BURBANK UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
REGULAR MEETING

Thursday, May 01, 2025

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

Burbank City Hall
275 E. Olive Avenue
Burbank, California

AGENDA

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

1. CALL TO ORDER

1.a NOTICE TO THE PUBLIC

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

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

1. Speakers who wish to provide a Public Comment virtually should sign up at this link: https://forms.gle/Btxm8Md3fCRmCY6D9 3pm on Wednesday, April 30th. Please indicate if your comment pertains to (1) an item on this agenda, or (2) a subject within the jurisdiction of the Board of Education. Closed Session Public Comments must be given in person.

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

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

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

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

2. REQUESTS TO ADDRESS THE BOARD

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

2.b Staff Responses

2.c Board Members' Responses

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

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

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

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

3.d Conference with Legal Counsel - Existing Litigation Pursuant to Government Code §54956.9 (d)(1)
Final Settlement Agreement: Jane Doe (#7034 v. Burbank Unified School District)

3.e Conference with Legal Counsel - Existing Litigation Pursuant to Government Code §54956.9

(d)(1)
Final Settlement Agreement: Center for American Liberty (LASC Case No. 24STCP02384 v. Burbank Unified School District)

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

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

5. REPORTING ON CLOSED SESSION

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

7. ITEMS FOR FUTURE AGENDAS

8. PRESENTATIONS / RECOGNITIONS

8.a Recognition of SkillsUSA Participants of 2025
Oscar Macias, Assistant Superintendent, Instructional Services, in collaboration with Peggy Flynn, Director, Arts and CTE programs, will recognize the SkillsUSA participants of 2025, as presented.

8.b Recognition of the 2024-2025 Student Board Members
Armond Aghakhanian, President, Board of Education, will recognize the 2024-2025 Student Board Members: Rose Ilangesyan, Burbank High School; Lauren Nestor, John Burroughs High School; and Hayk Smbatyan, Monterey High School.

9. REPORTS FROM THE BOARD AND STAFF

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

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

President will report on association business.

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

10. REQUESTS TO ADDRESS THE BOARD

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

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

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

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

11.a Public Disclosure of the 2024-2027 Negotiated Successor to the Agreement between the Burbank Unified School District and the California School Employees Association (CSEA), in Accordance with AB 1200 (Chapter 12/13/Statutes 1991), AB 2756 (Chapter52/Statutes 2004), GC 3547.5
The Board of Education will hold a Public Hearing, in compliance with provisions AB 1200 (Chapter 12/13/ Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GB 3547.5 to allow the public an opportunity to comment regarding the 2024-2027 Successor to the Current Collective Bargaining Agreement between the Burbank Unified School District and the California School Employees Association, Chapter 674, as presented.

Public Hearing AB1200 CSEA.pdf

12. NEW AND/OR UNFINISHED BUSINESS

12.a Approval of the 2024-2027 Negotiated Successor to the Agreement between the Burbank Unified School District and the California School Employees Association (CSEA) in Accordance with AB 1200 (Chapter 12/13/Statutes 1991), AB 2756 (Chapter 52.Statutes 2004), GC 3547.5

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the negotiated 2024-2027 Negotiated Successor Agreement between the Burbank Unified School District and the California School Employees Association (CSEA), in Accordance with AB 1200 (Chapter 12/13/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5, as presented.

Approval AB 1200 CSEA.pdf

12.b Adoption of Resolution 39 Implementing Certificated Layoffs

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt Resolution 39 Implementing Certificated Layoffs, as presented.

Adoption of Resolution 39 Implementing Certificated Layoffs.pdf

12.c Adoption of Resolution 40 Implementing Certificated Children's Center Position Layoffs

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt Resolution 40 Implementing Certificated Children's Center Position Layoffs, as presented.

Adoption of Resolution 40 Implementing Certificated Childrens' Center Position Layoffs.pdf

12.d Adoption of Resolution 41 Implementing Classified Layoffs

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt Resolution 41 Implementing Classified Layoffs, as presented.

Adoption of Resoluton 41 Implementing Classified Layoffs.pdf

12.e Approval of Resolution 42 Declaring Salaries Indefinite and to Authorize Regular and Retroactive Pay Changes for the 2025-2026 School Year

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Resolution 42 Declaring Salaries Indefinite and to Authorize Regular and Retroactive Pay Changes for the 2025-2026 School Year, as presented.

Approval of Resolution 42 Declaring Salaries Indefinite and to Authorize Regular and Retroactive Pay Changes for the 2025-2026 School Year.pdf

12.f Approval of Board Policy and Administrative Regulation 6200 Adult Education

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the proposed revision to Board Policy and Administrative Regulation 6200 Adult Education, as presented.

Adult Education Board Policy and Administrative Regulation 6200 5.1.25.pdf

12.g Approval of Board Policy and Administrative Regulation 6178 Career Technical Education

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the proposed revision to Board Policy and Administrative Regulation 6178 Career Technical Education, as presented.

Career Technical Education Board Policy and Administrative Regulation 6178- 5.1.25.pdf

12.h Approval of Variable Waver Request-Certificated Staff
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the Variable Waiver Request for Certificated Staff for school year 2025-2026, as presented.

Approval of Variable Waiver Request- Certificated Staff.pdf

12.i Approval Agreement of Professional Services (Human Resources)
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Dr. Bhavini Bhakta to provide services as a Training Associate not to exceed $5,000.00 (010.0-00000.0-00000-72000-5850-7552000), effective May 2, 2025 and that authority to sign the agreement be exercised pursuant to BUSD AR 3314, as presented.

Approval Agreement for Professional Services (Human Resources).pdf

12.j Approval of Expanded Learning Opportunities Program Plan
Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the Expanded Learning Opportunities Program Plan effective July 1, 2024, through June 30, 2025, and that authority to sign this agreement be exercised pursuant to BUSD –AR 3314, as presented.

ELOP Plan 2024-2025.pdf

12.k Approval of Addition of Assistant Principal, Alternative Education on the Certificated Management Salary Schedule A
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the addition of Assistant Principal, Alternative Education on the Certificated Management Salary Schedule A, as presented.

Approval of Addition of Assistant Principal, Alternative Education on the Certificated Management Salary Schedule A.pdf

12.l Approval of Employment Contract for Andrew Cantwell for Chief Administrative Officer
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the Employment Contract for Andrew Cantwell for Chief Administrative Officer, effective July 1, 2025, as presented.

Approval of Employment Contract For Andrew Cantwell for the Chief Administrative Officer.pdf

12.m Approval of Employment Contract for Mariam Abdelhamid for the Assistant Superintendent of Business Services
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education Approve the Employment Contract for Mariam Abdelhamid for the Assistant Superintendent of Business Services, as presented.

Approval of Employment Contract for Mariam Abdelhamid for the Assistant Superintendent of

Business Services.pdf

12.n Approval of Job Description for the Assistant Superintendent of Business Services and the Chief Administrative Officer and Salary Schedule for Classified Superintendent's Schedule E
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the Job Descriptions for the Assistant Superintendent of Business Services and the Chief Administrative Officer and Salary Schedule for Classified Assistant Superintendent's Schedule E, as presented.

Approval of Job Description for Assistant Superintendent of Business Services and Chief Administrative Officer and Salary Schedule for Classified Superinendent's Schedule E.pdf

12.o Announcement of the Expiration of Terms of Office on the School Facilities Oversight Committee (SFOC) and Reappointment of Members
Andrew Cantwell, Assistant Superintendent, Administrative Services, will report on the expiration of six (6) terms on the SFOC and recommends that the Board of Education reappoint Carolyn Bisson, Shaun Hasas, Dakota Hughes, Geovanna Waters, and Greg Wylie to a two-year term effective June 1, 2025 through May 31, 2027 or until completion of Measure S Bond activities, as presented.

SFOC Expiration of Terms_050125.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 Approval of Minutes

Minutes 1.18.24 UNOFFICIAL.pdf

13.b Approval of School Site and Department Software License with Edmentum, Inc.
Robyn Anders, Director of Instructional Technology & Accountability, recommends that the Board of Education approve the District Software Licenses for the 2025-2026 and 2026-2027 school years, as presented.

Approval of School Site & Dept Software Lic Edmentum.pdf

13.c Ratification of the K-12 Strong Workforce Grants 2024-2025 (Round 7)
Oscar Macias, Assistant Superintendent of Instructional Services, recommends that the Board of Education ratify the K-12 Strong Workforce Grant, supporting career pathways and dual enrollment opportunities, effective January 1, 2025 through June 30, 2027, and authorize execution of the agreement in accordance with BUSD-AR 3314, as presented.

Ratification of K12 Strong Workforce Grant 050125.pdf

13.d Approval of Contract for California for Department of Rehabilitation Services
Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the contract between Burbank Unified School District and the State of California Department of Rehabilitation Services for the purpose of work experience, workplace readiness training, and job exploration counseling for identified students in the

"Transition Partnership Program" for estimated total funding for fiscal years 2025-26, 2026-27 and 2027-28 of $581.7k per year effective July 1, 2025 through June 30, 2028, and that authority to sign the agreement be exercised pursuant to BUSD-AR3314, as presented.

Approval of Contract for DOR Svcs.pdf

13.e Approval of Award of Contract, Rose Brand, Furnish and Install Stage Curtains, Burbank High School (Fund 14)
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an award of contract between Burbank Unified School District and Rose Brand, to Replace Furnish and Install Stage Curtains at Burbank High School, effective May 2, 2025 to May 1, 2026, not to exceed $40,597.14 (14.0-00000-0-00000-85000-6250-752-0000) Fund 14, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

5-1 AOC_RoseBrand_BHS_Fund 14.pdf

13.f Acceptance of Notice of Completion, Commercial Roofing Systems., Emergency Roof Repair, Walt Disney Elementary School (Emergency Fund)
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Emergency Roof Repair at Walt Disney Elementary School, PO# 25002852, not to exceed $98,962.00 (01.0-00000-0-0000-72001-6230-000-0000) Emergency Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

5-1 NOC_Commercial Roof_Disney_Emergency.pdf

13.g Acceptance of Notice of Completion, Commercial Roofing Systems., Emergency Roof Repair, John Burroughs High School (Emergency Fund)
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Emergency Roof Repair at John Burroughs High School, PO# 25002850, not to exceed $195,310 (01.0-00000-0-0000-72001-6230-000-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

5-1 NOC_Commercial Roof_JBHS_Emergency.pdf

13.h Acceptance of Notice of Completion, Commercial Roofing Systems., Emergency Roof Repair, Joaquin Miller Elementary School (Emergency Fund)
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Emergency Roof Repair at Joaquin Miller Elementary School, PO# 25002853, not to exceed $124,834 (01.0-00000-0-0000-72001-6230-000-0000) Emergency Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

5-1 NOC_Commercial Roof_Miller_Emergency.pdf

13.i Acceptance of Notice of Completion, Commercial Roofing Systems., Emergency Roof Demolition, Thomas Edison Elementary (Emergency Fund)
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the

Board of Education accept the following as completed: Emergency Roof Repair at Thomas Edison Elementary, PO# 25002760, not to exceed $218,880 (01.0-00000-0-0000-72001-6231-000-0000) Emergency Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

5-1 NOC_Commercial_Edison_Emergency Demo.pdf

13.j Acceptance of Notice of Completion, Commercial Roofing Systems., Emergency Roof Replacement, Thomas Edison Elementary (Emergency Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Emergency Roof Replacement at Thomas Edison Elementary, PO# 25002811, not to exceed $626,110 (01.0-00000-0-0000-72001-6231-000-0000) Emergency Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

5-1 NOC_Commercial_Edison_Replacement_Emergency.pdf

13.k Ratification of Agreement for Instructional Consultant Services

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

Ratification of Instructional Consultants Consent 050125.pdf

13.l Approval of Instructional Consultant Services

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

Approval of Instructional Consultant Svcs 050125.pdf

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

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and PRIDE Learning Co. for Special Education Student 960029710, for a total not to exceed of $1,890 (01.0-65360.0-57602-11900-5850-7440000), effective May 1, 2025 through October 31, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960029710 PRIDE Learning_Ratification.pdf

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

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education amend mileage reimbursement to the parents of Special Education Student 960030413 to transport student from home to school, per IEP, not to exceed $630.00, effective March 3, 2025 through April 4, 2025, (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 960030413_Parent Reimbursement_Amendment.pdf

13.o Amendment of Agreement for Professional Services (Special Education)
Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education amend an agreement between Burbank Unified School District and Gary D Stromberg & Associates, LLC, to provide a Certified Occupational Therapist Assistant (COTA), not to exceed $110,432 (01.0-65000.0-57602-11901-5850-7440000), effective August 5, 2024 through July 10, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was September 5, 2024 for a total not to exceed $100,640. Due to additional needs through extended school year, we are extending the date of this agreement which adds an additional cost of $9,792 for a total not to exceed $110,432.

SPED Professional Services Gary Stromberg & Assoc_COTA_Amendment.pdf

13.p Approval of Personnel Report Number 24-25-19
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Personnel Report number 24-25-19, covering Certificated and Classified personnel, and consisting of Pages 1 to 10 inclusive, as presented.

Personnel Report 24-25-19.pdf

14. REPORTS FROM BOARD MEMBERS

14.a Reports from Board Members
Board of Education members will report on items within the jurisdiction of the Board.

15. ADJOURNMENT

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sarah Rudchenko, Assistant Superintendent, Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
DATE:	May 1, 2025
SUBJECT:	Public Disclosure of the 2024-2027 Negotiated Successor to the Agreement between the Burbank Unified School District and the California School Employees Association (CSEA), Chapter 674, in Accordance with AB 1200 (Chapter 12/13/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5

Background
The California School Employees Association (CSEA) and the District have tentatively agreed to a 2024-2027 Successor to the Agreement. The Association and the District have agreed to the attached signed Articles. CSEA has informed the District that the Association has ratified this Tentative Agreement.

Discussion/Issues
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, will discuss the Negotiated Successor to the Agreement between the Burbank Unified School District and the California School Employees Association. In accordance with AB 1200, the District has submitted a budget forecast to the Los Angeles County Office of Education to demonstrate the negotiated Agreement does not negatively impact the District's financial condition.

The public will have an opportunity for input at a Public Hearing held prior to the Board of Education ratification vote. Pursuant to the public disclosure requirements of Government Code section 3547.5, the following is a summary of the signed Tentative Agreements and changes recommended to the previous Agreement and, where applicable, their additional costs to the District.

Article 1: Agreement
Article 1 was updated to include the dates that the Agreement will be in effect, ratified from July 1, 2024 to June 30, 2027.

Article 8: Compensation
Article 8 now specifies that the Association will know of any layoffs or reductions affecting CSEA members before March 15th of each fiscal year. The longevity pay will increase as follows:

- 10 year- $192 per month
- 15 years- $229 per month
- 20 years- $284 per month

- 25 years- $330 per month
- 30 years- $374 per month

Other changes reflect updated language for clarity and formatting.

Article 9: Health and Welfare Benefits

Article 9 was updated to reflect that on January 1, 2026, all part-time unit members shall be entitled to all health and welfare benefits for which they meet the eligibility requirements on a prorated basis of the Maximum District Medical Insurance Contribution.

Article 10: Hours of Employment and Overtime:

Article 10 has been amended to allow the District to modify work schedules in the event of any state or federally mandated change to the work day with a minimum of seven (7) days notification. Additionally, language has been clarified regarding the qualifications for overtime pay and the duration an employee must work before it is granted. Modifications have also been made to the Cal/OSHA guidelines concerning heat days and unhealthy air days.

Article 11: Holidays:

Article 11's language was updated to reflect the number of paid holidays an employee is entitled to per year. Language was also modified to clarify floating holidays and how an employee can use them, including those who work a 4/10 schedule.

Article 13: Leaves

Article 13 was updated to include verification for extended absence due to illness or injury that lasts longer than a calendar month to the Human Resources Department. Language was also included that establishes the window of time an employee can deposit into the catastrophic sick leave bank.

Article 21: Reclassification

Reclassification has been changed to occur every year, not every other year as previously negotiated.

Article 24: Concerted Activities

The language in Article 24 has been updated for clarity and alignment.

Exhibit H-1: Burbank Unified School District, CSEA Work Calendar 2025-2026

Work Calendars for classified employees were reviewed and approved by both CSEA and the District.

Fiscal Impact

The AB1200 outlines any fiscal impacts of the collective bargaining agreements reached during the 2024-2025 bargaining sessions.

Recommendation

The Board of Education will hold a Public Hearing, to allow the public an opportunity to comment regarding the 2024-2027 Successor to the Agreement between the Burbank Unified School District and the California School Employees Association, Chapter 674, in accordance with AB 1200 (Chapter 12/13/Statutes 1991), AB2756 (Chapter 52/Statutes 2004), GC 3547.5, as presented.

General Instructions for Completion of
Public Disclosure of Proposed Collective Bargaining Agreement

- Pursuant to GC 3540.2 (a), districts with qualified or negative certifications are required to submit a disclosure. In addition, pursuant to GC 3540.2 (d) a school district shall provide the county superintendent of schools, upon request, with all relevant information to provide an understanding of the financial impact of any final collective bargaining agreement reached pursuant to GC Section 3543.2 and 3547.5. All proposed bargaining agreements, including zero compensation, freezes, rollbacks, furlough days, stipends, benefit modifications and re-openers, must be disclosed using the entire workbook.

- Please submit this form to the County Superintendent of Schools and make it available to the public for review **at least ten (10) working days prior** to the date on which the Governing Board will take action on the proposed bargaining agreement.

- Attach a copy of the proposed bargaining agreement to each disclosure form.

- A separate disclosure form should be completed for each bargaining unit. If two or more units are settled concurrently, see the instructions at the bottom of the next page.

- Figures in the "Annual Cost Prior to Proposed Agreement" column on page 1 of the disclosure form should reflect the current fiscal year cost data before the agreement, even if the estimated salary changes were included in the adopted budget.

- In the "Year 1" column on page 1 of the disclosure form, show the incremental change resulting from the proposed agreement for the fiscal year in which the contract is first effective. If the agreement includes a retroactive salary change for a prior year and the impact of the change is in the current fiscal year, show the total change of both the prior and current year in the "Year 1" column. Only fill in the "Year 2" or "Year 3" columns if the proposed agreement is a multiyear contract with changes in years subsequent to the current year.

- To ensure full disclosure, such as for agreements where salary changes may not be effective for a full year, explain the terms of the agreement beginning on the top of page 2 of the disclosure form.

- Use Section G on pages 4a through 4c for the General Fund and the four columns designated to show "Latest Board Approved Budget Before Settlement," "Adjustments as a Result of Settlement," "Other Revisions," and "Total Revised Budget" for the fiscal year being settled.

- Pages 4d through 4h of Section G are to be used if the source of funding for an agreement includes funds **other than** the General Fund.

- Proposed agreements must be disclosed **any time a contract is reopened.** This is especially true when multiyear agreements are formula-driven, as in the case when they are tied to projected cost-of-living adjustments in the subsequent years. Once an actual percentage and dollar change is determined, **the resulting salary and benefit cost impact must be disclosed even though it may have been budgeted.**

- Certification No. 1 (Section J on Page 8) must be signed by the District Superintendent and Chief Business Official (CBO) at the time of public disclosure. "I hereby certify" or "I am unable to certify" must be checked by both signers.

  - The Superintendent's and CBO's certifications are meant to be independent of one another.

  - The certifications serve as additional information provided to the board regarding the affordability of the proposed agreement **before** the board takes action on the agreement.

- The certifications should be accompanied by:
  - The fiscal planning assumptions that are used in making the certification.
  - Any qualifying comments made by the Superintendent and/or CBO that speak to the agreement's affordability within the context of the district's entire budget.
- The absence of a certification signature or a check on the "I am unable to certify" line does not prevent a board from taking action on an agreement. However, if a board approves an agreement missing a certification signature or with the "I am unable to certify" checked, it is still expected to adopt the budget revisions needed to pay for the agreement.
- The Los Angeles County Office of Education (County Office) will process any payroll adjustments reflected in an agreement, even if the Superintendent and/or CBO do not provide certifying signatures. However, the absence of a certification signature or if the "I am unable to certify" box is checked serves as an alert to the County Office to carefully analyze and review the district's ability to fund the agreement.
- Within 45 days of adopting a collective bargaining agreement, or prior to, or with its next interim report submission (or budget submission if the agreement is adopted after the submittal of the district's Second Interim Report), whichever comes first, any budget revisions to the school district's current year budget that are necessary to fulfill the terms of the agreement must be forwarded to the County Office. If a school district does not adopt all of the revisions to its budget needed in the current fiscal year to meet the costs of a collective bargaining agreement, the County Superintendent of Schools is required to issue a qualified or negative certification for the district's next interim report (Education Code Section 42142).
- Any concerns regarding the affordability of the agreement in subsequent years should be listed on page 8a following the certification.
- The entire collective bargaining disclosure document, including multiyear projections, the Superintendent/CBO certifications and assumptions, and board actions needed in current and subsequent years, must be reviewed by the board prior to board action on the agreement.
- Certification No. 2 (Section K on Page 9) must be signed by the district Superintendent at the time of public disclosure and submitted with the completed disclosure forms to the County Office.
- After the Governing Board takes action on the proposed agreement, Certification No. 2 must be signed by the Board President or Clerk and re-submitted to the County Office. In the event that a Governing Board modifies a proposed agreement as it was originally disclosed and takes action to approve the agreement, a revised disclosure should also be resubmitted with any revisions made to the agreement clearly indicated.
- The manner in which the public is made aware of the proposed agreement and its availability for public inspection and review is at the discretion of the district. Districts may select any or a combination of various methods available for communicating to the public - i.e., notice in newspaper, posted notices, letters to parents, PTA newsletters, etc. Notification, however, must include the public at large and should not be limited to district parents only.

Multiple Bargaining Unit Agreements Settled Concurrently

- Complete pages 1 through 3 for each bargaining unit agreement.
- Create a new "combined" workbook: On page 1, type the district name and "Combined" following name of bargaining unit.
- Skip to page 4 and complete the remainder of the workbook showing the impact of all agreements on the district's budget.
- Complete the combined workbook page 8 (Certification No. 1) with Superintendent and CBO signatures.
- Attach pages 1 through 3 and copies of signed MOUs or Tentative Agreements for each bargaining unit.
- Submit to the County Office at least 10 working days prior to the Governing Board approval.
- Complete the combined workbook page 9 (Certification No. 2) following Board ratification.
- Submit Certification No. 2 to the County Office.

Specific Instructions for Completion of
Public Disclosure of Proposed Collective Bargaining Agreement

Data can only be manually entered into yellow-highlighted cells of the workbook. White cells are locked, and typically contain formulas that automatically calculate totals, variances, and percentages.

Section A, Page 1: Proposed Change in Compensation

The total cost ***for all funds*** , not just the General Fund, is to be reported on page 1. Data in Year 2 and 3 columns is necessary only for multiyear and overlapping fiscal year agreements.

Line 1 **Salary Schedule, including step and column -** Report only the cost of salaries, excluding statutory and health/welfare benefits.

Annual Cost Prior to Proposed Agreement - Enter the total cost of salaries for the bargaining unit prior to the proposed agreement.

Year 1 - Enter the amount of the proposed salary schedule change.

Line 2 **Other Compensation -** Report only the cost of salaries associated with the cost of other compensation, excluding statutory and health/welfare benefits.

Annual Cost Prior to Proposed Agreement - Enter the total cost of other compensation for the bargaining unit prior to the proposed agreement.

Year 1 - Enter the amount of the proposed change in other compensation.

Description - Indicate specific changes in other compensation for each affected year. For example: One percent off-schedule or $200/employee.

Line 3 **Statutory Benefits -** Report only the cost of statutory benefits, excluding salaries and health/welfare benefits.

Annual Cost Prior to Proposed Agreement - Enter the total cost of statutory benefits of the bargaining unit prior to the proposed agreement.

Year 1 - Enter the amount of the proposed change in statutory benefits resulting from changes in salaries reported on Lines 1 and 2.

Line 4 **Health/Welfare Plans -** Report only the cost of health/welfare benefits, excluding the cost of salaries and statutory benefits.

Annual Cost Prior to Proposed Agreement - Enter the total cost of health/welfare benefits of the bargaining unit prior to the proposed agreement.

Year 1 - Enter the amount of the proposed change in health/welfare benefits for the affected bargaining unit.

Line 5 **Total Compensation -** Automatically calculated.

Line 6 **Total Number of Represented Employees** - Enter the full-time equivalent (FTE) employees for the affected bargaining unit.

Line 7 **Total Compensation Average Cost per Employee -** Automatically calculated.

Section A (continued) through Section F, Pages 2 and 3: Answer bargaining unit-specific questions.

Section G, Pages 4a through 4i: Impact of Proposed Agreement on Current Year Operating Budget, for General Adult Education, Child Development, Cafeteria and Other Funds

- If other bargaining unit agreements are pending or recently settled, then Column 3 can be used to show the revisions necessary for the other units. Column 4 should reflect the current budget, as adjusted for all agreements.

- Data entered on pages 4a and 4b, "Unrestricted" and "Restricted General Fund," will automatically populate page 4c, "Combined General Fund," as well as the first column (current year) of Section H, pages 5a and 5b.

- On Page 4i, give explanations for entries recorded in Column 3, "Other Revisions," on pages 4a through 4h.

Section H, Pages 5a through 5c: Impact of Proposed Agreement on Subsequent Years

- Unrestricted and Restricted General Fund data for subsequent fiscal years must be manually entered on pages 5a and 5b, respectively. The combined General Fund totals are automatically calculated on page 5c.

Section I, Pages 6 and 7: Impact of Proposed Agreement on Unrestricted Reserves

- If "Other Adjustments" expenditure amounts were entered in the multiyear projection (pages 5a and 5b) for the two subsequent years, then an explanation must be provided on page 7, question 7.

- Enter data in the yellow-highlighted cells as appropriate. Enter your district's reserve level requirement on line 1d. Whether a district meets required reserve levels is automatically determined and displayed on page 6, line 3. Any fiscal year with a "No" result in line 3 requires a response in line 4.

- Any total compensation variance requires an explanation on page 7, question 5.

- The causes of and plans to address deficit spending, especially for any deficit resulting from or increased by the agreement, must be addressed on page 7, question 6.

Section J, Pages 8 and 8a: Certification No. 1

- Enter data in yellow-highlighted cells on page 8 as appropriate. Once data is entered, the form should be printed, "I am able to certify" or "I am unable to certify" must be checked and signed by the district Superintendent and Chief Business Official. Use page 8a to list the budget assumptions and address affordability in subsequent years. Submit the signed certification and the completed Public Disclosure to the County Office.

Section K, Page 9: Certification No. 2

- Enter data in yellow-highlighted cells on page 9 as appropriate. Once data is entered, the form should be printed, signed and dated by the district Superintendent. The completed disclosure is ready for posting and submission to the County Office. After the the Governing Board meeting, the Board President or Clerk of the Board (district Superintendent) must sign and date Certification No. 2. and submit to the County Office.

Los Angeles County Office of Education
Business Advisory Services

PUBLIC DISCLOSURE OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
in accordance with AB 1200 (Chapter 1213/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5

Name of School District:	Burbank Unified School District
Name of Bargaining Unit:	California School Employees Association (CSEA)
Certificated, Classified, Other:	Classified

The proposed agreement covers the period beginning: July 1, 2025 (date) and ending: (date)

The Governing Board will act upon this agreement on: July 1, 2025 (date)

Note: This form, along with a copy of the proposed agreement, must be submitted to the County Office at least ten (10) working days prior to the date the Governing Board will take action.

A. Proposed Change in Compensation

	Bargaining Unit Compensation **All Funds - Combined**		**Fiscal Impact of Proposed Agreement** (Complete Years 2 and 3 for multiyear and overlapping agreements only)		
		Annual Cost Prior to Proposed Settlement	Year 1 Increase/(Decrease) **2024-25**	Year 2 Increase/(Decrease) **2025-26**	Year 3 Increase/(Decrease) **2026-27**
1.	**Salary Schedule** Including Step and Column	$ 40,610,011	$ -	$ -	$ -
			0.00%	0.00%	0.00%
2.	**Other Compensation** Stipends, Bonuses, Longevity, Overtime, Differential, Callback or Standby Pay, etc.	$ 2,121,836	$ -	$ 153,900	$ 175,300
			0.00%	7.25%	7.70%
	Description of Other Compensation				
3.	**Statutory Benefits** - STRS, PERS, FICA, WC, UI, Medicare, etc.	$ 14,550,136	$ -	$ 58,174	$ 66,263
			0.00%	0.40%	0.45%
4.	**Health/Welfare Plans**	$ 6,449,426	$ -	$ -	$ -
			0.00%	0.00%	0.00%
5.	**Total Bargaining Unit Compensation** Add Items 1 through 4 to equal 5	$ 63,731,409	$ -	$ 212,074	$ 241,563
			0.00%	0.33%	0.38%
6.	**Total Number of Bargaining Unit Employees** (Use FTEs if appropriate)	672.00			
7.	**Total Compensation <u>Average</u> Cost per Bargaining Unit Employee**	$ 94,838	$ -	$ 316	$ 359
			0.00%	0.33%	0.38%

8. What was the negotiated percentage change? For example, if the change in "Year 1" was for less than a full year, what is the annualized percentage of that change for "Year 1"?

No incease in Year 1 (current year) only applies to 25-26 onwards.

9. Were any additional steps, columns, or ranges added to the salary schedules? (If yes, please explain.)

N/A

10. Please include comments and explanations as necessary. (If more room is necessary, please attach an additional sheet.)

Longevity for CSEA members has increased by $50 per month per person for 25-26 onwards. We have calculated this based on everyone current receiving longevity and those CSEA members who will begin receiving longevity this coming year or the following.

11. Does this bargaining unit have a negotiated cap for Health and Welfare benefits? Yes [ ] No [X]
If yes, please describe the cap amount.

N/A

B. Proposed negotiated changes in noncompensation items (i.e., class size adjustments, staff development days, teacher prep time, classified staffing ratios, etc.)

N/A

C. What are the specific impacts (positive or negative) on instructional and support programs to accommodate the settlement? Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (i.e., counselors, librarians, custodial staff, etc.)

N/A

D. What contingency language is included in the proposed agreement (e.g., reopeners, etc.)?

None

E. Identify other major provisions that do not directly affect the district's costs, such as binding arbitrations, grievance procedures, etc.

N/A

F. Source of Funding for Proposed Agreement:

1. Current Year

No current year impact.

2. If this is a single year agreement, how will the ongoing cost of the proposed agreement be funded in subsequent years?

Fund 01.0 General Fund; Fund 11.0 - Adult Education, Fund 12.0 - Child Development, Fund 13.0 - Cafeteria Fund - each of these funds has vacancy savings that will be used for this adjustment.

3. If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)

N/A

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Unrestricted General Fund

Bargaining Unit: California School Employees Association (CSEA)

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 03/06/2025)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	165,266,871.00		$ -	$ 165,266,871
Federal Revenue	8100-8299	$ -		$ -	$ -
Other State Revenue	8300-8599	6,568,883.00		$ -	$ 6,568,883
Other Local Revenue	8600-8799	3,349,576.00		$ -	$ 3,349,576
TOTAL REVENUES		$ -		$ -	$ 175,185,330
EXPENDITURES					
Certificated Salaries	1000-1999	67,793,316.00			$ 67,793,316
Classified Salaries	2000-2999	20,418,372.00			$ 20,418,372
Employee Benefits	3000-3999	35,739,746.00			$ 35,739,746
Books and Supplies	4000-4999	2,162,289.00			$ 2,162,289
Services and Other Operating Expenditures	5000-5999	14,047,535.00		$ -	$ 14,047,535
Capital Outlay	6000-6999	2,004,098.00		$ -	$ 2,004,098
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	1,450,579.00		$ -	$ 1,450,579
Transfers of Indirect Costs	7300-7399	(1,753,048.00)		$ -	$ (1,753,048)
TOTAL EXPENDITURES		$ -	$ -	$ -	$ 141,862,887
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	1,941,114.00		$ -	$ 1,941,114
Contributions	8980-8999	(42,526,487.00)		$ -	$ (42,526,487)
OPERATING SURPLUS (DEFICIT)*		$ (44,467,601)	$ -	$ -	$ (11,145,158)
BEGINNING FUND BALANCE	9791	37,700,342.95			37,700,342.95
Audit Adjustments/Other Restatements	9793/9795				$ -
ENDING FUND BALANCE		$ (6,767,258)	$ -	$ -	$ 26,555,185
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719		$ -	$ -	$ -
Restricted	9740				
Committed	9750-9760				$ -
Assigned	9780				$ -
Reserve for Economic Uncertainties	9789			$ -	$ -
Unassigned/Unappropriated Amount	9790	$ (6,767,258)	$ -	$ -	$ 26,555,185

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Restricted General Fund

Bargaining Unit: California School Employees Association (CSEA)

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 03/06/2025)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ -		$ -	$ -
Federal Revenue	8100-8299	8,394,283.00		$ -	$ 8,394,283
Other State Revenue	8300-8599	23,032,509.00			$ 23,032,509
Other Local Revenue	8600-8799	2,989,995.00		$ -	$ 2,989,995
TOTAL REVENUES		$ -		$ -	$ 34,416,787
EXPENDITURES					
Certificated Salaries	1000-1999	17,609,450.00			$ 17,609,450
Classified Salaries	2000-2999	17,624,321.00			$ 17,624,321
Employee Benefits	3000-3999	15,226,832.00			$ 15,226,832
Books and Supplies	4000-4999	15,980,528.00			$ 15,980,528
Services and Other Operating Expenditures	5000-5999	26,576,051.00		$ -	$ 26,576,051
Capital Outlay	6000-6999	1,189,533.00		$ -	$ 1,189,533
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	0.00		$ -	$ -
Transfers of Indirect Costs	7300-7399	1,253,155.00		$ -	$ 1,253,155
TOTAL EXPENDITURES		$ -	$ -	$ -	$ 95,459,870
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979				$ -
Transfers Out and Other Uses	7600-7699				$ -
Contributions	8980-8999	42,526,487.00			$ 42,526,487
OPERATING SURPLUS (DEFICIT)*		$ 42,526,487	$ -	$ -	$ (18,516,596)
BEGINNING FUND BALANCE	9791	32,630,287.92			32,630,287.92
Audit Adjustments/Other Restatements	9793/9795				$ -
ENDING FUND BALANCE		$ 75,156,775	$ -	$ -	$ 14,113,692
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719				$ -
Restricted	9740	15,307,900.14			$ 15,307,900
Committed	9750-9760				
Assigned Amounts	9780				
Reserve for Economic Uncertainties	9789				$ -
Unassigned/Unappropriated Amount	9790	$ 75,156,775	$ -	$ -	$ (1,194,208)

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Combined General Fund

Bargaining Unit: California School Employees Association (CSEA)

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 03/06/2025)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ 165,266,871		$ -	$ 165,266,871
Federal Revenue	8100-8299	$ 8,394,283		$ -	$ 8,394,283
Other State Revenue	8300-8599	$ 29,601,392		$ -	$ 29,601,392
Other Local Revenue	8600-8799	$ 6,339,571		$ -	$ 6,339,571
TOTAL REVENUES		$ 209,602,117		$ -	$ 209,602,117
EXPENDITURES					
Certificated Salaries	1000-1999	$ 85,402,766	$ -	$ -	$ 85,402,766
Classified Salaries	2000-2999	$ 38,042,693	$ -	$ -	$ 38,042,693
Employee Benefits	3000-3999	$ 50,966,578	$ -	$ -	$ 50,966,578
Books and Supplies	4000-4999	$ 18,142,817		$ -	$ 18,142,817
Services and Other Operating Expenditures	5000-5999	$ 40,623,586		$ -	$ 40,623,586
Capital Outlay	6000-6999	$ 3,193,631		$ -	$ 3,193,631
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 1,450,579		$ -	$ 1,450,579
Transfers of Indirect Costs	7300-7399	$ (499,893)		$ -	$ (499,893)
TOTAL EXPENDITURES		$ 237,322,757	$ -	$ -	$ 237,322,757
OTHER FINANCING SOURCES/USES					
Transfer In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 1,941,114	$ -	$ -	$ 1,941,114
Contributions	8980-8999	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ (29,661,754)	$ -	$ -	$ (29,661,754)
BEGINNING FUND BALANCE	9791	$ 70,330,631			$ 70,330,631
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 40,668,877	$ -	$ -	$ 40,668,877
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 15,307,900	$ -	$ -	$ 15,307,900
Committed	9750-9760	$ -	$ -	$ -	$ -
Assigned	9780	$ -	$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ 25,360,977	$ -	$ -	$ 25,360,977

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Fund 11 - Adult Education Fund

Bargaining Unit: California School Employees Association (CSEA)

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 12/14/2023)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
Federal Revenue	8100-8299	542,243.00		$ -	$ 542,243
Other State Revenue	8300-8599	4,560,164.00		$ -	$ 4,560,164
Other Local Revenue	8600-8799	367,266.00		$ -	$ 367,266
TOTAL REVENUES		$ -		$ -	$ 5,469,673
EXPENDITURES					
Certificated Salaries	1000-1999	2,887,989.00			$ 2,887,989
Classified Salaries	2000-2999	795,924.00			$ 795,924
Employee Benefits	3000-3999	1,824,202.00			$ 1,824,202
Books and Supplies	4000-4999	1,030,170.00		$ -	$ 1,030,170
Services and Other Operating Expenditures	5000-5999	559,026.00		$ -	$ 559,026
Capital Outlay	6000-6999	1,677,785.00		$ -	$ 1,677,785
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	0.00		$ -	$ -
Transfers of Indirect Costs	7300-7399	316,426.00		$ -	$ 316,426
TOTAL EXPENDITURES		$ -	$ -	$ -	$ 9,091,522
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ -	$ -	$ -	$ (3,621,849)
BEGINNING FUND BALANCE	9791	4,411,168.44			4,411,168.44
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 4,411,168	$ -	$ -	$ 789,319
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719			$ -	$ -
Restricted	9740				$ -
Committed	9750-9760				$ -
Assigned	9780				$ -
Reserve for Economic Uncertainties	9789				$ -
Unassigned/Unappropriated Amount	9790	$ 4,411,168	$ -	$ -	$ 789,319

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Fund 12 - Child Development Fund

Bargaining Unit: California School Employees Association (CSEA)

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 03/06/2025)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
Federal Revenue	8100-8299	298,913.00		$ -	$ 298,913
Other State Revenue	8300-8599	775,061.00		$ -	$ 775,061
Other Local Revenue	8600-8799	3,384,362.00		$ -	$ 3,384,362
TOTAL REVENUES		$ -		$ -	$ 4,458,336
EXPENDITURES					
Certificated Salaries	1000-1999	1,145,658.00			$ 1,145,658
Classified Salaries	2000-2999	912,338.00			$ 912,338
Employee Benefits	3000-3999	1,069,919.00			$ 1,069,919
Books and Supplies	4000-4999	267,013.00			$ 267,013
Services and Other Operating Expenditures	5000-5999	178,858.00		$ -	$ 178,858
Capital Outlay	6000-6999	0.00		$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	0.00		$ -	$ -
Transfers of Indirect Costs	7300-7399	183,466.00		$ -	$ 183,466
TOTAL EXPENDITURES		$ -	$ -	$ -	$ 3,757,252
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979				$ -
Transfers Out and Other Uses	7600-7699				$ -
OPERATING SURPLUS (DEFICIT)*		$ -	$ -	$ -	$ 701,084
BEGINNING FUND BALANCE	9791	444,839.85			444,839.85
Audit Adjustments/Other Restatements	9793/9795				$ -
ENDING FUND BALANCE		$ 444,840	$ -	$ -	$ 1,145,924
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719				$ -
Restricted	9740				$ -
Committed	9750-9760		$ -	$ -	$ -
Assigned	9780		$ -	$ -	$ -
Reserve for Economic Uncertainties	9789		$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ 444,840	$ -	$ -	$ 1,145,924

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Fund 13/61 - Cafeteria Fund

Bargaining Unit: California School Employees Association (CSEA)

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 03/06/2025)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ -		$ -	$ -
Federal Revenue	8100-8299	$ 2,272,275		$ -	$ 2,272,275
Other State Revenue	8300-8599	$ 4,509,366		$ -	$ 4,509,366
Other Local Revenue	8600-8799	$ 537,923		$ -	$ 537,923
TOTAL REVENUES		$ 7,319,564		$ -	$ 7,319,564
EXPENDITURES					
Certificated Salaries	1000-1999	0.00			$ -
Classified Salaries	2000-2999	$ 2,980,892			$ 2,980,892
Employee Benefits	3000-3999	$ 1,000,488			$ 1,000,488
Books and Supplies	4000-4999	$ 3,487,185		$ -	$ 3,487,185
Services and Other Operating Expenditures	5000-5999	$ 285,916		$ -	$ 285,916
Capital Outlay	6000-6999	$ 1,195,269		$ -	$ 1,195,269
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	0.00		$ -	$ -
Transfers of Indirect Costs	7300-7399	0.00		$ -	$ -
TOTAL EXPENDITURES		$ 8,949,750	$ -	$ -	$ 8,949,750
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979		$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ (1,630,186)	$ -	$ -	$ (1,630,186)
BEGINNING FUND BALANCE	9791	$ 6,649,746			$ 6,649,746
Audit Adjustments/Other Restatements	9793/9795				$ -
ENDING FUND BALANCE		$ 5,019,560	$ -	$ -	$ 5,019,560
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719				$ -
Restricted	9740				$ -
Committed	9750-9760				$ -
Assigned	9780				$ -
Reserve for Economic Uncertainties	9789				$ -
Unassigned/Unappropriated Amount	9790	$ 5,019,560	$ -	$ -	$ 5,019,560

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Enter Fund:

Bargaining Unit: California School Employees Association (CSEA)

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 03/06/2025)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
Federal Revenue	8100-8299	$ -		$ -	$ -
Other State Revenue	8300-8599	$ -		$ -	$ -
Other Local Revenues	8600-8799	$ -		$ -	$ -
TOTAL REVENUES		$ -		$ -	$ -
EXPENDITURES					
Certificated Salaries	1000-1999	$ -	$ -	$ -	$ -
Classified Salaries	2000-2999	$ -	$ -	$ -	$ -
Employee Benefits	3000-3999	$ -	$ -	$ -	$ -
Books and Supplies	4000-4999	$ -		$ -	$ -
Services and Other Operating Expenditures	5000-5999	$ -		$ -	$ -
Capital Outlay	6000-6999	$ -		$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ -		$ -	$ -
Transfers of Indirect Costs	7300-7399	$ -		$ -	$ -
TOTAL EXPENDITURES		$ -	$ -	$ -	$ -
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ -	$ -	$ -	$ -
BEGINNING FUND BALANCE	9791	$ -			$ -
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ -	$ -	$ -	$ -
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ -	$ -	$ -	$ -
Committed	9750-9760	$ -	$ -	$ -	$ -
Assigned	9780	$ -	$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ -	$ -	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Enter Fund:
Bargaining Unit: California School Employees Association (CSEA)

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 03/06/2025)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
Federal Revenue	8100-8299	$ -		$ -	$ -
Other State Revenue	8300-8599	$ -		$ -	$ -
Other Local Revenue	8600-8799	$ -		$ -	$ -
TOTAL REVENUES		$ -		$ -	$ -
EXPENDITURES					
Certificated Salaries	1000-1999	$ -	$ -	$ -	$ -
Classified Salaries	2000-2999	$ -	$ -	$ -	$ -
Employee Benefits	3000-3999	$ -	$ -	$ -	$ -
Books and Supplies	4000-4999	$ -		$ -	$ -
Services and Other Operating Expenditures	5000-5999	$ -		$ -	$ -
Capital Outlay	6000-6999	$ -		$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ -		$ -	$ -
Transfers of Indirect Costs	7300-7399	$ -		$ -	$ -
TOTAL EXPENDITURES		$ -	$ -	$ -	$ -
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ -	$ -	$ -	$ -
BEGINNING FUND BALANCE	9791	$ -			$ -
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ -	$ -	$ -	$ -
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ -	$ -	$ -	$ -
Committed	9750-9760	$ -	$ -	$ -	$ -
Assigned	9780	$ -	$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ -	$ -	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

Burbank Unified School District
California School Employees Association (CSEA)

Explanations for Column 3 "Other Revisions" entered on Pages 4a through 4h:

Page 4a: Unrestricted General Fund	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Page 4b: Restricted General Fund	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Page 4d: Fund 11 - Adult Education Fund	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Page 4e: Fund 12 - Child Development Fund	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Page 4f: Fund 13/61 - Cafeteria Fund	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Page 4g: Other	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Page 4h: Other	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Additional Comments:

There is no current year impact.

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Unrestricted General Fund MYP

Bargaining Unit: California School Employees Association (CSEA)

	Object Code	2024-25 Total Revised Budget After Settlement	2025-26 First Subsequent Year After Settlement	2026-27 Second Subsequent Year After Settlement
REVENUES				
LCFF Revenue	8010-8099	$ 165,266,871	$ 170,154,949	$ 175,203,490
Federal Revenue	8100-8299	$ -	$ -	$ -
Other State Revenue	8300-8599	$ 6,568,883	$ 6,661,222	$ 6,826,740
Other Local Revenue	8600-8799	$ 3,349,576	$ 1,316,080	$ 1,302,919
TOTAL REVENUES		$ 175,185,330	$ 178,132,251	$ 183,333,149
EXPENDITURES				
Certificated Salaries	1000-1999	$ 67,793,316	$ 68,091,500	$ 69,760,934
Classified Salaries	2000-2999	$ 20,418,372	$ 21,312,380	$ 22,451,250
Employee Benefits	3000-3999	$ 35,739,746	$ 36,144,866	$ 37,717,234
Books and Supplies	4000-4999	$ 2,162,289	$ 2,002,496	$ 2,056,564
Services and Other Operating Expenditures	5000-5999	$ 14,047,535	$ 14,454,912	$ 14,849,280
Capital Outlay	6000-6999	$ 2,004,098	$ 0	$ 0
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 1,450,579	$ 1,492,646	$ 1,532,947
Transfers of Indirect Costs	7300-7399	$ (1,753,048)	$ (1,803,886)	$ (1,852,591)
Other Adjustments				
TOTAL EXPENDITURES		$ 141,862,887	$ 141,694,914	$ 146,515,618
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	$ -		
Transfers Out and Other Uses	7600-7699	$ 1,941,114	$ 2,135,226	$ 2,348,748
Contributions	8980-8999	$ (42,526,487)	$ (42,479,401)	$ (45,798,807)
OPERATING SURPLUS (DEFICIT)*		$ (11,145,158)	$ (8,177,289)	$ (11,330,024)
BEGINNING FUND BALANCE	9791	37,700,342.95	$ 26,555,185	$ 18,377,895
Audit Adjustments/Other Restatements	9793/9795	$ -		
ENDING FUND BALANCE		$ 26,555,185	$ 18,377,895	$ 7,047,871
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable	9711-9719	$ -	$ 100,060	$ 100,060
Restricted	9740			
Committed	9750-9760	$ -		
Assigned	9780	$ -	$ 400,000	
Reserve for Economic Uncertainties	9789	$ -	$ 13,686,301	$ 6,805,733
Unassigned/Unappropriated Amount	9790	$ 26,555,185	$ 4,191,534	$ 142,078

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Restricted General Fund MYP

Bargaining Unit: California School Employees Association (CSEA)

	Object Code	2024-25 Total Revised Budget After Settlement	2025-26 First Subsequent Year After Settlement	2026-27 Second Subsequent Year After Settlement
REVENUES				
LCFF Revenue	8010-8099	$ -	$ -	$ -
Federal Revenue	8100-8299	$ 8,394,283	$ 8,310,340	$ 8,227,237
Other State Revenue	8300-8599	$ 23,032,509	$ 23,356,277	$ 23,122,715
Other Local Revenue	8600-8799	$ 2,989,995	$ 2,960,095	$ 2,930,494
TOTAL REVENUES		$ 34,416,787	$ 34,626,712	$ 34,280,446
EXPENDITURES				
Certificated Salaries	1000-1999	$ 17,609,450	$ 18,022,740	$ 17,326,396
Classified Salaries	2000-2999	$ 17,624,321	$ 18,638,547	$ 18,099,159
Employee Benefits	3000-3999	$ 15,226,832	$ 16,072,870	$ 15,991,352
Books and Supplies	4000-4999	$ 15,980,528	$ 9,885,565	$ 4,652,475
Services and Other Operating Expenditures	5000-5999	$ 26,576,051	$ 24,612,080	$ 25,272,521
Capital Outlay	6000-6999	$ 1,189,533	$ 24,030	$ 24,679
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ -	$ -	$ -
Transfers of Indirect Costs	7300-7399	$ 1,253,155	$ 1,289,498	$ 1,324,315
Other Adjustments				
TOTAL EXPENDITURES		$ 95,459,870	$ 88,545,330	$ 82,690,897
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	$ -		
Transfers Out and Other Uses	7600-7699	$ -		
Contributions	8980-8999	$ 42,526,487	$ 42,479,401	$ 45,798,807
OPERATING SURPLUS (DEFICIT)*		$ (18,516,596)	$ (11,439,216)	$ (2,611,644)
BEGINNING FUND BALANCE	9791	32,630,287.92	$ 14,113,692	$ 2,674,476
Audit Adjustments/Other Restatements	9793/9795	$ -		
ENDING FUND BALANCE		$ 14,113,692	$ 2,674,476	$ 62,832
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable	9711-9719	$ -		
Restricted	9740	$ 15,307,900		
Committed	9750-9760			
Assigned	9780			
Reserve for Economic Uncertainties	9789	$ -	$ 2,656,360	
Unassigned/Unappropriated Amount	9790	$ (1,194,208)	$ 18,116	$ 62,832

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Combined General Fund MYP

Bargaining Unit: California School Employees Association (CSEA)

	Object Code	2024-25 Total Revised Budget After Settlement	2025-26 First Subsequent Year After Settlement	2026-27 Second Subsequent Year After Settlement
REVENUES				
LCFF Revenue	8010-8099	$ 165,266,871	$ 170,154,949	$ 175,203,490
Federal Revenue	8100-8299	$ 8,394,283	$ 8,310,340	$ 8,227,237
Other State Revenue	8300-8599	$ 29,601,392	$ 30,017,499	$ 29,949,455
Other Local Revenue	8600-8799	$ 6,339,571	$ 4,276,175	$ 4,233,414
TOTAL REVENUES		$ 209,602,117	$ 212,758,963	$ 217,613,595
EXPENDITURES				
Certificated Salaries	1000-1999	$ 85,402,766	$ 86,114,239	$ 87,087,330
Classified Salaries	2000-2999	$ 38,042,693	$ 39,950,927	$ 40,550,409
Employee Benefits	3000-3999	$ 50,966,578	$ 52,217,736	$ 53,708,586
Books and Supplies	4000-4999	$ 18,142,817	$ 11,888,061	$ 6,709,039
Services and Other Operating Expenditures	5000-5999	$ 40,623,586	$ 39,066,992	$ 40,121,801
Capital Outlay	6000-6999	$ 3,193,631	$ 24,030	$ 24,679
Other Outgo (excuding Indirect Costs)	7100-7299 7400-7499	$ 1,450,579	$ 1,492,646	$ 1,532,947
Transfers of Indirect Costs	7300-7399	$ (499,893)	$ (514,388)	$ (528,276)
Other Adjustments			$ -	$ -
TOTAL EXPENDITURES		$ 237,322,757	$ 230,240,243	$ 229,206,515
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 1,941,114	$ 2,135,226	$ 2,348,748
Contributions	8980-8999	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ (29,661,754)	$ (19,616,506)	$ (13,941,668)
BEGINNING FUND BALANCE	9791	$ 70,330,631	$ 40,668,877	$ 21,052,371
Audit Adjustments/Other Restatements	9793/9795	$ -		
ENDING FUND BALANCE		$ 40,668,877	$ 21,052,371	$ 7,110,703
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable	9711-9719	$ -	$ 100,060	$ 100,060
Restricted	9740	$ 15,307,900	$ -	$ -
Committed	9750-9760	$ -	$ -	$ -
Assigned	9780	$ -	$ 400,000	$ -
Reserve for Economic Uncertainties	9789	$ -	$ 16,342,661	$ 6,805,733
Unassigned/Unappropriated Amount	9790	$ 25,360,977	$ 4,209,650	$ 204,910

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

Burbank Unified School District
California School Employees Association (CSEA)

I. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES

1. State Reserve Standard

		2024-25	2025-26	2026-27
a.	Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	$ 239,263,871	$ 232,375,469	$ 231,555,263
b.	Less: Special Education Pass-Through Funds	$ -	$ -	$ -
c.	Net Expenditures, Transfers Out, and Uses	$ 239,263,871	$ 232,375,469	$ 231,555,263
d.	State Standard Minimum Reserve Percentage for this District **Enter percentage** →	3.00%	3.00%	3.00%
e.	State Standard Minimum Reserve Amount for this District (For districts with less than 1,001 ADA, this is the greater of Line a, times Line b, or $50,000)	$ 7,177,916	$ 6,971,264	$ 6,946,658

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a.	General Fund Budgeted Unrestricted Designated for Economic Uncertainties (9789)	$ -	$ 13,686,301	$ 6,805,733
b.	General Fund Budgeted Unrestricted Unassigned/Unappropriated Amount (9790)	$ 26,555,185	$ 4,191,534	$ 142,078
c.	Special Reserve Fund (Fund 17) Budgeted Designated for Economic Uncertainties (9789)	$ -	$ -	$ -
d.	Special Reserve Fund (Fund 17) Budgeted Unassigned/Unappropriated Amount (9790)	$ -	$ -	$ -
e.	Total Available Reserves	$ 26,555,185	$ 17,877,835	$ 6,947,811
f.	Reserve for Economic Uncertainties Percentage	11.10%	7.69%	3.00%

3. Do unrestricted reserves meet the state minimum reserve amount?

2024-25	Yes	X	No	
2025-26	Yes	X	No	
2026-27	Yes	X	No	

4. If no, how do you plan to restore your reserves?

We understand our reserve budget is depleting - our longevity increase for CSEA will be covered by freezing a few vacancy hires to ensure sufficient funds.

5. **Does the Total Compensation Increase/(Decrease) on Page 1, Section A, #5 agree with the Total Increase/(Decrease) for all funds as a result of the settlement(s)? Please explain any variance.**

Total Compensation Increase/(Decrease) on Page 1, Section A, #5	$	-
General Fund balance Increase/(Decrease), Page 4c, Column 2	$	-
Adult Education Fund balance Increase/(Decrease), Page 4d, Column 2	$	-
Child Development Fund balance Increase/(Decrease), Page 4e, Column 2	$	-
Cafeteria Fund balance Increase/(Decrease), Page 4f, Column 2	$	-
Other Fund balance Increase/(Decrease), Page 4g, Column 2	$	-
Other Fund balance Increase/(Decrease), Page 4h, Column 2	$	-
Total all fund balances Increase/(Decrease) as a result of the settlement(s)	$	-
Variance	$	-

Variance Explanation:

6. **Will this agreement create or increase deficit financing in the current or subsequent years?**
"Deficit Financing" is defined to exist when a fund's expenditures and other financing uses exceed its revenues and other financing sources in a given year. If a deficit is shown below, provide an explanation and any deficit reduction plan, as necessary.

General Fund Combined	Surplus/ (Deficit)	(Deficit) %	Deficit primarily due to:
Current FY Surplus/(Deficit) before settlement(s)?	$ (29,661,754)	(12.4%)	Declining enrollment
Current FY Surplus/(Deficit) after settlement(s)?	$ (29,661,754)	(12.4%)	Declining enrollment
1st Subsequent FY Surplus/(Deficit) after settlement(s)?	$ (19,616,506)	(8.4%)	Declining enrollment but gradually improvi
2nd Subsequent FY Surplus/(Deficit) after settlement(s)?	$ (13,941,668)	(6.0%)	Declining enrollment but gradually improvi

Deficit Reduction Plan (as necessary):
We are aware of current defecit spending and are mid way through analyses to reduce costs in the out years. Part of this is already in motion through our fiscal stabilization plan. We also conservatively budget for all our vacancies - in which some of these may have to be frozen for a time period in the future.

7. **Were "Other Adjustments" amount(s) entered in the multiyear projections (pages 5a and 5b) for 1st and 2nd Subsequent FY?**

"Other Adjustments" could indicate that a budget reduction plan was/is being developed to address deficit spending, and to rebuild reserves. Any amount shown below must have an explanation. If additional space is needed, attach a separate sheet, or use page 8a.

MYP	Amount	"Other Adjustments" Explanation
1st Subsequent FY Unrestricted, Page 5a	$ -	
1st Subsequent FY Restricted, Page 5b	$ -	
2nd Subsequent FY Unrestricted, Page 5a	$ -	
2nd Subsequent FY Restricted, Page 5b	$ -	

J. CERTIFICATION NO. 1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF THE COLLECTIVE BARGAINING AGREEMENT

This certification page must be signed by the district's Superintendent and Chief Business Official at the time of public disclosure and is intended to assist the district's Governing Board in determining whether the district can meet the costs incurred under the tentative Collective Bargaining Agreement in the current and subsequent years. The absence of a certification signature or if "I am unable to certify" is checked should serve as a "red flag" to the district's Governing Board.

Board Actions

The board actions necessary to meet the cost of the agreement in each year of its term are as follows:

Current Year

Budget Adjustment Categories:	Budget Adjustment Increase/(Decrease)
Revenues/Other Financing Sources	$ -
Expenditures/Other Financing Uses	$ -
Ending Balance(s) Increase/(Decrease)	$ -

Subsequent Years

Budget Adjustment Categories:	Budget Adjustment Increase/(Decrease)
Revenues/Other Financing Sources	$ -
Expenditures/Other Financing Uses	$ -
Ending Balance(s) Increase/(Decrease)	$ -

Budget Revisions

If the district does not adopt and submit within 45 days all of the revisions to its budget needed in the current year to meet the costs of the agreement at the time of the approval of the proposed collective bargaining agreement, the county superintendent of schools is required to issue a qualified or negative certification for the district on its next interim report.

Assumptions

See attached page for a list of the assumptions upon which this certification is based.

Certifications

____ I hereby certify ____ I am unable to certify

District Superintendent (Signature)	Date

____ I hereby certify ____ I am unable to certify

Chief Business Official (Signature)	Date

Special Note: The Los Angeles County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.

Burbank Unified School District
California School Employees Association (CSEA)

Assumptions and Explanations (enter or attach documentation)

The assumptions upon which this certification is made are as follows:

The $50 increase per month in longevity applied to 316 CSEA members. Additionally, 30 CSEA members will be eligible in 25-26 and an additonal 29 members in 26-27. After computing which staff members were eligible, we calculated the salary increases and subsequent benefits increases. We have assumed that ~5% of our vacancies may need to be 'frozen' to ensure we can afford this increase, however we conservatively budget for all vacancies being filled - thus we do not anticipate not being able to fulfill this commitment.

Concerns regarding affordability of agreement in subsequent years (if any):

Addressed above.

K. CERTIFICATION NO. 2

The disclosure document must be signed by the district Superintendent at the time of public disclosure and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Sections 3540.2(a) and 3547.5.

Burbank Unified School District
District Name

District Superintendent (Signature) — **Date**

Andrew Cantwell
Contact Person — **Phone**

President (or Clerk), Governing Board (Signature) — **Date**

Special Note: The Los Angeles County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.

TENTATIVE AGREEMENT

between the

BURBANK UNIFIED SCHOOL DISTRICT

and the

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS BURBANK CHAPTER #674

March 24th, 2025

This Tentative Agreement is entered into by and between the Burbank Unified School District ("District") and the California School Employees Association and its Burbank Chapter #674 ("Association") in settlement of negotiations for a successor agreement to the contract that expired on June 30, 2024.

The following Articles have been revised and set forth as attachments:

Article 1 – Agreement
Article 8 – Compensation
Article 9 – Health and Welfare Benefits
Article 10 – Hours of Employment and Overtime
Article 11 – Holidays
Article 13 – Leaves
Article 21 - Reclassification
Article 24 – Concerted Activities
Exhibit H-1: Burbank Unified School District, CSEA Work Calendar 2025-2026

Except as expressly set forth herein, the remainder of the Agreement shall be unchanged. This Tentative Agreement including Attachments constitutes the entire agreement of the parties. All other proposals were deemed withdrawn.

For District:

Dated: **March 24th, 2025**

Sarah Rudchenko

Andrew Cantwell

Leticia Castillo

For CSEA:

Dated: **March 24th, 2025**

Laura Bauman

Omar Olea

Nicole Knoop

Hugo Sanchez

Angelica FitzGerald

Ignacio Duarte

Alexi Buliavac

Magali Huerta

Ian Bolles

Derek Eckstein

ARTICLE 1 - AGREEMENT

This Agreement is made and entered into the Burbank Unified School District (hereafter "District") and the California School Employees Association and its Burbank Chapter 674, (hereafter "CSEA" or "Association").

~~Due to the COVID-19 pandemic, the parties agreed to a term extension for the period of July 1, 2020 through June 30, 2021.~~

This Successor Agreement shall remain in full force and effect for a period from July 1, ~~2021~~**2024** through June 30, ~~2024~~**2027.**

Tentative Agreement
Between
the California School Employees Association and its Burbank Chapter #674 ("CSEA")
and
the Burbank Unified School District ("District")

ARTICLE 8 - COMPENSATION

8.1 Employees covered by this Agreement shall be paid salaries, wages, and pay rates as provided in the attached EXHIBITS A and B as included in the Appendices of this Agreement. EXHIBIT B, the Classified Salary Schedule, shall be amended in as follows:

8.1.1 Effective July 1, 2023, the Classified Salary Schedule shall be increased by 3.5%.

8.1.2 Finances permitting,-The District and CSEA commit to completing a salary reallocation analysis for the following job families in ~~2024-2025~~ **2025-2026**: Accounting, Clerical, Auxiliary, Purchasing, and Technology. The District agrees that no funds will be allocated to negotiated wage increases for any District employees until the salary study reallocation analysis is completed.

8.2 In the event the District intends to take to the Board of Education a resolution for layoffs/reductions affecting ~~more than 20~~ unit members, ~~between the date of ratification of this Agreement and June 30, 2024, the District and Association shall meet in advance to explore options and alternatives to those layoffs/reductions.~~ **the District shall notify the Association ~~by~~ prior to March 15th of each fiscal year. ~~of any layoffs/reductions affecting unit members.~~** This does not affect any rights found elsewhere in the Agreement or in law.

8.3 LONGEVITY PAY

Effective July 1, 202~~3~~5, unit members will receive longevity pay for creditable service as follows:

10 years - $142**192** per month
15 years - $179**229** per month
20 years - $~~234~~**284** per month
25 years - $~~280~~**330** per month
30 years - $~~324~~**374** per month

This amount will be prorated for any employee with a daily assignment of less than six (6) hours.

8.3.1 Longevity pay for all bargaining unit members shall be computed and paid based on each unit member's original date of employment as defined in EXHIBIT C of this Agreement.

8.4 TRANSLATING STIPEND

8.4.1 Provided he/she passes the District's basic bilingual and oral proficiency test, an employee who is annually designated by his/her supervisor(s), Who agrees to provide interpreting and/or translating services, and who does not have bilingual responsibilities as part of his/her official job description, shall be entitled to a stipend for oral translation within one's own department or in another office or department (with approval of his/her immediate supervisor). ~~He/she~~**They** shall be compensated at a flat $53 per month for the remainder of that school year.

8.4.2 Provided he/she passes the District's basic bilingual written proficiency test, an employee who is annually designated by his/her supervisor(s), who agrees to provide interpreting and/or translating services, and who does not have bilingual responsibilities as part of his/her official job description, shall be entitled to a stipend for written translation within one's own department or in another office or department (with approval of his/her immediate supervisor). ~~He/she~~ **They** shall be compensated an additional flat $65 per month for the remainder of that school year.

8.4.2.1 Written translation, for purposes of this article, does not include Special Education, medical, discipline, or Student Study Team-related issues, where knowledge of technical or legal terminology is required.

8.4.3 Any part-time employee who provides interpreting and/or translation, shall be given additional time at his/her hourly rate, up to eight (8) hours per day/forty (40) hours per week in order to not negatively impact his/her regularly assigned duties.

8.4.4 Any full-time employee who provides interpreting and/or translation shall be given additional time in order not to negatively impact his/her regularly assigned duties.

8.4.5 If translating causes an employee to work more than eight (8) hours in one day, or forty (40) hours in one week, he/she shall be paid the standard overtime rate.

8.4.6 An employee whose job description includes interpreting and/or translation in his/her particular program, but whose assignment requires the interpretation and/or translation of fewer than three (3) languages shall receive a flat $74 per month if designated and required by the immediate supervisor to serve the site in general for the remainder of that school year.

8.4.7 An employee whose job description includes interpreting and/or translation in their particular program, but whose assignment requires the interpretation and/or translation of three (3) or more languages shall receive a flat $142 per month.

8.5 HEALTH CARE STIPEND

When a student has been identified as having a severe health care need that has been determined by a physician and an IEP committee to be non-life threatening and/or not requiring one-to-one attention, then a stipend in the amount of $309 per month will be paid to a current classified employee assigned to perform any or all of the following services: gastrostomy tube feeding, catheterization, oxygen administration and care of related equipment, administering medication as directed, providing basic emergency care as needed, including but not limited to first aid, cardio pulmonary resuscitation, or other life sustaining efforts until medical assistance arrives.

An employee earning the stipend may be required to provide these services for more than one student. No more than one health care stipend may be earned by an employee at one time. This stipend shall not apply to employees who have the above stated responsibilities as part of their official job description.

8.6 FIRST AID STIPEND

Employees who volunteer and are designated by their supervisor to provide first aid in the absence of the school nurse on a regular or frequent basis, and who do not have these responsibilities as part of their official job description, shall be entitled to a stipend equivalent to 5% of their base salary. Once designated by their supervisor and Director of Human Resources to provide these services, employee(s) shall receive the stipend for the remainder of that semester. The employee(s) shall receive official notification of their designation from Human Resources.

First Aid Certificates shall be required for the following positions:

- Campus Supervisor
- Paraeducator - Health Care
- Health Services Assistant
- Paraeducator – Severely Impaired
- Office Assistant – Elementary

- Sr. Attendance Technician
- Lead Custodian
- School Office Manager – Elementary
- School Office Manager – Continuation
- Secretary III – Children Centers

All positions listed above have first aid responsibilities as part of their official job description and compensation for this responsibility has been included in the base salary with the exception of Secretary II's at the elementary school level who shall be paid an additional 5% stipend above and beyond their base salary.

New employees and employees designated by their supervisors to provide first aid services, shall obtain a First Aid certificate within six months of employment or designation.

First Aid training and the First Aid Certificate shall be provided at District expense and training shall occur during working hours. Renewal of the First Aid Certificate shall be accomplished at the District's expense and training shall occur during working hours.

8.7 SEVERELY IMPAIRED STIPEND

When a student has been identified as having a severely impaired need, determined by a physician and an IEP committee to be non-life-threatening, then a stipend in the amount of $181 per month will be paid to a current classified employee assigned to perform any of all of the following services: toileting, eating, washing, personal hygiene, assisting with physical aid appliances, assisting lifting in/out of wheelchair, assisting students to and from school bus or other transportation and/or in moving to and from activities on school site, basic first aid, administering medication as directed.

An employee earning this stipend may be required to provide these services for more than one student. No more than one severely impaired stipend may be earned by an employee at one time. This stipend shall not apply to employees who have the above stated responsibilities as part of their official job description.

8.8 GROUNDS TECHNICIANS

Grounds Technicians who obtain a pest control certification (~~Cat. A & B~~ **Laws and Regulation and Cat. B**) at their own expense and during their own time shall receive a monthly stipend of 5% of the salary for the duration of that license. Continuation of the stipend will be dependent upon successful renewal of the pest control certification (~~Cat. A & B~~ **Laws and Regulation and Cat. B**) which will be at District expense and on District time.

8.9 ASBESTOS

Employees who have been designated by their supervisor to provide asbestos removal and who hold a valid National Environmental Training for Hazardous Materials, Asbestos and Lead certification shall receive a stipend of $206 per month for the duration of the license.

8.10 GOVERNMENTAL LICENSES

New hires or employees who transfer to positions requiring the following governmental licenses as a condition of employment as set forth in the District's job description shall be granted a one-time payment upon hire or transfer of $309 for each such license held when a copy of such license is presented to the District: Back Flow License, Fire Extinguisher License, and Bureau of Automotive Inspection Certificate.

8.11 NOTARY PUBLIC STIPEND

The District and CSEA agree that an annual stipend of $1,238 shall be provided for possession and use in the District of a Notary Public Commission Certificate. For those employees working less than 12 months/year, this stipend shall be prorated to the equivalent monthly amount of $104. The person receiving this stipend shall provide notary services for any site or department for the sole purpose of District business related activities.

8.12 TECHNOLOGY STIPEND

The District and CSEA agree that an annual stipend of $2,570 shall be paid to the designated Site Technician. The unit member receiving this stipend shall provide basic technology support for the assigned site. Payment shall be $1,285 per semester.

PAY AND ALLOWANCES:
(Sections 8.13 through 8.21 shall only be opened by mutual agreement)

8.13 REGULAR RATE OF PAY

The regular rate of pay for each position in the bargaining unit shall be in accordance with the rates established for each class as provided for in Exhibit A, B, and C attached.

8.14 WARRANTS

All regular warrants of bargaining unit members shall be itemized to include voluntary and involuntary deductions to the extent that the payroll service of the County Superintendent of Schools provides.

8.15 PAYROLL PROCEDURES

All hourly salary rate bargaining unit members shall be paid once a month on the tenth (10^{th}) calendar day following the end of the month. If the normal pay day falls on a Saturday, Sunday, or holiday, the warrant shall be issued on the preceding workday.

8.15.1 The District shall utilize a twenty-two (22) working day County Payroll option for the purpose of making salary payments to bargaining unit members. It is understood that absences (including but not limited to sick leave, vacation, bereavement, and industrial accident) will be charged on an actual day basis. New employees will receive pay based on actual days worked during the first month of employment and terminating employees will receive pay based on the actual days worked during the last month of employment.

When an employee is absent without pay for an entire month, there shall be no salary payment. When an employee is absent without pay for a partial month, pay for that month will be based on twenty-two (22) days, less days not compensated during the month. However, an employee working one day in a twenty-three (23) day month would receive pay for that day. Lump sum vacation payments will be computed on a twenty-two (22) day basis.

8.15.2 The District and CSEA recognize and acknowledge that these provisions are subject to normal operating circumstances and exceptions may occur in the event of circumstances beyond the District's control.

8.16 PAYROLL ERRORS

8.16.1 Insufficient Pay: Any payroll error resulting in insufficient payment for a bargaining unit member shall be corrected, and a supplemental warrant issued, not later than five (5) working days after the bargaining unit member provides notice to the Payroll Department. When a payroll error occurs where the original monthly warrant(s) cannot be given to the bargaining unit member on his/her regularly scheduled pay day, the member shall have the option to request and receive a salary advance check from the District in the amount of ninety percent (90%) of the employee's estimated net salary.

8.16.2 Overpayment: Should a member be overpaid, the amount of the overpayment shall be repaid to the District. In every case, the affected employee shall be contacted first, and the repayment plan including repayment timelines shall be negotiated and agreed to in writing before any action to recapture the overpayment.

8.17 LOST WARRANTS

If a warrant to a bargaining unit member is mailed, and if the warrant is not delivered within five (5) days of date of mailing, the member may request and then shall receive a salary advance check from the District in the amount of the lost warrant. Such check shall be issued within five (5) working days of the bargaining unit member's notification to the Payroll Department. If the warrant is lost after receipt, the bargaining unit member shall notify the Payroll Department and the process for replacing the lost warrant shall commence. ~~There can be no guarantee of the time required to replace such lost warrant.~~

8.18 COMPENSATION FOR WORKING OUT OF CLASSIFICATION

Bargaining unit members who are required to perform duties at a higher level not reasonably related to those fixed and prescribed in the unit member's job classification (including substituting for absent employees) shall be temporarily compensated at the appropriate salary schedule subject to the following conditions:

8.18.1 The assignment of the higher level duties must exceed or be expected to exceed five working days in any fifteen (15) calendar day period.

8.18.2 The unit member shall be temporarily compensated at the next higher dollar amount of the appropriate salary range as it compares to the unit member's regular salary, but not less than five percent (5%) nor more than Step VI.

8.18.3 The higher rate shall be retroactive to the first day of the assignment to new duties in all cases in which such assignments exceed five (5) working days.

8.18.4 The higher rate shall terminate on the first working day that the unit member is no longer required to work at the higher level.

8.18.5 Determination as to when a unit member is required to work out of classification will be made by the Superintendent subject to the approval of the Board of Education.

8.18.6 Where there is no existing job description covering more complex responsibilities that employees are performing on a regular and on-going basis, and these responsibilities are not reasonably related to a bargaining unit member's job classification, the unit member shall be temporarily compensated in the following manner:

8.18.6.1 The unit member shall be temporarily compensated an additional

five percent (5%) of the employee's current rate of pay.

8.18.6.2 An application must be made on a District developed form and signed by the unit member and his/her supervisor, and shall be submitted to Human Resources.

8.18.6.3 The stipend shall remain in effect as long as the employee is determined to be continuing the more complex responsibilities.

8.18.6.4 The Head of Human Resources (or designee) and a representative appointed by CSEA shall review and either approve or deny the request for compensation. The decision shall be final when an agreement is reached between CSEA and the Head of Human Resources (or designee). In the event that CSEA and the Head of Human Resources (or designee) cannot reach agreement, the Superintendent shall make the decision and his/her decision shall be final.

8.19 PAYMENTS AFTER SEPARATION FROM EMPLOYMENT

8.19.1 Any bargaining unit member who terminates employment with the District due to resignation, retirement, termination due to disciplinary action, or for any other reason, shall receive payment for all salaries owed to the employee no later than the next scheduled pay day and in any event no later than fifteen work days after the employee is officially separated from employment.

8.19.2 Payment of accrued vacation or any other applicable benefit shall be handled following the same provisions in Article 8.18.1.

8.19.3 If separation from employment is a result of resignation or retirement, the bargaining unit member must submit copies of his/her letter of resignation / retirement to his/her immediate supervisor and Human Resources in order for the provisions of Article ~~8.18~~**8.19** to apply.

8.19.4 If separation from employment is a result of termination, the provisions of Article ~~8.18~~ **8.19** shall automatically apply.

8.20 WORK CLOTHING

8.20.1 The cost of the purchase, lease, or rental of work clothing, identification badges, emblems, and cards required for District designated Facilities Services personnel, Food Services and Campus Supervision Assistants shall be borne by the District. Depending on the requirements of the job, work clothing may include at the discretion of the District, any or all of

the following items of apparel: shirts, pants, coveralls, coats and rain gear.

If, through the employee's negligence (carelessness), clothing supplied by the District is destroyed, lost, or damaged, the District shall provide for the repair or replacement, but the costs shall be borne by the employee.

8.20.2 An Advisory Committee shall be established and shall meet at least once annually to assist in the implementation of Article 8.19.1 and shall consist of three (3) representatives appointed by the District and three representatives appointed by the Association.

8.21 REIMBURSEMENT FOR LOSS, DAMAGE, DESTRUCTION OF PERSONAL PROPERTY

8.21.1 The District shall reimburse employees for any verified loss, damage or destruction of personal property suffered while performing services to the District or while such personal property is on District premises in accordance with the following provisions:

8.21.1.1 Loss, damage, or destruction shall have occurred without fault of the employee.

8.21.1.2 Evidence of written pre-approval for the use of the personal property on District premises shall be provided in order to seek reimbursement for loss, damage, or destruction. No prior approval is needed for eyeglasses, hearing aids, dentures, watches, articles of clothing necessarily worn or carried by the employee, or vehicles.

8.21.1.3 The value of any item lost, damaged, or destroyed shall be determined as of the time of the verified loss, damage, or destruction and shall include normal allowance for depreciation.

8.21.1.4 Property claimed for reimbursement shall be valued at more than $25

8.21.1.5 Maximum reimbursement for any one incident shall be $700, except for vehicles.

8.21.1.6 The maximum reimbursement for all loss, damage, or destruction of personal property shall not exceed $7,500 in any fiscal year.

8.21.1.7 A written request for reimbursement must be filed by the employee within five (5) calendar days of the incident with Fiscal Services. Fiscal Services may conduct an investigation. The burden of proof in all cases is with the employee seeking reimbursement.

8.21.2 Reimbursement for loss, damage, destruction of vehicles.

8.21.2.1 The maximum reimbursement for vehicle loss, damage, or destruction shall be $1,250 or the insurance deductible, whichever is less.

8.21.2.2 Reimbursement is limited to payment for verified loss, damage, or destruction resulting from malicious acts of others.

8.21.2.3 A report shall be made by the employee to the police, and a copy of the police report shall beprovided to Fiscal Services. If there is damage or destruction of a vehicle, two (2) written estimates from licensed repair facilities of repair cost shall be provided to Fiscal Services. The District payment shall be limited to the amount of the lowest estimate and shall be paid directly to the repair facility upon verification of satisfactory completion of repair.

8.21.2.4 If an employee receives any payment from an insurance carrier for any loss, damage or destruction for which the District gave reimbursement, the employee shall repay the District if such payment from an insurance carrier covers the same loss damage or destruction covered by the District.

The District shall, in addition, have all rights of subrogation. Subrogation means the District may seek to recoup the cost of reimbursement to the employee directly from the insurance carrier. The employee shall execute all assignments and other documents and cooperate and perform all other acts as required by the District in pursuing such rights of subrogation.

For District:
Dated: 3-7-2025

For CSEA:
Dated: 3-7-25

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Tentative Agreement
Between
the California School Employees Association and its Burbank Chapter #674 ("CSEA")
and
the Burbank Unified School District ("District")

ARTICLE 9 - HEALTH AND WELFARE BENEFITS

Unit members shall be eligible for the health and welfare benefits herein described in accordance with the following provisions.

9.1. ELIGIBIILTY

~~9.1.1~~ Full-Time. All bargaining unit members employed full time shall be eligible for the health and welfare benefits as set forth herein. ~~**For the purposes of this Article and this Article only, "Full-time" is defined as 7.5 hours per day and 37.5 hours per week.**~~

9.1.2 Part-Time. **Effective January 1, 2026** All bargaining unit members employed part-time shall be entitled to all health and welfare benefits for which they meet the eligibility requirements on a pro-rated ~~premium~~ basis of **the Maximum District Medical Insurance Contribution** in the same ratio as the regular work hours per day, days per week, weeks per month, months per year of such part-time employee bear to ~~eight~~ ~~**seven-and-a-half**~~ (8~~7.5~~) hours per day, forty ~~**thirty-seven-and-a-half**~~ (40~~37.5~~) hours per calendar week, four (4) calendar weeks per month, or twelve (12) calendar months during the school year. The District contribution shall be based upon hours employed in a bargaining unit position as defined in Article 2 of this Agreement. The employee shall pay by payroll deduction the balance to equal the total premiums.

9.1.3 Deductions for payment of any health and welfare premiums shall be made in ten (10) equal salary deductions.

9.1.4 For those employees not eligible for PERS (those employees who work less than 20 hours per week or less than six months in duration), the District shall contribute on a prorated basis, for an Individual Health Plan.

9.1.5 A bargaining unit member who becomes eligible and enrolls during the open enrollment period of each year for coverage under this Agreement shall be deemed to meet the eligibility requirement for that year. The proration of benefits for bargaining unit members employed part-time shall be based upon the employee's assignment as of September 1 of each year.

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If a bargaining unit member's position is increased on a continuous basis over a month period, the proration of benefits shall be adjusted upwards the following month. If a bargaining unit member's assignment for any full month thereafter is decreased by two hours or more on a continuous basis over a one month period, the proration of benefits shall be adjusted downward the following month.

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9.1.6 All bargaining unit members employed prior to July 1, 1972, who were receiving full District contributions of premiums, shall continue to receive those benefits regardless of the number of hours employed. Such "full District contributions" shall mean the maximum District contribution of $16,750 per year toward medical insurance only. This maximum annual contribution shall include the PERS minimum base contribution provided in section 9.2.1 below.

9.2 DISTRICT CONTRIBUTIONS

Contributions shall be made towards health and welfare benefits as follows.

9.2.1 *"Minimum PERS Base Contribution"*

During the term of this Agreement, the District shall contribute the minimum base contribution per year for health benefits for active and eligible unit members to the Public Employees' Retirement System (PERS) Health Benefits Program.

9.2.2 *"Maximum District Medical Insurance Contribution"*

Effective January 1, 2024, the District shall contribute up to $16,750 per plan year ["District Contribution"] toward the cost of health and welfare benefits for eligible unit members.

9.2.3 *"District Dental, Vision, and Life Contribution"*

The District shall provide for each eligible unit member a maximum annual contribution not to exceed the cost for employee only coverage or, if applicable, a lesser super composite rate (PMI), toward the following District insurance plans: Delta Dental Plan or PMI Dental Plan, Mutual of Omaha (life), and Vision Service Plan as listed in Exhibit I.

9.2.4 An employee may choose to enroll in either the Delta Dental Plan or PMI Dental Plan but not both. Enrollment or any change in enrollment with respect to said plans shall be performed by an employee in accordance with terms and conditions of said plans, including the limitations of the open enrollment period.

9.2.5 The District shall contribute the full premium for the Employee Assistance Plan (EAP) through CIGNA for all bargaining unit members.

9.2.6 An active unit member whose spouse is also an employee of the District, and eligible to receive a District contribution toward medical insurance, may combine benefit contributions to purchase any PERS medical

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insurance plan provided that only one employee is identified as the subscriber and the District contribution for each individual employee does not exceed the premium for such medical insurance plan.

9.2.7 The rates as presented in Exhibit I remain in effect until the benefits providers notify the District of a change in rates, at which time the parties will meet to negotiate the rates in Exhibit I. The District contribution shall remain in effect until negotiated otherwise.

9.2.8 Administrative Fee. Effective January 1, 2011, the CalPers medical insurance rates as presented in Exhibit I shall reflect the actual regional rates published by CalPers and shall not be increased by the administrative fees imposed by CalPers. Any such administrative fees shall be borne by the District on and after January 1, 2011.

9.3 BENEFITS ADMINISTRATION

The Association and the District agree to the continuation of a committee to be known as the "Joint Benefits Committee." It shall be composed equally of District representatives appointed by the District and bargaining unit members appointed by the Association, and other District recognized employee organizations, should they choose to be a party to the committee.

This committee shall meet monthly during the six (6) months prior to the insurance contract renewal dates to research and review proposed and existing programs to ensure that quality and cost effectiveness criteria are maintained, and periodically thereafter.

The committee shall meet periodically with insurance providers to determine that benefits and premiums are being accorded as required by the various benefits programs. Anytime the District meets with other employee groups to discuss benefits, excluding negotiations, the parties agree that the Association shall be invited to such meetings for information purposes. The Parties agree that there may be some years where the timelines for convening a JBC may be mutually waived or modified. Any changes recommended by this committee would be ~~the~~ subject to negotiations.

9.4 CONTINUATION – DISABILITY

Subject to approval by the benefit carriers, a bargaining unit member may be allowed to continue participation in any or all programs provided in this Article during absence on an unpaid disability leave for a period not to exceed thirty-nine (39) months. Dental and vision premium payments by the unit member must be made in a timely fashion

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directly to the District. Medical premium payments by the unit member must be made in a timely fashion directly to the carrier.

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9.5 CONTINUATION OF BENEFITS

The District will act to ensure conformity with the provisions of and the regulation adopted pursuant to Title XXII of the Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA"). COBRA currently provides for the temporary health plan coverage (vision, dental, and health only) for employees, spouses and dependents under certain circumstances. This article shall not be construed to give any rights beyond those provided in COBRA.

9.6 CONTINUATION – LAYOFF

Based on approval by the carrier, the bargaining unit member who is laid off for lack of work or lack of funds may continue participation in any or all programs provided in this Article for a period of twelve (12) months by making timely dental and vision premium payments directly to the District and medical premium payments directly to the carrier. Any bargaining unit member laid off for lack of work or lack of funds shall be concurrently eligible for coverage provided by COBRA.

9.7 RETIREMENT HEALTH BENEFITS-EMPLOYEES HIRED ON OR BEFORE JULY 31, 2004

The following provisions shall apply to unit members hired on or before July 31, 2004.

9.7.1 Based on approval by the carrier, the District agrees to allow all bargaining unit members who retire to maintain their health insurance plan, remaining on the group plan by making timely payments directly to the carrier. A member of the bargaining unit who retires after fifteen (15) years of service to the District under the provisions of the Public Employees' Retirement System (PERS) and has attained at least the age of fifty-five (55) may, at the retiree's option, elect for the District to pay one hundred percent (100%) for employee only, medical insurance only, for either: 1) any continuous five (5) year period after date of retirement, or 2) until age 65.

Coverage is subject to the conditions and provisions of the District's insurance program, and is limited to group medical plans. After the period of District paid benefits expires, based on approval of the carrier, a retiree bargaining unit member may maintain the medical insurance plan, group only, by making timely payments directly to the carrier.

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9.7.2 A member of the bargaining unit who retires after fifteen (15) years of service to the District under the provisions of the Public Employees' Retirement system (PERS) and has attained at least the age of fifty-five (55) may, at the retiree's option, elect for the District to pay one hundred percent (100%) of the annual contribution being paid for the employee for employee only, vision insurance only, for either: 1) any continuous five (5) year period after date of retirement, or 2) until age 65. Coverage is subject to the conditions and provisions of the District's insurance program, and is limited to thevision plan.

After the period of District paid benefits expires, based on approval of the carrier, a retiree bargaining unit member may maintain the vision insurance plan by making timely payments directly to the District under the provisions of COBRA.

9.7.3 If there is no fully insured indemnity fee for service health care plan and only an HMO health care plan and/or a managed care plan, the district shall pay one hundred percent (100%) of the contribution currently being paid for current employees, employee only. The maximum amount to be contributed by the District shall be one hundred percent (100%) of the contribution currently being paid for employee only for the highest HMO in the PERS Health Plan.

If there is no indemnity fee for service health care plan, each eligible retiree will be given the opportunity to enroll in the managed care plan or receive an annual payment equal to one hundred percent (100%) of the contribution currently being paid for employee only for the highest HMO in the PERS Health Plan. Each retiree will be given only one opportunity to select either option, and the one-time selection shall be irrevocable.

9.7.4 After exhaustion of retiree health benefits under this Article and for retirees who do not qualify for benefits under this Article, the District shall contribute the minimum base contribution provided for in Section 9.2.1 per year towards employee only, medical only, benefits. If the retiree chooses to participate in this health benefits plan, the retiree shall be responsible for the costs of the health plan selected in excess of the District's annual minimum base contribution per year.

The District's contribution to such benefit shall be provided so long as the District continues to participate in the PERS health benefits plan. Upon termination of the District's participation in the PERS health benefits plan, the District's obligation for payment of its contribution

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shall cease.

9.8 RETIREMENT HEALTH BENEFITS-EMPLOYEES HIRED ON OR AFTER AUGUST 1, 2004

The following provisions shall apply to unit members hired on or after August 1, 2004:

9.8.1 The District shall provide the minimum base contributions required by the Public Employees' Retirement System (PERS) towards PERS medical insurance for eligible retirees. The District PERS medical benefit options are listed in EXHIBIT I.

9.8.2 The District shall provide a maximum supplemental annual contribution for each eligible unit member not to exceed $3,468 towards PERS, employee only, medical insurance. This maximum supplemental contribution shall include the PERS minimum base contribution provided in Section 9.2.1 above.

9.8.3 To be eligible for retiree medical insurance, the retiring unit member must have retired after fifteen (15) years of service to the District under the provisions of the Public Employees' Retirement system, (PERS) and attained at least the age of fifty-five (55). Unit members who meet these requirements shall be eligible to receive the maximum annual contribution provided in Section 9.8.2 above, until age 65.

9.8.4 The District's maximum contribution shall be pro-rated for part-time unit members based on their regularly assigned hours at the time of retirement.

9.9 BENEFIT PLAN PAYMENTS

The District agrees to provide bargaining unit members payroll deductions for benefit programs authorized by the District and shall remit this money along with other regular payments to benefit providers with the exception of those bargaining unit members enrolled in the non-PERS Health Individual Plan who make their medical premium payments directly to the carrier and are then reimbursed the appropriate pro-rated percentage by the District.

9.10 PRE-TAX EARNINGS

9.10.1 Employee contributions for health and welfare benefits provided

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pursuant to Section 125 (Flexible Benefits) of the IRS Code are to be paid at employee's option with pre-tax earnings. Employee selection of this option shall be made available during the open enrollment period. Unit members shall submit all required written authorizations by the deadline.

9.10.2 All bargaining unit member's health and welfare benefits contributions shall be deducted as pre-tax dollars from employee earnings upon submission by the unit member of all required written authorizations by the deadline. The bargaining unit member may be required to submit such authorization no more than twice within the first two years of employment.

9.11 CALPERS 457 DEFERRED COMPENSATION PROGRAM

Unit members will be allowed to participate in CalPERS 457 Deferred Compensation Program as established pursuant to Sections 21670 through 21685 of the Government Code of the State and is intended to constitute an "eligible deferred compensation plan" within the meaning of Section 457 of the Federal Internal Revenue Code. Unit member selecting to participate shall fill out the required documents and forms and submit them to the District for processing. Unit member participation will be limited to the Deferred Compensation Program Plan Document and all State and Federal tax laws.

For District:

Dated: 2/25/25

For CSEA:

Dated: 2/25/2025

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Tentative Agreement

Between the

Burbank Unified School District

And the

California School Employees and its Burbank Chapter #674

December 11, 2024

ARTICLE 10 - HOURS OF EMPLOYMENT AND OVERTIME

10.1 WORK DAY

The workday for all bargaining unit members shall be established and fixed by the District. Each bargaining unit member shall be assigned a fixed, regular, and ascertainable minimum number of hours which shall be not less than an average of five (5) hours per workweek, any changes to an employee's fixed and regular work schedule shall be referred to the District and Association to negotiate. ~~which shall not be changed without prior written notice.~~

~~Except in unusual circumstances, the District shall provide five (5) days advance written notice for work schedule modifications to the unit member and the Association.~~

In the event of any state or federally mandated change to the work day, the District shall provide a minimum of seven (7) days from the date of notification received advance written notice for work schedule modifications to the unit member and the Association.

10.2 WORK WEEK

The normal workweek for full-time bargaining unit members shall be 40 hours, normally rendered in units of eight (8) hours per day, exclusive of a duty-free lunch period, but inclusive of any rest periods prescribed by the District. The District may establish a flexible work week, such as a ten (10) hour per day, 40- hour, four **(4)** consecutive day work week or an 80-hour 9-day, two-week work period, for certain bargaining unit members when such a workweek is deemed appropriate by the District, and is voluntarily agreed to by the employee.

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Disagreements as to the implementation of flexible work week schedules shall be referred to the Head of Human Resource Services or Superintendent, whose decision shall be final. If the District seeks to change a flexible workweek schedule to an eight hour per day, 5-day work week for any bargaining unit position, they shall notify CSEA and the parties shall meet to negotiate. If the position is vacant, the District maintains the right to modify the schedule.

The District retains the right, in an emergency, to extend the regular workday or workweek. An emergency is defined as an event that could not be planned, including, but not limited to, earthquake, fire, flood, vandalism, and pipe breaks.

10.3 LUNCH PERIOD

Bargaining unit members regularly scheduled to work more than four (4) hours daily shall be entitled to a daily duty-free lunch period of not less than one-half (1/2) hour and not more than one (1) hour during the day. Instructional Assistants and Clerical staff scheduled to work more than four (4) hours per day and who are assigned to a school site shall be entitled a ninety (90) minute duty-free lunch period on pupil-free staff development days.

The lunch break of any employee entitled to a lunch break shall be duty-free and continuous. In the event that an employee is required to work during their lunch break, they shall be appropriately compensated or their lunch break shall be taken as soon as practical. Scheduling of the lunch break shall be within the discretion of the District.

10.4 REST PERIOD

Bargaining unit members regularly scheduled to work six (6) hours to eight (8) hours per day shall be entitled to a fifteen (15) minute rest period during the first half of their workday and to a fifteen (15) minute rest period during the second half of their workday. Bargaining unit members scheduled to work four (4) or more hours daily, but

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less than six (6) hours, shall be entitled to one fifteen (15) minute rest period during their workday.

The rest period herein described shall be taken at the appropriate time designated by the immediate supervisor. Bargaining unit members regularly scheduled to work ten (10) hours per day shall be entitled to a twenty (20) minute rest period during the first half of their workday and to a seventeen (17) minute rest period during the second half of their workday.

10.5 OVERTIME

Overtime is defined to include any time worked, whether required or voluntary, in excess of eight (8) hours in any one day or in excess of forty (40) hours in any calendar week, not to run concurrently with regular work time absent an agreement between the parties. Authorized overtime compensation shall be provided to bargaining unit members upon prior approval of the immediate supervisor to work in excess of eight (8) hours in any one (1) day, or in excess of forty (40) hours in any calendar week.

The bargaining unit member shall receive cash compensation or compensatory time off, equal to time and one-half of the regular rate of pay. Overtime shall be paid to each unit member compensatory time for time worked, it shall be by mutual agreement between the employee and immediate supervisor. **Overtime in excess of twelve (12) hours in any one work day shall be paid at double the regular rate of pay.**

Employees will be notified forty-eight (48) hours in advance if they are to be considered for overtime, except where circumstances preclude such advance notice. The workweek shall consist of not more than five (5) consecutive working days for any bargaining unit member having an average workday of four (4) hours or more during the workweek.

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The bargaining unit member shall be compensated for any work required to be performed on the sixth or seventh day following the commencement of the workweek at the rate equal to time and one-half of the regular rate of pay of the bargaining unit member designated and authorized to perform the work. Nothing herein shall be construed to limit the ability of the District to require overtime or extended hour service of a bargaining unit member in an emergency (as defined in Article 10.2).

10.6 OVERTIME ASSIGNMENTS.

Overtime shall be assigned at the discretion of the District subject to the agreement of the employee. For the purpose of overtime only, seniority will be based on time served in the classification.

Immediate supervisors shall assign overtime assignments by seniority on a continuous rotational basis within a job class by work site. This overtime rotation list shall be available to on-site employees. If and only when no employees are available using this list, the District **shall** move through the following lists, **in order,** to fill the overtime assignment.

10.6.1 • **1.)** By seniority by work site based relevant experience.

10.6.2 • **2.)** By seniority within job class District wide.

10.6.3 • **3.)** If no one is available after 1 and 2 have been exhausted, unit members who have previously served in that classification District-wide may volunteer for overtime. ~~**shall be notified of the available overtime. In order to ensure awareness of the available overtime, the site/department shall send a mass email to all classified staff.**~~

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In the event of a "no call/no show" for an accepted overtime assignment, the classified employee shall be removed from all rotation lists (including Steps 1 and 2) until the end of the fiscal year, June 30. The classified employee will still qualify for any assignments in Step 3.

When a District department/group, agency, governmental entity, program, or any other outside group uses any district Facility and such event involves any work normally performed by the bargaining unit that work shall be offered to the bargaining unit in accordance with 10.6, Overtime Assignments.

The following are allowable exceptions to the seniority overtime assignment process:

- When overtime is authorized for completion of a specific assignment, project, or work in progress.
- When the District determines it is necessary to consider special skills and training of employees to perform particular work.

10.7 . COMPENSATORY TIME OFF IN LIEU OF CASH COMPENSATION

The District may offer compensatory time off in lieu of cash compensation for overtime work by mutual agreement between the employee and immediate supervisor. The District shall provide for such compensatory time off at a rate equal to the overtime rate of pay of the bargaining unit member designated and authorized to perform the overtime. Such compensatory time off shall be granted and taken within 60 working days and without impairing the services rendered by the District.

With approval of the employee's immediate supervisor, such compensatory time off may be granted beyond the 60 working days not to exceed twelve calendar months.

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In the event that an employee is prevented by his/her supervisor from using their compensatory time prior to 12 months from the date it was earned, the employee shall be paid for that time.

10.8 • MINIMUM HOURS

Any bargaining unit member called to work, either after normal working hours or on a day not worked, shall be paid not less than three (3) hours of work at the overtime pay rate, irrespective of the actual time less than that required to work.

10.9 • REDUCTION IN ASSIGNED TIME

Any reduction in assigned time shall be accomplished in accordance with Education Code, Section 45117 (See Exhibit G) and the layoff and reemployment procedures pursuant to Article 15 of this agreement. This clause does not waive CSEA's rights under Government Code Section 3543.2 that requires the District to notify and bargain the decision and effects of reductions with the exclusive representative upon request.

10.10 • ADJUSTMENT IN TIME – PART-TIME EMPLOYEES

A bargaining unit member who is assigned to work a minimum of thirty (30) minutes per day in excess of his/her part-time assignment for a period of twenty (20) consecutive working days or more, shall have his/her basic assignment changed to reflect the longer hours in order to acquire vacation and sick leave on a prorated basis. Any return to the original assigned hours would constitute a layoff. (See 10.10)

The District, at its sole discretion, in any one six (6) month period of time, also may increase the length of the work day for part-time positions by not more than 1.5 hours, not to exceed 7.5 hours per week, without posting the vacancy. Instructional Assistants – Special Education who are assigned to work on a one-

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to-one basis with a student shall not be restricted to this 1.5 hour limitation on extension of the work day since a change in the student's instructional day and the services to be provided are dependent upon the student's Individual Education Plan (IEP).

The incumbent employee may accept the change in position hours or request transfer to an available vacant position at an equal or lower classification for which he/she is qualified.

10.11 • SUMMER WORKWEEK

The District may establish a flexible work week, such as a ten (10) hour per day, 40-hour, four **(4)** consecutive day work week or an 80-hour 9 day two week work period, for certain bargaining unit members during summer when such a workweek is deemed appropriate by the District, and is voluntarily agreed to by the employee.

10.12 • ASSIGNMENTS AT TIMES OTHER THAN REGULAR ACADEMIC YEAR

For the purpose of this Article every classified bargaining unit member shall be deemed to be employed for twelve (12) months during each school year regardless of the number of months in which he/she is normally in paid status. The District may maintain school sessions outside of the regular academic year and shall recruit classified employees to apply and fill such assignments. No employee whose regular assignment excludes any part of the summer shall be required to perform services during such period.

Consideration for such assignment shall be made on the basis of each applicant meeting minimum qualifications per job description in each classification of service which is required. A classified bargaining unit member shall, for services performed as herein provided, receive, on a prorated basis, not less than the compensation and benefits which are applicable to that classification during the regular academic year.

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10.13 • HOURS WORKED

For the purposes of computing the number of hours worked, all time during which a bargaining unit member is in paid status, except overtime, shall be construed as hours worked.

10.14 • REST FACILITIES

The District shall make available all existing employee lunchroom, restroom, and lavatory facilities at each work site for the use of bargaining unit members.

10.15 • COMPLIANCE WITH APPLICABLE LAW

Nothing in this Agreement shall be construed as a waiver of CSEA's bargaining

rights under Government Code Section 3543.2. The District shall comply with the Federal Fair Labor Standards Act and the Education Code with regards to overtime.

10.16 • BURBANK ADULT EDUCATION CALENDAR

As it applies to the Burbank Adult Education program and all other work calendars, the actual start and end dates for each fiscal year shall be negotiated annually between the District and Association no later than May 30 of the preceding year.

10.16.1 • *"English-As-A-Second-Language Office Staff"*

Instructional staff in this program shall be assigned five (5) days a week (Monday-Friday) and shall be subject to a work year of 200 days in paid status. These paid days reflect 177 work days, the nine (9) pre-assigned vacation days, and the fourteen (14) paid holidays. Sick days, vacation days, and seniority accrual shall be earned in the same manner as other nine (9) month employees with no sick days or

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vacation earned during July and August unless the bargaining unit member works in those months.

10.16.2 • Office staff in this program shall be assigned five (5) days a week (Monday-Friday) and shall be subject to a work year of 200 days in paid status. These paid days reflect 177 work days, the nine (9) pre- assigned vacation days, and the fourteen (14) paid holidays. Sick days, vacation days, and seniority accrual shall be earned in the same manner as other nine (9) month employees with no sick days or vacation earned during July and August unless the bargaining unit member works in those months.

10.16.3 • *"Academic Program Staff"*

All staff shall be assigned five (5) days a week (Monday-Friday). All staff in this program shall be subject to 205 days in paid status. These paid days reflect 182 work days, the nine (9) pre- assigned vacation days, and the fourteen (14) paid holidays. Sick days, vacation days, and seniority accrual shall be earned in the same manner as other nine (9) month employees with no sick days

or vacation earned during June, July, and August unless the bargaining unit member works in those months.

10.16.4 • *"Parent Education Program Staff"*

All staff shall be assigned five (5) days a week (Monday-Friday). All staff in this program (except for office and custodial employees) shall be subject to a work year of 185 days in paid status. These paid days reflect 163 work days, the nine (9) pre- assigned vacation days, and the thirteen (13) paid holidays. Sick days, vacation days, and seniority accrual shall be earned in the same manner as other eight (8) month employees with no sick days or vacation earned during June, July, and August unless the bargaining unit member works in those months.

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10.16.5 • *"Employees Working Less Than Five (5) Days A Week"*

Employees in the three (3) Burbank Adult Education programs identified above who are assigned less than five days a week shall be subject to the number of work days that is derived by multiplying the number of work days required of five day a week employees for their assigned program times the following fraction: number of days assigned to work each week divided by five.

10.16.6 • *"Winter and Spring Breaks"*

A three-week winter break and one-week spring break shall be observed by staff assigned to the three programs identified above. Employees may use available vacation balances to convert unpaid days to paid days during these breaks.

10.16.7 • *"Non-Work Days"*

The ESL Instructional staff shall be subject to five (5) additional non-work days as identified in the negotiated ESL instructional calendar.

10.17 • REASONABLE ACCOMMODATIONS ON "HEAT DAYS" AND UNHEALTHY AIR QUALITY

The parties agree that the Superintendent or designee shall designate "heat days" or "unhealthy air quality days" and that reasonable accommodations shall be provided for classified employees who work in non-air-conditioned environments. If reasonably possibly, bargaining unit members shall be notified electronically of such designation within one hour. Such accommodations shall be determined by the employee's supervisor and shall not negatively affect the operation of the District or the educational program or conflict with scheduled activities such as testing, instruction, supervision of or services to students, scheduled assemblies, or scheduled meetings.

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For the purposes of this section, reasonable accommodations might include, but not be limited to: relocation to an air conditioned or cooler work environment; modification of work shift; more frequent breaks; ~~temporary discontinuance of use of the barbeque grill;~~ or, by mutual agreement of the supervisor and employee, use of accrued vacation time or use of personal necessity or personal business leave.

The supervisor of each department and the principal or designee of each school site shall obtain input from his/her classified staff for the purpose of developing a list of suggested reasonable accommodations. No student or parent shall be negatively impacted by any accommodations provided as a result of implementation of this section.

Heat days and unhealthy air quality days are defined by and shall be subject to Board Policy 3514.11 **and the District will follow California Occupational Safety and Health Administration (Cal/OSHA) guidelines for heat days and unhealthy air quality days.**

~~Defined Temperature Ranges:~~

~~When temperatures are 80 to 94 degrees Fahrenheit, the following precautions shall be taken for staff involved in outdoor work:~~

- ~~A.) Provide adequate time (at least 10 minutes per hour) for water breaks, rest and cooling for every half hour of physical activity.~~
- ~~B.) During periods of moderate to high humidity, avoid prolonged vigorous activity.~~

~~When temperatures are above 94 degrees Fahrenheit, the following precautions should be taken:~~

- ~~Follow items A and B above.~~
- ~~All vigorous outdoor activity may be suspended.~~

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- ~~Limit outdoor activities to short periods of time.~~

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For CSEA:

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Tentative Agreement
Between
the California School Employees Association and its Burbank Chapter #674 ("CSEA")
and
the Burbank Unified School District ("District")

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ARTICLE 11 - HOLIDAYS

11.1 HOLIDAYS

All bargaining unit members shall be entitled to ~~fifteen~~**eighteen** (~~15~~**18**) paid holidays as listed in Exhibit E, provided they are in a paid status during any portion of the workday immediately preceding or following the holiday.

11.2 HOLIDAYS DECLARED BY THE PRESIDENT OR GOVERNOR

Every day appointed by the President of the United States or Governor of the State of California, as provided for in subdivision (a)(11) and (12) of Education Code, Section 37220 for a public fast, thanksgiving or holiday, or any day declared a holiday for classified employees under subdivision (a)(13) of Education Code Section 37220 shall be a paid holiday for all probationary or permanent employees who are a part of the classified service.

11.3 HOLIDAYS NOT WITHIN THE NORMAL DUTY ASSIGNMENTS

Bargaining unit members of the District who are not normally assigned to duty during the school holidays listed in Exhibit E as Winter Recess and the Spring Recess shall be paid for those holidays provided that they were in paid status during any portion of the working day of their normal assignment immediately preceding or succeeding the holiday period.

11.4 HOLIDAY ON SATURDAY OR SUNDAY

When a legal holiday listed on the District calendar falls on a Saturday, the preceding Friday shall be deemed to be the holiday. When a legal holiday listed on the District calendar falls on a Sunday, the following Monday shall be deemed the holiday.

11.5 HOLIDAY PAY FOR REQUIRED WORK

When a bargaining unit member is required to work on any designated holiday, he/she shall be paid compensation or, upon the mutual agreement of the District and employee, be given compensating time off for such work in addition to the regular pay received for the holiday, at the rate of time and one-half of his regular rate of pay.

11.6 HOLIDAY NOT PART OF VACATION

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Holidays and other days allowable without loss of salary under the calendar adopted by the Board of education shall not apply against the vacation allowance.

11.7 COMPLIANCE WITH AZUSA DECISION

Pursuant to applicable and current law, bargaining unit employees also shall receive regular pay whether or not they are required to report for work on school days when pupils would otherwise have been in attendance but are not and for which certificated personnel receive regular pay. To be eligible for any such additional paid day, bargaining unit employees must be in paid status during any portion of the working day of the normal assignment immediately preceding or succeed the paid day.

11.8 CALENDAR

CSEA and the District agree to the creation of a Calendar Committee. It shall be composed equally of District representative appointed by the District and bargaining unit members appointed by CSEA and other District recognized employee organizations should they choose to be a party to the committee. Prior to the written request to reopen negotiations, the Committee shall meet to devise a proposed calendar. The Committee shall make an advisory recommendation on the Calendar, which shall then be negotiated between each bargaining unit and the District. The parties confirm and agree that only the District and Association have the power or right to negotiate bargaining unit work calendars.

11.9 FLOATING HOLDAYS

Each member shall be entitled to two (2) days in total of paid leave annually for the purpose of observing cultural or religious holidays. If the member does not use their Floating Holidays in a given school-year the unused days will not carry over to the following year. The leave shall be used at the member's discretion.~~;~~ however,~~ this leave shall not be used to extend breaks, vacations, or holidays that are already observed on the instructional calendar.~~ ~~the leave shall not be used the first and last day of school.~~ **the leave shall not be used the first and last day of school. Unit members exercising a flexible work week (pursuant to Section 10.2), may elect to utilize one or both Floating Holidays to offset the make-up hours due for the remaining Holidays observed, in lieu ~~to~~of taking their Floating Holiday (e.g., 32 hours annually for a full-time employee working a 4/10 schedule can be reduced to 16 hours by forgoing the Floating Holidays).** Members shall give their administration at least ~~five (5)~~ ten (10) days' notice prior to taking this leave. ~~(e.g., 32 hours annually for a full-time employee working a 4/10 schedule can be reduced to 16 hours by forgoing the Floating Holidays).~~

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For District:

Dated: 09/09/2024

For CSEA:

Dated: 09/09/2024

Derek Eckstein

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ARTICLE 13 - LEAVES

GENERAL PROVISIONS

Where a reason is required in order to obtain a leave of absence provided for under this Article, the District may verify the reason provided.

It is agreed that a unit member who is absent from work other than those days as authorized by State Law or authorized leave provisions of this Agreement is taking an unauthorized absence in breach of contract and in violation of this Agreement. Upon this unauthorized absence in breach of contract, an email notification will be sent to CSEA. After the notification is sent to CSEA, the Board will deduct a salary amount equal to 1/22 of his/her monthly salary each day of unauthorized absence, and such member shall be subject to disciplinary action.

ABANDONMENT

Any absence from work without an authorized leave for three (3) consecutive days or failure to return to work as scheduled for three (3) consecutive days after the expiration of an authorized leave of absence, shall be deemed as abandonment. Unless an emergency accounts for the unit member's inability to notify the District, such abandonment shall result in discipline in the form of termination. The above provisions do not constitute a waiver of the employee's right to due process.

PAID LEAVES

13.1 BEREAVEMENT LEAVE

13.1.1 Unit members who are absent from duty because of bereavement shall be allowed full pay for a period not to exceed seven (7) continuous workdays. Bereavement leave must be taken at the time of the death or serious illness when death is imminent. In situations involving unusual or extraordinary circumstances, employees may contact their immediate supervisor to make arrangements to distribute bereavement leave in other than a continuous manner.

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13.1.2 Bereavement is defined as that occasioned by death or serious illness when death is imminent of relatives or persons shown in the following categories:

a. Employee or Spouse
1. Parent
2. Grandparent
3. Grandchild
4. Brother
5. Sister
6. Niece
7. Nephew
8. Son
9. Daughter
10. Foster Child
11. Stepchild
12. Stepparent
13. Stepbrother
14. Stepsister

b. Employee Only
1. Spouse
2. Son-in-law
3. Daughter-in-law
4. Person who resides in the household of the employee
5. Sister-in-law
6. Brother-in-law

Unit members requesting bereavement leave shall fill out the District/CSEA approved form. A Supervisor or Human Resources may require written verification of the death or serious illness when death is imminent of the relative or persons names in 13.1.2.

13.2 INDUSTRIAL ACCIDENT OR ILLNESS LEAVE

13.2.1 Industrial accident or illness leave shall be provided in accordance with the provisions of the California Education Code, Section 45192, and the following rules and regulations:

(a) Allowable leave shall not exceed 60 working days in any one fiscal year for the same accident.
(b) Allowable leave shall not be accumulative from year to year.
(c) Industrial accident or illness leave will commence on the first day of absence.

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(d) Payment for wages lost on any day shall not, when added to an award granted the employee under the worker's compensation laws of this State, exceed the normal wage for the day.

(e) Industrial accident leave will be reduced by one day for each day of authorized absence regardless of a compensation award made under workers' compensation.

(f) When an industrial accident or illness occurs at a time when the full 60 days will overlap into the next fiscal year, the employee shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred, for the same illness or injury.

(g) The industrial accident or illness leave of absence is to be used in lieu of entitlement acquired under Education Code, Section 45191. When entitlement to industrial accident or illness leave has been exhausted, entitlement to other sick leave will then be used; but if an employee is receiving workers' compensation the person shall be entitled to use only so much of the person's accumulated compensating time, vacation or other available leave which, when added to the workers' compensation award, provide for a full days wage or salary.

(h) Periods of leave of absence, paid or unpaid, shall not be considered to be a break in service of the employee.

(i) During all paid leaves of absence, whether industrial accident leave as provided in this section, sick leave, vacation, compensated time off or other available leave provided by law or the action of a governing board, the employee shall endorse to the District wage loss benefit checks received under the workers' compensation laws of this State. The District, in turn, shall issue the employee appropriate warrants for payment of wages or salary and shall deduct normal retirement and other authorized contributions.

Reduction of entitlement to leave shall be made only in accordance with this section.

(j) When all available leaves of absence, paid or unpaid, have been exhausted and if the employee is not medically able to assume the duties of the person's position, the person shall, if not placed in another position, be placed on a reemployment list for a period of

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39 months. When available, during the 39-month period, the person shall be employed in a vacant position in the class of the person's previous assignment over all other available candidates except for a reemployment list established because of lack of work or lack of funds, in which case the person shall be listed in accordance with appropriate seniority regulations.

(k) Any employee receiving benefits as a result of this section shall, during periods of injury or illness, remain within the State of California unless the governing board authorizes travel outside the State.

(l) An employee who has been placed on a reemployment list, as provided herein, who has been medically released for return to duty and who fails to accept an appropriate assignment shall be dismissed.

13.2.2 To be eligible for the benefits by this "Industrial Accident or Illness Leave" the bargaining unit member must be a part of the classified service of this District. Such bargaining unit members shall be entitled to these industrial accident or illness leave provisions from the first day during which they are employed as a part of said classified service.

13.3 JURY DUTY LEAVE

13.3.1 A unit member shall be granted a leave of absence when called for a tour of jury duty in the manner provided by law.

13.3.2 Any unit member called to jury duty shall submit to the District the jury duty notice for an approved absence for this purpose and shall submit such notice to the District on the workday following his/her receipt of such notice or provide notice five (5) days prior to the first day of jury duty.

13.3.3 A unit member who has been granted jury duty leave shall report for work with the District on any workday during which the member is not required to appear for scheduled jury service. The unit member shall submit verification of jury duty attendance to the District.

13.3.4 A unit member whose regular assignment is anything other than regular

business hours who has been called to jury duty shall be excused from work on any day on which that unit member is required to appear for Jury Duty.

13.3.5 A unit member whose regular assignment is during normal school or business hours who is called for Jury Duty at Night Court shall be excused for the last one-half (1/2) of the workday on which the unit member is required to appear for Jury Duty, and the first one-half (1/2) of the workday on the day after the unit member is required to appear for jury duty.

13.3.6 Any member, while serving on jury duty, shall receive his or her regular salary from the District and shall remit to the District all fees, exclusive of mileage, received by the unit member for jury service.

13.4 PERSONAL BUSINESS LEAVE

13.4.1 A unit member who requests permission to leave the assigned work area for necessary personal business reasons for a period not exceeding one hour may do so no more than 24 occasions in a year, without loss of pay provided that no paid substitute time is requested or required.

13.4.2 A unit member who requires personal business leave for a period exceeding one hour but not exceeding four hours may do so not to exceed the amount equal to the number of months worked in a fiscal year, after receiving prior approval from the unit member's immediate supervisor and may make up hours at such times as may be approved by the immediate supervisor. Requests for such absence shall have been submitted to the immediate supervisor in writing at least one school day in advance of the time requested except in an emergency. Such absence need not be reported as long as it is made up under these conditions.

13.4.3 If time is not made up in accordance with Section 13.4.2, then salary shall be deducted for such absence as reported on the time sheet.

13.4.4 A unit member requesting one or more full days of personal business leave

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shall submit such request in advance, in writing, to the Superintendent.

13.4.5 For personal business leaves of one or more full days, a full day's salary deduction shall be made for each such workday.

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13.4.6 It is agreed and understood that unpaid personal business days are to be limited to three days per year, unless a specific request for up to two additional days is approved by the Superintendent.

13.5 PERSONAL NECESSITY LEAVE

13.5.1 A unit member may elect, during any school year, to use up to ten (10) days of accumulated sick leave in cases of personal necessity when such cases of personal necessity are defined as follows:

(a) *"Death in Immediate Family"*
Death of a member of the employee's immediate family when the number of days exceeds the number provided for in Article 13, Sections 13.1.1 and 13.1.3. Members of the immediate family shall include those relatives and persons enumerated in Article 13, Section 13.1.2.

(b) "*Accident of Emergency Nature*"
Accident not otherwise chargeable to an illness or injury leave, involving the employee's person or property, or the person or property of a member's immediate family, of such an emergency nature as to require the attention and presence of the employee during his working day.

(c) *"Court Appearance"*
Appearance in court as a litigant; or as a witness under an official order. (A litigant is a party to the action such as the plaintiff or defendant.)

(d) *"Illness in Immediate Family"*
Acute illness of a member of the immediate family requiring professional treatment or hospitalization, and of such an emergency nature as to require the presence and attention of the employee during the employee's working day.

(e) *"Home in Danger"*
Imminent danger to the home of the employee, serious in nature, and which requires the presence of the employee during the employee's normal working day.

(f) *"Fatherhood"*

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Personal presence of the father at the time of birth of a child or when birth is imminent.

(g) *"Funeral Attendance"*
Actual attendance at the funeral of a distant relative, friend, neighbor, employee or other acquaintance.

(h) *"Transportation Difficulties"*

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Unforeseen circumstance involving transportation or storm conditions that prevent the individual from traveling to and from work.

(i) *"Specific Family Responsibilities"*
Specific family responsibilities or family business imperatives which require the personal presence of the employee during working hours. Such leave may be used when an employee has received a notice of complete layoff for the purpose of occupational investigation.

It is understood that such leave shall not be used for purposes of income-producing activities, the extension of a holiday or vacation period, for purely recreational activities, occupational investigation, a convention related to a member's avocation or spouse's business, profession or avocation or attending to matters which could reasonably be scheduled outside of working hours.

(j) *"Discretionary Days"*
Three (3) days of personal necessity leave of ten (10) days allowable may be utilized at the unit member's discretion upon the following conditions:

1. Such days shall be charged against the unit member's unused sick leave.
2. Forty-eight (48) hours written notice shall be required unless extenuating circumstances occur which prevent such notice being given; in that event, the unit member shall make every reasonable effort to give advance notice.
3. There shall be no accumulation from year to year of such days.
4. Immediate Supervisor retains the right to refuse the unit member to utilize a certain day if, in the opinion of the Immediate Supervisor, too many unit members simultaneously select the same day.
5. The unit member shall not be required to give reasons for the use of such day.
6. Such leave shall not be used to withhold services from the

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District, and it is understood that such leave shall not be used for purposes of income-producing activities, the extension of a holiday or vacation period, for purely recreational activities, occupational investigation, a convention related to a member's avocation or spouse's business, profession or avocation, work stoppage or other

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concerted activities or attending to matters which could reasonably be scheduled outside of working hours.

13.6 PREGNANCY DISABILITY LEAVE

13.6.1 Employees covered by this Agreement shall be entitled to use personal illness leave (sick leave) as set forth in this Agreement for disabilities caused or contributed to by pregnancy, miscarriage, childbirth, and recovery therefrom on the same terms and conditions governing leaves of absence for other illnesses, injuries, or medical disabilities. Such leave shall not be used for child care, child rearing or preparation for childbearing, but shall be limited to those disabilities caused or contributed to by pregnancy, miscarriage, childbirth, or recovery therefrom.

13.6.2 The length of such pregnancy disability leave, including the date on which the employee's duties with the District are to be resumed, shall be determined by the employee and the employee's physician; provided, however, that the District Management may require a verification of the extent of such disability by means of a physical examination of the employee by a physician who is a specialist in the area of said disability; said specialist to be appointed by and paid by the District.

13.6.3 The results of such examination by a specialist appointed and paid by the District shall be made available to the employee and the employee's attending physician at the earliest possible date, but in any case within a period of twenty (20) workdays immediately following the date of the request for said examination. The employee shall not be penalized by any loss of salary while awaiting the results of an examination by the District's specialist, or be required to use up additional days of the employee's sick leave while awaiting the results of such examination unless the outcome of the examination verifies that the disability still exists to the extent that the employee is unable to perform the individual's duties.

13.6.4 Employees who are members of the bargaining unit shall be entitled to leave without pay or other benefits for disabilities caused or contributed to

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by pregnancy, miscarriage, childbirth, or recovery therefrom, when all current, accumulated, and half-pay sick leave has been exhausted. The date on which the employee shall resume duties shall be determined by the employee on leave and the employee's physician; provided, however, that the district management may require a verification of the extent of disability according to the same procedures as outlined in Section 13.6.2 and 13.6.3 above.

13.6.5 This leave policy shall be construed as requiring the Board of Education to grant leave with pay only when it is necessary to do so in order that leaves of absence for disabilities caused or contributed to by pregnancy, miscarriage, or childbirth be treated the same as leaves for other illnesses, injuries, or disabilities.

13.6.6 An employee on pregnancy disability leave for 190 days or less shall be entitled to return to the same assignment held at the time such leave commenced, unless such assignment has been discontinued, in which case the employee shall be entitled to a comparable assignment as determined by the District.

13.6.7 The salary range position and movement of an employee shall not be interrupted due to pregnancy disability leave of 190 consecutive days or less.

13.7 SICK LEAVE FOR PERSONAL ILLNESS OR INJURY

13.7.1 A unit member employed five (5) full days per week shall be entitled to twelve (12) days of leave of absence for illness or injury (exclusive of all days the individual is not required to render service to the District) with full pay for a full fiscal year of service.

13.7.2 A unit member employed five (5) full days per week, but for less than a full fiscal year, shall be entitled to that proportion of twelve (12) days leave of absence for illness or injury as the number of months the individual is actually employed bears to twelve (12) months.

13.7.3 A unit member employed less than five (5) full days per week shall be entitled, for a full fiscal year of service, to that proportion of twelve (12) days leave of absence for illness or injury as the number of days the individual is employed per week bears to five, and, when such persons are employed for less than a full fiscal year of service, this and the preceding paragraph shall determine that proportion of leave of absence for illness or injury to which they are entitled.

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13.7.4 Pay for any day of such absence shall be the same as the pay which would have been received had the unit member served during the day.

13.7.5 Credit for leave of absence need not be accrued prior to taking such leave, and such leave of absence may be taken at any time during the year. However, a new employee shall not be eligible to take more than six (6)

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days, or the proportionate amount of which the employee may be entitled under this section, until the first day of the calendar month after the completion of six (6) months of active service with the District.

13.7.6 If a unit member does not take the full amount of sick leave for illness or injury as allowed in any year under this section, the amount not taken shall be accumulated from year to year. Any employee with twenty-four (24) or more days of accumulated sick leave may choose to convert up to twelve (12) days of accumulated sick leave to vacation days. Such conversion shall be at the rate of two (2) sick leave days for each day of vacation. The term "days" as used in this section shall be defined as the number of hours the employee in question is regularly assigned at the time of the request.

13.7.7 After all accumulated sick leave has been exhausted, a regularly employed unit member shall be entitled to extended sick leave benefits as follows:

(a) A unit member shall be compensated at a rate equal to fifty percent (50%) of their regular salary for days of absence due to personal illness or injury not in excess of a total of one hundred (100) days in any fiscal year. Each fiscal year shall be considered a new one hundred (100) day period and subsequent half-paid days of sick leave shall apply for the same employee.

(b) The half-pay days of sick leave authorized shall be exclusive of any other paid leave, holiday, or vacation time to which the employee may be entitled.

(c) A unit member utilizing this leave under 13.7.7 (a) shall provide to their immediate supervisor verification of absence due to illness or injury for any period of more than three (3) consecutive workdays, or five (5) total workdays within a single calendar month, by means of a written statement from the attending physician which verifies the employee's illness or injury.

13.7.8 The following rules and regulations shall serve to require and prescribe the manner of proof of illness or injury of a unit member, but such rules and

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regulations shall not discriminate against the evidence of treatment and the need therefore by the practice of the religion of any well-recognized religious sect, denomination, or organization; and nothing in this section shall be deemed to modify or repeal any division of law set forth in Article 3, Division 3 of the California Health and Safety Code:

(a) Verification of absence due to illness or injury for a period of five (5) consecutive days or more than seven (7) workdays within any calendar month shall be provided to the immediate supervisor by means of a written statement from the attending physician which verifies the employee's illness or injury.

(b) **Verification of absence due to illness or injury for a period of one calendar month or more shall be provided by means of a physician's written statement which verifies the employee's illness or injury to be filed with the Human Resources Department within fifteen days following each calendar month of such absence.**

(c) For absences due to illness or injury exceeding ten (10) consecutive work days, an employee's ability to return to work shall be verified by a completed District Certificate for Return to Work (see Exhibit K), signed by the attending physician.

(d) Notwithstanding the foregoing rules and regulations, a member of the bargaining unit shall, at the request of the Superintendent or delegated administrative representative, consult with and/or be examined by a District appointed physician at District expense in the event that the absence of the employee is in excess of ten (10) consecutive workdays, or that the employee's work record reflects a history of brief, repeated absences due to illness or injury.

(e) When the District has been informed in writing by a physician attending a unit member, that the unit member is no longer ill and is able to return to work, the unit member shall not be penalized by any loss of salary, or be required to use up additional days of sick leave while awaiting the results of an examination by a District appointed physician, unless such examination verifies that illness or injury still exists to the extent that the employee should not return to work.

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13.7.9 An employee on sick leave shall be entitled to return to the same assignment held at the time such leave commenced unless such assignment has been discontinued, in which case the employee shall be entitled to a comparable assignment as determined by the District.

13.8 CATASTROPHIC SICK LEAVE BANK

Bargaining unit members may apply for and receive catastrophic sick leave pursuant to the following provisions:

13.8.1 The unit member, or a unit member's immediate family member for whom he/she must care, shall have suffered a severe incapacitating illness or injury which is expected to be for an extended period of time, as certified by the attending physician, and which prevents the unit member from properly performing his/her district duties.

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13.8.2 The time off work must create a financial hardship for the unit member because he or she has exhausted all personal sick leave, extended sick leave, industrial illness and accident leave and/or any other paid time.

13.8.3 The use of the catastrophic sick leave bank shall only be available to those bargaining unit members who have made a deposit of at least four (4) hours to the bank.

13.8.4 A joint Association-District committee comprised of three (3) members appointed by the Association and two (2) members appointed by the District must determine and certify that the unit member is eligible for catastrophic sick leave because he/she is unable to work due to the severity of that personal or family catastrophic illness, and only after adequate proof of illness has been provided in accordance with Education Code Section 44043.5, and pertinent rules and regulations of the District.

13.8.5 Catastrophic sick leave credits may be used only for the remainder of the school year in which extended sick leave is exhausted, plus the remainder of the following year after extended sick leave has been exhausted in said year, but in no event longer than twelve (12) consecutive calendar months following the start of the leave.

13.8.6 Unit members may deposit sick leave in four (4) hour increments according to the following regulations:

(a) a unit member with an accumulated sick leave of between 20 and 60 hours may deposit four (4) hours.
(b) a unit member with an accumulated sick leave of between 61 and 100 hours may deposit up to eight (8) hours.
(c) a unit member with an accumulated sick leave of 101 hours or more may deposit up to 10% of his/her sick leave.

13.8.7 Deposits of sick leave into the catastrophic sick leave bank are irrevocable and such deposits shall be coordinated by the Joint Committee provided for in 13.8.4 above during the last two (2) weeks of October of each year. The Joint Committee may request deposits of sick leave into the

catastrophic sick leave bank at other times during the year should the total number of sick days in the catastrophic sick leave bank fall below 200 hours.

13.8.8 Unit members wishing to use this catastrophic sick leave bank must submit a letter to Human Resources stating the nature of the catastrophic event and the number of days being requested. A copy of the attending

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physician's certification of the incapacitating illness or injury must be attached.

13.8.9 Catastrophic sick leave shall begin upon the exhaustion of the statutory period of extended sick leave benefits, and shall continue the 50% salary payment and the District fringe benefit contribution that the unit member received during said period.

13.8.10 Any unit member who receives paid catastrophic sick leave shall first use any leave credits that he or she continues to accrue on a monthly basis prior to receiving paid catastrophic sick leave.

13.8.11 Any unit member who applies for catastrophic sick leave understands that he/she waives any right to privacy concerning the communication of the circumstances and factors contemplated herein to the members of the Joint Committee provided for in 13.8.4 above.

13.8.12 The receipt of a donated sick leave credit through catastrophic sick leave as defined herein, when combined with other District income, shall not provide the recipient with a greater monthly District income/fringe benefit contribution than he/she received immediately prior to the receipt of catastrophic sick leave.

13.8.13 If the Board of Education subsequently adopts a catastrophic sick leave policy for non-represented employees of the District, and if the terms and conditions of said policy are parallel to this section, unit members shall be allowed to donate to, or receive from, said non-represented employees the catastrophic leave credits described herein.

13.8.14 **All classified employees will be notified of the window to deposit hours each calendar year. Classified employees will one calendar month upon notification to deposit hours into the Catastrophic Leave Bank.**

13.8.15 This catastrophic sick leave section shall not be subject to the provisions of Article 17: Grievance Procedure of this Agreement

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13.9 PARENTAL LEAVE

13.9.1 Definition of Parental Leave: For the purposes of this Article, "parental leave" is defined as "leave for reason of the birth of a child of the employee, or the placement of a child with employee in connection with the adoption or foster care of the child by the employee".

13.9.1.A Effective January 1, 2017, as provided by Education Code section 45196.1, the employee shall be entitled to parental leave as set forth in this section.

13.9.2 All full-time and part-time employees who have been employed for 12 months with the Employer are entitled to utilize parental leave. There is no threshold number of hours that part-time employees, as well as full-time employees, must work in order to be eligible for parental leave.

13.9.3 For purposes of this section, "parental leave" means leave for bonding with the employee's newborn child, or with a newly placed child in the employee household for adoption or foster care. Parental leave does not include leave taken for the employee's disability due to pregnancy, childbirth, or recovery therefrom.

13.9.4 The employee must give the District at least 10 workdays advance written notice of his or her intention to use the parental leave and the anticipated dates of leave except for extenuating circumstances or in cases where a mutual agreement is reached to shorten the 10 workdays advance notice. If an agreement between the employee and the District can't be reached with regard to extenuating circumstances CSEA shall be notified within 1 workday to discuss the matter.

13.9.5 Employees shall use current and accumulated sick leave for parental leave, for up to 12 workweeks.

13.9.5.A. When both parents of the child are employed by the same employer, the parents may request 12 workweeks each for parental bonding.

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13.9.6 When an employee with at least one year of District service has exhausted all current and accumulated sick leave and continues to be absent on account of parental leave, he or she shall be entitled to fifty percent (50%) pay for the remainder of the 12-work week leave. An employee may supplement the fifty percent (50%) pay with accrued vacation leave.

13.9.7 Parental leave must be used within 12 months following the birth or placement of the child. Parental lave must be taken in increments of at least 2 weeks duration; however, the employee may take parental leave in increments of less than 2 weeks on up to two occasions.

13.9.8 Parental leave under this section runs concurrently with parental (child bonding) leave under the California Family Rights Act (CFRA). The total amount of parental leave may not exceed 12 workweeks in any 12-month period.

UNPAID LEAVES

13.10 HEALTH LEAVE

13.10.1 A leave of absence without pay may be requested by a unit member who is physically unable to work. A substantiating written statement from a licensed physician must accompany the employee's request.

13.10.2 This regulation shall not discriminate against evidence of treatment and the need, therefore, by the practice of religion of any well-recognized church or denomination.

13.10.3 In any case where questions arise, the District may request that the employee be examined by a physician employed by the Burbank Unified School District.

13.10.4 Such leaves shall not be granted for longer than 190 consecutive workdays, nor shall time spent on health leave be credited towards salary

advancement, longevity, vacation or accumulation of sick leave.

13.10.5 An employee on health leave shall be permitted to participate in the District insurance program by making timely premium payments directly to the District.

13.10.6 It is understood and agreed as follows: there is no guarantee that an employee shall return to the same position. In each case, the needs of the District shall receive primary consideration in reassigning employees returning from leave. The employee shall, however, be entitled to a comparable assignment as determined by the District.

13.10.7 An employee returning from a health leave shall provide the District with written notice of availability to return to work. This written notice shall be given to the District at least two (2) working days prior to first available date of return. The notice must be accompanied by a written verification by the employee's physician that the employee may return to work without restriction.

13.11 HOME RESPONSIBILITY LEAVE

13.11.1 A leave of absence without pay, without credit towards advancement on the salary schedule and without longevity, vacation or accumulation of sick leave, may be granted to permanent employees for the purpose of home responsibilities such as prolonged illness of a family member, preparation for childbirth, care of children, or for other reasons which justify the employee's release from school District responsibilities.

13.11.2 Such leave may be granted for up to 190 consecutive workdays.

13.11.3 An employee on home responsibility leave shall be permitted to participate in the District insurance program by making timely premium payments directly to the District.

13.11.4 There is no guarantee that an employee shall return to the same job location. In each case, the needs of the District shall receive primary

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consideration in reassigning employees returning from leave. The employee shall be entitled to an assignment in the same job classification.

13.11.5 Upon request, the Board of Education may extend a home responsibility leave for up to one hundred ninety (190) consecutive workdays. The actual length of such leave may be varied at the discretion of the Board of Education, based on the interests of the District.

13.12 MILITARY LEAVE

13.12.1 Military leave shall be granted in accordance with Education Code Section 44800 and Military and Veterans Code Sections 395 through 395.4.

13.13 FAMILY CARE AND MEDICAL LEAVE

13.13.1 It is the intent of this provision to be consistent with Government Code section 12945.2, and it shall be interpreted so that there will be no violation of that law.

13.13.2 An employee with more than twelve months service with the District who has worked at least 1,250 hours in the previous 12-month period shall be granted an unpaid family care to leave up to a total of twelve (12) weeks in any twelve (12) month period pursuant to the requirements of this provision.

For purposes of this provision the term "family care and medical leave" means either (a) leave for reason of the birth of a child of the employee, the placement of a child with an employee in connection with the adoption of the child or foster care of the child by the employee, or the serious health condition of a child of the employee; (b) leave to care for a parent or spouse who has a serious health condition; or (c) leave because of serious health condition that makes the employee unable to perform the functions of the position of that employee, except for leave taken for disability on account of pregnancy, childbirth or related medical conditions.

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An unpaid family care and medical leave for the birth, adoption, or placement of a child must commence within one (1) year of the qualifying event.

13.13.3 An unpaid family care leave shall be treated as any other unpaid leave. During an unpaid family care leave an employee shall retain employee status with the District, and such leave shall not constitute a break in service. An employee returning from an unpaid family care leave shall have no less seniority than when the leave commenced.

13.13.4 If an employee's need for an unpaid family care leave is foreseeable, the employee shall provide the District with reasonable advance notice of need for such leave. If the employee's need for such leave is foreseeable due to a planned medical treatment or supervision, the employee shall make a reasonable effort to schedule the treatment or supervision to avoid disruption to the operations of the District.

13.13.5 The District requires that an employee's request for an unpaid family care leave for the purpose of caring for a child, spouse or parent who has a serious health condition or for the employee's own serious health condition be supported by a written certification issued by the health care provider of the individual family member requiring care. This written certification must include the date on which the serious health condition commenced and the probable duration of this condition.

For a leave based upon caring for a child, spouse or parent who has a serious health condition the written certificate must have an estimate of the amount of time the health care provider believes the employee needs to care for the individual requiring care, and a statement that the serious health condition warrants the participation of a family member to provide care during a period of the treatment or supervision of the individual requiring care.

For a leave based on the employee's own serious health condition, the written certification must include a statement that the employee is unable to perform the functions of his or her position.

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If additional leave is required upon the expiration of the time estimated by the health care provider, the employee must request such additional leave again supported by a written certification consistent with the requirements for an initial certification.

13.13.6 In any case in which the District has reason to doubt the validity of the certification provided pursuant to this section, the District may require, at the District's expense, that the employee, or as appropriate the employee's spouse, child, or parent, obtain the opinion of another health care provider, designated or approved jointly by the District and the employee. The opinion of the mutually agreed upon health care provider shall be considered to be final and shall be binding on the District and the employee.

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13.13.7 As a condition of an employee's return from leave taken because of the employee's own serious health condition, the employee shall obtain certification from his or her health care provider that the employee is able to resume work.

13.13.8 For purposes of this provision and consistent with current law, the term "child" means a biological, adopted, or foster child, a step-child, a legal ward, or a child of an employee standing in loco parentis who is either under eighteen years of age or an adult dependent child.

For purposes of this provision and consistent with current law, the term "parent" means a biological, foster, or adoptive parent, a stepparent or a legal guardian, or other person who stood in loco parentis to the employee when the employee was a child.

For purposes of this provision and consistent with current law, the term "serious health condition" means an illness, injury, impairment, or physical or mental condition which involves either of the following:

(a) Inpatient care in a hospital, hospice, or residential health care facility; or

(b) Continuing treatment or continuing supervision by a health care provider. For purposes of this provision and consistent with current law, the term "health care provider" means an individual holding either a physician's and surgeon's certificate issued pursuant to applicable law, or an osteopathic physician's and surgeon's certificate issued pursuant to applicable law.

13.13.9 To the maximum extent permitted by law, any paid or unpaid leave otherwise granted by this Agreement shall be credited toward the leave provided for in paragraph 13.12. Thus, Family Care and Medical Leave will run concurrently with the leave(s) granted pursuant to the other sections of this Article. This section does not apply to workers' compensation benefits.

13.13.10 During any period an employee takes unpaid family care and medical

DE 12/11/24

leave the District shall maintain and pay for coverage for health and welfare benefits pursuant to Article 9. The District may recover the premium that it paid as required by this subdivision for maintaining coverage for the employee under the group health plan if both of the following conditions occur:

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(a) The employee fails to return from leave after the period of leave to which the employee is entitled has expired.

(b) The employee's failure to return from leave is for a reason other than the continuation, recurrence, or onset of a serious health condition that entitles the employee to family care and medical leave or other circumstances beyond the control of the employee.

13.13.11 If both parents are employed by the District, the District shall not be required to grant leave in connection with the birth, adoption, or foster care of a child that would allow the parents family care and medical leave totaling more than twelve (12) work weeks within a twelve (12) month period.

13.13.12 Upon the termination of the leave, an employee shall have a right to reinstatement in the same or equivalent position s/he occupied prior to the leave. For the purposes of this section, same or equivalent position means a position that has the same or similar duties, hours, shift, and pay which can be performed at the same or similar geographic location as the position held prior to the leave and subject to the availability of the position.

The District may refuse to reinstate an employee returning from leave to the same or an equivalent position if all the following apply: the employee is a salaried employee who is among the highest paid 10 percent of the District's employees; the refusal is necessary to prevent substantial and grievous economic injury to the operations of the District; and the District notifies the employee of the intent to refuse reinstatement at the time the District determines the refusal is necessary.

13.13.13 Family Care and Medical Leave may be taken in one (1) or more periods. Leave may be taken in increments of at least one (1) day for recurring medical treatment certified by a health care provider.

13.13.14 An employee using unpaid leave under Article 13.12 for the serous health condition of a child, parent or spouse is not entitled to additional leave under Article 13.10, Home Responsibility Leave, for the same reasons for

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Between the

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December 11, 2024

a period of twenty-four (24) months.

13.14 CAREER ADVANCEMENT LEAVE

Unit members enrolled in a courses, workshops, and seminars sponsored by accredited and/or licensed adult education programs, junior colleges, colleges, universities, trade schools, or other private organizations, which are directly related to an employee's job or promotional opportunities within the District may take a one-time leave of absence, up to one year, without pay. In the event that courses require additional time for completion, a unit member may apply for up to an additional six (6) months extension of this unpaid leave or absence. Unit members returning from such leave shall be returning to the same job classification, when possible, as they held prior to such leave.

FOR CSEA	FOR THE DISTRICT
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Between the

Burbank Unified School District

And the

California school Employees Association and its Burbank chapter #674

December 11, 2024

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Tentative Agreement
Between
the California School Employees Association and its Burbank Chapter #674 ("CSEA")
and
the Burbank Unified School District ("District")

ARTICLE 21 - RECLASSIFICATION

21.1 INDIVIDUAL BARGAINING UNIT MEMBERS RECLASSIFICATION REQUESTS:

Members of the bargaining unit having permanent status may request reclassification of the position they occupy by completing and submitting to the Joint Reclassification Committee a Reclassification Request Form. The Joint Reclassification Committee shall, during the month of February, review all requests and determine which shall be granted, denied, or require further study. Requests may be based on the individual position within the classification having changes in the kind and/or level of required duties or required responsibilities or may be based on the entire classification having changes in the kind and/or level of required duties or required responsibilities.

In circumstances where the entire classification has changed in the kind and/or level of required duties or required responsibilities, the District/CSEA negotiations teams, or Joint Reclassification Committee, shall review all classifications in a job family. Reclassification requests shall not be solely based upon a comparison of external salary data and may not be based upon increased volume of work for which other remedies may exist. Reclassification requests shall be accepted during the period from January 1 through January 31~~, 1996 and~~ every ~~even~~ year ~~thereafter~~. **Submissions for reclassification shall be submitted to the District no later than 5pm on January 31.**

~~Reclassification requests shall only be considered during odd numbered years for unusual or extraordinary reasons and by mutual agreement of CSEA and the District.~~
Reclassification requests which do not comply with the established criteria and directions as stated in the reclassification form or which are incomplete shall be rejected. Factors considered by the negotiations teams when evaluating reclassification requests include knowledge, complexity, accountability, and working conditions.

21.2 JOINT RECLASSIFICATION COMMITTEE

21.2.1 *"Committee Membership"*
A joint committee of representatives of the Burbank Unified School District and California School Employee's Association members shall consist of six voting members. The committee shall be comprised of the Superintendent or designee, CSEA President or designee, **two (2)** District management personnel and **two (2)** CSEA bargaining unit members.

The Superintendent or designee and the CSEA President or designee shall be permanent members of the committee. An alternate for each group shall be identified to replace a member who cannot be present for a meeting. Meetings shall be held at mutually agreed upon dates and times. Additional management personnel and CSEA bargaining unit members may requested to act as resources to present information to the Committee.

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21.2.2 *"Procedure"*

The joint committee shall meet in February to review reclassification requests submitted. The joint committee shall evaluate all of the following factors in its recommendations for reclassification:

1) **a gradual accretion** ~~regularly assigned changes~~ in the kind and/or level of required duties or required responsibilities, including the factors of knowledge, complexity, accountability, and working conditions;
2) comparison of external salary data;
3) effect of any salary range changes on the internal salary range hierarchy; and
4) other pertinent factors.

~~Recommendations of the Joint Committee shall be presented to the District/CSEA negotiations teams.~~ **~~Notice of disposition of the reclassification request shall be made no later than June 30. Recommendations for a~~ The District will send a written notification on the status of the request to the employee(s) who submitted the request by June 30 of the year of the submission.** Any action on salary range changes or job descriptions agreed to by CSEA and the District shall be effective or made retroactive to July 1 of the fiscal year following the date of the reclassification request.

If the Committee cannot agree on a joint recommendation, CSEA or the District may submit a proposal regarding a reclassification request to the District/CSEA negotiations teams. The outcome of a reclassification request shall not be subject to **appeal and/or** the grievance procedures.

21.3 NEWLY CREATED AND VACANT POSITIONS

The District shall have the sole discretion to classify newly created positions including but not limited to establishing or modifying the position description or title. Salary range on the classified salary schedule shall be subject to negotiations between the District and CSEA.

~~21.4 For information purposes, a comprehensive reclassification study was completed in 1987-88 (Ewing Study) and the Joint Reclassification Committee process was established in 1989-90.~~

For District:

Dated: 10/7/2024

For CSEA:

Dated: Oct 7, 2024

Derek Eckstein

ARTICLE 24: CONCERTED ACTIVITIES

24.1 It is agreed and understood by the District and CSEA that:

24.1.1 There will be no strike~~, work stoppage, slowdown, sick in, sit in, picketing or other concerted actions~~ by **~~It is mutually understood that there will be no concerted activities that violate the Educational Employment Relations Act (EERA).~~ the Association, its officers, agents or bargaining unit members during the term of this Agreement.**

24.1.2 There will be no refusal or failure to fully and faithfully perform job functions and responsibilities nor any other interference with operations of the District by CSEA, its officers, agents or bargaining unit members during the term of this Agreement.

~~24.1.3 There will be no compliance by CSEA and the bargaining unit members with any request of other labor organizations to engage in any type of concerted action specified in this Article.~~

24.1.4 The District will not engage in a lockout of bargaining unit members.

24.2 CSEA recognizes the duty and obligation of its officers and representatives to comply with the provisions of this Agreement and to make every effort toward inducing all bargaining unit members to do so.

24.2.1 In the event of **~~any concerted activities that violate the EERA~~** a strike~~, work stoppage, slowdown, or other interference with the operations of the District~~ by bargaining unit members who are represented by CSEA**~~, and upon written request from the District.~~** CSEA agrees in good faith to take all necessary steps to ~~cause~~ **persuade ~~encourage~~** those employees to cease such action.

24.3 It is agreed and understood by the District and CSEA that in the event the provisions of this Article are violated, the District shall be entitled to withdraw any rights, privileges, services, benefits or wages provided for in this Agreement from any unit members and/or CSEA.

24.3.1 It is agreed and understood that any bargaining unit member violating this Article may be subject to disciplinary action up to and including termination.

~~24.4 It is clearly understood that bargaining unit members and CSEA representatives, local or state, who instigate or promote any violation of the provisions of this Article, will be liable for punitive damages as determined by a court of competent jurisdiction.~~

For District:
Dated: 12/11/24

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For CSEA:
Dated: 12/11/24

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Burbank Unified School District
CSEA Work Calendar 2025-2026
Exhibit H-1

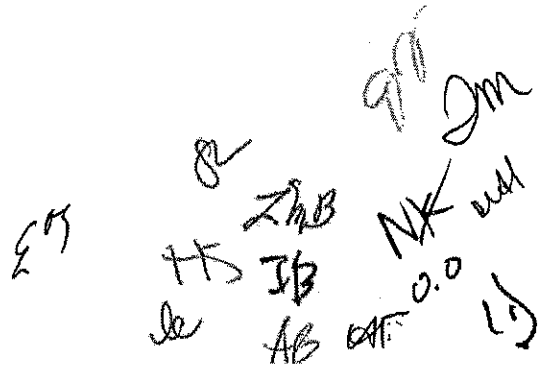
District Proposal
March 7, 2025

	Event	Basis A	Basis B	Basis C	Basis C	Basis C	Basis D
Month		12	11	10	10	10	9
Total Work Days*		261	238	229	219	219	208
DATE				Guidance/Program Tech I, School Office Manager, Elementary, Office Assistant, Elementary	Inst. Asst. Children Center	All Other 10 month employees not listed in this exhibit	
7/1/2025		Begin Work					
7/4/2025	Independence Day	Paid Holiday					
7/17/2025			Begin Work				
7/30/2025				Begin Work			
8/6/2025						Begin Work	
8/11/2025							Begin Work
8/12/2025					Begin Work		
8/13/2025	First Day of School						
9/1/2025	Labor Day	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
11/11/2025	Veteran's Day	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
11/26/2025		Work Day	Work Day	Work Day	Work Day	Work Day	Paid Vac
11/27/2025	Thanksgiving Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
11/28/2025	Local Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
12/24/2025	Local Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
12/25/2025	Christmas Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
12/22, 12/23, 12/26, 12/29, 12/30/2025	5 Vacation Days			Paid Vac	Paid Vac	Paid Vac	Paid Vac
12/31/2025	Local Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
1/1/2026	New Years Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
1/2/2026	1 Vacation Day			Paid Vac	Paid Vac	Paid Vac	Paid Vac
1/19/2026	MLK Day	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
2/13/2026	Lincoln Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
2/16/2026	President's Day	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
3/16/26-3/18/26	3 Vacation Days			Paid Vac	Paid Vac	Paid Vac	Paid Vac
3/19/2026	Local Holiday	Paid Holiday**	Paid Holiday**	Paid Holiday**	Paid Holiday**	Paid Holiday**	Paid Holiday**
3/20/2026	Local Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
5/25/2026	Memorial Day	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
6/28/2026	Last Day of School						Last Day
6/3/2026						Last Day	
6/12/2026					Last Day		
6/15/2026			Last Day	Last Day			
6/19/2026	Juneteenth Holiday	Paid Holiday					
6/30/2026		Last Day					

In paid status which includes vacation and holidays (paid vacation as alloted per hire date)
Total Work Days are based on employees working five (5) days a week.
**In lieu of Admissions Day

Basis A
2025-2026

Month	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	Work Days	Holidays
July		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31			
		1	1	1	H	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		22	1
August					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29		
					1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	21	
September	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30					
	H	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1				21	1
October			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31		
			1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	23	
November						3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28		
						1	1	1	1	1	1	H	1	1	1	1	1	1	1	1	1	1	1	H	H	17	3
December	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31				
	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	H	H	1	1	1	H			20	3
January				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30		
				H	1	1	1	1	1	1	1	1	1	1	1	H	1	1	1	1	1	1	1	1	1	20	2
February	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27							
	1	1	1	1	1	1	1	1	1	H	H	1	1	1	1	1	1	1	1	1						18	2
March	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	26	26	27	30	31					
	1	1	1	1	1	1	1	1	1	1	1	1	1	H	H	1	1	1	1	1	1	1				20	2
April			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30			
			1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		22	
May					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29		
					1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	H	1	1	1	1	20	1
June	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30					
	1	1	1	1	1	1	1	1	1	1	1	1	1	1	H	1	1	1	1	1	1	1				21	1
																										245 261	16



Basis B
2025-2026

Month	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	Work Days	Holidays
July		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31			
					H									1	1	1	1	1	1	1	1	1	1	1		11	
August					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29		
					1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	21	
September	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30					
	H	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1				21	1
October			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31		
			1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	23	
November						3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28		
						1	1	1	1	1	1	H	1	1	1	1	1	1	1	1	1	1	1	H	H	17	3
December	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31				
	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	H	H	1	1	1	H			20	3
January				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30		
				H	1	1	1	1	1	1	1	1	1	1	1	H	1	1	1	1	1	1	1	1	1	20	2
February	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27							
	1	1	1	1	1	1	1	1	1	H	H	1	1	1	1	1	1	1	1	1						18	2
March	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31					
	1	1	1	1	1	1	1	1	1	1	1	1	1	H	H	1	1	1	1	1	1	1				20	2
April			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30			
			1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		22	
May					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29		
					1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	H	1	1	1	1	20	1
June	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30					
	1	1	1	1	1	1	1	1	1	1	1				H											11	
																										224	14
																										238	

* works 11 days in July, 11 days in June

Basis C

Guidance Program Technicians, School Office Managers, Office Assistants

2025-2026

Month	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	Work Days	Holidays	Vacation
July		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31				
					H																		1	1		2		
August					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29			
					1	1	1	1	1	1	1	1		1	1	1	1	1	1	1	1	1	1	1	1	21		
September	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30						
	H	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1				21	1	
October			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31			
			1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	23		
November						3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28			
						1	1	1	1	1	1	H	1	1	1	1	1	1	1	1	1	1	1	H	H	17	3	
December	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31					
	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	V	V	H	H	V	V	V	H			15	3	5
January				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30			
				H	V	1	1	1	1	1	1	1	1	1	1	H	1	1	1	1	1	1	1	1	1	19	2	1
February	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27								
	1	1	1	1	1	1	1	1	1	H	H	1	1	1	1	1	1	1	1	1						18	2	
March	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31						
	1	1	1	1	1	1	1	1	1	1	V	V	V	H	H	1	1	1	1	1	1	1				17	2	3
April			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30				
			1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		22		
May					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29			
					1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	H	1	1	1	1	20	1	
June	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30						
	1	1	1	1	1	1	1	1	1	1	1				H											11		
																										206	14	9
																										229		

** start 2 wks before school-works 10 more days than Basis C (add'; days to be added in June)

Basis C
Children's Center
2025-2026

Month	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	Work Days	Holidays	Vacation
July		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31				
					H																					0		
August					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29			
												1		1	1	1	1	1	1	1	1	1	1	1	1	14		
September	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30						
	H	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1				21	1	
October			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31			
			1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	23		
November						3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28			
						1	1	1	1	1	1	H	1	1	1	1	1	1	1	1	1	1	1	H	H	17	3	
December	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31					
	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	V	V	H	H	V	V	V	H			15	3	5
January				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30			
				H	V	1	1	1	1	1	1	1	1	1	1	H	1	1	1	1	1	1	1	1	1	19	2	1
February	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27								
	1	1	1	1	1	1	1	1	1	H	H	1	1	1	1	1	1	1	1	1						18	2	
March	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31						
	1	1	1	1	1	1	1	1	1	1	V	V	V	H	H	1	1	1	1	1	1	1				17	2	3
April			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30				
			1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		22		
May					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29			
					1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	H	1	1	1	1	20	1	
June	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30						
	1	1	1	1	1	1	1	1	1	1					H											10		
																										196	14	9
																										219		

*start ~~Friday~~ before school; 2 weeks in June (day before school)

Basis C
All Other
2025-2026

Month	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	Work Days	Holidays	Vacation
July		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31				
					H																					0		
August					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29			
								1	1	1	1	1	[redacted]	1	1	1	1	1	1	1	1	1	1	1	1	18		
September	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30						
	H	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1				21	1	
October			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31			
			1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	23		
November						3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28			
						1	1	1	1	1	1	H	1	1	1	1	1	1	1	1	1	1	1	H	H	17	3	
December	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31					
	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	V	V	H	H	V	V	V	H			15	3	5
January				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30			
				H	V	1	1	1	1	1	1	1	1	1	1	H	1	1	1	1	1	1	1	1	1	19	2	1
February	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27								
	1	1	1	1	1	1	1	1	1	H	H	1	1	1	1	1	1	1	1	1						18	2	
March	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31						
	1	1	1	1	1	1	1	1	1	1	V	V	V	H	H	1	1	1	1	1	1	1				17	2	3
April			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30				
			1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		22		
May					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29			
					1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	H	1	1	1	1	20	1	
June	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30						
	1	1	1												H											3		
																										193	14	9
																										216		

** start 1 wk before school-days not worked in aug added to june

94

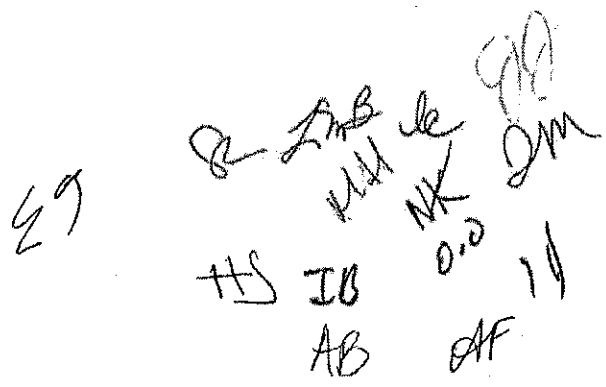
ES 8 ~~KB~~ KH la NK JM 7HS IB 0.0 AB CAF ED

Basis D
2025-2026

Month	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	Work Days	Holidays	Vacation
July		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31				
					H																					0		
August					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29			
											1	1		1	1	1	1	1	1	1	1	1	1	1	1	15		
September	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30						
	H	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1				21	1	
October			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31			
			1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	23		
November						3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28			
						1	1	1	1	1	1	H	1	1	1	1	1	1	1	1	1	1	V	H	H	16	3	1
December	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31					
	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	V	V	H	H	V	V	V	H			15	3	5
January				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30			
				H	V	1	1	1	1	1	1	1	1	1	1	H	1	1	1	1	1	1	1	1	1	19	2	1
February	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27								
	1	1	1	1	1	1	1	1	1	H	H	1	1	1	1	1	1	1	1	1						18	2	
March	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31						
	1	1	1	1	1	1	1	1	1	1	V	V	V	H	H	1	1	1	1	1	1	1				17	2	3
April			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30				
			1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		22		
May					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29			
					1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	H	1	1	1		19	1	
June	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30						
															H											0		
																										185	14	10
																										209		

** work days= school is in session

Staff Dev/Trainings



Signature: Laura Bauman

Email: laurabauman@burbankusd.org

Signature: Nicole Knoop
Nicole Knoop (Mar 24, 2025 14:38 PDT)

Email: nicoleknoop@burbankusd.org

Signature: Angelica Fitzgerald
Angelica Fitzgerald (Mar 24, 2025 15:09 PDT)

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Signature: Alexi Buliavac
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Sarah Rudchenko (Mar 25, 2025 11:04 PDT)

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Signature:
Omar Olea (Mar 24, 2025 17:39 PDT)

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Signature: Hugo Sanchez
Hugo Sanchez (Mar 26, 2025 07:06 PDT)

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Signature:
Ignacio Duarte (Mar 25, 2025 05:51 PDT)

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Signature:
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Email: magalihuerta@burbankusd.org

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Andrew Cantwell (Mar 27, 2025 15:23 PDT)

Email: andrewcantwell@burbankusd.org

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sarah Rudchenko, Assistant Superintendent, Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
DATE:	May 1, 2025
SUBJECT:	Approval of the 2024-2027 Negotiated Successor to the Agreement between the Burbank Unified School District (BUSD) and the California School Employees Association (CSEA), Chapter 674, in Accordance with AB 1200 (Chapter 1213/Statutes 1991), AB2756 (Chapter 52/Statutes 2004), GC 3547.5

Background
The California School Employees Association (CSEA) and the District have tentatively agreed to a 2024-2027 Successor to the Agreement. The Association and the District have agreed to the attached signed Articles. CSEA has informed the District that the Association has ratified this Tentative Agreement.

Discussion/Issues
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, will discuss the Negotiated Successor to the Agreement between the Burbank Unified School District and the California School Employees Association. In accordance with AB 1200, the District has submitted a budget forecast to the Los Angeles County Office of Education to demonstrate that the negotiated Agreement does not negatively impact the District's financial condition.

The public will have an opportunity for input at a Public Hearing held prior to the Board of Education ratification vote. Pursuant to the public disclosure requirements of the Government Code section 3547.5, the following is a summary of the signed Tentative Agreements and changes recommended to the previous agreement and, where applicable, their additional costs to the District.

Article 1: Agreement
Article 1 was updated to include the dates that the Agreement will be in effect, ratified from July 1, 2024 to June 30, 2027.

Article 8: Compensation
Article 8 now specifies that the Association will know of any layoffs or reductions affecting CSEA members before March 15th of each fiscal year. The longevity pay will increase as follows:

- 10 year- $192 per month
- 15 years- $229 per month
- 20 years- $284 per month

- 25 years- $330 per month
- 30 years- $374 per month

Other changes reflect updated language for clarity and formatting.

Article 9: Health and Welfare Benefits

Article 9 was updated to reflect that on January 1, 2026, all part-time unit members shall be entitled to all health and welfare benefits for which they meet the eligibility requirements on a prorated basis of the Maximum District Medical Insurance Contribution.

Article 10: Hours of Employment and Overtime:

Article 10 has been amended to allow the district to modify work schedules in the event of any state or federally mandated change to the work day with a minimum seven (7) days notification. Additionally, language has been clarified regarding the qualifications for overtime pay and the duration an employee must work before it is granted. Modifications have also been made to the Cal/OSHA guidelines concerning heat days and unhealthy air quality days.

Article 11: Holidays:

Article 11's language was updated to reflect the number of paid holidays an employee is entitled to per year. Language was also modified to clarify floating holidays and how an employee can use them; including those who work a 4/10 schedule.

Article 13: Leaves

Article 13 was updated to include verification for extended absence due to illness or injury that lasts longer than a calendar month to the Human Resources Department. Language was also included that establishes the window of time an employee can deposit into the catastrophic sick leave bank.

Article 21: Reclassification

Reclassification has been changed to occur every year, not every even year as previously negotiated.

Article 24: Concerted Activities

The language in Article 24 has been updated for clarity and alignment.

Exhibit H-1: Burbank Unified School District, CSEA Work Calendar 2025-2026

Work Calendars for classified employees were reviewed and approved by both CSEA and the District.

Fiscal Impact

The AB1200 outlines any fiscal impacts of the collective bargaining agreements reached during the 2024-2025 bargaining sessions.

Recommendation

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the 2024-2027 Negotiated Successor Agreement between the Burbank Unified School District (BUSD) and the California School Employees Association (CSEA), Chapter 674, in Accordance with AB 1200 (Chapter 12/13/Statutes 1991), AB2756 (Chapter 52/Statutes 2004), and GC 3547.5, as presented.

General Instructions for Completion of
Public Disclosure of Proposed Collective Bargaining Agreement

- Pursuant to GC 3540.2 (a), districts with qualified or negative certifications are required to submit a disclosure. In addition, pursuant to GC 3540.2 (d) a school district shall provide the county superintendent of schools, upon request, with all relevant information to provide an understanding of the financial impact of any final collective bargaining agreement reached pursuant to GC Section 3543.2 and 3547.5. All proposed bargaining agreements, including zero compensation, freezes, rollbacks, furlough days, stipends, benefit modifications and re-openers, must be disclosed using the entire workbook.

- Please submit this form to the County Superintendent of Schools and make it available to the public for review **at least ten (10) working days prior** to the date on which the Governing Board will take action on the proposed bargaining agreement.

- Attach a copy of the proposed bargaining agreement to each disclosure form.

- A separate disclosure form should be completed for each bargaining unit. If two or more units are settled concurrently, see the instructions at the bottom of the next page.

- Figures in the "Annual Cost Prior to Proposed Agreement" column on page 1 of the disclosure form should reflect the current fiscal year cost data before the agreement, even if the estimated salary changes were included in the adopted budget.

- In the "Year 1" column on page 1 of the disclosure form, show the incremental change resulting from the proposed agreement for the fiscal year in which the contract is first effective. If the agreement includes a retroactive salary change for a prior year and the impact of the change is in the current fiscal year, show the total change of both the prior and current year in the "Year 1" column. Only fill in the "Year 2" or "Year 3" columns if the proposed agreement is a multiyear contract with changes in years subsequent to the current year.

- To ensure full disclosure, such as for agreements where salary changes may not be effective for a full year, explain the terms of the agreement beginning on the top of page 2 of the disclosure form.

- Use Section G on pages 4a through 4c for the General Fund and the four columns designated to show "Latest Board Approved Budget Before Settlement," "Adjustments as a Result of Settlement," "Other Revisions," and "Total Revised Budget" for the fiscal year being settled.

- Pages 4d through 4h of Section G are to be used if the source of funding for an agreement includes funds **other than** the General Fund.

- Proposed agreements must be disclosed **any time a contract is reopened.** This is especially true when multiyear agreements are formula-driven, as in the case when they are tied to projected cost-of-living adjustments in the subsequent years. Once an actual percentage and dollar change is determined, **the resulting salary and benefit cost impact must be disclosed even though it may have been budgeted.**

- Certification No. 1 (Section J on Page 8) must be signed by the District Superintendent and Chief Business Official (CBO) at the time of public disclosure. "I hereby certify" or "I am unable to certify" must be checked by both signers.

  - The Superintendent's and CBO's certifications are meant to be independent of one another.

  - The certifications serve as additional information provided to the board regarding the affordability of the proposed agreement **before** the board takes action on the agreement.

- The certifications should be accompanied by:
  - The fiscal planning assumptions that are used in making the certification.
  - Any qualifying comments made by the Superintendent and/or CBO that speak to the agreement's affordability within the context of the district's entire budget.
- The absence of a certification signature or a check on the "I am unable to certify" line does not prevent a board from taking action on an agreement. However, if a board approves an agreement missing a certification signature or with the "I am unable to certify" checked, it is still expected to adopt the budget revisions needed to pay for the agreement.
- The Los Angeles County Office of Education (County Office) will process any payroll adjustments reflected in an agreement, even if the Superintendent and/or CBO do not provide certifying signatures. However, the absence of a certification signature or if the "I am unable to certify" box is checked serves as an alert to the County Office to carefully analyze and review the district's ability to fund the agreement.
- Within 45 days of adopting a collective bargaining agreement, or prior to, or with its next interim report submission (or budget submission if the agreement is adopted after the submittal of the district's Second Interim Report), whichever comes first, any budget revisions to the school district's current year budget that are necessary to fulfill the terms of the agreement must be forwarded to the County Office. If a school district does not adopt all of the revisions to its budget needed in the current fiscal year to meet the costs of a collective bargaining agreement, the County Superintendent of Schools is required to issue a qualified or negative certification for the district's next interim report (Education Code Section 42142).
- Any concerns regarding the affordability of the agreement in subsequent years should be listed on page 8a following the certification.
- The entire collective bargaining disclosure document, including multiyear projections, the Superintendent/CBO certifications and assumptions, and board actions needed in current and subsequent years, must be reviewed by the board prior to board action on the agreement.
- Certification No. 2 (Section K on Page 9) must be signed by the district Superintendent at the time of public disclosure and submitted with the completed disclosure forms to the County Office.
- After the Governing Board takes action on the proposed agreement, Certification No. 2 must be signed by the Board President or Clerk and re-submitted to the County Office. In the event that a Governing Board modifies a proposed agreement as it was originally disclosed and takes action to approve the agreement, a revised disclosure should also be resubmitted with any revisions made to the agreement clearly indicated.
- The manner in which the public is made aware of the proposed agreement and its availability for public inspection and review is at the discretion of the district. Districts may select any or a combination of various methods available for communicating to the public - i.e., notice in newspaper, posted notices, letters to parents, PTA newsletters, etc. Notification, however, must include the public at large and should not be limited to district parents only.

Multiple Bargaining Unit Agreements Settled Concurrently

- Complete pages 1 through 3 for each bargaining unit agreement.
- Create a new "combined" workbook: On page 1, type the district name and "Combined" following name of bargaining unit.
- Skip to page 4 and complete the remainder of the workbook showing the impact of all agreements on the district's budget.
- Complete the combined workbook page 8 (Certification No. 1) with Superintendent and CBO signatures.
- Attach pages 1 through 3 and copies of signed MOUs or Tentative Agreements for each bargaining unit.
- Submit to the County Office at least 10 working days prior to the Governing Board approval.
- Complete the combined workbook page 9 (Certification No. 2) following Board ratification.
- Submit Certification No. 2 to the County Office.

Specific Instructions for Completion of
Public Disclosure of Proposed Collective Bargaining Agreement

Data can only be manually entered into yellow-highlighted cells of the workbook. White cells are locked, and typically contain formulas that automatically calculate totals, variances, and percentages.

Section A, Page 1: Proposed Change in Compensation

The total cost ***for all funds*** , not just the General Fund, is to be reported on page 1. Data in Year 2 and 3 columns is necessary only for multiyear and overlapping fiscal year agreements.

Line 1 **Salary Schedule, including step and column -** Report only the cost of salaries, excluding statutory and health/welfare benefits.

Annual Cost Prior to Proposed Agreement - Enter the total cost of salaries for the bargaining unit prior to the proposed agreement.

Year 1 - Enter the amount of the proposed salary schedule change.

Line 2 **Other Compensation -** Report only the cost of salaries associated with the cost of other compensation, excluding statutory and health/welfare benefits.

Annual Cost Prior to Proposed Agreement - Enter the total cost of other compensation for the bargaining unit prior to the proposed agreement.

Year 1 - Enter the amount of the proposed change in other compensation.

Description - Indicate specific changes in other compensation for each affected year. For example: One percent off-schedule or $200/employee.

Line 3 **Statutory Benefits -** Report only the cost of statutory benefits, excluding salaries and health/welfare benefits.

Annual Cost Prior to Proposed Agreement - Enter the total cost of statutory benefits of the bargaining unit prior to the proposed agreement.

Year 1 - Enter the amount of the proposed change in statutory benefits resulting from changes in salaries reported on Lines 1 and 2.

Line 4 **Health/Welfare Plans -** Report only the cost of health/welfare benefits, excluding the cost of salaries and statutory benefits.

Annual Cost Prior to Proposed Agreement - Enter the total cost of health/welfare benefits of the bargaining unit prior to the proposed agreement.

Year 1 - Enter the amount of the proposed change in health/welfare benefits for the affected bargaining unit.

Line 5 **Total Compensation -** Automatically calculated.

Line 6 **Total Number of Represented Employees** - Enter the full-time equivalent (FTE) employees for the affected bargaining unit.

Line 7 **Total Compensation Average Cost per Employee -** Automatically calculated.

Section A (continued) through Section F, Pages 2 and 3: Answer bargaining unit-specific questions.

Section G, Pages 4a through 4i: Impact of Proposed Agreement on Current Year Operating Budget, for General Adult Education, Child Development, Cafeteria and Other Funds

- If other bargaining unit agreements are pending or recently settled, then Column 3 can be used to show the revisions necessary for the other units. Column 4 should reflect the current budget, as adjusted for all agreements.

- Data entered on pages 4a and 4b, "Unrestricted" and "Restricted General Fund," will automatically populate page 4c, "Combined General Fund," as well as the first column (current year) of Section H, pages 5a and 5b.

- On Page 4i, give explanations for entries recorded in Column 3, "Other Revisions," on pages 4a through 4h.

Section H, Pages 5a through 5c: Impact of Proposed Agreement on Subsequent Years

- Unrestricted and Restricted General Fund data for subsequent fiscal years must be manually entered on pages 5a and 5b, respectively. The combined General Fund totals are automatically calculated on page 5c.

Section I, Pages 6 and 7: Impact of Proposed Agreement on Unrestricted Reserves

- If "Other Adjustments" expenditure amounts were entered in the multiyear projection (pages 5a and 5b) for the two subsequent years, then an explanation must be provided on page 7, question 7.

- Enter data in the yellow-highlighted cells as appropriate. Enter your district's reserve level requirement on line 1d. Whether a district meets required reserve levels is automatically determined and displayed on page 6, line 3. Any fiscal year with a "No" result in line 3 requires a response in line 4.

- Any total compensation variance requires an explanation on page 7, question 5.

- The causes of and plans to address deficit spending, especially for any deficit resulting from or increased by the agreement, must be addressed on page 7, question 6.

Section J, Pages 8 and 8a: Certification No. 1

- Enter data in yellow-highlighted cells on page 8 as appropriate. Once data is entered, the form should be printed, "I am able to certify" or "I am unable to certify" must be checked and signed by the district Superintendent and Chief Business Official. Use page 8a to list the budget assumptions and address affordability in subsequent years. Submit the signed certification and the completed Public Disclosure to the County Office.

Section K, Page 9: Certification No. 2

- Enter data in yellow-highlighted cells on page 9 as appropriate. Once data is entered, the form should be printed, signed and dated by the district Superintendent. The completed disclosure is ready for posting and submission to the County Office. After the the Governing Board meeting, the Board President or Clerk of the Board (district Superintendent) must sign and date Certification No. 2. and submit to the County Office.

Los Angeles County Office of Education
Business Advisory Services

PUBLIC DISCLOSURE OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
in accordance with AB 1200 (Chapter 1213/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5

Name of School District:	Burbank Unified School District
Name of Bargaining Unit:	California School Employees Association (CSEA)
Certificated, Classified, Other:	Classified

The proposed agreement covers the period beginning: July 1, 2025 (date) and ending: (date)

The Governing Board will act upon this agreement on: July 1, 2025 (date)

Note: This form, along with a copy of the proposed agreement, must be submitted to the County Office at least ten (10) working days prior to the date the Governing Board will take action.

A. Proposed Change in Compensation

	Bargaining Unit Compensation All Funds - Combined		Fiscal Impact of Proposed Agreement (Complete Years 2 and 3 for multiyear and overlapping agreements only)		
		Annual Cost Prior to Proposed Settlement	Year 1 Increase/(Decrease) 2024-25	Year 2 Increase/(Decrease) 2025-26	Year 3 Increase/(Decrease) 2026-27
1.	**Salary Schedule** Including Step and Column	$ 40,610,011	$ -	$ -	$ -
			0.00%	0.00%	0.00%
2.	**Other Compensation** Stipends, Bonuses, Longevity, Overtime, Differential, Callback or Standby Pay, etc.	$ 2,121,836	$ -	$ 153,900	$ 175,300
			0.00%	7.25%	7.70%
	Description of Other Compensation				
3.	**Statutory Benefits** - STRS, PERS, FICA, WC, UI, Medicare, etc.	$ 14,550,136	$ -	$ 58,174	$ 66,263
			0.00%	0.40%	0.45%
4.	**Health/Welfare Plans**	$ 6,449,426	$ -	$ -	$ -
			0.00%	0.00%	0.00%
5.	**Total Bargaining Unit Compensation** Add Items 1 through 4 to equal 5	$ 63,731,409	$ -	$ 212,074	$ 241,563
			0.00%	0.33%	0.38%
6.	**Total Number of Bargaining Unit Employees** (Use FTEs if appropriate)	672.00			
7.	**Total Compensation Average Cost per Bargaining Unit Employee**	$ 94,838	$ -	$ 316	$ 359
			0.00%	0.33%	0.38%

8. What was the negotiated percentage change? For example, if the change in "Year 1" was for less than a full year, what is the annualized percentage of that change for "Year 1"?

No incease in Year 1 (current year) only applies to 25-26 onwards.

9. Were any additional steps, columns, or ranges added to the salary schedules? (If yes, please explain.)

N/A

10. Please include comments and explanations as necessary. (If more room is necessary, please attach an additional sheet.)

Longevity for CSEA members has increased by $50 per month per person for 25-26 onwards. We have calculated this based on everyone current receiving longevity and those CSEA members who will begin receiving longevity this coming year or the following.

11. Does this bargaining unit have a negotiated cap for Health and Welfare benefits? Yes [ ] No [X]
If yes, please describe the cap amount.

N/A

B. Proposed negotiated changes in noncompensation items (i.e., class size adjustments, staff development days, teacher prep time, classified staffing ratios, etc.)

N/A

C. What are the specific impacts (positive or negative) on instructional and support programs to accommodate the settlement? Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (i.e., counselors, librarians, custodial staff, etc.)

N/A

D. What contingency language is included in the proposed agreement (e.g., reopeners, etc.)?

None

E. Identify other major provisions that do not directly affect the district's costs, such as binding arbitrations, grievance procedures, etc.

N/A

F. Source of Funding for Proposed Agreement:

1. Current Year

No current year impact.

2. If this is a single year agreement, how will the ongoing cost of the proposed agreement be funded in subsequent years?

Fund 01.0 General Fund; Fund 11.0 - Adult Education, Fund 12.0 - Child Development, Fund 13.0 - Cafeteria Fund - each of these funds has vacancy savings that will be used for this adjustment.

3. If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)

N/A

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Unrestricted General Fund

Bargaining Unit: California School Employees Association (CSEA)

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 03/06/2025)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	165,266,871.00		$ -	$ 165,266,871
Federal Revenue	8100-8299	$ -		$ -	$ -
Other State Revenue	8300-8599	6,568,883.00		$ -	$ 6,568,883
Other Local Revenue	8600-8799	3,349,576.00		$ -	$ 3,349,576
TOTAL REVENUES		$ -		$ -	$ 175,185,330
EXPENDITURES					
Certificated Salaries	1000-1999	67,793,316.00			$ 67,793,316
Classified Salaries	2000-2999	20,418,372.00			$ 20,418,372
Employee Benefits	3000-3999	35,739,746.00			$ 35,739,746
Books and Supplies	4000-4999	2,162,289.00			$ 2,162,289
Services and Other Operating Expenditures	5000-5999	14,047,535.00		$ -	$ 14,047,535
Capital Outlay	6000-6999	2,004,098.00		$ -	$ 2,004,098
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	1,450,579.00		$ -	$ 1,450,579
Transfers of Indirect Costs	7300-7399	(1,753,048.00)		$ -	$ (1,753,048)
TOTAL EXPENDITURES		$ -	$ -	$ -	$ 141,862,887
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	1,941,114.00		$ -	$ 1,941,114
Contributions	8980-8999	(42,526,487.00)		$ -	$ (42,526,487)
OPERATING SURPLUS (DEFICIT)*		$ (44,467,601)	$ -	$ -	$ (11,145,158)
BEGINNING FUND BALANCE	9791	37,700,342.95			37,700,342.95
Audit Adjustments/Other Restatements	9793/9795				$ -
ENDING FUND BALANCE		$ (6,767,258)	$ -	$ -	$ 26,555,185
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719		$ -	$ -	$ -
Restricted	9740				
Committed	9750-9760				$ -
Assigned	9780				$ -
Reserve for Economic Uncertainties	9789			$ -	$ -
Unassigned/Unappropriated Amount	9790	$ (6,767,258)	$ -	$ -	$ 26,555,185

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Restricted General Fund

Bargaining Unit: California School Employees Association (CSEA)

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 03/06/2025)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ -		$ -	$ -
Federal Revenue	8100-8299	8,394,283.00		$ -	$ 8,394,283
Other State Revenue	8300-8599	23,032,509.00			$ 23,032,509
Other Local Revenue	8600-8799	2,989,995.00		$ -	$ 2,989,995
TOTAL REVENUES		$ -		$ -	$ 34,416,787
EXPENDITURES					
Certificated Salaries	1000-1999	17,609,450.00			$ 17,609,450
Classified Salaries	2000-2999	17,624,321.00			$ 17,624,321
Employee Benefits	3000-3999	15,226,832.00			$ 15,226,832
Books and Supplies	4000-4999	15,980,528.00			$ 15,980,528
Services and Other Operating Expenditures	5000-5999	26,576,051.00		$ -	$ 26,576,051
Capital Outlay	6000-6999	1,189,533.00		$ -	$ 1,189,533
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	0.00		$ -	$ -
Transfers of Indirect Costs	7300-7399	1,253,155.00		$ -	$ 1,253,155
TOTAL EXPENDITURES		$ -	$ -	$ -	$ 95,459,870
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979				$ -
Transfers Out and Other Uses	7600-7699				$ -
Contributions	8980-8999	42,526,487.00			$ 42,526,487
OPERATING SURPLUS (DEFICIT)*		$ 42,526,487	$ -	$ -	$ (18,516,596)
BEGINNING FUND BALANCE	9791	32,630,287.92			32,630,287.92
Audit Adjustments/Other Restatements	9793/9795				$ -
ENDING FUND BALANCE		$ 75,156,775	$ -	$ -	$ 14,113,692
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719				$ -
Restricted	9740	15,307,900.14			$ 15,307,900
Committed	9750-9760				
Assigned Amounts	9780				
Reserve for Economic Uncertainties	9789				$ -
Unassigned/Unappropriated Amount	9790	$ 75,156,775	$ -	$ -	$ (1,194,208)

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Combined General Fund

Bargaining Unit: California School Employees Association (CSEA)

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 03/06/2025)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ 165,266,871		$ -	$ 165,266,871
Federal Revenue	8100-8299	$ 8,394,283		$ -	$ 8,394,283
Other State Revenue	8300-8599	$ 29,601,392		$ -	$ 29,601,392
Other Local Revenue	8600-8799	$ 6,339,571		$ -	$ 6,339,571
TOTAL REVENUES		$ 209,602,117		$ -	$ 209,602,117
EXPENDITURES					
Certificated Salaries	1000-1999	$ 85,402,766	$ -	$ -	$ 85,402,766
Classified Salaries	2000-2999	$ 38,042,693	$ -	$ -	$ 38,042,693
Employee Benefits	3000-3999	$ 50,966,578	$ -	$ -	$ 50,966,578
Books and Supplies	4000-4999	$ 18,142,817		$ -	$ 18,142,817
Services and Other Operating Expenditures	5000-5999	$ 40,623,586		$ -	$ 40,623,586
Capital Outlay	6000-6999	$ 3,193,631		$ -	$ 3,193,631
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 1,450,579		$ -	$ 1,450,579
Transfers of Indirect Costs	7300-7399	$ (499,893)		$ -	$ (499,893)
TOTAL EXPENDITURES		$ 237,322,757	$ -	$ -	$ 237,322,757
OTHER FINANCING SOURCES/USES					
Transfer In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 1,941,114	$ -	$ -	$ 1,941,114
Contributions	8980-8999	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ (29,661,754)	$ -	$ -	$ (29,661,754)
BEGINNING FUND BALANCE	9791	$ 70,330,631			$ 70,330,631
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 40,668,877	$ -	$ -	$ 40,668,877
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 15,307,900	$ -	$ -	$ 15,307,900
Committed	9750-9760	$ -	$ -	$ -	$ -
Assigned	9780	$ -	$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ 25,360,977	$ -	$ -	$ 25,360,977

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Fund 11 - Adult Education Fund

Bargaining Unit: California School Employees Association (CSEA)

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 12/14/2023)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
Federal Revenue	8100-8299	542,243.00		$ -	$ 542,243
Other State Revenue	8300-8599	4,560,164.00		$ -	$ 4,560,164
Other Local Revenue	8600-8799	367,266.00		$ -	$ 367,266
TOTAL REVENUES		$ -		$ -	$ 5,469,673
EXPENDITURES					
Certificated Salaries	1000-1999	2,887,989.00			$ 2,887,989
Classified Salaries	2000-2999	795,924.00			$ 795,924
Employee Benefits	3000-3999	1,824,202.00			$ 1,824,202
Books and Supplies	4000-4999	1,030,170.00		$ -	$ 1,030,170
Services and Other Operating Expenditures	5000-5999	559,026.00		$ -	$ 559,026
Capital Outlay	6000-6999	1,677,785.00		$ -	$ 1,677,785
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	0.00		$ -	$ -
Transfers of Indirect Costs	7300-7399	316,426.00		$ -	$ 316,426
TOTAL EXPENDITURES		$ -	$ -	$ -	$ 9,091,522
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ -	$ -	$ -	$ (3,621,849)
BEGINNING FUND BALANCE	9791	4,411,168.44			4,411,168.44
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 4,411,168	$ -	$ -	$ 789,319
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719			$ -	$ -
Restricted	9740				$ -
Committed	9750-9760				$ -
Assigned	9780				$ -
Reserve for Economic Uncertainties	9789				$ -
Unassigned/Unappropriated Amount	9790	$ 4,411,168	$ -	$ -	$ 789,319

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Fund 12 - Child Development Fund

Bargaining Unit: California School Employees Association (CSEA)

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 03/06/2025)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
Federal Revenue	8100-8299	298,913.00		$ -	$ 298,913
Other State Revenue	8300-8599	775,061.00		$ -	$ 775,061
Other Local Revenue	8600-8799	3,384,362.00		$ -	$ 3,384,362
TOTAL REVENUES		$ -		$ -	$ 4,458,336
EXPENDITURES					
Certificated Salaries	1000-1999	1,145,658.00			$ 1,145,658
Classified Salaries	2000-2999	912,338.00			$ 912,338
Employee Benefits	3000-3999	1,069,919.00			$ 1,069,919
Books and Supplies	4000-4999	267,013.00			$ 267,013
Services and Other Operating Expenditures	5000-5999	178,858.00		$ -	$ 178,858
Capital Outlay	6000-6999	0.00		$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	0.00		$ -	$ -
Transfers of Indirect Costs	7300-7399	183,466.00		$ -	$ 183,466
TOTAL EXPENDITURES		$ -	$ -	$ -	$ 3,757,252
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979				$ -
Transfers Out and Other Uses	7600-7699				$ -
OPERATING SURPLUS (DEFICIT)*		$ -	$ -	$ -	$ 701,084
BEGINNING FUND BALANCE	9791	444,839.85			444,839.85
Audit Adjustments/Other Restatements	9793/9795				$ -
ENDING FUND BALANCE		$ 444,840	$ -	$ -	$ 1,145,924
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719				$ -
Restricted	9740				$ -
Committed	9750-9760		$ -	$ -	$ -
Assigned	9780		$ -	$ -	$ -
Reserve for Economic Uncertainties	9789		$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ 444,840	$ -	$ -	$ 1,145,924

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Fund 13/61 - Cafeteria Fund

Bargaining Unit: California School Employees Association (CSEA)

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 03/06/2025)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ -		$ -	$ -
Federal Revenue	8100-8299	$ 2,272,275		$ -	$ 2,272,275
Other State Revenue	8300-8599	$ 4,509,366		$ -	$ 4,509,366
Other Local Revenue	8600-8799	$ 537,923		$ -	$ 537,923
TOTAL REVENUES		$ 7,319,564		$ -	$ 7,319,564
EXPENDITURES					
Certificated Salaries	1000-1999	0.00			$ -
Classified Salaries	2000-2999	$ 2,980,892			$ 2,980,892
Employee Benefits	3000-3999	$ 1,000,488			$ 1,000,488
Books and Supplies	4000-4999	$ 3,487,185		$ -	$ 3,487,185
Services and Other Operating Expenditures	5000-5999	$ 285,916		$ -	$ 285,916
Capital Outlay	6000-6999	$ 1,195,269		$ -	$ 1,195,269
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	0.00		$ -	$ -
Transfers of Indirect Costs	7300-7399	0.00		$ -	$ -
TOTAL EXPENDITURES		$ 8,949,750	$ -	$ -	$ 8,949,750
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979		$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ (1,630,186)	$ -	$ -	$ (1,630,186)
BEGINNING FUND BALANCE	9791	$ 6,649,746			$ 6,649,746
Audit Adjustments/Other Restatements	9793/9795				$ -
ENDING FUND BALANCE		$ 5,019,560	$ -	$ -	$ 5,019,560
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719				$ -
Restricted	9740				$ -
Committed	9750-9760				$ -
Assigned	9780				$ -
Reserve for Economic Uncertainties	9789				$ -
Unassigned/Unappropriated Amount	9790	$ 5,019,560	$ -	$ -	$ 5,019,560

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Enter Fund:

Bargaining Unit: California School Employees Association (CSEA)

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 03/06/2025)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
Federal Revenue	8100-8299	$ -		$ -	$ -
Other State Revenue	8300-8599	$ -		$ -	$ -
Other Local Revenues	8600-8799	$ -		$ -	$ -
TOTAL REVENUES		$ -		$ -	$ -
EXPENDITURES					
Certificated Salaries	1000-1999	$ -	$ -	$ -	$ -
Classified Salaries	2000-2999	$ -	$ -	$ -	$ -
Employee Benefits	3000-3999	$ -	$ -	$ -	$ -
Books and Supplies	4000-4999	$ -		$ -	$ -
Services and Other Operating Expenditures	5000-5999	$ -		$ -	$ -
Capital Outlay	6000-6999	$ -		$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ -		$ -	$ -
Transfers of Indirect Costs	7300-7399	$ -		$ -	$ -
TOTAL EXPENDITURES		$ -	$ -	$ -	$ -
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ -	$ -	$ -	$ -
BEGINNING FUND BALANCE	9791	$ -			$ -
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ -	$ -	$ -	$ -
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ -	$ -	$ -	$ -
Committed	9750-9760	$ -	$ -	$ -	$ -
Assigned	9780	$ -	$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ -	$ -	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Enter Fund:
Bargaining Unit: California School Employees Association (CSEA)

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 03/06/2025)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
Federal Revenue	8100-8299	$ -		$ -	$ -
Other State Revenue	8300-8599	$ -		$ -	$ -
Other Local Revenue	8600-8799	$ -		$ -	$ -
TOTAL REVENUES		$ -		$ -	$ -
EXPENDITURES					
Certificated Salaries	1000-1999	$ -	$ -	$ -	$ -
Classified Salaries	2000-2999	$ -	$ -	$ -	$ -
Employee Benefits	3000-3999	$ -	$ -	$ -	$ -
Books and Supplies	4000-4999	$ -		$ -	$ -
Services and Other Operating Expenditures	5000-5999	$ -		$ -	$ -
Capital Outlay	6000-6999	$ -		$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ -		$ -	$ -
Transfers of Indirect Costs	7300-7399	$ -		$ -	$ -
TOTAL EXPENDITURES		$ -	$ -	$ -	$ -
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ -	$ -	$ -	$ -
BEGINNING FUND BALANCE	9791	$ -			$ -
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ -	$ -	$ -	$ -
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ -	$ -	$ -	$ -
Committed	9750-9760	$ -	$ -	$ -	$ -
Assigned	9780	$ -	$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ -	$ -	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

Burbank Unified School District
California School Employees Association (CSEA)

Explanations for Column 3 "Other Revisions" entered on Pages 4a through 4h:

Page 4a: Unrestricted General Fund	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Page 4b: Restricted General Fund	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Page 4d: Fund 11 - Adult Education Fund	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Page 4e: Fund 12 - Child Development Fund	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Page 4f: Fund 13/61 - Cafeteria Fund	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Page 4g: Other	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Page 4h: Other	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Additional Comments:
There is no current year impact.

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Unrestricted General Fund MYP

Bargaining Unit: California School Employees Association (CSEA)

	Object Code	2024-25 Total Revised Budget After Settlement	2025-26 First Subsequent Year After Settlement	2026-27 Second Subsequent Year After Settlement
REVENUES				
LCFF Revenue	8010-8099	$ 165,266,871	$ 170,154,949	$ 175,203,490
Federal Revenue	8100-8299	$ -	$ -	$ -
Other State Revenue	8300-8599	$ 6,568,883	$ 6,661,222	$ 6,826,740
Other Local Revenue	8600-8799	$ 3,349,576	$ 1,316,080	$ 1,302,919
TOTAL REVENUES		$ 175,185,330	$ 178,132,251	$ 183,333,149
EXPENDITURES				
Certificated Salaries	1000-1999	$ 67,793,316	$ 68,091,500	$ 69,760,934
Classified Salaries	2000-2999	$ 20,418,372	$ 21,312,380	$ 22,451,250
Employee Benefits	3000-3999	$ 35,739,746	$ 36,144,866	$ 37,717,234
Books and Supplies	4000-4999	$ 2,162,289	$ 2,002,496	$ 2,056,564
Services and Other Operating Expenditures	5000-5999	$ 14,047,535	$ 14,454,912	$ 14,849,280
Capital Outlay	6000-6999	$ 2,004,098	$ 0	$ 0
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 1,450,579	$ 1,492,646	$ 1,532,947
Transfers of Indirect Costs	7300-7399	$ (1,753,048)	$ (1,803,886)	$ (1,852,591)
Other Adjustments				
TOTAL EXPENDITURES		$ 141,862,887	$ 141,694,914	$ 146,515,618
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	$ -		
Transfers Out and Other Uses	7600-7699	$ 1,941,114	$ 2,135,226	$ 2,348,748
Contributions	8980-8999	$ (42,526,487)	$ (42,479,401)	$ (45,798,807)
OPERATING SURPLUS (DEFICIT)*		$ (11,145,158)	$ (8,177,289)	$ (11,330,024)
BEGINNING FUND BALANCE	9791	37,700,342.95	$ 26,555,185	$ 18,377,895
Audit Adjustments/Other Restatements	9793/9795	$ -		
ENDING FUND BALANCE		$ 26,555,185	$ 18,377,895	$ 7,047,871
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable	9711-9719	$ -	$ 100,060	$ 100,060
Restricted	9740			
Committed	9750-9760	$ -		
Assigned	9780	$ -	$ 400,000	
Reserve for Economic Uncertainties	9789	$ -	$ 13,686,301	$ 6,805,733
Unassigned/Unappropriated Amount	9790	$ 26,555,185	$ 4,191,534	$ 142,078

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Restricted General Fund MYP

Bargaining Unit: California School Employees Association (CSEA)

	Object Code	2024-25 Total Revised Budget After Settlement	2025-26 First Subsequent Year After Settlement	2026-27 Second Subsequent Year After Settlement
REVENUES				
LCFF Revenue	8010-8099	$ -	$ -	$ -
Federal Revenue	8100-8299	$ 8,394,283	$ 8,310,340	$ 8,227,237
Other State Revenue	8300-8599	$ 23,032,509	$ 23,356,277	$ 23,122,715
Other Local Revenue	8600-8799	$ 2,989,995	$ 2,960,095	$ 2,930,494
TOTAL REVENUES		$ 34,416,787	$ 34,626,712	$ 34,280,446
EXPENDITURES				
Certificated Salaries	1000-1999	$ 17,609,450	$ 18,022,740	$ 17,326,396
Classified Salaries	2000-2999	$ 17,624,321	$ 18,638,547	$ 18,099,159
Employee Benefits	3000-3999	$ 15,226,832	$ 16,072,870	$ 15,991,352
Books and Supplies	4000-4999	$ 15,980,528	$ 9,885,565	$ 4,652,475
Services and Other Operating Expenditures	5000-5999	$ 26,576,051	$ 24,612,080	$ 25,272,521
Capital Outlay	6000-6999	$ 1,189,533	$ 24,030	$ 24,679
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ -	$ -	$ -
Transfers of Indirect Costs	7300-7399	$ 1,253,155	$ 1,289,498	$ 1,324,315
Other Adjustments				
TOTAL EXPENDITURES		$ 95,459,870	$ 88,545,330	$ 82,690,897
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	$ -		
Transfers Out and Other Uses	7600-7699	$ -		
Contributions	8980-8999	$ 42,526,487	$ 42,479,401	$ 45,798,807
OPERATING SURPLUS (DEFICIT)*		$ (18,516,596)	$ (11,439,216)	$ (2,611,644)
BEGINNING FUND BALANCE	9791	32,630,287.92	$ 14,113,692	$ 2,674,476
Audit Adjustments/Other Restatements	9793/9795	$ -		
ENDING FUND BALANCE		$ 14,113,692	$ 2,674,476	$ 62,832
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable	9711-9719	$ -		
Restricted	9740	$ 15,307,900		
Committed	9750-9760			
Assigned	9780			
Reserve for Economic Uncertainties	9789	$ -	$ 2,656,360	
Unassigned/Unappropriated Amount	9790	$ (1,194,208)	$ 18,116	$ 62,832

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Combined General Fund MYP

Bargaining Unit: California School Employees Association (CSEA)

	Object Code	2024-25 Total Revised Budget After Settlement	2025-26 First Subsequent Year After Settlement	2026-27 Second Subsequent Year After Settlement
REVENUES				
LCFF Revenue	8010-8099	$ 165,266,871	$ 170,154,949	$ 175,203,490
Federal Revenue	8100-8299	$ 8,394,283	$ 8,310,340	$ 8,227,237
Other State Revenue	8300-8599	$ 29,601,392	$ 30,017,499	$ 29,949,455
Other Local Revenue	8600-8799	$ 6,339,571	$ 4,276,175	$ 4,233,414
TOTAL REVENUES		$ 209,602,117	$ 212,758,963	$ 217,613,595
EXPENDITURES				
Certificated Salaries	1000-1999	$ 85,402,766	$ 86,114,239	$ 87,087,330
Classified Salaries	2000-2999	$ 38,042,693	$ 39,950,927	$ 40,550,409
Employee Benefits	3000-3999	$ 50,966,578	$ 52,217,736	$ 53,708,586
Books and Supplies	4000-4999	$ 18,142,817	$ 11,888,061	$ 6,709,039
Services and Other Operating Expenditures	5000-5999	$ 40,623,586	$ 39,066,992	$ 40,121,801
Capital Outlay	6000-6999	$ 3,193,631	$ 24,030	$ 24,679
Other Outgo (excuding Indirect Costs)	7100-7299 7400-7499	$ 1,450,579	$ 1,492,646	$ 1,532,947
Transfers of Indirect Costs	7300-7399	$ (499,893)	$ (514,388)	$ (528,276)
Other Adjustments			$ -	$ -
TOTAL EXPENDITURES		$ 237,322,757	$ 230,240,243	$ 229,206,515
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 1,941,114	$ 2,135,226	$ 2,348,748
Contributions	8980-8999	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ (29,661,754)	$ (19,616,506)	$ (13,941,668)
BEGINNING FUND BALANCE	9791	$ 70,330,631	$ 40,668,877	$ 21,052,371
Audit Adjustments/Other Restatements	9793/9795	$ -		
ENDING FUND BALANCE		$ 40,668,877	$ 21,052,371	$ 7,110,703
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable	9711-9719	$ -	$ 100,060	$ 100,060
Restricted	9740	$ 15,307,900	$ -	$ -
Committed	9750-9760	$ -	$ -	$ -
Assigned	9780	$ -	$ 400,000	$ -
Reserve for Economic Uncertainties	9789	$ -	$ 16,342,661	$ 6,805,733
Unassigned/Unappropriated Amount	9790	$ 25,360,977	$ 4,209,650	$ 204,910

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

Burbank Unified School District
California School Employees Association (CSEA)

I. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES

1. State Reserve Standard

		2024-25	2025-26	2026-27
a.	Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	$ 239,263,871	$ 232,375,469	$ 231,555,263
b.	Less: Special Education Pass-Through Funds	$ -	$ -	$ -
c.	Net Expenditures, Transfers Out, and Uses	$ 239,263,871	$ 232,375,469	$ 231,555,263
d.	State Standard Minimum Reserve Percentage for this District **Enter percentage** →	3.00%	3.00%	3.00%
e.	State Standard Minimum Reserve Amount for this District (For districts with less than 1,001 ADA, this is the greater of Line a, times Line b, or $50,000)	$ 7,177,916	$ 6,971,264	$ 6,946,658

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a.	General Fund Budgeted Unrestricted Designated for Economic Uncertainties (9789)	$ -	$ 13,686,301	$ 6,805,733
b.	General Fund Budgeted Unrestricted Unassigned/Unappropriated Amount (9790)	$ 26,555,185	$ 4,191,534	$ 142,078
c.	Special Reserve Fund (Fund 17) Budgeted Designated for Economic Uncertainties (9789)	$ -	$ -	$ -
d.	Special Reserve Fund (Fund 17) Budgeted Unassigned/Unappropriated Amount (9790)	$ -	$ -	$ -
e.	Total Available Reserves	$ 26,555,185	$ 17,877,835	$ 6,947,811
f.	Reserve for Economic Uncertainties Percentage	11.10%	7.69%	3.00%

3. Do unrestricted reserves meet the state minimum reserve amount?

2024-25	Yes	X	No	
2025-26	Yes	X	No	
2026-27	Yes	X	No	

4. If no, how do you plan to restore your reserves?

We understand our reserve budget is depleting - our longevity increase for CSEA will be covered by freezing a few vacancy hires to ensure sufficient funds.

5. **Does the Total Compensation Increase/(Decrease) on Page 1, Section A, #5 agree with the Total Increase/(Decrease) for all funds as a result of the settlement(s)? Please explain any variance.**

Total Compensation Increase/(Decrease) on Page 1, Section A, #5	$	-
General Fund balance Increase/(Decrease), Page 4c, Column 2	$	-
Adult Education Fund balance Increase/(Decrease), Page 4d, Column 2	$	-
Child Development Fund balance Increase/(Decrease), Page 4e, Column 2	$	-
Cafeteria Fund balance Increase/(Decrease), Page 4f, Column 2	$	-
Other Fund balance Increase/(Decrease), Page 4g, Column 2	$	-
Other Fund balance Increase/(Decrease), Page 4h, Column 2	$	-
Total all fund balances Increase/(Decrease) as a result of the settlement(s)	$	-
Variance	$	-

Variance Explanation:

6. **Will this agreement create or increase deficit financing in the current or subsequent years?**
"Deficit Financing" is defined to exist when a fund's expenditures and other financing uses exceed its revenues and other financing sources in a given year. If a deficit is shown below, provide an explanation and any deficit reduction plan, as necessary.

General Fund Combined	Surplus/ (Deficit)	(Deficit) %	Deficit primarily due to:
Current FY Surplus/(Deficit) before settlement(s)?	$ (29,661,754)	(12.4%)	Declining enrollment
Current FY Surplus/(Deficit) after settlement(s)?	$ (29,661,754)	(12.4%)	Declining enrollment
1st Subsequent FY Surplus/(Deficit) after settlement(s)?	$ (19,616,506)	(8.4%)	Declining enrollment but gradually improvi
2nd Subsequent FY Surplus/(Deficit) after settlement(s)?	$ (13,941,668)	(6.0%)	Declining enrollment but gradually improvi

Deficit Reduction Plan (as necessary):
We are aware of current defecit spending and are mid way through analyses to reduce costs in the out years. Part of this is already in motion through our fiscal stabilization plan. We also conservatively budget for all our vacancies - in which some of these may have to be frozen for a time period in the future.

7. **Were "Other Adjustments" amount(s) entered in the multiyear projections (pages 5a and 5b) for 1st and 2nd Subsequent FY?**

"Other Adjustments" could indicate that a budget reduction plan was/is being developed to address deficit spending, and to rebuild reserves. Any amount shown below must have an explanation. If additional space is needed, attach a separate sheet, or use page 8a.

MYP	Amount	"Other Adjustments" Explanation
1st Subsequent FY Unrestricted, Page 5a	$ -	
1st Subsequent FY Restricted, Page 5b	$ -	
2nd Subsequent FY Unrestricted, Page 5a	$ -	
2nd Subsequent FY Restricted, Page 5b	$ -	

J. CERTIFICATION NO. 1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF THE COLLECTIVE BARGAINING AGREEMENT

This certification page must be signed by the district's Superintendent and Chief Business Official at the time of public disclosure and is intended to assist the district's Governing Board in determining whether the district can meet the costs incurred under the tentative Collective Bargaining Agreement in the current and subsequent years. The absence of a certification signature or if "I am unable to certify" is checked should serve as a "red flag" to the district's Governing Board.

Board Actions

The board actions necessary to meet the cost of the agreement in each year of its term are as follows:

Current Year

Budget Adjustment Categories:	Budget Adjustment Increase/(Decrease)
Revenues/Other Financing Sources	$ -
Expenditures/Other Financing Uses	$ -
Ending Balance(s) Increase/(Decrease)	$ -

Subsequent Years

Budget Adjustment Categories:	Budget Adjustment Increase/(Decrease)
Revenues/Other Financing Sources	$ -
Expenditures/Other Financing Uses	$ -
Ending Balance(s) Increase/(Decrease)	$ -

Budget Revisions

If the district does not adopt and submit within 45 days all of the revisions to its budget needed in the current year to meet the costs of the agreement at the time of the approval of the proposed collective bargaining agreement, the county superintendent of schools is required to issue a qualified or negative certification for the district on its next interim report.

Assumptions

See attached page for a list of the assumptions upon which this certification is based.

Certifications

____ I hereby certify ____ I am unable to certify

District Superintendent (Signature)	Date

____ I hereby certify ____ I am unable to certify

Chief Business Official (Signature)	Date

Special Note: The Los Angeles County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.

Burbank Unified School District
California School Employees Association (CSEA)

Assumptions and Explanations (enter or attach documentation)

The assumptions upon which this certification is made are as follows:

The $50 increase per month in longevity applied to 316 CSEA members. Additionally, 30 CSEA members will be eligible in 25-26 and an additonal 29 members in 26-27. After computing which staff members were eligible, we calculated the salary increases and subsequent benefits increases. We have assumed that ~5% of our vacancies may need to be 'frozen' to ensure we can afford this increase, however we conservatively budget for all vacancies being filled - thus we do not anticipate not being able to fulfill this commitment.

Concerns regarding affordability of agreement in subsequent years (if any):

Addressed above.

K. CERTIFICATION NO. 2

The disclosure document must be signed by the district Superintendent at the time of public disclosure and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Sections 3540.2(a) and 3547.5.

Burbank Unified School District
District Name

District Superintendent (Signature) | **Date**

Andrew Cantwell
Contact Person | **Phone**

President (or Clerk), Governing Board (Signature) | **Date**

Special Note: The Los Angeles County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.

TENTATIVE AGREEMENT

between the

BURBANK UNIFIED SCHOOL DISTRICT

and the

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS BURBANK CHAPTER #674

March 24th, 2025

This Tentative Agreement is entered into by and between the Burbank Unified School District ("District") and the California School Employees Association and its Burbank Chapter #674 ("Association") in settlement of negotiations for a successor agreement to the contract that expired on June 30, 2024.

The following Articles have been revised and set forth as attachments:

Article 1 – Agreement
Article 8 – Compensation
Article 9 – Health and Welfare Benefits
Article 10 – Hours of Employment and Overtime
Article 11 – Holidays
Article 13 – Leaves
Article 21 - Reclassification
Article 24 – Concerted Activities
Exhibit H-1: Burbank Unified School District, CSEA Work Calendar 2025-2026

Except as expressly set forth herein, the remainder of the Agreement shall be unchanged. This Tentative Agreement including Attachments constitutes the entire agreement of the parties. All other proposals were deemed withdrawn.

For District:

Dated: March 24th, 2025

Sarah Rudchenko

Andrew Cantwell

Leticia Castillo

For CSEA:

Dated: March 24th, 2025

Laura Bauman

Omar Olea

Nicole Knoop

Hugo Sanchez

Angelica FitzGerald

Ignacio Duarte

Alexi Buliavac

Magali Huerta

Ian Bolles

Derek Eckstein

ARTICLE 1 - AGREEMENT

This Agreement is made and entered into the Burbank Unified School District (hereafter "District") and the California School Employees Association and its Burbank Chapter 674, (hereafter "CSEA" or "Association").

~~Due to the COVID-19 pandemic, the parties agreed to a term extension for the period of July 1, 2020 through June 30, 2021.~~

This Successor Agreement shall remain in full force and effect for a period from July 1, ~~2021~~**2024** through June 30, ~~2024~~**2027.**

Tentative Agreement
Between
the California School Employees Association and its Burbank Chapter #674 ("CSEA")
and
the Burbank Unified School District ("District")

ARTICLE 8 - COMPENSATION

8.1 Employees covered by this Agreement shall be paid salaries, wages, and pay rates as provided in the attached EXHIBITS A and B as included in the Appendices of this Agreement. EXHIBIT B, the Classified Salary Schedule, shall be amended in as follows:

8.1.1 Effective July 1, 2023, the Classified Salary Schedule shall be increased by 3.5%.

8.1.2 Finances permitting,-The District and CSEA commit to completing a salary reallocation analysis for the following job families in ~~2024-2025~~ **2025-2026**: Accounting, Clerical, Auxiliary, Purchasing, and Technology. The District agrees that no funds will be allocated to negotiated wage increases for any District employees until the salary study reallocation analysis is completed.

8.2 In the event the District intends to take to the Board of Education a resolution for layoffs/reductions affecting ~~more than 20~~ unit members, ~~between the date of ratification of this Agreement and June 30, 2024, the District and Association shall meet in advance to explore options and alternatives to those layoffs/reductions.~~ **the District shall notify the Association ~~by~~ prior to March 15th of each fiscal year. ~~of any layoffs/reductions affecting unit members.~~** This does not affect any rights found elsewhere in the Agreement or in law.

8.3 LONGEVITY PAY

Effective July 1, 202~~3~~5, unit members will receive longevity pay for creditable service as follows:

10 years - $142**192** per month
15 years - $179**229** per month
20 years - $~~234~~**284** per month
25 years - $~~280~~**330** per month
30 years - $~~324~~**374** per month

This amount will be prorated for any employee with a daily assignment of less than six (6) hours.

8.3.1 Longevity pay for all bargaining unit members shall be computed and paid based on each unit member's original date of employment as defined in EXHIBIT C of this Agreement.

8.4 TRANSLATING STIPEND

8.4.1 Provided he/she passes the District's basic bilingual and oral proficiency test, an employee who is annually designated by his/her supervisor(s), Who agrees to provide interpreting and/or translating services, and who does not have bilingual responsibilities as part of his/her official job description, shall be entitled to a stipend for oral translation within one's own department or in another office or department (with approval of his/her immediate supervisor). ~~He/she~~**They** shall be compensated at a flat $53 per month for the remainder of that school year.

8.4.2 Provided he/she passes the District's basic bilingual written proficiency test, an employee who is annually designated by his/her supervisor(s), who agrees to provide interpreting and/or translating services, and who does not have bilingual responsibilities as part of his/her official job description, shall be entitled to a stipend for written translation within one's own department or in another office or department (with approval of his/her immediate supervisor). ~~He/she~~ **They** shall be compensated an additional flat $65 per month for the remainder of that school year.

8.4.2.1 Written translation, for purposes of this article, does not include Special Education, medical, discipline, or Student Study Team-related issues, where knowledge of technical or legal terminology is required.

8.4.3 Any part-time employee who provides interpreting and/or translation, shall be given additional time at his/her hourly rate, up to eight (8) hours per day/forty (40) hours per week in order to not negatively impact his/her regularly assigned duties.

8.4.4 Any full-time employee who provides interpreting and/or translation shall be given additional time in order not to negatively impact his/her regularly assigned duties.

8.4.5 If translating causes an employee to work more than eight (8) hours in one day, or forty (40) hours in one week, he/she shall be paid the standard overtime rate.

8.4.6 An employee whose job description includes interpreting and/or translation in his/her particular program, but whose assignment requires the interpretation and/or translation of fewer than three (3) languages shall receive a flat $74 per month if designated and required by the immediate supervisor to serve the site in general for the remainder of that school year.

8.4.7 An employee whose job description includes interpreting and/or translation in their particular program, but whose assignment requires the interpretation and/or translation of three (3) or more languages shall receive a flat $142 per month.

8.5 HEALTH CARE STIPEND

When a student has been identified as having a severe health care need that has been determined by a physician and an IEP committee to be non-life threatening and/or not requiring one-to-one attention, then a stipend in the amount of $309 per month will be paid to a current classified employee assigned to perform any or all of the following services: gastrostomy tube feeding, catheterization, oxygen administration and care of related equipment, administering medication as directed, providing basic emergency care as needed, including but not limited to first aid, cardio pulmonary resuscitation, or other life sustaining efforts until medical assistance arrives.

An employee earning the stipend may be required to provide these services for more than one student. No more than one health care stipend may be earned by an employee at one time. This stipend shall not apply to employees who have the above stated responsibilities as part of their official job description.

8.6 FIRST AID STIPEND

Employees who volunteer and are designated by their supervisor to provide first aid in the absence of the school nurse on a regular or frequent basis, and who do not have these responsibilities as part of their official job description, shall be entitled to a stipend equivalent to 5% of their base salary. Once designated by their supervisor and Director of Human Resources to provide these services, employee(s) shall receive the stipend for the remainder of that semester. The employee(s) shall receive official notification of their designation from Human Resources.

First Aid Certificates shall be required for the following positions:

- Campus Supervisor
- Paraeducator - Health Care
- Health Services Assistant
- Paraeducator – Severely Impaired
- Office Assistant – Elementary

- Sr. Attendance Technician
- Lead Custodian
- School Office Manager – Elementary
- School Office Manager – Continuation
- Secretary III – Children Centers

All positions listed above have first aid responsibilities as part of their official job description and compensation for this responsibility has been included in the base salary with the exception of Secretary II's at the elementary school level who shall be paid an additional 5% stipend above and beyond their base salary.

New employees and employees designated by their supervisors to provide first aid services, shall obtain a First Aid certificate within six months of employment or designation.

First Aid training and the First Aid Certificate shall be provided at District expense and training shall occur during working hours. Renewal of the First Aid Certificate shall be accomplished at the District's expense and training shall occur during working hours.

8.7 SEVERELY IMPAIRED STIPEND

When a student has been identified as having a severely impaired need, determined by a physician and an IEP committee to be non-life-threatening, then a stipend in the amount of $181 per month will be paid to a current classified employee assigned to perform any of all of the following services: toileting, eating, washing, personal hygiene, assisting with physical aid appliances, assisting lifting in/out of wheelchair, assisting students to and from school bus or other transportation and/or in moving to and from activities on school site, basic first aid, administering medication as directed.

An employee earning this stipend may be required to provide these services for more than one student. No more than one severely impaired stipend may be earned by an employee at one time. This stipend shall not apply to employees who have the above stated responsibilities as part of their official job description.

8.8 GROUNDS TECHNICIANS

Grounds Technicians who obtain a pest control certification (~~Cat. A & B~~ **Laws and Regulation and Cat. B**) at their own expense and during their own time shall receive a monthly stipend of 5% of the salary for the duration of that license. Continuation of the stipend will be dependent upon successful renewal of the pest control certification (~~Cat. A & B~~ **Laws and Regulation and Cat. B**) which will be at District expense and on District time.

8.9 ASBESTOS

Employees who have been designated by their supervisor to provide asbestos removal and who hold a valid National Environmental Training for Hazardous Materials, Asbestos and Lead certification shall receive a stipend of $206 per month for the duration of the license.

8.10 GOVERNMENTAL LICENSES

New hires or employees who transfer to positions requiring the following governmental licenses as a condition of employment as set forth in the District's job description shall be granted a one-time payment upon hire or transfer of $309 for each such license held when a copy of such license is presented to the District: Back Flow License, Fire Extinguisher License, and Bureau of Automotive Inspection Certificate.

8.11 NOTARY PUBLIC STIPEND

The District and CSEA agree that an annual stipend of $1,238 shall be provided for possession and use in the District of a Notary Public Commission Certificate. For those employees working less than 12 months/year, this stipend shall be prorated to the equivalent monthly amount of $104. The person receiving this stipend shall provide notary services for any site or department for the sole purpose of District business related activities.

8.12 TECHNOLOGY STIPEND

The District and CSEA agree that an annual stipend of $2,570 shall be paid to the designated Site Technician. The unit member receiving this stipend shall provide basic technology support for the assigned site. Payment shall be $1,285 per semester.

PAY AND ALLOWANCES:
(Sections 8.13 through 8.21 shall only be opened by mutual agreement)

8.13 REGULAR RATE OF PAY

The regular rate of pay for each position in the bargaining unit shall be in accordance with the rates established for each class as provided for in Exhibit A, B, and C attached.

8.14 WARRANTS

All regular warrants of bargaining unit members shall be itemized to include voluntary and involuntary deductions to the extent that the payroll service of the County Superintendent of Schools provides.

8.15 PAYROLL PROCEDURES

All hourly salary rate bargaining unit members shall be paid once a month on the tenth (10^{th}) calendar day following the end of the month. If the normal pay day falls on a Saturday, Sunday, or holiday, the warrant shall be issued on the preceding workday.

8.15.1 The District shall utilize a twenty-two (22) working day County Payroll option for the purpose of making salary payments to bargaining unit members. It is understood that absences (including but not limited to sick leave, vacation, bereavement, and industrial accident) will be charged on an actual day basis. New employees will receive pay based on actual days worked during the first month of employment and terminating employees will receive pay based on the actual days worked during the last month of employment.

When an employee is absent without pay for an entire month, there shall be no salary payment. When an employee is absent without pay for a partial month, pay for that month will be based on twenty-two (22) days, less days not compensated during the month. However, an employee working one day in a twenty-three (23) day month would receive pay for that day. Lump sum vacation payments will be computed on a twenty-two (22) day basis.

8.15.2 The District and CSEA recognize and acknowledge that these provisions are subject to normal operating circumstances and exceptions may occur in the event of circumstances beyond the District's control.

8.16 PAYROLL ERRORS

8.16.1 Insufficient Pay: Any payroll error resulting in insufficient payment for a bargaining unit member shall be corrected, and a supplemental warrant issued, not later than five (5) working days after the bargaining unit member provides notice to the Payroll Department. When a payroll error occurs where the original monthly warrant(s) cannot be given to the bargaining unit member on his/her regularly scheduled pay day, the member shall have the option to request and receive a salary advance check from the District in the amount of ninety percent (90%) of the employee's estimated net salary.

8.16.2 Overpayment: Should a member be overpaid, the amount of the overpayment shall be repaid to the District. In every case, the affected employee shall be contacted first, and the repayment plan including repayment timelines shall be negotiated and agreed to in writing before any action to recapture the overpayment.

8.17 LOST WARRANTS

If a warrant to a bargaining unit member is mailed, and if the warrant is not delivered within five (5) days of date of mailing, the member may request and then shall receive a salary advance check from the District in the amount of the lost warrant. Such check shall be issued within five (5) working days of the bargaining unit member's notification to the Payroll Department. If the warrant is lost after receipt, the bargaining unit member shall notify the Payroll Department and the process for replacing the lost warrant shall commence. ~~There can be no guarantee of the time required to replace such lost warrant.~~

8.18 COMPENSATION FOR WORKING OUT OF CLASSIFICATION

Bargaining unit members who are required to perform duties at a higher level not reasonably related to those fixed and prescribed in the unit member's job classification (including substituting for absent employees) shall be temporarily compensated at the appropriate salary schedule subject to the following conditions:

8.18.1 The assignment of the higher level duties must exceed or be expected to exceed five working days in any fifteen (15) calendar day period.

8.18.2 The unit member shall be temporarily compensated at the next higher dollar amount of the appropriate salary range as it compares to the unit member's regular salary, but not less than five percent (5%) nor more than Step VI.

8.18.3 The higher rate shall be retroactive to the first day of the assignment to new duties in all cases in which such assignments exceed five (5) working days.

8.18.4 The higher rate shall terminate on the first working day that the unit member is no longer required to work at the higher level.

8.18.5 Determination as to when a unit member is required to work out of classification will be made by the Superintendent subject to the approval of the Board of Education.

8.18.6 Where there is no existing job description covering more complex responsibilities that employees are performing on a regular and on-going basis, and these responsibilities are not reasonably related to a bargaining unit member's job classification, the unit member shall be temporarily compensated in the following manner:

8.18.6.1 The unit member shall be temporarily compensated an additional

five percent (5%) of the employee's current rate of pay.

8.18.6.2 An application must be made on a District developed form and signed by the unit member and his/her supervisor, and shall be submitted to Human Resources.

8.18.6.3 The stipend shall remain in effect as long as the employee is determined to be continuing the more complex responsibilities.

8.18.6.4 The Head of Human Resources (or designee) and a representative appointed by CSEA shall review and either approve or deny the request for compensation. The decision shall be final when an agreement is reached between CSEA and the Head of Human Resources (or designee). In the event that CSEA and the Head of Human Resources (or designee) cannot reach agreement, the Superintendent shall make the decision and his/her decision shall be final.

8.19 PAYMENTS AFTER SEPARATION FROM EMPLOYMENT

8.19.1 Any bargaining unit member who terminates employment with the District due to resignation, retirement, termination due to disciplinary action, or for any other reason, shall receive payment for all salaries owed to the employee no later than the next scheduled pay day and in any event no later than fifteen work days after the employee is officially separated from employment.

8.19.2 Payment of accrued vacation or any other applicable benefit shall be handled following the same provisions in Article 8.18.1.

8.19.3 If separation from employment is a result of resignation or retirement, the bargaining unit member must submit copies of his/her letter of resignation / retirement to his/her immediate supervisor and Human Resources in order for the provisions of Article ~~8.18~~**8.19** to apply.

8.19.4 If separation from employment is a result of termination, the provisions of Article ~~8.18~~ **8.19** shall automatically apply.

8.20 WORK CLOTHING

8.20.1 The cost of the purchase, lease, or rental of work clothing, identification badges, emblems, and cards required for District designated Facilities Services personnel, Food Services and Campus Supervision Assistants shall be borne by the District. Depending on the requirements of the job, work clothing may include at the discretion of the District, any or all of

the following items of apparel: shirts, pants, coveralls, coats and rain gear.

If, through the employee's negligence (carelessness), clothing supplied by the District is destroyed, lost, or damaged, the District shall provide for the repair or replacement, but the costs shall be borne by the employee.

8.20.2 An Advisory Committee shall be established and shall meet at least once annually to assist in the implementation of Article 8.19.1 and shall consist of three (3) representatives appointed by the District and three representatives appointed by the Association.

8.21 REIMBURSEMENT FOR LOSS, DAMAGE, DESTRUCTION OF PERSONAL PROPERTY

8.21.1 The District shall reimburse employees for any verified loss, damage or destruction of personal property suffered while performing services to the District or while such personal property is on District premises in accordance with the following provisions:

8.21.1.1 Loss, damage, or destruction shall have occurred without fault of the employee.

8.21.1.2 Evidence of written pre-approval for the use of the personal property on District premises shall be provided in order to seek reimbursement for loss, damage, or destruction. No prior approval is needed for eyeglasses, hearing aids, dentures, watches, articles of clothing necessarily worn or carried by the employee, or vehicles.

8.21.1.3 The value of any item lost, damaged, or destroyed shall be determined as of the time of the verified loss, damage, or destruction and shall include normal allowance for depreciation.

8.21.1.4 Property claimed for reimbursement shall be valued at more than $25

8.21.1.5 Maximum reimbursement for any one incident shall be $700, except for vehicles.

8.21.1.6 The maximum reimbursement for all loss, damage, or destruction of personal property shall not exceed $7,500 in any fiscal year.

8.21.1.7 A written request for reimbursement must be filed by the employee within five (5) calendar days of the incident with Fiscal Services. Fiscal Services may conduct an investigation. The burden of proof in all cases is with the employee seeking reimbursement.

8.21.2 Reimbursement for loss, damage, destruction of vehicles.

8.21.2.1 The maximum reimbursement for vehicle loss, damage, or destruction shall be $1,250 or the insurance deductible, whichever is less.

8.21.2.2 Reimbursement is limited to payment for verified loss, damage, or destruction resulting from malicious acts of others.

8.21.2.3 A report shall be made by the employee to the police, and a copy of the police report shall beprovided to Fiscal Services. If there is damage or destruction of a vehicle, two (2) written estimates from licensed repair facilities of repair cost shall be provided to Fiscal Services. The District payment shall be limited to the amount of the lowest estimate and shall be paid directly to the repair facility upon verification of satisfactory completion of repair.

8.21.2.4 If an employee receives any payment from an insurance carrier for any loss, damage or destruction for which the District gave reimbursement, the employee shall repay the District if such payment from an insurance carrier covers the same loss damage or destruction covered by the District.

The District shall, in addition, have all rights of subrogation. Subrogation means the District may seek to recoup the cost of reimbursement to the employee directly from the insurance carrier. The employee shall execute all assignments and other documents and cooperate and perform all other acts as required by the District in pursuing such rights of subrogation.

For District:
Dated: 3-7-2025

For CSEA:
Dated: 3-7-25

DF
2/25/2025
LMB
2.25.25
8
2/25/25

Tentative Agreement
Between
the California School Employees Association and its Burbank Chapter #674 ("CSEA")
and
the Burbank Unified School District ("District")

ARTICLE 9 - HEALTH AND WELFARE BENEFITS

Unit members shall be eligible for the health and welfare benefits herein described in accordance with the following provisions.

9.1. ELIGIBIILTY

~~9.1.1~~ Full-Time. All bargaining unit members employed full time shall be eligible for the health and welfare benefits as set forth herein. ~~**For the purposes of this Article and this Article only, "Full-time" is defined as 7.5 hours per day and 37.5 hours per week.**~~

9.1.2 Part-Time. **Effective January 1, 2026** All bargaining unit members employed part-time shall be entitled to all health and welfare benefits for which they meet the eligibility requirements on a pro-rated ~~premium~~ basis of **the Maximum District Medical Insurance Contribution** in the same ratio as the regular work hours per day, days per week, weeks per month, months per year of such part-time employee bear to ~~eight~~ ~~**seven-and-a-half**~~ (8~~7.5~~) hours per day, forty ~~**thirty-seven-and-a-half**~~ (40~~37.5~~) hours per calendar week, four (4) calendar weeks per month, or twelve (12) calendar months during the school year. The District contribution shall be based upon hours employed in a bargaining unit position as defined in Article 2 of this Agreement. The employee shall pay by payroll deduction the balance to equal the total premiums.

9.1.3 Deductions for payment of any health and welfare premiums shall be made in ten (10) equal salary deductions.

9.1.4 For those employees not eligible for PERS (those employees who work less than 20 hours per week or less than six months in duration), the District shall contribute on a prorated basis, for an Individual Health Plan.

9.1.5 A bargaining unit member who becomes eligible and enrolls during the open enrollment period of each year for coverage under this Agreement shall be deemed to meet the eligibility requirement for that year. The proration of benefits for bargaining unit members employed part-time shall be based upon the employee's assignment as of September 1 of each year.

DE
2/25/2025
EMB
2-25-25

If a bargaining unit member's position is increased on a continuous basis over a month period, the proration of benefits shall be adjusted upwards the following month. If a bargaining unit member's assignment for any full month thereafter is decreased by two hours or more on a continuous basis over a one month period, the proration of benefits shall be adjusted downward the following month.

2/25/25

DE 2/25/2025 KMB 2-25-25 8/25/25

9.1.6 All bargaining unit members employed prior to July 1, 1972, who were receiving full District contributions of premiums, shall continue to receive those benefits regardless of the number of hours employed. Such "full District contributions" shall mean the maximum District contribution of $16,750 per year toward medical insurance only. This maximum annual contribution shall include the PERS minimum base contribution provided in section 9.2.1 below.

9.2 DISTRICT CONTRIBUTIONS

Contributions shall be made towards health and welfare benefits as follows.

9.2.1 *"Minimum PERS Base Contribution"*

During the term of this Agreement, the District shall contribute the minimum base contribution per year for health benefits for active and eligible unit members to the Public Employees' Retirement System (PERS) Health Benefits Program.

9.2.2 *"Maximum District Medical Insurance Contribution"*

Effective January 1, 2024, the District shall contribute up to $16,750 per plan year ["District Contribution"] toward the cost of health and welfare benefits for eligible unit members.

9.2.3 *"District Dental, Vision, and Life Contribution"*

The District shall provide for each eligible unit member a maximum annual contribution not to exceed the cost for employee only coverage or, if applicable, a lesser super composite rate (PMI), toward the following District insurance plans: Delta Dental Plan or PMI Dental Plan, Mutual of Omaha (life), and Vision Service Plan as listed in Exhibit I.

9.2.4 An employee may choose to enroll in either the Delta Dental Plan or PMI Dental Plan but not both. Enrollment or any change in enrollment with respect to said plans shall be performed by an employee in accordance with terms and conditions of said plans, including the limitations of the open enrollment period.

9.2.5 The District shall contribute the full premium for the Employee Assistance Plan (EAP) through CIGNA for all bargaining unit members.

9.2.6 An active unit member whose spouse is also an employee of the District, and eligible to receive a District contribution toward medical insurance, may combine benefit contributions to purchase any PERS medical

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insurance plan provided that only one employee is identified as the subscriber and the District contribution for each individual employee does not exceed the premium for such medical insurance plan.

9.2.7 The rates as presented in Exhibit I remain in effect until the benefits providers notify the District of a change in rates, at which time the parties will meet to negotiate the rates in Exhibit I. The District contribution shall remain in effect until negotiated otherwise.

9.2.8 Administrative Fee. Effective January 1, 2011, the CalPers medical insurance rates as presented in Exhibit I shall reflect the actual regional rates published by CalPers and shall not be increased by the administrative fees imposed by CalPers. Any such administrative fees shall be borne by the District on and after January 1, 2011.

9.3 BENEFITS ADMINISTRATION

The Association and the District agree to the continuation of a committee to be known as the "Joint Benefits Committee." It shall be composed equally of District representatives appointed by the District and bargaining unit members appointed by the Association, and other District recognized employee organizations, should they choose to be a party to the committee.

This committee shall meet monthly during the six (6) months prior to the insurance contract renewal dates to research and review proposed and existing programs to ensure that quality and cost effectiveness criteria are maintained, and periodically thereafter.

The committee shall meet periodically with insurance providers to determine that benefits and premiums are being accorded as required by the various benefits programs. Anytime the District meets with other employee groups to discuss benefits, excluding negotiations, the parties agree that the Association shall be invited to such meetings for information purposes. The Parties agree that there may be some years where the timelines for convening a JBC may be mutually waived or modified. Any changes recommended by this committee would be ~~the~~ subject to negotiations.

9.4 CONTINUATION – DISABILITY

Subject to approval by the benefit carriers, a bargaining unit member may be allowed to continue participation in any or all programs provided in this Article during absence on an unpaid disability leave for a period not to exceed thirty-nine (39) months. Dental and vision premium payments by the unit member must be made in a timely fashion

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directly to the District. Medical premium payments by the unit member must be made in a timely fashion directly to the carrier.

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9.5 CONTINUATION OF BENEFITS

The District will act to ensure conformity with the provisions of and the regulation adopted pursuant to Title XXII of the Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA"). COBRA currently provides for the temporary health plan coverage (vision, dental, and health only) for employees, spouses and dependents under certain circumstances. This article shall not be construed to give any rights beyond those provided in COBRA.

9.6 CONTINUATION – LAYOFF

Based on approval by the carrier, the bargaining unit member who is laid off for lack of work or lack of funds may continue participation in any or all programs provided in this Article for a period of twelve (12) months by making timely dental and vision premium payments directly to the District and medical premium payments directly to the carrier. Any bargaining unit member laid off for lack of work or lack of funds shall be concurrently eligible for coverage provided by COBRA.

9.7 RETIREMENT HEALTH BENEFITS-EMPLOYEES HIRED ON OR BEFORE JULY 31, 2004

The following provisions shall apply to unit members hired on or before July 31, 2004.

9.7.1 Based on approval by the carrier, the District agrees to allow all bargaining unit members who retire to maintain their health insurance plan, remaining on the group plan by making timely payments directly to the carrier. A member of the bargaining unit who retires after fifteen (15) years of service to the District under the provisions of the Public Employees' Retirement System (PERS) and has attained at least the age of fifty-five (55) may, at the retiree's option, elect for the District to pay one hundred percent (100%) for employee only, medical insurance only, for either: 1) any continuous five (5) year period after date of retirement, or 2) until age 65.

Coverage is subject to the conditions and provisions of the District's insurance program, and is limited to group medical plans. After the period of District paid benefits expires, based on approval of the carrier, a retiree bargaining unit member may maintain the medical insurance plan, group only, by making timely payments directly to the carrier.

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9.7.2 A member of the bargaining unit who retires after fifteen (15) years of service to the District under the provisions of the Public Employees' Retirement system (PERS) and has attained at least the age of fifty-five (55) may, at the retiree's option, elect for the District to pay one hundred percent (100%) of the annual contribution being paid for the employee for employee only, vision insurance only, for either: 1) any continuous five (5) year period after date of retirement, or 2) until age 65. Coverage is subject to the conditions and provisions of the District's insurance program, and is limited to thevision plan.

After the period of District paid benefits expires, based on approval of the carrier, a retiree bargaining unit member may maintain the vision insurance plan by making timely payments directly to the District under the provisions of COBRA.

9.7.3 If there is no fully insured indemnity fee for service health care plan and only an HMO health care plan and/or a managed care plan, the district shall pay one hundred percent (100%) of the contribution currently being paid for current employees, employee only. The maximum amount to be contributed by the District shall be one hundred percent (100%) of the contribution currently being paid for employee only for the highest HMO in the PERS Health Plan.

If there is no indemnity fee for service health care plan, each eligible retiree will be given the opportunity to enroll in the managed care plan or receive an annual payment equal to one hundred percent (100%) of the contribution currently being paid for employee only for the highest HMO in the PERS Health Plan. Each retiree will be given only one opportunity to select either option, and the one-time selection shall be irrevocable.

9.7.4 After exhaustion of retiree health benefits under this Article and for retirees who do not qualify for benefits under this Article, the District shall contribute the minimum base contribution provided for in Section 9.2.1 per year towards employee only, medical only, benefits. If the retiree chooses to participate in this health benefits plan, the retiree shall be responsible for the costs of the health plan selected in excess of the District's annual minimum base contribution per year.

The District's contribution to such benefit shall be provided so long as the District continues to participate in the PERS health benefits plan. Upon termination of the District's participation in the PERS health benefits plan, the District's obligation for payment of its contribution

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shall cease.

9.8 RETIREMENT HEALTH BENEFITS-EMPLOYEES HIRED ON OR AFTER AUGUST 1, 2004

The following provisions shall apply to unit members hired on or after August 1, 2004:

9.8.1 The District shall provide the minimum base contributions required by the Public Employees' Retirement System (PERS) towards PERS medical insurance for eligible retirees. The District PERS medical benefit options are listed in EXHIBIT I.

9.8.2 The District shall provide a maximum supplemental annual contribution for each eligible unit member not to exceed $3,468 towards PERS, employee only, medical insurance. This maximum supplemental contribution shall include the PERS minimum base contribution provided in Section 9.2.1 above.

9.8.3 To be eligible for retiree medical insurance, the retiring unit member must have retired after fifteen (15) years of service to the District under the provisions of the Public Employees' Retirement system, (PERS) and attained at least the age of fifty-five (55). Unit members who meet these requirements shall be eligible to receive the maximum annual contribution provided in Section 9.8.2 above, until age 65.

9.8.4 The District's maximum contribution shall be pro-rated for part-time unit members based on their regularly assigned hours at the time of retirement.

9.9 BENEFIT PLAN PAYMENTS

The District agrees to provide bargaining unit members payroll deductions for benefit programs authorized by the District and shall remit this money along with other regular payments to benefit providers with the exception of those bargaining unit members enrolled in the non-PERS Health Individual Plan who make their medical premium payments directly to the carrier and are then reimbursed the appropriate pro-rated percentage by the District.

9.10 PRE-TAX EARNINGS

9.10.1 Employee contributions for health and welfare benefits provided

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pursuant to Section 125 (Flexible Benefits) of the IRS Code are to be paid at employee's option with pre-tax earnings. Employee selection of this option shall be made available during the open enrollment period. Unit members shall submit all required written authorizations by the deadline.

9.10.2 All bargaining unit member's health and welfare benefits contributions shall be deducted as pre-tax dollars from employee earnings upon submission by the unit member of all required written authorizations by the deadline. The bargaining unit member may be required to submit such authorization no more than twice within the first two years of employment.

9.11 CALPERS 457 DEFERRED COMPENSATION PROGRAM

Unit members will be allowed to participate in CalPERS 457 Deferred Compensation Program as established pursuant to Sections 21670 through 21685 of the Government Code of the State and is intended to constitute an "eligible deferred compensation plan" within the meaning of Section 457 of the Federal Internal Revenue Code. Unit member selecting to participate shall fill out the required documents and forms and submit them to the District for processing. Unit member participation will be limited to the Deferred Compensation Program Plan Document and all State and Federal tax laws.

For District:

Dated: 2/25/25

For CSEA:

Dated: 2/25/2025

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Tentative Agreement

Between the

Burbank Unified School District

And the

California School Employees and its Burbank Chapter #674

December 11, 2024

ARTICLE 10 - HOURS OF EMPLOYMENT AND OVERTIME

10.1 WORK DAY

The workday for all bargaining unit members shall be established and fixed by the District. Each bargaining unit member shall be assigned a fixed, regular, and ascertainable minimum number of hours which shall be not less than an average of five (5) hours per workweek, any changes to an employee's fixed and regular work schedule shall be referred to the District and Association to negotiate. ~~which shall not be changed without prior written notice.~~

~~Except in unusual circumstances, the District shall provide five (5) days advance written notice for work schedule modifications to the unit member and the Association.~~

In the event of any state or federally mandated change to the work day, the District shall provide a minimum of seven (7) days from the date of notification received advance written notice for work schedule modifications to the unit member and the Association.

10.2 WORK WEEK

The normal workweek for full-time bargaining unit members shall be 40 hours, normally rendered in units of eight (8) hours per day, exclusive of a duty-free lunch period, but inclusive of any rest periods prescribed by the District. The District may establish a flexible work week, such as a ten (10) hour per day, 40- hour, four **(4)** consecutive day work week or an 80-hour 9-day, two-week work period, for certain bargaining unit members when such a workweek is deemed appropriate by the District, and is voluntarily agreed to by the employee.

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Disagreements as to the implementation of flexible work week schedules shall be referred to the Head of Human Resource Services or Superintendent, whose decision shall be final. If the District seeks to change a flexible workweek schedule to an eight hour per day, 5-day work week for any bargaining unit position, they shall notify CSEA and the parties shall meet to negotiate. If the position is vacant, the District maintains the right to modify the schedule.

The District retains the right, in an emergency, to extend the regular workday or workweek. An emergency is defined as an event that could not be planned, including, but not limited to, earthquake, fire, flood, vandalism, and pipe breaks.

10.3 LUNCH PERIOD

Bargaining unit members regularly scheduled to work more than four (4) hours daily shall be entitled to a daily duty-free lunch period of not less than one-half (1/2) hour and not more than one (1) hour during the day. Instructional Assistants and Clerical staff scheduled to work more than four (4) hours per day and who are assigned to a school site shall be entitled a ninety (90) minute duty-free lunch period on pupil-free staff development days.

The lunch break of any employee entitled to a lunch break shall be duty-free and continuous. In the event that an employee is required to work during their lunch break, they shall be appropriately compensated or their lunch break shall be taken as soon as practical. Scheduling of the lunch break shall be within the discretion of the District.

10.4 REST PERIOD

Bargaining unit members regularly scheduled to work six (6) hours to eight (8) hours per day shall be entitled to a fifteen (15) minute rest period during the first half of their workday and to a fifteen (15) minute rest period during the second half of their workday. Bargaining unit members scheduled to work four (4) or more hours daily, but

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less than six (6) hours, shall be entitled to one fifteen (15) minute rest period during their workday.

The rest period herein described shall be taken at the appropriate time designated by the immediate supervisor. Bargaining unit members regularly scheduled to work ten (10) hours per day shall be entitled to a twenty (20) minute rest period during the first half of their workday and to a seventeen (17) minute rest period during the second half of their workday.

10.5 OVERTIME

Overtime is defined to include any time worked, whether required or voluntary, in excess of eight (8) hours in any one day or in excess of forty (40) hours in any calendar week, not to run concurrently with regular work time absent an agreement between the parties. Authorized overtime compensation shall be provided to bargaining unit members upon prior approval of the immediate supervisor to work in excess of eight (8) hours in any one (1) day, or in excess of forty (40) hours in any calendar week.

The bargaining unit member shall receive cash compensation or compensatory time off, equal to time and one-half of the regular rate of pay. Overtime shall be paid to each unit member compensatory time for time worked, it shall be by mutual agreement between the employee and immediate supervisor. **Overtime in excess of twelve (12) hours in any one work day shall be paid at double the regular rate of pay.**

Employees will be notified forty-eight (48) hours in advance if they are to be considered for overtime, except where circumstances preclude such advance notice. The workweek shall consist of not more than five (5) consecutive working days for any bargaining unit member having an average workday of four (4) hours or more during the workweek.

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The bargaining unit member shall be compensated for any work required to be performed on the sixth or seventh day following the commencement of the workweek at the rate equal to time and one-half of the regular rate of pay of the bargaining unit member designated and authorized to perform the work. Nothing herein shall be construed to limit the ability of the District to require overtime or extended hour service of a bargaining unit member in an emergency (as defined in Article 10.2).

10.6 OVERTIME ASSIGNMENTS.

Overtime shall be assigned at the discretion of the District subject to the agreement of the employee. For the purpose of overtime only, seniority will be based on time served in the classification.

Immediate supervisors shall assign overtime assignments by seniority on a continuous rotational basis within a job class by work site. This overtime rotation list shall be available to on-site employees. If and only when no employees are available using this list, the District **shall** move through the following lists, **in order,** to fill the overtime assignment.

10.6.1 • **1.)** By seniority by work site based relevant experience.

10.6.2 • **2.)** By seniority within job class District wide.

10.6.3 • **3.)** If no one is available after 1 and 2 have been exhausted, unit members who have previously served in that classification District-wide may volunteer for overtime. ~~**shall be notified of the available overtime. In order to ensure awareness of the available overtime, the site/department shall send a mass email to all classified staff.**~~

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In the event of a "no call/no show" for an accepted overtime assignment, the classified employee shall be removed from all rotation lists (including Steps 1 and 2) until the end of the fiscal year, June 30. The classified employee will still qualify for any assignments in Step 3.

When a District department/group, agency, governmental entity, program, or any other outside group uses any district Facility and such event involves any work normally performed by the bargaining unit that work shall be offered to the bargaining unit in accordance with 10.6, Overtime Assignments.

The following are allowable exceptions to the seniority overtime assignment process:

- When overtime is authorized for completion of a specific assignment, project, or work in progress.
- When the District determines it is necessary to consider special skills and training of employees to perform particular work.

10.7 . COMPENSATORY TIME OFF IN LIEU OF CASH COMPENSATION

The District may offer compensatory time off in lieu of cash compensation for overtime work by mutual agreement between the employee and immediate supervisor. The District shall provide for such compensatory time off at a rate equal to the overtime rate of pay of the bargaining unit member designated and authorized to perform the overtime. Such compensatory time off shall be granted and taken within 60 working days and without impairing the services rendered by the District.

With approval of the employee's immediate supervisor, such compensatory time off may be granted beyond the 60 working days not to exceed twelve calendar months.

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In the event that an employee is prevented by his/her supervisor from using their compensatory time prior to 12 months from the date it was earned, the employee shall be paid for that time.

10.8 • MINIMUM HOURS

Any bargaining unit member called to work, either after normal working hours or on a day not worked, shall be paid not less than three (3) hours of work at the overtime pay rate, irrespective of the actual time less than that required to work.

10.9 • REDUCTION IN ASSIGNED TIME

Any reduction in assigned time shall be accomplished in accordance with Education Code, Section 45117 (See Exhibit G) and the layoff and reemployment procedures pursuant to Article 15 of this agreement. This clause does not waive CSEA's rights under Government Code Section 3543.2 that requires the District to notify and bargain the decision and effects of reductions with the exclusive representative upon request.

10.10 • ADJUSTMENT IN TIME – PART-TIME EMPLOYEES

A bargaining unit member who is assigned to work a minimum of thirty (30) minutes per day in excess of his/her part-time assignment for a period of twenty (20) consecutive working days or more, shall have his/her basic assignment changed to reflect the longer hours in order to acquire vacation and sick leave on a prorated basis. Any return to the original assigned hours would constitute a layoff. (See 10.10)

The District, at its sole discretion, in any one six (6) month period of time, also may increase the length of the work day for part-time positions by not more than 1.5 hours, not to exceed 7.5 hours per week, without posting the vacancy. Instructional Assistants – Special Education who are assigned to work on a one-

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to-one basis with a student shall not be restricted to this 1.5 hour limitation on extension of the work day since a change in the student's instructional day and the services to be provided are dependent upon the student's Individual Education Plan (IEP).

The incumbent employee may accept the change in position hours or request transfer to an available vacant position at an equal or lower classification for which he/she is qualified.

10.11 • SUMMER WORKWEEK

The District may establish a flexible work week, such as a ten (10) hour per day, 40-hour, four **(4)** consecutive day work week or an 80-hour 9 day two week work period, for certain bargaining unit members during summer when such a workweek is deemed appropriate by the District, and is voluntarily agreed to by the employee.

10.12 • ASSIGNMENTS AT TIMES OTHER THAN REGULAR ACADEMIC YEAR

For the purpose of this Article every classified bargaining unit member shall be deemed to be employed for twelve (12) months during each school year regardless of the number of months in which he/she is normally in paid status. The District may maintain school sessions outside of the regular academic year and shall recruit classified employees to apply and fill such assignments. No employee whose regular assignment excludes any part of the summer shall be required to perform services during such period.

Consideration for such assignment shall be made on the basis of each applicant meeting minimum qualifications per job description in each classification of service which is required. A classified bargaining unit member shall, for services performed as herein provided, receive, on a prorated basis, not less than the compensation and benefits which are applicable to that classification during the regular academic year.

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Between the

Burbank Unified School District

And the

California School Employees and its Burbank Chapter #674

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10.13 • HOURS WORKED

For the purposes of computing the number of hours worked, all time during which a bargaining unit member is in paid status, except overtime, shall be construed as hours worked.

10.14 • REST FACILITIES

The District shall make available all existing employee lunchroom, restroom, and lavatory facilities at each work site for the use of bargaining unit members.

10.15 • COMPLIANCE WITH APPLICABLE LAW

Nothing in this Agreement shall be construed as a waiver of CSEA's bargaining

rights under Government Code Section 3543.2. The District shall comply with the Federal Fair Labor Standards Act and the Education Code with regards to overtime.

10.16 • BURBANK ADULT EDUCATION CALENDAR

As it applies to the Burbank Adult Education program and all other work calendars, the actual start and end dates for each fiscal year shall be negotiated annually between the District and Association no later than May 30 of the preceding year.

10.16.1 • *"English-As-A-Second-Language Office Staff"*

Instructional staff in this program shall be assigned five (5) days a week (Monday-Friday) and shall be subject to a work year of 200 days in paid status. These paid days reflect 177 work days, the nine (9) pre-assigned vacation days, and the fourteen (14) paid holidays. Sick days, vacation days, and seniority accrual shall be earned in the same manner as other nine (9) month employees with no sick days or

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vacation earned during July and August unless the bargaining unit member works in those months.

10.16.2 • Office staff in this program shall be assigned five (5) days a week (Monday-Friday) and shall be subject to a work year of 200 days in paid status. These paid days reflect 177 work days, the nine (9) pre- assigned vacation days, and the fourteen (14) paid holidays. Sick days, vacation days, and seniority accrual shall be earned in the same manner as other nine (9) month employees with no sick days or vacation earned during July and August unless the bargaining unit member works in those months.

10.16.3 • *"Academic Program Staff"*

All staff shall be assigned five (5) days a week (Monday-Friday). All staff in this program shall be subject to 205 days in paid status. These paid days reflect 182 work days, the nine (9) pre- assigned vacation days, and the fourteen (14) paid holidays. Sick days, vacation days, and seniority accrual shall be earned in the same manner as other nine (9) month employees with no sick days

or vacation earned during June, July, and August unless the bargaining unit member works in those months.

10.16.4 • *"Parent Education Program Staff"*

All staff shall be assigned five (5) days a week (Monday-Friday). All staff in this program (except for office and custodial employees) shall be subject to a work year of 185 days in paid status. These paid days reflect 163 work days, the nine (9) pre- assigned vacation days, and the thirteen (13) paid holidays. Sick days, vacation days, and seniority accrual shall be earned in the same manner as other eight (8) month employees with no sick days or vacation earned during June, July, and August unless the bargaining unit member works in those months.

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10.16.5 • *"Employees Working Less Than Five (5) Days A Week"*

Employees in the three (3) Burbank Adult Education programs identified above who are assigned less than five days a week shall be subject to the number of work days that is derived by multiplying the number of work days required of five day a week employees for their assigned program times the following fraction: number of days assigned to work each week divided by five.

10.16.6 • *"Winter and Spring Breaks"*

A three-week winter break and one-week spring break shall be observed by staff assigned to the three programs identified above. Employees may use available vacation balances to convert unpaid days to paid days during these breaks.

10.16.7 • *"Non-Work Days"*

The ESL Instructional staff shall be subject to five (5) additional non-work days as identified in the negotiated ESL instructional calendar.

10.17 • REASONABLE ACCOMMODATIONS ON "HEAT DAYS" AND UNHEALTHY AIR QUALITY

The parties agree that the Superintendent or designee shall designate "heat days" or "unhealthy air quality days" and that reasonable accommodations shall be provided for classified employees who work in non-air-conditioned environments. If reasonably possibly, bargaining unit members shall be notified electronically of such designation within one hour. Such accommodations shall be determined by the employee's supervisor and shall not negatively affect the operation of the District or the educational program or conflict with scheduled activities such as testing, instruction, supervision of or services to students, scheduled assemblies, or scheduled meetings.

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For the purposes of this section, reasonable accommodations might include, but not be limited to: relocation to an air conditioned or cooler work environment; modification of work shift; more frequent breaks; ~~temporary discontinuance of use of the barbeque grill;~~ or, by mutual agreement of the supervisor and employee, use of accrued vacation time or use of personal necessity or personal business leave.

The supervisor of each department and the principal or designee of each school site shall obtain input from his/her classified staff for the purpose of developing a list of suggested reasonable accommodations. No student or parent shall be negatively impacted by any accommodations provided as a result of implementation of this section.

Heat days and unhealthy air quality days are defined by and shall be subject to Board Policy 3514.11 **and the District will follow California Occupational Safety and Health Administration (Cal/OSHA) guidelines for heat days and unhealthy air quality days.**

~~Defined Temperature Ranges:~~

~~When temperatures are 80 to 94 degrees Fahrenheit, the following precautions shall be taken for staff involved in outdoor work:~~

- ~~A.) Provide adequate time (at least 10 minutes per hour) for water breaks, rest and cooling for every half hour of physical activity.~~
- ~~B.) During periods of moderate to high humidity, avoid prolonged vigorous activity.~~

~~When temperatures are above 94 degrees Fahrenheit, the following precautions should be taken:~~

- ~~Follow items A and B above.~~
- ~~All vigorous outdoor activity may be suspended.~~

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December 11, 2024

- ~~Limit outdoor activities to short periods of time.~~

For the District:

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For CSEA:

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Tentative Agreement
Between
the California School Employees Association and its Burbank Chapter #674 ("CSEA")
and
the Burbank Unified School District ("District")

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ARTICLE 11 - HOLIDAYS

11.1 HOLIDAYS

All bargaining unit members shall be entitled to ~~fifteen~~**eighteen** (~~15~~**18**) paid holidays as listed in Exhibit E, provided they are in a paid status during any portion of the workday immediately preceding or following the holiday.

11.2 HOLIDAYS DECLARED BY THE PRESIDENT OR GOVERNOR

Every day appointed by the President of the United States or Governor of the State of California, as provided for in subdivision (a)(11) and (12) of Education Code, Section 37220 for a public fast, thanksgiving or holiday, or any day declared a holiday for classified employees under subdivision (a)(13) of Education Code Section 37220 shall be a paid holiday for all probationary or permanent employees who are a part of the classified service.

11.3 HOLIDAYS NOT WITHIN THE NORMAL DUTY ASSIGNMENTS

Bargaining unit members of the District who are not normally assigned to duty during the school holidays listed in Exhibit E as Winter Recess and the Spring Recess shall be paid for those holidays provided that they were in paid status during any portion of the working day of their normal assignment immediately preceding or succeeding the holiday period.

11.4 HOLIDAY ON SATURDAY OR SUNDAY

When a legal holiday listed on the District calendar falls on a Saturday, the preceding Friday shall be deemed to be the holiday. When a legal holiday listed on the District calendar falls on a Sunday, the following Monday shall be deemed the holiday.

11.5 HOLIDAY PAY FOR REQUIRED WORK

When a bargaining unit member is required to work on any designated holiday, he/she shall be paid compensation or, upon the mutual agreement of the District and employee, be given compensating time off for such work in addition to the regular pay received for the holiday, at the rate of time and one-half of his regular rate of pay.

11.6 HOLIDAY NOT PART OF VACATION

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Holidays and other days allowable without loss of salary under the calendar adopted by the Board of education shall not apply against the vacation allowance.

11.7 COMPLIANCE WITH AZUSA DECISION

Pursuant to applicable and current law, bargaining unit employees also shall receive regular pay whether or not they are required to report for work on school days when pupils would otherwise have been in attendance but are not and for which certificated personnel receive regular pay. To be eligible for any such additional paid day, bargaining unit employees must be in paid status during any portion of the working day of the normal assignment immediately preceding or succeed the paid day.

11.8 CALENDAR

CSEA and the District agree to the creation of a Calendar Committee. It shall be composed equally of District representative appointed by the District and bargaining unit members appointed by CSEA and other District recognized employee organizations should they choose to be a party to the committee. Prior to the written request to reopen negotiations, the Committee shall meet to devise a proposed calendar. The Committee shall make an advisory recommendation on the Calendar, which shall then be negotiated between each bargaining unit and the District. The parties confirm and agree that only the District and Association have the power or right to negotiate bargaining unit work calendars.

11.9 FLOATING HOLDAYS

Each member shall be entitled to two (2) days in total of paid leave annually for the purpose of observing cultural or religious holidays. If the member does not use their Floating Holidays in a given school-year the unused days will not carry over to the following year. The leave shall be used at the member's discretion.~~;~~ however,~~ this leave shall not be used to extend breaks, vacations, or holidays that are already observed on the instructional calendar.~~ ~~the leave shall not be used the first and last day of school.~~ **the leave shall not be used the first and last day of school. Unit members exercising a flexible work week (pursuant to Section 10.2), may elect to utilize one or both Floating Holidays to offset the make-up hours due for the remaining Holidays observed, in lieu ~~to~~of taking their Floating Holiday (e.g., 32 hours annually for a full-time employee working a 4/10 schedule can be reduced to 16 hours by forgoing the Floating Holidays).** Members shall give their administration at least ~~five (5)~~ ten (10) days' notice prior to taking this leave. ~~(e.g., 32 hours annually for a full-time employee working a 4/10 schedule can be reduced to 16 hours by forgoing the Floating Holidays).~~

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For District:

Dated: 09/09/2024

For CSEA:

Dated: 09/09/2024

Derek Eckstein

Tentative Agreement

Between the

Burbank Unified School District

And the

California school Employees Association and its Burbank chapter #674

December 11, 2024

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ARTICLE 13 - LEAVES

GENERAL PROVISIONS

Where a reason is required in order to obtain a leave of absence provided for under this Article, the District may verify the reason provided.

It is agreed that a unit member who is absent from work other than those days as authorized by State Law or authorized leave provisions of this Agreement is taking an unauthorized absence in breach of contract and in violation of this Agreement. Upon this unauthorized absence in breach of contract, an email notification will be sent to CSEA. After the notification is sent to CSEA, the Board will deduct a salary amount equal to 1/22 of his/her monthly salary each day of unauthorized absence, and such member shall be subject to disciplinary action.

ABANDONMENT

Any absence from work without an authorized leave for three (3) consecutive days or failure to return to work as scheduled for three (3) consecutive days after the expiration of an authorized leave of absence, shall be deemed as abandonment. Unless an emergency accounts for the unit member's inability to notify the District, such abandonment shall result in discipline in the form of termination. The above provisions do not constitute a waiver of the employee's right to due process.

PAID LEAVES

13.1 BEREAVEMENT LEAVE

13.1.1 Unit members who are absent from duty because of bereavement shall be allowed full pay for a period not to exceed seven (7) continuous workdays. Bereavement leave must be taken at the time of the death or serious illness when death is imminent. In situations involving unusual or extraordinary circumstances, employees may contact their immediate supervisor to make arrangements to distribute bereavement leave in other than a continuous manner.

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13.1.2 Bereavement is defined as that occasioned by death or serious illness when death is imminent of relatives or persons shown in the following categories:

a. Employee or Spouse
1. Parent
2. Grandparent
3. Grandchild
4. Brother
5. Sister
6. Niece
7. Nephew
8. Son
9. Daughter
10. Foster Child
11. Stepchild
12. Stepparent
13. Stepbrother
14. Stepsister

b. Employee Only
1. Spouse
2. Son-in-law
3. Daughter-in-law
4. Person who resides in the household of the employee
5. Sister-in-law
6. Brother-in-law

Unit members requesting bereavement leave shall fill out the District/CSEA approved form. A Supervisor or Human Resources may require written verification of the death or serious illness when death is imminent of the relative or persons names in 13.1.2.

13.2 INDUSTRIAL ACCIDENT OR ILLNESS LEAVE

13.2.1 Industrial accident or illness leave shall be provided in accordance with the provisions of the California Education Code, Section 45192, and the following rules and regulations:

(a) Allowable leave shall not exceed 60 working days in any one fiscal year for the same accident.
(b) Allowable leave shall not be accumulative from year to year.
(c) Industrial accident or illness leave will commence on the first day of absence.

(d) Payment for wages lost on any day shall not, when added to an award granted the employee under the worker's compensation laws of this State, exceed the normal wage for the day.

(e) Industrial accident leave will be reduced by one day for each day of authorized absence regardless of a compensation award made under workers' compensation.

(f) When an industrial accident or illness occurs at a time when the full 60 days will overlap into the next fiscal year, the employee shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred, for the same illness or injury.

(g) The industrial accident or illness leave of absence is to be used in lieu of entitlement acquired under Education Code, Section 45191. When entitlement to industrial accident or illness leave has been exhausted, entitlement to other sick leave will then be used; but if an employee is receiving workers' compensation the person shall be entitled to use only so much of the person's accumulated compensating time, vacation or other available leave which, when added to the workers' compensation award, provide for a full days wage or salary.

(h) Periods of leave of absence, paid or unpaid, shall not be considered to be a break in service of the employee.

(i) During all paid leaves of absence, whether industrial accident leave as provided in this section, sick leave, vacation, compensated time off or other available leave provided by law or the action of a governing board, the employee shall endorse to the District wage loss benefit checks received under the workers' compensation laws of this State. The District, in turn, shall issue the employee appropriate warrants for payment of wages or salary and shall deduct normal retirement and other authorized contributions.

Reduction of entitlement to leave shall be made only in accordance with this section.

(j) When all available leaves of absence, paid or unpaid, have been exhausted and if the employee is not medically able to assume the duties of the person's position, the person shall, if not placed in another position, be placed on a reemployment list for a period of

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39 months. When available, during the 39-month period, the person shall be employed in a vacant position in the class of the person's previous assignment over all other available candidates except for a reemployment list established because of lack of work or lack of funds, in which case the person shall be listed in accordance with appropriate seniority regulations.

(k) Any employee receiving benefits as a result of this section shall, during periods of injury or illness, remain within the State of California unless the governing board authorizes travel outside the State.

(l) An employee who has been placed on a reemployment list, as provided herein, who has been medically released for return to duty and who fails to accept an appropriate assignment shall be dismissed.

13.2.2 To be eligible for the benefits by this "Industrial Accident or Illness Leave" the bargaining unit member must be a part of the classified service of this District. Such bargaining unit members shall be entitled to these industrial accident or illness leave provisions from the first day during which they are employed as a part of said classified service.

13.3 JURY DUTY LEAVE

13.3.1 A unit member shall be granted a leave of absence when called for a tour of jury duty in the manner provided by law.

13.3.2 Any unit member called to jury duty shall submit to the District the jury duty notice for an approved absence for this purpose and shall submit such notice to the District on the workday following his/her receipt of such notice or provide notice five (5) days prior to the first day of jury duty.

13.3.3 A unit member who has been granted jury duty leave shall report for work with the District on any workday during which the member is not required to appear for scheduled jury service. The unit member shall submit verification of jury duty attendance to the District.

13.3.4 A unit member whose regular assignment is anything other than regular

business hours who has been called to jury duty shall be excused from work on any day on which that unit member is required to appear for Jury Duty.

13.3.5 A unit member whose regular assignment is during normal school or business hours who is called for Jury Duty at Night Court shall be excused for the last one-half (1/2) of the workday on which the unit member is required to appear for Jury Duty, and the first one-half (1/2) of the workday on the day after the unit member is required to appear for jury duty.

13.3.6 Any member, while serving on jury duty, shall receive his or her regular salary from the District and shall remit to the District all fees, exclusive of mileage, received by the unit member for jury service.

13.4 PERSONAL BUSINESS LEAVE

13.4.1 A unit member who requests permission to leave the assigned work area for necessary personal business reasons for a period not exceeding one hour may do so no more than 24 occasions in a year, without loss of pay provided that no paid substitute time is requested or required.

13.4.2 A unit member who requires personal business leave for a period exceeding one hour but not exceeding four hours may do so not to exceed the amount equal to the number of months worked in a fiscal year, after receiving prior approval from the unit member's immediate supervisor and may make up hours at such times as may be approved by the immediate supervisor. Requests for such absence shall have been submitted to the immediate supervisor in writing at least one school day in advance of the time requested except in an emergency. Such absence need not be reported as long as it is made up under these conditions.

13.4.3 If time is not made up in accordance with Section 13.4.2, then salary shall be deducted for such absence as reported on the time sheet.

13.4.4 A unit member requesting one or more full days of personal business leave

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shall submit such request in advance, in writing, to the Superintendent.

13.4.5 For personal business leaves of one or more full days, a full day's salary deduction shall be made for each such workday.

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13.4.6 It is agreed and understood that unpaid personal business days are to be limited to three days per year, unless a specific request for up to two additional days is approved by the Superintendent.

13.5 PERSONAL NECESSITY LEAVE

13.5.1 A unit member may elect, during any school year, to use up to ten (10) days of accumulated sick leave in cases of personal necessity when such cases of personal necessity are defined as follows:

(a) *"Death in Immediate Family"*
Death of a member of the employee's immediate family when the number of days exceeds the number provided for in Article 13, Sections 13.1.1 and 13.1.3. Members of the immediate family shall include those relatives and persons enumerated in Article 13, Section 13.1.2.

(b) "*Accident of Emergency Nature*"
Accident not otherwise chargeable to an illness or injury leave, involving the employee's person or property, or the person or property of a member's immediate family, of such an emergency nature as to require the attention and presence of the employee during his working day.

(c) *"Court Appearance"*
Appearance in court as a litigant; or as a witness under an official order. (A litigant is a party to the action such as the plaintiff or defendant.)

(d) *"Illness in Immediate Family"*
Acute illness of a member of the immediate family requiring professional treatment or hospitalization, and of such an emergency nature as to require the presence and attention of the employee during the employee's working day.

(e) *"Home in Danger"*
Imminent danger to the home of the employee, serious in nature, and which requires the presence of the employee during the employee's normal working day.

(f) *"Fatherhood"*

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Personal presence of the father at the time of birth of a child or when birth is imminent.

(g) *"Funeral Attendance"*
Actual attendance at the funeral of a distant relative, friend, neighbor, employee or other acquaintance.

(h) *"Transportation Difficulties"*

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Unforeseen circumstance involving transportation or storm conditions that prevent the individual from traveling to and from work.

(i) *"Specific Family Responsibilities"*
Specific family responsibilities or family business imperatives which require the personal presence of the employee during working hours. Such leave may be used when an employee has received a notice of complete layoff for the purpose of occupational investigation.

It is understood that such leave shall not be used for purposes of income-producing activities, the extension of a holiday or vacation period, for purely recreational activities, occupational investigation, a convention related to a member's avocation or spouse's business, profession or avocation or attending to matters which could reasonably be scheduled outside of working hours.

(j) *"Discretionary Days"*
Three (3) days of personal necessity leave of ten (10) days allowable may be utilized at the unit member's discretion upon the following conditions:

1. Such days shall be charged against the unit member's unused sick leave.
2. Forty-eight (48) hours written notice shall be required unless extenuating circumstances occur which prevent such notice being given; in that event, the unit member shall make every reasonable effort to give advance notice.
3. There shall be no accumulation from year to year of such days.
4. Immediate Supervisor retains the right to refuse the unit member to utilize a certain day if, in the opinion of the Immediate Supervisor, too many unit members simultaneously select the same day.
5. The unit member shall not be required to give reasons for the use of such day.
6. Such leave shall not be used to withhold services from the

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District, and it is understood that such leave shall not be used for purposes of income-producing activities, the extension of a holiday or vacation period, for purely recreational activities, occupational investigation, a convention related to a member's avocation or spouse's business, profession or avocation, work stoppage or other

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concerted activities or attending to matters which could reasonably be scheduled outside of working hours.

13.6 PREGNANCY DISABILITY LEAVE

13.6.1 Employees covered by this Agreement shall be entitled to use personal illness leave (sick leave) as set forth in this Agreement for disabilities caused or contributed to by pregnancy, miscarriage, childbirth, and recovery therefrom on the same terms and conditions governing leaves of absence for other illnesses, injuries, or medical disabilities. Such leave shall not be used for child care, child rearing or preparation for childbearing, but shall be limited to those disabilities caused or contributed to by pregnancy, miscarriage, childbirth, or recovery therefrom.

13.6.2 The length of such pregnancy disability leave, including the date on which the employee's duties with the District are to be resumed, shall be determined by the employee and the employee's physician; provided, however, that the District Management may require a verification of the extent of such disability by means of a physical examination of the employee by a physician who is a specialist in the area of said disability; said specialist to be appointed by and paid by the District.

13.6.3 The results of such examination by a specialist appointed and paid by the District shall be made available to the employee and the employee's attending physician at the earliest possible date, but in any case within a period of twenty (20) workdays immediately following the date of the request for said examination. The employee shall not be penalized by any loss of salary while awaiting the results of an examination by the District's specialist, or be required to use up additional days of the employee's sick leave while awaiting the results of such examination unless the outcome of the examination verifies that the disability still exists to the extent that the employee is unable to perform the individual's duties.

13.6.4 Employees who are members of the bargaining unit shall be entitled to leave without pay or other benefits for disabilities caused or contributed to

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by pregnancy, miscarriage, childbirth, or recovery therefrom, when all current, accumulated, and half-pay sick leave has been exhausted. The date on which the employee shall resume duties shall be determined by the employee on leave and the employee's physician; provided, however, that the district management may require a verification of the extent of disability according to the same procedures as outlined in Section 13.6.2 and 13.6.3 above.

13.6.5 This leave policy shall be construed as requiring the Board of Education to grant leave with pay only when it is necessary to do so in order that leaves of absence for disabilities caused or contributed to by pregnancy, miscarriage, or childbirth be treated the same as leaves for other illnesses, injuries, or disabilities.

13.6.6 An employee on pregnancy disability leave for 190 days or less shall be entitled to return to the same assignment held at the time such leave commenced, unless such assignment has been discontinued, in which case the employee shall be entitled to a comparable assignment as determined by the District.

13.6.7 The salary range position and movement of an employee shall not be interrupted due to pregnancy disability leave of 190 consecutive days or less.

13.7 SICK LEAVE FOR PERSONAL ILLNESS OR INJURY

13.7.1 A unit member employed five (5) full days per week shall be entitled to twelve (12) days of leave of absence for illness or injury (exclusive of all days the individual is not required to render service to the District) with full pay for a full fiscal year of service.

13.7.2 A unit member employed five (5) full days per week, but for less than a full fiscal year, shall be entitled to that proportion of twelve (12) days leave of absence for illness or injury as the number of months the individual is actually employed bears to twelve (12) months.

13.7.3 A unit member employed less than five (5) full days per week shall be entitled, for a full fiscal year of service, to that proportion of twelve (12) days leave of absence for illness or injury as the number of days the individual is employed per week bears to five, and, when such persons are employed for less than a full fiscal year of service, this and the preceding paragraph shall determine that proportion of leave of absence for illness or injury to which they are entitled.

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13.7.4 Pay for any day of such absence shall be the same as the pay which would have been received had the unit member served during the day.

13.7.5 Credit for leave of absence need not be accrued prior to taking such leave, and such leave of absence may be taken at any time during the year. However, a new employee shall not be eligible to take more than six (6)

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days, or the proportionate amount of which the employee may be entitled under this section, until the first day of the calendar month after the completion of six (6) months of active service with the District.

13.7.6 If a unit member does not take the full amount of sick leave for illness or injury as allowed in any year under this section, the amount not taken shall be accumulated from year to year. Any employee with twenty-four (24) or more days of accumulated sick leave may choose to convert up to twelve (12) days of accumulated sick leave to vacation days. Such conversion shall be at the rate of two (2) sick leave days for each day of vacation. The term "days" as used in this section shall be defined as the number of hours the employee in question is regularly assigned at the time of the request.

13.7.7 After all accumulated sick leave has been exhausted, a regularly employed unit member shall be entitled to extended sick leave benefits as follows:

(a) A unit member shall be compensated at a rate equal to fifty percent (50%) of their regular salary for days of absence due to personal illness or injury not in excess of a total of one hundred (100) days in any fiscal year. Each fiscal year shall be considered a new one hundred (100) day period and subsequent half-paid days of sick leave shall apply for the same employee.

(b) The half-pay days of sick leave authorized shall be exclusive of any other paid leave, holiday, or vacation time to which the employee may be entitled.

(c) A unit member utilizing this leave under 13.7.7 (a) shall provide to their immediate supervisor verification of absence due to illness or injury for any period of more than three (3) consecutive workdays, or five (5) total workdays within a single calendar month, by means of a written statement from the attending physician which verifies the employee's illness or injury.

13.7.8 The following rules and regulations shall serve to require and prescribe the manner of proof of illness or injury of a unit member, but such rules and

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regulations shall not discriminate against the evidence of treatment and the need therefore by the practice of the religion of any well-recognized religious sect, denomination, or organization; and nothing in this section shall be deemed to modify or repeal any division of law set forth in Article 3, Division 3 of the California Health and Safety Code:

(a) Verification of absence due to illness or injury for a period of five (5) consecutive days or more than seven (7) workdays within any calendar month shall be provided to the immediate supervisor by means of a written statement from the attending physician which verifies the employee's illness or injury.

(b) **Verification of absence due to illness or injury for a period of one calendar month or more shall be provided by means of a physician's written statement which verifies the employee's illness or injury to be filed with the Human Resources Department within fifteen days following each calendar month of such absence.**

(c) For absences due to illness or injury exceeding ten (10) consecutive work days, an employee's ability to return to work shall be verified by a completed District Certificate for Return to Work (see Exhibit K), signed by the attending physician.

(d) Notwithstanding the foregoing rules and regulations, a member of the bargaining unit shall, at the request of the Superintendent or delegated administrative representative, consult with and/or be examined by a District appointed physician at District expense in the event that the absence of the employee is in excess of ten (10) consecutive workdays, or that the employee's work record reflects a history of brief, repeated absences due to illness or injury.

(e) When the District has been informed in writing by a physician attending a unit member, that the unit member is no longer ill and is able to return to work, the unit member shall not be penalized by any loss of salary, or be required to use up additional days of sick leave while awaiting the results of an examination by a District appointed physician, unless such examination verifies that illness or injury still exists to the extent that the employee should not return to work.

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13.7.9 An employee on sick leave shall be entitled to return to the same assignment held at the time such leave commenced unless such assignment has been discontinued, in which case the employee shall be entitled to a comparable assignment as determined by the District.

13.8 CATASTROPHIC SICK LEAVE BANK

Bargaining unit members may apply for and receive catastrophic sick leave pursuant to the following provisions:

13.8.1 The unit member, or a unit member's immediate family member for whom he/she must care, shall have suffered a severe incapacitating illness or injury which is expected to be for an extended period of time, as certified by the attending physician, and which prevents the unit member from properly performing his/her district duties.

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13.8.2 The time off work must create a financial hardship for the unit member because he or she has exhausted all personal sick leave, extended sick leave, industrial illness and accident leave and/or any other paid time.

13.8.3 The use of the catastrophic sick leave bank shall only be available to those bargaining unit members who have made a deposit of at least four (4) hours to the bank.

13.8.4 A joint Association-District committee comprised of three (3) members appointed by the Association and two (2) members appointed by the District must determine and certify that the unit member is eligible for catastrophic sick leave because he/she is unable to work due to the severity of that personal or family catastrophic illness, and only after adequate proof of illness has been provided in accordance with Education Code Section 44043.5, and pertinent rules and regulations of the District.

13.8.5 Catastrophic sick leave credits may be used only for the remainder of the school year in which extended sick leave is exhausted, plus the remainder of the following year after extended sick leave has been exhausted in said year, but in no event longer than twelve (12) consecutive calendar months following the start of the leave.

13.8.6 Unit members may deposit sick leave in four (4) hour increments according to the following regulations:

(a) a unit member with an accumulated sick leave of between 20 and 60 hours may deposit four (4) hours.
(b) a unit member with an accumulated sick leave of between 61 and 100 hours may deposit up to eight (8) hours.
(c) a unit member with an accumulated sick leave of 101 hours or more may deposit up to 10% of his/her sick leave.

13.8.7 Deposits of sick leave into the catastrophic sick leave bank are irrevocable and such deposits shall be coordinated by the Joint Committee provided for in 13.8.4 above during the last two (2) weeks of October of each year. The Joint Committee may request deposits of sick leave into the

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catastrophic sick leave bank at other times during the year should the total number of sick days in the catastrophic sick leave bank fall below 200 hours.

13.8.8 Unit members wishing to use this catastrophic sick leave bank must submit a letter to Human Resources stating the nature of the catastrophic event and the number of days being requested. A copy of the attending

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physician's certification of the incapacitating illness or injury must be attached.

13.8.9 Catastrophic sick leave shall begin upon the exhaustion of the statutory period of extended sick leave benefits, and shall continue the 50% salary payment and the District fringe benefit contribution that the unit member received during said period.

13.8.10 Any unit member who receives paid catastrophic sick leave shall first use any leave credits that he or she continues to accrue on a monthly basis prior to receiving paid catastrophic sick leave.

13.8.11 Any unit member who applies for catastrophic sick leave understands that he/she waives any right to privacy concerning the communication of the circumstances and factors contemplated herein to the members of the Joint Committee provided for in 13.8.4 above.

13.8.12 The receipt of a donated sick leave credit through catastrophic sick leave as defined herein, when combined with other District income, shall not provide the recipient with a greater monthly District income/fringe benefit contribution than he/she received immediately prior to the receipt of catastrophic sick leave.

13.8.13 If the Board of Education subsequently adopts a catastrophic sick leave policy for non-represented employees of the District, and if the terms and conditions of said policy are parallel to this section, unit members shall be allowed to donate to, or receive from, said non-represented employees the catastrophic leave credits described herein.

13.8.14 **All classified employees will be notified of the window to deposit hours each calendar year. Classified employees will one calendar month upon notification to deposit hours into the Catastrophic Leave Bank.**

13.8.15 This catastrophic sick leave section shall not be subject to the provisions of Article 17: Grievance Procedure of this Agreement

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13.9 PARENTAL LEAVE

13.9.1 Definition of Parental Leave: For the purposes of this Article, "parental leave" is defined as "leave for reason of the birth of a child of the employee, or the placement of a child with employee in connection with the adoption or foster care of the child by the employee".

13.9.1.A Effective January 1, 2017, as provided by Education Code section 45196.1, the employee shall be entitled to parental leave as set forth in this section.

13.9.2 All full-time and part-time employees who have been employed for 12 months with the Employer are entitled to utilize parental leave. There is no threshold number of hours that part-time employees, as well as full-time employees, must work in order to be eligible for parental leave.

13.9.3 For purposes of this section, "parental leave" means leave for bonding with the employee's newborn child, or with a newly placed child in the employee household for adoption or foster care. Parental leave does not include leave taken for the employee's disability due to pregnancy, childbirth, or recovery therefrom.

13.9.4 The employee must give the District at least 10 workdays advance written notice of his or her intention to use the parental leave and the anticipated dates of leave except for extenuating circumstances or in cases where a mutual agreement is reached to shorten the 10 workdays advance notice. If an agreement between the employee and the District can't be reached with regard to extenuating circumstances CSEA shall be notified within 1 workday to discuss the matter.

13.9.5 Employees shall use current and accumulated sick leave for parental leave, for up to 12 workweeks.

13.9.5.A. When both parents of the child are employed by the same employer, the parents may request 12 workweeks each for parental bonding.

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13.9.6 When an employee with at least one year of District service has exhausted all current and accumulated sick leave and continues to be absent on account of parental leave, he or she shall be entitled to fifty percent (50%) pay for the remainder of the 12-work week leave. An employee may supplement the fifty percent (50%) pay with accrued vacation leave.

13.9.7 Parental leave must be used within 12 months following the birth or placement of the child. Parental lave must be taken in increments of at least 2 weeks duration; however, the employee may take parental leave in increments of less than 2 weeks on up to two occasions.

13.9.8 Parental leave under this section runs concurrently with parental (child bonding) leave under the California Family Rights Act (CFRA). The total amount of parental leave may not exceed 12 workweeks in any 12-month period.

UNPAID LEAVES

13.10 HEALTH LEAVE

13.10.1 A leave of absence without pay may be requested by a unit member who is physically unable to work. A substantiating written statement from a licensed physician must accompany the employee's request.

13.10.2 This regulation shall not discriminate against evidence of treatment and the need, therefore, by the practice of religion of any well-recognized church or denomination.

13.10.3 In any case where questions arise, the District may request that the employee be examined by a physician employed by the Burbank Unified School District.

13.10.4 Such leaves shall not be granted for longer than 190 consecutive workdays, nor shall time spent on health leave be credited towards salary

advancement, longevity, vacation or accumulation of sick leave.

13.10.5 An employee on health leave shall be permitted to participate in the District insurance program by making timely premium payments directly to the District.

13.10.6 It is understood and agreed as follows: there is no guarantee that an employee shall return to the same position. In each case, the needs of the District shall receive primary consideration in reassigning employees returning from leave. The employee shall, however, be entitled to a comparable assignment as determined by the District.

13.10.7 An employee returning from a health leave shall provide the District with written notice of availability to return to work. This written notice shall be given to the District at least two (2) working days prior to first available date of return. The notice must be accompanied by a written verification by the employee's physician that the employee may return to work without restriction.

13.11 HOME RESPONSIBILITY LEAVE

13.11.1 A leave of absence without pay, without credit towards advancement on the salary schedule and without longevity, vacation or accumulation of sick leave, may be granted to permanent employees for the purpose of home responsibilities such as prolonged illness of a family member, preparation for childbirth, care of children, or for other reasons which justify the employee's release from school District responsibilities.

13.11.2 Such leave may be granted for up to 190 consecutive workdays.

13.11.3 An employee on home responsibility leave shall be permitted to participate in the District insurance program by making timely premium payments directly to the District.

13.11.4 There is no guarantee that an employee shall return to the same job location. In each case, the needs of the District shall receive primary

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consideration in reassigning employees returning from leave. The employee shall be entitled to an assignment in the same job classification.

13.11.5 Upon request, the Board of Education may extend a home responsibility leave for up to one hundred ninety (190) consecutive workdays. The actual length of such leave may be varied at the discretion of the Board of Education, based on the interests of the District.

13.12 MILITARY LEAVE

13.12.1 Military leave shall be granted in accordance with Education Code Section 44800 and Military and Veterans Code Sections 395 through 395.4.

13.13 FAMILY CARE AND MEDICAL LEAVE

13.13.1 It is the intent of this provision to be consistent with Government Code section 12945.2, and it shall be interpreted so that there will be no violation of that law.

13.13.2 An employee with more than twelve months service with the District who has worked at least 1,250 hours in the previous 12-month period shall be granted an unpaid family care to leave up to a total of twelve (12) weeks in any twelve (12) month period pursuant to the requirements of this provision.

For purposes of this provision the term "family care and medical leave" means either (a) leave for reason of the birth of a child of the employee, the placement of a child with an employee in connection with the adoption of the child or foster care of the child by the employee, or the serious health condition of a child of the employee; (b) leave to care for a parent or spouse who has a serious health condition; or (c) leave because of serious health condition that makes the employee unable to perform the functions of the position of that employee, except for leave taken for disability on account of pregnancy, childbirth or related medical conditions.

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An unpaid family care and medical leave for the birth, adoption, or placement of a child must commence within one (1) year of the qualifying event.

13.13.3 An unpaid family care leave shall be treated as any other unpaid leave. During an unpaid family care leave an employee shall retain employee status with the District, and such leave shall not constitute a break in service. An employee returning from an unpaid family care leave shall have no less seniority than when the leave commenced.

13.13.4 If an employee's need for an unpaid family care leave is foreseeable, the employee shall provide the District with reasonable advance notice of need for such leave. If the employee's need for such leave is foreseeable due to a planned medical treatment or supervision, the employee shall make a reasonable effort to schedule the treatment or supervision to avoid disruption to the operations of the District.

13.13.5 The District requires that an employee's request for an unpaid family care leave for the purpose of caring for a child, spouse or parent who has a serious health condition or for the employee's own serious health condition be supported by a written certification issued by the health care provider of the individual family member requiring care. This written certification must include the date on which the serious health condition commenced and the probable duration of this condition.

For a leave based upon caring for a child, spouse or parent who has a serious health condition the written certificate must have an estimate of the amount of time the health care provider believes the employee needs to care for the individual requiring care, and a statement that the serious health condition warrants the participation of a family member to provide care during a period of the treatment or supervision of the individual requiring care.

For a leave based on the employee's own serious health condition, the written certification must include a statement that the employee is unable to perform the functions of his or her position.

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If additional leave is required upon the expiration of the time estimated by the health care provider, the employee must request such additional leave again supported by a written certification consistent with the requirements for an initial certification.

13.13.6 In any case in which the District has reason to doubt the validity of the certification provided pursuant to this section, the District may require, at the District's expense, that the employee, or as appropriate the employee's spouse, child, or parent, obtain the opinion of another health care provider, designated or approved jointly by the District and the employee. The opinion of the mutually agreed upon health care provider shall be considered to be final and shall be binding on the District and the employee.

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13.13.7 As a condition of an employee's return from leave taken because of the employee's own serious health condition, the employee shall obtain certification from his or her health care provider that the employee is able to resume work.

13.13.8 For purposes of this provision and consistent with current law, the term "child" means a biological, adopted, or foster child, a step-child, a legal ward, or a child of an employee standing in loco parentis who is either under eighteen years of age or an adult dependent child.

For purposes of this provision and consistent with current law, the term "parent" means a biological, foster, or adoptive parent, a stepparent or a legal guardian, or other person who stood in loco parentis to the employee when the employee was a child.

For purposes of this provision and consistent with current law, the term "serious health condition" means an illness, injury, impairment, or physical or mental condition which involves either of the following:

(a) Inpatient care in a hospital, hospice, or residential health care facility; or

(b) Continuing treatment or continuing supervision by a health care provider. For purposes of this provision and consistent with current law, the term "health care provider" means an individual holding either a physician's and surgeon's certificate issued pursuant to applicable law, or an osteopathic physician's and surgeon's certificate issued pursuant to applicable law.

13.13.9 To the maximum extent permitted by law, any paid or unpaid leave otherwise granted by this Agreement shall be credited toward the leave provided for in paragraph 13.12. Thus, Family Care and Medical Leave will run concurrently with the leave(s) granted pursuant to the other sections of this Article. This section does not apply to workers' compensation benefits.

13.13.10 During any period an employee takes unpaid family care and medical

DE 12/11/24

leave the District shall maintain and pay for coverage for health and welfare benefits pursuant to Article 9. The District may recover the premium that it paid as required by this subdivision for maintaining coverage for the employee under the group health plan if both of the following conditions occur:

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(a) The employee fails to return from leave after the period of leave to which the employee is entitled has expired.

(b) The employee's failure to return from leave is for a reason other than the continuation, recurrence, or onset of a serious health condition that entitles the employee to family care and medical leave or other circumstances beyond the control of the employee.

13.13.11 If both parents are employed by the District, the District shall not be required to grant leave in connection with the birth, adoption, or foster care of a child that would allow the parents family care and medical leave totaling more than twelve (12) work weeks within a twelve (12) month period.

13.13.12 Upon the termination of the leave, an employee shall have a right to reinstatement in the same or equivalent position s/he occupied prior to the leave. For the purposes of this section, same or equivalent position means a position that has the same or similar duties, hours, shift, and pay which can be performed at the same or similar geographic location as the position held prior to the leave and subject to the availability of the position.

The District may refuse to reinstate an employee returning from leave to the same or an equivalent position if all the following apply: the employee is a salaried employee who is among the highest paid 10 percent of the District's employees; the refusal is necessary to prevent substantial and grievous economic injury to the operations of the District; and the District notifies the employee of the intent to refuse reinstatement at the time the District determines the refusal is necessary.

13.13.13 Family Care and Medical Leave may be taken in one (1) or more periods. Leave may be taken in increments of at least one (1) day for recurring medical treatment certified by a health care provider.

13.13.14 An employee using unpaid leave under Article 13.12 for the serous health condition of a child, parent or spouse is not entitled to additional leave under Article 13.10, Home Responsibility Leave, for the same reasons for

Tentative Agreement

Between the

Burbank Unified School District

And the

California school Employees Association and its Burbank chapter #674

December 11, 2024

a period of twenty-four (24) months.

13.14 CAREER ADVANCEMENT LEAVE

Unit members enrolled in a courses, workshops, and seminars sponsored by accredited and/or licensed adult education programs, junior colleges, colleges, universities, trade schools, or other private organizations, which are directly related to an employee's job or promotional opportunities within the District may take a one-time leave of absence, up to one year, without pay. In the event that courses require additional time for completion, a unit member may apply for up to an additional six (6) months extension of this unpaid leave or absence. Unit members returning from such leave shall be returning to the same job classification, when possible, as they held prior to such leave.

FOR CSEA		FOR THE DISTRICT	
			12/11/24
	12-11-24		12/11/24
	12-11-24		12/11/24
	12-11-24		12/11/24
	12-11-24		
	12-11-24		
	12-11-24		
	12-11-24		
	12-11-24		

Tentative Agreement

Between the

Burbank Unified School District

And the

California school Employees Association and its Burbank chapter #674

December 11, 2024

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Tentative Agreement
Between
the California School Employees Association and its Burbank Chapter #674 ("CSEA")
and
the Burbank Unified School District ("District")

ARTICLE 21 - RECLASSIFICATION

21.1 INDIVIDUAL BARGAINING UNIT MEMBERS RECLASSIFICATION REQUESTS:

Members of the bargaining unit having permanent status may request reclassification of the position they occupy by completing and submitting to the Joint Reclassification Committee a Reclassification Request Form. The Joint Reclassification Committee shall, during the month of February, review all requests and determine which shall be granted, denied, or require further study. Requests may be based on the individual position within the classification having changes in the kind and/or level of required duties or required responsibilities or may be based on the entire classification having changes in the kind and/or level of required duties or required responsibilities.

In circumstances where the entire classification has changed in the kind and/or level of required duties or required responsibilities, the District/CSEA negotiations teams, or Joint Reclassification Committee, shall review all classifications in a job family. Reclassification requests shall not be solely based upon a comparison of external salary data and may not be based upon increased volume of work for which other remedies may exist. Reclassification requests shall be accepted during the period from January 1 through January 31~~, 1996 and~~ every ~~even~~ year ~~thereafter~~. **Submissions for reclassification shall be submitted to the District no later than 5pm on January 31.**

~~Reclassification requests shall only be considered during odd numbered years for unusual or extraordinary reasons and by mutual agreement of CSEA and the District.~~
Reclassification requests which do not comply with the established criteria and directions as stated in the reclassification form or which are incomplete shall be rejected. Factors considered by the negotiations teams when evaluating reclassification requests include knowledge, complexity, accountability, and working conditions.

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LMS 10.7.24

21.2 JOINT RECLASSIFICATION COMMITTEE

21.2.1 *"Committee Membership"*
A joint committee of representatives of the Burbank Unified School District and California School Employee's Association members shall consist of six voting members. The committee shall be comprised of the Superintendent or designee, CSEA President or designee, **two (2)** District management personnel and **two (2)** CSEA bargaining unit members.

The Superintendent or designee and the CSEA President or designee shall be permanent members of the committee. An alternate for each group shall be identified to replace a member who cannot be present for a meeting. Meetings shall be held at mutually agreed upon dates and times. Additional management personnel and CSEA bargaining unit members may requested to act as resources to present information to the Committee.

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21.2.2 *"Procedure"*

The joint committee shall meet in February to review reclassification requests submitted. The joint committee shall evaluate all of the following factors in its recommendations for reclassification:

1) **a gradual accretion** ~~regularly assigned changes~~ in the kind and/or level of required duties or required responsibilities, including the factors of knowledge, complexity, accountability, and working conditions;
2) comparison of external salary data;
3) effect of any salary range changes on the internal salary range hierarchy; and
4) other pertinent factors.

~~Recommendations of the Joint Committee shall be presented to the District/CSEA negotiations teams.~~ ~~**Notice of disposition of the reclassification request shall be made no later than June 30. Recommendations for a**~~ **The District will send a written notification on the status of the request to the employee(s) who submitted the request by June 30 of the year of the submission.** Any action on salary range changes or job descriptions agreed to by CSEA and the District shall be effective or made retroactive to July 1 of the fiscal year following the date of the reclassification request.

If the Committee cannot agree on a joint recommendation, CSEA or the District may submit a proposal regarding a reclassification request to the District/CSEA negotiations teams. The outcome of a reclassification request shall not be subject to **appeal and/or** the grievance procedures.

21.3 NEWLY CREATED AND VACANT POSITIONS

The District shall have the sole discretion to classify newly created positions including but not limited to establishing or modifying the position description or title. Salary range on the classified salary schedule shall be subject to negotiations between the District and CSEA.

~~21.4 For information purposes, a comprehensive reclassification study was completed in 1987-88 (Ewing Study) and the Joint Reclassification Committee process was established in 1989-90.~~

For District:

Dated: 10/7/2024

For CSEA:

Dated: Oct 7, 2024

Derek Eckstein

ARTICLE 24: CONCERTED ACTIVITIES

24.1 It is agreed and understood by the District and CSEA that:

24.1.1 There will be no strike~~, work stoppage, slowdown, sick in, sit in, picketing or other concerted actions~~ by **~~It is mutually understood that there will be no concerted activities that violate the Educational Employment Relations Act (EERA).~~ the Association, its officers, agents or bargaining unit members during the term of this Agreement.**

24.1.2 There will be no refusal or failure to fully and faithfully perform job functions and responsibilities nor any other interference with operations of the District by CSEA, its officers, agents or bargaining unit members during the term of this Agreement.

~~24.1.3 There will be no compliance by CSEA and the bargaining unit members with any request of other labor organizations to engage in any type of concerted action specified in this Article.~~

24.1.4 The District will not engage in a lockout of bargaining unit members.

24.2 CSEA recognizes the duty and obligation of its officers and representatives to comply with the provisions of this Agreement and to make every effort toward inducing all bargaining unit members to do so.

24.2.1 In the event of **~~any concerted activities that violate the EERA~~** a strike~~, work stoppage, slowdown, or other interference with the operations of the District~~ by bargaining unit members who are represented by CSEA**~~, and upon written request from the District.~~** CSEA agrees in good faith to take all necessary steps to ~~cause~~ **persuade ~~encourage~~** those employees to cease such action.

24.3 It is agreed and understood by the District and CSEA that in the event the provisions of this Article are violated, the District shall be entitled to withdraw any rights, privileges, services, benefits or wages provided for in this Agreement from any unit members and/or CSEA.

24.3.1 It is agreed and understood that any bargaining unit member violating this Article may be subject to disciplinary action up to and including termination.

~~24.4 It is clearly understood that bargaining unit members and CSEA representatives, local or state, who instigate or promote any violation of the provisions of this Article, will be liable for punitive damages as determined by a court of competent jurisdiction.~~

For District:
Dated: 12/11/24

12/11/24
12/11/24
12/11/24

For CSEA:
Dated: 12/11/24

12/11/24
12/11/24
12/11/24
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12-11-24

Burbank Unified School District
CSEA Work Calendar 2025-2026
Exhibit H-1

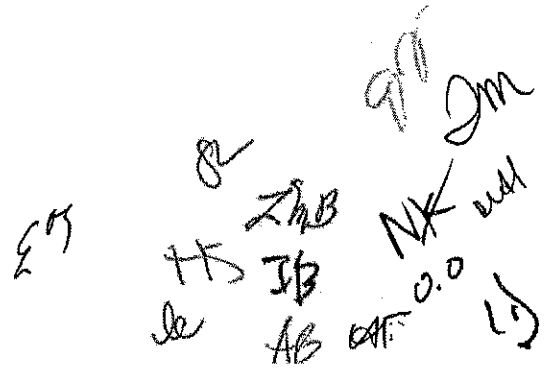
District Proposal
March 7, 2025

	Event	Basis A	Basis B	Basis C	Basis C	Basis C	Basis D
Month		12	11	10	10	10	9
Total Work Days*		261	238	229	219	219	208
DATE				Guidance/Program Tech I, School Office Manager, Elementary, Office Assistant, Elementary	Inst. Asst. Children Center	All Other 10 month employees not listed in this exhibit	
7/1/2025		Begin Work					
7/4/2025	Independence Day	Paid Holiday					
7/17/2025			Begin Work				
7/30/2025				Begin Work			
8/6/2025						Begin Work	
8/11/2025							Begin Work
8/12/2025					Begin Work		
8/13/2025	First Day of School						
9/1/2025	Labor Day	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
11/11/2025	Veteran's Day	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
11/26/2025		Work Day	Work Day	Work Day	Work Day	Work Day	Paid Vac
11/27/2025	Thanksgiving Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
11/28/2025	Local Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
12/24/2025	Local Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
12/25/2025	Christmas Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
12/22, 12/23, 12/26, 12/29, 12/30/2025	5 Vacation Days			Paid Vac	Paid Vac	Paid Vac	Paid Vac
12/31/2025	Local Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
1/1/2026	New Years Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
1/2/2026	1 Vacation Day			Paid Vac	Paid Vac	Paid Vac	Paid Vac
1/19/2026	MLK Day	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
2/13/2026	Lincoln Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
2/16/2026	President's Day	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
3/16/26-3/18/26	3 Vacation Days			Paid Vac	Paid Vac	Paid Vac	Paid Vac
3/19/2026	Local Holiday	Paid Holiday**	Paid Holiday**	Paid Holiday**	Paid Holiday**	Paid Holiday**	Paid Holiday**
3/20/2026	Local Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
5/25/2026	Memorial Day	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday	Paid Holiday
6/28/2026	Last Day of School						Last Day
6/3/2026						Last Day	
6/12/2026					Last Day		
6/15/2026			Last Day	Last Day			
6/19/2026	Juneteenth Holiday	Paid Holiday					
6/30/2026		Last Day					

In paid status which includes vacation and holidays (paid vacation as alloted per hire date)
Total Work Days are based on employees working five (5) days a week.
**In lieu of Admissions Day

Basis A
2025-2026

Month	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	Work Days	Holidays
July		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31			
		1	1	1	H	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		22	1
August					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29		
					1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	21	
September	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30					
	H	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1				21	1
October			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31		
			1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	23	
November						3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28		
						1	1	1	1	1	1	H	1	1	1	1	1	1	1	1	1	1	1	H	H	17	3
December	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31				
	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	H	H	1	1	1	H			20	3
January				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30		
				H	1	1	1	1	1	1	1	1	1	1	1	H	1	1	1	1	1	1	1	1	1	20	2
February	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27							
	1	1	1	1	1	1	1	1	1	H	H	1	1	1	1	1	1	1	1	1						18	2
March	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	26	26	27	30	31					
	1	1	1	1	1	1	1	1	1	1	1	1	1	H	H	1	1	1	1	1	1	1				20	2
April			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30			
			1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		22	
May					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29		
					1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	H	1	1	1	1	20	1
June	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30					
	1	1	1	1	1	1	1	1	1	1	1	1	1	1	H	1	1	1	1	1	1	1				21	1
																										245 261	16



Basis B
2025-2026

Month	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	Work Days	Holidays
July		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31			
					H									1	1	1	1	1	1	1	1	1	1	1		11	
August					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29		
					1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	21	
September	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30					
	H	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1				21	1
October			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31		
			1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	23	
November						3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28		
						1	1	1	1	1	1	H	1	1	1	1	1	1	1	1	1	1	1	H	H	17	3
December	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31				
	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	H	H	1	1	1	H			20	3
January				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30		
				H	1	1	1	1	1	1	1	1	1	1	1	H	1	1	1	1	1	1	1	1	1	20	2
February	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27							
	1	1	1	1	1	1	1	1	1	H	H	1	1	1	1	1	1	1	1	1						18	2
March	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31					
	1	1	1	1	1	1	1	1	1	1	1	1	1	H	H	1	1	1	1	1	1	1				20	2
April			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30			
			1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		22	
May					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29		
					1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	H	1	1	1	1	20	1
June	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30					
	1	1	1	1	1	1	1	1	1	1	1				H											11	
																										224	14
																										238	

* works 11 days in July, 11 days in June

EM
HS JB

Basis C

Guidance Program Technicians, School Office Managers, Office Assistants

2025-2026

Month	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	Work Days	Holidays	Vacation
July		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31				
					H																		1	1		2		
August					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29			
					1	1	1	1	1	1	1	1		1	1	1	1	1	1	1	1	1	1	1	1	21		
September	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30						
	H	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1				21	1	
October			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31			
			1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	23		
November						3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28			
						1	1	1	1	1	1	H	1	1	1	1	1	1	1	1	1	1	1	H	H	17	3	
December	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31					
	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	V	V	H	H	V	V	V	H			15	3	5
January				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30			
				H	V	1	1	1	1	1	1	1	1	1	1	H	1	1	1	1	1	1	1	1	1	19	2	1
February	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27								
	1	1	1	1	1	1	1	1	1	H	H	1	1	1	1	1	1	1	1	1						18	2	
March	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31						
	1	1	1	1	1	1	1	1	1	1	V	V	V	H	H	1	1	1	1	1	1	1				17	2	3
April			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30				
			1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		22		
May					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29			
					1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	H	1	1	1	1	20	1	
June	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30						
	1	1	1	1	1	1	1	1	1	1	1				H											11		
																										206	14	9
																										229		

** start 2 wks before school-works 10 more days than Basis C (add'; days to be added in June)

Basis C
Children's Center
2025-2026

Month	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	Work Days	Holidays	Vacation
July		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31				
					H																					0		
August					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29			
												1		1	1	1	1	1	1	1	1	1	1	1	1	14		
September	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30						
	H	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1				21	1	
October			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31			
			1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	23		
November						3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28			
						1	1	1	1	1	1	H	1	1	1	1	1	1	1	1	1	1	1	H	H	17	3	
December	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31					
	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	V	V	H	H	V	V	V	H			15	3	5
January				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30			
				H	V	1	1	1	1	1	1	1	1	1	1	H	1	1	1	1	1	1	1	1	1	19	2	1
February	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27								
	1	1	1	1	1	1	1	1	1	H	H	1	1	1	1	1	1	1	1	1						18	2	
March	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31						
	1	1	1	1	1	1	1	1	1	1	V	V	V	H	H	1	1	1	1	1	1	1				17	2	3
April			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30				
			1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		22		
May					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29			
					1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	H	1	1	1	1	20	1	
June	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30						
	1	1	1	1	1	1	1	1	1	1					H											10		
																										196	14	9
																										219		

*start ~~Friday~~ before school; 2 weeks in June (day before school)

Basis C
All Other
2025-2026

Month	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	Work Days	Holidays	Vacation
July		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31				
					H																					0		
August					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29			
								1	1	1	1	1	[redacted]	1	1	1	1	1	1	1	1	1	1	1	1	18		
September	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30						
	H	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1				21	1	
October			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31			
			1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	23		
November						3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28			
						1	1	1	1	1	1	H	1	1	1	1	1	1	1	1	1	1	1	H	H	17	3	
December	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31					
	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	V	V	H	H	V	V	V	H			15	3	5
January				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30			
				H	V	1	1	1	1	1	1	1	1	1	1	H	1	1	1	1	1	1	1	1	1	19	2	1
February	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27								
	1	1	1	1	1	1	1	1	1	H	H	1	1	1	1	1	1	1	1	1						18	2	
March	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31						
	1	1	1	1	1	1	1	1	1	1	V	V	V	H	H	1	1	1	1	1	1	1				17	2	3
April			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30				
			1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		22		
May					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29			
					1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	H	1	1	1	1	20	1	
June	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30						
	1	1	1												H											3		
																										193	14	9
																										216		

** start 1 wk before school-days not worked in aug added to june

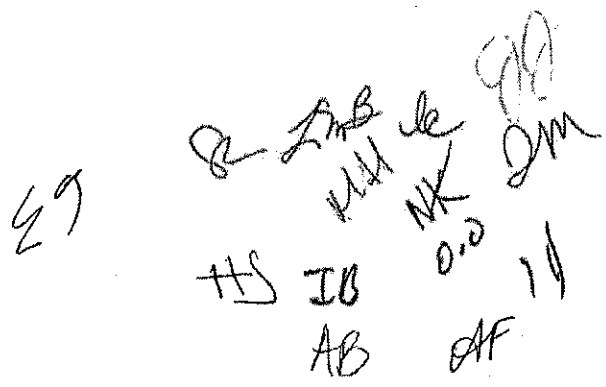
ES 8 LaKB NK/ HS IB 0.0 AB CAF ED

Basis D
2025-2026

Month	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	Work Days	Holidays	Vacation
July		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31				
					H																					0		
August					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29			
					1	1	1	1	1	1	1	1		1	1	1	1	1	1	1	1	1	1	1	1	15		
September	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30						
	H	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1				21	1	
October			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31			
			1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	23		
November						3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28			
						1	1	1	1	1	1	H	1	1	1	1	1	1	1	1	1	1	V	H	H	16	3	1
December	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31					
	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	V	V	H	H	V	V	V	H			15	3	5
January				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30			
				H	V	1	1	1	1	1	1	1	1	1	1	H	1	1	1	1	1	1	1	1	1	19	2	1
February	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27								
	1	1	1	1	1	1	1	1	1	H	H	1	1	1	1	1	1	1	1	1						18	2	
March	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31						
	1	1	1	1	1	1	1	1	1	1	V	V	V	H	H	1	1	1	1	1	1	1				17	2	3
April			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30				
			1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		22		
May					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29			
					1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	H	1	1	1		19	1	
June	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30						
															H											0		
																										185	14	10
																										209		

** work days= school is in session

Staff Dev/Trainings



Signature: Laura Bauman

Email: laurabauman@burbankusd.org

Signature: Nicole Knoop
Nicole Knoop (Mar 24, 2025 14:38 PDT)

Email: nicoleknoop@burbankusd.org

Signature: Angelica Fitzgerald
Angelica Fitzgerald (Mar 24, 2025 15:09 PDT)

Email: angelicafitzgerald@burbankusd.org

Signature: Alexi Buliavac
Alexi Buliavac (Mar 24, 2025 14:33 PDT)

Email: alexibuliavac@burbankusd.org

Signature: IANBolles

Email: ianbolles@burbankusd.org

Signature: Sarah Rudchenko
Sarah Rudchenko (Mar 25, 2025 11:04 PDT)

Email: sarahrudchenko@burbankusd.org

Signature: Leticia Castillo

Email: leticiacastillo@burbankusd.org

Signature:
Omar Olea (Mar 24, 2025 17:39 PDT)

Email: omarolea@burbankusd.org

Signature: Hugo Sanchez
Hugo Sanchez (Mar 26, 2025 07:06 PDT)

Email: hugosanchez@burbankusd.org

Signature:
Ignacio Duarte (Mar 25, 2025 05:51 PDT)

Email: ignacioduarte@burbankusd.org

Signature:
Magali Huerta (Mar 24, 2025 14:39 PDT)

Email: magalihuerta@burbankusd.org

Signature:

Email: deckstein@csea.com

Signature:
Andrew Cantwell (Mar 27, 2025 15:23 PDT)

Email: andrewcantwell@burbankusd.org

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sarah Rudchenko, Assistant Superintendent, Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
DATE:	May 1, 2025
SUBJECT:	Adoption of Resolution 39 Implementing Certificated Layoffs

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Background
The Board of Education, at a Board Meeting held on March 6, 2025 approved Resolution No. 24 for the Decrease the Number of Certificated Employees Due to a Reduction in Particular Kinds of Service for the 2025-2026 school year. Layoff notice letters were given to the certificated employees whose services will not be required for the ensuing school year as authorized by Education Code 44949 and 44955.

Discussion/Issues
Resolution No. 24 indicates 37.0 FTE reductions in certificated services. This includes two administrative positions which are governed by a different notice procedure (EC 44951).

Fiscal Impact
Reductions in cost are based on the salary and benefits of the certificated positions being eliminated. The reduction to the general fund is estimated to be approximately $2,863,208.00.

Recommendation
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt Resolution 39 Implementing, Certificated Layoffs, as presented.

BEFORE THE BOARD OF EDUCATION
OF THE
BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY, STATE OF CALIFORNIA

RESOLUTION 39

IMPLEMENTING CERTIFICATED LAYOFFS
(Terminating Services of Certificated Employees as a Result of the Reduction or Discontinuation of Particular Kinds of Services)

WHEREAS, on March 6, 2025, this Board adopted Resolution No. 24 to reduce or discontinue particular kinds of certificated services no later than the beginning of the 2025-2026 school year, as described and set forth in that Resolution;

WHEREAS, on or before March 15, 2025, the Superintendent's designated representatives served notice on the 13 affected certificated employees that it has been recommended that their services will not be required for the 2025-2026 school year pursuant to Education Code sections 44949 and 44955;

WHEREAS, said notice advised the recipients that they each could request a hearing to determine if there was cause for not reemploying him or her for the 2025-2026 school year, and that failure to timely request a hearing shall constitute a waiver of the right to a hearing and his or her services will accordingly be terminated pursuant to the recommendation, without a hearing;

WHEREAS, the preliminary layoff notices issued to eleven (11) employees (Henry Alexander, Nathaniel Benton, Elliot Choe, Jacob Cook, Cynthia Diaz, Ryan Curran, Melonie Grasty, Edward Lopez, Michael Magallon, Sadi Rogers, and Bonnie Staub) eight (8) have been rescinded based on attrition and/or program needs;

WHEREAS, three (3) employees, whose notices were not rescinded (Jacob Cook, Cynthia Diaz, and Nathaniel Benton), requested a hearing within the time allowed to determine if there is cause for not reemploying them for the ensuing school year, but subsequently withdrew their requests for hearing and therefore waived the right to a hearing pursuant to a settlement agreement attached as Exhibit 1;

WHEREAS, Education Code section 44949, subdivision (c)(3), provides that this Board shall make the final determination as to the sufficiency of the cause and disposition of the layoff;

WHEREAS, Education Code section 44955, subdivision (c), requires final Board action and notifications to employees before May 15, unless that date is extended pursuant to Education Code section 44949, subdivision (e);

WHEREAS, the particular kinds of services to be discontinued and reduced as referenced in Resolution No. 24 are determined to be a particular kinds of services within the meaning of Education Code section 44955;

WHEREAS, the particular kinds of services to be discontinued and reduced as referenced in Resolution No. 24 will be discontinued and reduced within the meaning of Education Code section 44955 not later than the beginning of the 2025-2026 school year;

WHEREAS, except as otherwise authorized by statute, the services of no permanent employee (or other employee) are being terminated, in whole or in part, while any probationary employee, or any other employee with less seniority is being retained to render a service which said permanent (or other) employee is certificated and competent to render, within the meaning of Education Code section 44955(b); the individuals whose employment is being terminated, in whole or in part, are not certificated and competent (within the meaning of Education Code section 44955) to render the service being performed by any employee with less seniority who is being retained;

WHEREAS, sufficient cause exists for the termination of up to 37 full-time equivalent certificated positions, and pursuant to and within the meaning of Education Code section 44949, said cause relates to the welfare of the schools and the pupils thereof;

WHEREAS, Education Code section 44951, requires that an employee holding an administrative or supervisory credential is sent written notice of being released from his or her position for the following school year or that he or she shall be continued in the position. Two (2) employees (Stephanie Fields and Saida Valdez) received this notice that they would be released from their administrative assignments for the 2025-2026 school year. No hearing rights are associated with these notices so all statutory prerequisites have been met;

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

1. That all of the foregoing recitals are true and correct.

2. That the settlement agreement with Jacob Cook, Cynthia Diaz, and Nathaniel Benton is hereby approved.

3. That sufficient cause exists for the termination of the services of the following certificated employees (all being 1.0 full-time equivalency unless indicated otherwise), and in the inverse order, starting with the most junior employee based on seniority number:

    a. Jacob Cook

    b. Cynthia Diaz

    c. Nathaniel Benton

4. That the employment of each of the certificated employees listed above be and hereby is terminated effective upon the close of this school year, i.e., the end of the last working day as to each employee prior to July 1, 2025.

5. That the Superintendent or designee shall take such actions as are necessary and appropriate to implement this Board's decision, including at least giving appropriate notice to the certificated employee listed above of the termination of their services because of discontinuances and reductions of particular kinds of services to take effect upon the close of this school year, with these notices being given *before May 15*, *2025*, in the manner prescribed in Education Code section 44949.

6. That Stephanie Fields and Saida Valdez shall be released from their administrative assignments upon the close of this school year, i.e., the end of the last working day as to each employee prior to July 1, 2025, and reassigned for the 2025-2026 school year to a certificated position within the scope of their credentials held pursuant to Education Code section 44951.

7. That the Superintendent or designee shall take such actions as are necessary and appropriate to implement this Board's decision, including at least giving appropriate notice to Stephanie Fields and Saida Valdez of their release and reassignment, with these notices being given *before May 15*, *2025*.

The forgoing Resolution was adopted by the Governing Board of the Burbank Unified School District on the 1st day of May, 2025.

AYES: ___

NOES: ___

ABSTAIN: ___

ABSENT: ___

Armond Aghakhanian
President, Governing Board of the Burbank
Unified School District

I, Charlene Tabet, Clerk of the Governing Board of the Burbank Unified School District, do certify that the foregoing Resolution was regularly introduced, passed and adopted by the Governing Board at its regular meeting held on May 1, 2025.

Charlene Tabet
Clerk, Governing Board of the
Burbank Unified School District

Exhibit 1
(Settlement Agreement)

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sarah Rudchenko, Assistant Superintendent, Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
DATE:	May 1, 2025
SUBJECT:	Adoption of Resolution 40 Implementing Certificated Children's Center Position Layoffs

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Background
The Board of Education, at a Board Meeting held on March 6, 2025, approved Resolution No. 26 for the Elimination or Reduction in Certificated Children's Center Positions for the 2025-2026 school year. Layoff notices were given to the Certificated Children's Center employees whose services will be eliminated or reduced in the ensuing school year, as authorized by Education Code 8303.

Discussion/Issues
Resolution No. 26 indicates 1.40625 FTE eliminations or reductions in Certificated Children's Center services.

Fiscal Impact
Reductions in cost are based on the salary and benefits of the certificated positions being eliminated or reduced.

Recommendation
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt Resolution 40 Implementing Certificated Children's Position Layoffs, as presented.

BEFORE THE BOARD OF EDUCATION
OF THE
BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY, STATE OF CALIFORNIA

RESOLUTION 40

IMPLEMENTING CERTIFICATED LAYOFFS
(Terminating Services of Certificated Employees as a Result of Lack of Work or Lack of Funds)

WHEREAS, on March 6, 2025, this Board adopted Resolution No. 26 to eliminate or reduce certificated Children's Center positions due to lack of work or lack of funds pursuant to Education Code section 8303 no later than the beginning of the 2025-2026 school year, as described and set forth in that Resolution;

WHEREAS, on or before March 15, 2025, the Superintendent's designated representatives served notice on the eight (8) affected certificated employees that it has been recommended that their services will not be required (at least to the same extent) for the 2025-2026 school year pursuant to Education Code section 8303;

WHEREAS, said notice advised the recipients that they each could request a hearing to determine if there was cause for not reemploying him or her for the 2025-2026 school year in their former position, and that failure to timely request a hearing shall constitute a waiver of the right to a hearing and his or her services will accordingly be terminated or reduced pursuant to the recommendation, without a hearing;

WHEREAS, the preliminary layoff notices issued to eleven (11) employees three (3) have been rescinded based on attrition and/or program needs;

WHEREAS, none of the employees requested a hearing within the time allowed and waived any rights to a hearing; all the jurisdictional and statutory prerequisites have been satisfied as to such employee as required by law;

WHEREAS, this Board shall make the final determination as to the sufficiency of the cause and disposition of the layoff;

WHEREAS, this Board intends to take final action and issue notifications to employees before May 15;

WHEREAS, the services to be eliminated and reduced as referenced in Resolution No. 26 will be eliminated and reduced not later than the beginning of the 2025-2026 school year;

WHEREAS, sufficient cause exists to reduce the hours of the eight (8) certificated Children's Center position, as listed in Resolution No. 26 pursuant to Education Code section 8303;

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

1. That all of the foregoing recitals are true and correct.

2. That sufficient cause exists to reduce the hours of the certificated Children's Center employees listed in Exhibit 1.

3. That the reduction in hours for each of the certificated employees listed in Exhibit 1 is hereby ordered to take effect July 1, 2025.

4. That the Superintendent or designee shall take such actions as are necessary and appropriate to implement this Board's decision, including at least giving appropriate notice to the certificated employee of the reduction in hours to take effect upon the close of this school year, with these notices being given *before May 15*, *2025*.

The forgoing Resolution was adopted by the Governing Board of the Burbank Unified School District on the 1st day of May, 2025.

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

Armond Aghakhanian
President, Governing Board of the Burbank Unified School District

I, Charlene Tabet, Clerk of the Governing Board of the Burbank Unified School District, do certify that the foregoing Resolution was regularly introduced, passed and adopted by the Governing Board at its regular meeting held on May 1, 2025.

Charlene Tabet
Clerk, Governing Board of the Burbank Unified School District

Exhibit 1
(Reduction in Hours)

Exhbit 1 (Reduction in Hours)

Name	Current Position	Current FTE	Position Effective 7/1/25	New FTE
Angela Artonian	Children's Center Teacher	0.625	Children's Center Teacher	0.5
Amilyn Crespy	Children's Center Teacher	0.9375	Children's Center Teacher	0.84375
Mariet Esagholian	Children's Center Teacher	1	Children's Center Teacher	0.875
Carrie Hibbard	Children's Center Teacher	1	Children's Center Teacher	0.875
Lusine Karapetian	Children's Center Teacher	0.625	Children's Center Teacher	0.375
Maribel Michel	Children's Center Teacher	0.9375	Children's Center Teacher	0.5625
Jocelyn Moench	Children's Center Teacher	1	Children's Center Teacher	0.875
Araks Shirvani	Children's Center Teacher	1	Children's Center Teacher	0.9375

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sarah Rudchenko, Assistant Superintendent, Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
DATE:	May 1, 2025
SUBJECT:	Adoption of Resolution 41 Implementing Classified Layoffs

---

Background
The Board of Education, at a Board Meeting held on March 6, 2025, approved Resolution No. 25 for the Elimination or Reduction in Classified positions for the 2025-2026 school year. In Accordance with Education Code sections 45117 and 45308, layoff notice letters were given to Classified employees that will be affected and, accordingly, will not be employed for the following 2025-2026 school year.

Discussion/Issues
Resolution No. 25 indicates 16.6 FTE will be affected.

Fiscal Impact
Reductions in cost are based on the salary and benefits of the classified positions being eliminated.

Recommendation
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt Resolution 41 Implementing, Classified Layoffs, as presented.

BEFORE THE BOARD OF EDUCATION
OF THE
BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY, STATE OF CALIFORNIA

RESOLUTION 41

IMPLEMENTING CLASSIFIED LAYOFFS
(Terminating Services or Implementing Transfers of Classified Employees as a Result of the Reduction or Discontinuation of Particular Kinds of Services)

WHEREAS, on March 6, 2025, this Board adopted Resolution No. 25 to eliminate or reduce classified positions due to lack of work or lack of funds no later than the beginning of the 2025-2026 school year, as described and set forth in that Resolution;

WHEREAS, on or before March 15, 2025, the Superintendent's designated representatives served notice on the 63 affected classified employees that it has been recommended that their positions be reduced in hours or eliminated for the 2025-2026 school year and advising them of their displacement and rehire rights, pursuant to Education Code sections 45117;

WHEREAS, said notice advised the recipients that they each could request a hearing to determine if there was cause for not reemploying him or her for the 2025-2026 school year in their former position, and that failure to timely request a hearing shall constitute a waiver of the right to a hearing and his or her services will accordingly be terminated or reduced pursuant to the recommendation, without a hearing;

WHEREAS, the preliminary layoff notices issued to sixty-three (63) employees (15) have been rescinded based on attrition and/or program needs;

WHEREAS, none of the employees whose notice was not rescinded requested a hearing within the time allowed and waived any rights to a hearing; all the jurisdictional and statutory prerequisites have been satisfied as to such employees as required by law;

WHEREAS, Education Code section 45117, subdivision (c)(3), provides that this Board shall make the final determination as to the sufficiency of the cause and disposition of the layoff;

WHEREAS, Education Code section 445117, subdivision (c), requires final Board action and notifications to employees before May 15, unless that date is extended due to a continuance of a hearing;

WHEREAS, the services to be eliminated and reduced as referenced in Resolution No. 25 will be eliminated and reduced within the meaning of Education Code section 45117 not later than the beginning of the 2025-2026 school year;

WHEREAS, the services of no classified employee shall be eliminated or reduced while any short-term employee is retained to render a service that the classified employee is qualified to render;

WHEREAS, sufficient cause exists for the termination of up to 16.56 full-time equivalent classified positions, and implementation of reassignments for classified employees who elected to exercise their displacement rights, and said cause relates to the welfare of the schools and the pupils thereof pursuant to and within the meaning of Education Code section 45117;

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

1. That all of the foregoing recitals are true and correct.

2. That sufficient cause exists for the termination of the services of the classified employees listed in Exhibit 1 (all being 1.0 full-time equivalency unless indicated otherwise).

3. That the employment of each of the classified employees to be terminated as listed in Exhibit 1 is hereby terminated effective upon the close of this school year, i.e., the end of the last working day as to each employee prior to July 1, 2025.

4. That sufficient cause exists for the reassignments of classified employees who exercised their displacement rights listed in Exhibit 1 (all being 1.0 full-time equivalency unless indicated otherwise).

5. That the reassignments of each of the classified employees listed in Exhibit 1 is hereby ordered to take effect July 1, 2025.

6. That the Superintendent or designee shall take such actions as are necessary and appropriate to implement this Board's decision, including at least giving appropriate notice to the employees listed in Exhibit 1 of the termination of their services, or change in position, because of the elimination or reduction of classified positions to take effect upon the close of this school year, with these notices being given *before May 15*, *2025*, in the manner prescribed in Education Code section 45117.

The forgoing Resolution was adopted by the Governing Board of the Burbank Unified School District on the 1st day of May, 2025.

AYES: ____

NOES: ____

ABSTAIN: ____

ABSENT: ____

Armond Aghakhanian
President, Governing Board of the Burbank Unified School District

I, Charlene Tabet, Clerk of the Governing Board of the Burbank Unified School District, do certify that the foregoing Resolution was regularly introduced, passed and adopted by the Governing Board at its regular meeting held on May 1, 2025.

Charlene Tabet
Clerk, Governing Board of the Burbank Unified School District

Exhibit 1
(Terminations and Reassignments)

Name	Current Position	Current FTE	Position Effective 7/1/25	New FTE	
Asia Abdur-Rahim	Instructional Technology Media Specialist-Elementary	0.75	Instructional Technology Media Specialist-Elementary	0.625	
Amanda Abarca-Mena	Behavior Intervention Assistant	0.9375	Behavior Intervention Assistant	0.8125	
Erika Anderson	Intervention Specialist for At-Risk Students	1	Health Service Assistant	1	
Nantavadee Anyasopor	Paraeducator-Special Education	0.8125	Paraeducator-Special Education	0.84375	
Desiree Aransky	Paraeducator-Special Education	0.8125	Paraeducator-Special Education	0.75	
David Arrazola	Instructional Technology Media Specialist-Elementary	0.75	Instructional Technology Media Specialist-Elementary	0.625	
Lina Babakhanian	Paraeducator	0.375	Paraeducator	0.625	
Narine Baghumyan	Campus Supervisor-Elementary	0.7188	Campus Supervisor-Elementary	0.6250	
Kristen Biser	Campus Supervisor-Elementary	0.625	Campus Supervisor-Elementary	0.5625	
Dionne Bradshaw	Behavior Intervention Assistant	0.9688	Behavior Intervention Assistant	0.8125	
Denise Brown	Behavior Intervention Assistant	0.875	Behavior Intervention Assistant	0.8125	
Adriana Caceres	Behavior Intervention Assistant	1	Behavior Intervention Assistant	0.8125	
Edith Chavez	Intervention Specialist for At-Risk Students	1	Paraeducator-Children's Center	0.75	
Joidie Coquia	Paraeducator-English Language Learner	0.6875	Paraeducator-English Language Learner	0.5	
Evelyn Cruz	Behavior Intervention Assistant	0.8375	Behavior Intervention Assistant	0.8125	
Larisa Cuevas	Behavior Intervention Assistant	1	Behavior Intervention Assistant	0.8125	
Esperanza Diaz	Intervention Specialist for At-Risk Students	1	Senior Secretary	1	
Debra Eslund	Campus Supervisor-Elementary	0.8438	Campus Supervisor-Elementary	0.7188	
Tina Fernando	Campus Supervisor-Elementary	0.875	Campus Supervisor-Elementary	0.7188	
Christine Fitzgerald	Library Coordinator-Elementary	0.625	Library Coordinator-Elementary	0.5	

Silva Gutierrez	Behavior Intervention Assistant	1	Behavior Intervention Assistant	0.8125	
Odet Hartoun Mardirsa	Paraeducator-Children's Center	0.75	Paraeducator-Children's Center	0.46875	
Lucia Hernandez	Campus Supervisor-Elementary	0.8338	Campus Supervisor-Elementary	0.7812	
Elma Hovsepyan	Behavior Intervention Assistant	0.8438	Behavior Intervention Assistant	0.8125	
Michael Jones	Intervention Specialist for At-Risk Students	1	Campus Supervisor	1	
Jana Kramer	Intervention Specialist for At-Risk Students	1	Behavior Intervention Assistant	0.8125	
Anton Khudnev	Behavior Intervention Assistant	0.8438	Behavior Intervention Assistant	0.8125	
Lesley Lewis	Campus Supervisor-Elementary	0.6563	Campus Supervisor-Elementary	0.5412	
Edward Moya	Campus Supervisor-Elementary	0.4688	Campus Supervisor-Elementary	0.3125	
Yolanda Navarro	Paraeducator-Special Education	0.8125	Paraeducator-Special Education	0.75	
Victoriya Neminova	Behavior Intervention Assistant	0.8438	Behavior Intervention Assistant	0.8125	
Tomas Nuanez	Intervention Specialist for At-Risk Students	1	Behavior Intervention Assistant	0.8125	
Beth Ontiveros	Paraeducator	0.375	Paraeducator	0.625	
Nora Perez	Campus Supervisor-Elementary	0.6563	Campus Supervisor-Elementary	0.5412	
Annie Phan-Munoz	Paraeducator-English Language Learner	0.6875	Paraeducator-English Language Learner	0.5	
Vianey Porter	Behavior Intervention Assistant	0.8438	Behavior Intervention Assistant	0.8125	
Gabriela Preciado	Campus Supervisor-Elementary	0.7188	Campus Supervisor-Elementary	0.5400	
Mauro Quintero	Instructional Technology Media Specialist-Elementary	0.75	Instructional Technology Media Specialist-Elementary	0.625	
Joann Rapattoni	Campus Supervisor-Elementary	0.6875	Campus Supervisor-Elementary	0.6500	
Lisa Robles	Behavior Intervention Assistant	0.8438	Behavior Intervention Assistant	0.8125	
Nahla Sehta	Campus Supervisor-Elementary	0.6563	Campus Supervisor-Elementary	0.5313	
Agneris Sosa	Intervention Specialist for At-Risk Students	1	Behavior Intervention Assistant	0.8125	

Shannon Yaeger	Behavior Intervention Assistant	1	Behavior Intervention Assistant	0.8125	
Cynthia Vournas	Campus Supervisor-Elementary	0.8438	Campus Supervisor-Elementary	0.7812	

Name	Current Position	Current FTE	Position Effective 7/1/25	New FTE
Anne Askerneese	Intervention Specialist for At-Risk Students	1	Elected Layoff	0
Carlos Chanta	Intervention Specialist for At-Risk Students	1	Elected Layoff	0
Aleksia Lukic	Intervention Specialist for At-Risk Students	1	Elected Layoff	0
Charmaine Mislang	Intervention Specialist for At-Risk Students	1	Elected Layoff	0

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sarah Rudchenko, Assistant Superintendent, Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
DATE:	May 1, 2025
SUBJECT:	Approval of Resolution 42 Declaring Salaries Indefinite and to Authorize Regular and Retroactive Pay Changes for the 2025-2026 School Year

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Background
The County requires that the Board of Education take action before the beginning of the new fiscal year, if they anticipate changes in employee salaries as a result of negotiations with our union partners. The Burbank Unified School District is requesting that the Board of Education approve this resolution authorizing the potential change of salaries for all Management, Confidential, Classified, Certificated and Unrepresented employees for the 2025-2026 school year.

Discussion/Issues
The resolution with Education Code section 45032, 45162, and 87806 provide that salaries may be set at any time during the school year. As a result of negotiations, legislation and other factors the Burbank Unified School District is requesting that the Board of Education approve this resolution to declare all employee salaries indefinite for the 2025-2026 school year. In anticipation of changing salaries due to yearly legislation, union bargaining, and other factors, salaries may be changed retroactively and regularly.

Fiscal Impact
Amounts are unknown, as negotiations, legislation, and other factors have not been established yet.

Recommendation
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Resolution 42 Declaring Salaries Indefinite and to Authorize Regular and Retroactive Pay Changes for the 2025-2026 School Year, as presented.

RESOLUTION 42 DECLARING SALARIES INDEFINITE TO AUTHORIZE REGULAR AND RETROACTIVE PAY CHANGES FOR THE 2025-2026 SCHOOL YEAR

Whereas: according to Education Code section 45032, 45162, and 87806 provide that salaries can be set at any time during the year;

Whereas: the Burbank Unified School District expects negotiations, legislation, and other factors will lead to change in salaries for all employees of the District;

NOW, THEREFORE, BE IT RESOLVED, That the Board of Education declares that all employee salaries are to be "indefinite" for the 2025-2026 school year in anticipation to negotiations, legislations, and other factors that will lead to their change

I HEREBY CERTIFY that Resolution XX was approved and adopted by the Board of Education of the Burbank Unified School District at a regular meeting held on the 1st day of May, 2025.

Ayes:
Noes:
Abstain:
Absent:

_____

Charlene Tabet, Clerk Board of Education

Burbank Unified School District
Educational Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent, Educational Services
PREPARED BY:	Peter Knapik, Assistant Superintendent, Educational Services Juan Noguera, Director, Adult Education / FACTS Program
SUBMITTED BY:	Glenda Diaz Nolasco, Administrative Secretary II
DATE:	May 1, 2025
SUBJECT:	Approval of Board Policy and Administrative Regulation 6200 Adult Education

Background:

All Board Policies and Administrative Regulations are required to be compliant and current based on State and federal law, program reviews, and for proper program implementation.

Discussion/Issues:

This Board Policy and Administrative Regulation aims to set the expectations for the Adult Education program.

The proposed Board Policy revision includes language changes to the awarding of high school diplomas, high school equivalency certificates, and language to allow the school district to outsource classes should there be a lack of teachers or facilities.

The proposed Education for English Learners Administrative Regulation includes the concept that adult education supplement the regular high school curriculum, and the removal of the certificate of completion at the eighth grade level.

Fiscal Impact:
None

Recommendation:
Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the proposed revision to Board Policy and Administrative Regulation 6200 Adult Education, as presented.

Policy 6200: Adult Education

Status: ADOPTED

Original Adopted Date: 06/14/2007 | Last Revised Date: 11/16/2017 | Last Reviewed Date: 11/16/2017

The Board of Education recognizes that education is a lifelong process and that it is important for individuals to continuously develop new skills **necessary to participate effectively as citizens, workers, parents/guardians, and family and community members**. Eligible adults shall be offered opportunities to enroll in programs and courses that develop academic and workforce skills and, as appropriate, lead to completion of requirements for high school graduation.

The Superintendent or designee shall recommend, for approval by the Board and the California Department of Education, courses to be offered through the district's adult education program.

Adult education classes may be offered any day or evening, including weekends, for such length of time during the school year as determined by the Board. (Education Code 52505, 52513)

The Superintendent or designee shall ensure that all teachers of adult education classes possess an appropriate credential issued by the Commission on Teacher Credentialing and have access to high-quality professional development to continuously enhance their knowledge and skills.

Upon recommendation of the administrator of the student's adult school or noncredit program of attendance, the Board may authorize an adult education student pursuing a high school diploma or a high school equivalency certificate to attend a community college during any session or term as a special part-time student. (Education Code 52620)

The Board may award diplomas or certificates to adults and eligible minors enrolled in adult schools upon satisfactory completion of a prescribed course of study in an elementary school program. (Education Code 52508, 52509)

~~A certificate of completion of the eighth grade shall be awarded through the adult school upon successful completion of both of the following:~~

~~1. At least one term in the adult elementary program~~

~~2. Overall eighth-grade placement on a recognized standardized achievement test~~

Adult education students who fulfill the district's graduation requirements shall receive a diploma of high school graduation.

If the district has an adult school or classes for adults but is unable to maintain such school or classes because of an inability to secure a teacher(s) or because of a lack of facilities, the district may, with the approval of the County Superintendent of Schools and the Superintendent of Public Instruction, contract with another district for the instruction of such students. (Education Code 52511)

To ensure efficient and coordinated adult education services, the district shall collaborate with other local educational agencies and the community college district in the region's adult education consortium. The district shall participate in the consortium's identification of the educational needs of adults in the region, identification of available funding and services, development and approval of an adult education plan pursuant to Education Code 84906, and implementation of strategies to address the identified needs, improve the effectiveness of district services, and improve students' transitions into postsecondary education and the workforce.

The district's representative to the region's adult education consortium shall be designated by the Board. (Education Code 84905)

The Superintendent or designee shall regularly report to the Board on the effectiveness of the district's adult education program. This report shall include, but not be limited to, the number of adults and high school students participating in the program, student participation in each type of adult education course or class, and the extent to which students successfully completed these programs, including, as applicable, the completion of requirements for the high school diploma or certificate of equivalency.

Regulation 6200: Adult Education Status: ADOPTED

Original Adopted Date: 06/14/2007 | Last Revised Date: 11/16/2017 | Last Reviewed Date: 11/16/2017

Enrollment

For purposes of these programs, "adults" include persons age 18 or older or other persons not concurrently enrolled in a regular high school program. **However, high school students may be concurrently enrolled in adult education under the conditions specified in the section "Concurrent Enrollment of High School Students" below.** (Education Code **52523,** 52610)

Adults shall have first priority for enrollment in any adult education class, provided they enroll during the regular enrollment period. (Education Code 52523)

With the exception of programs **for adults with disabilities** specified in Education Code 52570, adult education classes shall be located in a facility that clearly identifies the class as being open to the general public. (Education Code 52517, 52570)

~~Students possessing or seeking an F-1 visa designation shall not be enrolled in district adult school programs. (8 USC 1184)~~

Concurrent Enrollment of High School Students

High school students shall be permitted to enroll in an adult education program, course or class for sound educational purposes. Such classes shall supplement and not supplant the regular high school curriculum. Sound educational purposes include, but are not limited to, the following: (Education Code 52523)

1. The adult education program, course, or class is not offered in the regular high school curriculum.
2. The student needs the adult education program, course, or class in order to make up deficient credits for graduation from high school.
3. The adult education program, course, or class allows the student to gain vocational and technical skills beyond that provided by the regular high school's vocational and technical education program.
4. The adult education program, course, or class supplements and enriches the high school student's educational experience.

High school students are expected to enroll in regular high school classes before seeking admission to any similar classes offered in the adult education program. A failed course, however, may be repeated through adult education.

Before enrolling in an adult education class, the high school student shall complete a counseling session that includes his/her parent/guardian and a certificated representative of the high school. The certificated high school representative shall ensure that the student's school record includes written documentation of the meeting and both of the following statements: (Education Code 52500.1, 52523)

1. That the student is enrolling voluntarily in the adult education class
2. That this enrollment will enhance the student's progress toward meeting educational requirements for high school graduation

The above statement shall be signed by the student, the parent/guardian and the certificated high school representative.

Classes offered in the district's adult education program shall supplement and not supplant the regular high school curriculum.

No course required by the district for high school graduation or necessary for students to maintain satisfactory academic progress shall be offered exclusively through the adult education program. (Education Code 52523)

~~Placement of any student in the adult education program is a privilege and is revocable for cause.~~

Programs and Courses

A proposed adult education class shall have an educational purpose and meet the following criteria required for approval by the California Department of Education:

1. The class shall be located in a facility which clearly identifies the class as being open to the general public, with the exception of apprenticeship training classes, classes designed to serve the needs of disabled adults, classes in state hospitals and classes in jails and prisons. (Education Code 52517, 52570)

2. Class time shall be devoted to instruction.

3. Course content shall be educational and intended to teach a skill or knowledge unrelated to repetitive practices.

4. The course title shall clearly indicate its educational nature.

Adult education classes or courses shall offer instruction in one or more of the following categories: (Education Code 41976)

1. Parenting, including parent cooperative preschools, classes in child growth and development, and parent-child relationships

2. Elementary and secondary basic skills and other courses and classes required for the high school diploma or high school equivalency certificate

3. English as a second language (ESL)

4. Programs for immigrants eligible for educational services in citizenship, English as a second language, and workforce preparation classes in the basic skills of speaking, listening, reading, writing, mathematics, decision making and problem solving, and other classes required for preparation to participate in job-specific technical training

5. **Programs that are primarily related to entry or reentry into the workforce**

6. **Programs that are primarily designed to develop knowledge and skills to assist elementary and secondary students to succeed academically in school**

7. Programs for adults with disabilities

8. Short-term vocational programs with high employment potential

9. Programs for older adults

10. Programs offering pre-apprenticeship training activities in coordination with one or more approved apprenticeship programs

11. Home economics

12. Health and safety education

13. **Short-term career technical education programs with high employment potential**

14. **Programs offering pre-apprenticeship training activities in coordination with one or more apprenticeship programs approved by the Division of Apprenticeship Standards for the occupation and geographic area.**

~~1. Programs in parenting, including parent cooperative preschools, and classes in child growth and development, parent-child relationships, and parenting~~

Classes for adults may be offered any day or evening, including weekends, for such length of time during the school year as determined by the Board of Education. (Education Code 52505, 52513)

The district may also offer programs in parenting, family and consumer awareness, English as a second language, classes for older adults, home economics, and health and safety education. Such programs may be paid for with Adult Education Program Funds.

The Superintendent or designee shall annually submit to the California Department of Education for approval the titles of classes that have been approved by the Board of Education to be offered in any of the program areas listed above.

Classes for adults may be offered any day or evening, including weekends, for such length of time during the school year as determined by the Board of Education. (Education Code 52505, 52513)

The district may also offer programs in parenting, family and consumer awareness, English as a second language, classes for older adults, home economics, and health and safety education. Such programs shall not be paid for with Adult Education Program Funds.

The Superintendent or designee shall annually submit to the California Department of Education for approval the titles of classes that have been approved by the Board of Education to be offered in any of the program areas listed above.

All adult education programs, courses, and classes and their enrollment period shall be listed in the district's catalog of adult education classes provided to the public. (Education Code 52523)

Community Service Classes

As part of the adult education program, the Board may establish and maintain community service classes to provide instruction that contributes to the physical, mental, moral, economic or civil development of any persons who may wish to enroll. (Education Code 51810)

Certificates of skill or accomplishment may be provided upon the satisfactory completion of community service classes. (Education Code 51813)

All adult education programs, courses, and classes and their enrollment period shall be published in the district's catalog of adult education classes provided to the public. (Education Code 52523)

Independent Study

The Superintendent or designee may make independent study available as an instructional strategy for students enrolled in adult education as appropriate to meet their individual needs.

Participation in independent study shall be voluntary. (Education Code 51747)

Any course taken through independent study shall be a course listed in Education Code 51225.3 or otherwise required by the Board for high school graduation. (Education Code 46300.4)

An adult who has been continuously enrolled in K-12 education since his/her 18th birthday may remain engaged in K-12 independent study until his/her 21st birthday. (Education Code 46300.1)

Fees

The district may charge adult education students a registration fee for each adult education class, with the following exceptions:

1. No fee shall be charged for a class for which high school credit is granted if the class is taken by an individual who does not hold a high school diploma. (Education Code 52612)

2. No charge shall be made for a class in an elementary subject or a class in English or citizenship for foreigners unless the student is a nonimmigrant alien with F-1 visa status. Any nonimmigrant/alien enrolled in these classes shall be charged a fee to cover the full cost of the instruction, not to exceed actual costs. The fee shall be adopted by the Board at a regular meeting at least 90 days before the beginning of the class for which the fee is charged. (Education Code 52612, 52613)

Except for those fees required by law, at the recommendation of the Superintendent or designee, the payment of fees may be waived in cases of unusual hardship.

The Board may fix a charge, not to exceed costs, for books furnished to adult education students. In some cases, books may be obtained from the district at cost or may be obtained on loan with the payment of a refundable deposit. In addition, materials purchased from the incidental expense account may be sold to adult school students for use in their classes. (Education Code 52615, 60410)

Graduation Requirements

A certificate of completion of the eighth grade shall be awarded through the adult school upon successful completion of the following:

1. At least one term in the adult elementary program which includes reading, writing, arithmetic, spelling, current events, geography, California and U.S. history, civics and natural science

2. Overall eighth-grade placement on a recognized standard achievement test

3. Successful passage of a district test in U.S. history and Constitution

Adult education students who fulfill the following graduation requirements shall receive a diploma of high school graduation:

1. Earned a minimum of 180 semester credits of course work in grades 9 through 12 within the prescribed course of study. Five semester credits shall be earned per class.

2. Beginning with the graduating class of 2006, Pass the California High School Exit Exam (CAHSEE).

3. Passed the following required courses, consistent with Education Code Section 51225.3. (Education Code 51225.3)

Subject	Year courses	District required semester credits completed in Adult School for high school diploma
English	3	40
Mathematics Includes completion of Algebra 1A B or its equivalent (since 2003)	2	20
Science (including. Biological and physical)	1	10
History/Social Science: United States history and Geography	2	20
World History, culture and Geography	1	10
American government and Civics	1/2	5
Economics	1/2	5
Visual and performing Arts		10
Practical arts/Career Technical Education (can include 5 credits of Psychology/Life Skills)		10
Electives		50
		Total = 180 semester credits

4. In addition to credit requirements, students shall acquire computer knowledge, skills and computer literacy throughout the regular high school curricula.

5. 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 Schools and Colleges, Middle States Association of Schools, Colleges and Universities) (Transcripts from foreign countries will continue to be evaluated and accepted on a case-by-case basis.)

Burbank Unified School District
Educational Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent, Educational Services
PREPARED BY:	Peter Knapik, Assistant Superintendent, Educational Services
SUBMITTED BY:	Glenda Diaz Nolasco, Administrative Secretary II
DATE:	May 1, 2025
SUBJECT:	Approval of Board Policy and Administrative Regulation 6178 Career Technical Education

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Background:

All Board Policies and Administrative Regulations are required to be compliant and current based on State and federal law, program reviews, and for proper program implementation.

Discussion/Issues:

This Board Policy and Administrative Regulation aims to set the expectations for the Career Technical Education program.

The proposed Board Policy revision includes language changes to collaborate with businesses, government agencies, and postsecondary institutions, which are already in practice. Another addition is to offer college or career fairs, as well as apprenticeship programs.

The proposed Education for English Learners Administrative Regulation includes science, technology, engineering, and mathematics courses as a part of occupational courses.

Fiscal Impact:
None

Recommendation:
Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the proposed revision to Board Policy and Administrative Regulation 6178 Career Technical Education, as presented.

Policy 6178: Career Technical Education

Status: ADOPTED

Original Adopted Date: 12/20/2018 | Last Reviewed Date: 12/20/2018

The Board of Education desires to provide a comprehensive career technical education (CTE) program in the secondary grades which integrates core academic instruction with technical and occupational instruction in order to increase student achievement, graduation rates, and readiness for postsecondary education and employment. The district's CTE program shall be designed to help students develop the academic, career, and technical skills needed to succeed in a knowledge- and skills-based economy. The program shall include a rigorous academic component and provide students with practical experience and understanding of all aspects of an industry.

The district's CTE program shall focus on preparing students to enter current or emerging high-skill, high-wage, and/or high-demand occupations. CTE opportunities may be offered through linked learning programs, partnership academies, apprenticeship programs or orientation to apprenticeships, regional occupational centers or programs (ROC/Ps), charter schools, small learning communities, magnet programs, or other programs that expose students to career options while preparing them for future careers in a given industry or interest area.

The Superintendent or designee shall explore available funding sources that may be used to support CTE programs. The Board shall review and approve all district plans and applications for the use of district, state, and/or federal funds supporting CTE.

The Board shall adopt district standards for CTE which meet or exceed the state's model content standards and describe the essential knowledge and skills that students enrolled in these courses are expected to master. The course curriculum shall be aligned with district-adopted standards and the state's curriculum framework.

At least every three years, the Board shall compare the district's curriculum, course content, and course sequence of CTE with the model state curriculum standards. (Education Code 52376)

The Superintendent or designee shall systematically review the district's CTE courses to determine the degree to which each course may offer an alternative means for completing and receiving credit for specific portions of the course of study prescribed by the district for high school graduation. The Board shall ensure that these classes are equivalent in content and rigor to the courses prescribed for graduation. (Education Code 52376)

The Superintendent or designee shall develop partnerships with local businesses and industries to ensure that course sequences, career technical and integrated curriculum, classroom instruction and projects, and assessments have real-world relevance and reflect labor market needs and priorities. ~~He/she~~ **The Superintendent or designee** shall also work to develop connections with businesses, postsecondary institutions, community organizations, and/or other employers to provide students with actual or simulated work-based learning opportunities.

The Superintendent or designee shall collaborate with postsecondary institutions to ensure that the district's program is articulated with postsecondary programs in order to provide a sequential course of study. Articulation opportunities may include dual or concurrent enrollment in community college courses.

The Board shall appoint a CTE advisory committee to develop recommendations on the district's CTE program and to serve as a liaison between the district and potential employers. The committee shall consist of at least one student, teacher, business representative, industry representative, school administrator, member of the general public knowledgeable about the disadvantaged, and representative of the field office of the California Employment Development Department. (Education Code 8070)

The Superintendent or designee shall inform all secondary students and their parents/guardians about the CTE experiences available in the district, CTE courses that satisfy college admission criteria, and, if applicable, CTE courses that satisfy high school graduation requirements. In addition, secondary students shall receive individualized academic counseling which provides information about academic and CTE opportunities related to the student's career goals.

Prior to the beginning of each school year, the Superintendent or designee shall advise students, parents/guardians, employees, and the general public that all CTE opportunities are offered without regard to any actual or perceived characteristic protected from discrimination by law. The notification shall be disseminated in languages other than English as needed and shall state that the district will take steps to ensure that the lack of English language skills will not be a barrier to admission and participation in the district's CTE program. (20 USC 2354; 34 CFR 100 Appendix B, 104.8, 106.9)

To the extent required by law, the Superintendent or designee shall invite the participation of private school

Regulation 6178: Career Technical Education

Status: ADOPTED

Original Adopted Date: 12/20/2018 | Last Reviewed Date: 12/20/2018

Federal Grants for Career Technical Education (Perkins)

The district shall submit to the California Department of Education an application for a basic grant of the federal Strengthening Career and Technical Education for the 21st Century Act. The application shall address the components specified in 20 USC 2354 and any additional requirements specified in the state plan developed pursuant to 20 USC 2342. (20 USC 2354)

The district shall conduct a needs assessment in accordance with 20 USC 2354, which shall be updated at least once every two years. The needs assessment shall be conducted in consultation with representatives of district CTE programs, postsecondary CTE programs, state or local workforce development boards and businesses, parents/guardians, students, and other specified stakeholders. (20 USC 2354)

To meet the needs identified in the needs assessment, the Superintendent or designee shall develop, coordinate, implement, or improve CTE programs that are of sufficient size, scope, and quality to be effective and that fulfill the following purposes: (20 USC 2355)

1. Provide career exploration and career development activities through an organized, systematic framework designed to aid students, including students in the middle grades, in making informed plans and decisions about future education and career opportunities and programs of study. Such activities shall occur before students enroll and while they are participating in a CTE program, and may include:

    a. Introductory courses or activities focused on career exploration and career awareness, including non-traditional fields

    b. Readily available career and labor market information, including information on occupational supply and demand, educational requirements, other information on careers aligned to economic priorities, and employment sectors

    c. Programs and activities related to the development of student graduation and career plans

    d. Career guidance and academic counselors who provide information on postsecondary education and career options

    e. Any other activity that advances knowledge of career opportunities and assists students in making informed decisions about future education and employment goals, including nontraditional fields

    f. Activities that provide students with strong experience in, and comprehensive understanding of, all aspects of an industry

2. Provide the skills necessary to pursue careers in high-skill, high-wage, or in-demand industry sectors or occupations

3. Integrate academic skills into CTE programs and programs of study to support participating students in meeting state academic standards

4. Provide professional development for teachers, school leaders, administrators, specialized instructional support personnel, guidance counselors, and/or paraprofessionals, which may include the types of activities listed in 20 USC 2355

5. Plan and carry out elements that support the implementation of CTE programs and programs of study and that result in increased student achievement. Such elements may include curriculum aligned with program requirements, sustainable relationships among community stakeholders, opportunities for students to participate in accelerated learning programs, equipment and instructional materials aligned with business and industry needs, and other activities specified in 20 USC 2355.

6. Develop and implement evaluations of the activities funded by the grant

The district's program shall provide activities to prepare special populations for high-skill, high-wage, or in-demand

industry sectors or occupations that will lead to self-sufficiency. Special populations shall be provided with equal access to CTE programs and shall not be unlawfully discriminated against. Special populations include, but are not limited to, students with disabilities, students from economically disadvantaged families, pregnant and parenting students, out-of-work individuals, English learners, homeless students, foster youth, children of military families, and students preparing for nontraditional fields. Nontraditional fields include occupations or fields of work, including careers in computer science, technology, and other emerging high-skill occupations, for which individuals from one gender constitute less than 25 percent of the individuals employed in each such occupation or field of work. (20 USC 2302, 2354, 2373)

Upon written request from a nonprofit private school within the geographical area served by the district, the Superintendent or designee shall consult with private school representatives in a timely and meaningful manner and may provide for the participation of private school secondary students in the district's programs and activities funded pursuant to 20 USC 2301-2414. To the extent practicable, the Superintendent or designee shall also, upon request, permit participation of CTE teachers, administrators, and other personnel from private schools in the district's inservice and preservice professional development programs funded through such grants. (20 USC 2397)

Linked Learning Programs

The district shall offer one or more comprehensive, multi-year linked learning programs in grades 9-12 that are organized around a broad theme, interest area, or industry sector including, but not limited to, the industry sectors identified in model standards adopted by the State Board of Education pursuant to Education Code 51226. The program shall provide all participating students with curriculum choices that prepare them for career entry and a full range of postsecondary options, including two-year and four-year colleges, apprenticeships, and formal employment training.

At a minimum, the district's linked learning program shall include:

1. An integrated core curriculum that meets the eligibility requirements for admission to the University of California and the California State University and is delivered through project-based learning and other engaging instructional strategies that bring real-world context and relevance to the curriculum where broad themes, interest areas, and CTE are emphasized

2. An integrated technical core of a sequence of at least four related courses that may reflect CTE standards-based courses and that provide students with career skills, are aligned to academic principles, and fulfill academic core requirements described in item #1 above to the extent possible

3. A series of work-based learning opportunities that begin with mentoring and job shadowing and evolve into intensive internships, school-based enterprises, or virtual apprenticeships

4. Support services, including supplemental instruction in reading and mathematics, that help students master the advanced academic and technical content that is necessary for success in college and career

Partnership Academies

The district shall operate one or more partnership academies as a school-within-a-school focused on a broad career theme. The program shall be available to students in grades 10-12, at least half of whom shall be students who are at risk of dropping out of school as indicated by three or more of the following criteria: (Education Code 54690-54691)

1. Past record of irregular attendance, with absence from school 20 percent or more of the school year

2. Past record of underachievement in which the student is at least one-third of a year behind the coursework for the respective grade level, or as demonstrated by credits achieved

3. Past record of low motivation or disinterest in the regular school program

4. Economic disadvantage

5. Scores below basic or far below basic on the mathematics or English language arts test of the California Assessment of Student Performance and Progress

6. A grade point average of 2.2 or below or the equivalent of a C minus

Ninth-grade teachers and counselors shall identify students eligible to participate in a partnership academy.

Participating students shall be selected by academy staff from among those who have expressed an interest in the academy and whose parents/guardians have approved the student's participation. (Education Code 54695)

The district's program shall provide: (Education Code 54692)

1. During each regular school term, instruction in at least three academic subjects that:

    a. Prepares students for a regular high school diploma

    b. Where possible and appropriate, prepares students to meet subject requirements for admission to the California State University and University of California

    c. Contributes to an understanding of the occupational field of the academy

2. CTE **or science, technology, engineering, and mathematics** courses offered at each grade level at the academy that are part of an occupational course sequence that targets comprehensive skills and meets the criteria specified in Education Code 54692

3. Classes that are block scheduled in a cluster whenever possible to provide flexibility to academy teachers and which may vary in number during grade 12

4. A mentor from the business community for students during grade 11

5. An employer-based internship or work experience that occurs during the summer following grade 11 or during grade 12

6. Additional motivational activities with private sector involvement to encourage academic and occupational preparation

Attendance in academy classes shall be limited to students enrolled in the academy. (Education Code 54692)

The Superintendent or designee shall establish an advisory committee consisting of individuals involved in academy operations, including district and school administrators, lead teachers, and representatives of the private sector. (Education Code 54692)

Apprenticeship Programs

The district shall offer high school and/or adult education students a program of orientation to apprenticeships that acquaints students with a broad range of career options, provides information regarding available apprenticeship programs, and provides classroom instructional job training ~~which~~ **that** guides students to a registered apprenticeable occupation.

The district's program shall:

1. Introduce students to what they need to know in order to apply, test, and interview for acceptance into an apprenticeship program

2. Demonstrate the need for proficiency in reading and comprehension, mathematics, science, and technology

3. Emphasize the necessity to have the ability to communicate in reading, writing, speaking, listening, and numeration skills

4. Identify the knowledge, skills, and attitudes needed to enter and successfully complete an apprenticeship program

5. Provide an orientation to a specific craft or trade or to an industry

The district may enter into an agreement with a local business, labor or management apprenticeship committee, and/or joint labor-management apprenticeship committee that has been approved by the Department of Industrial Relations' Division of Apprenticeship Standards to sponsor an apprenticeship program in order to develop and deliver related and supplemental instruction to students participating in a registered apprenticeship program. (Education Code 8150-8155; Labor Code 3074, 3075, 3078)

Regional Occupational Center/Program

The district shall operate and/or partner with a regional occupational center or program (ROC/P), established pursuant to Education Code 52335.12, which offers CTE courses, linked learning programs, partnership academies, and/or pre-apprenticeship and apprenticeship programs as appropriate.

Occupational course sequences offered by the ROC/P shall provide prerequisite courses needed to enter apprenticeship or postsecondary vocational certificate or degree programs, focus on occupations requiring comprehensive skills leading to high entry-level wages and/or the possibility of significant wage increases after a few years on the job, offer as many courses as possible that meet college admission requirements, and lead to attainment of an occupational skill certificate. (Education Code 52302)

Student Organizations

The district may provide support, including supplies, materials, activities, and advisor expenses, to student organizations which engage in activities that are integral to the CTE program and provide for the development of student leadership skills. However, no state or federal funds shall be used to pay students' membership dues, food or lodging expenses, out-of-state travel, or the cost of a social activity or assemblage.

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students in CTE programs supported by federal funding under the Strengthening Career and Technical Education for the 21st Century Act (Perkins). (20 USC 2397)

The Superintendent or designee shall collaborate with businesses, government agencies, postsecondary institutions, including universities and career technical schools, community organizations, and/or other employers to provide students with actual or simulated work-based learning opportunities through college and/or career fairs.

When planning to hold a college or career fair, the Superintendent or designee shall notify each apprenticeship program in the county. The notification shall include the planned date, time, and location of the college or career fair. (Labor Code 3074.2)

The Superintendent or designee shall ensure that teachers of CTE courses possess the qualifications and credentials necessary to teach their assigned courses. ~~He/she~~ **The Superintendent or designee** shall also provide teachers and administrators with professional development designed to enhance their knowledge of standards-aligned CTE and shall provide opportunities for CTE teachers to collaborate with teachers of academic courses in the development and implementation of integrated curriculum models.

The Superintendent or designee shall provide counselors and other guidance personnel with professional development that includes, but is not limited to, information about current workforce needs and trends, requirements of the district's CTE program, work-based learning opportunities, and postsecondary education and employment options following high school.

The Superintendent or designee shall regularly assess district needs for facilities, technologies, and equipment to increase students' access to the district's CTE program.

The Superintendent or designee shall annually report to the Board achievement data on participating students, including, but not limited to, the percentage of participating students who successfully complete CTE programs, their performance on state and district academic achievement tests, and graduation rate. Data shall be disaggregated by program and various student subgroups. Based on such data, the Board shall determine the need for program improvements and update the goals in the district's local control and accountability plan as necessary.

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sarah Rudchenko, Assistant Superintendent, Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
DATE:	May 1, 2025
SUBJECT:	Approval of Variable Waiver Request- Certificated Staff

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Background
Since July 1994, the California Commission on Teacher Credentialing (CTCC) has had the authority to issue waiver documents that have to do with educator preparation and credentialing, and with the ability of employers to employ or assign persons who are not appropriately credentialed for their assignment. The California Commission on Teacher Credentialing has identified Special Education as an area which has a shortage of both credentialed teachers and students in teacher preparation programs and, therefore, special education is a specialty area which receives many requests for waivers of credential requirements.

Discussion/Issues
At present, the Burbank Unified School District (BUSD) seeks to employ one (1) Speech Pathologist for the 2025-2026 school year, who has not completed credential requirements to be fully authorized in Speech and Language Pathology. Other assignment options have been considered; however, the waiver of credential requirements is our only legal recourse at the time for the following person:

Cayenne Marcus	Speech Pathology	Special Education

Fiscal Impact:
Other than for staff time, there are no costs associated with the submission of this waiver.

Recommendation
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the Variable Waiver Request for Certificated Staff for school year 2025-2026, as presented

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sarah Rudchenko, Assistant Superintendent, Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
DATE:	May 1, 2025
SUBJECT:	Approval Agreement of Professional Services (Human Resources)

Background
Pursuant to Board Policy 3312, The Board of Education's designee may contract with consultants to provide specific services on a temporary basis.

Discussion/Issues
The District is contracting with Dr. Bhavini Bhakta, who is providing work-life balance coaching services to two principals within the Burbank Unified School District. The sessions will be between 45-60 minutes long and will take place once a week for a duration of 12 weeks.

The sessions are designed to assist in creating and achieving personal, professional or business goals, such as:

- Goal Setting
- Strategy Development
- Time Management
- Boundary-Setting
- Leadership Qualities

Fiscal Impact
The cost to the District associated with this request is not to exceed $5,000.00 (01.0-00000.0-00000-72000-5850-7552000).

Recommendation
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Dr. Bhavini Bhakta to provide services as a Training Associate not to exceed $5,000.00 (01.0-00000.0-00000-72000-5850-7552000), effective May 2, 2025 and that authority to sign the agreement be exercised pursuant to BUSD AR 3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT

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

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 1st day of May 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Bhavini Bhakta hereinafter referred to as "Consultant."

Bhavini Bhakta [redacted] [redacted]

Payee's Name (Person or Company) | Social Security or Federal I.D. # | Daytime Phone Number

Mailing Address: [redacted]

Sponsoring Administrator: Sarah Rudchenko, Ed.D | Assistant Superintendent, HR | | Human Resources

Print Name | Title | Signature | Location

Board Approval Date:_____ Account Code: _____

The assignment **will** ☐ **will not** ☐ require Consult 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 $2,500.00 per hour ☐ / per day ☐ / per session X for a total not to exceed $5,000.00 .
2. The term of the Agreement shall be the period commencing on 5/2/25 and terminating on 8/1/25.
3. Consultant will provide the following services:

   Leadership Coaching for Principals: Individual Leadership Transformation Program: A structured 12-week, one-on-one coaching program designed to help principals establish work-life balance, set clear leadership goals and develop actionable strategies to lead with confidence and sustainability.
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.

[redacted]

Fiscal Services Administrator | Date | Consultant | 4/3/25 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

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ **Go to *www.irs.gov/FormW9* for instructions and the latest information.**

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Bhavini Bhakta

2 Business name/disregarded entity name, if different from above

B Balanced Coaching, LLC

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☑ Individual/sole proprietor or single-member LLC ☐ C Corporation ☑ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

[redacted]

Requester's name and address (optional)

6 City, state, and ZIP code

[redacted]

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

[redacted]

or

Employer identification number

[redacted]

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person [redacted] Date ▶ 4/3/25

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

Bhavini Bhakta

EDUCATION

Life Coaching Certification **June 2024**
JAY SHETTY CERTIFICATION SCHOOL, Online

Educational Doctorate, Educational Leadership **May 2019**
UNIVERSITY OF SOUTHERN CALIFORNIA, Los Angeles, CA

Administrative Services Credential **July 2010**
CALIFORNIA STATE POLYTECHNIC UNIVERSITY, Pomona, CA

Master of Arts, Elementary Education **July 2004**
PEPPERDINE UNIVERSITY, Los Angeles, CA

Bachelor of Arts, Psychology and Social Behavior **June 2003**
UNIVERSITY OF CALIFORNIA, IRVINE, Irvine, CA

HONORS & AWARDS

California Distinguished School Awardee, Walnut Grove Intermediate School
California Schools to Watch Awardee, Walnut Grove Intermediate School
Dissertation of Distinction Nominee, University of Southern California
Golden Apple Teacher of the Year Award, Bradoaks Elementary School, Monrovia Unified
California Distinguished School Award, Co-Author*,* Camino Grove Elementary, Bradoaks Elementary

ADMINISTRATIVE EXPERIENCE

Work-Life Balance Coach, B Balanced Coaching, Fullerton, CA **June 2024-present**

- Coach school-based principals in developing & implementing personalized work-life integration strategies, resulting in measurable decrease in reported stress levels and demonstrable improvement in job satisfaction
- Develop customized online resources & tools to support principals in their ongoing efforts to improve personal health and wellness & enhance leadership presence in the workplace
- Design & implement comprehensive work-life balance coaching program specifically for school principals, incorporating present day best-practices & research-based coaching strategies
- Facilitate workshops & group coaching sessions focused on stress-management, mindfulness techniques, & boundary setting

Principal, Walnut Grove Intermediate School, West Covina, CA **July 2021-July 2024**

- Led school to achieve *California Distinguished School* award for exemplary academic achievement in math & ELA, closing the achievement gap in a school that serves predominantly socioeconomically disadvantaged students
- Led school to achieve *National Schools to Watch* award for employing integrated student supports, collaborative leadership, extending learning opportunities, and fostering family & community engagement
- Spearheaded implementation of monthly Community Building Assemblies to foster a positive student culture ensuring every student felt valued, connected, and like they belong
- Implemented quarterly pull-out Data Days for math, ELA & special education teachers to review iReady achievement data and collaboratively plan instruction to enhance student learning
- Implemented Restorative Practices as a replacement for punitive discipline practices

Assistant Principal, Arcadia High School, Arcadia, CA **July 2016-July 2021**

- Launched and oversaw Equity, Diversity & Inclusion Program
- Led WASC (Western Association of Schools and Colleges) Process
- Led Library and Media Center and 1:1 chromebook use with over 3,000 students
- Oversaw English, World Languages, Visual Arts and Performing Arts departments
- Oversaw Advanced Placement program, A-G requirements, NCAA requirements
- Orchestrated Graduation Ceremony for 800+ seniors, 100 volunteers and 10,000 attendees
- Designed and facilitated professional development for staff of 150 teachers
- Led Student Government and Activities
- Oversaw Facilities department and rentals/permits for the City of Arcadia for school site use on nights and weekends

Activities Director, Arcadia High School, Arcadia, CA **October 2014-July 2016**

- Oversaw student government (ASB) and affiliated organizations by supervising and mentoring student leaders
- Planned and implemented school dances, intramural events, and student assemblies for 3,400 students

- Managed ASB budget of over $1 million while working with 100+ organization advisors to ensure the proper recording and expenditure of funds from over 100 accounts
- Planned and facilitated online voting and elections via chromebooks for student body

Leadership Experience

Focus Group Chair - Western Association of Schools and Colleges
Facilitator - AUSD Small Working Group
Collaboration Time Advisory Committee Member

Common Core/Instructional Coach, Arcadia Unified, Arcadia, CA **August 2013-October 2014**

- Responsible for training, mentoring, and supporting teachers at two elementary schools and one middle school
- Collaborate with team of ten coaches and district administrators to implement Common Core shifts
- Research, plan, and present Common Core instructional strategies at staff meetings and district trainings
- Train and support teachers in first year shift to SBAC testing via computers and chromebooks

Interim Principal, Bradoaks Elementary, Monrovia, CA **June 2010**

- Facilitated School Site Council and Budget Meetings
- Compiled and presented school data report to Safe City, Safe Campus Steering Committee officials
- Led student discipline conferences with parents
- Facilitated and collaborated with teachers and parents on IEP and SST meetings
- Hosted Kindergarten and New Parent Orientations

TEACHING EXPERIENCE

Teacher, 5th grade, Highland Oaks Elementary, Arcadia, CA **August 2012-July 2013**

- Produced and implemented curriculum in all subject areas with 5th grade team of four teachers

Leadership Experience

District Leadership Academy
Collaborative Learning Walk Committee
Caring Community Committee

Teacher, 5th grade, Camino Grove Elementary, Arcadia, CA **August 2010-August 2012**

- Produced and implemented curriculum in all subject areas with 5th grade team of five teachers

Leadership Experience

Vice Chairman - School Site Council
Certified Lead Trainer - Write From the Beginning and Beyond
Director - 5th grade USA Patriotic Show
District Principal Screening and Interview Panel
District Leadership Academy
School Leadership Team
Relay for Life Cancer Awareness Committee
Social Committee

Teacher/Administrative Designee, 4th grade, Bradoaks Elementary, Monrovia, CA **August 2006-May 2010**

- **Lead Teacher** - 4th grade team
- Developed Pacing Guide and Year Long Instruction Plan with colleagues and school administrators
- Refined and guided instruction utilizing Tungsten District Test data

Leadership Experience

Certified Site Test Coordinator - California Standards Test (CST/STAR test)
Host Teacher - Annual Bilingual Parent Education in Study Skills and Writing
Designated School Representative
District Technology Committee
District 4th Grade Curriculum Committee
District Standards-Based Report Card Committee
District Textbook Adoption/Piloting Committee
Member
Safe, Orderly and Caring Correlate
Disney's *Wonder of Reading* Library Committee
Building Leadership Team
School Interview Panel
Social Committee

Teacher, 4th grade, Plymouth Elementary, Monrovia, CA **January 2006-July 2006**

- Planned and implemented curriculum in all subject areas

Leadership Experience

Student Study Team

Long-term Substitute Teacher, 3rd, 4th, 7th and 8th grades, Monrovia, CA **Sept. 2004-Dec. 2005**

- Planned and implemented curriculum in all subject areas at three different school sites
- Collaborated with department/grade level teams to plan and implement instruction

OTHER EXPERIENCE

Organizer in Residence, Teach Plus, Los Angeles, CA **January 2016-January 2019**

- Work with reform-minded teachers across the United States to craft education policy based on teacher survey data
- Collaborate with state and national level legislators to bring education policy bills to law

Vice President, Shree Ramkabir Bhakta Samaj, Norwalk, CA **August 2013-August 2016**

- Work with 10 Board Members to preserve and promote cultural harmony within the East Indian community
- Plan and implement community events such as career fairs, volunteer days, and festivals to strengthen membership

Teacher Fellow, StudentsFirst/50Can, Sacramento, CA **June 2012-June 2016**

- Plan and implement program for reform-minded teachers to empower them to share their voice with state legislators
- Host events to recruit teachers, parents, and concerned citizens to advocate for state education policy changes
- Develop collaborative relationships with state legislators to advocate and lobby for policies that put the interests of students first

Lead Teacher, Network for a Healthy California, Champions for Change, Monrovia, CA **July 2007-July 2009**

- Planned and implemented healthy eating strategies for 32 classroom teachers to present to students
- Director of Governor's Fitness Challenge to promote daily physical activity to students
- Hosted parent Nutrition Education meetings with grocery shopping, physical activity plans, and taste-testing options
- Planned for school's participation in annual Monrovia Elementary Olympic Games
- Developed and implemented MUSD Employee Wellness Challenge for teachers and staff

TRAININGS & CERTIFICATIONS

Jay Shetty Life Coaching
Multi-Tiered Systems of Support
Jim Knight Instructional Coaching
Thinking Maps Trainer
Certified AVID Teacher
Restorative Practices
Positive Discipline
Nonviolent Crisis Intervention
Write from the Beginning & Beyond
National Council of Teachers of Mathematics

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent, Educational Services
PREPARED BY:	Peter Knapik, Assistant Superintendent, Educational Services
SUBMITTED BY:	Glenda Diaz Nolasco, Administrative Secretary II
DATE:	May 1, 2025
SUBJECT:	Approval of Expanded Learning Opportunities Program Plan

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Background:
The Expanded Learning Opportunities Program (ELO-P) provides funding for afterschool and summer school enrichment programs for transitional kindergarten through sixth-grade students who are enrolled in the free or reduced-price meal program (with an application on file) and are English learners, foster children, or children experiencing homelessness.

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

This year, BUSD was awarded $3,750,993 from the State of California for the ELOP Program. During the school year, ELOP program funds will be used to offset the cost of childcare for children in grades transitional kindergarten through sixth grade who are enrolled in the free or reduced-price meal program (an application must be on file) and are English learners, foster children, or children experiencing homelessness. Program funds will be used for 30 days, including Winter Break, Spring Break, and summer school. ELOP-funded programs outside of the regular school year will include all-day care, generally from 8:00 a.m. to 6:00 p.m. All programs will be based on staffing and seat availability.

District-Wide Goals 2022-23
1. Students will be career/college ready via high-quality instruction
2. Students and Staff will be physically, emotionally, and mentally healthy

Discussion/Issues:
Local educational agencies must operate the Expanded Learning Opportunities Program in accordance with the requirements outlined in California *Education Code* Section 46120, including the development of a program plan. The program plan needs to be approved by the Local Educational Agency's (LEA) Governing Board in a public meeting and posted on the LEA's website.

Fiscal Impact:
ELOP funding comes from the California Department of Education's ELOP Grant allocation of $3,750,993, which was awarded to the District on February 20, 2025.

Recommendation:
Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the Expanded Learning Opportunities Program Plan effective July 1, 2024, through June 30, 2025, and that authority to sign this agreement be exercised pursuant to BUSD –AR 3314, as presented.

EXPANDED LEARNING OPPORTUNITIES PROGRAM PLAN GUIDE

California Department of Education
1430 N Street, Suite 3400
Sacramento, CA 95814-5901
916-319-0923

Burbank Unified School District
1900 W. Olive Avenue
Burbank, CA 91506-2460

This Program Plan Template Guide is required by California *Education Code* (*EC*) Section 46120(b)(2)

Name of Local Educational Agency and Expanded Learning Opportunities Program Site(s)

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

Contact Name: Laura Flosi

Email: LauraFlosi@burbankusd.org

Contact Phone: 818.729.4482

Instructions: Please list the school sites that your LEA selected to operate the Expanded Learning Opportunities Program (ELO-P). Add additional rows as needed.

1. Disney Elementary
2. Edison Elementary
3. Emerson Elementary
4. Harte Elementary
5. Jefferson Elementary
6. McKinley Elementary
7. Miller Elementary
8. Providencia Elementary
9. Roosevelt Elementary
10. Stevenson Elementary
11. Washington Elementary
12. Luther Burbank Middle School
13. Dolores Huerta Middle School
14. John Muir Middle School

Purpose

This template will assist LEAs in developing a program plan as required by *EC* Section 46120(b)(2). In this program plan, LEAs will describe program activities that support the whole child and students' Social and Emotional Learning (SEL) and development.

Definitions

"Expanded learning" means before school, after school, summer, or intersession learning programs that focus on developing the academic, social, emotional, and physical needs and interests of pupils through hands-on, engaging learning

experiences. It is the intent of the Legislature that expanded learning programs are pupil-centered, results-driven, include community partners, and complement, but do not replicate, learning activities during the regular school day and school year. (*EC* Section 8482.1[a])

"Expanded learning opportunities" has the same meaning as "expanded learning" as defined in *EC* Section 8482.1. "Expanded learning opportunities" do not mean an extension of instructional time, but rather, opportunities to engage pupils in enrichment, play, nutrition, and other developmentally appropriate activities. (*EC* Section 46120[e][1])

Instructions

This Program Plan needs to be approved by the LEA's Governing Board in a public meeting and posted on the LEA's website.

The program plan template guide is considered a living document that is periodically reviewed and adjusted to reflect the community's needs, updates in the law, and to facilitate continuous improvement in the development of an effective ELO-P.

The LEA is responsible for creating, reviewing, and updating the program plan every three years in accordance with *EC* Section 8482.3(g)(1). LEAs are encouraged to work collaboratively with partners and staff to develop and review the program plan. The LEA is responsible for planning and overseeing any community partners or subcontractors. The LEA should include any partners in the development and review of the plan. It is recommended that the plan be reviewed annually.

The Expanded Learning Division adopted the *Quality Standards for Expanded Learning in California* (Quality Standards). It introduced requirements for Continuous Quality Improvement (CQI) to help programs engage in reflection and be intentional about program management practices and activities delivered to students. To create the program plan, provide a narrative description in response to the prompts listed under each Quality Standard below. The LEA may customize and include additional prompts, such as describing SEL activities or refining the plan. In addition to the narrative response, it may be helpful to include tables, charts, or other visual representations that contribute to the understanding of the ELO-P. LEAs are encouraged to download and reference the Quality Standards to provide ongoing improvements to the program. The Quality Standards can be found on the California Department of Education's (CDE) Quality Standards and CQI web page, located at https://www.cde.ca.gov/ls/ex/qualstandcqi.asp.

1—Safe and Supportive Environment

Describe how the program will provide opportunities for students to experience a safe and supportive environment. Include whether the program will be offered on the school site or off-campus. If not on site, describe where in the community it will be located and how students will be supported to access it.

With the leadership of the District administration, school administration, certificated staff, classified staff, and parents the ELO-P environment will follow all health and safety rules provided by the State, County, and District. All policies and procedures of the State of California, California Department of Education, Burbank Unified School District will be adhered to.

Health, safety, and behavioral policies and procedures of the BUSD will be communicated to the staff, students, and families verbally, written, and posted on the ELO-P website.

As a condition of enrollment and with access to the school district database, student health and medical needs will be identified. The ELOP program will respond appropriately to those health and medical needs as the schools in the school district follow. Staff will be first aid and CPR trained.

In the event of a medical incident, an incident report will be completed and a copy provided to the family. Phone calls will be made to families in an emergency.

Emergency contact information will be maintained in the district database.

The ELO-P will connect with various District departments and community services as needed to provide a safe, and supportive learning environment.

Staff are expected to treat all members of the ELOP community with mutual respect in a trusting, nurturing, and supportive environment. Staff are expected to encourage all participants to develop and strengthen skills and interests resulting in a stronger learning community.

Positive behaviors and accomplishments of staff and students will be recognized. When inappropriate behaviors occur, staff are expected to respond in a calm and nurturing manner directly addressing the inappropriate behaviors.

All staff, students, and families are expected to follow all health and safety procedures, trainings, and practice drills, as appropriate.

Staff will be provided staff shirts or badges. Educational Partners will be required to go through a thorough background check, prior to working with students.

Snacks will be provided through the Burbank USD Food Services Department.

Attendance procedures will be adhered to following strict check-in and check-out procedures similar to the ASES program. The District will utilize a system for tracking student enrollment and attendance through Aeries to ensure that eligible students are able to participate in ELOP Programs. Procedures will be in place to ensure that students are always accounted for.

The program design will intentionally address the areas of interests, learning styles, participant strengths and areas of concern increasing and expanding the participates academic and social emotional learning.

Behavioral guidelines will be set and maintained by staff and participants. The structures of Positive Behavior Intervention and Supports (PBIS) will be followed.

Procedures for fire, earthquake, and lockdowns will be designed, practiced, and followed.

2—Active and Engaged Learning

Describe how the program will provide opportunities for students to experience active and engaged learning that either supports or supplements, but does not duplicate, the instructional day.

The Expanded Learning Program will be provided a variety of activities, hands-on, project-based, in Reading/Language Arts, Mathematics, Science, Social Studies, Art, and Music, that result in students advancing their learning and t times a culminating project.

Staff will design lessons that allow students to learn and grow through multiple senses. Activities will be design to provided students to work in groups with clear roles and purpose. Activities will provide an opportunity for students to think critically, discuss, and work collaboratively.

Activities will tap into concepts of equity, diversity, and inclusions.

Assessments proved through iReady will be used to measure growth in RLA and Math.

Participants will use technology to create ideas and support their ideas using multiple perspectives as a critical thinking process.

Students in K through 5 grades a chance to participate in active and engaging learning through curriculum resources sponsored as well as physical fitness and social emotional support provided by enrichment staff and teachers through the District.

In addition to supplementing traditional instructional learning in fun and creative ways, the Burbank ELOP Program will also provide emotional and behavioral support for students daily with planned activities that promote confidence and self-awareness, supported by the Collaborative for Academic, Social, and Emotional learning (CASEL).

Students will experience virtual field trips, on-site field trips, and consistent routines that will give students a fun summer feel, all while learning.

3—Skill Building

Describe how the program will provide opportunities for students to experience skill-building.

Students will be provided projects and activities that result in a product or demonstration. Some tasks may be individual while others may be group oriented. Activities will include 21st century skills where students will have a sense of personal and social responsibility, an understanding of life, and career options. Activities will be linked to the outside world and problem for critical thinking and problem solving. Technology use will be integrated into many activities and learnings.

Students will participate in daily activities that support Social Emotional Learning (SEL), math and reading in small groups to experience collaborative thinking and building their skill sets together. Group projects, along with individual work books or adventure packs, are part of the summer learning experience to enhance academic gains by almost 2 months in both reading and math. Examples of hands-on learning include engineering and science activities that will help students develop their critical thinking skills and enhance their math concepts and mathematical awareness.

Whole group, small group, and individual activities will be performed.

4—Youth Voice and Leadership

Describe how the program will provide opportunities for students to engage in youth voice and leadership.

The nature of the activities will be designed for students to share their viewpoints, concerns, or interests. Leadership skills will be integrated into many lessons. This will also allow students to critically think, debate, and create steps for actions.

Staff will challenge students so that they may better organize their thoughts and perspectives towards a finished product.

Students, staff, and families will provide opportunities to share their opinions and voice about the content of the program, and asked about expansion of the curricula of the program in the coming years.

Students participating will participate in targeted lessons in two units: Self & Others and Belonging & Community. These components of curriculum give students in grades TK through 6 the chance to explore concepts related to trusting relationships, sharing, and connecting with others. Activities are designed by teachers to allow students the opportunity to explore these concepts at their own pace while learning to listen to the feelings of others while also gaining self and social awareness.

5—Healthy Choices and Behaviors

Describe how the program will provide opportunities for students to engage in healthy choices and behaviors. Describe how students will be served nutritious meals and/or snacks during the ELO-P hours of programming.

All students will receive nutritious lunch and snacks provided by the Burbank Unified School District through their food and nutrition services program. Snacks and lunches provided to all students meet state and federal requirements based on recommended nutritional guidelines.

Students will enjoy meals with their peers and are encouraged to engage in conversation to make meals a positive and healthy experience. At no point is food or snacks used as punishment or bribery. All students, regardless of behavior, will be afforded a safe and healthy space to enjoy a meal with their peers.

Students will be provided lessons and activities surrounding nutrition, healthy choices, and physical activity.

A wellness plan will be designed by staff and families. The overall design of the program will also be shared with students to provide them voice and input opportunities to influence the program design.

6—Diversity, Access, and Equity

Describe how the program is designed to address cultural and linguistic diversity and provide opportunities for all students to experience diversity, access, and equity. Describe how the ELO-P will provide access and opportunity for students with disabilities.

The Burbank Boys and Girls Club program is an all-inclusive and diverse program providing summer educational opportunities to all students grades TK through 6, regardless of development or culture.

The ELOP Program will allow us to provide extra support staff to support students with disabilities: translators, hard of hearing interpreters, behavioral aids, etc., as needed.

The curriculum will be designed to provide teachers resources and support on creating anti-bias environments and learning experiences for students. These experiences are done either through group projects or independently.

Additionally, ELOP staff can provide all participants access to community and area resources which offers staff and families support when addressing sensitive topics or behavior related to diversity, access or equity.

Staff will be sought to better diversify the makeup of the staff. Staff will reflect the diversity related to participants' race, color, religion, sex, age, income level, national origin, physical ability, sexual orientation, and/or gender identity and expression.

Staff will be provided diversity and sensitivity training.

7—Quality Staff

Describe how the program will provide opportunities for students to engage with quality staff.

The program provides staff and volunteers with:

- Clear titles and job descriptions
- Continuous training and professional development
- Resources and materials to deliver activities
- On-the-job coaching
- Cultural, linguistic, and socio-economic diversity

Competitive pay will be required so that people are attracted to apply for the various positions.

Staff includes:

Supervisors

Teachers

Instructional assistants

Classrooms are separated by grade with no more than 20 students in a classroom with one teacher and one instructional assistant. In addition to classroom teaching staff, the program provides a daily on-site supervisor and a districtwide teacher on special assignment.

All staff work together to give students individual attention and support for their learning. Group activities are scheduled and provide small group learning opportunities so students can offer peer-to-peer support as well.

All staff in attendance through the course of the program are qualified teachers with classroom experience either provided by the Burbank Unified School District or other community partners.

8—Clear Vision, Mission, and Purpose

Describe the program's clear vision, mission, and purpose.

When the program creates its mission, vision, goals, and outcomes, it makes sure all stakeholders participate, including:

- Youth
- Families
- Program staff
- School site partners
- Community partners

When the program creates its mission, vision, goals, and outcomes, it makes sure all stakeholders participate, including:

- Youth
- Families
- Program staff
- School site partners
- Community partners

Staff share program's mission, vision, goals, outcomes, and planned activities with families through a variety of strategies (e.g., new family orientations, parent nights, etc.

Participants know the goals, and outcomes of the program.

Participants provide input that is used to impact the program's vision, mission, goals, and outcomes.

The ELO Program provides people of all ages lifelong opportunities to become stronger in spirit, mind, and body. The ELOP strives to close the achievement gap for students, helping them catch up, stay on track, and get ahead in reading and math skills while enjoying summer fun.

The program aims to support students' social-emotional growth, empower educators with key instructional strategies, and engage families in their child's success.

Program communication is essential, so a website and monthly communication are planned.

9—Collaborative Partnerships

Describe the program's collaborative partnerships. Local educational agencies are encouraged to collaborate with non-LEA entities to administer and implement ELO-P programs.

The program develops collaborative partnerships that are formalized and clearly articulated through written agreements, and are maintained through ongoing meetings and other systems of communication.

The program trains staff to work collaboratively with internal and external stakeholders in order to achieve program goals

Staff engage, communicate, and connect parents to information and services available to them within their community and school.

Staff meet regularly, both formally and informally, with partners to discuss data and agree upon program goals and design.

Staff hold collaborative meetings with both internal and external partners to discuss impact, highlights, and areas of growth

The ELOP Program will be provided through a partnership and agreement with community partners and with the Burbank Unified School District. The program provides learning supports and intervention/prevention to students who attend a Burbank Unified schools and

An awareness of academic data will identify students who are reading below grade level and have math levels below grade level. The Burbank Unified School District recommends these students to the ELOP Program and works with each individual participant.

10—Continuous Quality Improvement

Describe the program's Continuous Quality Improvement plan.

The program establishes a clearly defined continuous quality improvement process that:

Outlines improvement goals and action steps

Includes a timeline with dates for action steps and quality improvement discussions

Incorporates feedback from staff, youth, parents, and K-12 partners • Describes the information or data needed to assess quality

Clearly describes the responsibilities and roles for each person on the improvement team

The program develops a set of guiding questions that are related to the program design, desired program outcomes, and impact.

The program creates a plan for how to gather information from multiple sources that will answer the guiding questions and includes:

The type of information for each guiding question

Whom to collect information from

A timeline for collection

The program establishes a clear procedure for getting consent to collect information from stakeholders that addresses the purpose of the information and how it will be used.

The program records and keeps track of the information it collects in a manner that protects the confidentiality of stakeholders.

The program shares lessons learned and key outcomes from the quality improvement process with stakeholders and requests their feedback

The ELOP Program utilizes iReady assessments before the start of the program and at its conclusion to track student success and program accountability.

Additionally, staff and families in the program are required to complete a survey at the end of the program. The survey represents outcomes in the following areas; Academics, Professional Development, Social Emotional Growth, and Family Engagement.

Expanded Learning Opportunities Program

11—Program Management

Describe the plan for program management.

The program creates and annually updates manuals that:

- Address fiscal management, personnel policies, and program operation
- Include clearly defined policies, procedures, practices, and staff/partner roles
- Adhere to federal, state, and local requirements

The program creates and distributes user-friendly parent handbooks that describe policies and procedures, and that are available in languages spoken by parents.

The program has a clear organizational structure, which allows staff to focus on the needs of participants, and includes:

- Staff job descriptions
- Lines of supervision
- Information about who to ask for resources
- The percentage of direct service and administrative costs that is allocated for each position

The program has a strong fiscal management system that includes:

- A well-documented budget with line item expenses and the duration and amount of each revenue source
- Enough flexibility for managers at the program and site levels to make allocation decisions as needed throughout the year

The program has the appropriate insurance to protect staff, administrators, volunteers, participants, and parents.

The program maintains written agreements that define roles and responsibilities of all subcontractors and partners

Program management is organized as follows: The Burbank USD Director of Elementary Education, Child Development Coordinator, and ELOP/ASES Teacher on Special Assignment oversees all youth programming. The ELO Program's direct daily management consists of a site supervisor and teacher on special assignment. Teaching staff report directly to the site supervisor and teacher on special assignment.

Daily structure is managed by all staff using the curriculum as a guide for daily routines, including student attendance and participation. All staff on-site manage program communications with families and other staff members.

Weekly communication about the program are provided to BUSD and managed directly through the Child Development Coordinator.

General Questions

Existing After School Education and Safety (ASES) and 21st Century Community Learning Centers (21st CCLC) Elementary and Middle School grantees.

ASES, 21st CCLC Elementary/Middle School, and the ELO-P should be considered a single, comprehensive program. In coordinating all these funding streams to move towards a single program, the expectation is that the most stringent requirements will be adopted for program guidance. If one or both grants are held, please describe how the ELO-P funding will be used to create one comprehensive and universal Expanded Learning Program.

Funds for the ELOP and ASES programs will be coordinated to provide services for the comprehensive program. Staffing and program resources will be budgeted for both program. The current ASES program will be maintained at the four funded sites. The additional sites will be funded by the ELO Program.

Transitional Kindergarten and Kindergarten

Programs serving transitional kindergarten or kindergarten pupils shall maintain a pupil-to-staff member ratio of no more than 10 to 1. (*EC* Section 46120[b][2][D]). Please address the proposed schedule and plan for recruiting and preparing staff to work in the program, including supporting them to understand how to work with younger children.
How will the lower pupil-to-staff ratio be maintained? How will the curriculum and program be developmentally-informed to address this younger age group?

Type of Requirement	2021–22	2022–23	2023–24	2024–25	2025–26
Eligibility	Turn five between September 2 and December 2; at district discretion, turn five between December 3 and the end of the school year	Turn five between September 2 and February 2; at district discretion, turn five between February 3 and the end of the school year	Turn five between September 2 and April 2; at district discretion, turn five between April 3 and the end of the school year	Turn five between September 2 and June 2; at district discretion, turn five between June 3 and the end of the school year	Turn four by September 1
Ratios	Not specified	1:12	1:10**	1:10**	1:10**
Class Size	24	24	24	24	24

Curriculum and professional learning for staff for younger participants will include:

. Effective adult-child interactions

i. Children's literacy and language development aligned with the *California Preschool Learning Foundations* and the *California Preschool Curriculum Frameworks*

ii. Children's development of math and science concepts and skills aligned with the *California Preschool Learning Foundations* and the *California Preschool Curriculum Frameworks*

iii. Children's social-emotional development aligned with the *California Preschool Learning Foundations* and the *California Preschool Curriculum Frameworks*

iv. Implicit bias and culturally- and linguistically-responsive practices

v. Adverse Childhood Experiences (ACEs) and trauma- and healing-informed practice

vi. Curriculum selection and implementation

vii. Creating developmentally-informed environments

viii. Administration and use of child assessments to inform instruction

ix. Support for multilingual learners, including home language development and strategies for a bilingual classroom

x. Serving children with disabilities in inclusive settings, including Universal Design for Learning

xi. Engaging culturally- and linguistically diverse families

Sample Program Schedule

Please submit a sample program schedule that describes how the ELO-P or other fund sources, including the California State Preschool Program for children enrolled in transitional kindergarten or kindergarten, will be combined with the instructional day to create a minimum of nine hours per day of programming (instructional day plus ELO-P or other supports). Additionally, please submit a sample schedule for a minimum of nine hours of a summer or intersession day.

a. CSPP

1. Morning child care 7:00 am - 8:30 am
2. Instructional day 8:30 am - 1:30 pm
3. After-school child care 1:30 pm - 6:00 pm

b. Transitional Kindergarten

1. Morning child care 7:00 am - 8:30 am
2. Instructional day 8:30 am - 1:30 pm
3. After-school child care 1:30 pm - 6:00 pm

c. Kindergarten through Grade 5

4. Morning child care 7:00 am - 8:30 am
5. Instructional day 8:30 am - 2:30 pm
6. After-school child care 2:30 pm - 6:00 pm

c. Grade 6

1. Instructional day 8:30 am - 3:00 pm
2. After-school child care 3:00 pm - 6:00 pm

Expanded Learning Opportunities Program

Below are additional legal requirements for the ELO-P. Please ensure your Program Plan meets all of these legal requirements:

***EC* Section 46120(b)(2):**

> [LEAs] operating expanded learning opportunities programs may operate a before-school component of a program, an after-school component of a program, or both the before and after-school components of a program, on one or multiple school sites, and shall comply with subdivisions (c), (d), and (g) of Section 8482.3, including the development of a program plan based on the following;
>
> (2) [LEAs] operating expanded learning opportunity programs pursuant to this section may operate a before school component of a program, an after school component of a program, or both the before and after school components of a program, on one or multiple school sites, and shall comply with subdivisions (c), (d), and (g) of Section 8482.3, including the development of a program plan based on all of the following:
>
> (A) The department's guidance.
>
> (B) Section 8482.6.
>
> (C) Paragraphs (1) to (9), inclusive, and paragraph (12) of subdivision (c) of Section 8483.3.
>
> (D) Section 8483.4, except that programs serving transitional kindergarten or kindergarten pupils shall maintain a pupil-to-staff member ratio of no more than 10 to 1.

***EC* Section 46120(b)(1)(A):**

> On schooldays, as described in Section 46100 and Sections 46110 to 46119, inclusive, and days on which school is taught for the purpose of meeting the 175-instructional-day offering as described in Section 11960 of Title 5 of the California Code of Regulations, in-person before or after school expanded learning opportunities that, when added to daily instructional minutes, are no less than nine hours of combined instructional time and expanded learning opportunities per instructional day.

***EC* Section 46120(b)(1)(B):**

> For at least 30 non school days, during inter-sessional periods, no less than nine hours of in-person expanded learning opportunities per day.

Expanded Learning Opportunities Program

***EC* Section 46120(b)(3):**

> [LEAs] shall prioritize services provided pursuant to this section at school sites in the lowest income communities, as determined by prior year percentages of pupils eligible for free and reduced-price meals while maximizing the number of schools and neighborhoods with expanded learning opportunities programs across their attendance area.

***EC* Section 46120(b)(4):**

> [LEAs] may serve all pupils, including elementary, middle, and secondary school pupils, in expanded learning opportunity programs provided pursuant to this section.

***EC* Section 46120(b)(6):**

> [LEAs] are encouraged to collaborate with community-based organizations and childcare providers, especially those participating in state or federally subsidized childcare programs, to maximize the number of expanded learning opportunities programs offered across their attendance areas.

***EC* Section 46120(c):**

> A [LEA] shall be subject to the audit conducted pursuant to Section 41020 to determine compliance with subdivision (b).

***EC* Section 8482.3(d):**

> [LEAs] shall agree that snacks made available through a program shall conform to the nutrition standards in Article 2.5 (commencing with Section 49430) of Chapter 9 of Part 27 of Division 4 of Title 2.
>
> [LEAs] shall agree that meals made available through a program shall conform to the nutrition standards of the United States Department of Agriculture's at-risk afterschool meal component of the Child and Adult Care Food Program (42 United States Code [U.S.C.] Section 1766).

***EC* Section 8482.6:**

> Every pupil attending a school operating a program . . . is eligible to participate in the program, subject to program capacity. A program established . . . may charge family fees. Programs that charge family fees shall waive the cost of these fees for pupils who are eligible for free or reduced-price meals, for a child that is a homeless youth, as defined by the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Section 11434a), or for a child who the program knows is in foster care. A program

that charges family fees shall schedule fees on a sliding scale that considers family income and ability to pay.

***EC* sections 8483.4 and 46120(b)(2)(D):**

The administrator of every program established pursuant to this article shall establish minimum qualifications for each staff position that, at a minimum, ensure that all staff members who directly supervise pupils meet the minimum qualifications for an instructional aide, pursuant to the policies of the school district. Selection of the program site supervisors shall be subject to the approval of the school site principal. The administrator shall also ensure that the program maintains a pupil-to-staff member ratio of no more than 20 to 1. All program staff and volunteers shall be subject to the health screening and fingerprint clearance requirements in current law and district policy for school personnel and volunteers in the school district, except that programs serving transitional kindergarten or kindergarten pupils shall maintain a pupil-to-staff member ratio of no more than 10 to 1.

***EC* Section 8482.3(c)(1)(A–B):**

Each component of a program established pursuant to this article shall consist of the following two elements:

(A) An educational and literacy element in which tutoring or homework assistance is provided in one or more of the following areas: language arts, mathematics, history and social science, computer training, or science.

(B) An educational enrichment element that may include, but need not be limited to, fine arts, career technical education, recreation, physical fitness, and prevention activities.

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sarah Rudchenko, Assistant Superintendent, Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
DATE:	May 1, 2025
SUBJECT:	Approval of Addition of Assistant Principal, Alternative Education on the Certificated Management Salary Schedule A

Background
The salary for the current Assistant Principal for our Alternative Education programs at Monterey is aligned with that of the comprehensive high school Assistant Principal. Upon review of the duties, responsibilities, and work schedule associated with the Alternative Education Assistant Principal position, there are significant differences compared to the traditional high school Assistant Principal role. The proposed salary placement for the Assistant Principal, Alternative Education, is more aligned with that of a middle school Assistant Principal, both in terms of the student population and the nature of program oversight.

Discussion/Issues
The Assistant Principal, Alternative Education primarily supports independent study, interventions, and at-risk student programs. The role does not typically encompass the full range of evening events, athletics, and large scale student activities found at a comprehensive high school. The job functions and time commitments of the Alternative Education Assistant Principal are more closely aligned with those of a middle school Assistant Principal, whose primary focus is on day-to-day operations, discipline, and instructional support, with fewer evening and extracurricular responsibilities. The salary change ensures equitable and appropriate compensation. This change will take effect at the start of the next fiscal year and will apply to all future hires for the Assistant Principal, Alternative Education position.

Fiscal Impact
The position of Assistant Principal, Alternative Education will be placed on the Certificated Managers Salary Schedule A, Range L, with a range of $100,394.00 to $141,262.00 per year.

Recommendation
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the addition of Assistant Principal, Alternative Education on the Certificated Management Salary Schedule A, effective July 1, 2025, as presented.

CERTIFICATED SUPERVISORS AND MANAGERS SALARY SCHEDULE A
Effective July 1, 2024

RANGE		DAYS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
A	Director, Elementary Education and Diversity, Equity and Inclusion Director, Human Resources Director, Secondary Education and Diversity, Equity and Inclusion Director, Special Education and Psychological Services Director of Instructional Technology and Accountability Director, Student and Health Services Director, Adult School and FACTS Director, Arts and Career Technical Education	220	138,841	145,442	152,372	159,651	167,293	175,318	183,742	192,589
		Per Diem	631.10	661.10	692.60	725.69	760.43	796.90	835.20	875.41
B	Principal. High School Principal, Alternative Education	220	132,028	138,634	145,561	152,841	160,483	168,507	176,932	185,777
		Per Diem	600.13	630.16	661.65	694.74	729.47	765.95	804.24	844.45
C	Principal, Middle School	220	117,594	123,476	129,646	136,130	142,936	150,083	157,585	165,466
		Per Diem	534.52	561.26	589.30	618.78	649.71	682.20	716.30	752.12
D	Principal, Adult Education	220	114,806	120,547	126,574	132,901	139,546	146,522	153,848	161,538
		Per Diem	521.85	547.95	575.34	604.1	634.3	666.01	699.31	734.27
EE	No Position in this Classification	220	116,037	121,839	127,928	134,322	141,043	148,093	155,498	163,274
		Per Diem	527.45	553.82	581.50	610.56	641.11	673.15	706.81	742.16
E	Coordinator, Special Education Principal, Elementary	215	113,399	119,068	125,019	131,270	137,836	144,728	151,963	159,562
		Per Diem	527.44	553.81	581.49	610.56	641.10	673.16	706.81	742.15
F	Assistant Principal, High School	218	111,161	116,717	122,554	128,680	135,114	141,871	148,961	156,413
		Per Diem	509.92	535.40	562.18	590.28	619.79	650.79	683.31	717.50
G	Assistant Principal, High School (hired after 7/1/13)	215	109,629	115,112	120,864	126,909	133,255	139,920	146,914	154,260
		Per Diem	509.91	535.41	562.16	590.28	619.80	650.8	683.33	717.49

CERTIFICATED SUPERVISORS AND MANAGERS SALARY SCHEDULE A
Effective July 1, 2024

RANGE		DAYS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
H	~~Alternative Education Administrator, Community Day School~~ ~~Alternative Education Administrator, Independent Learning Academy~~	210 Per Diem	108,532 516.82	113,954 542.64	119,652 569.78	125,632 598.25	131,914 628.17	138,511 659.58	145,434 692.55	152,705 727.17
HH	Program Specialist II	215 Per Diem	100,353 466.76	105,374 490.12	110,640 514.61	116,173 540.34	121,978 567.34	128,080 595.73	134,481 625.50	141,206 656.78
I	No Positions in this Classification	220 Per Diem	102,687 466.76	107,826 490.12	113,212 514.60	118,873 540.34	124,817 567.35	131,057 595.72	137,609 625.50	144,491 656.78
J	Psychologist II	215 Per Diem	102,145 475.10	107,251 498.85	112,615 523.80	118,243 549.97	124,155 577.47	130,362 606.34	136,878 636.65	143,722 668.48
K	Administrator on Special Assignment Assistant Principal, Middle School	213 Per Diem	101,828 478.07	106,919 501.97	112,264 527.07	117,878 553.42	123,772 581.09	129,958 610.14	136,459 640.66	143,281 672.69
L	Assistant Principal, Middle School **Assistant Principal, Alternative Education** (hired after 7/1/12)	210 Per Diem	100,394 478.07	105,413 501.97	110,684 527.07	116,217 553.42	122,028 581.09	128,128 610.14	134,536 640.65	141,262 672.68
M	Assistant Principal, Adult Education Coordinator, Child Development Programs	220 Per Diem	98,388 447.22	103,309 469.59	108,473 493.06	113,896 517.71	119,592 543.6	125,569 570.77	131,849 599.32	138,441 629.28
N	Assistant Principal, Elementary	205 Per Diem	97,394 475.1	102,267 498.87	107,380 523.81	112,746 549.99	118,380 577.47	124,302 606.36	130,517 636.67	137,042 668.50
O	Program Specialist I Psychologist I	200 Per Diem	93,357 466.79	98,021 490.11	102,922 514.61	108,068 540.34	113,470 567.35	119,141 595.71	125,098 625.49	131,352 656.76

CERTIFICATED SUPERVISORS AND MANAGERS SALARY SCHEDULE A
Effective July 1, 2024

RANGE		DAYS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
P	Educational Audiologist	187	90,360	94,874	99,619	104,597	109,827	115,317	121,082	127,137
		per diem	483.21	507.35	532.73	559.35	587.32	616.67	647.50	679.88
Q	Supervisor III, Child Development Centers Covering 2 Sites	220	74,985	78,737	82,672	86,805	91,144	95,705	100,487	105,514
		Per Diem	340.85	357.90	375.79	394.57	414.3	435.03	456.76	479.61
R	Supervisor III, Child Development Centers	220	71,472	74,987	78,736	82,672	86,805	91,147	95,703	100,487
		Per Diem	324.88	340.85	357.90	375.79	394.57	414.31	435.02	456.76
S	Supervisor II, Child Development Centers Covering 2 Sites	220	68,171	71,578	75,157	78,915	82,859	87,003	91,352	95,920
		Per Diem	309.87	325.36	341.63	358.71	376.64	395.47	415.24	436.00
T	Supervisor II, Child Development Centers	220	64,924	68,171	71,578	75,157	78,915	82,859	87,002	91,351
		Per Diem	295.11	309.87	325.36	341.63	358.71	376.64	395.47	415.24
U	Supervisor I, Child Development Centers	220	59,306	62,268	65,382	68,649	72,085	75,688	79,473	83,443
		Per Diem	269.58	283.04	297.20	312.05	327.66	344.04	361.25	379.29
V	Assistant Child Development Centers Supervisor	220	46,861	49,279	51,710	54,320	56,980	59,856	62,904	66,009
		Per Diem	213.01	224	235.05	246.91	259	272.08	285.93	300.05

* Grandfathered
Adopted: 01/16/86
Revised: 05/02/91; 06/06/91; 08/15/91; 10/17/91; 05/21/92; 06/18/92; 10/01/92; 08/05/93; 07/21/94; 08/04/94; 09/15/94; 11/17/94; 01/05/95; 05/04/95; 08/17/95; 01/18/96; 05/16/96; 09/05/96; 09/19/96; 01/16/97; 07/03/97; 10/16/97; 02/19/98; 04/02/98; 08/20/98; 10/01/98; 11/05/98; 12/10/98; '02/18/99; 03/04/99; 06/24/99; 08/05/99; 08/17/00; 05/15/02; 11/07/02; 07/17/03; 03/18/04; 07/07/05; 4/20/06; 06/04/07; 3/20/08; 5/1/08; 6/24/10; 09/09/10; 11/8/10; 4/7/2011; 4/21/11; 09/15/11; 11/3/11; 02/16/12; 03/15/12; 06/07/12; 07/05/12; 08/02/12, 08/16/12; 02/07/13; 05/16/13; 3/20/14; 6/19/14; 02/05/15, 6/4/15, 10/15/15; 5/19/16; 10/20/16; 8/3/17; 12/21/17;10/18/18;2/4/21;6/3/21;9/2/21,5/5/22,6/2/22;9/15/22; 3/2/23, 07/20/23, 8/03/23; 02/01/24; 12/19/24, **05/01/2025**

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sarah Rudchenko, Assistant Superintendent, Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
DATE:	May 1, 2025
SUBJECT:	Approval of Employment Contract for Andrew Cantwell for the Chief Administrative Officer

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Background
The position of Chief Administrative Officer (CAO) is a new position to the Burbank Unified School District. Due to senior management reorganization, it is imperative to employ a new role that will over Measure ABC, enhance administrative efficiency and strengthen the commitment in education and support services.

Discussion/Issues
The District seeks to appoint Andrew Cantwell into the position of Chief Administrative Officer. Mr. Cantwell has successfully served as the Assistant Superintendent of Administrative Services for the past three (3) years. He will now serve as the Chief Administrative Officer. The CAO will be responsible for:

- Risk Management
- Legal Services
- Worker's Compensation
- Facilities and Operations
- Measure ABC

He will also serve as the lead negotiator with the Burbank Teachers Association (BTA), Title IX Coordinator, and Uniform Complaint Procedures (UCP) Officer. In addition, he will oversee and service the Measure ABC Facility Bond projects.

Fiscal Impact
The base salary for the Assistant Superintendent of Instructional Services will be $245,338.00 yearly. However, the Chief Administrative Officer's Contract includes 13.1 Required unpaid Furlough Days reducing the salary by 5% to $233,071.10.

Recommendation
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the Employment Contract for Andrew Cantwell for the Chief Administrative Officer, effective July 1, 2025, as presented.

CONTRACT OF EMPLOYMENT
July 1, 2025— June 30, 2029

BURBANK UNIFIED SCHOOL DISTRICT

AND

ANDREW CANTWELL

This Contract of Employment is entered into by and between the BURBANK UNIFIED SCHOOL DISTRICT (hereinafter referred to as "District") by and through its Board of Education (hereinafter referred to as "Board") and ANDREW CANTWELL (hereinafter referred to as "Chief Administrative Officer"), and dated, for reference purposes only, May 1, 2025.

This Contract of Employment is entered into pursuant to Education Code Section 35031 and such other applicable and relevant law.

The Board and the Chief Administrative Officer hereby agree and promise as follows:

I. TERM

The Chief Administrative Officer is employed by the Board as a classified management employee for a term commencing July 1, 2025, and ending June 30, 2029**.** The parties agree that the position of Chief Administrative Officer is a senior management position in the classified service as defined by Education Code sections 45100.5 and 45108.5, and that the Chief Administrative Officer does not acquire permanent status in the position. The term of this employment agreement is for four (4) years, but is subject to review and renewal by Board action annually. There is no "evergreen" or "roll-over" clause and it is intended that through appropriate evaluation and due process, the termination of this contract can be exercised without obligating the district to any financial obligation beyond the natural conclusion of an employment contract year.

II. SALARY

The Chief Administrative Officer shall be paid an annual base salary in accordance with the Salary Schedule for Classified Assistant Superintendent, Schedule E, attached as Exhibit A ("Salary Schedule"). The Salary Schedule shall be increased or decreased each year by the same percentage increase or decrease applied to the classified salary schedule. All changes to the Salary Schedule shall be approved by the Board in the manner required by law. For the 2025-2026 school year, the Chief Administrative Officer shall be placed on Step 4 of the Salary Schedule. Unless the parties agree otherwise in writing, the Chief Administrative Officer shall advance one step on the Salary Schedule each year until the maximum number of allowable steps is obtained.

The annual base salary is for twelve (12) months of service and shall be prorated for service of less than a full year. Notwithstanding the foregoing, the Board retains the right to adjust the salary of the Chief Administrative Officer from time to time during the term of this Contract in order to provide a competitive and attractive salary. Furthermore, the Board retains the right to consider the awarding of an annual stipend with consideration to performance and depending on the fiscal condition of the District.

III. DUTIES AND RESPONSIBILITIES

The Chief Administrative Officer is a classified management employee of the District and is in charge of the Administrative Services Department subject to the authority of the Board and/or the authority of the Superintendent of Schools. The Chief Administrative Officer shall report directly to

the Superintendent, who shall be the immediate supervisor. The Chief Administrative Officer shall faithfully and competently perform all duties and responsibilities required by the Board and/or Superintendent of Schools. The Chief Administrative Officer also shall faithfully and competently abide by all policies and directions from the Board, all directions from the Superintendent of Schools, and applicable and relevant law.

IV. MORAL CONDUCT

The Chief Administrative Officer shall conduct himself with due regard to the public conventions and morals. The Chief Administrative Officer shall not, either while rendering such services to the District, or in his private life, commit an offense involving moral turpitude under federal, state or local laws or ordinances. The Chief Administrative Officer shall not do or commit any act or thing that will tend to degrade him in society or bring him into public hatred, public disrepute, contempt, scorn, or ridicule, or that will tend to shock, insult, or offend the community or public morals or decency or prejudice the reputation of the District in the community.

V. WORK YEAR, HOLIDAYS AND SICK LEAVE

The Chief Administrative Officer agrees to devote his full time and efforts to the position of Chief Administrative Officer for the District. The Chief Administrative Officer is a classified management employee who is exempt from all overtime and all compensatory time off in lieu of overtime. The Chief Administrative Officer shall be entitled to twenty-seven (27) days of annual vacation per fiscal year that must be used each fiscal year, exclusive of holidays. Any unused vacation remaining at the end of a fiscal year will be paid out to the Chief Administrative Officer on or before July 31st. The Chief Administrative Officer per diem rate will be calculated based on annual salary divided by 262 days. The Chief Administrative Officer shall be entitled to twelve (12) days of sick leave per year and the prevailing holidays granted to twelve month classified employees (currently 16 scheduled and 2 floating holidays per year). The Chief Administrative Officer is required to take Thirteen and One Tenth (13.1) unpaid furlough days per year, which shall reduce his pay by 5% from the annual base salary listed in Exhibit A.

VI. HEALTH AND WELFARE BENEFITS

The Chief Administrative Officer shall be entitled to medical, dental, vision, and life insurance in the same amounts as granted by the Board generally to other classified management employees of the District.

VII. LONGEVITY INCREASE

The Chief Administrative Officer will receive an increase in base salary equal to the same amount of longevity stipend granted by the Board of Education to other classified management employees. When such an increase is granted, the employment contract and base salary will be amended and presented to the Board of Education for approval.

VIII. MASTERS DEGREE AND DOCTORATE DEGREE

The Chief Administrative Officer will receive an increase in base salary equal to the same amount of masters and doctorate stipends granted by the Board of Education to other classified management employees. When such an increase is granted, the employment contract and base salary will be amended and presented to the Board of Education for approval.

IX. RETIREMENT BENEFITS

If the Chief Administrative Officer remains employed as an assistant superintendent or chief administrative officer with the District for a consecutive total of five (5) years of satisfactory service, then upon retirement from active service from the District under the California Public Employees Retirement System (CALPERS), he may elect at his option, that the Board pay the premiums for medical, dental, vision and such other fringe benefits as are provided by the Board to other management employees. If the Chief Administrative Officer makes this election, the benefits shall be available until the Chief Administrative Officer reaches the age of 65.

X. EVALUATION

The Superintendent shall evaluate the Chief Administrative Officer at least annually and may do so at any time. A copy of any written evaluation shall be delivered to the Chief Administrative Officer who shall have the right to make a written reaction or response to the evaluation before it is placed in the Chief Administrative Officer' personnel file.

XI. PROFESSIONAL GROWTH

The District encourages the professional growth of the Chief Administrative Officer through participation, as mutually agreed to by the Superintendent of Schools, in:

1. Programs and other activities conducted or sponsored by local, state, and national school administrator associations;

2. Seminars and courses offered by public or private educational institutions;

3. Informational meetings with other persons whose skill or background would serve to improve the capacity of the Chief Administrative Officer to perform professional responsibilities; and

4. Continuing legal education.

The Superintendent of Schools may permit release time for the Chief Administrative Officer to attend such activities and pay the necessary, reasonable fees and expenses pursuant to established procedures of the District.

XII. DUES AND MEMBERSHIPS IN ASSOCIATIONS AND ORGANIZATIONS

The District shall make direct payment of dues for the Chief Administrative Officer' membership in up to three (3) professional or service associations or organizations.

XIII. TERMINATION OF CONTRACT

This Contract may be terminated under the following conditions.

A. Termination by Mutual Consent: The District and Chief Administrative Officer may by mutual agreement in writing terminate this Contract at any time.

B. Termination by District without Cause: The District may unilaterally and without cause terminate this contract and the Chief Administrative Officer' employment. In consideration of the District's right to terminate this Contract without cause, the District shall continue to pay the Chief Administrative Officer each month his then current salary for the remainder of this Contract, but not to exceed twelve (12) months. Upon termination of this Contract pursuant to this subparagraph, the Chief Administrative Officer shall continue to receive the fringe benefits to which he was previously entitled for the remainder of this Contract, but not to exceed twelve (12) months, or until the Chief Administrative Officer finds other employment, whichever occurs first. The intent of these provisions is to satisfy the requirements in Government Code sections 53260-53264, and shall be interpreted consistently with these statutes.

C. Termination by District for Cause: This Contract and the services of the Chief Administrative Officer may be terminated by the District at any time for breach of this Contract, for the failure of the Chief Administrative Officer to satisfactorily perform the duties of his position as determined in the evaluation process conducted by the Superintendent, for any ground enumerated in Education Code section 44932, or for the commission of any act of fraud, misrepresentation or moral turpitude. The District shall not terminate this Contract under this subparagraph until a written statement of unsatisfactory performance or grounds for termination has first been served upon the Chief Administrative Officer. The Chief Administrative Officer may then request (in writing) a conference with the Board. If a conference is granted by the Board the Chief Administrative Officer shall be given a reasonable opportunity to address the Board.

D. Termination by District Based upon Continuing Disability: This Contract and the services of the Chief Administrative Officer may be terminated because of the continuing disability of the Chief Administrative Officer. In such event, the District shall give at least thirty (30) days prior written notice to the Chief Administrative Officer. No such notice shall be sent until there are no remaining days of paid leave available to the Chief Administrative Officer, and the Chief Administrative Officer is not able to perform the essential duties of his position with or without reasonable accommodation.

E. Termination by Chief Administrative Officer: Any termination by the Chief Administrative Officer shall be preceded by at least forty-five (45) days written notice to the Board.

XIV. MISCELLANEOUS PROVISIONS

1. This Contract is subject to all applicable laws of the State of California, titles and regulations of the State Board of Education, and Board Policies.

2. All promises and covenants contained herein are severable, and in the event any of them shall be held invalid by any court of competent jurisdiction, this Contract shall be interpreted as if such invalid promises or covenants were not contained herein.

3. This Contract is the full and complete agreement of the parties hereto. Any amendment, modifications, or variations from the terms of this Contract shall be in writing and shall be effective only upon written approval of such amendment, modification, or variation by the Board.

BURBANK UNIFIED SCHOOL DISTRICT

By:_____
Andrew Cantwell, J.D. and M.B.A., Chief Administrative Officer Date

By:_____
John Paramo, Ed.D., Superintendent of Schools Date

By:_____
Armond Aghakhanian, Ed.D., President of the Board of Education Date

May 1, 2025

DATE APPROVED BY THE
BOARD OF EDUCATION

EXHIBIT A
SALARY SCHEDULE

BURBANK UNIFIED SCHOOL DISTRICT
SALARY SCHEDULE FOR CLASSIFIED ASSISTANT SUPERINTENDENTS
SCHEDULE E
Effective ~~July 1, 2024~~ July 1, 2025

RANGE		DAYS	STEP 1	STEP 2	STEP 3	STEP 4
A	Assistant Superintendent of ~~Administrative~~ Business Services	262	201,840	211,931	222,528	233,655
B	Chief Administrative Officer	262*	211,931	222,528	233,655	245,338

*Chief Administrative Officer's Contract includes 13.1 Required Unpaid Furlough Days reducing salary by 5%

Adopted: 7/20/23
Revised : 02/01/24
Revised: 05/16/24
Revised: 05/1/25

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sarah Rudchenko, Assistant Superintendent, Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
DATE:	May 1, 2025
SUBJECT:	Approval of Employment Contract for Mariam Abdelhamid for the Assistant Superintendent of Business Services

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Background
Due to strategic reorganization of the district's senior management positions, the Assistant Superintendent of Administrative Services will be redefined as the Assistant Superintendent of Business Services.

Discussion/Issues
The Assistant Superintendent of Business Services will report to the Superintendent. She will oversee Fiscal Services (including Payroll and Purchasing, Warehouse and Reprographics), Food Services, and Information Technology Services. This will support business operations and secure financial management within our district. Dr. Mariam Abdelhamid has faithfully served as the Director of Fiscal Services for the past year and a half. During this short period of time, she has demonstrated outstanding leadership and innovation by creating a productive business services department.

Fiscal Impact
The base salary for the Assistant Superintendent of Instructional Services will be $201,840.00. Her previous position as Director of Fiscal Services will not be backfilled, reducing the net fiscal impact.

Recommendation
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the Employment Contract for Mariam Abdelhamid for the Assistant Superintendent of Business Services, effective July 1, 2025, as presented.

CONTRACT OF EMPLOYMENT
July 1, 2025— June 30, 2029

BURBANK UNIFIED SCHOOL DISTRICT

AND

DR. MARIAM ABDELHAMID

This Contract of Employment is entered into by and between the BURBANK UNIFIED SCHOOL DISTRICT (hereinafter referred to as "District") by and through its Board of Education (hereinafter referred to as "Board") and DR. MARIAM ABDELHAMID (hereinafter referred to as "Assistant Superintendent of Business Services"), and dated, for reference purposes only, May 1, 2025.

This Contract of Employment is entered into pursuant to Education Code Section 35031 and such other applicable and relevant law.

The Board and the Assistant Superintendent of Business Services hereby agree and promise as follows:

I. TERM

The Assistant Superintendent of Business Services is employed by the Board as a classified management employee for a term commencing July 1, 2025 and ending June 30, 2029**.** The parties agree that the position of Assistant Superintendent of Business Services is a senior management position in the classified service as defined by Education Code sections 45100.5 and 45108.5, and that the Assistant Superintendent of Business Services does not acquire permanent status in the position. The term of this employment agreement is for four (4) years, but is subject to review and renewal by Board action annually. There is no "evergreen" or "roll-over" clause and it is intended that through appropriate evaluation and due process, the termination of this contract can be exercised without obligating the district to any financial obligation beyond the natural conclusion of an employment contract year.

II. SALARY

The Assistant Superintendent of Business Services shall be paid an annual base salary in accordance with the Classified Assistant Superintendent Salary Schedule attached as Exhibit A ("Salary Schedule"). The Salary Schedule shall be increased or decreased each year by the same percentage increase or decrease applied to the classified salary schedule. All changes to the Salary Schedule shall be approved by the Board in the manner required by law. For the 2025-2026 school year, Assistant Superintendent of Business Services shall be placed on Step 1 of the Salary Schedule. Unless the parties agree otherwise in writing, the Assistant Superintendent of Business Services shall advance one step on the Salary Schedule each year until the maximum number of allowable steps is obtained.

The annual base salary is for twelve (12) months of service and shall be prorated for service of less than a full year. Notwithstanding the foregoing, the Board retains the right to adjust the salary of the Assistant Superintendent of Business Services from time to time during the term of this Contract in order to provide a competitive and attractive salary. Furthermore, the Board retains the right to consider the awarding of an annual stipend with consideration to performance and depending on the fiscal condition of the District.

III. DUTIES AND RESPONSIBILITIES

The Assistant Superintendent of Business Services is a classified management employee of the District and is in charge of the Business Services department subject to the authority of the Board and/or the authority of the Superintendent of Schools. The Assistant Superintendent of Business Services shall report directly to the Superintendent who shall be the immediate supervisor. The Assistant Superintendent of Business Services shall faithfully and competently perform all duties and responsibilities required by the Board and/or Superintendent of Schools. The Assistant Superintendent of Business Services also shall faithfully and competently abide by all policies and directions from the Board, all directions from the Superintendent of Schools, and applicable and relevant law.

IV. MORAL CONDUCT

The Assistant Superintendent of Business Services shall conduct herself with due regard to the public conventions and morals. The Assistant Superintendent of Business Services shall not, either while rendering such services to the District, or in her private life, commit an offense involving moral turpitude under federal, state or local laws or ordinances. The Assistant Superintendent of Business Services shall not do or commit any act or thing that will tend to degrade her in society or bring her into public hatred, public disrepute, contempt, scorn, or ridicule, or that will tend to shock, insult, or offend the community or public morals or decency or prejudice the reputation of the District in the community.

V. WORK YEAR, HOLIDAYS AND SICK LEAVE

The Assistant Superintendent of Business Services agrees to devote her full time and efforts to the position of Assistant Superintendent of Business Services for the District. The Assistant Superintendent of Business Services is a classified management employee who is exempt from all overtime and all compensatory time off in lieu of overtime. The Assistant Superintendent of Business Services shall be entitled to twenty-seven (27) days of annual vacation per fiscal year that must be used each fiscal year, exclusive of holidays. Any unused vacation remaining at the end of a fiscal year will be paid out to the Assistant Superintendent of Business Services on or before July 31st. The Assistant Superintendent of Business Services per diem rate will be calculated based on annual salary divided by 262 days. The Assistant Superintendent of Business Services shall be entitled to twelve (12) days of sick leave per year and the prevailing holidays granted to twelve month classified employees (currently 16 scheduled and 2 floating holidays per year).

VI. HEALTH AND WELFARE BENEFITS

The Assistant Superintendent of Business Services shall be entitled to medical, dental, vision, and life insurance in the same amounts as granted by the Board generally to other classified management employees of the District.

VII. LONGEVITY INCREASE

The Assistant Superintendent of Business Services will receive an increase in base salary equal to the same amount of longevity stipend granted by the Board of Education to other classified management employees. When such an increase is granted, the employment contract and base salary will be amended and presented to the Board of Education for approval.

VIII. MASTERS DEGREE AND DOCTORATE DEGREE

The Assistant Superintendent of Business Services will receive an increase in base salary equal to the same amount of masters and doctorate stipends granted by the Board of Education to other classified management employees. When such an increase is granted, the employment contract and base salary will be amended and presented to the Board of Education for approval.

IX. RETIREMENT BENEFITS

If the Assistant Superintendent of Business Services remains employed as an assistant superintendent with the District for a consecutive total of five (5) years of satisfactory service, then upon retirement from active service from the District under the California Public Employees Retirement System (CALPERS), she may elect at her option, that the Board pay the premiums for medical, dental, vision and such other fringe benefits as are provided by the Board to other management employees. If the Assistant Superintendent makes this election, the benefits shall be available until the Assistant Superintendent reaches the age of 65.

X. EVALUATION

The Superintendent shall evaluate the Assistant Superintendent of Business Services at least annually and may do so at any time. A copy of any written evaluation shall be delivered to the Assistant Superintendent of Business Services who shall have the right to make a written reaction or response to the evaluation before it is placed in the Assistant Superintendent of Business Services' personnel file.

XI. PROFESSIONAL GROWTH

The District encourages the professional growth of the Assistant Superintendent of Business Services through participation, as mutually agreed to by the Superintendent of Schools, in:

1. Programs and other activities conducted or sponsored by local, state, and national school administrator associations;

2. Seminars and courses offered by public or private educational institutions;

3. Informational meetings with other persons whose skill or background would serve to improve the capacity of the Assistant Superintendent of Business Services to perform professional responsibilities.

The Superintendent of Schools may permit release time for the Assistant Superintendent of Business Services to attend such activities and pay the necessary, reasonable fees and expenses pursuant to established procedures of the District.

XII. DUES AND MEMBERSHIPS IN ASSOCIATIONS AND ORGANIZATIONS

The District shall make direct payment of dues for the Assistant Superintendent of Business Services' membership in up to three (3) professional or service associations or organizations.

XIII. TERMINATION OF CONTRACT

This Contract may be terminated under the following conditions.

A. Termination by Mutual Consent: The District and Assistant Superintendent of Business Services may by mutual agreement in writing terminate this Contract at any time.

B. Termination by District without Cause: The District may unilaterally and without cause terminate this contract and the Assistant Superintendent of Business Services' employment. In consideration of the District's right to terminate this Contract without cause, the District shall continue to pay the Assistant Superintendent of Business Services each month her then current salary for the remainder of this Contract, but not to exceed twelve (12) months. Upon termination of this Contract pursuant to this subparagraph, the Assistant Superintendent of Business Services shall continue to receive the fringe benefits to which she was previously entitled for the remainder of this Contract, but not to exceed twelve (12) months, or until the Assistant Superintendent of Business Services finds other employment, whichever occurs first. The intent of these provisions is to satisfy the requirements in Government Code sections 53260-53264, and shall be interpreted consistently with these statutes.

C. Termination by District for Cause: This Contract and the services of the Assistant Superintendent of Business Services may be terminated by the District at any time for breach of this Contract, for the failure of the Assistant Superintendent of Business Services to satisfactorily perform the duties of her position as determined in the evaluation process conducted by the Superintendent, for any ground enumerated in Education Code section 44932, or for the commission of any act of fraud, misrepresentation or moral turpitude. The District shall not terminate this Contract under this subparagraph until a written statement of unsatisfactory performance or grounds for termination has first been served upon the Assistant Superintendent of Business Services. The Assistant Superintendent of Business Services may then request (in writing) a conference with the Board. If a conference is granted by the Board the Assistant Superintendent of Business Services shall be given a reasonable opportunity to address the Board.

D. Termination by District Based upon Continuing Disability: This Contract and the services of the Assistant Superintendent of Business Services may be terminated because of the continuing disability of the Assistant Superintendent of Business Services. In such event, the District shall give at least thirty (30) days prior written notice to the Assistant Superintendent of Business Services. No such notice shall be sent until there are no remaining days of paid leave available to the Assistant Superintendent of Business Services, and the Assistant Superintendent of Business Services is not able to perform the essential duties of her position with or without reasonable accommodation.

E. Termination by Assistant Superintendent of Business Services: Any termination by the Assistant Superintendent of Business Services shall be preceded by at least forty-five (45) days written notice to the Board.

XIV. MISCELLANEOUS PROVISIONS

1. This Contract is subject to all applicable laws of the State of California, titles and regulations of the State Board of Education, and Board Policies.

2. All promises and covenants contained herein are severable, and in the event any of them shall be held invalid by any court of competent jurisdiction, this Contract shall be interpreted as if such invalid promises or covenants were not contained herein.

3. This Contract is the full and complete agreement of the parties hereto. Any amendment, modifications, or variations from the terms of this Contract shall be in writing and shall be effective only upon written approval of such amendment, modification, or variation by the Board.

BURBANK UNIFIED SCHOOL DISTRICT

By:_____
Mariam Abdelhamid, Ph.D., Assistant Superintendent, Business Services Date

By:_____
John Paramo, Ed.D., Superintendent of Schools Date

By:_____
Armond Aghakhanian, Ed.D., President of the Board of Education Date

May 1, 2025

DATE APPROVED BY THE
BOARD OF EDUCATION

EXHIBIT A
SALARY SCHEDULE

BURBANK UNIFIED SCHOOL DISTRICT
SALARY SCHEDULE FOR CLASSIFIED ASSISTANT SUPERINTENDENTS
SCHEDULE E
Effective ~~July 1, 2024~~ July 1, 2025

RANGE		DAYS	STEP 1	STEP 2	STEP 3	STEP 4
A	Assistant Superintendent of ~~Administrative~~ Business Services	262	201,840	211,931	222,528	233,655
B	Chief Administrative Officer	262*	211,931	222,528	233,655	245,338

*Chief Administrative Officer's Contract includes 13.1 Required Unpaid Furlough Days reducing salary by 5%

Adopted: 7/20/23
Revised : 02/01/24
Revised: 05/16/24
Revised: 05/1/25

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sarah Rudchenko, Assistant Superintendent, Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
DATE:	May 1, 2025
SUBJECT:	Approval of Job Descriptions for Assistant Superintendent of Business Services and Chief Administrative Officer and Salary Schedule for Classified Assistant Superintendent's Schedule E

Background
The Classified Assistant Superintendents Salary Schedule is being updated due to a strategic reorganization of our senior management positions, designed to reduce the District's legal costs, ensure appropriate oversight of Measure ABC, enhance administrative efficiency and strengthen our commitment to excellence in education and support services.

Discussion/Issues
The District seeks to establish the positions of **Chief Administrative Officer (CAO)**. The CAO will assume oversight of several critical areas, including:

- Risk Management
- Legal Services
- Worker's Compensation
- Facilities and Operations
- Measure ABC

Furthermore, the CAO will serve as the lead negotiator with the Burbank Teachers Association, Title IX Coordinator, and Uniform Complaint Procedures (UCP) Officer.

In conjunction with this reorganization, the role of **Assistant Superintendent of Administrative Services** will be redefined as **Assistant Superintendent of Business Services**, which will report to the CAO. The Assistant Superintendent of Business Services will maintain oversight over Fiscal Services (including Payroll and Purchasing, Warehouse, and Reprographics), Food Services, and Information Technology while the other functions previously completed by the Assistant Superintendent of Administrative Services will be moved to the CAO. This change underscores our commitment to streamlining business operations and ensuring robust financial management within the district.

Initially, and until future action by the Board , the CAO will be required to take 13.1 unpaid furlough days thereby reducing the salary by 5% from the amount listed on the Salary Schedule. Further, given this

newly created position will extensively oversee and serve the Measure ABC facility bond projects, a portion of the salary will be charged to the bond (Measure ABC) rather than the District's general fund.

Fiscal Impact

The position of Assistant Superintendent of Business Services will be placed on Step 1 on the Classified Assistant Superintendent's Salary Schedule with a salary of $201,840.00 yearly. The position of Chief Administrative Officer will be placed on Step 4 of the Salary Schedule for Classified Assistant Superintendents with a salary of $245,338.00 yearly. The Chief Administrative Officer's Contract includes 13.1 required unpaid furlough days reducing the above salary by 5%, reducing the salary to $233,071.10. With the Director of Fiscal Services and Assistant Superintendent of Educational Services not being filled, the fiscal impact is greatly reduced.

Recommendation

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the Job Descriptions for the Assistant Superintendent of Business Services and the Chief Administrative Officer on Salary Schedule for Classified Assistant Superintendents Schedule E, effective July 1, 2025, as presented.

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: ASSISTANT SUPERINTENDENT ~~ADMINISTRATIVE~~ BUSINESS SERVICES

BASIC FUNCTION:

Under the direction of the ~~Superintendent~~Chief Administrative Officer, performs a variety of professional ~~administrative~~ business duties related to the management, control, and evaluation of Business Services, ~~and Facilities~~ Technology, and Food Services Departments; ensures compliance with District policies and State and federal laws and regulations; supervises and evaluates the performance of assigned staff.

REPRESENTATIVE DUTIES:

Plans, organizes, administers, and directs the activities and operations of ~~Administrative~~ Business Services ~~and~~ , Technology, and Food ~~Facilities~~ Services Departments, including budget preparation and control, payroll preparation, attendance accounting, fiscal record management, risk management, warehousing, communications, food services, technology, transportation contracts, systems and processes related to the disbursement of funds, and internal accounting, auditing to ensure cost effective operations.

Provides advice and counsel to the Board of Education, Superintendent, District, Management Team and others on all matters relating to the business services functions of the District.

~~Oversees, supervises and monitors the Facilities Services Department and modernization projects.~~

Oversees, supervises and monitors the Technology Department and refresh projects.

Directs the development of Board policies related to the District's financial operations and business functions.

Prepares and administers the District's budget and ancillary State and federal financial reports.

Coordinates and manages all matters related to the external auditing of all fiscal aspects of programs and offices in the District.

Attends Board of Education meetings and advises as to the business responsibilities and liabilities of the District.

Oversees and manages various District contracts and maintains records covering programs of the District.

Interprets the Business Services program and the budgets to staff and community.

Proposes fiscal measures to maximize resources allocated to the instructional goals of the District.

Interprets and ensures compliance with federal, State and District regulations and policies related to Business ~~and Facilities~~ Services.

Serves as resource and member of the Management Team in the collective bargaining process.

Initiates a thorough analysis of factors which impact District operations from both short and long range perspectives.

Analyzes recent and pending legislation, impacting education and/or funding, in conjunction with local, and State entities.

Assists in lobbying activities on behalf of the District.

Provides in-service training for District staff in order to maintain adequate business, financial and purchasing procedures and controls.

Supervises, trains, evaluates and disciplines Fiscal Services, Budget, Purchasing, Warehouse and Reprographics, Food Services, ~~Facility Services, Duplicating and Communications~~Payroll and Information Technology employees; ensures the timely completion of assigned projects and activities and the maintenance of high standards of quality.

Interviews and recommends the selection of Directors and other staff as needed, recommends transfers and terminations and reviews salary increases; prepares disciplinary action reports.

Develops, maintains and monitors procedures to ensure the accurate and efficient processing of financial transactions and to maintain adequate internal controls and compliance with policies, procedures and legal requirements.

Administers the purchase, acquisition, storage and distribution of supplies, food equipment and other materials for the District; ensures appropriate inventory and warehouse methods and practices.

Administers the Food Services program; ensures compliance with health and sanitation and the nutritional value of food items prepared and served in District schools.

Supervises the preparation of a variety of complex federal, State and local financial and statistical reports as required.

Researches and analyzes financial data in areas where information is required to assist District and site administrators.

Communicates with State, County and District departments and personnel to provide information, request information and resolve issues.

Communicates with various financial institutions concerning District banking arrangements and various financing instruments. Prepares materials required to obtain Tax and Revenue Anticipation Notes.

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principals of organization, fiscal management, systems analysis, budgeting, staff development, communications, personnel administration, school district accounting, and auditing of a school district.
- Principles, practices, and methods of contract negotiations.
- Advanced principles and procedures used in budget preparation, administration and control.
- Fundamentals of school finance and accounting.
- Pertinent federal, California State and local laws, codes and regulations including laws and regulations applying to school district financial operations and contract negotiations.
- Organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Instructional and operational technology principles, methods, materials and equipment.
- Modern and complex principles and practices of program development and administration.
- Principles of supervision, training and performance evaluation.
- Operational characteristics, services and activities of a comprehensive business services program.

Ability to:

- Exhibit exemplary communication skills and demonstrate the ability to write and verbally present clear and concise financial reports.
- Identify entrepreneurial approaches that can generate new revenues and reduce costs.
- Work effectively and have an up to date knowledge of computers and specialized technology utilized in accounting, data analysis, and strategic planning.
- Lead and manage employees from diverse backgrounds with various levels of expertise and perspectives.
- Plan, organize, direct and coordinate the work of supervisory, professional and technical personnel.
- Delegate authority and responsibility.
- Select, supervise, train and evaluate staff.
- Provide administrative and professional leadership and direction for the Fiscal Services, Food Services, and Technology ~~Maintenance & Operations~~ Departments.
- Develop, implement and administer goals, objectives and procedures that provide effective and efficient fiscal services.
- Prepare and administer large and complex budgets.
- Interpret and apply budgeting, accounting and fiscal procedures, policies and regulations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods, procedures and techniques.
- Prepare clear and concise reports.
- Interpret and apply federal, State and local policies, procedures, laws and regulations.
- Analyze budgeting and accounting information and prepare financial statements and reports.
- Plan and coordinate the purchasing of all equipment, supplies and services of the District.

- Monitor the preparation of warrants to pay for supplies, equipment, and services.
- Prepare bids and bid forms; open, tabulate and analyze bids.
- Assist all administrative personnel in locating information, prices, and suppliers of supplies.
- Explore and suggest ways to increase revenue and decrease expenditures.
- Plan for and coordinate District contracted transportation services, insuring that required provider insurance and CHP safety inspection reports, etc., are on file and current.
- ~~Analyze school plant needs and make recommendations to the Superintendent.~~
- ~~Direct the maintenance, custodial and facility lease operations of the District.~~
- ~~Keep informed on the latest trends in areas of school property, liability and workers' compensation insurance.~~
- In conjunction with Information Systems personnel, supervise maintenance of attendance accounting systems for all schools for budget analysis purposes and legal requirements.
- Attend all regularly scheduled Board meetings and special meetings as requested by the Superintendent.
- Prepare and present reports to the Board of a business or operational nature.
- Serve as a resource person for the Superintendent and the Board on business ~~and operational~~ matters.
- Attend and participate in meetings of professional school business officials.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective and cooperative working relationships with others.
- Accomplish other duties or responsibilities as assigned by the Superintendent.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

EDUCATION AND EXPERIENCE:

A Bachelor's degree from an accredited institution supplemented by university training and coursework in accounting, business management, personnel management, economics, or closely related field is required. Possession of a Master's degree or higher and CPA is desirable. Experience working with municipalities preferred.

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: **Chief Administrative Officer**

BASIC FUNCTION:

Under the direction of the Superintendent, performs a variety of professional administrative duties related to the management, control, and evaluation of Administrative Services and Facilities Services Departments; ensures compliance with District policies and State and federal laws and regulations; supervises and evaluates the performance of assigned staff.

REPRESENTATIVE DUTIES:

Supervises the assistant superintendent of business services and the activities and operations of business services, including budget preparation and control, payroll preparation, attendance accounting, fiscal record management, warehousing, communications, food services, technology, transportation contracts, systems.

Responsible for overseeing all non-special education legal proceedings to which it is a party, including state and federal court proceedings, arbitrations and administrative hearings.

Provides or procures legal advice and on all matters relating to the administrative services functions of the District to the Board of Education, the Superintendent, Senior Management, department/division heads and site administrators.

Conducts fair and impartial investigations into allegations of student and staff misconduct, formal Title IX complaints, Uniform Complaints, and Citizen Complaints pursuant to District policies and procedures, and state and federal laws and regulations.

Oversees, supervises and monitors the Facilities Services Department, Bond program and modernization projects.

Directs the development of Board policies related to the District's operations and business functions.

Attends Board of Education meetings and advises as to the legal, compliance, and administrative responsibilities and liabilities of the District.

Oversees and manages various District contracts and maintains records covering programs of the District.

Proposes fiscal measures to maximize resources allocated to the instructional goals of the District.

Interprets and ensures compliance with federal, State and District regulations and policies related to all aspects of the District.

Serves as Lead Negotiation of the Management Team in the collective bargaining process with the certificated bargaining unit and as a resource and member of the Management Team in the collective bargaining process with the classified bargaining unit. Serves as the District's primary adviser in matters of labor negotiations and employer-employee relations; advises the Superintendent and the Board Members in Closed Session, including reporting the latest trends and developments in the field and making regular, up-to-date reports on the current status of employer-employee relations within the District. Serves as a resource person to the Superintendent of Schools and division heads regarding changes and administrative policy and the screening, planning, development, appraisal, and interpretation of legally-related phases of new or special projects or programs.

Initiates a thorough analysis of factors which impact District operations from both short and long range perspectives.

Analyzes recent and pending legislation, impacting education and/or funding, in conjunction with local, and State entities.

Represents the District in all certificated and classified disciplinary hearings.

Advises and assists the Superintendent of Schools in the drafting of rules, regulations, resolutions, legal forms, and other documents.

Assists in lobbying activities on behalf of the District.

Provides in-service training for District staff.

Interviews and recommends the selection of Directors and other staff as needed, recommends transfers and terminations and reviews salary increases; prepares disciplinary action reports.

Supervises the preparation of a variety of complex federal, State and local financial and statistical reports as required.

Researches and analyzes data in areas where information is required to assist District and site administrators.

Communicates with State, County and District departments and personnel to provide information, request information and resolve issues.

Communicates with various financial institutions concerning District banking arrangements and

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principals of organization, fiscal management, systems analysis, budgeting, staff development, communications, personnel administration, school district accounting, and auditing of a school district.
- Principles, practices, and methods of contract negotiations.
- Advanced principles and procedures used in budget preparation, administration and control.
- Fundamentals of school finance and accounting.
- Pertinent federal, California State and local laws, codes and regulations including laws and regulations applying to school district financial operations and contract negotiations.
- Organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Instructional and operational technology principles, methods, materials and equipment.
- Modern and complex principles and practices of program development and administration.
- Principles of supervision, training and performance evaluation.
- Operational characteristics, services and activities of a comprehensive business services program.
- Provisions of the Education Code, Government Code and other laws, rules, and regulations related to the legal activities of the District.
- Administrative organization of the Burbank Unified School District. The organization and functions of the various personnel assignments within the District and a thorough understanding of the objectives of collective bargaining units and their methods of operation.
- Leadership skills in facilitating group processes, including consensus building and conflict resolution.
- The fundamental principles and accepted practices, current trends, literature, and research in the field of employer-employee relations.

Ability to:

- Exhibit exemplary communication skills and demonstrate the ability to write and verbally present clear and concise financial reports.
- Identify entrepreneurial approaches that can generate new revenues and reduce costs.
- Work effectively and have an up to date knowledge of computers and specialized technology utilized in accounting, data analysis, and strategic planning.
- Lead and manage employees from diverse backgrounds with various levels of expertise and perspectives.
- Plan, organize, direct and coordinate the work of supervisory, professional and technical personnel.
- Delegate authority and responsibility.
- Select, supervise, train and evaluate staff.
- Provide administrative and professional leadership and direction for the Fiscal Services and Maintenance & Operations Departments.
- Develop, implement and administer goals, objectives and procedures that provide effective and efficient fiscal services.
- Prepare and administer large and complex budgets.
- Interpret and apply budgeting, accounting and fiscal procedures, policies and regulations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods, procedures and techniques.
- Prepare clear and concise reports.
- Interpret and apply federal, State and local policies, procedures, laws and regulations.

- Analyze budgeting and accounting information and prepare financial statements and reports.
- Plan and coordinate the purchasing of all equipment, supplies and services of the District.
- Monitor the preparation of warrants to pay for supplies, equipment, and services.
- Prepare bids and bid forms; open, tabulate and analyze bids.
- Assist all administrative personnel in locating information, prices, and suppliers of supplies.
- Explore and suggest ways to increase revenue and decrease expenditures.
- Plan for and coordinate District contracted transportation services, insuring that required provider insurance and CHP safety inspection reports, etc., are on file and current.
- Analyze school plant needs and make recommendations to the Superintendent.
- Direct the maintenance, custodial and facility lease operations of the District.
- Keep informed on the latest trends in areas of school property, liability and workers' compensation insurance.
- In conjunction with Information Systems personnel, supervise maintenance of attendance accounting systems for all schools for budget analysis purposes and legal requirements.
- Attend all regularly scheduled Board meetings and special meetings as requested by the Superintendent.
- Prepare and present reports to the Board of a business or operational nature.
- Serve as a resource person for the Superintendent and the Board on business and operational matters.
- Attend and participate in meetings of professional school business officials.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective and cooperative working relationships with others.
- Accomplish other duties or responsibilities as assigned by the Superintendent.

LICENSES AND OTHER REQUIREMENTS:

- Authorization to practice law in California by the California Bar Association.
- Valid California driver's license.

EDUCATION AND EXPERIENCE:

A baccalaureate from a recognized college or university and a Juris Doctor degree or equivalent from an American Bar Association accredited institution. Preference for graduate education in accounting, finance, business management, school business management, or closely related field.

BURBANK UNIFIED SCHOOL DISTRICT
SALARY SCHEDULE FOR CLASSIFIED ASSISTANT SUPERINTENDENTS
SCHEDULE E
Effective ~~July 1, 2024~~ July 1, 2025

RANGE		DAYS	STEP 1	STEP 2	STEP 3	STEP 4
A	Assistant Superintendent of ~~Administrative~~ Business Services	262	201,840	211,931	222,528	233,655
B	Chief Administrative Officer	262*	211,931	222,528	233,655	245,338

*Chief Administrative Officer's Contract includes 13.1 Required Unpaid Furlough Days reducing salary by 5%

Adopted: 7/20/23
Revised : 02/01/24
Revised: 05/16/24
Revised: 05/1/25

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Andrew Cantwell, Assistant Superintendent, Administrative Services

PREPARED BY: Crystal Cozakos, Senior Administrative Assistant

SUBMITTED BY: Crystal Cozakos, Senior Administrative Assistant

DATE: May 1, 2025

SUBJECT: Announcement of the Expiration of Terms of Office on the School Facilities Oversight Committee (SFOC) and Reappointment of Members

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Background

The School Facilities Oversight Committee (SFOC) is a Board-appointed committee of independent citizens, initially established in 1997. After successfully passing Bond Measure S in March of 2013, the Committee now falls under the provisions of Proposition 39. The purpose of the Committee shall be to assure the community that bond funds are expended in the fashion outlined in the District's bond resolution.

The Committee shall consist of at least seven (7) members (and may be larger) to serve for a term of two (2) years, without compensation, and for no more than three (3) consecutive terms. The Committee may not include any employee or official of the school district or any vendor, contractor, or consultant of the school district. The Committee must include all of the following:

(a) One member who is active in a business organization representing the business community located within the school district;

(b) One member active in a senior citizen's organization;

(c) One member active in a bona fide taxpayer association;

(d) For a school district, one member shall be the parent or guardian of a child enrolled in the district; and

(e) For a school district, one member shall be both a parent or guardian of a child enrolled in the district and active in a parent-teacher organization, such as the Parent Teacher Association or school site council.

The Board of Education and the current SFOC members have previously stated a preference for maintaining a membership of nine (9) on this committee, two more than the legally required minimum. The table which follows shows the current membership roster and primary area of representation (X). The names of those members whose terms are expiring on May 31, 2025 have been highlighted:

Current Members	Term Expires/Term #	Business Organization	Senior Citizens' Organization	Taxpayers' Group	Parent	Parent Active in PTA/SSC
Carolyn Bisson	5/31/2025 (2)				X	
Shaun Hasas	5/31/2025 (2)				X	X
Dakota Hughes	5/31/2025 (1)					X
Brandon Mullins	5/31/2026 (3)	X				X
Geovanna Waters	5/31/2025 (1)					X

Michelle Wolloff	5/31/2025 (2)	X				
Justin Worsham	5/31/2026 (3)	X		X		
Greg Wylie	5/31/2025 (1)		X			

Alternate Members

A maximum of ten (10) alternate members ("Alternates") may be appointed by the Board in the same manner as Committee members. Alternates are non-voting participants in the processes of the Committee. The Board will consider Alternates when vacancies occur on the Committee, but reserves the right to seek new Committee members from outside of the pool of Alternates. Such consideration is subject to the Alternate having a completed application on file, being qualified and/or nominated within the category listed that corresponds with the vacancy, and meeting the Qualification Standards, which state that committee members:

(1) Be at least 18 years of age and a resident of the state in accordance with Government Code section 1020;
(2) Not be an employee or officer of the District, or a member of their immediate family as defined in the Political Reform Act, Government Code section 82019, and 2 California Code of Regulations section 18229;
(3) Not be a vendor, contractor, or consultant of the District, or a member of the immediate family of any one of the preceding.

There are currently three Alternate Members, as shown below along with their primary area of representation (X):

Alternates	Business Organization	Senior Citizens' Organization	Taxpayers' Group	Parent	Parent Active in PTA/SSC
Serj Eyvazian	X				X
Chantal M. Sampogna				X	
John Steinreich	X				X

Discussion/Issues:

The terms of six (6) members: Carolyn Bisson (Parent), Shaun Hasas (Parent/Parent Active in PTA/SSC), Dakota Hughes (Parent Active in PTA/SSC), Geovanna Waters (Parent Active in PTA/SSC), Michelle Wolloff (Business Organization), Greg Wylie (Senior Citizens' Organization), will expire on May 31, 2025. Michelle Wolloff will be stepping down, and currently serving Members Carolyn Bisson, Shaun Hasas, Dakota Hughes, Geovanna Waters, and Greg Wylie have indicated they would like to be reappointed.

Fiscal Impact

There is no fiscal impact.

Recommendation

Andrew Cantwell, Assistant Superintendent, Administrative Services, will report on the expiration of six (6) terms on the SFOC and recommends that the Board of Education reappoint Carolyn Bisson, Shaun Hasas, Dakota Hughes, Geovanna Waters, and Greg Wylie to a two-year term effective June 1, 2025 through May 31, 2027 or until completion of Measure S Bond activities, as presented.

UNADOPTED MINUTES OF THE BOARD OF EDUCATION
BURBANK UNIFIED SCHOOL DISTRICT

January 18, 2024

Burbank City Hall
275 E. Olive Avenue
Burbank, California

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

Absent: Steven Ferguson

1) CALL TO ORDER

1.a) NOTICE TO THE PUBLIC

The District is providing alternatives to in-person attendance for viewing and participating. Any individual or group representative may address the Board of Education on any agenda item or subject within its jurisdiction during one of the three Public Comments sections. Instructions for Virtual Public Speakers Who Wish to Address the Board: 1. Speakers who wish to provide a Public Comment virtually should sign up at this link: https://forms.gle/b7M73hB9bfUyYx3c9 before 3pm on Wednesday, January 17th. Please indicate if your comment pertains to (1) an item on this agenda, or (2) a subject within the jurisdiction of the Board of Education. Closed Session Public Comments must be given in person. 2. The Zoom Webinar will open at 6:30 p.m. Speakers are asked to rename their Zoom profile to indicate their full name to expedite this process. Please note that only those individuals who have signed up to speak prior to 3:00 p.m. on the day before, will be allowed to enter the Zoom Webinar. Speakers will receive an email Wednesday afternoon with the Zoom Webinar login details. 3. When it is time for a speaker to address the Board, the speaker's name will be called and the speaker should activate their microphone and camera. Speakers must be present in the Zoom Webinar when their name is called in order to address the Board. Speakers are also requested to state their name (and their pronouns, if desired) prior to addressing the Board. Please note that the chat function will be disabled. 4. After a speaker completes their public comment, or if the five-minute (5) time limit has been reached, the speaker will be removed from the Zoom Webinar and can continue watching the meeting by streaming it at www.burbankusd.org/boemeetings 5. If you would like to make a Public Comment and require Spanish, Armenian, or ASL translation, please email cindyquiterio@burbankusd.org prior to 3:00 p.m. the day before the meeting to receive a registration link.

2) REQUESTS TO ADDRESS THE BOARD

2.a) Public Communications on Closed Session Agenda Items (In-Person Only)

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

No public comments on closed session items.

2.b) Staff Responses

No Staff Responses

2.c) Board Members' Responses

No Board Member Responses

3) CLOSED SESSION

3.a) Conference with Legal Counsel - Anticipated Litigation (OF 30,642)

Number of Potential Cases: One

No Action taken; for discussion purposes only

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

Notice of purposed termination for cause for Employee CL-0019-23

Motion carried 4 to 1 with 1 absent

Yes: Tabet
Yes: Ponzer-Kamcar
Yes: Aghakhanian
Yes: Weisburg

Absent: Ferguson

4) RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE

Diana Abasta asked to lead the Flag Salute

5) REPORTING ON CLOSED SESSION

6) ADJUSTMENTS TO THE AGENDA

7) ITEMS FOR FUTURE AGENDAS

8) REPORTS FROM THE BOARD

8.a) Student Representatives

Paris Tesfu; John Burroughs High School, Andranik Bilbulyan; Burbank High School, and Isabella Najaryan; Monterey High School, will report on activities at their respective schools.

Reports given by student board members on the various activities at their school site

Absent (due to Graduation) Isabella Najaryan, Monterey High School

9) REQUESTS TO ADDRESS THE BOARD

9.a) Public Communications on Agenda Items

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

9 Public speakers on various subjects that are being addressed at this meeting

9.b) Superintendent's Comments

John Paramo, Superintendent, will respond to public comment and will comment on items of interest to the Board of Education and community.

Dr Paramo replied to public comments as appropriate

9.c) Board Members' Responses

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

All Board members replied to public comments where appropriate

10) REPORTS TO THE BOARD

10.a) Report on the 2022-2023 Annual Fiscal Report and the Financial and Performance Audits of Proposition 39 General Obligation Bonds Building Fund Measure S Program

Andrew Cantwell, Assistant Superintendent, Administrative Services, will introduce Gema Ptasinski, Certified Public Accountant of CliftonLarsonAllen LLP (CLA), who will review the 2022-2023 Annual Financial Report and the $110 million Measure S Obligation Bond program report, as presented.

Audit Report 22-23- Review 011824.pdf (OF 30,643)

Discussion took place after the report from several Board members.
No action was taken: for informational purposes only.

10.b) Perkins Eastman Facilities Master Plan Presentation

Andrew Cantwell, Assistant Superintendent, Administrative Services, will introduce Patrick Davis, Principal-in-Charge, Kimberly Coffeen, Project Manager and Madison Stout, Designer, Perkins Eastman, who will present their final Facilities Master Plan Report.

Amended Perkins Eastman Presentation 011824.pdf (OF 30,644)

Discussion took place after the report from several Board members.
No action was taken: for informational purposes only.

10.c) Report on the Governor's Budget Update for 2024-2025

Andrew Cantwell, Assistant Superintendent, Administrative Services, will facilitate a presentation on the Governor's Budget Proposal for 2024-2025.

January Proposal Presentation 011824.pdf (OF 30,645)

Discussion took place after the report from several Board members.
No action was taken: for informational purposes only.

11) NEW AND/OR UNFINISHED BUSINESS

11.a) Adoption of Resolution 16 Proclaiming the Month of February 2024, in Recognition of National Black History Month

That the Board of Education adopt Resolution 16 proclaiming the Month of February 2024, in recognition of National Black History Month in the Burbank Unified School District, as presented.

Resolution 16 National_Black_History_Month_2024.pdf (OF 30,646)

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

11.b) Adoption of Resolution 17 Proclaiming the Week of February 5, 2024 through February 9, 2024 as School Counseling Week

That the Board of Education adopt Resolution 17 Proclaiming February 5, 2024 through February 9, 2024 as School Counseling Week in the Burbank Unified School District, as presented.

Adoption of Resolution 17 Proclaiming the Week of Februrary 5, 2024 through February 9, 2024 as School Counseling Week.pdf (OF 30,647)

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.

11.c) Approval of 2022-2023 School Accountability Report Cards

That the Board of Education approve the 2022-2023 School Accountability Report Cards prepared in 2023-2024, as presented.

SARCs 01.18.2024.pdf (OF 30,648)

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

11.d) First Reading Dual Immersion Master Plan

Peter Knapik, Assistant Superintendent, Educational Services, will facilitate the Board's first reading of the proposed revision to the Dual Immersion Master Plan, as presented.

Dual Immersion Master Plan 1. 18 .24.pdf

No vote was taken. This was a first reading and created some discussion. Should have been listed under Reports to the Board.

11.e) Adoption of the Proposed 2024-2025 Instructional Calendars

That the Board of Education adopt the proposed 2024-2025 Instructional Calendars, as presented.

Adoption of Proposed 2024-2025 Instructional Calendars.pdf (OF 30,649)

Question from Board member Ponzer kamkar as to why, besides historically that we start so early?

Pontzer Kamkar believes that there is fiscal impact to this decision in that we spend more money on AC than we would if we started later and went later in the year. Board member Tabet explained that the goal would be to end the semester prior to Winter break so the semester isn't broken up.

It was moved by Armond Aghakhanian, and seconded by Charlene Tabet, that the Board of Education approve the item as recommended. The motion carried 3:1 with Pontzer Kamkar voting no.

11.f) Amended Memorandum of Understanding Between the Burbank Teacher's Association (BTA) and the Burbank Unified School District (BUSD) Regarding Diversity, Equity, and Inclusion (DEI) Lead Teacher Compensation at Sites

That the Board of Education amend the Memorandum of Understanding between the Burbank Teacher's Association (BTA) and the Burbank Unified School District (BUSD) regarding compensation for the Diversity, Equity, and Inclusion (DEI) Lead Teachers at sites, as presented.

Amended MOU- DEI Lead Teachers.pdf (30,650)

Board member Tabet asked for a report to be made on the work being done at each school site for DEI

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

11.g) Approval of Williams Lawsuit Settlement Quarterly Report on Uniform Complaints 2023-2024

That the Board of Education approve the Williams Lawsuit Settlement Quarterly Report on Uniform Complaints 2023-2024, Report Summary No. 2, October 1 through December 31, 2023, as presented.

BUSD_Williams_UCP_Report_2nd_Quarter_2023 24.pdf (OF 30,651)

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

11.h) Second Reading and Approval of Revision to Board Policy 6145.5 Student Organizations and Equal Access

That the Board of Education approve the revision to Board Policy 6145.5 Student Organizations and Equal Access, as presented.

PULLED

Board Policy 6145.5 Student Organizations and Equal Access-Second Reading.pdf

This item was pulled from the Agenda and will be brought back at a later date

11.i) Approval of School Sites' 2023-2024 School Plans for Student Achievement

That the Board of Education approve the school sites' 2023-2024 School Plans for Student Achievement, as presented.

School Single Plans 2023-24 01.18.24.pdf (OF 30,652)

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

11.j) Format Changes to the Board of Education Meeting Agenda

That the Board of Education adopt the format changes to the Board of Education meeting agenda, effective February 1, 2024, as presented.

PULLED

Agenda Format Changes.pdf

This item was pulled from the Agenda and will be brought back at a later date.

11.k) Acceptance of the 2022-2023 Annual Fiscal Report and the Financial and Performance Audits of Proposition 39 General Obligation Bonds Building Fund Measure S Program

That the Board of Education accept the 2022-2023 Annual Financial Report and the Financial and Performance Audits of the Proposition 39 General Obligation Bonds Building Fund Measure S program, as presented.

Audit Report 22-23 Acceptance 011824.pdf (OF 30,653)

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

11.l) Amendment to Certificated Salary Schedules

That the Board of Education amend the certificated salary schedules, as presented.

Amendment Certificated Salary Sched 011824.pdf (OF 30,654)

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

11.m) Approval of The Chuck Lorre Family Foundation Music Grant Program Agreement

That the Board of Education approve The Chuck Lorre Family Foundation Music Grant agreement between the Burbank Unified School District and The Chuck Lorre Family Foundation, effective January 19, 2024, through June 30, 2025, to accept an award amount of $170,000, and that authority to sign the agreement be exercised pursuant to BUSD – AR AG-24-0000000187, as presented.

The Chuck Lorre Family Foundation 2024-2025.pdf (OF 30,655)

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

12) CONSENT AGENDA

12.a) Approval of Personnel Report Number 23-24-12

That the Board of Education approve Personnel Report number 23-24-12, covering Certificated and Classified personnel, and consisting of Pages 1 to 22 inclusive, as presented.

Personnel Report 23-24-12.pdf (OF 30,656)

12.b) Approval of the 2023-2024 Purchase Order Report

That the Board of Education approve purchase orders for 2023-2024 as listed through December 18, 2023, as presented.

2023-2024 PURCHASE ORDER REPORT.pdf (OF 30,657)

12.c) Amended Master Contract for Nonpublic, Nonsectarian Agency (Special Education)

That the Board of Education ratify the Master Contract for special education students, to be provided by Speech Improvement Center, Voco Vision, LLC aka Blazerworks and Aya Healthcare, Inc., effective July 1, 2023 through June 30, 2024 (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, 2023 through June 30, 2024, was approved by the Board of Education June 1, 2023.

SPED Master Contract Amendment.docx.pdf (OF 30,658)

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

That the Board of Education ratify an agreement between Burbank Unified School District and Toni Francisco, MA CCC, SLP dba Little Buggy Speech & Language

Therapy, to provide a speech and language pathologists, not to exceed $12,500 (01.0-65000.0-57602-11901-5850-7440000), effective January 16, 2024 through May 24, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Toni Francisco_Ratification.pdf (OF 30,659)

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

That the Board of Education ratify an agreement between Burbank Unified School District and Backstage Health, to provide a speech and language pathologists, not to exceed $96,000 (01.0-65000.0-57602-11901-5850-7440000), effective January 8, 2024 through May 24, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Backstage Health_Ratification.pdf (OF 30,660)

12.f) Action on Final Settlement Agreement (Special Education)

That the Board of Education approve Final Settlement Agreement for Special Education Student 960040896, not to exceed $1,200 for a credential teacher, (01.0-65000.0-50010-36000-5813-7440000), effective January 19, 2024 through June 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960040896 Settlement Agreement.docx.pdf (OF 30,661)

12.g) Ratification of Agreement for Consultant Services

That the Board of Education ratify the agreement between Burbank Unified School District and Sign Up Interpreting Services, LLC to provide Interpreters/translators to student/families during expulsion hearings/conferences relative to Student Services on an as needed basis, effective September 7, 2023 through June 30, 2024, 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.

Sign Up Board Memo 23.24.pdf (OF 30,662)

12.h) Ratification of University Agreement– Pasadena City College

That the Board of Education to ratify the University Agreement between the Burbank Unified School District and Pasadena City College to provide educational field experience, effective January 8, 2024 through until terminated five (5) years on January 8, 2029, and that authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

Ratification of University Agreement- Pasadena City College.pdf (OF 30,663)

12.i) Approval of University Agreement– California State University, Northridge

That the Board of Education approve the University Agreement between the Burbank Unified School District and California State University, Northridge to provide educational field experience, effective January 19, 2024 until terminated upon mutual consent of both parties, and that authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

Approval of University Agreement- California State University, Northridge.pdf (OF 30,664)

12.j) Ratification of University Agreement– Azusa Pacific University

That the Board of Education to ratify the University Agreement between the Burbank Unified School District and Azusa Pacific University to provide educational field experience, effective December 15, 2023 through until terminated in five (5) years on December 15, 2028, and that authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

Ratification of University Agreement- Azusa Pacific University.pdf (OF 30,665)

12.k) Acceptance of Notice of Completion, Western Fence & Supply Co., DBA Pilgrim Fence Co., Furnish and Install Chain Link Rolling Gate, John Burroughs High School (Routine Restricted Maintenance)

That the Board of Education accept the following as completed: Furnish and Install a Chain Link Rolling Gate at John Burroughs High School, PO# 24002464, not to exceed $8,230 (01.0-81500.0-00000-85000-6170-752-3100000) Routine Restricted Maintenance, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

NOC_Western_JBHS_RRM.pdf (OF 30,666)

12.l) Amendment to Consultant Agreement for Amy McGuire

That the Board of Education approve an amended Consultant Agreement between Burbank Unified School District and Amy McGuire to provide instructional consultant services, effective August 29, 2023 through November 26, 2023, in the amount of $3,450 (01.0-90201.0-11100-10000-5810-2068700), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Amendment Amy McGuire 011824_Redacted.pdf (OF 30,667)

12.m) Ratification of Agreement for Instructional Consultant Services

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

Ratif Inst Consultant 011824.pdf (OF 30,668)

12.n) Approval of Instructional Consultant Services

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

Inst Consultants 011824_Redacted.pdf (OF 30,669)

12.o) Amendment of Consultant Agreement for Sabrina Ruiz-Emmons (Instructional Services)

That the Board of Education amend the agreement between Burbank Unified School District and Sabrina Ruiz-Emmons, effective January 1, 2024 through December 31, 2024, in the amount not to exceed, $128,988.10 (01.0-63880.0-38000-21000-5850-6939000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Sabrina Ruiz-Emmons Amended 011824_Redacted.pdf (OF 30,670)

It was moved by Armond Aghakhanian, and seconded by Abby Pontzer Kamkar, that the Board of Education approve the Consent Agenda items 12a through 12o as recommended. The motion carried unanimously.

13) REQUESTS TO ADDRESS THE BOARD

13.a) Public Communications on Any Subject Within the Jurisdiction of the School Board

An individual or group representative may address the Board of Education on any subject within its jurisdiction by completing a blue request card. Speakers are requested to state their name prior to speaking to the Board. Not more than three (3) minutes may be allotted to each speaker, except by unanimous consent of the Board of Education. The president of the Board of Education has the discretion to prioritize speakers with precedence given to students and employees. The Superintendent may refer the matter to the proper department for review.

No public comment speakers

13.b) Superintendent's Comments

John Paramo, Superintendent will respond to public comment and will comment on items of interest to the Board of Education and community.

13.c) Board Members' Comments and Responses

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

14) ADJOURNMENT

Retirees were announced and thanked: Karen Whantland and Cynthia Burton

Meeting adjourned in honor of Dr. Aghakhanian's father: Edik Aghakhanian

MINUTES APPROVED:

_____
John Paramo, SUPERINTENDENT
SECRETARY OF THE BOARD

Click here to enter a date.

_____
DATE

_____
Abigal Pontzer Kamkar

Burbank Unified School District Technology Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Robyn Anders, Director of Instructional Technology & Accountability
PREPARED BY:	Robyn Anders, Director of Instructional Technology & Accountability
SUBMITTED BY:	Stephanie Beauregard, Administrative Secretary II
DATE:	May 1, 2025
SUBJECT:	Approval of School Site and Department Software License with Edmentum, Inc

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Background:
Edmentum provides our Apex Learning platform which is the backbone of our credit recovery and grade improvement efforts. Additionally, it is one of the few viable platforms to provide A-G coursework for independent study students. Its use is increasing as we move into advanced methods of supporting our teachers and students in various areas of A-G instruction. All software purchases are required to have Board approval on an annual basis, which is being strictly enforced by Los Angeles County of Education (LACOE).

Discussion/Issues:
LACOE is requesting that all districts using software submit Board approval (not purchase orders) for all software licensing purchases. This requirement has been in place but was not enforced until July 1, 2014.

District wide application purchases are already submitted to the Board of Education each time we enter into a contract or when they are renewed. This request is intended to cover those smaller software applications used by individual teachers and students at our school sites. It's unrealistic to have each campus request Board approval for every software license purchase. Therefore, we have created a master list of software licenses and web-based memberships that were purchased last fiscal year for approval in this fiscal year. Technology will continue to update this list and bring it before the Board of Education for approval annually.

Fiscal Impact:
The funding sources will vary. However, these applications are being funded through site or department discretionary dollars, categorical funding or gifts and donations.

Recommendation:
Robyn Anders, Director of Instructional Technology & Accountability, recommends that the Board of Education approve the District Software Licenses for the 2025-2026 and 2026-2027 school years, as presented.

edmentum™

Date:	04/08/2025
Order Number:	Q-692349
Revision:	1
Order Form Expiration Date:	06/30/2025

ORDER FORM

Orders Under $25,000.00 may pay by Credit Card:
Call 214.294.9901 or e-mail creditcardprocessing@edmentum.com

Customer and Billing Address

Customer No.: 225139
Customer Name: Burbank Unified School Dist
Billing Address: 1900 W Olive Ave
Burbank, CA 91506-2438

Products and Services

Burbank Unified School Dist

Products	Qty	License Start Date	License End Date	License Term (Months)
Apex Learning Courses: Unlimited enrollments for all students district wide	1	07/01/2025	06/30/2027	24
Courseware for Apex: CTE & Electives Library - Program License	100	07/01/2025	06/30/2027	24
Customer Success Services	1	07/01/2025	06/30/2026	12
Customer Success Services	1	07/01/2026	06/30/2027	12

Burbank Unified School Dist Subtotal: $237,208.00

Total US Funds: $237,208.00

This Order shall have an effective date ("Effective Date") which is the earlier of (a) the date we accept your signed Order Form or (b) the initial License Start Date, if any, applicable to the products listed in the order summary above ("Order Summary") and shall remain in effect through the end of the Term.

To the extent this Order includes Purchases of Enrollment Products, they are governed by the terms and conditions listed in Appendix A. For all other products, unless otherwise specified in the Order Summary, the Start Date for your software subscription license(s) will be the date on which we have accepted your order and have issued log-in credentials. In the case of a purchase for multiple successive subscription licenses, the Start Date for each successive subscription will be the day immediately following the License Term expiration of the preceding license subscription.
*** Services purchased are valid for an annual term. Any service offering that is not used during the applicable term will expire and cannot be carried over or used in subsequent periods.

Taxes

Prices shown above do not include any state and local taxes that may apply. Any such taxes are the responsibility of the Customer and will appear on the final invoice. If the contracting entity is exempt from sales tax, please send the applicable tax exemption certificate to orders@edmentum.com or attach the certificate to this order form in the Signature section. We reserve the right to pursue collections to the fullest extent permitted by law for sales taxes that have been charged on invoices submitted prior to our receipt of a valid tax exemption certificate.

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Date:	04/08/2025
Order Number:	Q-692349
Revision:	1
Order Form Expiration Date:	06/30/2025

ORDER FORM

Orders Under $25,000.00 may pay by Credit Card:
Call 214.294.9901 or e-mail creditcardprocessing@edmentum.com

Invoicing and Payment Terms

The total amount in the Order Summary will be invoiced on the Effective Date.

You agree to pay all invoices within 15 days of receipt. Although we will generally not invoice you until after you enroll, use, or access, we reserve the right to immediately invoice you for any services you purchase.

Terms and Conditions

For the purposes of this Order Form, "you" and "your" refer to Customer, and "we", "us" and "our" refer to Edmentum Inc. and affiliates.

This Order Form and any documents it incorporates (including the Standard Purchase and License Terms located at http://www.edmentum.com/standardterms and the documents it references) form the entire agreement between you and us ("Agreement"). You acknowledge that any terms and conditions in your purchase order or any other documents you provide that enhance our obligations or restrictions or contradict the Agreement do not have force and effect. If this Agreement includes Professional Services, they are more fully described herein, in the Standard Terms and/or on an attached Statement of Work.

Purchase Order

This Agreement is non-cancellable. You will submit a purchase order to us for the full amount of this Order Form or, if applicable, for the amount listed on the first payment due date in Invoicing and Payment Terms, followed by additional purchase orders according to the Invoicing and Payment Terms. Your Order will not be scheduled for delivery until a conforming purchase order referencing this Order Form is submitted.

To the extent applicable, you will submit additional purchase orders ("Subsequent Purchase Orders") within ten (10) days of our notice to you that your Enrollment Products Purchases, in the aggregate, have exceeded the amount identified in the Initial Purchase Order for such products. If we waive a Subsequent Purchase Order requirement, you agree to pay the amounts identified on our invoice.

Acceptance

This offer will expire on the Order Form Expiration Date noted above unless we earlier withdraw or extend the offer in writing.

I represent that I have read the terms and conditions included in this Agreement, that I am authorized to accept this offer and the Agreement's terms and conditions on behalf of the customer identified above and that I do accept this offer on behalf of the customer who agrees to adhere to the Agreement's terms and conditions. To the extent that either parties process does not require that I execute this Order Form, I accept, acknowledge and agree to the terms and conditions identified in and referenced in this Agreement as signified by my receipt, use or access of the products and/or services identified.

Invoice Contact Information – Please Provide Your Finance Dept Contact Information

First Name:

Last Name:

Email Address:

edmentum™

Date:	04/08/2025
Order Number:	Q-692349
Revision:	1
Order Form Expiration Date:	06/30/2025

ORDER FORM

Orders Under $25,000.00 may pay by Credit Card:
Call 214.294.9901 or e-mail creditcardprocessing@edmentum.com

Customer Signature _____

Name (Printed or Typed) _____

Title _____

Date _____

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Oscar Macias, Assistant Superintendent, Instructional Services
PREPARED BY:	Peggy Flynn, Director of Arts and Career Technical Education
SUBMITTED BY:	Stephanie Beauregard, Administrative Secretary II
DATE:	May 1, 2025
SUBJECT:	Ratification of the K-12 Strong Workforce Grants 2024-2025 (Round 7)

Background:
The Burbank Unified School District (BUSD) has been awarded two K-12 Strong Workforce Program (SWP) grants to support Career Technical Education (CTE) initiatives. These grants were awarded in partnership with Glendale Community College and Los Angeles Valley College and are intended to expand access to career pathways and dual enrollment opportunities for district students. The funding will support student advisement and provide updated instructional materials and technology for various CTE pathways, including:

- Arts, Media & Entertainment
- Building & Construction Trades
- Hospitality, Tourism & Recreation
- Transportation
- Medical - National Academy Foundation (NAF)
- Business - NAF
- Engineering - NAF

These grants are intended to supplement—not replace—existing funding and aim to enhance collaboration between K-12 districts and community colleges, ultimately expanding student opportunities in CTE programs.

Rancho Santiago Community College District serves as the fiscal agent for this grant.

Discussion/Issues:
BUSD received a total of $610,169 in Strong Workforce Program funding:

- $237,139 allocated for partnership work with Los Angeles Valley College
- $373,030 allocated for partnership work with Glendale Community College

Success metrics for this grant, as defined by both BUSD and the California Community Colleges Chancellor's Office (CCCCO), include the number of high school students who:

- Complete two or more courses in the same program of study
- Earn early college credit, participate in work-based learning, or obtain third-party certifications
- Graduate from high school
- Enroll in a California Community College within one year of graduation
- Attain a California Community College certificate, degree, or journeyman status
- Complete nine or more college units during their first year of enrollment

BUSD will be required to submit semiannual expenditure reports throughout the grant period.

Fiscal Impact:
Burbank Unified School District has been awarded $610,169 in total grant funding.

Recommendation:
Oscar Macias, Assistant Superintendent of Instructional Services, recommends that the Board of Education ratify the K-12 Strong Workforce Grant, supporting career pathways and dual enrollment opportunities, effective January 1, 2025 through June 30, 2027, and authorize execution of the agreement in accordance with BUSD-AR 3314, as presented.

GRANT SUB-AGREEMENT BETWEEN PASADENA AREA COMMUNITY COLLEGE DISTRICT AND BURBANK UNIFIED SCHOOL DISTRICT

LA-25 Burbank USD: Pathway Expansion-GCC

This grant sub-agreement (hereinafter "Agreement") is entered into on this 1st day of January, 2025, between Pasadena Area Community College District (hereinafter "PACCD") and **Burbank Unified School District** (hereinafter "SUBCONTRACTOR"). PACCD and SUBCONTRACTOR may be referred to individually as a "Party" and collectively as the "Parties" in this Agreement.

WHEREAS, PACCD was selected to serve as the Fiscal Agent for the **K12 Strong Workforce Program Pathway Improvement – Round 7 2024/2025 Funds** for Los Angeles County, (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, PACCD 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 **January 1, 2025** through **June 30, 2027 (30 Months).**

3. Total Cost
   The total cost to PACCD for performance of this Agreement shall not exceed **$373,030.00**

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 PACCD, 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 **70%** and a progress payment of **30%**. 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 the advance invoice for up to 70% of the total award via the appropriate Google Form (https://forms.gle/i4kobYzgLCgcYkE88) with a copy of the fully executed agreement. Final payment for the remaining 30% will be issued once the final closeout packet and reporting has been approved by PACCD.

6. Reporting
SUBCONTRACTOR will provide reports as requested or required by the PRIME SPONSOR, in a timely manner. PACCD 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 PACCD 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 PACCD, nor shall its employees be entitled to any personnel benefits of PACCD 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 PACCD 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 PACCD, 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 PACCD, 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 PACCD 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 PACCD Board of Trustees each fiscal year this Agreement remains in effect. In the event that such funding is terminated or reduced, PACCD shall provide SUBCONTRACTOR with written notification of such determination, and PACCD 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 PACCD 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, PACCD 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 PACCD 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:

PACCD: **Primary Contact**:
Pasadena Area Community College District
Dr. Narineh Makijan, Chair & AVP, Los Angeles Regional Consortium
Pasadena City College 1570 E. Colorado Blvd, Freeman Center
Pasadena, CA 91106-2003
(626) 585-7304, nmakijan@pasadena.edu

Fiscal Representative:
Pasadena Area Community College District
Jessie F. Wang, CPA, CGMA, CITP, MBA
Chief Fiscal Services Officer/CFO
Pasadena City College 1570 E. Colorado Blvd, C241
Pasadena, CA 91106-2003
(626) 585-3094, jfwang@pasadena.edu

SUBCONTRACTOR:

Primary Contact:

Name: Peggy Flynn
Title: Coordinator, Arts & CTE
Address: 1900 West Olive Avenue Burbank, Ca. 91506-2438
Phone:
Email: Peggyflynn@burbankusd.org

Fiscal Representative:

Name: Andrew Cantwell
Title: Assistant Superintendent Administrative Services
Address: 1900 West Olive Avenue Burbank, Ca. 91506-2438
Phone: 818-729-4400 ext. 44473
Email: andrewcantwell@burbankusd.org

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, PACCD 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 PACCD 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.

PASADENA AREA COMMUNITY COLLEGE DISTRICT

By: _____

Name: Darlene Inda

Title: Executive Director, Business and Administrative Services

Date: _____

Board Approval Date:

February 12, 2025.

BURBANK UNIFIED SCHOOL DISTRICT

By: _____

Name: Peggy Flynn

Title: Director of Arts and CTE

Date: Mar 3, 2025

List of Exhibits

Exhibit A: LA-25 Burbank USD: Pathway Expansion-GCC - Certified

Exhibit B: Intent to Award Memo from the Chancellor's Office – **N/A**

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

GRANT SUB-AGREEMENT BETWEEN PASADENA AREA COMMUNITY COLLEGE DISTRICT AND BURBANK UNIFIED SCHOOL DISTRICT

LA-25 Burbank USD: Pathway Expansion-LAVC

This grant sub-agreement (hereinafter "Agreement") is entered into on this 1st day of January, 2025, between Pasadena Area Community College District (hereinafter "PACCD") and **Burbank Unified School District** (hereinafter "SUBCONTRACTOR"). PACCD and SUBCONTRACTOR may be referred to individually as a "Party" and collectively as the "Parties" in this Agreement.

WHEREAS, PACCD was selected to serve as the Fiscal Agent for the **K12 Strong Workforce Program Pathway Improvement – Round 7 2024/2025 Funds** for Los Angeles County, (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, PACCD 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 **January 1, 2025** through **June 30, 2027 (30 Months).**

3. Total Cost
   The total cost to PACCD for performance of this Agreement shall not exceed **$237,139.00**

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 PACCD, 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 **70%** and a progress payment of **30%**. 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 the advance invoice for up to 70% of the total award via the appropriate Google Form (https://forms.gle/i4kobYzgLCgcYkE88) with a copy of the fully executed agreement. Final payment for the remaining 30% will be issued once the final closeout packet and reporting has been approved by PACCD.

6. Reporting
SUBCONTRACTOR will provide reports as requested or required by the PRIME SPONSOR, in a timely manner. PACCD 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 PACCD 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.

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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.

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

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Chief Fiscal Services Officer/CFO
Pasadena City College 1570 E. Colorado Blvd, C241
Pasadena, CA 91106-2003
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Primary Contact:
Name: Peggy Flynn
Title: Coordinator, Arts & CTE
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Email: Peggyflynn@burbankusd.org

Fiscal Representative:
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Phone: 818-729-4400 ext. 44473
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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.

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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.

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1. Legal Terms and Conditions
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This Agreement represents the entire understanding between PACCD 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.

PASADENA AREA COMMUNITY COLLEGE DISTRICT

By: _____

Name: Darlene Inda

Title: Executive Director, Business and Administrative Services

Date: _____

Board Approval Date:

February 12, 2025.

BURBANK UNIFIED SCHOOL DISTRICT

By: _____

Name: Peggy Flynn

Title: Director of Arts and CTE

Date: Mar 3, 2025

List of Exhibits

Exhibit A: LA-25 Burbank USD: Pathway Expansion-LAVC - Certified

Exhibit B: Intent to Award Memo from the Chancellor's Office – **N/A**

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

Burbank Unified School District Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Dr. Peter Knapik, Assistant Superintendent, Educational Services
PREPARED BY:	Lori Schleinkofer, Program Specialist, WorkAbility/We Can Work Program
SUBMITTED BY:	Stephanie Beauregard, Administrative Secretary II
DATE:	May 1, 2025
SUBJECT:	Approval of Contract for California for Department of Rehabilitation Services

Background:

The Workforce Innovation and Opportunity Act (WIOA) is an amendment and reauthorization of the United States Government's Workforce Investment Act of 1998, which provided support to the nation's primary programs and investments in employment services, workforce development, adult education and vocational rehabilitation services. The California Department of Rehabilitation (DOR) is the government agency that provides employment and independent living resources for California residents with disabilities.

The Federal WIOA requires that the State DOR provide pre-employment transition services to high school students with disabilities (ages 16-21). There are two contract options available through DOR's Cooperative Contract Department :

- Case Service Contract (CSC): We Can Work Contract (WCW) - current contract expiring on 6/30/25
- Third Party Cooperative Agreement (TPCA): Transition Partnership Program Contract (TPP) - new agreement, beginning on 7/1/25

BUSD has had a WCW Contract with DOR since 2016, where funding was limited to the provision of only 1 service (work-based learning experiences) and staff to train and place students in work-based learning experiences.

BUSD's We Can Work 3 year contract expires on 6/30/2025. As BUSD's We Can Work Program has grown significantly over the past few years, a more comprehensive program agreement (TPP) was offered to BUSD for the next 3 years which provides 3 services to students instead of only 1 service. This TPP will provide services to students in the following 3 areas: 1) job exploration counseling, 2) workplace readiness training, and 3) work-based learning experiences. The TPP will also fund staff to teach, train and place students, and operating expenses for the TPP Program.

In a TPP Program, BUSD contributes match funding, which in turn leverages federal funding to support the provision of services through the contract. In this case, the match portion would be through a certified time match, not a cash match. BUSD expenditures on FACTS (Foothill Area Community Transition Services) personnel will constitute the certified time match.

Fiscal Impact

Below is more detail on the proposed move to a Transition Partnership Program from a We Can Work Contract with DOR.

DOR's funding amount for BUSD's program is projected to increase by $186.1k in the 2025-26 school year:

	2024-25 (Current WCW)	2025-26 (Proposed TPP)	2026-27 (Proposed TPP)	2027-28 (Proposed TPP)
Personnel	$119.3k (DOR funds 40% of staff wages in WCW)	$243.2k (DOR now funds 85%-92% of staff wages in TPP)	$251.4k (DOR now funds 85%-92% of staff wages in TPP)	$259.8k (DOR now funds 85%-92% of staff wages in TPP)
Student Wages	$276.3k	$276.3k (DOR confirmed BUSD can exceed base case estimate of $99.3k by 200%, see Appendix A)	$276.3k (DOR confirmed BUSD can exceed base case estimate of $99.3k by 200%, see Appendix A)	$276.3k (DOR confirmed BUSD can exceed base case estimate of $99.3k by 200%, see Appendix A)
Student Support Dollars (transportation/clothing/fingerprinting/food handler's licenses)	-	$20.3k	$20.3k	$20.3k
Operating Expenses	-	$41.9k	$33.7k	$25.3k
Total Budget	$395.6k	$581.7k	$581.7k	$581.7k
Increase ($)	-	***$186.1k***	-	-
Increase (%)	-	***+47%***	-	-
One-Time Reallotment Money (PAES System for FACTS Students and Junior Achievement Curriculum/Trip)	$60.9k	-	-	-
Total Budget	$456.5k	$581.7k	$581.7k	$581.7k
Highlights	141 students	145 students -BUSD saves money on personnel -BUSD has additional funding for operating expenses (including office supplies, instructional materials, postage/printing, transportation, and technology) -Frees up WorkAbility Funds, which could be used for additional student wages (including 15 year olds not allowed under the DOR contract) and staff wages		

Note: Student wages are now paid separately out of DOR Case Service Dollars. DOR has estimated a base amount of Case Service Dollars of $99.3k; however, **they have confirmed in writing that BUSD is allowed to exceed that amount,** and that other programs have overspent DOR Case Service Dollars by 150%, 200%, etc. in the past (see Appendix A). Therefore forecasts included in the table above assume student wages do not change year over year.

Furthermore, the new TPP contract frees up $123.9k in personnel expenses from the WorkAbility grant.

These monies could be utilized to contribute to student wages as well if needed. **This new TPP contract removes the WCW contract provision of a 40%/60% DOR/WorkAbility staff wage split that would have caused program expenditures to exceed allowable program expenditures as of 2025-2026.**

Certified Time Match

The certified time match is calculated as follows for FY 2025-26, 2026-27, and 2027-28:

DOR Projected Program Costs:

DOR Rehabilitation Team	$165.6k
Minimum Case Service Dollars (includes BUSD student wages: may be exceeded by 200% per DOR, see Appendix A)	$99.3k
Total DOR Program Projected Costs	$264.9k
Student Services Budget (includes BUSD Personnel, Student Support Dollars, and Operating Expenses)	$305.4k
Total Estimated Federal Costs	$570.2k (75% of Total Contract Size)

BUSD Program Costs (certified time match):

BUSD Certified Time Match (37% of wages of 2 FACTS teachers and 4 FACTS assistants)	$190.1k (25% of Total Contract Size)

Total Contract Size: $760.3k

Discussion/Issues:

The Burbank Unified School District's Special Education Department has maintained an ongoing relationship with its regional California DOR office to provide linkages to adult service agencies for students with disabilities who are in the process of exiting the public school system. The Special Education Department has had a contract with DOR for the "We Can Work" Program since March 17, 2016. This memo proposes changing that relationship to a "Transition Partnership Program", the more typical contract structure for a program the size of BUSD's program. This agreement will allot funding to build a more comprehensive program to provide expanded services and resources to BUSD students.

The contract focuses specifically on the provision of the following 3 services: job exploration counseling, workplace readiness training, and work-based learning experiences through direct work placements. Under this model, students with disabilities (ages 16-21) would be referred to the TPP with the expectation that this

suite of services will be provided during their sophomore, junior, and senior years of high school through a contractual agreement. Curricular funding is provided to assist with training in required areas.

Job exploration counseling and workplace readiness training are required preparation for all students participating in work-based learning experiences. Work placements are short-term placements (either on or off campus) and student performance at the work environment is monitored and reported. Reports will be provided monthly to DOR regarding time spent per student on each service. The work-based learning experiences may include:

- Paid internships/work experiences
- Summer work experience
- Work exploration and job shadowing

BUSD students (DOR clients) may participate in more than one work experience situation. These work experiences are intended to be temporary placements to gain experience in the workplace. The work experiences may also result in the development of vocational direction, appropriate work attitudes, ethical behavior, interpersonal skills, task-speed and accuracy, and some occupational skills.

Initial eligibility for the TPP is based on the following criteria:

- The student must have a documented disability (documented with an IEP or a 504 Plan)
- The student must express a desire to participate in (and be available for) a work experience opportunity
- The student must meet eligibility requirements to obtain a work permit
- The student must meet program requirements regarding attendance, discipline, and grades

The referral process for the TPP includes the following steps:

- Staff will identify students who are eligible for the program
- Staff will refer those who are eligible for work experience services to DOR
- Once all releases are signed, BUSD staff confirms student disability information to DOR to justify inclusion of a student in the program

Even with the base case student wages scenario (which DOR confirmed can be exceeded) the current proposed TPP agreement accounts for $404.7k, $9.1k more in funding over the prior contract. Our program has grown significantly over the past couple years. We exceeded our goal for the 2023-2024 Fiscal Year with 138 students placed (115 goal). In 2024-25, the active participant goal was raised to align with achievable unduplicated participants (125 goal for FY 24-25). The new TPP identifies 130 unduplicated participants as the new goal for FY 25-26, 26-27 & 27-28, however, this encompasses the 3 separate services. Each service only has an unduplicated participant goal of 115 in the TPP (i.e. some students will receive workplace readiness training but not job placements).

We estimate that 141 students with disabilities will be placed in work experiences in 2024-25. This contract raises the annual goal for active participants in any service to a combined service participant goal of 130. This is a feasible goal.

Job Placements for Students with Disabilities

Number of Students Placed	ACTUAL 2020-21	ACTUAL 2021-22	ACTUAL 2022-23	ACTUAL 2023-24	ESTIMATED 2024-25	*FORECAST 2025-26*	*FORECAST 2026-27*	*FORECAST 2027-28*
IEP Students	19	96	103	110	103	105	105	105
504 Students	0	0	7	28	38	40	40	40
Total	19	96	110	138	141	145	145	145
Growth (%)	na	na	15%	25%	2%	3%	-	-

DOR Active Participant Goals: Current and Proposed Contract

Active Participant Goals	WCW 2022-23	WCW 2023-24	WCW 2024-25	TPP 2025-26	TPP 2026-27	TPP 2027-28
Current and Proposed Contract	68	115	125	**130**	**130**	**130**

Funding Growth Chart

	WCW 2022-23	WCW 2023-24	WCW 2024-25	TPP 2025-26	TPP 2026-27	TPP 2027-28
Funding available through DOR Contract	$173.4k	$348.1k (+ 1 time reallotment $12.5k) Total: $360.6k	$395.6k (+ 1 time reallotment $60.9k) Total: $456.5k	Estimated $581.7k	Estimated $581.7k	Estimated$581.7k
Growth (%)	-	100.7%	13.6%	47.0%	-	-

Contract Provisions:

Participants:

- **Current WCW Contract:** For the fiscal year 2024-25, **125** students respectively will be served and provided the opportunity to participate in paid work experience. Work experience hours are expected to average up to 300 hours per student.

- **New 3-year TPP Contract:** For fiscal years 2025-26, 2026-27, and 2027-28, **130** students will be served and provided the opportunity to participate in job counseling, workplace readiness training and/or paid work based learning experiences. Work experience hours are expected to average up to 300 hours per student.

Funding:

- **Current WCW Contract:** Funding for the fiscal year 2024-25 for staff and student wages is **$395.6k** with 70% dedicated to student salaries and 30% dedicated to staff salaries. No operating expenses are included in the contract.

- **New 3-year TPP Contract:**
    - **Base Case Student Wages:** Funding for fiscal years 2025-26, 2026-27, and 2027-28 is $305.4k for staff & operating expenses and a base case $99.3k of student wages (which can be exceeded by over 200% per DOR, see Appendix A). Together this totals **$404.7k, an increase of $9.1k or 2% over the current WCW contract**.
    - **Expected Student Wages:** Funding for fiscal years 2025-26, 2026-27, and 2027-28 mirroring last year's student wages combined with staff & operating expenses totals **$581.7k, and increase of $186.1k or 47% over the current WCW contract**.
    - Additionally, the TPP frees up $123.9k, $132.1k, and $140.5k respectively for 2025-26, 2026-27, and 2027-28 of WorkAbility funding, which can be attributed to student wages if needed.

Percent of Staff Wages Funded:

- **Current WCW Contract:** The current contract for the fiscal year 2024-25 covers 40% of the following staff wages: Work Experience Service Coordinator I & II. The current contract for the 2024-25 fiscal year covers 100% of the following staff wages: Deaf and Hard of Hearing (DHH) Work Experience Service Coordinator, Work Experience Service Coordinator I & II (summer).

- **New 3-year TPP Contract:** For 2025-26, 2026-27, and 2027-28, the new contract covers **85%** of the Work Experience Service Coordinator I wages, **92%** of the Work Experience Service Coordinator II wages and 100% of the following staff wages: Deaf and Hard of Hearing (DHH) Work Experience Service Coordinator, Work Experience Service Coordinator I & II (summer).

Recommendation:

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the contract between Burbank Unified School District and the State of California Department of Rehabilitation Services for the purpose of work experience, workplace readiness training, and job exploration counseling for identified students in the "Transition Partnership Program" for estimated total funding for fiscal years 2025-26, 2026-27 and 2027-28 of $581.7k per year effective July 1, 2025 through June 30, 2028, and that authority to sign the agreement be exercised pursuant to BUSD-AR3314, as presented.

APPENDIX A: Communications from DOR Regarding Case Service Dollars Overflow

From: Boothby, Douglas R@DOR <Douglas.Boothby@dor.ca.gov>
Sent: Friday, April 11, 2025 3:24 PM
To: Lori Schleinkofer <LoriSchleinkofer@burbankusd.org>; Chavira, Veronica@DOR <Veronica.Chavira@dor.ca.gov>
Subject: RE: Cooperative Contract New Program Approval

Hi Lori,

I attempted to call you to discuss your questions below but was unable to connect with you. As you may be aware the contract is based upon the reimbursement model where you will request reimbursement for actual costs incurred. As you may already know the service budget no matter if it is the WCW or TPP service budget has a finite amount of funding allocated and available for reimbursement.

With your current WCW contract all expenditures requested to be reimbursed (including personnel and student wage costs) are all invoiced on the service invoice and all funds reimbursed in your WCW contract are based upon the finite amount of funds available in your service budget for that FY.

Unlike the WCW contract, a TPP contract has a DOR Budget which contains case service funds used to reimburse a program for approved case service expenditures (e.g. Student Wages) that have been pre-authorized by the DOR staff through an authorization process (not to be confused with an authorizing case note which is a separate item all together).

TPP case service expenditures that have been pre-approved by the DOR counselor and requested for reimbursement are invoiced using a separate invoice mechanism and are unlike your WCW contract **are not** billed on the 801B DOR Student Services invoice. As mentioned above the funding from for the approved case service expenditures requested for reimbursement comes from the "DOR" budget and there is **not a finite amount of funding available for these pre-approved authorized potential case service fund expenditures as they come from the DOR budget**. Please keep in mind that case service fund expenditures are individually approved and authorized by the DOR counselor for each participant.

I am happy to further discuss on a phone call if that is helpful to clarify any other questions you may have. It is understandable that the shift from a WCW contract to a TPP contract has many many differences are Veronica and I are here to assist.

Thank You,

Doug Boothby
Cooperative Programs Specialist
Cooperative Programs Section (Coops)
(916) 558-5415
Douglas.Boothby@dor.ca.gov



From: Jones, Patricia (Patty)@DOR <PatriciaPatty.Jones@dor.ca.gov>
Sent: Thursday, January 16, 2025 4:03 PM
To: Lori Schleinkofer <LoriSchleinkofer@burbankusd.org>
Cc: Chavira, Veronica@DOR <Veronica.Chavira@dor.ca.gov>
Subject: FW: Cooperative Contract New Program Approval

Hello Lori,

I am following up on this email to clarify the purpose of the Case Service Dollars ($119,534) provided in the approval of funding letter from Cooperative Programs section Chief, Sarah Candee, this week. Case Service Dollars is funding set aside specifically for the participants of your program which actually sits on the DOR budgetary side of the cooperative contract. Your contract provides match which draws down federal funding and a portion of that is set aside for use of student wages or other necessities not covered by your contract. As a partner, **DOR will continue to provide these services once the $119,534 identified in your contract has been exhausted. This is the one budget in the contract where partners are allowed to exceed the identified funds.**

I hope this helps clarify and would be happy to answer any further questions you may have regarding your contract.

Kindly,
Patty Jones
Staff Services Manager I



Cooperative Programs Section
721 Capitol Mall
Sacramento, CA 95814
(916)558-5430
Patriciapatty.jones@dor.ca.gov

From: Williams, Katelynn@DOR <Katelynn.Williams@dor.ca.gov>
Sent: Friday, June 28, 2024 8:33 AM
To: Lori Schleinkofer <LoriSchleinkofer@burbankusd.org>; Chavira, Veronica@DOR <Veronica.Chavira@dor.ca.gov>
Cc: Salinas, Sylvia@DOR <Sylvia.Salinas@dor.ca.gov>
Subject: RE: TPP vs. WCW

Hi Lori,

This is great news about a potential TPP with your district, I wasn't sure if Veronica or Sylvia had had a chance to respond, so I provided additional comment to some of your questions below in blue. Let me know if you have any additional questions.

Thanks

Warm Regards,
Katelynn Williams-Norman, M.S.
Pronouns: She/Her/Hers
Acting Chief/Staff Services Manager II
Cooperative Programs Section
721 Capitol Mall
Sacramento, California 95814
Office: (916) 558-5426
Katelynn.Williams@dor.ca.gov

From: Lori Schleinkofer <LoriSchleinkofer@burbankusd.org>
Sent: Wednesday, June 19, 2024 4:36 PM
To: Chavira, Veronica@DOR <Veronica.Chavira@dor.ca.gov>
Cc: Salinas, Sylvia@DOR <Sylvia.Salinas@dor.ca.gov>; Williams, Katelynn@DOR <Katelynn.Williams@dor.ca.gov>
Subject: Re: TPP vs. WCW

Hello everyone,
Good afternoon!

I also had one more question: this coming year, we have budgeted to pay $276.3k in student wages.

If we were to do the TPP contract with the following elements: $550k total divided up as $275k each between DOR Budget and BUSD Program Service Budget, would we still be capable of paying students $276.3k in student wages? **Yes because the pot of funds that is the case service dollars does have an allocated amount associated, however it comes out of DOR base funding so you are able to spend outside that allocation. I.e. we have programs that have been 150% or 200% overspent in the past, it's really more of an estimate of what we anticipate spending.** Despite the fact that it is larger than the entire $275k allotted for the DOR Budget for Rehab Team, Case Service Funds, and the Case Services Contract?

Thanks so much for your clarification.

Best regards,
Lori

SCO ID: 5160-32978

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES
STANDARD AGREEMENT
STD 213 (Rev. 04/2020)

AGREEMENT NUMBER	PURCHASING AUTHORITY NUMBER (If Applicable)
32978	

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME
Department of Rehabilitation

CONTRACTOR NAME
Burbank Unified School District

2. The term of this Agreement is:

START DATE
July 1, 2025 or upon approval whichever date is later

THROUGH END DATE
June 30, 2028

3. The maximum amount of this Agreement is:
$916,050.00

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

	Exhibits	Title	Pages
	Exhibit A	Coversheet	1
	Exhibit A.1	Contractor's Description of Services/Deliverables	6
	Exhibit B	Budget Detail and Payment Provisions	4
+ -	Exhibit B.1	Contractor's Program Budget(s) and Narrative(s)	13
+ -	Exhibit C	General Terms and Conditions (GTC 2/2025)	1
+ -	Exhibit D	Special Terms and Conditions	7
+ -	Exhibit E	Additional Provisions - Federally Funded Agreements	3
+ -	Exhibit F	Additional Provisions - TPCA	3
+ -	Exhibit G	Additional Provisions-- Contract Monitoring and Reporting	1

Items shown with an asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto.
These documents can be viewed at https://www.dgs.ca.gov/OLS/Resources

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

CONTRACTOR

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)
Burbank Unified School District

CONTRACTOR BUSINESS ADDRESS	CITY	STATE	ZIP
1900 W. Olive Ave.	Burbank	CA	91506

PRINTED NAME OF PERSON SIGNING	TITLE

CONTRACTOR AUTHORIZED SIGNATURE	DATE SIGNED

SCO ID: 5160-32978

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES
STANDARD AGREEMENT
STD 213 (Rev. 04/2020)

AGREEMENT NUMBER	PURCHASING AUTHORITY NUMBER (If Applicable)
32978	

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME			
Department of Rehabilitation			
CONTRACTING AGENCY ADDRESS	CITY	STATE	ZIP
721 Capitol Mall, 6th Floor	Sacramento	CA	95814
PRINTED NAME OF PERSON SIGNING	TITLE		
Linda Vu	Chief		
CONTRACTING AGENCY AUTHORIZED SIGNATURE	DATE SIGNED		
CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL	EXEMPTION (If Applicable)		

STATE OF CALIFORNIA

GRANT/CONTRACT SIGNATURE AUTHORIZATION

DR 325 (Rev. 12/98) Computer Generated

DEPARTMENT OF REHABILITATION

GRANTEE/CONTRACTOR:	SUBGRANTEE/CONTRACTEE: (Legal Corporation/Public Agency Name & Address)
STATE OF CALIFORNIA Department of Rehabilitation 721 Capitol Mall Sacramento, California 95814	

The following persons are authorized to request reimbursement of expenses incurred as a result of the agreement between the Grantee/Contractor and Subgrantee/Contractee named above:

Signature	Name (Please Type or Print)	Title (Please Type or Print)
✍		
Signature	Name (Please Type or Print)	Title (Please Type or Print)
✍		
Signature	Name (Please Type or Print)	Title (Please Type or Print)
✍		
Signature	Name (Please Type or Print)	Title (Please Type or Print)
✍		

I hereby delegate authority to request reimbursement of expenses as shown above.

Authorized Signature per Board Resolution	Name (Please Type or Print)	Date Signed
✍		

STATE OF CALIFORNIA
BOARD RESOLUTION
DR 324 (Rev 9/2011)

DEPARTMENT OF REHABILITATION

FULL Name of Corporation or Public Agency

WHEREAS, the Board of Directors or Board of Trustees of the above-named corporation or public agency has read the proposed agreement between State of California, Department of Rehabilitation (DOR), and above-named corporation or public agency and said Board of Directors or Board of Trustees acknowledges the benefits and responsibilities to be shared by both parties to said agreement.

NOW, THEREFORE, BE IT RESOLVED that said Board of Directors or Board of Trustees does hereby authorize the following person/position

Name/Position of Person Authorized to Sign Agreement

of the above-named corporation or public agency on behalf of the corporation or public agency to sign and execute any and all documents required by DOR to effectuate the execution of said Agreement and all amendments. This authorization shall remain in effect until the expiration of the contract and shall automatically expire at that time, unless earlier revoked or extended by the Board of Directors.

CERTIFICATION

I, the Recording Secretary named below, hereby certify that the foregoing resolution was duly and regularly adopted by the Board of Directors or Board of Trustees of above-named corporation or public agency at a meeting of said Board regularly called and convened at which a quorum of said Board of Directors or Board of Trustees was present and voting, and that said resolution was adopted by a vote of the majority of all Directors or Trustees present at said meeting.

IN WITNESS WHEREOF, I have hereunto set my hand as Recording Secretary of said corporation or public agency.

Address Where Board Meeting Held

Date of Board Meeting	Signature of Recording Secretary	Date Signed
	✍	

STATE OF CALIFORNIA
CALIFORNIA CIVIL RIGHTS LAWS ATTACHMENT
DGS OLS 04 (Rev. 01/17)

DEPARTMENT OF GENERAL SERVICES
OFFICE OF LEGAL SERVICES

Pursuant to Public Contract Code section 2010, a person that submits a bid or proposal to, or otherwise proposes to enter into or renew a contract with, a state agency with respect to any contract in the amount of $100,000 or above shall certify, under penalty of perjury, at the time the bid or proposal is submitted or the contract is renewed, all of the following:

1. CALIFORNIA CIVIL RIGHTS LAWS: For contracts executed or renewed after January 1, 2017, the contractor certifies compliance with the Unruh Civil Rights Act (Section 51 of the Civil Code) and the Fair Employment and Housing Act (Section 12960 of the Government Code); and

2. EMPLOYER DISCRIMINATORY POLICIES: For contracts executed or renewed after January 1, 2017, if a Contractor has an internal policy against a sovereign nation or peoples recognized by the United States government, the Contractor certifies that such policies are not used in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) or the Fair Employment and Housing Act (Section 12960 of the Government Code).

CERTIFICATION

I, the official named below, certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Proposer/Bidder Firm Name (Printed)	Federal ID Number

By (Authorized Signature)

Printed Name and Title of Person Signing

Executed in the County of	Executed in the State of

Date Executed

INSURANCE REQUIREMENTS

A. Commercial General Liability – Contractor shall maintain general liability on an occurrence form with limits not less than $1,000,000 per occurrence for bodily injury and property damage liability combined with a $2,000,000 annual policy aggregate. The policy shall include coverage for liabilities arising out of premises, operations, independent contractors, products, completed operations, personal & advertising injury, and liability assumed under an insured Agreement. This insurance shall apply separately to each insured against whom claim is made or suit is brought subject to the Contractor's limit of liability. The policy endorsement must include:

(Agency/Department Name), The State of California, its officers, agents, employees and servants as additional insured, but only with respect to work performed under the Agreement.

Endorsements must be physically attached to all requested certificates of insurance and not substituted by referring to such coverage on the certificate of insurance. The endorsement must be acceptable to the DGS Office of Risk and Insurance Management.

B. Automobile Liability **(If Applicable)** – For DOR consumers being provided transportation under said Agreement, the Contractor shall maintain motor vehicle liability with limits not less than $1,000,000 combined single limit per accident. Such insurance shall cover liability arising out of a motor vehicle including owned, hired and non-owned motor vehicles to include the following additional insurance coverage below:

- **For public schools and for-profit organizations:** Automobile Liability insurance must include Any-Auto, Hired-Autos, Non-Owned Autos, and any other auto used in performing services under the Agreement. For **seating capacity up to 7 people** (includes driver), the Contractor's certificate of insurance shall state a limit of liability of not less than **$1,000,000** per occurrence for bodily injury and property damage liability combined. For **seating capacity for 8 –15 people** (includes driver) the certificate of insurance shall state a limit of liability of not less than **$1,500,000** per occurrence for bodily injury and property damage liability combined. For **seating capacity for 16 passengers** or more the certificate of insurance shall state a limit of liability of not less than **$5,000,000** per occurrence for bodily injury and property damage liability combined.

- **For non-profit organizations:** Automobile Liability insurance must include Any-Auto, Hired-Autos, Non-Owned Autos, and any other auto used in performing services under the Agreement. For **seating capacity of up to 15 people** (includes driver) the certificate of insurance shall state a limit of liability of not less than **$1,000,000** per occurrence for bodily injury and property damage liability combined. For **seating capacity for 16 passengers** or more the certificate of insurance shall state a limit of liability of not less than **$5,000,000** per occurrence for bodily injury and property damage liability combined.

The same additional insured designation and endorsement required for general liability is to be provided for this coverage.

C. Workers Compensation and Employers Liability – Contractor shall maintain statutory worker's compensation and employer's liability coverage for all its employees who will be engaged in the performance of the Agreement. Employer's liability limits of $1,000,000 are required.

The workers' compensation policy shall contain a waiver of subrogation in favor of the State. The waiver of subrogation endorsement shall be provided.

D. Self-insurance - Contractor shall supply the consent letter of self-insurance or the Certificate of Consent to Self-Insure. The Waiver of Subrogation is not required.

EXAMPLE

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

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 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	CONTACT NAME: Jack Hill
Jack Hill Insurance Producers 505 East Lane Sacramento, CA 95630	PHONE (A/C, No, Ext): 916-256-5555 FAX (A/C, No): 916-376-5555 E-MAIL ADDRESS: jack.hill@jhprod.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: The Big Insurance Guys	12345
INSURER B: Insurance Pro's	67891
INSURER C: Workers Comp Solutions Insurance Company	24681
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
Acme Contractors
2123 Folsom Way
Folsom, CA 95630

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC	X		GL12345678	10/01/2016	10/01/2017	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 25,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
B	AUTOMOBILE LIABILITY ANY AUTO X ALL OWNED AUTOS X HIRED AUTOS SCHEDULED AUTOS X NON-OWNED AUTOS	X		BA12345678	10/01/2016	10/01/2017	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
	UMBRELLA LIAB X OCCUR X EXCESS LIAB CLAIMS-MADE DED RETENTION $			XS12345678	10/01/2016	10/01/2017	EACH OCCURRENCE AGGREGATE	$ 4,000,000 $ 4,000,000 $
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	Y	WC12345678	10/01/2016	10/01/2017	X WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The State of California, its officers, agents, and employees are additional insured per forms CG2026 and CA2048.

Waiver of Subrogation for Workers' Compensation endorsed per form WC000313.

Excess follows General and Auto Liability policies.

CERTIFICATE HOLDER

State of California
Department of Rehabilitation
Contracts Department
721 Capitol Mall
Sacramento, CA 95605

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

Jack Hill

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POLICY NUMBER: GL12345678

COMMERCIAL GENERAL LIABILITY
CG 20 26 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
State of California, its officers, agents, and employees
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

A. In the performance of your ongoing operations; or

B. In connection with your premises owned by or rented to you.

POLICY NUMBER: BA12345678

COMMERCIAL AUTO
CA 20 48 02 99

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED INSURED

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM
GARAGE COVERAGE FORM
MOTOR CARRIER COVERAGE FORM
TRUCKERS COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are "insureds" under the Who Is An Insured Provision of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

Endorsement Effective: 10/1/2016	Countersigned By: (Authorized Representative)
Named Insured: ACME Contractors	

SCHEDULE

Name of Person(s) or Organization(s):
State of California, its officers, agents, and employees

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to the endorsement.)

Each person or organization shown in the Schedule is an "insured" for Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured Provision contained in Section II of the Coverage Form.

WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY WC 00 03 13

(Ed. 4-84)

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule

State of California

Department of Rehabilitation

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement
Insured
ACME Contractors
Insurance Company
Grand Old Insurance Company

Effective Policy No.
WC12345678

Endorsement No.
Premium

Countersigned by

WC 00 03 13
(Ed. 4-84)

DEPARTMENT of REHABILITATION
Employment, Independence & Equality

Gavin Newsom, Governor

State of California
Health and Human Services Agency Department of Rehabilitation
Contracts & Procurement Section
721 Capitol Mall, 6th Floor
Sacramento, CA 95814

April 9, 2025

CONTRACT # 32978

Attached is your agreement with the Department of Rehabilitation.

Please return the required documents listed below to the following email address: Sabrina.pizzuti-johnson@dor.ca.gov. Please include your contract number in the subject line.

- **Electronically signed** Standard Agreement form (STD 213)
- **Electronically signed** Signature Authorization Form (DR325).
- **Electronically signed** Board Resolution Form (DR324).
- **Electronically signed** Contractor Certification Clauses (CCC 4/2017). The CCC package contains clauses and conditions that may apply to your agreement and to persons doing business with the State of California. Sign and return the first page of the current CCC. Failure to do will prohibit the State of California from doing business with your company.
- **Electronically signed** Unruh Civil Rights Act and the Fair Employment & Housing Act. This form must be received to execute the agreement.
- Current Certificate of General Liability Insurance and required endorsement. See Exhibit D for specific insurance requirements.
- Current Certificate of Worker's Compensation Insurance and required Waiver of Subrogation. See Exhibit D for specific insurance requirements.
- Current Certificate of Auto Liability Insurance and required endorsement (if applicable). See Exhibit D for specific insurance requirements.

This Agreement cannot be considered binding on either party until approved by appropriate authorized State Agencies. No services should be provided prior to approval, as the State is not obligated to make any payments on any agreement prior to final approval.

Expeditious handling of this Agreement is appreciated.

Please contact me at: Sabrina.pizzuti-johnson@dor.ca.gov if you have any questions.

Sincerely,

Sabrina Pizzuti-Johnson

Sabrina Pizzuti-Johnson
Contract Analyst
Contracts and Procurement Section

Enclosures
cc: Contract Administrator

CCC 04/2017

CERTIFICATION

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

Contractor/Bidder Firm Name (Printed)	*Federal ID Number*
By (Authorized Signature)	
Printed Name and Title of Person Signing	
Date Executed	*Executed in the County of*

CONTRACTOR CERTIFICATION CLAUSES

1. STATEMENT OF COMPLIANCE: Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 11102) (Not applicable to public entities.)

2. DRUG-FREE WORKPLACE REQUIREMENTS: Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

b. Establish a Drug-Free Awareness Program to inform employees about:

1) the dangers of drug abuse in the workplace;
2) the person's or organization's policy of maintaining a drug-free workplace;
3) any available counseling, rehabilitation and employee assistance programs; and,
4) penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed Agreement will:

1) receive a copy of the company's drug-free workplace policy statement; and,
2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the

certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

4. CONTRACTS FOR LEGAL SERVICES $50,000 OR MORE- PRO BONO REQUIREMENT: Contractor hereby certifies that Contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lessor of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

5. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

6. SWEATFREE CODE OF CONDUCT:

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at www.dir.ca.gov, and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations, or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

7. DOMESTIC PARTNERS: For contracts of $100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.3.

8. GENDER IDENTITY: For contracts of $100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.35.

DOING BUSINESS WITH THE STATE OF CALIFORNIA

The following laws apply to persons or entities doing business with the State of California.

1. CONFLICT OF INTEREST: Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code §10410):

1). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.

2). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code §10411):

1). For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.

2). For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

2. LABOR CODE/WORKERS' COMPENSATION: Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and

Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

3. AMERICANS WITH DISABILITIES ACT: Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

4. CONTRACTOR NAME CHANGE: An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.

c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

6. RESOLUTION: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

7. AIR OR WATER POLLUTION VIOLATION: Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

8. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other governmental entity.

EXHIBIT A
(Standard Agreement - Subvention)
Coversheet

1. PURPOSE

Third Party Cooperative Agreement

2. AUTHORITY

Law: 29 U.S.C. §§ 721(a)(3), 730, 731, and 733; California Welfare and Institutions Code sections 19008 and 19013.

Regulations: 34 C.F.R. 361.28

Assistance Listing Number: 84.126

3. CONTRACT ENTITIES

Organization	Dept. of Rehabilitation	Burbank Unified School District
Mailing Address	509 E. Montecito St. Suite 101 Santa Barbara, CA 93103	1900 W. Olive Ave. Burbank, CA 91506

4. DESCRIPTION OF SERVICES/DELIVERABLES

See attached program description – EXHIBIT A.1

EXHIBIT A.1
(Standard Agreement - Subvention)
Contractor's Description of Services/Deliverables
Burbank Unified School District
Transition Partnership Program (TPP)

SCOPE OF WORK

I. INTRODUCTION

This contract is between Burbank Unified School District (henceforth known as "Burbank USD" or "the Program"), which is a State or local public agency, and the California Department of Rehabilitation (DOR). This third-party cooperative agreement (TPCA) is designed to jointly serve the mutual unduplicated individuals and/or recipients of DOR services (henceforth referred to as 'participant') receiving services from the Program and DOR. Under this cooperative agreement, the Program will ensure that the services provided are not the customary or typical services provided by that Program but rather are new services that have a vocational rehabilitation focus or are existing services that have been modified, adapted, expanded, or reconfigured to have a vocational rehabilitation focus. Burbank USD staff will identify students with disabilities who may benefit from DOR Student Services and are enrolled in a district program at one of the following high school or adult transition program locations up to 3 years prior to exit from school: Burbank Adult School (including the FACTS Program), Burbank High School, John Burroughs High School, Magnolia Park High School and Monterey High School. Program staff will refer the identified students to DOR staff within the Van Nuys / Foothill district for DOR services. Program staff will work closely and collaboratively with DOR staff throughout the referral and follow-up processes to ensure coordinated service provision that will lead to successful outcomes. Services will also be made available to DOR participants of Blind Field Services (BFS) District as appropriate.

DOR authorizes the following services to be provided under this agreement:

DOR Student Services
- Job Exploration Counseling
- Workplace Readiness Training
- Work-based Learning Experiences

The Program may provide DOR Student Services to students who are not younger than 16 nor older than 21 years, unless the student is participating in a special education program and receiving services beyond the age of 21 such as adult transition programs. Programs may provide DOR Student Services up to one year post exit from high school if the student is enrolled in a post-secondary education setting and still satisfies the definition of a student with a disability. Otherwise, upon exit from high school, DOR Student Services will end.

The Program will provide information to program participants with ID/DD ages 16-21 regarding Employment First opportunities for employment and supports to achieve Competitive Integrated Employment.

DOR STUDENT SERVICES – DOR GOALS

For fiscal year 2025-2026, a total of 130 unduplicated participants with disabilities will receive DOR Student Services through this contract.

It is expected that DOR will open 130 new cases from the referrals made by the Program.

For fiscal year 2026-2027, a total of 130 unduplicated participants with disabilities will receive DOR Student Services through this contract.

It is expected that DOR will open 62 new cases from the referrals made by the Program.

For fiscal year 2027-2028, a total of 130 unduplicated participants with disabilities will receive DOR Student Services through this contract.

It is expected that DOR will open 62 new cases from the referrals made by the Program.

II. ASSURANCES

The Program makes the following assurances as identified in 361.28(a):

(1) The services provided by the Program, as the public cooperating agency, are not the customary or typical services provided by that agency but are new services that have a vocational rehabilitation focus or existing services that have been modified, adapted, expanded, or reconfigured to have a vocational rehabilitation focus.

(2) The services provided by the Program, as the cooperating agency, are only available to applicants for, or recipients of, services from DOR.

(3) Program expenditures and staff providing services under the cooperative arrangement are under the administrative supervision of DOR (e.g., the Program will provide only those services that have been authorized by DOR under this cooperating arrangement).

(4) All requirements of the vocational rehabilitation services portion of the Unified or Combined State Plan, including a state's order of selection, will apply to all services provided under the cooperative arrangement.

III. SERVICES TO BE PROVIDED

DOR STUDENT SERVICES

DOR Student Services are a coordinated set of services available for students with disabilities, to provide transition services to students from the age of 16 through 21, unless the student is participating in a special education program and receiving services beyond the age of 21 (for students participating in secondary education programs such as adult transition programs). DOR Student Services may be delivered in a classroom, community, or individual setting. Programs may provide DOR Student Services up to one year post exit from high school if the student is enrolled in a post-secondary education setting and still satisfies the definition of a student with a disability. Otherwise, upon exit from high school, DOR Student Services will end.

The coordinated DOR Student Services activities shall include DOR, the school, and other appropriate agencies that may provide services to the participant including Regional Centers, the One Stop system, and Social Security administration. DOR Student Services are based upon the individual participant's needs, preferences and interests and may include program instruction and community experiences.

The following DOR Student Services will be provided by the Program in accordance with this agreement, as authorized by DOR for each individual with a disability and individualized to each

program participant's needs, preferences, and interests as well as their DOR Individualized Plan for Employment (IPE) goals and objectives, as appropriate.

The services described in sections below are DOR Student Services, designed to support students with disabilities in exploring transition from school and preparing for successful employment and/or postsecondary education.

DOR Student Services are available to Program participants who are potentially eligible or participants who have been determined eligible for VR services. Participants engaged in DOR Student Services through this contract will primarily be provided services as potentially eligible. Participants who require additional services to participate in DOR Student Services may need to apply for VR services. Participants who have been determined eligible for the VR services may be provided with DOR Student Services either pre- or post-IPE development.

1. **DOR Student Services Job Exploration Counseling**

   a. Description

   Job Exploration Counseling services provide an individualized, timely, and systematic process by which a participant seeking employment gains knowledge of career paths and job opportunities and learns to identify strengths, barriers to employment, viable vocational options, and objectives necessary to achieve one or more employment goals. Job Exploration Counseling will be provided in conjunction with the counseling provided by the DOR counselor. Job Exploration Counseling may include discussion, analysis, or information on:

   - Local labor markets
   - In-demand industries and occupations
   - Non-traditional employment options
   - Interest in post-secondary training or education
   - Career aptitude, career skills, and vocational interest inventories
   - The participant's vocational interest inventory results
   - Identification of career pathways of interest to the participant, and the skills and qualifications necessary to be successful in these occupations
   - The participant's prior work experience and transferable skills
   - Career speakers

   Progress Reports on Job Exploration Counseling activities will be provided to the DOR Counselor.

   TPP Coordinator, TPP Career Technician, TPP Deaf and Hard of Hearing Career Technician, TPP Coordinator (Summer Program), TPP Career Technician (Summer Program), TPP Teacher and the TPP Assistant will provide Job Exploration Counseling.

   b. Service Goals/Number Served

   - For fiscal year 2025-2026, a total of 115 unduplicated participants of DOR services will receive this service
   - For fiscal year 2026-2027, a total of 115 unduplicated participants of DOR services will receive this service
   - For fiscal year 2027-2028, a total of 115 unduplicated participants of DOR services will receive this service

2. DOR Student Services Workplace Readiness Training

a. Description

Workplace Readiness Training services consist of instruction with curricular supports which can be provided in a classroom, group, or individual setting. Workplace readiness skills are a set of skills and behaviors that are necessary for any job. This secondary school instruction is intended to support goals and objectives and will typically be provided until the student exits the secondary school system, in accordance with the needs and informed choice of the student. Workplace Readiness training can be provided through instruction or other activities where the student can learn and apply the knowledge.

Workplace Readiness Training may include, but not limited to, training in the following subject matters:

- Soft skills needed for successful employment including:
  - Communication with coworkers
  - Attitudes about work
  - Decision making while on the job
  - Conflict resolution skills
  - Problem solving techniques.
  - Appropriate workplace written communication skills
- Interviewing techniques
- Resume development
- Application preparation
- Appropriate work behaviors including:
  - Grooming and hygiene while on the job
  - Use of a cell phone
  - Social media professionalism
  - Maintaining a healthy lifestyle while at work
  - Time management
  - Developing friendships with coworkers
  - Community safety
- Employer expectations such as punctuality and performance
- Relevant work practices
- Travel training
- Financial literacy
  - Money management
  - Assistance in becoming knowledgeable regarding the impact of employment on a participant's disability and benefits

Progress Reports on Workplace Readiness Training activities will be provided to the DOR Counselor.

TPP Coordinator, TPP Career Technician, TPP Deaf and Hard of Hearing Career Technician, TPP Coordinator (Summer Program), TPP Career Technician (Summer Program), TPP Teacher and the TPP Assistant will provide Workplace Readiness Training.

b. Service Goals/Number Served

- For fiscal year 2025-2026, a total of 115 unduplicated participants of DOR services will receive this service
- For fiscal year 2026-2027, a total of 115 unduplicated participants of DOR services will receive this service

- For fiscal year 2027-2028, a total of 115 unduplicated participants of DOR services will receive this service

3. DOR Student Services Work-based Learning Experiences

a. Description

Work-based Learning Experiences use real work settings to provide participant with an opportunity to explore work in a competitive integrated environment. Work-based Learning Experiences provide participant with the knowledge and skills that will help them connect school experiences to real-life work activities and future career opportunities. A participant may engage in more than one work-based learning experience, as appropriate. Work-based learning experiences are intended to be temporary placements to gain experience in the workplace. They may also result in the development of any of the following: vocational direction, appropriate work attitudes, ethics, interpersonal skills, speed, and accuracy, foundational employment skills.

Work-based Learning Experiences include work experience services consisting of short-term placements, both on and off campus, and monitoring the participant's performance in the work environment. Work experience may include:

- Paid/unpaid internships
- Paid/unpaid placement
- Summer work experience
- Apprenticeships (informal)
- Informational interviews
- Workplace tours
- Job shadowing

Any paid or unpaid work experience activities will comply with the Department of Labor regulations. Work Experience supervisors will evaluate participants and submit written Progress Reports to the DOR Counselor on a monthly basis.

TPP Coordinator, TPP Career Technician, TPP Career Technician II, TPP Deaf and Hard of Hearing Career Technician, TPP Coordinator (Summer Program), TPP Career Technician (Summer Program), TPP Teacher and the TPP Assistant will provide Work-based Learning Experiences.

b. Service Goals/Number Served

- For fiscal year 2025-2026, a total of 115 unduplicated participants of DOR services will receive this service
- 115 unduplicated participants of DOR services will participate in a Work Experience placement

- For fiscal year 2026-2027, a total of 115 unduplicated participants of DOR services will receive this service
- 115 unduplicated participants of DOR services will participate in a Work Experience placement

- For fiscal year 2027-2028, a total of 115 unduplicated participants of DOR services will receive this service

- 115 unduplicated participants of DOR services will participate in a Work Experience placement

IV. DOR AND PROGRAM CONTACTS

Organization	Dept. of Rehabilitation	Burbank Unified School District
Contact Person	Veronica Chavira	Lori Schleinkofer
Title	DOR Contract Administrator	Program Contract Administrator
Telephone	805-560-8141	(818) 729-4595
Email Address	Veronica.Chavira@dor.ca.gov	LoriSchleinkofer@burbankusd.org
Mailing Address	509 E. Montecito St. Suite 101 Santa Barbara, CA 93103	1900 W. Olive Ave. Burbank, CA 91506

V. LINKAGES TO OTHER COMMUNITY AGENCIES

In alignment with section 101(a)(11) of the Rehabilitation Act, DOR and the Program has regular contact and ongoing working relationships with the following agencies to increase opportunities for program participants and avoid duplication of services:

- Lanterman Regional Center
- Los Angeles Job Corps
- Glendale Community College, Los Angeles Valley Community College, LA Trade Tech
- Local Education Agencies (local school districts)
- Burbank Chamber of Commerce
- Toluca Lake Chamber of Commerce
- Burbank Table Talk Alliance
- Burbank Team Referral Network

VI. IN SERVICE TRAINING

Twice a year or more frequently as needed, in-service trainings will be conducted to cross-train the Program and DOR staff in each agency's mission, goals, services, policies, procedures, and professional approaches. This may be done through quarterly meetings, monthly staff meetings, and other program related meetings.

EXHIBIT B
(Standard Agreement - Subvention)
Budget Detail and Payment Provisions

1. INVOICING AND PAYMENT

A. Service Budget Payment of Expenditure

1. This is a cost reimbursement Agreement for subvention services. For services satisfactorily completed by the Program consistent with those authorized by DOR, and upon receipt and approval of the invoices by DOR, DOR agrees to reimburse the Program for actual expenditures incurred subject to the approved Scope of Work, Service Budget, Budget Narrative, approved invoices, and applicable regulations as attached or referenced hereto and made a part of this Agreement.

2. All expenses shall be reviewed and approved by the DOR Contract Administrator before payment can be made to the Program.

3. The Service Budget must set forth in detail the reimbursable items, unit rates and extended total amounts for each line item. The Program's Service Budget shall include items directly related to this Agreement to include a Budget Narrative that fully explains why and how the costs are necessary, reasonable, and allocable to the Agreement.

B. Submission of Invoice(s)

1. Monthly invoices must be completed using the DR 801B Service Invoice form (DR801B) and shall provide an actual line-item detail of expenditure(s) that supports the approved Service Budget and Budget Narrative. The DR801B shall include the Agreement Number and be submitted in duplicate not more frequently than monthly in arrears to the DOR Contract Administrator or designee (listed in Exhibit A).

2. An original DR801B must be submitted and signed by authorized personnel as listed on the Signature Authorization (DR 325) form.

3. Supporting documentation must be available upon request at any time by DOR staff, or other State and Federal representatives.

4. Federal and State funds are time limited; therefore, invoices (service and certified match) must be submitted as soon as possible, but no later than 60 days after the service month. Final submission of all fiscal year-end invoices is due no later than November 1st, to allow for payment and draw down prior to the close out of Federal/State funds.

5. If budgetary funds revert due to failure to submit timely invoices or failure to submit a properly prepared invoice, related Federal and State funds will no longer be available for use which will require the contractor to submit a claim through the California Department of General Services' Government Claims Program, where approval to pay is not guaranteed.

6. The DOR is committed to issue payments as quickly as possible following the receipt of an accurate and complete invoice of allowable costs as approved by the DOR Contract Administrator.

C. **Appropriate Expenditures**

Budgets must not contain line items that are or will be reimbursed/paid by another source of funding during the period covered by this Agreement. Budgeted amounts that have not been utilized during a fiscal year shall not be carried over to another fiscal year.

D. **Invoice Claim Adjustments**

1. Budgeted amounts remaining for a given line item, within a fiscal year budget, may be used to defray allowable costs under the approved budget line items contained **within the same fiscal year.** A claim adjustment is required on the Service Invoice (DOR 801B) with an attached brief narrative explaining each line item impacted and may not exceed up to a cumulative amount of ten percent (10%) of the total annual contract Service Budget for all budget years as long, as there is neither an increase nor decrease of the total annual contract Service Budget. A formal amendment is required if it does not meet the above criteria.

2. Staff line item salary ranges and percentage of time are projected estimates and are subject to change based on actual salary and chargeable time costs. Claim adjustments are allowable as long as the annualized total line item costs do not exceed what is allowed in Item 1 above.

E. **Budget Contract Amendments**

A contract amendment between both parties is required for any budget changes not covered in Section D above. This includes any major category or detailed line item description changes to the approved Service Budget and Budget Narrative as outlined below:

- Adding and deleting a major category budget or detailed line item.
- Line item adjustments that exceed a cumulative amount of 10%.
- Decrease/increase to the total annual budget award or the total Agreement award for all budget years.
- Any word for word changes to the written budget narrative or budget cost detail. (*Note:* ALL changes must be made in **bold.**)

F. **Travel Reimbursements**

If travel is reimbursable, the Program agrees that all travel expenses and per diem rates paid to its employees under this Agreement shall be reimbursed at actual costs not to exceed the California Department of Human Resources (CalHR) designated rates for excluded employees. Go to CalHR website at http://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx. No travel outside the State of California except for bordering California States shall be reimbursed without prior documented written authorization from DOR.

Upon request from DOR, the Program will provide sufficient documentation to support travel expenditures such as travel claims, mileage logs, and receipts for lodging, transportation, and meal costs. Travel costs that benefit more than one cost objective will be allocated to this agreement in proportion to the benefit received by DOR.

2. BUDGET CONTINGENCY CLAUSE

A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the Program, this Agreement shall have no further force and effect. In this event, the State shall have no liability

to pay any funds whatsoever to the Program or to furnish any other considerations under this Agreement and the Program shall not be obligated to perform any provisions of this Agreement.

B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State or offer an Agreement amendment to the Program to reflect the reduced amount.

3. BUDGET CONTINGENCY CLAUSE FOR FEDERALLY FUNDED AGREEMENTS

A. It is mutually understood between the parties that this Agreement may have been written for the mutual benefit of both parties before ascertaining the availability of congressional appropriation of funds to avoid program and fiscal delays that would occur if the Agreement were executed after that determination was made.

B. This Agreement is valid and enforceable only if sufficient funds are made available to the State by the United States Government for the current year and/or any subsequent year for the purpose of this program. In addition, this Agreement is subject to any additional restrictions, limitations, or conditions enacted by Congress or to any statute enacted by Congress that may affect the provisions, terms, or funding of this Agreement in any manner.

C. The parties mutually agree that if Congress does not appropriate sufficient funds for the program, this Agreement shall be amended to reflect any reduction in funds.

4. PROMPT PAYMENT CLAUSE

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with section 927.

5. PRINCIPLES AND STANDARDS FOR DETERMINING ALLOWABLE COSTS, INCLUDING REQUIREMENTS FOR DOCUMENTING PERSONNEL ACTIVITY CHARGEABLE TO THE AGREEMENT

Agreements awarded by DOR shall be subject to actual costs for services rendered under this Agreement. Allowable costs under this Agreement must meet the following general criteria:

- Be generally recognized and necessary for the provision of services identified in this Agreement.
- Be reasonable for the performance of the Agreement, including acceptable sound business practices.
- Be subject to the terms and conditions of the Agreement and approved DOR budgeted line items.
- Not be used for general expenses required to carry out other responsibilities of the Program.
- Be properly documented and supported.
- Be allocable to the services provided under the cooperative arrangement so that costs charged to the agreement are proportional to the benefits received by DOR.

Documenting and supporting the distribution of all costs, including the allocation of time chargeable to the Agreement, is required. The Program agrees to comply with the 2 CFR part 200 Federal cost principles regarding documentation for the support of personnel activity chargeable to the Agreement.

6. ACCOUNTING SYSTEM REQUIREMENTS

A. The Program must maintain an appropriate fund accounting system that accurately accumulates and segregates reasonable, allocable, and allowable costs in compliance with State and Federal regulations, and generally accepted accounting principles. The Program's financial management system shall provide:

- Accurate, current, and complete disclosure of the financial results of each federally sponsored project.
- Records that identify adequately the source and application of funds for federally sponsored activities.
- Written procedures for determining the reasonableness, allocable, and allowable costs in accordance with the provisions of the applicable federal cost principles and the terms and conditions of the Agreement.
- Accurate fund accounting records that track the revenues received from funders/sources and the expenditures paid to vendors for goods and services, and that are supported by adequate source documentation.

B. The Program shall submit to State such reports, accounts, and records as deemed necessary by the State to discharge its obligation under State and Federal laws and regulations

EXHIBIT B.1

Burbank Unified School District

DOR Program Budget

July 1, 2025, or Upon Approval, Whichever is Later – June 30, 2028

ITEM	FTE EXPENDITURE	FY 7/1/2025 or Upon Approval, Whichever is Later to 6/30/2026 TOTAL	FY 7/1/2026 to 6/30/2027 TOTAL	FY 7/1/2027 to 6/30/2028 TOTAL
Rehabilitation Team Unit	FTE Counselor Units	1.50	1.50	1.50
1 FTE = $110,377		$165,566	$165,566	$165,566
Case Services (Individual Consumer Expenses)		$99,284	$99,284	$99,284
	SUBTOTAL	$264,850	$264,850	$264,850
TOTAL DOR PROGRAM COST		$264,850	$264,850	$264,850

Burbank Unified School District

Program Budget and Match Summary

July 1, 2025, or Upon Approval, whichever is later - June 30, 2028

	FY 7/1/2025, or Upon approval, whichever is later to 6/30/2026 TOTALS	FY 7/1/2026 to 6/30/2027 TOTALS	FY 7/1/2027 to 6/30/2028 TOTALS
DOR PROGRAM COSTS (From DOR Program Budget)	$264,850	$264,850	$264,850
DOR Student Services Service Budget	$305,350	$305,350	$305,350
VR Employment Services Service Budget (If Applicable)			
TOTAL PAYMENT BY DOR TO CONTRACTOR (From Service Budget)	$305,350	$305,350	$305,350
TOTAL FEDERAL COSTS	$570,200	$570,200	$570,200
Certified Match (If applicable)	$190,067 25.00%	$190,067 25.00%	$190,067 25.00%
Total Federal Share	$570,200 75.00%	$570,200 75.00%	$570,200 75.00%
Cash Match (If applicable)	 0%	 0%	 0%
Total Federal Share	$0 0%	$0 0%	$0 0%
TOTAL STATE MATCH	$190,067	$190,067	$190,067

Cooperative agency certified match expenditure and cash match expenditure must be from non-federal funds and cannot be used to draw down other federal funds. The cash match expenditure must equal at least 21.3% of the designated share and the certified match expenditure must equal at least 25% of the designated share.

STATE OF CALIFORNIA
TPP DOR STUDENT SERVICES SERVICE BUDGET

DEPARTMENT OF REHABILITATION

☑ Original ☐ Amendment

Contractor Name and Address	Contract Number	Federal ID Number	Page X of X
Burbank Unified School District 1900 W. Olive Ave. Burbank, CA. 91506		95-6000418	
	Budget Period	Budget Period	Budget Period
	July 1, 2025, or Upon Approval Whichever is Later – June 30, 2026	July 1, 2026 – June 30, 2027	July 1, 2027 – June 30, 2028
	Effective Date (Amendments Only)	Effective Date (Amendments Only)	Effective Date (Amendments Only)

Line No.	PERSONNEL – Position Title & Time Base	Annual Salary Per FTE	Annual FTE	Amount Budgeted	Annual Salary Per FTE	Annual FTE	Amount Budgeted	Annual Salary Per FTE	Annual FTE	Amount Budgeted
	Administrative Personnel									
1	TPP Coordinator 1 FTE = 40 hrs./wk., 215 days/yr. + benefits	$166,019.00	0.35	$58,106.65	$173,270.00	0.35	$60,644.50	$180,836.00	0.35	$63,292.60
2	TPP Career Technician 1FTE = 40 hrs./wk., 204 days/yr. + benefits	$74,486.00	0.12	$8,938.32	$74,795.00	0.12	$8,975.40	$75,107.00	0.12	$9,012.84
3	TPP Career Technician II @ approx. $24.23 - $28.50/hr apprx 38 hrs./yr.			$930.46			$976.92			$1,025.72
4	TPP Deaf and Hard of Hearing Career Technican @ approx.$62.30 - $68.69/hr. apprx. 18 hrs./yr.			$1,121.40			$1,177.38			$1,236.42
5	TPP Coordinator (Summer Program) @ approx. $97 - $107/hr. for approx. 78 hrs./yr.			$7,566.00			$7,956.00			$8,346.00
6	TPP Career Technician (Summer Program) @ approx. $42.79 - $47.17/hr. apprx. 144 hrs./yr.			$1,540.44			$1,617.48			$1,698.12
7										
8										
9	Admin Subtotal			$78,203.27			$81,347.68			$84,611.70
10	DOR Student Services Direct Service Personnel									
11	TPP Coordinator 1 FTE = 40 hrs./wk., 215 days/yr. + benefits	$166,019.00	0.50	$83,009.50	$173,270.00	0.50	$86,635.00	$180,836.00	0.50	$90,418.00
12	TPP Career Technician 1FTE = 40 hrs./wk., 204 days/yr. + benefits	$74,486.00	0.80	$59,588.80	$74,795.00	0.80	$59,836.00	$75,107.00	0.80	$60,085.60
13	TPP Career Technician II @ approx. $24.23 - $28.50/hr apprx 38 hrs./yr.			$8,624.54			$9,055.18			$9,507.53
14	TPP Deaf and Hard of Hearing Career Technican @ approx.$62.30 - $68.69/hr. apprx. 18 hrs./yr.			$3,551.10			$3,728.37			$3,915.33
15	TPP Coordinator (Summer Program) @ approx. $97 - $107/hr. for approx. 78 hrs./yr.			$4,074.00			$4,284.00			$4,494.00
16	TPP Career Technician (Summer Program) @ approx. $42.79 - $47.17/hr. apprx. 144 hrs./yr.			$6,161.76			$6,469.92			$6,792.48
17										
18										
19										
20										
21	DOR Student Services Subtotal			$165,009.70			$170,008.47			$175,212.94
22	Personnel Subtotal			$243,212.97			$251,356.15			$259,824.64
23	OPERATING EXPENSES									
24	Office Supplies			$5,000.00			$5,000.00			$5,000.00
25	Instructional Materials			$11,945.50			$8,418.00			$5,830.75
26	Duplication, Postage and Printing			$1,000.00			$1,000.00			$1,000.00
27	Mileage/Transportation/Travel			$7,000.00			$7,000.00			$7,000.00
28	Theft Sensitive Items			$16,942.00			$12,326.00			$6,445.00
29	Operating Subtotal			$41,887.50			$33,744.00			$25,275.75
30	Personnel and Operating Subtotal			$285,100.47			$285,100.15			$285,100.39
31	Indirect Rate Percentage									
32	Indirect Cost									
33	Program Service Budget Sub-Total			$285,100.47			$285,100.15			$285,100.39
34	Workplace Readiness Training			$1,500.00			$1,500.00			$1,500.00
35	Work-based Learning			$18,750.00			$18,750.00			$18,750.00
36	TOTAL (rounded to nearest dollar)			$305,350.00			$305,350.00			$305,350.00

Burbank Unified School District
DOR STUDENT SERVICES BUDGET NARRATIVE

BENEFITS

The positions listed below are provided with the following full-time benefits:

	Projected Budget 2025-26	Projected Budget 2026-27	Projected Budget 2027-28
PERS	27.60%	28.00%	28.40%
STRS	19.10%	19.10%	19.10%
OASDI	6.20%	6.20%	6.20%
SUI	0.05%	0.05%	0.05%
OPEB	0.30%	0.30%	0.30%
MEDICARE	1.45%	1.45%	1.45%
W/C	2.40%	2.40%	2.40%

This Service Budget Narrative is to describe how services expenditures for the Burbank Unified School District (hereinafter referred to as 'Program') will be allocated for the provision of services to unduplicated individuals and/or participants in DOR Services (hereinafter referred to as "participants").

PERSONNEL

For all positions: Cooperative Program Duties must be new services that have a VR focus or existing services that have been modified, adapted, expanded, or reconfigured to have a VR focus in accordance with 34 C.F.R. § 361.28(a)(1).

TPP Coordinator
Allowable Activities Under this Agreement Include:
Administrative Duties

- Provides staff development training to Program staff in vocational assessment, transition curriculum and Program management
- Develops and analyzes program budgets and processes
- Provides consultation services to the DOR Contract Administrator and program staff
- Negotiates Program contract amendments/augmentations, as needed
- Facilitates weekly meetings with Program staff
- Manages program data

- Maintains a list of work experience opportunities for participants.
- Attends program-related training
- Collaborates with special education teachers, counselors and administrators regarding the program and program requirements
- Supervises and evaluates Program staff

Direct Service Duties

- Provides DOR Student Services Job Exploration Counseling
- Provides DOR Student Services Workplace Readiness Training
- Provides DOR Student Services Work Based Learning Experiences
- Develops and maintains/employer relationships/partnerships and work experience opportunities on behalf of program participants.
- Collaborates on the scheduling of program participant Senior Exit meeting with program participants, DOR staff and other community partners who may provide vocational services after exit from school.
- Monitors, evaluates and supports program participants in work experiences
- Discusses work experience employer feedback with program participants
- Reviews with program participants how to discuss work history during future job interviews
- Conducts DOR Student Services workshops for participants.
- Attends program participant Senior Exit meeting with the participant, DOR counselor and other community partners to determine participant vocational service needs after exit from school.
- Provides monthly program participant progress reports to referring DOR counselor.
- Attends and facilitates DOR meetings, such as quarterly meetings to discuss the provision of services to participants.

Unallowable Traditional Duties that are the customary or typical services provided by the Program:

Program Specialist

Activities include:

- Participates in the preparation, review, analysis, and approval of district grants and budgets
- Writes program reports for district grants
- Manages student databases
- Serves as a member of regional task forces
- Attends regional conferences for the district
- Plans and chaperones field trips to local community colleges for students
- Performs non-program related duties as assigned

TPP Career Technician

Allowable Activities Under this Agreement Include:

Administrative Duties

- Assists in the coordination of the program and program related activities and maintains appropriate program records
- Delivers program participant employment folders to worksites
- Designs program forms, manuals, procedures, database(s), and program training materials
- Provides support to the TPP Coordinator in the development of program projects and activities
- Prepares material for DOR Student Services classroom workshops

Direct Service Duties

- Provides DOR Student Services Job Exploration Counseling
- Provides DOR Student Services Workplace Readiness Training

- Provides DOR Student Services Work Based Learning Experiences
- Manages sexual harassment training for program participants as part of Workplace Readiness Training.
- Evaluates participants at work sites and provides support and feedback to program participants in a work experience.
- Communicates directly with program participants regarding work related issues including but not limited to attendance and punctuality as part of Workplace Readiness Training.
- Works with Program Participants regarding resume development.
- Conducts DOR Student Services workshops for program participants

- Assists participants with accurate timesheet completion and manages collection of timesheets for participants in work experiences.
- Collaborates with employers to support program participants in work experience placements.
- Attends program participant Senior Exit meeting with the participant, DOR counselor and other community partners to determine participant vocational service needs after exit from school.

Unallowable Traditional Duties that are the customary or typical services provided by the Program:

Career Vocational Assistant

Activities include:

- Contributes to database management for student databases
- Chaperones student field trips to local community colleges
- Performs non-program related duties as assigned

TPP Career Technician II

Allowable Activities Under this Agreement Include:

Administrative Duties

- Maintains program records

Direct Service Duties

- Delivers program participants' individualized employment folders to worksite
- Evaluates participants at work sites and provides support and feedback to program participants in a work experience.
- Assists participants with accurate timesheet completion and manages collection of timesheets for participants in work experiences.
- Collaborates with employers to support program participants engaged in work experience placements.

TPP Deaf and Hard of Hearing Career Technician

Allowable Activities Under this Agreement Include:

Administrative Duties

- Develops jobs/employer partnerships based upon Deaf and Hard of Hearing (DHH) Program Participants' interests/skills

Direct Service Duties

- Provides DOR Student Services Job Exploration Counseling
- Provides DOR Student Services Workplace Readiness Training
- Provides DOR Student Services Work Based Learning Experiences

- Observes, monitors and evaluates program participants in Work based Learning Experiences
- Provides ASL (American Sign Language) interpretation services to support DHH program participants on location at worksites
- Provides feedback to DHH program participants in a work experience.
- Completes monthly program participant progress reports

TPP Coordinator (Summer Program)

Allowable Activities Under this Agreement Include:
Administrative Duties

- Duties of the TPP Coordinator completed during the summer

Direct Service Duties

- Duties of the TPP Coordinator completed during the summer

TPP Career Technician (Summer Program)

Allowable Activities Under this Agreement Include:
Administrative Duties

- Duties of the TPP Career Technician completed during the summer

Direct Service Duties

- Duties of the TPP Career Technician completed during the summer

OPERATING EXPENSES

Costs are budgeted through an appropriate allocation methodology for expenses that are shared by multiple funding categories.

Office Supplies

Consumable office supplies necessary for staff required in the provision of program services under the contract to be used during the contract period. Items to be purchased include but are not limited to binder clips, binders, calculators, tape, white-out, calculator tape, envelopes, file folders, markers, paper, index tabs, paper clips, pencils, pens, erasers, calendars, post-it notes, printer cartridges, staples, staplers, certificate frames and stationery. This line item may also include items for the safety of personnel and participants such as Personal Protective Equipment (PPE) and safety equipment necessary. May include but not limited to masks, gloves, hand sanitizers, disinfectant spray, Plexiglass barriers, first aid kits, fire extinguishers and temperature screeners.

Instructional Materials

Instructional Materials may include instructional software, tangible materials, and web-based instruction sites audio/vision materials. Examples of instructional materials may include but not be limited to, curriculum materials, textbooks, vocational assessments, interest inventories, consumable workbooks, instructional videos, posters, portfolios, and other appropriate vocational

guidance materials. These items will be used only for or by the participants in the course of service provision.

Duplication, Postage and Printing

Duplication, postage, and printing costs may include, but shall not be limited to, self-addressed envelopes, appointment cards, business cards, letterhead stationery, laminating, binding, cooperative program forms, master applications, job applications, resumes, cover letters, paper employment-related flyers, portfolio folders and pamphlets and other programmatic printed needs. These expenses will allow for program staff to communicate effectively to partners, participants and their support network and employers. Additionally, programmatic copier maintenance fees and supplies are an allowable expense.

Mileage/Transportation/Travel

Mileage - Mileage expenses allowable when program staff utilize personal vehicles in the provision of program services such as job development, job coaching, DOR meetings and/or trainings, program monitoring and other program-related activities. Costs are reimbursable utilizing CalHR designated rates found at CalHR.Ca.Gov.

Transportation - This includes costs for transporting participants for the provision of program services utilizing school district vans, school bus service or hired vehicle, ride share. The expense may also include the allocated costs for fleet maintenance.

Travel - Per diem and travel costs for contract staff to attend contract-related trainings or meetings, participate in employer networking events, job fairs and other vocational meetings as needed and/or requested. Travel expenses include airfare, bus, train, taxi, ride share, rental cars, public transportation, tolls, parking, lodging and food. Program staff will be reimbursed at actual costs not to exceed the CalHR posted designated rates. If lodging cannot be found within the allowable CalHR designated rates, programs may submit a request to the DOR contract Administrator for prior approval. The DOR Contract Administrator must pre-approve all travel in writing.

Theft Sensitive Items

These are non-expendable technological items purchased or repaired with contract funds that have a normal life expectancy of one year or more but have a purchase price of less than $5,000 per item. Examples include computers, docking stations, computer accessories, Internet Hotspots, smartboards, computer and smart phone cases, monitors, printers, fax machines, copy machines, cameras, cables, headsets, projectors, cellular phones, tablets, speakers, paper shredders, laminators, flash drives, iPads, and tablets. Theft sensitive items will be exclusively utilized by program staff and program participants in the provision of contract services. Theft sensitive items must be inventoried, and a copy of the inventory record must be submitted DOR upon request. Prior written authorization and approval from the DOR Contract Administrator is required for all theft sensitive purchases. Additionally, any single item to be purchased exceeding $2,500 requires a minimum of two competitive quotes.

FY 25/26

No. Of Items to be Purchased	Item Description	Estimated Cost per Item	Total Cost
3	Printers	$521/ea.	$1,563
1	Laminator	$700/ea.	$700
5	Tablets	$1,000/ea.	$5,000
2	Monitors	$275/ea.	$550
3	Computers and Computer Accessories	$1,463/ea.	$4,389
4	Shredders	$135/ea.	$540
1	Smartboard	$4,200/ea.	$4,200
		Total Theft Sensitive FY 25/26	$16,942

FY 26/27

No. Of Items to be Purchased	Item Description	Estimated Cost per Item	Total Cost per Item
2	Computers and Computer Accessories	$1,463/ea.	$2,926
2	Smartboard	$4,200/ea.	$8,400
1	Tablet	$1,000/ea.	$1,000
		Total Theft Sensitive FY 26/27	$12,326

FY 27/28

No. Of Items to be Purchased	Item Description	Estimated Cost per Item	Total Cost per Item
1	Smartboard	$4,200/ea.	$4,200
1	Printer	$700/ea.	$700
2	Shredders	$135/ea.	$270

1	Tablet	$1,000/ea.	$1,000
1	Monitor	$275/ea.	$275
		Total Theft Sensitive FY 27/28	$6,445

WORKPLACE READINESS TRAINING

Costs for the purchase of bus passes to support travel training
Readiness Training instruction as part of Workplace Readiness Training services. Total amount budgeted is based on the anticipated number of program participants receiving transportation training multiplied by the prevailing local student bus pass rates. Estimate cost: $1500 per year for approx. 15participants.

WORK-BASED LEARNING

Based upon the specific work experience placement, reimbursement costs for the purchase employer-required items such as, but not limited to, shoes, work clothing, uniforms, fingerprinting, and food handler permits. These costs are specific to the program participant and without these items the participant would be unable to engage in the specific work experience. Total amount budgeted is based on the anticipated number of program participants in Work-based Learning services based on the contract service goal, and up to $150.00 allowance per Program Participant.

COOPERATIVE AGENCY-CERTIFIED EXPENDITURE BUDGET
July 1, 2025 or Upon Approval, whichever is later – June 30, 2028

Contractor Name and Address	Cooperative agency agrees it will make the following expenditures during the fiscal year, in conformity with the following narrative section titled "Cooperative Agency-Certified Expenditure Budget Narrative". These are not legally mandated services and are not services that the Cooperative agency otherwise provides. **NOTE** No portion of the below expenditures shall come from Federal Funds or WorkAbility I Funds.
Burbank Unified School District 1900 W. Olive Ave. Burbank, CA 91506 FEIN#:95-6000418	

	Item Expenditure	July 1, 2025, or Upon Approval, Whichever is Later – June 30, 2026			July 1, 2026 – June 30, 2027			July 1, 2027 – June 30, 2028		
Line No.	PERSONNEL - Position Title & Time Base	Annual Salary Per FTE	Annual FTE	Annual Amount Certified	Annual Salary Per FTE	Annual FTE	Annual Amount Certified	Annual Salary Per FTE	Annual FTE	Annual Amount Certified
1	TPP Teacher 1 FTE = 35 hrs./wk., 10 mos./yr. + benefits	$154,194.00	0.365	$56,280.81	$154,194.00	0.365	$56,280.81	$154,194.00	0.365	$56,280.81
2	TPP Teacher 1 FTE = 35 hrs./wk., 10 mos./yr. + benefits	$135,494.00	0.365	$49,455.31	$135,494.00	0.365	$49,455.31	$135,494.00	0.365	$49,455.31
3	TPP Assistant 1 FTE= 35 hrs./wk., 10 mos./yr. + benefits	$48,635.00	0.365	$17,751.78	$48,635.00	0.365	$17,751.78	$48,635.00	0.365	$17,751.78
4	TPP Assistant 1 FTE = 35 hrs./wk., 10 mos./yr. + benefits	$78,230.00	0.365	$28,553.95	$78,230.00	0.365	$28,553.95	$78,230.00	0.365	$28,553.95
5	TPP Assistant 1 FTE = 35 hrs./wk., 10 mos./yr. + benefits	$48,635.00	0.365	$17,751.78	$48,635.00	0.365	$17,751.78	$48,635.00	0.365	$17,751.78
6	TPP Assistant 1 FTE = 35 hrs./wk., 10 mos./yr. + benefits	$58,819.00	0.344674	$20,273.38	$58,819.00	0.344674	$20,273.38	$58,819.00	0.344674	$20,273.38
7										
8										
9										
10										
11										
12										
13										
14										
15	Personnel Subtotal			$190,067.00			$190,067.00			$190,067.00
16	OPERATING EXPENSES									
17										
18										
19										
20										
21										
22	Operating Subtotal									
23	Personnel and Operating Subtotal			$190,067.00			$190,067.00			$190,067.00
24										
25	TOTAL EXPENDITURES "CERTIFIED"			$190,067			$190,067			$190,067

Burbank Unified School District
CERTIFIED BUDGET NARRATIVE

BENEFITS

	Projected Budget 2025-26	Projected Budget 2026-27	Projected Budget 2027-28
PERS	27.60%	28.00%	28.40%
STRS	19.10%	19.10%	19.10%
OASDI	6.20%	6.20%	6.20%
SUI	0.05%	0.05%	0.05%
OPEB	0.30%	0.30%	0.30%
MEDICARE	1.45%	1.45%	1.45%
W/C	2.40%	2.40%	2.40%

This Certified Budget Narrative is to describe how the Burbank Unified School District will redirect staff time specifically certified in the provision of services to program unduplicated individuals and/or participants in DOR Services (hereinafter referred to as "participants").

PERSONNEL

For all positions: Cooperative Program Duties must be new services that have a VR focus or existing services that have been modified, adapted, expanded, or reconfigured to have a VR focus in accordance with 34 C.F.R. § 361.28(a)(1).

TPP Teacher
Job Requirements:
FTE: 0.365 Percent of FTE that will be utilized only to provide services under this agreement.

Allowable Contract Activities Include:

- Determine and implement appropriate vocational exploration instruction using community-based instruction, classroom, pullout, and/or consultation service delivery models for program participants
- Monitors program participant performance in vocational exploration classes
- Collaborates with other program staff to provide program participants with appropriate DOR services
- Provides the following DOR Student Services:
    - Job Exploration Counseling
    - Workplace Readiness Training
    - Work Based Learning Experiences

- Complete DOR program participant documentation and evaluation information for the DOR counselor including progress reports.

Non-Contract Traditional Duties (not charged to this contract) that are the customary or typical services provided by the Program.

Special Education Teacher

Activities include:

- Teaches the basic core curriculum subjects and provides an educational program designed to promote individual student learning
- Plans for student learning
- Facilitates the development of the IEP for students
- Coordinates Individual Education Plans for students

TPP Assistant

Job Requirements:

FTE: 0.344674 - 0.365 Percent of FTE that will be utilized only to provide services under this agreement.

Allowable Contract Activities Include

- Provides the following DOR Student Services:
    - Job Exploration Counseling
    - Workplace Readiness Training,
    - Work-based Learning Experiences

Non-Contract Traditional Duties (not charged to this contract) that are the customary or typical services provided by the Program.

Instructional Aide

Activities include:

- Special Education Instructional Aide duties
- Promotes a positive learning environment while providing direct instruction to non-program students
- Maintains IEP records for non-program students

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EXHIBIT C
(Standard Agreement - Subvention)
General Terms and Conditions (GTC 2/2025)

PLEASE NOTE: The General Terms and Conditions will be included in the Agreement by reference, you can view them at the Department of General Services, Office of Legal Services website at: Standard Contract Language (ca.gov). Click on the GTC 2/2025 to open the document.

EXHIBIT D
(Standard Agreement - Subvention)
Special Terms and Conditions

1. NOTIFICATION AND COMPLIANCE

All notices required by either party shall be in writing and sent by email, mail, or personally delivered to the appropriate address. Mailing addresses may be changed by written notice.

The Program agrees to comply with all laws, regulations, ordinances, and policies of any governmental unit having jurisdiction over the rehabilitation program with regards to construction, medicine, health, safety, wages, hours, working conditions, workers' compensation, licensing and all other activities requiring compliance. The Program shall accept financial responsibilities in the event of non-compliance.

2. DISPUTES

If the Program believes that there is a dispute or grievance between the Program and the State arising out of or relating to this Agreement, the Program shall first discuss and attempt to resolve the issue informally with the DOR Contract Administrator. If the issue cannot be resolved at this level, the Program shall follow the following procedures:

A. If the issue cannot be resolved informally with the DOR Contract Administrator, the Program shall submit, in writing, a grievance report together with any evidence to the DOR Contract Administrator's Supervisor. The grievance report must State the issues in the dispute, the legal authority, or other basis for the Program's position and the remedy sought. Within ten (10) working days of receipt of the written grievance report from the Program, the DOR Supervisor shall make a determination on the problem and shall respond in writing to the Program indicating the decision and reasons, therefore. Should the Program disagree with the Supervisor's decision, the Program may appeal to the next level following the procedure in "Disputes", paragraph B listed below.

B. The Program's letter of appeal must be submitted within ten (10) working days of the receipt of the DOR Contract Administrator's Supervisor's written decision. The Program must submit a letter of appeal to the DOR Contract Officer explaining the disagreement with the Contract Administrator's Supervisor's decision. The letter must include, as an attachment, copies of the Program's original grievance report, evidence originally submitted, and response from the Supervisor. The Contracting Officer shall, within twenty (20) working days of receipt of Program's letter of appeal, review the issues raised and shall render a written decision to the Program. The decision of the Director or designee shall be final.

3. RIGHT TO TERMINATE

A. Either party reserves the right to terminate this Agreement subject to 30 days written notice.

B. However, the Agreement can be immediately terminated by DOR for cause. The term "for cause" shall mean that the Program fails to meet the terms, conditions, and/or responsibilities of the Agreement. In this instance, the Agreement termination shall be effective as of the date indicated on the State's notification to the Program.

4. CORRECTIVE ACTION

If the Program is not able to meet the service goals outlined in the Scope of Work, DOR reserves the right to reduce the Service Budget in alignment with an amended Scope of Work to reflect

updated service goals that are achievable for the Program after review by the DOR Contract Administrator.

5. TRAINING SEMINARS, WORKSHOPS OR CONFERENCES

If the Program provides training seminars, workshops, or conferences, the Program must obtain prior DOR approval for the location, costs, dates, agenda, instructors, instructional materials, and attendees at any reimbursable training seminar, workshop, or conference pursuant to this Agreement and of any reimbursable publicity or educational materials to be made available for distribution. The Program shall acknowledge the support of the State whenever publicizing the work under this Agreement in any media. The provision does not apply to necessary staff meetings or training sessions held for the staff of the Program to conduct routine business matters.

6. INSURANCE REQUIREMENTS

General Provisions Applying to All Policies

A. **Coverage Term** – Coverage needs to be in force for the complete term of the contract. If insurance expires during the term of the contract, a new certificate must be received by the State within ten (10) days of the expiration of this insurance. Any new insurance must still comply with the original terms of the contract.

B. **Policy Cancellation or Termination & Notice of Non-Renewal** – The Program is responsible to notify the State within five business days before the effective date of any cancellation, non-renewal, or material change that affects required insurance coverage. In the event the Program fails to keep in effect the specified insurance coverage, the State may, in addition to any other remedies it may have, terminate this Contract upon the occurrence of such event, subject to the provisions of this Contract.

C. **Deductible** – The Program is responsible for any deductible or self-insured retention contained within their insurance program.

D. **Insurance Carrier Required Rating** – All insurance companies must carry a rating acceptable to the Office of Risk and Insurance Management. If the Program is self-insured for a portion or all of its insurance, review of financial information including a letter of credit may be required.

E. **Inadequate Insurance** – Inadequate or lack of insurance does not negate the Program obligations under the contract.

F. **Satisfying a Self-Insured Retention (SIR)** – All insurance required by this contract must allow the State to pay and/or act as the Program's agent in satisfying any SIR. The choice to pay and/or act as the Program's agent in satisfying any SIR is at the State's discretion.

G. **Available Coverages/Limits** – All coverage and limits available to the Program shall also be available and applicable to the State.

H. **Subcontractors** – In the case of the Program's utilization of subcontractors to complete the contracted scope of work, the Program shall include all subcontractors as insured under the Program's insurance or supply evidence of insurance to the State equal to policies, coverages and limits required of the Program.

I. **Hazardous Activity**

If applicable under this contract transportation is considered a hazardous activity. The Program agrees that the bodily injury liability insurance herein provided for shall be in effect at all times during the term of this contract. In the event said insurance coverage expires at any time or times during the time of this contract, the Program agrees to provide, at least 30 days before said expiration date, a new certificate of insurance evidencing insurance coverage as provided for herein for not less than the remainder of the term of the contract or for a period of not less than one year. New certificates of insurance are subject to the approval of DGS/ORIM, and the Program agrees that no work or services shall be performed prior to such approval.

The State may, in addition to any other remedies it may have, terminate this contract should Program fail to comply with these provisions.

i. Commercial General Liability – The Program shall maintain general liability on an occurrence form with limits not less than $1,000,000 per occurrence for bodily injury and property damage liability combined with a $2,000,000 annual policy aggregate. The policy shall include coverage for liabilities arising out of premises, operations, independent Programs, products, completed operations, personal & advertising injury, and liability assumed under an insured Agreement. This insurance shall apply separately to each insured against whom claim is made or suit is brought subject to the Program's limit of liability.

The following must be included as part of the policy and must be noted on the certificate of insurance: *The State of California, its officers, agents, and employees as additional insured, but only with respect to work performed under the Agreement.*

****Endorsements must be provided to the DOR prior to release of the executed contract. The endorsement must be acceptable to the Department of Rehabilitation.****

ii. Automobile Liability **(If Applicable)** – For DOR consumers being provided transportation under said Agreement, the Program shall maintain motor vehicle liability with limits not less than $1,000,000 combined single limit per accident. Such insurance shall cover liability arising out of a motor vehicle including owned, hired and non-owned motor vehicles to include the following additional insurance coverage below:

- **For public schools and other State or local public agencies:** Automobile Liability insurance must include Any-Auto, Hired-Autos, Non-Owned Autos, and any other auto used in performing services under the Agreement. For **seating capacity up to 7 people** (includes driver), the Program's certificate of insurance shall State a limit of liability of not less than **$1,000,000** per occurrence for bodily injury and property damage liability combined. For **seating capacity for 8 to 15 people** (includes driver) the certificate of insurance shall State a limit of liability of not less than **$1,500,000** per occurrence for bodily injury and property damage liability combined. For **seating capacity for 16 passengers** or more the certificate of insurance shall State a limit of liability of not less than **$5,000,000** per occurrence for bodily injury and property damage liability combined.

The following must be included as part of the policy and must be noted on the certificate of insurance: *The State of California, its officers, agents, and employees as additional insured, but only with respect to work performed under the Agreement.*

****Endorsements must be provided to the DOR prior to the release of the executed contract. The endorsement must be acceptable to the Department of Rehabilitation.****

iii. Workers' Compensation and Employers Liability – The Program shall maintain statutory workers' compensation and employer's liability coverage for all its employees who will be engaged in the performance of the Agreement. Employer's liability limits of $1,000,000 are required.

The workers' compensation policy shall contain a waiver of subrogation in favor of the State.

****The waiver of subrogation endorsement must be provided to the DOR prior to release of the executed contract. The waiver of subrogation endorsement must be acceptable to the Department of Rehabilitation.****

Self-insurance – The Program shall supply the consent letter of self-insurance or the Certificate of Consent to Self-Insure. The Waiver of Subrogation is not required.

7. CONTRACTOR STAFFING REQUIREMENT

The Program certifies that its employees meet the qualifications as outlined in the job posting for the position listed on the budget. The program further certifies that staff providing services under this agreement meet the specific requirements. The Program will provide key staff resumes or duty statements for the positions identified under this agreement at DOR's request at the time of program reviews as outlined in the DOR Contract Handbook.

8. CONFLICT OF INTEREST

A. The Program certifies that its employees and the officers of its governing body shall avoid any actual or potential conflicts of interest and that no officer or employee who exercises any functions or responsibilities in connection with this Agreement shall have any personal financial interest or benefit which either directly or indirectly arises from this Agreement.

B. The Program shall establish safeguards to prohibit its employees or its officers from using their positions for a purpose which could result in private gain, or which gives the appearance of being motivated for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

9. CONFIDENTIALITY

A. The Program agrees to comply with the provisions applicable to consumer information as set forth in 34 Code of Federal Regulations section 361.38 and Title 9, California Code of Regulations, section 7140 et seq., and personal information as set forth in the Information Practices Act of 1977 (California Civil Code section 1798 et seq.).

B. The Program agrees that any personal information, as defined by the Information Practices Act of 1977 (California Civil Code section 1798 et seq.) and this Agreement, obtained in the performance of this Agreement is classified as confidential and shall not be subject to disclosure to any source except as required by this contract or otherwise authorized by DOR.

C. The Program agrees to remove all confidential, sensitive, or personal information from any reports, publications, or other materials created during the performance of this contract prior to being released to the scientific and academic community, or other individuals or entities. The removal method(s) must be reasonable and appropriate to ensure that any confidential, sensitive, or personal information cannot be recovered, accessed, used or disclosed, which would result in a security breach or an information security incident.

D. Subject to the applicable requirements of the regulations cited above, the Program agrees to report any security breach or information security incident involving confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract to the DOR's Contract Administrator and the DOR's Information Security Officer. The DOR's Information Security Officer can be contacted via e-mail at iso@dor.ca.gov.

E. Security breaches or information security incidents that shall be reported include, but are not limited to:

1. Inappropriate use or unauthorized disclosure of confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract by the Program or the Program's assignees. Disclosure methods include, but are not limited to, electronic, paper, and verbal.

2. Unauthorized access to confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract. Information can be held in medium that includes, but is not limited to, electronic and paper.

3. Loss or theft of information technology (IT) equipment, electronic devices/media, paper media, or data containing confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract. IT equipment and electronic devices/media include, but are not limited to, computers (e.g., laptops, desktops, tablets), smartphones, cell phones, CDs, DVDs, USB flash drives, servers, printers, peripherals, assistive technology devices (e.g., notetakers, videophones), and copiers. Data can be held in medium that includes, but is not limited to, electronic and paper.

F. The Program agrees to provide annual security and privacy training for all individuals who have access to confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract.

G. The Program agrees to obtain and maintain acknowledgements from all individuals to evidence their understanding of the consequences of violating California privacy laws and the Program's information privacy and security policies.

H. For Programs that do not have a security program that includes annual security and privacy training, a self-training manual is available on the DOR website in the "Requirements for Becoming a Service Provider" section under "Annual Security and Privacy Training for VR Service Providers." The self-training manual is named "Protecting Privacy in State Government" and can be downloaded at the following link: https://www.dor.ca.gov/Home/SecurityandPrivacy.

I. Additional training and awareness tools are available at the California Information Security Office (CISO) website and the California Department of Justice – Privacy Enforcement and Protection website. These State entities created the self-training manual, "Protecting Privacy in State Government" that DOR revised to meet its business needs.

10. AUDIT AND REVIEW REQUIREMENTS

A. General Audit and Review Requirements

1. The State shall have the right to conduct inspections, reviews, and/or audits of the Program to determine whether the services provided, and the expenditures invoiced by the Program were in compliance with this Agreement and other applicable federal or State statutes and regulations.
2. The Program agrees that DOR, State Controller's Office, Department of General Services, Bureau of State Audits, Federal Department of Education Auditors, or their designated representatives shall have the right to review and to copy any records and supporting documentation pertaining to the performance of the Agreement, including but not limited to, accounting records, consumer service records, records and evaluations of individuals referred to the program, and other supporting documentation that may be relevant to the audit or investigation.

3. The Program shall submit to the State such reports, accounts, and records deemed necessary by the State to discharge its obligation under State and Federal laws and regulations, including the applicable Federal Office of Management and Budget (OMB) cost principles and administrative requirements.
4. The Program agrees to allow the auditors access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records.
5. The Program agrees to maintain such records for possible audit for a minimum of seven (7) years after final payment or until resolution of all issues which may arise as a result of any litigation, claim, negotiation, audit, or any other action involving the records prior to expiration of the seven (7) year period, whichever is later.

B. Annual Federal Audit (For Agreements that received Federal Funds $750,000 and above):
1. In addition to the General Audit and Review Requirements above, the Program agrees to provide an annual audit as required by the federal "Single Audit Act" of 1994, as amended. These annual audit documents shall be maintained by the Program and provided to the auditing agency when requested. This audit shall be made in accordance with 2 CFR 200.

11. COMPETITIVE BIDDING AND PROCUREMENTS

A. The Program shall comply with applicable laws and regulations regarding securing competitive bids and undertaking negotiations in Program's agreements with other entities for acquisition of goods and services with funds provided by the State or Federal under this Agreement. A minimum of three competitive quotations is required for any purchase order or subcontract for services over $2,500, and should be submitted to the DOR Contract Administrator or adequate justification provided for the absence of bidding.

B. The Program must maintain a copy of the narrative description of the procurement systems guidelines, rules or regulations that will be used to make purchases under this Agreement. The State reserves the right to request a copy of these documents and to inspect the purchasing practices of the Program at any time.

C. The Program should seek prior approval for any purchase or subcontract exceeding $2,500 per unit or more for commodities, supplies, and services related to this Agreement. The Program must provide in its request for approval all particulars necessary, as specified by DOR, for evaluating the necessity or desirability of incurring such costs.

D. For all purchases made, subject to this Agreement, the Program must maintain copies of all paid vendor invoices, documents, bids and other information used in vendor selection, for inspection or audit.

12. CONTRACT AMENDMENTS

In the event that additional program services must be performed which was wholly unanticipated and is not specified in the written Scope of Work, but is, in the opinion of both parties necessary to the successful accomplishment of the general scope of work outlined, an amendment to the Agreement is required.

13. SOFTWARE

The Program certifies that it has appropriate systems and controls in place to ensure that State funds will not be used in the performance of this contract for the acquisition, operation or maintenance of computer software in violation of copyright laws.

14.THEFT SENSITIVE ITEMS

The DOR is requiring nonexpendable electronic items purchased to be listed under a separate line item titled "Theft Sensitive Items". The Program shall maintain an inventory record for each nonexpendable item purchased or built with funds provided under the terms of the contract. The inventory record of each item shall include the date acquired, total cost, serial number, model identification and any other information or description necessary to identify said item. A copy of the inventory record must be submitted annually to the DOR Contract Administrator.

The following items, regardless of cost must be inventoried:

1. Computers/printers
2. Laptops/tablets
3. Copiers/fax
4. Smart phones/cell phones
5. Other electronic items required to provide contract services

Upon termination of the agreement, DOR may request equipment be returned to DOR or authorize the continued use of equipment for work to be performed under a different agreement.

The DOR reserves title to equipment purchased under this agreement that are not fully consumed during the life of the agreement.

15. ATTRIBUTION

The Program agrees to acknowledge the sponsorship of DOR with respect to any public Statement, press release, news item, or publication related to a program funded all or in part with funds from DOR. The Program further agrees to identify the role of DOR with respect to any individual highlighted or publicized by or through Program, when such individual is a DOR consumer.

16. UNRUH CIVIL RIGHTS ACT AND THE FAIR EMPLOYMENT & HOUSING ACT

Pursuant to Public Contract Code section 2010, if a bidder or proposer executes or renews a contract over $100,000 on or after January 1, 2017, the bidder or proposer hereby certifies compliance with the following:

The Program certifies compliance with the Unruh Civil Rights Act (Section 51 of the Civil Code) and the Fair Employment and Housing Act (Section 12960 of the Government Code); and

If the Program has an internal policy against a sovereign nation or peoples recognized by the United States government, the Program certifies that such policies are not used in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) or the Fair Employment and Housing Act (Section 12960 of the Government Code).

EXHIBIT E
(Standard Agreement - Subvention)
Additional Provisions - Federally Funded Agreements

1. FEDERAL REQUIREMENTS

The Federal Office of Management and Budget (OMB) has established uniform administrative requirements and cost principles for determining allowable costs chargeable to Federal awards. The Contractor agrees to abide by the Title 2 Code of Federal Regulations, Part 200 (2 CFR 200), except where the Agreement is more restrictive. The federal regulations are available for review on the Internet at www.ecfr.gov under Title 2-Grants and Agreements.

2. FEDERAL FUNDING INTELLECTUAL PROPERTY

A. In any Agreement funded in whole or in part by the federal government, DOR may acquire and maintain the Intellectual Property rights, title and ownership, which results directly and indirectly from the Agreement. However, the federal government shall have non-exclusive, non-transferable, irrevocable, paid-up license throughout the world to use, duplicate, or dispose of such Intellectual Property throughout the world in any manner for governmental purposes and to have and permit others to do so.

B. Evaluation of Discovery or Invention: If any discovery or invention arises as a result of funded work, the Program must refer the discovery or invention to DOR. The Rehabilitation Services Administration (RSA) and its representatives have the sole and exclusive power to determine whether or not and where a patent should be filed and the disposition of all rights, including title and license rights, which may result. The RSA's determination of these issues shall be considered final. In addition, DOR and RSA shall acquire at least an irrevocable, non-exclusive, and royalty-free license to utilize for government purposes of any of these inventions. By signing this Agreement, the Program agrees that determinations of rights to inventions made in the course of or under the Agreement shall be made by RSA or its authorized representative.

C. Copyrights and Patents: The Federal awarding agency and/or DOR reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes:

1. The copyright in any work developed under a grant, subgrant, or Agreement under a grant or subgrant; and

2. Any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support.

3. DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

Federal and State agencies shall not award assistance to applicants that are debarred or suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549. By signing this Agreement, the Program certifies that neither it nor its principals or subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department of agency.

4. PROHIBITION ON TAX DELINQUENCY

Any Agreement that a State agency enters into after July 1, 2012, is void if the contract is between a State agency and a contractor, or subcontractor, whose name appears on either list of the 500 largest tax delinquencies pursuant to Section 7063 or 19195 of the Revenue and Taxation Code. In accordance with Public Contract Code section 10295.4, agencies are required to cancel Agreements with entities that appear on either list.

(Franchise Tax Board) https://www.ftb.ca.gov/about-ftb/newsroom/top-500-past-due-balances/index.html
(Department of Tax and Fee Administration) https://www.cdtfa.ca.gov/taxes-and-fees/top500.htm

5. THE FOLLOWING PROVISIONS ARE SUBJECT TO THIS AGREEMENT

A. Equal Employment Opportunity--All Agreements require compliance with E.O. 11246--Equal Employment Opportunity, as amended by E.O. 1137--Amending Executive Order 11246 Relating to Equal Employment Opportunity, and as supplemented by regulations at 41 CFR Chapter 60 Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor, Part 60-1 Obligations of Contractors and Subcontractors, Subpart A. Preliminary Matters; Equal Opportunity Clause; Compliance Reports.

B. Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended--Agreements of amounts in excess of $100,000 shall require the Contractor to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to ED and the Regional Office of the Environmental Protection Agency (EPA).

C. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)--By signing this Agreement, the Contractor who is awarded an Agreement of $100,000 or more certifies that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. 1352. Contractor shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.

D. All contractors shall comply with the following statutes and regulations:

1. Subject: Discrimination on the basis of race, color, or national origin.
   Statute: Title VI of the Civil Rights Act of 1964 (45 U.S.C. 2000 through 2000d-4).
   Regulation: 34 CFR part 100.
2. Subject: Discrimination on the basis of sex
   Statute: Title IX of the Education Amendments of 1972 (20 U.S.C. 1681-1683).
   Regulations: 34 CFR part 106.
3. Subject: Discrimination on the basis of handicap.
   Statute: Section 504 of the Rehabilitation Act of 1973 (29U.S.C. 794).
   Regulation: 34 CFR part 104handicap.
4. Subject: Discrimination on the basis of age.
   Statute: The Age Discrimination Act (42 U.S.C. 6101 et seq.).
   Regulation: 34 CFR part 110

6. RETURN OF INAPPROPRIATE USE OF FUNDS

By signing this Agreement, the Program shall certify that in the event of funds used inappropriately, funds must be returned to DOR.

7. AMERICANS WITH DISABILITIES ACT (ADA)

By signing this Agreement, the Program agrees to comply with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA (42 U.S.C. 12101 et seq.). In compliance with the Rehabilitation Act of 1973, 29 U.S.C. §794 et seq. and Government Code, Section 11135 et seq.; Section 504 imposes affirmative disability-related responsibilities on recipients of federal financial assistance as well as federal programs and activities and prohibits disability-based discrimination; and Section 508, requires electronic and information technology be accessible to people with disabilities.

EXHIBIT F
(Standard Agreement – Subvention)
Additional Provisions - TPCA

1. MATCH REQUIREMENTS

The Program shall submit the certified expenditure invoice on a timely basis (i.e. same time as submission of service budget invoice) for proper DOR processing. To ensure sufficient match is available to leverage federal funding, the contractor is required to submit 100% of their obligated certified/cash match to meet their full budgeted amount by the end of each fiscal year. Refer to the Contract Handbook for Case Services and Cooperative Program Agreements for more information regarding certified/cash match requirements.

For Agreements that include **CERTIFIED EXPENDITURE MATCH**:

A. The Program shall certify to the State, on a monthly basis as specified in Exhibit B and G, the Program's allowable costs to provide the cooperative program services identified in the Scope of Work, in accordance with the Cooperative Agency Certified Expenditure Budget Summary and Narrative, and applicable Federal regulations. All such expenditures shall be under the administrative supervision of the State and no portion of the certified expenditures shall come from Federal funds. The State shall not be obligated to pay the Program for any contributions made by the Program in accordance with the Cooperative Agency Certified Expenditure Budget Summary.

B. The total Cooperative Agency certified expenditure share will be matched to Federal funds at no less than 25%, as indicated on the DOR Program Budget Summary. If the value of the certified expenditures by the Program is below 25% of the actual total program cost, the Service Budget may be reduced after review by the DOR Contract Administrator. The State will not pay the Program for actual costs claimed on the Service Invoice (DOR 801B) until the certified expenditure summary for the same period has been submitted.

C. The Program's contributions, including any excess of the amount specified in the "Cooperative Agency Certified Expenditure Budget Summary", will be used by the State to obtain Federal funds under Section 110 of the Rehabilitation Act of 1973, as amended. Federal funds obtained in excess of the "Total Program Cost" as identified on the "DOR Program Budget Summary" shall accrue to the State.

Certified match only includes:

Certified personnel expenditures for the time Program staff spend providing direct VR services under the TPCA. This may include the allocable portion of staff salary and fringe benefits based upon the amount of time cooperating agency staff directly spend providing services under the arrangement.

Third-party in-kind contributions are an unallowable source of match in the VR program whether provided via this agreement or other mechanism (34 C.F.R. § 361.60(b)(2)). This includes:

A. Certified time for individuals not directly providing VR services, such as principals, administrators, secretaries and supervisors; and
B. Certified expenditures for the costs incurred by the TPCA not directly for the provision of VR services, such as, indirect costs, depreciation, existing utilities and space donated for use under the TPCA.

For Agreements that include **CASH MATCH**:

A. Each fiscal year the Program will pay to State, no less than quarterly and in advance, upon receipt of an invoice from the State, all those cash matching funds which are identified within the Program Budget Summary for that fiscal year. The State shall not be obligated to pay the Contractor for any contributions made by the Program in accordance with the approved budget, it being understood that all matching funds obtained by the State from the Program shall be exclusive funds of the State and no portion of the cash match shall come from Federal funds.

B. The total Cooperative Agency cash share will be matched to Federal funds at no less than 21.3% as indicated on the "DOR Program Budget Summary."

2. INDIRECT COSTS

Indirect costs are allowable expenses incurred by an organization which support the activities of a program or contract but are not directly assigned to the specific program or contract and are allocated to the program or contract using a method in compliance with 2 CFR 200. The allocation method must be fully explained in the contract budget narrative and must be supported by actual costs incurred and paid by the organization. The allocation of indirect costs cannot be based on an arbitrary fixed rate and there is a 15% cap on the service budget. State

3. DOR'S CONTRACT MONITORING

The DOR Contract Administrator will monitor and document the Program's performance to ensure compliance with all Agreement provisions. The DOR Contractor Administrator will:

A. Maintain documentation on all Agreement activities, including the performance of the Agreement services, invoice reviews and approvals, monitoring activities, and other Agreement administration activities.

B. Monitor the Agreement to ensure services were performed according to the quality, quantity, objectives, timeframes, and manner specified in the Agreement, and that the Program prepares and submits adequate documentation by the Program to support the services provided, expenditures reimbursements, and/or any applicable match requirements. Appropriate documentation may include, but is not limited to the Program's goal outcomes, consumer progress reports, a monthly client list of consumers provided services, and a corresponding monthly Service Invoice(s) (DR801B) and Certified Expenditure Summaries as appropriate.

C. Review and approve invoices for payment to substantiate expenditures for the work performed, including verification that costs invoiced for the provision of services to DOR applicants/consumers during the Agreement period, including costs paid by the Program are based on reasonable costs, and that the invoices are current, correct, and timely.

D. Ensure that all Service Invoices (DR801B) and Certified Expenditure Summaries, if applicable, are received no later than November 1st, to allow for payment and draw down prior to the close out of Federal/State funds.

E. Verify that the Program has fulfilled all requirements of the Agreement before approving the final invoice.

F. Ensure there are sufficient funds to pay for all services rendered as required by the Agreement.

G. Ensure, by the end of the second quarter, that the projected certified expenditure match will be sufficient to support the budgets as outlined in this Agreement. If not, contact the appropriate Collaborative Services Program Specialist. (Cooperative Program Agreements only)

H. Identify low usage levels and consider partial disencumbrance of Agreement funds.

I. Periodically review personnel activity reports for staff funded by the Agreement to ensure that the Program is preparing and maintaining personnel activity reports in compliance with the applicable cost principles in 2.C.F.R. part 200.

J. Verify that all Agreement staff are providing services in accordance with their duties and qualifications specified in the Agreement, including ensuring that:

- Personnel duty statements or a copy of the Agreement Budget Narrative/Agreement Duty statement has been provided to each staff person to communicate the specific duties to be performed under the Agreement.
- Verify that job duties, as provided by the Agreement staff, match Agreement duty statements and service descriptions.
- Ensure that the Program has submitted to DOR appropriate documentation that supports the services provided to DOR applicants/consumers, including monthly (or otherwise specified) progress reports, consumer listings, utilization/service reports, and/or other agreed-upon documentation.
- Verify that Contract staff provide services only to authorized DOR consumers.

4. CONTRACT HANDBOOK

The Program acknowledges and agrees with the policies requirements and conditions of the DOR Contract Handbook and its additional policy requirements and conditions for Case Services/Cooperative Program Agreements as applicable for the Fiscal Year(s) covered under this Agreement. Match requirements are applicable to Cooperative Programs Agreements only.

EXHIBIT G
(Standard Agreement - Subvention)
Additional Provisions

I.CONTRACT MONITORING AND REPORTING

The Contract Administrator/Program Manager shall monitor the contract by:

- Submitting Service Invoices (801B) and Certified Expenditure Summaries on a monthly basis, with a list of unduplicated individuals and/or recipients of DOR Services (henceforth known as 'participants') served that month.
- Ensuring Personnel Activity Reports or time reporting documents and a list of Program participants served are prepared and maintained by Contract staff in accordance with 2CFR200 and reflect accurate reporting, on a monthly basis in accordance with invoicing requirements stipulated in Exhibit B. These documents can be reviewed and maintained electronically to allow for flexibility in either on-site or off-site monitoring, as needed.
- Submitting Personnel Activity Reports or time reporting documents, supporting documentation, and a list of Program participants served as requested by DOR contract administrator.
- Meeting with DOR Contract Administrator and program staff to discuss contract progress at Quarterly Meetings
- Reporting the current and cumulative achievement of contract service goals and outcomes as part of the Quarterly Meetings or more often as directed by the DOR Contract Administrator
- Preparing and submitting to the assigned vocational rehabilitation counselor quarterly progress reports for participants' receiving DOR Student Services and monthly progress reports for participants in Work-based Learning Experiences. Individual Participant's Progress Reports should include the participant's name and other necessary or required information to document the services provided and individual participant's progress in those services.

II.TRANSPORTATION

The Program will provide transportation to up to 7 Program participants including the driver.

I.

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Andrew Cantwell, Assistant Superintendent, Administrative Services
PREPARED BY:	Dennis Maxwell, Director of Facilities
SUBMITTED BY:	Alexi Buliavac, Facilities, Operations and Construction Technician
DATE:	May 1, 2025
SUBJECT:	Approval of Award of Contract, Rose Brand, Furnish and Install Stage Curtains, Burbank High School (Fund 14)

Background:
The District pursued a proposal to replace the stage curtains at Burbank High School.

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

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

Discussion/Issues:
On March 27, 2025, the District received a proposal from Rose Brand to replace the Stage Curtains. The new stage curtains contain fire retardant fabric that is IFR (inherent flame retardant) flame certified, which does not need to be treated every 5-7 years.

Fiscal Impact:
$40,597.14 (Fund 14)

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an award of contract between Burbank Unified School District and Rose Brand, to Replace Furnish and Install Stage Curtains at Burbank High School, effective May 2, 2025 to May 1, 2026, not to exceed $40,597.14 (14.0-00000-0-00000-85000-6250-752-0000) Fund 14, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Andrew Cantwell, Assistant Superintendent, Administrative Services
PREPARED BY:	Dennis Maxwell, Director of Facilities
SUBMITTED BY:	Alexi Buliavac, Facilities, Operations and Construction Technician
DATE:	May 1, 2025
SUBJECT:	Acceptance of Notice of Completion, Commercial Roofing Systems., Emergency Roof Repair, Walt Disney Elementary School (Emergency Fund)

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

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

The District held a job walk on January 9. There were five (5) contractors in total, two (2) of which were 100% Union Labor companies.
Qualifying Bids for Emergency Roof Repair received were as follows:

Commercial Roofing Systems.	$104,748
AME Builders, Inc.	$176,800

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

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

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

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

The immediate repair of the damage to the District's facilities is critical and necessary for the continued safe operation and preservation of the District's schools and facilities.

The award of contact was approved on February 6, 2025.

During the course of the roof repair and replacement at Edison Elementary, it became apparent that all 24 dormer vents needed to be replaced, which is outside the scope of the bid and contract. The total cost of that additional work is $50,400.00, which exceeds the $20.000.00 contract allowance previously approved by the Board on February 6, 2025.

The contractor, Commercial Roofing Systems, Inc. is providing deductive change orders on contracts for 3 other sites (Burroughs, Disney, and Miller) totaling $11,546.00, for items provided for in the base bids for those projects that were ultimately not required. Those 3 sites also had contract allowances totaling $12,750 that were also approved by the Board on February 6, 2025. The total amount approved but no longer needed for those 3 projects is $24,296.00.

We recommend reallocating the allowances and amounts of deductive change orders from the Burroughs, Disney, and Miller projects totaling $24,296.00 to the contract at Edison. That amount, together with the prior approved allowance of $20,000.00, provides for $44,296.00 above the base bid for that contract, for which the contractor has agreed to complete all the dormer replacements.

Deductive change order # 1 was approved on March 27, 2025 for the decreased amount of $8,786, bringing the total not to exceed amount to $98,962.00 due to 24 dormer vents needing to be replaced at Thomas Edison.

This project was completed on February 11, 2025.

Financial Impact:
$98,962.00 (Emergency Fund)

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Emergency Roof Repair at Walt Disney Elementary School, PO# 25002852, not to exceed $98,962.00 (01.0-00000-0-0000-72001-6230-000-0000) Emergency Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Andrew Cantwell, Assistant Superintendent, Administrative Services
PREPARED BY:	Dennis Maxwell, Director of Facilities
SUBMITTED BY:	Alexi Buliavac, Facilities, Operations and Construction Technician
DATE:	May 1, 2025
SUBJECT:	Acceptance of Notice of Completion, Commercial Roofing Systems., Emergency Roof Repair, John Burroughs High School (Emergency Fund)

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

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

The District held a job walk on January 9. There were five (5) contractors in total, two (2) of which were 100% Union Labor companies.
Qualifying Bids for Emergency Roof Repair received were as follows:

Commercial Roofing Systems.	$198,930
AME Builders, Inc.	$317,200

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

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

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

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

The immediate repair of the damage to the District's facilities is critical and necessary for the continued safe operation and preservation of the District's schools and facilities.

The award of contact was approved on February 6, 2025.

During the course of the roof repair and replacement at Edison Elementary, it became apparent that all 24 dormer vents needed to be replaced, which is outside the scope of the bid and contract. The total cost of that additional work is $50,400.00, which exceeds the $20.000.00 contract allowance previously approved by the Board on February 6, 2025.

The contractor, Commercial Roofing Systems, Inc. is providing deductive change orders on contracts for 3 other sites (Burroughs, Disney, and Miller) totaling $11,546.00, for items provided for in the base bids for those projects that were ultimately not required. Those 3 sites also had contract allowances totaling $12,750 that were also approved by the Board on February 6, 2025. The total amount approved but no longer needed for those 3 projects is $24,296.00.

We recommend reallocating the allowances and amounts of deductive change orders from the Burroughs, Disney, and Miller projects totaling $24,296.00 to the contract at Edison. That amount, together with the prior approved allowance of $20,000.00, provides for $44,296.00 above the base bid for that contract, for which the contractor has agreed to complete all the dormer replacements.

Deductive change order # 1 was approved on March 27, 2025 for the decreased amount of $8,786, bringing the total not to exceed amount to $98,962.00 due to 24 dormer vents needing to be replaced at Thomas Edison.

This project was completed on February 11, 2025.

Financial Impact:
$195,310 (Emergency Fund)

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Emergency Roof Repair at John Burroughs High School, PO# 25002850, not to exceed $195,310 (01.0-00000-0-0000-72001-6230-000-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Andrew Cantwell, Assistant Superintendent, Administrative Services
PREPARED BY:	Dennis Maxwell, Director of Facilities
SUBMITTED BY:	Alexi Buliavac, Facilities, Operations and Construction Technician
DATE:	May 1, 2025
SUBJECT:	Acceptance of Notice of Completion, Commercial Roofing Systems., Emergency Roof Repair, Joaquin Miller Elementary School (Emergency Fund)

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

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

The District held a job walk on January 9. There were five (5) contractors in total, two (2) of which were 100% Union Labor companies.
Qualifying Bids for Emergency Roof Repair received were as follows:

Commercial Roofing Systems.	$126,974
AME Builders, Inc.	$167,300

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

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

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

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

The immediate repair of the damage to the District's facilities is critical and necessary for the continued safe operation and preservation of the District's schools and facilities.

The award of contact was approved on February 6, 2025.

During the course of the roof repair and replacement at Edison Elementary, it became apparent that all 24 dormer vents needed to be replaced, which is outside the scope of the bid and contract. The total cost of that additional work is $50,400.00, which exceeds the $20.000.00 contract allowance previously approved by the Board on February 6, 2025.

The contractor, Commercial Roofing Systems, Inc. is providing deductive change orders on contracts for 3 other sites (Burroughs, Disney, and Miller) totaling $11,546.00, for items provided for in the base bids for those projects that were ultimately not required. Those 3 sites also had contract allowances totaling $12,750 that were also approved by the Board on February 6, 2025. The total amount approved but no longer needed for those 3 projects is $24,296.00.

We recommend reallocating the allowances and amounts of deductive change orders from the Burroughs, Disney, and Miller projects totaling $24,296.00 to the contract at Edison. That amount, together with the prior approved allowance of $20,000.00, provides for $44,296.00 above the base bid for that contract, for which the contractor has agreed to complete all the dormer replacements.

Deductive change order # 1 was approved on March 27, 2025 for the decreased amount of $8,786, bringing the total not to exceed amount to $98,962.00 due to 24 dormer vents needing to be replaced at Thomas Edison.

This project was completed on February 11, 2025.

Financial Impact:
$124,834 (Emergency Fund)

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Emergency Roof Repair at Joaquin Miller Elementary School, PO# 25002853, not to exceed $124,834 (01.0-00000-0-0000-72001-6230-000-0000) Emergency Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Andrew Cantwell, Assistant Superintendent, Administrative Services
PREPARED BY:	Dennis Maxwell, Director of Facilities
SUBMITTED BY:	Alexi Buliavac, Facilities, Operations and Construction Technician
DATE:	May 1, 2025
SUBJECT:	Acceptance of Notice of Completion, Commercial Roofing Systems., Emergency Roof Demolition, Thomas Edison Elementary (Emergency Fund)

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

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

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

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

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

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

The immediate repair of the damage to the District's facilities is critical and necessary for the continued safe operation and preservation of the District's schools and facilities.

Additive change order #1 was approved on February 6, 2025. The increased amount of $107,915, bringing the total not to exceed amount to $218,880, is due to asbestos being located in the bottom layer of the roof. This required PPE equipment, along with the disposal of the contaminated roof.

This project was completed on February 1, 2025.

Financial Impact:
$218,880 (Emergency Fund)

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Emergency Roof Repair at Thomas Edison Elementary, PO# 25002760, not to exceed $218,880 (01.0-00000-0-0000-72001-6231-000-0000) Emergency Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Andrew Cantwell, Assistant Superintendent, Administrative Services
PREPARED BY:	Dennis Maxwell, Director of Facilities
SUBMITTED BY:	Alexi Buliavac, Facilities, Operations and Construction Technician
DATE:	May 1, 2025
SUBJECT:	Acceptance of Notice of Completion, Commercial Roofing Systems., Emergency Roof Replacement, Thomas Edison Elementary (Emergency Fund)

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

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

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

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

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

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

The immediate repair of the damage to the District's facilities is critical and necessary for the continued safe operation and preservation of the District's schools and facilities.

The award of contact was approved on February 6, 2025.

During the course of the roof repair and replacement at Edison Elementary, it became apparent that all 24 dormer vents needed to be replaced, which is outside the scope of the bid and contract. The total cost of that additional work is $50,400.00, which exceeds the $20.000.00 contract allowance previously approved by the Board on February 6, 2025.

The contractor, Commercial Roofing Systems, Inc. is providing deductive change orders on contracts for 3 other sites (Burroughs, Disney, and Miller) totaling $11,546.00, for items provided for in the base bids for those projects that were ultimately not required. Those 3 sites also had contract allowances totaling $12,750 that were also approved by the Board on February 6, 2025. The total amount approved but no longer needed for those 3 projects is $24,296.00.

We recommend reallocating the allowances and amounts of deductive change orders from the Burroughs, Disney, and Miller projects totaling $24,296.00 to the contract at Edison. That amount, together with the prior approved allowance of $20,000.00, provides for $44,296.00 above the base bid for that contract, for which the contractor has agreed to complete all the dormer replacements.

Additive change order #1 was approved on March 27, 2025 for an increased amount of $24,296, bringing the total not to exceed amount to $626,110, due to 24 dormer vents needing to be replaced at Thomas Edison.

This project was completed on April 11, 2025.

Financial Impact:
$606,110 (Emergency Fund)
$20,000 Allowance
$626,110 (Emergency Fund)

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Emergency Roof Replacement at Thomas Edison Elementary, PO# 25002811, not to exceed $626,110 (01.0-00000-0-0000-72001-6231-000-0000) Emergency Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Oscar Macias, Assistant Superintendent, Instructional Services
PREPARED BY:	Oscar Macias, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Stephanie Beauregard, Administrative Secretary II
DATE:	May 1, 2025
SUBJECT:	Ratification of Agreement for Instructional Consultant Services

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

Discussion and Issues:
Sites submit the required paperwork to Instructional Services. Work must not begin until the site receives a confirmation of Board approval from Instructional Services. Due to delays out of their control, the site was unable to submit their consultant agreement before the agenda deadline on December 10, 2024. Therefore, the agreement below is being presented as a ratification. If the Consultant assignment requires unsupervised contact with student(s) during the contract period, the Consultant will be required to provide Department of Justice fingerprint clearance through the District's Human Resources Services.

Fiscal Impact:
See attached.

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

BURBANK UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES
RATIFICATION OF INSTRUCTIONAL CONSULTANT SERVICES

Board Meeting Date: May 1, 2025

Site	Name	Purpose	Dates	Cost	Appropriation Number
Jefferson Elementary	Traci Crouch Lalicata	Director and co-producer of Jefferson's Got Talent Show	1/8/25 – 3/14/25	$3000	01.0-90201.0-11100-10000-5810-2068700

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 4th of April, 20 25 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Traci Crouch Lalicata hereinafter referred to as "Consultant."

Payee's Name Traci Crouch Lalicata Daytime Phone Number [redacted]

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator Ron Young - Principal, Thomas Jefferson Elementary

Board Approval Date May 1st 2025

Account String 010.90201.0.11100.10000.5810.206.8700.0000

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

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

WITNESSETH:

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

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 50.00 per hour☐/ per day ☐/ per session■ for a total not to exceed $ 3,000.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on January 8th 2025 and terminating on March 14th, 2025.
3. Payment Terms: One payment after completion of show and wrap, on or around April 15th, 2025
4. Consultant will provide the following services:

   Director and Co-Producer of Jefferson's Got Talent show at Jefferson Elementary. See attached proposal.

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.

_____		Traci Crouch Lalicata 4/9/2025		
BUSD Authorized Signature/Title	Date	Consultant	Traci Crouch Lalicata	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



CONTACT

traciclalicata@gmail.com

818-209-3933

1123 Vista Ridge,
Burbank, CA 91504

SKILLS

- 25+ years professional acting experience
- 20+ years production experience in television, commercials & industrial videos
- 10+ years of Event planning experience
- 8+ years of Fundraing Exoerience
- Organized and very detail oriented
- Loves working with children, sharing her passion for theatre and performace
- 8+ years of advocating for arts education and art opportunities for all children

REFERENCES AVAILABLE UPON REQUEST

TRACI CROUCH LALICATA

Actress, Director, Producer, Storyteller, Acting Coach

RELEVANT EXPERIENCE

Traci has spent the last 20 years working as a professional SAG-AFTRA & AEA actress and producer in Los Angeles. She has worked with children in live performances and theatre productions since 1995. Besides being a classroom parent volunteer, Fundraising Committee President and PTA President, Traci has spent the last 6 years as the director of Jefferson's Got Talent & being an arts advocate for Burbank schools. A graduate from Hofstra University with a BFA in theatre, Traci has performed in theatre, film, & tv productions throughout NY, Boston and Los Angeles. Some of her favorite tv and theatre credits include: Curb Your Enthusiasm, Fresh Off the Boat, CSI, Lurine in Last Gas, Shelby in Steel Magnolias, Juliet in R&J, & originating the roles of Josephine in Incident at Our Lady of Perpetual Help and Patricia in Verdi Girls. Traci is passionate about acting and enjoys working with children to help them discover their inner sparkle and the joys of performing.

EDUCATION

BFA in Theatre Performance
Hofstra University, Hempstead NY

Los Angeles area training:

- Improve Training - Second City, Hollywood, CA
- Scene Study - Michael Kelly
- On- Camera - Michael Donoovan

JEFFERSON'S GOT TALENT

Tracl Crouch Lalicata's

SHOW PROPOSAL & OUTLINE



- Over the course of 4 weeks, students will rehearse and finesse their talent show acts, in preparation for 2 full scale elementary school public performances.
- During rehearsals students will learn stage direction, vocal projection, microphone technique and stage presence.
- Students will begin building upon acting fundamentals: how to break down a script or lyrics, create a character & backstory, add character to their song, & the importance of blocking & staging to captivate an audience.
- JGT will also teach students how to collaborate and work together as a team to put together a stage production. This will help build new friendships, imagination, creativity, trust and allow students to not only put some pop into their personal performance that will help them shine on stage but also in the classroom and in life.
- Proposal includes director and asst director for 1-2 audition dates, 6-8 rehearsals & 2 performances. Director will also act as co-producer with TJFC to coordinate all theatrical needs of the production.

JGT STUDENTS LEARN TO:

- BRING A CHARACTER TO LIFE
- CREATE WARMTH AND RESONANCE IN YOUR VOICE
- TEAMWORK & COLLABORATION
- FINDING YOUR LIGHT - literally and figuratively!
- BUILD SELF-CONFIDENCE
- BREAKDOWN A SCRIPT OR TEXT
- RESEARCH AND CREATE A BACKSTORY
- STAGE PRESENCE
- THEATRE ETIQUETTE
- SUPPORTIVE CAST MEMBER
- THE POWER OF A TWINKLE AND A SMILE.



Proposal by Tracl Crouch Lalicata to work in conduction with TJFC

TRACI CROUCH LALICATA

[redacted]

Proposal INVOICE

PROPOSAL #P1124JGT
DATE:11/18/24

TO:
Jefferson Fundraising Committee
Thomas Jefferson Elementary School
1900 Sixth Street
Burbank, CA 91504

FOR:
Director and Co-Producer of
Jefferson's Got Talent 2025

		DESCRIPTION	AMOUNT
		TOTAL: 75 hours @ $40 an hour = $3,000.00	
Breakdown:			
11/15-01/20	6 hours	JGT Pre-production, assisting with Flyer design and Audition Prep.	
01/21/25	3 hours	JGT Auditions.	
01/22/25	4 hours	JGT Auditions.	
01/23-01/29	8 hours	JGT Pre-production, act approval and Rehearsal organization and prep.	
01/30/25	2 hours	JGT Rehearsal 1 – All Cast Performance class	
02/05/25	4 hours	JGT Rehearsal 2 – Individual Acts	
02/06/25	4 hours	JGT Rehearsal 3 – Individual Acts	
02/11/25	4 hours	JGT Rehearsal 4 – Individual Acts	
02/13/25	4 hours	JGT Rehearsal 5 – Individual Acts	
02/18/25	4 hours	JGT Rehearsal 6 – Individual Acts	
02/20/25	4 hours	JGT Rehearsal 7 – Individual Acts	
02/25/25	4 hours	JGT Rehearsal 8 – Act 1	
02/27/25	4 hours	JGT Rehearsal 9 – Act 2	
03/04/25	4 hours	JGT Tech Rehearsal	
03/06/25	4 hours	JGT Dress /Final Tech Rehearsal	
03/07/25	6 hours	Final Curtain Call Rehearsal & First Performance.	
03/08/25	6 hours	Second Performance & Wrap/Load-out	
01/15-3/11	44 hours**	Coordinating lighting, sound and set-decorating needs, Collecting and compiling of bios for program, creating cast show order with Talent show committee, double-checking all sound files and creating show playlist, assisting with the management of backstage crew, student and parent volunteers. ** Estimated hours not charged.	
		TOTAL	$3,000.00
		TOTAL PAID BY CHECK #	
		TOTAL DUE	$3,000.00

Please make all checks payable to **TRACI CROUCH LALICATA.**

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Oscar Macias, Assistant Superintendent, Instructional Services
PREPARED BY:	Oscar Macias, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Stephanie Beauregard, Administrative Secretary II
DATE:	May 1, 2025
SUBJECT:	Approval of Instructional Consultant Services

Background:
The purpose of the Instructional Consultant Services is to enrich student learning. Consultants are selected based on their qualifications regarding specific subject areas. When a consultant is selected, the consultant company/organization must complete the required paperwork for the district to ensure that district students receive the services they require. The Board of Education must approve all consultant requests before services are rendered.

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

Fiscal Impact:
See Attached

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

BURBANK UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES
APPROVAL OF INSTRUCTIONAL CONSULTANT SERVICES

Board Meeting Date: May 1, 2025

Site	Name	Purpose	Dates	Cost	Appropriation Number
Child Development ATB	David Devito	Provide magic shows for ATB and CC Summer programs will be held at various sites	6/17/25 – 6/19/25	$2000	12.0-90602.0-11100-10000-5810-7549000 12.0-60150.0-11100-10000-5810-7549000
Child Development ATB	Garri Dance Studio	Dance classes for the ATB and CC Summer programs will be held at various sites.	6/2/25 – 7/4/25	$8400	12.0-90602.0-11100-10000-5810-7549000 12.0-60150.0-11100-10000-5810-7549000
Child Development ATB	Lyn Harper	Bubble shows for ATB and CC Summer programs will be held at various sites.	7/7/25 – 7/10/25	$1885	12.0-90602.0-11100-10000-5810-7549000 12.0-60150.0-11100-10000-5810-7549000
Child Development ATB	Virgil Stewart	Puppy and reptile shows for ATB and CC Summer programs will be held at various sites.	6/24/25 – 7/18/25	$2960	12.0-90602.0-11100-10000-5810-7549000 12.0-60150.0-11100-10000-5810-7549000
Emerson Elementary	Academic Entertainment	Wacky Science assemblies	5/12/25	$2400	01.0-90201.0-11100-10000-5810-2038200

BURBANK UNIFIED SCHOOL DISTRICT

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

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 1st of May, 20 25 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and David Devito hereinafter referred to as "Consultant."

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

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator Stephanie Fields

Board Approval Date May 1, 2025

Account String 12 0-90602 0-11100-1000-5810-7549000 (ATB) 12 0-60 1050 0-11100-1000-5810-75- CSPP/CCTR

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

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

WITNESSETH:

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

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

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

NOW, THEREFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ _____ per hour☐/ per day ☐/ per session☒ for a total not to exceed $ 2,000 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 6/17/25 and terminating on 6/19/25
3. Payment Terms: Pay prior to event
4. Consultant will provide the following services:

   Consultant will provide extra-curricular activities for ATB sites

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

Burbank Unified School District of Los Angeles County

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

4/11/25
BUSD Authorized Signature/Title Date

Consultant David Devito 4/11/25
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

INVOICE #61725

Date: 4/1/25

From:
David DeVito
[redacted]

To:
Burbank Unified School District

INVOICE

MAGIC SHOWS
Bret Harte (6/17 10AM)……$400.00
Providencia (6/17 1PM)……..$400.00
Edison (6/18 10AM)……..$400.00
Stevenson (6/18 1PM)……..$400.00
Washington (6/19 10AM)……..$400.00

TOTAL……$2000.00

PLEASE MAKE ALL CHECKS PAYABLE TO DAVID DEVITO.

BURBANK UNIFIED SCHOOL DISTRICT

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

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 1st of May, 20 25 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Garri Dance Studio hereinafter referred to as "Consultant."

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

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator Stephanie Fields

Board Approval Date May 1, 2025

Account String 12.0-90602.0-11100-1000-5810-7549000 (ATB) 12.0-601050.0-11100-1000-5810-75- CSPP/CCTR

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

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

WITNESSETH:

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

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ _____ per hour☐/ per day ☐/ per session■ for a total not to exceed $ 8,4000 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 6/2/25 and terminating on 7/4/25.
3. Payment Terms: Pay prior to event.
4. Consultant will provide the following services:

   Consultant will provide extra-curricular activities for ATB sites.
   Dates of Shows 6/2-6/6 & 7/1-7/4
5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

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

4/11/25
BUSD Authorized Signature/Title Date

Consultant Garri Dance Studio Date 4/10/25

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

Revised 06/19

Garri Dance Studio - Bio

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

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

In 2002, under the artistic direction of Megan Baade (also voted "Best Dance Teacher" by the Burbank Leader Reader's Choice Poll), curriculum was expanded to incorporate the Visual & Performing Arts Standards for off-site dance programs. For over a decade, Garri Dance Studio has partnered with many Burbank Unified Schools offering customized After School Programs, Artist in Residencies and Professional Development Workshops. Through its BUSD partnerships, Garri Dance Studio has continually sponsored Burbank Unified Students each year, currently almost $7,000 per year, and growing.

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

To learn more about Garri Dance Studio or schedule a free trial lesson, please visit the studio website at www.BurbankDance.com For additional information or references, contact Artistic Director, Megan Baade directly. Email [redacted]

BURBANK UNIFIED SCHOOL DISTRICT

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

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 1st of May, 20 25 by and between **the Burbank Unified School District**, hereinafter referred to as "District", and Best Bubble Parties hereinafter referred to as "Consultant."

Payee's Name Lyn Harper Daytime Phone Number [redacted]

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator Stephanie Fields

Board Approval Date May 1, 2025

Account String 12.0-90602.0-11100-1000-5810-7549000 (ATB) 12.0-601050.0-11100-1000-5810-75- CSPP/CCTR

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

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

WITNESSETH:

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

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ _____ per hour☐/ per day ☐/ per session■ for a total not to exceed $ 1,885 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 7/7/25 and terminating on 7/10/25.
3. Payment Terms: Pay prior to event.
4. Consultant will provide the following services:

   Consultant will provide extra-curricular activities for ATB sites.
   Dates of Shows 7/7/25 & 7/10/25

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

Burbank Unified School District of Los Angeles County

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

4/11/25
BUSD Authorized Signature/Title Date

Lyn Harper 4/11/25
Consultant Best Bubble Parties Date

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

Revised 06/19

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

(818) 350-2825
info@bestbubbleparties.com

Bill to:
Stephanie Fields
Burbank USD

Party Location (if different):
Various as below

Account Number 25948
Invoice Number 2594812910
Issue Date 4/1/2025
Due Date On or before day of event

INVOICE / CONTRACT

Date	Service	QTY	Price	Total
7/7/2025	Best Bubble Learning:Assembly - Washington Child Care Center - 2207 Winona Interactive presentation on the fun science of bubbles. 7/7/2025 9:30 AM	1	335.00	335.00
7/7/2025	Add-On Outdoor Bubble Play Time - 45 minutes - Washington **Hands-on bubble play.** Everyone gets to make their own amazing bubbles! Works best with groups of 25 kids or less at a time. (Simply divide the time between your groups) 7/7/2025	1	120.00	120.00
7/7/2025	Best Bubble Learning:Assembly - Providencia ATB- 1919 Ontario Street Interactive presentation on the fun science of bubbles. 7/7/2025 12:00 PM	1	335.00	335.00
7/7/2025	Add-On Outdoor Bubble Play Time - 30 minutes - Proidence **Hands-on bubble play.** Everyone gets to make their own amazing bubbles! Works best with groups of 25 kids or less at a time. (Simply divide the time between your groups) 7/7/2025	1	80.00	80.00
7/7/2025	Best Bubble Learning:Assembly - Bret Harte CC- 1421 Ontario Street, Burbank Interactive presentation on the fun science of bubbles. 7/7/2025 1:45 PM	1	335.00	335.00
7/7/2025	Add-On Outdoor Bubble Play Time - 30 minutes - Bret Harte **Hands-on bubble play.** Everyone gets to make their own amazing bubbles! Works best with groups of 25 kids or less at a time. (Simply divide the time between your groups) 7/7/2025	1	80.00	80.00
7/10/2025	Best Bubble Learning:Assembly - Edison ATB- 921 Keystone, Burbank Interactive presentation on the fun science of bubbles. 7/10/2025 9:30 AM	1	335.00	335.00
7/10/2025	Add-On Outdoor Bubble Play Time - 1 hr - Edison **Hands-on bubble play.** Everyone gets to make their own amazing bubbles! Works best with groups of 25 kids or less at a time. (Simply divide the time between your groups) 7/10/2025	1	150.00	150.00
7/10/2025	Best Bubble Learning:Assembly - Stevenson ATB- 446 N. Avon Street Interactive presentation on the fun science of bubbles. 7/10/2025 12:00 PM	1	335.00	335.00
7/10/2025	Add-On Outdoor Bubble Play Time - 30 minutes - Stevenson **Hands-on bubble play.** Everyone gets to make their own amazing bubbles! Works best with groups of 25 kids or less at a time. (Simply divide the time between your groups) 7/10/2025	1	80.00	80.00

Sub-Total:	$2,185.00
Courtesy Discount	-300.00
Total:	**$1,885.00**
Total Payments:	$0.00
Balance Due:	$1,885.00

****Important****

All balances due on the day of your event are due in:
*cash
*business check payable to Best Bubble Parties
*Venmo (@Jordan-Monks) / Direct Venmo Link (4 digits if nec: 2187)
*Zelle (info@bestbubbleparties.com)
*credit card on file
.

Please note that our performers are on a very specific schedule. Please make sure the start time works for you. If it is possible for us to stay longer at your request, additional time is billed at $40/15 minutes or $150/hour.

**Parking must be provided to the bubblist. Please reimburse your bubblist directly for parking payments. Thank you.

Rain & Refund Policy

Please note that you may take all the still photographs you want, but video recording bubble show is not allowed.

You MAY record kids going in bubbles at the end of the show and all outdoor bubble play.

Thank you for your cooperation.

Have an awesome time!

Gratuities for your performers are never required, but always appreciated!

BURBANK UNIFIED SCHOOL DISTRICT

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

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 1st of May, 20 25 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Puppies and Reptiles For Parties, LLC hereinafter referred to as "Consultant."

Payee's Name Virgil Stewart Daytime Phone Number [redacted]

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator Stephanie Fields

Board Approval Date May 1, 2025

Account String 12.0-90602.0-11100-1000-5810-7549000 (ATB) 12.0-601050.0-11100-1000-5810-75- CSPP/CCTR

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

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

WITNESSETH:

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

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ _____ per hour☐/ per day ☐/ per session☒ for a total not to exceed $ 2,960 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 6/24/25 and terminating on 7/18/25.
3. Payment Terms: Pay prior to event
4. Consultant will provide the following services:

   Consultant will provide extra-curricular activities for ATB sites
   Dates of Shows 6/24-6/27 & 7/15-7/18/25

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

Burbank Unified School District of Los Angeles County

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

4/11/25
BUSD Authorized Signature/Title Date

4-11-25
Consultant Puppies and Reptiles For Parties Date

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

Revised 06/19

Puppies and Reptiles For Parties, LLC
1243 w 225th st. Torrance, CA 90502
Tel 310-328-2040
pupsandreps@sbcglobal.net

INVOICE 8941 4.3.2025

BILL TO	SHIP TO	INSTRUCTIONS
Stephanie Fields Burbank, CA		Check can be made out to Puppies and Reptiles For Parties, LLC

DATE	DESCRIPTION	TOTAL
6-24-25	1 hour reptile show-Bret Harte Child Care	345.00
6-24-25	1 hour reptile show- Providencia Around the Bell	345.00
6-25-25	1 hour reptile show-Stevenson Around the Bell	345.00
6-27-25	1 hour reptile show- Washington Child Care	345.00
7-15-25	1 hour puppy petting zoo- Bret Harte Child Care	395.00
7-16-25	1 hour puppy petting zoo- Providencia Around the Bell	395.00
7-18-25	1 hour puppy petting zoo- Washington Child Care	395.00
7-18-25	1 hour puppy petting zoo- Stevenson Around the Bell	395.00

SUBTOTAL	
SALES TAX	
SHIPPING & HANDLING	
TOTAL DUE BY [SELECT DATE]	**$2960.00**

Thank you for your business!

BURBANK UNIFIED SCHOOL DISTRICT

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

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 15th of April, 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and The Wacky Science Show hereinafter referred to as "Consultant."

Payee's Name Academic Entertainment, Inc. Daytime Phone Numbe [redacted]

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator Jennifer Almer

Board Approval Date May 1, 2025

Account String 010-90201-0-11100-10000-5810-203-8200-0000

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

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

WITNESSETH:

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

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 2,400 per hour☐/ per day ■/ per session☐ for a total not to exceed $2,400.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on May 12, 2025 and terminating on May 12,2025
3. Payment Terms: One time payment on 5/12/25
4. Consultant will provide the following services:

   Wacky Science Assemblies

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

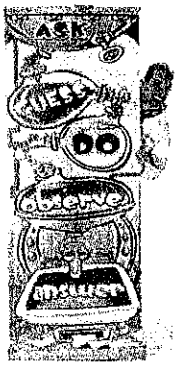
IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

BUSD Authorized Signature/Title Date

Consultant The Wacky Science Show 04/15/2025 Date

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

Revised 06/19



The Wacky Science Show

The Wacky Science Show combines the enchantment of theater, captivating comedy, and scientific facts to engage your students in an entertaining and educational manner. Visit our website for more information.

In-Person or Virtual/Online for Schools and Camps!

Age Range: K-8

Request Pricing & Dates

SHOW DETAILS VIDEO DATASHEET TESTIMONIALS GALLERY

BUILD A FLYER

The Wacky Science Show is Crazy! Zany!

The Wacky Science Show takes the magic of theatre, attention-grabbing comedy, and scientific truths to your students in a fun-filled way!

More than twelve students will participate throughout the show, putting science in their hands! In this school assembly with a focus on science, the wacky and zany presenter, Dr. Science, helps students learn about the Scientific Method in a fun and straightforward way with lots of magic tricks and some comedy too!

Your students will crack-up at the craziness, but your staff and teachers will really enjoy the lessons. Our science show includes learning the Scientific Method, Physical Sciences, Math, Life Sciences, Earth Science, the Human Body, Air Pressure, Acids/Bases, Levers/Machines, Dinosaurs, the Natural World, Outer Space, States of Matter, Safety in the Lab, Bernoulli, Reactions between Chemicals, and more. Additionally, older students in middle school will learn Centripal/Centrifugal forces, kinetic energy, potential energy, inertia, connections in technology, and using chemicals in observations. The Wacky Science Show has exercises and science concepts for students at different levels of scientific discovery!

And it's **Packed with Learning** too! Not only has **The Wacky Science Show** been ranked nationally for science education, but it's also one of the best ways to help your students learn the scientific method. Students will enjoy kooky hands-on fun science experiments and nutty tricks while learning lessons and becoming a science kid. They will find out which everyday household things can be used in some cool science stunts and lab experiments while learning all about the Scientific Method and other scientific concepts. An hour or two of entertaining engagement can be fun and educational when kids watch science shows at school instead of just playing video games or watching poor-quality videos.

Science shows for kids are a great way to take a break without abandoning learning. Fusing comedy with knowledge and science with theatre, your young scientists will look at their science lessons in a whole new light. Even the teachers and administrators will laugh, seeing the host, Dr. Science, spell-bind students with ridiculous magic tricks.

A good science show engages students so that they can absorb the lessons without feeling like listlessly memorizing facts. Dr. Science, our resident science guy, will demonstrate and teach young viewers why these science lessons are useful, important, and super cool. Getting kids engaged makes it easier for them to learn about the different topics in the science show and easier for teachers to keep the students wanting to learn.

Another part of why our science show is ranked nationally is due to getting the students involved in the presentation. No one wants to sit down and listen to someone talk when they've been doing that most of their day. It gets boring. Dr. Science gets the kids involved, letting them figure out why science is so cool, and gives them a sense of accomplishment. Everything is better when you can experience why science works and it's cooler when you do it yourself.

Take a minute and explore the details of our science show in the Datasheet tab. Watch some of the videos of Dr. Science working his lab magic on the students and read the feedback from teachers. The Wacky Science Show is also available for virtual presentations for schools that can't have an in-person science show or for online schools.

Learn why **The Wacky Science Show** is award-winning and consistently ranked well nationally. It's one of the best science school shows your elementary and middle school students will ever experience!

> *Note – The Wacky Science Show is available in-person throughout various locations in the US.* ***Your school may have a different person***

> ***as your presenter, or varied backdrops and props depending on your area.*** *Each performer's presentation may be customized for your group with personal and unique additions including bonus magical science effects, grade level targeted science challenges, interactive quizzes, science songs and more.*

About

Doug Scheer is the creator and proprietor of The Wacky Science Show. Doug has performed educational programs throughout the state of Michigan and across the US since 1987, touring as a featured act in trade shows for the automaker, Chevrolet. Doug has been praised and highly sought for his experience as a performing artist, teacher and coach with a unique expertise in combining educational experiences with educational content. His school assembly programs, and summer camp shows have graced the stages and Zoom rooms of more than eight thousand elementary schools and young viewers, as well as countless trade shows, corporate training seminars, and even state fairs!

Doug Scheer is widely recognized as a national and international leader in youth entertainment. He has lectured at Kidabra the International Conference; MagicLive in Las Vegas; The Society of Magicians in Tel Aviv, and the SAM/IBM national convention in St Louis. His work has been published in "MAGIC", a national trade magazine, is the author of "Scripts & Clips, Educational Routines for School Performers," and recently published the Diversity Circus magic and comic book DVD set.

***Presenter/Backdrop/Props may vary depending on your location.**

The Wacky Science Show is Very Popular, Let's Get You on the Schedule Today...

The Wacky Science Show is not your average school assembly. It offers a unique and engaging experience that blends theater techniques,

hilarious comedy, and eye-opening scientific demonstrations. Your students will be laughing, learning, and wide-eyed with wonder as they witness science come to life before their very eyes. And not only is this show entertaining, but it also meets educational standards and offers hands-on learning opportunities for your students. So why wait? Book the Wacky Science Show for your school today and give your students an unforgettable experience that will ignite their passion for science and learning. Trust us, you won't regret it! Thank you for considering the Wacky Science Show for your next school event. We can't wait to bring our wacky world of science to your students!



Did you see this assembly? Leave a review...

Fill out our form below to see if this show is available on your dates

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Jennifer Nicholson, Director of Special Education and Psychological Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	May 1, 2025
SUBJECT:	Ratification of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to ratify the agreement for professional services for Special Education Student 960029710, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

The District is obligated to provide services for students who attend our schools, even if the District doesn't have the staff to do so and, therefore, is required to contract with an agency to remain in compliance with IEP regulations and/or settlement agreements.

Fiscal Impact:

Total not to exceed $1,890.

Recommendation:

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and PRIDE Learning Co. for Special Education Student 960029710, for a total not to exceed of $1,890 (01.0-65360.0-57602-11900-5850-7440000), effective May 1, 2025 through October 31, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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

RATIFIED CONSULTANT AGREEMENT

TERM OF AGREEMENT

This Agreement, made and entered into this 17th day of April 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and PRIDE Learning Co. hereinafter referred to as "Consultant."

Payee's Name: PRIDE Learning Co. Daytime Phone Number: 949-432-4780

Mailing Address: 27001 La Paz Rd. Suite 336 Mission Viejo, CA 92691 Email Address: kate@pridereadingprogram.com

Sponsoring Administrator: Peter Knapik Assistant Superintendent Special Education
Print Name Title Signature Location

Board Approval: 05/01/2025 Account Code: 01.0-65000.0-57602-11900-5850-7440000

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

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

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

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $90 per hour, for a total not to exceed $1,890 **Amount to include mileage and any additional fees.

2. The term of the Agreement shall be the period commencing on: 05/01/2025 and terminating on: 10/31/2025.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which PRIDE Learning Co. will provide up to 21 hours of reading intervention for Special Education Student 960029710.

5. The Consultant shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.

6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.

7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.

8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should the Consultant breach this agreement or fail to perform the required services in a satisfactory manner.

9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.

10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

11. District and Consultant will communicate and send in writing all information received by the District regarding any work-related injury to Personnel within twenty-four hours of the injury.

12. Communicate within twenty-four hours to PRIDE Learning Co. the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

13. The District agrees to indemnify, defend and hold harmless PRIDE Learning Co. from any and all negligence and all liabilities, claims, losses, costs, damages and expenses resulting or arising from or connected with the services rendered by the District, its agents, independent contractors, employees or servants pursuant to this contract.

14. This Agreement shall constitute the entire Agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

15. It is mutually agreed that both parties shall not discriminate against any individual in the performance of their obligations under this Agreement, on the basis of race, color, religion, national origin, sex, age or disability. Both parties further certify compliance with the applicable provisions of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, and the Americans with Disabilities Act and State anti-discrimination laws.

INDEMNIFICATION

PRIDE Learning Co. shall save and hold the District harmless from and against and shall indemnify District for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of PRIDE Learning Co. or any of its agents, subcontractors, employees or other representatives. If District is sued in any court for damages by reason of any of the acts of PRIDE Learning Co., its agents, subcontractors, employees or other representatives referred to in this Agreement, PRIDE Learning Co. shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If PRIDE Learning Co. fails or neglects to so defend said action, District may defend the same and any expenses, including reasonable Attorney fees, which District may pay or incur in defending said action and the amount of any judgment which District may be required to pay shall be promptly reimbursed by PRIDE Learning Co. demand.

District shall save and hold PRIDE Learning Co., harmless from and against and shall indemnify PRIDE Learning Co. for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of District, or any of its agents, subcontractors, employees or other representatives. If PRIDE Learning Co. is sued in any court for damages by reason of any of the acts of the District, its agents, subcontractors, employees or other representatives referred to in this Agreement, District shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If District fails or neglects to so defend said action, PRIDE Learning Co. may defend the same and any expenses, including reasonable attorney's fees, which PRIDE Learning Co. may pay or incur in defending said action and the amount of any judgment which PRIDE Learning Co. may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

Jennifer Nicholson
Print Representative Name

Director, Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

PRIDE Learning Co.
Consultant/Company

Print Representative Name

Title

Signature

Date

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Jennifer Nicholson, Director of Special Education and Psychological Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	May 1, 2025
SUBJECT:	Amended Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to amend the agreement for parent reimbursement to transport Special Education Student 960030413. Per Student's Individualized Educational Plan (IEP), Student is eligible to receive related services of transportation from home to school.

Discussion/Issues:

The District is obligated to reimburse Student's Parent for mileage costs. This requirement meets the District's obligation to provide a Free and Appropriate Public Education (FAPE) at no cost to parents.

Fiscal Impact:

Not to exceed $630.00

Recommendation:

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education amend mileage reimbursement to the parents of Special Education Student 960030413 to transport student from home to school, per IEP, not to exceed $630.00, effective March 3, 2025 through April 4, 2025, (01.0-65000.0-50010-36000-5813-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Jennifer Nicholson, Director of Special Education and Psychological Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	May 1, 2025
SUBJECT:	Amendment of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to amend an agreement for professional services to hire an outside Certified Occupational Therapist Assistant (COTA) (as a consultant) to provide support and assessments to Special Education Students. The consultant will assist with assessments, writing the assessment reports and attending IEP's of Special Education Students.

Discussion/Issues:

The District is obligated to provide assessments and implement Individualized Education Plans (IEP's) for students who attend our schools. The District does not have current staff available to support caseload overage and is, therefore, contracting with a consultant to remain in compliance with IEP and Ed Code regulations.

Fiscal Impact:

Not to exceed $110,432.

Recommendation:

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education amend an agreement between Burbank Unified School District and Gary D Stromberg & Associates, LLC, to provide a Certified Occupational Therapist Assistant (COTA), not to exceed $110,432 (01.0-65000.0-57602-11901-5850-7440000), effective August 5, 2024 through July 10, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was September 5, 2024 for a total not to exceed $100,640. Due to additional needs through extended school year, we are extending the date of this agreement which adds an additional cost of $9,792 for a total not to exceed $110,432.

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

AMENDED CONSULTANT AGREEMENT - CHRISTIAN VIRTUCIO

TERM OF AGREEMENT

This Agreement, made and entered into this 7th day of April 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Gary D Stromberg & Associates, LLC hereinafter referred to as "Consultant."

Payee's Name: Gary D Stromberg & Associates, LLC Daytime Phone Number: 716-982-6556

Mailing Address: 110 Gleason Street, Unit 303 Delray Beach, FL 33483

Email Address: louis@strombergassociates.com

Sponsoring Administrator: Peter Knapik Assistant Superintendent Special Education
Print Name Title Signature Location

Board Approval: ~~09/05/2024~~ 05/01/2025 Account Code: 01.0-65000.0-57602-11901-5850-7440000

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

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

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

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of SEE SCHEDULE BELOW, for a total not to exceed **~~$100,640.00~~ $110,432.00**

2. The term of the Agreement shall be the period commencing on: 08/05/2024 and terminating on: ~~05/22/2025~~ 07/10/2025.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Gary D Stromberg & Associates, LLC will provide a COTA for support and assessments for special education students. Should the district find a full time employee for the COTA position, the district will give Gary D Stromberg & Associates, LLC two weeks notice of termination of this contract.

   Regular School Year - August 5, 2024 - May 22, 2025. 185 days X 8 hours per day = 1,480 hours X $68 per hour = $100,640.00.

   ESY - June 2, 2025 - July 10, 2025. 24 day X 6 hours per day (up to 6 hours; school is 7:40am - 1pm) = 144 hours X $68 per hour = $9,792.00

5. The Consultant shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.

6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.

7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.

8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should the Consultant breach this agreement or fail to perform the required services in a satisfactory manner.

9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.

10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

11. District and Consultant will communicate and send in writing all information received by the District regarding any work-related injury to Personnel within twenty-four hours of the injury.

12. Communicate within twenty-four hours to Gary D Stromberg & Associates, LLC the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

13. The District agrees to indemnify, defend and hold harmless Gary D Stromberg & Associates, LLC from any and all negligence and all liabilities, claims, losses, costs, damages and expenses resulting or arising from or connected with the services rendered by the District, its agents, independent contractors, employees or servants pursuant to this contract.

14. This Agreement shall constitute the entire Agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

15. It is mutually agreed that both parties shall not discriminate against any individual in the performance of their obligations under this Agreement, on the basis of race, color, religion, national origin, sex, age or disability. Both parties further certify compliance with the applicable provisions of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, and the Americans with Disabilities Act and State anti-discrimination laws.

INDEMNIFICATION

Gary D Stromberg & Associates, LLC shall save and hold the District harmless from and against and shall indemnify District for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of Gary D Stromberg & Associates, LLC or any of its agents, subcontractors, employees or other representatives. If District is sued in any court for damages by reason of any of the acts of Gary D Stromberg & Associates, LLC, its agents, subcontractors, employees or other representatives referred to in this Agreement, Gary D Stromberg & Associates, LLC shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If Gary D Stromberg & Associates, LLC fails or neglects to so defend said action, District may defend the same and any expenses, including reasonable Attorney fees, which District may pay or incur in defending said action and the amount of any judgment which District may be required to pay shall be promptly reimbursed by Gary D Stromberg & Associates, LLC demand.

District shall save and hold Gary D Stromberg & Associates, LLC, harmless from and against and shall indemnify Gary D Stromberg & Associates, LLC for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of District, or any of its

agents, subcontractors, employees or other representatives. If Gary D Stromberg & Associates, LLC is sued in any court for damages by reason of any of the acts of the District, its agents, subcontractors, employees or other representatives referred to in this Agreement, District shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If District fails or neglects to so defend said action, Gary D Stromberg & Associates, LLC may defend the same and any expenses, including reasonable attorney's fees, which Gary D Stromberg & Associates, LLC may pay or incur in defending said action and the amount of any judgment which Gary D Stromberg & Associates, LLC may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

[redacted]
Jennifer Nicholson
Print Representative Name

[redacted]
Director, Special Education
Title

[redacted]
Signature

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Gary D Stromberg & Associates, LLC
Consultant/Company

[redacted]
Louis Stromberg
Print Representative Name

[redacted]
Title Director

[redacted]
Signature

[redacted]
Date 4/7/25

TO: Board of Education / Superintendent Consent 5/1/2025

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

SUBJECT: Certificated Personnel - Report Number 24-25-19. 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.

Name	Program/Site	Task/Project	Type	Rate	Hour Cap	Applicable Payrolls
Amit, Jaimie	Stevenson	Other Hourly	Hourly	$39.67	2	March
Avanesian, Ellin	Jefferson	Other Hourly	Hourly	$39.67	10	January - May
Bagramyan, Agavani	Health Services	Summer School	Hourly	$66.99	100	June - July
Baldwin, Jacob	Adult	Weekly Assignment	Hourly	$53.82	54	April - June
Bommarito, Giana	Roosevelt	Other Hourly	Hourly	$39.67	12.43	April
Clark, Kara	Burroughs	Other Hourly	Hourly	$39.67	1	April
Clauss, Alyssa	Miller	Other Hourly	Hourly	$39.67	1.5	March
Cobian, Jeanette	Monterey	Hourly Equivalent	Hourly	$69.79	2	March - April
Cooper, Jacob	Burroughs	Long Term Substitute	Daily	$250.00	11	April
Concidine, Christina	Luther	Intervention	Hourly	$53.46	18	January - May
Dawes, Jacqueline	Special Ed	Intervention	Hourly	$53.46	23	April
Dixon, Joann	Special Ed	Home Teacher	Hourly	$42.39	19	April
Ebert, Kendall	Luther	Other Hourly	Hourly	$39.67	4	February
Ebert, Kendall	Luther	Other Hourly	Hourly	$39.67	10	March - April
Eshleman, Steven	BHS	CIF	Stipend	$227.00	1	March
Esparza, William	Muir	Other Hourly	Hourly	$39.67	6	April
Fritz, Catherine	Burroughs	Other Hourly	Hourly	$39.67	1	April
Garcia, Jacqueline	Miller	Intervention	Hourly	$53.46	78	March - May
Garcia, Jacqueline	Miller	Other Hourly	Hourly	$39.67	24	March - May
Given, Sarah	BHS	Intervention	Hourly	$53.46	8	February
Hutchings, Lusine	Adult	Weekly Assignment	Hourly	$58.12	172.5	January - May
Jimenez, Brandon	Burroughs	Long Term Sub	Daily	$250.00	31	April - May
Jurman, Marla	Jefferson	Intervention	Hourly	$53.46	2	March
Keshishian, Narineh	Jefferson	Other Hourly	Hourly	$39.67	10	January - May
King, Jennifer	Special Ed	Hourly Equivalent	Hourly	$85.50	4	March - April
King, Jennifer	Special Ed	Home Teacher	Hourly	$42.39	48	April - May
King, Jennifer	Special Ed	Home Teacher	Hourly	$42.39	85	April - July
Kong, Joy	Miller	Other Hourly	Hourly	$39.67	24	March - May
Kong, Joy	Miller	Intervention	Hourly	$53.46	72	March - May
Lance, Michael	BHS	CIF	Stipend	$127.00	1	March

TO: Board of Education / Superintendent Consent 5/1/2025

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

SUBJECT: Certificated Personnel - Report Number 24-25-19. 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.

Levi, Julie	Special Education	Additional Duties	Hourly	$87.52	20	March - May
Lucas, Amy	Burroughs	Other Hourly	Hourly	$39.67	1	April
Manoukian, Mariam	Health Services	Summer School	Hourly	$66.99	100	June - July
Marinelli, Jean	Miller	Intervention	Hourly	$53.46	78	March - May
Marinelli, Jean	Miller	Other Hourly	Hourly	$39.67	24	March - May
Mucha, Michele	Special Education	Home Teacher	Hourly	$42.39	25	April
Niwa, Jennifer	Jefferson	Other Hourly	Hourly	$39.67	15	January - May
Pamperin, Melissa	Miller	Other Hourly	Hourly	$39.67	1.5	March
Park, Judy	McKinley	Intervention	Hourly	$53.46	8	April - May
Park, Judy	McKinley	Other Hourly	Hourly	$39.67	4	April - May
Perez, Kimberly	Miller	Intervention	Hourly	$53.46	72	March - May
Perez, Kimberly	Miller	Other Hourly	Hourly	$39.67	24	March - May
Powell, Lisa	Adult	Weekly Assignment	Hourly	$60.43	550	January - May
Ricciuti, Danielle	Miller	Intervention	Hourly	$53.46	72	March - May
Ricciuti, Danielle	Miller	Other Hourly	Hourly	$39.67	24	March - May
Saldana, Reginald	Adult	Change of Assignment	Hourly	$58.13	0	March
Scheinman, Mackenzie	Special Education	Other Hourly	Hourly	$39.67	5	April – May
Sherman, Tara	Special Education	Home Teacher	Hourly	$42.39	46	April - May
Showell, Ashley	Miller	Intervention	Hourly	$53.46	78	March - May
Showell, Ashley	Miller	Other Hourly	Hourly	$39.67	24	March - May
Sim, Amanda	Special Education	Additional Hours	Hourly	$77.02	5	February - May
Snaer, Serena	Burroughs	Substitute	Daily	$200.00	1	April
Stoffers, Martha	Miller	Intervention	Hourly	$53.46	74.75	March - May
Stoffers, Martha	Miller	Other Hourly	Hourly	$39.67	24.5	March - May
Smith, Samantha	Luther	Intervention	Hourly	$53.46	36	January - May
Sorensen, Tracy	Jefferson	Intervention	Hourly	$53.46	1	March
Taira, Wendy	Jefferson	Intervention	Hourly	$53.46	16	April - May
Vadlathala, Pravallika	Adult	Weekly Assignment	Hourly	$51.61	262	April - May
Vehuni, Lilit	Adult	Weekly Assignment	Hourly	$65.46	17.5	April - May
Vo, Katelyn	Luther	Intervention	Hourly	$53.46	18	January – May
Wahe, Debra	Luther	Intervention	Hourly	$53.46	18	January – May

TO: Board of Education / Superintendent Consent 5/1/2025

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

SUBJECT: Certificated Personnel - Report Number 24-25-19. 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.

Wenzel, Heidi	Roosevelt	Other Hourly	Hourly	$39.67	14.35	April
Yehia, Silvia	Adult	Other Hourly	Hourly	$31.03	25	March - May
Yehia, Silvia	Adult	Weekly Assignment	Hourly	$51.56	40	March - May

TO: Board of Education / Superintendent Consent 5/1/2025

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

SUBJECT: Certificated Personnel - Report Number 24-25-19. 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.

Leave of Absence	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	APPLICABLE PAYROLLS
CT – 185 Human Resources	Teacher FTE 100%	01.0-00000.0-11100-10000-1110-4310000 01.0-00000.0-38000-10000-1110-4310000	60% 40%	T – 006 -07		04/04/2025 – 05/23/2025
Corbo, Regina Burbank High School	Teacher FTE 100%	01.0-65000.0-57602-11100-1110-4310000	100%	T – 006 -16		08/08/2025 – 05/29/2026
Payne, Marbell Edison Elementary	Teacher FTE 100%	01.0-00000.0-11100-10000-1110-2020000	100%	T – 005 -14		08/08/2025 – 05/29/2026
Osmonson, Russ Burroughs High School	Teacher FTE 100%	01.0-00000.0-11100-10000-1110-4320000	100%	T – 006 -17		08/08/2025 – 05/29/2026

Retirement	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	APPLICABLE PAYROLLS
Highfill, Bridget Disney Elementary	Teacher FTE 100%	01.0-00000.0-11100-10000-1110-2010000	100%	T -006 – 24	Began Service 09/01/1995	06/30/2025
Moen, Ana Maria Jefferson Elementary	Teacher FTE 100%	01.000000.0-11100-10000-1110-2060000	100%	T – 004 – 23	Began Service 01/04/1999	06/30/2025
Walter, Martha A. Bret Harte Elementary	Elem. Principal FTE 100%	01.0-00000.0-00000-27000-1312-2050000	100%	K – 005 – 18 + MA	Began Service 08/14/2006	06/30/2025

Resignation	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	APPLICABLE PAYROLLS
Carias, Elvis E. Adult School	Assist. Principal FTE 100%	11.0-00639.0-41100-27000-1313-5330000 11.0-63910.0-41101-27000-1313-5330000 11.0-63910.0-41102-27000-1313-5330000 11.0-63910.0-41104-27000-1313-5330000 11.0-63910.0-41106-27000-1313-5300000	5% 20% 25% 30% 20%	K – 013 – 04 + MA	Began Service 09/08/2021	04/11/2025
Gregerson, Lauren	Teacher	01.0-00000.0-11100-10000-1110-2090000	100%	T – 005 – 04 + MA	Began Service 8/8/2022	06/30/2025

Retirement

ANGUINO, Anna Marie	Paraeducator – Children's Center 9.5	12.0-90602.0-11100-10000-2110-2090000	.50	37-VI	D	05-22-25	McKinley Elementary Began service 08-09-06
ANGUINO, Anna Marie	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2910-2162000 01.0-90201.0-11100-10009-2910-2168400	.7143 .2857	35-V	D	05-22-25	Washington Elementary Began service 08-09-06
ARBOGAST, Julie	Paraeducator – Special Education	01.0-33100.0-57602-11100-2110-3210000	.8125	38-VI	D	05-22-25	Huerta Middle School
CELIS, Juan Carlos	Custodian	01.0-00100.0-00000-82100-2210-2060000	1.0	38-VI	A	05-30-25	Jefferson Elementary Began service 08-11-11
MC GUIRE, AMY	Instructional Resources Assistant	01.0-01501.0-00000-24200-2210-2060000 01.0-00000.0-00000-24200-2210-2061000 01.0-90201.0-00000-24200-2210-2068700	.50 .2623 .2377	37-VI	D	05-30-25	Jefferson Elementary Began service 09-07-93
SILVA, Josefina	Paraeducator – Primary Language Support	01.0-01500.0-47601-10000-2110-2010000	.375	37-VI	D	06-30-25	Disney Elementary Began service 10-09-03

Resignation

CHOLAKIAN, Eliza	Counseling Assistant	01.0-00000.0-00000-31100-2210-3210000	.5	37-IV	D	05-16-25	Huerta Middle School
IBARRA, Yictzel	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-II	D	04-10-25	Special Education

39 Month Reemployment

BREWER, Katarina	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-VI	D	04-08-25	Special Education Exhausted All Paid Leave

Additional Compensation for Master's Degree

GOMEZ TAGLE, David	Director of Technology And Education Support	01.0-00000.0-00000-77009-2311-7730000	1.0	132.00	A	03-25-25	Technology Services
ROBINSON, Alicia	Behavior Interventionist	01.0-65000.0-57601-31420-2211-7440000	1.0	158.40	C	03-03-25	Special Education
SHAUMYAN, Anna	Behavior Interventionist	01.0-65000.0-57601-31420-2211-7440000	1.0	158.40	C	02-28-25	Special Education

Additional Compensation for Longevity

CECENA, Carmen	Custodian	01.0-00100.0-00000-82100-2210-2090000	.50	38-IV	A	04-01-25		McKinley Elementary 10 years - $71/month
CECENA, Carmen	Food Service Assistant	13.0-53100.0-00000-37000-2210-2150000	.4688	37-VI	D	04-01-25		Stevenson Elementary 10 years – $66.74/month
DANAO, Zuleika	Paraeducator – English Language Learner	01.0-01500.0-47600-10000-2110-2030000	.625	37-VI	D	04-01-25		Emerson Elementary 15 years - $111.88/month
ISAIAN, Helen	Paraeducator – Children's Center 9.5	12.0-90602.0-11100-10000-2110-2060000 12.0-90602.0-11100-10000-2110-2100000	.72.73 .2727	37-VI	D	04-01-25		Jefferson Elementary Miller Elementary 20 years - $160.88/month
LEIVA, Nereyda	Paraeducator – Special Education	01.0-65000.0-57602-11100-2110-4320000	.9375	38-VI	D	04-01-25		Burroughs High School 10 years - $142/month

Additional Compensation for Working Out of Class

GONZALEZ, Jorge	Painter	01.0-81500.0-00000-81100-2210-7523000		56-VI	A	04-07-25	05-12-25	Facilities Services
WALLACE, Rosetta	Budget & Accounting Technician	01.0-00000.0-00000-72000-2410-7470000		43-III	A	04-07-25	05-06-25	Fiscal Services

Change of Assignment – Classification/Location/FTE

MORALES CHICAS, Francisco	Roof Repair Technician	01.0-81500.0-00000-81100-2210-7520000		52-I	A	04-09-25		Facilities Services
RODRIQUEZ-AVILA, Arlene	Payroll Technician	01.0-00000.0-00000-72000-2410-7470000		47-V	A	05-01-25		Fiscal Services

Change of Assignment – Classification/Location/FTE in Lieu of Layoff

EMRIZIAN, Viktoriya	Paraeducator – Severely Impaired	01.0-65000.0-57601-11108-2110-5080000	.25	41-VI	D	04-01-25		Horace Mann

Temporary Change of Assignment

VASQUEZ, Henry	School Safety & Utility Custodian	01.0-90710.0-00000-83000-2210-7522000	1.0	43-I	A	02-05-25	06-30-25	Facilities Services

Election – Monthly

BERNAL, Josue	Campus Supervisor – Elementary	01.0-67620.0-11100-10009-2910-2109000 01.0-00000.0-11100-10009-2910-2102000	.26 .74	35-I	D	04-08-25		Miller Elementary
KESHISHYAN, Rafayel	Instructional Technology Media Specialist	01.0-00000.0-00000-24200-2230-2062000	.75	42-I	D	04-07-25		Jefferson Elementary
PALLERA LOQUIAS, Sheryl	Paraeducator – Severely Impaired	01.0-65000.0-57601-11106-2110-5330044	.8125	41-III	D	04-07-25		FACTS
RENDON MOLINA, Wilber	Custodian	01.0-00100.0-00000-82100-2210-7520000	1.0	38-I	A	04-07-25		Facilities Services

Election – Hourly

ASHEGH, Hilda	Food Service Assistant	13.0-53100.0-00000-37000-2230-2100000		37-IV	D	04-07-25	05-22-25	Miller Elementary
BROWN, Oharjee	Campus Supervisor	01.0-00000.0-00000-83000-2230-3201000		36-I	D	04-01-25	04-30-25	Luther Middle School
BROWN, Oharjee	Campus Supervisor	01.0-00000.0-00000-83000-2240-3201000		36-I	D	04-01-25	04-30-25	Luther Middle School
DI DONATO, Casey	Campus Supervisor	01.0-00000.0-81000-50001-2240-3221000		36-VI	D	03-08-25	03-08-25	Muir Middle School
DUENAS, Christina	Campus Supervisor	01.0-00000.0-00000-83000-2240-3201000		36-VI	D	04-01-25	04-30-25	Luther Middle School
ERLICH, Jill	Paraeducator	01.0-00000.0-11100-10000-2110-2160000		36-VI	D	05-15-25	05-15-25	Washington Elementary
GARABEDIAN, Silva	Paraeducator – English Language Learner	01.0-42030.0-47600-24950-2230-2109000		37-VI	D	10-17-25	10-17-25	Miller Elementary
GARCIA, Ana G	Food Service Assistant	13.0-53100.0-00000-37000-2230-2050000		37-III	D	03-31-25	05-22-25	Bret Harte Elementary
GAVALIAN, Silva	Bilingual Translator	01.0-42010.0-11100-10000-2950-3209000		$25.00	G	04-01-25	04-30-25	Luther Middle School
GLEN, Joshua Luke	Campus Supervisor	01.0-90904.0-18006-83000-2240-4328100		36-V	D	03-28-25	03-28-25	Burroughs High School
GOMEZ-BARCENAS, Erika	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2140-7440000		45-VI	D	04-03-25	04-05-25	Special Education
GONZALEZ, Brian	Low Voltage Electrician	01.0-90708.0-81000-50002-2240-7528000		56-III	A	04-04-25	04-04-25	Facilities Services
JABOURIAN, Kristopher	Campus Supervisor	01.0-00000.0-81000-50001-2230-3221000		36-IV	D	03-08-25	03-08-25	Muir Middle School

Election – Hourly (Continued)

LEVINA, Tayana	Bilingual Translator	01.0-42010.0-11100-10000-2950-3209000	$25.00	G	04-01-25	04-30-25	Luther Middle School
PHAN-MUNOZ, Annie	Paraeducator – English Language Learner	01.0-42030.0-47600-24950-2230-2109000	37-VI	D	10-01-24	12-30-24	Miller Elementary
MARROQUIN, Ralph	Campus Supervisor	01.0-90904.0-11100-10000-2330-3218100	36-IV	D	02-01-25	02-28-25	Huerta Middle School
MARROQUIN, Ralph	Campus Supervisor	01.0-90904.0-11100-10000-2240-3218100	36-IV	D	02-01-25	02-28-25	Huerta Middle School
MARROQUIN, Ralph	Campus Supervisor	01.0-00000.0-00000-83000-2260-7550000	36-IV	D	04-09-25	05-22-25	Huerta Middle School
MC CORKLE, Stephanie	Campus Supervisor	01.0-00000.0-00000-83000-2240-3201000	36-VI	D	04-01-25	04-30-25	Luther Middle School
MC CORKLE, Stephanie	Campus Supervisor	01.0-90904.0-00000-83000-2240-3208600	36-VI	D	04-01-25	04-30-25	Luther Middle School
RUIZ DE CASTILLO, Alicia	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2140-7440000	45-VI	D	04-03-25	04-05-25	Special Education
SHAHBAZIAN, Shakeh	Community Resource Assistant	01.0-01500.0-00000-27000-2940-742000	37-VI	D	04-30-25	04-30-25	Muir Middle School
TORRES, Connie	Paraeducator – Special Education	01.0-65000.0-57602-11100-2130-7440000	38-VI	D	04-03-25	04-05-25	Special Education
TORRES, Connie	Paraeducator – Special Education	01.0-65000.0-57602-11100-2140-7440000	38-VI	D	04-03-25	04-05-25	Special Education
VASQUEZ, Jose M.	Campus Supervisor	01.0-90904.0-11100-10000-2240-3218100	36-V	D	02-01-25	02-28-25	Huerta Middle School

Election – Student Helpers

UK858968	Student Helper- YETP	01.0-58100.0-57602-11100-2933-7440000	$16.50	F	10-14-24	06-30-25	SPED/ Workability
TK1065693	Student Helper- YETP	01.0-58100.0-57602-11100-2933-7440000	$16.50	F	03-04-25	06-30-25	SPED/ Workability
MD4954280	Student Helper- YETP	01.0-58100.0-57602-11100-2933-7440000	$16.50	F	02-17-25	06-30-25	SPED/ Workability
WZ0551853	Student Helper- YETP	01.0-58100.0-57602-11100-2933-7440000	$16.50	F	10-01-24	06-30-25	SPED/ Workability
ED1913478	Student Helper- YETP	01.0-58100.0-57602-11100-2933-7440000	$16.50	F	02-10-25	06-30-25	SPED/ Workability

Election – Student Helpers (Continued)

FJ6791373	Student Helper- YETP	01.0-58100.0-57602-11100-2933-7440000	$16.50	F	10-14-24	06-30-25	SPED/ Workability
EW7180655	Student Helper- YETP	01.0-58100.0-57602-11100-2933-7440000	$16.50	F	07-01-24	06-30-25	SPED/ Workability
JU1202912	Student Helper- YETP	01.0-58100.0-57602-11100-2933-7440000	$16.50	F	01-27-25	06-30-25	SPED/ Workability
JS7891977	Student Helper- YETP	01.0-58100.0-57602-11100-2933-7440000	$16.50	F	01-27-25	06-30-25	SPED/ Workability
GM2725961	Student Helper- YETP	01.0-58100.0-57602-11100-2933-7440000	$16.50	F	03-04-25	06-30-25	SPED/ Workability
MM7589975	Student Helper- YETP	01.0-58100.0-57602-11100-2933-7440000	$16.50	F	02-03-25	06-30-25	SPED/ Workability
PH0202034	Student Helper- Food Services	01.0-58100.0-57602-11100-2933-7440000	$16.50	F	02-24-25	06-30-25	SPED/ Workability
TF5928947	Student Helper- YETP	01.0-58100.0-57602-11100-2933-7440000	$16.50	F	02-10-25	06-30-25	SPED/ Workability
NC0264072	Student Helper- YETP	01.0-58100.0-57602-11100-2933-7440000	$16.50	F	10-01-24	06-30-25	SPED/ Workability
TJ3520596	Student Helper- YETP	01.0-58100.0-57602-11100-2933-7440000	$16.50	F	12-01-24	06-30-25	SPED/ Workability
UG8012449	Student Helper- YETP	01.0-58100.0-57602-11100-2933-7440000	$16.50	F	01-27-25	06-30-25	SPED/ Workability
YG8308551	Student Helper- YETP	01.0-58100.0-57602-11100-2933-7440000	$16.50	F	10-01-24	06-30-25	SPED/ Workability
ST1322398	Student Helper- YETP	01.0-58100.0-57602-11100-2933-7440000	$16.50	F	03-04-25	06-30-25	SPED/ Workability
ET3141903	Student Helper- YETP	01.0-58100.0-57602-11100-2933-7440000	$16.50	F	10-14-24	06-30-25	SPED/ Workability
RX6370935	Student Helper- YETP	01.0-58100.0-57602-11100-2933-7440000	$16.50	F	01-27-25	06-30-25	SPED/ Workability
TY6966530	Student Helper- YETP	01.0-58100.0-57602-11100-2933-7440000	$16.50	F	01-27-25	06-30-25	SPED/ Workability
VE4976034	Student Helper- YETP	01.0-58100.0-57602-11100-2933-7440000	$16.50	F	10-14-24	06-30-25	SPED/ Workability
FS6963876	Student Helper- YETP	01.0-58100.0-57602-11100-2933-7440000	$16.50	F	10-01-24	06-30-25	SPED/ Workability
QN9763351	Student Helper- YETP	01.0-58100.0-57602-11100-2933-7440000	$16.50	F	03-04-25	06-30-25	SPED/ Workability
FV6473079	Student Helper- YETP	01.0-58100.0-57602-11100-2933-7440000	$16.50	F	01-27-25	06-30-25	SPED/ Workability

CH9210242	Student Helper- YETP	01.0-58100.0-57602-11100-2933-7440000	$16.50	F	03-04-25	06-30-25	SPED/ Workability
AW9595037	Student Helper- YETP	01.0-58100.0-57602-11100-2933-7440000	$16.50	F	03-03-25	06-30-25	SPED/ Workability
MP1256719	Student Helper- YETP	01.0-58100.0-57602-11100-2933-7440000	$16.50	F	02-17-25	06-30-25	SPED/ Workability
UG4980303	Student Helper- YETP	01.0-58100.0-57602-11100-2933-7440000	$16.50	F	07-01-24	06-30-25	SPED/ Workability
GQ0659263	Student Helper- YETP	01.0-58100.0-57602-11100-2933-7440000	$16.50	F	02-10-25	06-30-25	SPED/ Workability
CQ9626562	Student Helper- YETP	01.0-58100.0-57602-11100-2933-7440000	$16.50	F	03-24-25	06-30-25	SPED/ Workability
GZ0163057	Student Helper- YETP	01.0-58100.0-57602-11100-2933-7440000	$16.50	F	10-01-24	06-30-25	SPED/ Workability
HH3640153	Student Helper- YETP	01.0-58100.0-57602-11100-2933-7440000	$16.50	F	10-03-24	06-30-25	SPED/ Workability
BC3662609	Student Helper- YETP	01.0-58100.0-57602-11100-2933-7440000	$16.50	F	01-27-25	06-30-25	SPED/ Workability
CB6585868	Student Helper- YETP	01.0-58100.0-57602-11100-2933-7440000	$16.50	F	03-03-25	06-30-25	SPED/ Workability
QR8367449	Student Helper- YETP	01.0-58100.0-57602-11100-2933-7440000	$16.50	F	03-24-25	06-30-25	SPED/ Workability
AB4214405	Student Helper- YETP	01.0-58100.0-57602-11100-2933-7440000	$16.50	F	10-01-24	06-30-25	SPED/ Workability
SC740301	Student Helper- YETP	01.0-58100.0-57602-11100-2933-7440000	$16.50	F	02-05-25	06-30-25	SPED/ Workability
YR9779942	Student Helper- YETP	01.0-58100.0-57602-11100-2933-7440000	$16.50	F	10-01-24	06-30-25	SPED/ Workability
YG9434577	Student Helper- YETP	01.0-58100.0-57602-11100-2933-7440000	$16.50	F	02-01-25	06-30-25	SPED/ Workability
PX8581523	Student Helper- YETP	01.0-58100.0-57602-11100-2933-7440000	$16.50	F	12-10-24	06-30-25	SPED/ Workability

Signature 

Title: Sarah Rudchenko, Assistant Superintendent, Human Resources Services