BURBANK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING

Thursday, October 16, 2025

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

AMENDED AGENDA

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/XrYpZ7M2hMb1LJCS7 3pm on Wednesday, October 15th. Please indicate if your comment pertains to (1) an item on this agenda, or (2) a subject within the jurisdiction of the Board of Education. Closed Session Public Comments must be given in person.

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

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

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

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

2. REQUESTS TO ADDRESS THE BOARD

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

2.b Staff Responses

2.c Board Members' Responses

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

3.a Conference with Labor Negotiator, Pursuant to Government Code 54957.6
Agency Negotiator: Oscar Macias, Interim Superintendent
Employee Organization: California School Employees Association (CSEA) Chapter 674

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

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, Fernandeno Tataviam, and First Nations on which we are learning, educating, and living.

5. REPORTING ON CLOSED SESSION

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

7. ITEMS FOR FUTURE AGENDAS

8. OATH OF OFFICE

8.a Administration of the Oath of Office for Incoming Board of Education Member
Oscar Macias, Interim Superintendent will introduce Armond Aghakhanian, President, Board

of Education, who will administer the Oath of Office to incoming Board of Education Member, upon their provisional appointment to the Board for a term effective immediately and expiring on December 10, 2026.

9. PRESENTATIONS / RECOGNITIONS

9.a Presentation of the Clerks' Cup
Emily Weisberg, Clerk of the Board of Education and Kimberley Clark, City Clerk will present the winner of the Clerks' Cup competition, as presented.

10. REPORTS FROM THE BOARD AND STAFF

10.a Student Representatives
Natalie Garibyan, Burbank High School, Hayk Smbatyan, Monterey High School, and Haily Hoang, John Burroughs High School; will report on activities at their respective schools.

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

10.c Reports from the Superintendent
Oscar Macias, Interim Superintendent, will report on items of interest to the Board of Education and the community.

11. REQUESTS TO ADDRESS THE BOARD

11.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.

11.b Superintendent's Comments
Oscar Macias, Interim Superintendent, will respond to public comment.

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

12. REPORTS TO THE BOARD

12.a Report on 2025 School Satisfaction Survey
Peter Knapik, Assistant Superintendent of Educational Services and Robyn Anders, Director of Instructional Technology & Accountability, will report to the Board of Education on 2025 School Satisfaction Survey, as presented.
School Satisfaction Survey 10 16 25.pdf

12.b Report on Instructional Services Goals
Oscar Macias, Interim Superintendent and Julie Markussen, Director of Secondary Education and Diversity , Equity and Inclusion; and Rebecca Harris, Director of Elementary Education and Diversity , Equity and Inclusion will report to the Board of Education on Instructional Services goals, as presented.
BUSD_Instructional_Goals_2025_2026.pdf

12.c Report on Adult School Programs and Enrollment
Juan Noguera, Director of Adult Education, will report to the Board of Education on 2025 School Satisfaction Survey, as presented.
State of Burbank Adult School -Board Meeting oct 16.pdf

13. NEW AND/OR UNFINISHED BUSINESS

13.a Adoption of Resolution 11 -Proclaiming November as Burbank Unified School Districtâ€™s National Native American Heritage Month
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education adopt Resolution 11 Proclaiming the month of November 2025, as Burbank Unified School District s National Native American Heritage Month, as presented.
Resolution 11 Native American Heritage Month 10 16 25.pdf

13.b Adoption of Resolution 12 - Proclaiming the Week of October 19-25 as United Against Hate Week
Oscar Macias, Interim Superintendent, recommends that the Board of Education adopt Resolution 12, Proclaiming the Week of October 19-25 as United Against Hate Week, as presented.
Resolution 12 -United Against Hate.pdf

13.c Approval of Minimum Wage Increase to $16.90 per Hour
Human Resources Services, recommends that the Board of Education approve the Minimum Wage Increase to $16.90 per hour, as mandated by the state of California, effective January 1, 2026, as presented.
Approval of Minimum Wage Increase to $16.90 per Hour.pdf

13.d Approval of Agreement for Professional Services, LunchAssist (Cafeteria Fund)
Mariam Abdelhamid, Assistant Superintendent of Business Services, recommends that the Board of Education approve the agreement between Burbank Unified School District and LunchAssist to provide its software and services effective October 17, 2025 through October 16, 2026, not to exceed $25,995 (13.0-53100.0-00000-37000-5850-7490000), and that authority to sign the contract pursuant to BUSDâ€”AR 3314, as presented.
LunchAssist Agreement 101625.pdf

14. 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.

14.a Approval of Minutes
Minutes 7.10.25 UNOFFICIAL AM.pdf

14.b Approval of Minutes

Minutes 7.24.25 UNOFFICIAL AM.pdf

14.c Approval of the 2025-2026 Purchase Order Report
Mariam Abdelhamid, Assistant Superintendent, Business Services, recommends that the Board of Education approve purchase orders for 2025-2026 as listed through September 22, 2025, as presented.
2025-2026 PURCHASE ORDER REPORT.pdf

14.d Approval of Williams Settlement Quarterly Report on Uniform Complaints 2025-2026
Peter Knapik, Assistant Superintendent, recommends that the Board of Education approve the Williams Lawsuit Settlement Quarterly Report on Uniform Complaints 2025-2026, Report Summary No. 1, July 1 through September 30, 2025, as presented.
Uniform Complaints Williams 10 16 25.pdf

14.e Approval of Personnel Report Number 25-26-07
Human Resources Services, recommends that the Board of Education approve Personnel Report number 25-26-07, covering Certificated and Classified personnel, and consisting of Pages 1 to 8 inclusive, as presented.
Personnel_Report_25-26-07.pdf

14.f Approval of Instructional Consultant Services
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the instructional consultant services for on-site student learning support and staff development and exercise authority to sign the agreements pursuant to BUSD-AR 3314, as presented.
Approval of Instructional Consultants 101625.pdf

14.g Amended Master Contract for Nonpublic, Nonsectarian School/Agency for (Special Education)
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education amend the Master Contract for special education students, to be provided by Uinta Academy, effective July 1, 2025 through June 30, 2026 (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, 2025 through June 30, 2026, was approved by the Board of Education June 18, 2025.
SPED Master Contract_Amendment.pdf

14.h Approval of Agreement with JAMF Software for JAMF Training Courses (General Fund)
Mariam Abdelhamid, Assistant Superintendent, Business Services, recommends that the Board of Education approve the agreement between Burbank Unified School District and JAMF Software, for JAMF training courses, not to exceed $18,000 (01.0-00000.0-00000-77000-5220-7730000), (General Fund), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.
Approval_ Agreement_JAMF Training Courses_101625.pdf

14.i Approval of Additive Change Order No.3, Hart Design Build Inc., Bid 2425-003: Aquatic Center Modernization, Burbank High School (Capital Outlay)
The Administrative Services Department recommends that the Board of Education approve additive change order No.3 between Burbank Unified School District and Hart Design Build Inc., for Bid 2425-003: Aquatic Center Modernization at Burbank High School, not to exceed $3,492.720.24 (40.0-90329-0-00000-85000-6250-4310000) Capital Outlay, and that authority to sign the agreement be exercised pursuant to BUSD -AR3314, as presented.

Note: The $88,080.37 increase, bringing the not to exceed to $3,492,720.24, is to add the following scope that was not included in the original bid specifications but is needed to provide safety needs for students and faculty:

1. 19r2 -Provide sandblasting of the acid room. The chlorine room used a solvent cleaning and is acceptable for painting.
2. COP#37- Furnish and install the fire alarm cabling and two horns, damaged by the demo contract
3. COP#2r -The high-performance painting specifications was not included in bid set, which is
4. used for all metal components.
5. COP#36r1 - The team changing room doors require visual panes for safety of students. Furnish and install new doors with vision panel and hardware.
6. COP#40 - Furnish & install new pedestrian gate, side panels and hardware.
7. COP#43 - Furnish & install new gate and lock, and wall partition to secure transformer within the team changing room from student access.

ADD CO3_Hart_BHS Pool_Capital Outlay.pdf

14.j Approval of Board Policy and Administrative Regulation 3580 District Records and 5125 Student Records
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the proposed revision to Board Policy and Administrative Regulation 3580 District Records and 5125 Student Records, as presented.
Approval of Board Policy & Admin Regulations 3580 101625.pdf

15. REPORTS FROM BOARD MEMBERS

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

16. ADJOURNMENT

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Tiphani Davis, EdD, Hanover Research and Robyn Anders, Director of Instructional Technology & Accountability
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	October 16, 2025
SUBJECT:	Report on 2025 School Satisfaction Survey

Background:
The Burbank Unified School District administered the School Satisfaction survey in the Spring of 2025 to parents, students, and staff. The purpose of the survey is to obtain information on programs, resources, and practices in the district, so that changes can be made to goals, actions, and services through the annual cycle of developing the Local Control Accountability Plan (LCAP). This survey looks at trends, both positive and negative, over time.

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

Discussion/Issues:
The School Satisfaction survey was administered in the Spring of 2025. The number of participants was 1946. Participants were a combination of parents (52%), students (36%), and staff (12%), with the largest participation from parents. Below is a summary of the results.

RECOMMENDATIONS:
- **Strengthen principal leadership through targeted support and feedback**: Survey data indicate a notable decline in staff perceptions of principals, particularly in timely responsiveness to school/classroom needs and effectiveness as instructional leaders. Given the critical role site leadership plays in driving school improvement and fostering a supportive school culture, BUSD should prioritize strengthening principal capacity. District leaders might consider implementing structured leadership coaching, peer learning communities, and additional feedback mechanisms to help principals identify areas for growth and share successful practices.
- **Continue to bolster college and career readiness:** Although more students understand A-G requirements and plan to attend a 4-year university, less than two-thirds agree that adults help them plan for college or careers. Additionally, only 55% feel they graduate with a clear career plan. To address this gap, BUSD might consider increasing counselor capacity, integrating career planning modules into advisory periods, and partnering with local industries and post-secondary institutions to expose students to a range of pathways. Building on the notable growth in CTE satisfaction and participation, schools can potentially leverage CTE for more robust, equitable college and career readiness supports.

- **Target improvements in Professional Development (PD) to meet staff needs**: Fewer than half of staff agree that PD is effective or sustainable, with declining ratings from last year. To increase impact, BUSD should tailor PD to staff-identified priorities—such as behavior management and mental health—and ensure follow-up support like coaching, time for implementation, and peer collaboration to enhance long-term effectiveness.

KEY FINDINGS

Background Information

- There are minimal significant differences in satisfaction with various BUSD programs and initiatives over the last year. However, there has been a notable increase in satisfaction with practical arts or career and technical education (84% in 2025; 68% in 2024). This is the only statistically significant difference across years.

LCAP

- Respondents are slightly more familiar with BUSD's Local Control and Accountability Plan (LCAP) in 2025.
- Agreement with statements regarding the LCAP have mostly increased over the last.

School Environment

- Respondents generally report more positive perceptions of BUSD's school environment in 2025.
- Respondents believe that BUSD schools offer adequate resources and course offerings.
- There may be room for growth regarding student placement based on academic level.
- Perceptions of student preparation have seen growth over the last year; however, some areas of improvement remain.

School Environment

- All measures of the physical environment at BUSD schools have improved; however, continued progress is key
- Perceptions of school safety and of campus supervisors/yard duty staff have improved over the last year and are generally positive.
- Staff highlight several areas of growth related to staff support.

Principal Evaluation

- Overall, perceptions of school principals and administrative teams have remained consistent or slightly decreased over the last year.
- In 2025, a significantly lower percentage of staff agree that their principal responds to school and classroom needs in a timely manner.

District Leadership

- Perceptions of district leadership are generally low-to-moderate, and agreement levels are largely consistent with last year.

Parent Participation

- Parent participation perceptions are generally positive, and there have been minimal noteworthy changes over the last year.
- On average, over three-quarters of parents and staff agree that BUSD schools make parents feel welcome (86%), communicate effectively about students' academic progress (80%), and encourage parents to participate in their children's education (79%).
- 63% of staff agree that parents are involved in their children's education, suggesting room for growth in parent involvement.

Professional Development

- Staff responses suggest room for improvement regarding the efficacy and sustainability of professional development (PD).

Bullying

- Measures of bullying have significantly improved over the last year.

Positive Behavioral Interventions and Supports (PBIS)

- Staff report knowledge of and comfortability with PBIS; however, there may be concerns about efficacy in improving student behavior.

Mental Health

- General perceptions of mental health support have increased, although fewer students indicate having reached out for mental health support in the past year.

Career and Technical Education (CTE) & Plans After High School

- Significantly more staff have engaged with CTE courses this year (22% in 2025; 9% in 2024, and perceptions of CTE have increased overall.
- 60% of high school students indicate they plan on attending a 4-year university after high school, up from 48% in 2024).

Overall Satisfaction

- Overall, significantly more parents and students are satisfied with BUSD's quality of education in 2025 (72% in 2025; 66% in 2024.

Fiscal Impact:

The cost of the contract with Hanover Research is $48,300 per year.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services and Robyn Anders, Director of Instructional Technology & Accountability, will report to the Board of Education on 2025 School Satisfaction Survey, as presented.



SCHOOL SATISFACTION SURVEY

Prepared for Burbank Unified School District

May 2025

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INTRODUCTION

INTRODUCTION

OVERVIEW

In this report, Hanover Research presents the results of the School Satisfaction Survey conducted on behalf of Burbank Unified School District (BUSD).

RESEARCH QUESTIONS

- What are student, parent, staff, and community member perceptions of academic rigor and support, school safety, family engagement, DEI, and college and career readiness?
- In what ways can Burbank improve services and outcomes in these areas?

SURVEY ADMINISTRATION & SURVEY SAMPLE

- The survey was administered online from March to April 2025 using the Qualtrics online survey platform.
- The analysis includes a total of n=1946 (2024-25) and n=2345 (2023-24) respondents following data cleaning and quality control.
- Results in this analysis are segmented by year and respondent group. Fully segmented results can be found in the accompanying dashboard.

RESPONDENT QUALIFICATIONS

- Must be a student, parent, staff member, or community member at BUSD.

INTRODUCTION

METHODOLOGY

- Sample sizes vary across questions as some questions only pertain to a subset of respondents.
- Conclusions drawn from a small sample size (n<20) should be interpreted with caution.
- Statistically significant difference (95% confidence level) between groups are noted with an asterisk (*).
- After data collection, Hanover identified and removed low-quality respondents.
- All charts that visualize results by respondent group reflect only 2025 data.
- Chart choice option values of 0% either reflect choice options not seen in a given year or not seen by a certain respondent group.
- Chart legend values of n=Infinity-0 indicate that a respondent group did not see the question.
- Due to sample size limitations, community member results are not visualized in segmented charts by respondent group. Additionally, questions only seen by community members are not included in this analysis. These results may be found in the accompanying Dashboard and Data Supplement.

RECOMMENDATIONS

RECOMMENDATIONS:

Based on analysis of this survey, Hanover recommends that Burbank Unified School District (BUSD):

- **Strengthen principal leadership through targeted support and feedback**: Survey data indicate a notable decline in staff perceptions of principals, particularly in timely responsiveness to school/classroom needs and effectiveness as instructional leaders. Given the critical role site leadership plays in driving school improvement and fostering a supportive school culture, BUSD should prioritize strengthening principal capacity. District leaders might consider implementing structured leadership coaching, peer learning communities, and additional feedback mechanisms to help principals identify areas for growth and share successful practices.

- **Continue to bolster college and career readiness:** Although more students understand A-G requirements and plan to attend a 4-year university, less than two-thirds agree that adults help them plan for college or careers. Additionally, only 55% feel they graduate with a clear career plan. To address this gap, BUSD might consider increasing counselor capacity, integrating career planning modules into advisory periods, and partnering with local industries and postsecondary institutions to expose students to a range of pathways. Building on the notable growth in CTE satisfaction and participation, schools can potentially leverage CTE for more robust, equitable college and career readiness supports.

- **Target improvements in Professional Development (PD) to meet staff needs**: Fewer than half of staff agree that PD is effective or sustainable, with declining ratings from last year. To increase impact, BUSD should tailor PD to staff-identified priorities—such as behavior management and mental health—and ensure follow-up supports like coaching, time for implementation, and peer collaboration to enhance long-term effectiveness.

KEY FINDINGS

KEY FINDINGS

Background Information

There are minimal significant differences in satisfaction with various BUSD programs and initiatives over the last year. However, there has been a notable increase in satisfaction with practical arts or career and technical education (84% in 2025; 68% in 2024). This is the only statistically significant difference across years.

LCAP

Respondents are slightly more familiar with BUSD's Local Control and Accountability Plan (LCAP) in 2025. Significantly fewer respondents indicate they are not at all familiar with the LCAP in 2025 (34%), compared to 2024 (41%). As expected, staff report higher levels of familiarity than parents.

Agreement with statements regarding the LCAP have mostly increased over the last year. In 2025, significantly more respondents agree that they are invited to be involved in the LCAP process (a 7% increase), know where to find LCAP information (a 7% increase), and are well-informed about LCAP goals (a 5% increase). These findings corroborate the increase in familiarity over the last year. Despite these gains, there is no increase in the share of respondents who have attended an LCAP meeting (11% in 2025; 12% in 2024).

KEY FINDINGS

School Environment

Respondents generally report more positive perceptions of BUSD's school environment in 2025.

- Significantly more respondents agree that BUSD schools have a positive and supportive learning environment (a 7% increase), students enjoy going to school (a 7% increase), and that students are able to talk to adults at school when problems arise (a 12% increase).
- Similarly, significantly more respondents agree that school rules are applied fairly to everyone (a 7% increase) and that students respect one another's differences (7%). Regarding students respecting one another's differences, significantly fewer students agree (48%), compared to parents (65%) and staff (61%).
- Respondents believe that BUSD schools offer adequate resources and course offerings.
- There may be room for growth regarding student placement based on academic level. While a high percentage of respondents agree that BUSD schools offer academic support for English learners (88%) and special education students (79%), fewer staff agree that BUSD schools are responsive to teacher input on placement (57%) and that students are appropriately placed in advanced-level courses (49%).
- Perceptions of student preparation have seen growth over the last year; however, some areas of improvement remain. In 2025, significantly more students agree that they understand the A-G UC/CSU requirements (73% in 2025; 56% in 2024) and that they can manage their time effectively (63% in 2025; 52% in 2024). However, relatively fewer respondents agree with overall areas related to plans after high school. Below two-thirds agree that adults at school help students plan for college (60%), that adults at school help students plan for a career (56%), or that students are equipped with a plan for a career upon graduation (55%).

KEY FINDINGS

School Environment

- All measures of the physical environment at BUSD schools have improved; however, continued progress is key. In 2025, more respondents agree that schools are clean, have adequate supplies, that restrooms that accommodate special needs are available, and that restrooms are clean and readily available. However, approximately half or fewer respondents agree with each statement about restrooms, signaling this as an area for improvement. Furthermore, students agree with all statements the least compared to parents and staff.
- Perceptions of school safety and of campus supervisors/yard duty staff have improved over the last year and are generally positive.
- Staff highlight several areas of growth related to staff support. Approximately two-thirds of staff agree that they are respected for their curricular expertise (68%), that they are supported when enforcing student discipline (65%), and that staff members have opportunities to be recognized for excellence (65%). Improvement in these areas may help bolster staff morale.

KEY FINDINGS

Principal Evaluation

Overall, perceptions of school principals and administrative teams have remained consistent or slightly decreased over the last year.

- In 2025, a significantly lower percentage of staff agree that their principal responds to school and classroom needs in a timely manner (64% in 2025; 79% in 2024).
- Staff perceptions of principals have slightly decreased. Agreement levels with eight out of eight statements have declined to varying degrees. Significantly fewer staff agree that their principal is an effective instructional leader (61% in 2025; 71% in 2024).
- Of the 47% of staff who have been evaluated during the past school year, most report a very positive experience.

District Leadership

Perceptions of district leadership are generally low-to-moderate, and agreement levels are largely consistent with last year. Approximately half or fewer respondents agree with each statement about district leadership. The lowest-rated areas pertain to the district being present at school events (45%), and being in tune with pressing school- based issues (44% for parents; 37% for staff). However, 7% more respondents agree that the district communicates a strong vision for the district in 2025 (54% in 2025; 47% in 2024).

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KEY FINDINGS

Parent Participation

Parent participation perceptions are generally positive, and there have been minimal noteworthy changes over the last year.

- On average, over three-quarters of parents and staff agree that BUSD schools make parents feel welcome (86%), communicate effectively about students' academic progress (80%), and encourage parents to participate in their children's education (79%). Fewer parents agree that their child's school encourages them to participate in their children's education than staff (77% for parents; 88% for staff).
- 63% of staff agree that parents are involved in their children's education, suggesting room for growth in parent involvement. Relatedly, measures of parent engagement frequency also suggest lower levels of parent participation. For example, just 17% of parents say they engage in school-related conversations with their children's teachers one or more times a week.

Professional Development

Staff responses suggest room for improvement regarding the efficacy and sustainability of professional development (PD).

- 48% of staff agree that their school provides effective PD experiences and activities, and 44% agree that their school provides sustainable PD. Both measures see a slight decline from last year (6% and 10%, respectively).
- In 2025, staff are most interested in PD for behavior management (43%) and mental health and wellness (31%).

KEY FINDINGS

Bullying

Measures of bullying have significantly improved over the last year.

- In 2025, a significantly greater percentage of respondents agree that their school has clear rules against bullying (a 7% increase), that adults at schools fairly enforce rules against bullying (an 11% increase), and that schools have a proactive anti-bullying message (a 12% increase).
- Respondents express greater satisfaction with anti-bullying initiatives such as positive behavioral interventions and supports (PBIS) (a 7% increase), anti-bullying programs or activities (a 13% increase), and the district's Bullying Crime Reporting Hotline (a 17% increase). Furthermore, respondents indicate that instances of bullying have slightly decreased across bullying of various individual differences, suggesting a more inclusive school environment.
- Significantly more students know how to report bullying in 2025 (74% in 2025; 64% in 2024) and to whom they should report bullying (75% in 2025; 64% in 2024).

Positive Behavioral Interventions and Supports (PBIS)

Staff report knowledge of and comfortability with PBIS; however, there may be concerns about efficacy in improving student behavior.

- Two-thirds or more of staff agree that they are familiar with PBIS expectations (76%) and are comfortable implementing PBIS in the classroom (74%) or at their site (66%). However, fewer than half agree that PBIS is effective at improving student behavior, and agreement has declined over the last year (41% in 2025; 53% in 2024).

KEY FINDINGS

Mental Health

General perceptions of mental health support have increased, although fewer students indicate having reached out for mental health support in the past year.

- In 2025, a significantly greater share of respondents agree that BUSD schools make students aware of helpful mental health resources (77% in 2025; 66% in 2024) and that schools provide sufficient resources for students who are having social, emotional, or mental health problems (71% in 2025; 63% in 2024). Additionally, although not statistically significant, all other statements see increases in agreement levels over the last year.
- 13% of students indicate having reached out for mental health support in the past year, compared to 22% in the 2024 survey.

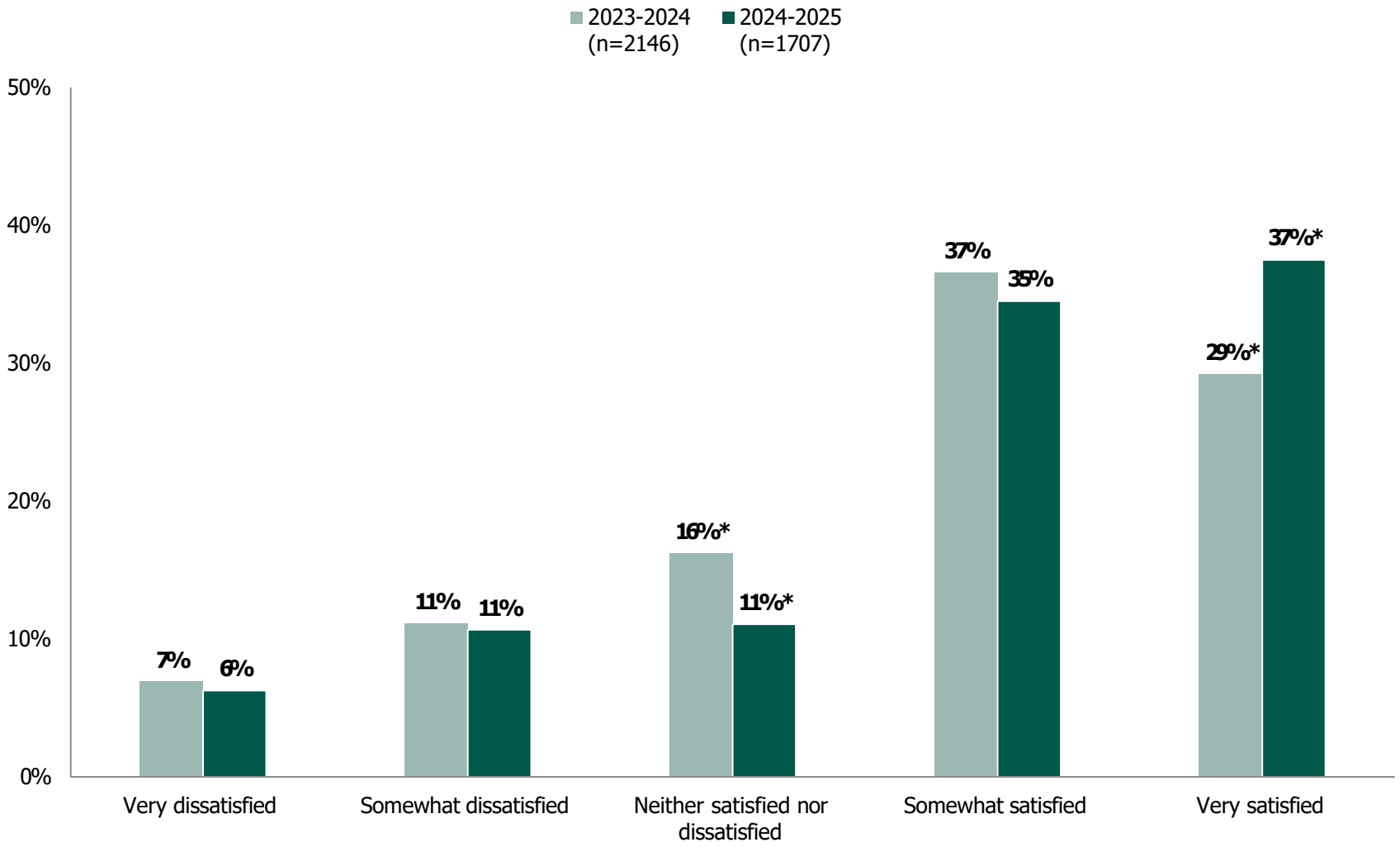
Career and Technical Education (CTE), Plans After High School, and Overall Satisfaction

- Significantly more staff have engaged with CTE courses this year (22% in 2025; 9% in 2024), and perceptions of CTE have increased overall.
- 60% of high school students indicate they plan on attending a 4-year university after high school, up from 48% in 2024.
- Overall, significantly more parents and students are satisfied with BUSD's quality of education in 2025 (72% in 2025; 66% in 2024).

CHARTS

OVERALL SATISFACTION

Overall, how satisfied are you with the quality of education provided by BUSD?

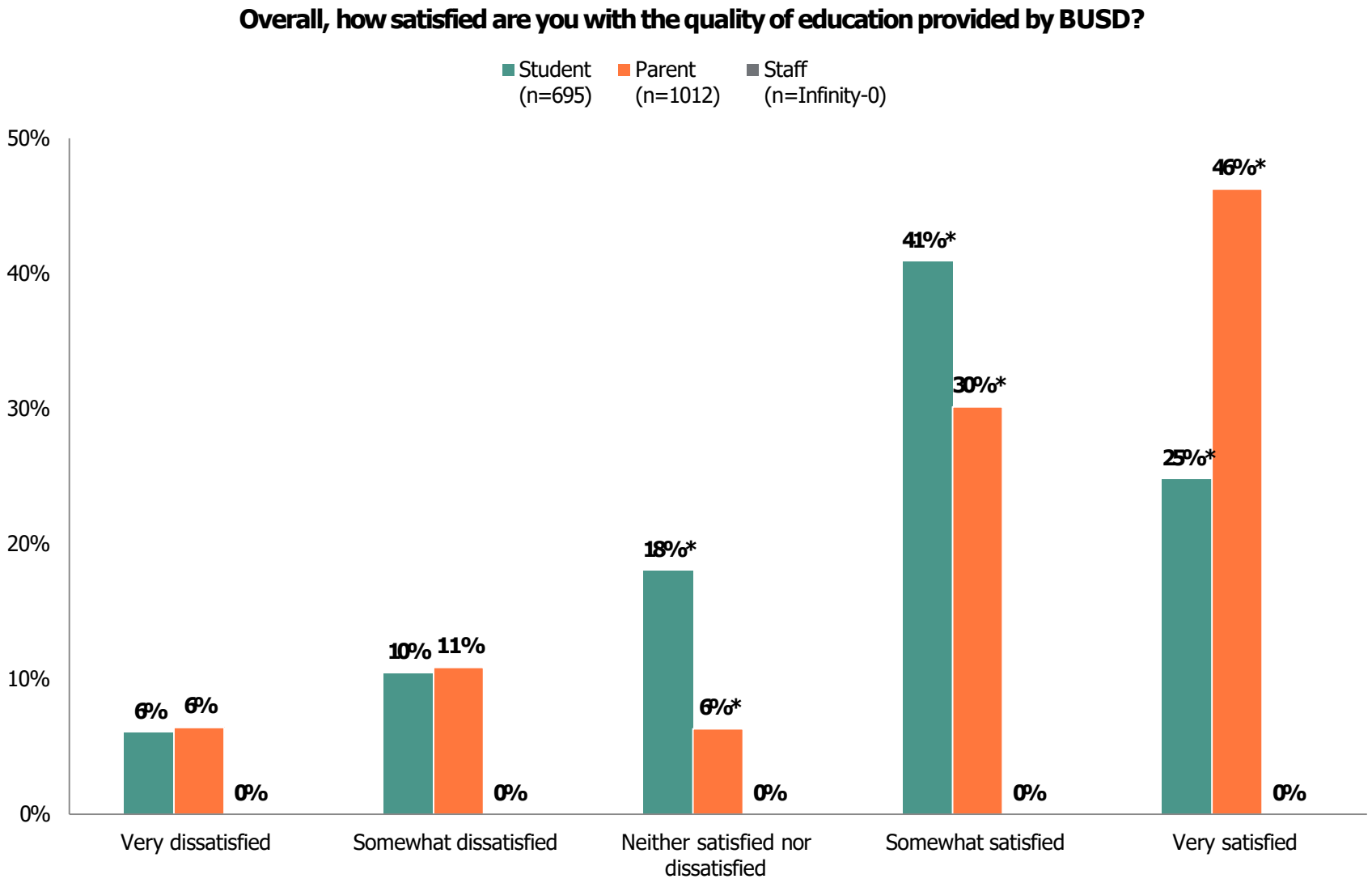


Back to Key Findings

Back to Recommendations

Note: *indicates statistically significant differences between groups at the 95% level.

OVERALL SATISFACTION



Back to Key Findings

Back to Recommendations

Note: *indicates statistically significant differences between groups at the 95% level.

RESPONDENT CHARACTERISTICS

RESPONDENT CHARACTERISTICS

Group (n=1946)

Student	36%
Parent/Guardian of a student	52%
Staff member	12%
Community member	<1%

Staff Role (n=235)

Certificated teacher	56%
Other school-level certificated personnel	9%
School-level classified personnel (instructional)	11%
School-level classified personnel (non-instructional)	11%
Principal	1%
Other school-level administrator	3%
District support staff	8%
District administrator	1%

Gender Identity (n=1946)

Male	41%
Female	49%
Non-binary/Gender non-conforming	1%
Not listed/Prefer to self-describe	1%
Prefer not to respond	8%

Race/Ethnicity (n=1946)

American Indian or Alaska Native	1%
Black or African American	4%
Asian	12%
Hispanic or Latin(o/a/x)	23%
Middle Eastern or North African	5%
White	56%
Native Hawaiian or Pacific Islander	2%
Not listed/Prefer to self-describe	7%
Prefer not to respond	11%

Years at BUSD (Staff) (n=235)

Less than 1 year	8%
1 to 4 years	18%
5 to 9 years	16%
10 to 14 years	11%
15 to 19 years	9%
20 years or more	31%
Prefer not to respond	6%

Note: Percentages may sum up to more than 100% if respondents could select more than one answer.



HANOVER RESEARCH

Thank you.

CONTACT

Tiphani Davis, EdD

Content Director, K-12 Research

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P: 202-900-8968

hanoverresearch.com

Burbank Unified School District Instructional Goals 2025–2026

Focused on student success and future-ready learning



INTRODUCTION AND IMPORTANCE OF INSTRUCTIONAL GOALS



Welcome to Burbank Unified School District

Strategic Vision Sharing

The presentation shares BUSD's instructional goals and strategic vision for the 2025-2026 school year with the community.

Commitment to Cohesion

BUSD ensures consistent, high-quality education by fostering cohesion and articulation across all grade levels and schools.

Supportive Learning Experience

The district focuses on creating a seamless learning experience that promotes academic excellence and personal growth for all students.



Why Instructional Goals Matter

Foundation for Effective Teaching

Instructional goals provide clear direction that enhances teaching effectiveness and student learning outcomes.

Promoting Consistency

Goals ensure consistency across classrooms, guaranteeing all students receive high-quality instruction.

Fostering Collaboration

Shared instructional goals encourage collaboration among teachers, administrators, and families to support students with focused professional development.

Comprehensive Student Readiness

Instructional goals address academic, social-emotional, and career readiness for lifelong success.



Understanding Articulation

Collaborative Curriculum Alignment

Articulation ensures alignment and coordination of curricula and programs across all grade levels for student success.

Vertical and Horizontal Articulation

Vertical articulation links elementary through middle school to high school learning, while horizontal articulation fosters same-grade collaboration among educators.

Focus on Student Readiness

Articulation emphasizes academic, social-emotional, and career readiness through standardized transition plans and information exchange.

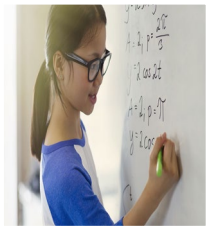
DISTRICT-WIDE INSTRUCTIONAL GOALS

Instructional Goals for 2025–2026



3rd Grade Literacy

Ensure all students read proficiently (fluency and comprehension) by third grade to build a strong academic foundation.



Middle School Math Progression

Strengthen math skills in middle school with foundations established in elementary schools to prepare students for high school challenges.



College & Career Readiness

Increase A-G course completion rates to equip students for college admission and careers. Increase “College and Career Readiness” (measures graduation rate, performance on state tests and college credit courses)

GRADE SPAN INSTRUCTIONAL GOALS

ELEMENTARY SCHOOL INSTRUCTIONAL GOALS

Instructional Focus Areas

1. **Strengthen Teaching Through Data & Collaboration**
Teachers use regular data cycles and PLC time to set goals, plan instruction, and monitor progress.

2. **Deepen Math & Writing Instruction**
Focus on hands-on math (Choral Counting, Counting Collections, Math ILT strategies) and daily writing using *Step Up to Writing* across all grades.

3. **Support All Learners**
Provide strong Tier 1 instruction that includes and supports English Learners, newcomers, and students with special needs.

4. **Build Critical Thinking & Hands-On Learning**
Integrate inquiry-based science (FOSS) and problem-solving activities that engage students in active, meaningful learning.

ELEMENTARY SCHOOL INSTRUCTIONAL GOALS

Culture & Leadership Priorities

1. **Foster Belonging and Collaboration**
Strengthen school culture, consistency, and communication among staff, students, and families.

2. **Prioritize Social-Emotional Learning (SEL)**
Embed Tier 1 SEL supports to build empathy, resilience, and a positive school climate.

3. **Coach, Celebrate, and Empower**
Leaders and teachers partner in coaching cycles, highlighting exemplary work and making learning visible through celebration and shared growth.

4. **Embrace Innovation and Continuous Improvement**
Encourage exploration, professional learning, and new ideas that enhance teaching and learning.

MIDDLE SCHOOL INSTRUCTIONAL GOALS

1. **Data-Driven & Effective Teaching**

   Harness data chats, PLCs, and interim assessment results so teachers know exactly where students need help and where they can be challenged.

1. **Targeted Student Support & Equity**

   Build stronger, more strategic support systems to provide immediate, tailored help for our students with special needs, those learning English, and any other student groups needing extra support.

   Ensure our curriculum and instruction reflect the diversity of our student body and world, making sure all students see themselves in their learning and feel a sense of belonging.

1. **Career, College, & System Readiness**

   Focus on improving overall student proficiency in English Language Arts (ELA) and Math as measured by state assessments, ensuring our students are meeting grade-level expectations.

HIGH SCHOOL INSTRUCTIONAL GOALS

1. **Data-Driven & Effective Teaching**

   Improve our Professional Learning Communities (PLCs) to be true collaborative planning time where teachers share effective strategies and work together to improve student outcomes.

1. **Targeted Student Support & Equity**

   Establish fair and consistent grading rules across the school to ensure grades accurately reflect student learning and that all students have an equitable opportunity to succeed.

1. **Career, College, & System Readiness**

   Maintain high academic standards so that every student is challenged to think critically and deeply in all their subjects.

   Expand our Career Technical Education (CTE) programs to give students high-quality, relevant skills and certifications for in-demand careers, preparing them for both college and the workforce.

STRATEGIC PLANNING FOR THE FUTURE

Strategic Master Plan & Portrait of a Graduate



Strategic Master Plan Purpose

The plan guides long-term vision and aligns educational goals, resources, and initiatives district-wide.



Portrait of a Graduate

Defines essential skills, knowledge, and dispositions for student success in college, career, and life.



Community and Education Partners Engagement

Engaging all partners builds a cohesive vision reflecting community values and aspirations for learners.

State of Burbank Adult School

Thursday, October 16, 2025

Burbank Adult School.

Your School.

Your Community.

Your future!



Enrollment

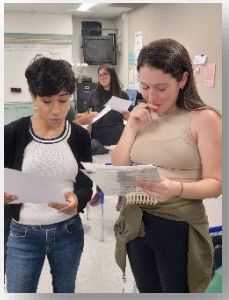
Source: ASAP Database

Total Enrollment: 2024-2025 School Year	
ABE:	160
ASE:	840
CTE:	1,144
ESL:	2,846
Parent ED:	260
Personal Enrichment:	588
Total:	**5,838**

Participant Enrollment for 2024-2025: 3,414

Fall 2024-2025	
August 1 to October 4, 2024	
ABE:	68
ASE:	326
CTE:	444
ESL:	1,475
Parent ED:	180
Personal Enrichment:	209
Total:	**2,702**

Fall 2025-2026	
August 1 to October 4, 2025	
ABE:	79
ASE:	419
CTE:	595
ESL:	1,430
Parent ED:	146
Personal Enrichment:	278
Total:	**2,947**









Budget: 2025-2026

California Adult Education Program (CAEP)

2025-2026: $4,624,583

+ carryover = $1,276,601

Total= $5,901,184

Workforce Innovation and Opportunity Act (WIOA)

2025-2026: $706,000

English Language Learners (ELLs) Health Pathway (grant)

2025-2026: $337,000



Departments:

ESL
Academic
CTE
Parent Ed

Now: ESL Program

5 Literacy AM and PM

4 level 1

4 level 2

4 level 3

2 level 4

2 level 5

3 Intensive English Classes

2 Citizenship classes

Burbank High: 5 classes

Saturday Program: 4 classes

Total: 35 classes

Academic Program

New:

- GED in Spanish (in-person and online) AM/Afternoon/PM/Sat
- GED/HiSET in English
- Math and Writing Bootcamp
- More opportunities to get a HS diploma

CTE Program

New:

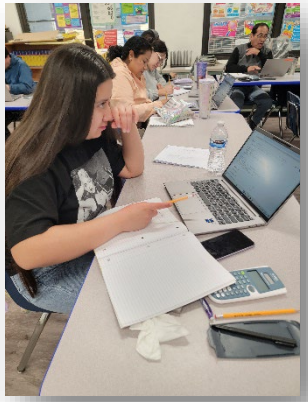
- Web Design
- Microsoft Office
- QB and Payroll Accounting online
- Accounting Essentials
- Pharmacy Tech AM/PM
- Support ELL students by offering more IET opportunities
- Medical Terminology in-person and online
- CMA – AM & PM
- LVN program- Fall 2026
- Culinary Art Class

Parent Education Program

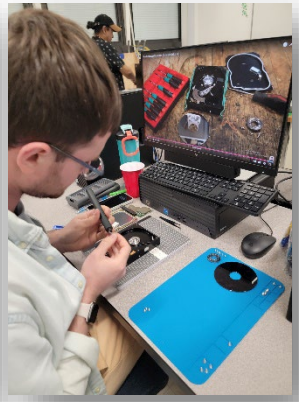
- Family Success Initiative





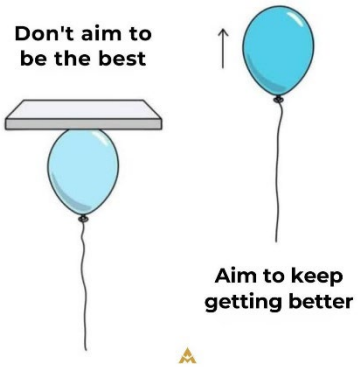


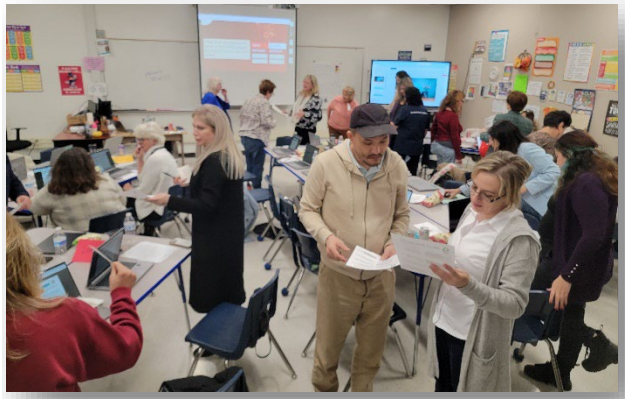




Moving Forward

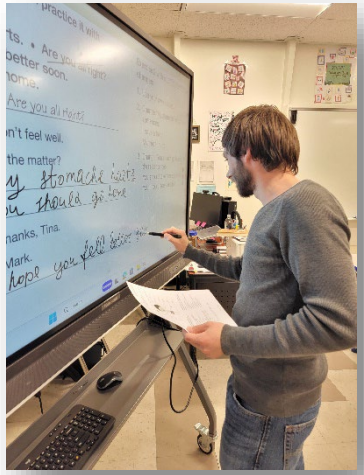
- Start the Licensed Vocational Nursing Program in Fall 2026
- Continue expanding the ESL program – offering online courses
- Continue promoting all programs: Social Media, Armenian TV, KTLA, etc
- 100+ HS graduates/High School Equivalency certificates
- Continue promoting and supporting a learning environment where all students are valued, supported and loved
- Continue promoting a positive, supportive culture where all-staff/faculty feel appreciated and valued
- Continue offering a high-quality program with diversity, equity and inclusion for everybody
- Promote effective instruction supported by PDs and PLCs
- Continue offering high-quality instruction aligned with 21st Century Skills: Communication, Collaboration, Critical Thinking and Creativity
- Burbank Adult School is not a “night school”, it is a career and training center that offers opportunities to adult learners so that they can transform their lives and become productive members in today’s society.





AREAS of growth:

- Student Persistence
- Digital Literacy



Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Julie Markussen, Director of Secondary Education & DEI
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	October 16, 2025
SUBJECT:	Adoption of Resolution 11 – Proclaiming November as Burbank Unified School District's National Native American Heritage Month

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Background:

Every year on November 1st, Native American Heritage Month is celebrated to honor the remarkable Native Americans who have contributed a lot to improve the character of the nation. This month is also referred to as the American Indian and Alaska Native Heritage Month. November is the time to rejoice in diverse and rich cultures, histories, and traditions and to appreciate the great contributions of the Native Americans. This month allows us to spread awareness about tribes or to educate people about the various challenges faced by the Native Americans in the past and today. Throughout this month, we commit to keep on supporting the remaining Native American tribes and let the world know about their sacrifices.

Discussion/Issues:

National Native American Month started off as an effort to get a day of appreciation and acknowledgment for the unique contributions made by the first Americans for the growth and establishment of the United States. The effort has now resulted in a whole month being celebrated for that purpose. Dr. Arthur C. Parker was one of the first supporters of having an American Indian Day. He was a Seneca Indian and the director of the Museum of Arts and Science in Rochester, New York. He was also the one to convince the Boy Scouts of America to create a day for the Native Americans — the Boy Scouts adopted this day for three days. In 1915, a plan concerning American Indian Day was formally approved in the annual Congress of the American Indian Association meeting. The president of the American Indian Association, Rev. Sherman Coolidge, called upon the country to observe this day. The first time American Indian Day was declared was in May 1916. In 1990, a joint resolution was approved by President George H.W. Bush, which called for November to be named National American Heritage Month. Declarations like these have been issued since 1994, such as Native American Heritage Month and National American Indian and Alaska Native Heritage Month.

Fiscal Impact: None

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education adopt Resolution 11 Proclaiming the month of November 2025, as Burbank Unified School District's National Native American Heritage Month, as presented.

RESOLUTION 11 PROCLAIMING NOVEMBER 2025

THE BURBANK UNIFIED SCHOOL DISTRICT'S
NATIONAL NATIVE AMERICAN HERITAGE MONTH

WHEREAS, from November 1, 2025, through November 30, 2025, the United States celebrates National Native American Heritage Month; and

WHEREAS, National Native American Heritage Month is an opportunity to consider and recognize the contributions of Native Americans to the history of the United States; and

WHEREAS, Native Americans are descendants of the original, indigenous inhabitants of what is now the United States; and

WHEREAS, Gov. Jerry Brown signed AB 738, which requires the state's Instructional Quality Commission to create a Native American studies class curriculum for high schools that will satisfy the elective course requirements for admission to the University of California and California State and AB 2016, which creates an elective high school ethnic studies course that could also include Native American history and culture; and

WHEREAS, the Bureau of the Census estimated that, in 2021, there were more than 6,300,000 individuals of Native American descent in the United States; and

WHEREAS, Native Americans maintain vibrant cultures and traditions and hold a deeply rooted sense of community have made distinct and important contributions to the United States and the rest of the world in many fields, including the fields of agriculture, medicine, music, language, and art; and

WHEREAS, Native American leaders like Muwekma Ohlone Tribe Chair Rose Mary Cambra, Winnebago and Chippewaw attorney Colin Cloud Hampson, Amah Mutsun Tribal Band Chair Valentin Lopez, and Indian Canyon Tribal Chair Ann Marie Sayers have sustained Native American culture and traditions and shared them with students, scholars, and the community.

THEREFORE, BE IT RESOLVED, that the Burbank Unified School District Board of Education recognizes the month of November 2025 as "National Native American Heritage Month" and urges all schools and the community to observe National Native American Heritage Month with appropriate programs and activities.

PASSED, APPROVED, AND ADOPTED this 16th day of October 2025, at a meeting of the Burbank Unified School District Board of Education, Los Angeles County, California.

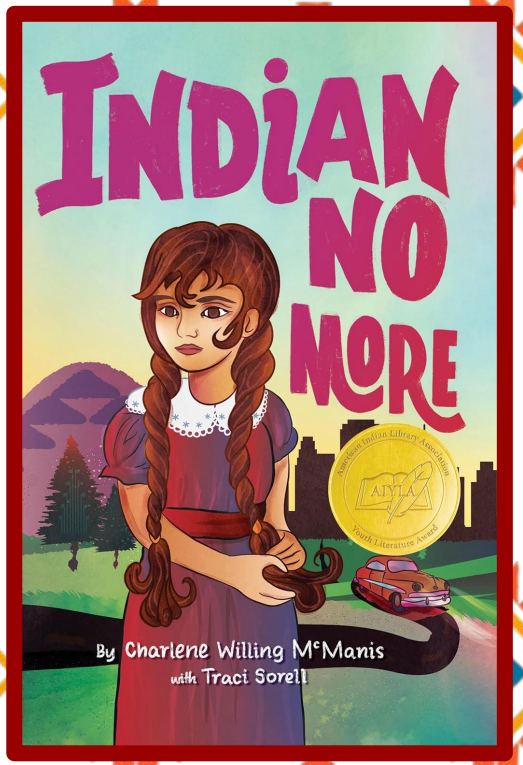
Ayes:
Noes:
Abstain: Absent:

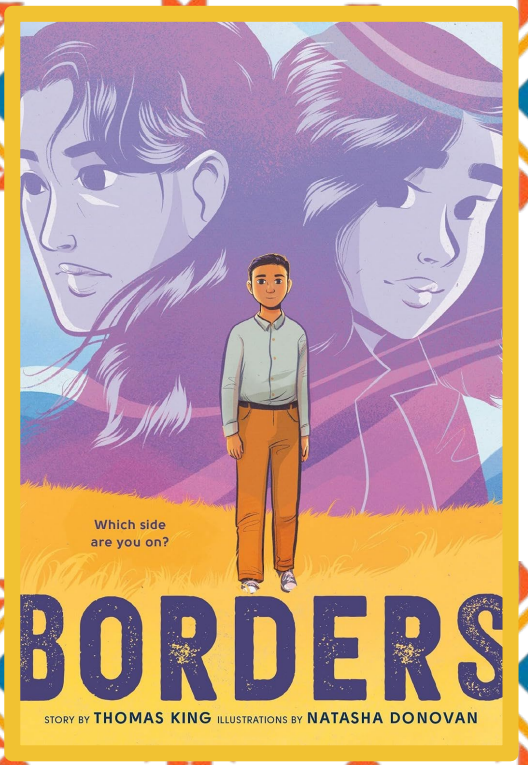
_____
Clerk, Board of Education

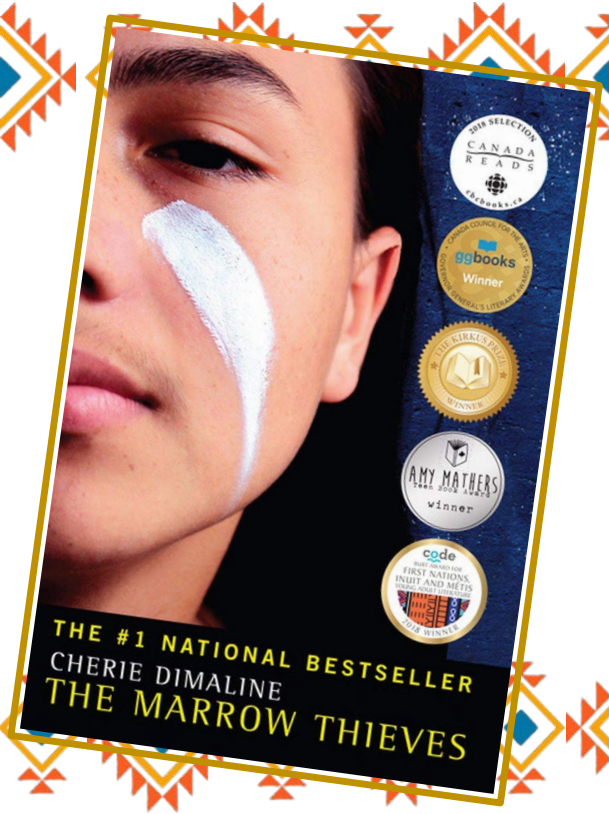

NATIVE
AMERICAN
HERITAGE MONTH


ROBIN WALL KIMMERER
author of Braiding Sweetgrass
Bud Finds Her Gift
illustrated by
NAOKO STOOP


by US Congresswoman
Sharice Davids
with Nancy K. Mays
SHARICE'S BIG VOICE
A NATIVE KID BECOMES A CONGRESSWOMAN
illustrations by
Joshua Mangeshig Pawis-Steckley


INDIAN NO MORE
American Indian Library Association
AILA
Youth Literature Award
By Charlene Willing McManis
with Traci Sorell


Which side are you on?
BORDERS
STORY BY THOMAS KING ILLUSTRATIONS BY NATASHA DONOVAN


2018 SELECTION
CANADA READS
ggbooks
Winner
THE KIRKUS PRIZE
WINNER
AMY MATHERS
winner
code
FIRST NATIONS, INUIT AND MÉTIS
THE #1 NATIONAL BESTSELLER
CHERIE DIMALINE
THE MARROW THIEVES

Burbank Unified School District
Office of the Superintendent

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Oscar Macias, Interim Superintendent
PREPARED BY:	Cindy Quiterio, Executive Assistant to the Superintendent
SUBMITTED BY:	Cindy Quiterio, Executive Assistant to the Superintendent
DATE:	October 16, 2025
SUBJECT:	Adoption of Resolution 12 – Proclaiming the Week of October 19-25 as United Against Hate Week

---

Background:
United Against Hate Week is a statewide initiative that began in 2017 to promote unity, inclusion, and community engagement in response to the rise of hate incidents across California. The campaign encourages cities, schools, and community organizations to take a public stand against hate and to build safer, more equitable communities.

The Burbank Unified School District acknowledges United Against Hate Week, which promotes kindness, empathy, and understanding within the community. The message of this campaign reflects BUSD's core values of respect, inclusion, and belonging for all students and families.

Discussion/Issues:
This year, United Against Hate Week will be recognized from October 19-25. The district, in partnership with the Burbank Human Relations Council, wishes to raise awareness and encourage dialogue about inclusion and respect.

Resolution 12 underscores the district's ongoing commitment to providing a safe and supportive environment where all students and staff feel valued and respected.

Financial Impact:
None

Recommendations:
Oscar Macias, Interim Superintendent, recommends that the Board of Education adopt Resolution 12, Proclaiming the Week of October 19-25 as United Against Hate Week, as presented.

BURBANK UNIFIED SCHOOL DISTRICT

2025-2026 - RESOLUTION 12

PROCLAIMING THE WEEK OF OCTOBER 19-25 AS UNITED AGAINST HATE WEEK

WHEREAS, Los Angeles County is home to a diverse population of more than ten million residents, including White, Latino, and Hispanic, Black, Asian American, Native Hawaiians, and Pacific Islanders, and American Indians, and Native Alaskans; and

WHEREAS, LA County's United Against Hate Week, October 19-25, 2025, will celebrate diverse history, culture, and traditions, while educating all people on the importance of supporting social justice, inclusion, and safety for all; and

WHEREAS, LA County has invited cities and school districts like Burbank Unified to join in this opportunity to bring schools and community members together with a message of unity and solidarity when it comes to standing up against hate and preventing incidents of hate and intolerance; and

WHEREAS, United Against Hate Week will provide Burbank Unified School District with an opportunity to recognize the City's diversity, strengthen partnerships in order to help address hardships that victims of hate acts face, and to look for ways to uplift all students and the community; and

WHEREAS, on a local level, the Burbank Humans Relation Council continues its efforts to raise awareness of social issues and partners with the Burbank Unified School District, and the Burbank Police Department along with the HATE Crime Response Program that has been recognized as an effective tool in supporting victims and in fostering peaceful community and police relations; and

WHEREAS, school districts across the County are encouraged to take action to combat hate, BUSD partnered with the Burbank Human Relations Council and created a campaign to open schools this 2025-26 year with updated **Hate Has No Home** personalized banners for all elementary and secondary sites. BHRC created classroom posters for all elementary and secondary classroom encouraging students to **Choose Love. Be Kind.**

WHEREAS, United Against Hate Week symbolizes the dedication to preventing and opposing hate and intolerance in our community and serves to educate residents on the importance of compassion and cooperation as key strategies for unlocking understanding and accepting the differences among residents.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of the Burbank Unified School District proclaims the week of October 19-25, 2025, as **UNITED AGAINST HATE WEEK** as an essential and important step in bridging division and in strengthening our community.

I HEREBY CERTIFY that Resolution 12 was approved and adopted by the Board of Education of the Burbank Unified School District at a regular meeting held on the 16th day of October, 2025.

Ayes:

Noes:

Abstain:

Absent:

_____

Armond Aghakhanian, President

Board of Education

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
DATE:	October 16, 2025
SUBJECT:	Approval of Minimum Wage Increase to $16.90 per Hour

---

Background
Effective January 1, 2026, California's state minimum wage will rise to $16.90 per hour. This adjustment reflects the annual inflationary increase tied to the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W). The updated wage rate applies uniformly to all employers in the state, regardless of size.

Discussion/Issues
To meet the requirements set by the state of California, salary schedules must be modified to implement the $16.90 per hour requirement. Employers in California are subject to both state and federal minimum wage laws. This increase is based on a 2.49% adjustment tied to the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) in California.

The Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) plays a significant role in wage setting, particularly in contexts where wages are adjusted to maintain purchasing power in response to inflation. In response to inflation and to support all employees, the Burbank Unified School District will be following the California minimum wage requirement of $16.90 per hour.

Fiscal Impact
This change impacts the employees earning below $16.90 per hour on the Pay Schedule for Classified Hourly or Special Assignments.

Recommendation
Human Resources Services, recommends that the Board of Education approve the Minimum Wage Increase to $16.90 per hour, as mandated by the State of California, effective January 1, 2026, as presented.

BURBANK UNIFIED SCHOOL DISTRICT

CLASSIFIED PERSONNEL

Pay Schedule for Hourly or Special Assignments

Effective January 1, ~~2025~~ **2026**

1. Substitute and short-term classified employees employed in one of the following classified series shall be paid an hourly rate equivalent to minimum wage or 85% of Step 1 of the salary employed to substitute, whichever rate is higher:

Accounting Series
Clerical Series
Food Services Series
Instructional Series*
Maintenance Series*
Operations Series*
Auxiliary Series*

Should a salary increase be applied to any bargaining unit salary schedule during any given fiscal Year, such increase shall not apply to this policy until July 1st of the next fiscal year.

*Paraeducator Severely Impaired will be paid 100% of Step I
*Paraeducator Special Education will be paid 100% of Step I
*Paraeducator Children's Center will be paid 100% of Step I
*Paraeducator Children's Center II will be paid 100% of Step I
*Campus Supervisor will be paid 100% of Step I.
*Food Service Assistant will be paid 100% of Step I.
*Custodian will be paid 100% of Step I.
*Educational Interpreter II- Deaf and Hard of Hearing will be paid 100% of Step I $35.19 per hr.

2. Other Hourly Rates

School Office Managers-Elementary who are assigned to a Summer School Secretary assignment will be paid the hourly equivalent of their monthly assignment.

Short Term Assignment Coaches	Hourly Rate
Short Term Assignment Athletic Coach	~~$16.50~~ **$16.90**
Short Term Assignment Performing Arts Coach	~~$16.50~~ **$16.90**

Miscellaneous

SYETP Student	~~$16.50~~ **$16.90**
Student Helper	~~$16.50~~ **$16.90**
Bilingual Translator	$25.00
ASS/Athletic Supervisor	~~$16.50~~ **$16.90**
Fee-Based Classes, Adult School	$29.51
Choral Conductor, Adult School	$25.45
Visual and Performing Arts Instructor	$50.00
Site Technology Specialist Advanced	$1092.00 per semester*
Custodial Training Stipend	$165.00 (one time only)

3. A stipend of $173.83 will be paid to the Varsity coach for each CIF playoff game in which his/her team participates, and a stipend of $95.06 will be paid to each Assistant Coach for each CIF playoff game in which his/her team participates.

** May be applied to certificated staff at Alternative sites only (i.e. Monterey)

Policy Adopted: 6/21/84
Revised: 11/1/90; 5/21/92; 8/6/02; 9/3/92; 11/5/92; 10/6/94; 8/3/95; 7/11/96; 9/5/96; 10/3/96; 3/20/97; 6/19/97; 2/19/98; 3/5/98; 6/25/98; 5/6/99; 6/24/99; 8/5/99; 12/16/99; 7/6/00; 1/8/01; 6/21/01; 11/1/01; 3/21/02; 8/21/03; 11/06/03; 12/16/04; 11/3/05; 7/20/06 1/18/07; 1/17/08; 7/1/14; 8/6/15/; 1/21/16; 12/15/16; 2/16/17; 11/15/18; 12/20/18; 12/19/19; 12/17/20; 12/16/21; 12/15/22; 5/4/23; 6/1/23; 12/21/23; 6/6/24; 6/20/24; 12/19/24; 2/6/25; **10/16/2025**

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Mariam Abdelhamid, Assistant Superintendent of Business Services
PREPARED BY:	Rachel Paghunasan, Director of Food Services
SUBMITTED BY:	Terri, Ramirez-Adams, Senior Administrative Assistant
DATE:	October 16, 2025
SUBJECT:	Approval of Agreement for Professional Services, LunchAssist (Cafeteria Fund)

Background:

LunchAssist is a professional support platform designed to help school nutrition departments meet USDA and California Department of Education (CDE) requirements. Founded by experienced school nutrition directors and auditors, LunchAssist provides:

- USDA-approved training modules in English and Spanish
- Professional Standards tracking for staff development and compliance
- Administrative Review (AR) preparation tools, including checklists, templates, and audit coaching
- Policy updates and resources tailored to California's Universal Meals Program
- Onboarding and consulting support for new directors and food service teams

LunchAssist currently supports over 400 school districts across 26 states and is recognized for its expertise in guiding departments through audits, training, and operational challenges

Discussion/Issues:

The Burbank Unified School District Food Services Department (FSD) continues to face several operational and strategic challenges that impact its ability to deliver high-quality, compliant, and student-centered nutrition services. These challenges include:

- Staff Training: Difficulty in consistently training staff on current, industry-forward techniques and regulatory updates.
- Menu Innovation: Limited capacity to evolve the menu toward diverse, culturally relevant, fresh, and scratch-made offerings.
- Regulatory Compliance: The need to remain prudent and proactive in meeting CDE and USDA guidelines, especially in preparation for periodic Administrative Reviews.
- Commodity Optimization: Underutilization of Commodity Order Projections, resulting in missed opportunities for cost savings.
- Fiscal Planning: Lack of a comprehensive Spending and Budget Plan to effectively manage and maximize Fund 13 resources.
- Wellness Policy Alignment: Gaps in fully supporting and integrating the BUSD Wellness Policy into daily food service operations.
- Grant Management: Challenges in resourcing and submitting grant applications on time, which limits access to external funding and innovation opportunities.

To address these issues, the department proposes the adoption of LunchAssist, a membership-based online platform that offers:

- Up-to-date guidance from CDE and USDA
- Corrective strategies for operational deficiencies
- Staff training materials and review preparation tools
- Strategic consulting for special projects and long-term planning
- Fiscal insights to maximize federal and state reimbursements
- Support for aligning with industry best practices and compliance standards

LunchAssist will serve as a critical resource to realign the Food Services Department with regulatory expectations, industry trends, and fiscal responsibility—ultimately enhancing the student experience and nutritional outcomes.

Fiscal Impact:

The total cost for the implementation of LunchAssist is $25,995. This includes:

- LunchAssist Onboarding
- Five (5) LunchAssist Memberships
- 120 hours per year of consulting and special project support

The anticipated return on investment is substantial. LunchAssist will directly support the Food Services Department in resolving key programmatic challenges, identifying and securing under-publicized grant opportunities, and optimizing the use of Fund 13 through strategic fiscal planning. These improvements are expected to enhance compliance, operational efficiency, and student nutrition outcomes.

The cost of LunchAssist will be absorbed within the existing Food Services Department budget, with an annual financial impact anticipated but manageable. This investment represents a proactive step toward long-term sustainability and alignment with CDE and USDA expectations.

Recommendation:

Mariam Abdelhamid, Assistant Superintendent of Business Services, recommends that the Board of Education approve the agreement between Burbank Unified School District and LunchAssist to provide its software and services effective October 17, 2025 through October 16, 2026, not to exceed $25,995 (13.0-53100.0-00000-37000-5850-7490000), and that authority to sign the contract pursuant to BUSD—AR 3314, as presented.



Quote For

Burbank Unified School District

LunchAssist, Inc.
8605 Santa Monica Blvd, 52611
West Hollywood, CA 90069
(985) 966-8494
www.lunchassist.org

Quote

Burbank Unified School District

Bill To

Rachel Paghunasan
1900 West Olive Ave.
Burbank, CA 91506

Quote #	5498981000051804063
Quote Date	Jul 21, 2025 10:03 AM
Quote Expiration	Sep 30, 2025

Item & Description	List Price	Qty	Amount
LunchAssist PRO featuring Brigaid One year of school nutrition training through LunchAssist PRO featuring Brigaid (price for first team member)	$ 495.00	1	$ 495.00
District-wide LunchAssist PRO featuring Brigaid School nutrition training, professional standards tracking, resources, and reports for each team member in the school nutrition department through LunchAssist PRO featuring Brigaid (price per each additional team member).	$ 50.00	5	$ 250.00
Onboarding Onboarding, set-up, and training costs for district-wide LunchAssist PRO accounts (first year only).	$ 250.00	1	$ 250.00
Consulting & Training Premium Consulting Package - One-on-one consulting, training, mentoring, coaching, and support from the team at LunchAssist.	$ 25,000.00	1	$ 25,000.00
Grand Total			**$ 25,995.00**

Terms & Conditions

This agreement is for 1 year. Services will be suspended or canceled for accounts that are left unpaid unless other arrangements have been made. This contract will automatically renew in successive years unless LunchAssist is notified of the intent to cancel at least 90 days prior to the annual renewal date. Renewal invoices will be sent approximately 3 months before the annual renewal date. Fees for subsequent years will be equal to the base year cost, uplifted each year based on inflation.

Consulting Premium Package (25k):

- 120 contract hours annually
- Meet biweekly with the school nutrition leadership team.
    - Regularly scheduled 1 hour biweekly meetings with clients as check-ins to go over pending projects and compliance items
    - Does not limit the clients ability to contact their consultant via email or schedule shorter calls as needed based on availability.
- Review monthly checklists to ensure program compliance.
    - Reviewed during regularly scheduled meetings or as needed to ensure compliance with monthly/annual tasks required for the meal program.
- Ensure program staff is well equipped to fulfill all requirements and responsibilities as USDA child nutrition program operators.
    - This is done through the monthly checklists and annual compliance touchpoints set up by the consultant.
- Create organizational tools and timelines for meeting program deadlines.
    - Your consultant will help you stay on top of critical deadlines and can help map out project timelines to make large projects seem less overwhelming.
- Provide ongoing training, mentoring, and coaching.
    - As the program year progresses, clients are kept in the loop on upcoming tasks/opportunities and receive advice and consolidated info on topics to ensure they are maximizing their program opportunities.
- Provide ongoing technical assistance and support through brainstorming sessions and troubleshooting problems throughout the year.
    - You will receive consistent support in ensuring your program is in compliance, and your Consultant will support you in creatively thinking through all of your options to ensure compliance with all aspects of the meal program.
- Serve as the resident policy expert for your USDA Child Nutrition Programs.
    - Consultant breaks down complex topics, consolidates rules, and deciphers how regulations apply to your meal program operations through regular research and contact with CDE.
- Update the school/district on relevant policy changes, emerging trends, and best practices.
    - The consultant provides support with brainstorming how to implement change into their meal program in the most efficient and effective way.

- Answer questions about program regulations.
    - Can ask your consultant questions throughout the year via email, call, or your regularly scheduled calls to discuss requirements in the meal program and how to ensure your programs are in compliance with all rules.
- Research complex regulatory issues as needed and provide tailored guidance.
    - If you have questions on a specific topic, your consultant can point you in the right direction for regulations and can help break down the regulations to make sure your program is in compliance or troubleshoot how to bring your program into compliance.
- Create and review departmental policies, procedures, forms, and checklists.
    - You will get access to our curated templates for the meal program that will help streamline your operations and ensure compliance as well.
- Advise on Buy American, civil rights, financial management, food safety, and procurement.
    - Your Consultant will be able to support you in all aspects of meal program compliance including these topics. Support may be reviewing documents for compliance, providing you with regulatory guidance or templates, and determining when staff training may be needed.
- Advise on additional federal programs such as snack, supper, FFVP, and USDA Foods.
    - Your Consultant can help you apply for and manage compliance for the program listed above since every program has its own specific requirements that may or may not be intuitive or overtly discussed by CDE.
- Provide feedback and recommendations for improvements that would strengthen the program.
    - After evaluating your program through monthly compliance calls, your Consultant can give feedback on how to improve your program operations and processes by giving realistic suggestions and access to lots of resources and templates that will help you successfully implement change.
- Other duties as requested by the school or district and as mutually agreed.
    - This will likely be an overarching item to cover Special Projects that will be discussed and agreed upon early on in their contract for the current school year.
- Completion of ~6 Special Projects or 2 reviews per year.
    - This may include, but is not limited to
        - Personalized Staff Training
        - Grant Application
        - Create/update Employee Handbook

- RFP / RFQ; New Program Application (ex. CACFP, AMS, SFSP)
- Dept Review and Rec's
- Advising on menus, recipes, and menu compliance
- Virtual monitoring of sites
- Claim Review (Spot check view of meal counts, MPRs, claim)
- Commodity Order Projections
- Spending/Budget Plan support
- Wellness Policy Support - Committee/Assessment
- Audit Support
- Convert from Vended to Self-Op

UNADOPTED MINUTES OF THE BOARD OF EDUCATION
BURBANK UNIFIED SCHOOL DISTRICT

July 10, 2025

Burbank Unified School District
Third Floor – Board Room
1900 W. Olive Ave.
Burbank, California

MEMBERS PRESENT:
Emily Weisberg
Armond Aghakhanian
Abby Pontzer Kamkar
Laurette Cano

MEMBERS ABSENT:
Charlene Tabet

Also present were Oscar Macias, Acting Superintendent; Sarah Rudchenko, Assistant Superintendent, Human Resources; Peter Knapik, Assistant Superintendent, Educational Services and Mariam Abdelhamid, Assistant Superintendent, Business Services.

1) CALL TO ORDER

2) REQUESTS TO ADDRESS THE BOARD

2.a) Public Communications on Closed Session Agenda Items (In-Person Only)

Joel Schlossman, community member, speaks regarding actions against student expulsions. He says that he hopes that they do the right thing for the student. He says that he's had very little interaction with Acting Superintendent Macias and that the very little interaction he's had with him he doesn't like. He says that Dr. Macias has not responded to his questions or concerns. Also asks if Acting Superintendent Macias is going to comply with current LGBTQ+ policies related to LGBTQ+ topics . He asks if Acting Superintendent Macias has a plan because he would like to see it addressed.

2.b) Staff Responses

2.c) Board Members' Responses

3) CLOSED SESSION

3.a) 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.b) Public Employee Discipline/Dismissal/Release Pursuant to Government Code §54957

3.c) Government Code section §54957.6

Conference with Labor Negotiator Name of Negotiator: Board President Unrepresented Employee: Acting/Interim Superintendent

3.d) Government Code section §54957

Public Employee Appointment/Employment

3.e) Conference with Legal Counsel - Existing Litigation Pursuant to Government Code §54956.9 (b)(1) and (b)(3)(A) (OF 30,718)

Final Settlement Agreement for Special Education Students 960026513, 960032838, 960032920, 960036916, 960041683, 96004626 and 960046316

3.f) Action on Student Expulsion (OF 30,719)

The Board of Education will take action in closed session pursuant to Education Code Sections 48900(c) and 48915(c)(3) on the expulsion recommendation by the Administrative Hearing Panel for Student 960045447, as presented.

4) RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE/LAND ACKNOWLEDGEMENT

President Aghakhanian invites Ms. Morris to lead in the Pledge of Allegiance.

5) REPORTING ON CLOSED SESSION

Item 3f, Board accepts recommendation of expulsion. Motion made by Vice President Pontzer Kamkar, seconded by Member Weisberg. 4-0, motion passed.

6) ADJUSTMENTS TO THE AGENDA

Item 8a, Sarah Schwartz is the current BTA President.

Member Weisberg would like to pull item 10i, would also like to have a discussion.

7) ITEMS FOR FUTURE AGENDAS

President Pontzer Kamkar would like a report on enrollment vs. projections. Also, would like a report on child care programs at each schools and what the cost is. Lastly, she would like a review of our conflict of interest policy and a Board policy update verifying Board member privileges vs. rights.

Member Weisberg would like to find out what the Districts contributions are towards health care so we can add it to the restitution we are seeking. Also, before school starts, she would like a report back about what our professional development policies are for staff.

Assistant Superintendent of Human Resources, Dr. Sarah Rudchenko, clarifies that item 10k needs to be pulled as well.

8) REPORTS FROM THE BOARD AND STAFF

8.a) Burbank Teacher's Association (BTA), California School Employees Association (CSEA), Burbank Association of School Administrators (BASA)

Nicole Drabecki; BTA President, Laura Bauman, CSEA President, and Laura Flosi, BASA President will report on association business.

8.b) Reports from the Superintendent

Oscar Macias, Acting Superintendent will report on items of interest to the Board of Education and the community.

Acting Superintendent, Dr. Oscar Macias, indicates that the Sobel Group investigation is still active. The criminal investigation is still on going. Please contact Detective Voorhis or any District staff member. He reports that summer school concluded today and reports that Dennis Maxwell indicated that projects are on track to be completed on time. He says that we are deep in preparation for the fall and are ready for the start of school on Wednesday, August 13th. He says that it's a different start time then we are used to and will communicate those details via email. Once Principals are back, they will send their own notifications out. Lastly, he mentions that presentations for our new Administrators will be collectively done at the next Board meeting on July 24th.

9) REQUESTS TO ADDRESS THE BOARD

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

Joel Schlossmann, community member, he speaks regarding the passage of the bond with no oversight, even though oversight was promised. He says when he asks for public records, is told it costs the District money. He suggests bringing back Debbie Kukta to save the District. He addresses Member Weisberg and that all he is doing is free speech.

Elizabeth Bax, a Burbank resident, says that she is very sad about what has happened. She doesn't currently have children in BUSD, but is a concerned resident. She heard that according to the Burbank Leader, District policy requires outgoing payments should be reported and presented regularly to the Board. She says that the warrants report doesn't have vendor names. She hopes that the investigation findings will be released to the public.

9.b) Superintendent's Comments

Oscar Macias, Acting Superintendent, will respond to public comment.

Acting Superintendent, Dr Oscar Macias, thanks Ms. Bax for coming. He asks Dr. Abdelhamid to explain the approval process of the warrants reports. Dr. Abdelhamid clarifies that as a purchase order report comes to the Board, it is before a payment is made. They are approved first, before the payments go through. She reiterates that she encourages staff to look at the previous report to see the differences she has made to these reports to show transparency. Dr. Macias lets the community to know that our expectations are to hear you as a community and address your issues.

9.c) Board Members' Responses

Board Members will respond to public comment.

Member Weisberg thanks Ms. Bax for coming. Addresses warrant reports and that she goes through them very carefully before the Board meetings. She says that FCMAT gave us a list to clean up antiquated processes, and that a lot of work has been put in place to fix issues. She says she would like to communicate with the community about their processes before a Board meeting. She reminds the community that Dr. Macias communicates with Detective Voorhis regularly.

Member Cano tells Ms. Bax that we know who the checks are for before they even come in. She also mentions that she can look back at old board meetings for references, some of that information can be found there.

Member Weisberg speaks on the importance of union labor. BUSD signed a community workforce agreement and with the mission of Burbank Unified is that people are treated fairly and paid on time. Also, our CTE programs help prepare students for great future jobs. Reminds community that with union labor, our jobs will be done correctly the first time.

Vice President Pontzer Kamkar says that she is quoted in the Burbank Leader article, but she misunderstood the question. She says she is thankful to the work the Business Services team as done in cleaning up the warrant report amongst other processes. States that we will post as much of the investigation as we can with as few redactions as possible.

President Aghakhanian thanks the speakers for coming and mentions his colleagues addressed most of the concerns from our speakers.

10) NEW AND/OR UNFINISHED BUSINESS

10.a) Adoption of Resolution 1 – Confirming Acceptance of the Surplus Property Advisory Committee Report; Declaring Properties Surplus; Authorizing the Pursuit of Sale for the Properties; and Finding the Properties to be Exempt Surplus Land Pursuant to Government Code Section 54221

Andrew Cantwell, Chief Administrative Officer, recommends that the Board of Education adopt Resolution 1 – Confirming Acceptance of the Surplus Property Advisory Committee Report; Declaring Properties Surplus; Authorizing the Pursuit of Sale for the Properties; and Finding Properties to be Exempt Surplus Land Pursuant to Government Code Section 54221, as presented.

Resolution 1 - Acceptance of Report and Declaring Properties Surplus 071025.pdf (OF 30,720)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

10.b) Approval of Independent Learning Academy Master Agreements

That the Board of Education approve the Independent Learning Academy Master Agreements for the 2025-2026 school year, effective July 11, 2025, as presented.

25-26 ILA Master Agreement.pdf (OF 30,721)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

10.c) Adoption of AP European History Textbook (Lottery Textbook Fund)

That the Board of Education adopt the Cengage Western Civilization Since 1300 Enhanced AP Edition. Not to exceed $195,662.35 (01.0-63000-0-11100-10000-4110-742-9000 Lottery Textbook Funds), as presented.

AP European History textbook 7 10 25.pdf (OF 30,722)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

10.d) Adoption of Myers' Psychology for the AP Course Textbook (Lottery Textbook Fund)

That the Board of Education adopt the Myers' Psychology for the AP Course Textbook. Not to exceed $102,694.67 (01.0-63000-0-11100-10000-4110-742-9000 Lottery Textbook Funds), as presented.

AP Psychology textbook 7 10 25.pdf (OF 30,723)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

10.e) Approval of 2025-2026 Courses and Instructional Minutes for the Independent Learning Academy

That the Board of Education approve the course list and instructional minutes for the Independent Learning Academy, effective July 11, 2025 through June 30, 2026, as presented.

ILA_Course_Approval__Inst_Minutes_7 10 25.pdf (OF 30,724)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

10.f) Adoption of AP Economics and AP Government Textbook (Lottery Textbook Fund)

Peter Knapik, Assistant Superintendent, Educational Services, recommends the Board of Education adopt the Bedford Freeman & Worth AP Economics and AP Government Textbooks. Not to exceed $273,650.06 (01.0-63000-0-11100-10000-4110-742-9000 Lottery Textbook Funds), as presented.

AP ECON AP GOV textbook 7 10 25 (002).pdf (OF 30,725)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

10.g) Ratification of Agreement for Instructional Technology Services

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement with Renaissance for a total not to exceed $163,624.15 (01.0-15000.0-11121-10000-5840-7420000), July 1, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Instructional Technology Software Renaissance 7 10 25.pdf (OF 30,726)

It was moved by Laurette Cano, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

10.h) Approval of Agreement for Professional Services, EMS LINQ, LLC. (Cafeteria Fund)

That the Board of Education approve the agreement between Burbank Unified School District and EMS LINQ, LLC to provide its software, accessories, and services effective July 11, 2025 through June 30, 2026 (13.0-53100.0-00000-37000-4410-7490000), and that authority to sign the contract pursuant to BUSD—AR 3314, as presented.

Linq Agreement 071025.pdf (OF 30,727)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

10.i) Approval of USC CBO, School Business Management Certificate Program Fee for Mariam Abdelhamid

That the Board of Education approve the payment of the USC School Business Management program fee, not to exceed $7,500 (01.0-00000.0-00000-27000-5221-747-0000-0000), as presented.

PULLED

Approval USC CBO, Certificate Program Fee 071025.pdf PULLED

10.j) Approval of Updated Burbank Unified School District Workplace Violence Prevention Program (WVPP)

That the Board of Education approve the Updated Burbank Unified School District Workplace Violence Prevention Program (WVPP), as presented.

Approval of Updated Burbank Unified School District Workplace Violence and Prevention Program (WVPP).pdf (OF 30,728)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

10.k) Ratification of Extension of Employment Contract for Assistant Superintendent of Educational Services

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education ratify the Extension of Employment Contract for Assistant Superintendent of Educational Services effective July 1, 2025 through December 31, 2025, as presented.

PULLED

Ratification of Extension of Employment Contract for Assistant Superintendent of Educational Services.pdf PULLED

10.l) Approval of Variable Waiver 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 2025-2025, as presented.

Approval of Variable Waiver Request- Certificated Staff.pdf (OF 30,729)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

10.m) Board Action to Dismiss Trustee Charlene Tabet as Clerk of the Board of Education

Oscar Macias, Acting Superintendent, recommends that the Board of Education dismiss Trustee Charlene Tabet as Clerk of the Board of Education and appoint another member to serve in that role, as presented.

Board Action Trustee Tabet.pdf (OF 30,730)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

Board members explain the process and cost of removing Trustee Tabet from office.

Vice President Pontzer Kamkar nominates Dr. Emily Weisberg to serve as Board Clerk for the remainder of the term. AYES 3-0.

11) CONSENT AGENDA

11.a) Approval of the 2024-2025 Purchase Order Report

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve purchase orders for 2024-2025 as listed through June 2, 2025, as presented.

2024-2025 Purchase Order Report.pdf (OF 30,731)

11.b) Approval of Williams Settlement Quarterly Report on Uniform Complaints 2024-2025

Oscar Macias, Acting Superintendent, recommends that the Board of Education approve the Williams Lawsuit Settlement Quarterly Report on Uniform Complaints 2024-2025, Report Summary No. 4, April 1 through June 30, 2025, as presented.

Williams 4th quarter report 7 10 25.pdf (OF 30,732)

11.c) Action on Final Settlement Agreement (Special Education)

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education student 960026513, total not to exceed $70,420, (01.0-65000.0-50010-36000-5813-7440000), July 31, 2023 through July 31, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960026513 Settlement Agreement.pdf (OF 30,733)

11.d) Action on Final Settlement Agreement (Special Education)

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education student 960032838, total not to exceed $21,881, (01.0-65000.0-50010-36000-5813-7440000), July 11, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960032838 Settlement Agreement.pdf (OF 30,734)

11.e) Action on Final Settlement Agreement (Special Education)

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education student 960032920, total not to exceed $44,370, (01.0-65000.0-50010-36000-5813-7440000), October 2021 through August 31, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960032920 Settlement Agreement.pdf (OF 30,735)

11.f) Action on Final Settlement Agreement (Special Education)

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education student 960036916, total not to exceed $14,700, (01.0-65000.0-50010-36000-5813-7440000), July 11, 2025 through December 31, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960036916 Settlement Agreement.pdf (OF 30,736)

11.g) Action on Final Settlement Agreement (Special Education)

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education student 960041683, total not to exceed $10,739.04, (01.0-65000.0-50010-36000-5813-7440000), June 1, 2025 through August 31, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960041683 Settlement Agreement.pdf (OF 30,737)

11.h) Action on Final Settlement Agreement (Special Education)

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education student 960046126, total not to exceed $25,060, (01.0-65000.0-50010-36000-5813-7440000), 2025-2026 school year through end of the 2025-2026 school year, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960046126 Settlement Agreement.pdf (OF 30,738)

11.i) Action on Final Settlement Agreement (Special Education)

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education student 960046316, not to exceed $36,216, (01.0-65000.0-50010-36000-5813-7440000), May 12, 2025 through September 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960046316 Settlement Agreement.pdf (OF 30,739)

11.j) Ratification of Agreement for Professional Services (Special Education)

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Karen Lynn Epport, Ph.D., to provide a psychoeducational and speech and language IEE, not to exceed $9,500 (01.0-65000.0-57602-11901-5850-744000) for Special Education student 960041976, effective June 18, 2025 through June 30, 2026,

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

SPED Student 960041976 Karen Epport_Ratification.pdf (OF 30,740)

11.k) Approval of Agreement for Professional Services (Special Education)

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve an agreement with Everway for a total not to exceed $13,527.57, (01.0-65000.0-57602-11100-5890-7441000), August 1, 2025 through November 23, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Everway.pdf (OF 30,741)

11.l) Ratification of Agreement for Professional Services (Special Education)

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement with Diffit for a total not to exceed $64,795.50, (01.0-65000.0-57602-11100-5890-7441000), July 1, 2025 through June 30, 2028, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Diffit_Ratification.pdf (OF 30,742)

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

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement with Kami for a total not to exceed $128,385.00, (01.0-65000.0-57602-11100-5890-7441000), June 30, 2025 through June 30, 2028, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Kami_Ratification.pdf (OF 30,743)

11.n) Ratification of Agreement for Professional Services (Special Education)

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and LA City Cab, LLC for transportation services for Special Education Students on an as needed basis, effective July 1, 2025, through June 30, 2026, not to exceed $250,000 (01.0-07240.0-50010-36000-5812-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Transportation LA City Cab_Ratification.pdf (OF 30,744)

11.o) Ratification of Memorandum of Understanding (MOU) between Burbank Unified School District – Burbank Adult School and Comprehensive Spine and Pain Physicians

Peter Knapik, Assistant Superintendent, Education Services, recommends that the Board of Education ratify the Memorandum of Understanding (MOU) between Burbank Unified School District-Burbank Adult School and Comprehensive Spine and Pain Physicians, as presented.

Comprehensive Spine and Pain Physicians 7 10 25.pdf (OF 30,745)

11.p) Approval of Burbank Adult School English Language Learners (ELLs) Healthcare Pathways- Round Two

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the English Language Learners Healthcare Pathways - Round Two funds, as presented.

ELL Healthcare pathways - Round Two 7 10 25.pdf (OF 30,746)

11.q) Ratification of Agreement for Instructional Technology Services

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement with Amplify for a total not to exceed $54,362.48, (01.0-00000.0-11121-11100-5840-7420000), July 1, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Instructional Technology Software Amplify.pdf PULLED

11.r) Ratification of Memorandum of Understanding (MOU) between Burbank Unified School District – Burbank Adult School and Mend Urgent Care/Mend Medical

Peter Knapik, Assistant Superintendent, Education Services, recommends that the Board of Education ratify the Memorandum of Understanding (MOU) between Burbank Unified School District-Burbank Adult School and Mend Urgent Care/Mend Medical, effective July 1, 2025, as presented.

Mend Urgent Care-Mend Medical - BUSD - MOU 7 10 25.pdf (OF 30,747)

11.s) Approval of University Agreement- California State University, Dominguez Hills

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the University Agreement between the Burbank Unified School District and California State University, Dominguez Hills, to provide educational field experience for occupational therapy students effective from September 18, 2025 through until terminated five (5) years on September 18, 2030, and that authority to sign the Agreement be exercised pursuant to BUSD--AR 3314, as presented.

Approval of University Agreement- California State University Dominguez Hills.pdf (OF 30,748)

11.t) Approval of University Agreement- University of Massachusetts Global

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the University Agreement between the Burbank Unified School District and the University of Massachusetts Global to provide field experience for teachers, counselors and school psychologists effective August 1, 2025 through until terminated three (3) years on August 1, 2028, and that authority to sign the Agreement be exercised pursuant to BUSD--AR 3314, as presented.

Approval of University Agreement- University of Massachusetts Global.pdf (OF 30,749)

11.u) Approval of Warrants

Mariam Abdelhamid, Assistant Superintendent of Business Services, recommends that the Board of Education approve commercial warrants in the total amount of $34,038,752.66, issued May 1, 2025 through June 30, 2025, as presented.

Approval of Warrants 071025.pdf (OF 30,750)

11.v) Approval of Personnel Report Number 25-26-01

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Personnel Report number 25-26-01, covering Certificated and Classified personnel, and consisting of Pages 1 to 24 inclusive, as presented

Personnel Report 25-26-01.pdf AMENDED (OF 30,751)

It was moved by Abigail Pontzer Kamkar, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

12) REPORTS FROM BOARD MEMBERS

12.a) Reports from Board Members

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

Clerk Weisberg thanks the Fiscal Services staff for all their help. She thanks CTA Executive Director, Alex Moore for making her aware of the situation with student Solis-Portillo. She also thanks members of our DHH staff.

Member Cano gives a shout out to all Summer school Principals and staff.

Vice President Pontzer Kamkar reminds colleagues and community that she will not be at the next board meeting as she will be in Minnesota.

President Aghakhanian says that he went to Armenia to baptize children.

President Aghakhanian reads the retiree:
Monica Kauffman, since 2017

13) ADJOURNMENT

Meeting adjourned at 8:08 p.m.

MINUTES APPROVED:

_____
OSCAR MACIAS, ACTING SUPERINTENDENT
SECRETARY OF THE BOARD

10/16/2025
_____
DATE

_____
EMILY WEISBERG, CLERK

UNADOPTED MINUTES OF THE BOARD OF EDUCATION
BURBANK UNIFIED SCHOOL DISTRICT

July 24, 2025

Burbank Unified School District
Third Floor – Board Room
1900 W. Olive Ave.
Burbank, California

MEMBERS PRESENT:
Armond Aghakhanian
Emily Weisberg
Laurette Cano

MEMBERS ABSENT:
Abby Pontzer Kamkar
Charlene Tabet

Also present were Oscar Macias, Interim Superintendent; Sarah Rudchenko, Assistant Superintendent, Human Resources and Peter Knapik, Assistant Superintendent, Educational Services.

1) CALL TO ORDER

2) REQUESTS TO ADDRESS THE BOARD

2.a) Public Communications on Closed Session Agenda Items (In-Person Only)

Joel Schlossman, community member, asks about Ms. Tabet's name plate. He mentions the Superintendents contract and brings up some of his concerns regarding compensations and benefits. He says that he will request the final contract for the Superintendent. He also points out that the Chief Administrative Officer has not been at the recent meetings.

2.b) Staff Responses

2.c) Board Members' Responses

Adjourned to Closed Session at 5:09 p.m.

3) CLOSED SESSION

3.a) 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.b) Public Employee Discipline/Dismissal/Release Pursuant to Government Code 54957 (OF 30,752)

3.c) Government Code section 54957

Public employee appointment/employment Title: Acting/Interim Superintendent

3.d) Government Code section 54957.6

Conference with labor negotiator Name of negotiator: Board President Unrepresented employee: Acting/Interim Superintendent

4) RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE/LAND ACKNOWLEDGEMENT

President Aghakhanian invites former Mayor, Marcia Ramos, to lead in the Pledge of Allegiance.

5) REPORTING ON CLOSED SESSION

Board voted to approve the acceptance of the written determination and decision regarding employees, CL-008025, CL-008125, CL-008225 and CL-008325. Motion by Member Cano, seconded by Clerk Weisberg. 3-0, AYES.

Board appointed Acting Superintendent, Dr. Oscar Macias, as Interim Superintendent, effective July 1st, 2025. 3-0, AYES.

6) ADJUSTMENTS TO THE AGENDA

Items 11g, 11j and 12t pulled.

Request by Dr. Macias to move 12h to New and/or Unfinished Business.

7) ITEMS FOR FUTURE AGENDAS

Clerk Weisberg would like a report back on the impoundment of funds and how that will affect us and the Adult School. Would like to have a conversation as soon as possible.

8) REPORTS FROM THE BOARD AND STAFF

8.a) Burbank Teacher's Association (BTA), California School Employees Association (CSEA), Burbank Association of School Administrators (BASA)

Sarah Schwartz; BTA President, Laura Bauman, CSEA President, and Laura Flosi, BASA President will report on association business.

8.b) Reports from the Superintendent

Oscar Macias, Acting Superintendent will report on items of interest to the Board of Education and the community.

Acting Superintendent, Dr. Oscar Macias, reminds community that our school will begin on August 13th, which is a Wednesday. He emphasizes the Superintendent's Newsletter that will be ongoing as a form of communication with our community members. He mentions that next meeting we will have a presentation to update our summer bond measure projects. Administrative announcements have been delayed to the August 7th meeting.

9) REQUESTS TO ADDRESS THE BOARD

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

Joel Schlossman, community member, says that there is an item on the agenda about leasing a car for the FACTS program. He wonders if the capacity for the vehicle will be enough. He says that he wants to hear how DEI funds have been spent and where the funds are going. He asks that they put our kids first and what is being done is not sustainable.

Rebecca Burcham, speaks as a concerned community member, Burbank resident and proud CSEA member. She mentions the agreement contract with Specialized Services in September of 2024. This violated Article 7 of the collective bargaining agreement between CSEA and BUSD as no notice was provided to discuss or disclose to CSEA leadership. The services contracted for could have been performed by CSEA members for half of the amount.

Linda Walmsley, community member, Burbank resident and retired teacher, expresses her disappointment of the trustees. She asks about their management strategies. She addresses the issue of the minutes and questions why they are not up to date. She also questions the processes used to write contracts.

Jeff Vander Borght, community member, speaks on the management of the financial accountability of this district and the more he watches the meetings the angrier he becomes. He says that they are the trustees for the educational system. He asks about transparency of the third party Sobel group and if in fact it will have redactions. Asks Board to step down.

Marcia Ramos, speaks regarding the Family Service Agency contract. She is disappointed with the previous Superintendent and this Board. She believes the scope of the report was intentionally narrow. She asks that they look at the numbers and value of the cost of service. She asks Board to vote affirmatively and without hesitation on the contract tonight.

Tara Waugh, community member, Burbank resident and business owner, speaks on her outrage at Tabet's lack of response. She says whether Ms. Tabet committed a criminal offense is not the issue, she is concerned as to her resigning from her job. She was in clear violation of ethics without disclosing her conflict of interest. She publicly requests that Ms. Tabet consider resigning and doing it in a timely fashion. She commits to the effort to escalate in a very public way. She will start a recall campaign.

Anita Schackmann, long time Burbank resident, expresses her disappointment at the Boards approval under the December 12, 2024 purchase order report to pay Breann Weist. The name changed on the report. She addresses Ms. Cano's relationship with Ms Tabet and she lets Dr. Aghakhanian and Dr. Weisberg know that trust has been broken. The records show that over 1.2 million dollars were passed in under 30 seconds. Board member Tabet's daughter was paid over $3,000 more than what was approved.

Alexandra Helfrich, former BUSD parent, Burbank resident and long time fundraiser/donor to the district, questions the promotion of Andy Cantwell to Chief Administrative Officer. She is concerned because initially it was stated that he was not getting a salary increase, when that is not the case. The workdays decreased which raise his rate of pay and says his contract is a promotion and a raise. She mentions on June 18th, it was requested that they hold his contract.

9.b) Superintendent's Comments

Oscar Macias, Acting Superintendent, will respond to public comment.

Acting Superintendent, Dr. Oscar Macias, thanks the members of the community who have chosen to come and encourages them to continue coming.

9.c) Board Members' Responses

Board Members will respond to public comment.

Clerk Weisberg thanks Andrew Ling from IT for allowing accessibility to our YouTube Channel when our Board meetings are at the District office. Addresses Mr. Schlossman in regards to DEI, she asks for an annual report from DEI teachers. She says that union work assures quality of work and is a cost saver. She shares that she asked Dr. Paramo questions about why Specialized Support was needed and his explanation was that we were three years behind with the minutes and that it takes time, energy and that nobody in the district could do it. She says that she didn't know that her name was not on the contract and says that nobody on the Board would have approved it. Moving forward, she is going to put her focus on getting back to school. She thanks our employees in HR, fiscal, payroll, accounting and business who are working under difficult conditions to get ready for back to school.

Member Cano addresses Mr. Schlossmann and indicates that she had the same questions about the car. She says that it was her second meeting when the vote was made for Specialized Services. She asks community to continue contacting her. As a new Board member, she is finding her way through this and each situation and takes everything into consideration.

President Aghakhanian thanks the speakers for coming and says that he understands and shares their concerns. He says that it's impossible not to put your trust in people you work with. He will

let the investigation to take its course and asks for the public to be patient. He urges community to come forward and ask questions.

10) REPORTS TO THE BOARD

11) NEW AND/OR UNFINISHED BUSINESS

11.a) Ratification of Agreement for Claims Administration Services with Sedgwick Claims Management Services, Inc.

Andrew Cantwell, Chief Administrative Officer, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Sedgwick Claims Management Services, Inc. to provide claims administration services for past uninsured Workers Comp Claims (1979-2005), effective, July 1, 2025 through June 30, 2026, not to exceed $9,500 (01.0-00000.0-00000-00000-9532-0000000), and that authority to sign the agreement be exercised pursuant to BUSD AR 3314, as presented.

Sedgwick Agreement 072425.pdf (OF 30,753)

It was moved by Emily Weisberg, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

11.b) Ratification of Agreement for Professional Services (Human Resources)

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education ratify the Consultant Agreement between the Burbank Unified School District and Sign Up Interpreting Services, LLC, to provide American Sign Language interpreting to employees, not to exceed $200,000.00 (010-00000-0-00000-72000-5850-7550000), effective July 1, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD--AR 3314, as presented.

Ratification of Agreement for Professional Services (Human Resources).pdf (OF 30,754)

It was moved by Emily Weisberg, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

11.c) Approval of Agreement for Professional Services (Human Resources)

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the Agreement for Professional Services between the Burbank Unified School District and the Department of General Service/Office of Administrative Hearings to provide services of Administrative Law Judges (ALJs) for the purpose of managing cases and conducting hearings under Government Code section 27727, effective July 25, 2025 through until terminated five (5) years on July 25, 2030, not to exceed $48,000.00 (010-00000-0-00000-72000-5850-7550000), and that authority to sign the Agreement for Professional Services be exercised pursuant to BUSD--AR 3314, as presented.

Approval of Agreement for Professional Services (Human Resources).pdf (OF 30,755)

It was moved by Emily Weisberg, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

11.d) Approval of Memorandum of Understanding between the Burbank Unified School District and the Los Angeles County of Education for the Beginning Teacher Intern Program for the 2025-2026 School Year

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the Memorandum of Understanding between the Burbank Unified School District and the Los Angeles County of Education for the Beginning Teacher Intern Program for the 2025-2026 School Year, effective July 25, 2025 through June 30, 2026, as presented.

Approval of Memorandum of Understanding between the Burbank Unified School District and the Los Angeles County of Education for the Beginning Teacher Intern Program for the 2025-2026 School Year.pdf (OF 30,756)

It was moved by Emily Weisberg, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

11.e) Approval of Agreement with Family Service Agency of Burbank to Provide School-Based Counseling Services

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the agreement between the Burbank Unified School District and the Family Service Agency of Burbank, to provide individual and group counseling to elementary and secondary school pupils, as required, effective July 25, 2025 through June 30, 2026, not to exceed $130,500.00 (010-01500.0-11202-10000-5810-7420000) LCAP supplemental funds, and that the authority to sign the agreement be exercised pursuant to BUSD -AR 3314, as presented.

FSA_School_Based_Counseling_7 24 25.pdf (OF 30,757)

It was moved by Emily Weisberg, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

11.f) Approval of Agreement with Family Service Agency of Burbank to Provide High School Student Care Centers

That the Board of Education approve the agreement between the Burbank Unified School District and the Family Service Agency of Burbank, to continue to provide counseling and administrative services at the JBHS and BHS student Care Centers, effective July 25, 2025 through June 30, 2026, not to exceed $100,000 (010-90350.0-57601-11800-5810-7440000) MediCal Admin Activities (MAA) funds, and that the authority to sign the agreement be exercised pursuant to BUSD -AR 3314, as presented.

FSA_Student_Care_Center_7 24 25.pdf (OF 30,758)

It was moved by Emily Weisberg, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

11.g) Approval of Agreement for Professional Services with Enterprise Fleet Management, Inc.

Andrew Cantwell, Chief Administrative Officer, recommends that the Board of Education approve an agreement between Burbank Unified School District and Enterprise Fleet Management, Inc. for the 60 month lease of a District vehicle to be used by the FACTS program, effective August 1, 2025 through August 31, 2030, not to exceed $6,236 annually (including lease termination fees) (01.0-58100.0-50010-11100-5611-7440000000), and that authority to sign the agreement be exercised pursuant to BUSD AR 3314, as presented.

Pulled

Approval Enterprise Lease FACTS 072425.pdf PULLED

11.h) Ratification of Extension of Employment Contract for Assistant Superintendent of Educational Services

Sarah Rudchenko, Assistant Superintendent, Human Resources Services recommends that the Board of Education ratify the Extension of Employment Contract for Assistant Superintendent Educational Services effective from July 1, 2025 to December 31, 2025, as presented.

Ratification of Extension of Employment Contract for Assistant Superintendent of Educational Services.pdf (OF 30,760)

It was moved by Emily Weisberg, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

11.i) Approval of Notice of Completion, Southland Roofing Inc., Bid 2425-029 Clay Tile Roof Replacement, William McKinley Elementary School (Bond Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Bid 2425-029 Clay Tile Roof Replacement at William McKinley Elementary School, PO #25003953, not to exceed $94,430.00 (21.3-00000-0-91008-85000-6230-209-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD R3314, as presented.

NOC_Southland_McKinley_Bond.pdf (OF 30,761)

It was moved by Emily Weisberg, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

11.j) Discussion and Approval of Amended Board Representation on District and Community Committees/Groups for 2025

The President of the Board of Education recommends that the Members of the Board approve the amended list of Board Representation on Committees / Groups for 2025, following discussion, as presented.

Pulled

Board Representation on Committees_Report 2025.pdf PULLED

11.k) Approval of Interim Superintendent Employment Contract for Acting Superintendent Dr. Oscar Macias

That the Board of Education approve the employment contract with Dr. Oscar Macias, as Interim Superintendent of Schools, effective (date pending) and ending on June 30, 2026, unless terminated earlier as provided by the terms of the Contract or as required by law, as presented.

Macias Interim Contract (2025).pdf (OF 30,762)

It was moved by Emily Weisberg, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

11.l) Approval of Revised Board Policy 6170.1 Transitional Kindergarten

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the proposed revision to Board Policy 6170.1 Transitional Kindergarten, as presented.

Board Policy 6170.1 Revision.pdf (OF 30,763)

It was moved by Emily Weisberg, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

12) CONSENT AGENDA

12.a) Approval of the 2025-2026 Purchase Order Report

Mariam Abdelhamid, Assistant Superintendent, Business Services, recommends that the Board of Education approve purchase orders for 2025-2026 as listed through June 30, 2025, as presented.

2025-2026 Purchase Order Report.pdf (OF 30,764)

12.b) Approval of Amended District Memberships 2025-2026

Andrew Cantwell, Chief Administrative Officer, recommends that the Board of Education approve the amended District Memberships for the 2025-2026 school year, as presented.

Amended District Memberships - CITE 072425.pdf (OF 30,765)

12.c) Ratification of Amended Authorization of Signatures

Andrew Cantwell, Assistant Superintendent, Administrative Services recommends that the Board of Education ratify the authorization of signatures, for the period of July 1, 2025 through June 30, 2026, as presented.

Amended Authorization Signatures 25-26 072425.pdf (OF 30,766)

12.d) Approval of Personnel Report Number 25-26-02

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Personnel Report number 25-26-02, covering Certificated and Classified personnel and consisting of Pages 1 to 9 inclusive, as presented.

Personnel Report 25-26-02.pdf (OF 30,767)

12.e) Ratification of Agreement for Instructional Consultant Services

Peter Knapik, Assistant Superintendent of Educational 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 072425.pdf (OF 30,768)

12.f) Approval of Instructional Consultant Services

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

Approval of Instructional Consultants 072425.pdf (OF 30,769)

12.g) Approval of Non-Instructional Consultant Services

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the non-instructional consultant services to support the school and/or District goals and exercise authority to sign the agreements pursuant to BUSD-AR 3314, as presented.

Approval of Non-Instructional Consultant 072425.pdf (OF 30,770)

12.h) Approval of Agreement for Professional Services Provided by Family Services Agency of Burbank for Special Education Students

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the agreement between the Burbank Unified School District and the Family Services Agency of Burbank to provide IEP-based mental health services for qualifying Special Education students, effective July 25, 2025 through June 30, 2026, not to exceed $480,000 (01.0-65460.0-57601-11800-5810-7440000), and the authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

Moved to New and/or Unfinished Business.

SPED Professional Services Family Services Agency of Burbank.pdf (OF 30,759)

It was moved by Emily Weisberg, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.i) Approval of Agreement for Professional Services Provided by California State University Northridge for Special Education Students

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and California State University Northridge, to provide Independent Educational Evaluations (IEE) and attend IEPs for Special Education students, not to exceed $4,600 (01.0-65000.0-57602-11900-5850-7440000), effective August 1, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services California State University Northridge.pdf (OF 30,771)

12.j) Approval of Agreement for Professional Services Provided by Aya Healthcare, Inc. for Special Education Students

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Aya Healthcare, Inc. to provide a credentialed special education teacher, not to exceed $135,975 (01.0-65000.0-57601-11804-5810-7440000), effective August 8, 2025 through May 29, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Aya Healthcare.pdf (OF 30,772)

12.k) Approval of Agreement for Professional Services Provided by MYBASEPAY USA LLC for Special Education Students

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and MYBASEPAY USA LLC to provide a credentialed special education teacher, not to exceed $136,622.50 (01.0-65000.0-57601-11804-5810-7440000), effective August 8, 2025 through May 29, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services MYBASEPAY_Teacher.pdf (OF 30,773)

12.l) Approval of Agreement for Professional Services Provided by The Stepping Stones Group for Special Education Students

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and The Stepping Stones Group to provide a credentialed special education teacher, not to exceed $121,695 (01.0-65000.0-57601-11804-5810-7440000), effective August 8, 2024 through May 29, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services The Stepping Stones Group_Teacher.pdf (OF 30,774)

12.m) Ratification of Agreement for Professional Services Provided by EverDrivenTechnologies, LLC F/K/A/ ALS Schools for Special Education Students

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and EverDriven Technologies, LLC F/K/A ALC Schools for transportation services for Special Education Students on an as needed basis, effective July 1, 2025, through June 30, 2026, not to exceed $64,754 (01.0-07240.0-50010-36000-5812-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services EverDrive Technologies_Ratification.pdf (OF 30,775)

12.n) Amended Agreement for Professional Services Provided by Adams Silva & McNally LLP for Special Education

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education amend an agreement between Burbank Unified School District and Adams Silva & McNally LLP, to perform specific services, not to exceed $514,164.33 (01.0-65000.0-50010-21000-5820-7440000), effective July 1, 2024 through June 30, 2025 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original approval date was April 18, 2024 for a total not to exceed $300,000. The second amendment added $200,000. This amendment adds an additional $14,164.33. The new not to exceed amount is $514,164.33.

SPED Professional Services Adams Silva & McNally_Amendment.pdf (OF 30,776)

12.o) Approval of Notice of Completion, AME Builders Inc., Emergency Roof Repair, District Administration Office (Emergency Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Emergency Roof Repair at the District Administration Office, PO #25002844, not to exceed $92,300.00 (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.

NOC_AME_DO_Emergency.pdf (OF 30,777)

12.p) Approval of Notice of Completion, Time and Alarm Systems, Furnish and Install New Bogen Nyquist Integrated Communication System, Burbank Adult School (Adult Education Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Furnish and Install New Bogen Nyquist Integrated Communication System at Burbank Adult School, PO #25002332, not to exceed $97,291.00 (110-63910-0-41101-27000-6510-533-0000, 110-63910-0-41102-27000-6510-533-0000, 110-63910-0-41104-27000-6510-533-0000, 110-63910-0-41106-27000-6510-533-0000) Adult Education Fund, and that authority to sign the agreement be exercised pursuant to BUSD AR3314, as presented.

NOC_Time and Alarm_BAS_Adult Ed Fund.pdf (OF 30,778)

12.q) Approval of Notice of Completion, Asbestos Control Testing Inc., Abatement Services, Kitchen Project, Dolores Huerta Middle School (Fund 13-Food Services)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Abatement Services for Kitchen Project at Dolores Huerta Middle School, PO #25003875, not to exceed $48,250 (130-53100-0-00000-37000-6250-749-0000) Fund 13-Food Services, and that authority to sign the agreement be exercised pursuant to BUSD AR3314, as presented.

NOC_Asbestos_Huerta_Fund 13 FS.pdf (OF 30,779)

12.r) Approval of Award of Contract, California Marquee Inc., Furnish and Install Marquee Sign, Providencia Elementary (Gift Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an award of contract between Burbank Unified School District and California Marquee Inc., to Furnish and Install Marquee Sign at Providencia Elementary, effective July 24, 2025 to July 23, 2026, not to exceed $29,887.68 (010-90201-0-00000-27000-6510-213-8200-0000) Gift Fund, and that authority to sign the contract be exercised pursuant to BUSD AR 3314, as presented.

AOC_California Marquee_Prov_Gift.pdf (OF 30,780)

12.s) Ratification of Agreement, Becklars Holding LLC, /Avantguard, District-Wide Fire Alarm Monitoring Services, Various Sites (General Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Becklars Holding LLC, /Avantguard for the implementation of the District-Wide Fire Alarm Monitoring, effective January 1, 2025 through December 31, 2028, not to exceed $4,600 (01.0-00100.0-00000-83000-5850-752-0000) General Fund, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

Ratif_Becklars_DistrictWide_General.pdf (OF 30,781)

12.t) Approval of Purchase, Class Leasing, Two (2) Relocatable Classroom Buildings, Adult School Medical Career Training Program, Burbank Adult School (Adult Education Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the purchase between Burbank Unified School District and Class Leasing for Two (2) Relocatable Classroom Buildings for the Burbank Adult School Medical Career Training Program, not to exceed $248,030.00 (11.0-63910.0-41104-85000-6000-5330000) Adult Education Fund, and that authority to sign the agreement be exercised pursuant to BUSD AR3314, as presented.

AOP_ Class Leasing_BAS_Adult Ed Fund.pdf PULLED

It was moved by Emily Weisberg, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

13) REPORTS FROM BOARD MEMBERS

13.a) Reports from Board Members

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

Clerk Weisberg thanks Human Resources for letting her join their staff meeting today. She also thanks the teachers and parents she met over the last week, and lastly thanks Andrew Ling again for making the meetings here more accessible.

Member Cano thanks everyone for coming today. She thanks all the Principals for getting all the information out for the start of schools.

President Aghakhanian thanks the individuals who came out and spoke today. His concern is that we are seeing ICE raids and educational institutions being emptied. He hopes that we remember that our children are afraid. He shares that it is personal to him as he had to leave his family at a young age. He believes that now more than ever people need more education. He thanks all staff in the district and reminds everyone to be kind and understanding.

President Aghakhanian reads the retiree:
Lucien Binda, since 1996

14) ADJOURNMENT

Meeting adjourned at 8:40 p.m.

MINUTES APPROVED:

_____
OSCAR MACIAS, INTERIM SUPERINTENDENT
SECRETARY OF THE BOARD

10/16/2025
_____
DATE

_____
EMILY WEISBERG, CLERK

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 09/16/2025 & 09/22/2025

PO Number	Vendor	Description	Site	Fund	Total Amount
25000726	BOYS & GIRLS CLUB OF BURBANK	C/O 1: INCREASE BY $4,3967.69; CARRYOVER PO; CONSULTANT AGREEMENT; AFTER SCHOOL PROGRAM; ASES FUNDS; BOARD APPROVED 6/20/24	INSTRUCTIONAL SERVICES	010	$111,784.67
25000767	LRA INTERPRETERS, INC.	C/O 1: INCREASE BY $46223.48; CARRYOVER PO; PROFESSIONAL SERVICES AGREEMENT; INTERPRETING SERVICES; SPECIAL EDUCATION FUNDS; BOARD APPROVED 7/25/24	SPECIAL EDUCATION	010	$43,330.63
25000996	PAPER RECYCLING & SHREDDING SPECIALISTS, INC	CARRYOVER PO; 2024-25 BLANKET ORDER; DOCUMENT DESTRUCTION SERVICES	FISCAL SERVICES	010	$1,039.00
25002346	HART DESIGN BUILD, INC.	C/O 1: INCREASE BY $188.780.67; BOARD APPROVED 8/7/25; CARRYOVER PO; 2425-003; AQUATIC CENTER MODERNIZATION AT BURBANK HIGH; COMMUNITY REDEVELOPMENT FUNDS; BOARD APPROVED 11/21/24	FACILITIES SERVICES	400	$2,074,767.91
25003056	PAPER RECYCLING & SHREDDING SPECIALISTS, INC	CARRYOVER PO; 2025-26 BLANKET ORDER; DOCUMENT SHREDDING	FISCAL SERVICES	010	$1,213.00
25004667	LALICATA, TRACI	CARRYOVER PO; CONSULTANT AGREEMENT; CLAY CLASSES; GIFT FUNDS; BOARD APPROVED 6/5/25	JEFFERSON ELEMENTARY	010	$1,850.00
26000053	AMAZON CAPITAL SERVICES	C/O 3: REDUCE $360.18; 2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	LUTHER BURBANK MIDDLE SCHOOL	010	$9,439.82
26000122	LOWE'S HOME IMPROVEMENT	C/O 1: REDUCE BY $28,000.00; 2025-26 BLANKET ORDER; MAINTENANCE SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$2,000.00
26000219	AMAZON CAPITAL SERVICES	C/O 1: INCREASE BY $200.00; 2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	MILLER ELEMENTARY	010	$5,200.00
26000269	HD SUPPLY, INC.	C/O 1: INCREASE BY $25,000.00; 2025-26 BLANKET ORDER; FACILITY REPAIR MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$45,000.00
26000280	PLUMBING WHOLESALE OUTLET INC	C/O 1: INCREASE BY $10,000.00; 2025-26 BLANKET ORDER; PLUMBING SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$20,000.00
26000549	SOFTCHOICE CORP	C/O 1: INCREASE BY $3,156.23; SOFTWARE LICENSE; BOARD APPROVED 6/18/25	TECHNOLOGY SERVICES	010	$129,015.62
26000674	AMAZON CAPITAL SERVICES	C/O 1: INCREASE BY $3,000.00; 2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	JEFFERSON ELEMENTARY	010	$6,000.00
26000779	AYA HEALTHCARE, INC.	C/O 1: INCREASE BY $135,975; PROFESSIONAL SERVICES AGREEMENT; CREDENTIALED TEACHER; SPECIAL EDUCATION FUNDS; BOARD APPROVED 7/24/25	SPECIAL EDUCATION	010	$271,950.00

BOARD DETAIL REPORT

Printed between 09/16/2025 & 09/22/2025

PO Number	Vendor	Description	Site	Fund	Total Amount
26001002	HILLHURST, BRANDON	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES	MUIR MIDDLE SCHOOL	010	$96.99
26001003	HILLEGAART, SANDY	2025-26 BLANKET ORDER; CULINARY CLASS SUPPLIES	MUIR MIDDLE SCHOOL	010	$5,000.00
26001004	HUIZAR, ELLEN	REIMBURSEMENT TO COUNSELOR FOR FOOD FOR EVENT; GIFT FUNDS	MUIR MIDDLE SCHOOL	010	$96.36
26001005	MADDIGAN, DEBORAH	REIMBURSEMENT TO COUNCELOR FOR FOOD FOR EVENT; GIFT FUNDS	MUIR MIDDLE SCHOOL	010	$249.00
26001006	SCHOLASTIC INC.	MAGAZINE SUBSCRIPTION; SPECIAL EDUCATION FUNDS	WASHINGTON ELEMENTARY	010	$85.14
26001007	AMAZON CAPITAL SERVICES	FURNITURE AND CLASSROOM SUPPLIES; AMS FUNDS	PROVIDENCIA ELEMENTARY	010	$147.77
26001008	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; FRC ELEMENTARY FUNDS	JEFFERSON ELEMENTARY	010	$990.41
26001009	AMAZON CAPITAL SERVICES	PLAYGROUND SUPPLIES; FRC ELEMENTARY FUNDS	JEFFERSON ELEMENTARY	010	$434.26
26001010	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; SPECIAL EDUCATION FUNDS	WASHINGTON ELEMENTARY	010	$300.00
26001011	DEANDRA SCHMIDT	PROFESSIONAL SERVICES AGREEMENT; SPEECH IEE; SPECIAL EDUCATION FUNDS; BOARD APPROVED 9/4/25	SPECIAL EDUCATION	010	$3,000.00
26001012	OREN R. BOXER	PROFESSIONAL SERVICES AGREEMENT; PSYCHOEDUCATIONAL IEE; SPECIAL EDUCATION FUNDS; BOARD APPROVED 9/4/25	SPECIAL EDUCATION	010	$6,500.00
26001013	J.W. PEPPER & SONS, INC	DIGITAL SHEET MUSIC; FRC ELEMENTARY FUNDS	JEFFERSON ELEMENTARY	010	$229.98
26001014	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; TITLE I FUNDS	EMERSON ELEMENTARY	010	$5,000.00
26001015	LAGUNA CLAY CO	CLASSROOM SUPPLIES; AMS FUNDS	PROVIDENCIA ELEMENTARY	010	$56.64
26001016	FINANA, NATHANIEL AND KATHRYN	REIMBURSEMENT TO PARENTS FOR READING INTERVENTION SERVICES; SPECIAL EDUCATION FUNDS; BOARD APPROVED 9/4/25	SPECIAL EDUCATION	010	$7,500.00
26001017	SPECIAL EDUCATION PARENT	REIMBURSEMENT TO PARENT FOR STUDENT TUITION; SPECIAL EDUCATION FUNDS; BOARD APPROVED 9/4/25	SPECIAL EDUCATION	010	$8,000.00
26001018	AMAZON CAPITAL SERVICES	PLAYGROUND EQUIPMENT; MEDI-CAL FUNDS	MC KINLEY ELEMENTARY	010	$93.91
26001019	MB DANCE INC	CONSULTANT AGREEMENT; DANCE INSTRUCTION; ELOP FUNDS; BOARD APPROVED 6/5/25	CHILD DEVELOPMENT SERVICES	010	$9,000.00
26001020	BALLS AND WHISTLES DBA AMAZING ATHLETES	CONSULTANT AGREEMENT; ENRICHMENT SPORTS ACTIVITIES; ELOP FUNDS; BOARD APPROVED 6/5/25	CHILD DEVELOPMENT SERVICES	010	$13,125.00
26001021	SCHOFIELD, ALBA JOHANNA	CONSULTANT AGREEMENT; ARTS ENRICHMENT CLASSES; ELOP FUNDS; BOARD APPROVED 6/5/25	CHILD DEVELOPMENT SERVICES	010	$2,550.00
26001022	GOODHEART-WILLCOX PUBLISHER	BOOKS; ADULT EDUCATION - BLOCK GRANT	BURBANK ADULT SCHOOL	110	$1,567.03

BOARD DETAIL REPORT

Printed between 09/16/2025 & 09/22/2025

PO Number	Vendor	Description	Site	Fund	Total Amount
26001023	THE STEPPING STONES GROUP LLC	PROFESSIONAL SERVICES AGREEMENT; CREDENTIALED TEACHER; SPECIAL EDUCATION FUNDS; BOARD APPROVED 9/4/25	SPECIAL EDUCATION	010	$126,562.80
26001024	JPMORGAN CHASE BANK	TRUCK RENTAL; CHILD NUTRITION SCHOOL PROGRAM	FOOD SERVICES	130	$3,938.71
26001025	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	CLASSROOM SUPPLIES; ELOP FUNDS	INSTRUCTIONAL SERVICES	010	$502.24
26001026	TINY HANDS THERAPY LLC	PROFESSIONAL SERVICES AGREEMENT; OCCUPATIONAL THERAPY; SPECIAL EDUCATION FUNDS; BOARD APPROVED 9/4/25	SPECIAL EDUCATION	010	$96,900.00
26001027	SIMUN PSYCHOLOGICAL ASSESSMENT GROUP PC	PROFESSIONAL SERVICES AGREEMENT; PSYCHOEDUCATIONAL IEE; SPECIAL EDUCATION FUNDS; BOARD APPROVED 9/4/25	SPECIAL EDUCATION	010	$6,000.00
26001028	ANDERSON, LUKE	CONSULTANT AGREEMENT; PEACEFUL PLAYGROUND PROGRAM; TITLE I FUNDS; BOARD APPROVED 7/24/25	DISNEY ELEMENTARY	010	$4,275.00
26001029	BARCO PRODUCTS LLC	PATIO FURNITURE; GIFT FUNDS	EMERSON ELEMENTARY	010	$1,455.16
26001030	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; AMS FUNDS	INSTRUCTIONAL SERVICES	010	$212.18
26001031	OCCUPATIONAL THERAPY ASSOCIATION OF CALIFORNIA	EVENT REGISTRATOIN; MEDI-CAL FUNDS	SPECIAL EDUCATION	010	$1,216.80
26001032	HATHAWAY-SYCAMORES CHILD AND FAIMILY SERVICES	PROFESSIONAL SERVICES AGREEMENT; MENTAL HEALTH AND CASE MANAGEMENT; SPECIAL EDUCATION - MENTAL HEALTH AND STATE MENTAL HEALTH RELATED SVC FUNDS; BOARD APPROVED 9/4/25	SPECIAL EDUCATION	010	$231,182.00
26001033	COSETTE GRIDER	CONSULTANT AGREEMENT; PAINTING SERVICE; PTA FUNDS; BOARD APPROVED 6/18/25	EDISON ELEMENTARY	010	$1,600.00
26001034	ACS CREATIVE LLC	PROFESSIONAL SERVICES AGREEMENT; INCLUSION ASSESSMENT; SPECIAL EDUCATION FUNDS; BOARD APPROVED 9/4/25	SPECIAL EDUCATION	010	$3,000.00
26001035	AMAZON CAPITAL SERVICES	FURNTIURE AND CLASSROOM SUPPLIES	DISNEY ELEMENTARY	250	$965.85
26001036	EMIT LEARNING LLC	PROFESSIONAL SERVICES AGREEMENT; CREDENTIALED TEACHER; SPECIAL EDUCATION FUNDS; BOARD APPROVED 9/4/25	SPECIAL EDUCATION	010	$230,090.00
26001037	BOX CARS AND ONE-EYED JACKS, INC	CLASSROOM SUPPLIES; TITLE I FUNDS	EMERSON ELEMENTARY	010	$1,990.82
26001038	MARENEM INC	CLASSROOM SUPPLIES; TITLE I FUNDS	EMERSON ELEMENTARY	010	$728.96
26001039	HEGGERTY PHONEMIC AWARENESS	CLASSROOM SUPPLIES; TITLE I FUNDS	EMERSON ELEMENTARY	010	$763.18
26001040	JPMORGAN CHASE BANK	RENTAL STAGE EQUIPMENT; FRC ELEMENTARY FUNDS	JEFFERSON ELEMENTARY	010	$2,073.80

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

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PO Number	Vendor	Description	Site	Fund	Total Amount
26001041	PROFESSIONAL TUTORS OF AMERICA, INC	PROFESSIONAL SERVICES AGREEMENT; COUNSELING SERVICE FOR STUDENT; SPECIAL EDUCATOIN FUNDS; BOARD APPROVED 9/4/25	SPECIAL EDUCATION	010	$2,288.00
26001042	LAKESHORE CURRICULUM MATERIAL	CLASSROOM SUPPLIES; FRC ELEMENTARY FUNDS	DISNEY ELEMENTARY	250	$1,161.26
26001043	TALLER DOS FLORES	PROFESSIONAL SERVICES AGREEMENT; ARCHITECTURAL SERVICES FOR RELOCATABLE BUILDINGS AT ADULT SCHOOL; ADULT EDUCATION BLOCK GRANT FUNDS; BOARD APPROVED 6/18/25	FACILITIES SERVICES	110	$71,550.00
26001044	PRINT & FINISHING SOLUTIONS	PRINTER REPAIR SUPPLIES	WAREHOUSE	010	$102.09
26001045	LAKESHORE CURRICULUM MATERIAL	CLASSROOM SUPPLIES	EMERSON ELEMENTARY	010	$51.92
26001046	LAKESHORE CURRICULUM MATERIAL	RUG; MEDI-CAL FUNDS	HORACE MANN CHILDREN´S CENTER	010	$414.44
26001047	ENCORP	PROFESSIONAL SERVICES; AIR QUALITY TESTING AT PROVIDENCIA ELEMENTARY SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$1,055.00
26001048	LUNCHASST, INC.	CONSULTING FEES, TRAINING AND MEMBERSHIP DUES; CHILD NUTRITION SCHOOL PROGRAM FUNDS	FOOD SERVICES	130	$25,995.00
26001049	ENCORP	PROFESSIONAL SERVICES; AIR QUALITY TESTING AT LUTHER MIDDLE SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$1,055.00
26001050	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; MEDI-CAL FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$923.78
26001051	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; MEDI-CAL FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$2,136.25
26001052	LAKESHORE CURRICULUM MATERIAL	CLASSROOM SUPPLIES; FRC ELEMENTARY FUNDS	JEFFERSON ELEMENTARY	010	$152.47
26001053	SCHOOL SPECIALTY, INC	OFFICE SUPPLIES	JEFFERSON ELEMENTARY	010	$78.73
26001054	JPMORGAN CHASE BANK	CONFERENCE TRAVEL FOR ASSISTANT SUPERINTENDENT OF HUMAN RESOURCES	PERSONNEL SERVICES	010	$110.00
26001055	SCHOOL SPECIALTY, INC	INSTRUCTIONAL MATERIALS; LOTTERY FUNDS	MILLER ELEMENTARY	010	$798.34
26001056	KUTA SOFTWARE LLC	SOFTWARE LICENSE; BOARD APPROVED 6/18/25	BURBANK HIGH SCHOOL	010	$1,248.00
26001057	BUDDY'S ALL STARS	CUSTOM JERSEYS; GIFT AND ACCOUNTS RECEIVABLE FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$3,326.05
26001058	EMS LINQ INC	SOFTWARE; CHILD NUTRITION SCHOOL PROGRAM FUNDS	FOOD SERVICES	130	$1,393.97
26001059	TOTAL MD INC.	SOFTWARE LICENSE; ADULT EDUCATION-BLOCK GRANT	BURBANK ADULT SCHOOL	110	$21,799.00
26001060	CONTINENTAL ATHLETIC SUPPLY, INC	ATHLETIC EQUIPMENT	JOHN BURROUGHS HIGH SCHOOL	010	$7,097.85

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 09/16/2025 & 09/22/2025

PO Number	Vendor	Description	Site	Fund	Total Amount
26001061	APPLE COMPUTER ED SALES	COMPUTER SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$49.73
26001062	RENAISSANCE LEARNING	SOFTWARE LICENSE; TITLE I FUNDS	EMERSON ELEMENTARY	010	$7,773.75
26001063	BENCHMARK EDUCATION COMPANY	TEXTBOOKS - ADOPTED; LOTTERY FUNDS; BOARD APPROVED 4/21/16	EMERSON ELEMENTARY	010	$831.45
26001064	BENCHMARK EDUCATION COMPANY	TEXTBOOKS - ADOPTED; LOTTERY FUNDS; BOARD APPROVED 4/21/16	WASHINGTON ELEMENTARY	010	$831.45
26001065	SCHOOL ZONE TRANSPORTATION, INC	STUDENT TRANSPORTATION; VENTURA FAIR GROUNDS; CTIG FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$1,161.00
26001066	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; SPECIAL EDUCATION FUNDS	MAGNOLIA PARK	010	$600.00
26001067	LACOE	CONFERENCE FEES; TITLE I FUNDS	INSTRUCTIONAL SERVICES	010	$1,300.00
26001068	CI SOLUTIONS	OFFICE SUPPLIES; ADULT EDUCATION - BLOCK GRANT	BURBANK ADULT SCHOOL	110	$2,594.18
26001069	LACOE- DIV OF CURRICULUM & INSTR SVCS (CIS)	WEBINAR REGISTRATION	INSTRUCTIONAL SERVICES	010	$100.00
26001070	MTI ENTERPRISES INC	EVENT SUPPLIES; AMS FUNDS	EMERSON ELEMENTARY	010	$42.10
26001071	WARD'S NATURAL SCIENCE	CLASSROOM SUPPLIES; CTE UNRESTRICTED FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$64.83
26001072	HOLLYWOOD SOUND SYSTEMS	AUDITORIUM SOUND SYSTEM UPGRADES AT BHS; PROP 28 AND CTE FUNDS	BURBANK HIGH SCHOOL	010	$54,872.09
26001073	DEMCO INC	CLASSROOM SUPPLIES	WASHINGTON ELEMENTARY	010	$223.27
26001074	ROSE BRAND WIPERS INC.	CLASSROOM SUPPLIES; AMS FUNDS	EMERSON ELEMENTARY	010	$74.01
26001075	DIVISION OF THE STATE ARCHITECT	DSA APPLICATION AND PLAN REVIEW FEES FOR ALTERATIONS AT HUERTA MIDDLE SCHOOL	FACILITIES SERVICES	213	$722.89
26001076	ROSE BRAND WIPERS INC.	STAGE PROPS; PROP 28 FUNDS	EMERSON ELEMENTARY	010	$1,011.37
26001077	US AIR CONDITIONING DISTRIBUTORS	HVAC EQUIPMENT; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$5,107.31
26001078	PEARSON ASSESSMENT	TESTING MATERIALS	SPECIAL EDUCATION	010	$1,015.22
26001079	AJNS INC	CUSTOM CLOTHING	BURBANK HIGH SCHOOL	010	$556.92
26001080	LACOE	REGISTRATION FEES	SUPERINTENDENT ´S OFFICE	010	$195.00
26001081	INSTRUCTURE, INC.	DIGITAL TRANSCRIPT SERVICES; BHS & JBHS	VARIOUS SITES	010	$19,291.65
26001082	MB DANCE INC	CONSULTANT AGREEMENT; DANCE INSTRUCTION; AMS FUNDS; BOARD APPROVED 7/24/25	STEVENSON ELEMENTARY	010	$15,300.00

PO Count: 95 **Total: $3,756,526.01**

Printed between 09/16/2025 & 09/22/2025

BOARD FUND SUMMARY

Fund	Description	PO Count	Total Fund Amount
010	General Fund - Unrestricted	84	$1,550,070.21
110	Adult Education Fund	4	$97,510.21
130	Cafeteria Fund	3	$31,327.68
213	Building Fund - 3rd Issuance	1	$722.89
250	Capital Facilities Fund	2	$2,127.11
400	Special Res./for Cap. Outlay	1	$2,074,767.91
		Total:	**$3,756,526.01**

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
25000726
Show this number on invoices, packages and correspondence.

Vendor# 007174

BOYS & GIRLS CLUB OF BURBANK

VENDOR

BOYS & GIRLS CLUB OF BURBANK
300 E ANGELENO AVE
BURBANK, CA 91502-1311

Phone: (818) 842-9333 **Fax:** (818) 842-0694

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES
1900 WEST OLIVE AVE
BURBANK, CA 91506-2460

For: INSTRUCTIONAL SERVICES
KNAPIK/DIAZ/B&GC ASES

PO Date: 09/16/2025 **Requested Delivery:** 07/01/2024 **Buyer Name:** Maro Bojolyan **Req#** MARO B 0726

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
			CHANGE ORDER #1: INCREASE BY THE BELOW STATED AMOUNTS AS PER R0001059 FOR EACH SITE		
1	1	CO	C/O DISNEY: INCREASE BY $7585.53	7,585.53	7,585.53
2	1	CO	C/O PROVIDENCIA: INCREASE BY $14328.3	14,328.30	14,328.30
3	1	CO	C/O WASHINGTON: INCREASE BY $7725.56	7,725.56	7,725.56
4	1	CO	C/O LUTHER: INCREASE BY $14328.3	14,328.30	14,328.30
			**********		
		CARRY	>>> CARRYOVER PO 25000726 <<< AS PER R0001059 FOR EACH SITE ACCORDINGLY		
			ORIGINAL AMOUNT: $500,000.00 EXPENDITURES: $432,183.02 REMAINING ENCUMBRANCE: $67,816.98		
			Breakdown for each site:		
			DISNEY: ORIGINAL AMOUNT: $150,000.00 EXPENDITURES: $129,654.89 REMAINING ENCUMBRANCE: $20,345.11		
			PROVIDENCIA: ORIGINAL AMOUNT: $100,000.00 EXPENDITURES: $86,436.62 REMAINING ENCUMBRANCE: $13,563.38		

ACCOUNT NUMBER	AMOUNT
010-60100-0-11100-10000-5810-201-9000-0000	$27,930.64
010-60100-0-11100-10000-5810-213-9000-0000	$27,891.68
010-60100-0-11100-10000-5810-216-9000-0000	$28,070.67
010-60100-0-11100-10000-5810-320-9000-0000	$27,891.68

Service Agreement

SUB TOTAL	$ 111,784.67
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 111,784.67

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
25000726
Show this number on invoices, packages and correspondence.

BOYS & GIRLS CLUB OF BURBANK

Vendor# 007174

VENDOR

BOYS & GIRLS CLUB OF BURBANK
300 E ANGELENO AVE
BURBANK, CA 91502-1311

Phone: (818) 842-9333 **Fax:** (818) 842-0694

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES
1900 WEST OLIVE AVE
BURBANK, CA 91506-2460

For: INSTRUCTIONAL SERVICES
KNAPIK/DIAZ/B&GC ASES

PO Date: 09/16/2025 **Requested Delivery:** 07/01/2024 **Buyer Name:** Maro Bojolyan **Req#** MARO B 0726

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
			WASHINGTON: ORIGINAL AMOUNT: $150,000.00 EXPENDITURES: $129,654.89 REMAINING ENCUMBRANCE: $20,345.11 LITHER: ORIGINAL AMOUNT: $100,000.00 EXPENDITURES: $86,436.62 REMAINING ENCUMBRANCE: $13,563.38 **********		
		ORIGINAL	AGREEMENT BETWEEN THE BURBANK UNIFIED SCHOOL DISTRICT AND THE BOYS AND THE GIRLS CLUB OF BURBANK, CONSULTANT, FOR THE FOLLOWING SERVICES: The DISTRICT collaborates with BAGCB to operate comprehensive enrichment activities (consistent with Grant guidelines) for the number of students designated at the following schools: a. Providencia Elementary School: up to 96 students; b. Disney Elementary School: up to 96 students; c. Washington Elementary School: up to 96 students; d. Luther Middle School: up to 96 students CONSULTANT AGREES TO PERFORM SERVICES FOR A TOTAL NOT TO EXCEED $500,000.		

ACCOUNT NUMBER	AMOUNT
010-60100-0-11100-10000-5810-201-9000-0000	$27,930.64
010-60100-0-11100-10000-5810-213-9000-0000	$27,891.68
010-60100-0-11100-10000-5810-216-9000-0000	$28,070.67
010-60100-0-11100-10000-5810-320-9000-0000	$27,891.68

Service Agreement

SUB TOTAL	$ 111,784.67
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 111,784.67

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
25000726
Show this number on invoices, packages and correspondence.

BOYS & GIRLS CLUB OF BURBANK

Vendor# 007174

VENDOR

BOYS & GIRLS CLUB OF BURBANK
300 E ANGELENO AVE
BURBANK, CA 91502-1311

Phone: (818) 842-9333 **Fax:** (818) 842-0694

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES
1900 WEST OLIVE AVE
BURBANK, CA 91506-2460

For: INSTRUCTIONAL SERVICES
KNAPIK/DIAZ/B&GC ASES

PO Date: 09/16/2025 **Requested Delivery:** 07/01/2024 **Buyer Name:** Maro Bojolyan **Req#** MARO B 0726

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
			PAYMENTS TO BE MADE ACCORDING TO THE FOLLOWING SCHEDULE: X_ MULTIPLE PAYMENTS INVOICES ARE SENT ON A MONTHLY BASIS. THE TERM OF THIS AGREEMENT IS FOR THE PERIOD OF 07/01/2024 THROUGH 06/30/2025. BOARD APPROVAL DATE:06/20/2024		
5	1	LOT	DISNEY ELEMENTARY - ASES - up to 96 students	150,000.00	150,000.00
6	1	LOT	PROVIDENCIA ELEMENTARY-ASES - up to 96 students	100,000.00	100,000.00
7	1	LOT	WASHINGTON ELEMENTARY-ASES - up to 96 students	150,000.00	150,000.00
8	1	LOT	LUTHER ELEMENTARY-ASES - up to 96 students	100,000.00	100,000.00
			CONSULTANT AGREES TO PERFORM SERVICES FOR A TOTAL NOT TO EXCEED $500,000. PAYMENTS TO BE MADE ACCORDING TO THE FOLLOWING SCHEDULE: X_ MULTIPLE PAYMENTS INVOICES ARE SENT ON A MONTHLY BASIS THE TERM OF THIS AGREEMENT IS FOR THE PERIOD OF 07/01/2024 THROUGH 06/30/2025. BOARD APPROVAL DATE: 06/20/2024		

ACCOUNT NUMBER	AMOUNT
010-60100-0-11100-10000-5810-201-9000-0000	$27,930.64
010-60100-0-11100-10000-5810-213-9000-0000	$27,891.68
010-60100-0-11100-10000-5810-216-9000-0000	$28,070.67
010-60100-0-11100-10000-5810-320-9000-0000	$27,891.68

Service Agreement

SUB TOTAL	$ 111,784.67
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 111,784.67

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

BOYS & GIRLS CLUB OF BURBANK

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
25000726
Show this number on invoices, packages and correspondence.

BOYS & GIRLS CLUB OF BURBANK

Vendor# 007174

VENDOR
BOYS & GIRLS CLUB OF BURBANK
300 E ANGELENO AVE
BURBANK, CA 91502-1311

Phone: (818) 842-9333 **Fax:** (818) 842-0694

SHIP TO
BURBANK UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES
1900 WEST OLIVE AVE
BURBANK, CA 91506-2460

For: INSTRUCTIONAL SERVICES
KNAPIK/DIAZ/B&GC ASES

PO Date: 09/16/2025 **Requested Delivery:** 07/01/2024 **Buyer Name:** Maro Bojolyan **Req#** MARO B 0726

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
			**********		
9	1	EXP	PREVIOUS EXPENDITURES DISNEY	-129,654.89	-129,654.89
10	1	EXP	PREVIOUS EXPENDITURES PROVIDENCIA	-86,436.62	-86,436.62
11	1	EXP	PREVIOUS EXPENDITURES WASHINGTON	-129,654.89	-129,654.89
12	1	EXP	PREVIOUS EXPENDITURES LUTHER	-86,436.62	-86,436.62

ACCOUNT NUMBER	AMOUNT
010-60100-0-11100-10000-5810-201-9000-0000	$27,930.64
010-60100-0-11100-10000-5810-213-9000-0000	$27,891.68
010-60100-0-11100-10000-5810-216-9000-0000	$28,070.67
010-60100-0-11100-10000-5810-320-9000-0000	$27,891.68

Service Agreement

SUB TOTAL	$ 111,784.67
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 111,784.67

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
25000767
Show this number on invoices, packages and correspondence.

LRA INTERPRETERS, INC.

Vendor# 400013

VENDOR
LRA INTERPRETERS, INC.
1608 W. MAGNOLIA BLVD
BURBANK, CA 91506

Phone: (818) 861-7844 **Fax:** (818) 861-7850

SHIP TO
BURBANK UNIFIED SCHOOL DISTRICT
SPECIAL EDUCATION
1900 WEST OLIVE AVE.
BURBANK, CA 91506-2460

For: SPECIAL EDUCATION
SHEARER/CONSULTANT SERVICES

PO Date: 09/16/2025 **Requested Delivery:** 07/01/2024 **Buyer Name:** Maro Bojolyan **Req#** MARO B 0767

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #1: INCREASE BY $46,223.48 FOR A REVISED TOTAL OF $200,000 AS PER R0001011 **********	46,223.48	46,223.48
2	1	CARRY	>>> CARRYOVER PO 25000767 <<< AS PER R0001011 TO PAY ADDITIONAL INVOICES ORIGINAL AMOUNT: $150,000.00 EXPENDITURES: $156,669.37 REMAINING ENCUMBRANCE: $0.00 **********	3,776.52	3,776.52
3	1	LOT	AGREEMENT BETWEEN THE BURBANK UNIFIED SCHOOL DISTRICT AND LRA INTERPRETERS, INC., CONSULTANT, FOR THE FOLLOWING SERVICES: CONSULTANT WILL PROVIDE INTERPRETING AND TRANSLATION SERVICES FOR SPECIAL EDUCATION STUDENTS AND PARENTS CONSULTANT AGREES TO PERFORM SERVICES FOR A TOTAL NOT TO EXCEED $150,000. PAYMENTS TO BE MADE ACCORDING TO THE FOLLOWING SCHEDULE: _X__ MULTIPLE PAYMENTS CONSULTANT WILL INVOICE MONTHLY	150,000.00	150,000.00

ACCOUNT NUMBER	AMOUNT
010-65000-0-57602-11901-5850-744-0000-0000	$43,330.63

Service Agreement

SUB TOTAL	$ 43,330.63
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 43,330.63

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
25000767
Show this number on invoices, packages and correspondence.

LRA INTERPRETERS, INC.

Vendor# 400013

VENDOR
LRA INTERPRETERS, INC.
1608 W. MAGNOLIA BLVD
BURBANK, CA 91506

Phone: (818) 861-7844 **Fax:** (818) 861-7850

SHIP TO
BURBANK UNIFIED SCHOOL DISTRICT
SPECIAL EDUCATION
1900 WEST OLIVE AVE.
BURBANK, CA 91506-2460

For: SPECIAL EDUCATION
SHEARER/CONSULTANT SERVICES

PO Date: 09/16/2025 **Requested Delivery:** 07/01/2024 **Buyer Name:** Maro Bojolyan **Req#** MARO B 0767

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
			THE TERM OF THIS AGREEMENT IS FOR THE PERIOD OF 07/01/2024 THROUGH 06/30/2025. BOARD APPROVAL DATE: 07/25/2024		
4	1	EXP	PREVIOUS EXPENDITURES	-156,669.37	-156,669.37

ACCOUNT NUMBER	AMOUNT
010-65000-0-57602-11901-5850-744-0000-0000	$43,330.63

Service Agreement

SUB TOTAL	$ 43,330.63
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 43,330.63

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

LRA INTERPRETERS, INC.

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
25002346
Show this number on invoices, packages and correspondence.

HART DESIGN BUILD, INC.

Vendor# 405477

VENDOR

HART DESIGN BUILD, INC.
3449 ANGELUS AVE
GLENDALE, CA 91208

Phone: (818) 482-5241 **Fax:**

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
BURBANK HIGH SCHOOL
902 N. THIRD ST.
BURBANK, CA 91502-1091

For: FACILITIES SERVICES
COZAKOS/MAXWELL

PO Date: 08/28/2025 **Requested Delivery:** 06/30/2026 **Buyer Name:** David Gerharter **Req#** DAVID G2346

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #1: INCREASE BY $188,780.67 FOR A REVISED TOTAL OF $2,074,767.91 (FOR THIS FISCAL YEAR) AS PER REQ R0001000. THIS CHANGE ORDER IS TO ADD THE COST OF THE COMPETITION TIMING SYSTEM NOT INCLUDED IN THE ORIGINAL SCOPE OF WORK, THIS CHANGE ORDER BRINGS THE TOTAL "NOT TO EXCEED" PRICE OF THIS CONTRACTTO $3,358,780.67 BOARD APPROVED 8/7/25 ********** >>>CARRYOVER PO 25002346<<< ORIGINAL AMOUNT: $3,170,000.00 EXPENDITURES: $1,284,012.76 REMAINING ENCUMBRANCE: $1,885,987.24 **********	188,780.67	188,780.67
2	1	EA	FIELD CONTRACT #2425-003 TITLE: AQUATIC CENTER MODERNIZATION AT BURBANK HIGH SPECIFICATIONS: COMPLETED PROJECT MUST INCLUDE ALL WORK AND SPECIFICATIONS AS ON WRITTEN BID 2425-003 DATED OCTOBER 30, 2024	2,970,000.00	2,970,000.00

ACCOUNT NUMBER	AMOUNT
400-90329-0-00000-85000-6250-431-0000-0000	$2,074,767.91

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

Contract Number
2425-003
Public Works

SUB TOTAL	$ 2,074,767.91
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 2,074,767.91

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

HART DESIGN BUILD, INC.

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
25002346
Show this number on invoices, packages and correspondence.

HART DESIGN BUILD, INC.

Vendor# 405477

VENDOR

HART DESIGN BUILD, INC.
3449 ANGELUS AVE
GLENDALE, CA 91208

Phone: (818) 482-5241 **Fax:**

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
BURBANK HIGH SCHOOL
902 N. THIRD ST.
BURBANK, CA 91502-1091

For: FACILITIES SERVICES
COZAKOS/MAXWELL

PO Date: 08/28/2025 **Requested Delivery:** 06/30/2026 **Buyer Name:** David Gerharter **Req#** DAVID G2346

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
			TIME OF COMPLETION FOR THE WORK SHALL BE 365 CALENDAR DAYS FROM THE DATE OF COMMENCEMENT OF THE WORK AS ESTABLISHED IN THE OWNER'S NOTICE TO PROCEED START DATE: DECEMBER 9, 2024 END DATE: DECEMBER 8, 2025 SUBMIT PAYMENT APPLICATIONS AND INVOICES TO: ALEXIBULIAVAC@BURBANKUSD.ORG ALL PAYMENT APPLICATIONS MUST REFLECT 5% RETENTION AND BE ACCOMPANIED BY A CONDITIONAL WAIVER AND RELEASE; FINAL PAYMENT APPLICATION FOR RETAINED AMOUNT MUST BE ACCOMPANIED BY AN UNCONDITIONAL WAIVER AND RELEASE LOCATION NAME AND ADDRESS: BURBANK HIGH SCHOOL 902 THIRD STREET BURBANK, CA 91502 **BOARD APPROVED: 11/21/24 **CONTRACTOR'S LICENSE #1085998 EXP 1/31/26 **DIR REGISTRATION #PW-LR-1000913697 EXP 6/30/25 ***ALL TERMS AND CONDITIONS OF THE FIELD CONTRACT, AGREEMENT AND/OR BID APPLY TO THIS PURCHASE ORDER.		
3	1	EA	DISTRICT CONTROLLED ALLOWANCE ***ANY USE OF THE DISTRICT ALLOWANCE MUST BE APPROVED	200,000.00	200,000.00

ACCOUNT NUMBER	AMOUNT
400-90329-0-00000-85000-6250-431-0000-0000	$2,074,767.91

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

Contract Number
2425-003
Public Works

SUB TOTAL	$ 2,074,767.91
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 2,074,767.91

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
25002346
Show this number on invoices, packages and correspondence.

HART DESIGN BUILD, INC.

Vendor# 405477

VENDOR
HART DESIGN BUILD, INC.
3449 ANGELUS AVE
GLENDALE, CA 91208

Phone: (818) 482-5241 **Fax:**

SHIP TO
BURBANK UNIFIED SCHOOL DISTRICT
BURBANK HIGH SCHOOL
902 N. THIRD ST.
BURBANK, CA 91502-1091

For: FACILITIES SERVICES
COZAKOS/MAXWELL

PO Date: 08/28/2025 **Requested Delivery:** 06/30/2026 **Buyer Name:** David Gerharter **Req#** DAVID G2346

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
			IN WRITING BY BURBANK UNIFIED SCHOOL DISTRICT AND DOCUMENTED ON A CONTRACT CHANGE ORDER***		
			**********		
4	1	LOT	PREVIOUS EXPENDITURES	-1,284,012.76	-1,284,012.76

ACCOUNT NUMBER	AMOUNT
400-90329-0-00000-85000-6250-431-0000-0000	$2,074,767.91

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

Contract Number
2425-003
Public Works

SUB TOTAL	$ 2,074,767.91
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 2,074,767.91

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26000122
Show this number on invoices, packages and correspondence.

LOWE'S HOME IMPROVEMENT

Vendor# 006322

VENDOR

LOWE'S HOME IMPROVEMENT
2000 EMPIRE AVE
BURBANK, CA 91504-3434

Phone: (818) 557-2300 **Fax:** (818) 557-2314

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
FACILITIES SERVICES
510 S. SHELTON STREET
BURBANK, CA 91506-2818

For: FACILITIES SERVICES
S. HOY/SERGIO RODRIGUEZ

PO Date: 06/03/2025 **Requested Delivery:** 07/01/2025 **Buyer Name:** Maro Bojolyan **Req#** R0000055

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ODER #1: REDUCE BY $28,000.00 FOR A REVISED TOTAL OF $2,000.00 DUE TO US NO LONGER HAVING AN ACCOUNT WITH VENDOR AND NEED TO MOVE FUND OVER TO HOME DEPOT ACCOUNT FOR BULK PURCHASES OF MAINTENANCE AS PER R0001125. ********** >>> 2025 - 2026 BLANKET ORDER <<< BLANKET ORDER TO COVER THE COST OF SUPPLIES TO BE PURCHASED BY FACILITIES SERVICES ON AN "AS NEEDED" BASIS FROM JULY 1, 2025 THROUGH JUNE 30, 2026. 30,000.005,000 INCLUDING TAXES AND SHIPPING REFERENCE THE P.O. NUMBER ON ALL RECEIPTS, PACKING LISTS AND INVOICES. *** SPECIAL INSTRUCTIONS *** * VENDOR: FOR PROMPT PAYMENT, BILL TO: APINVOICES@BURBANKUSD.ORG * PLEASE NOTE: WE ARE NO LONGER ACCEPTING HARD COPY INVOICES SENT BY MAIL * MATERIAL SAFETY DATA SHEETS (MSDS) ARE TO BE PROVIDED AT TIME OF PICKUP OR DELIVERY OF ITEMS SUPPLIED ON THIS PURCHASE ORDER THAT MAY REQUIRE CAUTION IN HANDLING	-28,000.00	-28,000.00
2	1	EA		30,000.00	30,000.00

ACCOUNT NUMBER	AMOUNT
010-81500-0-00000-81100-4310-752-0000-0000	$2,000.00

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

SUB TOTAL	$ 2,000.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 2,000.00

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26000122
Show this number on invoices, packages and correspondence.

LOWE'S HOME IMPROVEMENT

Vendor# 006322

VENDOR

LOWE'S HOME IMPROVEMENT
2000 EMPIRE AVE
BURBANK, CA 91504-3434

Phone: (818) 557-2300 **Fax:** (818) 557-2314

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
FACILITIES SERVICES
510 S. SHELTON STREET
BURBANK, CA 91506-2818

For: FACILITIES SERVICES
S. HOY/SERGIO RODRIGUEZ

PO Date: 06/03/2025 **Requested Delivery:** 07/01/2025 **Buyer Name:** Maro Bojolyan **Req#** R0000055

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
			OR USE BY EITHER CHILDREN OR ADULTS. * EQUIPMENT ITEMS WITH A VALUE OF $500.00 OR MORE, INCLUDING TAX AND SHIPPING, MAY NOT BE PURCHASED ON THIS BLANKET ORDER AS THEY ARE CONSIDERED FIXED ASSETS BY THE DISTRICT. * PLEASE SHIP DIRECTLY TO THE WAREHOUSE, AS INDICATED ON THIS ORDER, AND REFERENCE THE P.O. NUMBER ON ALL SHIPPING AND BILLING DOCUMENTS. ****IMPORTANT DELIVERY INFORMATION***** ALL DELIVERIES WILL BE RECEIVED IN OUR WAREHOUSE TUESDAY & THURSDAY ONLY FROM 8:30AM - 12:00PM AND 1:00 PM - 2:30PM.		

ACCOUNT NUMBER	AMOUNT
010-81500-0-00000-81100-4310-752-0000-0000	$2,000.00

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

SUB TOTAL	$ 2,000.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 2,000.00

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26000219
Show this number on invoices, packages and correspondence.

AMAZON CAPITAL SERVICES

Vendor# 0000000206

VENDOR

AMAZON CAPITAL SERVICES
PO BOX 035184
SEATTLE, WA 98124-5184

Phone: (206) 435-3958 **Fax:**

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
MILLER ELEMENTARY
720 E. PROVIDENCIA AVE.
BURBANK, CA 91501-2499

For: MILLER ELEMENTARY
G. TANNER/for Supplies for New School Year

PO Date: 06/11/2025 **Requested Delivery:** 07/01/2025 **Buyer Name:** Maro Bojolyan **Req#** R0000340

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ODER #1: INCREASE BY $200 FOR A REVISED TOTAL OF $5200.00 DUE TO PURCHASE SUPPLIES THAT WERE NOT INITIALLY ACCOUNTED FOR WITH THE GRADE LEVEL ORDERS. **********	200.00	200.00
2	1	LOT	>>> 2025 - 2026 BLANKET ORDER <<< BLANKET ORDER TO COVER THE COST OF SUPPLIES AND MATERIALS, NOT EQUIPMENT, TO BE ORDERED ONLINE ON AN "AS NEEDED" BASIS, EFFECTIVE 7/1/2025 THROUGH 6/30/2026. TOTAL AMOUNT OF THIS ORDER IS NOT TO EXCEED $5000 (INCLUDING TAX & SHIPPING) ALL ORDERS TO BE DELIVERED, MONDAY-FRIDAY, 8:00 AM TO 4:00 PM, TO JOAQUIN MILLER ELEMENTARY SCHOOL ATTN: GLORIA TANNER 720 E. PROVIDENCIA AVE. BURBANK, CA 91501 INSTRUCTIONS TO AMAZON USER: SELECT BLANKET PO 26000219 WHEN CHECKING OUT A CART ON AMAZON. UPON RECEIPT OF THE ORDER, COMPLETE A RECEIVING REPORT AND SUBMIT TO ACCOUNTS PAYABLE.	5,000.00	5,000.00

ACCOUNT NUMBER	AMOUNT
010-00000-0-11100-10000-4310-210-0000-0000	$5,200.00

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

SUB TOTAL	$ 5,200.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 5,200.00

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26000219
Show this number on invoices, packages and correspondence.

AMAZON CAPITAL SERVICES

Vendor# 0000000206

VENDOR

AMAZON CAPITAL SERVICES
PO BOX 035184
SEATTLE, WA 98124-5184

Phone: (206) 435-3958 **Fax:**

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
MILLER ELEMENTARY
720 E. PROVIDENCIA AVE.
BURBANK, CA 91501-2499

For: MILLER ELEMENTARY
G. TANNER/for Supplies for New School Year

PO Date: 06/11/2025 **Requested Delivery:** 07/01/2025 **Buyer Name:** Maro Bojolyan **Req#** R0000340

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
			IF YOU DO NOT LOCATE A PACKING LIST, PLEASE GO TO THE VENDOR'S WEBSITE AND BRING UP THE ORDER NUMBER FOR YOUR DELIVERY, PRINT IT OUT, CHECK OFF THE ITEMS, SIGN AND DATE THE PRINT OUT AND SEND IT TO ACCOUNTS PAYABLE. THE VENDOR WILL NOT BE PAID FOR EACH SHIPMENT UNTIL WE HAVE RECEIVED YOUR APPROVAL.		

ACCOUNT NUMBER	AMOUNT
010-00000-0-11100-10000-4310-210-0000-0000	$5,200.00

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

SUB TOTAL	$ 5,200.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 5,200.00

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

AMAZON CAPITAL SERVICES

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26000280
Show this number on invoices, packages and correspondence.

Vendor# 401587

PLUMBING WHOLESALE OUTLET

VENDOR

PLUMBING WHOLESALE OUTLET INC
520 N FAIR OAKS AVE
PASADENA, CA 91103-3304

Phone: (626) 744-3170 **Fax:** (626) 744-3175

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
FACILITIES SERVICES
510 S. SHELTON STREET
BURBANK, CA 91506-2818

For: FACILITIES SERVICES
S. HOY/SERGIO RODRIGUEZ

PO Date: 06/16/2025 **Requested Delivery:** 07/01/2025 **Buyer Name:** Maro Bojolyan **Req#** R0000058

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #1: INCREASE BY $10,000.00 FOR A REVISED TOTAL OF $20,000.00 AS PER R0001211 DUE TO BLANKET BEING EXHAUSTED AND NEED TO COVER CURRENT AND FUTURE PURCHASES. **********	10,000.00	10,000.00
2	1	EA	>>> 2025 - 2026 BLANKET ORDER <<< BLANKET ORDER TO COVER THE COST OF SUPPLIES TO BE PURCHASED BY FACILITIES SERVICES ON AN "AS NEEDED" BASIS FROM JULY 1, 2025 THROUGH JUNE 30, 2026. NOT TO EXCEED $10,000.00 INCLUDING TAXES AND SHIPPING REFERENCE THE P.O. NUMBER ON ALL RECEIPTS, PACKING LISTS AND INVOICES. *** SPECIAL INSTRUCTIONS *** * VENDOR: FOR PROMPT PAYMENT, BILL TO: APINVOICES@BURBANKUSD.ORG * PLEASE NOTE: WE ARE NO LONGER ACCEPTING HARD COPY INVOICES SENT BY MAIL * MATERIAL SAFETY DATA SHEETS (MSDS) ARE TO BE PROVIDED AT TIME OF PICKUP OR DELIVERY OF ITEMS SUPPLIED ON THIS PURCHASE ORDER THAT MAY REQUIRE CAUTION IN HANDLING	10,000.00	10,000.00

ACCOUNT NUMBER	AMOUNT
010-81500-0-00000-81100-4310-752-0000-0000	$20,000.00

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

SUB TOTAL	$ 20,000.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 20,000.00

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26000280
Show this number on invoices, packages and correspondence.

PLUMBING WHOLESALE OUTLET

Vendor# 401587

VENDOR

PLUMBING WHOLESALE OUTLET INC
520 N FAIR OAKS AVE
PASADENA, CA 91103-3304

Phone: (626) 744-3170 **Fax:** (626) 744-3175

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
FACILITIES SERVICES
510 S. SHELTON STREET
BURBANK, CA 91506-2818

For: FACILITIES SERVICES
S. HOY/SERGIO RODRIGUEZ

PO Date: 06/16/2025 **Requested Delivery:** 07/01/2025 **Buyer Name:** Maro Bojolyan **Req#** R0000058

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
			OR USE BY EITHER CHILDREN OR ADULTS. * EQUIPMENT ITEMS WITH A VALUE OF $500.00 OR MORE, INCLUDING TAX AND SHIPPING, MAY NOT BE PURCHASED ON THIS BLANKET ORDER AS THEY ARE CONSIDERED FIXED ASSETS BY THE DISTRICT. * PLEASE SHIP DIRECTLY TO THE WAREHOUSE, AS INDICATED ON THIS ORDER, AND REFERENCE THE P.O. NUMBER ON ALL SHIPPING AND BILLING DOCUMENTS. ****IMPORTANT DELIVERY INFORMATION***** ALL DELIVERIES WILL BE RECEIVED IN OUR WAREHOUSE TUESDAY & THURSDAY ONLY FROM 8:30AM - 12:00PM AND 1:00 PM - 2:30PM.		

ACCOUNT NUMBER	AMOUNT
010-81500-0-00000-81100-4310-752-0000-0000	$20,000.00

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

SUB TOTAL	$ 20,000.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 20,000.00

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26000674
Show this number on invoices, packages and correspondence.

AMAZON CAPITAL SERVICES

Vendor# 0000000206

VENDOR

AMAZON CAPITAL SERVICES
PO BOX 035184
SEATTLE, WA 98124-5184

Phone: (206) 435-3958 **Fax:**

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
JEFFERSON ELEMENTARY
1900 N. SIXTH ST.
BURBANK, CA 91504-2999

For: JEFFERSON ELEMENTARY
Y. DIAZ/Ron Young - Principal

PO Date: 08/12/2025 **Requested Delivery:** 08/01/2025 **Buyer Name:** Maro Bojolyan **Req#** R0000761

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #1: INCREASE BY $3,000.00 FOR A REVISED TOTAL OF $6,000.00 DUE TO NEEDING TO PLACE MORE ORDERS AS PER R0001234 ********** >>> 2025- 2026 BLANKET ORDER <<< BLANKET ORDER TO COVER THE COST OF SUPPLIES AND MATERIALS, NOT EQUIPMENT, TO BE ORDERED ONLINE ON AN "AS NEEDED" BASIS, EFFECTIVE 7/1/2025 THROUGH 6/30/2025. TOTAL AMOUNT OF THIS ORDER IS NOT TO EXCEED $3,000.00 (INCLUDING TAX & SHIPPING) ALL ORDERS TO BE DELIVERED, MONDAY-FRIDAY, 8:00 AM TO 3:00 PM, TO JEFFERSON ELEMENTARY 1900 NORTH SIXTH STREET BURBANK, CA 91504 ATTN: YAYA DIAZ INSTRUCTIONS TO AMAZON USER: SELECT BLANKET PO 26000674 WHEN CHECKING OUT A CART ON AMAZON. UPON RECEIPT OF THE ORDER, NOTE RECEIPT OF ALL ITEMS IN YOUR AMAZON ACCOUNT AND SNED A BUDGET	3,000.00	3,000.00
2	1	LOT		3,000.00	3,000.00

ACCOUNT NUMBER	AMOUNT
010-00000-0-11100-10000-4310-206-0000-0000	$6,000.00

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

SUB TOTAL	$ 6,000.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 6,000.00

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26000674
Show this number on invoices, packages and correspondence.

AMAZON CAPITAL SERVICES

Vendor# 0000000206

VENDOR

AMAZON CAPITAL SERVICES
PO BOX 035184
SEATTLE, WA 98124-5184

Phone: (206) 435-3958 **Fax:**

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
JEFFERSON ELEMENTARY
1900 N. SIXTH ST.
BURBANK, CA 91504-2999

For: JEFFERSON ELEMENTARY
Y. DIAZ/Ron Young - Principal

PO Date: 08/12/2025 **Requested Delivery:** 08/01/2025 **Buyer Name:** Maro Bojolyan **Req#** R0000761

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
			TRANSFER REQUEST SHOULD YOU NEED TO CHARGE THIS ORDER TO A DIFFERENT EXPENSE ACCOUNT. PLEASE SAVEYOUR PACKING LIST FOR FUTURE REFERENCE IF NEEDED. IF YOU DO NOT RECEIVE A PACKING LIST, PLEASE GO TO THE AMAZON SITE AND SEARCH FOR THE ORDER NUMBER FOR YOUR DELIVERY, PRINT IT OUT, CHECK OFF THE ITEMS, SIGN AND DATE THE PRINT OUT. VENDOR WILL ONLY BE PAID FOR ORDERS RECEIVED IN THE AMAZON RECEIVING PORTAL		

ACCOUNT NUMBER	AMOUNT
010-00000-0-11100-10000-4310-206-0000-0000	$6,000.00

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

SUB TOTAL	$ 6,000.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 6,000.00

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

PURCHASE ORDER

BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVE, BURBANK, CA 91506-2460
Phone: (818) 729-4400 Fax: (818) 729-4534

PURCHASE ORDER NO.
26000779
Show this number on invoices, packages and correspondence.

AYA HEALTHCARE, INC.

Vendor# 405322

VENDOR

AYA HEALTHCARE, INC.
5930 CORNERSTONE CT W
SUITE 300
SAN DIEGO, CA 92121

Phone: (858) 630-9960 **Fax:**

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
SPECIAL EDUCATION
1900 WEST OLIVE AVE.
BURBANK, CA 91506-2460

For: SPECIAL EDUCATION
SHEARER/CREDENTIALED TEACHER

PO Date: 08/22/2025 **Requested Delivery:** 08/20/2025 **Buyer Name:** Maro Bojolyan **Req#** R0000840

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #1: INCREASE BY $135,975 FOR A REVISED TOTAL OF $271,950 AS PER R0001108 DUE TO ADDING ONE MORE SPECIAL EDUCATION TEACHER **********	135,975.00	135,975.00
2	1	LOT	AGREEMENT BETWEEN THE BURBANK UNIFIED SCHOOL DISTRICT AND AYA HELATHCARE, INC., PROVIDER, FOR THE FOLLOWING SERVICES: PROVIDER WILL PROVIDE A CREDENTIALED SPECIAL EDUCATION TEACHERS. CONSULTANT AGREES TO PERFORM SERVICES AT A RATE OF $105 PER HOUR FOR A TOTAL NOT TO EXCEED $135,975. PAYMENTS TO BE MADE ACCORDING TO THE FOLLOWING SCHEDULE: _X__ MULTIPLE PAYMENTS CONSULTANT WILL BILL MONTHLY THE TERM OF THIS AGREEMENT IS FOR THE PERIOD OF 08/08/2025 THROUGH 05/29/2026. BOARD APPROVAL DATE: 07/24/2025	135,975.00	135,975.00

ACCOUNT NUMBER	AMOUNT
010-65000-0-57601-11804-5810-744-0000-0000	$271,950.00

Professional Services

SUB TOTAL	$ 271,950.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 271,950.00

(A)	SHIPMENT	DATE
(B)	SHIPMENT	DATE
(C)	SHIPMENT	DATE
(D)	SHIPMENT	DATE
(E)	SHIPMENT	DATE

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Director, Fiscal Services

PURCHASING COPY

AYA HEALTHCARE, INC.

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Peter Knapik, Assistant Superintendent of Educational Services
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	October 16, 2025
SUBJECT:	Approval of Williams Settlement Quarterly Report on Uniform Complaints 2025-2026

Background:

The Williams Lawsuit Settlement Quarterly Report and its procedures are required by the State in order for the public to have a means by which to file complaints alleging violation of federal or state laws or regulations governing various educational programs.

Discussion and Issues:

All school districts are required to report summarized data on the nature and resolution of all complaints addressing insufficient instructional materials, teacher vacancies and mis-assignment, and emergency or urgent facilities issues on a quarterly basis to the Los Angeles County Superintendent of Schools in accordance with the provisions of the Williams settlement legislation, per Education Code 35186 (SB550 and AB 2727).

This is the first report to the Board of Education for the 2025-2026 school year. There are no incidents to report.

Fiscal Impact:

There is no fiscal impact.

Recommendation:

Peter Knapik, Assistant Superintendent, recommends that the Board of Education approve the Williams Lawsuit Settlement Quarterly Report on Uniform Complaints 2025-2026, Report Summary No. 1, July 1 through September 30, 2025, as presented.

Los Angeles County Office of Education

Williams Lawsuit Settlement
Quarterly Report on Uniform Complaints 2025-2026

DISTRICT NAME	DATE
Burbank Unified	Oct 16, 2025
PERSON COMPLETING THIS FORM	**TITLE**
Peter Knapik	Assistant Superintendent, Educational Svcs.

Quarter Covered by This Report (Check One Below):

■	1st QTR	July 1 to September 30	Due: Friday, October 17, 2025
☐	2nd QTR	October 1 to December 31	Due: Friday, January 16, 2026
☐	3rd QTR	January 1 to March 31	Due: Friday, April 17, 2026
☐	4th QTR	April 1 to June 30	Due: Friday, July 19, 2026

DATE REPORT WAS PRESENTED TO THE GOVERNING BOARD AT A REGULARLY SCHEDULED MEETING
October 16, 2025

Please Check the Box That Applies:

☑ No complaints were filed with any school in the district during the quarter indicated above.

☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints:

	Number of Complaints Received in Quarter	Number of Complaints Resolved	Number of Complaints Unresolved
Instructional Materials	0	0	0
Facilities	0	0	0
Teacher Vacancy and Misassignment	0	0	0
TOTAL	0	0	0

PRINT NAME OF DISTRICT SUPERINTENDENT	
Oscar Macias, Interim Superintendent	
SIGNATURE OF DISTRICT SUPERINTENDENT	**DATE**
	September 22, 2025

Submit the Quarterly Summary Using Canvas Account
https://lacoepd.instructure.com/courses/715

or Mail to:
Los Angeles County Office of Education
Attn: Francisco Jimenez, Williams Instructional Materials
9300 Imperial Highway, ASM/Williams ECW 284
Downey, CA 90242

Telephone: (562) 803-8382
Fax: (562) 803-8325
Email: Jimenez_Francisco@lacoe.edu

TO: Board of Education / Superintendent Consent 10/16/2025

SUBMITTED BY: Human Resources Services

SUBJECT: Certificated Personnel - Report Number 25-26-07. 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.

Change of End Date	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE/END DATE
Lalicata, Traci	Lng Term Substitute	01.0-00000.0-11100-10000-1160-7550000	100	S-001-10		08/11/2025 – 10/31/2025
Martin, Robert	Lng Term Substitute	01.0-00000.0-11100-10000-1160-7550000	100	T-001-01		08/21/2025 – 10/21/2025

Change of Start Date	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE/END DATE
Weber, Kerri	Lng Term Substitute	01.0-00000.0-11100-10000-1160-7550000	100	S-001-10		08/13/2025 – 10/10/2025

Election: Substitute	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE/END DATE
Ghaman, Roger	Sub/SpEd Sub	01.0-00000.0-11100-10000-1160-7550000	100	S-001-01/S-001-02		09/26/2025
Palma, Jelito John	Sub/SpEd Sub	01.0-00000.0-11100-10000-1160-7550000	100	S-001-01/S-001-02		09/26/2025

Election: Long Term Substitute	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE/END DATE
Sawyer, Rayell	Lng Term Substitute	01.0-00000.0-11100-10000-1160-7550000	100	T-001-01		09/21/2025 – 10/31/2025

Leave of Absence	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE/END DATE
Del Rio, Erica	CC Teacher	12.0-90602.0-11100-10000-1110-2010000	100	1-005-08		12/08/2025 – 01/09/2026
Gonzalez, Izabelle	School Nurse	01.0-00000.0-00000-31400-1216-7720000	100	T-003-06		09/09/2025 – 11/21/2025
Gonzalez, Izabelle	School Nurse	01.0-00000.0-00000-31400-1216-7720000	100	T-003-06		12/01/2025 – 12/05/2025
Lujano, Rachel	SLP	01.0-65000.0-57602-11901-1110-7440000	100	T-006-09		10/06/2025 – 12/19/2025

Resignation	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE/END DATE
Perez, Joshua	Teacher	01.0-00000.0-11100-10000-1110-4310000	100	T-004-03		09/24/2025

Salary Correction	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE/END DATE
Lujano, Rachel	SLP	01.0-65000.0-57602-11901-1110-7440000	100	T-006-06		08/08/2022

TO: Board of Education / Superintendent Consent 10/16/2025

SUBMITTED BY: Human Resources Services

SUBJECT: Certificated Personnel - Report Number 25-26-07. 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	Hours/Days Cap	Applicable Payrolls
Adams, Kelly	Huerta	Other Hourly	Hourly	$39.37	25	09/01/2025 – 12/31/2025
Arevalo, David	Huerta	Intervention	Hourly	$53.46	60	09/15/2025 – 05/28/2026
Avagyan, Anush	BHS	Intervention	Hourly	$53.46	25	09/22/2025 – 12/30/2025
Baldwin, Jacob	Adult	Weekly Assignment	Hourly	$55.91	69	08/18/2025 – 12/18/2025
Bixler, Todd	JBHS	Other Hourly	Hourly	$39.67	80	08/08/2025
Brinton, Joel	JBHS	Intervention	Hourly	$53.46	100	08/08/2025 – 05/31/2026
Campos, Mariela	JBHS	Other Hourly	Hourly	$39.67	4	09/01/2025 – 10/31/2025
Concidine, Michael	Luther	Add'l .2 FTE	Monthly	$1,943.80	5	08/01/2025 – 12/31/2025
Cook, Jacob	JBHS	Other Hourly	Hourly	$39.67	40.33	09/01/2025 – 10/31/2025
Cook, Jacob	JBHS	Other Hourly	Hourly	$39.67	1	09/04/2025
Garcia, Jacqueline	Miller	Other Hourly	Hourly	$39.67	12	09/01/2025 – 09/30/2025
Gonzalez, Amanda	Huerta	Add'l Duties	Hourly	$96.88	2	08/13/2025 – 08/14/2025
Gonzalez, Denise	Providencia	Intervention	Hourly	$53.46	51	09/01/2025 – 12/19/2025
Grey, Zoryan	Adult	Weekly Assignment	Hourly	$55.84	480	09/02/2025 – 12/20/2025
Grimshaw, Dena	Huerta	Intervention	Hourly	$53.46	200	09/01/2025 – 05/31/2026
Helgren, Tyler	Luther	Saturday School	Daily	$169.90	1	09/01/2025 – 09/30/2025
Hernandez, Amalia	Special Ed	Add'l Duties	Hourly	$92.47	40	09/24/2025 – 06/30/2026
Hernandez, Amalia	Special Ed	Other Hourly	Hourly	$39.67	12	09/24/2025 – 06/30/2026
Huang, Yenwen	Muir	Intervention	Hourly	$53.46	60	09/15/2025 – 05/28/2026
Huizar, Ellen	Muir	Intervention	Hourly	$53.46	60	09/15/2025 – 05/28/2026
Kaloustian, Ohannes	Huerta	Add'l Duties	Hourly	$102.62	2	08/13/2025 – 08/14/2025
Kim, Terry	Huerta	Add'l Duties	Hourly	$104.03	2	08/13/2025 – 08/14/2025
Kong, Joy	Miller	Other Hourly	Hourly	$39.67	18.75	09/01/2025 – 09/30/2025
Lane, Stephen	Muir	Intervention	Hourly	$53.46	60	09/15/2025 – 05/28/2026
Leonard, Mark	Providencia	Intervention	Hourly	$53.46	87	09/01/2025 – 12/19/2025
Levy, Jodi	JBHS	Other Hourly	Hourly	$39.67	4	09/01/2025 – 10/31/2025
Magallon, Michael	JBHS	Other Hourly	Hourly	$39.67	300	08/01/2025 – 06/30/2026
Mahoney, Gerald	Huerta	Other Hourly	Hourly	$39.37	25	09/01/2025 – 12/31/2025
Marinelli, Jean	Miller	Other Hourly	Hourly	$39.67	12	09/01/2025 – 09/30/2025
Martinez, Olivia	JBHS	Other Hourly	Hourly	$39.67	4	09/01/2025 – 10/31/2025
McDermott, Matthew	BHS	Stipend	Stipend	$500.00	1	09/26/2025
Michna, Adam	JBHS	Other Hourly	Hourly	$39.67	1	09/26/2025
Obregon, Gabriel	Huerta	Other Hourly	Hourly	$39.37	25	09/01/2025 – 12/31/2025
Perez, Kimberly	Miller	Other Hourly	Hourly	$39.67	1.5	09/01/2025 – 09/30/2025
Pozo, Stephanie	Muir	Intervention	Hourly	$53.46	60	09/15/2025 – 05/28/2026
Rader, Dionne	JBHS	Other Hourly	Hourly	$39.67	4	09/01/2025 – 10/31/2025
Silverstone-Moran, Rachel	Huerta	Other Hourly	Hourly	$39.37	25	09/01/2025 – 12/31/2025
Simon, Erika	Harte	Other Hourly	Hourly	$39.37	12	07/23/2025 – 08/01/2025
Sullivan, Cindy	Providencia	Intervention	Hourly	$53.46	138	09/01/2025 – 12/19/2025
Tipton, Wayne	Huerta	Add'l Duties	Hourly	$104.03	2	08/13/2025 – 08/14/2025
Truong, Hung	JBHS	Other Hourly	Hourly	$39.67	4	09/01/2025 – 10/31/2025
Vanegas, Jennifer	Adult	Weekly Assignment	Hourly	$55.91	45	08/18/2025 – 12/18/2025
Vargas, Theresa	Huerta	Other Hourly	Hourly	$39.37	25	09/01/2025 – 12/31/2025
Vorachak, Madison	Huerta	Other Hourly	Hourly	$39.37	25	09/01/2025 – 12/31/2025
Wade, Tyler	JBHS	Other Hourly	Hourly	$39.67	1	09/26/2025

TO: Board of Education / Superintendent Consent 10/16/2025

SUBMITTED BY: Human Resources Services

SUBJECT: Certificated Personnel - Report Number 25-26-07. 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	Hours/Days Cap	Applicable Payrolls
Wall, Abbey	Roosevelt	Intervention	Hourly	$53.46	64.9	09/02/2025 – 09/30/2025
Wall, Abbey	Roosevelt	Other Hourly	Hourly	$39.67	8.15	09/02/2025 – 09/30/2025
Warren, William	Huerta	Add'l Duties	Hourly	$104.03	2	08/13/2025 – 08/14/2025
Warren, William	Huerta	Other Hourly	Hourly	$39.37	25	09/01/2025 – 12/31/2025
Wenzel, Heidi	Roosevelt	Intervention	Hourly	$53.46	85.66	09/02/2025 – 09/30/2025
Wenzel, Heidi	Roosevelt	Other Hourly	Hourly	$39.67	13.18	09/02/2025 – 09/30/2025
Williamson, Terry	Instruction	Other Hourly	Hourly	$39.67	24	07/01/2025 – 08/31/2025
Wrobel, Kayla	JBHS	Other Hourly	Hourly	$39.67	1	09/24/2025
Zadoorian, Selin	BHS	Add'l .2 FTE	Monthly	$1,943.80	4	09/09/2025 – 12/31/2025

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Resignation								
HERNANDEZ-LOPEZ, Estefani	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-V	D	09-17-25		Special Education
PONCE, Maria	Custodian	01.0-00100.0-00000-82100-2210-2020000	1.0	38-VI	A	09-26-25		Edison Elementary
Leave								
CL-0088-25	Human Resources	01.0-00000.0-00000-77000-2410-7730000	1.0	60-I	A	09-24-25		Human Resources (Paid Administrative Leave)
Additional Compensation for Healthcare								
VAZQUEZ, Jasmine	Paraeducator - Deaf & Hard of Hearing	01.0-65000.0-57602-11104-2130-5480000		39-III	D	06-02-25	07-10-25	Huerta Middle School
Change of Assignment – Classification/Location/FTE								
RAPATTONI, JoAnn	Paraeducator – Severely Impaired	01.0-65000.0-57602-11104-2110-2160000	.75	45-II	D	09-24-25		Jefferson Elementary
Temporary Change of Assignment								
CABRAL, Marisol	Food Service Cook	13.0-53100.0-00000-37000-2210-3210000	.7188	38-IV	D	09-19-25	12-31-25	Huerta Middle School
Election – Monthly								
LIPEDE, Adeyinka	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-I	D	09-22-25		Special Education
MAGANA RODRIGUEZ, Destiny	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-I	D	09-22-25		Special Education
MARTINEZ, Rebecca	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-I	D	09-29-25		Special Education
TACHIAN, Tamar	Paraeducator	01.0-00000.0-11100-10000-2110-2030000	.625	36-I	D	10-01-25		Emerson Elementary
Election – Additional Assignment								
BEER, Nicole	Paraeducator – Adult Education	11.0-63910.0-41106-10000-2110-5330000	.2	36-I	E	09-29-25		Burbank Adult School

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly								
ALBARIAN, Kaline	Community Resource Assistant	01.0-01500.0-11107-27000-2950-7420000		37-VI	D	09-01-25	12-31-25	Washington Elementary
ALESI, Adam	Visual & Performing Arts Instructor	01.0-67700.0-17021-10000-2170-4310000		$50.00	F	08-01-25	06-30-26	Burbank High School
BAGHUMYAN, Narine	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2100000		35-III	D	09-02-25	09-30-25	Miller Elementary
BIERMANN, Catherine	School Office Manager-Elementary (Substitute)	01.0.000000.0-00000-72000-2460-755000		$18.74	F	09-25-25		Human Resources
BIERMANN, Catherine	Secretary III (Substitute)	01.0-00000.0-00000-72000-2460-7550000		$16.50	F	09-25-25		Human Resources
CABRAL, Marisol	Food Service Assistant	13.0-53100.0-00000-37000-2230-3210000		37-III	D	09-05-25	12-31-25	Huerta Middle School
CAFFEY, Julie	Food Service Assistant	13.0-53100.0-00000-37000-2230-2150000		37-II	D	09-22-25	12-26-25	Stevenson Elementary
CARLSON, Olivia	Visual & Performing Arts Instructor	01.0-67700.0-17016-41000-2130-3210000		$50.00	F	09-25-25		Huerta Middle School
CHO, Juliana	Secretary III (Substitute)	01.0-00000.0-00000-72000-2460-7550000		$16.50	F	09-25-25		Human Resources
CHO, Juliana	School Office Manager Elementary (Substitute)	01.0-00000.0-00000-72000-2460-7550000		$18.74	F	09-25-25		Human Resources
CONTRERAS, Francisca	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2130000		35-VI	D	09-08-25	09-18-25	Providencia Elementary
DIAZ, Esperanza	Senior Secretary – 11	01.0-00000.0-00000-27000-2240-4320000		42-VI	B	09-22-25	10-31-25	Burroughs High School
GOLDBERG, Etan	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2090000		35-I	D	08-26-25	05-28-26	McKinley Elementary
KONSTANTINE, Alexander	Instructional Technology Media Specialist	01.0-90820.0-00000-24950-2930-2030000		42-V	D	09-22-25	05-28-26	Emerson Elementary
LOGAN, Nicolina	Visual & Performing Arts Instructor	01.0-67700.0-11100-10000-2170-3200000		$50.00	F	09-30-25		Luther Middle School

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
MORA, Norberto	School Safety & Utility Custodian	11.0-63910.0-41102-82100-2230-5330000 11.0-63910.0-41104-82100-2230-5330000 11.0-63910.0-41106-82100-2230-5330000 11.0-00639.0-41100-82100-2230-5330000 11.0-63910.0-41102-83000-2230-5330000 11.0-63910.0-41104-83000-2230-5330000 11.0-63910.0-41106-83000-2230-5330000 11.0-00639.0-41100-83000-2230-5330000	.17 .23 .05 .05 .18 .22 .05 .05	39-V	C	09-01-25	12-20-25	Burbank Adult School
MORANTE, LaShaunda	Food Service Assistant	13.0-53100.0-00000-37000-2230-2130000		37-III	D	09-22-25	12-26-25	Providencia Elementary
NASEV, Lenche	Visual & Performing Arts Instructor	01.0-67700.0-17020-10000-2170-3200000		$50.00	F	10-01-25		Luther Middle School
NAVARRO, Mark	Campus Supervisor	01.0-90904.0-17023-83000-2940-4320000		36-VI	D	09-12-25	09-12-25	Burroughs High School
OCHOA, Steven	Food Service Assistant	13.0-53100.0-00000-37000-2230-3220000		37-IV	D	09-22-25	12-26-25	Muir Middle School
REBMAN, Denise	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2090000		35-VI	D	08-01-25	05-28-26	McKinley Elementary
ROCHA, Cecilia	Food Service Assistant	13.0-53100.0-00000-37000-2230-3220000		37-IV	D	09-22-25	12-26-25	Muir Middle School
ROMERO, Iris	Campus Supervisor – Elementary	01.0-90820.0-00000-24950-2930-2130000		35-II	D	09-16-25	09-16-25	Providencia Elementary
SAGE, Randy	Visual & Performing Arts Instructor	01.0-67700.0-17021-10000-2170-4310000		$50.00	F	08-01-25	06-30-26	Burbank High School
SCHLIFER, Connie	Paraeducator - Special Ed (Substitute)	01.0-65000.0-57601-11100-2160-7440000		$19.53	F	09-25-25		Human Resources
SCHLIFER, Connie	Paraeducator (Severely Impaired - Substitute)	01.0-65000.0-57602-11100-2160-7440000		$23.14	F	09-25-25		Human Resources
SCHLIFER, Connie	Paraeducator (Parent Education - Substitute)	01.0-65000.0-57602-11100-2160-7440000		$23.14	F	09-25-25		Human Resources
TALLI, Solaf	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2100000		35-I	D	09-02-25	09-30-25	Miller Elementary

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
ZARGARIAN, Siuneh	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2090000		35-VI	D	08-13-25	05-28-26	McKinley Elementary
Election – Student Helpers								
WN6916276	Student Helper	13.0-53100.0-00000-37000-2933-4310000		$16.50	F	09-17-25	05-29-26	Burbank High School
DU4448040	Student Helper	13.0-53100.0-00000-37000-2933-4310000		$16.50	F	09-17-25	05-29-26	Burbank High School
Election – Walk on Coach								
AGUILAR, Josue	Short Term Athletic	01.0-90904.0-15020-42000-2171-4310000		$16.50	F	07-01-25	07-31-25	Burbank High School
AGUILAR, Josue	Short Term Athletic	01.0-90904.0-15020-42000-2171-4310000		$16.50	F	09-17-25	06-30-26	Burbank High School
ARAKELYAN, David	Short Term Athletic	01.0-00000.0-15018-42000-2171-4310000		$16.50	F	08-01-25	10-31-25	Burbank High School
BYRAM, Jonathan	Short Term Performing Arts	01.0-90904.0-17007-41000-2171-4320000		$16.50	F	09-22-25	05-31-26	Burroughs High School
DAHDULI, Bilal	Short Term Athletic	01.0-00000.0-15010-42000-2171-4320000		$16.50	F	08-01-25		Burroughs High School
DAHDULI, Bilal	Short Term Athletic	01.0-90904.0-15010-42000-2171-4320000		$16.50	F	08-01-25	08-30-25	Burroughs High School
DELA ROSA, Romney	Short Term Athletic	01.0-90904.0-15020-42000-2171-4310000		$16.50	F	07-01-25	07-31-25	Burbank High School
DELA ROSA, Romney	Short Term Athletic	01.0-90904.0-15020-42000-2171-4310000		$16.50	F	08-01-25	08-31-25	Burbank High School
DELA ROSA, Romney	Short Term Athletic	01.0-90904.0-15020-42000-2171-4310000		$16.50	F	09-01-25	06-30-26	Burbank High School
FREEMAN, Tyrone	Short Term Athletic	01.0-90904.0-15007-42000-2171-4310000		$16.50	F	09-11-25	06-30-26	Burbank High School
GHARIBIAN, Erik	Short Term Athletic	01.0-00000.0-15010-42000-2171-4310000		$16.50	F	09-16-25	06-30-26	Burbank High School
GRIGORIAN, Anthony	Short Term Athletic	01.0-90904.0-15014-42000-2171-4320000		$16.50	F	09-01-25	10-01-25	Burroughs High School
MAGOON, Alyssa	Short Term Performing Arts	01.0-90904.0-15005-42000-2171-4320000		$16.50	F	09-01-25	10-31-25	Burroughs High School
MARTINEZ, Mark	Short Term Athletic	01.0-90904.0-15010-42000-2171-4320000		$16.50	F	08-01-25	08-30-25	Burroughs High School

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Personnel Report No. 25-26-07 October 16, 2025 Classified Personnel

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Walk on Coach (Continued)								
MILLER, Stewart	Short Term Athletic	01.0-90904.0-15007-42000-2171-4310000		$16.50	F	08-01-25	08-31-25	Burbank High School
NAZARYAN, Armen	Short Term Athletic	01.0-00000.0-15004-42000-2171-4310000		$16.50	F	09-12-25	06-30-26	Burbank High School
NAVARRO, Mark	Short Term Performing Arts	01.0-90904.0-15005-42000-2171-4320000		$16.50	F	09-01-25	10-31-25	Burroughs High School
OBRIEN, Jonathon	Short Term Athletic	01.0-90904.0-15020-42000-2171-4310000		$16.50	F	07-01-25	07-31-25	Burbank High School
OBRIEN, Jonathon	Short Term Athletic	01.0-90904.0-15020-42000-2171-4310000		$16.50	F	08-01-25	09-30-25	Burbank High School
OBRIEN, Jonathon	Short Term Athletic	01.0-90904.0-15020-42000-2171-4310000		$16.50	F	09-01-25	09-30-25	Burbank High School
ORTEGA-JENNISON, Martin	Short Term Athletic	01.0-90904.0-15018-42000-2171-4320000		$16.50	F	09-01-25	10-31-25	Burroughs High School
PENDLETON, Eddie	Short Term Athletic	01.0-90904.0-15007-42000-2171-4310000		$16.50	F	09-01-25	09-30-25	Burbank High School
ROTUNNO, John	Short Term Athletic	01.0-90904.0-15010-42000-2171-4310000		$16.50	F	09-16-25	06-30-26	Burbank High School
TOLEDO, Tony	Short Term Athletic	01.0-00000.0-15007-42000-1172-4310000		$16.50	F	08-01-25	10-31-25	Burbank High School
YOSH, Stephanie	Short Term Athletic	01.0-90904.0-15017-42000-2171-4310000		$16.50	F	08-01-25	08-31-25	Burbank High School

Signature _____

Title: Leticia Castillo, Human Resources Services Supervisor

Signature _____

Title: Peter Knapik, Assistant Superintendent of Educational Services

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Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Peter Knapik, Assistant Superintendent of Educational Services
SUBMITTED BY:	Stephanie Beauregard, Administrative Secretary II
DATE:	October 16, 2025
SUBJECT:	Approval of Instructional Consultant Services

Background:
The purpose of the Instructional Consultant Services is to enrich student learning. Consultants are selected based on their qualifications regarding specific subject areas. When a consultant is selected, the consultant company/organization must complete the required paperwork for the district to ensure that district students receive the services they require. The Board of Education must approve all consultant requests before services are rendered.

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

Fiscal Impact:
See Attached

Recommendation:
Peter Knapik, Assistant Superintendent of Educational 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: October 16, 2025

Site	Name	Purpose	Dates	Cost	Appropriation Number
Instructional Services	Carson G Smith	The consultant will work with the Director of Arts & CTE, CTE Coordinator, and CTE Instructors to • Ensure every pathway has active industry partners • Expand CTE Advisory Board representation across all sectors • Increase the number of industry partnerships districtwide • Establish WBL opportunities in every pathway and industry sector • Build a sustainable animation program at JBHS with aligned curriculum, industry advisement, and ongoing professional engagement.	10/17/25 – 6/1/26	$25,000	010-90801.0-11100-10000-5810-7460000 $5000 010-90201.0-11100-10000-5810-7460000 $15,000 010-90711.0-11100-10000-5810-7460000 $5000
Instructional Services	Johnathan Lopez	Immediately prior to the October 30, 2025, homecoming football game between Burbank and Burroughs High Schools at JBHS Memorial Field, the consultant will lead Indigenous blessings as part of district events and gatherings. This practice honors cultural traditions, promotes respectful engagement, and helps establish a spiritually grounded atmosphere within community spaces.	10/30/25	$200	010-45100.1-11100-10000-5850-7420000
Instructional Services	Music Center	Provide Magnolia Park HS students with equal access to music education. Music Center teaching artist will: • Meet with classroom teachers before developing a music curriculum that meets specific student needs and IEP goals • Regularly scheduled meetings with classroom teachers to adjust curriculum, revise plans as needed, ongoing formative assessment, and a final evaluation meeting to assess the program.	10/17/25 – 4/30/26	$5775	010-90801.0-11100-10000-5810-7460000

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

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 17 day of October, 2025 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Carson G Smith hereinafter referred to as "Consultant."

Carson G Smith [redacted]

Payee's Name (Person or Company) Social Security or Federal I.D. # Phone Number

Mailing Address: [redacted]
City State Zip

Sponsoring Administrator: Peter Knapik Asst Supt Educational Svcs
Print Name Title Location

Date Submitted to Board: 10/16/25 Funding Source (Resource): Film LA,Adv Grant,AME

STRS/PERS Member: Yes No

The assignment **will** ☐ **will not** ■ require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provide the DOJ & FBI clearance form to complete as required by AB346. The consultant will be responsible for associated costs of fingerprinting. **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 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 $25k including benefits.
2. The term of the Agreement shall be the period commencing on 10/17/25 and terminating on 6/1/26
   a. Contracts shall not cross fiscal years.
3. Consultant will provide the services as listed in the Scope of Work following this agreement.
4. The Consultant shall submit invoicing on a monthly basis, or at the conclusion of this contract agreement to the BUSD Consultant Portal. The approving administrator of the time spent in providing the services and preparing the products required by this Agreement is a required component of the Consultant Portal Form. Consultant will be paid on a monthly basis or at the conclusion of this contract as in the agreement.
5. It is expressly understood and agreed to by both parties 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 maintain insurance coverage sufficient to support its obligations under this Agreement, with minimum limits of liability not less than $1,000,000. Additional insurance coverage for Workers' Compensation and/or Automobile Liability may be required.
7. Consultant agrees to hold harmless, defend, and indemnify the District, its Governing Board, administrators, directors, employees, agents, affiliates, successors, and assigns from and against any and all losses, damages, liabilities, claims, actions, judgments, court costs, and legal or other expenses (including, without limitation, reasonable legal fees) (collectively, "Claims") that the District may suffer or incur as a result of or arising directly or indirectly 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, if requested by the District, to furnish a conditional waiver and release together with invoices, and an unconditional waiver and release within 10 days of receipt of payment of such invoices.
11. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

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

Administrator	Consultant
Title	[redacted]
Board Approval Date	Address
	[redacted]
	City, State ZIP

Instructions: The Consultant is to sign and return two copies to the sponsoring administrator's office. After the BUSD Executive Cabinet has reviewed, this will proceed for Board approval. Once Board approved, a requisition should be entered with this attached agreement.

Basis for Request

Burbank Unified School District's (BUSD) Career Technical Education (CTE) programs receive approximately $1.3–$1.5 million annually in grant funding. Funding rubrics emphasize highly fundable program attributes, including:

- Industry certifications, credentials, or third-party skill assessments
- Dual enrollment agreements and partnerships with postsecondary agencies
- Data-driven program design, monitoring, and evaluation
- Work-Based Learning (WBL) opportunities (mentorships, externships, guest speakers, job shadowing, internships)
- Industry-recognized certifications for both students and teachers
- Alignment with regional workforce needs and labor market data
- Collaboration with local community college partners
- Ongoing advisement and support from industry partners

As funding has grown, so too has the number and scope of CTE pathways, with programs such as animation, digital media, and engineering expanding significantly. However, areas such as Culinary Arts, Engineering, Broadcast Journalism, and Business lack the depth of industry partnerships needed to sustain and grow student opportunities.

Currently, the Director of Arts & CTE, supported by one coordinator and one counselor, is responsible for maintaining a broad portfolio of programs, grants, and activities, including:

- CTE Programs: Photography, Animation, Culinary Arts, Engineering Academy, Medical Academy, Broadcasting, Film & Video, Stagecraft, Construction, Business, and more
- VAPA Programs: Visual Arts, Sculpture, Dance, Theatre, Instrumental & Vocal Music
- Grants: Prop 28 (Arts & Music in Schools), TCLFF (STEM, Music, Food Insecurity), Advancement Grant, CTEIG, K12 SWP (GCC & LAVCC), Perkins, etc.
- Program Oversight: Curriculum alignment, professional development, Prop 28 planning, credentialing support, mentoring, advisory boards, partnerships, budgeting, evaluation, and reporting

By comparison, neighboring districts maintain full CTE departments to manage these responsibilities. To ensure continued compliance with grant requirements and to maximize industry engagement, BUSD seeks to expand capacity through a consultant agreement.

Consultant Role & Objectives

The consultant will work with the Director of Arts & CTE, CTE Coordinator, and CTE instructors to:

- Ensure every pathway has active industry partners
- Expand CTE Advisory Board representation across all sectors
- Increase the number of industry partnerships districtwide
- Establish WBL opportunities in every pathway and industry sector
- Build a sustainable animation program at JBHS with aligned curriculum, industry advisement, and ongoing professional engagement

Background

Carson Smith brings proven expertise as a co-architect of Burbank High School's award-winning Animation program. While serving as Vice President of Community Affairs at Nickelodeon, he:

- Co-founded the Nickelodeon Mentor Program, placing BUSD students into internships that led to industry employment
- Developed curriculum-linked professional mentorship opportunities
- Created the Burbank High Animation Shorts Festival, where professionals provided feedback on student capstone projects
- Secured industry-standard equipment and professional development for staff
- Helped recruit an Emmy Award–winning instructor to lead dual enrollment animation courses with Glendale Community College

Following his departure from Nickelodeon due to corporate layoffs, his continued collaboration with BUSD will strengthen animation programming and expand industry engagement in pathways currently underserved.

Deliverables & Milestones

- Industry Outreach / Advisory Board Expansion: Act as liaison with local leaders; secure new partnerships in Culinary Arts, Gaming, Graphic Design, Animation, Broadcasting, and Engineering.
- JBHS Animation Pathway Development: Coordinate professional guest speakers, provide industry advisement, and support teacher/site leadership in building a CDE model-aligned animation pathway.

Timeline

- September 2025 – January 2026: Initial contract period.
- Progress will be reviewed before extending through May 2026.

Payment Terms

- Consultant will invoice BUSD monthly.
- Invoices will include documented progress toward contract goals.
- Work is funded through Advancement Grant, Film LA, and CDE Contract Grant (We have written this consultant role into the pending K12 SWP and CTEIG 10 grants as a strategy for achieving Grant goals.)

Carson G. Smith

[redacted]

EXPERIENCE

Nickelodeon - Burbank, CA

Vice President, Community Outreach

Jan 2021 - June 2025

Director, Community Outreach

2018 - 2021

Sr. Manager, Community Outreach

2010 - 2015

Architect of the Nickelodeon Community Efforts (aka NiCE) Program. Over a 15 year period I designed, implemented and oversaw the daily operations of Nickelodeon's Community Engagement efforts - resulting in a studio-wide culture of giving that allowed Nickelodeon to connect with its stakeholders across the community, non-profit, educational and employee engagement spaces.

PROJECTS

Nickelodeon X Burbank High School Animation Skills Program

In the Fall of 2011 we launched the Nickelodeon X Burbank High School Partnership with a series of 10 masterclasses taught on-site by Nickelodeon professionals that focus on the key phases of the animation process. Year two we added a mentorship component that paired Nick employees with aspiring storytellers for the entire school year. Each Spring we wrap up the year with the BASH (Best Animated Shorts Festival) - held at the studio, the festival chronicles projects completed by the students under the tutelage of Nick mentors. Graduates of the program have gone on to win numerous regional, state and national accolades, attended some of the best arts programs in the country and a handful of them even work at Nickelodeon.

SKILLS

Program Development

Arts Education Advocacy

Storytelling Resource Guide

Mentorship

Employee Engagement

AWARDS

Ed Asner Award - issued By Exceptional Minds - 2020

Honorary Service Award - California State PTA issued Burbank Council PTA - 2018

California Board of Ed Exemplary Arts Program Award - 2016 for programs at:

Burbank High School

John Muir Middle School

George Washington Elementary School

Viacommunity Award - issued by Viacom - 2014

Golden Oak Service Aware - issued by Burbank Council PTA - 2014

Let's Draw! and ¡Vamos A Dibujar!

Let's Draw! was designed to build creative confidence in children through the simple JOY of drawing. Piloted with the Arts Division of Burbank Unified, the program had Nickelodeon artists visiting local elementary school classrooms to teach kids how to draw their favorite Nick characters. During the pandemic we partnered with the Lollipop Theater Network to lead drawing sessions with children in hospitals across the country. We also created a Spanish Language version that has us drawing with kids throughout Latin America. Via the two programs, each year, Nickelodeon artists draw with tens of thousands of kids across the globe.

Best Field Trip Ever!

The Best Field Trip Ever is a half-day immersive experience that gives students a glimpse into the inner-workings of the Nickelodeon Animation Studio. It includes a behind-the-scenes VIP tour, a 2 hour Creativity Workshop led by Nickelodeon employees and lunch in the courtyard. BFTE's have allowed tens of thousands of students (many from underserved communities) access to the Nickelodeon Animation Studio.

EDUCATION

UC San Diego - BA, American Cultural History

Pepperdine Graziadio Business School
Certificate in Corporate Social Responsibility

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 4 day of october, 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Johnathan Lopez hereinafter referred to as "Consultant."

Johnathan Lopez [redacted] [redacted]
Payee's Name (Person or Company) Social Security or Federal I.D. # Phone Number

Mailing Address: [redacted]
City State Zip

Sponsoring Administrator: Peter Knapik, Asst. Superintendent, Educational Services, Instructional Services
Print Name Title Location

Date Submitted to Board: _____ Funding Source (Resource): 010-45100.1-11100-10000-5850-7420000

STRS/PERS Member: Yes No

The assignment **will** ☐ **will not** ■ require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provide the DOJ & FBI clearance form to complete as required by AB346. The consultant will be responsible for associated costs of fingerprinting. **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 THEREFORE, the parties mutually agree as follows

1. The Consultant agrees to perform the following services for the District, at a rate of $200 per hour ☐ / per day ☐ / per session ■ for a total not to exceed $ 200, including benefits.
2. The term of the Agreement shall be the period commencing on Oct. 30, 2025 and terminating on Oct. 30, 2025.
   a. Contracts shall not cross fiscal years.
3. Consultant will provide the services as listed in the Scope of Work following this agreement.
4. The Consultant shall submit invoicing on a monthly basis, or at the conclusion of this contract agreement to the BUSD Consultant Portal. The approving administrator of the time spent in providing the services and preparing the products required by this Agreement is a required component of the Consultant Portal Form. Consultant will be paid on a monthly basis or at the conclusion of this contract as in the agreement.
5. It is expressly understood and agreed to by both parties 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 maintain insurance coverage sufficient to support its obligations under this Agreement, with minimum limits of liability not less than $1,000,000. Additional insurance coverage for Workers' Compensation and/or Automobile Liability may be required.
7. Consultant agrees to hold harmless, defend, and indemnify the District, its Governing Board, administrators, directors, employees, agents, affiliates, successors, and assigns from and against any and all losses, damages, liabilities, claims, actions, judgments, court costs, and legal or other expenses (including, without limitation, reasonable legal fees) (collectively, "Claims") that the District may suffer or incur as a result of or arising directly or indirectly 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, if requested by the District, to furnish a conditional waiver and release together with invoices, and an unconditional waiver and release within 10 days of receipt of payment of such invoices.
11. 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.

	Johnathan Lopez
Administrator	Consultant
	[redacted]
Title	Address
	[redacted]
Board Approval Date	City, State ZIP

Instructions: The Consultant is to sign and return two copies to the sponsoring administrator's office. After the BUSD Executive Cabinet has reviewed, this will proceed for Board approval. Once Board approved, a requisition should be entered with this attached agreement.

STATEMENT OF WORK

Program/Project Purpose:

To incorporate Indigenous blessings into district events and gatherings as a way to honor cultural traditions, foster respectful engagement, and set a spiritually grounded tone for community spaces.

Basis for Request:

Provide details on the needs of the district/school/program for the service to be provided

The district is committed to equity, inclusion, and cultural responsiveness. Inviting Indigenous elders or cultural leaders to offer blessings at key events supports this commitment by recognizing and uplifting Indigenous spiritual practices, promoting cultural awareness, and creating space for reflection and connection.

Background/Scope/Objectives:

Provide as much detail on what this contract will fulfill for the district/school/program and the ways in which this agreement will meet the needs stated above. Provide details on who will receive the services/hours and/or work product.

This contract will support the delivery of an Indigenous blessing at a district-sponsored event, specifically the Homecoming game on October 30, 2025. Services will include a live blessings, spiritual invocations, ceremonial elements, and consultation on appropriate protocols. These practices will benefit district staff, students, families, and community members by fostering a respectful and intentional atmosphere rooted in Indigenous wisdom and tradition.

Deliverables/Milestones:

Provide enter a list of work products that will be derived from this work and/or a description of the services, detailing who will receive/approve said products/services

Live blessing delivered by a recognized Indigenous member and cultural leader

Invoice Approver:

Please provide the name and title of the BUSD administrator who will approve the Consultant Portal Invoices for this contract

Peter Knapik, Assistant Superintendent, Educational Services

Timeline:

Provide the timeline of the entire project, including the milestones.

Immediately before the October 30, 2025 Homecoming football game between Burbank High School and John Burroughs High School held at JBHS's Memorial Field

Payment Terms:

Describe the hourly rate, expected number of hours, etc., in which the agreement was determined.

Honorarium not to exceed $200

Who we are

My name is Johnathan Bloodwolf Lopez, I founded Ascending Shadows Production out of a deep passion for my Indigenous roots and a commitment to telling the stories that history has tried to erase. This company was born from the need to reclaim our narrative and share the truth of our people through powerful, visually compelling films. At Ascending Shadows Production, we focus on creating culturally grounded content from documentaries and educational films to PSAs and commercial work that honors Indigenous voices and brings visibility to our history, resilience, and ongoing presence.



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 16 day of , 2025 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Music Center hereinafter referred to as "Consultant."

Music Center [redacted]

Payee's Name (Person or Company) Social Security or Federal I.D. # Phone Number

Mailing Address: [redacted]
City State Zip

Sponsoring Administrator: **Peter Knapik, Assistant Superintendent of Instructional Services**
Print Name Title Location

Date Submitted to Board: October 16, 2025 Funding Source (Resource): 01.0-90801.0-11100-10000-XXXX-7460000 Film LA

STRS/PERS Member: Yes (No)

The assignment **will** ☐ **will not** ☒ require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provide the DOJ & FBI clearance form to complete as required by AB346. The consultant will be responsible for associated costs of fingerprinting. **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 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 $ 5775.00 including benefits.
2. The term of the Agreement shall be the period commencing on 10/17/25 and terminating on April 2026.
   a. Contracts shall not cross fiscal years.
3. Consultant will provide the services as listed in the Scope of Work following this agreement.
4. The Consultant shall submit invoicing on a monthly basis, or at the conclusion of this contract agreement to the BUSD Consultant Portal. The approving administrator of the time spent in providing the services and preparing the products required by this Agreement is a required component of the Consultant Portal Form. Consultant will be paid on a monthly basis or at the conclusion of this contract as in the agreement.
5. It is expressly understood and agreed to by both parties 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 maintain insurance coverage sufficient to support its obligations under this Agreement, with minimum limits of liability not less than $1,000,000. Additional insurance coverage for Workers' Compensation and/or Automobile Liability may be required.
7. Consultant agrees to hold harmless, defend, and indemnify the District, its Governing Board, administrators, directors, employees, agents, affiliates, successors, and assigns from and against any and all losses, damages, liabilities, claims, actions, judgments, court costs, and legal or other expenses (including, without limitation, reasonable legal fees) (collectively, "Claims") that the District may suffer or incur as a result of or arising directly or indirectly 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, if requested by the District, to furnish a conditional waiver and release together with invoices, and an unconditional waiver and release within 10 days of receipt of payment of such invoices.
11. 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.

	Keith Wyffels
Administrator	Consultant
	The Music Center [redacted]
Title	Address
	[redacted]
Board Approval Date	City, State ZIP

Instructions: The Consultant is to sign and return two copies to the sponsoring administrator's office. After the BUSD Executive Cabinet has reviewed, this will proceed for Board approval. Once Board approved, a requisition should be entered with this attached agreement.

STATEMENT OF WORK

Program/Project Purpose:

To provide Magnolia Park HS students with equal access to music education.

Basis for Request:

Provide details on the needs of the district/school/program for the service to be provided

The TCLFF MUSIC GRANT provides instruments for music education to all BUSD students. Magnolia Park does not have a music teacher. An artist in residence will provide music instruction for these students.

Background/Scope/Objectives:

Provide as much detail on what this contract will fulfill for the district/school/program and the ways in which this agreement will meet the needs stated above. Provide details on who will receive the services/hours and/or work product.

Magnolia Park High Schoolis part of our SELPA. It is a small school with a handful of teachers, none of which are music or arts teachers. We bring in teaching artists to provide equal access to an arts education for these students.

Deliverables/Milestones:

Provide enter a list of work products that will be derived from this work and/or a description of the services, detailing who will receive/approve said products/services

Music Center teaching artist will:

Meet with classroom teachers prior developing music curriculum that meets specific student needs and IEP goals

Provide 20 music sessions (10 sessions x 2 classes)

Regularly scheduled meetings with classroom teachers to adjust curriculum, revise plans as needed, ongoing formative assessment,and a final evaluation meeting to access the program.

Invoice Approver:

Please provide the name and title of the BUSD administrator who will approve the Consultant Portal Invoices for this contract

Peter Knapik, Assistant Superintendent of Instructional Services

Timeline:

Provide the timeline of the entire project, including the milestones.

October 2025 - Planning meeting with teaching artist and classroom teachers

October 2025 - Curriculum Development

October 2025 - April 24, 2026 - 20 class sessions (10 sessions X 2 classes)

October 2025 - March 2026 - 6 hours teaching artist collaborative planning with classroom teachers

April 2026 - Debriefing and Program Evaluation

Payment Terms:

Describe the hourly rate, expected number of hours, etc., in which the agreement was determined.

Music Center Classroom Support Visits - Music - 9th-12th Grades	
10 classroom sessions x 2 classrooms @ $375/3 hours	$3,750.00
1 planning meeting (virtual) with Artist @ $125/hour	$125.00
6 hours curriculum development @ $125/hour	$750.00
6 hours Artist/Teacher on-going planning @ $125/hour	$750.00
Debriefing/Evaluation Meeting @ $126/hr	$126.00
Administrative Planning Cost @ 5% (materials not included)	$275.00
TOTAL	**$5775.00**

THE MUSIC CENTER

[redacted]

CONTRACT FOR SERVICES

October 2, 2025

Burbank Unified School District
1900 West Olive Avenue
Burbank, CA 91506
(818) 729-4400

Contract number: 26AP1964337-02

Deborah Farmer [redacted]

SERVICES TO BE PROVIDED
SCHOOL YEAR 2025-2026

In Person Arts Integration Partnerships at Magnolia Park School

A. Classroom Support Visits – Music – 9th-12th Grades

1.	10 classroom sessions x 2 classrooms @ $187.50/1 ½ hours	**$3,750.00**
2.	1 planning meeting (virtual) with Artist @ $125/hour	**$125.00**
3.	6 hours curriculum development @ $125/hour	**$750.00**
4.	6 hours Artist/Teacher on-going planning @ $125/hour	**$750.00**
5.	Debriefing/Evaluation Meeting @ $125/hour (optional)	**$125.00**

School Project Total = $5,500.00

Administrative Planning Cost @ 5% (materials not included) **$275.00**

NOT TO EXCEED PROJECT TOTAL = $5,775.00

Burbank Unified School District

This agreement shall be in effect from October 17, 2025 through June 30, 2026 ("Term"), unless otherwise terminated by: (i) mutual agreement or (ii) a party, with or without cause, by giving the other party 30 days' prior written notice of termination. Should this agreement require modifications during this period, it will be amended by mutual agreement of all parties, and shall be in writing in the form of an addendum to this agreement.

An invoice will be provided at the completion of services in this agreement, no later than June 30, 2025. Terms are net 30 days.

SCHEDULE: **October 17, 2025 through June 30, 2026**

TERMS AND CONDITIONS:

1. The Performing Arts Center of Los Angeles County d/b/a The Music Center ("PACLAC") has agreed to supply and the above-named school partner ("School Partner") has agreed to purchase the arts program(s) and/or workshop(s) described in SERVICES TO BE PROVIDED above ("Program"), for the total fee amount shown above.
2. Events may be rescheduled by the School Partner with at least two business days' advance notice to Music Center's School Programs without penalty. The School Partner may cancel the event(s), but must give at least 30 days' advance notice to The Music Center's School Programs of the

THE MUSIC CENTER

[redacted]

cancellation in order to avoid any fee associated with the canceled event. The School Partner will be charged for any event cancelled with less than 30 business days' advance notice.

3. If a program or workshop is canceled for any reason by the artist or by PACLAC, it is understood and agreed that the program or workshop will be rescheduled at a mutually convenient time and that the Performing Arts Center of Los Angeles County will not be liable for any financial consequences that the School partner may incur as a result of such cancellation and/or rescheduling.
4. NO FILMING, TAPING OR VIDEOTAPING OF ANY PROGRAM IS PERMITTED, DUE TO CONTRACTUAL AND UNION RESTRICTIONS.
5. Workshop and performance space, program equipment and/or materials are the responsibility of the School partner. Material charges referenced above refer only to additional material to be provided by the artist and/or PACLAC.
6. School partner acknowledges that all right, title, and interest in and to the Program, as well as any modifications or improvements made thereto by or on behalf of School partner are owned and/or controlled by PACLAC.
7. This Agreement, including and any related attachments, constitutes the sole and entire agreement of the parties with respect to the subject matter contained herein, and supersedes all prior and contemporaneous understandings and agreements, both written and oral, with respect to such subject matter. In no event shall PACLAC's liability under this agreement exceed an amount greater than the total fee set forth above.

* * * * * * * * * * * * * * * * * * * *

Please sign, date and return one copy to Music Center School Programs, attention: Keith Wyffels, by October 17, 2025.

Keith Wyffels — 10 / 02 / 2025

Performing Arts Center of Los Angeles County — Date
Keith Wyffels, Associate VP, Education

Burbank Unified School District — Date

Customer Code:

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	October 16, 2025
SUBJECT:	Amended Master Contract for Nonpublic, Nonsectarian School/Agency for (Special Education)

Background:

The Special Education Department requests the following Master Contract be amended by the Board of Education because Burbank Unified School District has not contracted with this Nonpublic School/Agency in the past, it was not included on the list of Master Contract Renewals that were approved by the Board of Education on June 18, 2025, effective July 1, 2025 through June 30, 2026.

Discussion/Issues:

The following Master Contract for special education services to be provided by a Nonpublic School (NPS).

Fiscal Impact:

Costs are included under the blanket order for service agreements for Nonpublic, Nonsectarian Schools and Agencies that was approved by the Board of Education on June 18, 2025.

Agency	Master Contract	Contract Period
Uinta Academy	PS304	07/01/2025 - 06/30/2026

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education amend the Master Contract for special education students, to be provided by Uinta Academy, effective July 1, 2025 through June 30, 2026 (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, 2025 through June 30, 2026, was approved by the Board of Education June 18, 2025.

Burbank Unified School District
Technology Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Mariam Abdelhamid, Assistant Superintendent, Business Services
PREPARED BY:	Lourdes Moya, Administrative Secretary I
SUBMITTED BY:	Lourdes Moya, Administrative Secretary I
DATE:	October 16, 2025
SUBJECT:	Approval of Agreement with JAMF Software for JAMF Training Courses (General Fund)

Background:
The district contracts with JAMF Software to purchase JAMF Pro for Apple Technologies. This solution has enabled the District to manage the entire spectrum of Apple technologies efficiently, thereby allowing staff to focus instead of on the technology itself, but redirecting that focus on empowering staff and engaging students in the digital classroom.

Discussion/Issues:
As staff continues to utilize JAMF Pro to manage iOS and macOS devices across our District, it has been made clear that we would greatly benefit by providing formal training for Technology staff who use the system on a daily basis. Some staff have received brief training while others have never been trained on the system, and by bringing everyone up on the same level we can ensure all Technology staff are fully capable of managing and maintaining iPads, iMacs and MacBooks that are prevalent across the District. The JAMF Training Pass will be purchased for five employees and will take the course online.

Fiscal Impact:
The cost for a JAMF Training Pass through JAMF Software is $18,000. Please see attached quote.

Recommendation:
Mariam Abdelhamid, Assistant Superintendent, Business Services, recommends that the Board of Education approve the agreement between Burbank Unified School District and JAMF Software, for JAMF training courses, not to exceed $18,000 (01.0-00000.0-00000-77000-5220-7730000), (General Fund), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Quote: Q-754221
Created Date: 09/08/2025
Expiration Date: 10/29/2025
Legal Entity: JAMF Software, LLC

Prepared By: Kim Ames

Quote Contact: Kim Ames

Owner Email: kim.ames@jamf.com

Phone: +16127160702

Ship to Name: Burbank Unified School District

Ship To Address:
510 S. Shelton St.
Burbank, California 91506
United States

Bill to Name: Burbank Unified School District

Bill To Address:
1900 W OLIVE AVE
BURBANK, California 91506
United States

Product Code	Product	QTY	List Unit Price	Net Unit Price	Net Total Price	Line Item Description
TRA-NA-ORG	Jamf Training Pass (Organizational)	1	USD 18,000.00	USD 18,000.00	USD 18,000.00	The Org Training Pass is purchased for 5 specific people and allows 1 year of access to Jamf 200, 300, 370, or 400 Courses, including retest or recert opportunities, where available. One named individual can attend in any given weekValid from (2025-10-06 - 2026-10-05)
				Total	**USD 18,000.00**	

Terms & Conditions

Quote: Q-754221
Created Date: 09/08/2025
Expiration Date: 10/29/2025
Legal Entity: JAMF Software, LLC

Sales Tax	This price quote does not include applicable sales tax. The appropriate tax for your location will be added to your invoice. If your purchase qualifies for a tax-exempt status, please send us a copy of your Tax-Exempt Certificate. If no certificate is received at the time of order, JAMF Software, LLC will charge the appropriate sales tax for your location.	**SLASA**	Use of Jamf Product Offerings is subject to the terms of the Software License and Services Agreement ("SLASA") available at https://www.jamf.com/trust-center/legal/ or other negotiated license agreement between Jamf and the Ship to Name entity ("Customer"), as applicable.
Additional Information	Should you have any queries, require further clarification or additional information for Purchase Orders, contact your Jamf contact. Purchase Orders may be submitted by email to Purchasing@jamf.com or by fax to 1-612-332-9054.	**Onboarding**	Onboarding services must be scheduled and completed within 12months of purchase. Specifications can be found on Jamf's website.
		Payment Terms	Net 30

PO Number(Optional):

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Administrative Services Department
PREPARED BY:	Robin Rickman, Project Manager
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	October 16, 2025
SUBJECT:	Approval of Additive Change Order No.3, Hart Design Build Inc., Bid 2425-003: Aquatic Center Modernization, Burbank High School (Capital Outlay)

Background:
The District is in the process of modernizing the existing Aquatics Center at Burbank High School. A job walk was held on September 26, 2024; thirteen (13) contractors attended. The bid closed on October 30, 2024; Two (2) contractors submitted a bid package.

Qualifying Bids for the Aquatic Center Modernization received were as follows:

ARC Construction	$5,100,000
Hart Design Build	$4,990,000

Discussion/Issues:
At this time, the Burbank High pool has been shut down due to safety concerns regarding the decking. The infrastructure update will include LED pool lights, updated drains, platform piping for the timing clock, etc. The demolition portion of this project took place in summer 2024 to accommodate the loud noise and dust while students were on summer break.

On November 21, 2024, the Board of Education approved the contract with Hart Design Build to complete the Aquatic Center Modernization for Burbank High School. It was originally approved for a total of $4,990,000 but was decreased to $3,170,000 as the new storage building was removed from the scope of work.

On August 7, 2025, the Board of Education approved Additive Change Order No.1, for a $188,780.67 increase, to add the furnish of the equipment, material, and installation of the timing system to meet competition guidelines and aquatic standards. The original design and specifications for the Aquatic Pool contract with Hart Build Design did not include the timing system in the DSA stamped project number 03-122682. No time extension was requested to the project's completion date.

On September 18, 2025, the Board of Education approved Additive Change Order No.2, for a $45,859.20 increase to add the furnish and install of Spectrum Aquatics Xcellerator dual post platforms (racing platforms) required to meet competition guidelines and aquatic standards that were not included in the original design and specifications for the Aquatic Pool contract with Hart Build Design.

Fiscal Impact:
$88,080.37 increase for a revised total to $3,492.720.24 (Capital Outlay)

Recommendation:

The Administrative Services Department recommends that the Board of Education approve additive change order No.3 between Burbank Unified School District and Hart Design Build Inc., for Bid 2425-003: Aquatic Center Modernization at Burbank High School, not to exceed $3,492.720.24 (40.0-90329-0-00000-85000-6250-4310000) Capital Outlay, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: The $88,080.37 increase, bringing the not to exceed to $3,492,720.24, is to add the following scope that was not included in the original bid specifications but is needed to provide safety needs for students and faculty:

1. 19r2 – Provide sandblasting of the acid room. The chlorine room used a solvent cleaning and is acceptable for painting.
2. COP#37- Furnish and install the fire alarm cabling and two horns, damaged by the demo contract
3. COP#2r -The high-performance painting specifications was not included in bid set, which is
4. used for all metal components.
5. COP#36r1 - The team changing room doors require visual panes for safety of students. Furnish and install new doors with vision panel and hardware.
6. COP#40 - Furnish & install new pedestrian gate, side panels and hardware.
7. COP#43 - Furnish & install new gate and lock, and wall partition to secure transformer within the team changing room from student access.

BURBANK UNIFIED SCHOOL DISTRICT

Bond Management Office
510 S. Shelton St.
Burbank, CA 91506

CHANGE ORDER

Project Name:	Aquatic Center Modernization	**Date:**	9/5/2025
Site:	Burbank High School	**Change Order #:**	3
Contract Date:	12/2/2024	**Bid #:**	2425-003
Contractor:	Hart Design Build	**PO #:**	25002346
DSA Application #:	03-122682	**Board Date:**	16-Oct-25

THE CONTRACT IS CHANGED AS FOLLOWS:

To fund the additional construction elements listed below:		
Return unused allowance	$	(42.01)
COP#19r2 - Provide sandblasting of the Acid room. The Chlorine room used a solvent cleaning and is acceptable for painting per RFI# 9.	$	6,628.13
COP#37- Furnish and Install the fire alarm cabling and two horns, damaged by the Demo Contract, per CCD-09B-r2.	$	7,149.89
COP#2r -The High Performance painting specifications was not included in bid set, which is use for all metal components, as per CCD07B.	$	16,927.20
COP#36r1 - The team changing room doors require visual panes for safety of students. Furnish and Install new doors with vision panel and hardware, per CCD05B & CCD12B	$	8,885.92
COP#40 - Furnish & Install new pedestrian gate,side panels and hardware per CCD-004A	$	38,449.49
COP#43 - Furnish & Install new gate and lock,and wall partition to secure transformer within the team changing room from student access, per CCD-002A.	$	10,081.75
Total:	**$**	**88,080.37**

ADJUSTMENTS TO CONTRACT			
Original Contract Amount:	$ 3,170,000.00	Original Contract Completion Date:	12/30/25
Total Prior Change Orders:	$ 234,639.87	New Completion Date:	01/22/26
Contract Sum Prior to this CO:	$ 3,404,639.87	% for this Change Order	3%
Amount of this Change Order:	$ 88,080.37	% Total Cumulative Change Orders	10%
Revised Contract Amount:	$ 3,492,720.24		

*SIGNATURES ON PAGE 2

Bond Management Office
510 S. Shelton St.
Burbank, CA 91506

CHANGE ORDER

Project Name:	Aquatic Center Modernization	**Date:**	9/5/2025
Site:	Burbank High School	**Change Order #:**	3

The undersigned Contractor agrees with the foregoing changes to the Contract price and time allowed for completion of the Work, and agrees to furnish all labor, materials, service, and perform all work necessary to complete any additional work specified herein. Changes to the Contract shall only be effective when approved by the governing board of the District.

It is expressly understood that the value of the extra Work or changes expressly includes any and all of the Contractor's costs and expenses, direct and indirect, resulting from additional time required on the Project or resulting from delay to the Project. Any costs, expenses, damages, or time extensions not included are deemed waived.

Duke Hartenian	Duke Hartenian Duke Hartenian (Oct 1, 2025 09:04:20 PDT)	Oct 1, 2025
Contractor	Signature	Date
Sam Sahand	Sam Sahand Sam Sahand (Oct 1, 2025 09:26:53 PDT)	Oct 1, 2025
Architect	Signature	Date
Robin Rickman	Robin Rickman	Oct 1, 2025
Project Manager	Signature	Date
Andrew Cantwell		
Chief Administrative Officer	Signature	Date

Burbank Unified School District

Change Order Request (COR)

School Name:	**BURBANK HIGH SCHOOL**	Date:	7/23/2025
Project Name:	**AQUATIC CENTER MODERNIZATION AT BURBANK HS.**	**COP Number:**	19R1
To: *Name & Title*	**Burbank Unified School District**	Project Number:	
	Hart Design Build Inc.	Bid Number:	

19R2

Description of Work:

Per RFI # 009 response, Provide price for sand blasting Acid room only and pre for new paint. Please be advised this work has to be done before school starting.

A. Subcontractor Cost of the Work:

	$ 6,250.00		
	$ -		
	$ 6,250.00	**Total:**	$ 6,250.00
SubContractor mark ups	15%		
GC	5%		$ 312.50
		Subtotal A:	$ 6,562.50

B. Contractor Cost of the Work:

Payroll Costs (See attached supporting documentation.)	$ -		
Materials and Equipment (See attached suporting documentation.)	$ -		
Consultant Costs (See attached suporting documentation.)	$ -		
Supplemental Costs (See attached suporting documentation.)		**Total GC:**	$ -
GC mark ups	15%		$ -
		Subtotal B:	$ -
C. Contractor Fee: (As per General Conditions) Bond (A+B*2%)	1%	**Subtotal C:**	$ 65.63
	Total = (A + B + C)	**Total:**	$ 6,628.13

☐ **The proposal would** ☐ Increase ☐ Decrease **the Contract Time by** [ ] **calendar days.**

☐ **The proposal does NOT affect the Contract Time.** (0) DAYS IMPACT CRITICAL PATH

Contractor's Signature: **Hart Design Build Inc.**	Duke Hartenian Printed Name & Title	July 23, 2025 Date

Follow all applicable procedures and provide all appropriate documentation as required by

RECOMMEND APPROVAL AS NOTED
SAM SAHAND - F&M
08/14/25

COP # **19R1**

AQUATIC CENTER MODERNIZATION AT BURBANK HS. **Date:** **7/23/2025**

Contractor: Hart Design Build Inc.

DESCRIPTION OF ADDED WORK	**LABOR**			**MATERIAL**			
Detail Back-Up	**Hrs**	**Rate**	**Ext**		**Unit**	**U/P**	**Ext**
			0.00				0.00
			0.00				0.00
			0.00				0.00
			0.00				0.00
			0.00				0.00
			0.00				0.00
			0.00				0.00
							0.00
							0.00
Subtotals-Add			$0.00				$0.00
Total Add Before Mark-Up/Down							

Sub Contractor Work				**Qty**	**Unit**	**U/P**	**Price**
Streamline painting				1	1.00	6250	$ 6,250.00
							$ -
							$ -
							$ -
							$ -
							$ -
Subs Total							**6,250.00**
DESCRIPTION OF DELETED WORK							
			0				0
			0				0
			0				0
			0				0
			0				0
Sales Tax			0				0
Subtotals-Delete			0.00				0.00
Total Delete Before Mark-up/Down							

STREAMLINE PAINTING, INC.

Phone: (951) 581-2242 Fax: (951) 780-6350
9726 Sunnybrook Dr. Moreno Valley, CA. 92557
john@streamlinepaintinc.com Lic: 799584

7/22/2025

Hart Design Build, Inc.
3449 Angeles Avenue
Glendale, CA 91208

Attn: Duke Hartenian

Ref: Burbank H.S. Aquatics Center Renovation

Dear Mr. Hartenian

The following is a quote to sandblast all surfaces except tanks, equipment and floors in the acid room. This work has to be done before school starting

Labor 24 hours @ $85.00 per hour	$ 2,040.00
Blasting truck 2 days @ $ 1,500.00 per day	$ 3,000.00
Blasting media & sundries	$ 1,210.00
Total	**$ 6,250.00**

If you should have any questions, please call.

Respectfully

John Scheurer

BURBANK UNIFIED SCHOOL DISTRICT

Purchasing Services Department
1900 W Olive Ave
Burbank, CA 91506
www.burbankusd.org

CONTRACTOR'S REQUEST FOR INFORMATION

BID 2425-003 AQUATIC CENTER MODERNIZATION AT BURBANK HIGH SCHOOL

From:

Hart Design Build Inc.	Duke Hartenian	
Company	Contact	
(818) 482-5241	12/10/24	009
Phone	Date	RFI #

Question:

Subject: Rooms 004 & 005 Chemical Corrosion

At 004 Chlorine & 005 Acid rooms, the chemicals caused a lot of rust over all existing metal surfaces.

Proposed Solution:

Sand blast all rusted area, apply heavy duty primer to prevent rust and paint.

Response from Owner:

Per finish schedule, the walls of these rooms are to be prepped and painted. Other remaining items i.e. railing/metal roof deck will also need to be addressed.
Provide a proposal for review and approval to include cost for work to clean up items that are not being replaced as part of new equipment in this space.

Sam Sahand - F&M Architect
12/16/2024

By:_____ Date: _____

Questions must be emailed to Dennis Maxwell, dennismaxwell@burbankusd.org by 12:00 pm, Friday, October 18, 2024

Burbank Unified School District

PARVIZ EBRAHIMI, INC
ELECTRICAL ENGINEERS
REVIEWED
BY: DT DATE: 08/26/25

Change Order Request (COR)

School Name:	**BURBANK HIGH SCHOOL**	Date:	8/22/2025
Project Name:	**AQUATIC CENTER MODERNIZATION AT BURBANK HS.**	**COP Number:**	37
To: *Name & Title*	**Burbank Unified School District**	Project Number:	
	Hart Design Build Inc.	Bid Number:	

Description of Work:

Per CCD-09B - R2,Repair damaged ug Fire alarm / Pa cabling

A. Subcontractor Cost of the Work:

	$ 6,742.00		
	$ -		
	$ 6,742.00	**Total:**	$ 6,742.00
SubContractor mark ups	15%		
GC	5%		$ 337.10
		Subtotal A:	$ 7,079.10

B. Contractor Cost of the Work:

Payroll Costs (See attached supporting documentation.)	$ -		
Materials and Equipment (See attached supporting documentation.)	$ -		
Consultant Costs (See attached supporting documentation.)	$ -		
Supplemental Costs (See attached supporting documentation.)		**Total GC:**	$ -
GC mark ups	15%		$ -
		Subtotal B:	$ -
C. Contractor Fee: (As per General Conditions) Bond (A+B*2%)	1%	**Subtotal C:**	$ 70.79
	Total = (A + B + C)	**Total:**	$ 7,149.89

☑ **The proposal would** ☐ Increase ☐ Decrease **the Contract Time by** [ ] **calendar days.**

☐ **The proposal does NOT affect the Contract Time.** (0) DAYS IMPACT CRITICAL PATH

Contractor's Signature: **Hart Design Build Inc.**	Duke Hartenian Printed Name & Title	August 22, 2025 Date

Follow all applicable procedures and provide all appropriate documentation as required by

RECOMMEND FOR APPROVAL AS NOTED
SAM SAHAND - F&M
08/27/25

COP # **037**

AQUATIC CENTER MODERNIZATION AT BURBANK HS. **Date:** **8/22/2025**

Contractor: Hart Design Build Inc.

DESCRIPTION OF ADDED WORK	**LABOR**			**MATERIAL**			
Detail Back-Up	**Hrs**	**Rate**	**Ext**		**Unit**	**U/P**	**Ext**
			0.00				0.00
			0.00				0.00
			0.00				0.00
			0.00				0.00
			0.00				0.00
			0.00				0.00
			0.00				0.00
							0.00
							0.00
Subtotals-Add			$0.00				$0.00
Total Add Before Mark-Up/Down							

Sub Contractor Work				**Qty**	**Unit**	**U/P**	**Price**
Time & Alarm				1	1.00	6742.00	$ 6,742.00
							$ -
							$ -
							$ -
							$ -
							$ -
Subs Total							**6,742.00**
DESCRIPTION OF DELETED WORK							
			0				0
			0				0
			0				0
			0				0
			0				0
Sales Tax			0				0
Subtotals-Delete			0.00				0.00
Total Delete Before Mark-up/Down							

TIME & ALARM SYSTEMS TAS
A DIVISION OF: sciens Building Solutions

3828 WACKER DRIVE
MIRA LOMA, CA. 91752
(951) 685-1761 FAX: (951) 685-1441

QUOTATION/
WORK ORDER

TO: **Hart Design Build Inc.**

DATE: 21-Aug-25
PROJECT: BURBANK AQUATICS CENTER
CCD 09B R2

ATTN: **Areg Hartenian**

WE ARE PLEASED TO QUOTE AS FOLLOWS:

ESTIMATED

F.O.B.	TERMS			
JOBSITE		CASH WITH ORDER	XXX	NET 30 DAYS FROM DATE OF INVOICE
		C.O.D.		OTHER SPECIFY

QUANTITY	DESCRIPTION	PRICE	AMOUNT
	Scope:		
	Repair damaged ug Fire alarm / Pa cabling as indicated in CCD 09B R2 at the Burbank Aquatics Center project.		
	Material Included:		
1	16/2 FPL UNSHIELDED UG RATED - 1000' REELS	$632.50	$632.50
2	12 AWG THHN 19 STR 500' - BLACK	$249.00	$498.00
2	12 AWG THHN 19 STR 500' - RED	$249.00	$498.00
2	HRK WEATHERPROOF HORN - 24VDC, SURAFACE,	$96.30	$192.60
1	22/2 UNDERGROUD SHEILDED CABLE SOLID	$405.00	$405.00
	Material Subtotal:		$2,226.10
	Sales Tax		$233.74
	Shipping & Handling:		$89.04
	Material Total:		**$2,548.88**
40	**Labor Included:**		
	Electrician - Sound Installer		
	DIR No.1000000832 exp 6/30/2025		
	Technician Labor for installation, programming and testing		
	Labor Total	**$82.85**	**$3,314.00**
	Contractor Markup:		$879.43
	Exclusions:		
	Electrical work including power or pathways of any kind.		
	Any work or material not specifically listed is excluded.		
		Subtotal	$6,742.32
		Tax	Included
	ABOVE PRICES FIRM FOR : 30 DAYS.	S&H	Included
	Corporate Approval:	**TOTAL**	$6,742.00

PREPARED BY:	SUBMITTAL REQUIRED:	NO. OF COPIES	VENDOR:	JOB #:	
NICK RUIZ	NO	YES			

AUTHORIZATION/SIGNATURE:_____ DATE:_____ P.O. #:_____

Resideo LLC, fka Ademco dba Arrow Wire & Cable
13911 Yorba Avenue
Chino, CA 91710
Phone
Fax
Email

QUOTATION

Account #
Quote #
Date 08-21-25
Page 1

TIME AND ALARM SYSTEMS
3828 Wacker Drive
Mira Loma, CA 91752

Terms NET 60 DAYS
Ship Via BEST WAY
FOB Destination
Reference #
Contact Nick Ruiz
Phone # 951-685-1761

Salesperson

Fax #: 951-685-1441

Ln #	Item # / Customer Item # / Description	Mfg / DC	Ship Date / Request Date	Quantity	Unit Price	Ext Price
1	18JE2-0 16/2 STRD DIRECT BURIAL BLK SUN-RES UL FPL 1000FT REEL	BURT01		1,000	632.50000 Per MFT	632.50
2	41LE1-0 THHN 12 STRD BLK - 500FT REEL SOLD IN 2000FT INCREMENTS	GENE01		500	0.49800 Per FT	249.00
3	41LE1-2 THHN 12 STRD RED - 500FT REEL SOLD IN 2000FT INCREMENTS	GENE01		500	0.49800 Per FT	249.00
4	HRK HORN FOR OUTDOORS 24VDC	SYST03		2	96.30000 Per EACH	192.60
5	AQC290GY1000 AQUASEAL 22/2 SOL BC SHLD GRY WATERBLOCK GRAY	WEST01		1,000	405.00000 Per MFT	405.00

QUOTE VALID FOR 30 DAY(S)

Authorized Signature

The information provided herein constitutes an estimated proposal of pricing for materials only and a system design based solely on the specifications and product requirements you provided. Any suggestions for products that may meet your specific needs are made by ADI based upon your indicated requirements. ADI does not represent or warrant that (i) the products and equipment set forth herein constitute a complete system of any type, (ii) all such products and equipment will work together or appropriately in customer's specific application or (iii) that any or all of the products, equipment or systems will comply with any codes or laws. Additional products and equipment at an additional cost may be required to complete a system based on your specific application. You are strongly advised to ensure that the quoted products or system is in compliance with your local law and codes. Nothing contained herein shall cause ADI to incur any liability for system design, functionality, installation or integration Any product sold referenced in this quote shall be subject to ADI's standard terms and conditions of sale, located at https://www.adiglobal.com/terms-and-conditions/. Wire gauge, quantity of cable and connectors, standby battery sizes and necessary quantities, if included, are estimates only and your actual requirements may vary based upon your installation procedure. Aggregate pricing for non special order product set forth in this quote shall only be valid for 30 days from the date hereof and pricing for special order products may vary based upon vendor pricing at the time of your order. Fulfillment is subject to product availability at the time of order and pricing does not include taxes or shipping charges. This quote may be based on or include equipment that may not have the same appearance or functions as items in your specification, but which provide substantially similar functionality. Surge protection or UPS systems may be required to ensure warranty coverage. Standard manufacturer's warranties and disclaimers may apply to each product and ADI makes no product warranties herein; you are directed to contact each manufacturer for further information or technical support. Please confirm availability and pricing for the products set forth in this proposal with your local branch.

PROJECT NAME Los Angeles County **PROJECT NO.** 24-25-04F

CONTRACTOR

SUBCONTRACTOR **DATE** 3/13/2025

HOURLY LABOR RATE WORKSHEET

(Hourly Labor Rate Worksheet should be provided for all classifications. Certified payrolls required for all workers on Project. Contractor shall enter data into all fields shaded yellow; for fields highlighted in blue, data will automatically populate.)

TRADE: Electrician **CLASSIFICATION:** Sound Installer 2025-1

Item	Benefit Paid	Benefit Provided	Rate Per $100	Prevailing Wage Rate: Regular Time	Overtime	Double Time	Notes
Base Labor Rate				$ 49.31	$ 73.96	$ 98.62	*Use certified payroll to verify.*
Fringe Benefits:	(put X in appropriate box)						
Pension [1]	X			5.97	5.97	5.97	
Health/Welfare [1]	X			12.26	12.26	12.26	
Training/Certification [1]		X		0.65	0.65	0.65	
Vacation/Holiday [1]	X			-	-	-	
Other	X			0.25	0.25	0.25	
Fringe Benefits Subtotal				$ 19.13	$ 19.13	$ 19.13	
Total PW Hourly Rate				$ 68.44	$ 93.09	$ 117.75	*= Base Labor Rate + Benefits Paid + Benefits Provided*
Benefits Paid				$ 18.48	$ 18.48	$ 18.48	
Total Paid Hourly Rate				$ 67.79	$ 92.44	$ 117.10	*= Base Labor Rate + Benefits Paid*
Burden: Taxes & Insurance [2]							
FICA				-	-	-	
Medicare			0.0765	5.19	7.07	8.96	
Federal Unemployment			0.0080	0.54	0.74	0.94	
California Unemployment			0.0620	4.20	5.73	7.26	*Maximum - 0.062.*
Workers Compensation [1]			0.0661	4.48	4.48	4.48	*Usually less than 11%; can request policy.*
Burden Subtotal				$ 14.41	$ 18.02	$ 21.64	
Contractor Liability Insurance				N/A	N/A	N/A	*Included in OH&P per Gen Conditions*
Small Tools				N/A	N/A	N/A	*Included in OH&P per Gen Conditions*
Other (warranty, record drawings, payment bonds, performance bonds, etc.)				N/A	N/A	N/A	*Included in OH&P per Gen Conditions*
TOTAL HOURLY RATE (Total Hourly Rate + Burden)				**$ 82.85**	**$ 111.11**	**$ 139.38**	*= Amount Contractor paid to employee*

Note: For change order work, mark-ups for overhead and profit shall be applied to the above rates (these rates are subject to audit).

[1] Costs for Overtime and Double Time are same as for Regular Time.

[2] Taxes & Insurance apply to Total Paid Hourly Rate which includes Base Labor Rate plus benefits paid in cash.

By signing below, the submitter certifies and declares under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Rates certified by: _____ (print name) Company Name: _____

Signature: _____ Title: _____

Burbank Unified School District

Change Order Request (COR)

School Name:	**BURBANK HIGH SCHOOL**	Date:	~~2/5/2025~~ 9/11/25
Project Name:	**AQUATIC CENTER MODERNIZATION AT BURBANK HS.**	**COP Number:**	2R2
To: *Name & Title*	**Burbank Unified School District**	Project Number:	
	Hart Design Build Inc.	Bid Number:	

Description of Work:

Per RFI # 017 response & CCD 07-B, change the interior paint from standard enamel to epoxy and polyuerthane for the interior metal substrates in the pool equipment buildings.

A. Subcontractor Cost of the Work:

	$ 13,880.00		
	$ -		
	$ 13,880.00	**Total:**	$ 13,880.00
SubContractor mark ups	15%		$ 2,082.00
GC	5%		$ 798.10
		Subtotal A:	$ 16,760.10

B. Contractor Cost of the Work:

Payroll Costs (See attached supporting documentation.)	$ -		
Materials and Equipment (See attached suporting documentation.)	$ -		
Consultant Costs (See attached suporting documentation.)	$ -		
Supplemental Costs (See attached suporting documentation.)	1%	**Total GC:**	$ -
GC mark ups			$ -
		Subtotal B:	$ -

C. Contractor Fee: (As per General Conditions) Bond (A+B*2%) — **Subtotal C:** $ 167.60

Total = (A + B + C) — **Total:** $ 16,927.70

☐ **The proposal would** ☐ Increase ☐ Decrease **the Contract Time by** **0** **calendar days.**

☐ **The proposal does NOT affect the Contract Time.**

Contractor's Signature: **Hart Design Build Inc.** | Duke Hartenian (Printed Name & Title) | February 5, 2025 (Date)

Follow all applicable procedures and provide all appropriate documentation as required by

RECOMMEND FOR APPROVAL
SAM SAHAND - F&M
09/17/25

COP # **2R2**

AQUATIC CENTER MODERNIZATION AT BURBANK HS. **Date:** **2/5/2025**

Contractor: Hart Design Build Inc.

DESCRIPTION OF ADDED WORK	**LABOR**			**MATERIAL**			
Detail Back-Up	**Hrs**	**Rate**	**Ext**		**Unit**	**U/P**	**Ext**
			0.00				0.00
			0.00				0.00
			0.00				0.00
			0.00				0.00
			0.00				0.00
			0.00				0.00
			0.00				0.00
							0.00
							0.00
Subtotals-Add			$0.00				$0.00
Total Add Before Mark-Up/Down							

Sub Contractor Work				**Qty**	**Unit**	**U/P**	**Price**
Streamline painting				1	1.00	13880	$ 13,880.00
							$ -
							$ -
							$ -
							$ -
							$ -
Subs Total							**13,880.00**
DESCRIPTION OF DELETED WORK							
			0				0
			0				0
			0				0
			0				0
			0				0
Sales Tax			0				0
Subtotals-Delete			0.00				0.00
Total Delete Before Mark-up/Down							

STREAMLINE PAINTING, INC.

Phone: (951) 581-2242 Fax: (951) 780-6350
9726 Sunnybrook Dr. Moreno Valley, CA. 92557
john@streamlinepaintinc.com Lic: 799584

9/10/2025

Hart Design Build, Inc.
3449 Angeles Avenue
Glendale, CA 91208

Attn: Duke Hartenian

Ref: Burbank H.S. Aquatics Center Renovation

Dear Mr. Hartenian

The following is a quote to change some of the paint systems from standard enamel to high performance coatings per CCD #07B attached.

Credit Standard enamel system	
Primer 26 gallons @ $55.00 per gallon	$ 1,430.00
Finish 52 gallons @ $63.00 per gallon	$ 3,276.00
Credit	**$ (4,706.00)**
Add for two component epoxy and polyurethane system	
Spot Primer Rustbond ps 3 gallons @ $126.00 per gallon	$ 378.00
Primer Rustbond ps 5 gallons @ $126.00 per gallon	$ 630.00
Epoxy Carbomastic 615 epoxy 45 gallons @ $ 154.00 per gallon	$ 6,930.00
Epoxy Carboguard 1340 epoxy 2 gallons @ $500.00 per gallon	$ 1,000.00
Polyurethane Carbothane 133MC 50 gallons @ 136.00 per gallon	$ 6,800.00
Added labor for working with two component products	
32 hours @ $89.00 per hour	$ 2,848.00
Add	**$ 18,586.00**
Total Add	**$ 13,880.00**

If you should have any questions, please call.

Respectfully

John Scheurer

FLEWELLING & MOODY
architecture · planning · interiors

CONSTRUCTION CHANGE DIRECTIVE

☒ **Los Angeles Office**
99 South Lake Avenue, Suite 300
Pasadena, California 91101
323.543.8300

☐ **Lancaster Office**
1035 West Lancaster Boulevard.
Lancaster, CA 93534
661.949.0771
661.949.2843 FAX

CCD No. 07B

Project:	Burbank High School Aquatic Center Modernization
Location:	902 N. 3rd St,, Burbank, CA 91502
Date:	May 28, 2025

The following changes have been included as part of this CCD:

1. See attached Dunn Edwards paint Schedule for the following:

    - Exterior surfaces for metals.
    - Interior surfaces for metals.
    - Interior surfaces for CMU Walls.

ACTION TO BE TAKEN:

1.	☐	A price change request is made for the listed items. Do not proceed with the work until written approval is received.
2.	☒	A price change is confirmed for the described items. It is requested that the contractor proceed with the work. A change order will be prepared and issued.
3.	☐	Information for clarification only, is hereby submitted. A change in project cost or time is not anticipated.

Sam Sahand – F&M

MATERIAL SPECIFIED	DUNN-EDWARDS PRODUCTS
Paint System Schedule Provide following paint systems for substartes indicated.	
B. Exterior surfaces for Metals:	
1. FERROUS METAL, Structural Steel, (Shop Prime Only)	1st Coat: Carboline rustbond ps 2nd Coat: Carbothane 133 MC 3rd Coat : Carbothane 133 MC
2. FERROUS METAL, Structural Steel, (Field Application over factory primer)	1st Coat: Carbomastic 615 2nd Coat: Carbothane 133 MC 3rd Coat: Carbothane 133 MC
3. FERROUS METAL, Structral Steel, (Field Application over factory primer)	1st Coat: Carboline rustbond ps 2nd Coat: Carboline Carbothane 133 MC Acrylic Polyurethane Semi-Gloss 3rd Coat: Carboline Carbothane 133 MC Acrylic Polyurethane Semi-Gloss
4. FERROUS METAL, Metal Stairs, (Field Application over factory primer)	1st Coat: Carboline rustbond ps 2nd Coat: Carboline Carbothane 133 MC Acrylic Polyurethane Semi-Gloss 3rd Coat: Carboline Carbothane 133 MC Acrylic Polyurethane Semi-Gloss
5. GALVANIZED METAL, Metal Louvers	Pretreatment: Carboline Metal Cleaner 3 1st Coat: Carboline Rustnond PS 2nd Coat: Carboline Carbothane 133 MC Semi-Gloss 3rd Coat: Carboline Carbothane 133 MC Semi-Gloss
6. GALVANIZED METAL, Hollow Meal Doors and Frames	Pretreatment Carboline Metal Cleaner 3 1st Coat: Carboline RustBond PS 2nd Coat: Carboline Carbothane 133 MC Semi-Gloss 3rd Coat: Carboline Carbothane 133 MC Semi-Gloss
7.GALVANIZED METAL, Sheet Metal Flashing	Pretreatment: Carboline Metal Cleaner 3 1st Coat: Carboline RustBond PS 2nd Coat: Carboline Carbothane 133 MC Semi-Gloss 3rd Coat: Carboline Carbothane 133 MC Semi-Gloss
C. Interior Surfaces for Metals	
1. GALVANIZED METALS, Team Changing Room Ceiling Deck, Electrical Conduit, Etc.	Pretreatment: Carboline Metal Cleaner 3 1st Coat: Ultrashield Galvanize Primer ULGM 2nd Coat: AQUAFALL Interior Eggshell Dry Fall Paint (AQUA30) 3rd Coat: AQUAFALL Interior Eggshell Dry Fall Paint (AQUA30)
2. GALVANIZED METAL DUCTS, Chemical Room	Pretreatment: Carboline Cleaner 3 1st Coat: Carboline RustBond PS 2nd Coat: Carboline Carbothane 133 MC 3rd Coat: Carboline Carbothane 133 MC

D. Interior Surfaces for CMU Walls	
1. CMU WALLS, Team Changing Room	1st Coat: EFF-STOP Premium, Masonry Primer/Sealer (ESPR00) 2nd Coat: EVERSHIELD, Exteriror/Interior Semi-Gloss Paint (EVSH50) 3rd Coat: EVERSHIELD, Exterior/Interior Semi-Gloss Paint (EVSH50)
2. CMU WALLS, Chemical Rooms	1st Coat: Carboline Carboguard 1340 2nd Coat: Carbothane 133 MC 3rd Coat: Carbothane 133 MC

BURBANK UNIFIED SCHOOL DISTRICT

Purchasing Services Department
1900 W Olive Ave
Burbank, CA 91506
www.burbankusd.org

CONTRACTOR'S REQUEST FOR INFORMATION

BID 2425-003 AQUATIC CENTER MODERNIZATION AT BURBANK HIGH SCHOOL

From:

Hart Design Build Inc.	Duke Hartenian	
Company	Contact	
(818) 482-5241	1/9/25	017
Phone	Date	RFI #

Question:

Subject: Paint Clarification.

Please response to attahced RFI from our paint subcontractor.

Proposed Solution:

Response from Owner:

See attached Paint System Schedule on pages 5-7 of this RFI response.
Revise and resubmit SOR #2 as SOR#2R1 for review and approval to include finishes.

By: Sam Sahand - F&M Date: 3/31/25

Questions must be emailed to Dennis Maxwell, dennismaxwell@burbankusd.org by 12:00 pm, Friday, October 18, 2024

STREAMLINE
PAINTING, INC.

Phone: 951-581-2242 Fax: 951-780-6350
9726 Sunnybrook Dr. Moreno Valley, CA. 92557
streamlinepaintinginc@hotmail.com Lic: 799584

Request for Information

Date:	1/8/2025
To:	Duke Hartenian Hart Design Build, Inc.
Project:	Burank H.S. Aquatics Center Renovation
Specification:	Painting 099100
From:	**John Scheurer**

Please Furnish Clarification or Interpretation Regarding the Following:

The Painting specification does not include any epoxy or polyurethane finishes. We will need a specification for the epoxy and polyurethane requested. This would be an extra cost to provide these products. Please clarify what system you are looking for and then we can work up a quote for the additional costs.

Please advise

Signed: _____
Date: 1/8/25

Send Response To: Streamline Painting, Inc.

Response:

Signed: _____

From: _____

Date: _____

Burbank Unified School District

Change Order Request (COR)

School Name:	**BURBANK HIGH SCHOOL**	Date:	8/28/2025
Project Name:	**AQUATIC CENTER MODERNIZATION AT BURBANK HS.**	**COP Number:**	36R1
To: *Name & Title*	**Burbank Unified School District**	Project Number:	
	Hart Design Build Inc.	Bid Number:	

Description of Work:

Per CCD-012B - Add/replace existing pair of hollow metal doors With complete new hardware (set # 2.0) at the team changing room.

A. Subcontractor Cost of the Work:

	$ 8,159.94		
	$ -		
	$ 8,159.94	**Total:**	$ 8,159.94
SubContractor mark ups	15%		
GC	5%		$ 408.00
		Subtotal A:	$ 8,567.94

B. Contractor Cost of the Work:

Payroll Costs (See attached supporting documentation.)	$ -		
Materials and Equipment (See attached supporting documentation.)	$ 200.00		
Consultant Costs (See attached supporting documentation.)	$ -		
Supplemental Costs (See attached supporting documentation.)		**Total GC:**	$ 200.00
GC mark ups	15%		$ 30.00
		Subtotal B:	$ 230.00
C. Contractor Fee: (As per General Conditions) Bond (A+B*2%)	1%	**Subtotal C:**	$ 87.98
	Total = (A + B + C)	**Total:**	$ 8,885.92

☑ **The proposal would** ☐ Increase ☐ Decrease **the Contract Time by** [ ] **calendar days.**

☐ **The proposal does NOT affect the Contract Time.**

(0) days impact critical path

Contractor's Signature: **Hart Design Build Inc.**	Duke Hartenian Printed Name & Title	August 11, 2025 Date

Follow all applicable procedures and provide all appropriate documentation as required by

RECOMMEND APPROVAL AS NOTED
SAM SAHAND - F&M
09/08/2025

COP # **36R1**

AQUATIC CENTER MODERNIZATION AT BURBANK HS. **Date:** **8/28/2025**

Contractor: Hart Design Build Inc.

DESCRIPTION OF ADDED WORK	**LABOR**			**MATERIAL**			
Detail Back-Up	**Hrs**	**Rate**	**Ext**		**Unit**	**U/P**	**Ext**
Dump doors			0.00	1	1.00	200.00	200.00
			0.00				0.00
			0.00				0.00
			0.00				0.00
			0.00				0.00
			0.00				0.00
			0.00				0.00
							0.00
							0.00
Subtotals-Add			$0.00				$200.00
Total Add Before Mark-Up/Down							

Sub Contractor Work				**Qty**	**Unit**	**U/P**	**Price**
Montgomery HDWR				1	1.00	8159.94	$ 8,159.94
							$ -
							$ -
							$ -
							$ -
							$ -
Subs Total							**8,159.94**
DESCRIPTION OF DELETED WORK							
			0				0
			0				0
			0				0
			0				0
			0				0
Sales Tax			0				0
Subtotals-Delete			0.00				0.00
Total Delete Before Mark-up/Down							

Montgomery Hardware Co.
Established 1917
Doors and Frames, Door Hardware, Security Products and Installation
8777 Lanyard Court, Rancho Cucamonga, CA 91730
Tel: (909) 204-4000 Email: info@montgomeryhardware.com

Change Order

Order # 300558
Order Name Burbank H.S. Modernization
Aquatic/Storage

Contemplated Change Order #3R (Revised)
Revisions per CCD-012B - Add/replace existing pair of hollow metal doors With complete new hardware (set # 2.0) at the team changing room.

1	**Pair Doors #06**	**Exterior to Team changing room**				**RHA**
1	Pair HMD 30**72** 1-3/4" (60 minute) 18GA A40 Prime Polystyrene Seamless IntegralLite RHA **(Includes 2 each 6" x 34" fire rated glass)**					1,591.66
-	-					0.00
6	Hinges	3CB1 HW 4 1/2 x 4 1/2		630	IV	580.02
1	Flush Bolt Set	FB31P		US32D	IV	207.54
1	Strike	DP2		US26D	IV	36.91
1	Mortise Classroom Lockset	L9071T 06N IS-LOC	RH	630	SC	1,243.04
8	Install	HOURLY - SOLID DOOR			MHCL	880.00
1	Mortise Cylinder	20-061 EVEREST 29 T-RESTRICTED KWY ICX (Verify keyway)		626	SC	168.28
2	Interchangeable Core	20-740		626	SC	286.70
1	Coordinator	COR 52		600	PD	300.54
2	Closer	4040 XP		689	MISC	678.66
1	Overhead Stop	904S		US32D	GL	348.33
2	Protection Plate	8400 10" X 35"		US32D	IV	144.60
1	Floor Stop	FS438		US26D	IV	7.27
1	Astragal	44STST 84"			ZE	129.19
1	Weatherstrip @ head	328AA 72"			ZE	53.27
2	Weatherstrip @ jambs	328AA 84"			ZE	124.28
2	Bottom Sweeps	8193AA 36"			ZE	28.26
1	Threshold	2727 A 72" MSES10 (Field verify)			PE	103.38
					Opening Total:	6,911.93

Section Totals

08 11 13 Hollow Metal Doors & Frames	1,591.65
08 71 00 Door Hardware	4,440.26
Freight and Delivery	450.00
Installation Onsite **(8 hours @ $110.00 per hour)**	880.00
15% Overhead & Profit - Installation	132.00
15% Overhead & Profit - Materials	666.03
Total:	8,159.94
Grand Total:	8,159.94

FLEWELLING & MOODY
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CONSTRUCTION CHANGE DIRECTIVE

☒ **Los Angeles Office**
99 South Lake Avenue, Suite 300
Pasadena, California 91101
323.543.8300

☐ **Lancaster Office**
1035 West Lancaster Boulevard.
Lancaster, CA 93534
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661.949.2843 FAX

CCD No. 05B

Project:	Burbank High School Aquatic Center Modernization
Location:	902 N. 3rd St,, Burbank, CA 91502
Date:	August 8, 2025

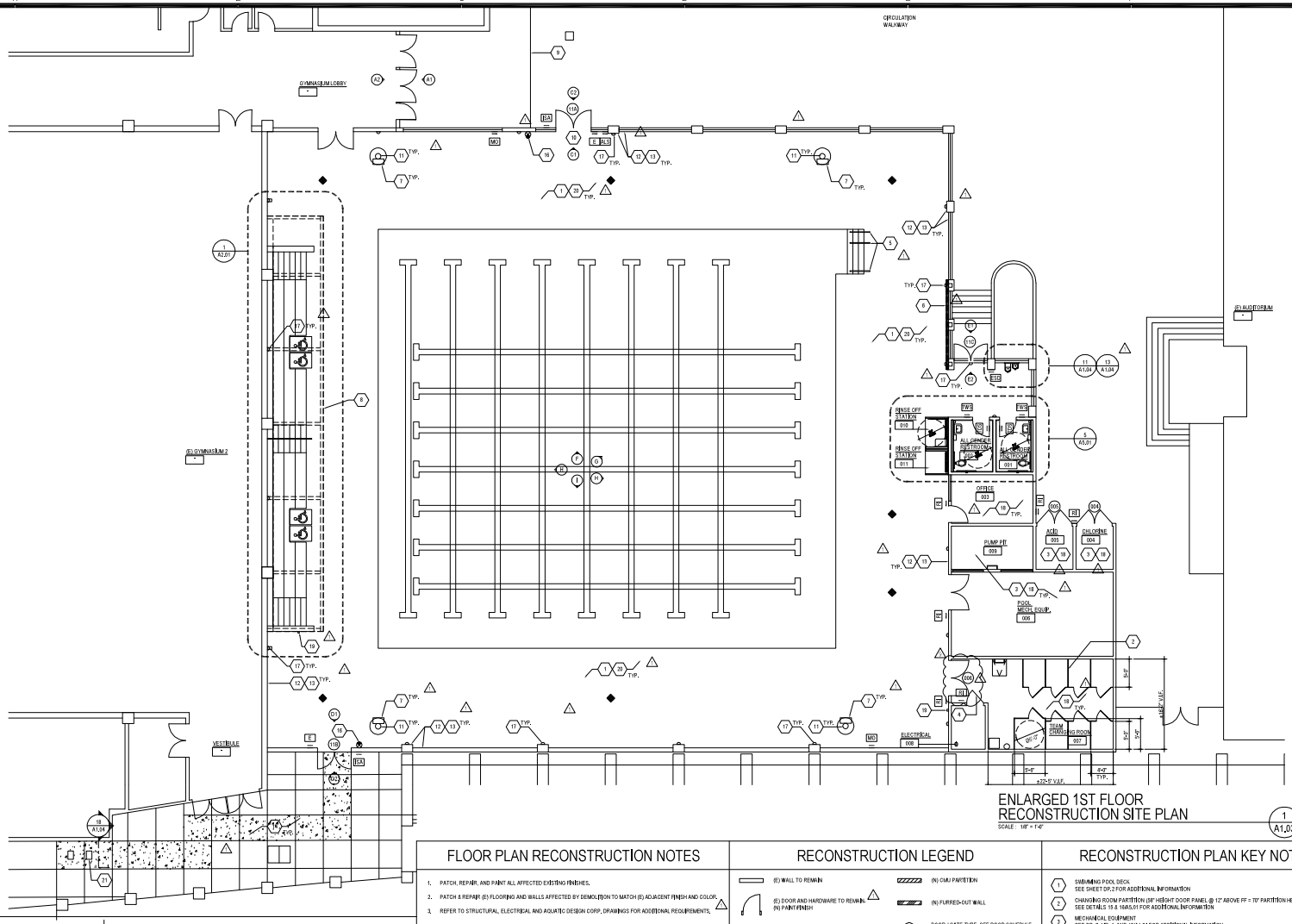
The following changes have been included as part of this CCD:

1. Per District's direction please provide a pair of doors with vision glass as indicated on the attached updated sheets A1.03 and A7.01. The information for the hardware for this pair of doors is currently being specified by Allegion and a CCD will be issued for that information.

ACTION TO BE TAKEN:

1.	☐	A price change request is made for the listed items. Do not proceed with the work until written approval is received.
2.	☒	A price change is confirmed for the described items. It is requested that the contractor proceed with the work. A change order will be prepared and issued.
3.	☐	Information for clarification only, is hereby submitted. A change in project cost or time is not anticipated.

Sam Sahand – F&M



ENLARGED 1ST FLOOR RECONSTRUCTION SITE PLAN

SCALE : 1/8" = 1'-0"

1 A1.03

ALS RECEIVERS REQUIREMENTS

(E) BLEACHERS

TOTAL SEATING CAPACITY, INCLUDING WHEELCHAIR SPACE	105
REQUIRED NUMBER OF RECEIVERS (4%OF SEATING CAPACITY)	
105x 4% = 4.2 = 5 RECEIVERS	
PROVIDE PORTABLE ASSISTIVE LISTENING RECEIVERS	5

EXITING ANALYSIS AT POOL AREA

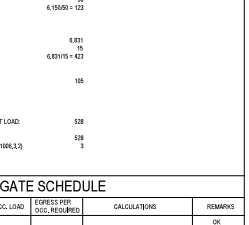
A.	SWIMMING POOL	
	AREA	6,150 S.F.
	LOAD FACTOR	50
	MAX. OCCUPANT LOAD	6,150/50 = 123
B.	DECK	
	AREA	6,831
	LOAD FACTOR	15
	MAX. OCCUPANT LOAD	6,831/15 = 423
C.	AREA WITH FIXED SEATS	
	(E) BLEACHER CAPACITY	105
D.	TOTAL OCCUPANT LOAD	
	423 + 105 = 528	
	MOST RESTRICTIVE OCCUPANT LOAD:	528
B.	OCCUPANT LOAD	528
	NUMBER OF EXITS REQUIRED (1000,3,2)	3

GATE SCHEDULE

GATE NO.	PROVIDED GATE WIDTH	OCC. LOAD	EGRESS PER OCC. REQUIRED	CALCULATIONS	REMARKS
11A	6'-0" or 72"	651	.2"	528/3 = 174	OK
11B				174 x .2 = 34.8"	OK
11C				34.8" < 72"	OK

FLOOR PLAN RECONSTRUCTION NOTES

1. PATCH, REPAIR, AND PAINT ALL AFFECTED EXISTING FINISHES.
2. PATCH & REPAIR (E) FLOORING AND WALLS AFFECTED BY DEMOLITION TO MATCH (E) ADJACENT FINISH AND COLOR.
3. REFER TO STRUCTURAL, ELECTRICAL AND AQUATIC DESIGN CORP. DRAWINGS FOR ADDITIONAL REQUIREMENTS.



NOTE:
1. MAX OPERATING WEIGHT OF LIGHT FIXTURE UNIT = 20 LBS.
2. MINIMUM CLEARANCE FROM FINISH FLOOR = ± 9' AFF

LIGHT FIXTURE MOUNTING DETAIL

SCALE : 1"=1'-0"

2 A1.03

RECONSTRUCTION LEGEND

- (E) WALL TO REMAIN
- (E) DOOR AND HARDWARE TO REMAIN
- (N) PAINT FINISH
- (E) FIRE EXTINGUISHER TO REMAIN
- (E) ELECTRICAL PANEL TO REMAIN
- (N) WALL MOUNTED LIGHT FIXTURE - SEE ELECTRICAL DWGS FOR ADDITIONAL INFORMATION
- (N) CMU PARTITION
- (N) FURRED-OUT WALL
- 100 DOOR / GATE TYPE, SEE DOOR SCHEDULE ON SHEET A7.01
- X PHOTO REFERENCE - SEE SHEET A8.01 (FOR REFERENCE ONLY)
- (N) CONCRETE
- TACTILE "ROOM IDENTIFICATION" SIGN, SEE DTL. 7 A8.01
- TACTILE "EXIT" SIGN. SEE DTL. 8 A8.01
- TACTILE "EXIT ROUTE" SIGN, SEE DTL. 10 A8.01
- TACTILE "MAXIMUM OCCUPANCY" SIGN, SEE DTL. 9 A8.01
- TACTILE "INTERNATIONAL SYMBOL OF ACCESSIBILITY" SIGN, SEE DTL. 9 A8.01
- TACTILE "TOILET DOOR SIGN," SEE DTL. 7 A8.01
- TACTILE "TOILET WALL SIGN," SEE DTL. 8 A8.01
- TACTILE "ASSISTIVE LISTENING DEVICE" SEE DTL. 12 A8.01
- TACTILE "EXIT STAIR DOWN SIGN" SEE DTL. 11 A8.01

RECONSTRUCTION PLAN KEY NOTES

1. SWIMMING POOL DECK. SEE SHEET DP.2 FOR ADDITIONAL INFORMATION
2. CHANGING ROOM PARTITION (58" HEIGHT DOOR PANEL @ 12" ABOVE FF = 70" PARTITION HEIGHT), TYP. SEE DETAILS 15 & 16/A5.01 FOR ADDITIONAL INFORMATION
3. MECHANICAL EQUIPMENT SEE DP.2, MK. 1, AND 19/A1.04 FOR ADDITIONAL INFORMATION
4. (N) HOLLOW METAL DOOR AND FRAME, PRIME AND PAINT
5. (N) HANDRAIL, SEE SHEET SP.1.
6. (N) DIGITAL LED SCORE BOARD, SEE SHEET DP.1 FOR ADDITIONAL INFORMATION
7. (N) LIGHT POLE-MOUNTED SPEAKERS - MOUNTED 80" MIN FROM FINISH FLOOR TO BOTT. OF THE UNIT.
8. (N) SHADE AWNING ABOVE (E) BLEACHERS, SEE ENLARGED DETAIL 1 A2.01
9. (E) FACE OF GYMNASIUM BUILDING
10. (E) ACCESSIBLE GATE, SEE TYP. ENLARGED ELEV. 12 A1.04 (N) PAINT FINISH
11. (E) LIGHT POLE (AW03-105549)
12. (E) FENCES, GATES, AND CONCRETE POST PILLARS (AW03-105549). (N) PAINT FINISH ALL (N) & (E) FENCES, GATES AND CONC. PILLARS NOT BEING DEMOED - SEE AW03-123187
13. (E) CONCRETE WALL (AW 03-105549). (N) PAINT FINISH ENTIRE STUCCO WALL
14. (N) CONCRETE TO MATCH EXISTING.
15. NOT USED
16. (N) ILLUMINATED EXIT SIGN, SEE ELECTRICAL DRAWINGS FOR ADDITIONAL INFORMATION.
17. (N) WALL MOUNTED LIGHT. SEE 2A & ELECTRICAL DRAWINGS FOR ADDITIONAL INFORMATION.
18. ALL (E) FLOOR, WALLS, CEILINGS, AND DOORS TO RECEIVE (N) PAINT FINISH. SEE FINISH SCHEDULE FOR ADDITIONAL INFORMATION.
19. (N) WALL MOUNTED HOSE BIB W/ (N) 3" WATER LINE (COPPER) TIE-IN AT GATE VALVE.
20. ALL (E) DECK STORM DRAIN SYSTEM THAT WAS DAMAGED DURING DEMOLITION TO BE REPLACED.
21. (E) GATE VALVE FOR NEW WATER LINE TIE-IN

AGENCY

PTN_64337-110 APPL_03-122682

FLEWELLING & MOODY
architecture planning interiors

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ARCHITECT

CONSULTANT

Drawn by

Checked by

Revisions

No.	Date	Description
1	09/12/2024	ADDENDUM 1
2	08/08/2025	CCD-05B

All dimensions must be checked at the job by the contractor who accepts full responsibility for their accuracy under the contract. These plans & the specifications in connection therewith have been prepared for a specific site. Any and all responsibility for their use in whole or in part on any other site is hereby disclaimed by Flewelling & Moody.

BURBANK UNIFIED SCHOOL DISTRICT

BURBANK HIGH SCHOOL AQUATIC CENTER MODERNIZATION

902 NORTH 3RD STREET
BURBANK, CA 91502

ENLARGED RECONSTRUCTION SITE PLAN

Job No.
2986.0000

Date
11-18-2022

A1.03

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CONSTRUCTION CHANGE DIRECTIVE

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Lancaster, CA 93534
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661.949.2843 FAX

CCD No. 012B

Project:	Burbank High School Aquatic Center Modernization
Location:	902 N. 3rd St., Burbank, CA 91502
Date:	August 14, 2025

The following changes have been included as part of this CCD:

1. Per District's added scope, please see attached door hardware schedule for new exterior pair doors located at the team changing room.

ACTION TO BE TAKEN:

1.	☐	A price change request is made for the listed items. Do not proceed with the work until written approval is received.
2.	☒	A price change is confirmed for the described items. It is requested that the contractor proceed with the work. A change order will be prepared and issued.
3.	☐	Information for clarification only, is hereby submitted. A change in project cost or time is not anticipated.

Sam Sahand – F&M

Burbank Unified School District

Change Order Request (COR)

School Name:	**BURBANK HIGH SCHOOL**	Date:	9/11/2025
Project Name:	**AQUATIC CENTER MODERNIZATION AT BURBANK HS.**	**COP Number:**	40R
To: *Name & Title*	**Burbank Unified School District**	Project Number:	
	Hart Design Build Inc.	Bid Number:	

Description of Work:

Per CCD - CCD- 004-A, New TUBE STEEL GATE ELEVATION with new hardware per 12/A1.04.

A. Subcontractor Cost of the Work:

	$ 36,234.73		
	$ -		
	$ 36,234.73	**Total:**	$ 36,234.73
SubContractor mark ups	15%		
GC	5%		$ 1,811.74
		Subtotal A:	$ 38,046.47

B. Contractor Cost of the Work:

Payroll Costs (See attached supporting documentation.)	$ -		
Materials and Equipment (See attached supporting documentation.)	$ -		
Consultant Costs (See attached supporting documentation.)	$ -		
Supplemental Costs (See attached supporting documentation.)		**Total GC:**	$ -
GC mark ups	15%		$ -
		Subtotal B:	$ -

C. Contractor Fee: (As per General Conditions) Bond (A+B*2%) 1% **Subtotal C:** $ 380.46

Total = (A + B + C) **Total:** $ 38,426.93

☑ **The proposal would** ☐ Increase ☐ Decrease **the Contract Time by** 0 **calendar days.**

☐ **The proposal does NOT affect the Contract Time.**

Contractor's Signature: **Hart Design Build Inc.** | Duke Hartenian (Printed Name & Title) | September 11, 2025 (Date)

Follow all applicable procedures and provide all appropriate documentation as required by

COP # **40R**

AQUATIC CENTER MODERNIZATION AT BURBANK HS. **Date:** **9/11/2025**

Contractor: Hart Design Build Inc.

DESCRIPTION OF ADDED WORK	**LABOR**			**MATERIAL**			
Detail Back-Up	**Hrs**	**Rate**	**Ext**		**Unit**	**U/P**	**Ext**
			0.00				0.00
			0.00				0.00
			0.00				0.00
			0.00				0.00
			0.00				0.00
			0.00				0.00
			0.00				0.00
							0.00
							0.00
Subtotals-Add			$0.00				$0.00
Total Add Before Mark-Up/Down							

Sub Contractor Work				**Qty**	**Unit**	**U/P**	**Price**
Golden Bay Fence plus Iron Works, Inc.				1	1.00	36234.73	$ 36,234.73
							$ -
							$ -
							$ -
							$ -
							$ -
Subs Total							**36,234.73**
DESCRIPTION OF DELETED WORK							
			0				0
			0				0
			0				0
			0				0
			0				0
Sales Tax			0				0
Subtotals-Delete			0.00				0.00
Total Delete Before Mark-up/Down							

DAILY FORCE ACCOUNT REPORT **DATE(S) PERFORMED: DATE OF REPORT:**

9/15/2025 **DATE SUBMITTED**

WORK PERFORMED BY

GOLDEN BAY FENCE plus IRON WORKS, INC.

Job No: **Customer:** Hart DB

Job Name: Burbank HS Aquatic Ctr - CCD004-A

Location: Pool entrance

DESCRIPTION OF WORK Furnish and install one set of 6' x 7' double Ornamental Steel Gates w/ panic exit and closers.
Furnish and install two Ornamental Steel Wing Panels next to gates and attached to building

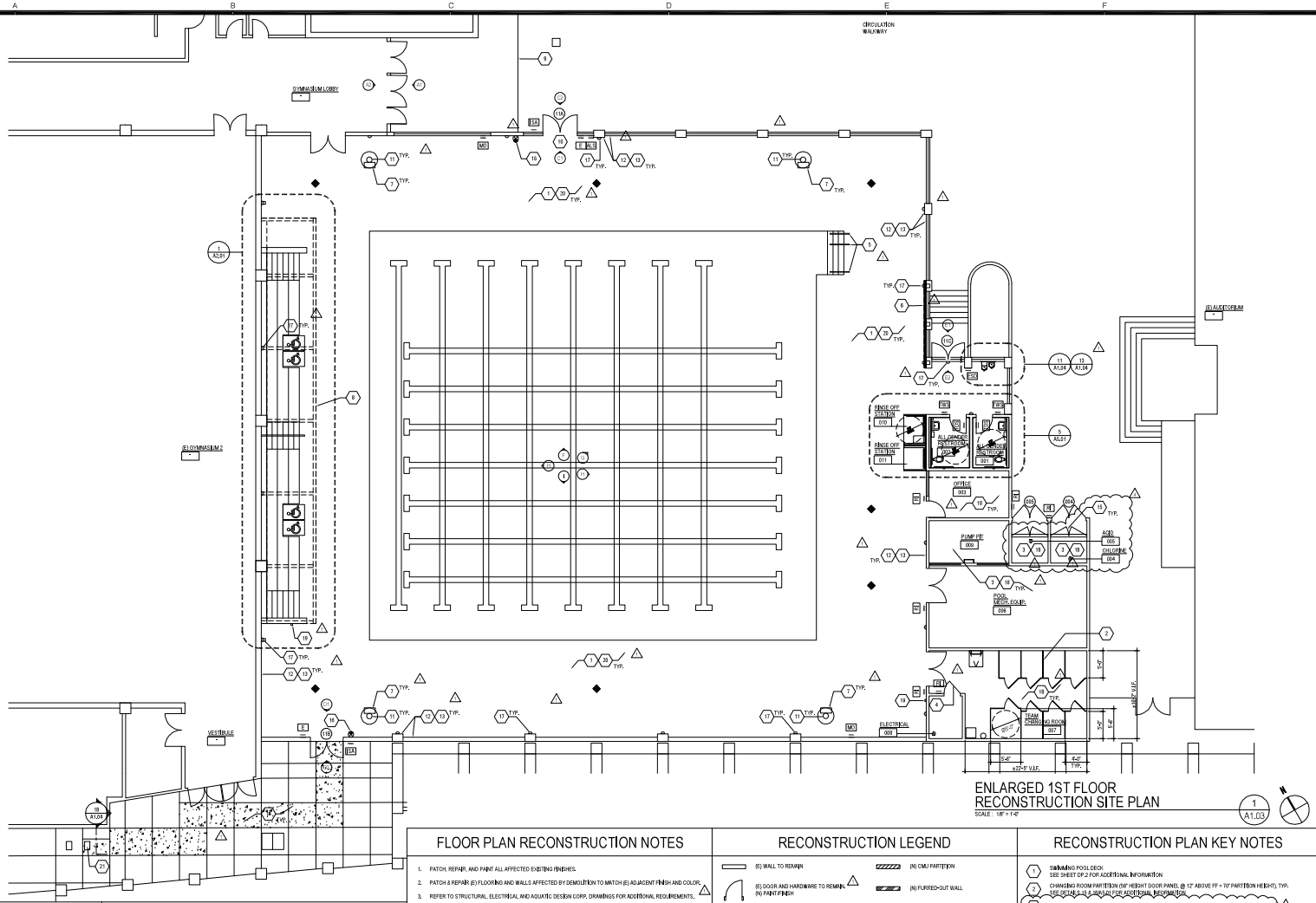
EQUIP. NO.	EQUIPMENT	HOURS	HOURLY RATE	EXTENDED AMOUNT	LABOR		HOURS	HOURLY RATE	EXTENDED AMOUNTS
	Hydraulic Compact Excavator		$24.38	$0.00	SUPERINTENTENDENT	REG		$112.37	$0.00
	Truck / No small pick-up(Code 06-12)		$41.96	$0.00		OT		$154.49	$0.00
	Truck (Code 20-28)	24	$57.26	$1,374.24	LABORER FOREMAN-	REG	32	$105.79	$3,385.28
	Dump Truck (Code 2AXL)		$73.10	$0.00		OT		$143.11	$0.00
	Trailer (Code 100)		$20.12	$0.00	LABORER -	REG	32	$102.78	$3,288.96
	Auger (Code B) Bobcat		$37.44	$0.00		OT		$138.59	$0.00
	Welder (Code 250-500)	24	$15.52	$372.48	SHOP	REG	32	$102.78	$3,288.96
	Rotary Hammer (Code 080-100)	16	$0.64	$10.24		OT		$138.59	$0.00
	Bandsaw/Grinder (Code 060-080)	16	$0.51	$8.16		REG			$0.00
	Generator (008-015)	16	$12.34	$197.44		OT			$0.00
	Forklift (080-120)	8	$82.09	$656.72		REG			$0.00
				$0.00		OT			$0.00
				$0.00					$0.00
			EQUIPMENT SUBTOTAL	**$2,619.28**					
								LABOR SUBTOTAL	**$9,963.20**

MATERIALS	NO. UNITS	UNIT COST	AMOUNT
Gates, panels, and posts	1	$9,363.00	$9,363.00
Panic, closer, Mullion	2	$3,460.00	$6,920.00
Misc	1	$1000.00	$1001.00
			$0.00
			$0.00
			$0.00
			$17,284.00
SALES TAX			$1,641.98

ADDED PERCENTAGE 15%			$1,494.48
OVERTIME PERCENTAGE 15%			$0.00
SUBSISTENCE PAY	NO @		$0.00
OTHER			
TOTAL COST OF LABOR		A	**$11,457.68**
SUBTOTAL - MATERIALS		B	$21,545.26
+ 15% ON EQUIPMENT, MATERIAL		B	$3,231.79
SUB TOTAL A + B			$36,234.73
TOTAL THIS REPORT			**$36,234.73**

CONTRACTOR'S REPRESENTATIVE ACCEPTED FOR PROGRESS PAYMENT

RESIDENT ENGINEER



ALS RECEIVERS REQUIREMENTS

(E) BLEACHERS

TOTAL SEATING CAPACITY INCLUDING WHEELCHAIR SPACE REQUIRED NUMBER OF RECEIVERS (4%/0F SEATING CAPACITY)	105
105x 4% = 4.2 = 5 RECEIVERS	
PROVIDE PORTABLE ASSISTIVE LISTENING RECEIVERS	5

EXITING ANALYSIS AT POOL AREA

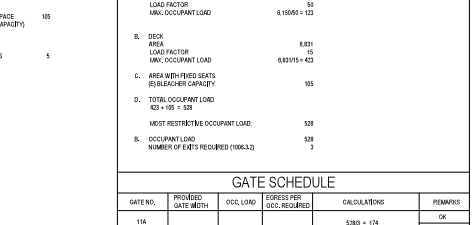
A. SWIMMING POOL		
AREA		6,150 S.F.
LOAD FACTOR		50
MAX. OCCUPANT LOAD		6,150/50 = 123
B. DECK		
AREA		6,831
LOAD FACTOR		15
MAX. OCCUPANT LOAD		6,831/15 = 423
C. AREA WITH FIXED SEATS		
(E) BLEACHER CAPACITY		105
D. TOTAL OCCUPANT LOAD		
423 + 105 = 528		
MOST RESTRICTIVE OCCUPANT LOAD:		528
B. OCCUPANT LOAD		528
NUMBER OF EXITS REQUIRED (100/60.3)		3

GATE SCHEDULE

GATE NO.	PROVIDED GATE WIDTH	OCC. LOAD	EGRESS PER OCC. REQUIRED	CALCULATIONS	REMARKS
11A	6'-0" or 72"	851	.2"	528.0 = 174	OK
11B				174 x .2 = 34.8"	OK
11C				34.8" < 72"	OK

FLOOR PLAN RECONSTRUCTION NOTES

1. PATCH, REPAIR, AND PAINT ALL AFFECTED EXISTING FINISHES.
2. PATCH & REPAIR (E) FLOORING AND WALLS AFFECTED BY DEMOLITION TO MATCH (E) ADJACENT FINISH AND COLOR.
3. REFER TO STRUCTURAL, ELECTRICAL AND AQUATIC DESIGN CORP. DRAWINGS FOR ADDITIONAL REQUIREMENTS.



NOTE:
1. MAX. OPERATING WEIGHT OF LIGHT FIXTURE UNIT = 20 LBS.
2. MINIMUM CLEARANCE FROM FINISH FLOOR = ± 8' AFF

LIGHT FIXTURE MOUNTING DETAIL

SCALE : 1"=1'-0" — 2 A1.03

RECONSTRUCTION LEGEND

- (E) WALL TO REMAIN
- (E) DOOR AND HARDWARE TO REMAIN; (N) PAINT FINISH
- (E) FIRE EXTINGUISHER TO REMAIN
- (E) ELECTRICAL PANEL TO REMAIN
- (N) WALL MOUNTED LIGHT FIXTURE - SEE ELECTRICAL DWGS FOR ADDITIONAL INFORMATION
- (N) CMU PARTITION
- (N) FURRED-OUT WALL
- 100 DOOR / GATE TYPE, SEE DOOR SCHEDULE ON SHEET A7.01
- PHOTO REFERENCE - SEE SHEET A9.01 (FOR REFERENCE ONLY)
- (N) CONCRETE
- (E) 480V TRANSFORMER TO REMAIN, PROTECT IN PLACE
- TACTILE "ROOM IDENTIFICATION" SIGN. SEE DTL. 7 A9.01
- TACTILE "EXIT" SIGN, SEE DTL. 8 A9.01
- TACTILE "EXIT ROUTE" SIGN, SEE DTL. 10 A9.01
- TACTILE "MAXIMUM OCCUPANCY" SIGN, SEE DTL. 4 A9.01
- TACTILE "INTERNATIONAL SYMBOL OF ACCESSIBILITY" SIGN, SEE DTL. 3 A9.01
- TACTILE "TOILET DOOR SIGN," SEE DTL. 3 A9.01
- TACTILE "TOILET WALL SIGN," SEE DTL. 6 A9.01
- TACTILE "ASSISTIVE LISTENING DEVICE" SEE DTL. 12 A9.01
- TACTILE "EXIT STAIR DOWN SIGN" SEE DTL. 11 A9.01

RECONSTRUCTION PLAN KEY NOTES

1. SWIMMING POOL DECK. SEE SHEET DP.2 FOR ADDITIONAL INFORMATION
2. CHANGING ROOM PARTITION (58" HEIGHT DOOR PANEL @ 12" ABOVE FF + 70" PARTITION HEIGHT), TYP. SEE DETAIL 2 & 3, SHEET A3.01 FOR ADDITIONAL INFORMATION
3. MECHANICAL EQUIPMENT, SEE DP. 2 AND MR. 1 FOR ADDITIONAL INFORMATION
4. (N) HOLLOW METAL DOOR AND FRAME; PRIME AND PAINT
5. (N) HANDRAIL, SEE SHEET SP.1.
6. (N) DIGITAL LED SCORE BOARD, SEE SHEET DP.1 FOR ADDITIONAL INFORMATION
7. (N) LIGHT POLE-MOUNTED SPEAKERS - MOUNTED 80" MIN FROM FINISH FLOOR TO BOTT. OF THE UNIT.
8. (N) SHADE AWNING ABOVE (E) BLEACHERS. SEE ENLARGED DETAIL 1 A2.01
9. (E) FACE OF GYMNASIUM BUILDING
10. (N) ACCESSIBLE TUBE STEEL GATE TO MATCH (E)- SEE 12/A1.04 FOR ADDITIONAL INFORMATION
11. (E) LIGHT POLE (AW 03-105548)
12. (E) FENCES, GATES, AND CONCRETE POST PILLARS (AW03-105548). (N) PAINT/FINISH ALL (N) & (E) FENCES, GATES AND CONC. PILLARS NOT BEING DEMOED - SEE AW03-123187
13. (E) CONCRETE WALL (AW 03-105548). (N) PAINT/FINISH ENTIRE STUCCO WALL
14. (N) CONCRETE TO MATCH EXISTING, SEE 17/A1.04 & 18/A1.04 FOR ADDITIONAL INFORMATION
15. (N) ACID AND CHLORINE ROOM GATES, SEE 19/A1.04 FOR ADDITIONAL INFORMATION
16. (N) ILLUMINATED EXIT SIGN. SEE ELECTRICAL DRAWINGS FOR ADDITIONAL INFORMATION.
17. (N) WALL MOUNTED LIGHT. SEE 2- 6 ELECTRICAL DRAWINGS FOR ADDITIONAL INFORMATION.
18. ALL (E) FLOOR, WALLS, CEILINGS, AND DOORS TO RECEIVE (N) PAINT FINISH. SEE FINISH SCHEDULE FOR ADDITIONAL INFORMATION.
19. (N) WALL MOUNTED HOSE BIB W/ (N) 3" WATER LINE (COPPER) TIE-IN AT GATE VALVE.
20. ALL (E) DECK STORM DRAIN SYSTEM THAT WAS DAMAGED DURING DEMOLITION TO BE REPLACED.
21. (E) GATE VALVE FOR NEW WATER LINE TIE-IN

APPROVED
DIV. OF THE STATE ARCHITECT
APP: 03-122682 INC:
REVIEWED FOR
SS ☑ FLS ☑ ACS ☑
DATE: 08/25/2025

PTN_64337-110 APPL_03-122682

FLEWELLING & MOODY
architecture planning interiors

HEADQUARTERS OFFICE:
815 Colorado Blvd, Suite 200
Los Angeles, CA 90041
323.550.8300
E-Mail: fm-pasadena@flewelling-moody.com

ANTELOPE VALLEY OFFICE:
1035 West Lancaster Boulevard
Lancaster, California 93534
661.949.2771
E-Mail: fm-lancaster@flewelling-moody.com

An Employee Owned Corporation

ARCHITECT

CONSULTANT

No.	Date	Description
1	09/12/2024	ADDENDUM 1
2	06/23/2025	CCD-04A

All dimensions must be checked at the job by the contractor who accepts full responsibility for their accuracy under the contract. These plans & the specifications in connection therewith have been prepared for a specific site. Any and all responsibility for their use in whole or in part on any other site is hereby disclaimed by Flewelling & Moody.

BURBANK UNIFIED SCHOOL DISTRICT

BURBANK HIGH SCHOOL AQUATIC CENTER MODERNIZATION

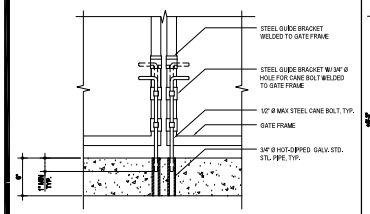
902 NORTH 3RD STREET
BURBANK, CA 91502

ENLARGED RECONSTRUCTION SITE PLAN

JOB NO. 2986.0000

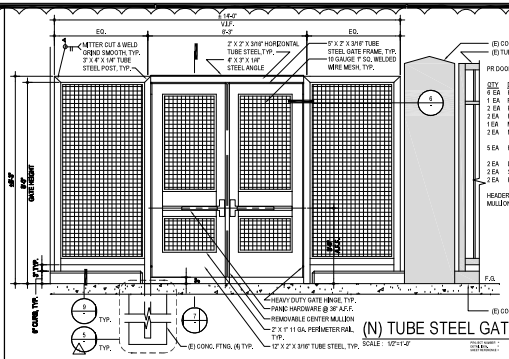
DATE 05-19-2025

A1.03



DOUBLE CANE BOLT

SCALE: 1-1/2"=1'-0" — 20 — A1.04



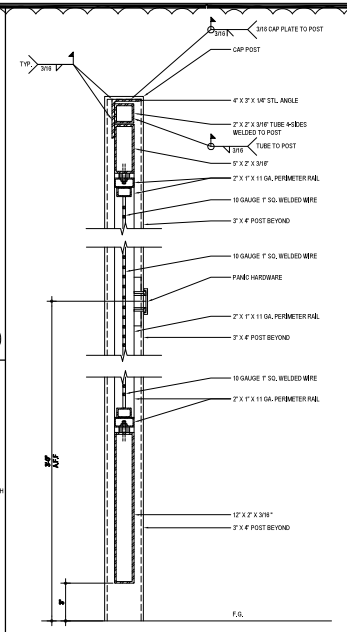
PR DOOR(S) WITH THE FOLLOWING HARDWARE:

QTY	DESCRIPTION	CATALOG NUMBER	FINISH	MFR
6 EA	HEAVY DUTY HINGE	BY GATE MFR.	PBB	MG
1 EA	REMOVABLE MULLION	KR4954	689	VON
2 EA	PANIC HARDWARE	CD9474-NL-OP-NL-OP-110MD-WH	626	VON
2 EA	RIM CYLINDER	20-057 ICX	626	SCH
1 EA	MORTISE CYLINDER	20-061 EV29 T 35-093	626	SCH
3 EA	MORTISE CYLINDER	20-061 X 93-9-7 SPT EV C X 21-1-948 35-093 35-093-037	626	SCH
5 EA	FSIC CORE	23-050 EV29 T 7235 KEYWAY	626	SCH
2 EA	DOOR PULL	VR9190 NL	630	IVE
2 EA	SURFACE CLOSER	4040XP EDA SRJ	689	LCN
2 EA	PA MOUNTING PLATE	4040-18PA	689	LCN

HEADER REQUIRED AT AGTES TO MOUNT KEY REMOVABLE MULLION AND CLOSERS

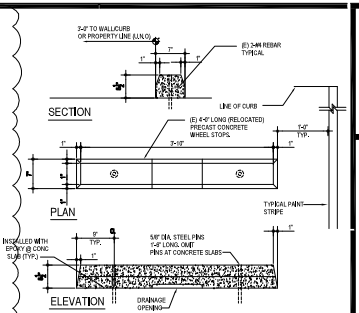
(N) TUBE STEEL GATE ELEVATION

SCALE: 1/2"=1'-0" — 12 — A1.04



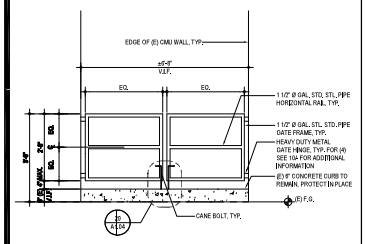
GATE DETAIL

SCALE: 3"=1'-0" — 7 — A8.01



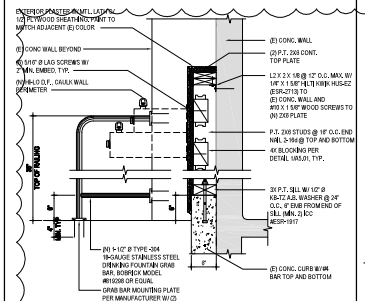
CONCRETE WHEEL STOP

SCALE: 1"=1'-0" — 4 — A1.04



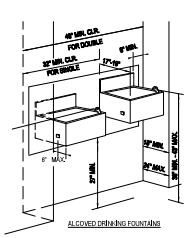
ACID AND CHLORINE ROOM GATES

SCALE: 1/2"=1'-0" — 19 — A1.04



DRINKING FOUNTAIN DETAIL

SCALE: 1"=1'-0" — 11 — A1.04

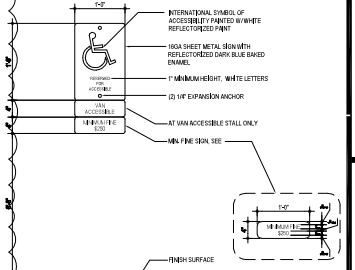


ALCOVED DRINKING FOUNTAINS:

WITHIN ALCOVES MINIMUM 48" WIDE, MINIMUM 18" DEEP WHEN DOUBLE DRINKING FOUNTAINS ARE REQUIRED AND 32" MIN. CLR. WHEN A SINGLE FOUNTAIN IS PERMITTED.

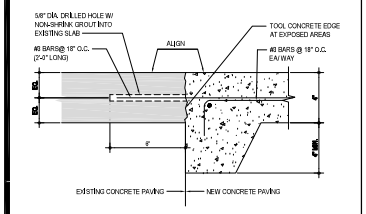
A. CONTRACTOR SHALL COORDINATE WITH SIZE OF WATER FOUNTAIN TO BE USED AND SIZE ALCOVE ACCORDINGLY COMPLYING WITH REQUIREMENTS AND RECOMMENDATIONS AND COORDINATING WITH THE ARCHITECT.

NOTE:
ILLUSTRATIONS SHOWN HERE ARE FOR DIMENSIONAL ACCESSIBILITY PURPOSES ONLY. A SECOND DRINKING FOUNTAIN SHOULD BE PROVIDED AT A MOUNTING HEIGHT SUITABLE TO PERSONS WITH LIMITED PHYSICAL BENDING ABILITY, ADJACENT TO THE ACCESSIBLE FOUNTAIN. MAINTAINING MINIMUM CLEARANCES NOTED AND AS REQUIRED, PROVIDE TEXTURED AREA OF CONTRASTING COLOR TO IDENTIFY WATER FOUNTAIN LOCATION AS NOTED WHEN FOUNTAIN IS AT AN INTERIOR LOCATION. THE TEXTURED AREA SHALL ALSO BE OF DIFFERENT-RESILIENCY THAN THAT OF THE ADJACENT FLOOR SURFACE FINISH. SEE TYPICAL ACCESSIBILITY NOTES SHEET FOR ADDITIONAL REQUIREMENTS.



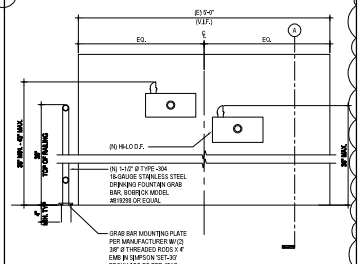
WALL MOUNTED ACCESSIBLE PARKING SIGN

SCALE: 1"=1'-0" — 3 — A1.04



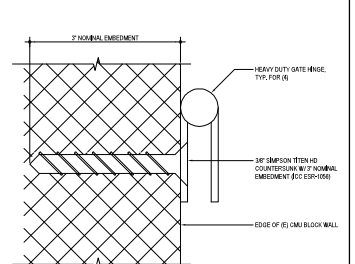
(N) TO (E) CONCRETE CONNECTION

SCALE: 3"=1'-0" — 18 — A1.04



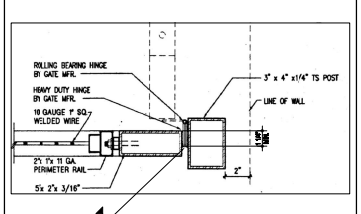
ACCESSIBLE HI-LO DRINKING FOUNTAIN

SCALE: 1"=1'-0" — 13 — A1.04



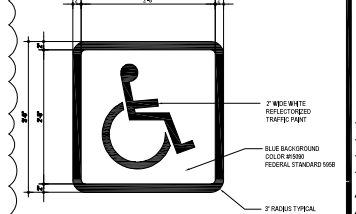
GATE HINGE @ CMU WALL

SCALE: FULL — 10 — A1.04



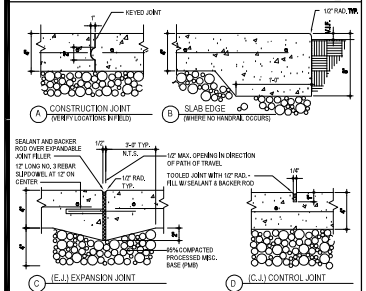
TUBE STEEL GATE JAMB

SCALE: 3"=1'-0" — 6 — A1.04



ACCESSIBILITY SYMBOL

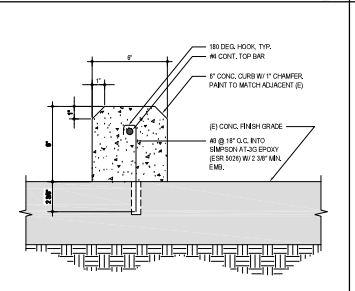
SCALE: 1"=1'-0" — 2 — A1.04



NOTE: TYPICAL SLAB REINFORCEMENT: #3 @ 18" O.C., EA. WAY

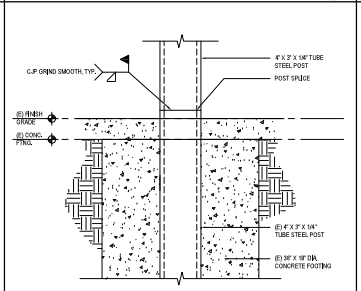
TYPICAL CONCRETE SLAB DETAILS

SCALE: 1-1/2"=1'-0" — 17 — A1.04



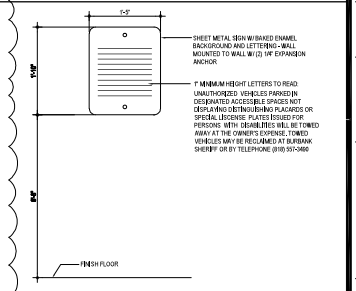
CONCRETE CURB

SCALE: 3"=1'-0" — 9 — A1.04



(N) POST SPLICE DETAIL

SCALE: 1"=1'-0" — 5 — A1.04



ENTRANCE WARNING SIGN

SCALE: 1"=1'-0" — 1 — A1.04

APPROVED
DIV. OF THE STATE ARCHITECT
APP: 03-122682 INC:
REVIEWED FOR
SS ☑ FLS ☑ ACS ☑
DATE: 08/25/2025

PTN: 64337-110 APPL: 03-122682

FLEWELLING & MOODY
architecture planning interiors

HEADQUARTERS OFFICE:
815 Colorado Blvd, Suite 200
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323.343.0300
E-Mail: firmpasadena@flewellingmoody.com

ANTELOPE VALLEY OFFICE:
1035 West Lancaster Boulevard
Lancaster, California 93534
661.948.9771
E-Mail: firmlancaster@flewellingmoody.com

An Employee Owned Corporation

ARCHITECT
REGISTERED ARCHITECT
C-14211
STATE OF CALIFORNIA

CONSULTANT

No.	Date	Description
1	09/12/2024	ADDENDUM 1
2	06/23/2025	CCD-04A

All dimensions must be checked at the job by the contractor who accepts full responsibility for their accuracy under the contract. Drawings & the specifications in connection therewith have been prepared for a specific site. Any and all responsibility for their use in other or in part on any other site is hereby disclaimed by Flewelling & Moody.

BURBANK UNIFIED SCHOOL DISTRICT
BURBANK HIGH SCHOOL AQUATIC CENTER MODERNIZATION
902 NORTH 3RD STREET
BURBANK, CA 91502

SITE DETAILS & PHOTO REFERENCE

JOB NO. 2986.0000
DATE 05-19-2025
A1.04

P:\Projects\2986-0000-Burbank\USD-Aquatics\Mod\DWG\2986-0000-A1-04.dwg Last Saved By: DSanders - Aug 06, 2025 - 4:33pm Last Printed By: DSANDERS - Aug 06, 2025, 4:36pm

Burbank Unified School District

Change Order Request (COR)

School Name:	**BURBANK HIGH SCHOOL**	Date:	9/17/2025
Project Name:	**AQUATIC CENTER MODERNIZATION AT BURBANK HS.**	**COP Number:**	43
To: *Name & Title*	**Burbank Unified School District**	Project Number:	
	Hart Design Build Inc.	Bid Number:	

Description of Work:

Per CCD - CCD- 002-A, Revisions to Architectural drawings to incorporate enclosure around existing transformer.

A. Subcontractor Cost of the Work:

	$ 9,506.60		
	$ -		
	$ 9,506.60	**Total:**	$ 9,506.60
SubContractor mark ups	15%		
GC	5%		$ 475.33
		Subtotal A:	$ 9,981.93

B. Contractor Cost of the Work:

Payroll Costs (See attached supporting documentation.)	$ -		
Materials and Equipment (See attached supporting documentation.)	$ -		
Consultant Costs (See attached supporting documentation.)	$ -		
Supplemental Costs (See attached supporting documentation.)		**Total GC:**	$ -
GC mark ups	15%		$ -
		Subtotal B:	$ -

C. Contractor Fee: (As per General Conditions) Bond (A+B*2%) 1% **Subtotal C:** $ 99.82

Total = (A + B + C) **Total:** $ 10,081.75

☑ **The proposal would** ☐ Increase ☐ Decrease **the Contract Time by** 2 **calendar days.**

☐ **The proposal does NOT affect the Contract Time.**

Contractor's Signature: **Hart Design Build Inc.** | Duke Hartenian (Printed Name & Title) | September 17, 2025 (Date)

Follow all applicable procedures and provide all appropriate documentation as required by

COP # **043**

AQUATIC CENTER MODERNIZATION AT BURBANK HS. **Date:** **9/17/2025**

Contractor: Hart Design Build Inc.

DESCRIPTION OF ADDED WORK	**LABOR**			**MATERIAL**			
Detail Back-Up	**Hrs**	**Rate**	**Ext**		**Unit**	**U/P**	**Ext**
			0.00				0.00
			0.00				0.00
			0.00				0.00
			0.00				0.00
			0.00				0.00
			0.00				0.00
			0.00				0.00
							0.00
							0.00
Subtotals-Add			$0.00				$0.00
Total Add Before Mark-Up/Down							

Sub Contractor Work				**Qty**	**Unit**	**U/P**	**Price**
Golden Bay				1	1.00	5234.96	$ 5,234.96
Senel				1	1	4272	$ 4,271.640
							$ -
							$ -
							$ -
							$ -
Subs Total							**9,506.60**
DESCRIPTION OF DELETED WORK							
			0				0
			0				0
			0				0
			0				0
			0				0
Sales Tax			0				0
Subtotals-Delete			0.00				0.00
Total Delete Before Mark-up/Down							

DAILY FORCE ACCOUNT REPORT **DATE(S) PERFORMED: DATE OF REPORT:**

9/15/2025 **DATE SUBMITTED**

WORK PERFORMED BY

GOLDEN BAY FENCE plus IRON WORKS, INC.

Job No: **Customer:** Hart DB

Job Name: Burbank HS Aquatic Ctr - CCD002

Location: Pool

DESCRIPTION OF WORK Furnish and install one single 42" high chain link ped gate, anchor to existing floor.

EQUIP. NO.	EQUIPMENT	HOURS	HOURLY RATE	EXTENDED AMOUNT	LABOR		HOURS	HOURLY RATE	EXTENDED AMOUNTS
	Hydraulic Compact Excavator		$24.38	$0.00	SUPERINTENTENDENT	REG		$112.37	$0.00
	Truck / No small pick-up(Code 06-12)		$41.96	$0.00		OT		$154.49	$0.00
	Truck (Code 20-28)	8	$57.26	$458.08	LABORER FOREMAN-	REG	12	$105.79	$1269.48
	Dump Truck (Code 2AXL)		$73.10	$0.00		OT		$143.11	$0.00
	Trailer (Code 100)		$20.12	$0.00	LABORER -	REG	12	$102.78	$1233.36
	Auger (Code B) Bobcat		$37.44	$0.00		OT		$138.59	$0.00
	Welder (Code 250-500)	8	$15.52	$124.16	SHOP	REG	8	$102.78	$822.24
	Rotary Hammer (Code 080-100)	4	$0.64	$2.56		OT		$138.59	$0.00
	Bandsaw/Grinder (Code 060-080)	4	$0.51	$2.04		REG			$0.00
	Generator (008-015)	4	$12.34	$49.36		OT			$0.00
	Forklift (080-120)		$82.09	$0.00		REG			$0.00
				$0.00		OT			$0.00
				$0.00					$0.00
			EQUIPMENT SUBTOTAL	**$636.20**					
								LABOR SUBTOTAL	**$3,325.08**

MATERIALS	NO. UNITS	UNIT COST	AMOUNT			
1 7/8" SCH40	21	$4.60	$96.60	ADDED PERCENTAGE 15%		$498.76
Hinges	1	$225.00	$225.00	OVERTIME PERCENTAGE 15%		$0.00
42" Chain Link	5	$8.60	$43.00	SUBSISTENCE PAY NO @		$0.00
Misc	1	$175.00	$175.00	OTHER		
			$0.00	**TOTAL COST OF LABOR**	A	**$3,823.84**
			$0.00			
			$539.60			
SALES TAX			$51.26			
				SUBTOTAL - MATERIALS	B	$1,227.06
				+ 15% ON EQUIPMENT, MATERIAL	B	$184.06
CONTRACTOR'S REPRESENTATIVE ACCEPTED FOR PROGRESS PAYMENT				SUB TOTAL A + B		$5,234.96
RESIDENT ENGINEER				**TOTAL THIS REPORT**		**$5,234.96**

ADDRESS
2935 Camino del Zuro
Thousand Oaks, CA 91360
805.413.2365 Office
805.367.7296 Fax

WEBSITE
www.senel.org

EMAIL
info@senel.org

CA Lic. 1103501
A, B, D63, C06, C27, D09, D38, C33 & D49

Veteran Owned and Operated

CHANGE ORDER

TO:	**Hart Design Build Inc**	**WO#:**	1
	Attn: Duke Hartenian	**PROJECT:**	**Aquatic Center Modernization At Burbank HS**
	3449 Angelus Ave		
	Glendale, CA 91208		902 N Third St Burbank , CA 91502

We offer to perform the following extra work on the above described project:

Per CCD 002 for a new 2x6 wood framed wall with GWB both sides , Level 4 finish

Additional Costs:

Materials (including sales tax)	$399.47
Equipment	$375.00
Labor	$2,940.00
Subtotal	$3,714.47
Overhead & Profit - 10%	$557.17
Original Total	$4,271.64

Your signature below signifies your agreement

(Date proposal signed) (Date of acceptance)

Senel Construction & Engineering, Inc.
(Firm) (Owners/ GC name)

Fatih Senel
Signature of SENEL Authorized agent) (Signature of owner/GC or authorized agent)

SENEL
CONSTRUCTION & ENGINEERING INC.

CHANGE ORDER DETAIL

WO#: 1

MATERIALS

QTY.	ITEM DESCRIPTION	COST EACH	TOTAL
1	2x6x8 DF PT	$12.00	$12.00
8	2x6x12	$13.00	$104.00
2	clinch-on corner bead	$5.00	$10.00
3	5/8x4x12 GWB- type X	$27.00	$81.00
2	compound- TNT	$15.00	$30.00
1	misc screws, nails, fasteners, hardware etc.	$75.00	$75.00
1	misc sundries e.g. tape, floor covering, bits, blades	$75.00	$75.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
		SALES TAX 8.75%	$12.47
		MATERIAL TOTAL	$399.47

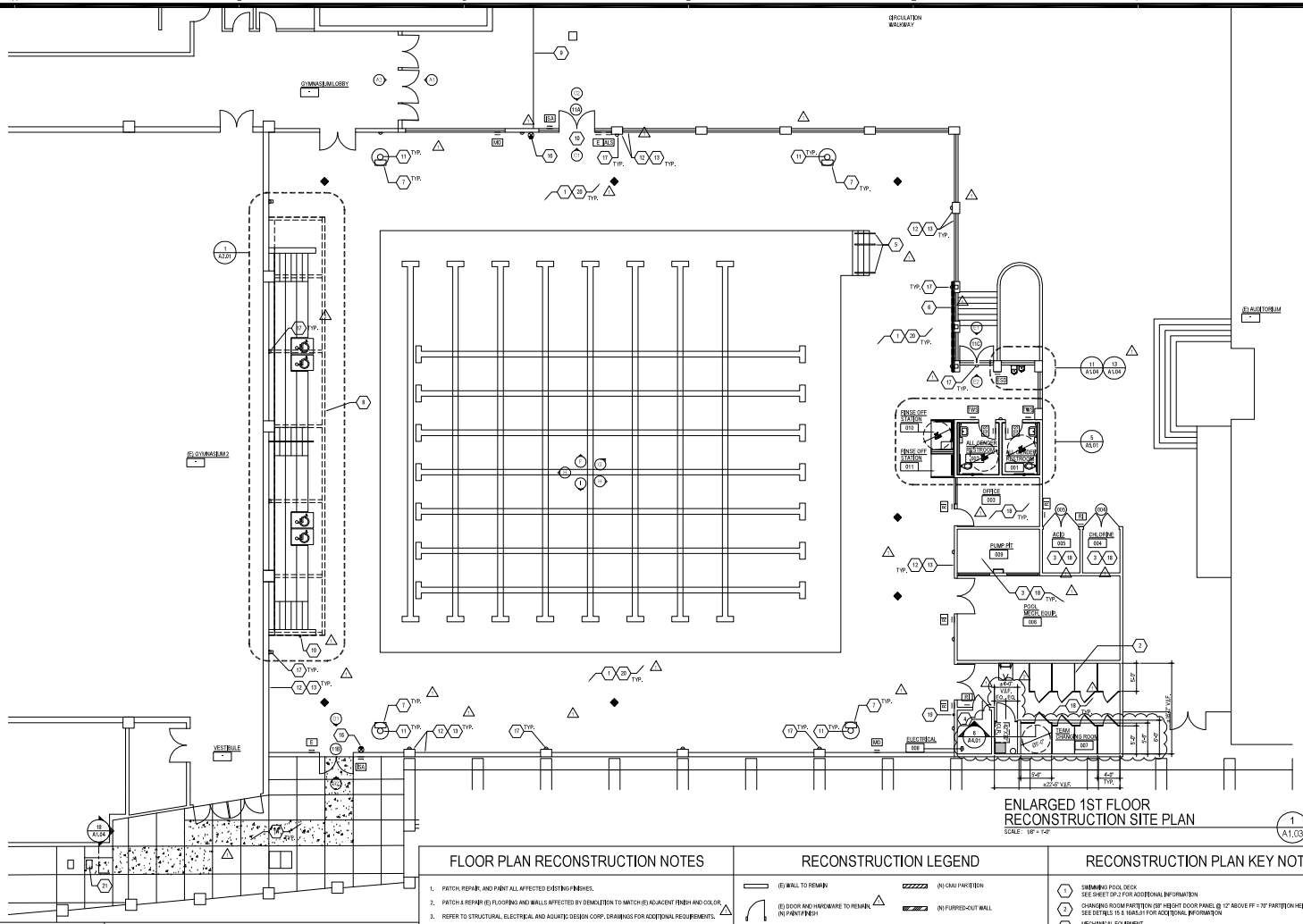
EQUIPMENT

QTY	DESCRIPTION	RATE	TOTAL
1	equipment	$125.00	$125.00
1	material pick-up/delivery	$250.00	$250.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
		EQUIPMENT TOTAL	$375.00

LABOR

HOURS	CLASSIFICATION	RATE	TOTAL
16	Carpenter	$105.00	$1,680.00
12	GWB Finisher	$105.00	$1,260.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
		LABOR TOTAL	$2,940.00

SUBTOTAL ***$3,714.47***



ALS RECEIVERS REQUIREMENTS

(E) BLEACHERS

TOTAL SEATING CAPACITY (INCLUDING WHEELCHAIR SPACE	105
REQUIRED NUMBER OF RECEIVERS (4%OF SEATING CAPACITY)	
105x 4% = 4.2 = 5 RECEIVERS	
PROVIDE PORTABLE ASSISTIVE LISTENING RECEIVERS	5

EXITING ANALYSIS AT POOL AREA

A. SWIMMING POOL
AREA 6,150 S.F.
LOAD FACTOR 50
MAX. OCCUPANT LOAD 6,150/50 = 123

B. DECK
AREA 6,831
LOAD FACTOR 15
MAX. OCCUPANT LOAD 6,831/15 = 423

C. AREA WITH FIXED SEATS
(E) BLEACHER CAPACITY 105

D. TOTAL OCCUPANT LOAD
423 + 105 = 528

MOST RESTRICTIVE OCCUPANT LOAD: 528

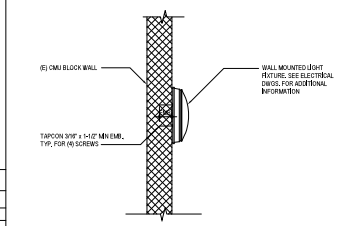
B. OCCUPANT LOAD 528
NUMBER OF EXITS REQUIRED (1006.3.2) 3

GATE SCHEDULE

GATE NO.	PROVIDED GATE WIDTH	OCC. LOAD	EGRESS PER OCC. REQUIRED	CALCULATIONS	REMARKS
11A	6'-0" or 72"	651	.2"	528/3 = 174 174 x .2 = 34.8" 34.8" < 72"	OK
11B					OK
11C					OK

FLOOR PLAN RECONSTRUCTION NOTES

1. PATCH, REPAIR, AND PAINT ALL AFFECTED EXISTING FINISHES.
2. PATCH & REPAIR (E) FLOORING AND WALLS AFFECTED BY DEMOLITION TO MATCH (E) ADJACENT FINISH AND COLOR.
3. REFER TO STRUCTURAL, ELECTRICAL AND AQUATIC DESIGN CORP. DRAWINGS FOR ADDITIONAL REQUIREMENTS.



NOTE:
1. MAX OPERATING WEIGHT OF LIGHT FIXTURE UNIT = 20 LBS.
2. MINIMUM CLEARANCE FROM FINISH FLOOR = ± 8' AFF

LIGHT FIXTURE MOUNTING DETAIL 2 A1.03
SCALE: 1"=1'-0"

RECONSTRUCTION LEGEND

- (E) WALL TO REMAIN
- (E) DOOR AND HARDWARE TO REMAIN, (N) PAINT/FINISH
- (E) FIRE EXTINGUISHER TO REMAIN
- (E) ELECTRICAL PANEL TO REMAIN
- (N) WALL MOUNTED LIGHT FIXTURE - SEE ELECTRICAL DWGS FOR ADDITIONAL INFORMATION
- (N) CMU PARTITION
- (N) FURRED-OUT WALL
- DOOR / GATE TYPE, SEE DOOR SCHEDULE ON SHEET A7.01
- PHOTO REFERENCE - SEE SHEET A6.01 (FOR REFERENCE ONLY)
- (N) CONCRETE
- (E) 480V TRANSFORMER TO REMAIN, PROTECT IN PLACE
- TACTILE "ROOM IDENTIFICATION" SIGN, SEE DTL. 7 A6.01
- TACTILE "EXIT" SIGN, SEE DTL. 8 A6.01
- TACTILE "EXIT ROUTE" SIGN, SEE DTL. 10 A6.01
- TACTILE "MAXIMUM OCCUPANCY" SIGN, SEE DTL. 4 A6.01
- TACTILE "INTERNATIONAL SYMBOL OF ACCESSIBILITY" SIGN, SEE DTL. 9 A6.01
- TACTILE "TOILET DOOR SIGN," SEE DTL. 7 A6.01
- TACTILE "TOILET WALL SIGN," SEE DTL. 8 A6.01
- TACTILE "ASSISTIVE LISTENING DEVICE" SEE DTL. 12 A6.01
- TACTILE "EXIT STAIR DOWN SIGN" SEE DTL. 11 A6.01

RECONSTRUCTION PLAN KEY NOTES

1. SWIMMING POOL DECK SEE SHEET DP.2 FOR ADDITIONAL INFORMATION
2. CHANGING ROOM PARTITION (58" HEIGHT DOOR PANEL @ 12" ABOVE FF + 70" PARTITION HEIGHT). TYP. SEE DETAILS 15.8, 16/A15.01 FOR ADDITIONAL INFORMATION
3. MECHANICAL EQUIPMENT SEE DP. 2, MR. 1, AND 15/A1.04 FOR ADDITIONAL INFORMATION
4. (N) HOLLOW METAL DOOR AND FRAME, PRIME AND PAINT
5. (N) HANDRAIL, SEE SHEET SP. 1
6. (N) DIGITAL LED SCORE BOARD, SEE SHEET DP. 1 FOR ADDITIONAL INFORMATION
7. (N) LIGHT POLE-MOUNTED SPEAKERS - MOUNTED 80" MIN FROM FINISH FLOOR TO BOTT. OF THE UNIT.
8. (N) SHADE AWNING ABOVE (E) BLEACHERS, SEE ENLARGED DETAIL 1 A1.01
9. (E) FACE OF GYMNASIUM BUILDING
10. (N) ACCESSIBLE TUBE STEEL GATE TO MATCH (E), SEE 12/A1.04 FOR ADDITIONAL INFORMATION
11. (E) LIGHT POLE (A#03-105540)
12. (E) FENCES, GATES, AND CONCRETE POST PILLARS (A#03-105540). (N) PAINT/FINISH ALL (N) & (E) FENCES, GATES AND CONC. PILLARS NOT BEING DEMOED - SEE A#03-123187
13. (E) CONCRETE WALL (A#03-105540). (N) PAINT/FINISH ENTIRE STUCCO WALL
14. (N) CONCRETE TO MATCH EXISTING. SEE 17/A1.04 & 18/A1.04 FOR ADDITIONAL INFORMATION
15. NOT USED
16. (N) ILLUMINATED EXIT SIGN. SEE ELECTRICAL DRAWINGS FOR ADDITIONAL INFORMATION.
17. (N) WALL MOUNTED LIGHT. SEE 2A & ELECTRICAL DRAWINGS FOR ADDITIONAL INFORMATION.
18. ALL (E) FLOOR, WALLS, CEILINGS, AND DOORS TO RECEIVE (N) PAINT/FINISH. SEE FINISH SCHEDULE FOR ADDITIONAL INFORMATION.
19. (N) WALL MOUNTED HOSE BIB W/ (N) 3" WATER LINE (COPPER) TIE-IN AT GATE VALVE.
20. ALL (E) DECK STORM DRAIN SYSTEM THAT WAS DAMAGED DURING DEMOLITION TO BE REPLACED.
21. (E) GATE VALVE FOR NEW WATER LINE TIE-IN

APPROVED
DIV. OF THE STATE ARCHITECT
APP: 03-122682 INC:
REVIEWED FOR
SS ☑ FLS ☑ ACS ☐
DATE: 09/08/2025

PTN 64337-110 APPL 03-122682

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architecture planning interiors

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LICENSED ARCHITECT
No. C-14421
REGISTERED PROFESSIONAL ENGINEER
STATE OF CALIFORNIA
09/10/25

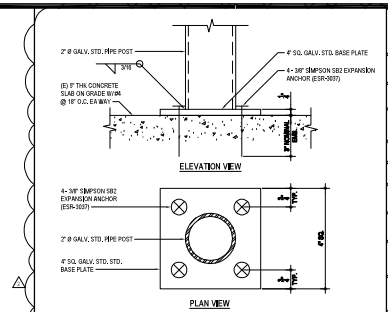
No.	Date	Description
1	09/12/2024	ADDENDUM 1
2	06/05/2025	CCD-02A

All dimensions must be checked at the job by the contractor who accepts full responsibility for their accuracy under the contract. These plans & the specifications in connection therewith have been prepared for a specific site, any and all responsibility for their use in whole or in part on any other site is hereby declined by Flewelling & Moody.

BURBANK UNIFIED SCHOOL DISTRICT
BURBANK HIGH SCHOOL AQUATIC CENTER MODERNIZATION
902 NORTH 3RD STREET
BURBANK, CA 91502

ENLARGED RECONSTRUCTION SITE PLAN

Job No. 2986.0000
Date 05-19-2025
A1.03



POST INSTALLED BASE PLATE, TYP.

SCALE : HALF SIZE

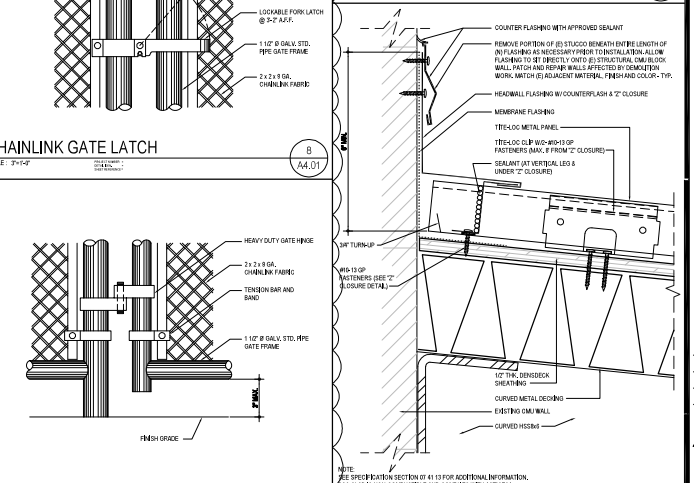
9 A4.01

NOTE:
SEE SPECIFICATION SECTION 07 41 13 FOR ADDITIONAL INFORMATION.
PAC CLAD IS NON-COMBUSTIBLE AND COMPLIES WITH ASTM E84.

EAVE DETAIL

SCALE : 3"=1'-0"

5 A4.01



NOTE:
SEE SPECIFICATION SECTION 07 41 13 FOR ADDITIONAL INFORMATION.
PAC CLAD IS NON-COMBUSTIBLE AND COMPLIES WITH ASTM E84.

FLASHING DETAIL

SCALE : HALF SIZE

4 A4.01

CHAINLINK GATE LATCH

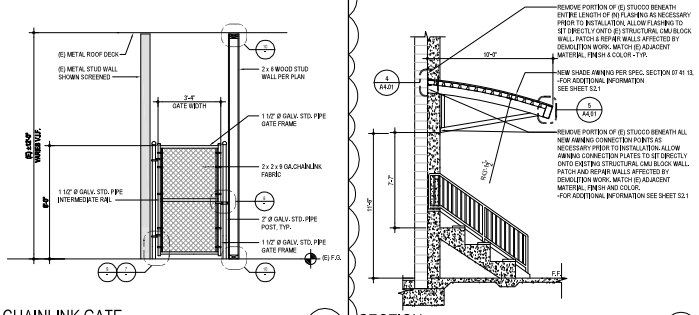
SCALE : 3"=1'-0"

8 A4.01

TYP. CHAINLINK GATE HINGE

SCALE : 3"=1'-0"

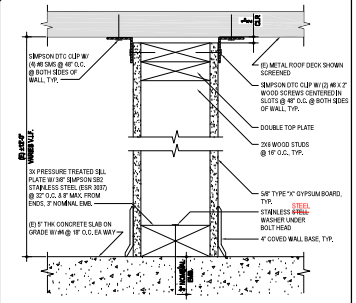
7 A4.01



SECTION

SCALE : 1/4" = 1'-0"

1 A4.01



INTERIOR PARTITION ANCHORAGE

SCALE : 3" = 1'-0"

10 A4.01

CHAINLINK GATE

SCALE : 3/8"=1'-0"

6 A4.01

APPROVED
DIV. OF THE STATE ARCHITECT
APP: 03-122682 INC:
REVIEWED FOR
SS ☑ FLS ☑ ACS ☐
DATE: 09/08/2025

PTN_64337-110 APP(_ 03-122682

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architecture planning interiors

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CONSULTANT

Drawn by

Checked by

Revisions

No.	Date	Description
1	09/09/2025	CCD-02A

All dimensions must be checked at the job by the contractor who accepts full responsibility for their accuracy under the contract. These plans & the specifications in connection therewith have been prepared for a specific site, any and all responsibility for their use in whole or in part on any other site is hereby disclaimed by Flewelling & Moody.

BURBANK UNIFIED SCHOOL DISTRICT

BURBANK HIGH SCHOOL AQUATIC CENTER MODERNIZATION

902 NORTH 3RD STREET
BURBANK, CA 91502

SECTIONS

JOB NO.
2986.0000

Date
05-16-2025

A4.01

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Burbank Unified School District
Educational Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Peter Knapik, Assistant Superintendent of Educational Services
SUBMITTED BY:	Glenda Diaz Nolasco, Administrative Secretary II
DATE:	October 16, 2025
SUBJECT:	Approval of Board Policy and Administrative Regulation 3580 District Records and 5125 Student Records

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Background:
District Records Policy and Administrative Regulation on district records outlines how the school district manages, stores, accesses, and protects its official records. This includes student records, personnel files, financial documents, meeting minutes, and other administrative records. The policy ensures compliance with state and federal laws, such as FERPA, and establishes guidelines for record retention, confidentiality, public access, and proper disposal of records when no longer needed. Its purpose is to promote transparency, accountability, and efficient recordkeeping across the district.
Student Records Board Policy and Administrative on student records defines how the district collects, maintains, uses, and protects information related to students. It ensures compliance with privacy laws such as the Family Educational Rights and Privacy Act (FERPA), outlines parents' and eligible students' rights to access and request corrections to records, and sets limits on who can view or share student information. The policy also covers how long records are kept and procedures for securely storing and disposing of them. Its goal is to safeguard student privacy while supporting educational needs.

Discussion/Issues:
The purpose of this Board Policy and Administrative Regulation for both policies and administrative regulations is to set parameters and procedures in carrying out the creation, retention, and possible release of district and student records. Changes to the policies and administrative regulations are made from the edits made by the California School Board Association. Bolded language indicates new or added language. Crossed out language indicates old, deleted language. The policies and administrative regulation have been reviewed by multiple departments impacted by the changes.

Fiscal Impact:
None

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the proposed revision to Board Policy and Administrative Regulation 3580 District Records and 5125 Student Records, as presented.

Policy 5125: Student Records

Status: ADOPTED

Original Adopted Date: 06/27/2018 | Last Reviewed Date: 06/27/2018

The Board of Education recognizes the importance of keeping accurate, comprehensive student records as required by law. The Superintendent or designee shall establish administrative regulations governing the identification, collection, retention, and security of student records. These regulations shall ensure the rights of authorized persons to have timely access to student records while maintaining the confidentiality of student records consistent with state and federal law.

The Superintendent or designee shall designate a certificated employee to serve as custodian of records with responsibility for student records at the district level. At each school, the principal or a certificated employee shall be designated as custodian of records for students enrolled at that school. The custodian of records shall be responsible for implementing Board policy and administrative regulation regarding student records. (5 CCR 431)

A student's parent/guardian or the student, if 18 years of age or older, who is enrolled for less than 60 days, may request the deletion of records containing personally identifiable information that is not subject to the California Consumer Privacy Act and is under the control of the school district. (Business and Professions Code 22584)

All appropriate personnel shall receive training regarding district policies and procedures for gathering and handling sensitive student information.

The district shall not collect or solicit social security numbers or the last four digits of social security numbers of students or their parents/guardians, unless otherwise required to do so by state or federal law. (Education Code 49076.7)

No information or documents regarding the citizenship or immigration status of students or their family members shall be collected, except as required by state or federal law or as required to administer a state or federally supported educational program. The Superintendent or designee shall not disclose student records to a person, agency, or organization for immigration enforcement purposes without parental consent, a court order, or a judicial subpoena. If a district employee receives such a request, he/she shall immediately report the request to the Superintendent. The Superintendent shall report the request to the Board in a timely manner that ensures the confidentiality and privacy of any potentially identifying information. (Education Code 234.7)

The Superintendent or designee shall not compile a list, registry, or database based on students' national origin, ethnicity, or religious belief, practice, or affiliation, nor shall he/she disclose student information to federal government authorities for the purpose of compiling such a list, registry, or database for purposes of immigration enforcement. Such information may only be compiled or exchanged with other local, state, or federal agencies if the information is aggregated and is not personally identifiable. (Government Code 8310.3)

The Superintendent or designee shall develop protocols to comply with a court's restraining order that prohibits a party from accessing specified records and information pertaining to a student. (Family Code 6323.5)

Student Records from Social Media

The Superintendent or designee may gather and maintain information **from the social media of any district student, provided that the district first notifies students and parents/guardians about the proposed program, offers an opportunity for public comment at a regularly scheduled Board meeting, and gathers only information** directly pertaining to school safety or student safety from the social media of any district student. (Education Code 49073.6)

Contract for Digital Storage, Management, and Retrieval of Student Records

The Superintendent or designee shall ensure the confidentiality of student records as required by law and shall establish processes and procedures to safeguard data against damage, loss, or theft, including damage, loss, or theft, which may be caused by the use of technology, including artificial intelligence and breaches to the district's digital infrastructure, in the retention or disclosure of student records. Additionally, in accordance with Board Policy 5145.13 - Response to Immigration Enforcement, all district staff shall avoid the disclosure of information that may indicate a student's or family's citizenship or immigration status if the disclosure is not authorized by law.

The Superintendent or designee shall ensure that employees receive information and training about cybersecurity, including ways to protect student records from breaches to the district's digital infrastructure.

If the district experiences a cyberattack that impacts more than 500 students or personnel, the Superintendent or designee shall report the cyberattack to the California Cybersecurity Integration Center. (Education Code 35266)

The Superintendent or designee may enter into a contract with a third party for the digital storage, management, and retrieval of student records and/or to authorize a third party provider of digital software to access, store, and use student records, provided that the contract meets the requirements of Education Code 49073.1 and other applicable state and federal laws.

Regulation 5125: Student Records Status: ADOPTED

Original Adopted Date: 06/27/2018 | Last Revised Date: 03/17/2022 | Last Reviewed Date: 03/17/2022

Definitions

Access means a personal inspection and review of a record or an accurate copy of a record, or receipt of an accurate copy of a record or an oral description or communication of a record, and a request to release a copy of any record. (Education Code 49061)

Adult student is a person who is or was enrolled in school and who is at least 18 years of age. (5 CCR 430)

Attendance includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom, and the period during which a person is working under a work-study program. (34 CFR 99.3)

Contractor or consultant is anyone with a formal written agreement or contract with the district regarding the provision of services or functions outsourced by the district. Contractor or consultant shall not include a volunteer or other party. (Education Code 49076)

County placing agency means the county social service department or county probation department. (Education Code 49061)

Custodian of records is the employee responsible for the security of student records maintained by the district and for devising procedures for assuring that access to such records is limited to authorized persons. (5 CCR 433)

Disclosure means to permit access to, or the release, transfer, or other communication of, personally identifiable information contained in student records to any party, except the party that provided or created the record, by any means including oral, written, or electronic. (34 CFR 99.3)

Legitimate educational interest is an interest held by any school official, employee, contractor, or consultant whose official duties, responsibilities, or contractual obligations to the district, whether routine or as a result of special circumstances, require access to information contained in student records.

Mandatory interim student records are those records which the schools are directed to compile and maintain for specified periods of time and are then destroyed in accordance with state law, regulation, or administrative directive. (5 CCR 430)

Mandatory permanent student records are those records which are maintained in perpetuity and which schools have been directed to compile by state law, regulation, or administrative directive. (5 CCR 430)

Parent/guardian means a natural parent, an adopted parent, legal guardian, surrogate parent, or foster parent. (Education Code 49061, 56050, 56055)

Permitted student records are those records having clear importance only to the current educational process of the student. (5 CCR 430)

Personally identifiable information includes, but is not limited to: (34 CFR 99.3)

1. The student's name
2. The name of the student's parent/guardian or other family members
3. The address of the student or student's family
4. A personal identifier, such as the student's social security number, student number, or biometric record (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting)
5. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a

reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty

7. Information requested by a person who the district reasonably believes knows the identity of the student to whom the student record relates

School officials and employees are officials or employees, including teachers, whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require access to student records. (34 CFR 99.31)

Student means any individual who is or has been in attendance at the district and regarding whom the district maintains student records. (34 CFR 99.3)

Student records are any items of information (in handwriting, print, tape, film, computer, or other medium) gathered within or outside the district that are directly related to an identifiable student and maintained by the district, required to be maintained by an employee in the performance of the employee's duties, or maintained by a party acting for the district. Any information maintained for the purpose of second-party review is considered a student record. Student records include the student's health record. (Education Code 49061, 49062; 5 CCR 430; 34 CFR 99.3)

Student records do not include: (Education Code 49061, 49062; 34 CFR 99.3)

1. Directory information

2. Informal notes compiled by a school officer or employee which remain in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a substitute employee

3. Records of the law enforcement unit of the district, subject to 34 CFR 99.8

4. Records created or received by the district after an individual is no longer a student and that are not directly related to the individual's attendance as a student

5. Grades on peer-graded papers before they are collected and recorded by a teacher

Persons Granted Absolute Access

In accordance with law, absolute access to any student records shall be granted to:

1. Parents/guardians of students younger than age 18 years, including the parent who is not the student's custodial parent (Education Code 49069.7; Family Code 3025)

   However, the district shall not disclose student records to a party, including a parent/guardian, who is legally prohibited from accessing records and information of a student pursuant to a restraining order. (Family Code 6323.5)

2. An adult student, or a student under the age of 18 years who attends a postsecondary institution, in which case the student alone shall exercise rights related to the student's records and grant consent for the release of records (34 CFR 99.3, 99.5)

3. Parents/guardians of an adult student with disabilities who is age 18 years or older and has been declared incompetent under state law (Education Code 56041.5)

Access for Limited Purpose/Legitimate Educational Interest

The following persons or agencies shall have access to those particular records that are relevant to their legitimate educational interest or other legally authorized purpose:

1. Parents/guardians of a student 18 years of age or older who is a dependent child as defined in 26 USC 152 (Education Code 49076; 34 CFR 99.31)

2. Students who are age 16 or older or who have completed the 10th grade (Education Code 49076)

3. School officials and employees, consistent with the definition provided in the section "Definitions" above

(Education Code 49076; 34 CFR 99.31)

4. Members of a school attendance review board (SARB) appointed pursuant to Education Code 48321 who are authorized representatives of the district and any volunteer aide age 18 or older who has been investigated, selected, and trained by the SARB to provide follow-up services to a referred student (Education Code 49076)

5. Officials and employees of other public schools, school systems, or postsecondary institutions where the student intends or is directed to enroll, including local, county, or state correctional facilities where educational programs leading to high school graduation are provided, or where the student is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer (Education Code 49076; 34 CFR 99.31)

   Unless the annual parent/guardian notification issued pursuant to Education Code 48980 includes a statement that the district may disclose students' personally identifiable information to officials of another school, school system, or postsecondary institution where the student seeks or intends to enroll, the Superintendent or designee shall, when such a disclosure is made, make a reasonable attempt to notify the parent/guardian or adult student at the last known address, provide a copy of the record that is disclosed, and give the parent/guardian or adult student an opportunity for a hearing to challenge the record. (34 CFR 99.34)

6. The Student Aid Commission, to provide the grade point average (GPA) of all district students in grade 12 and, when required, verification of high school graduation or its equivalent of all students who graduated in the prior academic year, for use in the Cal Grant postsecondary financial aid program. However, such information shall not be submitted when students opt out or are permitted by the rules of the Student Aid Commission to provide test scores in lieu of the GPA. (Education Code 69432.9, 69432.92)

   No later than January 1 each year, the Superintendent or designee shall notify each student in grade 11, and the student's parents/guardians if the student is under age 18 years, that the student's GPA will be forwarded to the Student Aid Commission by October 1 unless the student opts out within a period of time specified in the notice, which shall not be less than 30 days. (Education Code 69432.9)

   Students' social security numbers shall not be included in the submitted information unless the Student Aid Commission deems it necessary to complete the financial aid application and the Superintendent or designee obtains permission from the student's parent/guardian, or from the adult student, to submit the social security number. (Education Code 69432.9)

7. **The California College Guidance Initiative (CCGI) in accordance with a data sharing agreement pursuant to Education Code 60900, to provide data for use when planning for and applying to California public colleges and universities (Education Code 60900, 60900.5)**

8. Federal, state, and local officials, as needed for an audit or evaluation of, or compliance with, a state or federally funded education program and in accordance with a written agreement developed pursuant to 34 CFR 99.35 (Education Code 49076; 34 CFR 99.3, 99.31, 99.35)

9. Any county placing agency acting as an authorized representative of a state or local educational agency which is required to audit or evaluate a state or federally supported education program pursuant to item #7 above (Education Code 49076)

10. Any person, agency, or organization authorized in compliance with a court order or lawfully issued subpoena (Education Code 49077; 5 CCR 435; 34 CFR 99.31)

    Unless otherwise instructed by the court, the Superintendent or designee shall, prior to disclosing a record pursuant to a court order or subpoena, give the parent/guardian or adult student at least three days' notice of the name of the requesting agency and the specific record requested, if lawfully possible within the requirements of the judicial order. (Education Code 49077; 5 CCR 435; 34 CFR 99.31)

11. Any district attorney who is participating in or conducting a truancy mediation program or participating in the presentation of evidence in a truancy petition (Education Code 49076)

12. A district attorney's office for consideration against a parent/guardian for failure to comply with compulsory education laws (Education Code 49076)

13. Any probation officer, district attorney, or counsel of record for a student who is a minor for the purposes of conducting a criminal investigation or an investigation in regards to declaring the minor a ward of the court or

involving a violation of a condition of probation, subject to evidentiary rules specified in Welfare and Institutions Code 701 (Education Code 49076)

When disclosing records for these purposes, the Superintendent or designee shall obtain written certification from the recipient of the records that the information will not be disclosed to another party without prior written consent of the student's parent/guardian or the holder of the student's educational rights, unless specifically authorized by state or federal law. (Education Code 49076)

14. Any judge or probation officer for the purpose of conducting a truancy mediation program for a student or for the purpose of presenting evidence in a truancy petition pursuant to Welfare and Institutions Code 681 (Education Code 49076)

    In such cases, the judge or probation officer shall certify in writing to the Superintendent or designee that the information will be used only for truancy purposes. Upon releasing student information to a judge or probation officer, the Superintendent or designee shall inform, or provide written notification to, the student's parent/guardian within 24 hours. (Education Code 49076)

15. A foster family agency with jurisdiction over a currently enrolled or former student; short-term residential treatment program staff responsible for the education or case management of a student; or a caregiver who has direct responsibility for the care of a student, including a certified or licensed foster parent, an approved relative or nonrelated extended family member, or a resource family, as defined (Education Code 49076)

    Such individuals shall have access to the student's current or most recent records of grades, transcripts, attendance, discipline, online communication on platforms established by schools for students and parents/guardians, and any individualized education program or Section 504 plan developed and maintained by the district (Education Code 49069.3)

16. A student age 14 years or older who is both a homeless student and an unaccompanied minor as defined in 42 USC 11434a (Education Code 49076)

17. An individual who completes items #1-4 of the caregiver's authorization affidavit pursuant to Family Code 6552 and signs the affidavit for the purpose of enrolling a minor in school (Education Code 49076)

18. A caseworker or other representative of a state or local child welfare agency or tribal organization that has legal responsibility in accordance with state or tribal law for the care and protection of a student, provided that the individual is authorized by the agency or organization to receive the records and the information requested is directly related to providing assistance to address the student's educational needs (Education Code 49076; 20 USC 1232(g))

19. Appropriate law enforcement authorities, in circumstances where Education Code 48902 requires that the district provide special education and disciplinary records of a student with disabilities who is suspended or expelled for committing an act violating Penal Code 245 (Education Code 48902, 49076)

    When disclosing such records, the Superintendent or designee shall obtain written certification by the recipient of the records as described in item #12 above. (Education Code 49076)

20. Designated peace officers or law enforcement agencies in cases where the district is authorized by law to assist law enforcement in investigations of suspected criminal conduct or kidnapping and a written parental consent, lawfully issued subpoena, or court order is submitted to the district, or information is provided to it indicating that an emergency exists in which the student's information is necessary to protect the health or safety of the student or other individuals (Education Code 49076.5)

    In such cases, the Superintendent or designee shall provide information about the identity and location of the student as it relates to the transfer of that student's records to another public school district in California or any other state or to a California private school. (Education Code 49076.5)

When disclosing records for the above purposes, the Superintendent or designee shall obtain the necessary documentation to verify that the person, agency, or organization is a person, agency, or organization that is permitted to receive such records.

Any person, agency, or organization granted access is prohibited from releasing information to another person, agency, or organization without written permission from the parent/guardian or adult student unless specifically allowed by state law or the federal Family Educational Rights and Privacy Act. (Education Code 49076)

In addition, the parent/guardian or adult student may provide written consent for access to be granted to persons,

agencies, or organizations not afforded access rights by law. The written consent shall specify the records to be released and the party or parties to whom they may be released. (Education Code 49061, 49075)

Only a parent/guardian having legal custody of the student may consent to the release of records to others. Either parent/guardian may grant consent if both parents/guardians notify the district, in writing, that such an agreement has been made. (Education Code 49061)

Discretionary Access

At the discretion of the Superintendent or designee, information may be released from a student's records to the following:

1. Appropriate persons, including parents/guardians of a student, in an emergency if the health and safety of the student or other persons are at stake (Education Code 49076; 34 CFR 99.31, 99.32, 99.36)

   When releasing information to any such appropriate person, the Superintendent or designee shall record information about the threat to the health or safety of the student or any other person that formed the basis for the disclosure and the person(s) to whom the disclosure was made. (Education Code 49076; 34 CFR 99.32)

   Unless it would further endanger the health or safety of the student or other persons, the Superintendent or designee shall inform the parent/guardian or adult student within one week of the disclosure that the disclosure was made, of the articulable and significant threat to the health or safety of the student or other individuals that formed the basis for the disclosure, and of the parties to whom the disclosure was made.

2. Accrediting associations in order to carry out their accrediting functions (Education Code 49076; 34 CFR 99.31)

3. Under the conditions specified in Education Code 49076 and 34 CFR 99.31, organizations conducting studies on behalf of educational institutions or agencies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, provided that: (Education Code 49076; 34 CFR 99.31)

   a. The study is conducted in a manner that does not permit personal identification of students or parents/guardians by individuals other than representatives of the organization who have legitimate interests in the information.

   b. The information is destroyed when no longer needed for the purposes for which the study is conducted.

   c. The district enters into a written agreement with the organization that complies with 34 CFR 99.31.

4. Officials and employees of private schools or school systems where the student is enrolled or intends to enroll, subject to the rights of parents/guardians as provided in Education Code 49068 and in compliance with 34 CFR 99.34 (Education Code 49076; 34 CFR 99.31, 99.34)

5. Local health departments operating countywide or regional immunization information and reminder systems and the California Department of Public Health, unless the parent/guardian has requested that no disclosures of this type be made (Health and Safety Code 120440)

6. Contractors and consultants having a legitimate educational interest based on services or functions which have been outsourced to them through a formal written agreement or contract with the district, excluding volunteers or other parties (Education Code 49076)

7. Agencies or organizations in connection with the student's application for or receipt of financial aid, provided that information permitting the personal identification of a student or the student's parents/guardians for these purposes is disclosed only as may be necessary to determine the eligibility of the student for financial aid, determine the amount of financial aid, determine the conditions which will be imposed regarding the financial aid, or enforce the terms or conditions of the financial aid (Education Code 49076; 34 CFR 99.31)

8. County elections officials for the purpose of identifying students eligible to register to vote or offering such students an opportunity to register, subject to the limits set by 34 CFR 99.37 and under the condition that any information provided on this basis shall not be used for any other purpose or transferred to any other person or agency (Education Code 49076; 34 CFR 99.37)

When disclosing records for the above purposes, the Superintendent or designee shall obtain the necessary documentation to verify that the person, agency, or organization is a person, agency, or organization that is permitted to receive such records.

Any person, agency, or organization granted access is prohibited from releasing information to another person, agency, or organization without written permission from the parent/guardian or adult student unless specifically allowed by state law or the federal Family Educational Rights and Privacy Act. (Education Code 49076)

De-identification of Records

When authorized by law for any program audit, educational research, or other purpose, the Superintendent or designee may release information from a student record without prior consent of the parent/guardian or adult student after the removal of all personally identifiable information. Prior to releasing such information, the Superintendent or designee shall make a reasonable determination that the student's identity is not personally identifiable, whether through single or multiple releases and taking into account other reasonably available information. (Education Code 49074, 49076; 20 USC 1232g; 34 CFR 99.31)

Process for Providing Access to Records

Student records shall be maintained in a central file at the school attended by the student or, when records are maintained at different locations, a notation shall be placed in the central file indicating where other records may be found. Parents/guardians and adult students shall be notified of the location of student records if not centrally located. (Education Code 49069; 5 CCR 433)

The custodian of records shall be responsible for the security of student records and shall ensure that access is limited to authorized persons. (5 CCR 433)

The custodian of records shall develop reasonable methods, including physical, technological, and administrative policy controls, to ensure that school officials and employees obtain access to only those student records in which they have legitimate educational interests. (34 CFR 99.31)

To inspect, review, or obtain copies of student records, authorized persons shall submit a request to the custodian of records. Prior to granting the request, the custodian of records shall authenticate the individual's identity. For any individual granted access based on a legitimate educational interest, the request shall specify the interest involved.

When required by law, a student's parent/guardian or an adult student shall provide written, signed, and dated consent before the district discloses the student record. Such consent may be given through electronic means in those cases where it can be authenticated. The district's consent form shall specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made. Upon request by the parent/guardian or adult student, the district shall provide a copy of the records disclosed. (34 CFR 99.30)

If the parent/guardian or adult student refuses to provide written consent for the release of student information, the Superintendent or designee shall not release the information, unless it is otherwise subject to release based on a court order or a lawful subpoena.

Within five business days following the date of request, the authorized person shall be granted access to inspect, review, and obtain copies of student records during regular school hours. (Education Code 49069)

Qualified certificated personnel shall be available to interpret records when requested. (Education Code 49069)

The custodian of records or the Superintendent or designee shall prevent the alteration, damage, or loss of records during inspection. (5 CCR 435)

Access Log

A log shall be maintained for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the record and the legitimate educational interest of the requester. (Education Code 49064)

In every instance of inspection by persons who do not have assigned educational responsibility, the custodian of records shall make an entry in the log indicating the record inspected, the name of the person granted access, the

reason access was granted, and the time and circumstances of inspection. (5 CCR 435)

The custodian of records shall also make an entry in the log regarding any request for record(s) that was denied and the reason for the denial.

The log shall include requests for access to records by:

1. Parents/guardians or adult students
2. Students who are 16 years of age or older or who have completed the 10th grade
3. Parties obtaining district-approved directory information
4. Parties who provide written parental consent, in which case the consent notice shall be filed with the record pursuant to Education Code 49075
5. School officials and employees who have a legitimate educational interest
6. Law enforcement personnel seeking to enforce immigration laws

The log shall be open to inspection only by the parent/guardian, adult student, dependent adult student, custodian of records, and certain state or federal officials specified in Education Code 49064. (Education Code 49064; 5 CCR 432)

Duplication of Student Records

To provide copies of any student record, the district may charge a reasonable fee not to exceed the actual cost of providing the copies. No charge shall be made for providing up to two transcripts or up to two verifications of various records for any former student. No charge shall be made to locate or retrieve any student record. (Education Code 49065)

Changes to Student Records

Only a parent/guardian having legal custody of a student or a student who is 18 years of age or is attending an institution of postsecondary education may challenge the content of a record or offer a written response to a record. (Education Code 49061)

No addition or change shall be made to a student's record after high school graduation or permanent departure, other than routine updating, unless required by law or with prior consent of the parent/guardian or adult student. (Education Code 49070; 5 CCR 437)

Any request to change a student's legal name in the student's mandatory permanent student record shall be accompanied with appropriate documentation.

Any challenge to the content of a student's record shall be filed in accordance with the process specified in AR 5125.3 - Challenging Student Records. (Education Code 49070)

Retention and Destruction of Student Records

All anecdotal information and assessment reports maintained as student records shall be dated and signed by the individual who originated the data. (5 CCR 431)

The following mandatory permanent student records shall be kept indefinitely: (5 CCR 432, 437)

1. Legal name of student
2. Date and place of birth and method of verifying birth date
3. Sex of student
4. Name and address of parent/guardian of minor student
    a. Address of minor student if different from the above
    b. Annual verification of parent/guardian's name and address and student's residence

5. Entrance and departure dates of each school year and for any summer session or other extra session

6. Subjects taken during each year, half-year, summer session, or quarter, and marks or credits given towards graduation

7. Verification of or exemption from required immunizations

8. Date of high school graduation or equivalent

Mandatory interim student records, unless forwarded to another district, shall be maintained subject to destruction during the third school year after the school year in which they originated, following a determination that their usefulness has ceased or the student has left the district. These records include: (Education Code 48918, 51747; 5 CCR 432, 437, 16027)

1. Expulsion orders and the causes therefor

2. A log identifying persons or organizations who request or receive information from the student record

3. Health information, including verification or waiver of the health screening for school entry

4. Information on participation in special education programs, including required tests, case studies, authorizations, and actions necessary to establish eligibility for admission or discharge

5. Language training records

6. Progress slips/notices required by Education Code 49066 and 49067

7. Parental restrictions/stipulations regarding access to directory information

8. Parent/guardian or adult student rejoinders to challenged records and to disciplinary action

9. Parent/guardian authorization or prohibition of student participation in specific programs

10. Results of standardized tests administered within the past three years

11. Written findings resulting from an evaluation conducted after a specified number of missed assignments to determine whether it is in a student's best interest to remain in independent study

Permitted student records may be destroyed six months after the student completes or withdraws from the educational program and their usefulness ceases, including: (5 CCR 432, 437)

1. Objective counselor and/or teacher ratings

2. Standardized test results older than three years

3. Routine disciplinary data

4. Verified reports of relevant behavioral patterns

5. All disciplinary notices

6. Supplementary attendance records

Records shall be destroyed in a way that assures they will not be available to possible public inspection in the process of destruction. (5 CCR 437)

Transfer of Student Records

When a student transfers into this district from any other school district or a private school, the Superintendent or designee shall inform the student's parent/guardian of rights regarding student records, including a parent/guardian's right to review, challenge, and receive a copy of student records. (Education Code 49068; 5 CCR 438)

When a student transfers into this district from another district, the Superintendent or designee shall request that the student's previous district provide any records, either maintained by that district in the ordinary course of business or received from a law enforcement agency, regarding acts committed by the transferring student that resulted in the student's suspension or expulsion. (Education Code 48201)

When a student transfers from this district to another school district or to a private school, the Superintendent or

designee shall forward a copy of the student's mandatory permanent record within 10 school days of the district's receipt of the request for the student's records. The original record or a copy shall be retained permanently by this district. If the transfer is to another California public school, the student's entire mandatory interim record shall also be forwarded. If the transfer is out of state or to a private school, the mandatory interim record may be forwarded. Permitted student records may be forwarded to any other district or private school. (Education Code 48918, 49068; 5 CCR 438)

Upon receiving a request from a county placing agency to transfer a student in foster care out of a district school, the Superintendent or designee shall transfer the student's records to the next educational placement within two business days. (Education Code 49069.5)

All student records shall be updated before they are transferred. (5 CCR 438)

Student records shall not be withheld from the requesting district because of any charges or fees owed by the student or parent/guardian. (5 CCR 438)

If the district is withholding grades, diploma, or transcripts from the student because of damage or loss of school property, this information shall be sent to the requesting district along with the student's records.

Notification of Parents/Guardians

Upon any student's initial enrollment, and at the beginning of each school year thereafter, the Superintendent or designee shall notify parents/guardians and eligible students, in writing, of their rights related to student records. If 15 percent or more of the students enrolled in the district speak a single primary language other than English, then the district shall provide these notices in that language. Otherwise, the district shall provide these notices in the student's home language insofar as practicable. The district shall effectively notify parents/guardians or eligible students with disabilities. (Education Code 48985, 49063; 34 CFR 99.7)

The notice shall include: (Education Code 49063; 34 CFR 99.7, 99.34)

1. The types of student records kept by the district and the information contained therein
2. The title(s) of the official(s) responsible for maintaining each type of record
3. The location of the log identifying those who request information from the records
4. District criteria for defining school officials and employees and for determining legitimate educational interest
5. District policies for reviewing and expunging student records
6. The right to inspect and review student records and the procedures for doing so
7. The right to challenge and the procedures for challenging the content of a student record that the parent/guardian or student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights
8. The cost, if any, charged for duplicating copies of records
9. The categories of information defined as directory information pursuant to Education Code 49073
10. The right to consent to disclosures of personally identifiable information contained in the student's records except when disclosure without consent is authorized by law
11. Availability of the curriculum prospectus developed pursuant to Education Code 49091.14 containing the titles, descriptions, and instructional aims of every course offered by the school
12. Any other rights and requirements set forth in Education Code 49060-49085, and the right of parents/guardians to file a complaint with the U.S. Department of Education concerning an alleged failure by the district to comply with 20 USC 1232g
13. A statement that the district forwards education records to other agencies or institutions that request the records and in which the student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment

In addition, the annual parental notification shall include a statement that a student's citizenship status, immigration status, place of birth, or any other information indicating national origin will not be released without parental consent or a court order.

Student Records from Social Media

For the purpose of gathering and maintaining records of students' social media activity, the Superintendent or designee shall: (Education Code 49073.6)

1. Gather or maintain only information that pertains directly to school safety or student safety

2. Provide a student with access to any information that the district obtained from the student's social media activity and an opportunity to correct or delete such information

3. Destroy information gathered from social media and maintained in student records within one year after a student turns 18 years of age or within one year after the student is no longer enrolled in the district, whichever occurs first

4. Notify each parent/guardian that the student's information is being gathered from social media and that any information maintained in the student's records shall be destroyed as provided in item #3 above. The notification shall also include, but is not limited to, an explanation of the process by which a student or the student's parent/guardian may access the student's records for examination of the information gathered or maintained and the process by which removal of the information may be requested or corrections to the information may be made. The notification may be provided as part of the annual parental notification required pursuant to Education Code 48980.

5. If the district contracts with a third party to gather information on a student from social media, ensure that the contract:

    a. Prohibits the third party from using the information for purposes other than those specified in the contract or from selling or sharing the information with any person or entity other than the district, the student, or the student's parent/guardian

    b. Requires the third party to destroy the information immediately upon satisfying the terms of the contract, or when the district notifies the third party that the student has turned 18 years of age or is no longer enrolled in the district, whichever occurs first

Updating Name and/or Gender of Former Students

When a former student submits a state-issued driver's license, birth certificate, passport, social security card, court order, or other government-issued documentation demonstrating that the former student's legal name and/or gender has changed, the district shall update the former student's records to include the updated legal name and/or gender. Upon request by the former student, the district shall reissue any documents conferred upon the former student, including, but not limited to, a transcript, a high school diploma, a high school equivalency certificate, or other similar documents. (Education Code 49062.5)

If the former student's name or gender is changed and the requested records are reissued, a new document shall be added to the former student's file that includes all of the following information: (Education Code 49062.5)

1. The date of the request

2. The date the requested records were reissued to the former student

3. A list of the records that were requested by and reissued to the former student

4. The type of documentation, if any, provided by the former student to demonstrate a legal change to the student's name and/or gender

5. The name of the employee who completed the request

6. The current and former names and/or genders of the student

Any former student who submits a request to change the legal name and/or gender on the student's records but is unable to provide any government-issued documentation demonstrating the legal name or gender change, may request a name or gender change through the process described in Education Code 49070 and AR 5125.3 - Challenging Student Records. (Education Code 49062.5)

Policy 3580: District Records

Status: ADOPTED

Original Adopted Date: 02/16/2017 | Last Reviewed Date: 02/16/2017

The Board of Education recognizes the importance of securing and retaining district documents. The Superintendent or designee shall ensure that district records are developed, maintained, and disposed of in accordance with law, Board policy, and administrative regulation.

The Superintendent or designee shall consult with district legal counsel, site administrators, district information technology staff, personnel department staff, and others as necessary to develop a secure document management system that provides for the storage, retrieval, archiving, and destruction of district documents, including electronically stored information such as email. This document management system shall be designed to comply with state and federal laws regarding security of records, record retention and destruction, response to "litigation hold" discovery requests, and the recovery of records in the event of a disaster or emergency.

The Superintendent or designee shall ensure the confidentiality of records as required by law and shall establish regulations to safeguard data against damage, loss **which may be caused by cybersecurity breaches.**

The Superintendent or designee shall ensure that employees receive information about the district's document management system, including retention and confidentiality requirements and an employee's obligations in the event of a litigation hold **or California Public Records Act request** established on the advice of legal counsel. **Additionally, the Superintendent or designee shall ensure that employees receive information and training about cybersecurity, including ways to protect district records from breaches to the district's digital infrastructure**.

If the district discovers or is notified that a breach of security of district records **has resulted in the release of personal information, the Superintendent or designee shall notify every individual whose personal information was, or is reasonably believed to have been, acquired by an unauthorized person, if that information was either unencrypted or encrypted under the circumstances specified in Civil Code 1798.29.** ~~containing unencrypted personal information has occurred, the Superintendent or designee shall notify every individual whose personal information was, or is reasonably believed to have been, acquired by an unauthorized person.~~ Personal information includes, but is not limited to, a social security number, driver's license or identification card number, medical information, health insurance information, or an account number in combination with an access code or password that would permit access to a financial account. (Civil Code 1798.29)

The Superintendent or designee shall provide the notice in a timely manner either in writing or electronically, unless otherwise provided in law. The notice shall include the material specified in Civil Code 1798.29, be formatted as required, and be distributed in a timely manner, consistent with the legitimate needs of law enforcement to conduct an uncompromised investigation or any measures necessary to determine the scope of the breach and restore reasonable integrity of the data system. (Civil Code 1798.29)

If the district experiences a cyberattack that impacts more than 500 students or personnel, the Superintendent or designee shall report the cyberattack to the California Cybersecurity Integration Center. (Education Code 35266)

Safe at Home Program

District public records shall not include the actual addresses of students, parents/guardians, or employees when a substitute address is designated by the Secretary of State pursuant to the Safe at Home program.

(Government Code 6206, 6207)

When a substitute address card is provided pursuant to this program, the confidential, actual address may be used only to establish district residency requirements for enrollment and for school emergency purposes.

Records containing a participant's confidential address information shall be kept in a confidential location and not shared with the public.

Regulation 3580: District Records Status: ADOPTED

Original Adopted Date: 02/01/2018 | Last Reviewed Date: 02/01/2018

Classification of Records

Records means all records, maps, books, papers, and documents of a school district required by law to be prepared or retained as necessary or convenient to the discharge of official duty. (5 CCR 16020)

Before January 1, the Superintendent or designee shall review the prior year's records and shall classify them as either a Class 1 (Permanent), Class 2 (Optional), or Class 3 (Disposable) record. (5 CCR 16022)

Records of continuing nature (active and useful for administrative, legal, fiscal, or other purposes over a period of years) shall not be classified until such usefulness has ceased. (5 CCR 16022)

An inventory of equipment shall be a continuing record and shall not be classified until the inventory is superseded or until the equipment is removed from district ownership. (5 CCR 16022)

A student's cumulative record is a continuing record until the student ceases to be enrolled in the district. (5 CCR 16022)

When an electronic or photographed copy of a Class 1 (Permanent) record has been made, the copy may be classified as Class 1 (Permanent) and the original classified as either Class 2 (Optional) or Class 3 (Disposable). However, no original record that is basic to any required audit may be destroyed prior to the second July 1st succeeding the completion of the audit. (Education Code 35254)

Class 1 - Permanent Records

The original of each of the following records, or one exact copy of it when the original is required by law to be filed with another agency, is a Class 1 (Permanent) record and shall be retained indefinitely unless microfilmed in accordance with 5 CCR 16022: (5 CCR 16023)

1. Annual Reports
    a. Official budget
    b. Financial reports of all funds, including cafeteria and student body funds
    c. Audit of all funds
    d. Average daily attendance, including Period 1 and Period 2 reports
    e. Other major annual reports, including:
        i. Those containing information relating to property, activities, financial condition, or transactions
        ii. Those declared by Board of Education minutes to be permanent
2. Official Actions
    a. Minutes of the Board or Board committees, including the text of rules, regulations, policies, or resolutions included by reference only
    b. The call for and the result of any elections called, conducted, or canvassed by the Board
    c. Records transmitted by another agency pertaining to its action with respect to district reorganization
3. Personnel Records

    Class 1 (Permanent) records include all detailed records relating to employment; assignment; amounts and dates of service rendered; termination or dismissal of an employee in any position; sick leave record; rate of compensation, salaries, or wages paid; and deductions or withholdings made and the person or agency to

whom such amounts were paid. In lieu of the detailed records, a complete proven summary payroll record for each employee containing the same data may be classified as a Class 1 (Permanent) record and the detailed records may then be classified as Class 3 (Disposable) records.

Information of a derogatory nature as defined in Education Code 44031 shall be retained as a Class 1 (Permanent) record only when the time for filing a grievance has passed or the document has been sustained by the grievance process.

4. Student Records

   The records of enrollment and scholarship for each student required by 5 CCR 432 and all records pertaining to any accident or injury involving a minor for which a claim for damages had been filed as required by law shall be classified as Class 1 (Permanent) records. These include any related policy of liability insurance, except that these records cease to be Class 1 (Permanent) records one year after the claim has been settled or the statute of limitations has expired.

5. Property Records

   Class 1 (Permanent) records include all detailed records relating to land, buildings, and equipment. In lieu of detailed records, a complete property ledger may be classified as a Class 1 (Permanent) record. The detailed records may then be classified as Class 3 (Disposable) records if the property ledger includes all fixed assets; an equipment inventory; and, for each piece of property, the date of acquisition, name of previous owner, a legal description, amount paid, and comparable data if the unit is disposed of.

Class 2 - Optional Records

Any records considered temporarily worth keeping, but which are not Class 1 records, may be classified as Class 2 (Optional) records and shall be retained until reclassified as Class 3 (Disposable) records. If, by agreement of the Board and Superintendent or designee, classification of the prior year records has not been made before January 1 as specified in 5 CCR 16022, all records of the prior year may be classified as Class 2 (Optional) records pending further review and classification within one year. (5 CCR 16024)

Class 3 - Disposable Records

All records not classified as Class 1 (Permanent) or as Class 2 (Optional) records shall be classified as Class 3 (Disposable) records. These include, but are not limited to, detailed records basic to audit, including those relating to attendance, average daily attendance, or business or financial transactions; detailed records used in preparing another report; teachers' registers if all information required by 5 CCR 432 is retained in other records or if the General Records pages are removed from the register and classified as Class 1 (Permanent) records; and periodic reports, including daily, weekly, and monthly reports, bulletins, and instructions. (5 CCR 16025)

All Class 3 (Disposable) records shall be destroyed during the third school year after the school year in which the records originated. In addition, Class 3 (Disposable) records shall not be destroyed until after the third school year following the completion of any legally required audit or the retention period required by any agency other than the State of California, whichever is later. A continuing record shall not be destroyed until the fourth year after it has been classified as a Class 3 (Disposable) record. (5 CCR 16026, 16027)

Electronically Stored Information

All electronically stored information related to the conduct of district business, including information created, saved, sent, or received on a district employee's or Board member's personal account or device, shall be saved as an electronic file to a district-provided account or device and retained in accordance with the section "Classification of Records" above. Such information includes, but is not limited to, email, text messages, instant messages, computer files, and other electronic communications related to district business. In addition, when appropriate, the information may be printed and physically filed in a way that allows it to be easily retrieved when needed.

Employees shall be required to regularly purge their email accounts and district-issued computers, cell phones, and other communication devices of personal electronically stored information and other information unrelated to district business. The Superintendent or designee may check for appropriate use of any district-owned equipment at any time.

Any person to whom a district-owned computer, cell phone, or other electronic communication device is provided shall be notified about the district's electronic information management system and, as necessary, provided training

on the effective use of the device.

Retention of Electronic Records

Email accounts are not intended for permanent storage of District records. It is each employee's responsibility to save and/or file emails that the employee receives and wishes thereafter to access, or that are District records and required to be retained by law.

"District records" means all records, maps, books, papers, and documents prepared or retained as necessary or convenient to the discharge of official duty and includes any writing containing information related to the conduct of the public's business prepared, owned, used, or retained by the District regardless of physical characteristics and regardless of the location where the records are stored. Emails or other electronic records related to District business shall be: (1) saved to an electronic system other than the District email account, (2) electronically archived, or (3) printed on paper and filed as appropriate.

Student Cumulative Records

Refer to Board Policy and Administrative Regulation 5125 regarding Student Records.

Records Retention Schedule – Common School Records

Title/Description	Classification	Retention
Accounting & Disbursements • **Imprest records including monthly reconciliations, receipts, and other supporting documentation**	**3**	**7 Years**
Budget & Finance • **Adjustments** • **Control Sheets** • **State or Federal Programs**	**3**	**7 Years**
Environmental Health & Safety • **Incident & Injury Prevention Plans (IIPP)**	**3**	**3 Years**
• **Injury and Illness Prevention Records** o **Safety Inspection Reports** o **Regulatory Citations** o **Corrective Action Notices** o **Safety Committee Meeting Minutes** o **Cal/OSHA Form 300** o **Employee Injury/Accident Prevention Reports** o **Workers' Compensation Claim Reports** o **Employee Health and Safety Training Records**	**3**	**5 Years**
Water Flush Logs	**3**	**3 Years**
Emergency Services • **Emergency Drills** o **Emergency Drill and Fire Alarm Test Log** o **Drill Instructions to Staff**	**3**	**3 Years**

○ Emergency Drill Data Worksheet ○ Drill Certificates		
Food Services • Cafeteria Invoices • Certifications	3	4 Years
Payroll Records • Time cards • Substitute Vouchers • Vacation requests • Approved time off	3	7 Years
Personnel Files – Current and Past Employees (Original personnel records in Personnel File.) **Files may include:** • Hiring/Selection records • Performance Evaluations • Disciplinary Action • Leave of Absence Requests • Training records including certificates of completion and time-off sheets • Copies of licenses or professional certifications • Schedules/Work calendars	1	PERM
Procurement – Procurement records are maintained in Business/Fiscal Services. Any procurement records acquired by the school such as vendor quotes or proposals.	3	7 Years
Student Body Funds • Quarterly reports • Ledgers	1	PERM
Student Records (Print and Digital) • Cumulative File/Permanent Pupil Record ○ School report cards ○ Health information card ○ Immunization card ○ Exemption from required immunization ○ Legal document to verify birth date ○ Transcripts from of school districts/states/countries ○ Document restrictions ○ Court documents ○ Disciplinary records ○ Standardized test results ○ Student Study Team (SST) records • 504 Records • Enrollment Record ○ Legal name of pupil ○ Date of birth ○ Method of verification of birth ○ Gender/Sex	1	PERM

○ Place of birth ○ Name and address of enrolling parent/guardian • Academic Record • Special Education Records ○ Individual Education Plans (IEPs) ○ Assessments ○ Meeting documentation ○ Progress Reports • DCFS/Other documents		