..

Fire Drills

Fire Drills shall be conducted at least one time each month at the elementary level and at the Horace Mann Children's Center. During the month in which a Disaster/Earthquake Drill is being conducted, the drill will also serve as a Fire Drill and a separate form shall be completed, indicating that a Fire Drill was conducted. ~~Magnolia Park School will follow the same drill procedures as Roosevelt Elementary SchoolMonterey High School.~~

Fire Drills shall be conducted ~~once every five weeks~~twice per semester at the secondary level and at the Adult School/Independent Learning Academy. Monterey High School shall conduct at least one fire drill per month, due to the existence of the child care facility on its campus. Magnolia Park School will follow the same drill procedures as Monterey High School. During the ~~grading period~~month in which a disaster/earthquake drill is being conducted, the drill will also serve as a Fire Drill for that time period and a separate form shall be completed, indicating that a Fire Drill was conducted. Such drills

are to be conducted in the secondary schools on a rotation basis using a different period of the six-period day each time.

Fire Drills shall be conducted twice per year at the District Office and District Service Center.

Fire Drills shall include a complete evacuation of all persons from all buildings to a predetermined assembly area and a full accounting of all staff, students, volunteers and visitors.

Each principal is responsible for the establishment of safety procedures for his/her building. Principals and teachers shall recognize that clarity of direction and supervision must be maintained.

Activating Fire Drills

1. Fire Drills shall be initiated by activation of the fire alarm system. A different pull station shall be physically (manually) activated for each drill. At least an hour prior to activating the fire alarm, the school must contact the District Service Center. DSC will contact the fire alarm monitoring company so they will not dispatch the fire department. The signal for a Fire Drill shall be a continuous sequence of three short bells, pause, three short bells.

2. All students shall stop work immediately. Students in shops, science labs, or workrooms shall turn off motors, torches, gas and water outlets etc., in accordance with a prearranged plan.

3. State law requires that buildings be evacuated upon activation of fire alarm. However, due to recent incidents involving violent intent, Burbank Unified recommends a quick, pre-evacuation safety assessment prior to following ~~to the~~ fire drill protocol.

Prior to evacuation, staff (or students, if no staff are present) shall take a moment to conduct a brief (<30 seconds) safety assessment.

- Listen for threatening noises ~~-~~to determine if it is safe to evacuate.
- Touch the door. A hot door could indicate that there is fire on the other side of the door.
- Look and smell for smoke or other indicators of fire.
- In the absence of the above contrary indicators, proceed swiftly and silently with evacuation, bringing emergency bucket and backpack, including class roster.
- Classroom door should be closed and unlocked.

4. Staff shall give students clear direction and supervision and help maintain a calm and orderly response.

54. All students and staff will immediately evacuate leaving the building in an orderly and rapid manner and teachersStaff should are required to check all restrooms, workrooms closets, nurse's quarters, libraries and laboratories to check their surroundings while evacuating to ascertain help assureensure that no student remains in the building. Students should remain under the direct supervision of their teacher.

65. All administrators, campus officials, supervisors, and security personnel are required to carry their UHF radios and cell phones with them.

Teachers shall remove their class attendance register from the building when departing from it in order that a rapid check of all students may be made.

76. A student, /staff, and /visitor accounting shall be done once all students, /staff, and /visitors are outside.In outside assembly areas, teachers shall take roll and report missing students. All staff shall check-in with principal or designee.

87. At the close conclusion of the drill, an "all clear" bell shall be activated by one continuous 15-second sounding of the bell system,or an announcement canwill be made, at which time all students and staff should return to their classrooms or work areas.

The principal at each school shall cause the fire alarm signal to be sounded at least once every month. (Education Code 32001)

Fires

When a fire or smoke is discovered in any part of the school, the following actions shall be taken:

1. The principal or designee shall sound fire signals, unless the school and/or building is equipped with an automatic fire detection and alarm system. (Education Code 32001) If the site alarm system is not directly connected to the fire department, the principal or designee shall call 911 and report the fire.

2. Staff and students shall follow steps #2-6 above.

3. In outside assembly areas, teachers shall take roll, report missing students, and provide assistance to any injured students.

4. In outside assembly areas, the principal, designee and/or each department head shall account for their staff, report missing staff, and provide assistance to any injured staff, account for all visitors/volunteers, and set up a command post.

5. If the fire is extensive, students shall be taken evacuated to an alternate location for protective custody until parents/guardians can pick them up or until they can be safely transported to their homes.

(cf. 0450 - School Safety Plan)

(cf. 3516 - Emergency and Disaster Preparedness Plan)

Disaster/Earthquake Drills

Disaster/Earthquake Drills shall be conducted at least ~~once~~ twice each semester school year at the elementary and secondary levels, and at the Horace Mann Children's Center and Adult School.

The District Administration Office and the Facilities Services DepartmentDistrict Service Center shall participate in two one Disaster/Earthquake Drills each year.

The definition of a disaster shall mean the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within the district which are likely to be beyond the control of the services, personnel, equipment and facilities of the district, requiring the assistance of combined forces of other political subdivisions.

Each principal is responsible for the establishment of safety procedures for his/her site and for maintaining updated emergency supplies.~~.~~ Principals and teachers shall recognize that clarity of direction and supervision must be maintained.

Activating: Disaster/Earthquake Drills

Disaster/Earthquake Drills shall be initiated by the principal or designee by an announcement through~~t~~ the public address system. a pre-arranged signal coordinated by the principal of the site or through the public address system by announcing the drill. At the D~~d~~istrict Administrative Offices ONLY, one long continuous bell (10 seconds), shall signal the commencement of the Disaster Drill.and District Service Center, a Disaster/Earthquake Drill will be initiated by an announcement through the public address system.

Disaster drills shall include but not be limited to:

1. Duck (drop),Drop, cover, and hold on.

    a. All adults and students shall remain in classrooms and take positions under desks or other substantial furniture, dropping to their knees, protecting their heads with their backs to the windows, holding on to the desk or furniture.

    b. Student's who are outside the building at the time of the drill shall be directed to carefully move over entirely away from buildings and power lines, and sit down. No student shall be permitted to leave the grounds.

2. Complete building evacuation

a. A continuous sequence of three short bells, pause, three short bells, or a public announcement signifies commencement of the evacuation of all persons from the building or portion thereof by a route that is determined to be safe, to a pre-determined assembly area. A lockdown of the facility will be done immediately following the evacuation.

b. Students in restrooms or otherwise out of their rooms shall join the nearest lines in making exit, proceed to a stopping place, and then with permission of those in charge, join their own group, report to the teacher and take their places in line.

c. Administrators, campus officials, supervisors, and security personnel are required to carry their UHF Radios and cell phones with them when evacuating the building.

d. Real emergencies often call for alternate exits to be used. Teachers must be prepared to select and direct their classes to these alternate exits in the event the designated escape route is blocked. This demands close control and supervision of students.

3. Accounting of student, staff, volunteers and/or all visitors

a. Teachers shall remove their emergency buckets and backpacks, including class attendance registers, from the building when departing from it in order that a rapid ~~check~~ accountinga of all students can be accomplished.

b. Pre-appointed ~~office~~ staff shall be responsible for taking the volunteer/visitor sign-in list from the building when departing and to locate those individuals who have signed in.

c. Pre-appointed staff shall be responsible for taking the staff list from the building when departing and accounting for each staff member. All staff shall check-in upon evacuation.

4. Set up of site command post.

a. As the evacuation is being completed, the disaster container will be opened, the command post will be established, and supplies and materials will be disseminated.

b. Ensure detailed and frequent documentation of status and events, including condition of facilities and people, relocation of people, requisitions for help or supplies, etc., are written down.

5. ~~Practice of search~~Search and rescue procedures.

a. A building check to determine whether or not the structures are safe for re-entry will be completed by trained personnel.

b. Upon clearance for safe re-entry into the building, search and rescue teams ~~will initiate a thorough search of all buildings~~ may be directed to trapped or missing people, rescuing and evacuating victims when it is safe to do so.

6. Establishment of medical treatment area.

a. The medical treatment area will be established with supplies, cots and privacy areas. ~~and treatment given to~~

b. Injured and/or traumatized persons will be triaged and treated~~,~~ utilizing trained staff and volunteers.

c. A morgue will be established.

7. Student release procedures.

a. A "release gate" will be established.

b. Student release procedures will be activated.

c. Students shall only be released to individuals listed on the student's emergency card and/or only when it has been confirmed that students recognize the requesting individuals and feel secure in their custody. Individuals will be requested to sign for the student(s) release. Records will be kept on all students leaving the campus.

8. The District's Emergency Operations Team will activate the Emergency Operations Center (EOC), which is located at the Administration Building or in the EROC trailer at the District Service Center.

a. The EOC will begin a roll call of all school sites immediately, followed by a status report from each school site.

b. The EOC will be in direct communication with City agencies and all school sites. The district EOC will be the source whereby public information is dispersed; maps and resources are set up; school status reports will be recorded; and policy decisions will be made.

9. At the ~~close~~ conclusion of the Disaster/Earthquake Drill, each site administrator shall announce that the drill is complete and that students and staff are to return to their classrooms or work areas.

10. End of drill protocol

a. Repack all supplies

b. Report to principal regarding missing supplies, forms, etc.

c. File work orders as needed.

d. Debrief all successes and suggested improvements for future drills or incidents..

Shelter in Place Drills/Lockdown

Shelter in place is in response to ~~a~~ chemical, biological or radiological contamination that may have been released into the environment, also a severe weather or wildlife event, or excessive smoke from a fire.

At the elementary and secondary levels, including Horace Mann Children's Center and the Adult School, at least one additional drill per year must be conducted during lunch, recess or nutrition and must be a Shelter in Place Drill and/or Lockdown .shall be conducted during lunch, recess or nutrition at least ~~once~~once each school year. This may NOT substitute as a Fire Drill.

Shelter in Place Drills shall include relocating all persons from the playground, field area, lunch area or any other outside areas, back into individual classrooms, auditorium, library or any other safe area inside the building.

A Shelter in Place Drill shall be conducted once per school year at the District Administrative Office and the District Service Center.

A Shelter in Place Drill may include a Lockdown by following the procedures for "Activating a Lockdown," as stated in these Administrative Regulations.
Shelter in place will consist of moving students from the playground, field area, lunch areas or any other outside areas back into individual classrooms, auditorium area, library or any other safe area inside the building. Each and every student shall have the opportunity to practice shelter in place procedures. Students must be instructed as to where they must assemble for this procedure.

Activating a Shelter in Place Drill

1. The signal for a Shelter in Place Drill shall be one long continuous (15 second) bell.an announcement over the public address system, through the all call phone system, through radio communication, text or email. A shelter in place may or may not include a lockdown of the site. If the bell system is not working, whistles and/or bullhorns shall be used to alert the activation of a shelter in place.

2. All students, staff, volunteers and visitors shall immediately proceed to move inside the buildings to pre-designated safe areas.

3. All doors and windows must be closed.

4. In the event of an airborne contaminant, an effort should be made to adjust all thermostats to temporarily turn off the air conditioner. Facilities should be contacted if HVAC needs to be completely shut down.

5. If already inside, all persons must remain inside until an "all clear" announcement is made over the public address system or by designated runners.

6. Principal shall make a plan to ~~A~~account for all students, staff and visitors~~.~~

7. An "all clear" announcement must be made before anyone can leave the building.

Lockdown Procedures

Lockdown is in response to a perceived or actual threat of physical danger on or near the campus. Lockdown drills shall take place at the elementary and secondary sites, as well as at Horace Mann Children's Center and the Adult School, at least twice each school year. District Administrative Office and District Service Center shall conduct at least one Lockdown Drill each school year. District administrators and/or public safety officials may require schools to lock down their facilities when deemed necessary due to circumstances which may threaten the safety of students at or adjacent to a site. A lockdown will include a shelter in place. Lockdown procedures should be included in the Safe School Plan and maintained in the Crisis Response Handbook or Crisis Response Box. The principal/site administrator or designee shall establish designated roles and responsibilities of staff.

Activating a Lockdown

1. Lockdown will be initiated by

   a. Activating the red lockdown button in the main office, which will announce, "This is a lockdown," and provide concise directions.

   b. Announcement over the public address system, the all call function on the phones, radio communication, text or email.

   c. Gunfire or other commotion may indicate to students and staff the need to immediately lockdown without specific instructions.

2. If the situation warrants, dial 9-1-1 for police assistance and be prepared to provide concise information.

3. When reasonably possible, notify the Superintendent's Office that a lockdown is being initiated.

Within lockdown there are two categories:

Soft lockdown (Police activity in the neighborhood, unknown subject on campus, medical emergency, etc.)

1. Get into a lockable space immediately.
2. Close and lock all doors and windows, cover windows.
3. Account for all students, staff and visitors in each room.
4. Remain calm and wait for more information and instructions.
5. No one is allowed to enter or exit campus.
6. If/when possible, bathroom breaks and other movement within the campus, such as access to food, may be guided by the principal or designee.
7. Teaching may continue.

Hard lockdown (known threat on campus, weapons present, imminent danger to staff and students)

1. Get into a lockable space immediately.
2. Close and lock all doors and windows, barricade the door, cover windows, and turn out lights.
3. Take cover within the room (consider preparing to fightgo on the offensive).
4. Silence all cell phones.
5. Silence all people.
6. Do not "peek" to see what is going on.
7. Do not open the door once it is locked.
8. If possible, silently account for all students, staff and visitors in each room.
9. Remain calm and wait for information and instructions via text, email, etc.

10. Do not post on social media.

In the absence of "soft" or "hard" lockdown clarification, always activate "hard lockdown" procedures and then scale back as further information becomes available.

Deactivating a Lockdown

1. A principal, site administrator, or any public safety official may deactivate a lockdown. This decision should be made with all agencies involved if it is a multi-agency event.

2. Deactivate the lockdown through the public address system or by runner if the phones are not working.

3. Notify the Superintendent's Office that the lockdown has been deactivated.

Drill Reports

After each drill (Fire, Disaster, Lockdown, and Shelter in Place) a drill report form shall be completed, a copy kept at the site and a copy forwarded to the district's Maintenance and Operations Department and to the Emergency Planning and Safety Coordinator (see Exhibit: 3516.1). Records of Fire Drills, Disaster Drills and Shelter in Place Drills shall include the time and date of each drill held, the name of the person responsible for conducting each drill, and the amount of time it took to vacate the buildings or move students inside.

After Action Reports

After an actual event, an After Action Report shall be completed detailing the events of the fire, earthquake, lockdown or shelter in place (see Exhibit: 3516.1). Each site will keep a copy and forward ~~copies to the district's Maintenance and Operations Department and~~ a copy to the Emergency Planning and Safety Coordinator.

Emergency/Disaster Procedures During Summer School

A Fire Drill and a Lockdown Drill shall each be conducted at least once during the first two weeks of the summer session and a report form shall be sent to the district's Maintenance and Operations Department and Emergency Planning and Safety Coordinator.. Instructions for earthquake procedures shall be discussed with students and staff during the first week of summer school.

Responsibilities of School Employees

Immediately upon declaration of a state of extreme emergency, all public employees are declared to be civil defense workers subject to such civilian defense activities as may be assigned to them by their superiors or by law. The term "public employees" includes all

personnel employed by the state or any county, city, state agency, or public district, excluding aliens legally employed. (Government Code, Chapter 8, Division 4, Title I, Section 3100).

Legal Reference:

EDUCATION CODE

17074.50-17074.56 Automatic fire detection, alarm and sprinkler systems

32001 Uniform fire signals

32040 Duty to equip school with first aid kit

CODE OF REGULATIONS, TITLE 5

550 Fire drills

Regulation BURBANK UNIFIED SCHOOL DISTRICT

Burbank USD

Exhibit

Emergency Drills

E 3516.1
Business and Noninstructional Operations

BURBANK UNIFIED SCHOOL DISTRICT

DRILL REPORT

SCHOOL OR SITE MONTH, YEAR

The Drill Report is used in the reporting of all emergency drill procedures. The evacuation of buildings for Fire Drill, Disaster Drill, Lock-Down Drill and other emergency procedure drills will be conducted in accordance with Burbank Unified School District Policies 5030, 3516, and as referenced in the Education Code Sections 32000 to 32004, 35295 to 35297, 40041.5, 40042, and California Administrative Code, Title 5.

One copy of this form should remain on file at the school location for the school year. Another copy should be filed at the District Service Center. The Emergency Planning & Safety Coordinator will review these reports.

TYPE OF DRILL OR PROCEDURE **DATE CONDUCTED**

1. FIRE DRILL
   - Elementary sites and Horace Mann Children's Center – One Each Month _____
   - Secondary sites and Adult School (including evening classes) - Twice each semester
   - District Administrative Office and District Service Center – Once Each Semester

2. DISASTER DRILL
   - Elementary sites, secondary sites, Horace Mann Children's Center, Adult School – Twice each year _____
   - District Administration Office, Facilities Services Department – Once each year

3. LOCKDOWN DRILL
   - Elementary sites, secondary sites, Horace Mann Children's Center, Adult School (including evening classes) – Once each semester _____
   - District Administrative Office and District Service Center – Once each year

4. SHELTER IN PLACE
   - Elementary sites, secondary sites, Horace Mann, Adult School – Once each year _____
   - District Administrative Office and District Service Center – Once each year

TIME OF DAY _____ BUILDING EVACUATED/LOCKED DOWN IN _____MINUTES.

PULL STATION LOCATION _____

PROBLEMS ENCOUNTERED (attach detail):

_____

CORRECTIVE ACTION (attach detail):

_____

PERSON DESIGNATED TO IMPLEMENT CORRECTIVE ACTIONS: _____

DRILL CONDUCTED BY _____ REPORT FILED BY_____

AFTER ACTION REPORT

Date of Event Time event began Time event ended

Date of Review

Type of Event

Please provide a summary of the event within 24 hours:

COMMUNICATION

How much time passed between identification of trouble and notification to staff & students?

How were students and staff initially notified?

What was the follow up communication frequency to staff & students?

How long to complete initial reaction? (i.e., duration of evacuation or time it took everyone to get into a locked down position)

Did you contact the district office/superintendent?

What was the contact with police and/or fire?

How were parents initially notified?

What was the follow up frequency?

Describe how the event ended/was cancelled.

LOGISTICS

How were students' needs met during this emergency?

ASSESSMENT

What went well and why? Attach additional explanation, if necessary.

SUCCESSES	HOW TO ENSURE FUTURE SUCCESS

What can be improved and how?

WHAT CAN BE IMPROVED?	RECOMMENDATIONS

Burbank Unified School District
Office of the Superintendent

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Matt Hill, Superintendent
PREPARED BY:	Kimberley A. Clark, Executive Assistant to the Superintendent
SUBMITTED BY:	Kimberley A. Clark, Executive Assistant to the Superintendent
DATE:	September 5, 2019
SUBJECT:	Acceptance of Gifts

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

~~a.~~ AYSO Region 254, Burbank, wishes to donate to the District $3,000 to be used to pay for field repairs and improvements at Providencia Elementary School.

b. The Burbank Educational Foundation wishes to donate to the District $3,825 to be used to help fund the ASES program at Providencia Elementary School.

c. The Roosevelt Booster Club wishes to donate to the District $20,000 to be used to pay for expenses associated with the instrumental music program at Roosevelt Elementary School.

d. Village Christian School wishes to donate to the District $7,500 to be used as needed to support various athletic activities at Burbank High School.

e. Shoob Photo South wishes to donate to the District $820.16 to be used as needed at Emerson Elementary School.

f. Shoob Photo South wishes to donate to the District $927.49 to be used as needed at Harte Elementary School.

g. Benevity wishes to donate to the District $120 to be used as needed at Harte Elementary School.

h. Disney Worldwide Services wishes to donate to the District $100 to be used as needed at Harte Elementary School.

i. The Jefferson Fundraising Committee wishes to donate to the District $4,400 to pay consultant Andrew Grueschow to present an African drumming course for students at Jefferson Elementary School.

j. The Jefferson Fundraising Committee wishes to donate to the District $3,055 to be used to pay for the first semester salary of Jefferson coach Kristi Chase.

k. The Jefferson Fundraising Committee wishes to donate to the District $2,000 to be used to pay consultant Heather Beltran to present a core conditioning course for students at Jefferson Elementary School.

l. The Gutierrez Family Trust wishes to donate to the District $500 to be used to help pay for expenses associated with the auditorium renovation at Miller Elementary School.

m. The Roosevelt Elementary School Boosters wish to donate to the District $4,000 to be used to pay for ceramic supplies and substitute teacher costs for the ceramics program at Roosevelt Elementary School.

n. The JBHS IMA wishes to donate to the District $1,230 to be used to pay for musical arrangement rights for use by JBHS Instrumental Music students.

o. The JBHS IMA wishes to donate to the District $2,400 to be used to pay for transportation costs associated with the JBHS Instrumental Music program.

p. Nick Avedissian, Michael R. Derian, Rina Derian, and Marina Avedissian wish to donate to the District $500 to be used to pay for t-shirts for students at Monterey High School

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Tamara Schiern, Director, Special Education and Psychological Services
PREPARED BY:	Tamara Schiern, Director, Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	September 5, 2019
SUBJECT:	Amendment of Final Settlement Agreement (Special Education)

Background:
The Board of Education is being asked to amend the Final Settlement Agreement for Special Education Student 960024412, 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 960024412 concerning services and/or school placement, a formal settlement agreement was offered to the Student's parents on June 26, 2019 and Board approved on July 18, 2019. On August 6, 2019 a second meeting was held to amend the original Settlement Agreement. This amended agreement modifies the services the District will provide to this student.

Fiscal Impact:
There was no expense to the District on the June 26, 2019 Final Settlement Agreement for Student 960024412. There is no additional expense to the District for this amended Settlement Agreement.

Recommendation:
Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education amend the Final Settlement Agreement for Special Education Student 960024412, at no cost to the District (01.0-65000.0-50010-36000-5813-7440000), effective August 12, 2019 through June 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original Settlement Agreement was Board Approved July 18, 2019, at no cost to the District. This item is being amended to reflect a modification to the services the student will receive, at no additional cost to the District.

UNADOPTED MINUTES OF THE BOARD OF EDUCATION
BURBANK UNIFIED SCHOOL DISTRICT

July 18, 2019

Burbank City Hall
275 E. Olive Avenue
Burbank, California

MEMBERS PRESENT:
Roberta Reynolds
Armond Aghakhanian (arrived at 6:10 p.m.)
Steve Frintner
Charlene Tabet
Steve Ferguson (arrived at 6:03 p.m.)

Also present were Matt Hill, Superintendent; Sharon Cuseo, Assistant Superintendent, Instructional Services; David Jaynes, Assistant Superintendent, Administrative Services; and Sarah Niemann, Assistant Superintendent, Human Resources.

1. CALL TO ORDER

The Closed Session was called to order at 6:00 p.m. by Board President Reynolds.

2. REQUESTS TO ADDRESS THE BOARD

2.a Public Communications

There was no one present who wish to address the Board. The Board adjourned to Closed Session at 6:01 p.m.

2.b Staff Responses

2.c Board Members' Comments and Responses

3. CLOSED SESSION

3.a Conference With Labor Negotiator, Pursuant to Government Code §54957.6:
Agency Negotiator: Sarah Niemann
Employee Organization: California School Employees Association (CSEA) Chapter 674

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

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

3.d Public Employee Performance Evaluation Pursuant to Government Code §54957
Title: Superintendent of Schools

3.e 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: 960005271, 960030115, 960016695, 960012279, 960004035, 960024412 and 960002806.

Confidential Exhibit O.F. 27,657)

4. RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE

The Board reconvened in Public Session at 7:03 p.m. Peter McGrath, Past Board of Education Member and Burbank Housing Corporation Board Member, led the Pledge of Allegiance.

5. REPORTING ON CLOSED SESSION

President Reynolds reported that items 3a through 3e, were for discussion only, with no action taken.

6. ADJUSTMENTS TO THE AGENDA

Sarah Niemann requested item 10h pulled from the agenda.

7. ITEMS FOR FUTURE AGENDAS

President Reynolds requested a future Workers' Compensation report.

President Reynolds announced the passing of two former District teachers, Richard "Dick" Patterson and Edward Viskocil. She expressed her condolences to their families and friends and said that this meeting would be adjourned in their honor.

8. REQUESTS TO ADDRESS THE BOARD

8.a Public Communications

Mr. No Parcel Tax, was called to speak. He commented on teacher work schedule and workload and the District focusing on meeting the State standards. He enumerated teacher and administrator salaries, and commented on property taxes, the settlement of a current lawsuit, the split roll, Proposition 13, and suggested that the Board not consider the Parcel Tax.

8.b Staff Responses

Superintendent Hill thanked Mr. No Parcel Tax and clarified a few facts. He said that cursive is a State standard and is currently being taught in our elementary schools. He suggested that he and the community visit the Ed100.org to learn how local property taxes are collected and how the funding is distributed from the State. He also noted that the Split Roll Ballot language indicated that it has no impact on residents only commercial properties with an exception for small business owners.

8.c Board Members' Comments and Responses

Member Ferguson thanked Mr. No Parcel Tax for speaking, as it was important to hear from the community to continue the conversation.

Member Tabet did not comment at this time.

Clerk Frintner thanked Mr. No Parcel Tax and said that his comments will be taken into consideration. He then reported on the recent Burbank Arts for All Creative Circle Forum regarding online video gaming, which was held at the new Blizzarad Arena. He felt that it was an amazing event and thanked the

Foundation for their continued support. He visited the YMCA Summer Learn, Growth, Thrive Program at Emerson Elementary School where he witnessed impressive student engagement. He also attended the Lights for Liberty Vigil to show support for immigrant rights, but most importantly the children.

Vice President Aghakhanian thanked Clerk Frintner for reporting on the recent vigil and shared his personal story about being a refugee. He was happy to be a part of the community and to see community participation and support.

President Reynolds thanked Mr. No Parcel Tax for his comments and Clerk Frintner for his comments regarding the Blizzard Arena event, which was fascinating and enjoyable to see video gaming in action and the possible opportunities for some of our students. She congratulated the YMCA and Leadership Burbank Class of 2019 project to renovate the infant room and YMCA for providing ten more spaces. She and Vice President Aghakhanian attended an event with State Superintendent Tony Thurmond and thanked Vice President Aghakhanian for the invitation to participate. She read a letter she received from a Burbank resident who donated $1,000 towards the renovation of the Auditorium project at Miller Elementary School.

9. REPORTS TO THE BOARD

9.a Superintendent's Comments

Superintendent Hill introduced Tom Crowther as the new Principal at Burbank High School. He provided his background information and qualifications and said that he was the best candidate for the position to take the school to the next level.

Tom Crowther thanked the Board for the opportunity, as he felt honored and privileged for the confidence in him and he was looking forward to building relationships with all stakeholders. He then thanked the Glendale USD for the opportunity to serve Glendale students for the past four years. He was excited for the new opportunity in Burbank.

All Board members unanimously welcomed Dr. Crowther back to Burbank and congratulated him in his new role. They offered to provide support as needed and were looking forward to working with him, as Superintendent Hill had expressed confidence in him.

Superintendent Hill then announced the special meeting on Saturday, July 20 to discuss the Parcel Tax and the Board's Self-Evaluation. He welcomed everyone to attend. He reported that Monterey High School is back in session and the regular school year to begin August 12, 2019. He thanked staff for working all summer to be able to welcome students back and he asked that students enjoy the rest of the summer.

9.b Report on Actuarial Review of the Workers' Compensation Self-Insurance Program

David Jaynes, Assistant Superintendent, Administrative Services, reported on the actuarial review of the workers' compensation self-insurance program, as presented.

Actuarial Review - Workers' Comp Program.pdf (O.F. 27,658)

David Jaynes used a PowerPoint to highlight his presentation. In June 2017, the District decided to leave the Schools Linked for Insurance Management (SLIM) Joint Power Authority to join with York Risk Management to manage the District's self-insured claims. The report included all open claims, the net liability, and the losses and potential future medical claims, and the report must be presented to the Board every two years.

President Reynolds requested a report regarding the mitigation of workers’ comp claims and suggested that the JPA present the report.

9.c Report on Burbank Unified School District K-12 Tobacco and Drug Education, Prevention, and Intervention

Stacy Cashman, Director, Student Services, reported on the Burbank Unified School District's plan to provide tobacco and drug education, prevention, and intervention to K-12 students, as presented.

Substance Abuse Summary.pptx (O.F. 27,659)

Stacy Cashman used a PowerPoint to guide her presentation. She provided information regarding tobacco, drug prevention, and intervention proposal, which included data on the 2018 National Youth Tobacco Survey, the trend of using E-cigarettes or vaping devices, the District's suspension/discipline data, the data challenges for the District and noted that alternative means of correction will be documented this year to review District practices and to provide data on interventions used in lieu of suspensions. She then reviewed the plan for a multi-tiered approach to education, prevention, and intervention at all District schools, parents, and the community and recommendation for consideration to include working with the Burbank Police Department to provide seminars to first time offenders in lieu of suspension and to provide canine units at the secondary schools, and the need to pursue grants. She reported that she has applied for a grant and is currently awaiting a response. She then introduced Sergeant Steve Turner who noted that the Burbank Police Department was excited to collaborate with the District to provide educational workshops and to allow the canine unit to visit classrooms. Ms. Cashman also noted that she was also trying to expand referral banks in Burbank. She then introduced Lilyt Davtyan, Project Coordinator, Pueblo y Salud Inc., in the San Fernando Valley, who will work with District staff to provide support to students and families.

Member Ferguson thanked Sergeant Turner for his willingness to work with the school and agreed that parent education is critical. He is concerned that the dogs may be used as a form of intimidation and asked about the vision for K-9 project. Sergeant Turner said that the vision was to visit random classrooms to offer an opportunity to interact with the animal and the officers. He said that he trusted the leadership; however, he would like to participate during the random visits. He also asked that a resolution asking the Burbank City Council to eliminate access vaping facilities near schools be presented along with a letter from the Board thanking them for the support.

Superintendent Hill felt that timing to engage with the Council was perfect as he reported that he recently had a meeting with Justin Hess who reported that the Council had placed an agenda item regarding vaping and welcomed District feedback.

Vice President Aghakhanian supported an ordinance similar to Ventura to move the vaping shops that are near schools and bring a resolution.

President Reynolds also thanked Ms. Cashman, Sergeant Turner, and Ms. Davtyan for their thorough presentation and she looked forward to the results in the future.

9.d Report on Facilities and Technology Projects

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

Facilities and Technology PP 071819.pdf (O.F. 27,660)

David Jaynes used a PowerPoint to report on Facilities and Technology Projects by location, project, vendor, and the cost for each project.

10. NEW AND/OR UNFINISHED BUSINESS

10.a Approval of Memorandum of Understanding between Madmen Marketing Consultants, LCC and Burbank Unified School District for Targeted Marketing

That the Board of Education approve the Memorandum of Understanding between the Burbank Unified School District, Burbank Adult School, and Madmen Marketing, LCC to provide targeted marketing to maximize enrollment in Adult Education programs, effective July 19, 2019 through July 18, 2020, not to exceed $33,000 (11.0-63910.0-41101-27000-5850-5330000) - $8,250, (11.0-63910.0-41102-27000-5850-5330000) - $8,250, (11.0-63910.0-41104-27000-5850-5330000) - $8,250, (11.0-63910.0-41106-27000-5850-5330000) - $8,250, and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented.

Approval of MOU Madmen with Attchmts.pdf (O.F. 27,661)

John Paramo reported that currently the BAS produces a school catalog that is mailed three times a year to over 69,000 homes to promote its classes and programs. The MOU with Madmen Marketing Consultants will provide the BAS to identify and recruit potential students through the use of marketing on most of the social media platforms available. The goal is to maximize enrollment for all non-CTE programs and the outcomes will be tracked through enrollment, attendance, and the completion of the program.

It was moved by Steve Ferguson, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried unanimously with the following roll-call vote: AYES - Reynolds, Frintner, Aghakhanian, Tabet, and Ferguson.

10.b Approval of Memorandum of Understanding between Burbank Housing Corporation and Burbank Unified School District to Govern the Operation of an English as a Second Language Class

That the Board of Education approve the Memorandum of Understanding between the Burbank Unified School District, Burbank Adult School and Burbank Housing Corporation to govern the operation of an English as a Second Language class, and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented.

Approval of MOU Burbank Housing with MOU.pdf (O.F. 27,662)

John Paramo reported that the Memorandum of Understanding would allow community collaboration between the Burbank Adult School and the Burbank Housing Corporation (BHC) to provide opportunities for adult education students. BAS will provide the class at the Center through the California Adult Education program (CAEP) funding. The BHC will provide the use of the Center and will be responsible for paying basic utilities (electricity, gas, water), and maintenance.

Peter McGrath felt that this was a wonderful community opportunity. The idea was developed through community meetings and it was a reality come true. Executive Director Judith Arandes said that this was a series of programs that will be offered at the Center to expand the services to all residents. She then thanked the Board for allowing this program to be offered and for their support..

President Reynolds said that it was an extreme and exciting opportunity and thanked Peter McGrath and Judith Arandes for supporting his community.

It was moved by Steve Ferguson, and seconded by Charlene Tabet, that the Board of Education approve the item as recommended. The motion carried unanimously with the following roll-call vote: AYES - Reynolds, Frintner, Aghakhanian, Tabet, and Ferguson.

10.c Approval of Los Angeles County Office of Education (LACOE) License Contract for Use of Software Personal Computer Products for District Use of HRS and/or PSFS Data

That the Board of Education approve an agreement between Burbank Unified School District and Los Angeles County Office of Education (LACOE) for the capability of downloading payroll information, effective July 1, 2019 through June 30, 2024, not to exceed $1, 261 per month or $15,132 annually, (01.0-00000.0-00000-72000-5890-0000000), and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

LACOE - License Contract.pdf (O.F. 27,663)

It was moved by Charlene Tabet, and seconded by Steve Frintner, that the Board of Education approve the item as recommended. The motion carried unanimously with the following roll-call vote: AYES - Reynolds, Frintner, Aghakhanian, Tabet, and Ferguson.

10.d Ratification of Agreement with Los Angeles Universal Preschool, dba Child 360 Quality Start Los Angeles Grant for Horace Mann Children's Center, Washington Children's Center and Monterey Infant Center

That the Board of Education ratify the agreement between the Burbank Unified School District and Los Angeles Universal Preschool, dba Child 360 Quality Start Los Angeles, to provide the services listed in the Quality Start Grant, effective July 1, 2019 through June 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented.

Child 360 with Agmt.pdf (O.F. 27,664)

It was moved by Charlene Tabet, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried unanimously with the following roll-call vote: AYES - Reynolds, Frintner, Aghakhanian, Tabet, and Ferguson.

10.e Ratification of Adoption of Resolution 1 Concerning Funding of Child Development Programs for Fiscal Year 2019–2020, Contract Number CCTR-9067

That the Board of Education ratify the adoption of Resolution 1 certifying approval of the Board of Education to enter into a transaction with the California Department of Education for Funding of Child Development Programs, effective July 1, 2019 through June 30, 2020, and that authority to sign the agreements be exercised pursuant to BUSD – AR 3314, as presented.

Ratif of Resolution 1 CCTR-9067 with Res.pdf (O.F. 27,665)

It was moved by Steve Ferguson, and seconded by Steve Frintner, that the Board of Education approve the item as recommended. The motion carried unanimously with the following roll-call vote: AYES - Reynolds, Frintner, Aghakhanian, Tabet, and Ferguson.

10.f Ratification of Adoption of Resolution 2 with the California Department of Education for the Purpose of Providing Child Care and Development Service and to Authorize the Designated Personnel to Sign Contract Documents for Fiscal Year 2019-2020 for Contract Number CSPP-9159

That the Board of Education ratify the adoption of Resolution 2 certifying approval to enter into a transaction with the California Department of Education for funding of Child Development Programs, effective July 1, 2019 through June 30, 2020, and that authority to sign the agreements be exercised pursuant to BUSD – AR 3314, as presented.

Ratif of Resolution 2 CSPP-9159 with Res.pdf (O.F. 27,666)

It was moved by Steve Ferguson, and seconded by Charlene Tabet, that the Board of Education approve the item as recommended. The motion carried unanimously with the following roll-call vote: AYES - Reynolds, Frintner, Aghakhanian, Tabet, and Ferguson.

10.g Approval of Job Description for Educational Reader for the Visually Impaired and Posting the Newly Established Position

That the Board of Education approve the job description for Educational Reader for the Visually Impaired and posting the newly established position, as presented.

Job Description - Educational Reader for the Visually Impaired.pdf (O.F. 27,667)

Dr. Niemann reported that the new position was an accommodation assisting a visually impaired teacher to facilitate communication between visually impaired district staff, students, parents, and the public and to implement lesson plans, proctoring examinations and tests and to operate instructional equipment in the instructional setting.

It was moved by Steve Ferguson, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried unanimously with the following roll-call vote: AYES - Reynolds, Frintner, Aghakhanian, Tabet, and Ferguson.

10.h Approval of Job Description for Facilities, Operations and Construction Technician and Posting the Newly Established Position - PULLED

Sarah Niemann, Assistant Superintendent, Human Resources, recommends that the Board of Education approve the job description for Facilities, Operations and Construction Technician and posting the newly established position, as presented.

PULLED Job Description - Facilities Operations and Construction Technician.pdf

10.i Approval of the Revised Teacher Assignments for 2019-2020

That the Board of Education approve the Revised Teacher Assignments for 2019-2020, as described per Education Codes §44258.2, 44258.3(a), 44258.7(b), (c) & (d), 44263, and 44865, as presented.

Revised Teacher Assignments for 2019-2020.pdf (O.F. 27,669)

Dr. Niemann reported that the approval of the revised teacher assignment had to be revised because the Commission on Teacher Credentialing is behind schedule and the District wanted to ensure coverage under the Commission on Assignment process for the beginning of the school year.

It was moved by Steve Ferguson, and seconded by Charlene Tabet, that the Board of Education approve the item as recommended. The motion carried unanimously with the following roll-call vote: AYES - Reynolds, Frintner, Aghakhanian, Tabet, and Ferguson.

10.j Approval of Verification of Requirements for a Provisional Internship Permit with the State of California Commission on Teacher Credentialing

That the Board of Education approve the Verification of Requirements for a Provisional Internship Permit between the Burbank Unified School District and the State of California Commission on Teacher Credentialing, to fill an immediate staffing need, effective August 1, 2019 through August 1, 2020, and that authority to sign the

Verification of Requirements for the Provisional Internship Permit be exercised pursuant to BUSD – AR 3314, as presented.

PIP Permit.pdf (O.F. 27,670)

Dr. Niemann said that this request was for two current interns, as allowed by the California Commission on Teacher Credentialing.

It was moved by Steve Ferguson, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried unanimously with the following roll-call vote: AYES - Reynolds, Frintner, Aghakhanian, Tabet, and Ferguson.

10.k Adoption of Declaration of Need for Emergency Crosscultural, Language, and Academic Development (CLAD) Permit, Emergency Bilingual, Crosscultural, Language, and Academic Development (BCLAD) Permit, Special Education Limited Assignment Permit (SELAP) Request for Certificated Staff

That the Board of Education Adopt the Declaration of Need for Emergency Crosscultural, Language, and Academic Development (CLAD) Permit and Emergency Bilingual, Crosscultural, Language, and Academic Development (BCLAD) Permit, and Special Education Limited Assignment Permit (SELAP) Requests for Certificated Staff, as presented.

Declaration of Need.pdf (O.F. 27,671)

It was moved by Steve Ferguson, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried unanimously with the following roll-call vote: AYES - Reynolds, Frintner, Aghakhanian, Tabet, and Ferguson.

10.l Adoption of Resolution 3 for the Elimination or Reduction of Services for Classified Positions

That the Board of Education adopt Resolution 3 for the Elimination or Reduction of Services for Classified positions, as presented.

Resolution 3 - Reduction in Force.pdf (O.F. 27,672)

Dr, Niemann reported that this resolution eliminated three positions in the Special Education Department due to lack of work.

It was moved by Charlene Tabet, and seconded by Steve Frintner, that the Board of Education approve the item as recommended. The motion carried unanimously with the following roll-call vote: AYES - Reynolds, Frintner, Aghakhanian, Tabet, and Ferguson.

11. CONSENT AGENDA

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

That the Board of Education approve Final Settlement Agreement for Special Education Student 960030115, at no cost to District (01.0-65000.0-50010-36000-5813-7440000), effective June 25, 2019 through May 15, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960030115_Settlement Agreement.pdf (Confidential Exhibit O.F. 27,657)

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

That the Board of Education approve Final Settlement Agreement for Special Education Student 960012279, not to exceed $13,000 (01.0-65000.0-50010-36000-5813-7440000), effective June 25, 2019 through December 31, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960012279_Settlement Agreement.pdf (Confidential Exhibit O.F. 27,657)

11.c Action on Final Settlement Agreement (Special Education)

That the Board of Education approve Final Settlement Agreement for Special Education Student 960016695, not to exceed $20,000, (01.0-65000.0-50010-36000-5813-7440000), effective May 28, 2019 through June 30, 2021, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960016695_Settlement Agreement.pdf (Confidential Exhibit O.F. 27,657)

11.d Action on Final Settlement Agreement (Special Education)

That the Board of Education approve Final Settlement Agreement for Special Education Student 960004035, not to exceed $1,028 (01.0-65000.0-50010-36000-5813-7440000), effective January 15, 2019 through May 30, 2021, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960004035_Settlement Agreement.pdf (Confidential Exhibit O.F. 27,657)

11.e Action on Final Settlement Agreement (Special Education)

That the Board of Education approve Final Settlement Agreement for Special Education Student 960024412, at no expense to the District (01.0-65000.0-50010-36000-5813-7440000), effective June 26, 2019 through June 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960024412_Settlement Agreement.pdf (Confidential Exhibit O.F. 27,657)

11.f Amended Final Settlement Agreement (Special Education)

That the Board of Education approve the amended Final Settlement Agreement for Special Education Student 960005271, at no expense to the District, effective May 23, 2019 through December 23, 2019, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960005271_Amended Settlement Agreement.pdf (CE O.F. 27,657)

11.g Amended Final Settlement Agreement (Special Education)

That the Board of Education approve the amended Final Settlement Agreement for Special Education Student 960002806, for an increased amount of $1,250 for a total not to exceed $22,650, effective July 5, 2019 through December 23, 2019, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960002806_Amended Settlement Agreement.pdf (CE O.F. 27,657)

11.h Approval of Minutes

That the Board of Education approve the minutes of the Regular Meeting of June 6, 2019, as presented.

Minutes.06.06.19.pdf (O.F. 27,673)

It was moved by Steve Ferguson, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried 4-0-1 with the following roll-call vote: AYES - Reynolds, Frintner, Aghakhanian, and Ferguson. ABSTAINED – Tabet.

11.i Approval of Minutes

That the Board of Education approve the minutes of the Special Meeting of June 12, 2019, as presented.

Minutes.06.12.19.SP.pdf (O.F. 27,674)

It was moved by Steve Ferguson, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried 4-0-1 with the following roll-call vote: AYES - Reynolds, Frintner, Aghakhanian, and Ferguson. ABSTAINED – Tabet.

11.j Approval of Minutes

That the Board of Education approve the minutes of the Regular Meeting of June 20, 2019, as presented.

Minutes.06.20.19.pdf (O.F. 27,675)

11.k Approval of Personnel Report Number 19-20-01

That the Board of Education approve Personnel Report number 19-20-01, covering Certificated and Classified personnel, and consisting of Pages 1 to 22 inclusive, as presented.

Personnel Report.pdf (O.F. 27,676)

11.l 2018-2019 Purchase Order Report

That the Board of Education approve Purchase Orders for 2018-2019 as listed through June 17, 2019, as presented.

2018-2019 Purchase Order Report.pdf (O.F. 27,677)

11.m 2019-2020 Purchase Order Report

That the Board of Education approve Purchase Orders for 2019-2020 as listed through June 17, 2019, as presented.

2019-2020 Purchase Order Report.pdf (O.F. 27,678)

11.n Approval of Warrants

That the Board of Education approve payroll warrants in the total amount of $10,277,358.78 and commercial warrants in the total amount of $4,852,076.71, as presented.

Warrants.pdf (O.F. 27,679)

11.o Approval of Instructional Consultant Services

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

Approval of Instructional Consultants with Agmts.pdf (O.F. 27,680)

11.p Approval of Reimbursement to Parent for Transportation (Special Education)

That the Board of Education, approve mileage reimbursement to the parents of special education student 160003888 to transport student from home to the Non Public School (NPS), per IEP, not to exceed $10,231, effective August 1, 2019 through July 30, 2020, (01.0-65000.0-50010-36000-5813-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 160003888_Parent Reimbursement.pdf (O.F. 27,681)

11.q Ratification of Reimbursement to Parent for Transportation (Special Education)

That the Board of Education, ratify mileage reimbursement to the parents of special education student 160003888 to transport student from home to the Non Public School (NPS), per IEP, not to exceed $10,231, effective August 1, 2018 through June 30, 2019, (01.0-65000.0-50010-36000-5813-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 160003888_RATIFIED Parent Reimbursement.pdf (O.F. 27,682)

11.r Ratification of Reimbursement to Parent for Transportation (Special Education)

That the Board of Education, ratify the mileage reimbursement to the parents of special education student 960004298 to transport student from home to the Non Public School (NPS), per IEP, not to exceed $8,093.09, effective July 1, 2019 through June 30, 2020, (01.0-65000.0-50010-36000-5813-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960004298_RATIFIED Parent Reimbursement.pdf (O.F. 27,683)

11.s Ratification of Reimbursement to Parent for Transportation (Special Education)

That the Board of Education, ratify mileage reimbursement to the parents of special education student 950101528 to transport student from home to the Non Public School (NPS), per IEP, not to exceed $6,635.20, effective June 17, 2019 through June 30, 2020, (01.0-65000.0-50010-36000-5813-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 950101528_RATIFIED Parent Reimbursement.pdf (O.F. 27,684)

11.t Ratification of Agreement for Professional Services (Special Education)

That the Board of Education ratify an agreement between the Burbank Unified School District and Burbank Optometric Center, to provide vision therapy services to Special Education Student 960009120 per their IEPs or settlement agreement, not to exceed $2,275 (01.0-65000.0-57700-11900-5850-7440000), effective July 1, 2019 through June

30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960009120_Burbank Optometric.pdf (O.F. 27,685)

11.u Approval of Agreement for Professional Services (Special Education)

That the Board of Education approve an agreement between the Burbank Unified School District and Joanne M. Van Boxtel, Ph.D., to provide a professional development workshop for special education teachers, not to exceed $500 (01.0-65000.0-57700-11900-5850-7440000), effective August 1, 2019 through August 30, 2019, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Joanne Van Boxtel_Professional Development.pdf (O.F. 27,686)

11.v Approval of Williams Lawsuit Settlement Quarterly Report on Uniform Complaints 2018-2019

That the Board of Education approve the Williams Lawsuit Settlement Quarterly Report on Uniform Complaints 2018-2019, Report Summary No. 4, April 1 through June 30, 2019 as presented.

2018-19_UCP_Reporting 4th quarter board report.pdf (O.F. 27,687)

11.w Approval of 2019-2020 Courses for Burbank Adult School

That the Board of Education approve the 2019-2020 courses for Burbank Adult School, as presented.

Approval of BAS Courses with Courses.pdf (O.F. 27,688)

11.x Approval of Agreement for Professional Services

That the Board of Education approve the Consultant Agreement between the Burbank Unified School District and Purple Language Services, to provide American Sign Language interpreting to employees, not to exceed $25,000 (01.0-00000.0-72000-5810-7552000), effective July 19, 2019 through June 30, 2020 and that authority to sign the agreement be exercised pursuant to BUSD - AR 3314, as presented.

Purple Language.pdf (O.F. 27,689)

11.y Approval of Student Fieldwork Agreement- St. Catherine University

That the Board of Education approve the Student Fieldwork Agreement between the Burbank Unified School District and St. Catherine University to provide educational field experience, effective July 19, 2019 and until terminated by either party on written notice, and that authority to sign the Agreement be exercised pursuant to BUSD - AR 3314, as presented

Agreement - St Catherine.pdf (O.F. 27,690)

11.z Designation of Board Member for West San Gabriel Joint Powers Authority (WSG JPA)

That the Board of Education designate Debbie Kukta, Assistant Superintendent, Administrative Services, to serve as the District's board member for the West San Gabriel Liability/Property and Workers' Compensation JPA, as presented.

JPA Bd Member.pdf (O.F. 27,691)

11.aa Approval to Establish Imprest Fund

That the Board of Education approve the establishment of the Imprest Fund due to new hire, retirement or change in assignment, as presented.

Imprest Accounts Establishment.pdf (O.F. 27,692)

11.ab Approval to Close Imprest Fund

That the Board of Education approve the closure of the Imprest Funds due to separation from the District, retirement or change in assignment, as presented.

Imprest Acct Closure.pdf (O.F. 27,693)

11.ac Approval of Authorization of Signatures

That the Board of Education approve the authorization of signatures, for the period of August 1, 2019 through June 30, 2020, as presented.

Authorization of Signatures 2019-20.pdf (O.F. 27,694)

11.ad Approval of Amended Agreement for Professional Services with Enterprise Fleet Management Inc.

That the Board of Education approve the amended agreement between Burbank Unified School District and Enterprise Fleet Management Inc. for the replacement of nine (9) District vehicles through a 60 month lease to include a full maintenance and physical management program, effective July 20, 2019 through July 20, 2024, not to exceed $93,994.56 per year, General Fund - Routine Restricted Maintenance (01.0-81500.0-00000-81100-7438-7522000) Maintenance Vehicles and (01.0-81500.0-00000-82200-7438-7522000) Grounds Vehicles, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Enterprise Fleet Management - Amendment 3.pdf (O.F. 27,695)

11.ae Ratification of Agreement for Field Trip, Athletic and Extra-Curricular Transportation with Durham School Services, LP (General Fund)

That the Board of Education ratify Amendment Number seven to the agreement between Burbank Unified School District and Durham School Services, L.P., to provide Field Trip, Athletic and Extra-Curricular Transportation services, effective July 1, 2019 through June 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Durham - Amendment 7.pdf (O.F. 27,696)

11.af Ratification of Agreement for Professional Services, Fagen Friedman & Fulfrost LLP (General Fund)

That the Board of Education ratify an agreement between the Burbank Unified School District and Fagen Friedman & Fulfrost LLP, to perform specific services, effective, September 1, 2018 through June 30, 2019, not to exceed $120,000 (01.0-00000.0-00000-72000-5820-7401000) (General Fund), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Fagen Friedman Fulfrost.pdf (O.F. 27,697)

11.ag Acceptance of Notice of Completion, Field Contract #1819-061, Intercom Clock & Signal Service (ICS), District-Wide Cell Dialer Installation, Various Sites (General Fund)

That the Board of Education accept the following as completed: cell dialer installation at 18 school sites for the District-Wide fire alarm phone system, not to exceed $14,759.11 (01.0-81500.0-00000-85000-6249-752-3100) General Fund, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

NOC_ICS_Cell Dialers_Various Sites_General Fund.pdf (O.F. 27,698)

11.ah Acceptance of Notice of Completion, Field Contract 1819-072, Intercom Clock & Signal Service (ICS), District-Wide Lockdown Pull Station Installation, Various Sites (General Fund)

That the Board of Education accept the following as completed: lockdown pull station installation at 16 school sites for the District-Wide fire alarm system, not to exceed $6,569.63 (01.0-81500.0-00000-85000-6249-752-3200) General Fund, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

NOC_ICS_Lockdown Pulls_Various Sites_General Fund.pdf (O.F. 27,699)

11.ai Acceptance of Notice of Completion, Pilgrim Fence, Fence and Gate Relocation at Magnolia Park (SELPA Funds)

That the Board of Education accept the following as completed: Relocation of the fence and gate in order to provide a shade structure at Magnolia Park, not to exceed $17,425.54 (01.0-90904.0-00000-85000-6170-5170000) SELPA Funds, as presented.

NOC_ Pilgrim Fence_Mag Park_SELPA.pdf (O.F. 27,700)

11.aj Acceptance of Notice of Completion, Entrance Camera System at Various Sites, NIC Partners (One-Time Funds)

That the Board of Education accept the following project as completed: Entrance Camera System project under CMAS contract pricing at Various Sites by NIC Partners (01.0-00010.0-00000-85000-6249-7400036), PO 19001225, not to exceed $25,988.21 (One-Time Funds), as presented.

NOC_NIC Partners_Entrance Camera System_Various_071819.pdf (O.F. 27,701)

11.ak Acceptance of Notice of Completion, Video Surveillance System at Burbank High School, NIC Partners (Site Funds/One-Time Funds)

That the Board of Education accept the following project as completed: Video Surveillance System project under CMAS contract pricing at Burbank High School by NIC Partners (01.0-00010.0-00000-85000-6249-7400036; 01.0-00000.0-00000-27000-

4310/4480/5840/5850-4311000), PO 19001339, not to exceed $42,950.71 (Site Funds/One-Time Funds), as presented.

NOC_NIC Partners_Video Surveillance System_BHS_071819.pdf (O.F. 27,702)

11.al Approval of Award of Contract, Play Power, LT Farmington Inc., National Joint Power Alliance (NJPA) Piggyback Contract 022113-LTS, Procurement and Installation of Physical Fitness Equipment, Bret Harte Elementary School (Bond Fund)

That the Board of Education approve an award of contract, National Joint Powers Alliance (NJPA) Contract #022113-LTS, between Burbank Unified School District and Play Power LT Farmington, Inc., for the procurement and installation of physical fitness equipment for Bret Harte Elementary School, effective July 19, 2019 through July 19, 2020, not to exceed $12,751.18 (21.3-00000-0-91006-85000-6410-205-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

AOC_ Play Power_ Physical Fitness_ Harte.pdf (O.F. 27,703)

11.am Approval of Award of Contract, Pilgrim Fence, CUPCCAA Bid, 1920-02, Furnish and Install Railing, Thomas Jefferson Elementary School (Bond Fund)

That the Board of Education approve an award of contract, Pilgrim Fence, CUPCCAA Bid 1920-02, Furnish and Install Railing, Thomas Jefferson Elementary School, effective July 19 2019 through, July 19, 2020, not to exceed $13,463 (21.3-00000-0-91008-85000-6170-206-0000) Bond Fund, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

AOC_ Pilgrim Fence_ Install Railing_ Jefferson.pdf (O.F. 27,704)

11.an Approval of Award of Contract, Silver Creek Industries, Inc., Chula Vista Unified School District Piggy-Back Bid 14/15-3, Construction of Modular Buildings, Walt Disney Elementary School (Bond Fund)

That the Board of Education approve an award of contract between Burbank Unified School District and Silver Creek Industries, Inc., pursuant to the proposal dated June 27, 2019, for construction of modular classroom buildings, Chula Vista Unified School District Piggyback Bid #14/15-3, effective July 19, 2019 through July 19, 2021, not to exceed $3,156,512 (21.0-00000-0-91008-85000-6230-201-0000) Bond Fund, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

AOC_ Silver Creek_ Modulars_ Disney.pdf (O.F. 27,705)

It was moved by Armond Aghakhanian, and seconded by Steve Frintner, that the Board of Education approve the item 11a through 12an***, except items 11h and 11i, which were considered separately***. The motion carried unanimously with the following roll-call vote: AYES - Reynolds, Frintner, Aghakhanian, Tabet, and Ferguson.

President Reynolds announced the retirements of Ashken Allahdadian, Discrete Trial Facilitator, Washington Elementary School; Office Assistant, Kathy Petzoldt, McKinley Elementary School, and Gary Shirtcliff, Plumber, Facilities Services.

12 REQUESTS TO ADDRESS THE BOARD

12.a Public Communications

Mr. No Parcel Tax, was called to speak. He commented on current employee litigation and questioned compliance and attorney fees for both parties. He asked that the Board report the total amount that a taxpayer will have to pay. He was concerned that additional money is being taken away from him.

12.b Staff Responses

Superintendent Hill thanked Mr. No Parcel Tax and said that the Board and he continue to encourage community feedback; however, litigation is not discuss under public comments and noted that he was making assumptions based on limited information.

12.c Board Members' Comments and Responses

The Board did not comment at this time.

13. ADJOURNMENT

The meeting adjourned at 8:25 p.m. in memory of Richard "Dick" Patterson and Edward Viskocil.

MINUTES APPROVED:

_____
MATTHEW HILL, SUPERINTENDENT
SECRETARY OF THE BOARD

9/5/2019
_____
DATE

_____
STEVE FRINTNER, CLERK

UNADOPTED MINUTES OF THE BOARD OF EDUCATION
BURBANK UNIFIED SCHOOL DISTRICT

July 20, 2019

Burbank Unified School District – District Office
1900 West Olive Avenue
Burbank, California

MEMBERS PRESENT:
Roberta Reynolds
Armond Aghakhanian (arrived at 8:09 a.m. / left at 1:31 p.m.)
Steve Frintner
Charlene Tabet
Steve Ferguson

Also present were Matt Hill, Superintendent and John Paramo, Assistant Superintendent, Educational Services.

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order by President Reynolds at 8:02 a.m. Linda Walmsley, Retired Teacher, led the Pledge of Allegiance.

2. REQUESTS TO ADDRESS THE BOARD

2.a Public Communications

Mr. Tax Payer spoke out against the parcel tax and enumerated teacher and administrator salaries.

Linda Walmsley understands the concerns about taxes but disagrees that teachers are overpaid.

Nicole Drabecki supports the parcel tax and said that Burbank Teachers Association supports increased compensation, health benefits, and smaller class sizes.

Emily Weisberg supports the parcel tax and said it was critical to maintain and improve the quality of education in Burbank. Burbank schools increase property values.

Jerry Mullady disputed Mr. Tax Payer’s criticism of teachers.

Paula Trubisky said the parcel tax language should make it clear how the District would be accountable for the money and student achievement. What are the measures the citizens can look at to judge improvement? She encouraged Board to keep working with Chamber but prefers sq. ft. calculation.

2.b Staff Responses

Superintendent Hill appreciated all comments and would address them via the discussion today.

2.c Board Members' Comments and Responses

Board members appreciated comments and would address them during the working session.

3. STUDY SESSION

3.a Study Session on the District's Vision through 2032

Matt Hill, Superintendent, facilitated a conversation with the Board regarding the development of the District's Vision through 2032.

Superintendent Hill collected feedback and committed to sending a revised vision statement based on the feedback.

3.b Study Session on the Parcel Tax for March 2020

Matt Hill, Superintendent, facilitated a conversation with the Board regarding draft language for a potential March 2020 parcel tax, a potential parcel tax communication plan, and review passage and/or failure scenarios.

The Superintendent and the Board discussed the feedback that they received from the Burbank Chamber of Commerce regarding the structure of the parcel tax. The Board greatly appreciates the Chamber's willingness to find a plan that works for everyone in the community. However, they are concerned about raising the sq. ft. tax from $0.10 to $0.15. They feel that this would put a disproportionate burden on homeowners and businesses who own small properties. The $0.15 per sq. ft. proposal would increase the financial burden on those property owners (over 26,000 properties) by 50% compared to the $0.10 assessment.

The Board also realizes the financial burden a no cap proposal has on the businesses who own large properties, like the studios and retail; therefore, the Board has asked the Superintendent to develop a reduced budget of $8.4 million annual parcel tax budget to correspond with a $25,000 cap ($700k reduction in revenue).

The Board and Superintendent discussed lower caps, but given the loss of revenue that would result, they did not feel that they could develop a budget that would meet the current and future needs of the district. For example, a $3,000 cap at $0.10 per sq. ft. would lower the annual revenue generated by $2.8 million.

The Board agrees with the other recommendations from the Chamber: 12-year sunset clause, strong accountability via independent audits and an oversight committee, clarity over the need and corresponding budget, and having an independent committee raise funds to hire a professional campaign manager.

The Superintendent then shared a budget scenario if the parcel tax failed and a scenario for a $9.1 million measure ($0.10 per sq. ft. no cap).

The Board will hold a public hearing on August 1, 2019 regarding the Parcel Tax and will vote on the language and resolution as well.

3.c Study Session on the Board of Education Self-Evaluation

Roberta Reynolds, President, Board of Education, guided Board Members through a governance self-review process, as presented.

Board Self Evaluation 2019.pdf (O.F. 27,706)

4. CLOSED SESSION

4.a Public Employee Performance Evaluation Pursuant to Government Code §54957

Title: Superintendent of Schools

The meeting adjourned to Closed Session at 1:39 p.m.

5. RECONVENE IN PUBLIC SESSION

The Board reconvened in Public Session at 2:27 p.m.

6. REPORTING ON CLOSED SESSION

President Reynolds reported that item 4a was for discussion only, with no action taken.

7. ADJOURNMENT

The meeting adjourned at 2:29 p.m.

MINUTES APPROVED:

_____
MATTHEW HILL, SUPERINTENDENT
SECRETARY OF THE BOARD

9/5/2019
_____
DATE

_____
STEVE FRINTNER, CLERK

UNADOPTED MINUTES OF THE BOARD OF EDUCATION
BURBANK UNIFIED SCHOOL DISTRICT

August 1, 2019

Burbank City Hall
275 E. Olive Avenue
Burbank, California

MEMBERS PRESENT:
Roberta Reynolds
Steve Frintner
Charlene Tabet
Steve Ferguson

MEMBERS ABSENT:
Armond Aghakhanian

Also present were Matt Hill, Superintendent; Sharon Cuseo, Assistant Superintendent, Instructional Services; David Jaynes, Assistant Superintendent, Administrative Services; and Sarah Niemann, Assistant Superintendent, Human Resources.

1. CALL TO ORDER

The Closed Session was called to order at 6:00 p.m. by Board President Reynolds.

2. REQUESTS TO ADDRESS THE BOARD

2.a Public Communications

Mr. Rant, was called to speak. He shared his concerns regarding management salaries, the lack of not including citizen input, and the needs as listed in the parcel tax, which he felt are not a necessity. He said that the unions only work two-thirds of the year; therefore, there is no need for salary increases. He also commented on a recent settlement agreement with a former employee and said that the cost was being passed to the residents and asked that the Board consider tabling the parcel tax item.

2.b Staff Responses

Superintendent Hill thanked Mr. Rant for sharing his concerns and reminded him that personnel legal matters are not discussed in public.

2.c Board Members' Comments and Responses

Board Members did not comment at this time.

The meeting adjourned to Closed Session at 6:09 p.m.

3. CLOSED SESSION

3.a Conference With Labor Negotiator, Pursuant to Government Code §54957.6:
Agency Negotiator: Sarah Niemann
Employee Organization: California School Employees Association (CSEA) Chapter 674

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

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

3.d Public Employee Performance Evaluation Pursuant to Government Code §54957
Title: Superintendent of Schools

4. RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE

The Board reconvened in Public Session at 7:06 p.m. Diana Abasta, Teacher and BTA President, led the Pledge of Allegiance.

President Reynolds announced that due to technical difficulties, the scheduled teleconference with Vice President Aghakhanian was canceled.

5. REPORTING ON CLOSED SESSION

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

6. ADJUSTMENTS TO THE AGENDA

There were no adjustments to the agenda.

7. ITEMS FOR FUTURE AGENDAS

There were no items for future agendas.

8. REQUESTS TO ADDRESS THE BOARD

President Reynolds announced that public speakers would be allowed to speak during the Public Communications section and during the Proposed Parcel Tax Public Hearing.

8.a Public Communications

Linda Bessin, Resident, was called to speak. She supports the Parcel Tax because it contributes to the value of homes, which can be attributed to pride in the quality of education. Her concern is that major corporations will not be taxed the same as residents, which she felt was not fair and asked that the Board reconsider the $25,000 cap.

Mike Nolan, Resident, was called to speak. He has a problem with the Chamber of Commerce's position on the District's proposed Parcel Tax. He said that the difference between $0.15 and $0.10 cent per square foot was major, wrong, and not fair. He said that the Board of Education might pay for the Council's errors of the past. He agreed that the Chamber of Commerce has a valid point regarding a sunset clause. The District's efforts benefits all business in town. The District's reputation has a value. This is a good city with good kids and his afraid that students will lose if they cannot be provided with a valuable education in the classroom.

Mr. Rant, Resident, was called to speak. He attended the recent Special Meeting and responded to some of the comments made during the meeting, such as distribution of meeting agendas, spending time in the

classroom, volunteering, and the conduct by a Board member during the meeting. He then commented on the Parcel Tax and his lack of support as he felt that half of the tax would go towards salaries for teachers and administrators. He said that the exemption for residents 65 and older was not fair and/or equitable.

Margo Rowder, Parent, was called to speak. As a parent, it was tough to think about a different proposal as she continues to support a Parcel Tax. She felt that the sunset clause in the first proposal was the deciding factor for the defeat. She expressed her frustration with the proposal from the Chamber of Commerce to implement a cap for large business was unfair because the Board was being placed in position where they had to vote against their conscious as the District would lose approximately $700K and asked that the Board consider not approving the $25,000 cap.

Konstantine Anthony, Parent, was called to speak. He supported a Parcel Tax but was concerned with the $25,000 cap as suggested by the Chamber of Commerce. He noted that Superintendent Hill does not want to lose staff and was looking for support from the Board, as the Board were the elected officials. He offered to get the 960 votes needed by doing everything possible to campaign.

Diana Rosero, Resident, Parent, and Business Owner, was called to speak. She felt that there is a disconnect between the residents who are trying to vote and the one's that disagree, such as Mr. No Parcel Tax. She then commented on her personal experience at Jordan and Roosevelt. She referenced correspondence sent to the Superintendent's Office regarding an incident that took place four-years ago.

David Hunter, GATE Parent, was called to speak. He commented on the current potential cut list for the GATE program if the Parcel Tax does not pass. The GATE program was on the potential cut list two years ago and was saved. He provided a brief history about the program and its inequities district-wide. A Master Plan was implemented and good work has come from the Plan. The GATE program affects all schools and he was open to finding ways to save the program again.

Katrina Olson, Resident, was called to speak. She thanked the Board, Superintendent Hill, and the teachers for allowing her to speak. She lives and understand the struggles that teachers face on a daily basis. She felt that residents who oppose the Parcel Tax do not understand the financial hardship the District is facing. She supports the Parcel Tax and she will take time to help educate and not because teachers want more money, but because students deserve the best.

8.b Staff Responses

Superintendent Hill thanked all the speakers for their comments regarding the Parcel Tax proposal. He agreed with the speakers that everyone wants quality schools, which was the reason for the passionate debate. He will comment further when he presents his report during the Public Hearing. He address Diana Rosero and noted that he did not receive a certified letter regarding her concern and that he would like to meet with her immediately to address her concerns. He agreed with David Hunter that the GATE Program should not be cut and with Konstantine Anthony that it is painful to lay off staff. He disagreed with Mr. Rant's comments regarding teacher salaries. The parcel tax will allow an opportunity to maintain and improve the quality of schools and programs. After recently cutting 3.5M there is no more to cut. Professional Development had been cut and positions frozen. If the Parcel Tax does not pass, he is afraid that parents will leave the district. He appreciated the passion on the Chamber of Commerce proposed cap and explained that other districts who implemented a Parcel Tax used a flat rate, which shifts the burden on to the residents and a square foot shifts it to commercial business, which is what Burbank is proposing. He agreed that the $0.10 cent proposal should remain because this is what the community was told previously. The District was trying to work together to invest in schools to balance the budget.

8.c Board Members' Comments and Responses

Member Ferguson thanked all the speakers for their comments and noted that he will comment further during the Public Hearing. He then apologized to Mr. Rant for his comment during the Special meeting and thanked him for pointing it out.

Member Tabet thanked the speakers and Superintendent Hill for the response to the speakers. She said that the cap was a hard decision to make because it does take away of what a homeowner may think of what a business contribution should be. She thanked David Hunter for is comments and noted that she hoped that additional cuts could be avoided to continue to offer great programs for students.

Clerk Frintner thanked all the speakers for their passion on the Parcel Tax. He clarified that he responded to Mr. Rant about the accusation of "using dirty tricks" made not the tone in which he said it because he did not feel that it was a proper accusation.

President Reynolds thanked the speakers for their comments and said that unlike other members, she has gone through employee cuts in the past, which was devastating and hoped that additional cuts will not need to be made.

President Reynolds moved to item 10a.

9. REPORTS TO THE BOARD

9.a Superintendent's Comments

Superintendent Hill announced that the Personnel Report had been amended due to new appointed staff. He then introduced John Paramo, who reported that Amy Wawrychuk current Assistant Principal at Miller Elementary School had been selected as the new assistant principal at Jordan Middle School. He then provided her experience and qualifications and welcomed her to her new position.

Superintendent Hill reported that due to the District's financial situation, the vacant assistant principal position at Miller would be frozen, which will be a challenge for Miller similar to Jefferson, as they serve or approximately 750 students to one administrator.

9.b Report on BTA Visit to Washington D.C. with State Superintendent Tony Thurmond

Matt Hill, Superintendent, introduced Diana Abasta, President, Burbank Teachers Association (BTA), who reported on her visit to Washington D.C. with State Superintendent Tony Thurmond.

Diana Abasta used a PowerPoint to highlight her presentation. She reported that a lunch meeting had taken place with State Superintendent Tony Thurmond, President Reynolds, Vice President Aghakhanian, and other stakeholders on June 27, 2019. After much discussion about education in Burbank and special education, she was invited to attend the Goodwill Visit in Washington D.C., where she met with Secretary of Education Betsy DeVos, State Superintendent Tony Thurmond and other stakeholders to advocate for the Individuals with Disabilities Education Act (IDEA), which is a federal grant that provides funding for children with disabilities. In the next decade, 30 of the fastest growing occupations in California will require intermediate or advance knowledge of science, technology, engineering, and/or math. She felt that the Goodwill Visit was a great opportunity to discuss these issues; however, it was difficult to know that Burbank is looking at cutting an additional $9.1M if a local revenue source is not passed. Quality education and quality schools must have quality educators and encouraged community involvement.

President Reynolds thanked Diana Abasta for attending the Goodwill Visit and for her willingness to advocate on behalf of the Board of Education.

9.c Report on Facilities and Technology Projects

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

Facilities and Technology PP 080119.pdf (O.F. 27,707)

David Jaynes reported on Facilities and Technology projects by location, vendor, and the amount.

10. PUBLIC HEARING

The Public Hearing opened at 8:12 p.m.

10.a Public Hearing on the Education Parcel Tax Election

The Board of Education conducted a public hearing to receive input from any interested parties on the District's Education Parcel Tax Election, as presented.

Parcel Tax - Public Hearing.pdf (O.F. 27,708)

Superintendent Hill used a PowerPoint to guide his presentation. The District is proposing a parcel tax to voters, which if approved it would permit the Board to authorize a qualified special tax to attract and retain quality teachers and staff; maintain low class sizes, expand college and career courses, and increase safety and wellness support. With the ongoing state budget restraints, the District does not have additional funds to fund these needs. The measure would levy $0.10 per square foot of improved property, to exceed $25,000 per parcel annually for larger property owners, exempting seniors/certain disabled recipients, providing approximately $8,400,000 annually for 12-years and requiring independent oversight and audits. Superintendent Hill said that District schools continue to perform at the top two levels for College and Career Readiness, High School Graduation English language arts, and mathematics. He reviewed the newly proposed District vision and noted that by 2032 the students attending BUSD schools will be prepared to excel in a complex, inter-connected, changing world with 100% graduation rate. After adjusting for inflation, districts are now only receiving 2007-2008 levels of funding. The District receives less funding thank surrounding districts. If the measure does not pass the potential reductions in addition to the $3.5 million already made, additional programs would be affected. If the measure passes, it will prevent the potential cuts, and focuses on additional supports, programs for students, teachers, and staff. He then reviewed the anticipated percentage for each area: Attract and retain quality teachers and staff (42-47%); low class sizes (2-7%), maintain and expand career and college courses, art, music, science, and innovative programs (38-43%); and increase safety and wellness support (9-13%). Currently Burbank ranks 45 out of 47 districts in the Country for salary increases over the last three years. This measure is a 12-year term to allow the voters to ensure that the funding meets the needs of the community, including an independent oversight committee, an annual independent performance audit, and an annual independent financial audit. Without dedicated resources, the District will not be able to continue to operate at this level.

Mr. Rant, was called to speak. He does not support a Parcel Tax and commented on tricking the voters, the exemption of people over 65, the need for PE teachers, holding custodial staff to higher standards and noted that the solution was to cut salaries.

Joshua Goodman, President, Burbank Democratic Club. The Democratic Club supported the first Measure QS and supports the new proposed Parcel Tax. He agreed that Burbank has great schools, which make a great community. The commitment to equity is greater than on individual opponent and suggested to focus on reasonable people who understand the value of the community for a successful passage of the measure. The voters did not elect CEO’s from other corporations and therefore, he asked that Board members not be held hostage when making decisions for this critical measure. He urged the Board to propose a measure that will stand in court and one that targets larger corporations.

Emily Weisberg, Resident and Member of the Burbank Democratic Club, was called to speak. The Parcel Tax will affect her the same as other residents. She attended the special meeting on Saturday, July 20, 2019 where she learned about the devastating potential cuts. She commented on the proposal from the Chamber of Commerce and said that the proposal was holding schools and students hostage and that if they win everyone in the community will suffer. Community Members need to understand that either choice will not be popular. She asked the Board to not consider the Chamber's proposal and then thanked the Board for trying to make the best choice for the District.

Linda Bessin, Resident, was called to speak. She noted that the proposed cap will affect six or seven companies and that small business will also be affected, which is not equitable. She also noted that the way listed on the proposed ballot does not clearly indicate that it will affect business. She said that it was misleading because the cap only affected six or seven corporations.

Tamala Takahashi, Parent, was called to speak. She supported the previous Measure QS and is supporting the proposed new parcel tax, with an opposition to the business cap. She provided data regarding successful parcel tax measures in the State and a case where the City was sued for including a cap. Other districts had been sued for not applying the law equally. She said that the cap brought ambiguity and that it needed to be fair with the same applied formula. The argument about the mall and small business can also be made for renters. She suggested that breaks are not giving to specific business. She thanked the Board for allowing public comment and was looking forward to the passage of the new parcel tax.

Lori Little, PTA Member, was called to speak. She provided her family history and commented on the passage of Proposition 13. She knows that members from the Chamber of Commerce are not Burbank residents and they are trying to tell her how her child should be educated and strongly disagreed with the cap. She had a problem with these businesses not willing to invest in student education. It was important to understand that the City and District are two entities and are funded differently and asked that the community be educated about this.

Katrina Olson, Resident, was called to speak. She noted that Physical Education was not about rolling out a ball as a previous speaker had noted. PE teachers teach 60 or more students at once, curriculum is followed, and standards have to be met. Teachers are mentor and important role models for students. She will support the parcel tax and encourage the community to make a change.

Nicole Drabecki, Physical Education Teacher, was called to speak. She said that it was important that the community to support the Parcel Tax because students deserve a better future now. She felt that the proposed cap was a compromise and that the passage needed to take place to move forward. It was the duty of all Burbank residents to strive for what is best for students, quality education and quality schools.

Carol Briggs, former PTA President, was called to speak. She also commented on Proposition 13 and the District's cuts that took place in the past. The current way that the State funds education is a problem and the community needs to understand how education is funded. Negotiating a price for education was not an option. Fund-raising is also a short-term fix. The Parcel Tax is necessary to have predictable funding to pay teachers. She also does not agree with the cap because it is not beneficial or equitable for small business. However, if the cap is necessary to pass the parcel it is better than not having 9.1M for students.

Diana Abasta, Teacher and BTA President, was called to speak. She was happy to hear the passion and the process of building consensus with such an important topic. She met with Chamber of Commerce members and had her own reservations regarding the proposed cap. She said that if the cap is approved, she would ask that the large corporations continue to give more to a District foundation when they show profits. It was a difficult situation and not about equality but equity. She hoped that the Chamber will know that the District listen to voters, as they were willing to add a sunset clause, consider a cap, and an oversight committee to ensure the proper expenditures.

The Public Hearing closed at 8:52 p.m.

President Reynolds moved to item 11a.

11. NEW AND/OR UNFINISHED BUSINESS

11.a Adoption of Resolution 4 Ordering an Education Parcel Tax Election

That the Board of Education adopt Resolution 4 Ordering an Education Parcel Tax Election, as presented.

Resolution 4 - Parcel Tax Election AMENDED.pdf (O.F. 27,709)

Member Tabet said that the reason she sat at her chair was to try to make the educational experience for all students better and she would not be doing her job if she did not support the parcel tax. She then commented on the possible cuts such a class sizes and the effect on students and teachers. She supports the Parcel Tax and can go either way regarding the proposed $25,000 cap.

Member Ferguson thanked all the speakers and Member Tabet for their comments. It was nice to hear the passion for District schools, as the Board was out of options in an effort to fund education. He noted that the parcel tax impacted residents with or without children. He is tired of begging for funding from the State. There are 15,000 students and not enough money to support them. He said that State cuts could be weathered with our own local funding or become victims. He loved the historical comments made about Burbank and the connections to one another. He knows that District schools, students, teachers, and other staff are great investments. He was embarrassed to see the salary comparison data for Burbank as last in the Country and not being able to meet the basic needs. He agreed with the comments made by the public and suggested that that the $25,000 cap be removed from the ballot language, as he felt that it was an advantage.

Clerk Frintner thanked all the speakers. The majority of speakers were in favor of the parcel tax with some issues, with the exemption of Mr. No Parcel Tax. He heard concerns about why students need more now than before, why services cannot be provided with the current State budget, the students are getting hurt. He said that this is 2019 and that schools and the world is not what it was before. Students need to be taught differently to grow and evolve with the times. The Board has advocated to the State officials, as well as the unions, the parent, and other districts and he will continue to advocate at the State level. He disagreed with the comment made about trying to hurt students because he felt that everyone present were there because of trying to help students. He hoped for compatible salary for a better chance to keep our teachers and attract new teachers. Superintendent Hill is paid accordingly and agreed that he should be rewarded for doing a great job. He said that the Board had not agreed to the $25,000 cap as suggested by the Chamber and that many debates had previously taken place. The Board was trying to ensure that funding is available for students and to find ways to move forward. He appreciated Konstantine Anthony support; however, bringing the votes needed, was easier said than done. He agreed with fellow Board Members that the cap was not the best option supported by all. He felt that the sunset clause has been included and hoped for a yes vote. He encouraged community support and asked that citizens remember the goal to get funding for students.

President Reynolds appreciated the passion expressed by all the speakers. She then commented on her own data findings regarding salary comparison where she found that Burbank receives less funding than neighboring districts. She agrees that the LCAP is a reasonable funding solution for other Districts with large amounts of social-economic students. Working with State leaders, she learned that LCAP funding would not change because it is currently working as intended. Burbank does not receive the same funding and other neighboring districts fund-raise and/or have implemented a parcel tax. At that point, she was convinced that a Parcel Tax was necessary in Burbank. After much debate, a compromise was made to come up with something in between, such as a $0.10 per square foot and the $25,000 cap. She then asked that Board members consider Member Ferguson's suggestion.

Member Tabet said that it was challenging to make a choice having to worry about 15,000 students and she supported removing the $25,000 cap.

Clerk Frintner did not believe that the cap was the best way to go. After the discussion tonight, he was not sure that he felt comfortable that the cap was equitable. It was difficult to try to find a way to satisfy all the stakeholders and he would support removing the cap.

Member Ferguson noted that the Chamber has done many great things for District schools and hoped that they will continue the partnership. He explained how the cap was reached and noted that the Chamber was not wrong in trying to get the better terms for its members. He felt that enthusiasm in the part of the District needed to take place for a successful passage and hoped to continue to work with the Chamber. He also noted that most suggestions regarding the oversight committee, a vision, and the sunset clause had been included and hoped that the Chamber understands the Board's position.

Clerk Frintner thanked Member Ferguson for recapping the adjustment made to the ballot and after much discussion, the Board agreed to exclude the $25,000 cap and amend the amount from 8.4M to 9.1M.

It was moved by Charlene Tabet, and seconded by Steve Frintner, that the Board of Education approve the item as ***amended, excluding the not to exceed $25,000 per parcel annually and the amount from $8.4 million to $9.1 million.*** The motion carried 4-0 with the following roll-call vote: AYES - Reynolds, Frintner, Tabet, and Ferguson. ABSENT – Aghakhanian.

President Reynolds declared a recess at 9:37 p.m. The meeting reconvened at 9:47 p.m.

President Reynolds moved to item 9a.

11.b Approval of Financial Agreements with Sharp Electronics Corporation

That the Board of Education approve the financial agreements between Burbank Unified School District and Sharp Business Systems to acquire copiers, printers and print shop equipment together with training, support, maintenance and supplies on a five year lease term, effective September 1, 2019 through June 30, 2024, not to exceed $396,238.56 plus the cost of additional clicks at $0.0049 B&W and $0.049 color “per click”. The HP printers will be $0.0099 B&W and $0.099 for color “per click”. On average, this will cost the District approximately $17,220 a month for clicks, and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

Sharp Agreement.pdf (O.F. 27,710)

David Jaynes reported that District Senior staff made the decision to terminate the current ImageSource agreement to enter into a new lease agreement with Sharp Electronics for new copiers and HP personal printers as well as the maintenance for both, including new equipment for the print shop, wide format printers, book makers, other devices, dedicated technical support training, and a technician to be on the site at all times.

It was moved by Charlene Tabet, and seconded by Steve Ferguson, that the Board of Education approve the item as recommended. The motion carried 4-0 with the following roll-call vote: AYES - Reynolds, Frintner, Tabet, and Ferguson. ABSENT – Aghakhanian.

11.c Approval of Designation of High School Representatives

That the Board of Education approve the designation of principals, Thomas Crowther and Deborah Madrigal as the representatives of Burbank High School and John Burroughs High School; and assistant principals Steven Hubbell and Robyn Anders, serving as the designated alternative representative from Burbank High School, and John Burroughs High School, respectively, to the California Interscholastic Federation (CIF)

Southern Section, Pacific League, 2019-2020 school year, and to require such representatives to immediately notify the Superintendent of any proposed or pending actions that financially impact the Burbank Unified School District, as presented.

Designation_of_High_School_CIF_Representatives_2019 20 (1).pdf (O.F. 27,711)

John Paramo reported that this was the annual approval to identify the High School representatives to the California Interscholastic Federation (CIF).

It was moved by Charlene Tabet, and seconded by Steve Ferguson, that the Board of Education approve the item as recommended. The motion carried 4-0 with the following roll-call vote: AYES - Reynolds, Frintner, Tabet, and Ferguson. ABSENT – Aghakhanian.

11.d Approval of the Revised Teacher Assignments for 2019-2020

That the Board of Education approve the Revised Teacher Assignments for 2019-2020, as described per Education Codes §44258.2,44258.3(a), 44258.7(b), (c) & (d), 44263, 44865 and 44258.7 (c), as presented.

Revised Teacher Assignments for 2019-2020 AMENDED.pdf (O.F. 27,712)

It was moved by Steve Ferguson, and seconded by Steve Frintner, that the Board of Education approve the item as ***amended.*** The motion carried 4-0 with the following roll-call vote: AYES - Reynolds, Frintner, Tabet, and Ferguson. ABSENT – Aghakhanian.

11.e Acceptance of Gifts

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

Gift Report_080119.pdf (O.F. 27,713)

It was moved by Steve Ferguson, and seconded by Steve Frintner, that the Board of Education approve the item as recommended. The motion carried 4-0 with the following roll-call vote: AYES - Reynolds, Frintner, Tabet, and Ferguson. ABSENT – Aghakhanian.

President Reynolds then announced the retirements of Serving Kitchen Operator Andrea Chua, McKinley Elementary School and Senior Food Service Assistant Chintana Fong, John Burroughs High School, Luther Burbank Middle School; and thanked them for their years of service to the District.

Member Tabet questioned items e and x in the Acceptance of Gift report regarding the remaining balance for the C.O.O.L Foundation and the Families for Stevenson Booster Association. Mr. Jaynes explained that the funds are donated to the site and not the District, which will be tracked by the new accounting system.

12. CONSENT AGENDA

12.a Approval of Personnel Report Number 19-20-02

That the Board of Education approve Personnel Report number 19-20-02, covering Certificated and Classified personnel, and consisting of Pages 1 to 10 inclusive, as presented.

Personnel Report AMENDED.pdf (O.F. 27,714)

It was moved by Steve Ferguson, and seconded by Steve Frintner, that the Board of Education approve the item as ***amended.*** The motion carried 4-0 with the following roll-call vote: AYES - Reynolds, Frintner, Tabet, and Ferguson. ABSENT – Aghakhanian.

12.b 2018-2019 Purchase Order Report

That the Board of Education approve Purchase Orders for 2018-2019 as listed through July 8 2019, as presented.

2018-2019 Purchase Order Report.pdf (O.F. 27,715)

12.c 2019-2020 Purchase Order Report

That the Board of Education approve Purchase Orders for 2019-2020 as listed through July 8 2019, as presented.

2019-2020 Purchase Order Report.pdf (O.F. 27,716)

12.d Approval of Warrants

That the Board of Education approve payroll warrants in the total amount of $8,722,009.50 and commercial warrants in the total amount of $3,538,322.00, as presented.

Warrants.pdf (O.F. 27,717)

12.e Approval of Instructional Consultant Services

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

Instructional Consultants.pdf (O.F. 27,718)

12.f Ratification of Amended Agreement for Transportation Services, First Student, Inc.

That the Board of Education ratify the amendment to the agreement for professional services, between Burbank Unified School District and First Student, Inc., to provide pupil transportation services, at an increase of 3.0%, effective July 1, 2019 through June 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

First Student Amendment 4.pdf (O.F. 27,719)

12.g Ratification of Amended Agreement for Professional Services, Best Best & Krieger Attorneys at Law (Special Education)

That the Board of Education approve the amended agreement between Burbank Unified School District and Best Best & Krieger, to perform specific services, effective July 1, 2018 through June 30, 2019, not to exceed $131,000 (01.0-65000.0-50010-21000-5820-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: the original agreement was approved by the Board of Education on June 7, 2018. The not to exceed amount has increased from $68,000 to $131,000.

BBK Amended Agmt - Special Ed.pdf (O.F. 27,720)

12.h Acceptance of Notice of Completion, District-Wide VoIP and Unified Communications System, Nexus IS (Dimension Data) and Cisco Capital (Bond Fund)

That the Board of Education accept the following project as completed: VoIP and Unified Communications System, District-Wide by Nexus IS (Dimension Data) and Cisco Capital/De Lage Landen Public Finance LLC (21.0-00000.0-93002-85000-6440/6449-7730000), PO 19001222, not to exceed $1,484,693.24 (Bond Fund), as presented.

NOC_Nexus Cisco Capital_VoIP Unified Comm_District WIde_080119.pdf (O.F. 27,721)

12.i Ratification of Award of Contract, Mission Paving and Sealing, Inc. CUPCCAA Bid 1920-007, Asphalt Installation, Seal Coat and Striping, Parking Lot Area, Roosevelt Elementary School (Bond Fund)

That the Board of Education ratify a construction contract between Burbank Unified School District and Mission Paving and Sealing Inc., CUPCCAA Bid 1920-007, Asphalt Installation, Seal Coat and Striping, Roosevelt Elementary School, effective July 17, 2019 through July 17, 2020, not to exceed $57,525.00 (213-00000-0-91000-85000-6170-214-0000) Bond Fund, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

Ratification_AOC_ Mission Paving_ Roosevelt.pdf (O.F. 27,722)

12.j Ratification of Amended Agreement for Professional Services, Massadi Enterprise, Division of State Architect (DSA) On-Site Inspection Services, Modular Classrooms, William McKinley Elementary School, (Bond Fund)

That the Board of Education ratify an amended agreement for professional services between Burbank Unified School District and Massadi Enterprises, to perform on-site, DSA inspection services, William McKinley Modular Classrooms, effective January 1, 2019 through June 30, 2019, not to exceed $16,065 PO19002522 (213-00000-0-91008-85000-6281-209-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Ratification_Amended Agreement_ Massadi_ Modulars, McKinley.pdf (O.F. 27,723)

12.k Ratification of Amended Agreement for Professional Services, Massadi Enterprise, Division of State Architect (DSA) On-Site Inspection Services, Turf Replacement, Robert Louis Stevenson Elementary School, (Bond Fund)

That the Board of Education ratify an amended agreement for professional services between Burbank Unified School District and Massadi Enterprises, to perform on-site, inspection services, Robert Louis Stevenson Elementary, effective January 1, 2019 through June 30, 2019, not to exceed $7,012.50 (213-00000-0-91006-85000-6281-215-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Ratification_Amended Agreement_ Massadi_ Turf, Stevenson.pdf (O.F. 27,724)

It was moved by Steve Ferguson, and seconded by Steve Frintner, that the Board of Education approve items ***12b through 12k, except item 12a, which was considered separately***. The motion carried 4-0 with the following roll-call vote: AYES - Reynolds, Frintner, Tabet, and Ferguson. ABSENT – Aghakhanian.

13. REQUESTS TO ADDRESS THE BOARD

13.a Public Communications

Mr. Rant suggested that students are encouraged to come to school to increase funding and said that his son attended school every day and he was not recognized by the school and suggested that more needs to be done to encourage student attendance. There is a certain group that does not come to school once a year due to Observance Day and asked for the revenue loss amount to the District. A previous speaker suggested that people who are not supportive should be ignored. It was not easy to address the Board as the only person against the parcel tax. He said that the Board was insensitive to the residents and hurting the students because the cost will be passed to them. He also said the wish list were want items not needs, as stated by Member Frintner.

13.b Staff Responses

Superintendent Hill apologized to Mr. Rant for the school's failure not to recognize his son and said that he would continue to focus on attendance, as each day was critical. He reminded parents and students that it was critical not to miss school and announced that September was School Attendance Month. He then clarified that the District does not lose revenue on April 24 for the Armenian Genocide Remembrance Day because the State Attendance Report calculations ends in mid-April.

13.c Board Members' Comments and Responses

Clerk Frintner clarified his previous comments and apologized to Mr. Rant. He knows the difference between a want and a need. The Board wants to provide the best possible education for students and to do that, more funding is needed. The local funding revenue will allow the Board to provide those needs.

President Reynolds said that Mr. Rant's comment regarding attendance was a great suggestion, as the District along with Diana Abasta had implemented the Power of 1% Campaign and the District will continue to advocate for perfect attendance.

14. ADJOURNMENT

The meeting adjourned at 10:30 p.m.

MINUTES APPROVED:

_____
MATTHEW HILL, SUPERINTENDENT
SECRETARY OF THE BOARD

9/5/2019
_____
DATE

_____
STEVE FRINTNER, CLERK

UNADOPTED MINUTES OF THE BOARD OF EDUCATION
BURBANK UNIFIED SCHOOL DISTRICT

August 15, 2019

Burbank City Hall
275 E. Olive Avenue
Burbank, California

MEMBERS PRESENT:
Roberta Reynolds
Armond Aghakhanian (arrived at 6:02 p.m.)
Steve Frintner
Charlene Tabet
Steve Ferguson (arrived at 6:10 p.m.)

Also present were Matt Hill, Superintendent; Sharon Cuseo, Assistant Superintendent, Instructional Services; David Jaynes, Assistant Superintendent, Administrative Services; and Sarah Niemann, Assistant Superintendent, Human Resources.

1. CALL TO ORDER

The Closed Session was called to order at 6:00 p.m. by Board President Reynolds.

2. REQUESTS TO ADDRESS THE BOARD

2.a Public Communications

Mr. Schlossman, resident, was called to speak. He suggested that the Board hold on spending, as negotiations take place in Closed Session. He said that the Parcel Tax, Proposition 13, and the split-roll affect all Burbank residents and that more bad times are coming and this was not the time to open the District's wallet.

2.b Staff Responses

Superintendent Hill did not comment at this time.

2.c Board Members' Comments and Responses

Board Members did not comment at this time. The Board adjourned to Closed Session at 6:06 p.m.

3. CLOSED SESSION

3.a Conference With Labor Negotiator, Pursuant to Government Code §54957.6:
Agency Negotiator: Sarah Niemann
Employee Organization: California School Employees Association (CSEA) Chapter 674

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

3.d Public Employee Performance Evaluation Pursuant to Government Code §54957
Title: Superintendent of Schools

3.e 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 960033491 and 960002080

Confidential Exhibit (O.F. 27,725)

4. RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE

The Board reconvened in Public Session at 7:04 p.m. Ynez Canela, Southern California Liaison for State Superintendent of Public Instruction Tony Thurmond, led the Pledge of Allegiance.

5. REPORTING ON CLOSED SESSION

President Reynolds reported that items 3a through 3e, were for discussion only, with no action taken.

6. ADJUSTMENTS TO THE AGENDA

There were no adjustments to the agenda.

7. ITEMS FOR FUTURE AGENDAS

There were no agenda items for future meetings.

President Reynolds announced the passing of former retired employee Irene Austin and expressed her condolences to her family and friends. She also announced that the meeting will adjourn in her honor.

8. PRESENTATIONS

8.a Recognition of Ed100 Online Education Program Graduates

Roberta Reynolds, President, Board of Education, facilitated the recognition of the graduates of the Ed100 online education program.

President Reynolds introduced Southern California Liaison for State Superintendent of Public Instruction Tony Thurmond Ynez Canela. She announced that completion certificates for the Ed100 will also be provided by Ms. Canela. She was excited for the life-long learning commitment to learn more about the public school system. She then introduced the recent graduates: Linda Walmsley, Jill Johnson, Teri Vargas, and Jenny Green.

9. REQUESTS TO ADDRESS THE BOARD

9.a Public Communications

Mr. Schlossman, resident, was called to speak. He added a phone number to his personal sign and said that he was happy to work with anyone who opposes the parcel tax and or wish to defeat it. He commented on Attendance Awareness Month and asked about the plan to encourage attendance. He read the minutes from previous meetings and felt that he was misquoted and that his rights had been violated, as speakers have the right to remain anonymous. He enumerated teacher salaries in the past and the only person he felt is overpaid is Superintendent Hill. He commented on Diana Abasta's salary and her diplomacy to advocate freedom of speech. He noted that he and PE teacher Nicole Drabecki disagreed on

the necessity to teach PE at the elementary level and he defended her freedom of speech style. He then read an article regarding the split-roll. He believes that the Board's appetite for tax dollars is insatiable and even more compelling is unsustainable.

Linda Walmsley, retired teacher, was called to speak. She reflected on her experience regarding the Ed100 online education program and the importance to educate the community on how public education works. After much discussion with staff from Ed100 in Sacramento regarding how to educate the community about this important topic, she reported that the blog was a great resource, which does not require a test. She suggested that a one-page fact sheet is another way to get people thinking and involved. She also suggested that the District continues to advocate for funding in Sacramento to be able to maintain the District's economic well-being.

Eric Carter, Teacher on Special Assignment, was called to speak. He clarified current misconceptions and comments in the community, such as the City and the District being separate entities; suggestions that the District need to live within its needs, which are based on no information or facts. The District is in need for additional funding in order to meet the needs of students and programs. He also commented on management salary comparisons and comments made that salaries need to be cut. He felt that those comments were unprofessional and inappropriate and pointed out that senior management continue to absorb additional responsibilities and paid at below market rates. He then thanked staff for not leaving Burbank during these difficult budget times. He said that fundraising sounds like a great solution; however, it was not practical to solely relay on fundraising because it not sustainable and invited the community to the upcoming Burbank Educational Foundation mixer. He felt that the Parcel Tax will guarantee a sustainable continuing revenue string to help support students and programs.

Dana Morris, resident and small business owner, was called to speak. She represents the small business community and shared information regarding the contribution effects of the combined taxes as a homeowner and small business owner, which was hard to absorb. She will not support the Parcel Tax because it is not fair for the residents and because she cannot afford it.

Diana Abasta, Teacher and BTA President, was called to speak. She thanked the Board and staff for attending the New Teacher Orientation and thanked new teacher for making the District their first choice. She said the teachers support small business and announced a few small business special offers to teachers. She commented on Sacramento's legislation and invited Linda Walmsley to help her advocate for more funding, as local revenue was important to be able to continue programs, people, and other services. She then reported that it had been a great opening of the school year and she was excited to walk into her classroom seeing her student's potential and the future.

Ray Juarez, School Facilities Oversight Committee Alternate Member, was called to speak. He introduced himself and briefly provided his experience and qualifications and said that he was looking forward to assisting the SFOC in any way possible.

9.b Staff Responses

Superintendent Hill thanked all the speakers for attending the meeting. He informed Mr. Schlossman that his name will be reported as noted in the blue card, the minutes will be corrected as to not misquote his comments in the future. He thanked Ray Juarez for his current work in the SFOC and noted that the Board will make a decision to appoint a member to continue to oversee the Measure S Bond Funds. He agreed with Diana Abasta about being a great opening of school year and thanked Linda Walmsley for her comments and said that he would love the opportunity to work with her to create a one-page document and add the hyperlinks to the Ed100 modules. He heard comments on both sides regarding the upcoming Parcel Tax, which was critical conversation about how much to contribute and invest in schools. Moving forward the Board and staff will ensure that the community is informed and reminded the audience about the facts and the importance of the Parcel Tax to ensure that students, teachers, and services are financially supported.

9.c Board Members' Comments and Responses

Member Tabet thanked the speakers for their comments. It was exciting to see the Ed100 honorees. She felt that the Ed100 online program was important to be able to get the information to the community. She agreed with Linda Walmsely about the creation of a one-page document and was looking forward to seeing the results. She thanked Eric Carter for clarifying some of the current misconceptions on social media. She commented on the new 15-miles per hour speed limit near schools and encouraged the residents to follow the rules, as student safety was important. She shared a positive comment about how to ask children questions about school and their school day to open the lines of communication.

Member Ferguson agreed with Member Tabet about asking meaningful questions. He thanked all the speakers for their comments and reported that their role regarding the Parcel Tax has changed since the decision to place it on the March 3, 2020 ballot. The Board will not be able to comment on the pros and cons. Their role is to provide information and he wanted the audience to understand why the Board will not comment moving forward. He reported that the split-roll will be deleted from the ballot and will most likely not appear on the November ballot. He agreed with Dana Morris' illustrations and the challenge that small business face and noted that more needs to be done to help small business; however, he was concerned about not meeting the resources for 15,000 student in the Districts. It was important to know that the Board and staff are working with State legislators and directed staff that all correspondence sent to elected officials and the results be placed on the District's website and a blog post to show the work with Sacramento and Washington D.C. to show the community that they are trying to do their part. He then thanked Eric Carter for his recent demonstration on Assistive Technology devices for special education students, which was incredible and eye opening. He agreed with Linda Walmsley that more needs to be done to inform the community. The Ed100 program is a PTA educational effort and suggested a PTA strategy to market the modules. He then thanked Diana Abasta for coordinating the recent New Teacher Orientation and for working with small business partners.

Clerk Frintner thanked Ray Juarez for his willingness to serve in the SFOC as an alternate and Ms. Walmsley for her comments regarding Ed100 and agreed with her suggestions to try to get the information to the community. He was looking forward to the collaboration. He agreed that public discussion should take place on both sides of the issue and that moving forward the Board's role was to provide information only. He thanked Diana Abasta for the invitation to attend the New Teacher Orientation and he looked forward to see the new teachers at their respective sites. He reported that Burbank was recently positively highlighted in the local news and media and was happy that the start of the school year was a success.

Vice President Aghakhanian commented on universal education and reminded the audience that his job was to prepare students for college, work, and citizenship; otherwise he would not be doing his job. He understood the challenges for small businesses and reminded the audience if we want competitive salaries for teachers and the best programs for students other sources of revenue is needed. The Board and staff continue to work with State legislators; however, the process is challenging. He appreciated the discussion because at the end of the day teachers are doing the best to teach students and thanked them for a job well done.

President Reynolds thanked Mr. Schlossman for his comments regarding freedom of speech and the Attendance Awareness Month Resolution. She said that the resolution was the beginning of the plan. Teachers will encourage students to attend school on a regular basis, the PTA will educate parents on the actual cost of revenue loss and the Power of 1% will also be communicated. She appreciated Linda Walmsley's Ed100 comments, as she agreed on the importance of informing the community and reported that the PTA is taking the lead to provide Ed100 and Parent-to-Parent Forums. She was excited about the start of the school year and thanked the City and the Burbank Police Department for supporting the recent National Night Out event.
She then presented a Certificate of Appreciation to Assistant Superintendent, Administrative Services David Jaynes thanking him for his five-years of service to the District.

All Board Members express appreciation to Mr. Jaynes for overseeing the District's financial resources with integrity, for his sense of humor, for listening, for implementing new programs, for his leadership, for the trust and for delivering the information in a calm and direct manner, for his friendship, and wished him nothing but the best in his retirement.

David Jaynes thanked the Board for the opportunity. He will miss the work, as it was a difficult and stressful job. He was happy with his accomplishments.

Superintendent Hill said that Mr. Jaynes displayed trust, integrity, and respect and he appreciated his service to the District.

10. REPORTS TO THE BOARD

10.a Superintendent's Comments

Superintendent Hill announced Back to School Night at Monterey High School and the Vaping Awareness Event provided by Breathe LA for parents and students. He announced a new theme for this year called Excellent First Instruction to focus on allowing more time and collaboration to support teachers. He visited all schools this past week and was inspired by the level of teaching in the classroom and he looked forward to the new school year.

10.b First Reading of Proposed Revision of Selected Board Policies and Administrative Regulations

Matt Hill, Superintendent, facilitated the Board's first reading of the proposed revision of selected Board Policies and Administrative Regulations from the California School Boards Association (CSBA) - Governance and Management Using Technology (GAMUT), as presented.

Policy Updates_May19_3516.1_5116.1_1st Read_081519.pdf (O.F. 27,726)

Superintendent Hill reported that the majority of the revisions were legislative updates, with the exception of Administrative Regulation (ARs) 3516.1: Emergency Drill, which has been revised to reflect updated best practices as recommended by the Burbank Police and Fire Departments and new California legislation. The ARs have been reviewed by the subcommittee.

Member Ferguson served in the Subcommittee. He was fine with moving the first reading; however, in reviewing the policy he suggested that more detailed information regarding the morgue and process be added before it comes back for a second reading.

President Reynolds said that the amended language should be included in the AR not Board Policy. She agreed that the drill process is important. She then encouraged the audience to provide feedback.

10.c Report on Facilities and Technology Projects

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

Facilities and Technology PP 081519.pdf (O.F. 27,727)

David Jaynes used a PowerPoint to report on Facilities and Technology projects by location, project, vendor name, and the final cost.

11. NEW AND/OR UNFINISHED BUSINESS

11.a Adoption of Resolution 5 - Proclaiming the Month of September 2019 as Attendance Awareness Month

That the Board of Education adopt Resolution 5 proclaiming the month of September 2019 as Attendance Awareness Month, as presented.

Resolution 5_Attendance Awareness Month_081519.pdf (O.F. 27,728)

It was moved by Steve Frintner, and seconded by Steve Ferguson, that the Board of Education approve the item as recommended. The motion carried unanimously with the following roll-call vote: AYES - Reynolds, Frintner, Aghakhanian, Tabet, and Ferguson.

President Reynolds said that the resolution provided directives and the actions to be taken, but most importantly the understanding of the importance to attend school on a regular basis.

11.b Appointment of Member to the School Facilities Oversight Committee (SFOC)

That the Board of Education appoint one (1) member to the School Facilities Oversight Committee, effective August 16, 2019, to assume a term expiring May 31, 2020, as presented.

Appointment of SFOC Member to Fill Vacancy_081519.pdf (O.F. 27,729)

Superintendent Hill introduced Executive Assistant Kimberley Clark, who reported that the four candidates listed were currently alternate members. With a show of hands, the Board selected Raymond Juarez to assume a term expiring May 31, 2020.

It was moved by Steve Ferguson, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried unanimously with the following roll-call vote: AYES - Reynolds, Frintner, Aghakhanian, Tabet, and Ferguson.

11.c Approval of School Attendance Review Board (SARB) Committee Members for 2019-2020

That the Board of Education approve the School Attendance Review Board Committee members for the 2019-2020 school year, as presented.

SARB_Panel_2019-2020.pdf (O.F. 27,730)

Superintendent Hill reported that the School Attendance Review Board was a collaborate effort between the District, the Burbank Police Department, Los Angeles County Probation Department, and the Los Angeles County Department of Children and Family Services. The purpose of the Committee was to stress the severity of not attending school for chronic absenteeism. He then reviewed the membership of the Committee and announced that retired Alternative Ed Coordinator / Principal Ann Brooks will continue to serve as the Chairperson.

It was moved by Steve Ferguson, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried unanimously with the following roll-call vote: AYES - Reynolds, Frintner, Aghakhanian, Tabet, and Ferguson.

11.d Adoption of Resolution 6 for the Elimination or Reduction of Services for Classified Positions

That the Board of Education adopt Resolution 6 for the Elimination or Reduction of Services for Classified positions, as presented.

Resolution 6 - Reduction in Force.pdf (O.F. 27,731)

Sarah Nieamann reported that one position was currently vacant and will not involve bumping rights. The second position may involve bumping rights.

It was moved by Steve Ferguson, and seconded by Armond Aghakhanian, that the Board of Education adjourn the item as recommended. The motion carried unanimously with the following roll-call vote: AYES - Reynolds, Frintner, Aghakhanian, Tabet, and Ferguson.

12. CONSENT AGENDA

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

That the Board of Education approve Final Settlement Agreement for Special Education Student 960033491, not to exceed $19,890 (01.0-65000.0-50010-36000-5813-7440000), effective August 13, 2018 through May 21, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 990033491_Settlement Agreement.pdf CE (O.F. 27,725)

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

That the Board of Education approve Final Settlement Agreement for Special Education Student 960002080, at no expense to the District (01.0-65000.0-50010-36000-5813-7440000), effective August 12, 2019 through May 21, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960002080_Settlement Agreement.pdf CE (O.F. 27,725)

12.c Approval of Minutes - **TABLED**

That the Board of Education approve the minutes of the Regular Meeting of July 18, 2019, as presented.

TABLED - Minutes.07.18.19.pdf (O.F. 27,732)

It was moved by Steve Ferguson, and seconded by Steve Frintner, that the Board of Education table the item as recommended. The motion carried unanimously with the following roll-call vote: AYES - Reynolds, Frintner, Aghakhanian, Tabet, and Ferguson.

12.d Approval of Minutes - **TABLED**

That the Board of Education approve the minutes of the Special Meeting of July 20, 2019, as presented.

TABLED - Minutes.07.20.19.SP.pdf (O.F. 27,733)

It was moved by Steve Ferguson, and seconded by Steve Frintner, that the Board of Education table the item as recommended. The motion carried unanimously with the following roll-call vote: AYES - Reynolds, Frintner, Aghakhanian, Tabet, and Ferguson.

12.e Approval of Minutes - **TABLED**

That the Board of Education approve the minutes of the Regular Meeting of August 1, 2019, as presented.

TABLED - Minutes.08.01.19.pdf (O.F. 27,734)

It was moved by Steve Ferguson, and seconded by Steve Frintner, that the Board of Education table the item as recommended. The motion carried unanimously with the following roll-call vote: AYES - Reynolds, Frintner, Aghakhanian, Tabet, and Ferguson.

12.f Approval of Personnel Report Number 19-20-03

That the Board of Education approve Personnel Report number 19-20-03, covering Certificated and Classified personnel, and consisting of Pages 1 to 10 inclusive, as presented.

Personnel Report.pdf (O.F. 27,735)

12.g 2018-2019 Purchase Order Report

That the Board of Education approve Purchase Orders for 2018-2019 as listed through July 29 2019, as presented.

2018-2019 Purchase Order Report.pdf (O.F. 27,736)

12.h 2019-2020 Purchase Order Report

That the Board of Education approve Purchase Orders for 2018-2019 as listed through July 29 2019, as presented.

2019-2020 Purchase Order Report.pdf (O.F. 27,737)

12.i Approval of Warrants

That the Board of Education approve payroll warrants in the total amount of $1,643,492.56 and commercial warrants in the total amount of $6,143,791.98, as presented.

Warrants.pdf (O.F. 27,738)

12.j Approval of Instructional Consultant Services

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

Consultant Services.pdf (O.F. 27,739)

12.k Approval of Agreement with Lifton Institute of Media Arts and Sciences

That the Board of Education approve the Agreement between the Burbank Unified School District, Burbank Adult School and the Lifton Institute of Media Arts and Sciences to govern the operation of an Animation department-Motion Capture program, at no additional cost to the District, effective August 16, 2019 through May 21, 2020, and that the authority to sign the agreements be exercised pursuant to BUSD-AR 3314, as presented.

BAS Agreement LIMS.pdf (O.F. 27,740)

12.l Approval of Amended Master Contract for Nonpublic, Nonsectarian Agency with The Speech Pathology Group, Inc.-Walnut Creek (Special Education)

That the Board of Education approve the amended Master Contract for special education students, to be provided by The Speech Pathology Group, Inc.-Walnut Creek, Nonpublic, Nonsectarian Agency effective August 12, 2019 through June 30, 2020 (01.0-65000.0-57500-11800-5810-7440000, 01.0-65000.0-57500-11804-5810-7440000, 01.0-65120.0-57500-11800-5110-7440000, 01.0-65120.0-57500-11800-5810-7440000, 01.0-33270.0-57500-11800-5810-7440000, 01.0-33270.0-57500-11800-5110-7440000, 01.0-65000.0-

57500-11801-5810-7440000), and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented. Note: The original Master Contract for Nonpublic, Nonsectarian Schools and Agencies, effective July 1, 2019 through June 30, 2020, was approved by the Board of Education June 6, 2019.

Amended Master Contract - The Speech Pathology Group, Inc.-Walnut Creek.pdf (O.F. 27,741)

12.m Acceptance of Notice of Completion, Bid 1415-039, E-Rate 2015 Technology Network Electronics, District-Wide, Nexus IS (Dimension Data), Burbank High School (One-Time Funds)

That the Board of Education accept the following project as completed: Bid 1415-039 E-Rate 2015 Technology Network Electronics, District-Wide for network electronics by Nexus IS (Dimension Data), at Burbank High School (01.0-00010.0-00000-72000/85000-4410/6410-7400036), PO 19000686, not to exceed $5,501.06 (One-Time Funds), as presented.

NOC_Nexus_Network Electronics_BHS_081519.pdf (O.F. 27,742)

12.n Acceptance of Notice of Completion, Bid 1415-039, E-Rate 2015 Technology Network Electronics, District-Wide, Nexus IS (Dimension Data), Burbank Adult School (Adult Education Fund)

That the Board of Education accept the following project as completed: Bid 1415-039 E-Rate 2015 Technology Network Electronics, District-Wide for network electronics by Nexus IS (Dimension Data), at Burbank Adult School (11.0-63910.0-00000-85000-4450/6249-5330000), PO 19000685, not to exceed $4,906.28 (Adult Education Fund), as presented.

NOC_Nexus_Network Electronics_BAS_081519.pdf (O.F. 27,743)

12.o Ratification of Agreement for Professional Services, Amtech Elevator Services, District-Wide Elevator Inspection and Maintenance

That the Board of Education ratify an agreement between Burbank Unified School District and Amtech Elevator Services for a District-Wide Master Maintenance Agreement for the inspection and maintenance of all elevators and wheelchairs, effective July 1, 2019 through June 30, 2020, not to exceed $53,880 (01.0-81500.0-00000-81100-5631-752-3100), and that the authority to sign the agreement be exercised pursuant to BUSD - AR3314, as presented.

Ratif. AOC_Amtech_Various Sites_Rest. Maint..pdf (O.F. 27,744)

12.p Acceptance of Notice of Completion, Izurieta Fence, CUPCCAA Bid,1819-067 Replace Fencing Fabric and Poles, William McKinley Elementary School (Bond Fund)

That the Board of Education accept a notice of completion, Izurieta Fence, CUPCCAA Bid,1819-067, Replace Fencing Fabric and Poles, William McKinley Elementary School, not to exceed $52,500 PO20000721 (213-00000-0-91001-85000-6170-209-0000) Bond Fund, as presented.

NOC_ Izurieta Fence_ Fencing Fabric, Poles, McKinley.pdf (O.F. 27,745)

12.q Acceptance of Notice of Completion, Mission Paving and Sealing, Inc. CUPCCAA Bid 1920-007, Asphalt Installation, Seal Coat and Striping, Parking Lot Area, Roosevelt Elementary School (Bond Fund)

That the Board of Education accept a notice of completion, Mission Paving and Sealing, Inc. CUPCCAA Bid 1920-007, Asphalt Installation, Seal Coat and Striping, Parking Lot Area, Roosevelt Elementary School, not to exceed $57,520 PO 20000730 (213-00000-0-91000-85000-6170-214-0000) Bond Fund, as presented.

NOC_ Mission Paving_ Parking Lot_ Roosevelt.pdf (O.F. 27,746)

It was moved by Armond Aghakhanian, and seconded by Charlene Tabet, that the Board of Education ***approve items 12a through 12q, except items 12c, 12d, and 12e, which were tabled.*** The motion carried unanimously with the following roll-call vote: AYES - Reynolds, Frintner, Aghakhanian, Tabet, and Ferguson.

President Reynolds acknowledged the retirements of Instructional Assistant - Children's Center, Horace Mann and Food Service Assistant Maya Shah, John Burroughs High School and thanked them for their years of service to the District.

13. REQUESTS TO ADDRESS THE BOARD

13.a Public Communications

Mr. Schlossman, resident, was called to speak. He noted that at a previous meeting Vice President Aghakhanian reported that he had visited the park to raise awareness regarding the facility conditions at the border and asked if he wished to comment on the law breakers who enter the Country illegally. He attended the Special Meeting on July 20, 2019 and asked Vice President Aghakhanian to explain his comment about the requirement for providing agendas during the meeting. He said that that more than half of the Parcel Tax was for teachers and administrative pay and suggested a discussion regarding teacher pay for transparency.

13.b Staff Responses

There were no staff comments at this time.

13.c Board Members' Comments and Responses

There were no Board Member comments at this time.

14. ADJOURNMENT

The meeting adjourned at 8:37 p.m. in memory of Irene Austin.

MINUTES APPROVED:

_____
MATTHEW HILL, SUPERINTENDENT
SECRETARY OF THE BOARD

9/5/2019
_____
DATE

_____
STEVE FRINTNER, CLERK

TO: Board of Education / Superintendent Consent 9/5/2019

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

SUBJECT: Certificated Personnel - Report Number 19 - 20 - 04. It is recommended that the following appointments for Certificated Personnel be approved and/or ratified. All personnel will be properly elected in accordance with District policies and salary schedule.

RESIGNATION	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE / ENDING DATE
HEMMATI, SHAYAN Emerson Elementary School	Elementary Pe Teacher Elementary PE Tchr - FTE:100%	01.0-00000.0-11100-10000-1110-7422000	100		Began Service 9/6/2017	8/4/2019
DESIDERIO, CHRISTINA Stevenson Elementary School	Elementary School Principal Elementary Principal - FTE:100%	01.0-00000.0-00000-27000-1312-2150000	100	STP: $1266	Began Service 07/01/2015	8/9/2019

ELECTION: PROBATIONARY	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE / ENDING DATE
TADEVOSIAN, VALENTINE Childrens Center	Cc Teacher: School Age CC Teacher-9.5 months - FTE:37.5%	12.0-90602.0-11100-10000-1110-2050000	100	RA:003 - ST:01		8/9/2019
MCCLURE, HEATHER Burbank High School	Special Ed Teacher DHH Teacher - FTE:100%	01.0-65000.0-57700-11104-1110-4310000	100	RA:006 - ST:15 STP: $4035		8/16/2019

ELECTION: TEMPORARY	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE / ENDING DATE
IHARA, GEORGE Burroughs High School	Teacher Math - FTE:100%	01.0-00000.0-11100-10000-1110-4320000	100	RA:006 - ST:11 STP: $1345		8/5/2019 5/22/2020

ELECTION: TEMPORARY (NON-	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE / ENDING DATE
MINASYAN, ARMINE Burbank High School	Teacher Math - FTE:100%	01.0-00000.0-11100-10000-1110-4310000	100	STP: $1345		8/9/2019 5/22/2020
BAROUTGIAN, ELIZABETH Burroughs High School	Teacher English - FTE:100%	01.0-00000.0-11100-10000-1110-4320000	100			8/5/2019 12/31/2019

CERTIFICATED PERSONNEL

CONSENT 9/5/2019

CHANGE OF STATUS	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
CHIU, SEONG (GRATA) J Miller Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2100000	100	RA:006 - ST:05 STP: $1345	Move from Temp Tchr to Prob 2	8/5/2019
TIMMONS, CHIRISTY J Miller Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2100000	100	RA:004 - ST:03	Move from Temp Tchr to Prob 2	8/5/2019
BUTTERS, BARBARA Providencia Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2130000	100	RA:004 - ST:02	Move from Temp Tchr to Prob 2	8/5/2019
COUGHLIN, MONICA Roosevelt Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2140000	100	RA:005 - ST:08 STP: $1345	Move from Temp Tchr to Prob 2	8/5/2019
ERMINO, AILEEN Roosevelt Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2140000	100	RA:003 - ST:13 STP: $1345	Move from Temp Tchr to Prob 2	8/5/2019
STEIN, KERIE Roosevelt Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2140000	100	RA:003 - ST:13	Move from Temp Tchr to Prob 2	8/5/2019

CHANGE OF ASSIGNMENT	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
EDGE, ALYSON Burbank High School	Naf Tosa TOSA Nat'l Academy Foundation -	01.0-63870.0-38000-21000-1910-7429000	100	RA:006 - ST:24	NAF TOSA	8/5/2019

CHANGE OF SALARY	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
CHOI, WOORE Health Services	School Nurse School Nurse - FTE:100%	01.0-00000.0-00000-31400-1216-7720000 01.0-56400.0-00000-31400-1216-7728000	60 40	Salary Rate: $5316.64	Due to added units	8/5/2019
GOODHOPE CUTHBERTSON, CINDA Burbank High School	Teacher Biology - FTE:100%	01.0-00000.0-11100-10000-1110-4310000	100	Salary Rate: $7586.09 STP: $1345	Due to added units	8/5/2019

CHANGE OF DATE	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
GREEN, JOHN Human Resources	Long Term Sub Teacher Substitute Teacher	01.0-00000.0-11100-10000-1160-3220000	100			8/12/2019 9/13/2019

LEAVE OF ABSENCE	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
BICKELMANN, CHIRISTOPHER Burbank High School	Special Ed Teacher Leave of Absence - FTE:100%	01.0-65000.0-57700-11200-1110-4310000	100	RA:005 - ST:24 STP: $2690	FMLA	8/26/2019 9/13/2019

ELECTION: SUBSTITUTE	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
MADEISKI, VIVIAN MARIE Childrens Center	Cc Sub Teacher Substitute Teacher	12.0-90602.0-11100-10000-1160-7540000	100	Salary Rate: $16.76		8/5/2019
GOODWIN, JOHN Human Resources	Sub Tchr/spec Ed Sub Tchr Substitute Teacher	01.0-00000.0-11100-10000-1160-7552000	100	Salary Rate: $135/140		8/12/2019

ROBINSON-CALUYA, JUDITH Human Resources	Sub Tchr/spec Ed Sub Tchr Substitute Teacher	01.0-00000.0-11100-10000-1160-7552000	100	Salary Rate: $135/140	8/12/2019
SHEETZ, CAROL Human Resources	Sub Tchr/spec Ed Sub Tchr Substitute Teacher	01.0-00000.0-11100-10000-1160-755200	100	Salary Rate: $135/140	8/5/2019
VAUGHAN, JANELLE Human Resources	Sub Tchr/spec Ed Sub Tchr Substitute Teacher	01.0-00000.0-11100-10000-1160-7552000	100	Salary Rate: $135/140	8/12/2019

ELECTION: 20 % ASSIGNMENT	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
DYSTHE, DIANA Instructional Services	Counselor: Add'l Fte Counselor: Add't FTE(.2)	01.0-63870.0-38000-31100-1212-7429000	100			8/5/2019 12/31/2019
FELLMAN, TRACI Instructional Services	Counselor: Add'l Fte Teacher: Additional FTE	01.0-01501.0-47600-21000-1912-7420000	100			8/5/2019 12/31/2019
VORACHAK, SONLAY Instructional Services	Counselor: Add'l Fte Teacher: Additional FTE	01.0-01501.0-47600-21000-1912-7420000	100			8/5/2019 12/31/2019
MENKE, ERICA Burroughs High School	Special Ed Teacher Teacher: Additional FTE	01.0-65000.0-57500-11100-1110-4320000	100			8/5/2019 12/31/2019
MITCHELL, CHRIS Instructional Services	Teacher Teacher: Additional FTE	01.0-06350.0-38000-10000-1112-7910000	100			8/5/2019 12/31/2019
SCHACKNE, JESSICA Instructional Services	Teacher Teacher: Additional FTE	01.0-06350.0-38000-10000-1112-7910000	100			8/5/2019 12/31/2019
BERICH, ERIN Burroughs High School	Teacher: Additional Fte Teacher: Additional FTE	01.0-65000.0-57500-11100-1112-4320000	100			8/5/2019 12/31/2019
MARTINEZ, LISA RALUY Instructional Services	Teacher: Additional Fte Teacher: Additional FTE	01.0-00010.0-11100-10000-1112-7420010	100			8/5/2019 12/31/2019
EDGE, ALYSON Instructional Services	Teacher: Tosa Teacher: Additional FTE	01.0-63870.0-38000-21000-1912-7429000	100			8/5/2019 12/31/2019
GOLDENBERG, JENNIFER Instructional Services	Teacher: Tosa Teacher: Additional FTE	01.0-01501.0-47600-21000-1912-7420000	100			8/5/2019 12/31/2019
JOHNSON, JILL Instructional Services	Teacher: Tosa Teacher: Additional FTE	01.0-01500.0-00000-21400-1912-7420000	100			8/5/2019 12/31/2019
MCHORNEY, DEBORAH Instructional Services	Teacher: Tosa Teacher: Additional FTE	01.0-01500.0-00000-24200-1912-7420000	100			8/5/2019 12/31/2019
MIELIWOCKI, REBECCA Instructional Services	Teacher: Tosa Teacher: Additional FTE	01.0-40350.0-00000-21400-1912-7429000	100			8/5/2019 12/31/2019

CERTIFICATED PERSONNEL

CONSENT 9/5/2019

STIPEND: ATHLETICS	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE / ENDING DATE
BREEDEN, BRUCE Burbank High School	Athletic Coordinator Athletic Coord - Girls'	01.0-00000.0-11100-10000-1110-4310000	100		Girls' Athletic Coordinator	8/5/2018 6/30/2019
MCMENAMIN, PATRICK Burbank High School	Athletic Coordinator Athletic Coord - Boys'	01.0-00000.0-11100-10000-1110-4310000	100		Boys' Athletic Coordinator	8/5/2019 6/30/2020

STIPEND: CELL	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE / ENDING DATE
JAIMES, INGRID Special Education	Cell Phone Stipend Cell Stipend	01.0-65000.0-50010-21000-1980-7440000	100	STP: $33		8/5/2019

STIPEND: LONGEVITY	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE / ENDING DATE
LINDLEY, LINDA Special Education	Program Specialist I Director, Adult - FTE:100%	01.0-65200.0-50010-21000-1914-7440000 01.0-65000.0-50010-21000-1914-7440000 01.0-58100.0-50010-21000-1914-7440000	80 7 13	STP: $4788	To add 25 year longevity stipend	8/1/2019

ELECTION: LONG TERM SUBS	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE / ENDING DATE
CALDERON, SALLY Human Resources	Long Term Sub Teacher Substitute Teacher	01.0-65000.0-57300-11100-1160-5080000	100	Salary Rate: $170.00		8/5/2019 8/30/2019
HERRERA GAMBOA, EMILY Human Resources	Long Term Sub Teacher Long Term Sub	01.0-00000.0-11100-10000-1160-4310000	100	Salary Rate: $170.00		8/5/2019 8/30/2019
ROBERTSON, LISA J Miller Elementary School	Long Term Sub Teacher T K	01.0-00000.0-11100-10000-1160-2100000	100	Salary Rate: $279.02		08/15/2019 9/26/2019
HAWTHORNE, RICKIE Human Resources	Substitute Teacher Substitute Teacher	01.0-00000.0-11100-10000-1160-3220000	100	Salary Rate: $170.00		8/5/2019 9/13/2019

BURBANK UNIFIED SCHOOL DISTRICT
Personnel Report No. 19-20-04

September 5, 2019
Certificated - Hourly

Name	Program/Site	Task/Project	Type	Rate	Hour Cap	Applicable Payrolls
Abrams, Sarah	Muir	Department Chair	Stipend	$2954	1	Augut-May
Allahverde, Armineh	Washington ATB	Additional hours at assignment	Hourly	$19.66	40	August - May
Almer, Jennifer	Instr. Services	GATE Testing	Hourly	$33.77	4	August
Almer, Jennifer	Instr. Services	Intervention Planning	Hourly	$33.77	2	August
Artonian, Angela	Roosevelt ATB	Additional hours at assignment	Hourly	$21.67	40	August - May
Avagyan, Anush	Adult	Fall Assignment	Hourly	$38.16	30	August – December
Avagyan, Anush	Adult	Fall Assignment	Hourly	$38.16	157.5	August - December
Bagdasarian, Susanna	Adult	Fall Assignment	Hourly	$44.60	162.5	August - December
Barnhart, Julie	Jefferson	Leadership Planning	Hourly	$33.77	6	August
Bennett, Edward	Adult	Fall Assignment	Hourly	$48.45	157.5	August - December
Berhitoe, George	Adult	Fall Assignment	Hourly	$43.02	128	August - December
Bogchalyan, Goar	Adult	Fall Assignment	Hourly	$48.45	157.50	August - December
Boyce, Olivia	Jefferson	Leadership Planning	Hourly	$33.77	6	August
Brinton, Cristy	Luther	Summer Boot Camp	Hourly	$45.52	15	June-July
Burish, Shelly	Luther	Classroom Move	Hourly	$33.77	12	July
Carlton, Lee	Instr. Services	Other Hourly	Hourly	$33.77	6	July
Campbell, Rachel	Luther	Classroom Move	Hourly	$33.77	12	July
Cherkezian, Arpy	Muir	Department Chair	Stipend	$2954	1	Augut-May
Cooney, Margaret	Adult	Fall Assignment	Hourly	$46.56	189.75	August - December
Colman, Adam	BHS	Coaching	Stipend	$4688.00	1	August- May
Cooney, Margaret	Adult	Fall Assignment	Hourly	$46.56	162.5	August - December
Cranmer, Deborah	Jefferson	Kindergarten Assessments	Hourly	$33.77	10	August
Creager, Jane	Adult	Fall Assignment	Hourly	$39.83	160	August - December
Crespy, Amilyn	Harte CC	Additional hours at assignment	Hourly	$26.33	10	August - May
Cross, Julie	Adult	Fall Assignment	Hourly	$39.83	322.5	August - December
Cuseo, Victoria	Muir	Department Chair	Stipend	$2954	1	Augut-May
Desai, Rekha	Adult	Fall Assignment	Hourly	$46.56	102	August - December
Diaz, Liliana	Adult	Fall Assignment	Hourly	$39.83	157.5	August - December
Durham, Alison	Muir	CSF Sponsor (shared)	Stipend	$364.00	1	November- Jun
Erickson, Nadine	Adult	Enrollment Support	Hourly	$22.98	20	August
Fallahi, Edwin	Adult	Fall Assignment	Hourly	$46.56	105	August - December

Fallahi, Edwin	Adult	Fall Assignment	Hourly	$46.56	36	August - December
Fox, Danielle	Jordan	Cougar Camp- Planning	Hourly	$33.77	4	July
Fox, Danielle	Jordan	6th Grade Orientation	Hourly	$33.77	22	July
Flores Chavez, Ismael	Various	Additional Hours as Sub	Hourly	$16.76	19.5	July
Flores Chavez, Ismael	Stevenson CC	Additional Hours as Sub	Hourly	$16.76	8	July
Fuhr, Amy	Jordan	Cougar Camp- Planning	Hourly	$33.77	2	July
Fuhr, Amy	Jordan	Cougar Camp	Hourly	$45.52	12	July
Gamboa, Patricia	Adult	Fall Assignment	Hourly	$44.79	48	August - December
Glenn, Susan	JBHS	Classroom Move	Hourly	$33.77	12	July
Gmbikian, Grigor	Washington CC	Additional Hours as Sub	Hourly	$16.76	3	August
Gmbikian, Grigor	Various	Additional Hours as Sub	Hourly	$16.76	5	July
Gonder, Marguerite	Adult	Fall Assignment	Hourly	$43.02	105	August - December
Grair, Julie	Adult	Fall Assignment	Hourly	$46.56	547.5	August - December
Gray, Vanessa	Washington CC	Additional Hours as sub	Hourly	$16.76	2	July
Green, John Paul	Muir	Crossover Day	Daily	$135.00	1	August
Grossi, Travis Charles	Stevenson CC	Additional Hours as Sub	Hourly	$16.76	8	June
Hakopyan, Olga	Adult	Fall Assignment	Hourly	$48.50	36	August – December
Hakopyan, Olga	Adult	Fall Assignment	Hourly	$48.50	320	August - December
Hatch, Robin	Muir	Other Hourly as TOSA	Stipend	$33.77	44	July-December
Hatch, Robin	Muir	Other Hourly as TOSA	Stipend	$33.77	57	July-December
Holubek, Carol	Instr. Services	Credit Recovery	Hourly	$45.52	204	August- May
Hoover, Agnes	Muir	CSF Sponsor (shared)	Stipend	$364.00	1	November- June
Iseli, Alysia Victoria	Stevenson CC	Additional Hours as Sub	Hourly	$16.76	65	July-August
James, Stephen	Muir	CO/Extra-Curricular Activities	Stipend	$1956	1	November- June
Jennings, Deanna	Adult	Fall Assignment	Hourly	$44.60	182.25	August - December
Jones, Ana	Muir	Department Chair	Stipend	$2954	1	Augut-May
Karapetian, Lusine	Harte CC	Additional Summer Hours	Hourly	$22.50	20	August
Keshishi, Yvette	Adult	Fall Assignment	Hourly	$44.79	187	August - December
Kimmel, Michael	Adult	Fall Assignment	Hourly	$44.79	160	August - December
Kozubek, Lori	Muir	CO/Extra-Curricular Activities	Stipend	$2336	1	November- June
Kuglen, Samuel	JBHS	Classroom Move	Hourly	$33.77	12	July
Lee, Lydia	Muir	CO/Extra-Curricular Activities	Stipend	$2336	1	November- June
Ludwick, Brian	Luther	Summer Boot Camp	Hourly	$45.52	15	June-July
Manos, Helene	Jefferson	Kindergarten Assessments	Hourly	$33.77	10	August
Manoukian, Zare	JBHS	Classroom Move	Hourly	$33.77	12	July
Marte, Helene	Jefferson	Leadership Planning	Hourly	$33.77	6	August
Martin, Nancy	Muir	Department Chair	Stipend	$2954	1	Augut-May
Martinez, Briana	Jefferson	Leadership Planning	Hourly	$33.77	6	August
Matlock, Colleen	Adult	Fall Assignment	Hourly	$38.16	162	August - December
Matsumoto, Linda	Adult	Fall Assignment	Hourly	$38.16	36	August - December

Meza, Abraham	Adult	Fall Assignment	Hourly	$43.02	171	August - December
Michael, Nicole	Adult	Fall Assignment	Hourly	$42.74	38.25	August - December
Michelman, Setaporn	Adult	Fall Assignment	Hourly	$38.16	160	August - December
Movsessian, Ara	Jordan	Cougar Camp- Planning	Hourly	$33.77	2	July
Movsessian, Ara	Jordan	Cougar Camp	Hourly	$45.52	12	July
Movsessian, Ara	Jordan	NGSS	Stipend	$1500	1	July
Nelson, Elizabeth	BHS	Coaching	Stipend	$3769.00	1	August- May
Nguyen, Duc	Adult	Fall Assignment	Hourly	$38.16	537.25	August - December
Nguyen, Ty	Adult	Fall Assignment	Hourly	$46.56	200	August - December
Noss, Marianne	Adult	Fall Assignment	Hourly	$48.45	322.5	August - December
Oganyan, Victoria	JBHS	Classroom Move	Hourly	$33.77	12	July
O'keefe, Heather	Muir	CSF Sponsor (shared)	Stipend	$364.00	1	November- Jun
Osborne, Samuel	Adult	Fall Assignment	Hourly	$38.16	66	August - December
Ovasapyan, Aida	Bret Harte CC	Additional Hours as Sub	Hourly	$16.76	1	July
Ovasapyan, Aida	Various	Summer Hours	Hourly	$18.70	70	July-August
Pacino, Lori	Instr. Services	Other Hourly	Hourly	$33.77	6	July
Palomo, Casey	Instr. Services	Other Hourly	Hourly	$33.77	6	July
Peevyhouse, Illene	Muir	Department Chair	Stipend	$2954	1	Augut-May
Peevyhouse, Ilene	Muir	CSF Sponsor (shared)	Stipend	$364.00	1	November- Jun
Pippert, Elva	Disney	Kindergarten Assessments	Hourly	$33.77	10	August
Pozos, Adriana	Luther	Summer Boot Camp	Hourly	$45.52	15	June-July
Prosser, Amy	Muir	CO/Extra-Curricular Activities	Stipend	$1768	1	November- June
Prosser, Amy	Muir	Yearbook	Stipend	$1768.00	1	November-June
Quirin-Uribe, Katherine	Jefferson	Kindergarten Assessments	Hourly	$33.77	10	August
Rapp, Trevor	Instr. Services	Credit Recovery	Hourly	$45.52	204	August- May
Reese, Michelle	Jefferson ATB	Additional hours at assignment	Hourly	$22.73	60	August - May
Reeves, Jamie	Instr. Services	Credit Recovery	Hourly	$45.52	204	August- May
Riner, Justin	Muir	Department Chair	Stipend	$2954	1	Augut-May
Rios, Martha	Jordan	Cougar Camp- Planning	Hourly	$33.77	2	July
Rios, Martha	Jordan	Cougar Camp	Hourly	$45.52	12	July
Rodney, John	Muir	CO/Extra-Curricular Activities	Stipend	$2336	1	November- June
Rosa, Brian	Adult	Fall Assignment	Hourly	$39.83	87.5	August - December
Sardarian, Astghik	Adult	Fall Assignment	Hourly	$46.50	30	August - December
Schmidt, Elizabeth	Adult	Fall Assignment	Hourly	$39.83	87.5	August – December
Schmidt, Elizabeth	Adult	Fall Assignment	Hourly	$39.83	30	August - December
Schmidt, Elizabeth	Adult	Fall Assignment	Hourly	$39.83	162.5	August – December
Schmidt, Elizabeth	Adult	Fall Assignment	Hourly	$39.83	33	August - December
Silva, Josefina	Stevenson ATB	Additional hours at assignment	Hourly	$26.33	30	August - May
Snowden-Frost, Dawn	Health Services	Home Teacher	Hourly	$36.09	100	August - May
Solares, Silvia	Disney	Leadership Planning	Hourly	$33.77	6	August

Solyom, Karen	Jefferson	Kindergarten Assessments	Hourly	$33.77	10	August
Solyom, Karen	Jefferson	Leadership Planning	Hourly	$33.77	6	August
Steinberg, Steven	Adult	Fall Assignment	Hourly	$42.88	160	August - December
Stephenson, Kathy	Adult	Fall Assignment	Hourly	$48.45	33.75	August - December
Tobin, Jill	JBHS	Other Hourly	Hourly	$33.77	200	August- May
Vargas, Theresa	Jordan	Cougar Camp- Planning	Hourly	$33.77	2	July
Vargas, Theresa	Jordan	Cougar Camp	Hourly	$45.52	12	July
Vasquez, Jonathan	Adult	Fall Assignment	Hourly	$46.56	547.5	August - December
Vehuni, Lilit	Adult	Fall Assignment	Hourly	$44.79	56	August - December
Vehuni, Lilit	Adult	Fall Assignment	Hourly	$44.79	511	August - December
Vorachak, Madison	Jordan	Cougar Camp- Planning	Hourly	$33.77	2	July
Vorachak, Madison	Jordan	Cougar Camp	Hourly	$45.52	12	July
Watts, Joshua	Luther	Summer Boot Camp	Hourly	$45.52	15	June-July
Wiebler, Megan	Roosevelt ATB	Additional hours at assignment	Hourly	$23.88	45	August - May
Yantz, Georgan	Jefferson	Leadership Planning	Hourly	$33.77	6	August
Yew, Christina	Adult	Fall Assignment	Hourly	$38.16	74.25	August - December

Personnel Report No. 19-20-04 September 5, 2019 Classified Personnel

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Resignation								
CHINEN, Cyndi	Instructional Assistant-Severe Behavior II	01.0-65000.0-57500-11100-2110-2063000	.8125	45-III	D	08-06-19		Jefferson Elementary
JASPE, Chad	Instructional Assistant-Special Education	01.0-33100.0-57700-11200-2110-4320000	.750	32-II	D	08-05-19		Burroughs High School
RODRIGUEZ, Roberto	Instructional Assistant-Severe Behavior II	01.0-65000.0-57500-11100-2110-5260000	.8125	45-III	D	07-24-19		Community Day School
SHEAFER, Robert	Campus Supervision Assistant	01.0-00000.0-00000-83000-2210-3200000	.500	35-IV	D	08-09-19		Luther Middle School
VEGA, Nataly	Instructional Assistant-Special Education	01.0-33100.0-57700-11000-2110-4310000	.750	32-III	D	06-25-19		Burbank High School
WILLIS, Doron	Elementary PE Assistant	01.0-00000.0-11100-10000-2110-7422000	.750	32-III	D	08-12-19		Jefferson Elementary
Layoff								
BATTAGLIS, Giuseppina	Instructional Assistant	01.0-00000.0-11100-10000-2110-2030000	.500	30-VI	D	08-11-19		Emerson Elementary
SERMENO, Estella	Community Resource Assistant	01.0-56400.0-00000-31400-2410-7728000	.250	31-VI	D	08-11-19		Instructional Services
Leave								
VENEGAS, Adriana	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2110-7440000	.8125	40-IV	D	08-12-19	11-01-19	Special Education
Additional Compensation for Working Out of Class								
HARVEY, Terri	Purchasing Technician	01.0-00000.0-00000-72000-2410-7530000	1.00	43-VI	A	07-29-19	09-10-19	Purchasing
SIMANCAS, Claudia	Buyer	01.0-00000.0-00000-72000-2410-7530000	1.00	45-VI	A	07-29-19	09-10-19	Purchasing
RODRIGUEZ, Sergio	Locksmith	01.0-81500.0-00000-81100-2210-7523000	1.00	50-VI	A		08-09-19	Facilities Service added end date
Change of Assignment – Classification/Location/FTE								
CHANTA, Bryana	Instructional Assistant-Severe Behavior II	01.0-65000.0-57500-11100-2110-3220000	.8125	45-I	D	08-26-19		Muir Middle School

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Change of Assignment – Classification/Location/FTE (Continued)								
FITZPATRICK, Suzanne	Instructional Assistant-Special Education	01.0-33100.0-57700-11100-2110-4310000	.8125	32-VI	D	08-08-19		Burbank High School
GRIFFIN, Marianne	School Finance Clerk	11.0-63910.0-41100-27000-2410-5330044 11.0-63910.0-41101-27000-2410-5330000 11.0-63910.0-41102-27000-2410-5330000 11.0-63910.0-41104-27000-2410-5330000 11.0-63910.0-41106-27000-2410-5330000 11.0-00629.0-41100-27000-2410-5330000	.300 .100 .150 .250 .150 .050	38-VI	B	08-21-19		Burbank Adult School
HOSPIDALES, Staci	Instructional Assistant-Special Education	01.0-33100.0-57700-11200-2110-3220000	.875	32-VI	D	08-12-19		Muir Middle School
HOVSEPYAN, Elma	Instructional Assistant-Special Education	01.0-65000.0-57700-11100-2110-2090000	.8125	32-IV	D	08-12-19		McKinley Elementary
JACKSON, Jamilla	Office Assistant-Elementary	01.0-00000.0-00000-27000-2410-2090000	1.00	34-III	C	08-05-19		McKinley Elementary
LOPEZ SANCHEZ, Celestino	Custodian	01.0-00100.0-00000-82100-2210-2100000	1.00	35-VI	A	08-06-19		Miller Elementary
MICHENER, Leslie	Elementary School Aide	01.0-00000.0-11100-10009-2910-2092000 01.0-00000.0-11100-10009-2910-2091000	.5308 .0742	27-III	D	08-12-19		McKinley Elementary
RODRIGUEZ, Sergio	Maintenance Leadperson	01.0-81500.0-00000-81100-2210-7523000	1.00	58-III	A	08-12-19		Facilities Services
RUSSO, Jeff	Facilities Worker	01.0-81500.0-00000-81100-2210-7523000	1.00	44-III	A	08-12-19		Facilities Services
Change of Assignment – Classification/Location/FTE in Lieu of Layoff								
AGHABEGI, Ana	Instructional Assistant-Children's Center	12.0-90601.0-00010-10000-2110-5080000	.625	32-VI	D	09-16-19		Horace Mann Children's Center
BABAIAN, Agatia	Instructional Assistant-Children's Center	12.0-61050.1-11100-10000-2110-2050000	.375	32-IV	D	08-12-19		Bret Harte Children's Center
CHANTA, Bryana	Instructional Assistant-Severe Behavior II	01.0-65000.0-57500-11100-2110-3220000	.8125	45-I	D	08-26-19		Muir Middle School
GALOUSTIAN, Anahid	Instructional Assistant-Children's Center	12.0-90601.0-00010-10000-2110-5080000	.59375	32-VI	D	09-16-19		Horace Mann Children's Center

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Personnel Report No. 19-20-04 September 5, 2019 Classified Personnel

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Change of Assignment – Classification/Location/FTE in Lieu of Layoff (Continued)								
LEYVA, Georgina	Instructional Assistant-Children's Center	12.0-90602.0-11100-10000-2110-2020000	.4375	32-IV	D	08-12-19		Edison Around the Bell
PENNEY, Estrella	Instructional Assistant	01.0-00000.0-11100-10000-2110-2150000	.3125	30-III	D	08-12-19		Stevenson Elementary
Election – Monthly								
CHAVARRIA, Herberth	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2110-7440000	.8125	40-I	D	08-12-19		Special Education
LUKIC, Aleksia	Intervention Specialist For At-Risk Students	01.0-01500.0-00000-31100-2210-7420000	1.00	53-II	D	08-12-19		Disney Elementary
McLAUGHLIN, Nora	Instructional Assistant-Special Education	01.0-65000.0-57700-11100-2110-2140000	.500	32-I	D	08-12-19		Roosevelt Elementary
MORENO, Christian	School Safety/Utility Custodian	01.0-00100.0-00000-82100-2210-7520000 01.0-00100.0-00000-82100-2210-4320000	.400 .600	35-I	A	08-05-19		Facilities Services
ROMAGNINO, Jennie	Instructional Assistant	01.0-00000.0-11100-10000-2110-2030000	.3125	30-I	D	08-14-19		Emerson Elementary
Election – Additional Assignment								
ALDAOUD, Sahar	Instructional Assistant-Children's Center	12.0-90602.0-11100-10000-2110-2050000	.375	32-I	D	08-12-19		Bret Harte Around the Bell
ROMERO, Nelly	Food Service Assistant	13.0-53100.0-00000-37000-2210-4320000	.1875	27-II	D	08-12-19		Burroughs High School
Election – Hourly								
AGUILAR, Patricia	Custodian	01.0-00100.0-81000-50001-2240-4321000 01.0-90708.0-81000-50002-2240-7528000		35-VI	A	07-01-19	06-30-20	Burroughs High School
ALVAREZ BENJUMEA, Carlos	Custodian	01.0-81500.0-00000-82100-2240-7523300		35-VI	A	07-08-19	07-08-19	Burroughs High School
AMBROSE, Liliana	Bilingual Translator	01.0-01500.0-00000-27000-2950-7422000		29-I	A	07-01-19	06-30-19	Instructional Services
ARTERO, Sonia	Custodian	01.0-00100.0-81000-50001-2240-4321000 01.0-90708.0-81000-50002-2240-7528000		35-VI	A	07-01-19	06-30-20	Burroughs High School
AVILA, Juan	Intervention Specialist For At-Risk Students	01.0-30100.0-00000-24950-2430-3219000		53-VI	D	07-29-19	07-31-19	Jordan Middle School

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Personnel Report No. 19-20-04 September 5, 2019 Classified Personnel

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
AYALA, Nancy	Serving Kitchen Operator	13.0-53100.0-00000-37000-2230-2100000		32-VI	D	08-01-19	05-30-20	Miller Elementary
BARILLAS, Otto	Lead Custodian, Secondary	01.0-00100.0-81000-50001-2240-4321000 01.0-90708.0-81000-50002-2240-7528000		40-VI	A	07-01-19	06-30-20	Burroughs High School
BARRAZA, Emigdio	Community Resource Assistant	01.0-00000.0-00000-27000-2430-3201000		31-VI	D	07-30-19	08-01-19	Luther Middle School
BARSEGHIAN, Valentin	Food Service Assistant	13.0-53100.0-00000-37000-2230-2130000		27-III	D	08-01-19	05-30-20	Food Services
BARTA, Peggy	Food Service Assistant	13.0-53100.0-00000-37000-2230-4310000		27-VI	D	08-01-19	05-30-20	Burbank High School
BAZIKYAN, Armenui	Food Service Assistant	13.0-53100.0-00000-37000-2230-2100000		27-VI	D	08-01-19	05-30-20	Miller Elementary
BROOKS, Mackenna	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-7440000		40-VI	D	07-01-19	08-31-19	Special Education
BUSTOS, Adriana	Bilingual Interpreter/ Translator	01.0-65000.0-50010-21000-2950-7440000		29-I	F	07-01-19	06-30-20	Special Education
CABRAL, Marisol	Food Service Assistant	13.0-53100.0-00000-37000-2230-2090000		27-V	D	08-01-19	05-30-20	McKinley Elementary
CABRERA-AGUILAR, Adilia	Food Service Assistant	13.0-53100.0-00000-37000-2230-3210000		27-III	D	08-01-19	05-30-20	Jordan Middle School
CADENAS, Abigail	Food Service Assistant	13.0-53100.0-00000-37000-2230-4310000		27-II	D	08-01-19	05-30-20	Burbank High School
CAMARILLO, Lynda	Food Service Supervisor III	13.0-53100.0-00000-37009-2330-3210000		R-V	D	08-01-19	05-30-20	Jordan Middle School
CASAS, Ines	Food Service Assistant Senior Food Service Assistant	13.0-53100.0-00000-37000-2230-2060000 13.0-53100.0-00000-37000-2230-3210000		27-VI	D	08-01-19 08-01-19	05-30-20 05-30-20	Jefferson Elementary Jordan Middle School
CECENA, Carmen	Food Service Assistant	13.0-53100.0-00000-37000-2230-2150000		27-VI	D	08-01-19	05-30-20	Stevenson Elementary
CHORA, Josefina	Food Service Cook II	13.0-53100.0-00000-37000-2230-4310000		31-VI	D	08-01-19	06-30-20	Burbank High School
CUEVAS, Larisa	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-7440000		40-VI	D	07-01-19	08-31-19	Special Education
DAMIANI, Mary	Senior Food Service Assistant	13.0-53100.0-00000-37000-2230-3210000		29-VI	D	08-01-19	05-30-20	Jordan Middle School
DE LA TORRE, Norma	Food Service Assistant	13.0-53100.0-00000-37000-2230-4320000		27-VI	D	08-01-19	06-30-20	Burroughs High School

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Personnel Report No. 19-20-04 September 5, 2019 Classified Personnel

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
DIAZ, Rubelia	Food Service Assistant	13.0-53100.0-00000-37000-2230-3200000		27-VI	D	08-01-19	05-30-20	Luther Middle School
DIAZ, Victoria	Serving Kitchen Operator	13.0-53100.0-00000-37000-2230-2010000		32-VI	D	08-01-19	05-30-20	Disney Elementary
DINAPOLI, Kathy	ROP Technician	01.0-06350.0-38000-21000-2430-7910000		36-VI	C	07-01-19	07-31-19	Instructional Services
FARAZDAGHI, Marlene	School Office Manager-Children's Center	12.0-90601.0-00000-27000-2440-5080000		43-III	A	07-01-19	07-31-19	Horace Mann Children's Center
GARCIA, Manuel	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-IV	A	07-01-19	06-30-19	Emerson Elementary School
GERGELY, Suzanne	Instructional Assistant-Children's Center	12.0-90603.0-00010-10000-2130-5300000		32-IV	A	07-01-19	06-30-20	Monterey Children's Center
GONZALEZ DE ORTIZ, Juana	Serving Kitchen Operator	13.0-53100.0-00000-37000-2230-2160000		32-VI	D	08-01-19	05-30-20	Washington Elementary
JIMENEZ, Juan	Grounds Technician	01.0-00100.0-00000-83000-2240-7521000		40-VI	A	07-01-19	08-31-19	Facilities Services
KHAJEHTOURIAN, Katrin	Food Service Assistant	13.0-53100.0-00000-37000-2230-3220000		27-III	D	08-01-19	05-30-20	Muir Middle School
LEON, Oscar	Lead Custodian, Secondary	01.0-90711.0-81000-50002-2240-4318000		40-VI	A	07-13-19	07-13-19	Facilities Services
LISTRO, Susan	Food Service Supervisor II	13.0-53100.0-00000-37009-2330-3220000		S-VII	D	08-01-19	05-30-20	Muir Middle School
LIZARRAGA, Rafaela	Food Service Cook II	13.0-53100.0-00000-37000-2230-3220000		31-VI	D	08-01-19	05-30-20	Muir Middle School
MC CORKLE, Stephanie	Middle School Aide	01.0-00000.0-00000-72000-2430-7450000 01.0-00000.0-00000-27000-2430-3201000		34-III	D	07-30-19	08-01-19	Luther Middle School
MENACHEKANIAN, Nina	Food Service Assistant	13.0-53100.0-00000-37000-2230-2030000		27-VI	D	08-01-19	05-30-20	Emerson Elementary
MIKAYELYAN, Angela	Food Service Assistant	13.0-53100.0-00000-37000-2230-4310000		27-VI	D	08-01-19	05-30-20	Burbank High School
MIRZAKHANIAN, Georg	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-III	A	07-01-19	06-30-20	Burbank High School
MOLINA, Brian	Barbecue Cook	13.0-53100.0-00000-37000-2230-4310000		29-VI	D	08-01-19	05-30-20	Burbank High School
MONTERO, Aurora	Food Service Assistant	13.0-53100.0-00000-37000-2230-4310000		27-VI	D	08-01-19	05-30-20	Burbank High School

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Personnel Report No. 19-20-04 September 5, 2019 Classified Personnel

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
MOYA, Gloria	Financial Analyst	01.0-00000.0-00000-72000-2440-7471000		60-VI	A	07-01-19	08-31-19	Fiscal Services
MURILLO, Erica	Food Service Assistant	13.0-53100.0-00000-37000-2230-3220000		27-IV	D	08-01-19	05-30-20	Muir Middle School
NANEZ ARCIVA, Brenda	Serving Kitchen Operator	13.0-53100.0-00000-37000-2230-2140000		32-VI	D	08-01-19	05-30-20	Roosevelt Elementary
NAVARRO, Silvia	Food Service Assistant	13.0-53100.0-00000-37000-2230-3220000		27-VI	D	08-01-19	05-30-20	Muir Middle School
NAZARI, Alis	Food Service Cook II	13.0-53100.0-00000-37000-2230-3210000		31-VI	D	08-01-19	05-30-20	Jordan Middle School
NAZEM, Sima	Food Service Cook II	13.0-53100.0-00000-37000-2230-3200000		31-VI	D	08-01-19	05-30-20	Luther Middle School
NOYA, Daniel	Barbecue Cook Food Service Utility Driver	13.0-53100.0-00000-37000-2230-3200000 13.0-53100.0-00000-37000-2230-3200000		29-IV 33-VI	D C	08-01-19 08-01-19	05-30-20 05-30-20	Luther Middle School
ORELLANA, Edgar	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	07-01-19	06-30-20	Burroughs High School
PANAMENO GALICIA, Roxana	Serving Kitchen Operator	13.0-53100.0-00000-37000-2230-2030000		32-VI	D	08-01-19	05-30-20	Emerson Elementary
PAREDES, Xiomara	Educational Interpreter IV	01.0-65000.0-57700-11104-2130-7440000		61-VI	A	07-01-19	09-30-19	Special Education
PETKO, Branka	Food Service Assistant	13.0-53100.0-00000-37000-2230-4310000		27-VI	D	08-01-19	05-30-20	Burbank High School
PORTILLO, Carlos	Custodian	01.0-00100.0-00000-83000-2240-7521000		35-VI	A	07-01-19	07-31-19	Facilities Services
RIVAS, Rocio	Food Service Assistant	13.0-53100.0-00000-37000-2230-4320000		27-III	D	08-01-19	05-30-20	Burroughs High School
RIVERA, Teresa	Food Service Cook II	13.0-53100.0-00000-37000-2230-4320000		31-VI	D	08-01-19	05-30-20	Burroughs High School
RODRIGUEZ, Ignacia	Payroll Technician	01.0-00000.0-00000-72000-2440-7471000		43-VI	A	07-01-19	08-31-19	Fiscal Services
ROMERO, Nelly	Food Service Assistant	13.0-53100.0-00000-37000-2230-4320000		27-II	D	08-01-19	05-30-20	Burroughs High School
SABAS-DUARTE, Aura	Food Service Assistant Food Service Utility Driver	13.0-53100.0-00000-37000-2230-3200000 13.0-53100.0-00000-37000-2230-3200000		27-V 33-IV	D C	08-01-19 08-01-19	05-30-20 05-30-20	Luther Middle School
SAHAGUN, Elisa	Budget/Accounting Technician	01.0-00000.0-00000-72000-2440-7471000		48-VI	A	07-01-19	08-31-19	Fiscal Services

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Personnel Report No. 19-20-04 September 5, 2019 Classified Personnel

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
SALAZAR, Maria	Food Service Assistant	13.0-53100.0-00000-37000-2230-2140000		27-VI	D	08-01-19	05-30-20	Roosevelt Elementary
SALCEDO, Miriam	Food Service Supervisor II	13.0-53100.0-00000-37000-2230-4310000		S-VII	D	08-01-19	05-30-20	Burbank High School
SANDOVAL, Veronica	Food Service Assistant	13.0-53100.0-00000-37000-2230-3220000		27-VI	D	08-01-19	05-30-20	Muir Middle School
SAUCEDA, Jafet	Educational Interpreter IV	01.0-00000.0-00000-72000-2950-7551000		61-VI	D	08-01-19	06-30-19	Human Resources
SHAFFER, Patricia	Educational Interpreter IV	01.0-65000.0-57700-11104-2130-7440000		61-VI	D	07-01-19	09-30-19	Special Education
SHAHBAZIAN, Katrin	Food Service Assistant	13.0-53100.0-00000-37000-2230-3210000		27-V	D	08-01-19	05-30-20	Jordan Middle School
SIMA, Maria	Food Service Cook III	13.0-53100.0-00000-37000-2230-3200000 13.0-53100.0-00000-37000-2240-3200000		33-VI	D	08-01-19 08-01-19	05-30-20 05-30-20	Luther Middle School
SOLORZANO, Marilu	Food Service Assistant	13.0-53100.0-00000-37000-2230-2160000		27-I	D	08-01-19	05-30-20	Washington Elementary
SORRENTI, Diann	Serving Kitchen Operator	13.0-53100.0-00000-37000-2230-2060000		32-VI	D	08-01-19	05-30-20	Jefferson Elementary
TAPANYAN, Anie	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-VI	D	06-07-19	06-07-19	Special Education
VELAZQUEZ, Maria	Food Service Assistant	13.0-53100.0-00000-37000-2230-3220000		27-VI	D	08-01-19	05-30-20	Muir Middle School
VELEZ, Anabel	Serving Kitchen Operator	13.0-53100.0-00000-37000-2230-2150000		32-VI	D	08-01-19	05-30-20	Stevenson Elementary
VILLALTA, Maria	Food Service Assistant	13.0-53100.0-00000-37000-2230-3200000		27-VI	D	08-01-19	05-30-20	Luther Middle School
WILLIAMS, Kimberly	Food Service Supervisor II	13.0-53100.0-00000-37009-2330-4320000		S-VII	D	08-01-19	05-30-20	Burroughs High School
ZINALVAND, Ayda	Instructional Assistant-Children's Center	12.0-61050.1-11100-10000-2130-2160000		32-VI	D	06-20-19	06-30-19	Washington Around the Bell

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Personnel Report No. 19-20-04 September 5, 2019 Classified Personnel

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Walk on Coach								
NIMMO, Victoria	Short Term- Performing Arts	01.0-90904.0-17016-42001-2171-4328100		13.09	F	08-01-19	05-31-20	Burroughs High School
WILLIS, Doron	Short Term- Athletic	01.0-90901.0-15001-42000-2171-4328000		13.09	F	06-01-19	08-09-19	Burroughs High School

Signature _____

Title: Assistant Superintendent, Human Resources Services

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BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 07/30/2019 & 08/05/2019

PO Number	Vendor	Description	Site	Fund	Total Amount
20000406	GLENDALE ADVENTIST MEDICAL CENTER	2019-20 BLANKET ORDER; BURBANK HIGH SCHOOL ATHLETIC TRAINING SERVICES; BOARD APPROVED 4/16/15	INSTRUCTIONAL SERVICES	010	$30,000.00
20000758	SCANTRON CORPORATION	TESTING MATERIALS	JOHN BURROUGHS HIGH SCHOOL	010	$932.10
20000759	SCHOOL MATE	STUDENT PLANNERS	MONTEREY HIGH SCHOOL	010	$248.96
20000760	ACE PAPER COMPANY	CANCEL ORDER & RE-ENTER; WAREHOUSE STOCK; WORD BOXES	WAREHOUSE	010	$1,891.89
20000761	SOUTH COAST MECHANICAL INC	CARRYOVER PO 19003908 & INCREASE BY $3,035.00; FC1819-080 SERVICE HVAC AND EXHAUST SYSTEM IN CAFÉ @ JBHS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$3,035.00
20000762	WESTERN FENCE & SUPPLY CO.	CARRYOVER PO 19003846; FC1819-074 FURNISH AND INSTALL DRINKING FOUNTAIN GUARD RAIL @ DISNEY ES; BOND FUNDS; BOARD APPROVED 5/16/19	FACILITIES SERVICES	213	$5,377.00
20000763	MUSCO CORPORATION	CARRYOVER PO 19003919; FC1819-081 FURNISH AND INSTALL LIGHTING FOR TRACK AND FIELD @ BHS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$4,918.04
20000764	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	MILLER ELEMENTARY	010	$65.30
20000765	AMAZON CAPITAL SERVICES	AUDIO EQUIPMENT	MILLER ELEMENTARY	010	$331.36
20000766	SOUTHWEST SCHOOL & OFFICE SUPPLY	2019-20 BLANKET ORDER; OFFICE SUPPLIES; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$8,000.00
20000767	HENRY SCHEIN INC	PHYSICAL EDUCATION SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$248.01
20000768	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; MAA FUNDS	MC KINLEY ELEMENTARY	010	$244.39
20000769	MERCHAIN, DEBORAH	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	$5,185.00
20000770	GOWDA, KUMUDINI	2019-20 BLANKET; RETIREE MEDICAL REIMBURSEMENT	DISTRICT OFFICE	670	$1,877.40
20000771	LAKESHORE CURRICULUM MATERIAL	CLASSROOM SUPPLIES; AROUND THE BELL PROGRAM; CHILD DEVELOPMENT FUNDS	PROVIDENCIA ELEMENTARY	120	$177.79
20000772	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	TECHNOLOGY SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$56.22
20000773	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2019-20 BLANKET ORDER; SCHOOL SUPPLIES	LUTHER BURBANK MIDDLE SCHOOL	010	$10,000.00
20000774	DECISION INSITE, LLC	ANNUAL LICENSE; STUDENTVIEW CONNECT - AERIES; BOARD APPROVED 6/20/19	Student Services	010	$1,100.00
20000775	PHANTOM TECHNOLOGIES INC	SOFTWARE SUBSCRIPTION; WEB CONTENT FILTERING; YEAR 3 OF 3; BOARD APPROVED 6/20/19	TECHNOLOGY SERVICES	010	$24,300.00
20000776	HATCH & CESARIO	PROFESSIONAL SERVICES AGREEMENT; SPECIAL EDUCATION LEGAL ADVICE; SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/6/19	SPECIAL EDUCATION	010	$70,000.00

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PO Number	Vendor	Description	Site	Fund	Total Amount
20000777	DISCOUNT SCHOOL SUPPLY	PLAYGROUND SUPPLIES; CHILD DEVELOPMENT FUNDS	CHILD DEVELOPMENT SERVICES	120	$352.62
20000778	DISCOUNT SCHOOL SUPPLY	CLASSROOM SUPPLIES; CHILD DEVELOPMENT FUNDS	CHILD DEVELOPMENT SERVICES	120	$453.93
20000779	DISCOUNT SCHOOL SUPPLY	CLASSROOM SUPPLIES; CHILD DEVELOPMENT FUNDS	CHILD DEVELOPMENT SERVICES	120	$325.93
20000780	DISCOUNT SCHOOL SUPPLY	CLASSROOM SUPPLIES; CHILD DEVELOPMENT FUNDS	CHILD DEVELOPMENT SERVICES	120	$49.06
20000781	FLINN SCIENTIFIC INC	SCIENCE SUPPLIES	JORDAN MIDDLE SCHOOL	010	$93.82
20000782	COMPLETE BUSINESS SYSTEMS	EQUIPMENT SERVICE AGREEMENT; DUPLO DUPLICATOR; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$650.00
20000783	COMPLETE BUSINESS SYSTEMS	EQUIPMENT SERVICE AGREEMENT; DUPLO DUPLICATOR	EDISON ELEMENTARY	010	$650.00
20000784	COMPLETE BUSINESS SYSTEMS	EQUIPMENT SERVICE AGREEMENT; DUPLO DUPLICATOR	MUIR MIDDLE SCHOOL	010	$650.00
20000785	CURRICULUM ASSOCIATES INC	SITE SOFTWARE LICENSES & PROFESSIONAL DEVELOPMENT; I-READY READING & MATH FOR VARIOUS ELEMENTARY SCHOOL SITES; BOARD APPROVED 6/20/19	VARIOUS SITES	010	$93,977.00
20000786	COMPLETE BUSINESS SYSTEMS	EQUIPMENT SERVICE AGREEMENT; DUPLO DUPLICATOR	JOHN BURROUGHS HIGH SCHOOL	010	$650.00
20000787	COMPLETE BUSINESS SYSTEMS	EQUIPMENT SERVICE AGREEMENT; DUPLO DUPLICATORS	JORDAN MIDDLE SCHOOL	010	$1,300.00
20000788	RALLY DOG OUTFITTERS	STAFF T-SHIRTS; ACCOUNTS RECEIVABLE FUNDS	BURBANK HIGH SCHOOL	010	$2,510.94
20000789	NESSY LEARNING LLC	SOFTWARE SUBSCRIPTION; LANGUAGE ARTS; MAA FUNDS	MC KINLEY ELEMENTARY	010	$790.00
20000790	STARFALL EDUCATION FOUNDATION	SITE SOFTWARE LICENSE; BOARD APPROVED 6/20/19	MILLER ELEMENTARY	010	$270.00
20000791	SPORTS FIELD SERVICES	ADJUST BASE ANCHORS @ JBHS BASEBALL FIELD; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$500.00
20000792	SOUTHWEST SCHOOL & OFFICE SUPPLY	2019-20 BLANKET ORDER; OFFICE & CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	MAGNOLIA PARK	010	$200.00
20000793	UME FEDERAL CREDIT UNION	MAGAZINE SUBSCRIPTION	ROOSEVELT ELEMENTARY	010	$90.75
20000794	DISCOUNT SCHOOL SUPPLY	CLASSROOM RUG; AROUND THE BELL PROGRAM; CHILD DEVELOPMENT FUNDS	ROOSEVELT ELEMENTARY	120	$474.13
20000795	DISCOUNT SCHOOL SUPPLY	CLASSROOM RUG; CHILD DEVELOPMENT FUNDS	EMERSON CHILDREN´S CENTER	120	$474.13
20000796	DISCOUNT SCHOOL SUPPLY	CLASSROOM SUPPLIES; AROUND THE BELL PROGRAM; CHILD DEVELOPMENT FUNDS	DISNEY ELEMENTARY	120	$1,531.11
20000797	GRAYBAR	TECHNOLOGY SUPPLIES; BOND FUNDS	TECHNOLOGY SERVICES	213	$1,8

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

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20000798	WILLIAM V MACGILL & COMPANY	HEALTH SUPPLIES	MUIR MIDDLE SCHOOL	010	$365.86
20000799	US GAMES	PLAYGROUND SUPPLIES	JEFFERSON ELEMENTARY	010	$398.06
20000800	THE PARENT INSTITUTE	MAGAZINE SUBSCRIPTION; TITLE I FUNDS	MUIR MIDDLE SCHOOL	010	$369.00
20000801	FILE KEEPERS, LLC	2019-20 BLANKET ORDER; DOCUMENT SHREDDING SERVICE	INSTRUCTIONAL SERVICES	010	$75.00
20000802	REALLY GOOD STUFF LLC	CLASSROOM RUGS; MAA FUNDS	BRET HARTE ELEMENTARY	010	$757.93
20000803	LAKESHORE CURRICULUM MATERIAL	CLASSROOM RUGS; MAA FUNDS	BRET HARTE ELEMENTARY	010	$504.95
20000804	UME FEDERAL CREDIT UNION	CLASSROOM EQUIPMENT; REFRIGERATOR; CTE INCENTIVE GRANT	JORDAN MIDDLE SCHOOL	010	$1,288.93
20000805	GOPHER SPORT	PHYSICAL EDUCATION SUPPLIES; ACCOUNTS RECEIVABLE	MUIR MIDDLE SCHOOL	010	$938.94
20000806	SCHOOL NURSE SUPPLY INC	HEALTH OFFICE SUPPLIES; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$479.54
20000807	COMPLETE BUSINESS SYSTEMS	EQUIPMENT SERVICE AGREEMENT; DUPLO DUPLICATORS	MILLER ELEMENTARY	010	$1,300.00
20000808	EVERYTHING MEDICAL, LLC	HEALTH SUPPLIES; CHILD DEVELOPMENT FUNDS	CHILD DEVELOPMENT SERVICES	120	$1,102.19
20000809	TEXTBOOK WAREHOUSE INC	TEXTBOOKS; ADOPTED; BOARD APPROVED 3/2/17	INSTRUCTIONAL SERVICES	010	$283.18
20000810	HATHAWAY-SYCAMORES	CONSULTANT AGREEMENT; MENTAL HEALTH SERVICES; SPECIAL EDUCATION; BOARD APPROVED 6/20/19	SPECIAL EDUCATION	010	$195,405.00
20000811	KIDS DISCOVER	MAGAZINE SUBSCRIPTION	MUIR MIDDLE SCHOOL	010	$175.56
20000812	DISCOUNT SCHOOL SUPPLY	ART SUPPLIES; ADULT ED GENERAL APPORTIONMENT	BURBANK ADULT SCHOOL	110	$49.55
20000813	AMAZON CAPITAL SERVICES	CLEANING SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$22.04
20000815	AMAZON CAPITAL SERVICES	INSTRUCTIONAL SUPPLIES; CTE INCENTIVE GRANT	LUTHER BURBANK MIDDLE SCHOOL	010	$679.53
20000816	VISPERO	SOFTWARE LICENSE; PIPS - SAFETY FUNDS	PERSONNEL SERVICES	010	$1,000.00
20000817	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	MILLER ELEMENTARY	010	$206.81
20000818	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	MILLER ELEMENTARY	010	$425.59
20000819	AMAZON CAPITAL SERVICES	AUDIO EQUIPMENT; CTE INCENTIVE GRANT	JOHN BURROUGHS HIGH SCHOOL	010	$1,532.79
20000820	AMAZON CAPITAL SERVICES	AUDIO EQUIPMENT; PERKINS GRANT	JOHN BURROUGHS HIGH SCHOOL	010	$1,634.74
20000821	AMAZON CAPITAL SERVICES	BOOKS; CONTINUING EDUCATION FUNDS	MONTEREY HIGH SCHOOL	010	$580.14
20000822	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	PURCHASING SERVICES	010	$332.29
20000823	BOYS & GIRLS CLUB OF BURBANK	REGISTRATION FEES; TITLE I FUNDS	INSTRUCTIONAL SERVICES	010	$1552

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

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20000824	ACE PAPER COMPANY	WAREHOUSE STOCK; WORD BOXES	WAREHOUSE	010	$1,891.89
20000825	SPECIAL EDUCATION PARENT	REIMBURSEMENT TO PARENT FOR EDUCATIONAL SERVICES; SPECIAL EDUCATION; BOARD APPROVED 10/18/18	SPECIAL EDUCATION	010	$6,000.00
20000826	SPECIAL EDUCATION PARENTS	REIMBURSEMENT TO PARENTS FOR TRANSPORTATION EXPENSES; SPECIAL EDUCATION; BOARD APPROVED 7/18/19	SPECIAL EDUCATION	010	$8,093.09
20000827	PRO-ED	TESTING MATERIALS; SPECIAL EDUCATION	SPECIAL EDUCATION	010	$269.36
20000828	PEARSON ASSESSMENT	TESTING MATERIALS; SPECIAL EDUCATION	SPECIAL EDUCATION	010	$7,051.13
20000829	REKEDAL, VICKI	CONSULTANT AGREEMENT; READING INTERVENTION; SPECIAL EDUCATION; BOARD APPROVED 6/20/19	SPECIAL EDUCATION	010	$4,950.00
20000830	SPECIAL EDUCATION PARENTS	CARRYOVER PO 19003851; REIMBURSEMENT TO PARENTS FOR EDUCATIONALLY RELATED SERVICES; SPECIAL EDUCATION; BOARD APPROVED 1/17/19	SPECIAL EDUCATION	010	$9,075.00
20000831	SILVER LINING EDUCATIONAL SERVICES, INC.	CARRYOVER PO 19001867; CONSULTANT AGREEMENT; READING THERAPY INTERVENTION; SPECIAL EDUCATION; BOARD APPROVED 9/6/18	SPECIAL EDUCATION	010	$1,300.00
20000832	SILVER LINING EDUCATIONAL SERVICES, INC.	CARRYOVER PO 19001868; CONSULTANT AGREEMENT; COMPENSATORY SERVICES; SPECIAL EDUCATION; BOARD APPROVED 9/6/18	SPECIAL EDUCATION	010	$9,000.00
20000833	JESSICA RICHARDS, A LICENSED CLINICAL SOCIAL WORK	CARRYOVER PO 19003854; CONSULTANT AGREEMENT; CLINICAL PSYCHOLOGICAL SERVICES; SPECIAL EDUCATION; BOARD APPROVED 5/16/19	SPECIAL EDUCATION	010	$3,100.00
20000834	AMAZON CAPITAL SERVICES	REFERENCE MATERIALS	EMERSON ELEMENTARY	010	$134.22
20000835	UME FEDERAL CREDIT UNION	OFFICE SUPPLIES	ROOSEVELT ELEMENTARY	010	$193.16
20000836	CALIFORNIA COMMISSION ON TEACHER CREDENTIALING	ANNUAL ACCREDITATION FEES	INSTRUCTIONAL SERVICES	010	$1,300.00
20000837	HENSEL-COHEN, SHARON MSCCC./SLP	CARRYOVER PO 19003902; CONSULTANT AGREEMENT; SPEECH & LANGUAGE SERVICES; SPECIAL EDUCATION; BOARD APPROVED 6/6/19	SPECIAL EDUCATION	010	$525.00
20000838	STIKA, CARREN J.	CARRYOVER PO19003070: CONSULTANT AGREEMENT; PSYCH IEE; SPECIAL EDUCATION; BOARD APPROVED 3/7/19	SPECIAL EDUCATION	010	$7,000.00

PO Count: **81** **Total:** **$545,709.61**

553

Printed between 07/30/2019 & 08/05/2019

BOARD FUND SUMMARY

Fund	Description	PO Count	Total Fund Amount
010	General Fund - Unrestricted	67	$526,462.51
110	Adult Education Fund	1	$49.55
120	Child Development Fund	9	$4,940.89
213	Building Fund - 3rd Issuance	2	$7,194.26
670	Self Insurance Fund	2	$7,062.40
		Total:	**$545,709.61**

9/5/2019

To the Superintendent of Schools:

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

Warrants	Payroll		Warrants	Commercial	
6291799	6291862		25443271	25443286	
6295383	6295456		472423	472423	
6298988	6298992		25417734	25444586	
2869161	2869534		472788	472791	
2879975	2879977				
2884015	2884079				

8/6/19 - 8/9/19	**$ 1,407,232.17**	**8/6/19 -8/8/19**	**$ 2,627,105.53**

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sharon Cuseo, Assistant Superintendent, Instructional Services
PREPARED BY:	Sharon Cuseo, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Jenny Jones, Administrative Secretary II
DATE:	September 5, 2019
SUBJECT:	Approval of Instructional Consultant Services

Background:

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

Discussion and Issues:

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

Fiscal Impact:

There is no fiscal impact.

Recommendation:

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

BURBANK UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES
APPROVAL OF INSTRUCTIONAL CONSULTANT SERVICES

Board Meeting Date: September 5, 2019

Site	Name	Purpose	Dates	Cost	Appropriation Number and Program Name
Edison Elementary School	Robyn Kreisberg	Ms. Kreisberg has been teaching music at Edison Elementary School since 1999. She will provide weekly music instruction for TK-1 as well as help with our holiday program and promotion assembly.	9/12/19 – 5/20/20	$4,300.00	01.0-90201.0-11100-10000-5810-2022010
Edison Elementary School	Box Cars and One Eyed Jacks	Established in 1994, Box Cars and One Eyed Jacks is a company dedicated to inspiring and motivating teachers and students through exciting hands-on math games. Their workshops are designed to give new exciting strategies to help students love math concepts. Box Cars and One-eyed Jacks will host a Family Math Night.	9/19/19	$650.00	01.0-01500.0-13000-10012-5810-2022000
Walt Disney Elementary School	Garri Dance Studio	Garri Dance Studio provides weekly dance instruction school wide for all students in grades kindergarten through fifth grade. Students' exposure to dance instruction increases their self-confidence, self-expression and creativity. The entire school community is in support of this additional Arts instruction, and benefits from the end of the year Spring Dance, where all of our students display their talents.	3/30/20 – 5/8/20	$6,000.00	01.0-90201.0-11100-10000-5810-2012040 Disney Fundraising Gift Account – Dance
Walt Disney Elementary School	Robyn Kreisberg	Ms. Kreisberg provides weekly music instruction school-wide for students in grades K-1 and bi-weekly for students in Grades 2-5. Assists with our annual holiday program and fifth grade promotion. She is a Disney staple, and the entire school community supports this additional Arts instruction.	9/6/19 – 5/21/20	$3,000.00	01.0-90201.0-11100-10000-5810-2012020 Disney Fundraising Gift Account - Music
John Muir Middle School	Fumi Akutagawa	Mme Fumi will be providing various Japanese Cultural presentations throughout the year.	9/20/19 – 5/20/20	$1,000.00	01.0-90904.0-11100-10000-5810-3228100
John Muir Middle School	Rob Holladay	Mr. Holladay will provide three presentations about Vaping Tobacco Awareness to help educate our students and discourage the use of these tobacco products.	10/10/19	$2,500.00	01.0-90904.0-11100-10000-5810-3228100
John Muir Middle School	Miho Kurachi	Miho Kurachi will be performing on the shamisen (a traditional Japanese three-stringed lute with a square body) in assemblies for the whole school.	9/20/19	$500.00	01.0-90904.0-11100-10000-5810-3328100

Luther Burbank Middle School	Kelli Clarke	Mrs. Clarke will provide four presentations held throughout the school year. Presentations are designed to empower parents in supporting their students using information and strategies provided.	9/6/19 – 5/31/20	$2,000.00	01.0-30100.0-00000-21400-5810-3209000
Stevenson Elementary School	Enrich LA – Garden Ranger Program	Through the Garden Ranger Program, Enrich LA is connecting students to the source of their food – the garden. Students learn about organic gardening, healthy eating, and how to be positive stewards of the environment.	9/6/19 – 5/31/20	$6,900.00	01.0-90201.0-11100-10000-5810-2158200
Stevenson Elementary School	Tiffany Bakas	Ms. Bakas will strengthen students knowledge of elements of art using painting, drawing, and other ways to create art. Ten week lessons will work on meeting California State Art standards.	9/12/19 – 11/14/19	$5,500.00	01.0-90201.0-11100-10000-5810-2152010
Jordan Middle School	Jon King	Mr. King is a BUSD CTE teacher at JBHS. Mr. King provides support to the Jordan tech class and ensures that all the sound and lighting equipment are running correctly for our choir and band shows.	9/6/19-5/23/20	$2,000.00	01.0-90904.0-17007-41001-5810-3218100
Jordan Middle School	John Gilmore	Mr. Gilmore will accompany the choirs in shows, practices and competitions when the choir director is directing and unable to accompany them.	9/6/19-5/23/20	$6,500.00	01.0-90904.0-17007-41001-5810-3218100
Providencia Elementary School	Laura Anderson (Peaceful Playgrounds)	During her 25 hours working with Providencia teachers and students, Laura will support the Peaceful Playgrounds Program to ensure that students are being safe and strong Peace Builders on the playground. She will do a school-wide assembly and work weekly with students during recess and lunch. She will support and train the Campus Supervisors, who are the adults on the playground who reinforce the Peaceful Playground rules and Peace Builders tenants.	9/9/19-5/21/20	$1,250.00	01.0-90201.0-11100-10000-5810-2138200 PTA Gift Account
Providencia Elementary School	Garri Dance Studio	Garri Dance will provide a six week school wide dance program in coordination with the California State Dance Standards. A final performance will take place for Providencia families on March 20, 2020.	2-3-20 – 3-20-20	$4,050.00	01.0-90201.0-11100-10000-5810-2132040 Providencia Fund Raising Committee – Gift Account
Providencia Elementary School	Education Through Music – Los Angeles	ETM-LA will provide weekly general music instruction to grades 4 and 5. BUSD and ETM-LA are partnering to extend BUSD's current general music program to provide weekly music instruction to all Providencia students in grades TK-5. Their credentialed music specialist will work with the District's Arts Coordinator and Elementary Music Teachers to align Providencia's music program with current BUSD music curriculum. In addition, orchestra classes for 4th and 5th will exist.	9-9-19 – 5-21-20	$18,319.00	01.0-90201.0-11100-10000-5810-2132020 Providencia Fund Raising Committee – Gift Account
Providencia Elementary School	RV Arcade	Recreational Video Game Vehicle will provide entertainment at Providencia's annual Harvest Festival.	10-18-19	$420.00	01.0-90201.0-11100-10000-5850-2133170 Providencia Fund Raising Committee – Gift Account
Providencia Elementary School	Extra Fun Jumpers	Extra Fun Jumpers will provide inflatables/games at Providencia's annual Harvest Festival.	10-18-19	$702.99	01.0-90201.0-11100-10000-5850-2133170 Providencia Fund Raising Committee – Gift Account

Jefferson Elementary School	Danny Moreno (The Arty Loon Show)	Mr. Moreno will perform a 50-minute magic show as a reward for the students that earn it. The show will consist of juggling, puppetry, magic, physical comedy and clean humor with tons of audience participation.	9/27/19	$275.00	01.0-90201.0-11100-10000-5810-2061010
Jefferson Elementary School	Joe Reed, RBliss, LLC	Mr. Reed has designed STEAM lab curriculum based on the NGSS. Lessons include STEAM challenges incorporating engineering design standards through the use of the latest robotics and coding technologies. Moving students from play to purpose with creativity, innovation, and critical thinking. Mr. Reed is also building capacity with teachers through demonstration and professional development.	9/30/19 – 4/21/20	$21,600.00	01.0-90201.0-11100-10000-5810-2061030
Miller Elementary School	Apex Leadership Company	To plan, organize, market, and promote a character, leadership, and fitness based fundraiser for Joaquin Miller Elementary School in partnership with the PTA for students in grades TK-5.	9/6/19 – 5/21/20	No Cost	N/A
McKinley Elementary School	Education Through Music – Los Angeles	ETM-LA will provide music instruction for grades TK – 1st who do not currently receive District sponsored music instruction	9/9/19 – 5/21/20	$10,134.00	01.0-90201.0-11100-10000-5810-2092020
Emerson Elementary School	John Gilmore	Mr. Gilmore will work with 3rd, 4th and 5th grade students directing them in the choir. He will teach students a variety of songs which will be performed at school and community events.	9/6/19 – 5/21/20	$2,500.00	01.0-90201.0-11100-10000-5810-2032050
Emerson Elementary School	Box Cars and One-Eyed Jacks	The consultant will train K-5 teachers on using a variety of math games to support and enhance the math curriculum while supporting content state standards. The consultant will also lead a parent/family math night at Emerson to teach parents how to incorporate these math games at home with students.	9/19/19	$3,000.00	01.0-42030.0-47600-10012-5810-7429000 Title III
Washington Elementary School	Box Cars and One-Eyed Jacks	Box Cars and One-Eyed Jacks workshops focus on using games as a teaching strategy and reinforcing mathematical skills at home. These games and learning activities are designed for Transitional Kindergarten to middle school students.	10/16/19	$650.00	01.0-30100.0-11100-10000-5810-2169000 Title I

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 day of Sept. by and between the **Burbank Unified School District**, hereinafter referred to as "District", and hereinafter referred to as "Consultant."

Robyn Kreisberg
Payee's Name (Person or Company) Social Security or Federal I.D. # Daytime Phone Number

Mailing Address:

Sponsoring Administrator: Laura Flosi, principal

Board Approval 9.5.19 DateAccount Code: 010-90201-0-11100-10000-5810-202-2010

The assignment will [X] 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.**

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 $ 4,300 per school year per hour ☐ ~~per day x / per session~~ ☐ for a total not to exceed $ 4,300.00
2. The term of the Agreement shall be the period commencing on 9/12/19 and terminating on 5/20/20
3. Consultant will provide the following services:
   Robyn will provide music instruction weekly to all students in TK-1 she will also help with the holiday show and 5th grade promotion
4. The Consultant shall provide an invoice to the Assistant Superintendent, Business Services 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.

Fiscal Services Administrator Date

Robyn Kreisberg 8-5-2019
Consultant Date

Instructions: Consultant is to sign and return two copies to the sponsoring administrative site. After Board approval, return completed and signed forms to the Assistant Superintendent, Business Services for processing.
Revised 08/10

Robyn Kreisberg
321 N. Beachwood Dr.
Burbank, CA 91506
Home 818-567-0900
Cell 818-427-7390
Fax 818-567-0900
E-mail bystander@pacbell.net

Objective:

Music instruction for elementary level education

Experience and skills:

Played cello in orchestra throughout Junior High & Senior High
Sang in choirs and accompanied choir on piano
Piano accompanist for local musical theater ensembles
Music counselor at local camps in Stamford, CT
Piano lessons from age 7 – 22 with various instructors
Music counselor at The Braille Institute Youth Center Los Angeles 1975 – 1977

Certified Yamaha Music School teacher 1978 – 1986 for children ages 3 – 10 in Century City, CA with director Anne Pittel 310-826-0405

Private piano and guitar teacher 1980 – present

Attended the Lehman Engel/BMI Musical Theater Workshop at the L.A. Music Center 1993- 1995

Composer for the family musical "Big Tush, Little Tush" produced by the Groundlings and The Secret Rose Theater and various productions nationwide 1991 - present

Volunteer Music Coordinator for PTA functions, talent shows and school programs at Walt Disney Elementary 1991- 1998

Musical Director and music teacher at Temple Beth Emet, Burbank, CA 1998 – present with Rabbi Mark Sobel 818-843-4787

Music teacher at the following schools in Burbank, CA:

Walt Disney Elementary 1998 – present
Bret Harte Elementary 2006 – present
Edson Elementary 2000 – present

Duties include part time instruction 1 – 2 days per week 7 – 8 hours per week in half-hour slots, grades K – 4 using piano, guitar and various instruments to give general music education and appreciation, ear training, singing, musical terms, symbol recognition and music history. I teach tonette to 3rd graders, recorder to 4th graders and choir to 5th graders. Students participate at Thanksgiving, Winter Holiday programs, Special Curriculum programs and Promotions.

Education:

State University of New York at Potsdam. Music major.
Hunter College of New York. Music major.
CSUN – BA degree in music (piano) 1976

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 September, 20 20 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Box Cars and One Eyed Jacks hereinafter referred to as "Consultant."

Payee's Name Box Cars & One-Eyed Jacks Daytime Phone Number 780-440-6284

Email Address jenn@boxcarsandoneeyedjacks.com

Mailing Address

Sponsoring Administrator Laura Flosi

Board Approval Date Sept. 5, 2019

Account String 010-0-15000-13000-10012-5810-2022000

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 $ 650.00 per hour☐/ per day ☐/ per session☒ for a total not to exceed $ 650.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on Sept 19, 2020 and terminating on Sept 19, 2020.
3. Payment Terms: Payment upon services rendered - ck on hand
4. Consultant will provide the following services:

   Math Night (information attached)

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 Box Cars and One Eyed Jacks 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

Professional Development Contract

Box Cars and One-Eyed Jacks Inc.
Unit 101, 17920 - 105 Ave. NW
Edmonton, Alberta, T5S 2H5, Canada
Phone (780) 440-6284 Toll Free 1-866-342-3386 Fax (780) 440-1619
Billing Details: jenn@boxcarsandoneeyedjacks.com
Workshop Details: jane@boxcarsandoneeyedjacks.com

Workshop Date: Sept 19/19 **HOLD / CONFIRMED** Prepurchase:

Workshop location including School or Building Name, Room Number, Street Address

Thomas Edison Elementary School
2110 W Chestnut St.
Burbank, CA 91506

Box Cars Consultant: Jane John Felling Cell: 780-906-3940
Email: jane@boxcarsandoneeyedjacks.com
School/District Contact Person: Gretchen Gray Phone 818-729-0150
Email: gretchengray@burbankusd.org *Cell 443-695-5338
Onsite Contact Person Gretchen Gray Phone 818-558-4644
* Onsite Contact Email gretchengray@burbankusd.org Cell: 443-695-5338
Email Handouts To: ↓ by Date: ASAP

Billing Information:

Full Name of District or School Thomas Edison Elementary
Billing Address: 2110 W. Chestnut St Burbank, CA 91506
* Accounts Payable Contact: Janette Troncoso Phone 818-558-4644 Ext
Email janettetroncoso@burbankusd.org Email invoices accepted ☑

Special Instructions:

Date Sensitive _____ P.O. Needed _____ Split Resources / Fees _____

Box Cars Invoice # _____ Handouts emailed: ☐ Date: _____

QUOTE:

650.00 Speaking Fees

_____ Airfare & Baggage Fees

_____ Rental Car & Gas OR Mileage at 0.50 / ___

_____ Parking / Tolls

_____ Cabs / Shuttles

_____ Hotel (_____nights at _____ / night)

_____ Meals (to a maximum of 60.00/day with receipts)

_____ Pre-purchase of books and manipulatives (see page 3 for details)

SCHOOL/DISTRICT ARE RESPONSIBLE FOR COPYING ALL HANDOUTS.

Total 650.00 **Original will be emailed to the workshop coordinator unless otherwise indicated.**

+ Copying of handouts

Workshop Topics and Grade Levels (day/date, start & finish times, #participants etc)

Family Math Night

Start: 6^00

Finish: 7^15

Workshop Needs:

- Set up Time: One hour prior to official start time in the workshop venue
- Set Up: Tables with 6-8 chairs / Chart Paper with Easel / Two large tables at front for presenter
- AV: Data Projector with Document Camera / Lapel Mic if > 50 participants
- Handouts: Copied by workshop organizers 1/participant

Other: _____

Participants will need to bring Paper, Pens, Sharpies or Felts

Date: July 30/19

Box Cars Signature for Jane Felling

Jennifer Landry **Print Name**

_____ Date: _____

School/District Signature

_____ **Print Name**

CANCELLATION POLICY: Minimum cancellation - 2 weeks advance notice. Any expenses incurred up to the point of cancellation must be covered by Booking Group. Expenses may include all applicable travel costs air, ground, hotel, cancellation fees on airfare, etc. An administrative fee of $50.00 will be invoiced over and above other charges.
Consultant cancellation: No charges will be invoiced to the Booking Group.

box cars and one-eyed jacks®

ALL PRODUCTS MATH LITERACY MANIPULATIVES PROFESSIONAL DEVELOPMENT AND WORKSHOPS

Welcome

Box Cars and One-Eyed Jacks is a leading Pre-Kindergarten to Grade 10 consulting and publishing company specializing in games and teaching strategies for classrooms across North America.

We publish award-winning math and literacy game books for primary, upper elementary and middle year students. View our products. Our award-winning books easily align with state and provincial curriculum standards across North America including the Common Core State Standards for Math.

We provide excellent professional development workshops that compliment our manipulatives, and books. The workshops bring our games and teaching strategies to life for teachers, parents and students alike. Our books and manipulatives motivate all learners of all types using hands-on activities.

Box Cars and One-Eyed Jacks will help you support and inspire learning.

BURBANK UNIFIED SCHOOL DISTRICT

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AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 5th of September 2019 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Garri Dance Studio hereinafter referred to as "Consultant."

Payee's Name: MB Dance Studio, DBA Garri Dance Studio Social Security or Federal I.D. Daytime Phone Number 818-846-4390

Mailing Address: 3715 w. Magnolia Blvd., Burbank, California 91505

Sponsoring Administrator: Molly Hwang

Board Approval: September 5, 2019

Account Code: 01.0-90201.0-11100-10000-5810-2012040

The assignment **will** ☐ **will not** X 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.**

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;
WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;
WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;
NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $5,750.00
2. Amount to include speaking fee and mileage.
3. The term of the Agreement shall be the period commencing on: March 25, 2020 and terminating on May 23, 2020
4. Consultant will provide the following services:

4. Dance Instruction for all grades-kindergarten through fifth grade-for March to May of 2020. Payment for weekly dance instruction not to exceed $6,000.00.

The Consultant shall provide an invoice to the Assistant Superintendent, Business Services 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.

5. 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.
6. 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.
7. 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.
8. 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.
9. 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.

Administrator Date

Megan Bonadi 8/5/19
Consultant Date

Instructions: Consultant is to sign and return two copies to the sponsoring administrative site. After Board approval, return completed and signed f... to the Assistant Superintendent, Business Services for processing.
Revised 08/10

GARRI DANCE STUDIO AGREEMENT

THIS AGREEMENT ("Agreement") made and entered into this 15th day of May, 2019, by and between Garri Dance Studio and Walt Disney Elementary School.

Walt Disney Elementary School requested a proposal for the performance of certain professional services; and Garri Dance Studio desires to enter into an agreement with Walt Disney Elementary School for the performance of these professional services.

In exchange of the mutual promises contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Garri Dance Studio and Walt Disney Elementary School agree as follows:

1. **Scope of Services.** Garri Dance Studio agrees to supply Walt Disney Elementary School with the following professional services (the "Services"):

a.) Six weeks of Dance Instruction for all Walt Disney Elementary School Students K-5th with emphasis on the California State Dance/VAPA Standards.

b.) School-wide performance for parents with cohesive show theme (show date TBD)

c.) Up to three Walt Disney Elementary School students will be awarded GDS Summer Scholarships at final performance event (total value $1050.00) to be applied toward 2020 Summer Dance Camp.

2. **Term.** Garri Dance Studio shall commence providing the Services on March 30, 2020, and shall terminate on May 8, 2020 (the "Term").

3. **Payment.** In consideration of the Services provided pursuant to this Agreement, Walt Disney Elementary School shall pay Garri Dance Studio an early booking discounted fee of $5,750 due upon completion of program. *Garri Dance will also add one week of dance instruction at no additional charge for the 2019-2020 school year as a thank you for early booking with contract signing before end of 2018/2019 school year (program totaling 7 weeks, added value $958.00).*

4. **Indemnification.** Walt Disney Elementary School shall hold harmless Garri Dance Studio, its Trustees, officers, agents, and employees, from liability of any kind, including all claims and losses for injuries to persons or damage to property in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm, or corporation that may be injured or damaged in the performance of this Agreement.

5. **Intellectual Property and Copyright.** All intellectual property, including, but not limited to, choreography, copy, art, photographs, designs, text, or documentation created as part of Garri Dance Studio's provision of Services shall remain the intellectual property of Garri Dance Studio.

6. **Non-competition.** Employees and/or contractors of Garri Dance Studio shall not have any individual contractual relationship with Walt Disney Elementary School. This non-competition obligation will survive the expiration of this agreement.

7. **Entire Agreement.** This Agreement contains the entire agreement of the parties and there are no representations, inducements, or other provisions other than those expressed herein. All changes, additions or deletions to this Agreement shall be in writing and executed by the authorized representatives of both parties. This Agreement and the rights and obligations of the parties hereto shall be interpreted, construed and enforced in accordance with the laws of the State of California.

IN WITNESS THEREOF, the parties have executed this Agreement in duplicate originals, one of which is retained by each of the parties, effective the day and year first written above.

Walt Disney Elementary School

Representative Print Name: Molly Hwang

Signature: [signature]

Date: 5/21/2019

Garri Dance Studio

Representative Print Name: Megan Baade

Signature: Megan Baade

Date: 5/21/19

STEPHANIE J. HOWELL

Choreographer and Dance Teacher

EDUCATION

DeSales University - Center Valley, PA

B.A. Dance **1995-1999**

Ballet, Modern, Jazz, Tap, Pointe, Theater Tech, Teaching Methods, Dance Composition, Cultural and Folk Dance, Costume Design, Massage Therapy, Kinesiology and Dance History

PERSONAL ATTRIBUTES

- Experience teaching and choreographing for all levels of Ballet, Pointe, Lyrical, Jazz, Tap, and Modern for the past 15 years
- Knowledge of appropriate lesson plans for young children
- Dependable, self-motivated and a creative thinker with a positive personality
- Enjoys working with students of all ages-children, teens and adults
- Experience choreographing routines for several different competitions nationwide
- Soundforge software experience editing music (splicing, cutting, mixing and fading)

TEACHING EXPERIENCE

Garri Dance Studio, Burbank, CA **2014-Present**

Dance Instructor

- Teaching Beginner Ballet, Tap, Lyrical and Jazz to ages 5-12
- Pre-Dance, Ballet and Tap ages 2-5 as well as Mommy and Me classes
- Choreographs several winter dances for annual holiday show
- Summer Camp Instructor

Disney Elementary School, Burbank, CA **2015-2017**

Dance Instructor

- Choreographed Spring Dances for every grade (Kinder-5th)
- Focused on Vocabulary and Dance Content Standards established by the State of California
  - Artistic Perception, Historical/Cultural Content, Creative Expression, Aesthetic Valuing, Connections/Relationships and Applications

Academy of Music and Dance, Pasadena, CA **2007-2015**

Dance Instructor and Competition Choreographer

- Teacher for Ballet, Tap, Lyrical, Pointe, Jazz, and Modern to ages 7-18
- Pre-Dance Instructor for Ballet/Tap ages 2-6 as well as Mommy and Me
- Competition Choreographer for Tap and Lyrical

Kicks Academy of Dance, Glen Mills, PA **2001-2007**

Dance Instructor and Competition Choreographer

- Teacher for Pre-Professional Classes
- Ballet, Lyrical, Pointe, Tap, Jazz, Musical Theater, and Modern to ages 8-18
- Instructed children between the ages 3-7 in Ballet and Tap
- Choreographed 5-10 Competition Routines per year

STEPHANIE J. HOWELL

Choreographer and Dance Teacher

TRAINING AND WORKSHOPS

Dance Teacher Magazine Workshop-New York, NY - Instructors Debbi Dee, Cathy Roe, Bob Rizzo, Steve Sirico, Finis Jhung, Rhonda Miller	**2003, 2005 and 2010-2014**
Hollywood Vibe Convention-Philadelphia, PA	**2006**
New York City Dance Alliance-Philadelphia, PA - Instructors included A.C. Ciulla, Suzi Taylor, Andy Blankenbuehler and Ayodele Casel	**2004 and 2006**
Broadway Dance Center-New York, NY - Instructors included Frank Hatchett, Peter Schabel, Chio Yamada, Dariusz Hochman	**2005**
Tremaine-Washington, DC	**2005**
Finis Jhung Ballet Workshop-New York, NY	**2004 and 2007**
Nicole Hockenberry Tap Workshop-Chadds Ford, PA	**2004**
Shake the Floor Jazz Workshop-New York, NY	**2004**
International Teachers of Dance (Local Choreographers)-Cherry Hill, NJ	**2003 and 2004**

COMPETITION EXPERIENCE

• Rainbow Dance	**2010-2015**
• Showstoppers	**2012-2015**
• Starquest	**2015**
• Hall of Fame	**2009-2015**
• Dance Explosion	**2006 and 2010**
• Starquest	**2005 and 2006**
• Hollywood Vibe	**2005 and 2006**
• Tremaine	**2005**
• NYC Dance Alliance	**2004 and 2006**

AWARDS

Top Ten Overall Dance of Junior Division-Showstoppers	**2014**
Choreography Award Lyrical - Rainbow Dance	**2011**
Best Tap Costume - Rainbow Dance	**2010**
Best Choreography Lyrical 3rd Place- Dance Explosion Competition	**2006**
Original Choreography Ballet 1st Place- Dance Explosion Competition	**2006**
Outstanding Choreography Lyrical 1st Place-NYC Dance Alliance	**2006**

REFERENCES AVAILABLE UPON REQUEST

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 5th of September 2019 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Robyn Kreisberg hereinafter referred to as "Consultant."

Payee's Name: Robyn Kreisberg Social Security or Federal I.D. # Daytime Phone Number 818-567-0900

Mailing Address: 321 N. Beachwood Drive, Burbank, California, 91506

Sponsoring Administrator: Molly Hwang

Board Approval: September 5, 2019

Account Code: 01.0-90201.0-11100-10000-5810-2012020

The assignment **will** ☐ **will not** X 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.**

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;
WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;
WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;
NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 3,000.00
2. Amount to include speaking fee and mileage.
3. The term of the Agreement shall be the period commencing on: September 6, 2019 and terminating on May 21, 2020.
4. Consultant will provide the following services:
4. Music Instruction for all grades-kindergarten through fifth grade-for the 2019-2020 school year. Payment for weekly music instruction not to exceed $3,000.00. Payment will be split into two payments of $1,500.00

   The Consultant shall provide an invoice to the Assistant Superintendent, Business Services 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.

Fiscal Services Administrator	Date	Robyn Kreisberg Consultant	8-5-2019 Date

Instructions: Consultant is to sign and return two copies to the sponsoring administrative site. After Board approval, return completed and signed to the Assistant Superintendent, Business Services for processing.
Revised 08/10

Robyn Kreisberg
321 N. Beachwood Dr.
Burbank, CA 91506
Home 818-567-0900
Cell 818-427-7390
Fax 818-567-0900
E-mail bystander@pacbell.net

Objective:

Music instruction for elementary level education

Experience and skills:

Played cello in orchestra throughout Junior High & Senior High
Sang in choirs and accompanied choir on piano
Piano accompanist for local musical theater ensembles
Music counselor at local camps in Stamford, CT
Piano lessons from age 7 – 22 with various instructors
Music counselor at The Braille Institute Youth Center Los Angeles 1975 – 1977

Certified Yamaha Music School teacher 1978 – 1986 for children ages 3 – 10 in Century City, CA with director Anne Pittel 310-826-0405

Private piano and guitar teacher 1980 – present

Attended the Lehman Engel/BMI Musical Theater Workshop at the L.A. Music Center 1993- 1995

Composer for the family musical "Big Tush, Little Tush" produced by the Groundlings and The Secret Rose Theater and various productions nationwide 1991 - present

Volunteer Music Coordinator for PTA functions, talent shows and school programs at Walt Disney Elementary 1991- 1998

Musical Director and music teacher at Temple Beth Emet, Burbank, CA 1998 – present with Rabbi Mark Sobel 818-843-4787

Music teacher at the following schools in Burbank, CA:

Walt Disney Elementary 1998 – present
Bret Harte Elementary 2006 – present
Edson Elementary 2000 – present

Duties include part time instruction 1 – 2 days per week 7 – 8 hours per week in half-hour slots, grades K – 4 using piano, guitar and various instruments to give general music education and appreciation, ear training, singing, musical terms, symbol recognition and music history. I teach tonette to 3rd graders, recorder to 4th graders and choir to 5th graders. Students participate at Thanksgiving, Winter Holiday programs, Special Curriculum programs and Promotions.

Education:

State University of New York at Potsdam. Music major.
Hunter College of New York. Music major.
CSUN – BA degree in music (piano) 1976

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 12 of August, 20 19 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Fumi Akutagawa hereinafter referred to as "Consultant."

Payee's Name Fumi Akutagawa Daytime Phone Number

Email Address fumiakutagawa23@gmail.com

Mailing Address

Sponsoring Administrator Greg Miller

Board Approval Date Sept. 5, 2019

Account String 01.0-90904.0-11100-10000-5810-3228100

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 $ 200 per hour☐/ per day ☐/ per session☒ for a total not to exceed $1000 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 9/20/19 and terminating on 5/20/20.
3. Payment Terms: $200 per engagement.
4. Consultant will provide the following services:

   Various Japanese Cultural Demonstrations for Japanese Go class throughout the year.

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.

		Fumi Akutagawa	Fumi Akutagawa	8/13/19
BUSD Authorized Signature/Title	Date	Consultant	Fumi Akutagawa	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

Introducing...

Mme. Fumi Akutagawa

Japanese Culture and Arts Instructor

4604 No. Meadow St.
Moorpark, CA 93021
Telephone & Fax: (805) 529-0139
e-mail: fumiakutagawa23@gmail.com



Madame Fumi Akutagawa has been teaching Japanese culture and arts in Southern California since moving to Los Angeles from Japan in 1976. A woman of many talents, she received her formal artistic training, **instructor's licenses (masters degrees),** in Japan as follows:

Sodo Kimono Academy, Tokyo	**the art of kimono dressing**
Edo Senke School	**Japanese tea ceremony**
Koryu Shoto-Kai School of Ikebana	**Japanese flower arrangement**

She was honored as the first runner-up in the first Kimono Queen Contest ever held, which took place in the Imperial Theatre, Tokyo, Japan, in 1972. She traveled a number of times to both Europe and America as a member of the Japanese government's Japan Kimono Mission.

Mme. Akutagawa has demonstrated the art of kimono dressing, usually with a dozen or more kimono models, at the following venues:

Crystal Serenity Cruise, lecture 6/13/2013
New Otani Hotel (Little Tokyo in LA)
Pacific Asia Museum (Pasadena)
Suiho-en Japanese Garden (Van Nuys)
Hollywood Bowl ("Big in Japan" 2012)
Terasaki Foundation (West Los Angeles)
Westmont College (Santa Barbara)
Le Meridien Hotel (Beverly Hills)
Miyako Hybrid Hotel (Torrance)
The Brimhall Library (Thousand Oaks)

She modeled kimono at the 100th anniversary celebration of the Japanese Garden and Tea House at the **Huntington Library and Gardens.** She organized and conducted kimono fashion shows in Little Tokyo for each **New Year's Day** celebration from 2005 thru 2013. She also serves as an advisor to the **LA Kimono Club.** She has demonstrated tea ceremony at Sierra Vista Jr. High for more than 10 years, as well as at the World Children's Baseball Fair at the **Riviera Country Club,** and a VIP tea ceremony during the Northern Trust Open at the same venue.

Mme. Akutagawa's kimono expertise was tapped when she served as kimono consultant for film, television and stage productions as follows:

Feature films: "***Memoirs of a Geisha,***" and "***Spiderman***"
Movies for Television: "***Ed and Haru Reischauer***" and "***Corporate Warrior***"
Music video: ***Madonna*** "***World Tour***"
Stage: 3 separate productions of "***Madame Butterfly***"
Los Angeles Opera Music Center Association (Dorothy Chandler Pavilion)
South Bay Opera Company (Torrance)???
Opera Pacific Company (Orange County Performing Arts Center)

She has been honored by the CA State Assembly and the Japanese Chamber of Commerce of Southern California for her cultural contributions to the Japanese American community.

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 8 of August, 2019 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Rob Holladay hereinafter referred to as "Consultant."

Payee's Name Rob Holladay Daytime Phone Number 214-864-3075

Email Address robb@robbholladay.com

Mailing Address _____

Sponsoring Administrator Greg Miller

Board Approval Date Sept 5, 2019

Account String 01-0-90904-0-11100-10000-5810-3228100

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 $ 2500 per hour☐/ per day ☒/ per session☐ for a total not to exceed $2500 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 10/10/19 and terminating on 10/11/19
3. Payment Terms: one time fee for 3 presentations
4. Consultant will provide the following services:

   3 presentations about vaping and tobacco

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

Rob Holladay 8-14-2019

Consultant Rob Holladay 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

ROBB HOLLADAY

funny speaker... really

Featured on TV, radio, newspapers and the like, Robb Holladay is an internationally in demand teen expert and youth motivational speaker who presents to hundreds of thousands from coast to coast around the US and Canada.

Witty by nature, caring at heart: for youth speaker Robb Holladay, this is merely the tip of the iceberg. Robb's funny yet powerful style and message speak to students at their own level, helping them to understand the true potential they hold.



Robb recognizes the monotonous cycle that students can undoubtedly fall into while in high school. By the age of 21, the youth motivational speaker had already presented to thousands upon thousands of students, appeared as a guest on international radio and television, and had gained positive recognition around the globe for his compelling message.

Featured on TV, radio, newspapers and the like, Robb Holladay is an internationally in demand teen expert and youth motivational speaker who presents to hundreds of thousands from coast to coast around the US and Canada.

Robb understands that students today need to be reached in new and innovative ways. From cell phones to Twitter updates, Facebook to YouTube, teens have both grown up in and created a culture that has redefined what it means to connect. Robb understands. He has dedicated his life to connecting with and empowering students everywhere. On any given day, he can be found not only speaking on stages around North America, but also answering questions as a highly sought-after teen help advocate. For Robb, it's not about talking at students; it's about connecting with them where they are.

When listening to Robb, your students will find themselves laughing and actively participating from start to finish, all while learning valuable lessons along the way.

Today, Robb resides in Dallas, TX amongst friends and family who inspire him daily.

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 12 of August, 2019 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Miho Kurachi hereinafter referred to as "Consultant."

Payee's Name Miho Kurachi Daytime Phone Number 310 381 9251

Email Address tobiuo88amiga55@gmail.com

Mailing Address

Sponsoring Administrator Greg Miller

Board Approval Date Sept. 5, 2019

Account String 01.0-90904.0-11100-10000-5810-3228100

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 $ 500 per hour☐/ per day ☒/ per session☐ for a total not to exceed $500 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 9/20/19 and terminating on 9/20/19
3. Payment Terms: One time fee for performing two assemblies for the school
4. Consultant will provide the following services:

   Miho Kurachi will be performing on the shamisen in assemblies for the whole 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 _____

Consultant Miho Kurachi 8/14/2019 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

Sasaki Mitsuyoshi Ryu * Tsugaru Shamisen * Sasaki Mitsuru Sangenkai

Sasaki Mitsuru Profile

Real name: Miho Kurachi
Hometown: Hitachi City, Ibaraki prefecture

During her college days she studied abroad in America and it was at this time that she began to strongly desire to express herself as a Japanese person.

After returning home, she began tutelage under Sasaki Mitsuyoshi, who taught several professional players, including Hiromitsu Agatsuma, Takemi Hirohara, and Chie Hanawa.

Thereafter, she devoted herself as a member of Sasaki's "Geinoshu Gengoro" entertainment group and performed numerous times at Japan's annual Tsugaru Shamisen National Competition (Tsugaru Shamisen Zenkoku Taikai).

Then with Sasaki Mitsuyoshi as the leader, she was a member of the performance group "Otafuku" along with Keisuke Doi (shakuhachi), Hiroki Miki (wadaiko), Ryo Fukuda (bass), and Mika Suzuki (keyboard). They performed numerous times throughout Japan, America, Germany, Portugal, Italy, Thailand, and Australia.

She is currently based in Los Angeles and teaches tsugaru shamisen as part of Sasaki Mitsuru Sangenkai in Gardena. In 2013, she was certified as a master of tsugaru shamisen by the Alliance for California Traditional Arts.

BURBANK UNIFIED SCHOOL DISTRICT

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

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 7 of August, 20 19 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Kelli Clarke hereinafter referred to as "Consultant."

Payee's Name Kelli Clarke Daytime Phone Number 818-425-0279

Email Address 1kelliclarke@gmail.com

Mailing Address

Sponsoring Administrator Dr. Oscar Macias

Board Approval Date Sept. 5, 2019

Account String 010-30100-0-00000-21400-5810-320-9000

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

Retired Employee: Please check if you belong to ✓ **calPERS** ____ **cal STRS Retirement Date** 7/1/19

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 $ 500 per hour☐/ per day ☒/ per session☐ for a total not to exceed $ 2000 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 9/1/19 and terminating on 5/31/20.
3. Payment Terms: Payment of $500 to be sent after every confirmed session is completed
4. Consultant will provide the following services:

   Four presentations to be held throughout 2019 - 2020 school year. Presentations are designed to empower parents of supporting their students using information and strategies provided
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	Kelli Clarke	8/7/19 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

Kelli Clarke
Consultant
1kelliclarke@gmail.com

Middle School Parent Outreach Series
2019-2020

OVERVIEW

The Middle School Parent Outreach Series is a series of four presentations to be held throughout the 2019-2020 school year. Presentations are designed to empower parents of middle school students by providing them with tools and information they can use to support their children as they navigate through middle school. The site will provide a language interpreter to support those parents who need it.

GOALS

- 6th grade parents will feel confident about supporting their children as they start middle school, and about engaging with the middle school community;
- All parents will gain a variety of skills that they can use as support their children, instilling effective study habits and personal responsibility for their work.

SPECIFICATIONS

Middle School Parent Boot Camp: a beginning-of-the-school-year presentation focused on providing strategies and resources to assist new middle school parents in supporting their students as they transition from elementary to middle school. Presentation focuses on engagement/participation with student and school community, provides site-specific resources, and solicits parent feedback for future needs.

Date of presentation: Thur., Sept. 19, 2019

$ 500 to be paid by September 30, 2019

Continued

Growth Mindset/Goal Setting and Time Management: Specific strategies to help both parents and students stay focused as the end of the first semester approaches. Time will be allowed for questions/discussions.

Date of presentation: Wed., Nov. 20, 2019

$ 500 to be paid by December 13, 2019

Managing Stress: Panel discussion including school counselors and staff from Burbank Family Service Agency, focusing on identifying stressors and providing stress management strategies and resources available for students and families.

Date of presentation: Wed., Feb. 19, 2020

$ 500 to be paid by March 31, 2020

Staying Focused, Finishing Strong: Discussion of GPA, future goals, review of time management and goal-setting strategies with an eye toward the next school year (grade eligibility for activities, etc.). Time will be allowed for questions/discussions.

Date of presentation: Wed., April 22, 2020

$ 500 to be paid by May 15, 2020

Kelli Clarke

Consultant

818.425.0279
1kelliclarke@gmail.com

- Caring, committed education professional who believes that students benefit from productive relationships between the home and school.
- 15 years of experience teaching, collaborating with, and maintaining positive professional relationships with students, colleagues, and families.
- Enthusiastic school community participant, as both parent and teacher, for more than 20 years (PTO Board, PTA, PTSA, School Site Council, Family Night Presenter, etc.).

EXPERIENCE

Burbank Unified School District - 4th, 6th, 7th, 8th grade teacher
August, 2005 - May, 2019

EDUCATION/CERTIFICATION

California Multiple Subjects Credential, 2004, with
Supplementary Authorization, Social Science, 2017

Gifted and Talented Education, 2007 (University of California, Irvine)

Bachelor of Arts, Liberal Studies, 2003 (California State University, Northridge)

Associate of Arts, Social Science, 1996 (Glendale Community College)

PROFESSIONAL REFERENCES

Debbie Ginnetti
dginnetti@sbcglobal.net

Sara Line
saralineteacher@gmail.com

Colleen Flores
Colleenflores74@yahoo.com

BURBANK UNIFIED SCHOOL DISTRICT

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

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 13 day of Agust by and between the **Burbank Unified School District**, hereinafter referred to as "District", and hereinafter referred to as "Consultant."

EnrichLA — 323-813-1768

Payee's Name (Person or Company) — Social Security or Federal I.D. # — Daytime Phone Number

Mailing Address:

Sponsoring Administrator: Jill Johnson — Print Name — Title interim-principal

Board Approval Date: Account Code: 010-90201-0-11100-10000-5810-215-8200

The assignment will ☐ **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.**

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 $ 6900 ~~per day ☐ / per day x / per session~~ ☐ for a total not to exceed $ 6900 total
2. The term of the Agreement shall be the period commencing on 9/6/19 and terminating on. 5/31/20
3. Consultant will provide the following services:
   Implement the 2019-2020 Garden Ranger Program at Stevenson Elementary.
4. The Consultant shall provide an invoice to the Assistant Superintendent, Business Services 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.

Fiscal Services Administrator — Date

Consultant — 8/13/2019 — Date

Instructions: Consultant is to sign and return two copies to the sponsoring administrative site. After Board approval, return completed and signed forms to the Assistant Superintendent, Business Services for processing.
Revised 08/10

The Garden Ranger Program

Currently in 61 schools, this innovative program ensures that students benefit from the presence of edible school gardens and that the garden is taken care of throughout the year. A trained garden ranger is consistently on site for a half a day every week to care for the garden and to deliver our straightforward and cheerful curriculum. We supply all of the materials, seedlings, amendments, teaching supplies and take care of repairs.

Enjoy

The ranger program allows students to spend valuable time **outdoors**, enjoying and learning from the garden.

Educate

Our ever-expanding K-12 **interdisciplinary** curriculum engages and challenges students to learn in a unique outdoor classroom- the garden! Our Garden Rangers show the students how they can control the success of the space through their own efforts.





Care

The Garden Ranger, with the help of the school community, is responsible for the success and **growth** of the garden throughout the school year and during breaks.

Engage

The Garden Ranger program encourages parent, teacher, student and community **involvement**. Our Garden Ranger blog about their work every week.

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 ___day of_____, by and between the **Burbank Unified School District**, hereinafter referred to as "District", and hereinafter referred to as "Consultant."

Tiffany BaKas
Payee's Name (Person or Company) Social Security or Federal I.D. # 818.822.6032 Daytime Phone Number

Mailing Address: _____

Sponsoring Administrator: Jill Johnson
Print Name Title

Board Approval Date: Account Code: 010-90201-0-11100-10000-5810-215-2010

The assignment **will** ☒ **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.**

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 $ 550 per day ☐ / per day x / per session ☐ for a total not to exceed $ 550 =
2. The term of the Agreement shall be the period commencing on 9/12/19 and terminating on. 11/14/19
3. Consultant will provide the following services:

   10 week art classes for 3rd grade

4. The Consultant shall provide an invoice to the Assistant Superintendent, Business Services 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.

_____ _____ Aug 5th, 2019
Fiscal Services Administrator Date Consultant Date

585

Instructions: Consultant is to sign and return two copies to the sponsoring administrative site. After Board approval, return completed and signed forms to the Assistant Superintendent, Business Services for processing.
Revised 08/10

GORILLA ART STUDIO

WHO WE ARE

At Gorilla Art we believe art plays a vital role in a child's education. We have a team of artists who develop lesson plans that cater to school's educational needs.

When planning our art lessons, we take a few things into consideration:

1) How can we connect the lesson to a real artist, or relate the lesson to the world around them? How can we support the curriculum that is taught in school?
2) What new artistic techniques can they learn and what new medium can they work with?

And finally, ***and most important:***

3) Are the lessons engaging, imaginative and most of all– are they *FUN*?

Our Mission: is to spark imagination, toss in a little education and arrive at a creation.

PROPOSAL FOR IN SCHOOL ART ENRICHMENT–STEVENSON

Third Grade: 10 weeks. Beginning 9/12

During the 10 weeks of art lessons we will working on meeting the California State Art Standards. Lessons will be strengthening their knowledge of Elements of Art using painting, drawing and other various ways to create art. Lessons will cover the following:

- Students will learn how to paint an illusion of space using tints and shading. The lesson will cover what is foreground, middle ground and background.
- Students will learn how to compare and contrast works of art. In our lesson students will use diffferent mediums and tools to create their own masterpiece.
- Students will observe a regular life scene. Using that scene as inspiration students will create a piece of art.
- Students will create an original work of art using a creative printing process. We will be emphasizing rhythm and movement (this is a super fun, creative way for kids to express themselves).
- Learning about famous artists and their techniques will be incorporated throughout the 10 weeks.

Gorilla Art will provide:

- Each class will have one art instructor
- All supplies and use of aprons.
- Proof of insurance

REFERENCES

Gorilla Art is currently teaching at 6 elementary schools in the Burbank Unified School District. If you would like a reference please call the following people:

- Principal Brandi Young, at Washington Elementary- (818) 558-5550
- Kathy Wills, teacher at Roosevelt Elementary- (818) 558-4668

Contact - Tiffany Bakas, Owner/Director by cell: (818)822.6032

Contact e-mail: gorilla@gorillaartstudio.com

www.gorillaartstudio.com

Tiffany Bakas

142 N Brighton Street
Burbank, CA. 91506

Phone: 818-822-6032
Web: www.gorillaartstudio.com
E-mail: gorilla@gorillaartstudio.com

Objective
To inspire creativity in children

Education
Glendale Community College Art Classes
Burbank Adult School 3 years Photography

Awards
Honorary Service Award– PTA
1st place in Burbank City Competition– Photography.

Summary of Skills
Excellent experience in teaching art, using a wide variety of artistic mediums and techniques.
Easily able to inspire students to explore creativity and use art as a medium of self-expression.
Knowledgeable in art history and how to incorporate it into art lessons.
Years of experience teaching art to children ages K-5th grade.
Creative, and trustworthy.

Work Experience

Owner Of Gorilla Art Studio ***January 2013– Present***
Designing art lessons for all ages
Teaching art to children ages 16 months and up
Maintaining and designing websites
Social Media Marketing
Creating ART curriculum that meets the California State Standards.

Art After School Enrichment Instructor ***January 2013– Present***
Teaching ART Afterschool Enrichment at the following schools in Burbank;
Stevenson, Washington, Roosevelt, Emerson, Providencia, Jefferson, Bret Harte, and St Francis.

Instructor at Burbank Adult School ***2005-2007***
Artistic Photo Archiving

Licensed Cosmetologist – ***30 Years***

Volunteer Work
Cub Scout Committee Chair Leader
Boy Scout Committee Chair Leader
PTA President Stevenson Elementary School
Vice President of Stevenson Elementary Booster Club for the ARTS
Assistant Baseball Coach

References
Brandi Young, Principal. George Washington Elementary, (818) 558-5550
Linda Mostsumoto, Parent Education Resource Teacher, (818) 558-4611

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 August, 20 19 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Jon King hereinafter referred to as "Consultant."

Payee's Name Jon King Daytime Phone Number

Email Address jonathanking@burbankusd.org

Mailing Address

Sponsoring Administrator Jennifer Meglemre

Board Approval Date September 5, 2019

Account String 010-90904.0-17001-41001-5810-321-8100

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 $ 2000 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on September 6, 2019 and terminating on May 23, 2020.
3. Payment Terms: Paid quarterly
4. Consultant will provide the following services:

   Advanced Tech Support for tech crew

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 Jon King Date

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

Revised 06/19

BURBANK UNIFIED SCHOOL DISTRICT

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

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 19 of August, 20 19 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and John Gilmore hereinafter referred to as "Consultant."

Payee's Name John Gilmore Daytime Phone Number (818) 231-9101

Email Address johngilmoremusic@gmail.com

Mailing Address

Sponsoring Administrator Jennifer Meglemre

Board Approval Date September 5, 2019

Account String 010-~~90204~~.0-17001-41001-5810-321-8100

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 $ 40 per hour☒/ per day ☐/ per session☐ for a total not to exceed $ 6500 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on September 6, 2019 and terminating on May 23, 2020.
3. Payment Terms: Paid quarterly
4. Consultant will provide the following services:

   Accompanist for JMS choirs

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 Las 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 John Gilmore 8/29/19 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

John Gilmore
739 E Verdugo Ave.
Burbank, CA 91501
(818) 231-9101
johngilmoremusic@mac.com
(BMI)

1984-1987
Lawry's Restaurants – Waiter and Entertainer

1987-1992
Playboy Enterprises – Public Relations Coordinator, Composer, and Music Librarian

1992-present

Film & Television
"The Midas Touch" – Paramount
"Cold Case" – CBS Special
"Romancing Sara" – Cameo Films
"Real Romance" – Bravo
"The Escape" – Boys & Girls Films
"Sentinel" – UPN
"American Chronicles" - Fox
"The Allnighter" – Universal
"New York Memoirs" – Larkin Prod.
"Ultimate Toy Awards" – NBC
"Rescue 911" - CBS
"Viper" – Syndicated

Commercial
"Ozzie's Science" – Educational Video Game – Digital Impact
Nintendo
Valeo Sports Belts
Playboy Jazz Festival
Wilson
Candie's Shoes
Children's Circle Video – Industrial

Albums
Mike Gurley and the Nightcaps (AKA Gurley/Gilmore) – Champagne Records
"Champagne, Champagne"
"Euphoria"
"I Ain't Gonna Sit On Santa's Lap"
"Mango Martini"

dada – IRS Records, MCA Records
"Puzzle"
"Self Titled"
"American Highway Flower"
"How To Be Found"

Mary's Danish - Chameleon Records, Morgan Creek Records
"Experience"
"Circa"

John Gilmore
"Atmosphere of Love
"A Peaceful Night"
"

Music Direction
"Cascade Cabaret"
"Mike Gurley and the Nightcaps"
Regional Music Theatre
John Gilmore Music – Library
Shimmersong Music
Bible Study Seminars
"Girls of Rock n' Roll" – Las Vegas
Playboy Jazz Festival
Church Organist
Piano Teacher
Emerson Chorus - Director

John Gilmore
739 E Verdugo Ave.
Burbank, CA 91501
(818) 231-9101
johngilmoremusic@mac.com
(BMI)

Education

University of Cincinnati, College Conservatory of Music
UCLA – Masters Certificate – Film Scoring

John Gilmore – Composer, Pianist, Organist, Teacher, Music Director, Arranger

John Gilmore has been writing music, accompanying singers, and performing in concerts and Churches since the age of 15. An extremely versatile musician, John has toured the country with numerous rock bands, jazz groups, and Broadway performers in cabaret and concert venues, including singers from the New York Metropolitan and Los Angeles Opera Companies. He is currently music director and keyboardist for the inspirational rock band *The Band of Disciples* and pianist for the popular jazz group *Mike Gurley and the Nightcaps*. As a composer and arranger, his work has been featured in many motion pictures and television programs including *Cold Case*, *Rescue 911*, *Identity* and *The Midas Touch*. John is a professional organist, currently contracted by Forest Lawn and serving at Thirteenth Church of Christ, Scientist Hollywood, CA. He is a member of BMI and has worked for or served on the boards of the John Muir VMA, Playboy Jazz Festival, the Pacific Composers Forum and the L.A. Philharmonic. He resides in Burbank, CA with his wife Debra and two children Carly and Miles, and is very active in the advancement of music and arts education within the Burbank area.

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 9 of September, 20 19 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Laura Anderson hereinafter referred to as "Consultant."

Payee's Name Laura Anderson Daytime Phone Number 818-846-7531

Email Address lauraleeanderson@att.net

Mailing Address

Sponsoring Administrator Jennifer Culbertson

Board Approval Date September 5, 2019

Account String PTA Gift Account for Providencia 01.0-90201.0-11100-10000-5810-2138200

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

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

WITNESSETH:

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

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 1,250 per hour☐/ per day ☐/ per session☐ for a total not to exceed $ 1,250 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 9-9-19 and terminating on 5-21-20.
3. Payment Terms: Paid in full upon completion of services by PTA Gift Account
4. Consultant will provide the following services:

   Peaceful Playground Training and Support for teachers and students to total 25 hours.
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 Laura Anderson Date _____

592

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

1. I will provide any desired/needed training for the 1st and 2nd grade teachers (I would love to develop a curriculum that makes P.E. an easy and fun time) (2)

2. I will do presentations in August to review the playground expectations (4)

3. I will train and test for all yard supervisors in the rules of the games (2)

4. I will attend the yard supervisor meetings to train and recommend changes (3)

5. I will work with the district to try to get the lines re-striped as needed (3)

6. I will work with staff to produce a current rule book and supervisor manual (2)

7. I will work with the point person to maintain and order equipment (2)

8. I will regularly visit your school to assess progress and target needs (3)

9. I will orientate the kindergarteners for the "big playground" in May (2)

10. I will attend PTA/ Booster meetings to raise awareness of the playground needs and try to generate the funds needed to support the program (2)

I believe that it will take a minimum of 25 hours a year to accomplish these goals. The amount of money necessary for the program to be sustained annually will be $1,250 for my services, in addition to equipment costs. The sites that have been able to make this investment in their playgrounds have seen a compounded benefit year-to-year to the children, the principal and office staff. At this point the program begins to be self-perpetuating and becomes a "way of life" at the school.

Lastly, at Roosevelt I have transferred the program to a paid parent who has done an outstanding job overseeing the program for the last 3 years. Nothing would make me happy than to "multiply" myself at each school!

Thank you for considering my thoughts on the reality of what it takes to maintain this program. I respect the fact, that as principals, you are juggling many needs and have to look at the big picture of your school. I am also aware that the launch of Common Core is demanding much time and focus for you and your staff. If it doesn't work out for me to return next year, know that I completely understand. It has been a pleasure working with each of you!

Laura Anderson

Laura Anderson
Independent Playground Consultant

Dear Principals,

I have been doing some serious evaluation of my role as a consultant at the eleven elementary schools here in Burbank over the past seven years. I wanted to share with you a little history, a present day snap-shot, and what I have concluded as the way "forward" for this program if it is to be a viable, sustainable complement to the PeaceBuilders program in our district.

HISTORY:
Our family moved to Burbank in 2001. Our children moved through the Burbank schools and we were pleased with their academic experience. The part of the school day that seemed to be the issue was the time spent on the playground.

After some time, it became clear that there was no skill-building or instructional teaching being done during the weekly 1st and 2nd grade P.E. times. I was very surprised that the California Standards were not being taught.

Being new to the school community, I offered to volunteer to come during the afternoons and teach the children how to play the playground games that were painted on the playground. I volunteered for a year before Betsy Quinn approached me about hiring me to implement and maintain the Peaceful Playgrounds Program for 20 hours a month. After two years of listening to feedback and making adjustments, the program became a "way of life" on the playground and other sites began to inquire about the program.

In December 2009, I received a call from BUSD asking if I would consider piloting the program at all eleven Burbank elementary schools using grant money. On February 18th, 2010, I signed an 18 month contract with BUSD, which began a very crazy and intense season of rolling out the program at all the schools.

SNAP SHOT
After many hours spent with children on the playgrounds, I have come to the conclusion that there are 8 key components necessary for the sustainability of the program at any school site. Without all 8 things in place, the program loses momentum and credibility each year:

BURBANK UNIFIED SCHOOL DISTRICT

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

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 5 of September, 20 19 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Garri Dance hereinafter referred to as "Consultant."

Payee's Name MB Dance Inc dba Garri Dance Studio Daytime Phone Number 818-846-4390

Email Address megan.baade@gmail.com

Mailing Address 3715 West Magnolia Blvd. Burbank, CA 91505

Sponsoring Administrator Jennifer Culbertson

Board Approval Date September 5, 2019

Account String Providencia Fundraising Committee- Gift Account 01.0-90201.0-11100-10000-5810-2132040

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 $ 4,050 per hour☐/ per day ☐/ per session☐ for a total not to exceed $ 4,050 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 2-3-20 and terminating on 3-20-20
3. Payment Terms: one payment upon completion from Providencia Fundraising Committee- Gift
4. Consultant will provide the following services:
   6 weeks of school-wide (TK-5th grade) dance instruction
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 Garri Dance Date _____

595

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

GarriDanceStudio

3715 W. MAGNOLIA BLVD. BURBANK, CA 91505
818.846.4390

Call to schedule your FREE trial lesson today 818-84[illegible] 4390

Home
History
Class Descriptions
Calendar
Music Lessons
Dance Camps
Recital
Schedule
Tuition
Directions
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Photo Gallery
Blog
Parties
Testimonials
Why Choose Us
Contact



Jean Hartman & Peg E. Garri



Garri Dance Studio 1958



Garri Dance Studio's current location in the beautiful Magnolia Park District of Burbank

Garri Dance Studio, located in Burbank, California, was founded in 1958 by Peg Garri. Peg was a talented, well-rounded dancer working for many years as an MGM Stock Dancer alongside popular entertainers such as Shirley Temple and Donald O'connor. Miss Peggy left the performance world to pursue another dream; to open a dance studio with the intention of serving her community while allowing herself more time to spend with her family.

Garri Dance Studio's current artistic director, Megan Baade, is no new-comer to Garri Dance Studio. GDS has remained a second home for Megan since her first dance lesson at the age of three. After dancing at Garri Dance Studio for 15 years, under the instruction of various teachers including GDS founder, Peg Garri, Megan began teaching at several studios throughout the Los Angeles area, including Garri Dance Studio. Megan has performed in local, national and international venues including her most recent MWR Tour throughout several Military Bases in Eastern Europe in 2002-2003. In 2004, Megan enthusiastically took the reins from the founder's daughter, Marybeth Costanzo, and immediately began pouring new energy and ideas into this already popular and loved Burbank Dance Studio. In 2007, 2011, 2012 and 2014 Megan Baade was honored to receive the Burbank Leader Reader's Choice award for "Best Dance Instructor". Garri Dance Studio has also been voted "Best Dance Studio" under Megan's direction for eight consecutive years in 2007, 2008, 2009, 2010, 2011, 2012, 2013 and 2014.

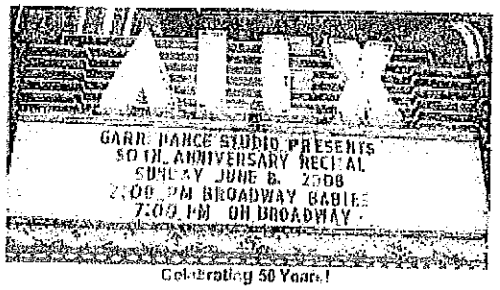
In September 2007, Garri Dance Studio moved into a new home conveniently located in Burbank, California in the heart of the beautiful Magnolia Park District. Megan thoughtfully designed and renovated the new studio facility to better suit the needs of her growing dance studio family. The new studio location offers three beautiful dance rooms with sprung wood dance floors, exposed brick, natural light, high beam ceilings and ample parking in the rear of the building. Parents and guests wait for their dancers in the studio lobby while viewing classes in progress on a closed circuit television system or shopping for dance necessities in the studio dance shop. Megan also implemented many new programs that run simultaneously providing many convenient options welcomed by studio families. Newly added programs include music, theatre, and specialty workshops for students of all ages and levels. A private music studio is located on site for one on one music instruction in piano, voice, guitar and more.

An exciting annual dance recital is just one of the many great events put on by Garri Dance Studio each year and is attended by studio families as well as local community members and Garri Dance Alumni. The 50th annual recital began Garri Dance Studio's on-going run at the Historic Alex Theatre in Glendale. Over the last several years, Garri Dance Studio has worked closely partnering with Burbank Unified School District and surrounding schools to provide California Standards Based Dance Classes and exciting after school programs for young students.

Garri Dance Studio truly has something for everyone! Peg Garri, Marybeth Costanzo, and Megan Baade have shared one common goal. . . to instill the love of dance within their students and to surround them in a positive environment where they can express themselves creatively and artistically. Garri Dance Studio's dynamic teaching staff is working hard to provide each and every student with all the necessary tools to enjoy dance and music for a lifetime!



Megan Baade (Director of Garri Dance Studio) & Marybeth Costanzo (Daughter of studio founder, Peg Garri)



Celebrating 50 Years!

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Home | Contact

GARRI DANCE STUDIO AGREEMENT

THIS AGREEMENT ("Agreement") made and entered into this 6th day of June 2019, by and between Garri Dance Studio and Providencia Elementary School.

Providencia Elementary School requested a proposal for the performance of certain professional services; and Garri Dance Studio desires to enter into an agreement with Providencia Elementary School for the performance of these professional services.

In exchange of the mutual promises contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Garri Dance Studio and Providencia Elementary School agree as follows:

1. **Scope of Services.** Garri Dance Studio agrees to supply Providencia Elementary School with the following professional services (the "Services"):

a.) Six weeks of Dance Instruction for all Providencia Elementary School Students TK-5th with emphasis on the California State Dance/VAPA Standards.

b.) School-wide performance for parents will be held on March 20, 2020.

c.) Up to three Providencia Elementary School students will be awarded GDS Summer Scholarships at final performance event (total donation value $1050.00) to be applied toward 2020 Summer Dance Camp.

2. **Term.** Garri Dance Studio shall commence providing the Services on February 3, 2020, and shall terminate on March 20, 2020 (the "Term"). Classes meet Wednesdays & Thursdays unless otherwise agreed upon. No classes will be held during the week of February 24, 2020 due to Parent Teacher Conference Week/early dismissal.

3. **Payment.** In consideration of the Services provided pursuant to this Agreement, Providencia Elementary School shall pay Garri Dance Studio a returning customer booking discounted fee of $4,050 due upon completion of program. *(10% discount has been applied for early booking - full price $4,500)*

4. **Indemnification.** Providencia Elementary School shall hold harmless Garri Dance Studio, its Trustees, officers, agents, and employees, from liability of any kind, including all claims and losses for injuries to persons or damage to property in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm, or corporation that may be injured or damaged in the performance of this Agreement.

5. **Intellectual Property and Copyright.** All intellectual property, including, but not limited to, choreography, copy, art, photographs, designs, text, or documentation created as part of Garri Dance Studio's provision of Services shall remain the intellectual property of Garri Dance Studio.

6. **Non-competition.** Employees and/or contractors of Garri Dance Studio shall not have any individual contractual relationship with Providencia Elementary School. This non-competition obligation will survive the expiration of this agreement.

7. **Entire Agreement.** This Agreement contains the entire agreement of the parties and there are no representations, inducements, or other provisions other than those expressed herein. All changes, additions or deletions to this Agreement shall be in writing and executed by the authorized representatives of both parties. This Agreement and the rights and obligations of the parties hereto shall be interpreted, construed and enforced in accordance with the laws of the State of California.

IN WITNESS THEREOF, the parties have executed this Agreement in duplicate originals, one of which is retained by each of the parties, effective the day and year first written above.

Providencia Elementary School

Principal Print Name:

_____

Signature: _____

Date: _____

Garri Dance Studio Representative

Megan Baade Print Name:
Megan Baade

Signature:
Megan Baade

Date: 6/6/19

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 9 of September 20 19 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Education Through Music- LA hereinafter referred to as "Consultant."

Payee's Name Education Through Music- LA Daytime Phone Number 818-433-7600

Email Address www.etmla.org

Mailing Address 2501 West Burbank Blvd., Suite 301

Sponsoring Administrator Jennifer Culbertson

Board Approval Date 9-5-19

Account String Providencia Fundraising Committee- Gift Account 01-0-90201.0-11100-10000-5810-2132020

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 $ 18,31 per hour☐/ per day ☐/ per session☐ for a total not to exceed $ 18,319 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 9-9-19 and terminating on 5-21-20.
3. Payment Terms: $12,000 on 10-1-19 and $6,319 on 5-21-20
4. Consultant will provide the following services:

   Weekly music instruction for grades 4 and 5 and technique/orchestra classes as well.
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	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

education through MUSIC los angeles

Scope of Services
Contractor

Date of Contract:	June 19, 2019
Services Description:	Music Instruction for Providencia Elementary (4th-6th Gen. Music, and 4th-6th Grade String Orchestra)
Service Dates:	August 26, 2019-May 29, 2020 (32 weeks)
Instruction Fees Scale:	ETK/TK-2nd: Gen. music (30 minutes/class); Rate=$60/Class 3rd-8th: Gen. music (45 minutes/class); Rate=$75/Class Ensemble Rehearsals & Pullouts (Choir, Band, Orchestra) (60 minutes/class); Rate=$75/Class

EXPENSE

Music Instruction for Grades 4th-6th Gen. Music, and 4th-6th Grade String Orchestra, 11 classes

2 4th Grade classes @ $75/class with 32 service weeks/year	$4,800
2 5th Grade classes @ $75/class with 32 service weeks/year	$4,800
5 Pull Out classes @ $75/class with 30 service weeks/year	$11,250
2 Orch Rehearsal classes @ $75/class with 28 service weeks/year	$4,200
Total Music Instruction/Year	**$25,050**
Transportation (busing costs) for 2020 Music Unites the World Festival	**$600**

Oversight/Management/Curriculum

Weekly Staff MTG (ETM-LA staff do not attend)	$0
Strategic Planning & Oversight (15 hrs) (50% courtesy discount)	$750
Monthly Site Visits (10 hrs @ $100/hr)	$1,000
Use of Curriculum Materials (20% BUSD discount)	$800
Principal and Parent Group Guidance (5 hrs) (50% courtesy discount)	$250
Principals Conference (half-day)	$300
Professional Development for Classroom Teachers	$300
Professional Development for Music Teacher(s) (12 full days)	$2,100
Total Oversight/Management/Curriculum	**$5,500**
TOTAL EXPENSE	**$30,550**

INCOME

Providencia Elementary	**$18,319.00**
Education Through Music-Los Angeles	$12,831.00
TOTAL INCOME	**$30,550.00**

** 20% curriculum use discount applied when contracting with 1-4 BUSD schools.*

ETM-LA, Inc. 2501 W. Burbank Blvd., Ste. 301, Burbank, CA 91505. Tel: 818 433 7600. Fax: 818 433 7601. www.etmla.org

Education Through Music-Los Angeles Partner School Program
Memorandum of Agreement 2019-2020

A. Summary

This Document sets forth in principle the mutual commitments being undertaken by **Providencia Elementary School** ("School") and Education Through Music–Los Angeles ("ETM-LA") as the key participants in an endeavor to institute and maintain a music and arts educational program and curriculum in the School on the model, which has been developed by ETM ("Program").

B. Period of Agreement

Services and commitments under this agreement are expected to extend from August 26, 2019-May 29, 2020, which will be the period of this agreement.

C. Schedule of Services provided to the School by ETM-LA

Program design, program planning, and resource development

- Assist the School in developing a strategic plan for implementing and sustaining music instruction for all students.
- Assist with School's hiring of music faculty, if any.
- Advise the School on acquiring instruments and other necessary materials.
- Collaborate with the school in developing alternative sources of funding for the Program.
- Collaborate with the School's parents association in promoting and sustaining the Program.

Adjunct music faculty and music instruction resources

- If the school lacks sufficient music faculty to serve every child at least once per week, ETM-LA will employ one or more supplemental music faculty to provide instruction at the School as further described in section **E. Financial Commitments by the School and ETM-LA**.
- Provide comprehensive sequential music curricula for music faculty to follow that fulfills applicable instruction standards.

Professional development for music teachers

- Provide training, ongoing support and oversight to the music faculty to improve their teaching skills.

Professional development for other school faculty

- Provide professional development to the music and other academic faculty members of the school in support of school-wide teaching initiatives. Meet with faculty periodically to address/share impact of music education on student development, collaboration & cross-curricular connections, leveraging the music teacher to support learning, and best teaching practices examined through a musical lens.

Program oversight and evaluation

- Provide consultation services to the School Principal regarding issues of management, assessment, and resource development that are relevant to Program goals.
- Communicate promptly with the School regarding any staffing changes or other staffing concerns.
- Provide site visits by ETM-LA supervisory staff who will help oversee the Program, assist in staff training, and serve as liaisons between the School and ETM-LA.
- Monitor program effectiveness on an on-going basis and suggest adjustments to the Program as necessary, including replacement of music faculty when required.

D. Program Management Commitments by the School Principal

Long-term planning for a sustainable music program

- Collaborate with ETM-LA to develop a strategic plan for implementing the Program in the School for all students, and work towards independent sustainability.

Public schools - work orders and purchase orders (ETM-LA Vendor # 1000002813)

- After this agreement is signed by the School, the School will fully process an encumbered purchase order for that amount stated in **Section E.** no later than **September 15, 2019**. If ETM-LA does not receive an encumbered purchase order by then, ETM-LA may suspend music instruction and other services until the purchase order is received.

Parochial and charter schools – Payment Scheduling

- After this agreement is signed by the School, the school should follow the payment schedule for the total commitment in Section E in writing. If the schedule is not affirmed by **September 15, 2019,** ETM-LA may suspend music instruction and other services until the payment schedule is affirmed.

Allocation of School Resources to the Program

- Provide a classroom for music instruction or more than one classroom if additional space is needed in order to serve all students in the school.
- Provide administrative representation to ETM-LA's annual principal meeting.
- ETM-LA Music Teachers should be able to share basic classroom supplies and resources with the rest of the staff including basic copying, paper, chalk, etc.
- Commit to creating a musical environment for the music room including a color block rug, posters, and foundation instruments (i.e. Orff, percussion, et al.)

Music faculty management

- Collaborate with ETM-LA to place qualified persons to serve as music faculty.
- Promptly communicate with ETM-LA regarding any music faculty staffing changes or other staffing concerns.
- Invite music faculty to staff meetings, inform them of School policies and procedures, and provide them with a School policy handbook and related School policy documents, if available.
- Independently observe the teaching activities of music faculty and support music faculty in their teaching.
- Promptly inform ETM-LA of any incidents in which any ETM-LA-employed music faculty is alleged to have violated any School policies, especially those governing the interactions between School personnel and students.

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- Work with music teachers to secure dress rehearsal and concert dates for concert performances.

Music Instruction management

- Collaborate with ETM-LA staff to design a grading policy for all music students, focusing on providing specific feedback to parents regarding their children's work in the music classroom.
- Schedule and facilitate the production of one school-wide student music performance in the winter and one school-wide student music performance in the spring. If possible, the schedule will include a dress rehearsal for all performers that can function as a school assembly.
- We ask that grades are included on student report cards. Where possible, we encourage music grades be included in overall student GPA.

Professional development coordination and support

- Work with ETM-LA Program Director/Field Supervisor to identify best times for semi-yearly professional development sessions (will be informal and short in length this year).
- Facilitate distribution of academic teacher professional development resources and provide field supervisor with a staff roster so we can track attendance.
- Observe and participate in the ETM-LA professional development workshops.

Time tracking and documentation for ETM-LA employed music faculty

- On a semi-monthly basis, ETM-LA will e-mail or fax written summaries of instructional time provided to the School. The School Principal or other School staff members authorized by the Principal will review and promptly contact ETM-LA with any questions or proposed adjustments. When deemed accurate, the Principal or authorized School representative will approve the documentation by signing the affirmation on each page and faxing or e-mailing the signed copies to ETM-LA.

Program oversight and evaluation

- Disseminate, collect, and return to ETM-LA all Program evaluation materials on a timely basis
- Encourage all teachers and staff to complete ETM-LA's online and written surveys regarding the Program in a timely manner.

Program promotion and community relations

- Communicate the school's long-term vision for music instruction and current music instruction activities in one school-wide written communication published around the time of the winter student concert and one school-wide written communication published around the time of the spring concert.
- Facilitate completion of image release forms for students.
- Facilitate site visits to the School by current or potential Program benefactors.

E. Financial commitments by the School and ETM-LA

- The financial commitment of the School will be **$18,319** which will partially support:
  - 32 weeks of music instruction by ETM-LA employed music faculty and program oversight.
  - All Program design, planning, and resource development services described in Section C occurring from August 26, 2019 until the start of Program music instruction in the School and during the period when Program music instruction is ongoing at the School.

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ETM–LA Program at Providencia Elementary School
August 26, 2019 to May 29, 2020 Budget and Payment Schedule.

Payment Schedule:

$12,000	**09/01/19**
$6,319	**12/01/20**

- A late charge of 2% of any overdue amount shall be payable to ETM-LA. The parties hereby agree that such late charge represent a fair and reasonable amount. Acceptance of such late charge by ETM-LA shall in no event constitute a waiver of the School's default, nor prevent ETM-LA from exercising any other rights and remedies.
- When the purchased instruction time is exhausted, ETM-LA will continue to provide music instruction and Program supporting services at no charge to the School as charitable contributions to ETM-LA and other funding of the Program permit, with the aim of subsidizing the Program at the School until the end of the school year. ETM-LA has sole discretion in determining whether it has sufficient financial resources to continue subsidy of the Program at the School.
- ETM-LA will make its best effort to provide at least 30 days' notice to the School of any plan to suspend its subsidy and potentially suspend some or all of ETM-LA's activities in the Program due to funding shortages.

F. Termination

Either the School or ETM-LA may terminate this agreement for any reason upon written notice to the other. No claim for damages that resulted from termination of this agreement will be made by or allowed to either ETM-LA or the School. ETM-LA will be entitled to payment for any instructional hours and supporting services completed pursuant to this agreement prior to the termination date.

Principal Signature _____ Date _____

ETM-LA signature _____ Date _____

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 5 of September, 20 19 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and RV Arcade hereinafter referred to as "Consultant."

Payee's Name RV Arcade Daytime Phone Number 323-999-1386

Email Address www.rvarcade.com

Mailing Address 4924 Balboa Blvd., #400 Encino, CA 91316

Sponsoring Administrator Jennifer Culbertson

Board Approval Date September 5, 2019

Account String Providencia Fundraising Committee- Gift Account 01.0-90201.0-11100-10000-5810-2133170

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 $ 420 per hour☐/ per day ☑/ per session☐ for a total not to exceed $ 420 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 10-18-19 and terminating on 10-18-19.
3. Payment Terms: One time payment- check to be given to RV Arcade on 10-18-19
4. Consultant will provide the following services:
   Game Truck for 2.5 hours on 10-18-19
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 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

RV ARCADE

Recreational Video Game Vehicle

INVOICE

4924 Balboa Blvd. #400
Encino, CA 91316
(323) 999 - 1386
www.rvarcade.com

Date: 18-Oct-19
Invoice #

Bill to:
Burbank Unified School Disctrict

Event Location
Providencia Elementary School
Burbank

Start time: 5:30
End time: 8:00
Guests:
Notes:

Description	Amount
2.5 Hour Event	$460
SFV Customer Discount	($40)
Deposit Paid	$0

Comments

Balance $420

Gratuity

Other:

=

Total Due

X _____

Credit Card / Cash / Check
$$

Customer agrees to pay all amounts shown on this invoice and acknowledges completion of service. Deposits are non-refundable but may be applied to a future event if rescheduled with 48 hours advance notice, subject to availability.

If you have any questions about this invoice, please contact us @
(323) 999 - 1386 or info@rvarcade.com

Thank you! We hope to see you again soon!

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 5 of September, 20 19 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Extra Fun Jumpers Event Rentals hereinafter referred to as "Consultant."

Payee's Name Extra Fun Jumpers Daytime Phone Number 800-404-1366

Email Address www.extrafunjumpers.com

Mailing Address 11353 Penrose Street Sun Valley, CA 91352

Sponsoring Administrator Jennifer Culbertson

Board Approval Date September 5, 2019

Account String Providencia Fundraising Committee Gift Account 01.0-90201.0-11100-10000-5810-2133170

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 $ 702.99 per hour☐/ per day ☐/ per session☑ for a total not to exceed $ 702.99 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 10-18-19 and terminating on 10-18-19.
3. Payment Terms: one payment- check to be given three weeks prior to event to solidify rental
4. Consultant will provide the following services:

   Inflatables/games at our Harvest Festival
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 Extra Fun Jumpers Event Rental Date _____

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

Revised 06/19

Invoice #112874

Rental Date	10/18/2019 - 10/18/2019
Contact Person	Tanya Whitford
Event Address	1919 N Ontario St
City, State, Zip	Burbank, CA, 91505
Home Phone	323-377-1312
Cell Phone	818-729-3100
Event Rental Time	5:00pm - 8:00pm
Location	
Setup Surface	Grass

Equipment Rented		
1.	Sports Zone 3 Games in 1 451 x 1	$139.00
2.	5 mini basketballs + 5 soft baseballs + 3 mini footballs x 1	
3.	30ft Radical Obstacle 619 x 1	$169.00
4.	Grand Slam Plinko x 1	$39.00
5.	Down a Clown x 1	$39.00
6.	40ft Toxic Obstacle Course 649 x 1	$219.00
7.	Large Generator x 1	$125.00

SubTotal		$730.00
General Discount: 10%	-$73.00	$657.00
Damage Waiver - Yes	$45.99	$702.99
Total		$702.99
Deposit Required		$70.30
Due		$702.99

Customer Comments: DELIVERY TIME:3:30PM-4:30PM / PICK UP TIME:8:30PM-9:30PM NOTE:CUSTOMER WILL SENT A P.O 3 WEEKS PRIOR TO THE EVENT. INSTALLER WILL DRIVE TO THE SETUP AREA.

Customer is responsible for any accessories lost; Accessories lost will be charge to card on file

_X_____ Lessee Initial

THANK YOU FOR YOUR BUSINESS!

TERMS OF LEASE

Cancellation must be done at least 72 hours prior to the event, if customer cancels after 72 hours a 50% will be charge to customers credit card on file. In addition to the terms below, and the operation guidelines on each rented item, the Lessee (customer) agrees to supervise the operation of any rented item and further agrees that if the item is damaged that he/she will reimburse Extra Fun Jumpers for the full price to fix the damage and/or the full replacement value of the rented item. Before signing this contract, Lessee agrees that he/she has read the entire contract, has agreed to all terms and conditions herein, and has had all questions he/she may have answered to the Lessee's full satisfaction and understanding.

Delivery/Operation/Payments: To address specified by Lessee. Lessee grants Extra Fun Jumpers and its employees/contractors, the right to enter said property for the delivery and return of the rented equipment at approximate times. All payments must be made at time of delivery. No refunds will be made after the equipment has been delivered. For jumpers, the lessee agrees to provide one electrical outlet rated at 115 volts with 20 amperes capacity per motor unit within 50 feet of each unit. No electrical cords are to be used. If the blower stops or the air pressure is low, **remove** all users immediately, and then check on the problem. Air tubes in the rear of the unit should be tied securely to the blower or tied off to prevent air from escaping. The electrical cord should be plugged into an outlet and be the only thing operating on that electrical circuit. Circuit breakers should also be checked. Customer is subject to an additional charge of $25.00 for all service calls due to electricity.

General Rules for Safe Operation: Units must be operated over a smooth, compatible surface such as grass or hard top surface. The unit may NOT be operated on rough surfaces such as rocks, brick, glass, or any jagged objects. Unit cannot be moved by lessee after placed by Extra Fun Jumpers employees/contractors. Unit MUST BE properly anchored prior to use. Unit will be anchored initially by Extra Fun Jumpers employees/contractors and the anchors MUST NOT be removed during period of use. **Never** attempt to relocate, adjust or service a blower. **Never** use during high winds, gusty winds, thunderstorms or lightening. The unit can turn over in high winds, even if anchored, and this could result in severe injuries to the users. **Do not** resume use until adverse weather conditions have ceased. **Always** follow the manufacturers guidelines located on the unit itself.

Additional Safety Rules: **Before entering the unit,** have the users remove their shoes, eye glasses, belt buckles and any sharp objects. **Never** play, jump or enter a partially inflated/deflated unit. **Never** allow the users to climb or play on the outside or inside walls of the unit, columns, netting or roof of unit. **Always** follow the number of riders and rules posted on the unit itself. **Do not** plug or unplug the motor repeatedly as this will cause the unit to burn up and you will be responsible for any resulting damage. **Always** have an adult present, who has reviewed and understands both this contract and the rules posted on the unit itself, who can supervise the riders. **Never** allow the users to be unsupervised in or around the unit. **Never** allow more users than the maximum number of user 608

per age group as described within this lease and on the unit itself. Never place a hose or water on or into the unit unless authorized by Extra Fun Jumpers. **Do not** allow horseplay on, in, or around the unit. **Always** follow the directions for use on the unit itself. **Only** children of the same age group are to play on the unit at the same time.

NO SILLY STRINGS ON INFLATABLES X_____ Lessee Initial

NOTES: Any silly string, gum, drinks, food or other sticky subtances is not allowed in or around the inflatable, if upon pick up such a cleaning is required a $50 to $75 cleaning fee will be charge to the credit card on file.

Additional Terms of Lease: Extra Fun Jumpers is not responsible for bad weather, disruption of electrical service and/or unfavorable conditions that may arise and no charges or fees will be reimbursed as a result. **ABSOLUTELY NO** silly string or similar items, such as, but not limited to, food, drinks, confetti, foam or trash, in or around the unit at any time !!! Silly string and like objects will cause permanent damage to the unit and lessee will be responsible for the full replacement value of the rented unit and/or assessed a $75.00 cleaning fee if the unit is determined not to be permanently damaged. Lessee agrees **not** to operate the unit(s) in a manner contrary to this contract and the rules of use on each unit. If lessee operates the unit (s) in a manner contrary to the contract and rules of use on each unit, and the unit is damaged, Lessee agrees to pay the cost or repair or full replacement value of any damaged equipment or unit. Lessee agrees that the equipment leased is for Lessee's own use and said equipment is not be loaned, sub-let, mortgaged or in any other manner disposed of by Lessee. Lessee further agrees to be liable for any loss of said equipment by reason of fire, theft, or any other cause.

Hold Harmless Provisions: Lessee agrees to indemnify and hold Extra Fun Jumpers harmless from any and all claim, actions, suits, proceedings, costs, expenses, fees, damages and liabilities, including, but not limited to, reasonable attorney's fees and costs, arising by reason of injury, damage, or death to persons or property, in connection with or resulting from the use of the leased equipment. This includes, but is not limited to, the manufacture, selection, delivery, possession, use, operation, or return of the equipment. Lessee hereby releases and holds harmless Extra Fun Jumpers from injuries or damages incurred as a result of the use of the leased equipment. Extra Fun Jumpers cannot, under any circumstances, be held liable for injuries as a result of inappropriate use, God, nature, or other conditions beyond its control or knowledge. Lessee also agrees to indemnify and hold harmless Extra Fun Jumpers from any loss, damage, theft or destruction of the equipment during the term of the lease and any extensions thereof.

Disclaimer of Warranties: Extra Fun Jumpers makes no warranty of any kind, either express or implied, as to the condition of or performance of any leased equipment and Lessee agrees to **immediately** cease use of the equipment and contact Extra Fun Jumpers if any of the lease equipment develops any indication defect or improper working conditions. Lessee agrees to use the equipment **at Lessees own risk**.

Breach/Indemnity/Arbitration: In the event that Lessee breaches any of the terms of this lease, that Lessee will pay for all consequential damages and further indemnify Extra Fun Jumpers for all costs incurred by Extra Fun Jumpers incurred in enforcing the terms of the lease or in defending any claim or lawsuit arising out of the operation of said equipment, including the amount of any judgment, attorney's fees and costs. If Extra Fun Jumpers determines, within its own discretion, that Lessee has failed, in any way, to observe or comply with the conditions of this lease, Extra Fun Jumpers may exercise any of the following remedies: termination of this agreement; reenter property and retake the equipment; declare any outstanding rent and charges immediately due and payable and initiate whatever legal proceedings necessary to recover said equipment or monies; and/or pursue any additional remedies available it by law. If a conflict arises, Extra Fun Jumpers and Lessee will abide by the CAstate laws and forgo filing a lawsuit to solve the dispute.

BY SIGNING MY NAME ON THIS CONTRACT I, BEING THE LESSEE, CONTACT PERSON, LESSEE REPRESENTATIVE, OR OTHER INDIVIDUAL ASSUMING THE ROLE OF *LESSEE, ACKNOWLEDGE THAT I HAVE COMPLETELY READ AND UNDERSTAND THIS CONTRACT AND ANY AND ALL ACCOMPANIED ADDENDUM(S). I HAVE BEEN FULLY INSTRUCTED BY* Extra Fun Jumpers *PERSONNEL AS A TRAINED OPERATOR FOR THE AFFORMENTIONED EQUIPMENT AND HAVE HAD ALL OF MY QUESTIONS ANSWERED TO MY SATISFACTION. I UNDERSTAND THAT I AM SOLEY RESPONSIBLE FOR ADHERING* TO *THE TERMS SET FORTH BY THIS RENTAL CONTRACT AGREEMENT AND ANY AND ALL ACCOMPANIED ADDENDUM(S).*

SIGNATURE X _____ PRINT NAME X _____ DATE X _____

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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 16th of August, 20 20 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and _____ hereinafter referred to as "Consultant."

Payee's Name Danny Moreno Daytime Phone Number 562-706-0180

Email Address artyloon@artyloonshow.com

Mailing Address _____

Sponsoring Administrator Sandra DeBarros

Board Approval Date 9-5-19

Account String 010-90201.0-11100-10000-5810-2061010

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 AB3346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

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

WITNESSETH:

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

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

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

NOW THEREFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 275.00 per hour☐/ per day ☐/ per session☒ for a total not to exceed $ 275.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on September 27, 2019 and terminating on September 27, 2019.
3. Payment Terms: One Payment
4. Consultant will provide the following services:

   50 Minute Magic Show - With laugh out loud comedy magic, amazing illusions, spectacular juggling, fantastic balloon sculptures,and superb puppetry.

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.

_____ _____ 8/19/19

BUSD Authorized Signature/Title Date Consultant Date

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Req. Revised 06/19



To whom it may concern,

The Arty Loon Show will be performing a 50 minute Magic Show for

Jefferson Elementary School on September 27,2019 as the rewards program for the Regency Fundraising company.

The Show will consist of juggling, puppetry, magic, physical comedy and clean humor with tons of audience participation.

Please do feel free to reach us at 562-706-0180 if you have any further questions or concerns.

Looking forward to the fun.

Warm regards,

Danny Moreno

562-706-0180

www.artyloonshow.com

BURBANK UNIFIED SCHOOL DISTRICT

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

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 6th of September, 2019 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and RBliss LLC hereinafter referred to as "Consultant."

Payee's Name RBliss LLC Daytime Phone Number 818-970-3276

Email Address joe@rblissconsulting.com

Mailing Address 701 Stanford Road, Burbank, CA 91504

Sponsoring Administrator Sandra DeBarros

Board Approval Date 9-5-19

Account String 010-90201.0-11100-10000-5810-206-1030

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

Retired Employee: Please check if you belong to ____ calPERS X cal STRS Retirement Date 6-1-2018

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 $ 60 per hour☐/ per day ☐/ per session■ for a total not to exceed $ $21,600 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on Sept 30, 2019 and terminating on April 10, 2020.
3. Payment Terms: One payment due upon completion.
4. Consultant will provide the following services:

   Steam Lab, planning, preparing, teaching, and promoting

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 RBliss LLC 8/20/19 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

Joseph Reed

Energetic elementary teacher with excellent communication skills and the ability to differentiate for individual students' needs.

701 Stanford Rd.
Burbank, CA 91504
818-970-3276
joereed10@gmail.com

TEACHING EXPERIENCE

Burbank Unified School District - *3rd-6th grade teacher*
SEPTEMBER 1993 - PRESENT

Newhall Unified School District - *Assistant Principal*
JANUARY 1997- JUNE 1997

Los Angeles Unified School District - *6th grade teacher*
SEPTEMBER 1983-SEPTEMBER 1993

EDUCATION

National University, Los Angeles — *Master of Science in Educational Administration*
July 1997-July 1998

California State University, Los Angeles - *Multiple Subject Credential*
June 1984

California State University, Northridge — *Bachelor of Science in Communicative Disorders*
September 1974 - June 1985

OTHER JOB RELATED EXPERIENCE

JMR Educational Consulting
Private practice specializing in assessment of students. Design of Individualized learning programs to facilitate school success.
1987-present

CREDENTIALS

- Multiple Subject Teaching Credential
- Administrative Services Credential
- Clinical Rehabilitative Services Credential, Language, Speech, and Hearing including Special Class Authorization

SKILLS

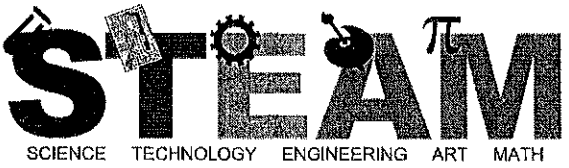
- Creative lesson planning
- Classroom Behavior Management
- Professional relationships with students, parents, and colleagues
- Technology savvy
- Understanding of Common Core/NGSS standards

PROFESSIONAL REFERENCES

Sandra DeBarros
sandradebarros@burbankusd.org

Anita Schackmann
anitaschackmann@burbankusd.org

Craig Bugbee
craigbugbee@burbankusd.org



Jefferson STEAM Lab

STEAM Lab will be held during the following weeks.
All classes visit the lab each week that is scheduled.
Please make a note of the week, your day and time.

Weeks of - 9/30, 10/14, 11/4, 12/2 , 1/13, 2/3, 3/2, 4/6

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-9:15	5-Magerkurth	5-Smith	5-Barnhart	4-Yantz	4-Moen
9:20-10:00	K-Belavek	2-Awad	2-Sorensen	K-Uribe	K-Cranmer
10:30-11:15	2-Marte	2-Struyk	K-Manos	K-Solyom	2-Rostomyan
11:30-12:15	BREAK	BREAK	BREAK	BREAK	BREAK
12:25-1:10	1-Pomfret	1-Demyanek	1-Boyce	1-Phoenix	1-Anderson
1:15-2:00	3-Stevenson	5-Winfield	3-Pines	3-Basinski	3-Martinez
2:15-3:00	3-Kubeczka	XXXXXXXX	3-Copeland	4-Jurman	4-Wells

EVENT AGREEMENT

This Event Agreement (the "Agreement") is entered into effective as of the 26 day of July, 2019 by and between **APEX LEADERSHIP CO** (hereinafter "Apex") and **Team Jaguar Fundraising Committee- Joaquin Miller Elementary** ("Customer"). Customer's profile: Grades K-5 ; Population # 776 FRL% 44.2 .

WHEREAS, Customer desires to organize a Fun Run and conduct related promotional and educational activities (collectively, the "Race") commencing on September 30th, 2019, and continuing through October 11th, 2019 (the "Term"), in order to promote Customer as well as raise funds for Customer's desired needs or purposes;

WHEREAS, Apex is in the business of organizing, marketing, and putting on fundraising events such as the Race.

NOW, THEREFORE, for and in consideration of the terms and conditions set forth herein, the parties hereto do hereby agree as follows:

1. Apex Services. Apex agrees to plan, organize, market, promote, and conduct the Teacher Huddle, Pep Rally, daily customer service, and the Race. Such services shall include the following: (i) marketing and promotional activities in connection with the Race in order to increase participation including presentations to students and teachers; (ii) contracting with sponsors (provided that any sponsors shall be subject to Customer's approval); (iii) coordinate the Race course design/layout, as well as coordinate all water stations, starting lines, and finish lines; (iv) maintain commercial general liability insurance with minimum policy limits of $1,000,000 per occurrence to cover liability for bodily injury or property damage arising out of Apex's activities in connection with the Race.

2. Customer Cooperation. Customer agrees to cooperate with Apex in the performance of Apex's activities pursuant to this Agreement. Customer agrees to provide Apex with reasonable access to students and teachers in order to promote the Race and increase participation as well as to provide leads to Apex for other marketing and sponsorship activities in order to increase total revenue for the Race. Customer grants to Apex the right to use its name and its marks during the term of the Agreement solely for purposes of marketing and promoting the Race. Customer agrees to use Apex's online system, including, subject to applicable law, providing Apex the student's name and grade. Any funds received directly by Apex staff in connection with the Race will be promptly remitted to Customer and will be paid in accordance with Paragraph 3 below.

***Collections will be held with our new Quick Collect system. Once the recap is final customer agrees to fulfill payment to Apex no later than 1 week from Final Recap. Customer Initials: [signature] (this confirms you have seen this portion)**

2. Fees. Upon execution of this Agreement, Customer shall pay to Apex a booking fee of $750 (the "Booking Fee"). Upon any cancellation of the Agreement by Customer (other than due to default by Apex), Apex shall be entitled to retain the Booking Fee as its liquidated damages and not as a penalty. All entry fees and sponsorship fees shall be paid to Customer. Apex will be paid a percentage of funds collected, and the Customer shall retain the following percentage of funds collected, based on total amount collected from the Race: between 50-75% (see attached table).

3. Termination. Either party may terminate this Agreement upon written notice to the other party in the event that the other party substantially fails to perform or observe any of its obligations under this Agreement and such failure continues for a period of ten (10) days after written notice to said party.

4. Force Majeure. Apex will use its good faith efforts to conduct the Race on the scheduled day for the Race; provided, however, that Apex shall not be responsible for damages that result from delays or postponements of the Race due to circumstances beyond its reasonable control. No party shall be responsible for events beyond its reasonable control.

5. Notice. Any notice hereunder shall be in writing and shall be effective: (i) the next business day following deposit with a reputable courier service for overnight delivery; or (ii) three (3) business days following deposit in the United States Mail, postage prepaid, when sent by certified mail. All notices shall be forwarded to the address below:

Customer Contact Info: Liga Zervena
Email: millerjbooster@gmail.com
Phone: 941-323-8546

7. Counterparts. This Agreement may be executed in two (2) or more counterparts, each of which shall be considered an original instrument.

8. Exclusivity. Customer agrees that the Race shall be their only major fundraising activity for the semester in which the Race occurs. Failing to do so could hurt the success of the Race and cause Apex to lose money. Apex reserves the right to charge up to 60% in some cases to cover costs.

APEX LEADERSHIP CO: **CUSTOMER:**

Below is the pricing table from Section 3 in the Event Agreement:

Apex Flex Price Scale			
Min Collected	Max Collected	School %	Apex %
$100,001	+	75%	25%
$95,001	$100,000	74%	26%
$90,001	$95,000	73%	27%
$85,001	$90,000	72%	28%
$80,001	$85,000	71%	29%
$75,001	$80,000	70%	30%
$70,001	$75,000	68%	32%
$65,001	$70,000	68%	32%
$60,001	$65,000	66%	34%
$55,001	$60,000	66%	34%
$50,001	$55,000	64%	36%
$45,001	$50,000	64%	36%
$40,001	$45,000	62%	38%
$35,001	$40,000	60%	40%
$30,001	$35,000	58%	42%
$28,001	$30,000	56%	44%
$26,001	$28,000	56%	44%
$24,001	$26,000	54%	46%
$22,001	$24,000	52%	48%
$20,001	$22,000	52%	48%
$18,000	$20,000	51%	49%
$16,001	$18,000	51%	49%
$14,001	$16,000	50%	50%
$12,001	$14,000	50%	50%
$10,000	$12,000	50%	50%

Please Note: "For credit card payments made online our vendor charges a nominal transaction fee, similar to PayPal, of 2.9% + .30 cents. Some of this cost will be off set by sponsors choosing to pay the $2.00 transaction online. Whatever the remaining fee total will be split equally between Apex and the School per the sliding scale agreement."

NOTE: All absent/sick/hurt students have a default of 30 laps for sponsors to still pay if they are able.

Customer Initials:  **(this confirms you have seen this portion)**

apex leadership co.

building • leaders

Over 3800 schools in 31 states

Serving 2.6 million students

Raising over $65 million for schools

DOES YOUR fundraiser ☑ ALL the boxes?

☑ IS IT FUN?
Do the kids, PTA board, teachers and families actually enjoy the fundraiser?

☑ IS IT GRATIFYING?
Do your current fundraisers feel good or do they wear out volunteers, teachers and parents?

☑ IS IT EASY FOR SPONSORS?
Online sponsors statistically donate more!

☑ DOES IT MAKE TOP DOLLAR?
Are you getting the biggest return you can for volunteer work and hours?

☑ IS IT HEALTHY AND EDUCATIONAL?
Is it something you'd want kids to promote and endorse? Send the right message.



2019-2020 Leadership and Character Theme



Each year, our leadership and character development theme is shaped around the principles of national Social and Emotional Learning and PBIS standards. All lessons are geared towards showing students how to manage their time and feelings, be aware of and care for others, solve problems, and make great decisions.

GO GETTER

It doesn't matter how old we are, we can be leaders that take action every single day. Don't wait to be great!

EXPLORE

We learn so much more when we're curious and have courage to try new things. There's so much to explore and discover!

APPRECIATE

When we place value on the world around us, the people around us, and on our gifts and talents, we learn to appreciate everything we have.

OTHERS FIRS

Leaders put others first without any expectation of getting something in return, even when it's inconvenient.

MOVE FORWARD

We move forward by staying focused on the future, by overcoming our fears, and understanding that mistakes are just opportunities to learn!

NOW WHAT?

How do we make a positive impact on the world around us? We think about what's important to us, we set goals, form habits and focus on making our vision a reality

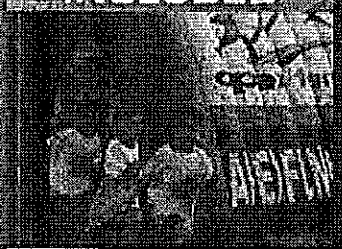


Over the past 3 years, Apex has donated over $1,600 and funded the building of 9 wells. These wells have positively impacted 4,500 lives, changed water struggles forever, given women hope, children health, and the entire community a future.

thirst PROJECT

THE GAME-CHANGER IN FUNDRAISING

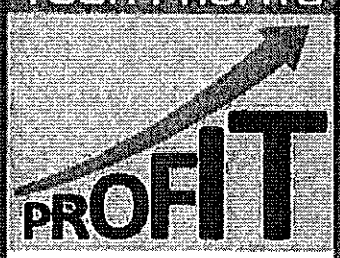
ALL STUDENTS INCLUDED



We're the most all-inclusive fundraiser. We don't want any student to feel left out, regardless of financial participation. Every student at your school:

- Receives an amazing character and leadership program designed around the principals of SEL, PBIS & Lim Habits.
- Receives a daily character message silicon wristband during the program.
- Participates in class rewards as they're earned by each class.
- Receives an event day wearable item.
- Participates in the big Apex finale event.

MAXIMIZE YOUR PROFITS



- On average we raise 30-70% more funds for schools than product sales can, more than write-a-check campaigns or school organized runs, and more than other fun run companies.
- We consistently raise more because of the type of program we run, the systems and processes in place, the investment we make in your school and the relationships we form.
- We're locally owned and operated - it's powerful to be able to tell parents that you use a local company for your major fundraiser

CLIENT SERVICE IS #1



- We're not a large corporation with an out-of-state office and thousands of schools to manage. We're local franchise owners - our team is dedicated solely to your school for the duration of the program.
- We invest in training and development of our teams to give your school only the best!
- There's no hidden fees and everything is included in our program.

APEX COACHES



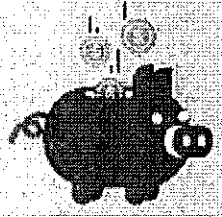
- Our local Apex coaches are young men and women with a servant heart that have a background and passion for working with youth.
- The coach's primary focus on campus is the leadership program. Their goal is to inspire and connect with students in a positive and engaging way by teaching real life character development lessons. They also run the fundraiser from start to finish.



APEX QUICK COLLECT

- Sponsors enter their pledge and pay online. Eliminates a post event collections process.
- Collect more, faster (95% on average)

Get your school the biggest return while simultaneously making your major fundraiser fun, healthy and educational for all!



Silver Spur Elem.
Palos Verdes PUSD
550 Students
PROFITED $64,773

"Apex brought the "fun" of running to our school. Never have our students learned so much about the power of a TEAM. I highly recommend Apex."
Principal

Gant Elem.
Long Beach USD
570 Students
PROFITED $50,485

"The character-building was exactly what we wanted. The team was energetic, supportive and connected with our students. We far exceeded our fundraising goal and could not have done it without Apex! **Principal**

Walteria Elem.
Torrance USD
675 Students
PROFITED $40,162

"Our fun run has never been so successful, and the energy level from our students has never been so electric."
Principal

Mark Keppel Elem.
Glendale USD
1,000 Students
PROFITED $43,432

"We are very happy with Apex. The program was well-planned and executed. Things ran like clockwork and the team kept things clean, organized and moving along quickly."
Principal

Trevor Price – trevorp@apexleadershipco.com – (559) 643-7774

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 day of September, 2019 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Education Through Music-Los Angeles hereinafter referred to as "Consultant."

Education Through Music-Los Angeles		818-433-7600
Payee's Name (Person or Company)	Social Security or Federal I.D. #	Daytime Phone Number

Mailing Address: 2501 W. Burbank Blvd.	CA	91505
City	State	Zip

Sponsoring Administrator: Liz Costella	Principal		McKinley Elementary
Print Name	Title	Signature	Location

Board Approval Date:____ Account Code: 01.0-90201.0-11100-10000-5810-2092020

The assignment will ☐ will not ☒ require contact with student(s) unsupervised during the contract period stated. If it does, the Consultant will be contacted by HR and provided the DOJ form. **Consultant shall not begin service until HR receives clearance.**

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 $ 10,134.
2. The term of the Agreement shall be the period commencing on 9/09/19 and terminating on 05/21/20.
3. Consultant will provide the following services:

   Music instruction for students in transitional kindergarten, kindergarten and first grade once a week for the school year.

4. The Consultant shall provide an invoice to the Assistant Superintendent, Business Services 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.

			08/21/19
Fiscal Services Administrator	Date	Consultant	Date

Instructions: Consultant is to sign and return two copies to the sponsoring administrative site. After Board approval, return completed and sig forms to the Assistant Superintendent, Business Services for processing.

Revised 08/08

education through MUSIC los angeles

Scope of Services
Contractor

Date of Contract:	June 3, 2019
Services Description:	Music Instruction for McKinley Elementary (BUSD) (TK-1st Grade Gen. Music)
Service Dates:	August 26, 2019-May 29, 2020 (32 weeks)
Instruction Fees Scale:	ETK/TK-2nd: Gen. music (30 minutes/class); Rate=$60/Class 3rd-8th: Gen. music (45 minutes/class); Rate=$75/Class Ensemble Rehearsals & Pullouts (Choir, Band, Orchestra) (60 minutes/class); Rate=$75/Class

EXPENSE

Music Instruction for Grades TK-1st Grade Gen. Music, 7 classes		
	1 TK classes @ $60/class with 32 service weeks/year	$1,920
	3 K classes @ $60/class with 32 service weeks/year	$5,760
	3 1st Grade classes @ $60/class with 32 service weeks/year	$5,760
Total Music Instruction/Year		**$13,440**
Oversight/Management/Curriculum		
	Weekly Staff MTG (ETM-LA staff do not attend)	$0
	Strategic Planning & Oversight (66% discount)	$500
	Monthly Site Visits (10 hrs @ $100/hr) (66% discount)	$500
	*Use of Curriculum Materials (20% BUSD disctrict discount)	$800
	Principal and Parent Group Guidance (5 hrs) (Not provided)	$0
	Principals Conference (half-day)	$300
	Professional Development for Classroom Teachers	$300
	Professional Development for Music Teacher(s) (12 full days) (50% discount)	$1,050
Total Oversight/Management/Curriculum		**$3,450**
TOTAL EXPENSE		**$16,890**

INCOME

McKinley Elementary (BUSD)	**$10,134.00**
Education Through Music-Los Angeles	$6,756.00
TOTAL INCOME	**$16,890.00**

** 20% curriculum use discount applied when contracting with 1-4 BUSD schools.*

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 August, 20 19 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and John Gilmore Music hereinafter referred to as "Consultant."

Payee's Name John Gilmore Daytime Phone Number 818-231-9101

Email Address johngilmoremusic@gmail.com

Mailing Address _____

Sponsoring Administrator Jennifer Kaltz

Board Approval Date September 5, 2019

Account String 010-90201-0-11100-10000-5810-2032050

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 $ 2,500 per hour☐/ per day ☐/ per session■ for a total not to exceed $2,500 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on Septermber 10, 2019 and terminating on May 21, 2020.
3. Payment Terms: $1500 due by 12/1/19; $1000 due by 5/1/20
4. Consultant will provide the following services:

   Consultant will direct 3rd, 4th and 5th grade students in the choir 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	John Gilmore Music	Date 8/20/19

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

John Gilmore
739 E Verdugo Ave.
Burbank, CA 91501
(818) 231-9101
johngilmoremusic@mac.com
(BMI)

Film & Television

"The Midas Touch" – Paramount
"Cold Case" – CBS Special
"Romancing Sara" – Cameo Films
"Real Romance" – Bravo
"The Escape" – Boys & Girls Films
"Sentinel" – UPN
"American Chronicles" - Fox
"The Allnighter" – Universal
"New York Memoirs" – Larkin Prod.
"Ultimate Toy Awards" – NBC
"Rescue 911" - CBS
"Viper" – Syndicated

Commercial

"Ozzie's Science" – Educational Video Game – Digital Impact
Nintendo
Valeo Sports Belts
Playboy Jazz Festival
Wilson
Candie's Shoes
Children's Circle Video – Industrial

Albums

Mike Gurley and the Nightcaps (AKA Gurley/Gilmore) – Champagne Records
"Champagne, Champagne"
"Euphoria"
"I Ain't Gonna Sit On Santa's Lap"
"Mango Martini"

dada – IRS Records, MCA Records
"Puzzle"
"Self Titled"
"American Highway Flower"
"How To Be Found"

Mary's Danish - Chameleon Records, Morgan Creek Records
"Experience"
"Circa"

John Gilmore
"Atmosphere of Love"
"A Peaceful Night"

Music Direction

"Cascade Cabaret"
"Mike Gurley and the Nightcaps"
Regional Music Theatre
John Gilmore Music – Library
Shimmersong Music
Bible Study Seminars
"Girls of Rock n' Roll" – Las Vegas
Playboy Jazz Festival
Church Organist
Piano Teacher
Emerson Chorus - Director

Education

University of Cincinnati, College Conservatory of Music
UCLA – Masters Certificate – Film Scoring

John Gilmore – Composer, Pianist, Organist, Teacher, Music Director, Arranger

John Gilmore has been writing music, accompanying singers, and performing in concerts and Churches since the age of 15. An extremely versatile musician, John has toured the country with numerous rock bands, jazz groups, and Broadway performers in cabaret and concert venues, including singers from the New York Metropolitan and Los Angeles Opera Companies. He is currently music director and keyboardist for the inspirational rock band *The Band of Disciples* and pianist for the popular jazz group *Mike Gurley and the Nightcaps*. As a composer and arranger, his work has been featured in many motion pictures and television programs including *Cold Case*, *Rescue 911*, *Identity* and *The Midas Touch*. John is a professional organist, currently contracted by Forest Lawn and serving at Thirteenth Church of Christ, Scientist Hollywood, CA. He is a member of BMI and has worked for or served on the boards of the John Muir VMA, Playboy Jazz Festival, the Pacific Composers Forum and the L.A. Philharmonic. He resides in Burbank, CA with his wife Debra and two children Carly and Miles, and is very active in the advancement of music and arts education within the Burbank area.

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 7th of August, 20 19 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Box Cars and One Eyed Jacks hereinafter referred to as "Consultant."

Payee's Name Box Cars and One-Eyed Jacks Daytime Phone Number 1-780-440-6284

Email Address jane@boxcarsandoneeyedjacks.com

Mailing Address 17920 105 Ave., #101, Edmonton, Alberta, T5S2H5, Canada

Sponsoring Administrator Jennifer Kaltz Emerson

Board Approval Date September 5, 2019

Account String 01.0-42030.0-47600-10012-5810-7429000 Title III

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

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

WITNESSETH:

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

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 3,000 per hour☐/ per day ☐/ per session☒ for a total not to exceed $ 3,000 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on _____ and terminating on _____.
3. Payment Terms: _____
4. Consultant will provide the following services:

   Consultant will provide professional development for K-5 teachers for math/literacy. Consultant will also lead a parent/ family math night.

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 Box Cars and One Eyed Jacks Jane Fellows Date Aug 20/

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

Why **Box Cars And One-Eyed Jacks** is Unique As a Professional Development Provider

When it comes to providing professional development inservice for mathematics including support for Guided Math:

1. We are a team of internationally recognized speakers familiar with the math curriculum standards specific to Texas (TEKS) as well as the other major national (Common Core and NCTM) and state math curricula.

2. As such, we've spoken at numerous International, National and State math conferences: regularly evaluated at 5 out of 5 on speaker evaluations.

3. We have used our techniques and games in regular, special education, ELL, gifted, and after school classrooms, and continue to use them when we facilitate coaching lessons (with 30-60 students at a time) while teachers observe.

4. Schools and Districts have documented improvement on standardized testing of 12-20% (sometimes in as little as 6 weeks) when they've used our resources and techniques.

5. Teachers often indicate that our workshops have been the best PD sessions they have ever attended and can implement what they learn immediately back in their classrooms.

6. We stay current and model best teaching practices based on the most up to date research with regards to brain compatible learning. These are woven in throughout the workshops.

7. We cover the classroom management of students and resources so participants maximize learning time and minimize (eliminate) off task behaviors.

8. We also work with beginning teachers and para-professionals (teacher assistants).

We hope the information above piques your and your staff's curiosity enough that you will want to contact us and explore what we can do to help your students and staff succeed. Please also see enclosed Professional development Brochure and Family Math Night brochure.

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 25 day of September by and between the **Burbank Unified School District,** hereinafter referred to as "District", and hereinafter referred to as "Consultant."

Box Cars and One Eyed Jacks (John & Jane Felling) _____ (780) 440-6284

Payee's Name (Person or Company) Social Security or Federal I.D. # Daytime Phone Number

Mailing Address: 17920 105 Avenue NW (Suite 101) Edmonton, AB, Canada T5S2H2

Sponsoring Administrator:

Print Name Brandi Young Title Principal

Board Approval Date: Account Code: 010-30100-0-11100-10000-5810-216-9000

The assignment will ☐ X 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.**

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 $650.00 per day X☐ / per day x / per session ☐ for a total not to exceed $650.00.
2. The term of the Agreement shall be the period commencing on 10/16/2019 and terminating on 10/16/2019.
3. Consultant will provide the following services:

   Box Cars and One-Eyed Jacks' workshops focus on using games as a teaching strategy and are designed for Kindergarten to Middle School students, teachers and parents. Teachers will receive hands-on model lessons in order to incorporate strategies and teaching tools into their literacy and math lessons, related to the CCSS.

4. The Consultant shall provide an invoice to the Assistant Superintendent, Business Services 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.

8/21/2019

Fiscal Services Administrator Date

Jane Felling Aug 21/19

Consultant Date

Instructions: Consultant is to sign and return two copies to the sponsoring administrative site. After Board approval, return completed and signed forms to the Assistant Superintendent, Business Services for processing.
Revised 08/10

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Tamara Schiern, Director, Special Education
PREPARED BY:	Tamara Schiern, Director, Special Education
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	September 5, 2019
SUBJECT:	Approval of Parent Representative to the Community Advisory Committee (CAC) (Special Education)

Background:

The Foothill Advisory Special Education Local Plan Area (SELPA) Community Advisory Committee (CAC) is a group of parents, educators and community members who are concerned with the educational needs of children with disabilities. The CAC services in an advisory capacity to the Foothill SELPA regarding community options, concerns, and suggestions pertaining to special education and related services to students with disabilities. Burbank USD is part of the Foothill SELPA, along with Glendale USD and La Canada USD. The District has provided parent CAC representation to this committee for many years.

Discussion/Issues:

Each district in the Foothill SELPA has parent representatives who attend CAC meetings. The parent representatives serve two-year terms. The meetings occur four times per year and are intended to serve in an advisory capacity in the review and development of the Local Plan for Special Education. CAC representatives provide input to the Foothill SELPA governance council in serving students and families with special needs. Christine Ferriter, a parent of a student with special needs in BUSD, has volunteered to serve as a BUSD representative to the CAC for the 2019/2020 and 2020/2021 school years. Ms. Ferriter has been an active member of the special education community for many years and a CAC representative for the last two years.

Fiscal Impact:

No fiscal impact to District.

Recommendation:

Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education approve the appointment of Christine Ferriter as a District parent representative to the Foothill SELPA CAC, effective September 6, 2019 through June 30, 2020, as presented.

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Tamara Schiern, Director of Special Education
PREPARED BY:	Tamara Schiern, Director of Special Education
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	September 5, 2019
SUBJECT:	Approval of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to approve the agreement for professional services to conduct an Independent Psychological-Educational Evaluation (IEE) for the Special Education Student 960027515, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

When a parent of a student with a disability does not agree with the results of a special education assessment of their student, as conducted by the school team, they have the right to obtain an Independent Educational Evaluation (IEE), at no cost to the parent (§300.502).

Fiscal Impact:

Not to exceed $5,000.

Recommendation:

Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Dr. Carlos Flores, to provide an Independent Psychological-Educational Evaluation (IEE) and attend an IEP meeting for Special Education Student 960027515, not to exceed $5,000 (01.0-65000.0-57700-11900-5850-7440000), effective September 6, 2019 through June 30, 2020, 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:	Tamara Schiern, Director, Special Education and Psychological Services
PREPARED BY:	Tamara Schiern, Director, Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	September 5, 2019
SUBJECT:	Ratification for Agreement for Professional Services (Special Education)

Background:
The Board of Education is being asked to ratify the agreement for professional services for Student 960024412.

Discussion/Issues:
Per settlement agreement, the District has contracted with New Mediscan II, LLC. DBA Mediscan Staffing Services to provide support for General Education Student 960024412.

Fiscal Impact:
Not to exceed $42,087.50.

Recommendation:
Tamara Schiern, Director, Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and New Mediscan II, LLC. DBA Mediscan Staffing Services , to provide support for General Education Student 960024412, not to exceed $42,087.50 (01.0-65000.0-50010-36000-5813-7440000), effective August 26, 2019 through June 30, 2020, 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:	Tamara Schiern, Director of Special Education
PREPARED BY:	Tamara Schiern, Director of Special Education
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	September 5, 2019
SUBJECT:	Ratification of Agreement for Professional Services (Special Education)

Background:

Students with Individualized Education Programs are entitled to district funded transportation services if they require it for a free, appropriate, public education ("FAPE"). In February 2019, after having done extensive research, the District began to contract with American Logistics Company (ALC), to pilot a new model of transportation services, for a limited number of special education students. Currently, the District will continue the contract from July 1, 2019 through June 30, 2020.

Discussion/Issues:

ALC provides special education transportation services for many public school districts in the greater Los Angeles area. Instead of using traditional school buses, ALC predominantly utilizes vans and SUV's. All vehicles are owned by local subcontracted transportation companies, and drivers are trained professionals. This model of transportation delivery has been preferential in some districts, especially in cases where buses and bus routes were being previously used to service a minimal number of students. For the 2019-2020 school year, the contract will service approximately 31 students at 8 schools. The agreement for this service would be facilitated through a national Intergovernmental Purchase Alliance (IPA) contract.

Fiscal Impact:

Not to exceed a total of $300,000.

Recommendation:

Tamara Schiern, Director of Special Education, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and the National Intergovernmental Purchase Alliance (IPA)/ American Logistics Company (ALC), to pilot alternative transportation service to special education students, effective July 1, 2019 through June 30, 2020, not to exceed $300,000 (01.0- 07240.0-50010-36000-5812-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Sarah Niemann, Assistant Superintendent, Human Resources
PREPARED BY:	Sarah Niemann, Assistant Superintendent, Human Resources
SUBMITTED BY:	Cindy Quiterio, Executive Assistant, Human Resources
DATE:	September 5, 2019
SUBJECT:	Approval of Student Teaching Agreement– University of La Verne

Background

The purpose of the Student Teaching Agreement with University of La Verne is to provide students with field experience through practice in schools and classes. Qualified students will assume teaching responsibility for their classroom.

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 University of La Verne, which expands the pool of qualified 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 Niemann, Assistant Superintendent, Human Resources, recommends that the Board of Education approve the Student Teaching Agreement between the Burbank Unified School District and University of La Verne to provide educational field experience, effective September 6, 2019 through June 30, 2024, and that authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

University of La Verne
LaFetra College of Education
University/District Fieldwork Agreement

Undergraduate Level Programs

Liberal Studies
Child Development

Graduate Level Programs

Multiple Subject and Single Subject Credential Candidates
Multiple and Single Subjects Intern Credential Candidates
Educational Specialist: Mild/Moderate Preliminary Credential Candidates
Educational Specialist: Mild/Moderate Preliminary Intern Credential Candidates
School Counseling Credential Candidates
School Counseling Intern Credential Candidates
School Psychology Credential Candidates
School Psychology Intern Credential Candidates
Administrative Services Credential Candidates
Administrative Services Intern Credential Candidates

THIS AGREEMENT entered into this **1st day of August 2019 through the 30th day of June 2024** with **Burbank Unified School District** and between the University of La Verne through the Provost of the University of La Verne on behalf of the Board of Trustees hereinafter called the University and, hereafter called the District, referred to in the collective as the Parties.

WITNESSETH

WHEREAS, the University is accredited by the California Commission on Teacher Credentialing (CCTC) and the National Council of Accreditation for Teacher Education (NCATE) as a credential granting institution and desires to provide fieldwork experiences through directed teaching, practicum experiences and/or fieldwork experiences to its students enrolled in the University's undergraduate programs: Liberal Studies and Child Development programs and graduate programs: Multiple and Single Subject Teacher Education program,

Educational Specialist program, School Counseling program, School Psychology program, and Administrative Services program curricula; and

WHEREAS, District agrees to allow University's students to gain the necessary fieldwork, practicum, and teaching, counseling, psychology, and administrative services experiences by interacting with and observing, assessing/assessment of students and teachers, counselors, psychologists, and administrators and teaching classes and working with students at its schools; and

WHEREAS, the Parties agree to provide for the payment in money for multiple and single subject candidates and educational specialist candidates or in services for school counseling, school psychology, administrative services, and the liberal studies and child development undergraduate programs, for the services rendered by the District of an amount not to exceed the actual cost to the District of the services rendered; and

WHEREAS, it has been determined between the Parties hereto that the payments for multiple and single subject candidates and educational specialist candidates be made to the District under this agreement do not exceed the actual cost of the District of the services rendered by the District and that there is an understanding that the University does not provide stipends to the District for the school counseling, school psychology, administrative services, and the liberal studies and child development programs;

NOW, THEREFORE, it is mutually agreed between the Parties hereto as follows:

1. The District shall provide experiences through multiple and single subject and educational specialist fieldwork and directed teaching, school counseling, school psychology, and administrative services practicum experiences and fieldwork, and fieldwork experiences in liberal studies, and fieldwork and supervised teaching experiences in child development in schools and classes of the District for students of the University qualified for such assignments and assigned by the University to multiple and single subject and educational specialist candidates fieldwork and directed teaching, school counseling, school psychology, and administrative services practicum experiences, and/or fieldwork, and field work in the liberal studies program, and fieldwork and supervised teaching in child development in schools or classes of the District, and under the direct supervision and instruction of such credentialed employees of the District, as the district and the University, through their duly authorized representatives, may agree upon.

   Directed teaching for multiple and single subject credential candidates shall be deemed to include all supervised student teaching in the University's two supervised teaching courses,

Educational Specialist Level I: Mild/Moderate credential candidates complete a minimum of 40 hours in a general education classroom setting and a ten-week supervised teaching experience over a fifteen-week semester in SPED 409: Supervised teaching in the fall and spring semesters.

School Counseling and School Psychology programs require practicum experiences and fieldwork experiences that must be completed under the supervision of a credentialed District employee to meet the required number of practicum hours. Administrative Services program requires fieldwork experiences only.

At the undergraduate level, fieldwork experiences are required for the Liberal Studies program and the Child Development program.

The Child Development program also requires a supervised teaching experience in EDUC 454: Early Childhood Student Teaching.

Fieldwork experiences are completed as part of the curricula requirements in both the undergraduate level for the bachelor's degree requirements and the graduate level credential programs. These fieldwork experiences are hourly based and require the undergraduate candidates and graduate credential candidates to complete the requirements in appropriate districts and school classes.

Intern Programs

The University of La Verne College of Education and Organizational Leadership offers Internship Programs in Multiple and Single Subject Teaching, Educational Specialist Mild/Moderate Level I, School Counseling, School Psychology, and Administrative Services for qualified students. These internship programs provide a process whereby selected, qualified individuals may be employed as multiple and single subject teachers, education specialist teachers, counselors, psychologists, and school administrators in participating public schools and concurrently meet the University of La Verne's requirements in professional education. These internship requirements are consistent with the current multiple and single subject teaching, educational specialist teaching, counseling, psychology, and administrative services credential programs.

Under this contract, the District shall provide intern experiences for multiple and single subject credential program, educational specialist program, school counseling program, school psychology program, and the administrative services program.

Full explanation of the University's undergraduate and graduate programs can be found in: **Exhibit A**

Intern Programs Eligibility can be found in: **Exhibit B**

Intern Programs Agreement can be found in: **Exhibit C**

Prior to any University student entering a District or school-site to complete fieldwork, practicum, or supervised teaching, he/she must have TB clearance and be cleared by the state with either a Certificate of Clearance or other form of DOJ clearance.

The District may, in its sole discretion, refuse to accept for directed teaching, practicum, or fieldwork, any student of the University assigned in the district. Upon request of the District, the University shall terminate the directed teaching, practicum, or fieldwork assignment of any student of the University in the District.

Multiple and single subject and educational specialist and liberal studies and child development directed teaching and fieldwork students, and students completing practicum and fieldwork experiences in school counseling, school psychology, and administrative services programs as used herein and elsewhere in this agreement mean active participation in the duties and function of classroom teaching, school counseling, school psychology, and administrative services practicum, and fieldwork experiences under the direct supervision and instruction of employees of the District holding a valid credential, with a minimum of three years of exemplary experience as a classroom teacher, school counselor, school psychologist, or site administrator, issued by the California Commission on Teacher Credentialing.

2. In the multiple and single subject and educational specialist programs, the University will pay the District directly for the performance by the District of all services required to be performed by the District under this agreement. There is no payment provision for the University's fieldwork assignments that must be completed in the University's coursework or for the school counseling, school psychology, and administrative services programs or the undergraduate programs, liberal studies and child development.

   The number of semester units of directed teaching or fieldwork to be provided for each student of the University assigned to directed teaching, practicum, or fieldwork under this agreement shall be determined by the University.

3. An assignment of a student of the University to directed teaching, practicum, or fieldwork in schools or classes of the District shall be at the

discretion of the University. A student may be given more than one assignment by the University for placement in directed teaching, practicum or fieldwork experiences in such schools or classes. The assignment of a student of the University to directed teaching, practicum, or fieldwork in the District shall be deemed to be effective for the purposes of this Agreement as of the date the student presents to the proper authorities of the District the assignment letter or other document given him/her by the University effecting such assignments, but not earlier than the date of such assignments as shown on such letter or other document.
In the event the assignment of a multiple subject, single subject, or educational specialist student of the University to directed teaching, practicum or fieldwork is terminated by the University or the District for any reason, the District shall receive payment on account of such student as though there had been no termination of the assignment, except that if such assignment is terminated before half the term of the assignment is completed, the District shall receive payment for an assignment for one-half services only. There is no payment for students in the school counseling, school psychology, administrative services, or liberal studies and child development programs.

4. Within a reasonable time following the close of each semester of the University the District shall submit an invoice, in duplicate, to the University for payment at the rate provided herein, for all students who participated in directed teaching in the multiple and single subject programs and the education specialist program provided by the District under and in accordance with this Agreement during said semester or term.

   The District shall attach to the invoice a certificate, in duplicate, executed by a duly authorized representative of the District certifying that the District expended or became obligated to expend in providing such directed teaching an amount not less than the amount of the invoice.

2042 Multiple and Single Subject Credential Program
Educational Specialist Credential Program

ED 468: Introductory Supervised Teaching - $100.00 per student teaching assignment for each student in full-day introductory directed teaching.

ED 478 and SPED 409: Advanced Supervised Teaching - $200.00 per student teaching assignment for each student in full-day directed teaching.

ED 467: Intern Teaching: Multiple and Single Subjects and SPED 459: Intern Teaching Educational Specialist school-site support providers receive a stipend of $200 for each semester they have an intern.

Child Development: Liberal Studies: School Counseling: School Psychology: Administrative Services

The university does not pay a stipend to school-site supervisors for these programs.

5. The term of the agreement shall commence on the **1st day of August 2019 through the 30th day of June 2024**. This agreement may be terminated by either District or University immediately for cause upon giving written notice to the other party. If not terminated, this contract will remain in effect until either the District or the University requests to alter the existing contract or write a new contract.

6. Notwithstanding anything herein contained to the contrary, this Agreement may be terminated and the provisions of this agreement may be altered, changed, or amended, by mutual written consent of both parties hereto.

7. Notwithstanding any other provisions of this agreement, the University shall not be obligated by this agreement to pay the District any amount in excess of a total of Two Hundred ($200.00) for ED 478 and SPED 409 or One Hundred ($100.00) per student for ED 468, or Two Hundred ($200) per student for ED 467 and SPED 459.

8. Parties agree District is not responsible for maintaining workers' compensation coverage for students of the University.

INDEMNIFICATION: The parties hereto, and each of them, do hereby mutually agree to indemnify, defend, save and hold harmless each other, and their respective officers, agents, servants and employees, of and from any and all liability, claims, demands, debts, suits, actions and causes of action, including wrongful death and reasonable attorneys' fees for the defense thereof, arising out of or in any manner connected with the performance of any act or deed under or pursuant to the terms and provisions of this agreement by such indemnifying party, or its officers, agents, servants and employees, but only in proportion to and to the extent such liability, claims demands, debts, suits, actions, causes of action, or attorneys' fees are caused by or result from the negligent or intentional acts of omissions of either party.

UNIVERSITY shall carry and maintain at least $1,000,000 per occurrence and $3,000,000 in General Aggregate commercial general liability insurance and provide DISTRICT with an additional covered party endorsement naming the DISTRICT as an additional covered party. Copies of renewal notices during the term of this contract must be provided to the DISTRICT within thirty (30) days to keep the contract in force. If the UNIVERSITY changes insurance carriers, DISTRICT must be notified thirty (30) days prior to change.

For purposes of this paragraph, the student teacher shall not be deemed to be an officer, agent, servant, or employee of **UNIVERSITY OF LA VERNE** or **BURBANK UNIFIED SCHOOL DISTRICT.**

SIGN HERE

The following signature hereby indicates approval of this contract:

University of La Verne

UNIVERSITY

By_____

Dr. Jonathan Reed
Provost

Burbank Unified School District
DISTRICT

By_____

Name_____
Title_____

CERTIFICATION

I, the duly appointed and acting Secretary to the Governing Board of the School District listed below, do hereby certify that the following is a true and exact copy of a portion of the Minutes of the regular meeting of said Board held on _____, 2019.

It was moved, seconded and carried that the attached contract with **Burbank Unified School District** whereby the University may assign students to the schools in the School District for multiple and single subject and educational specialist internship, directed teaching and/or fieldwork, school counseling and school psychology internship, practicum and/or fieldwork, and administrative services internship and fieldwork be approved; and the Secretary to the Board is hereby authorized to execute the same.



_____
DISTRICT

_____
COUNTY

_____
BY

_____
TITLE

EXHIBIT A

Program Descriptions

Fieldwork Experiences

The University of La Verne requires fieldwork experiences for students at both the undergraduate and graduate levels.

UNDERGRADUATE LEVEL PROGRAMS

Liberal Studies Program
Child Development Program

Fieldwork Experiences

At the undergraduate level, the University seeks to place students in fieldwork experiences where each student can observe and interact with regularly certified or credentialed teachers.

These fieldwork experiences may or may not be observed by the University's instructors and may involve observations and small group instruction with limited whole class involvement.

These fieldwork experiences are totally different from the fieldwork experiences required for the graduate programs. These experiences are not graduate level supervised teaching assignments and undergraduate students do not have to meet the same requirements as the graduate students.

Each undergraduate student must hold a State of California Certificate of Clearance (Liberal Studies) or State of California Department of Justice Bureau of Criminal Information and Analysis (Child Development Program) allowing him/her to engage with children in a public or private school setting and a verification of negative TB screening.

Each undergraduate candidate will be issued a letter of introduction listing the requirements of the fieldwork experience to be presented to the school-site and/or the District to request fieldwork placement.

These undergraduate experiences are designated as "Field Study Candidates."

At the undergraduate level, the University seeks to place two classifications of field- work students: 1) Field Study Candidates and 2) Undergraduate Student Teaching Candidates.

Field Study Candidates

Field Study Candidates can observe and interact with regularly certified or credentialed teachers. At this level, students may or may not be supervised by the University's instructors and the experience may involve observations and small group instruction with limited whole class involvement.

Undergraduate Student Teaching Candidates

Undergraduate Student Teaching is a requirement of the Child Development Program. Requirements for this program are completely different from the supervised teaching assignments that must be completed at the graduate and credential level. At this level, students are supervised by the University on a weekly basis. The University works solely with the cooperating school or school district to request placement with a certified or credentialed school-site supervisor for each supervised student teacher.

GRADUATE LEVEL PROGRAMS

Teacher Education: Multiple and Single Subject Credential Program
Educational Specialist Credential Program
School Counseling Credential Program
School Psychology Credential Program
School Administration Credentials Program
Level I Administrative Credential Program
Level II Administrative Credential Program

Graduate level students are placed in participating districts and schools for the purpose of meeting individual course work requirements for field experiences relating to the individual course or for supervised teaching or practicum experiences.

Supervised teaching is a requirement of the Teacher Education and Educational Specialist Credential programs.

Practicum and fieldwork experiences are requirements of the School Counseling and School Psychology programs.

The Administrative Credential program requires fieldwork experiences only.

TEACHER EDUCATION: MULTIPLE AND SINGLE SUBJECT CREDENTIAL PROGRAMS

Fieldwork Requirements

Teacher education programs require fieldwork experiences in classrooms that are not supervised by the University, but are approved by the course instructor, and the placements must be approved by the individual school-sites and districts. Each individual candidate will arrange cooperatively with the school-site administrator and/or the district for his/her own fieldwork placement and will present a letter of introduction from the course instructor, in which the fieldwork experience is required, outlining the requirements for the fieldwork assignment.

Each candidate seeking a fieldwork placement holds a Certificate of Clearance and a clear TB verification, has passed, or is completing, the University's writing requirement, and has passed or is completing the CBEST and CSET requirements.

Supervised Teaching

Teacher Education supervised teaching assignments are set up by the University with the cooperating partner districts and are supervised by the University's supervisors on a weekly schedule.

The University works solely with the cooperating partner school districts to request placements for supervised teaching. Candidates are never permitted to seek to placement for themselves.

Placement requests for multiple subject candidates are any two assignments either K-2: 3-5: or 6-8 core middle school.

Placement requirements for single subject candidates are grades 7-12 in the credential area. Students may be placed in a middle school/junior high school assignment for one of the supervised teaching assignments or they can complete the two assignments in a comprehensive high school.

ED 468: Introductory Supervised Teaching: five-week supervised teaching experience.

ED 478: Advanced Supervised Teaching: ten-week supervised teaching experience.

Either the District or the University may remove the supervised teaching candidate for unsatisfactory performance.

Intern Teaching: Multiple and Single Subject

Intern teacher candidates have been accepted into the University of La Verne's Intern Program having successfully completed the pre-requisite requirements.
Completed: ED 460: Diversity, Interaction, and the Learning Process

ED 470: Theories and methods of Education for Linguistically Diverse Students
Passed: CBEST: CSET or subject matter competency: University's writing requirement
Verified: Certificate of Clearance: TB clearance: U.S. Constitution

The maximum amount of time for a candidate to remain as an intern is two years.

University of La Verne's interns are supervised on a weekly basis by the University supervisor and by a qualified District employee until the intern has completed all of the state and University's credential requirements. The school-site support provider must be teaching at the same school-site within the same subject area as the intern, and must hold the appropriate credential, has taught in the subject area for a minimum of three years, is EL proficient, and would be an exemplary teacher who can successfully mentor and monitor the supervised teacher.

Either the District or the University may remove the intern candidate for unsatisfactory performance.

EDUCATION SPECIALIST CREDENTIAL PROGRAM

Fieldwork Requirements

Education Specialist Credential program requires fieldwork experiences in appropriate special education classrooms, or mainstreamed classrooms, or included classrooms that are not supervised by the university, but are approved by the course instructor and the placements must be approved by the individual school-sites and districts.

Each individual candidate will arrange cooperatively with the school-site administrator and/or the District for his/her own fieldwork placement and will present a letter of introduction from the course instructor, in which the fieldwork experience is required, outlining the requirements for the fieldwork assignment.

Each candidate seeking a fieldwork placement holds a Certificate of Clearance and a clear TB verification, has passed, or is completing, the University's writing requirement, and has passed or is completing the CBEST and CSET requirements.

Supervised Teaching

Education Specialist supervised teaching assignments are set up by the university with the cooperating partner districts and are supervised by the university's supervisors every two weeks.

The university works solely with the cooperating partner school Districts to request placements for supervised teaching. Candidates are never permitted to seek to place themselves.

Placement assignment requests are for RSP, SDC classrooms, an included classroom, or a mainstream classroom.

SPED 409: Education specialist Mild-Moderate Supervised Teaching: ten-week supervised teaching experience.

Either the District or the University may remove the supervised teaching candidate for unsatisfactory performance.

Intern Teaching: Education Specialist Credential Program

Intern special education teacher candidates have been accepted into the University of La Verne's Intern Program having successfully completed the pre-requisite requirements.

The maximum amount of time for a candidate to remain as an intern is two years. University of La Verne's educational specialist interns are supervised on a bi-weekly basis until they have completed all of the state and university's credential requirements.

Either the District or the University may remove the intern candidate for unsatisfactory performance.

PRACTICUM REQUIREMENTS

SCHOOL COUNSELING CREDENTIAL PROGRAM

School Counseling unsupervised fieldwork assignments and supervised practicum assignments are arranged by the University with the cooperating Districts. Supervised practicum assignments are supervised by the University on a regularly scheduled calendar.

All School Counseling candidates hold a Certificate of Clearance and a clear TB verification.

Graduate Level School Counselor Trainee

Graduate Level School Counselor Trainees are University recommended master's degree candidates who have been approved to engage in unpaid educational observation or service for the purpose of gaining professional experience under the supervision of an appropriately trained or credentialed

professional of the district. Arrangements for this experience will be made cooperatively between the counselor trainee and the principal of the participating school.

School Counseling Fieldwork Candidate

School Counseling Fieldwork candidates are University recommended master's degree candidates who have been approved to engage in unpaid counseling experiences under the supervision of a fully credentialed school counselor from the district and a University supervisor. Assignment of a University candidate to placement in a district school shall be at the discretion of the University working cooperatively with the District. The school-site supervisor and the school counseling fieldwork candidate will decide on the number of hours to be completed at the site in fulfillment of the requirements of the California Commission on Teacher Credentialing and the American School Counselor Association standards. This information will be noted in writing prior to beginning the fieldwork experience. The University reserves the right to issue or deny the PPS credential at the end of the fieldwork experience. Either the District or the University may remove the school counseling candidate for unsatisfactory performance.

School Counseling Intern

School counseling interns are University recommended master's degree candidates who possess a Pupil Personnel Service (PPS) Internship Credential. School counseling interns have been approved to engage in paid counseling services under the supervision of a fully credentialed school counselor from the district and a university supervisor. The district supervisor and the school counseling fieldwork candidate will decide on the number of hours to be completed at the site in fulfillment of the requirements of the California Commission on Teacher Credentialing. This information will be noted in writing prior to beginning the internship. The University reserves the right to issue or deny the PPS credential at the end of the internship experience. Either the District or the University may remove the school counseling intern for unsatisfactory performance.

SCHOOL PSYCHOLOGY CREDENTIAL PROGRAM

School Psychology Practicum Trainees

School Psychology Practicum Trainees are candidates recommended by the University possessing a Certificate of Clearance or other appropriate certificate who have been approved to participate in unpaid school psychology experiences that occur prior to the field experience. These experiences are conducted in laboratory field-based settings under the supervision of a credentialed school psychologist, with three years full-time experience, and a University supervisor.

The District supervisor or the on-site supervisor and the school psychology practicum trainee will decide how the 450 prescribed clock hours (spread over two years) will be accomplished in fulfillment of the National Association of School Psychology domains, to be completed at the site. These hours are prescribed by the School Psychology curriculum: the district supervisor is not necessarily involved. This information will be noted in writing, in the Planning Document, prior to beginning the practicum experience. Either the district or the university may remove the school psychology practicum trainee for unsatisfactory performance.

School Psychology Fieldwork Candidates

School Psychology Fieldwork Candidates are candidates recommended by the University possessing a Certificate of Clearance or other appropriate certificate who have been approved to engage in unpaid school psychology experiences under supervision of a credentialed school psychologist, with three years full-time experience, and a University supervisor. An assignment of a candidate of the University to a placement in schools of the District shall be at the discretion of the University, working cooperatively with the District. The District supervisor and the school psychology candidate will decide how the 1,200 fieldwork hours will be accomplished in fulfillment of the National Association of School Psychology domains to be completed at the site. This information will be noted in writing, in the Planning Document, prior to beginning the fieldwork experience. The University reserves the right to issue or deny the Pupil Personnel Service Credential at the end of the fieldwork experience, based on passing the PRAXIS at the University of La Verne required level. Either the District or the University may remove the school psychology candidate for unsatisfactory performance.

School Psychology Interns

School Psychology Interns are candidates recommended by the University, possessing a Certificate of Clearance and an Intern Credential, who have been approved to engage in paid school psychology services under the supervision of a credentialed school psychologist, with three years full-time experience, and a University supervisor. The district supervisor and the school psychology candidate will decide how the 1,200 fieldwork hours will be accomplished, in fulfillment of the National Association of School Psychology domains, to be completed at the site. This information will be noted in writing, in the Planning Document, prior to beginning the fieldwork experience. The University reserves the right to issue or deny the Pupil Personnel Service Credential at the end of the internship experience. Either the District or the University may remove the school psychology intern for unsatisfactory performance.

ADMINISTRATIVE SERVICES CREDENTIAL PROGRAM

Administrative Services Credentials

The Administrative Services Preliminary and Professional Credential Programs require fieldwork experiences supervised by the University staff at the beginning of the placement. All administrative services placements must be approved by the individual school-sites and Districts prior to starting the program.

Administrative Fieldwork Candidates

Administrative Fieldwork Candidates are candidates recommended by the University, who possess appropriate certification, and have been approved to engage in unpaid administrative services under the supervision of a fully credentialed administrative employee of the district. An assignment of a candidate of the University to a placement in schools of the District shall be at the discretion of the University, working cooperatively with the District. Either the District or the University may remove the administrative fieldwork candidate for unsatisfactory performance.

Administrative Interns

Administrative Interns are candidates recommended by the University, possess an Intern Credential issued by the California Teacher Credentialing Commission, who have been approved to engage in paid administrative duties under the supervision of a fully credentialed employee of the District, and a University supervisor. The University reserves the right to issue or deny the Preliminary Administrative Credential upon completion of the University program. Either the District or the University may remove the administrative Intern for unsatisfactory performance.

Professional Administrative Fieldwork Candidates

Professional Fieldwork Candidates are candidates who hold a valid Preliminary Administrative Credential, have been hired by a District for a full time, paid administrative position, and are under the supervision of a fully credentialed administrative employee of the District and a University supervisor. Recommendation for the Professional Credential shall be at the discretion of the University, working cooperatively with the District.

EXHIBIT B

Intern Credential Program Eligibility

These programs permit the students to become eligible for the intern credential if the student has:

Multiple and Single Subject Intern Eligibility

1. Bachelor's degree
2. Admitted into program and completed the program's prerequisite course requirements
3. Certificate of Clearance
4. TB Clearance
5. Subject matter competence: CSET
6. Passed CBEST
7. Been offered employment as a classroom teacher in the credential subject area.
8. U.S. Constitution
9. Speech

Internship must be completed within two years.

Interns are observed by the University weekly.

Education Specialist Intern Eligibility

1. Bachelor's degree
2. Admitted into program and completed program's prerequisite course requirements
3. Certificate of Clearance
4. TB Clearance
5. Subject matter competence: CSET
6. Passed CBEST
7. Been offered employment as an educational specialist-mild-moderate teacher
8. Complete previous experience in a special education classroom.

Internship must be completed within two years.

Interns are observed by the University bi-weekly.

School Counseling Intern Eligibility

1. Bachelor's degree
2. Admitted into program and completed program's prerequisite course requirements
3. Certificate of Clearance
4. TB Clearance
5. Passed CBEST
6. Letters of recommendation
7. Personal statement
8. Been offered employment as a school counselor

Internship must be completed within two years.

Interns are supervised by the University.

School Psychology Intern Eligibility

1. Bachelor's degree
2. Admitted into program and completed program's prerequisite course requirements
3. Certificate of Clearance
4. TB Clearance
5. Passed CBEST
6. Letters of recommendation
7. Personal statement
8. Been offered employment as a school psychologist

Internship must be completed within two years.

Interns are supervised by the University.

Administrative Services Intern Eligibility

1. Preliminary or clear teaching credential or other appropriate credential
2. Admitted into program and completed program's prerequisite course requirements
3. Minimum three years teaching or other appropriate experience
4. Letters of recommendation
5. Personal statement
6. Been offered employment as a school administrator

Internship must be completed within two years.

Interns are supervised by the University.

EXHIBIT C

INTERNSHIP PROGRAMS AGREEMENT

RESPONSIBILITIES OF PARTICIPATING PUBLIC SCHOOL DISTRICTS

The participating public school district has the following responsibilities:

1. To assist in the screening of interns;

2. To screen and employ qualified interns;

3. To determine the salary of each intern in accordance with district policies;

4. To identify and assign an individual who holds a valid California teaching credential to provide on-site supervision of the internship teacher, counselor, psychologist, administrative services candidate throughout the internship experience

5. To assume appropriate responsibilities for preparing the intern for full credentialing, including advising, supervising, evaluating and recommending the intern for the credential.

6. District shall assign each intern a site supervisor who, along with the University, shall supervise the intern on a regular basis.

EVALUATION

The Multiple and Single Subject Teacher Internship Program, Special Education Level I - Mild/Moderate Internship Program, School Counseling Intern Program, School Psychology Intern Program, and the Administrative Services Intern Program Evaluation Plan will be conducted by the individual Departments of the College of Education and Organizational Leadership of the University in cooperation with approved participating public school districts. The evaluation plan will include the following components:

1. evaluation of candidates prior to admission to the program;
2. continuing evaluation during the period of internship counseling;
3. final evaluation prior to recommendation to CCTC;
4. follow-up of graduates; and
5. evaluation of the program.

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 7/1/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Arthur J. Gallagher & Co. Insurance
Brokers of California, Inc. License #0726293
505 North Brand Boulevard, Suite 600
Glendale CA 91203-3944

CONTACT NAME: Nick Grover
PHONE (A/C, No, Ext): 818-539-1336 FAX (A/C, No): 818-539-1636
E-MAIL ADDRESS: nick_grover@ajg.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : United Educators Ins	10020
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED UNVLAVE-01
University of La Verne
1950 Third Street
La Verne, CA 91650

COVERAGES **CERTIFICATE NUMBER:** 609908958 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			U06-36O	7/1/2019	7/1/2020	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
	X $10,000 Ded.						MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ Included
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 3,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ Included
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						PER STATUTE OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) N / A						E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Subject to all policy terms, conditions and exclusions.
Certificate holder is additional insured for general liability coverage as required by virtue of a contract or agreement and to the extent insurable as respects their interest in the operations of the Named Insured.

CERTIFICATE HOLDER

Burbank Unified School District
1900 West Olive Avenue
Burbank CA 91506
USA

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Sarah Niemann, Assistant Superintendent, Human Resources
PREPARED BY:	Sarah Niemann, Assistant Superintendent, Human Resources
SUBMITTED BY:	Cindy Quiterio, Executive Assistant, Human Resources
DATE:	September 5, 2019
SUBJECT:	Approval of Verification of Requirements for a Provisional Internship Permit with the State of California Commission on Teacher Credentialing

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

Discussion/Issues
Requirements for the PIP include possession of a baccalaureate degree or higher from a regionally-accredited college or university, satisfying the basic skills requirement and successful completion of course work for the type of permit type requested. The PIP permit is issued for one year only while the employee completes the requirements to enroll in an intern program. The employing agency will assist the permit holder in developing a personalized plan through an agency-defined assessment. The Burbank Unified School District is applying for a transfer of the PIP permit from the Los Angeles County Office of Education to the Burbank Unified School district for the remainder of the PIP period for Emily Herrera Gamboa.

Fiscal Impact
None

Recommendation
Sarah Niemann, Assistant Superintendent, Human Resources, recommends that the Board of Education approve the Verification of Requirements for a Provisional Internship Permit between the Burbank Unified School District and the State of California Commission on Teacher Credentialing, to fill an immediate staffing need, effective September 6, 2019 through September 6, 2020, and that authority to sign the Verification of Requirements for the Provisional Internship Permit be exercised pursuant to BUSD – AR 3314, as presented.

State of California
Commission on Teacher Credentialing
1900 Capitol Avenue
Sacramento, CA 95811-4213
Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

PROVISIONAL INTERNSHIP PERMIT

The Provisional Internship Permit (PIP) was created in response to the phasing out of emergency permits and became effective on July 1, 2005. It allows an employing agency to fill an immediate staffing need by hiring an individual who has not yet met the subject matter competence requirement needed to enter an intern program. Prior to requesting a PIP, the employing agency must verify that a diligent search has been made, and a fully-credentialed teacher cannot be found.

In addition, individuals who previously passed subject matter exams in an area other than an NCLB core academic subject area may now find they are unable to enter an intern program to obtain the preliminary education specialist credential. Persons in this circumstance may also be issued the PIP to allow time for them to complete subject matter in an NCLB core academic subject area.

The PIP is only available at the request of an employing agency. Individuals may not apply directly to the Commission for this document. Holders of the PIP are restricted to service with the employing agency requesting the permit. An employing agency is defined as a California public school district, county office of education, nonpublic, nonsectarian school and agency as defined in Education Code sections 56365 and 56366, charter school, or statewide agency.

The PIP is available in the areas of Multiple Subject, Single Subject, and Education Specialist. Individuals who were issued four or fewer Long-Term Emergency Permits may be issued one PIP as long as the employer requirements have been met. Individuals who were issued five Long-Term Emergency Permits do not qualify for the PIP.

Requirements for Issuance

1. Possession of a baccalaureate degree or higher from a regionally-accredited college or university
2. Satisfy the basic skills requirement. See Commission leaflet CL-667, entitled *Basic Skills Requirement* for additional information.
3. Successful completion of course work for the permit type requested, as specified below:

Single Subject: A degree major in the subject area or at least 18 semester units, or 9 upper division semester units, of course work in the subject to be listed on the permit.*

For a permit in one of the science subjects, at least nine semester units must be in the specific science area. For a permit in Foundational-Level General Science, an individual has two options. First is to verify a bachelor's or higher degree in science. This includes biological science, chemistry, geoscience, physics, and science areas that fall within these broad categories such as anatomy, earth science, and oceanography. This does not include a degree in health science. Second is to verify 18 semester units (or nine upper division semester units) across the four science areas of biological science, chemistry, geosciences, and physics. A minimum of one course in each of the four areas is required.

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The statutory subjects available for Single Subject Provisional Internship Permit are as follows:

Agriculture
Art
Business
English
Foundational-Level General Science
Foundational-Level Mathematics
Health Science
Home Economics
Industrial and Technology Education
Mathematics
Music
Physical Education
Science: Biological Sciences
Science: Chemistry
Science: Geosciences
Science: Physics
Social Science
World Language: English Language Development
World Languages-Languages other than English (specify)

Multiple Subject: A degree major in liberal studies or 40 semester units including 10 semester units of course work in each of at least four of the following subject areas or at least 10 semester units of course work in each of three of the subject areas and an additional 10 semester units in a combination of two of the remaining subject areas.* Subject areas include language studies, history, literature, humanities, mathematics, the arts, science, physical education, social science, and human development.

Education Specialist: Complete the requirements for the Single Subject or Multiple Subject as listed above, or verify a minimum of three years of successful full-time classroom experience, or the equivalent in part-time experience, working with special education students (experience as an aide is acceptable) or verify a minimum of nine semester units of course work in special education or in a combination of special education and general education.*

Areas of specialization for the Education Specialist PIP include:

Mild/Moderate Disabilities
Moderate/Severe Disabilities
Visual Impairments
Deaf and Hard of Hearing
Physical and Health Impairments
Language and Academic Development

The PIP may not be issued in the specialty area of Early Childhood Special Education alone as subject matter competence is not required for the issuance of a credential.

All course work must meet the following criteria:

- Must be completed at a regionally-accredited college or university
- Must be baccalaureate degree-applicable (non-remedial)
- Must be earned with a "C" grade or higher ("Pass" and "Credit" grades meet this requirement)

* *Individuals who were previously issued an emergency permit in the same subject area of the requested PIP will not be required to submit verification of this requirement. If the subject matter requirement for the emergency permit was met by passage of all appropriate subject matter examinations, the individual will not qualify for the PIP.*

4. The employing agency must verify all of the following on the form entitled *Verification of Requirements for the Provisional Internship Permit* (form CL-857) with each request for the Provisional Internship Permit:

    - A diligent search has been conducted for a suitable credentialed teacher or suitable qualified intern teacher. Diligent search must include, but is not limited to, distributing job

announcements, contacting college and university placement centers, and advertising in print or electronic media. Copies of all recruitment efforts must be submitted with the application packet.

- The employer has provided orientation, guidance and assistance to the permit holder
- The employing agency will assist the permit holder in developing a personalized plan through an agency-defined assessment that would lead to meeting subject matter competence related to the permit
- The employing agency will assist the permit holder to seek and enroll in subject matter training, such as workshops or seminars and site-based courses along with training in test-taking strategies and will assist the permit holder in meeting subject matter competence related to the permit
- The candidate has been apprised of steps to earn a credential and enroll in an intern program
- The employing agency will ensure a notice of intent to employ the applicant in the identified position has been made

Public school districts must present this notice to the governing board in a public meeting with a signed statement from the superintendent, or his or her designee, and verification that the item was acted upon favorably. **This must be an action item on the agenda and not part of the consent agenda**. A copy of the agenda item must be submitted with the application packet.

County offices of education, nonpublic, nonsectarian schools and agencies as defined in Education Code sections 56365 and 56366, statewide agencies, and charter schools must submit a copy of the dated public notice that was posted 72 hours prior to the position being filled.

5. Completed application (form 41-4), processing fee, and if not previously submitted, a completed Live Scan receipt (form 41-LS)

One-Time Renewal

For a PIP initially issued **before October 1, 2013**, the employing agency may request a one-time only renewal if the holder has taken but not passed **all** the subject matter examinations appropriate to the credential that authorizes the service listed on the permit.* The holder of an Education Specialist PIP must take all appropriate subject matter examinations as determined by the recommending college or university. The renewal packet should include an application (form 41-4), a new Verification of Requirements for the Provisional Internship Permit (form CL-857) including all appropriate documentation, and current processing fee.

▶ *If the holder has passed all appropriate subject matter exams, he or she should contact a California college or university or school district with a Commission-approved intern program regarding enrollment.*

* The last date to submit an application for the Provisional Internship Permit in one of the Specialized Science content areas was January 1, 2015. The Provisional Internship Permit (only those initially issued prior to October 1, 2013) can no longer be reissued in one of these content areas.

Individuals may have been issued one Education Specialist PIP and during its term passed subject matter exams in an area other than an NCLB core academic subject area. As a temporary policy, the Commission allowed these persons to renew the Education Specialist PIP for another year to allow time to complete

subject matter in an NCLB core academic subject area. This policy ended July 1, 2012. NCLB core academic single subject areas include:

- Art
- English
- Foreign Language
- Mathematics, including Foundational-Level Mathematics
- Music
- Science, including Foundational-Level General Science and Specialized Science
- Social Science

In addition, the elementary level is an NCLB Core Academic Subject Area which may be demonstrated in California by passing the appropriate Commission-approved examinations for the Multiple Subject Credential.

Authorization

The Multiple Subject PIP authorizes the holder to teach in a self-contained classroom such as the classrooms in most elementary schools. However, a teacher authorized for multiple subject instruction may be assigned to teach in any self-contained classroom (preschool, K-12, or in classes organized primarily for adults). In addition, the holder of a Multiple Subject PIP may serve in a core or team teaching setting.*

The Single Subject PIP authorizes the holder to teach the specific subject(s) named on the credential in departmentalized classes such as those in most middle schools and high schools. However, a teacher authorized for single subject instruction may be assigned to teach any subject in his or her authorized fields at any grade level (preschool, grades K-12, or in classes organized primarily for adults).*

The Education Specialist PIP authorizes the holder to teach in the area of specialization listed on the credential in the following settings: special day classes, special schools, home/hospital settings, correctional facilities, nonpublic, nonsectarian schools and agencies as defined in Education Code sections 56365 and 56366, and resource rooms.*

* *All PIPs are issued with an English learner authorization. This authorization allows the holder to teach English language development (also known as English as a Second Language or ESL) and specially designed academic instruction delivered in English (SDAIE) in the specified grade level(s) and settings.*

Bilingual Authorizations

Bilingual Authorizations may be requested by the employing agency and added directly to a PIP document if target-language proficiency has been verified. Additional information may be found in Coded Correspondence 10-07.

Individuals may verify target-language proficiency by one of the following methods:

- Pass Test II or III (depending on the specific language) of the CSET: World Languages Examinations in the target language. Passing exam scores are valid for five years from the individual test date.
- If Test II or III of the CSET: World Languages Examination is not available, pass an assessment performed by an approved organization covering the integrated communication skills of listening, speaking, reading and writing in the target language

- Pass an assessment covering the integrated communication skills of listening, speaking, reading and writing administered by a California college or university as a part of its Commission-approved bilingual authorization program in the target language
- Possess a valid, non-emergency California Single Subject or Standard Secondary Teaching Credential with a major in the target language
- Possess a three-year or higher degree from a foreign institution in which all instruction was delivered in the target language. The foreign institution must be equivalent in status to a regionally-accredited institution of higher education in the United States.

Period of Validity

The PIP will be issued for one year.

Reference: Title 5, California Code of Regulations, Section 80021.1

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

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

VERIFICATION OF REQUIREMENTS
For the Provisional Internship Permit

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

Name of Applicant EMILY HERRERA GAMBOA

SSN _____

Name of Employing Agency BURBANK UNIFIED SCHOOL DISTRICT

County/District/CDS Code 19-64337

- ☐ Multiple Subject
- ☒ Single Subject - Specify subject(s): MATHEMATICS
- ☐ Education Specialist - Specify specialty area(s): _____

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

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

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

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

2. The permit holder will be provided orientation, guidance and assistance during the valid period of the permit

3. Public notice of intent to employ the applicant in the identified position has been given and meets the following criteria (check the box that applies):

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

(continued)

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

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

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

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

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

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

Applicant Signature _____

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

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

Signature _____

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

Date 8/12/2019

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Sharon Cuseo, Assistant Superintendent Instructional Services

PREPARED BY: Peggy Flynn, Arts & Career Technical Education Coordinator

SUBMITTED BY: Laura Erisman, Administrative Secretary

DATE: September 5, 2019

SUBJECT: Approval of Arts for All Advancement Grant Program Agreement Contract# AFA-AG-1415-2

Background:

The Burbank Unified School Board first joined Arts for All, Los Angeles County Arts Commission regional initiative to restore K-12 student access to quality arts education programing within the regular school day. BUSD's first Arts for All Plan was adopted in December 2005. It was updated in 2012, and 2016, and following a year-long study of the BUSD Arts for All Plan goals, the Board of Education adopted a Three-Year Arts Priority Plan in 2017.

Districtwide Goals for 2019-20

1.3 Continue to provide high-quality staff development in effective instructional and engagement strategies for teachers of students who qualify for services as English learners, low-socioeconomic, homeless, foster youth, and Special Education students.
1.6 Develop new and strengthen existing relationships with community partners to support our students.
2.2 Sustain and improve the quality of teacher collaboration time, including dedicated site collaboration time, to implement curriculum aligned to the California State Standards and best practices in instruction.
4.1 Maintain the number of elementary music teachers to sustain the elementary music program.
4.2 Maintain an inventory and a budget and develop a plan for maintenance and repair / replacement of instrumental music equipment.
6.1 Continue to provide professional development opportunities for all certificated and classified employees.
6.3 Continue to provide training opportunities for teachers on differentiated instruction for GATE (Gifted and Talented Education) students.

Discussion/Issues:

A copy of the 2019-2020 Arts for All Advancement Grant Contract # AG-20- 4025 includes grant recipient requirements and a budget that outlines required district matching funds, district in kind contributions, and the grant amount awarded by the Los Angeles County Arts Commission to the Burbank Unified School District Arts for All program.

Fiscal Impact:

The District's Arts for All Program will gain **$23,900** from the Los Angeles County Arts Commission Arts for All Advancement Grant. District LCAP, Title 3, Film LA and Music is Instrumental Campaign funds will serve as matching. The Advancement Grant will be used to support direct instruction to students, transportation, professional development, and secondary instrument repair and replacement as outlined in the District's Three-Year Arts Priority Plan. (Music is Instrumental Campaign: *$28000* LCAP: *$34000* Title 3: *$30000* Film LA: *$9650*

Recommendation:
Sharon Cuseo, Assistant Superintendent of Instructional Services, recommends that the Board of Education approve the Arts for All Advancement Grant Agreement between the Burbank Unified School District and the Los Angeles County Arts Commission, effective September 6, 2019 through June 30, 2020, to accept an award amount of $23,900, and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented.

CONTRACT #: AG-20 4025
Advancement Grant Program Agreement

This Agreement made this _____ day of _____ 2019, by and between the County of Los Angeles ("County"), a body corporate and politic and a political subdivision of the State of California, and:

Organization ("Grantee"): **Burbank Unified School District**
Address: **1900 West Olive Ave.**
City, State, Zip: **Burbank, CA 91506-2438**
Primary Contact: **Peggy Flynn**
Email Address: **peggyflynn@burbankusd.org**
Los Angeles County Vendor #: **11303901**

LOS ANGELES COUNTY ARTS EDUCATION COLLECTIVE ADVANCEMENT GRANT
The County, through the Los Angeles County Department of Arts and Culture ("Arts Department"), provides grants to Los Angeles County School Districts to support quality arts education programming for public school students.

Grantee is a Los Angeles County School District that is part of the Arts Ed Collective network and is currently implementing a board approved strategic plan for arts education.

Section 1. AGREEMENT DOCUMENTS. This Agreement is comprised of this three-page document, the Standard Terms and Conditions attached hereto as Exhibit A, and the General Terms and Instructions attached hereto as Exhibit B. Grantee affirms it has reviewed the entire Agreement, including the attached exhibits, and understands and will comply with the terms and conditions contained therein.

Section 2. PURPOSE AND SCOPE OF GRANT. The County desires to provide a grant to support Grantee in addressing and achieving key action items that move them toward their long term vision for arts education within their school district, as described in the application materials submitted to the County in connection with this grant. Specifically, this grant award will be used for the following purposes only ("Project"): ***to support district wide access to high quality, standards based, sequential arts education programming for secondary ELD students, pre-school and post high school Special Education students; and to expand teacher capacity in the arts through professional development***

Section 3. AGREEMENT TERM. The term of this Agreement will commence on the date this Agreement is executed by all parties hereto and will expire on: **June 30, 2020.**

Section 4. MAXIMUM GRANT AMOUNT. The maximum grant amount payable by the County to the Grantee under this Agreement may not exceed: **$23,900.**

Section 5. ADDITIONAL TERMS AND CONDITIONS.

A. Matching Funds. As a condition of this grant award, Grantee must provide, at a minimum, matching funds equal to or exceeding the amount set forth in Section 4, above, for the purposes of funding the Project. If for any reason Grantee fails to contribute any or all of the required matching funds, the grant award will be reduced in an amount equal to the amount of matching funds Grantee fails to contribute. Grantee must reimburse the County any grant amount forfeited pursuant to this paragraph within 10 business days of a demand by the County for reimbursement, or within 30 days of expiration of the term of this Agreement, whichever is earlier. Grantee will follow those procedures and requirements established in the General Terms and Instructions (Exhibit B) for the acquisition and reporting of matching funds.

B. The County will pay the grant allocations set forth in Section 4, above, to Grantee in up to three installments. The County will not pay any interest or other charges on any grant allocation. Grantee must submit invoices as follows:

(i) Grantee may submit one (1) invoice for a maximum of 25% of the grant award following successful completion of all project planning and attendance at a County-scheduled grantee convening or a countywide network event. This invoice is optional.

(ii) Grantee may submit one (1) invoice for a maximum of 50% of the grant award following successful completion of a mid-project check-in and site visit with County staff. This invoice is optional.

(iii) Grantee must submit one (1) invoice for all unpaid grant funds on or before May 15, 2020. This invoice is mandatory and must be accompanied by a completed Final Report, as described in the General Terms and Instructions (Exhibit B). Payment pursuant to this invoice is contingent upon submission of the Final Report.

Grantee's failure or election not to submit an optional invoice pursuant to (i) or (ii), above, will not limit, reduce, or otherwise affect the Grantee's obligations under this Agreement.

C. Any funds allocated by the County to Grantee pursuant to this Agreement which are not used by Grantee in support of the Project must be returned to the County within 30 days of the expiration of the term of this Agreement. Grantee will forfeit any grant funds which remain unused upon the expiration of this Agreement.

D. Grantee agrees to comply with the terms of this Agreement, including the terms set forth in the attached Exhibits A and B, all applicable local, state and federal laws, and all applicable current and future guidelines issued by the Arts Department.

E. Signatures. Grantee represents and warrants that the person or persons executing this Agreement for Grantee is/are authorized agent(s) who have actual authority to bind Grantee to each and every provision of this Agreement, and that all requirements of Grantee have been fulfilled to provide such actual authority.

F. Counterparts. This Agreement may be executed in any number of counterparts, each of which so executed will be deemed to be an original and will together constitute one and the same Agreement. Manual signatures may be provided by facsimile, or digitally scanned and provided by electronic mail. Grantee will maintain on file and, upon the County's request, agrees to provide the County with an original of a signature provided by facsimile or electronic mail. Alternatively, grantee may provide electronic signatures of authorized signors via Adobe Sign.

IN WITNESS WHEREOF, the County has executed these presents by causing them to be subscribed by the Director of its Arts Department, and Grantee has caused these presents to be executed by its duly authorized representatives, the date first above written.

COUNTY OF LOS ANGELES

By: _____ Date: _____
Kristin Sakoda, Director
Los Angeles County Department of Arts and Culture

GRANTEE

By: _____ Date: _____
BOARD PRESIDENT/OFFICER
Name:

By: _____ Date: _____
SUPERINTENDENT
Name:

APPROVED AS TO FORM:

MARY C. WICKHAM
County Counsel

By: _____
Deputy

School District Advancement Grant
General Terms and Instructions
Exhibit B

Congratulations on your Advancement Grant award! This General Terms and Instructions document contains all the information you will need to manage your grant, meet grantee requirements and receive payments.

Please read this entire document thoroughly and visit our website at lacountyartsedcollective.org/initiatives/school-district-support/manage-your-grant to access up-to-date resources and information about managing your grant award.

CONTRACT OVERVIEW

Grant Period

The period of the grant is from the date of contract execution through June 30, 2020. *Please note that the invoicing and reporting deadline is May 15, 2020. All funds must be expended prior to the May 15 deadline.*

Contract Project Budget and Target Participation

Advancement Grant awards are less than the original grant request. As a result, the project budget must be revised accordingly in the *Adjusted Grant Budget and Participation* form via our online grant management system. More details about this requirement can be found in the *Requirements for Contracting* section of this document. If the award amount seriously impacts the scope of work or project budget, please refer to the Project Amendment section of this document for further instructions.

Matching Funds

Grantees must demonstrate and report matching funds that ensure Los Angeles County grant funds do not exceed fifty percent (50%) of the total cost of the project. Please note that the contract provides that you may forfeit some or your entire grant award if you do not comply with this requirement.

Signing the Contract

The contract must be executed with two signatures:

- The district's superintendent, and
- A School Board President or an officer.

Credit/Recognition

Grantees are asked to recognize support from Los Angeles County by placing the Los Angeles County Arts Ed Collective logo on materials created and disseminated as part of the project funded by the Advancement Grant. The Arts Ed Collective Logo can be downloaded at lacountyartsedcollective.org/initiatives/school-district-support/manage-your-grant. More details about this requirement can be found in the *Credit and Acknowledgement* section of this document. Contact us at artsedcollective@arts.lacounty.gov for assistance with acknowledging Los Angeles County support.

It is your responsibility as a grantee to meet all award requirements. If you fail to comply with requirements, your contract may be suspended or terminated, and you may forfeit some or your entire grant award.

PANEL COMMENTS

Knowledgeable members of the arts education community assessed your funding request as part of the review process. To schedule a time to discuss panel feedback with staff, contact Keelia Postlethwaite, Program Manager, at artsedcollective@arts.lacounty.gov or 213-202-5858.

REQUIREMENTS FOR CONTRACTING

The following requirements must be met by your school district prior to the signing of your contract:

Adjusted Grant Budget and Target Participation

Grantees must provide the Department of Arts and Culture (Arts Department) with an updated target participation and grant budget, including all expenses and matching funds related to the scope of your project and reflective of your final award amount. To complete and submit the form, visit the grant management system: www.lacountyarts.org/apply.

Forms must be completed accurately and in full:

- Grant budget table tabulates correctly and includes sufficient matching funds
- Adjusted scope of activities within the form aligns with the project as stated in Section 2 of the Program Agreement
- All questions are completed and changes in scope described clearly

The Arts Department must confirm acceptable completion of the form prior to final execution of the contract; any delays in submission of a complete and accurate form may delay final execution of the grant contract and consequently the distribution of the grant award.

Los Angeles County Vendor Number

Grantees must have a current vendor number registered with Los Angeles County. To obtain a vendor ID visit camisvr.co.la.ca.us/webven/. If you have questions relating to your vendor number, please contact vendor relations at (323) 267-2725.

Optional:
Once a vendor number has been created grantees are encouraged to register for Vendor Self-Service (VSS) to support and ease account management. Upon registration in VSS, grantees have the option of enrolling in Direct Deposit. If interested, please follow the instructions listed online at directdeposit.lacounty.gov/.

Assignment of a Project Lead

A district must assign a project lead who will manage the coordination, implementation and assessment of the project and all elements of the contract between the district and the County. If the project lead listed in the contract changes, the district must notify the Arts Department and identify the name and contact information of the new project lead. Notification should occur before the existing project lead's responsibilities change so that a transition meeting can be scheduled between the former and future district project lead and the Arts Department staff.

ROLES AND RESPONSIBILITIES DURING IMPLEMENTATION

The following requirements must be met by your school district during implementation of the Project:

- Project lead attends a County-scheduled grantee convening or a countywide network event on a date to be announced.
- Project lead participates in a mid-project check in and site visit with County staff.
- Project lead completes a Final Report that includes a brief narrative on project outcomes, participation data, a final budget and at least one work sample.

CREDIT AND ACKNOWLEDGEMENT

Grantee will acknowledge the ("Project") as stated below in all digital and print communications, promotional, press and product materials:

[PROJECT] is supported by the LA County Arts Ed Collective*, the initiative dedicated to making the arts core in K-12 public education.*

In addition,

- Grantee will include the above acknowledgement and the Arts Ed Collective logo on all Project digital and print communications, promotional and product materials. The Arts Ed Collective logo must be no smaller than half an inch in height, no smaller than the Grantee logo, and be placed as a standalone. Grantee will submit all digital and print materials featuring the Arts Ed Collective logo to the Arts Department's Director of Communications for review and approval before finalizing, printing or distributing.
- Grantee will include the above acknowledgement and the Arts Ed Collective logo on all Project web pages and will hyperlink the Arts Ed Collective logo to the Arts Ed Collective website at LACountyArtsEdCollective.org.
- Grantee will include the above acknowledgement and the Arts Ed Collective logo on all Project email blasts.
- Grantee will verbally share the above acknowledgement in all events and presentations of the Project.
- Grantee will include the above acknowledgement in all press materials and releases. Grantee will submit draft press releases announcing the Project to the Arts Department's Director of Communications for review and approval before finalizing or distributing the release.
- Grantee will provide a minimum of 48 hours' notice for review and approval of credit and acknowledgment in all digital and print communications, promotional, press and product materials.
- This provision shall survive termination or expiration of this Agreement.

INVOICING AND REPORTING

Advancement Grant awards shall be paid in three installments.

Final payment requests and required reporting documentation are due by May 15, 2020.

- You may submit one (1) invoice for a maximum of 25% of the grant award following successful completion of all project planning and attendance at a County-scheduled grantee convening or a countywide network event. *This invoice is optional.*

- You may submit one (1) invoice for a maximum of 50% of the grant award following successful completion of a mid-project check-in and site visit with County staff. *This invoice is optional.*

- You must submit one (1) invoice for all unpaid grant funds on or before May 15, 2020. This invoice is mandatory and must be accompanied by a completed Final Report. Payment pursuant to this invoice is contingent upon submission of the Final Report.

Payment requests and the Final Report must be submitted through the online grant management system http://www.lacountyarts.org/apply.

PROJECT AMENDMENTS

Grant activities and expenses must be consistent with those approved for funding. If changes in the contracted project are necessary, you must:

1. Contact the Arts Department's Arts Education staff and set up a project amendment phone appointment;
2. Complete and submit the Project Amendment form found via www.lacountyarts.org/apply;
3. In the Project Amendment form provide the following information at a minimum:

    a. Advancement Grant contract number,
    b. Specific change(s) requested,
    c. Justification for each requested change(s),
    d. Revised project budget, if applicable, or else a statement that, "No revised project budget has been included in this amendment,"
    e. Contact information, including a phone number, fax number and e-mail address.

No project amendment is effective unless and until grantee receives approval from the Arts Department in the form of a signed project amendment form. Until such time as grantee receives such written approval, grantee shall only incur costs and shall only carry out its project in a manner consistent with the terms and conditions of the original contract.

CONTACT ARTS ED COLLECTIVE STAFF

For questions regarding your Advancement Grant award or project, project amendments, applications, eligibility, or invoicing and reporting inquiries please contact Keelia Postlethwaite, Program Manager, at artsedcollective@arts.lacounty.gov.

Los Angeles County Department of Arts and Culture
1055 Wilshire Blvd., Suite 800
Los Angeles, CA 90017
(213) 202-5858
artsedcollective@arts.lacounty.gov
www.LACountyArtsEdCollective.org
www.LACountyArts.org



EXHIBIT A

STANDARD TERMS AND CONDITIONS

COUNTY OF LOS ANGELES
CONSULTANT SERVICES AGREEMENT

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STANDARD TERMS AND CONDITIONS

COUNTY OF LOS ANGELES
CONSULTANT SERVICES CONTRACTS

§ 100. DEFINITIONS. For purposes of the Agreement, including all Exhibits/Attachments thereto, the following definitions shall govern its interpretation:

§ 101. "Agreement" shall mean the agreement by and between the Consultant and the County of Los Angeles, a body politic and corporate, which agreement shall include the primary document and all exhibits/attachments and/or documents referenced therein.

§ 102. "Auditor-Controller" shall mean the Auditor-Controller of the County of Los Angeles and/or his designee.

§ 103. "Department" shall mean the County of Los Angeles Department of Arts and Culture .

§ 104. "Consultant" shall mean the agency or individual contracting with the County under the terms and conditions of this Agreement, including Consultant's employees, agents, assigns, contractors, subcontractors, and anyone else involved in any manner in the exercise of the rights therein given to the Consultant.

§ 105. "Contract Amount" shall mean the fees or payment agreed to be paid by the County for consultant services as set forth in the Agreement.

§ 106. "County" shall mean the County of Los Angeles.

§ 107. "Director" shall mean the Director of the Department of Arts and Culture and/or her designee.

§ 108. "Services" shall mean the services identified in the primary document of this Agreement, or as more specifically set forth in an appropriate exhibit or attachment thereto.

§ 109. "State" shall mean the State of California.

§ 200. ASSURANCES/CERTIFICATIONS. The Consultant provides the following assurances and certifications, and agrees to the following terms:

§ 201. Compliance with Laws. The Consultant certifies and agrees that it shall comply with all applicable federal, State and local laws, rules, regulations, ordinances, and directives, and all provisions required to be included in this Agreement are incorporated by this reference. The County reserves the right to review the Consultant's policies and procedures to ensure compliance with such laws, rules, regulations, ordinances, and directives, as applicable. The Consultant shall indemnify and hold the County, its officers, employees and agents harmless from any loss, damage or liability resulting from a violation by the Consultant, its agents, officers and employees of any such laws, rules, regulations, ordinances, and directives.

§ 202. Copyrights/Privacy Rights. The Consultant shall neither violate nor infringe upon any copyright, right of privacy, or other statutory or common law right of any person, firm or corporation, nor, if authorized to do radio or television broadcasts pursuant to amendment

hereto, violate the rules and regulations of the Federal Communications Commission or the Code of Good Practices of the National Association of Broadcasters. Further, the Consultant will not defame or harm the reputation of any person, firm or corporation as a result of entering into this Agreement. The Consultant shall indemnify, defend and hold the County, its officers, employees and agents harmless from any sanctions or other liability which may be assessed against the County by reason of the Consultant's failure to comply with the foregoing.

§ 203. Nondiscrimination and Assurance of Compliance with Civil Rights. (a) The Consultant assures and certifies that all persons employed by it, its affiliates, subsidiaries or holding companies, if any, are and will be treated equally by it without regard to, or because of race, color, religion, national origin, ancestry, sex, age, condition of physical or mental disability, marital status or political affiliation, in compliance with all anti-discrimination laws and regulations of the United States of America and the State as they now exist or may hereafter be amended.

(b) Consultant shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, ancestry, national origin, condition of physical or mental disability, marital status or political affiliation. Such action shall include but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

(c) Consultant hereby assures that it will comply with the Civil Rights Act of l964, 42 USC §§ 2000e through 2000e-17, to the end that no person shall, on grounds of race, religion, color, sex, national origin, condition of physical or mental disability, marital status or political affiliation be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Agreement or under any project, program, or activity supported by this Agreement.

(d) To the extent applicable, Consultant shall deal with its subcontractors, bidders or vendors without regard to or because of race, color, religion, ancestry, national origin, sex, age, or condition of physical or mental disability, marital status or political affiliation as required by all applicable anti-discrimination laws and regulations of the United States and the State as they now exist or may hereafter be amended.

(e) Consultant shall allow authorized County representatives access to its employment records during regular business hours to verify compliance with these provisions when so requested by the Director.

(f) If County finds that any of the above provisions have been violated, the same shall constitute a material breach of contract upon which County may determine to cancel, terminate, or suspend this Agreement. While County reserves the right to determine independently that the anti-discrimination provisions of this Agreement have been violated, in addition, a determination by the State Fair Employment and Housing Commission or the federal Equal Employment Opportunity Commission that Consultant has violated State or federal anti-discrimination laws or regulations shall constitute a finding by County that Consultant has violated the anti-discrimination provisions of this Agreement.

(g) The parties agree that in the event Consultant violates the anti-discrimination provisions of this Agreement, County shall, at its option, be entitled to a sum of Ten Thousand Dollars ($10,000) pursuant to California Civil Code Section 1671 as liquidated damages in lieu of canceling, terminating, or suspending this Agreement.

§ 204. Wage and Hour Laws. To the extent applicable, the Consultant assures and certifies that it shall comply with all State and federal wage and hour laws, including but not limited to the Fair Labor Standards Act, as amended. The Consultant shall indemnify, defend, and hold harmless the County, its agents, officers and employees from any and all liability including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour law including, but not limited to, the federal Fair Labor Standards Act, as amended, for services performed by the Consultant's employees for which the County may be found jointly or solely liable.

§ 205. Safety and Working Conditions. (a) To the extend applicable, the Consultant shall comply with the provisions of the federal Occupational Safety and Health Act of 1970, as amended (29 USC § 651 et seq.) and the California Occupational Safety and Health Act and successor statutes, as well as other applicable health and safety statutes, ordinances, regulations and rules. Consultant assures that no employee will be required or permitted to work under working conditions which are unsanitary, hazardous or otherwise detrimental to the person's health or safety.

(b) Consistent with this **§ 205** and to the extent applicable, Consultant agrees that it shall comply with section 3203 of title 8 in the California Code of Regulations which requires all California employers to have a written, effective Injury and Illness Prevention Program (IIPP) that addresses hazards pertaining to the particular workplace covered by the program.

(c) In addition to other requirements set forth herein, Consultant certifies that it shall, at its own expense, provide its employees all necessary general and specific training with respect to safety and working conditions and provide its employees with all required personal protective equipment necessary to perform services under this Agreement.

§ 206. Employment Eligibility Verification. (a) To the extent applicable, the Consultant warrants and certifies that it fully complies with all federal, State and local statutes, ordinances, and regulations regarding the employment eligibility of aliens and others, and that all persons performing services under the Agreement are eligible for employment in the United States. The Consultant shall indemnify, defend and hold the County harmless from any employer sanctions or other liability which may be assessed against the County by reason of the Consultants failure to comply with the foregoing.

(b) The Consultant represents that he/she has secured and retained all required documentation verifying employment eligibility of its personnel, if any. The Consultant shall secure and retain verification of employment eligibility from any new personnel and, to the extent applicable, participants participating in or receiving services under this Agreement, in accordance with applicable provisions of law.

§ 207. Drug Free Workplace Compliance. The Consultant hereby warrants and certifies that it shall comply with California Drug-Free Workplace Act of 1990 (Cal. Gov. Code § 8350 et seq.), as amended, including provision of the requisite certification as set forth therein; and the federal Drug-Free Workplace Act of 1988, including its implementing regulations (29 CFR Part 98 commencing with §98.600), as applicable.

§ 208. Conflict of Interest/Contracts Prohibited. (a) The Consultant represents and warrants that no County employee, whose position enables him/her to influence the award of this Agreement, and no spouse or economic dependent of such employee, is or shall be employed

in any capacity by the Consultant, or shall have any direct or indirect financial interest in this Agreement.

(b) The Consultant represents and warrants that it is aware of, and its authorized officers have read, the provisions of Los Angeles County Code Chapter 2.180 entitled "Contracting With Current or Former County Employees," and that execution of this Agreement will not violate those provisions. Anyone who is a former employee of the County at the time of execution of this Agreement or who subsequently becomes affiliated with the Consultant in any capacity shall not participate in the provision of Services provided under this Agreement or share in the profits of Consultant earned for a period of one year from the date he/she separated from County employment.

§ 209. Lobbying. The Consultant certifies that each County lobbyist as defined in Los Angeles County Code § 2.160.010, retained by Consultant shall fully comply with the County Lobbyist Ordinance (Los Angeles County Code Chapter 2.160). Failure on the part of any County lobbyist retained by Consultant to fully comply with the County Lobbyist Ordinance shall constitute a material breach of this Agreement upon which County may immediately terminate or suspend this Agreement.

§ 210. County Layoffs. (a) Should the Consultant require additional or replacement personnel after the effective date of this Agreement, the Consultant agrees to give due consideration for such employment openings to qualified permanent County employees who are targeted for layoff or qualified former County employees who are on a re-employment list during the life of this Agreement.

(b) Employment offers to qualified County employees shall be under the same conditions and rate of compensation that apply to other individuals who are employed or may be employed by Consultant.

(c) Consultant shall maintain records of each employment offer made to qualified County employees and other individuals. Such records shall include a description of the position and duties, rate of pay and fringe benefits, and whether the offer was accepted, rejected, or not responded to.

§ 211. GAIN/GROW Program Participants. (a) Should the Consultant require additional or replacement personnel after the effective date of this Agreement, the Consultant agrees to give due consideration for such employment openings to participants in the County's Department of Public Social Services' Greater Avenue for Independence (GAIN) Program or General Relief Opportunity for Work (GROW) Program who meet Consultant's minimum qualifications for the open position. Upon request from Consultant, the County will refer GAIN/GROW participants by job category to the Consultant for consideration.

(b) In the event that both laid-off County employees and GAIN/GROW participants are available for hiring, County employees shall be given first priority.

(c) Notwithstanding **§ 210** and **§ 211** of this Agreement, the Consultant and the County agree that, during the term of this Agreement and for a period of one year thereafter, neither party shall in any way intentionally induce or persuade any employee of one party to become an employee or agent of the other party. No bar exists against any hiring action initiated through a public announcement.

§ 212. Covenant Against Contingent Fees. (a) Consultant certifies and warrants that no person or selling agency has been employed or retained to solicit or secure this Agreement upon an agreement of understanding for a commission, percentage, brokerage or contingent fees.

(b) For breach or violation of this warranty, the County shall have the right to terminate this Agreement and, in its sole discretion, to deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage or contingent fees. This right shall be in addition to any other legal remedy available to the County.

§ 213. Warranty of Adherence to County's Child Support Compliance Program. (a) Consultant acknowledges that the County has established a goal of ensuring that all individuals who benefit financially from the County through contract are in compliance with their court-ordered child, family and spousal support obligations, if any, in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

(b) To the extent required by the County's Child Support Compliance Program (County Code Chapter 2.200) and without limiting Consultant's duty under this Agreement to comply with all applicable provisions of law, Consultant warrants that it is now in compliance and shall during the term of this Agreement, maintain compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 U.S.C. § 653a) and California Unemployment Insurance Code Section 1088.5, and shall implement and comply with all lawfully served Wage and Earnings Withholding Orders or District Attorney Notices of Wage and Earnings Assignment for Child or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b). Unless otherwise exempt by County Code section 2.200.040, failure to comply with such reporting requirements, or failure to implement and comply with lawfully served wage and earnings assignment orders or notices of assignment, shall constitute a default under this Agreement, and failure to cure the default within ninety (90) days of notice by the County shall subject the Agreement to termination.

(c) Unless otherwise exempt under Los Angeles County Code section 2.200.040, failure to comply with the provisions of this **§ 213** may be cause for debarment.

§ 214. Debarment and Suspension. (a) The Consultant certifies that it has not been subject to debarment and/or suspension under any federal (29 CFR Part 98), State or local program and will immediately inform the County of any future debarment or suspension. Said certification, which shall be in a form acceptable to the County, shall be submitted to the County no later than execution of this Agreement by Consultant.

(b) **Responsible Contractor.** A responsible contractor is a contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible contractors.

(c) **Chapter 2.202 of the County Code.** The Consultant is hereby notified that, in accordance with County Code Chapter 2.202, as may be amended from time to time, if the County acquires information concerning the performance of the Consultant on this or other contracts which indicates that the Consultant is not responsible, the County may, in addition to other remedies provided in the Agreement, debar the Consultant from bidding on County contracts for a specified period of time not to exceed three years, and terminate any or all existing contracts the Consultant may have with the County.

(d) **Non-Responsible Contractor.** The County may debar Consultant if the Board of Supervisors finds, in its discretion, that the Consultant has done any of the following: (1) violated any term of a contract with the County, (2) committed any act or omission which negatively reflects on the Consultant's quality, fitness or capacity to perform a contract with the County or any other public entity, or engaged in a pattern or practice which negatively reflects on same, (3) committed an act or offense which indicates a lack of business integrity or business honesty, or (4) made or submitted a false claim against the County or any other public entity.

(e) **Contractor Hearing Board.** (1) If there is evidence that the Consultant may be subject to debarment, the County will notify the Consultant in writing of the evidence that is the basis for the proposed debarment and will advise the Consultant of the scheduled date for a debarment hearing before the Contractor Hearing Board.

(2) The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The Consultant and/or the Consultant's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a proposed decision, which shall contain a recommendation regarding whether the Consultant should be debarred, and, if so, the appropriate length of time of the debarment. If the Consultant fails to avail itself of the opportunity to submit evidence to the Contractor Hearing Board, the Consultant may be deemed to have waived all rights of appeal.

(3) A record of the hearing, the proposed decision and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny or adopt the proposed decision and recommendation of the Hearing Board.

(f) **Subcontractors.** This **§ 214** shall also apply to subcontractors of County contractors, if any.

§ 215. Notification of Federal Earned Income Credit. With thirty (30) days of execution of this Agreement, the Consultant certifies that it shall notify its employees, and shall require each subcontractor, if any, to notify its employees, that they may be eligible for federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice 1015.

§ 216. Prohibited Activity. To the extent applicable, the Consultant represents and warrants that it will not engage in or permit any religious proselytizing or political propagandizing in connection with the performance of this Agreement. The Consultant agrees to comply with the provision of the federal Hatch Act and with Section 675e of Subtitle B of Title VI of Public Law 101-121 (31 USC § 1352) which prohibits use of federal funds to influence the award of federal contracts or grants.

§ 217. Protection Against Fraud and Abuse. The Consultant (including its employees and agents), in performing all obligations under the terms of this Agreement, assures that it perform services in a manner which safeguards against fraud and abuse. The Consultant agrees to indemnify and hold the County, its officers, employees and agents harmless from any loss, damage, or liability (including without limitation disallowed costs) resulting from a violation by the Consultant, its officers, employees and agents of this section.

§ 218. Authorization Warranty. The Consultant represents and warrants that the person executing this Agreement on behalf of the Consultant is an authorized agent who has actual

authority to bind Consultant to each and every term, condition, and obligation set forth in this Agreement, and that all requirements of Consultant have been fulfilled to provide such actual authority.

§ 219. Employee Jury Duty Service Program. (a) **Jury Service Program**. This Agreement is subject to the provisions of the County's ordinance entitled "Contractor Employee Jury Service" ("Jury Service Program") as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code.

(b) **Written Employee Jury Service Policy.** (1) Unless Consultant has demonstrated to the County's satisfaction either that Consultant is not a "contractor" as defined under the Jury Service Program (Section 2.203.020 of the County Code) or that Consultant qualifies for an exception to the Jury Service Program (Section 2.203.070 of the County Code), Consultant shall have and adhere to a written policy that provides that its employees shall receive from the Consultant, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that Employees deposit any fees received for such jury service with the Consultant or that the Consultant deduct from the Employee's regular pay the fees received for jury service.

(2) For purposes of this **§ 219**, "Contractor" means a person, partnership, corporation or other entity which has a contract with the County or a subcontract with a County contractor and has received or will receive an aggregate sum of $50,000 or more in any 12-month period under one or more County contracts or subcontracts. "Employee" means any California resident who is a full time employee of a Contractor. "Full time" means 40 hours of more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County, or 2) Contractor has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary service of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program. If Contractor uses any subcontractor to perform services for the County under the Agreement, the subcontractor shall also be subject to the provisions of this **§ 219**. The provisions of this **§ 219** shall be inserted into any such subcontract agreement and a copy of the Jury Service Program shall be attached to the Agreement.

(3) If Consultant is not required to comply with the Jury Service Program when the Agreement commences, Consultant shall have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and Consultant shall immediately notify County if Consultant at any time either comes within the Jury Service Program's definition of "Contractor" or if Consultant no longer qualifies for any exception to the Program. In either event, Consultant shall immediately implement a written policy consistent with the Jury Service Program. The County may also require, at any time during the term of the Agreement and at its sole discretion, that Consultant demonstrate to the County's satisfaction that Consultant either continues to remain outside of the Jury Service Program's definition of "Contractor" and/or that Consultant continues to qualify for any exception to the Program.

(4) Consultant's violation of this **§ 219** may constitute a material breach of the Agreement. In the event of such material breach, County may, in its sole discretion, terminate the Agreement and/or bar Consultant for the award of future County agreements for a period of time consistent with the seriousness of the breach.

§ 220. Notice to Employees Regarding Safely Surrendered Baby Law. The Consultant shall notify and provide to its employees, and shall require each subcontractor to notify

and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is attached to this **Exhibit A** of this Agreement and is also available on the Internet at www.babysafela.org for printing purposes.

§ 300. INDEPENDENT STATUS

§ 301. Independent Contractor. (a) The Consultant shall at all times be acting as an independent contractor. This Agreement is not intended, and shall not be construed to create the relationship of agent, servant, employee, partner, joint venture, or association, as between the County and the Consultant. Consultant understands and agrees that all of Consultant's personnel are employees solely of the Consultant and not of the County for purposes of workers' compensation liability.

(b) To the extent Consultant is and intends to remain an individual consultant during the term of this Agreement, and as such has no employees and no corporate or other organizational structure, the County and Consultant agree that any provisions of this Agreement, including its Exhibits, which pertain to actions or responsibilities regarding employees or corporate or other business organizations and which would not otherwise be applicable to individual contractors, shall not apply to Consultant. In the event Consultant, during the term of this Agreement, hires employees or changes his or her organizational structure from that of an individual consultant, Consultant shall immediately notify the County of such change and all provisions of the Agreement shall thereafter apply to the Consultant.

§ 302. No Authority to Bind County. As an independent contractor and except as otherwise expressly provided in the Agreement, Consultant has no power or authority to bind the County to any obligations, agreements, or contracts.

§ 303. Requisite Skills. The Consultant represents and warrants to the County, and County relies on such representation and warranty, that the Consultant (including its employees and agents) has the necessary skills, competence and expertise to fully and completely perform the specialized services called for under this Agreement. The County and the Consultant understand and agree that the Consultant is responsible for the means and methods of performing these specialized services and accomplishing the results, deliverables, objectives and/or purposes specified and/or requested by the County pursuant to this Agreement.

§ 304. Identification. As an independent contractor, Consultant must, at his or her own expense, supply any and all identification material (e.g., business cards, etc.) used in the performance of this Agreement. Use of the County seal or other County identifier requires prior written approval of the County Chief Administrative Officer or his or her designee. **IMPROPER USE OF THE COUNTY SEAL OR OTHER IDENTIFIER SHALL BE REFERRED TO THE COUNTY DISTRICT ATTORNEY OR OTHER APPROPRIATE PROSECUTORIAL AGENCY FOR INVESTIGATION AND PROSECUTION TO THE FULL EXTENT PERMITTED BY LAW**. To the extent such material includes the County seal or other identifier, such material shall be distinguishable from County materials and expressly and clearly indicate that Consultant is an independent contractor or consultant.

§ 400. INDEMNIFICATION AND INSURANCE

§ 401. Indemnification. The Consultant shall indemnify, defend and hold harmless the County, its Special Districts, elected and appointed officers, employees, and agents ("County Indemnitees") from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, and expenses (including attorney and expert witness fees), arising from or connected with Consultant's acts and/or omissions arising from and/or relating to this Agreement, except for such loss or damage arising from the sole negligence or willful misconduct of the County Indemnitees.

§ 402. Insurance. (a) Without limiting Consultant's indemnification of County, and in the performance of this Agreement and until all of its obligations pursuant to this Agreement have been met, Consultant shall provide and maintain at its own expense insurance coverage satisfying the requirements specified in this **§ 402** of this Agreement. These minimum insurance coverage terms, types and limits (the "Required Insurance") also are in addition to and separate from any other contractual obligation imposed upon Consultant pursuant to this Agreement. The County in no way warrants that the Required Insurance is sufficient to protect the Consultant for liabilities which may arise from or relate to this Agreement.

(b) **Evidence of Coverage and Notice to County.**

(1) Certificate(s) of insurance coverage (Certificate) satisfactory to County, and a copy of an Additional Insured endorsement confirming County and its Agents (defined below) have been given insured status under the Consultant's General Liability policy, shall be delivered to County at the address shown below and provided prior to commencing services under this Agreement.

(2) Renewal Certificates shall be provided to County not less than ten (10) days prior to Consultant's policy expiration dates. The County reserves the right to obtain complete, certified copies of any required Consultant and/or subcontractor insurance policies at any time.

(3) Certificates shall identify all Required Insurance coverage types and limits specified herein, reference this Agreement by name or number, and be signed by an authorized representative of the insurer(s). The insured party named on the Certificate shall match the name of the Consultant identified as the contracting party in this Agreement. Certificates shall provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding fifty thousand dollars ($50,000), and list any County required endorsement forms.

(4) Neither the County's failure to obtain, nor the County's receipt of, or failure to object to a non-complying insurance certificate or endorsement, or any other insurance documentation or information provided by the Consultant, its insurance broker(s) and/or insurer(s), shall be construed as a waiver of any of the Required Insurance provisions.

(5) Certificates and copies of any required endorsements shall be sent to:

Attn: Director
Los Angeles County Department of Arts and Culture

1055 Wilshire Boulevard, Suite 800
Los Angeles, California 90017

(6) Consultant also shall promptly report to County any injury or property damage accident or incident, including any injury to a Consultant employee occurring on County property, and any loss, disappearance, destruction, misuse, or theft of County property, monies or securities entrusted to Consultant. Consultant also shall promptly notify County of any third party claim or suit filed against Consultant or any of its subcontractors which arises from or relates to this Agreement, and could result in the filing of a claim or lawsuit against Consultant and/or County.

(c) **Additional Insured Status and Scope of Coverage.** The County, it's Special Districts, elected officials, officers, agents, employees, and volunteers (collectively, "County and its Agents") shall be provided additional insured status under Consultant's General Liability policy with respect to liability arising out of Consultant's ongoing and completed operations performed on behalf of the County. County and its Agents additional insured status shall apply with respect to liability and defense of suits arising out of the Consultant's acts or omissions, whether such liability is attributable to the Consultant or to the County. The full policy limits and scope of protection also shall apply to the County and its Agents as an additional insured, even if they exceed the County's minimum Required Insurance specifications herein. Use of an automatic additional insured endorsement form is acceptable providing it satisfies the Required Insurance provisions herein.

(d) **Cancellation of or Changes in Insurance.** Consultant shall provide County with, or Consultant's insurance policies shall contain a provision that County shall receive, written notice of cancellation or any change in Required Insurance, including insurer, limits of coverage, term of coverage or policy period. The written notice shall be provided to County at least ten (10) days in advance of cancellation for non-payment of premium and thirty (30) days in advance for any other cancellation or policy change. Failure to provide written notice of cancellation or any change in Required Insurance may constitute a material breach of the Agreement, in the sole discretion of the County, upon which the County may suspend or terminate this Agreement.

(e) **Failure to Maintain Insurance.** Consultant's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance shall constitute a material breach of the Agreement, upon which County immediately may withhold payments due to Consultant, and/or suspend or terminate this Agreement. County, at its sole discretion, may obtain damages from Consultant resulting from said breach. Alternatively, the County may purchase the Required Insurance, and without further notice to Consultant, deduct the premium cost from sums due to Consultant or pursue Consultant reimbursement.

(f) **Insurer Financial Ratings.** Coverage shall be placed with insurers acceptable to the County with A.M. Best ratings of not less than A:VII unless otherwise approved by County.

(g) **Consultant's Insurance Shall Be Primary.** Consultant's insurance policies, with respect to any claims related to this Agreement, shall be primary with respect to all other sources of coverage available to Consultant. Any County maintained insurance or self-insurance coverage shall be in excess of and not contribute to any Consultant coverage.

(h) **Waivers of Subrogation.** To the fullest extent permitted by law, the Consultant hereby waives its rights and its insurer(s)' rights of recovery against County under all the Required Insurance for any loss arising from or relating to this Agreement. The Consultant shall

require its insurers to execute any waiver of subrogation endorsements which may be necessary to effect such waiver.

(i) **Subcontractor Insurance Coverage Requirements.** Consultant shall include all of its subcontractors as insureds under Consultant's own policies, or shall provide County with each of its subcontractor's separate evidence of insurance coverage. Consultant shall be responsible for verifying that each of its subcontractor complies with the Required Insurance provisions herein, and shall require that each subcontractor name the County and Consultant as additional insureds on the subcontractor's General Liability policy. Consultant shall obtain County's prior review and approval of any subcontractor request for modification of the Required Insurance.

(j) **Deductibles and Self-Insured Retentions (SIRs).** Consultant's policies shall not obligate the County to pay any portion of any Consultant deductible or SIR. The County retains the right to require Consultant to reduce or eliminate policy deductibles and SIRs as respects the County, or to provide a bond guaranteeing Consultant's payment of all deductibles and SIRs, including all related claims investigation, administration and defense expenses. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.

(k) **Claims Made Coverage.** If any part of the Required Insurance is written on a claims made basis, any policy retroactive date shall precede the effective date of this Agreement. Consultant understands and agrees it shall maintain such coverage for a period of not less than three (3) years following Agreement expiration, termination or cancellation.

(l) **Application of Excess Liability Coverage.** Consultant may use a combination of primary and excess insurance policies which provide coverage as broad as the underlying primary policies, to satisfy the Required Insurance provisions.

(m) **Separation of Insureds.** All liability policies shall provide cross-liability coverage as would be afforded by the standard ISO (Insurance Services Office, Inc.) separation of insureds provision with no insured versus insured exclusions or limitations.

(n) **Alternative Risk Financing Programs.** The County reserves the right to review, and then approve, Consultant use of self-insurance, risk retention groups, risk purchasing groups, pooling arrangements and captive insurance to satisfy the Required Insurance provisions. The County and its Agents shall be designated as an Additional Covered Party under any approved program.

(o) **County Review and Approval of Insurance Requirements.** The County reserves the right to review and adjust the Required Insurance provisions, conditioned upon County's determination of changes in risk exposures.

§ 403. Insurance Coverage. (a) Consultant shall provide the programs of insurance set forth in this **§ 403** at such limits as are set forth in the Primary Document. If no limits are specified in the Primary Document, the default limits specified in this **§ 403** shall apply.

(b) **Commercial General Liability** insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), naming County and its Agents as an additional insured, with limits of not less than:

General Aggregate:	$2 million
Products/Completed Operations Aggregate:	$1 million

Personal and Advertising Injury:	$1 million
Each Occurrence:	$1 million

(c) **Automobile Liability** insurance (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than $1 million for bodily injury and property damage, in combined or equivalent split limits, for each single accident. Insurance shall cover liability arising out of Consultant's use of autos pursuant to this Agreement, including owned, leased, hired, and/or non-owned autos, as each may be applicable.

(d) **Workers Compensation and Employers' Liability** insurance or qualified self-insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than one million ($1,000,000) per accident. If Consultant will provide leased employees, or, is an employee leasing or temporary staffing firm or a professional employer organization (PEO), coverage also shall include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer, and the endorsement form shall be modified to provide that County will receive not less than thirty (30) days advance written notice of cancellation of this coverage provision. If applicable to Consultant's operations, coverage also shall be arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law.

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§ 500. OPERATIONAL RESPONSIBILITIES

§ 501. County Rules. Consultant shall, in all details of the Services to be performed by Consultant, comply with and abide by all applicable rules, regulations and directions of the County, and shall be governed by the policy and guideline requirements of the Department of Arts and Culture, relevant County commissions and, to the extent applicable, State and/or federal agencies responsible for funding the services herein.

§ 502. Permits/Licenses. Consultant shall comply with all applicable County and local ordinances and all State and federal laws, and in the course thereof, obtain and keep in effect, at a cost solely borne by the Consultant, all permits and licenses required to conduct the Services.

§ 503. Public Statements. Consultant shall indicate in any press statement(s) or release(s) to the public that is related to the services provided herein, that such services are funded by the County. All such releases, statements or press or public activities shall be approved and coordinated with the Director.

§ 504. Staff Identification. (a) Consultant shall provide for him/herself and all Consultant staff providing services under this Agreement with a photo identification badge in accordance with County specifications (said badge to be clearly distinguishable from County employee identification badges). Specifications may change at the discretion of the County and Consultant will be provided new specifications as required. The format and content of the badge is subject to the County's approval prior to the Consultant implementing the use of the badge.

Consultant and his/her staff, while on duty or when entering any County facility or County grounds, shall prominently display the photo identification badge on the upper part of the body.

(b) Consultant shall notify the County within one business day when staff are terminated or otherwise removed from working under this Agreement. Consultant is responsible to retrieve and immediately destroy the staff's photo identification badge at the time of removal. Upon termination or expiration of this Agreement, Consultant shall immediately destroy any remaining badge(s) used to comply with this **§ 504**, and certify same to the County.

(c) If County requests the removal of Consultant's staff, Consultant is responsible to retrieve and immediately destroy the staff person's photo identification badge at the time of removal.

§ 600. AUDITS/RECORDS/REPORTS

§ 601. Audits. (a) The County Auditor-Controller shall at all times have access for audit purposes to the books, records, and accounts maintained by the Consultant in connection with all money expended under the terms of this Agreement.

(b) The Consultant shall take all actions necessary to enable the County Auditor-Controller or other authorized County representative(s) to clearly determine whether the Consultant is properly performing its contractual obligations, especially in relation to payments received.

(c) If, at any time during the term of this Agreement or within five (5) years after the expiration or termination of this Agreement, authorized representatives of County conduct an audit of Consultant regarding the services provided to County hereunder and if such audit finds that County's dollar liability for such services is less than payments made by County to Consultant, then Consultant agrees that the difference, at the County's discretion and in its sole direction, shall be either:

(1) Repaid forthwith by Consultant to County by cash payment; or

(2) Credited against future payments hereunder to Consultant. If such audit finds that County's dollar liability for services provided hereunder is more than payments made by County to Consultant, then the difference shall be paid to Consultant by County provided that in no event shall the County's maximum obligation for this Agreement exceed the maximum contract sum.

(d) Failure by the Consultant to comply with the requirements of this **§ 601** shall constitute a material breach of contract upon which the County may cancel, terminate, or suspend this Agreement.

§ 602. Inspection of Records. (a) During normal business hours, Consultant shall allow the County to inspect the books, records, documents and other evidence bearing on the costs and expenses of the Consultant with respect to work performed hereunder to determine compliance with the terms of this Agreement, and shall allow the Director, the County and/or authorized State or federal governmental representatives access for any other purpose incidental to the performance of the responsibilities of those governmental entities.

(b) All material subject to inspection, including time cards signed by employee and supervisor, and all pertinent cost, accounting, financial records, and proprietary data, must be

kept and maintained by the Consultant in a location within Los Angeles County for a period of five (5) years after completion of this Agreement unless County's written permission is obtained to dispose of material prior to this time. In the event Consultant's books, records or documents are located outside the County of Los Angeles, the Consultant agrees to pay the County for traveling and per diem costs connected with an inspection or audit.

§ 603. Records/Data. (a) All data and information collected by Consultant in performance of its obligations under the terms of this Agreement shall remain or become the property of the County and shall not be appropriated by the Consultant for private, proprietary use. All reports and other data collected during the term of this Agreement shall be relinquished to the County upon termination of this Agreement.

(b) The Consultant shall maintain all books, records, documents or other evidence bearing on the costs and expenses of the Consultant with respect to work performed hereunder, as are deemed necessary or required by the County or State of federal regulations or rules, for five (5) years after final settlement under this Agreement unless permission to destroy them is granted by authorized County representative.

(c) County obtains the right to use, duplicate and disclose in whole or in part, in any manner, for any purpose whatsoever, any information or data generated from the services rendered by the Consultant under the terms of this Agreement.

(d) This provision shall survive termination or expiration of the Agreement.

§ 604. Progress Reports. The Consultant shall, at the direction of the Director, submit periodic progress reports outlining progress in completing services set forth in this Agreement.

§ 700. TERMINATION/CANCELLATION OF SERVICES

§ 701. Termination of Agreement for Default. (a) This Agreement may be terminated in whole or in part by the County providing to Consultant a written Notice of Default if the Consultant fails to perform any covenant or condition of this Agreement, as determined by the Director.

(b) The Consultant shall have not more than ten (10) calendar days from the date of the Notice of Default in which to cure the Default(s), however, in her sole discretion, the Director, may extend this period or authorize a longer period for cure.

(c) Without limitation of any additional rights or remedies to which it may be entitled, if the County terminates all or part of the Consultant's event/performance for Consultant's Default, the County, in its sole discretion, may procure a replacement performance(s) and the Consultant shall be liable for all excess County costs incurred in connection with seeking the replacement performance(s), as determined by the County in its sole discretion.

§ 702. Termination for Convenience. Except as otherwise provided in this Agreement, the County may terminate this Agreement upon thirty (30) days written notice to the Consultant without liability for any services to be performed after the date of such cancellation/termination, when such action is deemed by the County to be in its best interest. Termination of work hereunder shall be effected by delivery to the Consultant of a Notice of Termination specifying the extent to which performance of work under this Agreement is terminated,

and the date upon which such termination becomes effective. In the event of termination, the County shall pay the Consultant for all services completed prior to the effective date of such termination, less payments previously paid by the County for such services.

§ 703. Termination for Improper Consideration. (a) The County may, by written notice to the Consultant, immediately terminate the right of the Consultant to proceed under this Agreement if it is found that consideration, in any form, was offered or given by the Consultant either directly or through an intermediary, to any County officer, employee or agent with the intent of securing the Agreement or securing favorable treatment with respect to the award, amendment or extension of the Agreement or the making of any determinations with respect to the Consultant's performance pursuant to the Agreement. In the event of such termination, the County shall be entitled to pursue the same remedies against the Consultant as it could pursue in the event of default by the Consultant.

(b) Consultant shall immediately report any attempt by a County officer or employee to solicit such improper consideration. The report shall be made either to the County manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (213) 974-0914 or (800) 544-6861.

(c) Among other items, such improper consideration may take the form of cash, discounts, service, the provision of travel or entertainment, or tangible gifts.

§ 704. Termination for Breach of Warranty to Maintain Compliance with County's Child Support Compliance Program. Failure of Consultant to maintain compliance with the requirements set forth in **§ 213** shall constitute a default by Consultant under this Agreement. Without limiting the rights and remedies available to the County under any other provision of this Agreement, failure to cure such default within 90 days of notice by the County shall be grounds upon which the County may terminate this Agreement.

§ 705. Force Majeure. (a) The parties will be excused from the performance of this Agreement in whole or in part, only by reason of the following causes:

(1) when such is prevented by operation of law;

(2) when such is prevented by an irresistible superhuman cause, including but not limited to flood, earthquakes and fires; and,

(3) when such is prevented by an act of the public enemies of the State of California or of the United States of America, or by strike, mob violence, fire, delay in transportation beyond the control of Consultant, or unavoidable casualty.

(b) In the event the Consultant's performance is excused in accordance with this **§ 705**, and the services are not provided, the Consultant agrees to reimburse the County the any amounts previously paid by the County; excluding extraordinary costs and expenses incurred by the Consultant as a direct result of instructions from the County; provided, however, that such costs and expenses have been approved by the Director in his sole discretion.

§ 706. Program Termination. In the event the services provided herein are directly related to a federal, State or local program and said program is terminated for any reason, the County may terminate this Agreement immediately without further liability for services yet to be rendered.

§ 707. Termination for Non-Appropriation of Funds. The County's obligation is payable only from funds appropriated for the purpose of this Agreement. All funds for payments after the end of the current fiscal year are subject to the County's legislative appropriation for this purpose. In the event this Agreement extends into succeeding fiscal year periods and the Board of Supervisors does not allocate sufficient funds for the next succeeding fiscal year payments, services shall automatically be terminated in accordance with the provisions of **§ 702** (Termination for Convenience), as of the end of the then current fiscal year; provided, however, that the notice required in such an event may be less than that required under **§ 702**. The County shall make a good faith effort to notify the Consultant in writing of such non-allocation at the earliest time.

§ 708. Consultant Action Upon Termination. After receipt of a Notice of Termination pursuant to the terms of this Agreement, and except as otherwise directed by the Director or his designee, the Consultant shall:

(a) Incur no new or additional obligations in connection with the terminated work, and on the date set in the Notice of Termination, the Consultant shall stop work to the extent specified.

(b) Take all reasonable steps to minimize costs allocable to the work terminated by the notice.

(c) Terminate outstanding orders and subcontracts as they relate to the terminated work. The Consultant shall settle the liabilities and claims arising out of the termination of subcontracts and order connected with the terminated work.

(d) Complete performance of such part of the work that shall not have been terminated by the Notice of Termination.

§ 800. GENERAL PROVISIONS

§ 801. Contract Modifications/Amendments. This Agreement fully expresses the Agreement of the parties. Except where expressly provided herein, any modification or amendment of the terms or conditions of this Agreement must be by means of a separate written document approved by the Director. No oral conversation between any officer or employee of the parties shall modify or otherwise amend this Agreement in any way.

§ 802. Assignments. This Agreement may not be assigned, in whole or in part, without the written consent of the County. Absent such approval, any attempt by the Consultant to assign this Agreement shall be void and shall constitute a material breach of this Agreement upon which the County may immediately terminate this Agreement.

§ 803. Notices. (a) The Director shall be the County representative to whom the Consultant shall forward all notices, documents, reports, and records as required herein. Notices to the parties shall be addressed as listed in the Agreement

(b) Notices, demands and communications to be given hereunder by either party shall be made in writing and may be effected by personal delivery or by registered or certified mail, postage prepaid, return receipt requested, and shall be deemed communicated as of the date of mailing.

(c) If the name and/or address of the person designated to receive the notices, demands or communications changes, the affected party shall notify the other party in writing of such change in accord with this section, within five (5) working days of said change.

§ 804. Waivers. (a) Any waiver by the County of any breach of any one or more of the covenants, conditions, terms and agreements contained herein shall not be construed to be a waiver of any subsequent or other breach of the same or any other covenant, condition, term or agreement contained herein, nor shall failure on the part of the County to require exact, full and complete compliance with any of the covenants, conditions, terms or agreements contained herein be construed as in any manner changing the terms of this Agreement or stopping the County from enforcing the full provision thereof.

(b) No delay, failure, or omission of the County to exercise any right, power, privilege or option, arising from any default, nor any subsequent payments then or thereafter made shall impair any such right, power, privilege or option, or be construed as a waiver of or acquiescence in such default or as a relinquishment of any right.

(c) Waivers of the provisions of this Agreement shall be in writing and signed by the Director.

§ 805. Validity. The invalidity of any provision of this Agreement shall not void or affect the validity of any other provision.

§ 806. Entire Agreement. (a) This Agreement constitutes the entire, full, complete and exclusive statement of understanding between the parties which supersede all previous written or oral agreements, and all prior communications between the parties relating to the subject matter of this Agreement.

(b) Consultant warrants that he/she has received a copy of this Agreement, including all exhibits thereto, and upon execution of this Agreement, it shall be Consultant's responsibility to retain on file, and to abide by the entire Agreement.

§ 807. Captions. The section headings appearing herein shall not be deemed to govern, limit, modify or in any way affect the scope, meaning or intent of these terms and conditions.

§ 808. Proprietary Rights. (a) Any materials, data and information not developed under this Agreement, which Consultant considers to be proprietary and confidential, shall be plainly and prominently marked by Consultant as "TRADE SECRET", "PROPRIETARY", or "CONFIDENTIAL".

(b) County will use reasonable means to ensure that Consultant's proprietary and confidential materials, data and information are safeguarded and held in confidence. However, County will notify Consultant of any Public Records Act request for items described in **§ 808** (a). County agrees not to reproduce or distribute such materials, data and information to non-County entities without the prior written permission of Consultant.

(c) Notwithstanding any other provision of this Agreement, County shall not be obligated in any way under **§ 808** for:

(1) Any material, data and information not plainly and prominently marked with restrictive legends as set forth in **§ 808** (a);

(2) Any materials, data and information covered under **§ 808**; and

(3) Any disclosure of any materials, data and information which County is required to make under the California Public Records Act or otherwise by law.

(d) Consultant shall protect the security of and keep confidential all materials, data and information received or produced under this Agreement. Further, Consultant shall use whatever security measures are necessary to protect all such materials, data and information from loss or damage by any cause, including but not limited to, fire and theft.

(e) Consultant shall not disclose to any party any information identifying, characterizing or relating to any risk, threat, vulnerability, weakness or problem regarding data security in County's computer systems, or to any safeguard, countermeasure, contingency plan, policy or procedure for data security contemplated or implemented by County, without County's prior written consent.

(f) The provisions of **§ 808(c)**, **(d)** and **(e)** shall survive the expiration or termination of this Agreement.

§ 809. Subcontracting. (a) No performance of this Agreement or any portion thereof may be subcontracted by the Consultant without prior written notice to the Director or her authorized designee. Furthermore, Consultant agrees that, to the extent any part of this Agreement is to be subcontracted, Consultant shall comply with all County, State and/or federal procurement requirements established for the Program.

(b) Any attempt by the Consultant to subcontract any performance of the terms or conditions of this Agreement without first providing written notice to the Director or her authorized designee, shall be null and void and shall constitute a breach of this Agreement.

(c) All notices of subcontracting shall be directed to the Director and shall, at a minimum, include:

(1) A description of the services to be provided by the subcontract; and

(2) Identification of the proposed subcontractor(s) and an explanation of why and how the proposed subcontractor(s) were selected.

(d) Subcontracts shall be made in the name of the Consultant and shall neither bind nor purport to bind the County. The making of subcontracts hereunder shall not relieve the Consultant of any requirement under the terms of this Agreement, including, but not limited to, the duty to properly supervise and coordinate the work of subcontractor(s). Notice to the Director of any subcontract shall not be construed to constitute a determination of the allowability of any cost under this Agreement. In no event shall approval of any subcontract by the Director be construed as affecting any increase in the amount of this Agreement. Consultant shall be responsible for all costs associated with subcontracting.

§ 810. Public Records Act. (a) Any documents submitted by Consultant; all information obtained in connection with the County's right to audit and inspect Consultant's

documents, books, and accounting records pursuant to this Agreement; as well as those documents which were required to be submitted in response to a solicitation issued by the County for the awarding this Agreement, become the exclusive property of the County. All such documents become a matter of public record and shall be regarded as public records. Exceptions will be those elements in the California Government Code Section 6250 et seq. (Public Records Act) and which are marked "trade secret," "confidential," or "proprietary." The County shall not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked, if disclosure is required by law, or by an order of court of competent jurisdiction.

(b) In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of an RFP or other solicitation marked "trade secret", "confidential", or "proprietary", the Consultant agrees to defend and indemnify the County from all costs and expenses, including reasonable attorney's fees, in action or liability arising under the Public Records Act.

§ 811 County's Quality Assurance Plan. County will evaluate Consultant's performance under this Agreement on not less than an annual basis. Such evaluation will include assessing Consultant's compliance with all Agreement terms and performance standards. Consultant deficiencies which the County determines are severe or continuing and that may place performance of the Agreement in jeopardy if not corrected will be reported to the Director. The report will include improvement/corrective action measures taken by the County staff and Consultant. If improvement does not occur consistent with the corrective action measures, the Director may terminate this Agreement in whole or in part or impose other penalties as specified in the Agreement.

§ 812. Recycled Bond Paper. Consistent with the Board of Supervisor's policy to reduce the amount of solid waster disposal at the County landfills, the Consultant agrees to use recycled-content paper to the maximum extent possible in providing services.

§ 813. Nonexclusivity. Nothing in this Agreement is intended nor shall be construed as creating any exclusive arrangement with Consultant. This Agreement shall not restrict County from acquiring similar, equal or like services from other entities or sources.

§ 814. Endorsement. The Consultant shall not, in any manner, advertise, publish or represent that the County endorses the services herein provided without the prior written consent of the County. Any published document, opinion or article referencing the County must have prior written consent of the Director.

§ 815. Governing Law. This Agreement shall be governed by, and construed in accordance with the laws of the State of California. Consultant agrees and consents to the exclusive jurisdiction of the courts of the State of California for all purposes regarding this Agreement and further agrees and consents that venue to any action brought hereunder shall be exclusively in the County of Los Angeles, California.

§ 816. Interpretation. No provision of this Agreement is to be interpreted for or against either party because that party or that party's legal representative drafted such provision.

§817. Warranty of Compliance with County's Defaulted Property Tax Reduction Program. Consultant acknowledges that County has established a goal of ensuring all individuals and businesses that benefit financially from County through contract are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic

burden otherwise imposed upon the County and its taxpayers. Unless Consultant qualifies for an exemption or exclusion, Consultant warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of this contract will maintain compliance, with the Los Angeles County Code Chapter 2.206.

§818. Termination for Breach of warranty to Maintain compliance with county's Defaulted Property Tax Reduction Program. Failure of Consultant to maintain compliance with the requirements set forth in Section 817 "Warranty of Compliance with County's Defaulted Property Tax Reduction Program" shall constitute default under this contract. Without limiting the rights and remedies available to County under any provision of this contract, failure of Consultant to cure such default within 10 days of notice shall be grounds upon which County may terminate this contract an/or pursue debarment of Consultant, pursuant to County Code Chapter 2.206.

# # #

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Director, Elementary Education
PREPARED BY:	Peter Knapik, Director, Elementary Education
SUBMITTED BY:	Gabriella Platten, Administrative Secretary
DATE:	September 5, 2019
SUBJECT:	Approval of Contract # C-19560:19:20 with the Los Angeles County Office of Education Participation in a Program of Outdoor Science & Conservation Education and Site-based Elementary School Outdoor Science School Programs

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Background:

For more than twenty years, Outdoor Science School (OSS) has been an integral component of the educational experience at many Burbank Unified School District elementary schools. Typically taking place during the fall and winter months, OSS has become somewhat of a rite of passage for fifth graders. With parent chaperones, teachers and classmates, students leave their traditional classrooms for a few days and experience a different type of education; one taught by the likes of rangers, naturists, and ecologists. All of this happens far away from Burbank, in either the high elevations of the Angeles National Forest or the coastal mountains near the Pacific Ocean.

According to the Los Angeles County Office of Education, the OSS curriculum "is focused on the study of ecosystems. Students learn about different types of ecosystems, the parts of an ecosystem, how those parts function together, how humans interact with ecosystems, and about science processes and practices. Students learn through hands-on, experiential lessons in the natural environment. The curriculum is correlated to the California Next Generation Science Standards." At OSS, students are able to learn through experiencing and observing the natural environments that surround our schools and community.

District-Wide Goals for 2019-2020:

1.6 Develop new and strengthen existing relationships with community partners to support our students.

Discussion/Issues:

This year all eleven of the District's elementary schools will have fifth graders attending OSS. The elementary schools work hard to find ways to fund OSS (through direct parent donations, organized parent group support, and the Burbank Education Foundation) and continue to participate in the program.

Currently, the average cost per individual student to attend OSS for four nights is approximately $350. For a school with two fifth grade classes of 32 students to attend for this amount of time, the cost of the trip is approximately $22,750. This year, the largest fifth grade group to attend OSS will come from

Jefferson Elementary School. Jefferson will be sending 130 students to OSS. Their bill, without factoring in the transportation cost (which is typically paid by parent groups like PTA or Boosters), is $44,980.

Several principals have commented that due to the American Civil Liberties Union (ACLU) recent lawsuit regarding fees vs. donations, it has become much more difficult for their sites to fund this program, as it has been challenging for parent groups and principals to make up the loss of funds that sites are able to raise. As a result, the District cannot charge individual students for this educational experience. Hence, the cost of OSS is totally dependent on parent donations and fund raising.

Fiscal Impact:

No direct fiscal impact.

Recommendation:

Peter Knapik, Director, Elementary Education, recommends that the Board of Education approve the Los Angeles County Office of Education Contract # C-19560:19:20, for Participation in a Program of Outdoor Science & Conservation Education and Site-based Elementary School Outdoor Science School Programs for Disney, Edison, Emerson, Bret Harte, Jefferson, McKinley, Miller, Providencia, Roosevelt, Stevenson, and Washington elementary schools, effective September 6, 2019 through June 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

LOS ANGELES COUNTY OFFICE OF EDUCATION

CONTRACT
FOR
PARTICIPATION IN A PROGRAM OF OUTDOOR SCIENCE AND CONSERVATION EDUCATION
2019-2020

The LOS ANGELES COUNTY OFFICE OF EDUCATION, a public educational agency, located at 9300 Imperial Highway, Downey, California 90242-2890, hereinafter referred to as "LACOE", and

BURBANK UNIFIED SCHOOL DISTRICT, hereinafter referred to as "District/School", mutually agree as follows:

1. BASIS OF CONTRACT

Pursuant to the provisions of Education Code Section 8763, LACOE may enter into Contracts with governing boards of school districts or private schools in order to provide programs and classes in outdoor science education and conservation education for pupils of the District or private school.

2. TERM OF CONTRACT

This Contract is effective September 6, 2019 and shall remain in effect through June 30, 2019.

3. PAYMENT

3.1 Unless otherwise agreed in writing, District/School shall pay LACOE upon receipt of invoices as specified below. It is understood and agreed that payment to LACOE for participation in the Outdoor Science School shall be made for each participant.

3.2 The required per-pupil payment is Three Hundred Eight Dollars ($308.00) for four (4) days and Three Hundred Forty-Six Dollars ($346.00) for five (5) days for attendance in the 2019-20 school year. Payment shall be made upon receipt of an invoice submitted to the District/School after completion of a school's week at the Outdoor Science School. Payments are due within forty-five (45) days of the date of invoice.

There is no charge for the required number of teachers, cabin leaders, or nurses assigned to the program by participating Districts/Schools. If the required number of teachers, cabin leaders, or nurses is exceeded, the District/School may be charged for excess food and lodging costs.

3.3 The costs as specified in this Section are one (1) week costs. A week is defined as the period beginning with lunch following the participants' arrival on Monday and ending with lunch on the following Friday, holiday weeks exempted. Participants who do not attend the Outdoor Science

School for a full week shall be charged at the rate of Seventy-Seven Dollars ($77.00) per day.

3.4 At the option of the District/School, their participating school(s) may collect an additional student fee to cover busing and other internal costs.

3.5 In the event the District/School must cancel participation in the Outdoor Science School, the District/School must provide LACOE with sixty (60) days advance notification. If such notification is not provided, LACOE may charge the District/School up to Eighty Percent (80%) of the original amount, per the Confirmation Sheet, to provide for irrecoverable costs.

3.6 Outdoor Science Field Study Day Programs may be arranged and customized to meet the curriculum, instruction, and assessment needs of schools. The per pupil cost of single day field study programs shall be as follows:

Sixteen Dollars ($16.00).....two (2) hour program
Twenty-One Dollars ($21.00).....three (3) hour program
Twenty-Six Dollars ($26.00).....four (4) hour program
Thirty Dollars ($30.00).....five (5) hour program
Thirty-Four Dollars ($34.00).....six (6) hour program

4. INDEMNIFICATION

District/School agrees to defend, indemnify, save, and hold harmless LACOE from and against any and all demands, debts, liens, claims, losses, damages, liability, costs, expenses (including, but not by way of limitation, attorneys' fees and costs actually incurred, whether or not litigation has commenced), judgments or obligations, actions, or causes of action whatsoever, for or in connection with injury, damage, or loss (including, but not limited to death) to any person or property unless such injury, damage or loss results from or is connected with the sole negligence or error or omission of LACOE. The provisions of this clause shall not be limited to the availability or collectability of insurance coverage.

LACOE agrees to defend, indemnify, save, and hold harmless the District/School from and against any and all demands, debts, liens, claims, losses, damages, liability, costs, expenses (including, but not by way of limitation, attorneys' fees and costs actually incurred, whether or not litigation has commenced), judgments or obligations, actions, or causes of action whatsoever, for or in connection with injury, damage, or loss (including, but not limited to death) to any person or property unless such injury, damage or loss results from or is connected with the sole negligence or error or omission of the District/School. The provisions of this clause shall not be limited to the availability or collectability of insurance coverage.

5. INSURANCE

District/School shall maintain such general liability, property damage, workers' compensation, and auto insurance as is required to protect District/School and LACOE as their interests may appear.

6. NOTICES

Any notices to be given pursuant to this Contract shall be in writing and such notices, as well as any other document to be delivered, shall be delivered by personal service or by deposit in the U.S. Mail, certified or registered, return receipt requested, postage prepaid, and addressed to the party for whom intended as follows:

To LACOE:

Contracts Section
LOS ANGELES COUNTY OFFICE OF EDUCATION
9300 Imperial Highway, ECW-1008
Downey, CA 90242-2890

To District/School:

BURBANK UNIFIED SCHOOL DISTRICT
1900 W. Olive Ave.,
Burbank, CA 91506

7. RESPONSIBILITIES OF LACOE

In order to provide such educational programs, LACOE shall perform the following:

7.1 Contract with various camp facility owners for facilities, supplies and services necessary for the operation of the Outdoor Science School.

7.2 Communicate with participating Districts/Schools regularly regarding the operation and curriculum of the Outdoor Science School.

7.3 Develop the official calendar each school year which establishes the period of service and the number of students for each District/School which will participate in the Outdoor Science School program.

7.4 Develop the annual budget for the Outdoor Science School program.

7.5 Provide curriculum materials for all participants of the Outdoor Science School program.

7.6 Provide a food service program for pupils, teachers and other participants in the Outdoor Science School program.

7.7 Provide first aid facilities and supplies for minor injuries or illnesses.

7.8 Assign pupils to cabins for residence while attending the Outdoor Science School.

8. RESPONSIBILITIES OF THE DISTRICT/SCHOOL

District/School, as a participant in the Outdoor Science School program, shall perform the following:

8.1 Recruit and provide for the attendance of pupils in the Outdoor Science School program. Fill out and return the Outdoor Science School Confirmation Sheet confirming the number of students who will participate at least sixty (60) days prior to the event. Unless otherwise agreed, remit a non-refundable deposit of Twenty Dollars ($20.00) per student. This amount will be credited toward the District's/School's invoice.

8.2 Notify LACOE of any cancellations per the requirements of Section 3.5.

8.3 Provide transportation for pupils, teachers and other participants to the Outdoor Science School. Transportation shall be scheduled to ensure the arrival of the participants before 11:00 a.m. on the beginning date and departure by noon on the departure date as specified unless other arrangements are agreed upon.

8.4 Provide emergency transportation for students, teachers, and volunteers as needed, at any time, in the event of an emergency.

8.5 Provide a teacher, credentialed to teach in the State of California, for each class of pupils scheduled to participate in the Outdoor Science School program. The teacher is the authorized representative of the District/School at the Outdoor Science School. The District/School is responsible for the health and safety of District/School pupils during the entire period that the pupils are participating in the program, including the time the pupils are in transit to or from the Outdoor Science School.

8.6 Provide LACOE with the list of participants by gender, at least ten (10) days prior to their attendance at the Outdoor Science School, eleven (11) days if attendance begins on a Tuesday.

8.7 If District/School funds are used, District/School shall submit a Purchase Order in advance for participation at the Outdoor Science School.

8.8 Provide LACOE with an accurate list of the participants in the Outdoor Science School program of the current school year. The list shall indicate the name(s) for the teacher(s) who will supervise the pupils while at the Outdoor Science School. The class list(s) shall be provided to LACOE upon the arrival of participants on the first day of attendance at the Outdoor Science School.

8.9 Provide at least one (1) cabin leader for every ten (10) pupils to supervise in the cabins during residence at the Outdoor Science School.

8.10 Provide for the pre and post Outdoor Science School instruction of pupils attending the program. LACOE shall provide assistance to District/School with respect to such instruction if requested to do so.

8.11 The District/School shall have on file a signed field trip authorization from the parent or guardian of each student participating in the Outdoor Science School. LACOE reserves the right to require copies of the field trip forms.

9. PAYMENT FOR VISITORS

Charges for District/School visitors to the Outdoor Science School are as follows:

Meals	$ 8.00/each
Lodging	$ 12.00/per day

Payment for District/School visitors will be included on the invoice from LACOE to the District/School.

10. REIMBURSEMENT FOR DAMAGES

District/School shall reimburse LACOE for any damages resulting from the use of Outdoor Science School facilities and equipment, normal wear and tear excluded. Reimbursement shall be based upon the actual cost of materials, parts and labor required for repair or replacement. Payment shall be made upon receipt of an itemized invoice.

11. COVENANT AGAINST CONTINGENT FEES

District/School warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon a Contract or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide established commercial or selling agencies retained by District/School for the purpose of securing business. For breach or violation of this warranty, LACOE shall have the right to immediate termination of this Contract and, at its sole discretion, deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or commission fee.

12. EMPLOYEE FINGERPRINTING

During the entire term of the Contract, the District/School, including all subcontractors, shall fully comply with the provisions of the Education Code Section 45125.1.

13. INDEPENDENT CONTRACTOR

While performing its obligations under this Contract, District/School is an Independent Contractor and not an officer, employee or agent of LACOE. District/School shall not at any time or in any manner represent that it or any of its officers, employees, or agents are employees of LACOE. District/School warrants its compliance with the criteria established by the U.S. Internal Revenue Service (I.R.S.) and the California Employment Development Department (EDD) for qualification as an Independent Contractor including, but not limited to, being hired on a temporary basis, having some discretion is scheduling time to complete contract work, working for more than one employer at a time, and acquiring and maintaining its own office space and equipment.

14. ASSIGNMENT

District/School shall not in any manner, directly or indirectly, by operation of law or otherwise, assign, transfer or encumber this Contract or any portion hereof of any interest herein, in whole or in part, without the prior written consent of LACOE. If prior written consent is not given by LACOE to assign, transfer, or encumber this Contract, such action shall be deemed automatically void. In addition, District/School shall not subcontract the work to be performed pursuant to this Contract without prior written approval of LACOE. The names and qualifications of subcontractors or others whom District/School intends to employ, other than those identified, shall be submitted to LACOE for prior written approval.

15. INTEGRATION

This Contract, including all exhibits and other documents incorporated herein or made applicable by reference, contains the complete and final understanding of the parties' rights, duties and obligations with respect to the transaction discussed in the Contract and supersedes all prior Contracts, understandings and commitments, whether oral or written. This Contract shall not be amended in any way except by a writing expressly purporting to be such an amendment, signed and acknowledged by both of the parties hereto.

16. MODIFICATION

The Contract shall not be modified or amended without mutual written consent of the parties. If any actual or physical deletions or changes appear on the face of the Contract, such deletions or changes shall only be effective if the initials of both contracting parties appear beside such deletion or change.

17. ORDER OF PRECEDENCE

Except as specifically provided elsewhere in this Contract, conflicting, vague and/or ambiguous provisions of this Contract shall prevail in the following order of precedence: (1) the provisions in the body of this Contract, (2) the exhibits of the Contract, if any; (3) all other documents cited in this Contract or incorporated by reference.

18. SEVERABILITY / WAIVER

18.1 If any provision of this Contract is determined to be illegal, unenforceable, or invalid, such act shall in no way affect the validity of any other provision in this Contract.

18.2 No waiver of any provision of this Contract shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any such waiver constitute a continuing or subsequent waiver of the same provision. No waiver shall be binding unless executed in writing by the party making the waiver.

19. AMENDMENTS

The Contract may be amended by mutual written consent of the parties.

20. TERMINATION

The Contract may be terminated by LACOE upon thirty (30) days advance written notification.

21. FAILURE TO COMPLY

In the event District/School fails to perform in accordance with the indemnification or insurance requirement clauses of this Contract, makes inaccurate certifications as a part of this contract or contracting process, or otherwise breaches any other clause of this Contract, LACOE, the Los Angeles County Board of Education and the individuals thereof, and all officers, agents, employees, representatives, and volunteers shall be entitled to recover all legal fees, costs, and other expenses incident to securing performance or incurred as a consequence of nonperformance.

22. ATTORNEY'S FEES

Should either party be required to file any legal action or claim to enforce any provision of this Contract or resolve any dispute arising under or connected to this Contract, except as set forth in the "Failure to Comply" in this contract, each party shall bear its own attorney's fees and costs in bringing such an action and any judgment or decree rendered in such a proceeding shall not include an award thereof.

23. COMPLIANCE WITH LAW

District/School shall comply with all applicable federal, state, and local laws, statutes, ordinances, rules, regulations, policies, and procedures in performing under this Contract. District/School warrants that it has all licenses, permits, certificates and credentials required by law to perform the work specified under this Contract and shall, upon request by LACOE, provide evidence of same.

24. FORCE MAJEURE

In the event that performance on the part of any party hereto shall be delayed or suspended as a result of circumstances beyond the reasonable control and without the fault or negligence of said party, none of the parties shall incur any liability to the other parties as a result of such delay or suspension. Circumstances deemed to be beyond the control of the parties hereunder shall include, but not be limited to, acts of God or of the public enemy, insurrection, acts of the federal government or any unit of state or local government in sovereign capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes or delays in transportation, to the extent that such circumstances are not caused by the party's willful or negligent acts or omissions, and to the extent that they are beyond the party's reasonable control.

25. GOVERNING LAW/FORUM SELECTION

This Contract is made, entered into and executed in Los Angeles County, California, and the parties agree that any legal action, claim or proceeding arising out of or connected with this Contract shall be filed in the applicable court in Los Angeles County, California. The parties further agree this Contract shall be construed, and all disputes hereunder shall be settled, in accordance with the laws of the State of California.

26. INCORPORATION BY REFERENCE

Any exhibits referenced herein shall be incorporated and made a part of this Contract.

27. PROVISIONS REQUIRED BY LAW DEEMED INSERTED

Each and every provision of law and clause required by law to be inserted in this contract shall be deemed to be inserted herein and the contract shall be read and enforced as though it were so inserted and included.

28. RECORD RETENTION AND INSPECTION

District/School agrees that LACOE shall have access to and the right to examine, audit, excerpt, copy or transcribe any pertinent records pertaining to this Contract. All records shall be kept and maintained by District/School and made available to LACOE during the entire term of this Contract and for a period not less than five (5) years after final payment hereunder by LACOE.

29. NO THIRD-PARTY OBLIGATIONS

The execution and delivery of this Contract shall not be deemed to confer any rights upon, nor obligate any parties thereto, to any person or entity other than the parties hereto.

30. LACOE BUDGET/GRANT FUNDS CONTINGENCY

If any portion(s) of LACOE's financial budget affecting the contractual time period of this agreement does not appropriate sufficient funds for these contracted services and/or related programs, or if grant funds related to these contracted services and/or related programs are not available for any reason whatsoever, this agreement shall be of no further force and effect. In this event, LACOE shall have no liability to pay any funds to District/School under this agreement, and the District/School shall not be obligated to perform any provisions of this agreement.

In such instances, particularly when partial funding remains available, LACOE shall have the option to either terminate this agreement with no liability occurring to LACOE, or LACOE may offer an amendment to this agreement to reflect the reduced availability of funds.

31. NON-DISCRIMINATION AND NON-SEGREGATION

During the performance of this Contract, both parties hereby agrees to comply with all Federal, state and local laws respecting non-discrimination in employment and non-segregation of facilities including, but not limited to requirements set out in 41 CFR 60-1.4, 60-250.4 and 60-741.4, which equal opportunity clauses are hereby incorporated by reference.

32. TOBACCO AND MARIJUANA-FREE WORKPLACE

When at LACOE-owned or LACOE–leased buildings, both parties hereby agree to comply with the Los Angeles County Board of Education's Policy 3513.3 which states: The Los Angeles County Board of Education recognizes the health hazards associated with smoking and the use of tobacco and marijuana products, including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff. The County Board prohibits the use of tobacco and marijuana products at any time in Los Angeles County Office of Education-owned or leased buildings, on LACOE property and in LACOE vehicles.

33. ALCOHOL AND DRUG-FREE WORKPLACE

Both parties hereby certify under penalty of perjury under the laws of the State of California that District/School will comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code Section 8350 et. seq.), and the Los Angeles County Board of Education's Alcohol and Drug-Free Workplace Policy 4020.

34. CERTIFICATION REGARDING DEBARMENT, SUSPENSION OR OTHER INELIGIBILITY (Federal Executive Order 12549)

By executing this contractual instrument, District/School certifies to the best of its knowledge and belief that it and its principals:

34.1 Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or Agency;

34.2 Have not, within a three (3) year period preceding the execution of this contractual instrument, been convicted of, or had a civil judgment rendered against them, for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (Federal, State or Local) or contract under a public transaction; or violation of Federal or State antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

34.3 Are not presently indicted for, or otherwise criminally or civilly charged by any government entity (Federal, State or Local), with commission of any of the offenses enumerated in Section 34.2 above, of this certification; and,

34.4 Have not, within a three (3) year period preceding the execution of this contractual instrument, had one or more public transactions (Federal, State or Local) terminated for cause of default.

35. EXECUTION REQUIREMENTS

Proper signatures required for execution of this instrument may be by original signature; photocopy; fax/facsimile copy; valid, encrypted, electronic transmission/signature; and/or other commonly accepted, widely used, commercially acceptable signature methods. This instrument may be executed in counter-parts by each party on a separate copy thereof with the same force and effect as though all parties had executed a single original copy.

LOS ANGELES COUNTY
OFFICE OF EDUCATION

By _____
Patricia Smith
Chief Financial Officer

Date _____
ab 8/4
Report 6/3/19

BURBANK UNIFIED
SCHOOL DISTRICT

By _____

_____
Typed or Printed Name

Title_____

Date_____

Disney

707

THREE OAKS OUTDOOR SCIENCE SCHOOL CONTRACT

NAME OF SCHOOL Disney Elementary School DISTRICT Burbank

ADDRESS 1220 West Orangegrove, Burbank 91506 PHONE (818)558-5385

CONTACT PERSON Bridget Highfill/ Lesli Melchor STUDENTS 65 GRADE 5 NUMBER OF TEACHERS 2

DATE OF ARRIVAL Monday, October 21, 2019 DATE OF DEPARTURE Friday, October 25, 2019

SITE ATTENDING Pinecrest Conference Center COST PER STUDENT $289.00 DAYS OF PROGRAM 5

1. The school shall pay in full for 90% of the guaranteed number of students or for the number of students actually in attendance during the contract period, whichever is greater. School shall provide Three Oaks Outdoor Science School **(minimum two weeks prior to arrival)** a completed Cabin List, and bring to camp a signed **(by parent or guardian)** medication authorization and camp consent forms for each child under the age of 18.

2. The school acknowledges and accepts responsibility for providing transportation of its students and teachers to and from science camp and for providing a certificated employee to ride with and supervise students on the bus. The school and district shall retain responsibility for its students from time of departure from school to arrival at camp and from departure at camp to arrival back to school. The school shall provide at least one certificated employee who will remain at the site throughout the entire contract period.

3. The school acknowledges and agrees that final payment is due in full **and payable upon arrival at the site** unless other agreements have been made in advance. The Ranch will assess late charges of 8% late fee per day on any balance still owing after arrival date. Purchase orders will not be accepted as payment.

4. The school agrees to remit a non-refundable but transferrable deposit of **$750.00**, concurrently with the execution and return of the signed contract on or before 9/1/2019, or others may book the site and week. The school and/or its officials agree to pay an additional deposit of $1,878.00 (10% of estimated total charges) on or before 9/1/19. All deposits are to be applied to the total charges incurred by the school.

5. If the school or its district cancels school's reservation with less than ninety (90) days written notice, school shall pay 95% of the total, estimated charges unless the contract period is filled to TOOSS' satisfaction with another school.

6. TOOSS shall defend, indemnify and hold school, district and their officers, agents, employees and students harmless for any and all claims for damages and injuries resulting from the acts or omissions of TOOSS and its officers, agents and employees with respect to the program.

7. Subject to any restrictions or assignments contained in this agreement, this agreement shall be binding upon and inure to the benefit of the parties hereto and their respective representatives, successors and assigns. The school is responsible for payment in full for any cancellation including any act of God, weather, fire or natural disaster, unless it's TOOSS that cancels.

8. School agrees to take responsibility for behavior problems that may occur on behalf of their students while on TOOSS campus, and will, if necessary, send a parent (or if parent refuses), other school official to remove said student from the premises. The school also agrees to abide by all rules and regulations of the TOOSS.

9. TOOSS will offer one free campership (student fee) and one free teacher for every 30 students. Each student is regular fee and each teacher will be at a rate of $175 per teacher over the 30/1 ratio. "Teacher" includes teacher, aides or parents (that are necessary for the student to attend camp).

AUTHORIZED SIGNATURE FOR SCHOOL

NAME/TITLE (PLEASE PRINT) DATE

TOOSS REPRESENTATIVE SIGNATURE

Paige Amidon/Co-Owner 7/10/19

NAME/TITLE (PLEASE PRINT) DATE

WHITE - Ranch Copy **GOLDENROD - School Copy**

EDISON

708

thousand pines
outdoor educators

Thomas Edison Elementary
2110 West Chestnut Street
Burbank, CA 91506
818.729.0150

March 14, 2019
Original

Attendance Dates
1/14/2020 - 1/17/2020

We, Thomas Edison Elementary do agree to use Thousand Pines Outdoor Educators, LLC at the facilities of Thousand Pines Conference Center from 1/14/2020 to 1/17/2020, and agree to the following:

A. ATTENDANCE

Initials _____

We guarantee a minimum total number of **85** students in full time attendance, with a maximum attendance of **94** students, and an estimated actual attendance of **90**. Any number of students above the guaranteed number will be accommodated based on availability. We will notify Thousand Pines Outdoor Educators, LLC of the actual number of students (# of boys and # of girls) to attend at least two weeks before arrival.

B. FEES

Initials _____

Each student will be charged at the rate of $265.00 for the above dates. Registration fees for early departures, are non-refundable.

This rate will include:

- 3 nights lodging, arriving at 10:30 AM and departing at
- 9 meals, starting with Tuesday Lunch and ending after Friday Breakfast.
- We will do our best to ensure the following ratio: A qualified program instructor to fourteen students to guide students through our program elements.

We agree to pay a minimum guarantee of **$22,525.00** for a minimum of **85** full-time guests. A non-refundable deposit of **$2,252.50** (10% of estimated student registration fees) is due no later than **Saturday, April 13, 2019**, along with the signed contract. Dates will not be confirmed/secured until both the contract and deposit are received. You will receive a final invoice reflecting your balance two weeks prior to your arrival. All fees are due and payable before leaving camp. Any additional fees accrued due to increase in attendance, damages, etc. will be charged on an additional invoice submitted to the school upon departure.

Thousand Pines Outdoor Science School requires every person attending a retreat to complete an online registration, medical history, and activity release form. This will be the only registration form accepted by Thousand Pines. There is a $2.50 processing fee, which will be billed to Thomas Edison Elementary, and added to the invoice. Including this processing fee, the minimum amount due will be **$22,745.00**

C. CANCELLATION & REBOOKING

Initials _____

Should your School/District cancel its reservation 180 days (6 months) in advance, all monies but the deposit amount will be refunded. Fewer than 180 days (6 months), the School/District is obligated to meet the full financial requirements of this contract. Should the School/District desire to change its reservation dates, the school shall be assessed no additional fees or penalties if it contracts for a date within the same fiscal year. If the re-booking date falls in the subsequent fiscal year, the full, contracted fees due shall be paid by the end of the originally contracted fiscal year. The School/District may decrease its guaranteed minimum by no more than 20% without restrictions until 90 days before the program date. If the school needs to decrease its guaranteed numbers and their beginning fiscal year is within the 90 day (3 month) period of their program date, the school has 30 days from the beginning of schools fiscal year to decrease its numbers by 20% without penalty. Requests to increase student registration will be based upon availability and is subject to approval by Thousand Pines Outdoor Educators. In the event that a reservation is canceled by Thousand Pines Outdoor Schools due to uncontrollable acts of nature, neither the School/District nor Thousand Pines Outdoor Educators will be .held responsible or penalized in any way. All monies except the deposit will be refunded to the School/District. The non-refundable School/District deposit will be applied to a rebooking.

D. HOLD HARMLESS

Initials _____

The School and/or District shall hold harmless, defend and indemnify Thousand Pines Outdoor Educators, its officers, agents and employees from any and all claims for damages resulting from the acts or omissions of the School District, its officers, agents, employees and pupils with the respect to the Thousand Pines Outdoor Science School Program. Thousand Pines Outdoor Educators shall hold harmless, defend, and indemnify the School/District, its officers, agents, and employees from any and all claims for damages resulting from the acts or omissions of Thousand Pines Outdoor Educators, its officers, agents, and employees with respect to the Thousand Pines Outdoor Program. Thousand Pines has performed background checks and fingerprinting of their staff members.

E. REGULATIONS

_____
Initials

We agree to comply with the following Thousand Pines Outdoor School's policies:

1. The School shall provide, two weeks prior to arrival, the School Arrival Details, Cabin Grouping Formand Student Care Worksheet. We also request all schools to submit an Endorsed Liability Insurance certificate naming Thousand Pines Outdoor Educators as an *additional insured*.
2. The School shall administrate the online registration, medical history, and activity release form provided by Thousand Pines Outdoor School to be completed by each person attending the camp before the arrival date.
3. All medications (prescription and non-prescription) shall be collected by the School from the studentsand submitted to the Thousand Pines Health Specialist upon arrival to Thousand Pines.
4. Prior to students boarding buses or travel vehicles, all students need to have their temperature checked. Any student whose temperature is 100 or above will need to stay at school until temperature is normaland all symptoms of illness are gone.
5. The School/District shall retain responsibility for its students from the time of departure from homestoto the time of return to the home school.
6. The School/District shall provide certified employees to participate and take an active role in the program and supervision of students and must remain on camp premises throughout the program.
7. Minimum of 2 teachers/school staff.
8. Teachers will be required to supervise all sick students until they are sent home or they are feeling better.
9. All Schools are required to bring a transport vehicle to Thousand Pines. Transportation would be used to transport non-life threatening emergencies to urgent care.
10. Students' medical prescriptions will be handled by the Thousand Pines Health Specialist; the T.P.O.S.S staff will have the primary responsibility in first aid situations. The Leadership staff will remain in communication with school staff regarding status and disposition of any accident/illness.
11. School staff and Thousand Pines staff are to work cooperatively involving students in activities that promote appropriate environmental ethics and social behavior. The Thousand Pines Outdoor Educator Leadership shall be involved in the final determination regarding any student's behavioral infractions.
12. FIREARMS, WEAPONS, B-BGUNS, ARCHERY EQUIPMENT shall not be brought to Thousand Pines.
13. ALCOHOLIC BEVERAGES, TOBACCO AND ILLEGAL DRUGS will not be permitted at any time on the Thousand Pines property.
14. PETS are not permitted at the outdoor science school.

Authorized School Signature._____Date_____

TypedorPrintedName:_____Title/Position _____

Thousand Pines Signature_____Date _____

Thousand Pines reserves the right to change program schedules for schools who have not secured their program dates with a signed contract and full deposit by the contract due date.

Emerson
Stevenson

710.

AGREEMENT FOR USE OF EMERALD COVE OUTDOOR SCIENCE INSTITUTE
FACILITIES, SUPPLIES, EQUIPMENT, AND SERVICES
PUBLIC SCHOOL DISTRICTS
SCHOOL YEAR 2019-2020

This AGREEMENT is entered into this 1st day of July, 2019 (the "Effective Date"), by and between the Emerald Cove Outdoor Science Institute, hereinafter referred to as ECOS, and **Burbank Unified School District**, hereinafter referred to as DISTRICT.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1.0 Under the authority of Section 8760, et seq. of the California Education Code, DISTRICT wishes to contract with ECOS to provide a program and classes in Outdoor Science and Environmental Education for students of DISTRICT.

1.1 ECOS shall make available to DISTRICT one (1) or more of its Outdoor Science Institute sites (hereinafter referred to as the "OUTDOOR PROGRAM"), to be determined in the discretion of ECOS based upon the number of DISTRICT students participating in the program.

1.2 DISTRICT agrees to cooperate with ECOS in every reasonable way to enable ECOS as Lessee to carry out its obligations to the Lessor(s) of the OUTDOOR PROGRAM site.

2.0 This AGREEMENT shall be in full force and effect for the period commencing July 1, 2019 and ending June 30, 2020. **This AGREEMENT must be fully executed by the Parties and be on file with ECOS prior to DISTRICT participating in the OUTDOOR PROGRAM.**

3.0 The authority and responsibility with respect to the conduct of the OUTDOOR SCHOOL and its program shall rest with ECOS, acting through its authorized representative, the OUTDOOR PROGRAM Administrator or his/her designee.

4.0 DISTRICT shall leave the OUTDOOR PROGRAM site in the same condition as when DISTRICT arrived, reasonable wear and tear excepted. DISTRICT agrees to bear the expense of repair or replacement of Lessor's or ECOS's property or equipment due to damage and/or unreasonable wear to such property or equipment by DISTRICT'S students and/or staff.

5.0 Hold Harmless/Insurance coverage shall be as follows:

A. To the extent that ECOS and its, officers, agents, and employees (collectively, "ECOS Parties") are responsible, liable or at fault for such Claims, ECOS shall hold harmless, defend, and indemnify DISTRICT, and its Governing Board

officers, agents, employees, and students (collectively, "DISTRICT Parties"), against any and all claims, demands, liability, judgments, awards, fines, liens, losses, damages, expenses, charges or costs of any kind or character, including attorneys' fees and court costs ("Claims"), which arise out of or are in any way connected to the services covered by this AGREEMENT, either directly or indirectly from any act, error, omission, active or passive negligence of ECOS Parties.

B. To the extent the DISTRICT Parties are responsible, liable, or at fault for any such Claims, DISTRICT shall likewise hold harmless, defend, and indemnify the ECOS Parties for all Claims which arise out of or are in any way connected to the services covered by this AGREEMENT, either directly or indirectly from any act, error, omission, active or passive negligence of DISTRICT Parties.

C. In the event of a Claim caused by the concurrent negligent act, error or omission of either party, each party, and/or any third party, a determination of the percentage of fault and or liability will be made by agreement between the parties hereto or by a court of competent jurisdiction, and, to the fullest extent permitted by law, a party's total liability to the other party and anyone claiming by, through, or under the other party for any Claim caused in part by the act, omission, or negligence of such party and in part by the act, omission, or negligence of any other party, entity, or individual, shall not exceed the percentage share that such party's responsibility, fault or liability bears to the total responsibility, fault or liability of all parties, entities and individuals determined to be responsible, liable, or at fault.

D. DISTRICT must furnish to ECOS a certificate of insurance evidencing all coverages and additional insured endorsements required **no less than fourteen (14) business days, excluding holidays, prior to DISTRICT'S first day of participation. DISTRICT shall not participate in the OUTDOOR PROGRAM session until ECOS has received a valid certificate of insurance evidencing the insurance coverage required.**

E. DISTRICT'S insurance must be with an insurance company admitted and licensed by the Insurance Commissioner of the State of California or a program of self-insurance approved by ECOS.

F. If the DISTRICT is either partially or fully self-insured for its liability exposures, DISTRICT must notify ECOS in writing and provide ECOS with a statement signed by an authorized representative of DISTRICT'S governing board which states that DISTRICT agrees to protect ECOS and its officers, employees, and agents to no less than the protection that would be in place if the insurance requirements in this Section 5.0 were in full effect.

G. DISTRICT agrees to maintain Comprehensive General Liability Insurance, including bodily injury, property damage, premises-operations, products-completed operations and personal injury in the amount of not less than One million dollars ($1,000,000) per occurrence or a program of self-insurance approved by ECOS. DISTRICT shall, at its sole cost and expense, take out and/or maintain such insurance policy(ies) or program of self-insurance approved by ECOS prior to participation in the OUTDOOR PROGRAM, and maintain in full force and effect such policy(ies) or program from the first day of participation through the last day of participation in the OUTDOOR PROGRAM.

H. The following two (2) policy endorsements must be included and written as follows:

(a) "The Emerald Cove Outdoor Science Institute and its officers, agents and employees shall be added as an additional insured to the policy."

(b) "Such insurance as is afforded by this policy for the Emerald Cove Outdoor Science Institute and its officers, agents, and employees shall be primary, and any insurance carried by the Emerald Cove Outdoor Science Institute and its officers, agents, and employees shall be excess and non-contributory."

I. Insurance certificate description should read as "**Participation in the Emerald Cove Outdoor Science Institute Program**."

J. It is further agreed that DISTRICT shall provide a thirty (30) day cancellation or reduction of coverage clause.

K. Insurance certificate holder shall be named proper as "Emerald Cove Outdoor Science Institute, P.O. Box 1027, San Clemente, CA 92674, Attn: Contracts Department."

6.0 The authorized DISTRICT representative for each class at the OUTDOOR PROGRAM shall be a certificated employee.

6.1 DISTRICT shall provide a certificated employee to participate in the OUTDOOR PROGRAM for each group of students, and not less than one (1) certificated employee for every 30 students. Additional DISTRICT personnel may be required for special needs students, at the discretion of the OUTDOOR PROGRAM Administrator or his/her designee.

6.2 All DISTRICT personnel accompanying students at the OUTDOOR CAMP session are required to have received 'fingerprint clearance' through the

California Commission on Teacher Credentialing, as required under Education Code Sections 44340 & 44341.

6.3 All DISTRICT certificated employees will remain at the OUTDOOR PROGRAM site throughout the entire period of the program, unless other written arrangements have been made with and approved by the OUTDOOR PROGRAM Administrator or his/her designee.

6.4 All participating DISTRICT certificated employees, in cooperation with the OUTDOOR PROGRAM staff, shall be expected to take an active role in supervising students.

6.5 Due to unpredictable weather conditions, high elevations, strenuous activity, slippery and/or steep trails, and limited first aid services, a DISTRICT certificated employee with a special medical need or condition, including but not limited to pregnancy, may be physically at risk at the OUTDOOR PROGRAM. To ensure the health and safety of such participating certificated employees and their students, the following procedures shall be followed by the DISTRICT:

6.5.1 A participating certificated employee with a special need or condition must sign the required "Release For A Teacher With A Special Need/Condition" incorporated by reference herein, and must discuss the OUTDOOR PROGRAM site conditions with his/her physician who must also consent by signature on such release form to said employee's participation in the program. DISTRICT'S Risk Manager must also approve the participation of such employee by signature on such release form.

6.5.2 The "Release For A Teacher with A Special Need/Condition" must be submitted to the ECOS office **six (6) weeks before DISTRICT school's participation**.

6.5.3 ECOS hereby reserves the right to deny the participation of a DISTRICT'S certificated employee with a special need or condition if the OUTDOOR PROGRAM Administrator or his/her designee deems the conditions at the OUTDOOR PROGRAM site unsafe for said employee. ECOS hereby reserves the right to request the DISTRICT provide an alternate certificated employee if the conditions are deemed unsafe for an employee with a special need or condition to participate in the OUTDOOR PROGRAM.

6.6 DISTRICT certificated employees will be required to provide their own bedroll or sleeping bag and towels and to provide all clothing and personal needs items required by the employees.

6.7 At least six (6) weeks prior to each date of attendance, DISTRICT'S school(s) shall complete and fax/email the ECOS "Six Week Checklist," incorporated by reference herein, which shall state the number of students and how many certificated employees will be participating in the OUTDOOR PROGRAM session, as well as a list of students and/or certificated employees who have special needs or conditions.

7.0 DISTRICT shall require the following for each student participating in the OUTDOOR PROGRAM:

7.1 The parent(s) of each student participating in the OUTDOOR PROGRAM shall be required to complete a "Student Registration", incorporated by reference herein, which is to be submitted to ECOS by DISTRICT staff upon arrival at the OUTDOOR PROGRAM site.

7.2 Parent(s) of a student requiring prescribed and/or non-prescribed medication(s) shall be required by DISTRICT to complete a "Medication Authorization (Prescription and Non-Prescription)" form, incorporated by reference herein, and return it to the student's school. This form shall be submitted to the OUTDOOR PROGRAM health services technician prior to the student's arrival at the OUTDOOR PROGRAM site. If a signature from a legal guardian cannot be obtained within twenty-four (24) hours of a student's arrival at an OUTDOOR PROGRAM site, DISTRICT may be required to transport student home.

7.3 Each student attending the OUTDOOR PROGRAM shall be required by the DISTRICT'S schools to furnish a bedroll or sleeping bag, and all clothing and personal needs items for student as per packing list provided by ECOS in the brochure for parents.

7.4 Each student attending the OUTDOOR PROGRAM shall be required to furnish a health history of his or her health status that is completed and signed by the individual student, or by the parent or guardian if the student is under the age of 18, which is to be submitted to ECOS by DISTRICT staff no less than one (1) week prior to arrival at the OUTDOOR PROGRAM site. This health history shall be kept on-site at the OUTDOOR PROGRAM during the duration of the program session, and shall include:

(a) A description of any health condition requiring medication, treatment, special restriction or consideration while at the OUTDOOR PROGRAM;

(b) A record of immunizations including date of last tetanus shot;

(c) A record of any allergies; and

(d) A statement signed by the DISTRICT student (or parent or legal guardian if the student is under 18), authorizing ECOS to seek emergency medical or dental treatment for such student if deemed necessary by the OUTDOOR PROGRAM Administrator or his/her designee.

8.0 ECOS shall be responsible for:

8.1 Arranging for the facilities, food services, and housekeeping of the OUTDOOR PROGRAM site for students, certificated employees, and staff.

8.2 Providing an Accident Insurance Program. ECOS shall carry an Accident Insurance Policy covering ECOS'S employees and DISTRICT students while they are participating in the OUTDOOR PROGRAM. DISTRICT is hereby advised that ECOS's insurance coverage with respect to students is limited to that specified herein, and coverage scope is limited to events which take place on OUTDOOR PROGRAM site premises.

8.3 Providing for the participation of students with special needs. A student with special needs is defined as one who may, due to emotional or physical condition, require individualized care or medical attention. Examples include, but are not limited to: students with diabetes, students with mobility challenges, students in casts, students who regularly use a nebulizer, students with emotional challenges, and students with severe food allergies.

8.3.1 A "Release For A Student With A Special Need/Condition" form, incorporated by reference herein, shall be completed for each student with special needs and submitted to the OUTDOOR PROGRAM health services technician **six (6) weeks** prior to arrival at the OUTDOOR PROGRAM site.

8.3.2 Due to unique environmental conditions, active learning, and social programs, students with special needs may be required by ECOS to be accompanied by an aide provided by DISTRICT. Due to the challenges of an overnight experience, students who do not require an aide at school

may require an aide at the OUTDOOR PROGRAM. ECOS hereby reserves the right to deny participation of a student with a special need or condition if the OUTDOOR PROGRAM Administrator or his/her designee deems the conditions at the OUTDOOR PROGRAM site to be unsafe for said student or if DISTRICT fails to provide an aide required by ECOS for such a student.

8.4 Furnishing suitable staff to conduct the OUTDOOR PROGRAM curriculum.

8.5 ECOS OUTDOOR PROGRAM will furnish first-aid services to care for minor injuries or illness and provide the services of a licensed vocational nurse or registered nurse, on site, while children are present.

8.6 Furnishing a one or more instruction guides, covering coordination with the ECOS OUTDOOR PROGRAM, as well as the curriculum, policies and procedures for the OUTDOOR PROGRAM.

9.0 DISTRICT understands and agrees that ECOS is not responsible for the loss, damage, or theft of personal possessions of DISTRICT employees or students, or DISTRICT'S equipment, materials, or supplies, and DISTRICT Parties will hold harmless for and indemnify ECOS against any such Claim(s).

10.0 DISTRICT agrees to send to the OUTDOOR PROGRAM(s) each week the number of students indicated in Exhibit "A." DISTRICT agrees to pay a fee to ECOS pursuant to Section 10.4, for each student of DISTRICT participating in the OUTDOOR PROGRAM, unless a school is designated in Exhibit "A" as fully or partially funded by a sponsor, in which case the sponsor may pay ECOS directly for such fees of designated school(s), as detailed in Exhibit "A". Details of sponsorship shall be noted on Exhibit "A", up to the number of students listed in Exhibit "A." Students in excess of that number will be added if space and funding are available. All student fees, whether paid by DISTRICT or by the sponsor, shall cover: room, facilities and maintenance services, food and related services, accident insurance, instructional services and materials. As between students, sponsors, and DISTRICT, DISTRICT shall for all purposes be deemed the party ultimately responsible for payment obligations to ECOS for provision of the OUTDOOR PROGRAM services, and the only party ECOS need contact regarding invoicing.

10.1 Each DISTRICT school shall be billed and agrees to pay on the basis of the number of students that actually participate, <u>but in no event less than eighty percent (80%)</u> of the number of students indicated in a purchase order submitted to ECOS by school pursuant to Section 10.3 hereto.

10.2 A DISTRICT school may withdraw from the OUTDOOR PROGRAM without penalty, provided that a replacement school can be located with an enrollment equal to or better than the enrollment of the school requesting to withdraw. In the event ECOS is unable to re-book the canceled dates at a level equal to or greater than that which the DISTRICT school had contracted for, DISTRICT agrees to pay ECOS the difference in tuition between the students indicated on the school's purchase order and the number of students that ECOS is able to re-book and ultimately attend the OUTDOOR PROGRAM session.

10.3 To secure the desired dates, individual schools must submit a purchase order to ECOS, indicating the information requested in the table of section II(b) of Exhibit A (i.e., school name, grade of students, number of students, start date, program length, requested site, and tuition rates per Exhibit "B" hereto). Should a DISTRICT school's enrollment in the OUTDOOR PROGRAM change from the number of students indicated on said purchase order, DISTRICT shall inform ECOS in writing, as soon as possible. A significant increase or decrease in a school's enrollment may result in ECOS's inability to adjust the schedule to accommodate DISTRICT school's students at a particular site, on particular dates, or at all.

10.4 The fee schedule indicated on Exhibit "B" represents the maximum per-student tuition charge per week.

10.5 A week of OUTDOOR PROGRAM is defined as a period beginning with lunch following the student's arrival on the first (1st) day of the OUTDOOR PROGRAM week and extending through the last day of the same OUTDOOR PROGRAM week, with departure from the OUTDOOR PROGRAM on or before 11:00 a.m. OUTDOOR PROGRAM sessions are typically for either: 5 days, 4 nights, & 12 meals -or- 4 days, 3 nights, & 9 meals.

10.6 Cost of room (on a shared-occupancy basis) and food for each certificated employee is included in student fees.

10.7 If, in addition to the certificated employee required for every 30 students, the DISTRICT sends additional certificated or non-certificated staff or student teachers, the prevailing per person site rates for room and food shall apply for each additional staff member. Visiting school personnel, parents, and friends will be charged the prevailing rates for all meals and snacks eaten and for overnight accommodations, if available.

10.8 DISTRICT'S students arriving late or departing early from the OUTDOOR

PROGRAM for any reason during a week will be charged the full student fee for that week.

10.9 In the event of any condition, including emergencies and late arrival of school buses, which would prohibit the safe departure of DISTRICT students and/or DISTRICT staff after 12:00 p.m. on the last day of the week, ECOS shall charge DISTRICT for additional costs related to feeding students and/or staff, and the supervision of students until such time of departure.

10.10 DISTRICT shall pay ECOS the actual cost of any miscellaneous items, including but not limited to first-aid supplies, photocopy or duplicating service, phone services, miscellaneous food items, bedding, or any breakage or damage.

10.11 DISTRICT'S payment of all fees, in accordance with the provisions of this AGREEMENT, shall be made to ECOS (i) within thirty (30) days of the last day of an OUTDOOR PROGRAM session for which a DISTRICT school had students in attendance; or (ii) in the event no students were in attendance for any reason, within thirty days of the date of invoice sent by ECOS. Overdue payments shall bear interest at the lesser rate of 18% per annum (1.5% per month) or the maximum rate permitted by law. If payment of invoices is not current, ECOS may, at its option, suspend performance of services hereunder.

11.0 Responsibility for transportation to and from the OUTDOOR PROGRAM shall be as follows:

11.1 Transportation of DISTRICT students, certificated employees, other DISTRICT staff members, and luggage to and from the OUTDOOR PROGRAM, and the provision of applicable insurance coverage therefor, is the responsibility of DISTRICT, and is not included in the OUTDOOR PROGRAM fee stated in Section 10.4.

11.2 It is the DISTRICT'S responsibility to arrange for transportation of a student in a timely manner if the student needs to be picked up due to behavior problems, illness, or as otherwise deemed necessary in the sole discretion of the OUTDOOR PROGRAM Administrator or his/her designee. DISTRICT shall retain full responsibility for its students and the conduct of its students from time of departure from home school to time of return to home school.

11.3 **It is the DISTRICT'S responsibility for providing and arranging buses equipped with snow chains in the event that the Highway Patrol has**

posted snow chain requirements on roadways to or from the OUTDOOR PROGRAM site. Information regarding snow chain requirements is available on the Caltrans website at http://www.dot.ca.gov/cgi-bin/roads.cgi.

12.0 DISTRICT hereby grants approval to ECOS to allow additional schools or students to participate in the OUTDOOR PROGRAM during the term of this AGREEMENT, on a space-available basis. If DISTRICT wishes to add (a) school(s) to this AGREEMENT, ECOS shall generate an addendum to Exhibit "A" of this AGREEMENT indicating the name(s) of the school(s), the number of students for each school, the fees, and the date(s) of participation. For the request for additional schools to become effective, a new purchase order will be generated by the school(s) to be added and submitted to ECOS.

13.0 ECOS reserves the right to change or cancel DISTRICT'S location and/or date of participation in the OUTDOOR PROGRAM under the following conditions: (i) change in number of students enrolled for an OUTDOOR PROGRAM session; (ii) repair of grounds or facilities; (iii) threat of fire, flood, storm or other natural or man-made disturbance; (iv) lack of sufficient ECOS staff; or (v) other condition(s) which could, in the sole discretion of the ECOS Administrator or his/her designee, make the operation of the OUTDOOR PROGRAM imprudent, unsafe or unhealthy. ECOS will make every effort to provide reasonable advance written notice to DISTRICT, when possible, of such changes or cancellations in the OUTDOOR PROGRAM schedule.

14.0 If DISTRICT wishes to cancel all or a portion of a DISTRICT school's participation in an OUTDOOR PROGRAM session due to a real or perceived emergency condition such as fire, flood, earthquake, or severe weather conditions, ECOS shall follow the procedures outlined below:

14.1 ECOS shall communicate with the appropriate governmental agency(ies) having jurisdiction over the particular site (U.S. Forest Service, California Highway Patrol, San Bernardino County Sheriff, and/or the San Bernardino County Health and Safety Department) to ascertain the accessibility and safe operation of the OUTDOOR PROGRAM site in question.

14.2 Based upon the recommendations made by the agency(ies) referenced in Section 14.1, the OUTDOOR PROGRAM Administrator and DISTRICT'S Superintendent, or their designees, shall mutually agree on a course of action regarding the health and safety of students and staff at the site in question.

14.2.1 If the site in question is deemed inaccessible and/or considered to be unsafe for student use and instruction by both ECOS and DISTRICT, students and staff will be

evacuated or participation will be postponed or cancelled. ECOS will pro-rate the DISTRICT'S fees and will attempt to reschedule DISTRICT school(s) at another date and/or location. If the inaccessible and/or unsafe condition prohibits participation on the first (1st) day of the OUTDOOR PROGRAM session, no fees shall be charged to DISTRICT by ECOS until the site is safe, accessible and open.

14.2.2 In the event of severe weather such as rain, snow, flood or other acts of nature, ECOS, in cooperation with the agency(ies) referenced in Section 14.1, shall make a good-faith effort to determine the safety conditions of roads and sites throughout the week of participation. Final determination as to safe use of roads and site by students and staff will be made by ECOS as soon as possible on the first (1st) day of OUTDOOR PROGRAM participation, and at any time throughout the week of participation. If the roads and site are determined by ECOS to be safe and accessible, but DISTRICT does not elect to participate as scheduled, all provisions of this AGREEMENT including the full payment of applicable fees shall apply.

14.2.3 It shall be the responsibility of DISTRICT to update students, students' parents and DISTRICT personnel of such decisions and procedures, as well as any changes to the dates or locations of the OUTDOOR PROGRAM.

15.0 ECOS and DISTRICT agree that they will not engage in unlawful discrimination of persons because of race, color, religious creed, national origin, ancestry, physical handicap, medical condition, marital status, age, or sex of such persons.

16.0 ECOS and DISTRICT agree that this AGREEMENT shall be construed and entered into in accordance with the laws of the State of California, through California state courts with venue in Orange County, California.

17.0 NOTICE. All notices or demands to be given under this AGREEMENT by either party to the other, shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed either by registered or certified mail, return receipt requested, with postage prepaid. Service shall be considered given when received if personally served or if mailed on the third day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this section. As of the date of this AGREEMENT, the addresses of the parties are as follows:

DISTRICT: Burbank Unified School District
1900 W. Olive Avenue
Burbank, CA, 91506-2460
Attn: Peter J. Knapik, Ed.D.

ECOS: Emerald Cove Outdoor Science Institute
P.O. Box 1027
San Clemente, CA 92674
Attn: Stephen Kuljis

18.0 TOBACCO ON OUTDOOR PROGRAM SITE PROPERTY. ECOS intends to provide a tobacco-free environment for its OUTDOOR PROGRAM participants. Smoking or the use of any tobacco products are prohibited in buildings and vehicles, and on any property owned, leased or contracted for by ECOS during an OUTDOOR PROGRAM session, consistent with Orange County Superintendent of Schools Policy 400.15. Failure to comply with conditions of this policy may result in the termination of this AGREEMENT by ECOS.

19.0 ALCOHOL ON OUTDOOR PROGRAM SITE PROPERTY. ECOS intends to provide an alcohol-free environment for its OUTDOOR PROGRAM participants. Consuming, possessing, selling, giving, or distributing any alcoholic beverage or product is prohibited in buildings and vehicles, and on any property owned, leased or contracted for by ECOS during an OUTDOOR PROGRAM session. Failure to abide with these conditions may result in the termination of this AGREEMENT by ECOS.

20.0 If any term, covenant, condition or provision of this AGREEMENT is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.

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~ Continued on next page ~

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21.0 This AGREEMENT contains the entire agreement between ECOS and DISTRICT regarding the Services and any agreement hereafter made shall be ineffective to modify this AGREEMENT in whole or in part unless such agreement is embodied in an amendment to this AGREEMENT which has been signed by both ECOS and DISTRICT. This AGREEMENT supersedes all prior negotiations, understandings, representations and agreements.

IN WITNESS WHEREOF, the Parties hereto have caused this AGREEMENT to be executed.

DISTRICT: BURBANK UNIFIED SCHOOL DISTRICT	EMERALD COVE OUTDOOR SCIENCE INSTITUTE
BY: _____	BY: Stephen A. Kuljis
Authorized Signature	Authorized Signature
PRINT NAME: _____	PRINT NAME: Stephen Kuljis
TITLE: _____	TITLE: Director
DATE: _____	DATE: May 26, 2019

AGREEMENT FOR USE OF EMERALD COVE OUTDOOR SCIENCE INSTITUTE
FACILITIES, SUPPLIES, EQUIPMENT, AND SERVICES
PUBLIC SCHOOL DISTRICTS
SCHOOL YEAR 2019-2020

Exhibit A
Statement of Work

I. Generally

a. Agreement. This Statement of Work is appended to that certain agreement dated effective July 1, 2019 entered into by and between the Emerald Cove Outdoor Science Institute and **Burbank Unified School District** (the "Agreement"). Capitalized terms used but not defined in this Statement of Work shall have the meanings given them in the Agreement.

II. Scope of Work / Services

a. Services. In exchange for the compensation contemplated under this Agreement, ECOS will provide the DISTRICT with the facilities, supplies, equipment, deliverables and services associated with the ECOS OUTDOOR PROGRAM, as more particularly described in Section 8.0 of the Agreement (collectively, the "Services").

b. Delivery Dates / Locations. The foregoing Services will be performed or delivered at the following locations pursuant to the following schedule:

School	Grade	Number of Students	Start Date	Number of Days	Site	Tuition[1]	Total Tuition
Ralph Emerson Elementary	5th	100	12/2/2019	3	Cedar	$216.60 (Incl.5% discount)	$21,660.00
Robert Louis Stevenson Elementary	5th	85	2/12/2020	3	GVL	$205.20 (Incl.10% discount)	$17,442.00

1. Total number of students: 185
2. Tuition per student: **See table above**
3. Total anticipated fees: $39,102.00

c. Sponsor Information.[2]

1. Name of Sponsor (if any):
2. Number of students sponsored:

[1] Subject to change from school year to school year
[2] Pursuant to Section 10.0 of the Agreement, sponsors may pay tuition fees for sponsored students, but DISTRICT shall be ultimately responsible for payment obligations to ECOS for provision of the Services, and the only party ECOS need contact regarding invoicing.

III. Compensation

a. In exchange for the Services and deliverables described above, DISTRICT agrees to pay ECOS pursuant to Section 10.0 of the Agreement, as follows:

1) The total tuition listed in item II(b)(3) of this Exhibit A, subject to any adjustment pursuant to the terms of the Agreement, will be due and payable (i) within thirty (30) days of the last day of an OUTDOOR PROGRAM session for which a DISTRICT school had students in attendance; or (ii) in the event no students were in attendance for any reason, within thirty (30) days of the date of invoice sent by ECOS.

2) Late payment: All payments not received within the time frame specified above shall bear interest at the lesser rate of 18% per annum (1.5% per month) or the maximum rate permitted by law. Payments will thereafter be applied first to accrued interest and then to the principal unpaid balance. If payment of invoices is not current, ECOS may, at its option, suspend performance of Services.

b. Other

1. Additional Enrollment. Should DISTRICT wish to add (a) school(s) to this AGREEMENT, ECOS shall generate an addendum to this Exhibit "A", indicating the name(s) of the school(s), the number of students for each school, the fees, and the date(s) of participation. For the request for additional schools to become effective, a new purchase order will be generated by the school(s) to be added and submitted to ECOS.

2. Cancellations and/or modifications to the number of students indicated in a purchase order are subject to the terms and conditions of the Agreement, including, without limitation, Sections 10.0 and 14.0 thereof.

4. All fees quoted are in US Dollars.

3. District will remit payments to ECOS at the following address: P.O. Box 1027, San Clemente, CA 92674

IN WITNESS WHEREOF, the Parties hereto have caused this AGREEMENT to be executed.

DISTRICT: BURBANK UNIFIED SCHOOL DISTRICT	EMERALD COVE OUTDOOR SCIENCE INSTITUTE
BY: _____	BY: Stephen A. Kuljis
Authorized Signature	Authorized Signature
PRINT NAME: _____	PRINT NAME: Stephen Kuljis
TITLE: _____	TITLE: Director
DATE: _____	DATE: May 26, 2019

EMERALD COVE OUTDOOR SCIENCE INSTITUTE

Exhibit B
STANDARD FEES[3]
PUBLIC SCHOOL DISTRICTS
SCHOOL YEAR 2019-2020

5 DAY PROGRAM	5 Days, 4 Nights
Full Program (4 Nights)	$437.00/Student
Partial (Stay- 3 Nights)	$349.60/Student
Partial (Stay- 2 Nights)	$262.20/Student
Partial (Stay- 1 Night)	$174.80/Student

4 DAY PROGRAM	4 Days, 3 Nights
Full Program (3 Nights)	$395.00/Student
Partial (Stay- 2 Nights)	$276.50/Student
Partial (Stay- 1 Night)	$158.00/Student

3 DAY PROGRAM	3 Days, 2 Nights
Full Program (2 Nights)	$228.00/Student
Partial (Stay- 1 Night)	$114.00/Student

ALL OF THE ABOVE FEES INCLUDE FOOD AND LODGING

EXTRA CHARGES- Additional Teachers or Administrators who visit for the day/overnight.

Overnight Stay	$40.00/Adult
Breakfast	$4.00/Meal
Lunch	$5.00/Meal
Dinner	$7.00/Meal

-Full Payment for each program due and payable (i) within thirty (30) days of the last day of an OUTDOOR PROGRAM session for which a DISTRICT school had students in attendance; or (ii) in the event no students were in attendance for any reason, within thirty (30) days of the date of invoice sent by ECOS.

School Name	Dates Attending	Payment Due Date
Ralph Emerson Elementary School	December 2-4, 2019	January 6, 2020
Robert Louis Stevenson Elementary School	February 12-14, 2020	March 16, 2020

[3] All fees are subject to change from school year to school year.

Bret Harte

726

thousand pines
outdoor educators

Bret Harte Elementary
3200 W. Jeffries
Burbank, CA 91505
(818) 558-5533

March 11, 2019
Original

Attendance Dates
1/13/2020 - 1/17/2020

We Bret Harte Elementary do agree to use Thousand Pines Outdoor Educators, LLC at the facilities of Thousand Pines Conference Center from 1/13/2020 to 1/17/2020, and agree to the following:

A. ATTENDANCE

Initials

We guarantee a minimum total number of 77 students in full time attendance, with a maximum attendance of 86 students, and an estimated actual attendance of 82. Any number of students above the guaranteed number will be accommodated based on availability. We will notify Thousand Pines Outdoor Educators, LLC of the actual number of students (# of boys and # of girls) to attend at least two weeks before arrival.

B. FEES

Initials

Each student will be charged at the rate of $319.00 for the above dates. Registration fees for early departures, are non refundable.

This rate will include:

- 4 nights lodging, arriving at 10:30 AM and departing at 10:00 AM
- 9 meals, starting with Monday Lunch and ending after Friday Breakfast
- We will do our best to ensure the following ratio: A qualified program instructor to fourteen students to guide students through our program elements

We agree to pay a minimum guarantee of **$24,563.00** for a minimum of 77 full-time guests. A non-refundable deposit of **$2,458.30** (10% of estimated student registration fees) is due no later than **Wednesday, April 10, 2019**, along with the signed contract. Dates will not be confirmed/secured until both the contract and deposit are received. You will receive a final invoice reflecting your balance two weeks prior to your arrival. All fees are due and payable before leaving camp. Any additional fees accrued due to increase in attendance, damages, etc. will be charged on an additional invoice submitted to the school upon departure.

Thousand Pines Outdoor Science School requires every person attending a retreat to complete an online registration, medical history, and activity release form. This will be the only registration form accepted by Thousand Pines. There is a $2.50 processing fee, which will be billed to Bret Harte Elementary, and added to the invoice. Including this processing fee, the minimum amount due will be **$24,765.50**

C. CANCELLATION & REBOOKING

Initials

Should your School/District cancel its reservation 180 days (6 months) in advance, all monies but the deposit amount will be refunded. Fewer than 180 days (6 months), the School/District is obligated to meet the full financial requirements of this contract. Should the School/District desire to change its reservation dates, the school shall be assessed no additional fees or penalties if it contracts for a date within the same fiscal year. If the re-booking date falls in the subsequent fiscal year, the full, contracted fees due shall be paid by the end of the originally contracted fiscal year. The School/District may decrease its guaranteed minimum by no more than 20% without restrictions until 60 days before the program date. If the school needs to decrease its guaranteed numbers and their beginning fiscal year is within the 60 day (3 month) period of their program date, the school has 30 days from the beginning of schools fiscal year to decrease its numbers by 20% without penalty. Requests to increase student registration will be based upon availability and is subject to approval by Thousand Pines Outdoor Educators. In the event that a reservation is canceled by Thousand Pines Outdoor Schools due to uncontrollable acts of nature, neither the School/District nor Thousand Pines Outdoor Educators will be held responsible or penalized in any way. All monies except the deposit will be refunded to the School/District. The non-refundable School/District deposit will be applied to a rebooking.

D. HOLD HARMLESS

Initials

The School and/or District shall hold harmless, defend and indemnify Thousand Pines Outdoor Educators, its officers, agents and employees from any and all claims for damages resulting from the acts or omissions of the School District, its officers, agents employees and pupils with the respect to the Thousand Pines Outdoor Science School Program. Thousand Pines Outdoor Educators shall hold harmless, defend, and indemnify the School/District, its officers, agents, and employees from any and all claims for damages resulting from the acts or omissions of Thousand Pines Outdoor Educators, its officers, agents, and employees with respect to the Thousand Pines Outdoor Program. Thousand Pines has performed background checks and fingerprinting of their staff members.

WE. REGULATIONS

We agree to comply with the following Thousand Pines Outdoor School's policies:

1. The School shall provide, two weeks prior to arrival the School Arrival Details Cabin Grouping Formand Student Care Worksheet. We also request all schools to submit An Endorsed Liability Insurance certificate naming Thousand Pines Outdoor Educators as an additional insured
2. The School shall administrate the online registration, medical history, and activity release form provided by Thousand Pines Outdoor School to be completed by each person attending the camp before the arrival date
3. All medications (prescription and non-prescription) shall be collected by the School from the Students and submitted to the Thousand Pines Health Specialist upon arrival to Thousand Pines
4. Prior to students boarding buses or travel vehicles, all students need to have their temperature checked. Any student whose temperature is 100 or above will need to stay at school until temperature is normal and all symptoms of illness are gone
5. The School/District shall retain responsibility for its students from the time of departure from home/school to the time of return to the home school
6. The School/District shall provide certified employees to participate and have an active role in the program and supervision of students and must remain on camp premises throughout the program.
7. Minimum of 2 teachers/school staff
8. Teachers will be required to supervise all sick students until they are sent home or they are feeling better
9. All Schools are required to bring a transport vehicle to Thousand Pines. Transportation would be used to transport non-life threatening emergencies to urgent care
10. Students' medical prescriptions will be handled by the Thousand Pines Health Specialist, the T.P.O.S.S staff will have the primary responsibility in first aid situations. The Leadership staff will remain in communication with school staff regarding status and disposition of any accident/illness
11. School staff and Thousand Pines staff are to work cooperatively involving students in activities that promote appropriate environmental ethics and social behavior. The Thousand Pines Outdoor Educator Leadership shall be involved in the final determination regarding any student's behavioral infractions
12. FIREARMS, WEAPONS, B-BGUNS, ARCHERY EQUIPMENT shall not be brought to Thousand Pines
13. ALCOHOLIC BEVERAGES, TOBACCO AND ILLEGAL DRUGS will not be permitted at any time on the Thousand Pines property
14. PETS are not permitted at the outdoor science school.

Authorized School Signature: Martha Walter Date: 4/5/19

Type or Print Name: Martha Walter Title/Position: Principal

Thousand Pines Signature: for Courtney Hunter Date: April 5, 2019

Thousand Pines reserves the right to change program schedules for schools who have not secured their program dates with a signed contract and full deposit by the contract due date.

Event Invoice for Bret Harte Elementary

Thousand Pines Outdoor Science School

P.O. Box 3288

Crestline, CA. 92325

Invoice Name: TPOE Bret Harte 1/13-17/20
Invoice Number: TPOE-0005798

Event Start Date: Monday, January 13, 2020
Event End Date: Friday, January 17, 2020

Customer Name: Bret Harte Elementary

Billing Address:
3200 W. Jeffries
Burbank, CA
91505

Contract

Deposit Due By	Contract Min	Deposit Due
4/10/2019	$24,563.00	$2,456.30

Products

Product	Description	Actual Quantity	Unit Price	Actual Price
5 Day TPOE Program		82.0	$319.00	$26,158.00
Teacher/Aide		4.0	$110.00	$440.00
Processing Fee		86.0	$2.50	$215.00

Total Actual Amount: $26,813.00

Adjustments

Description	Discount
Pay On Time Discount (3%)	($784.74)
Free Teacher Registration (2)	($220.00)

Discount: $1,004.74

Net Amount: $25,808.26

Payment Information

Payment Name/Code	Date of Payment	Check Reference number	Payment Methods	Amount Received
PMT-08170	1/18/2019	xfer from 2018/19	Transfer	$3,843.33

Total Received: $3,843.33

Remaining Balance $21,964.93

Contract Minimum Due By 12/30/2019

Payment Options: Cash, Check, eCheck, Credit Card (3.5% Credit Card Transaction Fee Applied)

Special Terms

Copyright TM Camping

Jefferson 729

Los Angeles County Outdoor Science School

The best education on earth

2019-2020 REGISTRATION CONFIRMATION

RETURN TO: GARY WIDDISON
Los Angeles County Office of Education
9300 Imperial Highway, ECW242
Downey, CA 90242-2890
or FAX at **(562) 401-5405**

Please verify if data is correct, make corrections if necessary and complete blank spaces. This is necessary to keep data accurate and send information and materials addressed to the correct contact.

School:	**Thomas Jefferson**	OSS Site:	**COL/Colby Ranch**
District:	**Burbank USD**	Week:	**November 18-22, 2019**
No. of Students:	**130**	Grade Level(s):	**5th**
School Phone:	**818 427-7406**	School Principal:	**Sandra DeBarros**
School FAX:		Main Contact Person:	**Julie Barnhart**
Advance Reservation Fee:	**$2600.00**	E-mail Address:	**JulieBarnhart@burbankusd.org**

School Responsibilities

- You will be responsible for the cost of **80%** of the registered number, unless changes are made with this office **60** days prior to attendance.
- If you choose to cancel or change your numbers, please call **562/922-6330** and also the OSS site.
- A contract allowing your participation will be sent to each district represented. Please check with your district office to be sure the **contract** is processed to receive board approval. If you would like a copy please contact us. **Contract must be fully executed** before the trip takes place.
- School must provide **one certificated teacher** for every class attending.
- School must provide **one cabin leader** for each **8-10** students attending.
- **Ten** days before attendance, please call the outdoor school with your updated number of participants by gender (boys, girls, male cabin leaders, female cabin leaders). This is necessary for the food orders, and for planning cabin groups.
- To pay a **non-refundable** advance registration fee of **$20** per student registered. Amount will be deducted from final invoice.
- Cost for 2019/2020 will be $346.00 per student for a 5-day week; $308.00 per student for a 4-day week.

Julie Barnhart 7-30-19
Contact Teacher *Date*

Sandra DeBarros 7.30.19
Principal *Date*

Please return the white copy, keep the canary copy for your files and give the pink copy to the contact teacher.

Mailed 8/5/19

Paid Check #915

McKinley 730

High Trails Outdoor Science School

POST OFFICE BOX 2640
BIG BEAR CITY, CA 92314
TEL/FAX: 800 428-1851

RUNNING PROGRAM IN THE
SAN BERNARDINO NATIONAL FOREST
WWW.HIGHTRAILS.COM

UNDERSTANDING HOW WE CAN ALL FIT TOGETHER ON ONE HEALTHY PLANET

Outdoor Science School Contract

School:	William McKinley Elementary	**Address:**	349 W. Valencia Ave.
District:	Burbank	**City, State, Zip:**	Burbank, CA 91506
Number of Students:	80	**Phone:**	818 729-2000
Arrival/Departure:	10/23-25/2019; 10:30 AM	**Email:**	lizcostella@burbankusd.org
Price per Student:	$190 per attending student	**Contact Person:**	Liz Costella
Contract Due Date:	**June 14th, 2019**	**Deposit Status:**	$500 due

1. This contract is due at High Trails by the above due date or High Trails reserves the right to fill the contracted date with another school.

2. School agrees to maintain a deposit of $500.00 on account with High Trails. This deposit is refundable upon written notice of cancellation to High Trails no less than 120 days prior to the scheduled arrival date. Cancellations after that date will result in the loss of deposit. Cancellations within 90 days of scheduled arrival will result in full contracted amount due.

3. School acknowledges and agrees that any fees incurred are due and payable on arrival at High Trails unless previous arrangements have been approved. Should payment not be rendered in full during a school's stay at our program, High Trails reserves the right to eliminate all offered scholarships. Students arriving late or leaving program early for any reason will not be refunded any part of the tuition fee. High Trails reserves the right to charge school for 90% of the guaranteed number of students shown above or for the number of students actually in attendance during the contract period, whichever is greater.

4. **High Trails offers programs at multiple sites in the general area of Big Bear, CA; school acknowledges and agrees that program may take place at any of these sites**. High Trails reserves the right to cancel any contract for any reason including but not limited to: insufficient number of students in attendance, non-return of contract or other paperwork, or past or present difficulty working with school, students, teachers or district officials.

5. Schools, teachers, district officials and other personnel associated with the School or District agree to read and abide by all Rules and Regulations of High Trails. These rules are disclosed in full in the Schools and Parents section of our website. Schools agree to make available all pertinent rules and regulations to students and parents. Schools also agree to hold students and parents accountable to these policies.

6. Upon arrival at program, school shall provide High Trails with a completed and signed Health/Consent Form and Medication Form (if medication is needed) for each student in attendance. School acknowledges that High Trails cannot accept any medication for students with paperwork not filled out properly. Upon arrival school shall provide High Trails an updated list of all students in attendance.

7. High Trails maintains a commercial liability insurance policy; copies are available upon request.

8. School acknowledges that it is solely responsible for providing transportation of its students and teachers to and from High Trails throughout the program week. School shall provide at least one certified employee who will remain at High Trails throughout the entire contract period. School and District shall retain responsibility for its students from time of departure from the home school to time of return to the home school.

9. School and District shall defend, indemnify, and hold High Trails, its officers, agents and employees harmless from any and all claims for damages and injuries resulting from the acts or omissions of school, its district, officers, agents, employees and students with respect to the outdoor education program. High Trails shall defend, indemnity and hold School, District and their officers, agents, employees and students harmless from any and all claims for damages and injuries resulting from the acts or omissions of High Trails and its officers, agents, and employees with respect to the outdoor education program.

10. Subject to any restrictions on assignment contained in this agreement, the agreement shall be binding upon and inure to the benefit of the parties hereto and their respective representatives, successors, and assigns. No written changes are permitted on this contract.

SCHOOL DISTRICT		**HIGH TRAILS**	
Authorized Signature:		**Authorized Signature:**	Driz Cook
Printed Name:		**Printed Name:** Driz Cook	
Title:	**Date:**	**Title:** Director, High Trails	**Date:** 5/6/2019

MILLER

731

High Trails Outdoor Science School

POST OFFICE BOX 2640
BIG BEAR CITY, CA 92314
TEL/FAX: 800 428-1851

RUNNING PROGRAM IN THE
SAN BERNARDINO NATIONAL FOREST
WWW.HIGHTRAILS.COM

UNDERSTANDING HOW WE CAN ALL FIT TOGETHER ON ONE HEALTHY PLANET

Outdoor Science School Contract

School:	Joaquin Miller Elementary	**Address:**	720 E Providencia Ave.
District:	Burbank	**City, State, Zip:**	Burbank, CA, 91501
Number of Students:	100	**Phone:**	818 515-8694
Arrival/Departure:	10/15-18/2019; 10:30 AM	**Email:**	Melissapamperin@burbankusd.org
Price per Student:	$210 per attending student	**Contact Person:**	Melissa Pamperin
Contract Due Date:	**June 14th, 2019**	**Deposit Status:**	$0 due

1. This contract is due at High Trails by the above due date or High Trails reserves the right to fill the contracted date with another school.

2. School agrees to maintain a deposit of $500.00 on account with High Trails. This deposit is refundable upon written notice of cancellation to High Trails no less than 120 days prior to the scheduled arrival date. Cancellations after that date will result in the loss of deposit. Cancellations within 90 days of scheduled arrival will result in full contracted amount due.

3. School acknowledges and agrees that any fees incurred are due and payable on arrival at High Trails unless previous arrangements have been approved. Should payment not be rendered in full during a school's stay at our program, High Trails reserves the right to eliminate all offered scholarships. Students arriving late or leaving program early for any reason will not be refunded any part of the tuition fee. High Trails reserves the right to charge school for 90% of the guaranteed number of students shown above or for the number of students actually in attendance during the contract period, whichever is greater.

4. **High Trails offers programs at multiple sites in the general area of Big Bear, CA; school acknowledges and agrees that program may take place at any of these sites.** High Trails reserves the right to cancel any contract for any reason including but not limited to: insufficient number of students in attendance, non-return of contract or other paperwork, or past or present difficulty working with school, students, teachers or district officials.

5. Schools, teachers, district officials and other personnel associated with the School or District agree to read and abide by all Rules and Regulations of High Trails. These rules are disclosed in full in the Schools and Parents section of our website. Schools agree to make available all pertinent rules and regulations to students and parents. Schools also agree to hold students and parents accountable to these policies.

6. Upon arrival at program, school shall provide High Trails with a completed and signed Health/Consent Form and Medication Form (if medication is needed) for each student in attendance. School acknowledges that High Trails cannot accept any medication for students with paperwork not filled out properly. Upon arrival school shall provide High Trails an updated list of all students in attendance.

7. High Trails maintains a commercial liability insurance policy; copies are available upon request.

8. School acknowledges that it is solely responsible for providing transportation of its students and teachers to and from High Trails throughout the program week. School shall provide at least one certified employee who will remain at High Trails throughout the entire contract period. School and District shall retain responsibility for its students from time of departure from the home school to time of return to the home school.

9. School and District shall defend, indemnify, and hold High Trails, its officers, agents and employees harmless from any and all claims for damages and injuries resulting from the acts or omissions of school, its district, officers, agents, employees and students with respect to the outdoor education program. High Trails shall defend, indemnity and hold School, District and their officers, agents, employees and students harmless from any and all claims for damages and injuries resulting from the acts or omissions of High Trails and its officers, agents, and employees with respect to the outdoor education program.

10. Subject to any restrictions on assignment contained in this agreement, the agreement shall be binding upon and inure to the benefit of the parties hereto and their respective representatives, successors, and assigns. No written changes are permitted on this contract.

SCHOOL DISTRICT		HIGH TRAILS	
Authorized Signature:		**Authorized Signature:**	DrizCook
Printed Name:		**Printed Name:** Driz Cook	
Title:	**Date:**	**Title:** Director, High Trails	**Date:** 5/6/2019

Los Angeles County Outdoor Science School

The best education on earth

2019-2020 REGISTRATION CONFIRMATION

RETURN TO: GARY WIDDISON
Los Angeles County Office of Education
9300 Imperial Highway, ECW242
Downey, CA 90242-2890
or FAX at **(562) 401-5405**

Please verify if data is correct, make corrections if necessary and complete blank spaces. This is necessary to keep data accurate and send information and materials addressed to the correct contact.

School:	**Providencia**	OSS Site:	**WRI /Wrightwood**
District:	**Burbank USD**	Week:	**January 21-24, 2020, 4 days, Tu-Fri**
No. of Students:	**65**	Grade Level(s):	**5th**
School Phone:	**818 558-5170**	School Principal:	**Jennifer Culbertson**
School FAX:	**818 729-4483**	Main Contact Person:	**Katherine Colvin Marvin**
Advance Reservation Fee:	**$1300.00**	E-mail Address:	**katherinecolvin@burbankusd.org**

School Responsibilities

- You will be responsible for the cost of **80%** of the registered number, unless changes are made with this office **60** days prior to attendance.
- If you choose to cancel or change your numbers, please call **562/922-6330** and also the OSS site.
- A contract allowing your participation will be sent to each district represented. Please check with your district office to be sure the **contract** is processed to receive board approval. If you would like a copy please contact us. **Contract must be fully executed** before the trip takes place.
- School must provide **one certificated teacher** for every class attending.
- School must provide **one cabin leader** for each **8-10** students attending.
- **Ten** days before attendance, please call the outdoor school with your updated number of participants by gender (boys, girls, male cabin leaders, female cabin leaders). This is necessary for the food orders, and for planning cabin groups.
- To pay a **non-refundable** advance registration fee of **$20** per student registered. Amount will be deducted from final invoice.
- Cost for 2019/2020 will be $346.00 per student for a 5-day week; $308.00 per student for a 4-day week.

K Colvin Marvin 8/6/19

Contact Teacher *Date* *Principal* *Date*

Please return the white copy, keep the canary copy for your files and give the pink copy to the contact teacher.

ROOSEVELT 733

PALI INSTITUTE

Date: 5/9/2019
PO Box 2237
Running Springs, CA 92382
Phone (909) 939-0888
Fax (909) 867-1964

Contract #: 05952

Dates of Attendance: 04-22-2020 to 04-24-2020

SITE RESERVATION AGREEMENT

This is an agreement between Pali Institute and Roosevelt Elementary - Burbank for the use of Pali Institute's Outdoor Education program.

Roosevelt Elementary - Burbank
850 N. Cordova Street, Burbank, California 91505-2923
(818) 558-4668

Trip Details: 3-day Trip

Attendee Type:	Quantity:	Price:	Total:
Student Payee	111	$315.00	$34,965.00
Student Scholarship	4	$0.00	$0.00
Teacher Scholarship	4	$0.00	$0.00
Teacher Payee	3	$157.50	$472.50
		Total Cost:	$35,437.50

Reservations & Deposits

Initials _____

Pali Institute does not officially reserve space until the deposit and signed agreement are received. The deposit amount will be deducted from the final bill. There is a 25-student minimum to reserve site facilities. Full payment is due 30 days prior to check-in. Any changes to the standard due dates and payment structure are subject to Pali Institute's approval. In exchange for the total payment listed, Pali Institute will provide your students and staff with meals starting with Lunch on 04-22-2020 thru Lunch on 04-24-2020, a ten (10) to one (1) ratio student to staff ratio, as well as instruction and supervision administered by Pali Institute Staff.

Late Payment Fees

Initials _____

Full payment is due no later than 30 days prior to check-in. Any last-minute contract changes incurring additional fees will be submitted to Roosevelt Elementary - Burbank, with payment due upon receipt.

If accounts are not paid in full within 15 days following the trip, Pali Institute shall be entitled to recover all expenses (including attorneys' fees) related to the collection of overdue invoices. Any amounts not paid when due shall bear interest at a rate of 1.5% per month or the maximum amount legally allowable, whichever is greater, until such time as all outstanding amounts (including all interest and collection-related expenses) have been paid in full.

DEPOSIT SCHEDULE		
Payment Number	**Amount Due**	**Due Date**
1	$1,600.00	05-24-2019
2	$16,118.75	12-19-2019
3	$17,718.75	03-19-2020

All payments should be made out to Pali Institute, and mailed to:

Pali Institute Attn: Relationship Manager
PO Box 2237, Running Springs, CA 92382

Scholarships

Initials _____

Pali Institute will issue scholarships to both students and teachers. For students, one (1) scholarship will be allotted for every twenty-five (25) paying students. For teachers, one (1) scholarship will be allotted for every twenty-five (25) paying students. Additionally, for every teacher that attends above the 1:25 scholarship allotment the listed Rate per Teacher Payee will be incurred.

Cancellations

Initials _____

There is no deposit forfeiture for cancellations received **at least 120 days prior to check-in.** All cancellations must be received in writing either via mail or e-mail. The deposit is forfeited for all cancellations received less than 120 days prior to check-in.

Reductions

Initials _____

Any reduction in student attendance numbers received less than 45 days prior to arrival are only eligible for a refund of half (50%) the student cost. Schools are unable to reduce their payment numbers below 25 students. Any proposed increase in student numbers is contingent upon availability and must be approved by Pali Institute. **All refund requests are subject to the approval of Pali Institute. A written refund request does not guarantee that a refund will be issued.**

In the event that a student(s) cannot attend due to a last minute illness, a refund of half (50%) the cost per student will be available if a written refund request is submitted within five (5) days of departure with an attached doctor's note. If Pali Institute approves a refund it will be submitted to the school or financially responsible organization. Refund requests may be submitted to business@paliinstitute.com.

Guest Room Accommodations

Initials _____

Our guest rooms vary in size and type and are assigned to event participants based on a variety of factors. Cabins have built-in solid wood bunks, showers and full toilet and sink facilities as well as ample storage for personal belongings. The maximum number of guests in a cabin will not exceed 10 to 1 student to staff ratio.

Meals

Initials _____

Meals are served in our dining hall at the following times: Breakfast - 8:00 a.m., Lunch - 12:30 p.m., Dinner - 5:30 p.m. Meal times may change due to spacing limits in the dining hall or at the discretion of Pali Institute.

Smoke Free Environment

Initials _____

Pursuant to state law, we have adopted a smoke-free policy in all buildings including guest cabins, meeting, social and dining rooms. Additionally, due to fire hazard in our mountain environment, smoking is prohibited anywhere at Pali Mountain.

Student Behavior and Facility Damage

Initials _____

The school agrees to take responsibility for behavior issues that may occur on behalf of their students while attending Pali Institute. If a student violates the behavior policy of Pali Institute and/or the attending school, administrators from Pali Institute and the attending school may require a parent or guardian to remove their student. If the parent or guardian refuses to remove their student a school official will be responsible.

We cannot be responsible for lost or stolen articles, and there will be a charge for any damage to facilities by your students.

Transportation

Initials _____

The attending school will be responsible for transportation to and from Pali Mountain. The scheduled arrival time will be between 10:30AM and 11:00AM, and busses should arrive on the day of departure between 9:00AM and 10:00AM to be loaded and depart by 11:00AM.

Inclement Weather

Initials _____

During times of snowstorms and inclement weather, the Pali site remains open and operational. During these times, Routes 18 and 330, our chief access roads, remain open to buses with chains. It is therefore the responsibility of the client to reach Pali for scheduled programming. If the client is unable to reach the site due to weather conditions when Routes 18 and 330 are open, no refund will be given. The client will be refunded 100% if one or both of Routes 18 and/or 330 are closed to all traffic for more than 4 hours on arrival day, and the trip cannot be rescheduled.

School's Authorized Signature: _____ Date: _____

Printed Name: _____ Title: _____

Pali Institute's Authorized Signature: _____ Date: _____

Contract Notes: *Final attendance numbers are due to bridgette@paliinstitute.com no later than 3/8/20.

WASHINGTON

Event Invoice for Washington Elementary (Burbank)

Thousand Pines Outdoor Science School

P.O. Box 3288

Crestline, CA. 92325

Invoice Name: TPOE Washington 10/8-11/19
Invoice Number: TPOE-0006352

Event Start Date: Tuesday, October 8, 2019
Event End Date: Friday, October 11, 2019

Customer Name: Washington Elementary (Burbank)

Billing Address:
2322 N. Lincoln St.
Burbank, CA
91504

Contract

Deposit Due By	Contract Min	Deposit Due
3/23/2019	$16,960.00	$1,696.00

Products

Product	Description	Actual Quantity	Unit Price	Actual Price
T-Shirts TPOE		68.0	$10.00	$680.00
Teacher/Aide		4.0	$110.00	$440.00
4 Day TPOE Program		68.0	$265.00	$18,020.00
Processing Fee		72.0	$2.50	$180.00

Total Actual Amount: $19,320.00

Adjustments

Description	Discount
Pay On Time Discount (3%)	($540.60)
Free Teacher Registration (2)	($220.00)

Discount: $760.60

Net Amount: $18,559.40

Payment Information

Payment Name/Code	Date of Payment	Check Reference number	Payment Methods	Amount Received
PMT-08147	1/18/2019	xfer from 2018/19	Transfer	$3,542.00
PMT-08313	3/11/2019	25141979	Check	$1,696.00

Total Received: $5,238.00

Remaining Balance $13,321.40
Contract Minimum Due By 9/24/2019

Payment Options: Cash, Check, eCheck, Credit Card (3.5% Credit Card Transaction Fee Applied)

Special Terms

thousand pines
outdoor educators

Washington Elementary (Burbank)
2322 N. Lincoln St.
Burbank, CA 91504
818.558.5560

February 21, 2019
Original

Attendance Dates
10/8/2019 - 10/11/2019

We, Washington Elementary (Burbank) do agree to use Thousand Pines Outdoor Educators, LLC at the facilities of Thousand Pines Conference Center from 10/8/2019 to 10/11/2019, and agree to the following:

Initials

A. ATTENDANCE

We guarantee a minimum total number of 64 students in full time attendance, with a maximum attendance of 71 students, and an estimated actual attendance of 68. Any number of students above the guaranteed number will be accommodated based on availability. We will notify Thousand Pines Outdoor Educators, LLC of the actual number of students (# of boys and # of girls) to attend at least two weeks before arrival

Initials

B. FEES

Each student will be charged at the rate of $265.00 for the above dates. Registration fees for early departures, are non-refundable

This rate will include:

- 3 nights lodging, arriving at 10:30 AM and departing at 10:00 AM
- 9 meals, starting with Tuesday Lunch and ending after Friday Breakfast.
- We will do our best to ensure the following ratio: A qualified program instructor to fourteen students to guide students through our program elements

We agree to pay a minimum guarantee of $16,960.00 for a minimum of 64 full-time guests. A non-refundable deposit of $1,696.00 (10% of estimated student registration fees) is due no later than Saturday, March 23, 2019, along with the signed contract. Dates will not be confirmed/secured until both the contract and deposit are received. You will receive a final invoice reflecting your balance two weeks prior to your arrival. All fees are due and payable before leaving camp. Any additional fees accrued due to increase in attendance, damages, etc. will be charged on an additional invoice submitted to the school upon departure

Thousand Pines Outdoor Science School requires every person attending a retreat to complete an online registration, medical history, and activity release form. This will be the only registration form accepted by Thousand Pines. There is a $2.50 processing fee, which will be billed to Washington Elementary (Burbank), and added to the invoice. Including this processing fee, the minimum amount due will be $17,110.00

Initials

C. CANCELLATION & REBOOKING

Should your School/District cancel its reservation 180 days (6 months) in advance, all monies but the deposit amount will be refunded. Fewer than 180 days (6 months), the School/District is obligated to meet the full financial requirements of this contract. Should the School/District desire to change its reservation dates, the school shall be assessed no additional fees or penalties if it contracts for a date within the same fiscal year. If the re-booking date falls in the subsequent fiscal year, the full, contracted fees due shall be paid by the end of the originally contracted fiscal year. The School/District may decrease its guaranteed minimum by no more than 20% without restrictions until 90 days before the program date. If the school needs to decrease its guaranteed numbers and their beginning fiscal year is within the 90 day (3 month) period of their program date, the school has 30 days from the beginning of schools fiscal year to decrease its numbers by 20% without penalty. Requests to increase student registration will be based upon availability and is subject to approval by Thousand Pines Outdoor Educators. In the event that a reservation is canceled by Thousand Pines Outdoor Schools due to uncontrollable acts of nature, neither the School/District nor Thousand Pines Outdoor Educators will be .held responsible or penalized in any way. All monies except the deposit will be refunded to the School/District. The non-refundable School/District deposit will be applied to a rebooking

Initials

D. HOLD HARMLESS

The School and/or District shall hold harmless, defend and indemnify Thousand Pines Outdoor Educators, its officers, agents and employees from any and all claims for damages resulting from the acts or omissions of the School District, its officers, agents, employees and pupils with the respect to the Thousand Pines Outdoor Science School Program. Thousand Pines Outdoor Educators shall hold harmless, defend, and indemnify the School/District, its officers, agents, and employees from any and all claims for damages resulting from the acts or omissions of Thousand Pines Outdoor Educators, its officers, agents, and employees with respect to the Thousand Pines Outdoor Program. Thousand Pines has performed background checks and fingerprinting of their staff members.

Burbank Unified School District
Department of Student Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Stacy Cashman, Director, Student Services
PREPARED BY:	Stacy Cashman, Director, Student Services
SUBMITTED BY:	Melinda Drechsler, Student Services, Administrative Secretary
DATE:	September 5, 2019
SUBJECT:	Approval of Agreement for Consultant Services with Language Resources of America, LRA Interpreters Inc.

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

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

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

Recommendation:
Stacy Cashman, Director, Student Services, recommends that the Board of Education approve the agreement between Burbank Unified School District and LRA Interpreters, Inc., to provide Interpreters/translators to student/families during expulsion hearings/conferences relative to Student Services on an as needed basis, effective September 15, 2019 through June 30, 2020, not to exceed $2,000 (01.0 00000.0 00000 72000 5850 7451000), and that the authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
Facilities Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Debbie Kukta, Assistant Superintendent, Administrative Services
PREPARED BY:	Larry Cross, Director of Facilities
SUBMITTED BY:	Cathy Weissman, Project Accounting Technician
DATE:	September 5, 2019
SUBJECT:	Approval of Professional Services Agreement, Ninyo & Moore, Geotechnical, Materials Testing and Inspection, Paving Replacement, Playground Installation, Theodore Roosevelt Elementary School (Bond Fund)

Background:

Ninyo & Moore is a licensed geotechnical and environmental sciences consultant the District has selected to provide the required services. On October 17, 2013, the Board of Education approved a list of firms to provide on-call hazardous materials consulting services. Staff solicited proposals from two of those firms. Ninyo and Moore provided the lowest overall proposals for these services.

District-Wide Goals for 2019-2020:

7.1 Continue to provide a clean, safe, and energy-efficient learning environment for all students and employees.

7.4 Continue to ensure that all school safety plans are compliant as per California Department of Education Safety Plan mandates and implement professional development for all employees before school starts.

7.7 Continue construction / modernization projects according to the General Obligation Bond Implementation Plan and develop a long-term maintenance plan.

7.9 Continue to implement the Mental Health and Wellness Plan for all students, families, and employees.

Discussion/Issues:

Our services will be performed in general accordance with the California Code of Regulations Title 24. Based on our understanding of the proposed construction and our review of the project Test and Inspections form, we propose to provide the following scope of services:

Project coordination, technical support, and management, including review of the project plans and

specifications, distribution of test reports and work scheduling.

Regular distribution of test and inspection reports to the Project Inspector, DSA Field Representative, Structural Engineer/Architect, and Construction Manager, in accordance with Title 24. Test sheets and reports will be uploaded to the DSA Box.

Attendance at pre-construction meetings and as-requested field meetings.

Preparation of progress reports and field memoranda to document the items inspected.

Field technician services for concrete batch plant observations, as well as sampling and testing of concrete.

Field technician services for tag & sample of rebar at the fabrication plants.

Laboratory testing including reinforcing steel bend and tensile testing, as well as concrete compression testing.

Preparation and submittal of the Final Laboratory Verified Reports (DSA-291 & DSA-293).

Ninyo & Moore has provided the District with a proposal dated August 13, 2019 for $12,776.00 to perform the required materials testing and inspection services during the installation of new paving and playground equipment at Theodore Roosevelt Elementary School.

Fiscal Impact:

$12,776 (Bond Fund)

Recommendation:

Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve a professional services agreement between Burbank Unified School District and Ninyo & Moore, pursuant to the proposal dated August 13, 2019 to provide materials testing and special inspection services, Theodore Roosevelt Elementary School Playground Installation, effective September 6, 2019 through September 6, 2020, not to exceed $12,776 (21.3-00000-0-91006-85000-6282-214-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD-AR3314, as presented.

Ninyo & Moore
Geotechnical & Environmental Sciences Consultants

RECEIVED
BUSINESS SERVICES
2019 AUG 13 AM 11:40
BURBANK UNIFIED
SCHOOL DISTRICT

August 13, 2019
Proposal No. 04-02498

Mr. Kurt Hauffe
Burbank Unified School District
510 S. Shelton Street
Burbank, California 91506

Subject: Proposal for Geotechnical, Materials Testing and Inspection Services
Roosevelt Elementary School Paving Replacement and Playground Project
Burbank, California

Dear Mr. Hauffe:

Ninyo & Moore is pleased to submit this proposal for inspection and materials testing services during the construction of the Roosevelt Elementary School Paving Replacement and Playground project located at 805 N. Cordova Street in Burbank, California. Based on our review of the project plans and DSA-103 form, we understand that the planned project will generally consist of various improvements to the existing campus. The improvements include concrete pavement, asphalt concrete pavement, new playground equipment installation on 2 modular buildings, concrete ramps and a rolling gate.

SCOPE OF SERVICES

Our services will be performed in general accordance with the California Code of Regulations Title 24. Based on our understanding of the proposed construction and our review of the project Test and Inspections form, we propose to provide the following scope of services:

- Project coordination, technical support, and management, including review of the project plans and specifications, distribution of test reports and work scheduling.
- Regular distribution of test and inspection reports to the Project Inspector, DSA Field Representative, Structural Engineer/Architect, and Construction Manager, in accordance with Title 24. Test sheets and reports will be uploaded to the DSA Box.
- Attendance at pre-construction meetings and as-requested field meetings.
- Preparation of progress reports and field memoranda to document the items inspected.
- Field technician services for concrete batch plant observations, as well as sampling and testing of concrete.
- Field technician services for tag & sample of rebar at the fabrication plants.

475 Goddard, Suite 200 | Irvine, California 92618 | p. 949.753.7070 | www.ninyoandmoore.com

- Laboratory testing including reinforcing steel bend and tensile testing, as well as concrete compression testing.
- Preparation and submittal of the Final Laboratory Verified Reports (DSA-291 & DSA-293).

ASSUMPTIONS

Based on our experience with similar projects, the following assumptions have been made in the preparation of our scope of services:

- Our services are subject to prevailing wage requirements.
- Our services will be scheduled and coordinated by the project inspector on an as-needed basis.
- Please note that our estimated fee does not include stand-by time or costs associated with retesting or reinspecting materials that were found not to be in compliance with the project plans or specifications. Our services will depend on the construction schedule and the contractor's operations. Hours spent that exceed those in the attached table will be billed on a time-and-materials basis.

ESTIMATED FEE

We propose to provide our services on a time-and-materials basis in accordance with the attached Schedule of Fees and Schedule of Fees for Laboratory Testing. Our estimated fee for the scope of services described herein is presented in the attached Table 1.

Ninyo & Moore appreciates the opportunity to provide services on this project and we look forward to working with you.

Respectfully submitted,
NINYO & MOORE

Jared B. Recla
Project Manager

Alfred "Tino" Rodriguez
Principal, Construction Services

JBR/AR/mlc

Attachments: Table 1 – Breakdown of Estimated Fee
Schedule of Fees

Distribution: (1) Addressee (via e-mail)

Table 1 - Breakdown of Estimated Fee					
Field Services					
Field Technician - Subgrade and Aggragte Base	48 hours	@	$ 97.00	/hour	$ 4,656.00
ACI Field Technician	16 hours	@	$ 97.00	/hour	$ 1,552.00
Batch Plant Inspection	12 hours	@	$ 97.00	/hour	$ 1,164.00
Sample Pick Up	8 hours	@	$ 76.00	/hour	$ 608.00
Field Vehicle and Equipment Usage	84 hours	@	$ 15.00	/hour	$ 1,260.00
			Subtotal		**$ 9,240.00**
Laboratory Analyses					
Rebar Bend/Tensile Testing	4 tests	@	$ 75.00	/test	$ 300.00
Proctor Density	3 tests	@	$ 220.00	/test	$ 660.00
Compressive Strength (Concrete)	16 tests	@	$ 35.00	/test	$ 560.00
			Subtotal		**$ 1,520.00**
Project Coordination and Background Review					
Principal Engineer/Geologist/Environmental Scientist	2 hours	@	$ 178.00	/hour	$ 356.00
Senior Project Engineer/Geologist/Environmental Scientist	4 hours	@	$ 163.00	/hour	$ 652.00
			Subtotal		**$ 1,008.00**
Report Preparation					
Principal Engineer/Geologist/Environmental Scientist	2 hours	@	$ 178.00	/hour	$ 356.00
Senior Project Engineer/Geologist/Environmental Scientist	4 hours	@	$ 163.00	/hour	$ 652.00
			Subtotal		**$ 1,008.00**
TOTAL ESTIMATED FEE					**$ 12,776.00**

Bond, Playground

Reviewed/Approved By — Date 8/13/19

To A/P - Purchasing

Schedule of Fees

Hourly Charges for Personnel

Professional Staff

Principal Engineer/Geologist/Environmental Scientist/Certified Industrial Hygienist	$ 178
Senior Engineer/Geologist/Environmental Scientist	$ 168
Senior Project Engineer/Geologist/Environmental Scientist	$ 163
Project Engineer/Geologist/Environmental Scientist	$ 156
Senior Staff Engineer/Geologist/Environmental Scientist	$ 142
Staff Engineer/Geologist/Environmental Scientist	$ 126
GIS Analyst	$ 116
Technical Illustrator/CAD Operator	$ 92

Field Staff

Certified Asbestos/Lead Technician	$ 163
Field Operations Manager	$ 112
Nondestructive Examination Technician (UT, MT, LP)	$ 108
Supervisory Technician	$ 98
Special Inspector (Concrete, Masonry, Structural Steel, Welding, and Fireproofing)	$ 98
Senior Technician	$ 97
Technician	$ 92

Administrative Staff

Information Specialist	$ 78
Geotechnical/Environmental/Laboratory Assistant	$ 76
Data Processor	$ 73

Other Charges

Concrete Coring Equipment (includes technician)	$ 190/hr
Anchor Load Test Equipment (includes technician)	$ 190/hr
GPR Equipment	$ 180/hr
Inclinometer	$ 100/hr
Hand Auger Equipment	$ 80/hr
Rebar Locator (Pachometer)	$ 25/hr
Vapor Emission Kit	$ 65/kit
Nuclear Density Gauge	$ 12/hr
X-Ray Fluorescence	$ 70/hr
PID/FID	$ 25/hr
Air Sampling Pump	$ 10/hr
Field Vehicle	$ 15/hr
Expert Witness Testimony	$ 450/hr
Direct Expenses	Cost plus 15 %

Special equipment charges will be provided upon request.

Notes

For field and laboratory technicians and special inspectors, overtime rates at 1.5 times the regular rates will be charged for work performed in excess of 8 hours in one day Monday through Friday and all day on Saturday. Rates at twice the regular rates will be charged for all work in excess of 12 hours in one day, all day Sunday and on holidays.

Field technician and special inspection hours are charged at a 4-hour minimum, and 8-hour minimum for hours exceeding 4 hours.

Invoices are payable upon receipt. A service charge of 1.5 percent per month may be charged on accounts not paid within 30 days.

Our rates will be adjusted in conjunction with the increase in the Prevailing Wage Determination during the life of the project, as applicable.

The terms and conditions are included in Ninyo & Moore's Work Authorization and Agreement form.

Schedule of Fees for Laboratory Testing

SOILS

Atterberg Limits, D 4318, CT 204	$ 170
California Bearing Ratio (CBR), D 1883	$ 550
Chloride and Sulfate Content, CT 417 & CT 422	$ 175
Consolidation, D 2435, CT 219	$ 300
Consolidation, Hydro-Collapse only, D 2435	$ 150
Consolidation – Time Rate, D 2435, CT 219	$ 200
Direct Shear – Remolded, D 3080	$ 350
Direct Shear – Undisturbed, D 3080	$ 300
Durability Index, CT 229	$ 175
Expansion Index, D 4829, IBC 18-3	$ 190
Expansion Potential (Method A), D 4546	$ 170
Geofabric Tensile and Elongation Test, D 4632	$ 200
Hydraulic Conductivity, D 5084	$ 350
Hydrometer Analysis, D 422, CT 203	$ 220
Moisture, Ash, & Organic Matter of Peat/Organic Soils	$ 120
Moisture Only, D 2216, CT 226	$ 35
Moisture and Density, D 2937	$ 45
Permeability, CH, D 2434, CT 220	$ 300
pH and Resistivity, CT 643	$ 175
Proctor Density D1557, D 698, CT 216, AASHTO T-180	$ 220
Proctor Density with Rock Correction D 1557	$ 340
R-value, D 2844, CT 301	$ 375
Sand Equivalent, D 2419, CT 217	$ 125
Sieve Analysis, D 422, CT 202	$ 145
Sieve Analysis, 200 Wash, D 1140, CT 202	$ 100
Specific Gravity, D 854	$ 125
Thermal Resistivity (ASTM 5334, IEEE 442)	$ 925
Triaxial Shear, C.D, D 4767, T 297	$ 550
Triaxial Shear, C.U., w/pore pressure, D 4767, T 2297 per pt	$ 450
Triaxial Shear, C.U., w/o pore pressure, D 4767, T 2297 per pt	$ 350
Triaxial Shear, U.U., D 2850	$ 250
Unconfined Compression, D 2166, T 208	$ 180

MASONRY

Brick Absorption, 24-hour submersion, 5-hr boiling, 7-day, C 67	$ 70
Brick Compression Test, C 67	$ 55
Brick Efflorescence, C 67	$ 55
Brick Modulus of Rupture, C 67	$ 50
Brick Moisture as received, C 67	$ 45
Brick Saturation Coefficient, C 67	$ 60
Concrete Block Compression Test, 8x8x16, C 140	$ 70
Concrete Block Conformance Package, C 90	$ 500
Concrete Block Linear Shrinkage, C 426	$ 200
Concrete Block Unit Weight and Absorption, C 140	$ 70
Cores, Compression or Shear Bond, CA Code	$ 70
Masonry Grout, 3x3x6 prism compression, C 39	$ 45
Masonry Mortar, 2x4 cylinder compression, C 109	$ 35
Masonry Prism, half size, compression, C 1019	$ 120
Masonry Prism, Full size, compression, C 1019	$ 200

REINFORCING AND STRUCTURAL STEEL

Chemical Analysis, A 36, A 615	$ 135
Fireproofing Density Test, UBC 7-6	$ 90
Hardness Test, Rockwell, A 370	$ 80
High Strength Bolt, Nut & Washer Conformance, per assembly, A 325	$ 150
Mechanically Spliced Reinforcing Tensile Test, ACI	$ 175
Pre-Stress Strand (7 wire), A 416	$ 170
Reinforcing Tensile or Bend up to No. 11, A 615 & A 706	$ 75
Structural Steel Tensile Test: Up to 200,000 lbs., A 370	$ 90
Welded Reinforcing Tensile Test: Up to No. 11 bars, ACI	$ 80
Specific Gravity and Absorption, Coarse, C 127, CT 206	$ 115

ROOFING

Built-Up Roofing, Cut-Out Samples, D 2829	$165/200
Roofing Materials Analysis, D 2829	$500/750
Roofing Tile Absorption, (set of 5), C 67	$ 250
Roofing Tile Strength Test, (set of 5), C 67	$ 250

CONCRETE

Cement Analysis Chemical and Physical, C 109	$ 1650/1850
Compression Tests, 6x12 Cylinder, C 39	$ 35
Concrete Mix Design Review, Job Spec	$ 300
Concrete Mix Design, per Trial Batch, 6 cylinder, ACI	$ 850
Concrete Cores, Compression (excludes sampling), C 42	$ 120
Drying Shrinkage, C 157	$ 400
Flexural Test, C 78	$ 85
Flexural Test, C 293	$ 85
Flexural Test, CT 523	$ 95
Gunite/Shotcrete, Panels, 3 cut cores per panel and test, ACI	$ 275
Lightweight Concrete Fill, Compression, C 495	$ 80
Petrographic Analysis, C 856	$ 2,000
Restrained Expansion of Shrinkage Compensation	$ 450
Splitting Tensile Strength, C 496	$ 100
3x6 Grout, (CLSM), C 39	$ 55
2x2x2 Non-Shrink Grout, C 109	$ 55

ASPHALT

Air Voids, T 269	$ 85
Asphalt Mix Design, Caltrans (incl. Aggregate Quality)	$ 4,500
Asphalt Mix Design Review, Job Spec	$ 180
Dust Proportioning, CT LP-4	$ 85
Extraction, % Asphalt, including Gradation, D 2172, CT 382	$ 250
Extraction, % Asphalt without Gradation, D 2172, CT 382	$ 150
Film Stripping, CT 302	$ 120
Hveem Stability and Unit Weight D 1560, T 246, CT 366	$ 225
Marshall Stability, Flow and Unit Weight, T 245	$ 240
Maximum Theoretical Unit Weight, D 2041, CT 309	$ 150
Moisture Content, CT 370	$ 95
Moisture Susceptibility and Tensile Stress Ratio, T 238, CT 371	$ 1,000
Slurry Wet Track Abrasion, D 3910	$ 150
Superpave, Asphalt Mix Verification (incl. Aggregate Quality)	$ 4,900
Superpave, Gyratory Unit Wt., T 312	$ 100
Superpave, Hamburg Wheel, 20,000 passes, T 324	$ 1,000
Unit Weight sample or core, D 2726, CT 308	$ 100
Voids in Mineral Aggregate, (VMA) CT LP-2	$ 90
Voids filled with Asphalt, (VFA) CT LP-3	$ 90
Wax Density, D 1188	$ 140

AGGREGATES

Absorption, Coarse, C 127	$ 40/60
Absorption, Fine, C 128	$ 40/60
Clay Lumps and Friable Particles, C 142	$ 180
Cleanness Value, CT 227	$ 180
Crushed Particles, CT 205	$ 175
Durability, Coarse or Fine, CT 229	$ 205
Fine Aggregate Angularity, ASTM C 1252, T 304, CT 234	$ 180
Flat and Elongated Particle, D 4791	$ 220
Lightweight Particles, C 123	$ 180
Los Angeles Abrasion, C 131 or C 535	$ 200
Material Finer than No. 200 Sieve by Washing, C 117	$ 90
Mortar Making Properties of Fine Aggregate, C 87	$ 275/350
Organic Impurities, C 40	$ 90
Potential Alkali Reactivity, Mortar Bar Method, Coarse, C 1260	$ 1,250
Potential Alkali Reactivity, Mortar Bar Method, Fine, C 1260	$ 950
Potential Reactivity of Aggregate (Chemical Method), C 289	$ 475
Sand Equivalent, T 176, CT 217	$ 125
Sieve Analysis, Coarse Aggregate, T 27, C 136	$ 120
Sieve Analysis, Fine Aggregate (including wash), T 27, C 136	$ 145
Sodium Sulfate Soundness, C 88	$ 450
Specific Gravity and Absorption, Coarse, C 127, CT 206	$ 115
Specific Gravity and Absorption, Fine, C 128, CT 207	$ 175

Special preparation of standard test specimens will be charged at the technician's hourly rate.
Ninyo & Moore is accredited to perform the AASHTO equivalent of many ASTM test procedures.

Burbank Unified School District
Facilities Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Debbie Kukta, Assistant Superintendent, Administrative Services
PREPARED BY:	Larry Cross, Director of Facilities
SUBMITTED BY:	Cathy Weissman, Project Accounting Technician
DATE:	September 5, 2019
SUBJECT:	Approval of Amended Agreement for Professional Services, Massadi Enterprise, Division of State Architect (DSA) On-Site Inspection Services, Playground Installation, Theodore Roosevelt Elementary School (Bond Fund)

Background:

Burbank Unified School District issued a Request for Qualifications for Division of State Architect (DSA) inspection services on May 18, 2013. The submittal period closed May 30, 2013 and 21 submittals were received. On July 18, 2013, the Board of Education approved three (3) firms, Tony Massadi (TMI), Stephen Payte DSA Inspections and the "G" Crew as qualified to provide DSA inspection services.

On April 16, 2015, a request for proposals was sent to Stephen Payte DSA Inspections, the "G" Crew and Tony Massadi, (TMI) Inspections. Sealed proposals were delivered to the District's Purchasing office on April 27, 2015 by 3:00 pm. The sealed bids were opened on April 28, 2015, reviewed and analyzed by District staff. The result of that review is that Tony Massadi (TMI) Inspections was the lowest proposer on all five (5) District projects. Tony Massadi, (TMI) will provide the necessary Division of State Architect (DSA) inspections for the Districts various construction projects. Tony Massadi Inspections became Massadi Enterprise in December of 2015.

Bid results were as follows:

Tony Massadi (TMI), $94,498
Stephen Payte DSA Inspections, $103,768
The "G"Crew, Non-Responsive

District-Wide Goals for 2019-2020:

7.1 Continue to provide a clean, safe, and energy-efficient learning environment for all students and employees.

7.4 Continue to ensure that all school safety plans are compliant as per California Department of Education Safety Plan mandates and implement professional development for all employees before school starts.

7.7 Continue construction / modernization projects according to the General Obligation Bond Implementation Plan and develop a long-term maintenance plan.

7.9 Continue to implement the Mental Health and Wellness Plan for all students, families, and employees.

Discussion/Issues:

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." The Division of State Architect (DSA) is under the jurisdiction of the Department of General Services.

On May 21, 2015, the Board of Education approved a Professional Services Agreement for Division of State Architect (DSA) Inspection Services with Tony Massadi (TMI).

The Division of State Architect IR (Interpretation of Regulations) A-15 mandates that factory built buildings, including modular buildings, must be inspected by a qualified DSA inspector during the fabrication process and provide the Division of State Architect with an in-plant verified report form 152-IPI. Massadi Enterprise has provided the District with the lowest price quote for these DSA inspection services.

On August 15, 2019, the District received a proposal from Massadi Enterprise to perform DSA on-site inspection services, Theodore Roosevelt Elementary School playground installation.

Fiscal Impact:

$8,500 (Bond Fund)

Recommendation:

Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an amended agreement for professional services between Burbank Unified School District and Massadi Enterprise, to perform on-site, DSA inspection services, Theodore Roosevelt Elementary School, Playground Installation, effective September 6, 2019 through September 6, 2020, not to exceed $8,500 (21.3-00000-0-91006-85000-6281-214-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

RECEIVED
FACILITIES SERVICES
2019 AUG 15 PM 2:00
BURBANK UNIFIED
SCHOOL DISTRICT

Massadi Enterprise
2007North 6th st Burbank ca, 91504

Proposal

08-15-19

To whom it may concern:

Re: Roosevelt playground
This proposal is for the DSA inspections for the above stated project.

The hourly rate is billed at $85.00
This proposal is based on 25 working days part time 4 hours a day
100 hours x $85per hour =$ 8500.00

Total Proposal $8500.00

If you have any questions regarding this proposal please call Brian Misino
(818)521-1416

Band, Playground

Reviewed/Approved By — Date 8/15/19
/ /
To A/P - Purchasing / /

Burbank Unified School District
Facilities Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Debbie Kukta, Assistant Superintendent, Administrative Services
PREPARED BY:	Larry Cross, Director of Facilities
SUBMITTED BY:	Cathy Weissman, Project Accounting Technician
DATE:	September 5, 2019
SUBJECT:	Acceptance of Notice of Completion, Pilgrim Fence, CUPCCAA Bid,1819-074 Fabrication and Installation, Drinking Fountain Guard Rails, Walt Disney Elementary School (Bond Fund)

Background:

Public Contract Code Section 7107 defines the District's obligation for final payment on a public improvement project. The District must pay to a contractor all undisputed amounts within 60 days of completion of a project. A Notice of Completion is not mandatory, nor does the date of its filing define the completion of a project. Once a District does file the Notice of Completion with the County Recorder's Office, however, subcontractors and suppliers are allowed 30 days to file a valid stop notice against any funds held by the District for final payment to the general contractor. Not filing the Notice of Completion allows the 30-day window to extend to 90 days or more. If a valid stop notice is filed, the District must withhold 125% to 150% of the value of the stop notice until a release is filed or other legal resolution is reached.

District-Wide Goals for 2019-2020:

7.1 Continue to provide a clean, safe, and energy-efficient learning environment for all students and employees.

7.4 Continue to ensure that all school safety plans are compliant as per California Department of Education Safety Plan mandates and implement professional development for all employees before school starts.

7.7 Continue construction / modernization projects according to the General Obligation Bond Implementation Plan and develop a long-term maintenance plan.

7.9 Continue to implement the Mental Health and Wellness Plan for all students, families, and employees.

Discussion/Issues:

On May 16, 2019, the Board of Education approved an award of contract, Pilgrim Fence, CUPCCAA Bid,1819-074, Fabrication and Installation, Drinking Fountain Guard Rails, Walt Disney Elementary School (Bond Fund)

This work is completed at Walt Disney Elementary School and has been accepted by the District.

Fiscal Impact:

$5,377 PO19003846 (Bond Fund)

Recommendation:

Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept a notice of completion, CUPCCAA Bid,1819-074, Fabrication and Installation, Drinking Fountain Guard Rails, Walt Disney Elementary School, not to exceed $5,377 PO19003846 (213-00000-0-91008-85000-6170-201-0000) Bond Fund, as presented.

Burbank Unified School District
Facilities Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	David Jaynes, Assistant Superintendent, Administrative Services
PREPARED BY:	Larry Cross, Director of Facilities
SUBMITTED BY:	Cathy Weissman, Project Accounting Technician
DATE:	May 16, 2019
SUBJECT:	Approval of Award of Contract, Pilgrim Fence, CUPCCAA Bid,1819-074 Fabrication and Installation, Drinking Fountain Guard Rails, Walt Disney Elementary School (Bond Fund)

Background:

In the spring of 2013, Bond Measure "S" was passed by the voters in Burbank. A part of Measure "S" included the replacement of aging existing portable classroom with permanent modular classroom buildings. Facilities will be removing the ageing portable classroom buildings and replacing them with new modular classroom building that will require less maintenance which will provide relief to the general fund and provide more modern teaching facilities for our schools.

District-Wide Goals for 2018-2019:

7.1 Continue to provide a clean, safe, and energy-efficient learning environment for all students and employees.

7.4 Continue to ensure that all school safety plans are compliant as per California Department of Education Safety Plan mandates and implement professional development for all employees before school starts.

7.7 Continue construction / modernization projects according to the General Obligation Bond Implementation Plan and develop a long-term maintenance plan.

7.9 Continue to implement the Mental Health and Wellness Plan for all students, families, and employees.

Discussion/Issues:

In order for the Division of State Architect (DSA) to stamp and approve the design of the proposed new 10 Classroom Modular project, some minor remedial DSA mandated work on existing drinking fountains by installing galvanized guard rails. The Americans with Disabilities Act (ADA) is federal legislation passed in 1990 that prohibits discrimination against people with disabilities. Part of the legislation requires that drinking fountains that protrude from a wall must have a protective barrier around them to prevent people with disabilities from colliding with them.

Fiscal Impact:

$5,377 (Bond Fund)

Recommendation:

David Jaynes, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an award of contract, Pilgrim Fence, CUPCCAA Bid,1819-067, fabrication and installation of drinking fountain guard rails, Walt Disney Elementary School, effective May 17, 2019 through, May 17, 2020, not to exceed $5,377 (21.3-00000-0-91008-85000-6170-201-0000) Bond Fund, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
Facilities Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Debbie Kukta, Assistant Superintendent, Administrative Services
PREPARED BY:	Larry Cross, Director of Facilities
SUBMITTED BY:	Cathy Weissman, Project Accounting Technician
DATE:	September 5, 2019
SUBJECT:	Ratification of Additive Change Order No.1, PMC Concrete, Phase II, Bid 1617-051, 1617-052 and 1617-053, Bid Package 2, Building and Site Concrete, Thomas Jefferson Elementary School Modular Classrooms (Bond Fund)

Background:

In the spring of 2013, Bond Measure "S" was passed by the voters in Burbank. A part of Measure "S" included the replacement of aging existing portable classroom with permanent modular classroom buildings. Facilities will be removing the ageing portable classroom buildings and replacing them with new modular classroom building that will require less maintenance which will provide relief to the general fund and provide more modern teaching facilities for our schools.

District-Wide Goals for 2019-2020:

7.1 Continue to provide a clean, safe, and energy-efficient learning environment for all students and employees.

7.4 Continue to ensure that all school safety plans are compliant as per California Department of Education Safety Plan mandates and implement professional development for all employees before school starts.

7.7 Continue construction / modernization projects according to the General Obligation Bond Implementation Plan and develop a long-term maintenance plan.

7.9 Continue to implement the Mental Health and Wellness Plan for all students, families, and employees.

Discussion/Issues:

On April 20, 2017, the Board of Education approved an award of contract, Phase II, Bid 1617-051, 1617-052 and 1617-053, Bid Package #2, Building and Site Concrete, Thomas Jefferson Elementary School Modular Classrooms (Bond Fund)

During the course of construction and the installation of the modular classroom buildings, an access ramp off of Karen Street was demolished. In order to provide the site with a new access point, the Architect had to re-design a new path of travel, stairs and service entry gate to replace the point of egress. This additional design was not part of the original DSA approved design documents and therefore, a Construction Change Document (CCD) had to be submitted for DSA approval. DSA approved the CCD and PMC Concrete was directed by District staff to implement the changes.

This is a ratification because the work had to be done while the contractor was already mobilized on site and to avoid additional re-mobilization costs if the work was postponed and the contractor had to be called back to complete the work.

Having the contractor complete this work while he was already on site also facilitated the expedient use of the newly designed service entrance for the site's use.

Fiscal Impact:

$15,163.13 PO 18001626 (Bond Fund)

Recommendation:

Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education ratify change order No. 1 between Burbank Unified School District and PMC Concrete, for additional labor and materials, Thomas Jefferson Elementary School, not to exceed $15,163.13 PO 18001626 (213-00000-0-91008-85000-6230-206-0000) Bond Fund, effective June 6, 2019 through June 6, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR3314, as presented.

Change Order

AIA Document G701 - Electronic Format

PROJECT: BUSD PERMANENT MODULAR CLASSROOMS
JEFFERSON ELEMENTARY SCHOOL
1900 6TH STREET
BURBANK, CA 91505

CHANGE ORDER NUMBER: 1
DATE: 8/19/2019
CONTRACT DATE: 6/28/2017
PO NO:
DSA FILE #: 03-117348
A #:

TO CONTRACTOR: **PMC Concrete**
1730 Pomona Ave. Suite 13
Costa Mesa, CA 92627

The Contract is changed as follows:

Provide labor, materials and equipment to perform the work in accordance with CCD #10.

Lump Sum	$	15,163.13
Fee @ 15%		
Total:	**$**	**15,163.13**

Not valid until signed by the Owner and Contractor.

The original (Guaranteed Maximum Price) was	$	698,800.00
Net change by previously authorized Change Orders	$	-
The (Guaranteed Maximum Price) prior to this Change Order was	$	698,800.00
The (Guaranteed Maximum Price) will be (modified) by this Change Order in the amount of	$	15,163.00
The new (Guaranteed Maximum Price) including this Change Order will be	$	713,963.00
The Contract Time will be (changed) by	(0) days.	

MPI Miller Plumbing acknowledges and agrees that the above changes to the Contract Price and Contract Time shall constitute the total and complete compensation and time to be received by MPI Miller Plumbing for the changes which are the subject of this Change Order and MPI Miller Plumbing shall not be entitled to receive any other compensation or time related or arising from the changes addressed herein, including, but not limited to, compensation for field overhead, office overhead, profit, supervision, costs, administrative costs, impact costs, or any other direct or indirect costs.

PMC Concrete
1730 Pomona Ave. Suite 13
Costa Mesa, CA 92627
General Contractor

BY _____
Doug Menezes

DATE _____

Burbank USD
1900 W. Olive Avenue
Burbank, CA, 91506
Owner

BY _____
Kurt Hauffe

DATE _____

Pinner Construction Company
Project Manager

BY _____
Lisa Hernandez-Porter

DATE 8/19/2019

GKK Works
Architect

BY _____
Vincent Petito

DATE _____

Change Order

AIA Document G701 - Electronic Format

CHANGE ORDER NUMBER: 1

PROJECT: BUSD PERMANENT MODULAR CLASSROOMS
JEFFERSON ELEMENTARY SCHOOL
1900 N 6th St
BURBANK, CA 91504

DATE: 8/19/2019
CONTRACT DATE: 6/28/2017
PO NO:
DSA FILE #: 03-117348
A #: 19-16

TO CONTRACTOR: **PMC Concrete**
1730 Pomona Ave. Suite 13
Costa Mesa, CA 92627

The Contract is changed as follows:

Provide labor, materials and equipment to perform the work in accordance with CCD #10.

PCO #	Description	Net Amount
004	CCE #10 Work	$ 15,163.13

Subtotal	$	15,163.13
Mark-up		
Total	$	15,163.13

Burbank Unified School District
Proposed Change Order

Title: CCD #10 Work **PCO No:** 004

Project: BUSD Permanent Modular Classroom Project - Jefferson Elementary School **Date:** 8/19/2019

To: Attn: Doug Menezes
PMC Concrete
1730 Pomona Ave. Suite 13
Costa Mesa, CA 92627

Contractor Ref No: CCD #10

Description of Proposal:

Reference:

Summary of Work: Cost to provide labor, materials and equipment for the following activities in accordance with CCD#10:
1 - New additional stairwell off Karen Street, CCD #10 and Note #4 (excluding handrails)
2 - Concrete A-curb per Note #19, Detail 5/C2.01
3 - Re-grade slope with compaction per Note #8
4 - New 4" thick reinforced concrete per Note #1, Detail 1/C2.01
5 - Placing jute mesh on slope for erosion control

Changes to Contract Price: $15,163

Allowance Amount: $11,258

Contract Time: Zero (0) days

Reason: Owner Requested revised entrance off Karen Street

Item	Description	Net Amount
001	Costs for CCD #10 work	$ 12,737

Subtotal	$	12,737
Mark-up	$	2,426
Total	$	15,163.13

This Proposed Change Order represents the fully negotiated Changes to the Work of the above referenced Contract and is an authorization to proceed with the Work. When executed the parties agree to release all future claims to the herein described Changes to in to the Work subject to Article 7: Changes In the Work of the General Conditions of the Contract.

This request is recommended for approval			
	Signature	**Name (print)**	**Date**
Contractor		Doug Menezes	
Construction Manager		Lisa Hernandez-Porter	8/19/2019
District Authorized Representative		Kurt Hauffe	

ALLOWANCE DISBURSEMENT AUTHORIZATION

School Name:	Jefferson Elementary School	Initiation Date:	8/19/2019
Project Name:	BUSD Permanent Modular Classroom Project	Allowance Disbursement No.:	003
To: *(OAR)*	Cathy Weissman, BUSD	PO Number:	
From: *(Contractor)*	PMC Concrete Contractors, INC.	PCO Number:	004

Description of Item to be charged to Contract allowance is as follows:

Summary of Work: Cost to provide labor, materials and equipment for the following activities in accordance with CCD#10:
1 - New additional stairwell off Karen Street, CCD #10 and Note #4 (excluding handrails)
2 - Concrete A-curb per Note #19, Detail 5/C2.01
3 - Re-grade slope with compactoin per Note #8
4 - New 4" thick reinforced concrete per Note #1, Detail 1/C2.01
5 - Placing jute mesh on slope for erosion control

A. Original Contract Allowance	$	35,000.00
B. Net Allowance Disbursements previously authorized	$	23,742.00
C. Charges to Contract Allowance as a result of this authorization	$	11,258.00
D. Current Contract Allowance Balance including this authorization	$	-

Contractor Signature	**Doug Menezes** Name (Printed)	August 19, 2019 Date
Architect Signature	**Vincent Petito** Name (Printed)	Date
IOR Signature	**Brian Misino** Name (Printed)	Date
Project Manager Signature	**Lisa Hernandez-Porter** Name (Printed)	August 19, 2019 Date
CM Signature	**Kurt Hauffe** Name (Printed)	Date
BUSD Signature	Name (Printed)	Date

cc:

ADDITIONAL WORK AUTHORIZATION

PMC CONCRETE CONTRACTORS, INC.

1730 Pomona Ave., Ste. 13 • Costa Mesa, CA 92627
St. Contr. Lic. 817991 • Phone (949) **645-4827** • Fax (949) **548-0319**

CONTRACTOR'S NAME: BURBANK USD		PHONE: 818-729-4400	DATE: JUNE 6th 2019
STREET: 1900 WEST OLIVE AVE		JOB NAME: JEFFERSON ELEM.	JOB NUMBER: 1704-17
CITY: BURBANK	STATE: CA 91506	STREET: 1900 NORTH SIXTH STREET	
EXISTING CONTRACT NO.: 1700-4367	DATE OF EXISTING CONTRACT: 4/21/2017	CITY: BURBANK	STATE: CALIFORNIA

You are hereby authorized to perform the following specifically described additional work:

ADDITIONAL COST TO COMPLETE CCD #10

1) NEW STAIRWELL OFF KAREN STREET CCD #10 NOTE #4 EXCLUDING THE HAND RAILS

2) CONCRETE A-CURB NOTE: 19 detail 5 on C2.01

3) RE-GRADE SLOPE with Compaction PER NOTE #8 AND THE DISTRICT direction

4) NEW 4" THICK REINFORCED CONCRETE per Note #1 and detail 1 on C2.01

5) Placing Jute MESH on Slope FOR EROSION Control.

RECEIVED
2019 AUG 14 AM 6:00
BURBANK USD
PURCHASING DEPT

ADDITIONAL CHARGE FOR ABOVE WORK IS: $ 26,421.13

PAYMENT WILL BE MADE AS FOLLOWS: SAME AS ERGINAL CONTRACT

ABOVE ADDITIONAL WORK TO BE PERFORMED UNDER SAME CONDITIONS AS SPECIFIED IN ORIGINAL CONTRACT UNLESS OTHERWISE STIPULATED.

Date _____ 20 ____ Authorized Signature _____
(OWNER SIGNS HERE)

WE HEREBY AGREE TO FURNISH LABOR AND MATERIALS, COMPLETE IN ACCORDANCE WITH THE ABOVE SPECIFICATIONS, AT ABOVE STATED PRICE.

Authorized Signature _____ Date June 6 2019
(CONTRACTOR SIGNS HERE)

THIS IS CHANGE ORDER NO. Four

NOTE: This Revision becomes part of, and in conformance with, the existing contract.

$ 26,421.13
$ (11,258.00)
$ 15,163.13

19000870					
3/25/2019		PMC CONCRETE - JEFFERSON			
ORIGINAL ALLOWANCE			$ 35,000.00		
ORIGINAL CONTRACT			$ 698,800.00	including allowance	
			$ 698,800.00		
TOTAL ENCUMBERED			$ 698,800.00	ALLOWANCE STATUS/DISTRIBUTED	
Pay app #				$ 35,000.00	
1			$ (16,596.50)	$ -	
2			$ (102,201.00)	$ -	
3			$ (101,935.00)	$ -	
4			$ (241,157.50)	$ -	
5			$ (11,400.00)	$ -	
6			$ (148,999.90)	$ (8,942.00)	
7			$ (14,060.00)	$ (14,800.00)	
8			$ (16,815.00)		
9					
BALANCE			$ 45,635.10	$ 11,258.00	

JEFFERSON E.S.
PMC COR LOG

2/21/2019

COR #	CO or ALL #	GC CO#	DAYS EXT	ALL FINAL PRICE	CO FINAL PRICE	PROJECT RELATED COSTS	DISTRICT REQUEST	TOTAL GC PRICE	CONTRACTORS INVOLVED	DESCRIPTION OF WORK
1	1	N/A	0	$6,920.00				$6,920.00		Additional concrete along Karen Street near transformer pads
2	1	N/A	0	$2,022.00				$2,022.00		Fill (3) planters with concrete on 4" base & CREDIT for deducting (3) pads
TBD										Costs to rotate catch basins T&M Ticket dated 1/3/18
TBD										Cost for south mow curb ASI #7
Email	2			$14,800.00				$14,800.00		Swale on the west side of the pad per RFI #89 (Means & Method) overex & additional base
INFORMATION										NO CREDIT this work will be done after gas relocation; section of wall not installed near ramp (east access ramp) near Bungalow 30 CCD #3
								$20,000.00		Driveway approach (ROM) including Asphalt Patch
	SUBTOTAL PMC			$23,742.00	$0.00	$0.00	$0.00	$43,742.00		

PMC CO LOG			
The Original Contract Sum was:		$698,800.00	
Net Change by previously Authorized Requests and Changes:		$0.00	
The Contract Sum will be increased		$0.00	
10% of Contract Sum (Change Order Amount)		$69,880.00	
Allowance		$35,000.00	Addendum 2
Total Amount available for Change Order & Allowance		$104,880.00	
District Requests		$0.00	
			Claim =
Pending Change Order Request		$0.00	Pending GC =
10% Contingency Remaining		$69,880.00	Pending GC Resp =
10% Contingency % Used		0.00%	Pending BUSD =
The New Contract Sum including this CO (Includes Pending COR's)		$698,800.00	Preliminary Approval
The Contract Time will be changed		0	Approved =
			VOID =
Pending Allowance Request		$23,742.00	
Allowance Remaining		$11,258.00	
REMAINING Amount available for Change Order & Allowance		$81,138.00	

DSA **140**

APPLICATION FOR APPROVAL OF CONSTRUCTION CHANGE DOCUMENT – CCD CATEGORY A/B

This application is for construction changes, as defined in IR A-6, to approved contract documents. This form shall be completed by the Design Professional in General Responsible Charge of the project, in accordance with California Code of Regulations, Title 24, Part 1, Section 4-338 (c) and in compliance with DSA IR A-6.

School District/Owner: Burbank Unified School District	DSA File #: 19 - 16
Project Name/School: Jefferson ES	DSA App. #: 03 - 117348

APPLICANT

CCD Cat. ☒A / ☐B, #: 010	Date Submitted: 05/22/2019	Attached Pages?: ☐No ☒Yes (3 pages)
For CCD Cat. B, this is a ☐ voluntary submittal, ☐ DSA required submittal (attach DSA notification requiring submission).		
Firm Name: gkkworksCANNONDESIGN	Contact Name: Vincent Petito	
Email: vpetito@cannondesign.com	Phone Number: (626) 666-6906	
Address: 155 S. Fair Oaks Ave.		
City: Pasadena	State: CA	Zip: 91105
☐ A DSA 301-N, DSA 301-P, or 90-Day Letter has been issued for this project.		
☒ For project currently under construction.		
☐ To obtain DSA approval of existing uncertified building(s).		

DESIGN PROFESSIONAL IN GENERAL RESPONSIBLE CHARGE

Name of Design Professional in General Responsible Charge: Vincent Petito	
Professional License #: C-14811	Discipline: Architect

Design Professional in General Responsible Charge Statement: The attached Construction Change Documents have been examined by me for design intent and appear to meet the appropriate requirements of Title 24, California Code of Regulations and the project specifications. They are acceptable for incorporation into the construction of the project.

Signature: _____

DESIGN PROFESSIONAL IN GENERAL RESPONSIBLE CHARGE

CHECK THIS BOX: ☒ To confirm that **all** CCD drawings and, when applicable, first sheet or index of calculations and specifications have been stamped and signed by the Responsible Design Professional listed on DSA 1 for this this project.

Brief description of construction change (attach additional sheets if needed): New service entry gate and stair at Karen Street. This CCD supersedes the original DSA approved drawings,(existing non-disabled access ramp to remain).

List of DSA approved drawings affected by this CCD: AS-1, AA-1.1, C-03

DSA USE ONLY

SSS_____Date_____ Approved / Disapproved / Not Req'd

FLS_____Date_____ Approved / Disapproved / Not Req'd

ACS_____Date_____ Approved / Disapproved / Not Req'd

Remarks_____

For business office use only

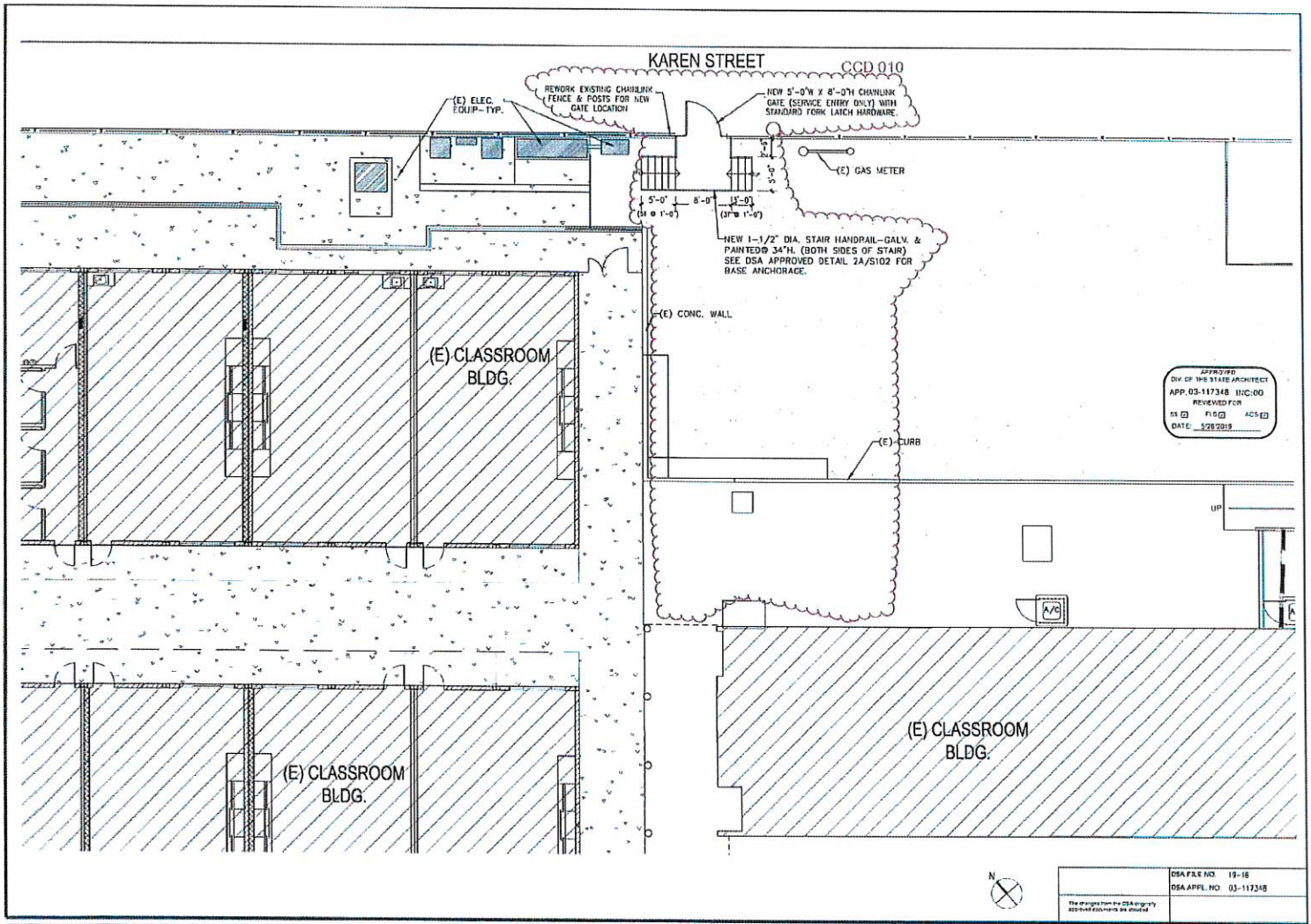
Date Sent_____

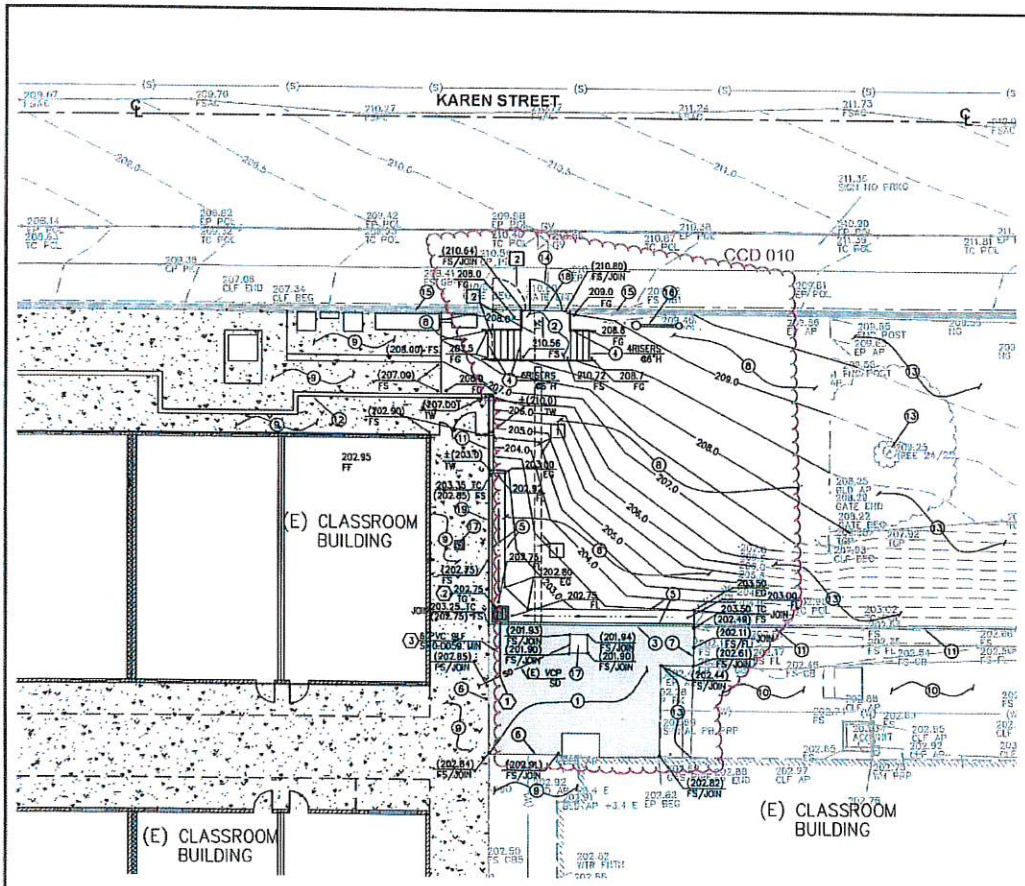
Return By_____

Delivery Method_____

DSA Stamp

APPROVED
DIV. OF THE STATE ARCHITECT
APP. 03-117348 INC:00
REVIEWED FOR
SS ☑ FLS ☑ ACS ☑
DATE: 5/28/2019


KAREN STREET
CCD 010
REWORK EXISTING CHAINLINK FENCE & POSTS FOR NEW GATE LOCATION
(E) ELEC. EQUIP.-TYP.
NEW 5'-0"W X 6'-0"H CHAINLINK GATE (SERVICE ENTRY ONLY) WITH STANDARD FORK LATCH HARDWARE.
(E) GAS METER
5'-0"
8'-0"
13'-0"
NEW 1-1/2" DIA. STAIR HANDRAIL-GALV. & PAINTED@ 34"H. (BOTH SIDES OF STAIR) SEE DSA APPROVED DETAIL 2A/S102 FOR BASE ANCHORAGE.
(E) CONC. WALL
(E) CLASSROOM BLDG.
(E) CURB
APPROVED
DIV. OF THE STATE ARCHITECT
APP. 03-117348 INC:00
REVIEWED FOR
DATE: 5/28/2019
UP
(E) CLASSROOM BLDG.
(E) CLASSROOM BLDG.
N
DSA FILE NO. 19-16
DSA APPL. NO. 03-117348
Project: JEFFERSON ELEMENTARY SCHOOL - SERVICE ENTRY
Client: BURBANK UNIFIED SCHOOL DISTRICT
ARCHITECT:
gkk work
DATE: 05/22/2019
SCALE: 1/8"=1'-0"
CCD# 010
SKA 1



CONSTRUCTION NOTES:

1. CONSTRUCT ASPHALT CONCRETE PAVEMENT PER DETAIL 1 ON SHEET C2.01.
2. CONSTRUCT CONCRETE PAVEMENT PER DETAIL 2 ON SHEET C2.01.
3. CONSTRUCT CONCRETE CURB PER DETAIL 3 ON SHEET C2.01.
4. CONSTRUCT CONCRETE STAIRS PER DETAIL 4 ON SHEET C2.01. HANDRAILS PER ARCHITECTURAL PLANS.
5. CONSTRUCT CONCRETE GUTTER PER DETAIL 5 ON SHEET C2.01.
6. CONSTRUCT CONCRETE TO ASPHALT CONCRETE TRANSITION PER DETAIL 7 ON SHEET C2.01.
7. CONSTRUCT ASPHALT CONCRETE TO ASPHALT CONCRETE TRANSITION PER DETAIL 8 ON SHEET C2.01.
8. CONTRACTOR TO RE-GRADE EXISTING DIRT AREA. GRADING ELEVATIONS PER PLAN.
9. PROTECT IN PLACE EXISTING CONCRETE PAVEMENT.
10. PROTECT IN PLACE EXISTING ASPHALT CONCRETE PAVEMENT.
11. PROTECT IN PLACE EXISTING CONCRETE CURB.
12. PROTECT IN PLACE EXISTING CONCRETE WALL.
13. PROTECT IN PLACE EXISTING TREE AND LANDSCAPING.
14. NEW CHAIN LINK GATE LOCATION.
15. PROTECT IN PLACE EXISTING CHAIN LINK FENCE.
16. PROTECT IN PLACE EXISTING GAS METER.
17. PROTECT IN PLACE EXISTING CATCH BASIN.
18. JOIN EXISTING CONCRETE PER DETAIL 9 ON SHEET C2.01.
19. CONSTRUCT CONCRETE CURB PER DETAIL 5 ON SHEET C2.01.

DEMOLITION NOTES:

1. REMOVE EXISTING SHORING WALL.
2. REMOVE EXISTING CONCRETE PAVEMENT.

DRAINAGE CONSTRUCTION NOTES:

1. POINT IF CONNECTION.
2. INSTALL 24"X24" GRATE CATCH BASIN 2424L18 PER BROOKS PRODUCTS OR APPROVED EQUAL.
3. INSTALL PVC SDR35 STORM DRAIN PIPE WITH PUSH-ON JOINTS. SIZE, LENGTH AND SLOPE PER PLAN.

APPROVED
DIV OF THE STATE ARCHITECT
APP. 03-117348 INC:00
REVIEWED FOR
SS ☐ FLS ☐ ACS ☐
DATE 5/29/2019

REGISTERED PROFESSIONAL ENGINEER
No.C80534
STATE OF CALIFORNIA

FOR BRANDOW & JOHNSTON
BRANDOW & JOHNSTON

NORTH

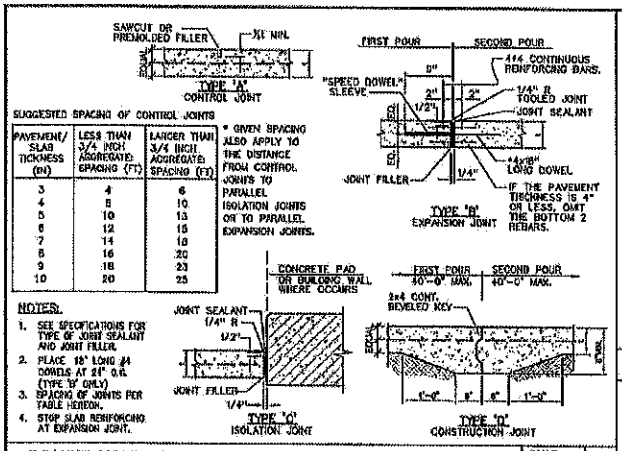
PRECISE GRADING & DRAINAGE PLAN

0' 5' 10' 20'
GRAPHIC SCALE : 1"=10'

DSA FILE NO. 19-16
DSA APPL. NO. 03-117348

Project: JEFFERSON ELEMENTARY SCHOOL
Client: BURBANK UNIFIED SCHOOL DISTRICT

ARCHITECT	DATE	CCD#	SKC1.01
gkkworks	05-22-2019 SCALE PER PLAN	010	



SUGGESTED SPACING OF CONTROL JOINTS

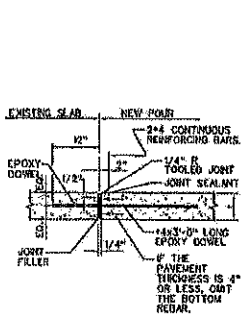
PAVEMENT/ SLAB THICKNESS (IN)	LESS THAN 3/4 INCH AGGREGATE: SPACING (FT)	LARGER THAN 3/4 INCH AGGREGATE: SPACING (FT)
3	4	6
4	8	10
5	10	13
6	12	15
7	14	18
8	16	20
9	18	23
10	20	25

* GIVEN SPACING ALSO APPLY TO THE DISTANCE FROM CONTROL JOINTS TO PARALLEL ISOLATION JOINTS OR TO PARALLEL EXPANSION JOINTS.

NOTES:
1. SEE SPECIFICATIONS FOR TYPE OF JOINT SEALANT AND JOINT FILLER.
2. PLACE 18" LONG #4 DOWELS AT 24" O.C. (TYPE 'B' ONLY)
3. SPACING OF JOINTS PER TABLE HEREON.
4. STOP SLAB REINFORCING AT EXPANSION JOINT.

CONSTRUCTION JOINTS

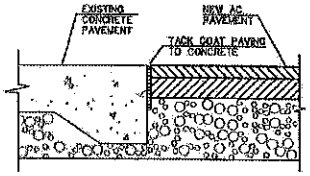
SCALE: NO SCALE | 6



NOTES:
1. SEE SPECIFICATIONS FOR TYPE OF JOINT SEALANT AND JOINT FILLER.
2. PLACE THE DOWELS AT 24" O.C. (2 DOWELS MIN.)
3. 12" MAX. BETWEEN THE CONCRETE EDGE AND THE FIRST DOWEL.

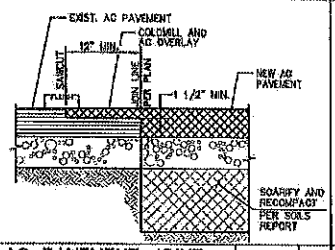
CONSTRUCTION JOINT AT (E) CONC.

SCALE: NO SCALE | 9



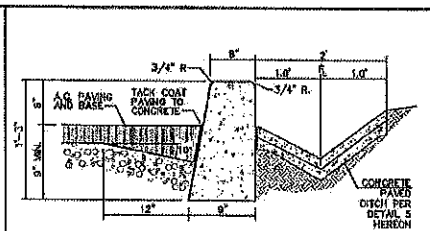
AC TO CONCRETE PAVEMENT TRANSITION

SCALE: NO SCALE | 7



AC PAVEMENT JOINT DETAIL

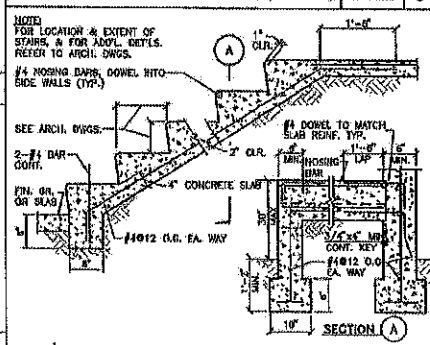
SCALE: NO SCALE | 8



NOTES: (TYPICAL @ ALL SIMILAR CONDITIONS)
1. BOTTOM OF CURB TO BE SET ON COMPACTED SUB-BASE OR NATURAL UNDISTURBED SOIL (PER SOILS REPORT).
2. FINISH ALL EXPOSED CONCRETE SURFACES SMOOTH.
3. PROVIDE 1/2" EXPANSION JOINTS AT 25'-0" O.C. MAX. AND AT CURVES, TANGENTS AND CORNERS.
4. PORTLAND CEMENT CONCRETE, fc'=3200 psi

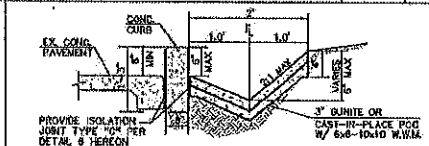
CONCRETE CURB DETAIL (APWA 120-1)

SCALE: NO SCALE | 3



STEPS ON GRADE

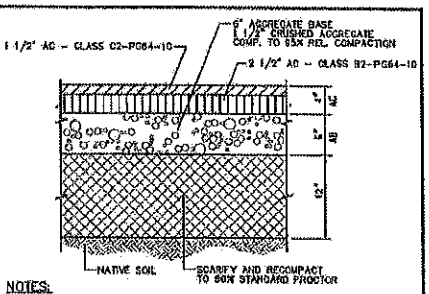
SCALE: NO SCALE | 4



NOTES: (TYPICAL @ ALL SIMILAR CONDITIONS)
1. BOTTOM OF CURB TO BE SET ON COMPACTED SUB-BASE OR NATURAL UNDISTURBED SOIL (PER SOILS REPORT).
2. FINISH ALL EXPOSED CONCRETE SURFACES SMOOTH.
3. PROVIDE 1/2" EXPANSION JOINTS AT 25'-0" O.C. MAX. AND AT CURVES, TANGENTS AND CORNERS.
4. PORTLAND CEMENT CONCRETE, fc'=3200 psi

CONCRETE CURB AND CONCRETE GUTTER DETAIL

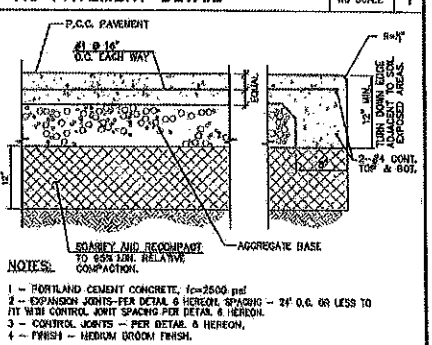
SCALE: NO SCALE | 5



NOTES:
THE ACTUAL PAVEMENT THICKNESS WILL BE DETERMINED BY GEOTECHNICAL ENGINEER, BASED ON TRAFFIC INDEX AND AFTER SOIL TESTING.

AC PAVEMENT DETAIL

SCALE: NO SCALE | 1



NOTES:
1 - PORTLAND CEMENT CONCRETE, fc=2500 psi
2 - EXPANSION JOINTS-PER DETAIL 6 HEREON, SPACING - 24' O.C. OR LESS TO FIT WITH CONTROL JOINT SPACING PER DETAIL 6 HEREON.
3 - CONTROL JOINTS - PER DETAIL 6 HEREON.
4 - FINISH - MEDIUM BROOM FINISH.

PEDESTRIAN CONCRETE PAVEMENT

SCALE: NO SCALE | 2

APPROVED DSA-OS, STATE ARCHITECT
APP. 03-112348 EXPIRES 12/31/2019
DATE 12/20/2019

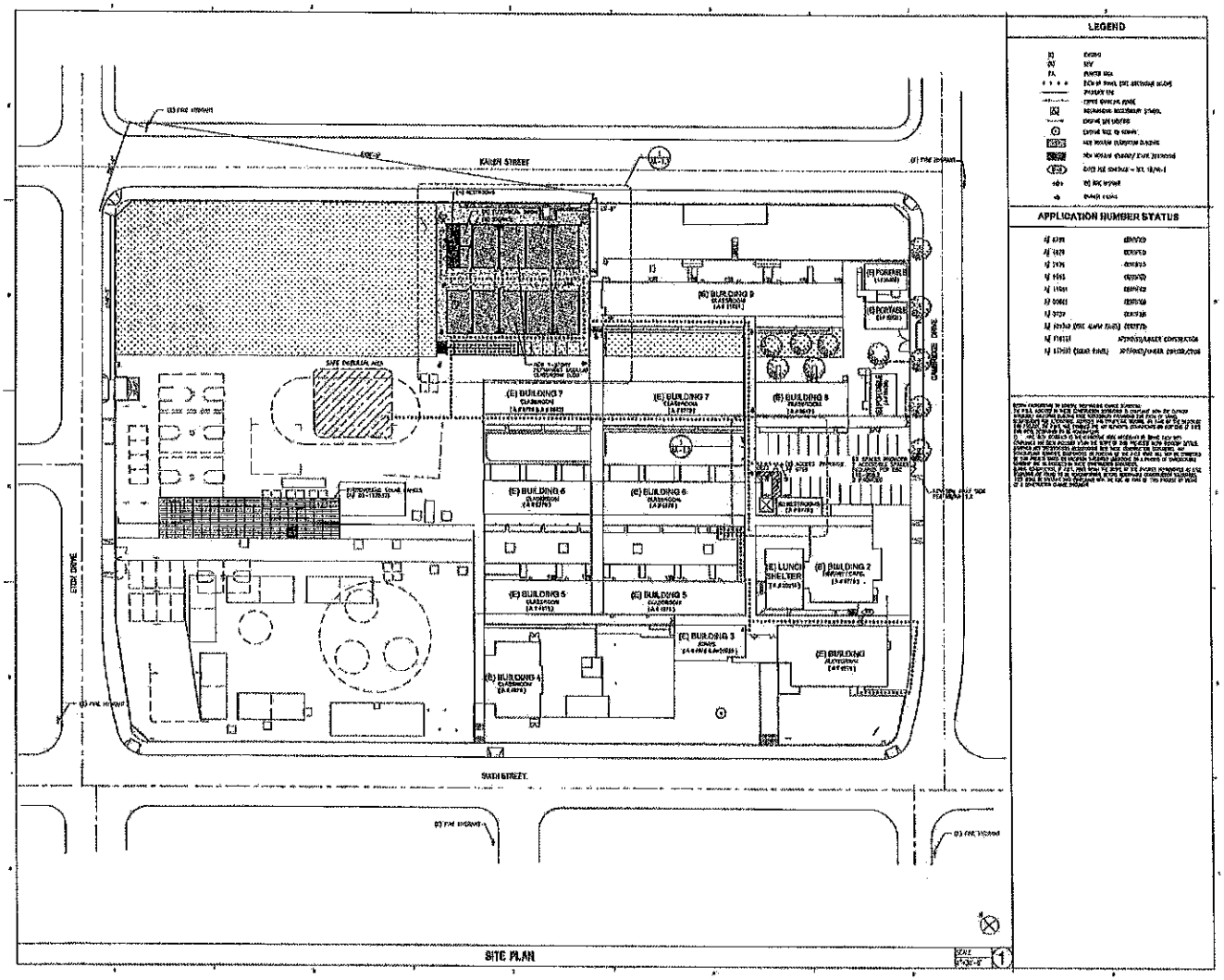
BRANDOW & JOHNSTON

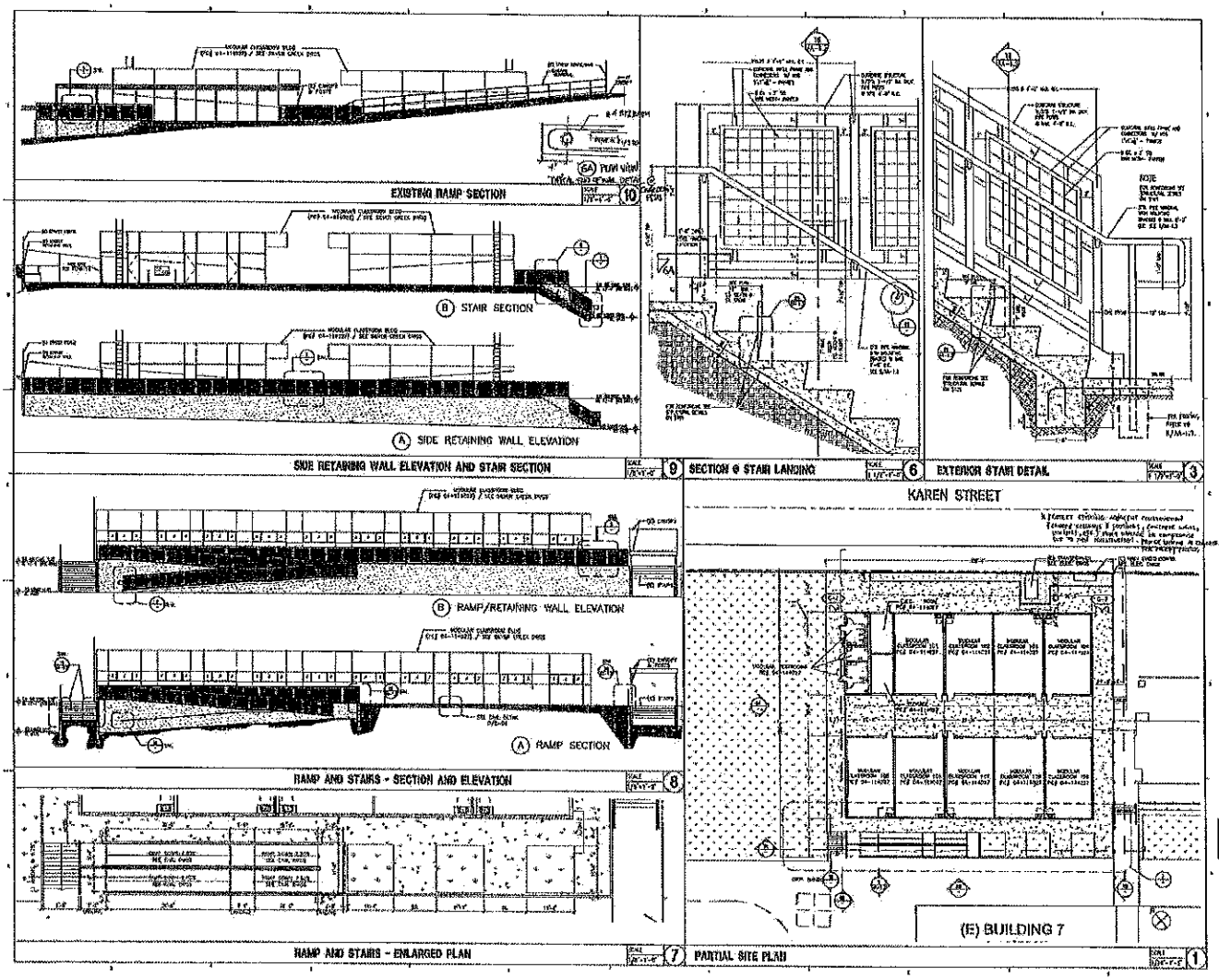
NEW SHEET

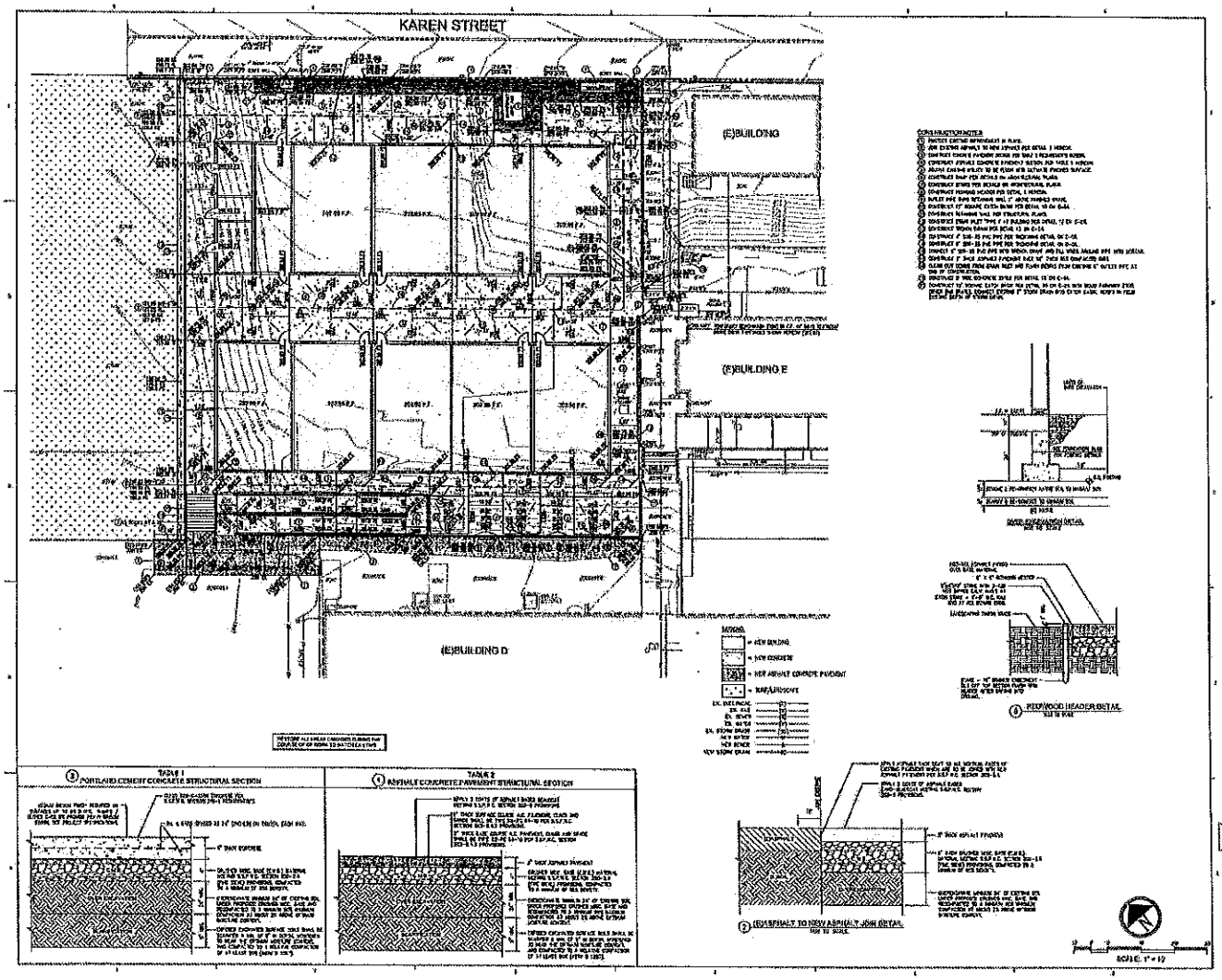
DSA FILE NO. 19-16
DSA APPL. NO. 03-112348

Project: JEFFERSON ELEMENTARY SCHOOL
Client: BURBANK UNIFIED SCHOOL DISTRICT

ARCHITECT gkkworks | DATE 06-22-2017 | SCALE N/A | CCD# 010 | SKC2.01


LEGEND
APPLICATION NUMBER STATUS
KAUCH STREET
SIXTH STREET
STOW DRIVE
CHESTNUT DRIVE
(E) BUILDING 7
(E) BUILDING 6
(E) BUILDING 5
(E) BUILDING 4
(E) BUILDING 3
(E) BUILDING 2
(E) BUILDING 1
(E) BUILDING 8
(E) BUILDING 9
(E) PORTABLE
(E) LUNCH SHELTER
SAFE PARALLEL PATH
03 FIRE HYDRANT
SITE PLAN
gkkworks
JEFFERSON ELEMENTARY SCHOOL
MODULAR PROJECT
A PROJECT FOR:
BURBANK UNIFIED SCHOOL DISTRICT
DSA AP 03-117348
AS APPROVED
SITE PLAN
AS-1


EXISTING RAMP SECTION
B STAIR SECTION
A SIDE RETAINING WALL ELEVATION
SIDE RETAINING WALL ELEVATION AND STAIR SECTION
SECTION @ STAIR LANDING
EXTERIOR STAIR DETAIL
B RAMP/RETAINING WALL ELEVATION
A RAMP SECTION
RAMP AND STAIRS - SECTION AND ELEVATION
RAMP AND STAIRS - ENLARGED PLAN
KAREN STREET
(E) BUILDING 7
PARTIAL SITE PLAN
gkkworks
JEFFERSON ELEMENTARY SCHOOL
MODULAR PROJECT
A PROJECT FOR:
BURBANK UNIFIED SCHOOL DISTRICT
DSA AP 03-117348
AS APPROVED
PARTIAL SITE PLANS
SECTIONS AND ELEVATIONS
AA-1.1


KAREN STREET
(E)BUILDING
(E)BUILDING E
(E)BUILDING D
TABLE 1
PORTLAND CEMENT CONCRETE STRUCTURAL SECTION
TABLE 2
ASPHALT CONCRETE PAVEMENT STRUCTURAL SECTION
REDWOOD HEADER DETAIL
(E)ASPHALT TO NEW ASPHALT JOIN DETAIL
SCALE: 1" = 10'
gkkworks
JEFFERSON ELEMENTARY SCHOOL
MODULAR PROJECT
A PROJECT FOR
BURBANK UNIFIED SCHOOL DISTRICT
DSA A# 03-117348
AS APPROVED
GRADING
& DRAINAGE PLAN
C-03

gkkworks

planning | architecture | construction

155 South Fair Oaks Avenue | PASADENA | CA 91105
626 666 6906 | 626 666 3940 fax | www.gkkworks.com

May 22, 2019

Division of the State Architect
700 North Alameda St, Ste 500
Los Angeles, California 90022

Re: **Request to Cancel CCD 003**
Jefferson Elementary School
Burbank Unified School District
File 19-16, Application 03-117348

On behalf of Burbank Unified School District: The intent of this letter is to request cancellation of DSA-approved CCD 003 dated 3/7/2018. The District does not intend to build CCD 003 due to budget issues.

CCD 010 is being issued to complete the work in this area.

Please feel free to contact me with any questions.

Very truly yours,

Vincent Petito, AIA
Architect in General Responsible Charge

cc: Armen Najarian

JEFFERSON E.S.
PMC COR LOG

8/18/2019

COR #	CO or ALL #	GC CO#	DAYS EXT	ALL FINAL PRICE	CO FINAL PRICE	PROJECT RELATED COSTS	DISTRICT REQUEST	TOTAL GC PRICE	CONTRACTORS INVOLVED	DESCRIPTION OF WORK
1	1	N/A	0	$6,920.00				$6,920.00		Additional concrete along Karen Street near transformer pads
2	1	N/A	0	$2,022.00				$2,022.00		Fill (3) planters with concrete on 4" base & CREDIT for deducting (3) pads
Email	2			$14,800.00				$14,800.00		Swale on the west side of the pad per RFI #89 (Means & Method) overex & additional base
4	3	1	0	$11,258	$15,163			$26,421.13		Swale on the west side of the pad per RFI #89 (Means & Method) overex & additional base
	SUBTOTAL PMC			$35,000.00	$15,163	$0.00	$0.00	$50,163.13		

PMC CO LOG			
The Original Contract Sum was:		$698,800.00	
Net Change by previously Authorized Requests and Changes:		$0.00	
The Contract Sum will be increased		$0.00	
10% of Contract Sum (Change Order Amount)		$69,880.00	
Allowance		$35,000.00	Addendum 2
Total Amount available for Change Order & Allowance		$104,880.00	
District Requests		$0.00	
			Claim =
Pending Change Order Request		$15,163	Pending GC =
10% Contingency Remaining		$54,717	Pending GC Resp =
10% Contingency % Used		21.70%	Pending BUSD =
The New Contract Sum including this CO (Includes Pending COR's)		$713,963	Preliminary Approval
The Contract Time will be changed		0	Approved =
			VOID =
Pending Allowance Request		$35,000	
Allowance Remaining		$0.00	
REMAINING Amount available for Change Order & Allowance		$54,717	

Burbank Unified School District
Facilities Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Debbie Kukta, Assistant Superintendent, Administrative Services
PREPARED BY:	Larry Cross, Director of Facilities
SUBMITTED BY:	Crystal Cozakos, Construction & Operations Secretary
DATE:	September 5, 2019
SUBJECT:	Acceptance of Notice of Completion, USA Shade & Fabric Structures, Shade Structure at Magnolia Park (General Fund)

Background:
Currently there is no shade structure at the picnic area for the students at Magnolia Park. This shade structure installation will provide shade for the students who eat outside in the lunch shelter.

District-Wide Goals for 2019-2020:

7.1 Continue to provide a clean, safe, and energy-efficient learning environment for all students and employees.

7.4 Continue to ensure that all school safety plans are compliant as per California Department of Education Safety Plan mandates and implement professional development for all employees before school starts.

7.7 Continue construction/modernization projects according to the General Obligation Bond Implementation Plan and develop a long-term maintenance plan.

Discussion/Issues:
Work is tentative to begin over Spring Break 18-19 FY. Structure needs to be purchased before scheduling of installation. Structure completed by August 15, 2019. Inspections and testing has not been completed as of this time; will be wrapping up in the next few months.

Fiscal Impact:
$19,530.28 (General Fund-Routine Restricted Maintenance)

Recommendation:
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: design and install a shade structure at Magnolia Park for the lunch shelter area, not to exceed $19,530.28 (01.0-81500.0-00000-85000-6170-5170000), General Fund, and the authority to sign the amended agreement be exercised pursuant to BUSD-AR 3314, as presented.