BURBANK UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
REGULAR MEETING

Thursday, October 20, 2022

6:30 p.m. - Closed Session
7:00 p.m. - Public Session

Burbank City Hall
275 E. Olive Avenue
Burbank, California

AGENDA

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

1. CALL TO ORDER

1.a NOTICE TO THE PUBLIC

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

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

1. Speakers who wish to provide a Public Comment virtually should sign up at this link: https://forms.gle/BtFB68UiiqhxxGdL6 before 3pm on Wednesday, October 19. Please indicate if your comment pertains to (1) an item on this agenda, or (2) a subject within the jurisdiction of the Board of Education. Closed Session Public Comments must be given in person.

2. The Zoom Webinar will open at 6:30 p.m. Speakers are asked to rename their Zoom profile to indicate their full name to expedite this process. Please note that only those individuals who have signed up to speak prior to 3:00 p.m. on Wednesday, October 19, 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 require Spanish, Armenian, or ASL translation of the meeting, please email kimberleyclark@burbankusd.org prior to 3:00 p.m. the day before the meeting to receive a registration link.

2. REQUESTS TO ADDRESS THE BOARD

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

2.b Staff Responses

2.c Board Members' Responses

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

3.a Conference with Legal Counsel - Existing Litigation Pursuant to Government Code §54956.9 (b)(1) and (b)(3)(A)
Final Settlement Agreement for Special Education Students 960029796 and 960036319

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

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

5. REPORTING ON CLOSED SESSION

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

7. ITEMS FOR FUTURE AGENDAS

8. REPORTS FROM THE BOARD

8.a Student Representatives
Serineh Ter-Petrossyan, BHS; Ever Huerta, JBHS; and Katherine Fagnani, MHS, will report on activities at their respective schools.

9. REQUESTS TO ADDRESS THE BOARD

9.a Public Communications on Agenda Items
An individual or group representative may address the Board of Education on any 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.

9.b Staff Responses

9.c Board Members' Responses

10. REPORTS TO THE BOARD

10.a Report on Facilities and Technology Projects
Andrew Cantwell, Assistant Superintendent, Administrative Services, will report on Facilities and Technology Projects, as listed on the Consent Agenda, as presented.

Facilities and Technology PowerPoint_10202022.pdf

10.b Report on Burbank Unified School District Class of 2022 Senior Non-Graduates
John Paramo, Assistant Superintendent, Educational Services, will report on Burbank Unified School District Class of 2022 Senior Non-Graduates, as presented.

2022 Senior_Non_Graduates.pdf

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

11.a Public Hearing of the District's Initial Proposal for the 2022 - 2023 Amendment to the Current Collective Bargaining Agreement with the California School Employees Association (CSEA), Chapter 674
The Board of Education will hold a public hearing to allow public comment regarding the 2022-2023 Initial Bargaining proposal to the California School Employees Association, Chapter 674, as presented.

Public Hearing - CSEA.pdf

12. NEW AND/OR UNFINISHED BUSINESS

12.a Adoption of Resolution 8 – Proclaiming November as Burbank Unified School District's National Native American Heritage Month

John Paramo, Assistant Superintendent, Educational Services, recommends that the Board of Education adopt Resolution 8 Proclaiming the month of November 2022, as Burbank Unified School District's National Native American Heritage Month, as presented.

Resolution 8_Native_American_Heritage_Month_10_20_22.pdf

12.b Ratification of Agreement for the Director of Special Education Consultant

Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education ratify the Agreement for the Director of Special Education Consultant not to exceed $59,000 (01.0-65000.0-57602-11900-5850-7440000) effective October 10, 2022 through May 26, 2023, as presented.

Ratification Agmt SpedEx 102022.pdf

12.c Acceptance of the California School Employees Association (CSEA), Burbank Chapter 674, Initial Proposal for Bargaining a 2022 - 2023 Amendment to the Current Agreement with the Burbank Unified School District

Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education, accept the CSEA, Burbank Chapter 674, Initial Proposal for Bargaining a 2022 – 2023 Amendment to the Agreement with the Burbank Unified School District, as presented.

CSEA Initial Proposal 22-23.pdf

12.d Approval of the District's 2022 - 2023 Initial Bargaining Proposal with the California School Employees Association (CSEA), Chapter 674

Sarah Niemann, Assistant Superintendent, Human Resources, recommends that the Board of Education approve the District's Initial Proposal for the 2022-2023 Amendment to the current Collective Bargaining Agreement with the California School Employees Association, Chapter 674, as presented.

Approval of Reopeners - CSEA.pdf

12.e Approval of School Attendance Review Board (SARB) Committee Members for 2022-2023

Stacy Cashman, Director, Student Services, recommends that the Board of Education approve the School Attendance Review Board Committee members for the 2022-2023 school year, as presented.

Board Memo - SARB 22-23 Final.pdf

12.f Approval of School-Connected Independent 501c3 Organizations for 2022-2023

John Paramo, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the School- Connected Independent 501c3 Organizations, School Year 2022-2023, pursuant to Administrative Regulation 1230: Community Relations – School-Connected Organizations, effective October 21, 2022 through October 20, 2023, as

presented.

School_Connected_Organizations_10_20_22.pdf

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

13.a Action on Final Settlement Agreement (Special Education)
Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960036319, at no cost to the District (01.0-65000.0-50010-36000-5813-7440000), effective October 3, 2022 through August 30, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960036319 Settlement Agreement.pdf

13.b Action on Final Settlement Agreement (Special Education)
Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960029796, at no cost to the District (01.0-65000.0-50010-36000-5813-7440000), effective October 4, 2022 through December 15, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960029796 Settlement Agreement.docx.pdf

13.c Approval of Minutes
Matt Hill, Superintendent, recommends that the Board of Education approve the minutes of the Regular Board of Education Meeting of September 1, 2022, as presented.

Minutes.09.01.22.pdf

13.d Approval of Minutes
Matt Hill, Superintendent, recommends that the Board of Education approve the minutes of the Regular Board of Education Meeting of September 15, 2022, as presented.

Minutes.09.15.22.pdf

13.e Approval of Minutes
Matt Hill, Superintendent, recommends that the Board of Education approve the minutes of the Regular Board of Education Meeting of October 6, 2022, as presented.

Minutes.10.06.22.pdf

13.f Approval of Personnel Report Number 22-23-07
Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Personnel Report number 22-23-07, covering Certificated and Classified personnel, and consisting of Pages 1 to 22 inclusive, as presented.

Personnel Report.pdf

13.g 2022-2023 Purchase Order Report
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve Purchase Orders for 2022-2023 as listed through September 26, 2022, as presented.

2022-2023 Purchase Order Report.pdf

13.h Approval of Warrants
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve payroll warrants in the total amount of $14,815,144.56 and commercial warrants in the total amount of $4,992,271.21, as presented.

Warrants.pdf

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

Inst Consultant 102022_Redacted.pdf

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

Ratification Inst Consultant 102022_Redacted.pdf

13.k Approval of Agreement for Professional Services (Special Education)
Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and ProCare Therapy, for a referral fee for the hiring of a permanent Special Education Teacher, not to exceed $22,500 (01.0-00000.0-00000-72000-5890-7552000), effective October 24, 2022 through October 30, 2022 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services ProCare Therapy.pdf

13.l Approval of Agreement for Professional Services (Special Education)
Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Dr. Karen Epport, to provide a Psychoeducational Independent Educational Evaluation (IEE) and Speech and Language Independent Educational Evaluation (IEE) and attend an IEP for Special Education Student 960031061, not to exceed $10,000 (01.0-65000.0-57602-11900-5850-7440000), effective October 21, 2022 through May 25, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960031061 Karen Epport.pdf

13.m Amended Agreement for Professional Services (Special Education)
Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education amend an agreement between the Burbank Unified School District and Therapy In Action, Inc., to provide an Occupational Therapy IEE and attend an IEP meeting for Special Education Student 960029506, not to exceed $1,450 (01.0-65000.0-57602-11900-5850-7440000), effective July 22, 2022 through May 25, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was July 21, 2022 effective July 22, 2022 through May 25, 2023, not to exceed $1,050. This amendment adds $400 increasing the total not to exceed $1,450.

SPED Student 960029506 Therapy In Action_Amended.pdf

13.n Ratification of Agreement for Professional Services (Special Education)
Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Professional Tutors of America for Special Education Student 960036319, no fiscal impact to District, through a ADR grant not to exceed $2,025 (01.0-65360.0-57602-11900-5850-7440000), effective October 3, 2022 through August 30, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960036319 Professional Tutors of America_Ratified.pdf

13.o Ratification of Agreement for Professional Services (Special Education)
Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Professional Tutors of America for Special Education Student 960029796, no fiscal impact to District, through a ADR grant not to exceed $6,075 (01.0-65360.0-57602-11900-5850-7440000), effective October 4, 2022 through December 15, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960029796 Professional Tutors of America_Ratified.pdf

13.p Ratification of Agreement for Professional Services (Special Education)
Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Gary D Stromberg & Associates, LLC, to provide a Certified Occupational Therapist Assistant (COTA), not to exceed $78,520 (01.0-65000.0-57602-11901-5850-7440000), effective September 26, 2022 through May 25, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Gary Stromberg & Assoc_Christian Virtucio COTA.pdf

13.q Ratification of Agreement for Professional Services (Special Education)
Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Behavior

Learning Center, Inc., to provide behavior specialists, not to exceed $11,868 (01.0-65000.0-57602-11900-5850-7440000), effective September 1, 2022 through May 25, 20223 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Behavior Learning Center.pdf

13.r Ratification of Agreement for Professional Services (Special Education)
Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and The Stepping Stones Group LLC, to provide a credentialed special education teacher, not to exceed $76,160 (01.0-65000.0-57601-11804-5810-7440000), effective October 17, 2022 through May 25, 20223 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services The Stepping Stones Grup_Credentialed Teacher.pdf

13.s Ratification of Reimbursement to Parent for Transportation (Special Education)
Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education, ratify mileage reimbursement to the parents of Special Education Student 960032505 to transport student from home to the Non Public School (NPS), per IEP, not to exceed $8,865 (01.0-65000.0-50010-36000-5813-7440000), effective August 23, 2022 through June 7, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960032505 Parent Reimbursement.docx.pdf

13.t Ratification of Agreement for Professional Services (Special Education)
Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Gary D Stromberg & Associates, LLC, to provide a Speech and Language Pathologist Assistant (SLPA), not to exceed $68,120 (01.0-65000.0-57602-11901-5850-7440000), effective October 24, 2022 through May 25, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Gary Stromberg & Assoc_Belinda Gomez SLPA.pdf

13.u Ratification of Award of Contract, David M. Bertino Mfg Inc., Furnish and Install Cabinets and Countertops for Two (2) Learning Walls in Classrooms 15 and 16, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education ratify an award of contract between Burbank Unified School District and David M. Bertino Mfg Inc., to Furnish and Install Cabinets and Countertops for Two (2) Learning Walls in Classroom 15 and 16 for the Two-Story Modular Building Project at Walt Disney Elementary School, effective September 7, 2022 through September 6, 2023, not to exceed $22,797 (213-00000.0-91008-85000-6250-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Ratif.AOC_David M. Bertino MFG_Disney_Bond.pdf

13.v Ratification of Award of Contract, Intercom Clock & Signal Service (ICS), District-Wide Cellular Monitoring Services, Various Sites (General Fund)
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education ratify an award of contract between Burbank Unified School District and Intercom Clock & Signal Service (ICS) for cellular service monitoring for the District-Wide fire alarm phone system, effective July 1, 2022 through June 30, 2023, not to exceed $1,795 (01.0-00100.0-00000-83000-5850-752-1000) General Fund, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

Ratif_ICS_Various Sites_General.pdf

13.w Acceptance of Notice of Completion, Triangle Enterprises Inc., Demolition & Hazmat Abatement, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Demolition & Hazmat Abatement for the Two-Story Modular Building Project at Walt Disney Elementary School, PO #22000653, not to exceed $97,300 (21.3-00000-0-91008-85000-6230-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

NOC_Triangle_Disney_Bond.pdf

13.x Approval of Additive Change No. 1, Izurieta Fence Company Inc., Furnish and Install Galvanized Chain Link Fence and Swing Gate, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve additive change order No. 1 to the agreement between Burbank Unified School District and Izurieta Fence Company Inc., to Furnish and Install a Galvanized Chain Link Gate and Swing Gate for the Two-Story Modular Building Project at Walt Disney Elementary School, not to exceed $166,977.45 (21.3-00000.0-91008-85000-6170-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: The increased amount of $3,866.36 bringing the total not to exceed amount to $166,977.45, is to add one 12’ wide x 8’ high galvanized chain link double swing gate with 3’ wide side panel to provide street access to the field. This was not included in the initial scope.

CO1_Izurieta Fence_Disney_Bond.pdf

13.y Acceptance of Notice of Completion, Tech-Wall, Supply and Install Tackable Fabric Wrapped Panels and Whiteboards in All Classrooms, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Supply and Install Tackable Fabric Wrapped Panels and Whiteboard for the Classrooms for the Two-Story Modular Building Project at Walt Disney Elementary School, PO #23000463, not to exceed $39,780 (213-00000.0-91008-85000-6250-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

NOC_Tech Wall_Disney_Bond.pdf

13.z Approval of Additive Change No.4, MPI Miller Plumbing Inc., Underground (UG) Site Utilities & Plumbing, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve additive change order No.4 to the agreement between Burbank Unified School District and MPI Miller Plumbing Inc. for the UG Site Utilities & Plumbing for the Two-Story Modular Building Project at Walt Disney Elementary School, not to exceed $247,640.92 (21.3-00000-0-91008-85000-6230-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: The increased amount of $1,411, bringing the not to exceed amount to $247,640.92, is to add the reinstallation of the stormdrain piping that was installed at the beginning of the project but was removed due to being hit by the grading machine during construction of the firelane.

CO4_MPI Miller Plumbing_Disney_Bond.pdf

13.aa Approval of Additive Change No.7, H&S Electric Inc., Electrical & Low Voltage, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve additive change order No.7 to the agreement between Burbank Unified School District and H&S Electric Inc. for Electrical & Low Voltage for the Two-Story Modular Building Project at Walt Disney Elementary School, not to exceed $314,227.19 (21.3-00000-0-91008-85000-6230-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: The increased amount of $3,023 brings the not to exceed amount to $314,227.19 for the relocation of electrical panel G from the interior of the elevator machine room to the outside of the east wall of the room to meet the requirements of the state elevator inspector. This change order corresponds with #11 per vendor.

CO7_H&S Electric_Disney_Bond.pdf

13.ab Approval of Additive Change No.1, Flewelling & Moody Inc., Architectural Design Services, Aquatics Center Modernization at Burbank High School (Capital Outlay)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve additive change order No.1 between Burbank Unified School District and Flewelling & Moody Inc., for Architectural Design Services for the Aquatics Center Modernization at Burbank High School, not to exceed $200,928.29 (40.0-90329.0-00000-85000-6205-431-0000) Capital Outlay, and that the authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: The increased amount of $6,678.29 brings the not to exceed amount to $200,928.29 for the closeout of the 2002 Bond Project that is needed to complete in order to move forward with DSA approvals.

CO1_Flewelling_Pool Architect_BHS_Capital.pdf

14. REQUESTS TO ADDRESS THE BOARD

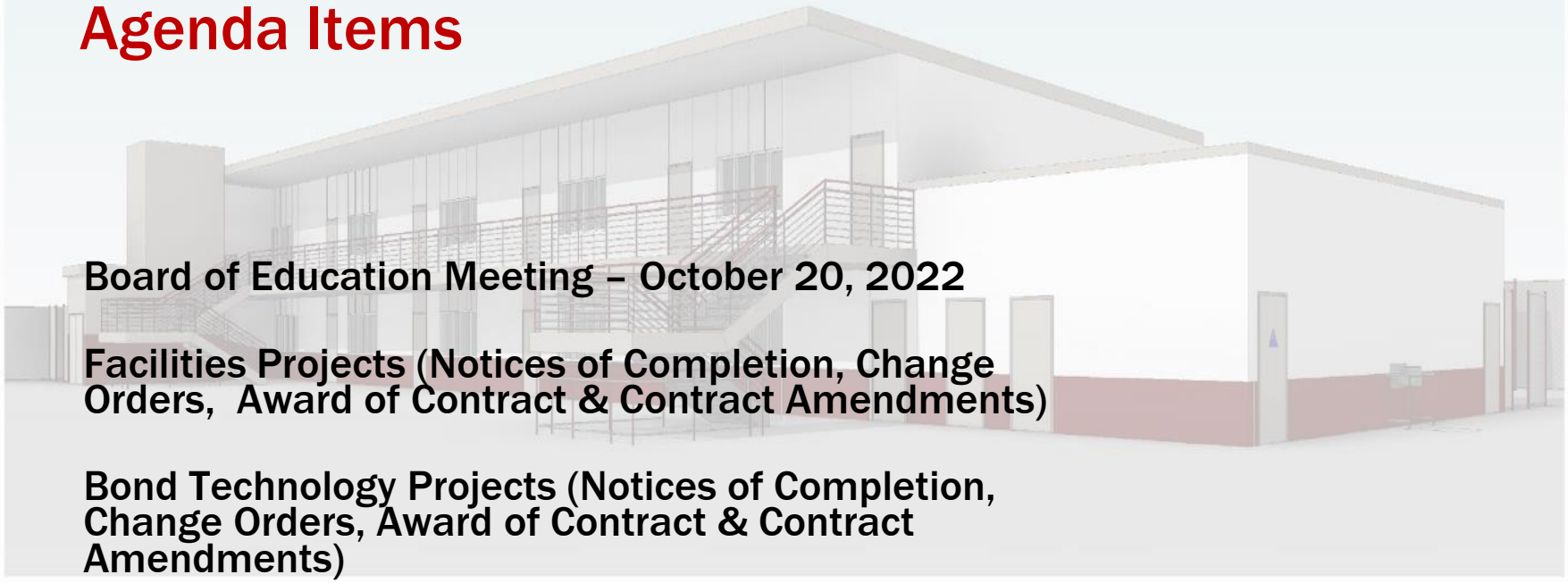
14.a Public Communications on a Subject Within the Jurisdiction of the School Board
An individual or group representative may address the Board of Education on any subject within its jurisdiction by completing a blue request card. Speakers are requested to state their name prior to speaking to the Board. Not more than 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.

14.b Superintendent's Comments and Responses
Matt Hill, Superintendent, will respond to public comment and will comment on items of interest to the Board of Education and community.

14.c Board Members' Comments and Responses
Board Members will respond to public comment and will comment on items of interest to the community.

15. ADJOURNMENT

Facilities/Technology
Board of Education
Agenda Items



Board of Education Meeting – October 20, 2022

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

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

NEW CLASSROOM BUILDING
WALT DISNEY ELEMENTARY SCHOOL

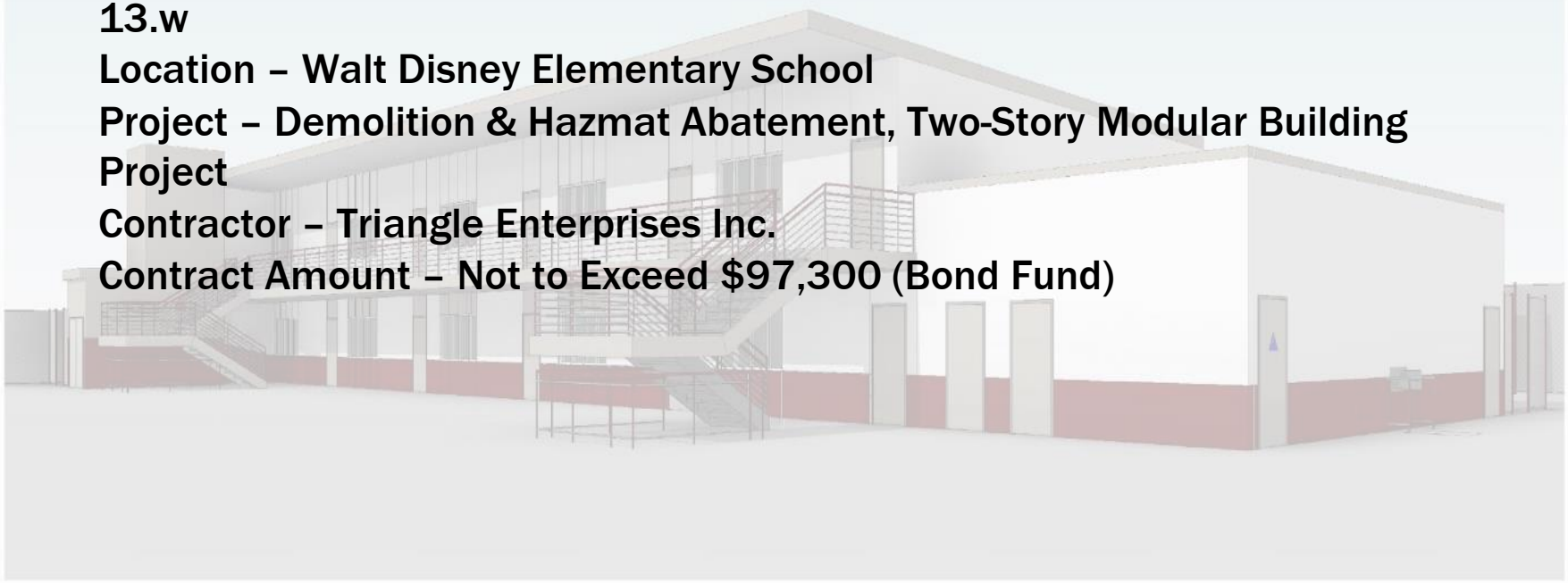
Ratification of Award of Contract- Facilities

13.u
Location – Walt Disney Elementary School
Project – Furnish and Install Cabinets and Countertops for Two (2) Learning Walls in Classroom 15 and 16, Two-Story Modular Building Project
Contractor – David M. Bertino Mfg Inc.
Contract Amount – Not to Exceed $22,797 (Bond Fund)



Notice of Completion- Facilities

13.w
Location – Walt Disney Elementary School
Project – Demolition & Hazmat Abatement, Two-Story Modular Building Project
Contractor – Triangle Enterprises Inc.
Contract Amount – Not to Exceed $97,300 (Bond Fund)

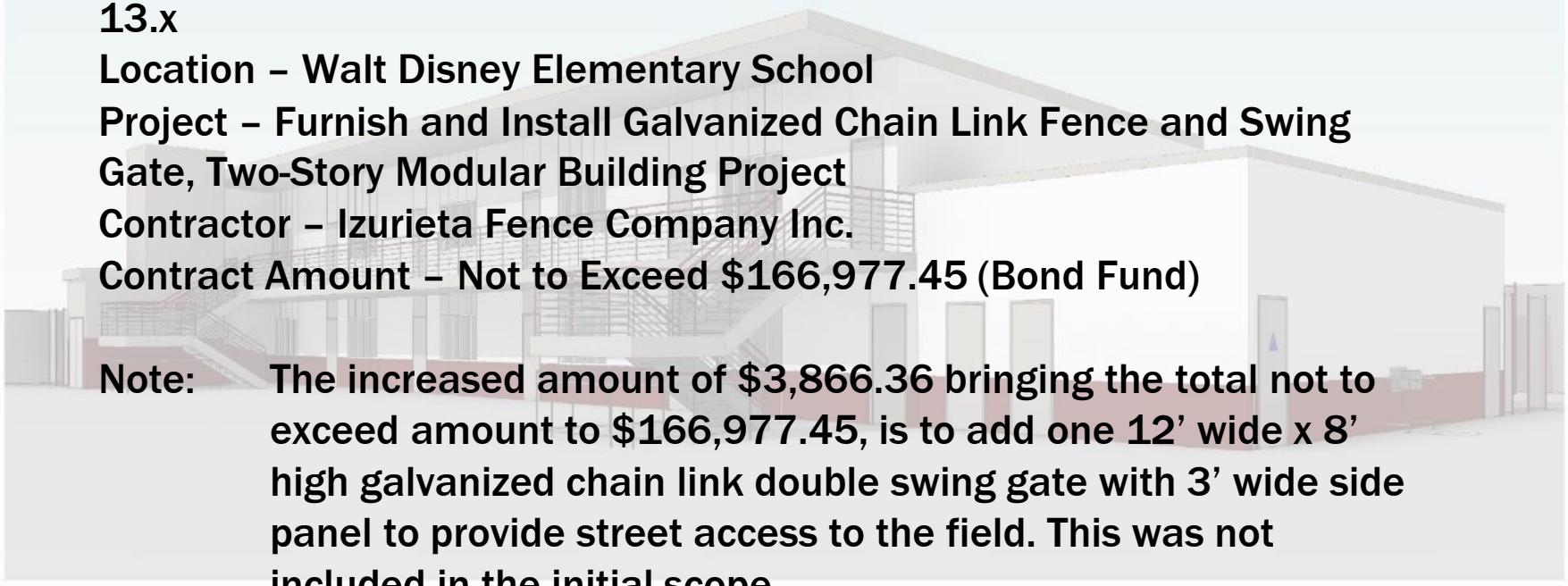


NEW CLASSROOM BUILDING
WALT DISNEY ELEMENTARY SCHOOL

Approval of Additive Change No.1- Facilities

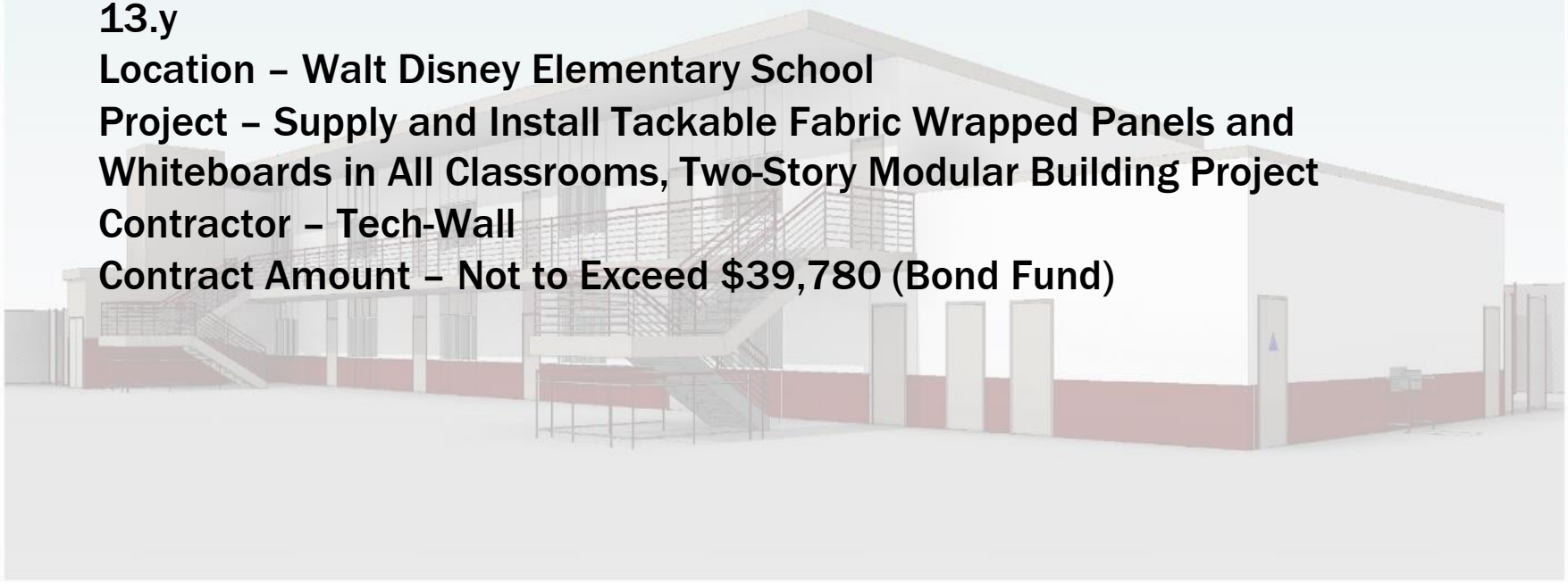
13.x
Location – Walt Disney Elementary School
Project – Furnish and Install Galvanized Chain Link Fence and Swing Gate, Two-Story Modular Building Project
Contractor – Izurieta Fence Company Inc.
Contract Amount – Not to Exceed $166,977.45 (Bond Fund)

Note: The increased amount of $3,866.36 bringing the total not to exceed amount to $166,977.45, is to add one 12’ wide x 8’ high galvanized chain link double swing gate with 3’ wide side panel to provide street access to the field. This was not included in the initial scope.



Notice of Completion- Facilities

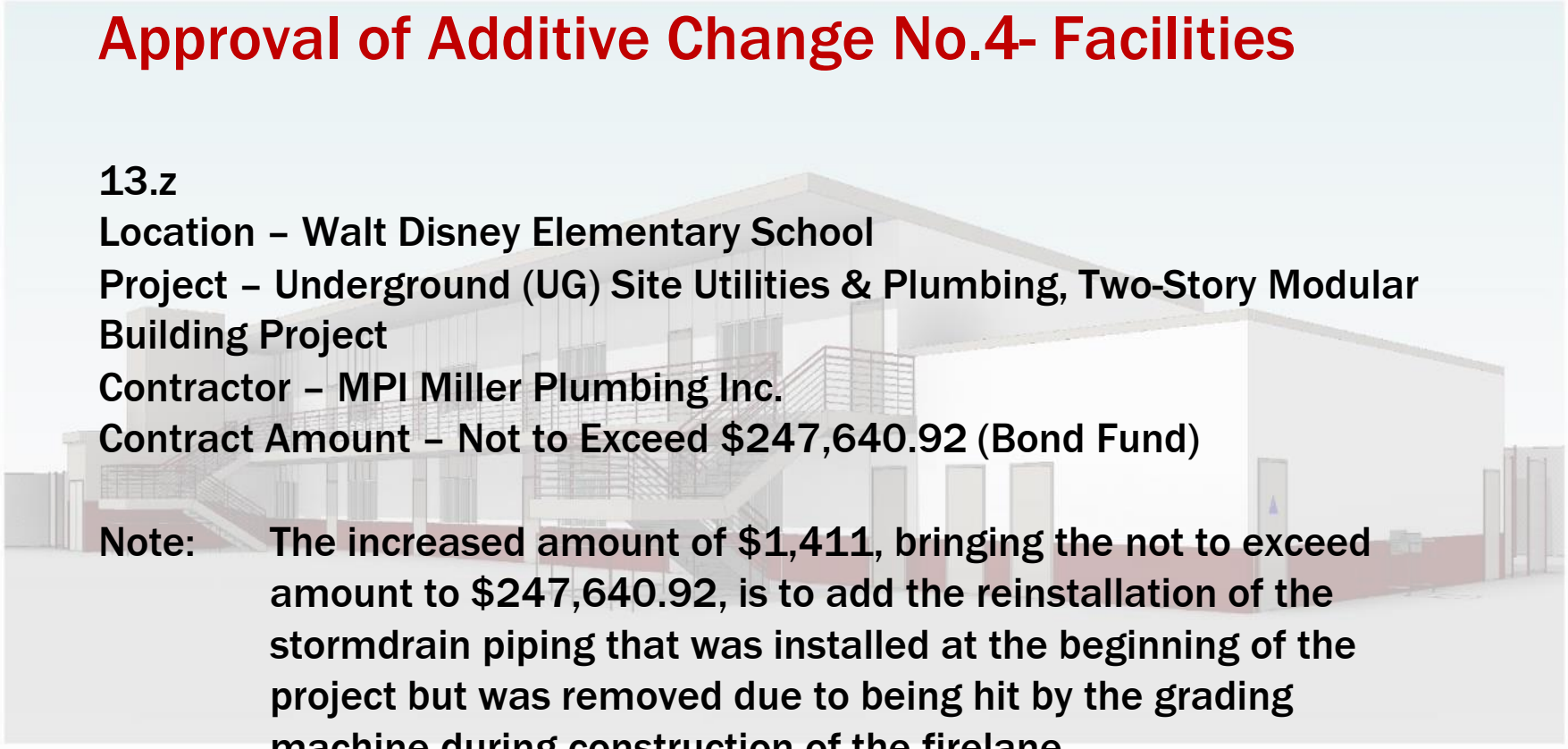
13.y
Location – Walt Disney Elementary School
Project – Supply and Install Tackable Fabric Wrapped Panels and Whiteboards in All Classrooms, Two-Story Modular Building Project
Contractor – Tech-Wall
Contract Amount – Not to Exceed $39,780 (Bond Fund)



Approval of Additive Change No.4- Facilities

13.z
Location – Walt Disney Elementary School
Project – Underground (UG) Site Utilities & Plumbing, Two-Story Modular Building Project
Contractor – MPI Miller Plumbing Inc.
Contract Amount – Not to Exceed $247,640.92 (Bond Fund)

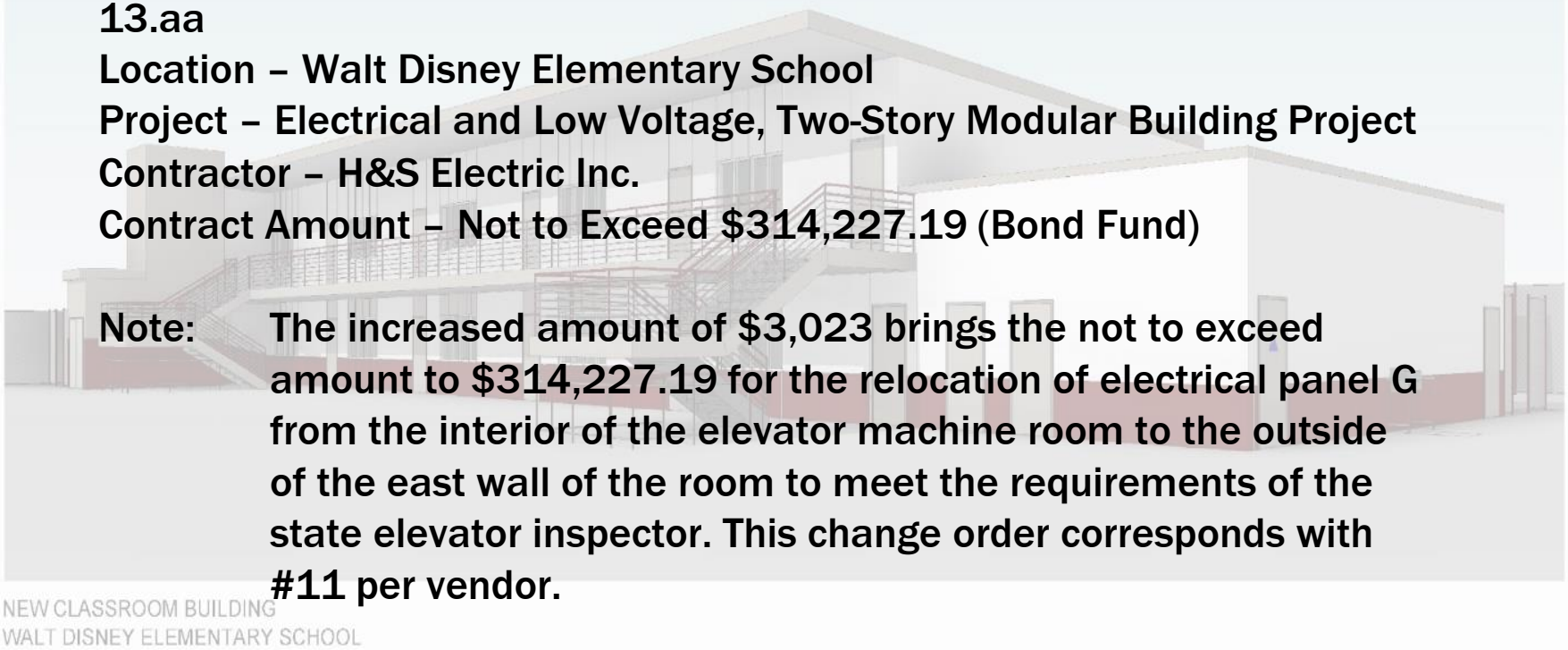
Note: The increased amount of $1,411, bringing the not to exceed amount to $247,640.92, is to add the reinstallation of the stormdrain piping that was installed at the beginning of the project but was removed due to being hit by the grading machine during construction of the firelane.



Approval of Additive Change No.7- Facilities

13.aa
Location – Walt Disney Elementary School
Project – Electrical and Low Voltage, Two-Story Modular Building Project
Contractor – H&S Electric Inc.
Contract Amount – Not to Exceed $314,227.19 (Bond Fund)

Note: The increased amount of $3,023 brings the not to exceed amount to $314,227.19 for the relocation of electrical panel G from the interior of the elevator machine room to the outside of the east wall of the room to meet the requirements of the state elevator inspector. This change order corresponds with #11 per vendor.



Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: John M. Paramo, Assistant Superintendent Educational Services

PREPARED BY: John M. Paramo, Assistant Superintendent Educational Services

SUBMITTED BY: Laura Erisman, Administrative Secretary

DATE: October 20, 2022

SUBJECT: Report on Burbank Unified School District Class of 2022 Senior Non-Graduates

---

Background:

There were 1273 total seniors in the Burbank Unified School District at the time of high school graduation in 2021-2022. The total number of May graduates is as follows:

School	TOTAL Seniors	Diplomas	Cert of Att	5th year	Non Grads
BHS	532	513	7	5	6
JBHS	538	528	4	1	5
MHS	88	84	0	23	4
ILA	115	113	0	0	2

Based on the data above, the following table shows the demographics of the students who were non-grads in May at the time of graduation:

School	# of Non Grads	GATE	504	ELD	SPED	GE
BHS	6				1	5
JBHS	5		1		1	3
MHS	4			2		2
ILA	2					2

District-Wide Goals for 2022-2023:

1. Students will be career/college ready via high-quality instruction.

Discussion and Issues:

Most non-grads attend the Burbank Unified School District Senior Non-Grad class during the summer following senior year. However, for students with more than 10 credits of deficiency, the Burbank Adult School is more appropriate. There are a few seniors who are eligible for a fifth year of high school

Recommendation:

John Paramo, Assistant Superintendent, Educational Services, will report on Burbank Unified School District Class of 2022 Senior Non-Graduates, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
Office of Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Sarah Niemann, Assistant Superintendent, Human Resources
PREPARED BY:	Cindy Quiterio, Executive Assistant, Human Resources
SUBMITTED BY:	Cindy Quiterio, Executive Assistant, Human Resources
DATE:	October 20, 2022
SUBJECT:	Public Hearing of the District's Initial Proposal for the 2022 - 2023 Amendment to the Current Collective Bargaining Agreement with the California School Employees Association (CSEA), Chapter 674

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

Discussion/Issues:
In accordance with the collective bargaining agreement with CSEA, an Amendment to the Current Collective Bargaining Unit Agreement for 2022 - 2023 will be negotiated. The District's initial proposal is presented for public review and comment as outlined in the attached Exhibit.

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

Recommendation:
The Board of Education will hold a public hearing to allow public comment regarding the 2022-2023 Initial Bargaining proposal to the California School Employees Association, Chapter 674, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

TO: Laura Bauman, CSEA President, Chapter 674
Ciera Chilton, Labor Relations Representative

FROM: Sarah Niemann, Ed.D.
Assistant Superintendent, Human Resources

DATE: October 11, 2022

RE: Initial Proposal, 2022-2023 Amendment to the Agreement

Pursuant to Article 28 of the Collective Bargaining Agreement between the Burbank Unified School District and the California School Employees Association, Chapter 674, the District proposes to begin negotiations relative to a 2022-2023 Amendment to the current Agreement.

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

Article 8: Compensation
The District wishes to explore compensation.

Article 9: Health and Welfare Benefits
The District will explore benefits as part of the total compensation offered to employees.

Article 13: Leaves
The District wishes to explore article 13.4.1 to establish parameters for use of this leave.

Article 21: Reclassification
Review the current reclassification language and clean up the language regarding the process.

The District's proposal will be presented for public review and comment and the public will be invited to comment at the Public Hearing to be held at the regularly scheduled Board meeting on October 20, 2022. The District will sunshine the initial proposal at the same Board Meeting.

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

Cc: Charlene Tabet, Board President
Matt Hill, Superintendent

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	John Paramo, Assistant Superintendent, Educational Services
PREPARED BY:	John Paramo, Assistant Superintendent, Educational Services
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	October 20, 2022
SUBJECT:	Adoption of Resolution 8 – Proclaiming November as Burbank Unified School District's National Native American Heritage Month

---

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 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:

John Paramo, Assistant Superintendent, Educational Services, recommends that the Board of Education adopt Resolution 8 Proclaiming the month of November 2022, as Burbank Unified School District's National Native American Heritage Month, as presented.

RESOLUTION 8 PROCLAIMING NOVEMBER 2022

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

WHEREAS, from November 1, 2022, through November 30, 2022, 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 2010, there were more than 5,000,000 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 2022 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 20th day of October 2022, at a meeting of the Burbank Unified School District Board of Education, Los Angeles County, California.

Ayes:
Noes:
Abstain:
Absent:

_____
Clerk, Board of Education

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Sharon Cuseo, Director, Assistant Superintendent, Instructional Services
PREPARED BY:	Sharon Cuseo, Director, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Terri Ramirez-Adams, Administrative Secretary II
DATE:	October 20, 2022
SUBJECT:	Ratification of Agreement for the Director of Special Education Consultant

---

Background:

Based on the current vacancy, the district is contracting with a consultant to serve temporarily as the Director of Special Education.

District-Wide Goals for 2022-2023:

3 Recruit and retain highly qualified employees

Discussion and Issues:

Through a mutual agreement, the Consultants shall perform duties associated with the position of Director of Special Education, to include, but not limited to performing daily operational responsibilities. Provide direction and guidance to staff as related to Special Education operations. Interact with parents to provide information and resolve issues. As well as provide feedback and status information to department heads and the Superintendent, as requested.

Fiscal Impact:

Not to exceed $59,000.

Recommendation:

Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education ratify the Agreement for the Director of Special Education Consultant not to exceed $59,000 (01.0-65000.0-57602-11900-5850-7440000) effective October 10, 2022 through May 26, 2023, as presented.

ADMINISTRATIVE CONSULTATION SERVICES

This document is an agreement between SpedEx Consulting, LLC (hereinafter referred to as the "Consultants") and the Burbank Unified School District (hereinafter referred to as "BUSD").

GENERAL INFORMATION

Statement of Work:

Consultants shall provide administrative consultation services for the district Department of Special Education, during the 2022-23 school year, as requested.

Scope of Work:

Through mutual agreement, the Consultants shall perform duties associated with the position of Director of Special Education, to include, but not be limited to: a) perform daily operational responsibilities; b) provide direction and guidance to staff as related to Special Education operations; c) interact with parents to provide information and resolve issues, and; d) provide feedback and status information to department heads and the Superintendent, as requested.

All direct interactions shall be carried out with full adherence to established Covid-19 safety protocols and standards. Consultants will not provide direct services or independently interact with students.

The Consultants shall provide qualified, experienced, and competent staff for all contract related services.

SCHEDULE

The Consultants will collaborate with BUSD staff regarding the scheduling of the on-site consultation services.

IMDEMNIFICATION

Each party agrees to indemnify, hold harmless, defend, and protect the other party from and against all related lawsuits and costs of every kind pertaining to BUSD and the Consultants businesses including reasonable legal fees due to any act or failure to act by BUSD based upon the recommendations provided by the Consultants.

CHANGES TO STATEMENT OF WORK

Any changes or additions to this statement of work shall be authorized by the BUSD, along with approval and the memorialization of terms through signed written documentation between the BUSD and the Consultants.

CONFIDENTIALITY AND NONDISCLOSURE

It is agreed that the Consultants shall not discuss any information regarding any student or students' family other than with the appropriate BUSD staff.

INSURANCE

The Consultants shall be fully insured and carry General and Professional Liability Insurance of $1,000,000 for each category. Documentation of this provision can be provided upon request.

COMPENSATION FOR SERVICES

Consultation Rate……...…….….$1,000/day
Mileage (to/from District Office)…….58.5¢/mile

Invoices will be submitted monthly for services provided.
Fees are payable within 30 days upon the receipt of each invoice.

Each of the Parties has executed this Consulting Agreement, both Parties by its duly authorized individual as of the day and year set forth below.

SpedEx Consulting, LLC

_____ _____
Consultant Date

Burbank Unified School District

_____ _____
Authorized District Representative Date

BURBANK UNIFIED SCHOOL DISTRICT
Office of Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Sarah Niemann, Assistant Superintendent, Human Resources
PREPARED BY:	Cindy Quiterio, Executive Assistant, Human Resources
SUBMITTED BY:	Cindy Quiterio, Executive Assistant, Human Resources
DATE:	October 20, 2022
SUBJECT:	Acceptance of the California School Employees Association (CSEA), Burbank Chapter 674, Initial Proposal for Bargaining a 2022- 2023 Amendment to the Current Agreement with the Burbank Unified School District

---

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

Discussion/Issues:
The District received a letter from CSEA, Chapter 674 requesting that the Re-Opener Negotiations proposal for a 2022-2023 Amendment to the Current Agreement, be presented to the Board of Education, requesting to open Article 8, Compensation, Article 9, Health and Welfare Benefits and Article 15, Layoff Procedures. Details of the Re-Opener requests are in the attached Exhibit.

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

Recommendation:
Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education, accept the CSEA, Burbank Chapter 674, Initial Proposal for Bargaining a 2022 – 2023 Amendment to the Agreement with the Burbank Unified School District, as presented.

The California School Employees Association and its Burbank Chapter #674 to the Burbank Unified School District for Reopener Negotiations, 2022-2023

September 28, 2022

The mission of the California School Employees Association and its Burbank Chapter #674 (CSEA) is "to improve the lives of our members students, and communities." In the pursuit of this mission, we seek to negotiate the following articles during the 2022-202 reopener negotiations. Please consider this CSEA's initial proposals in accordance with Government Code 3547.

Article 8: Compensation

Classified jobs at the District should be good jobs that support the local community. CSEA intends to enhance wages for bargaining unit members and to attract and retain classified employees who contribute to the critical work of supporting our students and our schools.

Article 9: Health and Welfare

CSEA intends to review potential, mutually beneficial cost-saving options. CSEA also has an interest in reviewing language around retirement benefits.

Article 15: Layoff Procedures

CSEA intends to negotiate in light of changes to layoff procedures triggered by the passage of Assembly Bill 438.

CSEA retains the right to open a fourth article in reopener negotiations.

BURBANK UNIFIED SCHOOL DISTRICT
Office of Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Sarah Niemann, Assistant Superintendent, Human Resources
PREPARED BY:	Cindy Quiterio, Executive Assistant, Human Resources
SUBMITTED BY:	Cindy Quiterio, Executive Assistant, Human Resources
DATE:	October 20, 2022
SUBJECT:	Approval of the District's 2022 - 2023 Initial Bargaining Proposal with the California School Employees Association (CSEA), Chapter 674

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

Discussion/Issues:
In accordance with the collective bargaining agreement with CSEA, an Amendment to the Current Collective Bargaining Agreement for 2022 - 2023 will be negotiated. The District's initial proposal is presented for public review and comment as outlined in the attached Exhibit.

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

Recommendation:
Sarah Niemann, Assistant Superintendent, Human Resources, recommends that the Board of Education approve the District's Initial Proposal for the 2022-2023 Amendment to the current Collective Bargaining Agreement with the California School Employees Association, Chapter 674, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

TO: Laura Bauman, CSEA President, Chapter 674
Ciera Chilton, Labor Relations Representative

FROM: Sarah Niemann, Ed.D.
Assistant Superintendent, Human Resources

DATE: October 11, 2022

RE: Initial Proposal, 2022-2023 Amendment to the Agreement

Pursuant to Article 28 of the Collective Bargaining Agreement between the Burbank Unified School District and the California School Employees Association, Chapter 674, the District proposes to begin negotiations relative to a 2022-2023 Amendment to the current Agreement.

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

Article 8: Compensation
The District wishes to explore compensation.

Article 9: Health and Welfare Benefits
The District will explore benefits as part of the total compensation offered to employees.

Article 13: Leaves
The District wishes to explore article 13.4.1 to establish parameters for use of this leave.

Article 21: Reclassification
Review the current reclassification language and clean up the language regarding the process.

The District's proposal will be presented for public review and comment and the public will be invited to comment at the Public Hearing to be held at the regularly scheduled Board meeting on October 20, 2022. The District will sunshine the initial proposal at the same Board Meeting.

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

Cc: Charlene Tabet, Board President
Matt Hill, Superintendent

Burbank Unified School District
Department of Student Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Stacy Cashman, Director, Student Services
PREPARED BY:	Stacy Cashman, Director, Student Services
SUBMITTED BY:	Lauren Dieter, Administrative Secretary
DATE:	October 20, 2022
SUBJECT:	Approval of School Attendance Review Board (SARB) Committee Members for 2022-2023

Background:

The School Attendance Review Board (SARB) is required by the State of California to meet in every school district to address serious student attendance concerns. The Burbank SARB has been recognized by the Los Angeles County Office of Education as an efficient and effective model for resolving attendance issues by connecting families and students with local and county resources.

Discussion Issues:

In accordance with Education Code 48321, the SARB Committee is composed of representatives from various youth-serving agencies to provide support for students and their families with truancy and other barriers to education. Sites first spend months and sometimes years using interventions, working with students and families to help address attendance concerns. Only extreme cases of truancy are referred to the SARB Board. The members presented will comprise the SARB Committee for the 2022-2023 school year.

Fiscal Impact:

SARB supports all efforts to reduce chronic truancy and attendance problems.

Recommendation:

Stacy Cashman, Director, Student Services, recommends that the Board of Education approve the School Attendance Review Board Committee members for the 2022-2023 school year, as presented.

School
Attendance
Review
Board #3
Los Angeles County

SCHOOL ATTENDANCE REVIEW BOARD # 3
Burbank Unified School District
Burbank Police Department
L.A. County Probation Department
L.A. County Department of Children & Family Services
1900 West Olive Ave., Burbank CA 91506-2460 (818)729-4467– Fax (818)729-4576

2022-2023 SCHOOL YEAR
SARB #3 MEETINGS

SARB meetings will be held from 1:00 p.m. to 4:00 p.m. at the Burbank Unified School District Board Room located at 1900 W. Olive Ave. Burbank, CA. 91506 (3rd floor).

September 13, 2022	**November 08, 2022**	**December 13, 2022**
January 10, 2023	**February 07, 2023**	**March 07, 2023**
April 11, 2023	**May 09, 2023**	**June 13, 2023**

CHAIRPERSON
April Weaver

CO-CHAIRPERSON
Hector Garcia

MEMBERS

Stacy Cashman
Director of Student Services
Burbank Unified School District
StacyCashman@burbankusd.org

Sgt. Marsha Laufer, Juvenile Bureau
Burbank Police Department
200 N Third St. Burbank, CA 91502
MLaufer@burbankca.gov

Ivan Zamudio, Student Services & Attendance Specialist
Burbank Unified School District
IvanZamudio@burbankusd.org

Hector Garcia, Student Services & Attendance Specialist
Burbank Unified School District
hectorgarcia@burbankusd.org

Melinda Drechsler, Student Services & Attendance Specialist
Burbank Unified School District
melindadrechsler@burbankusd.org

Lenora Aguilera, RN
Burbank Unified School District
lenoraaguilera@burbankusd.org

SRO Kiyomi Roberts, Juvenile Bureau
Burbank Police Department
200 N Third St. Burbank, CA 91502
KRoberts@burbankca.gov

Elementary Principals - (for specific SARB referred student)

Scott Haberman Deputy Probation Officer
Probation Department
300 E. Walnut Suite 200 Pasadena, CA. 91101
Scott.Haberman@probation.lacounty.gov

Hripsime A. Bagdasaryan, DA Representative
Los Angeles County District Attorney's Office
1601 Eastlake Ave. Room M
Los Angeles, CA 90033
hbagdasaryan@da.lacounty.gov

Jerry Hansen, Ph.D.
101 S. First St. Suite #402
Burbank, CA 91502
Danhan4190@earthlink.net

Sonya Vardanyan, SCSW
Department of Children and Family Services
532 E. Colorado Blvd.
Pasadena, CA 91101
VARDAS@dcfs.lacounty.gov

April Weaver, Principal, Monterey High School
Burbank Unified School District
aprilweaver@burbankusd.org

School Psychologist - (rotating)

School Counselor - (for the specific SARB referred student)

ATTENDANCE PROCESS

POSITIVE ATTENDANCE – Tier 1

School/Teacher Promotes Positive Attendance, Messaging and Reinforcement

https://www.attendanceworks.org

TEACHER CONTACT

Parent –Teacher Contact if Pattern of Attendance Problems

SITE LETTER

Attendance Staff, on behalf of administration, sends Letter of Concern (1st Truancy Notification or 1st Illness Letter) (EC 48260)

SITE COMMUNICATION & DOCUMENTATION

Intervention Specialist – Monitor attendance, call parents regarding attendance or tardies, check in with student, set up meetings with parents regarding attendance and tardies. Work with parents to remove barriers to attendance whether it involves executive functioning skills, health, mental health, school refusal, drug addiction, avoidance or other reasons

School site schedules SART (Student Attendance Review Team), SST (Student Study Team if also an academic issue), or an IEP (Individual Education Plan/Special Education) meeting with parent and student to gather information, discuss habitual truant or chronic absentees. Invite

NO IMPROVEMENT

IMPROVEMENT

INTERVENTIONS PROVIDED

Monitor Improvement, PBIS Check Ins/Positive Reinforcement, Weekly Meetings & Referrals to Community Resources (Counseling, Parent Ed., etc.)

Recognition of Attendance Improvement

STUDENT SERVICES REFERRAL

Referral to Student Services & Attendance Specialist *Form #2 (additional forms for SPED Form #3) Student Services attendance conference at District Office (EC 48263). Review prior interventions, placement & community resources

SARB Meeting (may include referral to District Attorney Truancy Mediation, although currently the DA is not taking referrals) (EC 48263.5)

Revised 2/1/19

ANNUAL SCHOOL ATTENDANCE REVIEW BOARD (SARB) REPORT 2021-22

District(s) Name: Burbank Unified School District **SARB #:** 3

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

	ENROLLMENT	NUMBER OF CHRONIC ABSENTEES	PERCENTAGE OF CHRONIC ABSENTEES	NUMBER OF CASES REFERRED TO PRE-SARB INTERVENTION	NUMBER OF CASES REFERRED TO SARB					OUTCOMES OF SARB					
GRADE LEVEL	DISTRICT ENROLLMENT	DISTRICT ENROLLMENT	DISTRICT ENROLLMENT	NUMBER OF SARTs/SSTs	MALE	FEMALE	HABITUAL TRUANT	* CHRONIC ABSENTEE	BEHAVIOR	AGENCY REFERRALS	ALTERNATIVE EDUCATION PLACEMENT	STUDENTS WHO MOVED OR DISENROLLED	** IMPROVED ATTENDANCE AFTER SARB	REFERRALS TO TRUANCY MEDIATION	NUMBER OF COURT REFERRALS
K	972	247	25.4%	96	0	0	0	0	0	0	0	0	0	0	0
1	934	177	19.0%	44	0	1	0	1	0	1	0	0	1	0	0
2	996	176	17.7%	58	0	1	1	0	0	1	0	1	0	0	0
3	1010	182	18.0%	66	1	1	2	0	0	2	0	0	1	0	0
4	981	188	19.2%	80	1	1	1	1	0	2	0	0	2	0	0
5	1118	192	17.2%	81	1	1	2	0	0	2	0	0	2	0	0
6	1024	196	19.1%	12	0	0	0	0	0	0	0	0	0	0	0
7	1139	219	19.2%	15	0	1	0	1	0	1	0	0	0	0	0
8	1189	227	19.1%	6	0	0	0	0	0	0	0	0	0	0	0
SUBTOTAL	9,363	1,804	19.3%	458	3	6	6	3	0	9	0	1	6	0	0
9	1363	317	23.3%	19	7	3	0	10	0	10	5	0	5	1	0
10	1330	316	23.8%	18	3	4	1	6	0	7	3	1	3	0	0
11	1214	283	23.3%	30	3	4	0	7	0	7	2	0	1	0	0
12	1246	271	21.7%	6	1	2	0	3	0	3	1	1	0	0	0
SUBTOTAL	5,153	1,187	23.0%	73	14	13	1	26	0	27	11	2	9	1	0
Cont. Ed.	151	82	54.3%	25	2	2	0	4	0	4	2	1	1	0	0
GRAND TOTAL	**14,667**	**3,073**	21.0%	**556**	**19**	**21**	**7**	**33**	**0**	**40**	**13**	**4**	**16**	**1**	**0**

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

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

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

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

Student Attendance Review Board (SARB)

BOARD OF EDUCATION – OCTOBER 22, 2022

Purpose

- The Student Attendance Review Board (SARB) was designed to address chronic student attendance issues (students missing more than 10% of the school year-excused and unexcused absences) (Ed Code 48321)
- The Los Angeles County Office of Education (LACOE) requires certification for SARB and the Student Services team is trained every 3 years
- Like many areas of education, SARB has shifted to a restorative justice model
- Students and families are only referred to SARB after extensive efforts have been made at the school site to support and improve student attendance and achievement
- School attendance is one of the early indicators of student success
- Students and families referred to SARB often have multi-layered needs (substance abuse, mental health, child welfare)
- The SARB panel includes school psychologists, Student Services, probation, the District Attorney, a psychiatrist, health services, the Burbank Police Department and school staff

School Interventions (Pre-SARB)

- Tier 1 School-wide positive attendance campaign, PBIS
- Tier 2 Notification and truancy letters, phone calls and meetings with intervention specialists
- SART (Student Attendance Review Team) meeting at the school site with school staff, student, parents and attendance specialist. Typically a family would have 2 SARTS before being referred to SARB.
- IEP/504 – students with attendance issues on an IEP/504 are supported through the IEP or 504 team. Student Services and Special Education will work together before referring a student
- Interventions provided at the site level – notifications like calls and letters, meetings, Check-In/Check-Out (CICO), referrals to community resources like FSA

Tier 3 Interventions

- District Level meetings – Student Services Director and Attendance Specialists meet with some families at the district office who may need intensive support if their student is in crisis
- Wellness Home Check – Student Services staff will go to the home if needed to check in with the student and family regarding school refusal and try to assist with a plan to return the student to school (Student Services did approximately 60 Wellness Home Checks last year)
- SARB – Student Attendance Review Board

Outcomes

- Referral to community resources including medical providers, mental health resources like FSA, Burbank Housing Corp, BTAC, Community Dental Clinic, rehabilitation programs and resources, Parks and Recreation, child care, wraparound services, SELPA
- Referral and advocacy with County resources and transportation
- Tutoring and academic support
- Credit Recovery plan
- Monitor for improvement and work with school staff to provide ongoing support
- Change of placement to Monterey High School or Burbank Community Day School
- Referral to District Attorney truancy mediation program. New program is called diversion and provides additional resources (only 1 student was referred last year for truancy mediation)

Considerations

- The Student Attendance Review Board (SARB) along with the District Transfer Review Committee (DTRC) and expulsion are the only way a student can be involuntarily placed to an alternative education site per Education Code
- Student placement decisions are made only after all resources and supports have been exhausted. The panel takes these placement decisions very seriously and always makes decisions with the student's best interest in mind
- For the 2021-2022 school year, we had a 21% chronic absenteeism rate and out of approximately 3,000 students who missed more than 10% of the school year, the sites held 556 SART meetings
- Of those cases, 40 students were referred to the Student Attendance Review Board
- Approximately 50% of those students improved attendance after SARB

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	John Paramo, Assistant Superintendent, Educational Services
SUBMITTED BY:	John Paramo, Assistant Superintendent, Educational Services
PREPARED BY:	Laura Erisman, Administrative Secretary
DATE:	October 20, 2022
SUBJECT:	Approval of School-Connected Independent 501c3 Organizations for 2022-2023

Background:

The Administrative Regulations that accompany Board Policy 1230, among other conditions, provide that if booster or support groups wish to do so, they may complete a compliance request and submit this request for administrativereview.

Pending an administrative review, a list will be compiled and forwarded to the Board of Education with a request to approve groups that meet these requirements as set forth in the Administrative Regulations.

Discussion

Pursuant to Administrative Regulations 1230, the following listed organizations have complied with the requirements as stated in the Administrative Regulations, and as confirmed by the Assistant Superintendent of Educational Services. A copy of Administrative Regulation 1230, is attached for reference.

Each support group or booster organization must arrange for liability insurance coverage. In accordance with the District's Use of Facilities Handbook "Liability insurance shall be for a minimum of $500,000.00; $1,000,000.00 if use involves physical activities."

The completed, approved 2022-2023 Compliance Request forms for each organization are on file in Instructional Services. The requested approval for recognition by the Board of Education, if approved, will cover the period of October 21, 2022 through October 20, 2023, whereupon each individual organization may submit a written request for renewal.

Fiscal Impact

Booster Groups arrange and pay for their own liability insurance premiums; therefore, there will be no cost to the District.

Recommendation:

John Paramo, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the School- Connected Independent 501c3 Organizations, School Year 2022-2023, pursuant to Administrative Regulation 1230: Community Relations – School-Connected Organizations, effective October 21, 2022 through October 20, 2023, as presented.

School-Connected Independent 501*c*3 Organizations

School	Name Of Organization
Burbank High School	BHS Burbank Youth Vocal Arts Foundation
	BHS Baseball
John Burroughs High School	JBHS Vocal Music Association (VMA)
	JBHS Instrumental Music Association (IMA)
	JBHS Arrowhead Football Boosters
	JBHS Baseball Boosters

Burbank USD | AR 1230 Community Relations

School-Connected Organizations

To be recognized as a school-connected organization, parent/guardian/booster groups must petition and be approved by action of the Board of Education to become a school-connected organization in accordance with Board policy 1230. Petitioners must submit an annual request on the forms provided for approval within the deadline established by the Board of Education which shall be no later than 30 days prior to the 2nd October Board of Education meeting, to the responsible site principal for review, including the information stipulated in this regulation. After receipt of all required information, the site administrator will forward the written request forms of verified booster groups to the district administrative designee. The responsible district designee will review and verify documentation for submittal to the Board of Education. School connected organizations may not operate or fundraise until approved by the Board of Education.

Information to be Included in Annual Written Request

1. Date of the application.

2. Legal name of the organization, name of supported school site, and the following tax identifying numbers.

a. IRS Federal ID #

b. CA State Franchise Tax Board Entity #

c. CA State Charitable Trust #

3. Names, addresses, emails, and phone numbers of all elected officers and BUSD faculty advisor.

4. Current name of the bank(s) or accredited financial institution(s) where the organization's account(s) are located and the names and titles of those authorized to disburse funds.

5. Description of the organization's purpose and/or mission statement supporting BUSD schools.

6. Signed statement by all officers, staff advisors, and site shall complete district- approved school connected organization training as scheduled.

7. Agreement that fundraising activities directly related to an extracurricular/instructional program must be approved by the responsible site administrator or designee.

8. Agreement that all proceeds of funds raised for a specific purpose/activity, shall be expended on the activity and not for other organizational purposes.

9. Agreement that the school site principal or designee must approve all publications and literature that the organization may send to parents and/or the community.

10. Agreement to abide by all provisions of Board policy 1230 and this administrative regulation.

11. Agreement to be officially recognized as a tax-exempt public charity under Internal Revenue Code (IRC) section 501(c)(3) and under California Code R&TC 23701d. New or previously revoked organizations must provide proof of a current tax-exempt status letter of determination from the IRS and State of California OR proof of a newly filed current IRS form 1023/1023EZ and California Form 3500.

12. Agreement that if the organization ceases to exist for any reason, and after paying or adequately providing for its debts and obligations, the remaining financial and/or tangible assets of the organization shall be

distributed to BUSD, or a BUSD recognized school connected 501(c)(3) public charity, with the requirement that said funds be restricted solely for the program or school the organization supports within 60 calendar days.

13. A copy of its current governing documents, such as, but not limited to, bylaws, constitution, articles of incorporation, and any affiliation agreements.

14. Agreement to submit proof of filing and copies of all Federal tax reports for the immediate, most recent prior reporting year, as requested.

15. Agreement to submit proof of filing and copies of all California state tax reports for the immediate, most recent prior reporting year, as requested.

16. Agreement to hold organization meetings at least monthly that are open to all participants of the programs supported and submit copies of approved meeting minutes to the site principal.

17. Agreement to submit financial reports, at least quarterly, to the site principal.

18. Agreement that the organization's financial and other records shall be available for review by the district at any time.

19. Agreement to conduct, and submit copies as requested, a mid-year and year-end internal financial review (audit), either by committee or appointed individual who does not have check-signing privileges. (Individual must not be related by blood or marriage, or reside in the same household as any officer with check-signing privileges).

20. Agreement to conduct, and submit copies as requested, of an internal financial review (audit) upon the resignation of any officer with check-signing privileges.

21. Agreement to submit and attach a copy of the organization's accounting sheet of itemized revenues and expenditures for the prior fiscal year as requested.

22. Agreement to submit a detailed annual budget, which must include all anticipated income and all anticipated expenses for upcoming school year.

23. Agreement to submit a calendar, in list format, of the organization's proposed fundraisers, events, activities, and meeting dates for upcoming school year (This is not the school calendar, athletic schedule, or performance schedule of the school program).

24. Agreement to submit copies of all fundraising literature/parent direct donation request packets for the upcoming school year.

25. Agreement to hold the district harmless from liability due to the organization's own negligence.

26. Agreement to provide evidence (Certificate oflnsurance) of Comprehensive General Liability insurance as required by law in an amount equal to or exceeding $1,000,000 in coverage and naming Burbank Unified School District as additional insured.

27. Signature and recommendation of the Site Administrator and Assistant Principal, where applicable, supporting the request for authorization.

Authorization granted under this policy shall be valid for up to one calendar year. Requests for continuing authorizations by organizations that remain in operation throughout the school year are to be submitted annually to the responsible site administrator(s) who will maintain the records and submit approved request for authorization to the Superintendent or designee.

After review, and upon approval of the application which has been forwarded to the Board, the approved organization may continue to plan fundraising activities directly related to an extracurricular/instructional program.

A copy of this policy and administrative regulation will be distributed to all organizations by the site administrator or designee upon petition to become a school-connected organization. It shall also be redistributed annually to each existing club to remind for review of the conditions and timeliness of this policy and administrative regulation.

School-connected organizations automatically grant the Board the right to audit their financial records at any time, for cause or randomly, at the cost of the district. The district shall annually identify, randomly or for cause, at least two school-connected organizations to be audited by the district or district's auditor.

The use of school facilities for a school-connected organization's program, fundraiser, or other activity shall be authorized by the responsible site administrator or designee and shall be conducted according to Board policy, administrative regulations, the rules of the sponsoring school, and the district's Civic Center procedure.

Any use of a name or logo affiliated with the district, a district school, or a school team shall require the prior consent of the Superintendent or designee.

The organization shall not act as an agent of the district or school.

Requirements for Managing Funds and Fundraising Activities

All school-connected organizations shall comply with the following requirements for managing funds and fundraising activities:

1. The district requires that any fundraising activity by a school-connected organization, designed to raise money to benefit a school program or its students, receive approval in advance from the site administrator or designee.

2. School-connected organization funds are not to be commingled with student body funds, PTAs, or other school connected organizations.

3. Student participation in fundraising activities will be governed by provisions of Education Code 51520.

4. The proceeds of fundraising may be used for any expenditures as permitted by Board Policy and Education Code provisions, such as salaries, books, equipment, etc.

5. District employees shall not sign checks on behalf of, nor serve as an elected or appointed officer or board member of, any school-connected organizations. District employees may serve in an advisory capacity to the school-connected organization so long as it does not present a conflict of interest with their duties as a school employee or create undue influence for personal gain.

6. All funds generated by activities must be deposited within three (3) working days in an account under the name of the school-connected organization in an accredited financial institution as per this policy.

7. Disbursement of all funds generated by activities will require two co-signers, not residing in the same household or related by blood or marriage.

8. Cash transactions are discouraged, but, if used, the following procedures shall be in place:

a. Fundraisers involving the sale of merchandise or other items by individuals shall require that the organization issue an itemized inventory (in duplicate) to the student at the time that the merchandise or other items (e.g. candy, tickets, etc.) are given to the individual to sell. The individual will sign the inventory to acknowledge receipt of the merchandise or other items. Upon completion of the fundraiser, when the individual turns in the cash, a cash receipt shall be issued.

b. For cash transactions in which individuals exchange cash for goods or services, or payments are made for a specific purpose to an organization, an itemized cash receipt shall be issued.

c. Non-cash sales, including those paid by check or credit card, do not require the issuance of an itemized receipt.

9. All requests for reimbursements shall be pre-approved by the organization, accompanied by an itemized original receipt and submitted to the organization for payment.

10. An organization may NOT have debit or credit cards connected to the organization's bank account. This is strictly prohibited as it violates the requirement for two (2) co-signers on all disbursements.

11. Organizations may conduct raffles, casino nights or other related fundraisers with proper permits as governed by California Penal Code section 320.5. All 50/50 raffles are illegal and not permitted by the State of California.

To initiate the donation of a purchased item(s) or donated goods or equipment, the organization shall contact the site administrator and request that the administrator complete and submit a Burbank Unified School District Gift Request Form for acceptance by the Board in accordance with Education Code 41032. The district will, in tum, convey the purchased items, goods or equipment to the identified site.

School-connected organizations shall not hire individuals to assist the school in any co-curricular or instructional program. Organizations shall donate the funds for this purpose to the district. The district will, in tum, hire the individuals in accordance with district policy.

When an approved fundraising activity is conducted for a school-connected organization, such funds shall be raised for the express purpose of being used for the specific school program. Funds may not be diverted or used for recreational activities or any trip that is otherwise not district approved.

(cf. 6153- School Sponsored Trips)

The district and school-connected organization have no authority to collect fees or deny participation in school activities or to withhold a diploma or transcript as a result of a student owing fees. (Education Code 49011)

It shall be the prerogative of the Superintendent, either independently or upon the advice of the administrator, to recommend to the Board the disassociation of the school or district from any organization at such time as it is determined that the organization fails to comply with the law, Board policies, administrative regulations, or any rules of the sponsoring school. Notice of disassociation shall be made in writing and sent certified mail to each elected officer of the school-connected organization.

Regulation BURBANK UNIFIED SCHOOL DISTRICT

approved: April 19, 2007 Burbank, California

revised: April 16, 2018

revised: October 18, 2018

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sharon Cuseo, Assistant Superintendent, Instructional Services
PREPARED BY:	Sharon Cuseo, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	October 20, 2022
SUBJECT:	Action on Final Settlement Agreement (Special Education)

Background:

The Board of Education is being asked to approve the Final Settlement Agreement for Special Education Student 960036319 pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

In an effort to resolve the disagreement between the District and the Parent of Special Education Student 960036319 concerning services and/or school placement, a formal settlement agreement was offered on October 3, 2022 to the Parents. To avoid additional time and expense concerning this matter, the District settled the dispute with the Student's Parents, without admitting any liability.

Fiscal Impact:

At no cost to the District.

Recommendation:

Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960036319, at no cost to the District (01.0-65000.0-50010-36000-5813-7440000), effective October 3, 2022 through August 30, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sharon Cuseo, Assistant Superintendent, Instructional Services
PREPARED BY:	Sharon Cuseo, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	October 20, 2022
SUBJECT:	Action on Final Settlement Agreement (Special Education)

Background:

The Board of Education is being asked to approve the Final Settlement Agreement for Special Education Student 960029796 pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

In an effort to resolve the disagreement between the District and the Parent of Special Education Student 960029796 concerning services and/or school placement, a formal settlement agreement was offered on October 4, 2022 to the Parents. To avoid additional time and expense concerning this matter, the District settled the dispute with the Student's Parents, without admitting any liability.

Fiscal Impact:

At no cost to the District.

Recommendation:

Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960029796, at no cost to the District (01.0-65000.0-50010-36000-5813-7440000), effective October 4, 2022 through December 15, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

UNADOPTED MINUTES OF THE BOARD OF EDUCATION
BURBANK UNIFIED SCHOOL DISTRICT

September 1, 2022

Burbank City Hall
275 E. Olive Avenue
Burbank, California

MEMBERS PRESENT:
Charlene Tabet
Steve Ferguson
Emily Weisberg
Armond Aghakhanian
Steve Frintner

STUDENT BOARD MEMBERS PRESENT:
Ever Huerta, JBHS
Serineh Ter-Petrossyan, BHS

Also present were Matt Hill, Superintendent; Debbie Kukta, Assistant Superintendent, Administrative Services; Sharon Cuseo, Assistant Superintendent, Instructional Services; John Paramo, Assistant Superintendent, Educational Services; Sarah Niemann, Assistant Superintendent Human Resources and Peter Knapik, Director of Elementary Education.

1. CALL TO ORDER

1.a NOTICE TO THE PUBLIC

The Closed Session was called to order at 6:00 p.m. by Board President Tabet.

23 REQUESTS TO ADDRESS THE BOARD

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

There was no one present who wished to address the Board.

2.b Staff Responses

There were no staff comments at this time.

2.c Board Members' Responses

There were no Board comments at this time.

The Board adjourned to Closed Session at 6:01 p.m.

3. CLOSED SESSION

3.a Conference with Legal Counsel - Existing Litigation Pursuant to Government Code §54956.9 (b)(1) and (b)(3)(A)
Final Settlement Agreement for Special Education Students 110004359, 160003888 and 960029980

Confidential (OF 29,704)

4. RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE

The Board reconvened in Public Session at 7:00 p.m. Shoshanna Ter-Petrossyan, former Student Board member, led the Pledge of Allegiance

5. REPORTING ON CLOSED SESSION

President Tabet reported that item 3a was for discussion only with no action taken.

6. ADJUSTMENTS TO THE AGENDA

It was moved by Steve Ferguson, and seconded by Emily Weisberg, that the Board of Education consolidate 15a, 15b, and 15c (the last period of public comment) with 11a, 11b, and 11c (the first period of public comment). The motion carried unanimously.

Superintendent Hill moved to his comments in order to ask Dr. Knapik to introduce Rebecca Harris, the new Principal of Disney Elementary School. The Board members welcomed Principal Harris.

Dr. Paramo introduced the new Assistant Principal at John Burroughs High School, Alex Potapenko. The Board members welcomed Assistant Principal Alex Potapenko.

7. ITEMS FOR FUTURE AGENDAS

President Tabet would like to bring forward the policy on overnight school trips, specifically Outdoor Science School, for the Board to discuss so the public is aware of the Board Members' thoughts and feelings. Vice President Ferguson would like vaccination requirements for chaperones included in the discussion.

Member Aghakhanian would like to revisit the blue and white cards and possibly combining public comment. Vice President Ferguson introduced discussing how to move forward during the organization meeting. It was agreed to wait to have the discussion in December.

8. OATH OF OFFICE

8.a Administration of the Oath of Office for Student Board Members

Charlene Tabet, President, Board of Education, administered the Oath of Office to Student Board Member Serineh Ter-Petrossyan, representing Burbank High School (BHS), and Ever Huerta, representing John Burroughs High School (JBHS), who will serve as Student Board Members for the 2022-2023 school year.

The student representatives introduced themselves.

Superintendent Hill mentioned that the Monterey student representative was being selected and would be sworn in at a later meeting.

9. REPORTS FROM THE BOARD

9.a Student Representatives

Serineh Ter-Petrossyan, BHS, and Ever Huerta, JBHS, reported on activities at their respective schools.

Vice President Ferguson welcomed Ms. Ter-Petrossyan and acknowledged the legacy of service in her family. Looking forward to working with her.

Clerk Weisberg welcomed Ms. Ter-Petrossyan and let her know that she can come to the Board with concerns.

President Tabet congratulated the Burbank High students on getting their foam party back and told them to have a good but very safe time.

Member Aghakhanian congratulated Ms. Ter-Petrossyan and thanked her parents.

Member Frintner welcomed Ms. Ter-Petrossyan and said he is looking forward to hearing her reports.

Ever Huerta mentioned concerns about water fountains, no air conditioning in woodshop and dance classes due to repairs being needed.

Clerk Weisberg welcomed Mr. Huerta and thanked him for his report. She told him he doesn't need to wait until Board meetings to report things, but that he can reach out to Dr. Hill, especially for Facilities requests.

Vice President Ferguson acknowledged how Mr. Huerta started, like other members on the Board, as an activist and is now on the other side and said he is looking forward to working with Mr. Huerta.

Member Aghakhanian said he loved Mr. Huerta's story and how they can connect over both being EL students. He congratulated him, and acknowledged his parents.

Member Frintner welcomed Mr. Huerta and also mentioned how Mr. Huerta began with advocacy. He said he looks forward to working with Mr. Huerta.

President Tabet also encouraged Mr. Huerta to reach out to Dr. Hill with urgent concerns.

Superintendent Hill mentioned Facilities is looking into water fountains and looking into water filling stations. Mr. Ogawa is looking into solutions for the woodshop such as a jumbo fan.

Vice President asked that Board members receive notifications on these matters.

10. PRESENTATIONS / RECOGNITIONS

10.a Burbank High School Speech and Debate Team National Championship

John Paramo, Assistant Superintendent of Educational Services, introduced Julie Markussen, Principal of Burbank High School.

Principal Markussen introduced Coach Brandon Bathom and members of the BHS Speech and Debate Team. Volunteer Coach Bathom said how proud he is of the work the students have done.

Member Aghakhanian asked if there is a transcript of their last debate. He would like to make the video available and possibly memorialize the winning speech. Asked if they could come back to be presented with a certificate. He acknowledged their inspiring stories of being ELD students.

Mr. Bathom stated there is a video on YouTube.

Clerk Weisberg congratulated the Burbank High Speech and Debate Team.

Vice President Ferguson said he had the privilege to attend high school with Mr. Bathom, and that they were both on the BHS Speech Team. He recognized Mr. Bathom for volunteering and congratulated him on representing his community.

Mr. Huerta congratulated and gave a shout out to Sungjoo Yoon for his *New York Times* article.

President Tabet thanked them for coming and for bringing their achievements to light. She stated that she was impressed and proud.

Member Frintner said how incredibly impressed he was—with Mr. Bathom and how he speaks about his students. He said they are always welcome and have represented us all so well.

11. REQUESTS TO ADDRESS THE BOARD

11.a Public Communications on Agenda Items

Roberta Reynolds and Dave Kemp, former Board of Education members, spoke about Ms. Kukta. Dr. Reynolds spoke about Ms. Kukta's grace, compassion, and dignity. She spoke about how Ms. Kukta encouraged her throughout the years. She thanked Ms. Kukta on behalf of herself and the community. Dave Kemp thanked Ms. Kukta for her loyalty and service. He thanked her for her years of service and friendship.

Arda Tchakian, District Representative for Senator Anthony Portantino, recognized Ms. Kukta with a Certificate of Senate Recognition on behalf of the Senator, who was unable to attend.

Tara Waugh, parent, spoke about DEI Consultant Agreement. She wanted to discuss the idea of inclusion and students with disabilities. She said she was concerned that the District Goals don't include students with disabilities. She asked for the Board to reconsider what inclusions means and asked that students with disabilities be addressed at a policy level. She left documents with inclusion teaching strategies.

Michael Morgan spoke about housing as a right. He asked why housing isn't a right in Burbank for teachers. He suggested we come up with alternative housing for teachers who work in Burbank. He encouraged the Board to look into school lunches and supporting vegan lunches that are also free for students.

Vita Morales, student, spoke about discrimination with the school dress code. At an assembly a different dress code was announced. She mentioned conflicting enforcement of the dress code.

Aida Kennedy, student, spoke about unfairness of the enforcement of the dress code. She spoke about her experience with a teacher when she addressed the dress code. She mentioned rules that were added to the dress code.

11.b Staff Responses

Superintendent Hill addressed Vita and Aida's concerns with the dress code and how Ed Code was changed. Dr. Paramo and Superintendent Hill will go to sites to make sure the dress code is enforced correctly. He thanked the other speakers for their comments. Dr. Hill thanked Ms. Reynolds and Mr. Kemp for their praise of Ms. Kukta and said that the District will greatly miss her. He asked Ms. Tchakian to thank Senator Portantino for Ms. Kukta's recognition. He agreed that we need to be more explicit about students with disabilities.

11.c Board Members' Responses

Member Frintner thanked all the speakers. He addressed Ms. Kennedy and Ms. Morales, and said he was shocked to hear their comments because the same concerns had already been addressed and something different is being enforced. Our female students should not be made to feel uncomfortable or ashamed for what they're wearing, and he said he hopes this will be resolved quickly. He thanked all of the speakers and said Ms. Kukta will be greatly missed. He thanked her for everything she's done for the District. He thanked Ms. Waugh and agreed the District need to be clearer and more inclusive. He addressed Mr. Morgan and acknowledged that housing for teachers is a problem.

Member Aghakhanian said he also thought that the dress code issue had been addressed and hopes this issue will be resolved quickly. He would like an update when it is. He thanked Ms. Waugh for bringing up students with disabilities. He thanked Dr. Reynolds and Mr. Kemp. He said in order to solve housing problem the State needs to repeal Proposition 13. He said it's a funding issue.

Clerk Weisberg thanked Mr. Morgan for his comments and she said she's been working on housing for teachers and emergency responders. She believes that Board Members should continue to push. She thanked Ms. Waugh and said that she and Dr. Hill have discussed who is included in the DEI tent. She welcomed being educated further in DEI. She thanked Dr. Reynolds, Mr. Kemp, and Ms. Kukta. She said she was very disappointed to hear that after all the work that went into the dress code that it was being circumvented and acknowledged the powerful things Aida and Vita said, encouraging them to continue to speaking out.

Vice President Ferguson thanked all the speakers and told Vita and Aida that what they reported was not okay. He said this needs to be addressed with all the Principals. He would like an update with information as appropriate with the steps of what will be done. He apologized to the students for having to come to the Board. He thanked Mr. Kemp and Dr. Reynolds for coming and said it was an honor to serve with them as a Student Board Member and an honor to work with Ms. Kukta. He thanked them for recognizing Ms. Kukta. He thanked Ms. Waugh and said he agrees and thanked her for providing the materials on DEI, saying he concurs with the big tent approach. He addressed Mr. Morgan and said he hopes if the vegan meals program is available to BUSD that we are taking advantage of it. He praised Mr. Morgan for his innovative thinking. He wanted Mr. Morgan to know he has a partner and thanked him. He thanked Arda Tchakian. He thanked Assembly Member Friedman and Senator Portantino.

President Tabet thanked Ms. Waugh and welcomed any information she has. She thanked Arda Tchakian and shared information about a new program at Burbank Adult School. She also thanked her for all she does and thanked Senator Portantino. She thanked Dr. Reynolds and Mr. Kemp for coming and recognizing Ms. Kukta. She thanked Ms. Kukta and Mr. Morgan. She thanked Aida and Vita, and said Dr. Paramo will look into their concerns.

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

12.a Public Hearing of the District's 2022-2023 Initial Bargaining Proposal to the Burbank Teachers Association

The Board of Education held a public hearing to allow public comment regarding the District's 2022-2023 Initial Bargaining proposal to the Burbank Teachers Association, as presented.

BTA Public Hearing.pdf (OF 29,705)

There was no one present who wished to comment

13. NEW AND/OR UNFINISHED BUSINESS

13.a Adoption of Resolution 2 – Proclaiming September 15 – October 15 as Burbank Unified School District's Hispanic Heritage Month

That the Board of Education adopt Resolution 2 Proclaiming September 15, 2022 to October 15, 2022, as Burbank Unified School District's Hispanic Heritage Month, as presented.

Hispanic_Heritage_Month_9_1_22 (2).pdf (OF 29,706)

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

13.b Adoption of Resolution 3 - Proclaiming the Month of September 2022 as PTA Membership Month

That the Board of Education adopt Resolution 3 proclaiming the month of September 2022 as PTA Membership Month, as presented.

Resolution 3 PTA Membership 090122.pdf (OF 29,707)

It was moved by Steve Frintner, and seconded by Steve Ferguson, that the Board of Education approve the item as recommended. The motion carried unanimously.

13.c Acceptance of the Burbank Teachers Association/CTA/NEA 2022-2023 Proposal for Bargaining an Amendment to the Current Agreement with the Burbank Unified School District

That the Board of Education accept the Burbank Teachers Association/CTA/NEA Initial Proposal for Bargaining an Amendment to the current Agreement with the Burbank Unified School District, as presented.

BTA Initial Proposal 22-23.pdf (OF 29,708)

It was moved by Steve Ferguson, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried unanimously.

13.d Approval of the District's Initial Proposal for the 2022- 2023 Amendment to the Current Collective Bargaining Agreement with the Burbank Teachers Association

That the Board of Education approve the District's Initial Proposal for the 2022-2023 Amendment to the current Collective Bargaining Agreement with the Burbank Teachers Association, as presented.

Approval - Sunshine with BTA 2022-2023.pdf (OF 29,709)

It was moved by Steve Ferguson, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried unanimously.

13.e Approval of Agreement for the Diversity, Equity and Inclusion Consultant

That the Board of Education approve the Agreement for the Diversity, Equity and Inclusion Consultant not to exceed $20,000.00 (01.0-01500.0-00000-21400-5810-7422040) effective September 1, 2022 through May 31, 2023, as presented.

Root Wellness Consultant Agreement 090122.pdf (OF 29,710)

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

13.f Acceptance of Gifts

That the Board of Education take formal action accepting the following gifts to the District, and that the Board President convey appreciation to the donors, as presented.

Gift Report 09-01-22.pdf (OF 29,711)

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

14. CONSENT AGENDA

14.a Action on Final Settlement Agreement (Special Education)

That the Board of Education approve Final Settlement Agreement for Special Education Student 960029980, at no cost to the District, (01.0-65000.0-50010-36000-5813-

7440000), effective September 02, 2022 through May 25, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960029980 Settlement Agreement.docx.pdf (OF 29,704)

14.b Action on Final Settlement Agreement (Special Education)

That the Board of Education approve Final Settlement Agreement for Special Education Student 110004359, total not to exceed $7,500 (01.0-65000.0-50010-36000-5813-7440000), effective August 11, 2022 through June 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 110004359 Settlement Agreement.docx.pdf (OF 29,704)

14.c Approval of Personnel Report No. 22-23-04

That the Board of Education approve Personnel Report number 22-23-04, covering Certificated and Classified personnel, and consisting of Pages 1 to 16 inclusive, as presented.

Personnel Report.pdf (OF 29,712)

14.d 2022-2023 Purchase Order Report

That the Board of Education approve Purchase Orders for 2022-2023 as listed through August 8, 2022, as presented.

2022-2023 Purchase Order Report.pdf (OF 29,713)

14.e Approval of Warrants

That the Board of Education approve payroll warrants in the total amount of $2,547,416.21 and commercial warrants in the total amount of $2,807,676.67, as presented.

Warrants.pdf (OF 29,714)

14.f Authorization to Issue a Replacement Check for Stale-Dated Warrant

That the Board of Education approve the reissuance and replace the warrant in the amount of $1,147.97, as presented.

Stale-Dated Warrant - Maciel.pdf (OF 29,715)

14.g Approval of Instructional Consultant Services

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

Inst Consultant 09012022_Redacted.pdf (OF 29,716)

14.h Ratification of Agreement for Instructional Consultant Services

That the Board of Education ratify the instructional consultant services for the purpose of on-site student learning support and staff development, and that authority to sign the agreements be exercised pursuant to BUSD-AR 3314, as presented.

Ratification of Inst Consultant 090122.pdf (OF 29,717)

14.i Ratification of Agreement for Non-Instructional Consultant Services

That the Board of Education ratify the non-instructional consultant services for the purpose of supporting the school and/or District goals, and that authority to sign the agreements be exercised pursuant to BUSD-AR 3314, as presented.

Ratification Non-Inst 090122_Redacted.pdf (OF 29,718)

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

That the Board of Education ratify an agreement between the Burbank Unified School District and Troy & Associates Educational Consulting, Inc., to provide compensatory education for Special Education Student 160003888, not to exceed $16,625 (01.0-65000.0-57602-11900-5850-7440000), effective May 27, 2022 through December 31, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 160003888 Troy & Assoc._Ratification.pdf (OF 29,719)

14.k Ratification of Agreement for Professional Services (Special Education)

That the Board of Education ratify an agreement between Burbank Unified School District and ATX Learning LLC, to provide a credentialed RSP teacher to support various schools, not to exceed $54,825 (01.0-65000.0-57601-11804-5810-7440000), effective August 22, 2022 through December 23, 2022 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services ATX Learning LLC.pdf (OF 29,720)

14.l Amended Master Contract for Nonpublic, Nonsectarian Agency (Special Education)

That the Board of Education ratify the Master Contract for special education students, to be provided by Discovery Ranch, Nonpublic, Nonsectarian Agency, effective July 1, 2022 through June 30, 2023 (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, 2022 through June 30, 2023, was approved by the Board of Education June 2, 2022.

SPED Master Contract Amend Echo_Partner 090122.pdf (OF 29,721)

14.m Amended Master Contract for Nonpublic, Nonsectarian Agency (Special Education)

That the Board of Education ratify the Master Contract for special education students, to be provided by Discovery Ranch, Nonpublic, Nonsectarian Agency, effective July 1, 2022 through June 30, 2023 (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, 2022 through June 30, 2023, was approved by the Board of Education June 2, 2022.

SPED Master Contract Amend Echo Horizon 090122.pdf (OF 29,722)

14.n Amendment of Final Settlement Agreement (Special Education)

That the Board of Education approve Final Settlement Agreement for Special Education Student 160003888, at no cost to the District (01.0-65000.0-50010-36000-5813-7440000), effective August 1, 2022 through December 31, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 160003888 Settlement Agreement.docx.pdf (OF 29,704)

14.o Approval of Agreement for Professional Services (Special Education)

That the Board of Education approve an agreement between the Burbank Unified School District and Professional Tutors of America for Special Education Student 110004359, for a total not to exceed of $8,100 (01.0-65360.0-57602-11900-5850-7440000), effective September 2, 2022 through June 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 110004359 Professional Tutors of America.pdf (OF 29,723)

14.p Approval of Agreement for Professional Services (Special Education)

That the Board of Education approve an agreement between the Burbank Unified School District and Dr. Karen Epport, to provide an Independent Educational Evaluation (IEE) and attend an IEP for Special Education Student 960018747, not to exceed $6,500 (01.0-65000.0-57602-11900-5850-7440000), effective September 2, 2022 through May 25, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960018747_Karen Epport.pdf (OF 29,724)

14.q Agreement for Professional Services (Human Resources)

That the Board of Education approve 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 $20,000 (01.0-00000.0-72000-5810-7552000), effective September 2, 2022, through June 30, 2023, and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented.

Agreement - Sign Up (Human Resources).pdf (OF 29,725)

14.r Approval of John Burroughs High School (Overnight) Field Trip

That the Board of Education approve the John Burroughs Vocal Music Association (Overnight) Field Trip request to participate in the Pali Retreat in Running Springs, CA from Friday, September 16, 2022 through Sunday, September 18, 2022, as presented.

2022_JBHS_VMA Overnight_Field_Trip.pdf (OF 29,726)

It was moved by Steve Ferguson, and seconded by Armond Aghakhanian, that the Board of Education approve items 14a through 14r, as recommended. The motion carried unanimously.

15. REQUESTS TO ADDRESS THE BOARD
This item was combined with Item 11.

16. ADJOURNMENT

Vice President Ferguson requested that the meeting be adjourned in celebration of Ms. Kukta's long tenure of service to the Board and to the Burbank Unified School District.

Member Aghakhanian wanted to remind everyone about International Overdose Day, August 31st. He thanked Ms. Kukta for her service.

President Tabet adjourned the meeting at 9:45 p.m. in celebration of Ms. Kukta's time spent with us here at Burbank Unified.

MINUTES APPROVED:

_____
MATTHEW HILL, SUPERINTENDENT
SECRETARY OF THE BOARD

10/20/2022
_____
DATE

_____
EMILY WEISBERG, CLERK

UNADOPTED MINUTES OF THE BOARD OF EDUCATION
BURBANK UNIFIED SCHOOL DISTRICT

September 15, 2022

Burbank City Hall
275 E. Olive Avenue
Burbank, California

MEMBERS PRESENT:
Charlene Tabet
Steve Ferguson
Emily Weisberg
Armond Aghakhanian
Steve Frintner

STUDENT BOARD MEMBERS PRESENT:
Ever Huerta, JBHS
Serineh Ter-Petrossyan, BHS
Katherine Fagnani, MHS

Also present were Matt Hill, Superintendent; Sharon Cuseo, Assistant Superintendent, Instructional Services; John Paramo, Assistant Superintendent, Educational Services; Sarah Niemann, Assistant Superintendent Human Resources and Peter Knapik, Director of Elementary Education.

1. CALL TO ORDER

2. REQUESTS TO ADDRESS THE BOARD

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

There was no one present who wished to address the Board.

2.b Staff Responses

No staff wished to comment.

2.c Board Members' Responses

No Board Members wished to comment.

3. CLOSED SESSION

3.a Conference with Legal Counsel - Existing Litigation Pursuant to Government Code §54956.9 (b)(1) and (b)(3)(A)
Final Settlement Agreement for Special Education Students 960018635, 960029980, 960035100 and 960035101
Confidential Exhibit (OF 29,727)

4. RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE

President Tabet called the meeting to order at 7:00 p.m. A group of students from Edison Elementary School led the Pledge of Allegiance.

5. REPORTING ON CLOSED SESSION

President Tabet reported that item 3a was for discussion with no action taken.

6. ADJUSTMENTS TO THE AGENDA

Clerk Weisberg asked to have item 12c pulled (SARB Committee) because she has some questions as to how the SARB Committee members are chosen and she would like to know if we can have more student and family involvement since Student Services Director Cashman is not present this evening. Vice President Ferguson seconded.

7. ITEMS FOR FUTURE AGENDAS

Clerk Weisberg asked for an action item to explore the fiscal impact of providing teachers of Jewish faith the opportunity to observe Jewish holidays without loss of pay. Superintendent Hill suggested this be a Report to the Board and then subsequently be discussed as a Closed Session item to get guidance for negotiations.

Vice President Ferguson asked for a Closed Session item on the Superintendent's Evaluation to be included on the next meeting agenda. Clerk Weisberg seconded.

8. OATH OF OFFICE

8.a Administration of the Oath of Office for Student Board Members

Charlene Tabet, President, Board of Education, administered the Oath of Office to Student Board Member Katherine Fagnani, representing Monterey High School (MHS) who will serve as Student Board Members for the 2022-2023 school year.

9. REPORTS FROM THE BOARD

9.a Student Representatives

Serineh Ter-Petrossyan, BHS and Ever Huerta, JBHS and Katherine Fagnani, MHS, reported on activities at their respective schools.

10. REQUESTS TO ADDRESS THE BOARD

10.a Public Communications on Agenda Items

Erika Anderson, parent and District teacher, spoke about overnight field trips and says she feels that her children who attend BUSD schools and other District students who are unvaccinated should not be

prevented from participating and said that she hopes the students here tonight from Edison Elementary School should be allowed to attend Outdoor Science School (OSS).

Or Wever, parent, spoke in favor of letting unvaccinated students participate in overnight trips.

Delilah and Donovan Powell, students, spoke about their disappointment in not being able to attend OSS.

Jennifer Anderson, parent, spoke against the decision to cancel OSS.

Cole Etterbeek, student, spoke about his disappointment at not being allowed to attend OSS when the same students (vaccinated and unvaccinated) study and play together every day.

Allyson Thomas, student, spoke about her disappointment at not being able to attend OSS and suggested that one solution would be to have every student test before and after OSS.

Aram Arakelyan, parent, spoke out against the District's policy on bathroom access for LGBTQ+ students.

Molly Smith, parent, asked the Board to reverse their decision on OSS.

Munira Tayabji, parent, also urged the Board to reverse their decision to cancel OSS.

Brian Smith, parent, asked about the T-Mobile contract on the Consent Agenda. He also said that he has not seen the District do any sort of announcement or promotion of the new Disney modular site and he feels that this is an oversight. He asked why the Board passed the OSS vendor contracts in early summer but parents are just now getting a letter saying that OSS was cancelled. He said the public is owed more explanation.

Olivia Rogerson, student, came forward with a group of students from Thomas Jefferson Elementary School and said that they have been selling chocolate to raise funds for years and they are very disappointed that they cannot attend OSS. She spoke out against the decision to cancel OSS.

Chloe Thomas, student, spoke out against the decision to cancel OSS.

Shauna Belavek, District teacher and parent, said she was speaking on behalf of the Jefferson Elementary School community. She explained the importance of the learning involved in the OSS program and asked the Board to work with them to reschedule these planned trips.

Claire Phillips, parent, said that cancelling OSS is a mistake and she asked the Board not to take this experience away from them.

Lyra Bol, student, said that she feels that cancelling OSS is a mistake and she fears that other activities will be cancelled. She says that girls in her Girl Scout troop from Glendale are going to OSS so she feels that Burbank students should be allowed to go.

Hayley Phillips, student, spoke about her disappointment in the cancellation of OSS and said that she just returned from a Girl Scout camping trip with 400 other Burbank students. She asked the District to try to find a solution so they can still go.

Jayden Skehan, student, spoke about her disappointment that OSS has been cancelled.

Flash Monroe, student, spoke out against the decision to cancel OSS.

Ruby Prenovost, student, also spoke about her disappointment that OSS has been cancelled.

Stella Frost Dose, student, also spoke about her disappointment that OSS has been cancelled.

Annabelle Duffy, student, was introduced virtually and said she has been looking forward to OSS for years and doesn't understand why it is cancelled when students play and study together now on a daily basis.

Keira Pollock, parent, joined the meeting virtually and asked the Board to reverse its decision to cancel OSS. She also spoke in favor of transgender students' rights and the District's policy on transgender bathrooms.

Keri Cook, parent, and Erik Cook, student, joined the meeting virtually. Keri Cook spoke out about the decision to cancel OSS. Erik Cook, Keri's son, said the decision was sad and unfair.

Sullivan McNeeley, student, joined the meeting virtually, and also spoke out against the decision to cancel OSS.

Mattie Tignini, student, joined virtually and spoke of her disappointment over the cancellation of OSS.

Diana Rosero, parent, asked the Board to review the performance of Superintendent Matt Hill. She also complained that the District's COVID policy is out of date and demanded to see the underlying report or policy that is driving this decision.

Moiz Tayabji, parent, said that the decision-making and communication on OSS were lacking and he believes the District has time to revisit the decision to cancel OSS.

10.b Staff Responses

Superintendent Hill said that the Board would be discussing the overnight field trip policy so he would wait to weigh in on that, but he explained the rationale behind the decision to cancel OSS. He said that the District would work with the sites on the subject of refunds. He addressed Mr. Smith's comments regarding the OSS contracts and the Disney modular project and said that a formal ribbon cutting will take place at Disney when all the work is done. He explained that the District was using Federal stimulus money to pay for internet access for families that lack it. He explained the procedures involving the overnight field trip at JBHS and those students who would not be attending. He acknowledged his email exchange with Ms. Rosero regarding her concerns with medical and religious vaccination accommodations.

Board President Tabet moved to item 11b. upon the request of Vice President Ferguson, which was seconded by Clerk Weisberg.

10.c Board Members' Responses

Clerk Weisberg asked the District to look into the equity issues surrounding OSS, such as the number of days students get to attend which varies among school sites due to differences in fundraising.

President Tabet declared a five-minute recess.

Member Frintner spoke about the status of the Disney modular project and spoke in support of transgender students' rights.

Member Aghakhanian spoke out about the attacks on Armenia by Azerbaijan.

Clerk Weisberg said that this is Hispanic Heritage Month. She acknowledged Dr. Macias, Principal of Luther Burbank Middle School, for his long service to the District. She wished him well in his new role and said he will be missed. She said the District will always speak out to protect our transgender students. She addressed Mr. Smith's comments and said that some of the things he brought up have been covered in previous meetings. She thanked all of the speakers for their comments.

Member Aghakhanian said that the kitchen at JBHS was incredibly hot during the recent pancake breakfast and he asked about the status of improving conditions.

Clerk Weisberg asked about the status of providing cold water for all Food Services employees, and Vice President Ferguson said this has developed into a community conversation.

President Tabet said it was great to see the student advocacy. She said that she stands with the District's LGBTQ and transgender students and reiterated that the District supports all students.

11. REPORTS TO THE BOARD

11.a Report on the Burbank Unified School District School Satisfaction Survey, Spring 2022

Sharon Cuseo, Assistant Superintendent, Instructional Services, reported on the results of the Burbank Unified School District School Satisfaction Survey from Spring 2022, as presented.

President Tabet and Clerk Weisberg asked Ms. Cuseo to provide student grade level information for the parent respondents.

Board Members took turns asking questions. Member Frintner talked about some ideas for improving survey participation and mentioned that the responses around bullying would indicate that more work needs to be done in this area.

School Satisfaction Spring 2022 091522.pdf (OF 29,728)

11.b Report on COVID-19 Protocols and Procedures for Overnight Field Trips

Matt Hill, Superintendent, facilitated a discussion on COVID-19 Protocols and Procedures for Overnight Field Trips for the 2022-2023 school year.

Vice President Ferguson explained that the Board cannot vote on this item tonight as it was not put on the agenda as an action item and is for discussion only despite the fact that it had been requested as an action item. He said he would either like the District to hold an emergency meeting to allow the Board to vote on this matter or ask the Superintendent to accept direction via this discussion (Clerk Weisberg agreed). He would like to see the policy adjusted so that adults would still be required to be vaccinated but that students would not. This would allow the JBHS students to go on their trip. President Tabet asked if the

students could be allowed to go on their trips and the Board will vote on this as an action item at the next regular meeting. Superintendent Hill explained that this policy change will still need to be worked through with the sites with regard to OSS. Vice President Ferguson asked for a status report at the next meeting on how this change will affect OSS.

Directives on Overnight Field Trips (4.7.22).pdf (OF 29,729)

President Tabet declared a five-minute break at 9:05 p.m.

The Board moved back to 10c.

11.c Report on Facilities and Technology Projects

Matt Hill, Superintendent, reported on Facilities and Technology Projects, as listed on the Consent Agenda, as presented.

Facilities and Technology PowerPoint_9152022.pdf (OF 29,730)

12. NEW AND/OR UNFINISHED BUSINESS

12.a Adoption of Resolution 4 – Adopting the Gann Limit for fiscal years 2021-2022 and 2022-2023

That the Board of Education Adopt Resolution 4 – Adopting the Gann Limit for fiscal years the 2021-2022 and 2022-2023 Gann Limit, as presented.

Resolution 4 - GANN Limit.pdf (OF 29,731)

It was moved by Steve Ferguson, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.b Approval of the Unaudited Actuals for the 2021-2022 Fiscal Year

That the Board of Education approve the unaudited actuals report for the 2021-2022 school year, as amended.

Unaudited Actuals 2021-22.pdf (OF 29,732)

It was moved by Steve Ferguson, and seconded by Steve Frintner, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.c Approval of School Attendance Review Board (SARB) Committee Members for 2022-2023

Stacy Cashman, Director, Student Services, recommends that the Board of Education approve the School Attendance Review Board Committee members for the 2022-2023 school year, as presented. (*pulled*)

SARB Panel 2022-23.pdf

12.d Approval of the 2022-2023 Consolidated Application for Categorical Programs

That the Board of Education approve the submission of the 2022-2023 Consolidated Application for Funding Categorical Programs, August Submission, and the authority to sign and submit the application to the California Department of Education be exercised pursuant to BUSD—AR 3314, as presented.

Con App Approval 9 15 22.pdf (OF 29,733)

It was moved by Steve Ferguson, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.e Approval of Job Description for Administrator on Special Assignment and Placement on Salary Schedule A of the Certificated and Supervisors and Managers Salary Schedule, Range K

That the Board of Education approve the job description for Administrator on Special Assignment and placement on Salary Schedule A of the Certificated and Supervisors and Managers Salary Schedule, Range K, as presented.

Administrator on Special Assignment.pdf (OF 29,734)

Vice President Ferguson asked for a report at the end of the year on the status of this item.

Clerk Weisberg asked Ms. Cuseo to explain the value of this new role.

Vice President Ferguson said he had some concerns with two employees covering one position.

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

12.f Approval of Job Description for Grounds Supervisor and Placement on Salary Schedule B of the Classified Supervisors and Managers Salary Schedule, Range I

That the Board of Education approve the job description for Grounds Supervisors and placement on Salary Schedule B, of the Classified Supervisors and Managers Salary Schedule, Range I, as presented.

Grounds Supervisor.pdf (OF 29,735)

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

12.g Adoption of Amendment to the Declaration of Need for Emergency Crosscultural, Language, and Academic Development (CLAD) Permit, Emergency Bilingual, Crosscultural, Language, and Academic Development (BCLAD) Permit, General Education Limited Assignment Permit (GELAP) Request for Certificated Staff

That the Board of Education Adopt the Amendment to the Declaration of Need for Emergency Crosscultural, Language, and Academic Development (CLAD) Permit and Emergency Bilingual, Crosscultural, Language, and Academic Development (BCLAD) Permit, and Special Education Limited Assignment Permit (SELAP) Requests for Certificated Staff, as amended.

Amended Declaration of Need.pdf (OF 29,736)

It was moved by Steve Ferguson, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.h Ratification of Memorandum of Understanding Between Burbank Unified School District and Montague Charter Academy

That the Board of Education ratify the Memorandum of Understanding between Burbank Unified School District and Montague Charter Academy to participate in the Burbank Unified School District Induction Program, effective August 22, 2022 through June 15, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Induction MOU 091522.pdf (OF 29,737)

It was moved by Steve Ferguson, and seconded by Steve Frintner, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.i Approval of Arts for All Advancement Grant Program Agreement Contract # AG-23 6253

That the Board of Education approve the Arts for All Advancement Grant Agreement between the Burbank Unified School District and the Los Angeles County Arts Commission, effective September 16, 2022 through June 30, 2023, to accept an award amount of $25,000, and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented.

Advancement Grant 091522.pdf (OF 29,738)

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

12.j Acceptance of Gifts

That the Board of Education take formal action accepting the following gifts to the District, and that the Board President convey appreciation to the donors.

Gift Report 09-15-22.pdf (OF 29,739)

It was moved by Steve Ferguson, and seconded by Steve Frintner, that the Board of Education approve the item as recommended. The motion carried unanimously.

13. CONSENT AGENDA

13.a Action on Final Settlement Agreement (Special Education)

That the Board of Education approve Final Settlement Agreement for Special Education Student 960035100, not to exceed $28,000, (01.0-65000.0-50010-36000-5813-7440000), effective September 16, 2022 through October 31, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960035100 Settlement Agreement.docx.pdf (OF 29,727)

13.b Action on Final Settlement Agreement (Special Education)

That the Board of Education approve Final Settlement Agreement for Special Education Student 960035101, not to exceed $28,000, (01.0-65000.0-50010-36000-5813-7440000), effective September 16, 2022 through October 31, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960035101 Settlement Agreement.docx.pdf (OF 29,727)

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

That the Board of Education approve Final Settlement Agreement for Special Education Student 960018635, at no cost to the District, (01.0-65000.0-50010-36000-5813-7440000), effective September 01, 2022 through September 15, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960018635 Settlement Agreement.docx.pdf (OF 29,727)

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

That the Board of Education approve Final Settlement Agreement for Special Education Student 960012025, at no cost to the District, (01.0-65000.0-50010-36000-5813-7440000), effective September 02, 2022 through May 25, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960012025 Settlement Agreement.docx .pdf (OF 29,727)

13.e Approval of Personnel Report Number 22-23-05

That the Board of Education approve Personnel Report number 22-23-05, covering Certificated and Classified personnel, and consisting of Pages 1 to 35 inclusive, as presented.

Personnel Report.pdf (OF 29,740)

13.f 2022-2023 Purchase Order Report

That the Board of Education approve Purchase Orders for 2022-2023 as listed through August 22, 2022, as presented.

2022-2023 Purchase Order Report.pdf (OF 29,741)

13.g Approval of Warrants

That the Board of Education approve payroll warrants in the total amount of $6,772,295.46 and commercial warrants in the total amount of $4,694,186.56, as presented.

Warrants.pdf (OF 29,742)

13.h Approval of Instructional Consultant Services

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

Inst Consultants 091522_Redacted.pdf (OF 29,743)

13.i Ratification of Agreement for Instructional Consultant Services

That the Board of Education ratify the instructional consultant services for the purpose of on-site student learning support and staff development, and that authority to sign the agreements be exercised pursuant to BUSD-AR 3314, as presented.

Ratification Inst Consultant 091522.pdf (OF 29,744)

13.j Approval of Amended Agreement for Bond Accounting Software, California Financial Services (CFS) (Bond Fund)

That the Board of Education approve the amended agreement between Burbank Unified School District and California Financial Services (CFS) for the KeyAnalytics Services system effective July 1, 2022 through June 30, 2023, not to exceed $95,000 per year (21.0-00000.0-92000-85000-5840-7400021), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original agreement was Board approved June 16, 2022 for an annual fee of $75,000. This amendment increase of $20,000 is due to the additional cost of .02 for OPSC revenue generation of $1,249,947 for Theodore Roosevelt Elementary School project.

CFS Amended Agreement - OPSC Roosevelt Project.pdf (OF 29,745)

13.k Approval of Amendment No. 1 Los Angeles County Office of Education (LACOE) Memorandum of Understanding (MOU), BEST Project Implementation Timeline (General Fund)

That the Board of Education approve Amendment No. 1 to the Memorandum of Understanding (MOU) between Burbank Unified School District and Los Angeles

County Office of Education (LACOE) to participate in the BEST Project Implementation Timeline, not to exceed $105,669.04 per year, for a three-year period (01.0-00000.0-00000-77000-5890-0000000), effective, November 4, 2016 through December 31, 2021, and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

LACOE - MOU BEST Project Amendment #1.pdf (OF 29,746)

13.l Approval of Agreement for Professional Services (Human Resources)

That the Board of Education approve the Agreement between the Burbank Unified School District and David Jaynes, to help transition, coach, and provide support to the new Assistant Superintendent of Administrative Services, not to exceed $49,000 (01.0-00000.0-00000-72000-5850-7470000), effective September 16, 2022, through January 31, 2023, and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented.

Agreement - David Jaynes (Human Resources).pdf (OF 29,747)

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

That the Board of Education approve an agreement between the Burbank Unified School District and Professional Tutors of America, to provide Speech and Language Therapy for Special Education Student 960018635, at no cost to the District but will be through an ADR grant not to exceed $10,800 (01.0-65360.0-57602-11900-5850-7440000), effective September 19, 2022 through September 15, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960018635 Professional Tutors.pdf (OF 29,748)

13.n Approval of Agreement for Professional Services (Special Education)

That the Board of Education approve an agreement between the Burbank Unified School District and Christine S. Suh, to provide an Independent Educational Evaluation (IEE) and attend an IEP for Special Education Student 960010639, not to exceed $3,000 (01.0-65000.0-57602-11900-5850-7440000), effective September 19, 2022 through November 16, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960010639 Christine Suh.pdf (OF 29,749)

13.o Approval of Agreement for Professional Services (Special Education)

That the Board of Education approve an agreement between the Burbank Unified School District and Augmentative Communication Therapies, to provide an Independent Educational Evaluation (IEE) and attend an IEP for Special Education Student 960010639, not to exceed $2,000 (01.0-65000.0-57602-11900-5850-7440000), effective September 19, 2022 through May 25, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960010639 Augmentative Communication Therapies.pdf (OF 29,750)

13.p Approval of Agreement for Professional Services (Special Education)

That the Board of Education approve an agreement between the Burbank Unified School District and Karen Lynn Epport, to provide an Independent Educational Evaluation (IEE) and attend an IEP for Special Education Student 960010639, not to exceed $3,000 (01.0-65000.0-57602-11900-5850-7440000), effective September 19, 2022 through May 25, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960010639 Karen Epport.pdf (OF 29,751)

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

That the Board of Education amend an agreement between the Burbank Unified School District and Professional Tutors of America for Special Education Student 960026463, not to exceed $2,400 (01.0-65000.0-57602-11900-5850-7440000), effective January 25, 2022 through June 30, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original approval date was February 17, 2022. This amendment is to extend the end date from June 30, 2022 to June 30, 2023.

SPED Student 960026463 Professional Tutors_Amendment.pdf (OF 29,752)

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

That the Board of Education ratify an agreement between the Burbank Unified School District and 360 Degree Customer Inc. to provide a credentialed teacher, not to exceed $106,533, (01.0-65000.0-57601-11804-5810-744000), effective August 26, 2022 through May 25, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services 360 Degree_Credentialed Teacher.pdf (OF 29,753)

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

That the Board of Education ratify an agreement between the Burbank Unified School District and 360 Degree Customer Inc. to provide a credentialed teacher, not to exceed $106,533, (01.0-65000.0-57601-11804-5810-744000), effective August 26, 2022 through May 25, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services 360 Degree_Credentialed Teacher_#2.pdf (OF 29,754)

13.t Ratification of Reimbursement to Parent for Transportation (Special Education)

That the Board of Education, ratify reimbursement to the parent of Special Education Student 960001331 visit student who attends a Non Public School (NPS), per IEP, not to exceed $5,336.52, effective June 1, 2022 through June 30, 2023, (01.0-65000.0-50010-36000-5813-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960001331_Parent Reimbursement_Ratified.docx.pdf (OF 29,755)

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

That the Board of Education ratify an agreement between the Burbank Unified School District and 360 Degree Customer Inc. to provide support to BUSD students with IEPs, not to exceed $149,760, (01.0-65000.0-57602-11900-5850-744000), effective August 15, 2022 through May 25, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services 360 Degree_Paraprofessionals.pdf (OF 29,756)

13.v Ratification of Award of Contract, Izurieta Fence Company Inc., Pour Shotcrete to Install Galvanized Fence Around Daycare Portable #24, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)

That the Board of Education ratify an agreement between Burbank Unified School District and Izurieta Fence Company Inc., to Pour Shotcrete to Install a Galvanized Fence Around Daycare Portable #24 for the Two-Story Modular Building Project at Walt Disney Elementary School, effective July 9, 2022 through July 8, 2023, not to exceed $22,625.77 (21.3-00000.0-91008-85000-6170-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Ratif AOC_Izurieta_Shotcrete_Disney_Bond.pdf (OF 29,757)

13.w Acceptance of Notice of Completion, ADCO Roofing, Furnish and Install Shingle Re-Roof, Lamer House (Rental of District Property Funds)

That the Board of Education accept the following as completed: Furnish and Install Shingle Re-Roof, PO# 22003014, not to exceed $38,950 (010-90708-0-00000-85000-6250-780-0001) Rental of District Property Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

NOC_ADCO_Lamer House_Rental.pdf (OF 29,758)

13.x Ratification of Award of Contract, Dawn Enterprises, LLC, Supply Eight (8) Concrete Tree Planters, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)

That the Board of Education ratify an agreement between Burbank Unified School District and Dawn Enterprises LLC, for Supplying Eight (8) Concrete Tree Planters, for the Two-Story Modular Building Project at Walt Disney Elementary School, effective July 19, 2022 through July 18, 2023, not to exceed $11,826 (213-00000.0-91008-85000-

6170-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Ratif AOC_Dawn_Disney_Bond.pdf (OF 29,759)

13.y Ratification of Agreement for Consultant Services with Child Care Careers and The Education Team Agreement

That the Board of Education ratify the agreement between the Burbank Unified School District and Child Care Careers (CCC), to provide substitute teachers and instructional assistants for the District's Child Care Programs, not to exceed $200,000 (12.0-90201.0-11100-10000-1160-7540000 and 12.0-90201.0-11100-10000-2160-7540000), effective July 1, 2022 through June 30, 2023, and that authority to sign this agreement be exercised pursuant to BUSD-AR 3314, as presented.

CCC_TET Agreement 091522.pdf (OF 29,760)

13.z Ratification of the Sub-Agreement Between Burbank Unified School District and Pasadena Area Community College District

That the Board of Education ratify the Sub-Agreement between the Burbank Unified School District and Rancho Santiago Community College District, effective July 1, 2022 through September 30, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Ratification K12 Coordinator 091522.pdf (OF 29,761)

13.aa Ratification of Award of Contract, Izurieta Fence Company Inc., Install Galvanized Fence Around Daycare Portable #24, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)

That the Board of Education ratify an agreement between Burbank Unified School District and Izurieta Fence Company Inc., to Install a Galvanized Fence Around Daycare Portable #24 for the Two-Story Modular Building Project at Walt Disney Elementary School, effective July 9, 2022 through July 8, 2023, not to exceed $7,525.20 (21.3-00000.0-91008-85000-6170-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Ratif AOC_Izurieta_Disney_Bond.pdf (OF 29,762)

13.ab Ratification of Agreement between Burbank Adult School and Haven Hills, Inc.

That the Board of Education ratify the Agreement between the Burbank Adult School and Haven Hills, Inc. from July 1, 2022 through June 30, 2023, and that the authority to sign the Agreement be exercised pursuant to BUSD– AR 3314, as presented.

haven hills agreement.pdf (OF 29,763)

It was moved by Steve Ferguson, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried unanimously.

14. REQUESTS TO ADDRESS THE BOARD

14.a Public Communications on a Subject Within the Jurisdiction of the School Board

There was no one present who wished to address the Board.

14.b Superintendent's Comments and Responses

The Superintendent did not have any comments to make at this time.

14.c Board Members' Comments and Responses

No Board Members wished to comment at this time.

15. ADJOURNMENT

President Tabet read the retirements and adjourned the meeting at 10:15 p.m.

MINUTES APPROVED:

_____
MATTHEW HILL, SUPERINTENDENT
SECRETARY OF THE BOARD

10/20/2022
_____
DATE

_____
EMILY WEISBERG, CLERK

UNADOPTED MINUTES OF THE BOARD OF EDUCATION
BURBANK UNIFIED SCHOOL DISTRICT

October 6, 2022

Burbank City Hall
275 E. Olive Avenue
Burbank, California

MEMBERS PRESENT:
Charlene Tabet
Emily Weisberg
Armond Aghakhanian
Steve Frintner

MEMBERS ABSENT:
Steve Ferguson

STUDENT BOARD MEMBERS PRESENT:
Ever Huerta, JBHS
Serineh Ter-Petrossyan, BHS
Katherine Fagnani, MHS

Also present were Matt Hill, Superintendent; Sharon Cuseo, Assistant Superintendent, Instructional Services; John Paramo, Assistant Superintendent, Educational Services; Sarah Niemann, Assistant Superintendent Human Resources and Peter Knapik, Director of Elementary Education.

1. CALL TO ORDER

2. REQUESTS TO ADDRESS THE BOARD

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

Joel Schlossman, parent, asked a series of questions regarding the District's expulsion practices including: Who is on the expulsion committee? Where do expelled students go? Have we ever expelled a student for racist, homophobic, or bullying behavior? and What is the average number of expulsions per year?

2.b Staff Responses

Superintendent Hill explained that the expulsion panel varies with each incident; for the expulsion the Board is considering this evening, there were three administrators on the panel. He explained that students who are expelled go to Community Day School, and that there is a timeline and requirements each student must meet for readmittance, and that they often return to their home school. He said that the District does not accept expelled students from other districts. With regard to whether or not a District student has ever been expelled for racist, homophobic, or bullying behavior, Superintendent Hill said that had not occurred to his knowledge and that expulsion for this reason would have to be as a result of repeated and egregious behavior. He said that the average number of expulsions per year is 1-2.

2.c Board Members' Responses

No Board Members wished to comment at this time.

3. CLOSED SESSION

3.a Action on Student Expulsion

The Board of Education took action in public session pursuant to Education Code Section 48900 (a)(b), 48915 (c)(2), 48900 (a)(1), 48915 (b), 48900(b) and 48915 (a)(1)(b) and on the expulsion recommendation by the Administrative Hearing Panel for Student 960033615, as presented in Confidential Exhibit 3a.

On the motion of Clerk Weisberg and seconded by Member Frintner, the Board voted 4-0-1 to accept the recommendation of the expulsion panel to expel student #960033615.

Confidential Exhibit (OF 29,764)

4. RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE

Lisa Raluy, Luther Burbank Middle School teacher, and some of her students led the Pledge of Allegiance.

5. REPORTING ON CLOSED SESSION

6. ADJUSTMENTS TO THE AGENDA

There were no adjustments to the agenda.

7. ITEMS FOR FUTURE AGENDAS

Clerk Weisberg asked for a report regarding reinstating the share tables at our school sites and the status of disposing of food waste in keeping with the new regulations.

Member Aghakhanian asked for an update on the status of his request to honor our donors.

In light of the recent cyber security issue at LAUSD, Member Frintner asked for a report on what steps the District is taking to safeguard our data files.

A request was made to add the Superintendent's Evaluation in Closed Session to the November 3, 2022 agenda.

8. PRESENTATIONS / RECOGNITIONS

8.a Recognition of Lisa Fuentez, 2022 Teacher of the Year

Peter Knapik, Director, Elementary Education, facilitated the recognition of Lisa Fuentez, the 2022 Teacher of the Year.

9. REPORTS FROM THE BOARD

9.a Student Representatives

Katherine Fagnani, MHS; Ever Huerta, JBHS; and Serineh Ter-Petrossyan, BHS, reported on activities at their respective schools.

10. REQUESTS TO ADDRESS THE BOARD

10.a Public Communications on Agenda Items

Lisa Raluy, District teacher, spoke about the school garden at Luther Burbank Middle School (LBMS).

Elisha Hill, student, spoke about school gardens.

Jocelyn Udell, student, spoke about school gardens.

Nicole Maggi, parent, asked about the status of replacing the principal of Luther Burbank Middle School and asked what the District is doing to retain staff and increase enrollment. She pointed out that we have lost 8 of 19 principals and that the lack of communication with regard to the principal search is disheartening and she feels that is a reflection on the failure of the District to retain stars like Dr. Macias. She said she is unhappy with the direction in which the District is going and that the Board gave up after the failure of Measure I.

Amy Fuhr, District parent and teacher, said she is appalled at the lack of cleanliness and the state of our facilities due to the District's shortage of custodians and other Facilities staff. She said classrooms are going without repairs and, in some cases, have experienced air conditioning outages.

Rebecca Allen, parent, member of the Eco Council, and Sustainability Chair at two school sites, suggested that school gardens be put under the auspices of the Sustainability Committee and asked for District support to get the garden at LBMS up and running.

Rosemary Morrison, parent, spoke about the lack of communication about Disney's playground, which she says parents have not been updated on since July. She detailed several other concerns she has with the site and spoke about the shortage of Facilities workers and custodians.

Joel Schlossman, parent, thanked Clerk Weisberg for standing this evening during the Pledge of Allegiance tonight. He spoke about a school tragedy that recently occurred in Thailand and asked what we can do to prevent these sorts of incidents from happening in Burbank. He suggested permitting employees to conceal carry weapons.

President Tabet moved to item 12a.

10.b Staff Responses

Superintendent Hill said that he contacted Director of Facilities, Larry Cross, to ask him to remove the roadblocks to the LBMS garden. He explained the timeline for replacing Dr. Macias with a new principal at LBMS. He said that there are many reasons why people leave the District. He said that the District is utilizing creative methods of attracting more staff and is still advocating for additional funding at the state level. He said that the District is implementing a clear protocol to address the issue of the broken chairs.

He gave an update on the status of several of the new features at Disney Elementary School. He said he is not in support of arming staff.

10.c Board Members' Responses

Member Frintner talked about the school gardens issue and the turnover of District staff. He said he was not in favor of arming teachers. He spoke about some of the community events he has attended since the last meeting, including the first Pride in the Park celebration.

Member Aghakhanian spoke about school gardens and his involvement with the sustainability movement. He also spoke about attending the Burbank Pride in the Park event with his son.

Clerk Weisberg talked about attending Pride in the Park and apologized to Ms. Raluy for the lack of response on the school garden issue. She complimented the students who spoke this evening on their poise and leadership. She suggested that the District send out a communication detailing the process for replacing Dr. Macias at LBMS and spoke about staff retention in general. She spoke about some of the Facilities issues that the speakers brought up. She explained her thinking behind her decisions to stand or not stand for the Pledge of Allegiance. She said she could provide Mr. Schlossman with copious literature on the ineffectiveness of arming teachers.

President Tabet spoke about addressing our Facilities needs, staff retention, and the issues with the Disney punch list. She also mentioned that all three Student Board Members talked about FAFSA.

11. REPORTS TO THE BOARD

11.a BUSD Math Collaborative with California Education Partners

Sharon Cuseo, Assistant Superintendent, Instructional Services, reported to the Board of Education on the BUSD Math Collaborative with California Education Partners, as presented.

BUSD Math Collab CA Ed Partners 100622.pdf (OF 29,765)

11.b Report on Facilities and Technology Projects

Matt Hill, Superintendent, reported on Facilities and Technology Projects, as listed on the Consent Agenda, as presented.

Facilities and Technology PowerPoint_1062022.pdf (OF 29,766)

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

12.a Public Hearing - In the Matter of Determining Sufficiency of Pupil Textbooks and Instructional Materials for 2022-2023

A Public Hearing was held consistent with the provisions of Education Code Section 60119, Sufficiency of Pupil Textbook and Instructional Materials for the 2022-2023 school year. The purpose of the hearing is to adopt a resolution and to provide parents, teachers, students, members of the community, and bargaining unit leaders with an opportunity to comment regarding insufficient textbooks or instructional materials, or

both, for pupils enrolled in the Burbank schools, including English learners, in each of the following subjects that are aligned to the academic content standards and consistent with the content and cycles of the curriculum framework adopted by the State Board of Education: History/social science, mathematics, English/language arts, including the English language development component of an adopted program, science, health, foreign language, and science lab equipment for courses offered in grades 9 to 12. All interested in reviewing such information should contact Peter Knapik, Director, Elementary Education at (818) 729-4451.

PUBHEARNEWS 2022-2023.pdf (OF 29,767)

12.a Public Hearing - In the Matter of Determining Sufficiency of Pupil Textbooks and Instructional Materials for 2022-2023

A Public Hearing was held consistent with the provisions of Education Code Section 60119, Sufficiency of Pupil Textbook and Instructional Materials for the 2022-2023 school year. The purpose of the hearing is to adopt a resolution and to provide parents, teachers, students, members of the community, and bargaining unit leaders with an opportunity to comment regarding insufficient textbooks or instructional materials, or both, for pupils enrolled in the Burbank schools, including English learners, in each of the following subjects that are aligned to the academic content standards and consistent with the content and cycles of the curriculum framework adopted by the State Board of Education: History/social science, mathematics, English/language arts, including the English language development component of an adopted program, science, health, foreign language, and science lab equipment for courses offered in grades 9 to 12. All interested in reviewing such information should contact Peter Knapik, Director, Elementary Education at (818) 729-4451.

13. NEW AND/OR UNFINISHED BUSINESS

13.a Adoption of Resolution 5 – Proclaiming October 9 through October 15, 2022, as the Week of the School Administrator

That the Board of Education adopt Resolution 5 Proclaiming October 9 through October 15, 2022, as Week of the School Administrator, as presented.

Resolution 5- Week of the Administrator.pdf (OF 29,768)

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

13.b Adoption of Resolution 6 – Proclaiming October as Burbank Unified School District's Filipino American History Month

That the Board of Education adopt Resolution 6 Proclaiming the month of October 2022, as Burbank Unified School District's Filipino American History Month, as presented.

Resolution 6_Filipino_American_History_Month_100622.pdf (OF 29,769)

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

13.c Adoption of Resolution 7 In the Matter of Determining Sufficiency of Pupil Textbooks and Instructional Materials and Instructional Materials Funding Realignment Program (IMFRP) Certification of Provision of Standards-Aligned Instructional Materials, 2022-2023

That the Board of Education adopt Resolution 7 In the Matter of Determining Sufficiency of Pupil Textbooks and Instructional Materials and Instructional Materials Funding Realignment Program (IMFRP) Certification of Provision of Standards-Aligned Instructional Materials, 2022-2023, as presented.

Resolution_7_Sufficiency_of_Pupil_Textbooks__2022 23.pdf (OF 29,770)

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

13.d Approval of COVID-19 Protocols and Procedures for Overnight Field Trips for the 2022-2023 School Year

That the Board of Education approve the COVID-19 Protocols and Procedures for Overnight Field Trips for the 2022-2023 school year, as presented

Overnight_Fieldtrip_Protocols 22-23.pdf (OF 29,771)

It was moved by Emily Weisberg, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried with 3-1 votes.

13.e Approval of Agreement for the Diversity, Equity, and Inclusion Consultant

That the Board of Education approve the Agreement for the Diversity, Equity and Inclusion Consultant not to exceed $25,000 (01.0-01500.0-00000-21400-5810-7422040) effective October 7, 2022 through May 31, 2023, as presented.

Rooted Leadership 100622_Redacted.pdf (OF 29,772)

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

13.f Approval of Employment Contract for Assistant Superintendent of Administrative Services

That the Board of Education approve the employment contract for the Assistant Superintendent of Administrative Services, effective October 7, 2022, as presented.

Agreement - Assistant Superintendent Admin Services.pdf (OF 29,773)

It was moved by Emily Weisberg, and seconded by Steve Frintner, that the Board of Education adjourn the item as recommended. The motion carried unanimously.

Superintendent Hill introduced Andrew (Andy) Cantwell, the District's new Assistant Superintendent of Administrative Services.

Assistant Superintendent Cantwell thanked the District for the opportunity and said that he was excited to join the Burbank Unified school community.

13.g Approval of Proposed Revision of Selected Board Policies and Administrative Regulations

That the Board of Education approve the proposed revision of selected Board Policies and Administrative Regulations from the California School Boards Association (CSBA) – Governance and Management Using Technology (GAMUT), as presented.

Policy Updates_Mar 22_100622.pdf (OF 29,774)

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

13.h Acceptance of Gifts

That the Board of Education take formal action accepting the following gifts to the District, and that the Board President convey appreciation to the donors, as presented.

Gift Report 10-06-22.pdf (OF 29,775)

It was moved by Emily Weisberg, and seconded by Armond Aghakhanian, that the Board of Education adjourn the item as recommended. The motion carried unanimously.

14. CONSENT AGENDA

14.a Approval of Minutes

That the Board of Education approve the minutes of the Regular Board of Education Meeting of June 21, 2022, as presented.

Minutes.06.09.22Sp.pdf (OF 29,776)

14.b Approval of Minutes

That the Board of Education approve the minutes of the Joint City Council/Board of Education Meeting of July 19, 2022, as presented.

Minutes.07.19.22.SP_Joint.pdf (OF 29,777)

14.c Approval of Minutes

That the Board of Education approve the minutes of the Regular Board of Education Meeting of July 21, 2022, as presented.

Minutes.07.21.22.pdf (OF 29,778)

14.d Approval of Minutes

That the Board of Education approve the minutes of the Regular Board of Education Meeting of August 4, 2022, as presented.

Minutes.08.04.22.pdf (OF 29,779)

14.e Approval of Minutes

That the Board of Education approve the minutes of the Regular Board of Education Meeting of August 18, 2022, as presented.

Minutes.08.18.22.pdf (OF 29,780)

14.f Approval of Personnel Report Number 22-23-06

That the Board of Education approve Personnel Report number 22-23-06, covering Certificated and Classified personnel, and consisting of Pages 1 to 22 inclusive, as presented.

Personnel Report.pdf (OF 29,781)

14.g 2022-2023 Purchase Order Report

That the Board of Education approve Purchase Orders for 2022-2023 as listed through September 12, 2022, as presented.

2022-2023 Purchase Order Report.pdf (OF 29,782)

14.h Approval of Warrants

That the Board of Education approve payroll warrants in the total amount of $2,273,915.08 and commercial warrants in the total amount of $1,017,117.19, as presented.

Warrants.pdf (OF 29,783)

14.i Approval of Instructional Consultant Services

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

Inst Consultant_Redacted 100622.pdf (OF 29,784)

14.j Approval of Amended Instructional Consultant Agreements

That the Board of Education approve the amended Consultant Agreements to provide instructional consultant services for the purpose of on-site student learning support and staff development, and that authority to sign the agreements be exercised pursuant to BUSD-AR 3314, as presented

Amended Inst Consultant Agmts 100622.pdf (OF 29,785)

14.k Ratification of Agreement for Instructional Consultant Services

That the Board of Education ratify the instructional consultant services for the purpose of on-site student learning support and staff development, and that authority to sign the agreements be exercised pursuant to BUSD-AR 3314, as presented.

Ratification Inst Consultant 100622 Redacted.pdf (OF 29,786)

14.l Beginning Balances for 2022-2023

That the Board of Education accept the 2022-2023 Report of Beginning Fund Adjustments, as presented.

Beginning Balances 22-23.pdf (OF 29,787)

14.m Approval of Additional Budget -Unrestricted General Fund Carryover

That the Board of Education approve budget additions to the 2022-2023 approved budget for the Unrestricted General Fund Carryover, as presented.

GF Unrestricted Carryover etc 20-21-Addt'l Budget 22-23.pdf (OF 29,788)

14.n Approval of Additional Budget – General Fund Legally Restricted Balances

That the Board of Education approve budget additions to the 2022-2023 approved budget for the General Fund Legally Restricted Balances, as presented.

GF Legally Restricted Bal Addt'l Budget 22-23.pdf (OF 29,789)

14.o Approval of Additional Budget - Restricted General Fund Unearned Revenue

That the Board of Education approve the budget additions to the 2022-2023 approved budget for Restricted General Fund, as amended.

GF Restricted Unearned Rev Addt'l Budget 22-23.pdf (OF 29,790)

14.p Ratification of Addendum to Agreement for Audit Services, CliftonLarsonAllen

That the Board of Education ratify the addendum to the agreement between the Burbank Unified School District and CliftonLarsonAllen LLP, to perform specific additional services, effective July 1, 2022 through June 30, 2023, not to exceed $12,000 (01.0-

00000.0-00000-71900-5820-7401000), and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

CLA Harte New Construction Audit.pdf (OF 29,791)

14.q Acceptance of Updated Actuarial Report as of June 30, 2022 – Governmental Accounting Standards Board (GASB) 74/75 Other Post-Employment Benefits (OPEB) and Direction on the Trust Contributions

That the Board of Education accept the updated actuarial report, as presented.

Actuary Study 2022.pdf (OF 29,792)

14.r Approval of Contracts with Emerald Cove Outdoor Science Institute, LACOE Outdoor Science School, High Trails Outdoor Science School and Pali Institute.

That the Board of Education approve the contract with Emerald Cove Outdoor Science Institute, LACOE Outdoor Science School, High Trails Outdoor Science School and Pali Institute effective October 7, 2022, through June 30, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

OSS Contracts 2022-2023 school year- 10 .6 .22.pdf (OF 29,793)

14.s Approval of Amended Consultant Agreement for Sandra DeBarros

That the Board of Education approve an amended Consultant Agreement between Burbank Unified School District and Sandra DeBarros to provide instructional consultant services, effective August 15, 2022 through May 26, 2023, in the amount of $48,390.97 (01.0-00000.0-00000-72000-5810-7421000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Sandra DeBarros Amended Agmt_Redacted 100622.pdf (OF 29,794)

14.t Approval of Agreement between the Burbank Adult School and Burlington English

That the Board of Education approve the Agreement between Burbank Unified School District and Burlington English to provide an online platform that focuses on instruction for English learners in four skill areas: listening, speaking, reading and writing, effective October 7, 2022, not to exceed $28,800 (11.0-63910.0-41102-10000-5840-5330000) and the authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

bas burlingtonenglish.pdf (OF 29,795)

14.u Approval of Student Teaching Agreement– Western Governors University

That the Board of Education approve the Student Teaching Agreement between the Burbank Unified School District and Western Governors University to provide educational field experience, effective October 7, 2022 and until terminated upon mutual

consent of both parties, and that authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

Agreement - Western Governors University.pdf (OF 29,796)

14.v Approval of Williams Lawsuit Settlement Quarterly Report on Uniform Complaints 2022-2023

That the Board of Education approve the Williams Lawsuit Settlement Quarterly Report on Uniform Complaints 2022-2023, Report Summary No. 1, July 1 through September 30, 2022, as presented.

BUSD_Williams_UCP_Report_1st_Quarter_2022 23.pdf (OF 29,797)

14.w Approval to Close Imprest Fund

That the Board of Education approve the closure of the Imprest Funds due to separation from the District, retirement or change in assignment, as presented.

Imprest Acct Closure - Disney.pdf (OF 29,798)

14.x Approval to Establish Imprest Fund

That the Board of Education approve the establishment of the Imprest Fund due to new hire, retirement or change in assignment, as presented.

Imprest Accounts Establishment - Disney.pdf (OF 29,799)

14.y Approval of Amended Authorization of Signatures

That the Board of Education approve the amended authorization of signatures, for the period of October 1, 2022 through June 30, 2023, as presented.

Amended Authorization of Signatures 2022-23.pdf (OF 29,800)

14.z Approval of Agreement for Special Services with School Services of California

That the Board of Education approve the agreement between Burbank Unified School District and School Services of California, effective November 1, 2022 through October 31, 2023, not to exceed $5,260 (01.0-00000.0-00000-72000-5850-7471000), and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

School Services Agmt.pdf (OF 29,801)

14.aa Ratification of Agreement for Professional Services (Special Education)

That the Board of Education ratify an agreement between the Burbank Unified School District and Protocol Agency, Inc., to provide a Licensed Vocational Nurse (LVN), not to exceed $55,991 (01.0-65000.0-57602-11900-5850-744000) for Burbank special

education student 960034932, effective August 24, 2022 through May 25, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960034932 Protocol Agency_Ratification.docx.pdf (OF 29,802)

14.ab Ratification of Agreement for Professional Services (Special Education)

That the Board of Education ratify an agreement between the Burbank Unified School District and Protocol Agency, Inc., to provide a Licensed Vocational Nurse (LVN), not to exceed $73,514 (01.0-65000.0-57602-11900-5850-744000) for Burbank special education student 160003888, effective August 17, 2022 through May 25, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 160003888 Protocol Agency_Ratification.pdf (OF 29,803)

14.ac Ratification of Reimbursement to Parent for Transportation (Special Education)

That the Board of Education, ratify mileage reimbursement to the parents of Special Education Student 960032505 to transport student from home to the Non Public School (NPS), per IEP, not to exceed $1,993.75 (01.0-65000.0-50010-36000-5813-7440000), effective August 23, 2022 through November 8, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960032505_Parent Reimbursemnt.docx.pdf (OF 29,804)

14.ad Ratification of Agreement for Professional Services (Special Education)

That the Board of Education ratify an agreement between Burbank Unified School District and The Genesis Group Inc., to provide a credentialed special education teacher, not to exceed $102,900. (01.0-65000.0-57601-11804-5810-7440000), effective October 03, 2022 through May 26, 2023 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Consultant Agreement -The Genesis Group_ Zeborah Ware.pdf (OF 29,805)

14.ae Acceptance of Notice of Completion, Izurieta Fence Company Inc., Shotcrete Pour to Install Galvanized Fence Around Daycare Portable #24, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)

That the Board of Education accept the following as completed: Shotcrete Pour to Install a Galvanized Fence Around Daycare Portable #24 for the Two-Story Modular Building Project at Walt Disney Elementary School, PO# 23000862, not to exceed $22,625.77 (21.3-00000.0-91008-85000-6170-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

NOC_Izurieta_Shotcrete_Disney_Bond.pdf (OF 29,806)

14.af Acceptance of Notice of Completion, Izurieta Fence Company, Inc., Install Galvanized Fence Around Daycare Portable #24, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)

That the Board of Education accept the following as completed: Install a Galvanized Fence Around Daycare Portable #24 for the Two-Story Modular Building Project at Walt Disney Elementary School, PO# 23000822, not to exceed $7,525.20 (21.3-00000.0-91008-85000-6170-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

NOC_Izurieta_Disney_Bond.pdf (OF 29,807)

14.ag Approval of Additive Change No.3, Chalmers Construction Services Inc., Demolition, Earthwork & AC Paving, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)

That the Board of Education approve additive change order No. 3 to the agreement between Burbank Unified School District and Chalmers Construction Services for the Demolition, Earthwork, & AC Paving for the Two-Story Modular Building Project at Walt Disney Elementary School, not to exceed $547,893.70 (21.3-00000-0-91008-85000-6230-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented. Note: The increased amount of $20,443.55 bringing the total not to exceed amount to $547,893.70, is to cover asphalt material cost increase due to 6-month project time extension.

CO3_Chalmers_Disney_Bond.pdf (OF 29,808)

14.ah Approval of Agreement with 2 Guys Termite Inc.

That the Board of Education approve the agreement between Burbank Unified School District and 2 Guys Termite Inc., effective December 1, 2022 through January 10, 2023, not to exceed $37,620 (01.0-81500.0-00000-81100-5631-7523100), and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

2 Guys Termite Inc. - DO Fumigation.pdf (OF 29,809)

It was moved by Emily Weisberg, and seconded by Armond Aghakhanian, that the Board of Education approve items 14a-14n and 14p-14ah, as recommended. The motion carried 4-0-1.

It was moved by Emily Weisberg, and seconded by Armond Aghakhanian, that the Board of Education approve item 14o, as amended. The motion carried 4-0-1.

15. REQUESTS TO ADDRESS THE BOARD

15.a Public Communications on a Subject Within the Jurisdiction of the School Board

There was no one present who wished to address the Board.

15.b Superintendent's Comments and Responses

The Superintendent did not make any comments.

15.c Board Members' Comments and Responses

No Board Members wished to comment.

16. ADJOURNMENT

President Tabet adjourned the meeting at 10:04 p.m.

MINUTES APPROVED:

_____
MATTHEW HILL, SUPERINTENDENT
SECRETARY OF THE BOARD

10/20/2022
_____
DATE

_____
EMILY WEISBERG, CLERK

TO: Board of Education / Superintendent Consent 10/20/2022

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

SUBJECT: Certificated Personnel - Report Number 22-23-07 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.

RESIGNATION	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
BORRELLI, BENJAMIN Human Resources	Substitute Teacher Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100		Began Service 10/5/2021	9/30/2022
FALCHINI-GEARY, GENEVIEVE Human Resources	Substitute Teacher Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100		Began Service 2/15/2022	9/16/2022
MONGE, MARILI Human Resources	Substitute Teacher Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100		Began Service 3/28/2022	9/23/2022
SMITH, KOURTNEY Human Resources	Substitute Teacher Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100		Began Service 10/12/2021	9/23/2022

	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
MOHAMMAD, HASINA Burroughs High School	Counselor HS Counselor - FTE:100%	01.0-00000.0-00000-31100-1211-4320000	100	STP: $1413		9/19/2022

ELECTION: PROBATIONARY	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
FRAIRE MEZA, ANGELICA Harte Elementary School	Special Ed Teacher Special Ed Teacher - FTE:100%	01.0-65000.0-57601-11100-1110-2050000	100	RA:005 - ST:01 STP: $1413		10/3/2022 5/26/2023

CHANGE OF ASSIGNMENT	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
JAMISON, MOZHDEH Huerta Middle School	Teacher Science Teacher - FTE:100 %	01.0-00000.0-11100-10000-1110-3210000	100	RA:006 - ST:17		10/4/2022
GERONIMO, EDGARDO Huerta Middle School	Teacher Teacher - FTE:100%	01.0-00000.0-38000-10000-1110-3210000	100	RA:004 - ST:01		9/19/2022

CHANGE OF FTE %	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
CERA, PATRICIA Childrens Center	Cc Teacher: School Age CC Teacher-9.5 months - FTE:87.5%	12.0-90602.0-11100-10000-1110-2160000	100	STP: $87	From .6875 to .875	9/1/2022

CHANGE OF END DATE	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
MADDIGAN, DEBORAH John Muir Middle School	Long Term Sub Counselor Counselor	01.0-00000.0-00000-31100-1260-7550000	100			8/1/2022 10/14/2022
SYMONS, BRAD Burbank High School	Long Term Sub Teacher Earth/Space - Biology	01.0-00000.0-11100-10000-1160-755000	100			8/15/2022 9/13/2022
RANA, DIANE Huerta Middle School	Long Term Sub Teacher Culinary Arts	01.0-00000.0-11100-10000-1160-755000	100			8/8/2022 9/19/2022
WEISS, JOSHUA Huerta Middle School	Long Term Sub Teacher Spanish	01.0-00000.0-11100-10000-1160-7550000	100			9/2/2022 9/15/2022

LEAVE OF ABSENCE	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
PIPER, MARY MORGEN Burbank High School	Special Ed Teacher Mild/Moderate - FTE:100%	01.0-65000.0-57602-11200-1110-4310000	100	RA:VI - ST:14 STP: $2826	Pd LOA Preg. and Parental Bonding	10/31/2022 1/30/2023

ELECTION: SUBSTITUTE	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
BLACK, LARA Human Resources	Sub Tchr/spec Ed Sub Tchr Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $200/210		9/29/2022
BROWN, CAMILLE Human Resources	Sub Tchr/spec Ed Sub Tchr Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $200/210		9/29/2022
WILLIAMS, MACY Human Resources	Sub Tchr/spec Ed Sub Tchr	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $200/210		9/15/2022
BRUM, STEPHEN Human Resources	Substitute Teacher Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $200/210		10/3/2022
CURRAN, RYAN Human Resources	Substitute Teacher Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $200/210		9/30/2022
HARTLOVE, KATHERINE Human Resources	Substitute Teacher Substitute Teacher	01.0-00000.0-11100-11100-1160-7550000	100	Salary Rate: $200/210		10/04/2022
MACHO, JENNA Human Resources	Substitute Teacher Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $200/210		9/15/2022
MARKEY, MADONNA Human Resources	Substitute Teacher Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $200/210		9/30/2022
MARTINEZ, CYNTHIA Human Resources	Substitute Teacher Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $200/210		9/28/2022

MIKA, CANDICE Human Resources	Substitute Teacher Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $200/210		9/28/2022
PROSSER BOGH, MARY Human Resources	Substitute Teacher Substitute Teacher	01.0-00000.0-11100-11100-1160-7550000	100	Salary Rate: $200/210		10/04/2022
RODRIGUEZ, ANNA Human Resources	Substitute Teacher Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $200/210		9/30/2022

ELECTION: ADULT SCHOOL	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
HAKOBIAN, TINA Adult School	Teacher: Adult School ESL Literacy	11.0-39050.0-41102-10000-1130-5330000 11.0-63910.0-41102-10000-1130-5330000	50 50	RA:003 - ST:01		10/3/2022 12/23/2022

ELECTION: LONG TERM SUBS	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
DOITCH, EFRAT Burroughs High School	Long Term Sub Counselor Counselor	01.0-00000.0-00000-31100-1260-7550000	100	Salary Rate: $292.97		10/4/2022 12/23/2022
DIFONZO, NAKOTA John Muir Middle School	Long Term Sub Teacher Social Science	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $250.00		9/15/2022 10/21/2022
PEREZ, JOSHUA John Muir Middle School	Long Term Sub Teacher Social Science	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $292.97		9/26/2022 3/17/2023
CARTER, DEVYN Mc Kinley Elementary School	Long Term Sub Teacher 4/5 SDC	01.0-65000.0-57602-11100-1160-7440000	100	Salary Rate: $250.00		8/11/2022 10/31/2022
GRASTY, MELONIE John Muir Middle School	Substitute Teacher Spanish	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $$292.97		9/6/2022 10/20/2022

BURBANK UNIFIED SCHOOL DISTRICT
Personnel Report No. 22-23-07

October 20, 2022
Certificated - Hourly

Name	Program/Site	Task/Project	Type	Rate	Hour Cap	Applicable Payrolls
Adams, Kelly	Huerta	Intervention Teaching	Hourly	$47.80	112	September – December
Aguilera, Lenora	Health Srvs.	Hourly Equivalent	Hourly	$105.59	6	September
Aleman, Richere	Health Srvs.	Hourly Equivalent	Hourly	$61.47	6	September
Almer, Jennifer	Instruct. Srvs.	Intervention Planning	Hourly	$35.46	4	October – March
Artonian, Angela	CC	Additional Duties	Hourly	$26.34	2	September
Avagyan, Anush	BHS	Intervention Teaching	Hourly	$47.80	36	September – June
Baker, Ryan	CC	Additional Duties	Hourly	$23.87	6	September - October
Banian, Jennifer	Jefferson	Intervention Planning	Hourly	$35.46	2	September
Banian, Jennifer	Jefferson	Intervention Teaching	Hourly	$47.80	128	September - November
Barnes, Dawn	Luther	Dept. Chair Math Stipend	Stipend	$775.00	2	August – May
Bell, Catherine	Harte	Intervention Planning	Hourly	$35.46	12	June
Benton, Nathaniel	BHS	Intervention Planning	Hourly	$35.46	60	September – May
Berge, Rebecca	Emerson	Class Coverage	Hourly	$48.92	2	August
Binda, Lucien	JBHS	Grls. Soccer Coach Stipend	Stipend	$1,482.33	1	November – January
Bowne, Shelby	Roosevelt	Intervention Planning	Hourly	$35.46	87	September - May
Bowne, Shelby	Roosevelt	Intervention Teaching	Hourly	$47.80	140	September – May
Boylan, Alicia	Harte	Tchr Add'l Duties	Hourly	$85.36	18	August - May
Boyle, Kathryn	Luther	Dept. Chair Math Stipend	Stipend	$775.00	2	August – May
Brown, Kelly	Muir	CJSF Stipend	Stipend	$766.00	4	August – June
Campbell, Rachell	Muir	ASB Advisor Stipend	Stipend	$614.00	4	August – June
Castro, Erica	Health Srvs.	Hourly Equivalent	Hourly	$48.93	6	September
Cera, Patricia	CC	Additional Duties	Hourly	$22.76	2	August
Clark, Kara	Instruct. Srvs.	Intervention Planning	Hourly	$35.46	40	September - May
Clark, Kara	JBHS	Saturday School	Daily	$151.90	4	October
Clark, Katherine	Harte	Intervention Planning	Hourly	$35.46	12	June
Clendenin, Erin	Jefferson	Intervention Planning	Hourly	$35.46	2	September
Clendenin, Erin	Jefferson	Intervention Teaching	Hourly	$47.80	128	September - November

Cody, Nicole	Instruct. Srvs.	Intervention Planning	Hourly	$35.46	4	September – May
Collins, Chandra	Instruct. Srvs.	Intervention Planning	Hourly	$35.46	400	August - June
Cook, Jacob	JBHS	Hd Water Polo Coach Stipend	Stipend	$1,613.00	1	November – January
Dagata, Patty	Washington	Tchr Additional Duties	Hourly	$91.75	18	August - May
Davis, Maggie	Harte	Intervention Planning	Hourly	$35.46	12	June
Del Rio, Erica	CC	Additional Duties	Hourly	$26.34	3	September
Diaz, Cynthia	BHS	Intervention Planning	Hourly	$35.46	12.96	December
Dixon, Michelle	JBHS	Intervention Teaching	Hourly	$47.80	45	September – December
Dopmusoam. Zvart	Adult	Weekly Assignment	Hourly	$45.17	76	September - December
Eaton, Stacy	Health Srvs.	Hourly Equivalent	Hourly	$51.53	6	September
Edge, Alyson	Instruct. Srvs.	Intervention Planning	Hourly	$35.46	100	September – May
Edmundson, Mary	Harte	Intervention Planning	Hourly	$35.46	12	June
Emamjomeh, Mojgahn	BHS	Intervention Planning	Hourly	$35.46	4.58	September
Enokian, Stefanie	Luther	Additional .2 FTE	Monthly	$1,632.35	1	September – December
Enokian, Stefanie	Luther	Dept. Chair Soc.Sci Stipend	Stipend	$1,550.00	4	August – May
Fernando, Gajan	JBHS	Head Grls JV Tennis Stipend	Stipend	$1,613.00	3	August – October
Forge, Joshua	Special Ed	Intervention Planning	Hourly	$35.46	1	September
Gamboa, Patricia	Adult	Weekly Assignment	Hourly	$48.89	40	September - December
Gattuso, Lucas	Luther	Additional .2 FTE	Monthly	$1,501.29	1	August – May
Gattuso, Lucas	Luther	Newspaper Stipend	Stipend	$465.00	4	August – May
Gattuso, Lucas	Luther	Yearbook Stipend	Stipend	$465.00	4	August – May
Gibson, Karen	Stevenson	Intervention Planning	Hourly	$35.46	30	September - December
Gibson, Karen	Stevenson	Intervention Teaching	Hourly	$47.80	155	September – December
Gillearn, Jason	Comm.Day	Intervention Teaching	Hourly	$47.80	25	August – May
Godoy Garcia, Ramon	Harte	Intervention Planning	Hourly	$35.46	12	June
Godoy Garcia, Ramon	Instruct. Srvs.	Intervention Planning	Hourly	$35.46	1	September – May
Gomez, Jennifer	JBHS	Intervention Teaching	Hourly	$47.80	45	September – December
Gonzalez, Amanda	Huerta	Intervention Teaching	Hourly	$47.80	112	September – December
Good, Heather	Instr. Srvs.	Intervention Planning	Hourly	$35.46	8.5	July - August
Gresham, Janice	Special Ed	Intervention Planning	Hourly	$35.46	12	August
Harney, Dina	Luther	ASB Stipend	Stipend	$614.00	4	August – May
Harney, Dina	Luther	Dept. Chair English Stipend	Stipend	$1,550.00	4	August – May
Hernandez, Dorothy	Instruct. Srvs.	Intervention Planning	Hourly	$35.46	500	August - June
Hernandez, Joel	Luther	Instrumental Music Stipend	Stipend	$614.00	4	August – May

Holubek, Carol	BHS	Intervention Teaching	Hourly	$47.80	36	September – June
Holubek, Carol	JBHS	Intervention Teaching	Hourly	$47.80	1.5	September
Howard, Corey	Muir	Hourly Equivalent	Hourly	$60.74	15	August
Howard, Corey	Muir	Intervention Teaching	Hourly	$47.80	225	August – May
Huizar, Ellen	Instruct. Srvs.	Intervention Planning	Hourly	$35.46	4	September – May
James, Stephen	Muir	Drama Stipend	Stipend	$514.00	4	August – June
Kalcoff, George	Harte	Intervention Planning	Hourly	$35.46	12	June
Kim, Terry	Huerta	Intervention Teaching	Hourly	$47.80	112	September – December
King, Jennifer	Spec Ed	Home Teacher	Hourly	$37.89	12	July
Knight, Cari	Luther	Dept. Chair Science Stipend	Stipend	$1,550.00	4	August – May
Knoop, Keith	JBHS	Athletic Dir. Stipend	Stipend	$780.55	1	August – June
Kuester, Danielle	Instruct. Srvs.	Intervention Planning	Hourly	$35.46	2	August
Landin-White, Theresa	Instr. Services	Intervention Planning	Hourly	$35.46	400	August - June
Lawrence, Chris	Muir	IMA Stipend	Stipend	$614.00	4	August – June
Lee, Lydia	Muir	VMA Stipend	Stipend	$614.00	4	August – June
Leonard, Mark	Providencia	Intervention Teaching	Hourly	$47.80	324	September - May
Levy, Jodi	JBHS	Dpt. Chair Counseling	Stipend	$1,550.00	1	December
Levy, Jodi	JBHS	Hourly Equivalent	Hourly	$92.20	324	September – December
Lewis, Laquannia	BHS	Intervention Planning	Hourly	$35.46	29.96	September
Ludwick, Brian	Instruct. Srvs.	Intervention Planning	Hourly	$35.46	4	September – May
Macias, Sandra	Instruct. Srvs.	Intervention Planning	Hourly	$35.46	40	September – May
Magallon, Matt	JBHS	Hd Vs Baseball Coach Stipend	Stipend	$106.00	7	May – June
Marinelli, Jean	Providencia	Intervention Teaching	Hourly	$47.80	108	September - May
Martinez Raluy, Lisa	Luther	CJSF Stipend	Stipend	$383.00	4	August – May
Martinez Raluy, Lisa	Luther	Culinary Stipend	Stipend	$465.00	4	August – May
McDermott, Sara	Providencia	Intervention Teaching	Hourly	$47.80	324	September – May
McDermott, Sara	Providencia	Intervention Teaching	Hourly	$47.80	108	September - May
McGee, Marcia	Instruct. Srvs.	Intervention Planning	Hourly	$35.46	400	August - June
McNutt, Kelly	Instruct. Srvs.	Intervention Planning	Hourly	$35.46	2	August
Mehta, Michelle	Washington	Intervention Planning	Hourly	$35.46	25	August – February
Mehta, Michelle	Washington	Intervention Teaching	Hourly	$47.80	192	August - February
Meikle, Courtnie	Huerta	Intervention Teaching	Hourly	$47.80	112	September – December
Mendez, Gerardo	Instruct. Srvs.	Intervention Planning	Hourly	$35.46	40	September – May
Michalopoulos, Anj.	Spec Ed	Tchr Add'l Duties	Hourly	$91.75	24	July

Molina, Cesar	Jefferson	Intervention Planning	Hourly	$35.46	2	September
Molina, Cesar	Jefferson	Intervention Teaching	Hourly	$47.80	128	September - November
Moran, Eric	BHS	Additional .2 FTE	Monthly	$1,685.29	1	September – December
Moran, Rachel	Huerta	Intervention Teaching	Hourly	$47.80	112	September – December
Moreno, Virginia J.	Huerta	Intervention Planning	Hourly	$35.46	8	September
Movsessian, Arminia	Instruct. Srvs.	Intervention Planning	Hourly	$35.46	40	September – May
Mucha, Michele	Spec Ed	Home Teacher	Hourly	$37.89	.50	June
Nittis, Pascal	Adult	Intervention Planning	Hourly	$35.46	40	September - May
O'Dell, Alison	Muir	CJSF Stipend	Stipend	$766.00	4	August – June
Oganyan, Victoria	JBHS	Grls. Basketball Coach Stipend	Stipend	$1,966.00	1	November – January
Orsini, Marianna	BHS	Intervention Teaching	Hourly	$47.80	36	September – June
Peebles, John	JBHS	Head X County Stipend	Stipend	$1,966.00	3	August – October
Piper, Morgen	BHS	Intervention Teaching	Hourly	$47.80	36	September – June
Real, Edwin	JBHS	Head Grls Vollyball Stipend	Stipend	$1,966.00	3	August – October
Reaves, Harvey	BHS	Intervention Planning	Hourly	$35.46	2.5	September
Redman, Anthony	Luther	Dept. Chair Electives Stipend	Stipend	$1,550.00	4	August – May
Redman, Anthony	Luther	Drama Stipend	Stipend	$514.00	4	August – May
Redman, Anthony	Luther	Vocal Music Stipend	Stipend	$614.00	4	August – May
Reeves, Jamie	JBHS	Intervention Teaching	Hourly	$47.80	45	September – December
Rios, Martha	Huerta	Intervention Teaching	Hourly	$47.80	112	September – December
Rosales, Jessica	Cc	Additional Duties	Hourly	$18.28	1	September
Saunders, Richard K.	BHS	Intervention Teaching	Hourly	$47.80	36	September – June
Savala, Cynthia	Adult	Weekly Assignment	Hourly	$46.96	30	September - October
Savoian, Robin	Emerson	Class Coverage	Hourly	$48.92	2	August
Schackne, Jessica	Luther	Additional .2 FTE	Monthly	$1,763.49	1	August – May
Scheinman, Mackenzie	Special Ed	Hourly Equivalent	Hourly	$60.53	40	September – May
Schmidt, David H.	BHS	Intervention Planning	Hourly	$35.46	28.20	September
Schwartz, Sarah	Instruct. Srvs.	Intervention Planning	Hourly	$35.46	4	September – May
Shah, Tracy	Instruct. Srvs.	Intervention Planning	Hourly	$35.46	4	September – May
Shah, Tracy	Instruct. Srvs.	Intervention Planning	Hourly	$35.46	2	August
Shazarian, Arpine	Emerson	Class Coverage	Hourly	$48.92	2	August
Silverstone-Moran, R.	Special Ed	Intervention Planning	Hourly	$35.46	1	September
Smith, Kourtney	Special Ed	Intervention Planning	Hourly	$35.46	1	September
Snowden-Frost Dawn	JBHS	Intervention Teaching	Hourly	$47.80	45	September – December

Sohn Lim, Jennifer	Instruct. Srvs.	Intervention Planning	Hourly	$35.46	4	September – May
Spence, John	Stevenson	Intervention Planning	Hourly	$35.46	30	September - December
Spence, John	Stevenson	Intervention Teaching	Hourly	$47.80	176	September – December
Sullivan, Art	JBHS	Grls. JV BB Coach Stipend	Stipend	$1,599.66	1	November – January
Sullivan, Ben	Luther	Dept. Chair PE Stipend	Stipend	$1,550.00	4	August – May
Sullivan, Cyrita	Special Ed	Intervention Planning	Hourly	$35.46	1	September
Tapanyan, Anie	Special Ed	Intervention Planning	Hourly	$35.46	1	September
Tineo, Deidra	Jefferson	Class Coverage	Hourly	$48.92	3	September
Troung, Hung	JBHS	Hourly Equivalent	Hourly	$99.11	324	September – December
Tubbs, Margarita	Instruct. Srvs.	Intervention Planning	Hourly	$35.46	2	August
Udall, Kristin	Jefferson	Intervention Planning	Hourly	$35.46	2	September
Udall, Kristin	Jefferson	Intervention Teaching	Hourly	$47.80	128	September - November
Vasilescu, Iuliana	Special Ed	Intervention Planning	Hourly	$35.46	1	September
Vehuni, Lilit	Adult	Intervention Planning	Hourly	$24.13	40	September - December
Vezina, David	Instruct. Srvs.	Intervention Planning	Hourly	$35.46	40	September – May
Viallet, Marianne	Spec Ed	Intervention Planning	Hourly	$35.46	.50	August
Wahe, Debra	Luther	Dept. Chair Spec. Ed Stipend	Stipend	$1,550.00	4	August – May
Walker, Brihana	Instruct. Srvs.	Intervention Planning	Hourly	$35.46	2	August
Warner, Jackson	Harte	Intervention Planning	Hourly	$35.46	12	June
Weber, Rebecca	Health Srvs.	Hourly Equivalent	Hourly	$76.43	6	September
Wenzel, Heidi	Roosevelt	Intervention Planning	Hourly	$35.46	80	September – May
Wenzel, Heidi	Roosevelt	Intervention Teaching	Hourly	$47.80	297.70	September – May
Williamson, Terry	Instruct. Srvs.	Intervention Planning	Hourly	$35.46	2	August

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Resignation								
FRAIRE MEZA, Angelica	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000		42-V	D	10-02-22		Special Education
TEDROW, Hannah	Paraeducator-Special Education	01.0-33100.0-57602-11200-2110-4320000		35-III	D	08-04-22		Burroughs High School
WHITE, Michelle	Senior School Finance Technician	01.0-00000.0-00000-27000-2410-4310000		40-III	B	09-27-22		Burbank High School
Leave								
KUROWSKI, Joshua	Technology Support Specialist II	01.0-00000.0-00000-77000-2410-7730025		57-VI	A	10-03-22	10-14-22	Technology Services Child Bonding
MIRZAKHANIAN, George	Custodian	01.0-00100.0-00000-82100-2210-4310000		35-VI	A	05-10-22	08-02-22	Burbank High School Family Medical Leave
NAVARRO, Tristen	Occupational Therapist	01.0-65000.0-57601-31409-2211-7440000		E-2	B	10-03-22	12-23-22	Special Education Child Bonding
Additional Compensation for Cell Phone								
GILCHRIST, Emmanuel	Lead Custodian	11.0-63910.0-41101-82100-2210-5330000 11.0-63910.0-41102-82100-2210-5330000 11.0-63910.0-41104-82100-2210-5330000 11.0-63910.0-41106-82100-2210-5330000 11.0-00639.0-41100-82100-2210-5330000	.20 .25 .20 .20 .15	40-VI	A	07-01-22		Adult School
VAZQUEZ, Roxana	Safety Utility Custodian	11.0-63910.0-41101-82100-2210-5330000 11.0-63910.0-41102-82100-2210-5330000 11.0-63910.0-41104-82100-2210-5330000 11.0-63910.0-41106-82100-2210-5330000 11.0-00639.0-41100-82100-2210-5330000 11.0-63910.0-41101-83000-2210-5330000 11.0-63910.0-41102-83000-2210-5330000 11.0-63910.0-41104-83000-2210-5330000 11.0-63910.0-41106-83000-2210-5330000 11.0-00639.0-41100-83000-2210-5330000	.075 .15 .10 .10 .075 .075 .15 .10 .10 .075	36-VI	E	08-08-22		Adult School
Additional Compensation for Bilingual Translation								
CHANTA, Carlos	At-Risk Intervention Specialist	01.0-01500.0-00000-31100-2210-3220000		53-VI	D	08-15-22	06-30-22	Muir Middle School

Basis: A= 12 months, B= 11 months, C= 10 months, D= 9 months, E= Adult School employee working less than 10 months, F= Short-term employees, assigned to provide services which will not be needed on a continuing basis, G= Substitute, H= Long term substitute, I= Temporary reclassification.

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Additional Compensation for Bilingual Translation (Continued)								
COSIO, Teresa	Paraeducator-Severely Impaired	01.0-65000.0-57601-11106-2210-5330044		38-VI	D	08-15-22	05-25-22	Adult School
DELGADO, Domenica	Office Technician-Continuation	01.0-02200.0-32000-27000-2410-5300000		37-I	B	10-01-22	06-30-23	Monterey High School
JIMENEZ, Salvador	School Office Manager – Middle School	01.0-00000.0-00000-27000-2410-3200000		43-VI	A	07-01-22	06-30-23	Luther Middle School
MARUTYAN, Arpy	Community Resource Assistant	01.0-30100.0-00000-27000-2410-3229000		33-II	D	08-15-22	05-26-23	Muir Middle School
NUNEZ, Claudia	Campus Supervisor	11.0-63910.0-41101-83000-2210-5330000 11.0-63910.0-41102-83000-2210-5330000 11.0-63910.0-41104-83000-2210-5330000 11.0-63910.0-41106-83000-2210-5330000 11.0-00639.0-41100-83000-2210-5330000	.20 .30 .20 .14 .16	36-VI	E	08-05-22	05-25-22	Adult School
VAZQUEZ, Roxana	Safety Utility Custodian	11.0-63910.0-41101-82100-2210-5330000 11.0-63910.0-41102-82100-2210-5330000 11.0-63910.0-41104-82100-2210-5330000 11.0-63910.0-41106-82100-2210-5330000 11.0-00639.0-41100-82100-2210-5330000 11.0-63910.0-41101-83000-2210-5330000 11.0-63910.0-41102-83000-2210-5330000 11.0-63910.0-41104-83000-2210-5330000 11.0-63910.0-41106-83000-2210-5330000 11.0-00639.0-41100-83000-2210-5330000	.075 .15 .10 .10 .075 .075 .15 .10 .10 .075	36-VI	E	08-08-22		Adult School
Change of Assignment – Classification/Location/FTE								
ABRAMYAN, Odet	Food Service Assistant	13.0-53100.0-00000-37000-2210-4320000		33-VI	D	09-28-22		Burroughs High School
AGUILAR, Melissa	Paraeducator- Translator Deaf and Hard of Hearing DHH	01.0-65000.0-57602-11104-2110-3220000		36-VI	D	09-01-22		Muir Middle School
ALVAREZ, Guillermo	Plumber	01.0-81500.0-00000-81100-2210-7523000		54-VI	A	07-01-22		Facilities Services
BARNETT, Hilary	Paraeducator-Special Education	01.0-65000.0-57602-11200-2110-4310000		35-VI	D	10-03-22		Burbank High School
CARCAMO BARRONDO, Gustavo	Campus Supervisor	01.0-00000.0-00000-83000-2210-4310000		36-VI	D	10-03-22		Burbank High School

Basis: A= 12 months, B= 11 months, C= 10 months, D= 9 months, E= Adult School employee working less than 10 months, F= Short-term employees, assigned to provide services which will not be needed on a continuing basis, G= Substitute, H= Long term substitute, I= Temporary reclassification.

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Change of Assignment – Classification/Location/FTE (Continued)								
DONOVAN, Sheryll	Paraeducator-Special Education	01.0-65000.0-57602-11200-2110-4310000		35-VI	D	10-03-22		Burbank High School
ELLIS, Pam	Accounting Assistant II	01.0-00000.0-00000-72000-2410-7470000		42-VI	A	10-01-22		Fiscal Services
GUTIERREZ, Silvia	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2160-7440000		42-VI	D	08-29-22		Burroughs High School
HALAJYAN, Piruz	Paraeducator- Special Education	01.0-65000.0-57602-11200-2110-4310000		35-VI	D	10-03-22		Burbank High School
HANNA, Mariam	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2910-2032000		33-II	D	10-03-22		Emerson Elementary
LOPEZ, Perla	Food Service Assistant	13.0-53100.0-00000-37000-2210-4310000		33-I	D	10-03-22		Burbank High School
MARTINEZ, Robert	Plumber	01.0-81500.0-00000-81100-2210-7523000		54-VI	A	07-01-22		Facilities Services
MICHEL, Maribel	Paraeducator-Healthcare	01.0-65000.0-57601-11908-2110-3200000		39-V	D	10-03-22		Luther Middle School
NAVARRO, Silvia	Food Service Assistant	13.0-53100.0-00000-37000-2210-4320000		33-VI	D	10-03-22		Burroughs High School
NUNEZ, Claudia	Campus Supervisor	11.0-63910.0-41101-83000-2210-5330000 11.0-63910.0-41102-83000-2210-5330000 11.0-63910.0-41104-83000-2210-5330000 11.0-63910.0-41106-83000-2210-5330000 11.0-00639.0-41100-83000-2210-5330000	.20 .30 .20 .14 .16	36-VI	D	09-19-22		Adult School
NUNO, Julie	School Office Manager-Children's Center	12.0-61050.1-00000-27000-2410-2050000		43-VI	A	10-03-22		Washington Children's Center
SIMANCAS, Claudia	Lead Buyer	01.0-81500.0-00000-81100-2210-7523000		60-VI	A	07-01-22		Fiscal Services
VASQUEZ, Jose M.	Campus Supervisor	01.0-00000.0-00000-83000-2210-3211000 01.0-00000.0-00000-83000-2210-3200000	.25 .75	36-II	D	10-03-22		Huerta Middle School
ZOMETA, Fatima	Food Service Assistant	13.0-53100.0-00000-37000-2210-3220000		33-II	D	10-03-22		John Muir Middle School
Temporary Change of Assignment								
RECINOS, Karina	Serving Kitchen Operator	13.0-53100.0-00000-37000-2210-2060000		37-II	D	08-29-22	10-14-22	Jefferson Elementary Extended date
PORTILLO, Carlos	Lead Custodian	01.0-00100.0-00000-82100-2210-7520000		42-V	A	09-26-22	10-26-22	Facilities Services

Basis: A= 12 months, B= 11 months, C= 10 months, D= 9 months, E= Adult School employee working less than 10 months, F= Short-term employees, assigned to provide services which will not be needed on a continuing basis, G= Substitute, H= Long term substitute, I= Temporary reclassification.

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Monthly								
ALVAREZ, Christian	Technology Support Specialist I	11.0-63910.0-41101-27000-2410-5330000 11.0-63910.0-41102-27000-2410-5330000 11.0-63910.0-41104-27000-2410-5330000 11.0-63910.0-41106-27000-2410-5330000 11.0-00639.0-41100-27000-2410-5330000	.22 .28 .22 .22 .06	49-IV	A	10-01-22		Adult School
ASHEGH, Hilda	Food Service Assistant	13.0-53100.0-00000-37000-2210-4310000		33-I	D	10-03-22		Burbank High School
CAFFEY, Danielle	Food Service Assistant	13.0-53100.0-00000-37000-2210-3210000		33-I	D	10-07-22		Huerta Middle School
CANTWELL, Andrew	Assistant Superintendent Administrative Services	01.0-00000.0-00000-72000-2310-7470000			A	10-07-22		Business Services
DAOU, Veronica	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000		42-I	D	10-05-22		Special Education
DIAZ, Ivan	Custodian	01.0-00100.0-00000-82100-2210-4320000		35-I	A	09-26-22		Burroughs High School
HARRISON, Benjamin	Paraeducator-Special Education	01.0-33100.0-57602-11100-2110-4310000		35-I	D	10-10-22		Burbank High School
HILTERMANN, Catherine	Educational Interpreter I	01.0-33100.0-57602-11104-2110-3220000		54-I	D	10-03-22		Muir Middle School
NAVASEKIAN, Ayda	Paraeducator- English Language Learner	01.0-01501.0-47600-10000-2110-4310000		34-I	D	10-03-22		Burbank High School
REYES-BUDD, Nicole	Paraeducator	01.0-00000.0-11100-10000-2110-2150000		33-I	D	10-04-22		Stevenson Elementary
SMITH, Rowan	Special Education Technician	01.0-00000.0-00000-72000-2410-7440000		42-VI	A	10-10-22		Special Education
Election – Additional Assignment								
POZOS, Rosalinda	Attendance Technician	01.0-00000.0-00000-27000-2410-3210000		35-VI	C	09-26-22		Huerta Middle School
Election – Hourly								
AGHABEGI, Ana	Paraeducator – Children's Center	12.0-90602.0-11100-10000-2130-2150000		34-VI	D	09-16-22		Children's Center
ALVAREZ, Luis	Painter	01.0-00100.0-00000-82100-2260-7520001		51-VI	A	09-24-22	09-24-22	Facilities Services

Basis: A= 12 months, B= 11 months, C= 10 months, D= 9 months, E= Adult School employee working less than 10 months, F= Short-term employees, assigned to provide services which will not be needed on a continuing basis, G= Substitute, H= Long term substitute, I= Temporary reclassification.

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Additional Assignment (Continued)								
ALVAREZ, Omar	Substitute Custodian	01.0-00100.0-00000-82100-2260-7520001		$16.32	G	08-06-22	08-06-22	Facilities Services
ALVAREZ, Omar	Substitute Custodian	01.0-00100.0-00000-82100-2260-7520001		$16.32	G	08-13-22	08-13-22	Facilities Services
ALVAREZ, Omar	Substitute Custodian	01.0-90708.0-81000-50002-2240-7528000		$16.32	G	09-10-22	09-10-22	Facilities Services
ALVAREZ, Omar	Substitute Custodian	01.0-00100.0-00000-82100-2260-7520001		$16.32	G	09-11-22	09-11-22	Facilities Services
ALVAREZ, Omar	Substitute Custodian	01.0-00100.0-00000-82100-2260-7520001		$16.32	G	09-13-22	09-13-22	Facilities Services
ALVAREZ, Omar	Substitute Custodian	01.0-00100.0-00000-82100-2260-7520001		$16.32	G	09-14-22	09-14-22	Facilities Services
ALVAREZ, Omar	Substitute Custodian	01.0-00100.0-00000-82100-2260-7520001		$16.32	G	09-15-22	09-15-22	Facilities Services
ALVAREZ, Omar	Substitute Custodian	01.0-90708.0-81000-50002-2240-7528000		$16.32	G	09-17-22	09-17-22	Facilities Services
ALVAREZ, Omar	Substitute Custodian	01.0-00100.0-00000-82100-2260-7520001		$16.32	G	09-18-22	09-18-22	Facilities Services
ALVAREZ, Omar	Substitute Custodian	01.0-00100.0-00000-82100-2260-7520001		$16.32	G	09-22-22	09-22-22	Facilities Services
ALVAREZ, Omar	Substitute Custodian	01.0-90708.0-81000-50002-2240-7528000		$16.32	G	09-23-22	09-23-22	Facilities Services
ALVAREZ, Omar	Substitute Custodian	01.0-90708.0-81000-50002-2240-7528000		$16.32	G	09-24-22	09-24-22	Facilities Services
ALVAREZ, Omar	Substitute Custodian	01.0-00100.0-00000-82100-2260-7520001		$16.32	G	09-27-22	09-27-22	Facilities Services
ALVAREZ, Omar	Substitute Custodian	01.0-00100.0-00000-82100-2260-7520001		$16.32	G	09-28-22	09-28-22	Facilities Services
ALVAREZ, Omar	Substitute Custodian	01.0-00100.0-00000-82100-2260-7520001		$16.32	G	09-29-22	09-29-22	Facilities Services
AMEZCUA, Elizabeth	Paraeducator – Children's Center	12.0-90602.0-11100-10000-2130-2030000		34-IV	D	09-26-22	11-30-22	Children's Center
ANGUINO, Emerald	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2141000		33-I	D	09-30-22		Roosevelt Elementary
ARMENTA, Hugo	Painter	01.0-90708.0-81000-50002-2240-7528000		51-VI	A	09-17-22	09-17-22	Facilities Services
ARZUMANYAN, Anahit	Bilingual Translator	01.0-01500.0-00000-27000-2950-7422000		29-I	G	05-01-22	05-26-22	Districtwide
ARZUMANYAN, Anahit	Bilingual Translator	01.0-90904.0-00000-83000-2240-4318100		29-I	G	05-01-22	05-31-22	Burbank High School
ARZUMANYAN, Anahit	Bilingual Translator	01.0-90904.0-00000-27000-2950-4318100		29-I	G	06-01-22	06-30-22	Burbank High School

Basis: A= 12 months, B= 11 months, C= 10 months, D= 9 months, E= Adult School employee working less than 10 months, F= Short-term employees, assigned to provide services which will not be needed on a continuing basis, G= Substitute, H= Long term substitute, I= Temporary reclassification.

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Additional Assignment (Continued)								
ARZUMANYAN, Anahit	Bilingual Translator	01.0-01500.0-00000-27000-2950-7422000		29-I	G	07-01-22	06-30-23	Instructional Services
ARZUMANYAN, Anahit	Bilingual Translator	01.0-01500.0-00000-20000-2950-7422000		29-I	G	08-15-22	05-25-23	Emerson Elementary
ARZUMANYAN, Anahit	Bilingual Translator	01.0-01500.0-00000-27000-2950-7422000		29-I	G	08-01-22	05-25-23	Disney Elementary
ARZUMANYAN, Anahit	Bilingual Translator	01.0-01500.0-00000-27000-2950-7422000		29-I	G	09-01-22	09-21-22	Miller Elementary
ARZUMANYAN, Anahit	Bilingual Translator	01.0-01500.0-00000-27000-2950-7422000		29-I	G	09-27-22	09-27-22	Miller Elementary
AVILA, Juan	At Risk Intervention Specialist	01.0-42030.0-47600-27000-2950-3219000		53-VI	D	08-30-22	04-25-23	Huerta Middle School
AYALA, Jose R.	Lead Custodian	01.0-00100.0-00000-82100-2260-7520001		40-VI	A	09-09-22	09-09-22	Facilities Services
AYALA, Jose R.	Lead Custodian	01.0-90708.0-81000-50002-2240-7528000		40-VI	A	09-23-22	09-23-22	Facilities Services
AYALA, Jose R.	Lead Custodian	01.0-00100.0-00000-82100-2260-7520001		40-VI	A	09-24-22	09-24-22	Facilities Services
AYALA, Joseph	Integrated Pest Control/ Grounds Technician	01.0-81500.0-00000-82000-2240-7523100		47-VI	A	07-18-22	07-18-22	Facilities Services
AYALA, Joseph	Integrated Pest Control/ Grounds Technician	01.0-81500.0-00000-82000-2240-7523100		47-VI	A	07-20-22	07-20-22	Facilities Services
AYALA, Joseph	Integrated Pest Control/ Grounds Technician	01.0-81500.0-00000-82000-2240-7523100		47-VI	A	07-22-22	07-22-22	Facilities Services
AYALA, Joseph	Integrated Pest Control/ Grounds Technician	01.0-81500.0-00000-82000-2240-7523100		47-VI	A	07-23-22	07-23-22	Facilities Services
AYALA, Joseph	Integrated Pest Control/ Grounds Technician	01.0-81500.0-00000-82000-2240-7523100		47-VI	A	08-13-22	08-13-22	Facilities Services
AYALA, Joseph	Integrated Pest Control/ Grounds Technician	01.0-81500.0-00000-82000-2240-7523100		47-VI	A	09-10-22	09-10-22	Facilities Services
BARBOSA, Gode	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2141000		33-VI	D	09-30-22		Roosevelt Elementary

Basis: A= 12 months, B= 11 months, C= 10 months, D= 9 months, E= Adult School employee working less than 10 months, F= Short-term employees, assigned to provide services which will not be needed on a continuing basis, G= Substitute, H= Long term substitute, I= Temporary reclassification.

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Additional Assignment (Continued)								
BARRONDO, Gustavo	Campus Supervisor	11.0-63910.0-41101-83000-2230-5330000 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	.14 .29 .25 .12 .20	36-VI	D	09-01-22	10-01-22	Adult School
BELTRAN, Guillermo	Lead Custodian	01.0-00100.0-00000-82100-2260-7520001		40-VI	A	09-19-22	09-19-22	Facilities Services
BROOKS, Mackenna	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2140-7440000		42-VI	D	05-06-22	05-09-22	Special Education
BROOKS, Mackenna	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2130-7440000		42-VI	D	05-06-22	05-09-22	Special Education
BULONE, Kevin	Paraeducator-Special Education	01.0-00000.0-11100-10009-2930-3221000		35-VI	D	09-01-22	12-31-22	Muir Middle School
BUSTOS, Adriana	Bilingual Translator	01.0-01500.0-00000-27000-2950-7422000		$16.24	D	06-01-22	06-30-23	Instructional Services
BUSTOS, Adriana	Bilingual Translator	01.0-65000.0-50010-21000-2950-7440000		$16.24	G	10-01-22	06-30-22	Special Education
CABRAL, Marisol	Food Service Cook Central Kitchen	13.0-53100.0-00000-37000-2240-7490002		38-VI	D	09-01-22	05-23-23	Huerta Middle School
CADENAS, Abigail	Food Service Assistant	13.0-53100.0-00000-37000-2230-4320000		33-VI	D	09-01-22	05-23-23	Burroughs High School
CARRASCO, Janel	Campus Supervisor	01.0-90904.0-00000-83000-2240-4318100		36-VI	D	04-01-22	04-30-22	Burbank High School
CARRASCO, Janel	Campus Supervisor	01.0-90904.0-00000-83000-2240-4328100		36-VI	D	10-01-22	10-31-22	Burroughs High School
CASTILLO-CABRERA, Jose Antonio	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-VI	A	09-10-22	09-10-22	Facilities Services
CHANG, Samantha	Food Service Assistant	13.0-53100.0-00000-37000-2230-4320000		33-II	D	09-01-22	05-23-23	Burroughs High School
CORDOVA, Oscar	Lead Custodian	01.0-90708.0-81000-50002-2240-7528000		40-VI	A	09-15-22	09-15-22	Facilities Services
CORDOVA, Oscar	Lead Custodian	01.0-90708.0-81000-50002-2240-7528000		40-VI	A	09-23-22	09-23-22	Facilities Services
COVA, Jaime	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-VI	A	09-14-22	09-14-22	Facilities Services
COVA, Jaime	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-VI	A	09-21-22	09-21-22	Facilities Services
COVA, Jaime	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-VI	A	09-22-22	09-22-22	Facilities Services

Basis: A= 12 months, B= 11 months, C= 10 months, D= 9 months, E= Adult School employee working less than 10 months, F= Short-term employees, assigned to provide services which will not be needed on a continuing basis, G= Substitute, H= Long term substitute, I= Temporary reclassification.

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Additional Assignment (Continued)								
COVA, Jaime	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-VI	A	09-27-22	09-27-22	Facilities Services
DIAZ, Juan Carlos	Lead Custodian	01.0-00100.0-00000-82100-2260-7520001		40-VI	A	08-29-22	08-29-22	Facilities Services
DIAZ, Juan Carlos	Lead Custodian	01.0-00100.0-00000-82100-2260-7520001		40-VI	A	09-13-22	09-13-22	Facilities Services
DIAZ, Juan Carlos	Lead Custodian	01.0-00100.0-00000-82100-2260-7520001		40-VI	A	09-15-22	09-15-22	Facilities Services
DIAZ, Juan Carlos	Lead Custodian	01.0-00100.0-00000-82100-2260-7520001		40-VI	A	09-19-22	09-19-22	Facilities Services
FERNANDEZ, Fernando	Campus Supervisor	01.0-90904.0-00000-83000-2240-4328100		36-II	D	10-01-22	10-31-22	Burroughs High School
FERNANDO, Tina	Campus Supervisor - Elementary	01.0-00000.0-11100-10009-2930-2101000		33-VI	D	09-30-22	10-07-22	Miller Elementary
FONAROW, Laura	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2130-7440000		42-IV	D	05-27-22	05-27-22	Special Education
FRAZIER, Amanda	Campus Supervisor	01.0-00000.0-00000-83000-2230-3221000		34-VI	D	05-01-22	05-27-22	Muir Middle School
GILMORE, Miles	Campus Supervisor	01.0-90904.0-00000-83000-2230-4318100		36-II	D	09-16-22		Burbank High School
GILMORE, Miles	Campus Supervisor	01.0-90904.0-00000-83000-2940-4318100		36-II	D	09-23-22		Burbank High School
GUTIERREZ, Pedro	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-II	A	09-18-22	09-18-22	Facilities Services
GUTIERREZ, Pedro	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-II	A	09-23-22	09-23-22	Facilities Services
HAROOTUNIAN, Liana	Paraeducator Primary Support	01.0-00000.0-11100-10000-2130-4311000		34-VI	D	06-01-22	06-30-22	Burbank High School
HARTOUN MARDIRSAN, Odet	Paraeducator - Children's Center	12.0-90602.0-11100-10000-2140-2140000		34-VI	D	09-20-22		Children's Center
HARVEL, Eric	Food Service Cook Central Kitchen	13.0-53100.0-00000-37000-2230-3200000		38-VI	D	09-01-22	05-23-23	Luther Middle School
HERNANDEZ, Bryan	Network Analyst	01.0-00000.0-00000-77000-2440-7731000		67-III	A	05-28-22	05-28-22	Technology Services
HERNANDEZ, Maricruz	Food Service Assistant	13.0-53100.0-00000-37000-2230-3220000		33-I	D	09-01-22	05-23-23	Muir Middle School
HILTERMANN, Catherine	Educational Interpreter I	01.0-65000.0-57602-11104-2130-7440000		54-I	D	10-10-22	05-25-23	Muir Middle School

Basis: A= 12 months, B= 11 months, C= 10 months, D= 9 months, E= Adult School employee working less than 10 months, F= Short-term employees, assigned to provide services which will not be needed on a continuing basis, G= Substitute, H= Long term substitute, I= Temporary reclassification.

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Additional Assignment (Continued)								
HUFF, Jacob	Campus Supervisor – Elementary	01.0-74350.0-11100-10009-2930-2169000		33-IV	D	08-15-22	05-25-23	Washington Elementary
JABOURIAN, Kristopher	Campus Supervisor	01.0-00000.0-00000-83000-2230-3221000		36-II	D	05-01-22	05-27-22	Muir Middle School
KEOSSIAN, Suzi	Paraeducator-Special Education	01.0-00000.0-00000-27000-2430-3221000		35-VI	D	08-22-22	09-09-22	Muir Middle School
KNOOP, Nicole	Paraeducator- Severely Impaired	01.0-65000.0-57601-11100-2130-7440000		35-VI	D	05-26-22	05-26-22	Burroughs High School
LEDEZMA, Reina	Lead Custodian	01.0-90708.0-81000-50002-2240-7528000		40-VI	A	09-23-22	09-23-22	Facilities Services
LEIVA, Patricia	Paraeducator-Special Education	01.0-65000.0-57602-11100-2130-7440000		32-VI	D	05-26-22	05-26-22	Burroughs High School
LEIVA, Patricia	Paraeducator-Special Education	01.0-65000.0-57602-11100-2140-7440000		32-VI	D	05-26-22	05-26-22	Special Education
LEWIS, Lesley	Campus Supervisor - Elementary	01.0-00000.0-11100-10009-2930-2141000		33-VI	D	09-30-22		Roosevelt Elementary
LOPEZ, Perla	Food Service Assistant	13.0-53100.0-00000-37000-2230-4320000		33-I	D	09-01-22	05-23-23	Burroughs High School
LUNDBERG, Nuria	Bilingual Translator	01.0-01500.0-00000-27000-2950-7422000		29-I	G	07-01-22	06-30-23	Instructional Services
LUNDBERG, Nuria	Bilingual Translator	01.0-01500.0-00000-00000-2950-7422000		29-I	G	09-01-22	09-30-22	Instructional Services
LUNDBERG, Nuria	Bilingual Translator	01.0-65000.0-50010-21000-2950-7440000		29-I	G	09-01-22	09-30-22	Special Education
MACIAS, Jennifer	School Office Manager Secretary III	01.0-00000.0-00000-27000-2460-7550000 01.0-00000.0-00000-27000-2460-7550000		43-I 37-I	G G	09-20-22 09-20-22		Human Resources Human Resources
MAGALLANES, Josephine	Campus Supervisor	01.0-90904.0-00000-83000-2240-4328100		36-VI	D	10-01-22	10-31-22	Burroughs High School
MANSOORI, Nazia	Paraeducator-Special Education	01.0-00000.0-11100-10009-2930-3221000		35-VI	D	09-01-22	12-31-22	Muir Middle School
MEDINA, Sabrina	Typist Clerk II	01.0-00000.0-00000-27000-2430-3201000		35-I	D	08-01-22	05-31-23	Luther Middle School
MONTERO, Aurora	Food Service Assistant	13.0-53100.0-00000-37000-2230-4310000		33-VI	D	10-01-22	05-23-23	Burbank High School
NAVARRO, Mark	Campus Supervisor	01.0-90904.0-00000-83000-2240-4328100		36-VI	D	10-01-22	10-31-22	Burroughs High School

Basis: A= 12 months, B= 11 months, C= 10 months, D= 9 months, E= Adult School employee working less than 10 months, F= Short-term employees, assigned to provide services which will not be needed on a continuing basis, G= Substitute, H= Long term substitute, I= Temporary reclassification.

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Additional Assignment (Continued)								
NUNEZ, Claudia	Campus Supervisor	11.0-63910.0-41101-83000-2230-5330000 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	.20 .30 .20 .14 .16	36-6	D	09-01-22	12-23-22	Adult School
NUNO, Julie	School Office Manager-Children's Center	12.0-61050.1-00000-27000-2430-2160000 12.0-61050.0-00000-27000-2430-2160000	.50 .50	43-VI	A	09-01-22	10-31-22	Washington Children's Center
PAIGE, Della	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	09-17-22	09-17-22	Facilities Services
PAIGE, Della	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	09-18-22	09-18-22	Facilities Services
PAIGE, Della	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	09-25-22	09-25-22	Facilities Services
PANAMENO IOVINO, Christina	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2140-7440000		40-VI	D	05-26-22	05-26-22	Special Education
PANAMENO IOVINO, Christina	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2130-7440000		40-VI	D	05-26-22	05-26-22	Special Education
PANOSIAN, Arvin	Technology Support Specialist I	11.0-63910.0-41101-27000-2430-5330000 11.0-63910.0-41102-27000-2430-5330000 11.0-63910.0-41104-27000-2430-5330000 11.0-63910.0-41106-27000-2430-5330000 11.0-00639.0-41100-27000-2430-5330000	.22 .28 .22 .22 .06	49-I	A	09-01-22	12-23-22	Adult School
PEREZ, Joseph	Lead Custodian	01.0-00100.0-00000-82100-2260-7520001		40-VI	A	09-22-22	09-22-22	Facilities Services
PEREZ, Joseph	Lead Custodian	01.0-00100.0-00000-82100-2260-7520001		40-VI	A	09-23-22	09-23-22	Facilities Services
PEREZ, Joseph	Lead Custodian	01.0-90708.0-81000-50002-2240-7528000		40-VI	A	09-24-22	09-24-22	Facilities Services
PEREZ, Nora	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2141000		33-VI	D	09-30-22		Roosevelt Elementary
PHAN-MUNOZ, Annie	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2101000		33-II	D	09-29-22		Miller Elementary
PHILIPPAS, Maria	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2141000		33-VI	D	09-30-22		Roosevelt Elementary
PONCE, Maria	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-VI	A	09-21-22	09-21-22	Facilities Services
PONCE, Maria	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-VI	A	09-22-22	09-22-22	Facilities Services

Basis: A= 12 months, B= 11 months, C= 10 months, D= 9 months, E= Adult School employee working less than 10 months, F= Short-term employees, assigned to provide services which will not be needed on a continuing basis, G= Substitute, H= Long term substitute, I= Temporary reclassification.

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Additional Assignment (Continued)								
PONCE, Maria	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-VI	A	09-23-22	09-23-22	Facilities Services
PONCE, Maria	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-VI	A	09-27-22	09-27-22	Facilities Services
PORTILLO, Carlos	Custodian	01.0-90711.0-81000-50002-2240-7528000		35-VI	A	09-25-22	09-25-22	Facilities Services
POZOS, Salvador	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-VI	A	09-13-22	09-13-22	Facilities Services
POZOS, Salvador	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-VI	A	09-19-22	09-19-22	Facilities Services
POZOS, Salvador	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-VI	A	09-26-22	09-26-22	Facilities Services
RIOS, Lydia	Paraeducator – Children's Center	12.0-90602.0-11100-10000-2130-2050000		34-VI	C	09-01-22	09-30-22	Children's Center
RIVERA, Teresa	Food Service Cook	13.0-53100.0-00000-37000-2230-4320000		35-VI	D	09-01-22	05-23-23	Burroughs High School
ROBINSON, Yasleen	Behavior Intervention Assistant	01.0-65000.0-57602-11905-2130-7440000		42-I	D	05-25-22	05-27-22	Special Education
SANCHEZ, Laura	School Office Manager	01.0-00000.0-00000-27000-2460-7550000		43-I	G	10-06-22		Human Resources
	Secretary III	01.0-00000.0-00000-27000-2460-7550000		37-I	G	10-06-22		Human Resources
SANDERS, Robert	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-VI	A	08-06-22	08-06-22	Facilities Services
SARGSYAN, Hermine	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2101000		33-VI	D	08-15-22	08-25-22	Miller Elementary
SETAGHAIAN, Preny	Paraeducator – Severely Impaired	01.0-65000.0-57602-11100-2130-7440000		35-IV	D	05-11-22	05-11-22	Special Education
SHEAFER, Robert	Campus Supervisor	01.0-90904.0-00000-83000-2240-4328100		36-IV	D	10-01-22	10-31-22	Burroughs High School
SHAKHNAZARYAN, Marine	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2101000		33-VI	D	08-02-22	08-25-22	Miller Elementary
SHAW, Maureen	Campus Supervisor	01.0-02200.0-32000-83000-2230-5301000		36-I	D	05-26-22	05-26-22	Monterey High School
SULTANA, Rajia	Food Service Assistant	13.0-53100.0-00000-37000-2260-7490000		33-I	G	04-04-22		Human Resources
TAGMAZYAN, Anna	Community Resource Assistant	01.0-42030.0-47600-27000-2440-7429000		33-VI	D	09-28-22		Emerson Elementary

Basis: A= 12 months, B= 11 months, C= 10 months, D= 9 months, E= Adult School employee working less than 10 months, F= Short-term employees, assigned to provide services which will not be needed on a continuing basis, G= Substitute, H= Long term substitute, I= Temporary reclassification.

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Additional Assignment (Continued)								
THOMAS, Jill	Senior Attendance Technician	11.0-63910.0-41101-27000-2440-5330000 11.0-63910.0-41102-27000-2440-5330000 11.0-63910.0-41104-27000-2440-5330000 11.0-63910.0-41106-27000-2440-5330000	.10 .30 .30 .20	39-VI	B	09-01-22	12-23-22	Adult School
TORRES, Connie	Custodian	01.0-00100.0-0000-821000-2260-7520000		35-VI	A	09-16-22	09-16-22	Facilities Services
TORRES, Connie	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	09-18-22	09-18-22	Facilities Services
TORRES, Connie	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-VI	A	09-20-22	09-20-22	Facilities Services
TORRES, Connie	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	09-23-22	09-23-22	Facilities Services
TORRES, Connie	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	09-24-22	09-24-22	Facilities Services
TORRES, Jorge	Custodian	01.0-90711.0-81000-50002-2240-7528000		35-VI	A	09-15-22	09-15-22	Facilities Services
TORRES, Jorge	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-VI	A	09-17-22	09-17-22	Facilities Services
TORRES, Jorge	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-VI	A	09-19-22	09-19-22	Facilities Services
VALDEZ Orellana, Azael	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-III	A	09-23-22	09-23-22	Facilities Services
VALLES, Fidel	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	09-24-22	09-24-22	Facilities Services
VALLES, Fidel	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-VI	A	09-20-22	09-20-22	Facilities Services
VASQUEZ, Gaudy	Paraeducator – Children's Center	12.0-90602.0-11100-10000-2140-7547000		34-I	D	06-14-22	06-14-22	Children's Center
VELASQUEZ, Maria	Food Service Assistant	13.0-53100.0-00000-37000-2230-3220000		33-VI	D	09-01-22	05-23-23	Muir Middle School
VIERA, Erin Marie	Fee Based Teacher	11.0-00639.0-41120-10000-2130-5330000		007-I	F	02-07-22		Adult School
VILLALTA, Roberto	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	09-24-22	09-24-22	Facilities Services
WHITE, Michelle	Senior School Finance Clerk	01.0-00000.0-00000-27000-2440-4311000		40-III	A	06-01-22	07-31-22	Burbank High School
ZEPEDA SALAZAR, Susan	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2162000 01.0-00000.0-11100-10009-2930-2161000	.9887 .0113	33-IV	D	08-15-22	05-25-23	Washington Elementary
ZOMETA, Fatima	Food Service Assistant	13.0-53100.0-00000-37000-2230-4320000		33-II	D	09-01-22	05-23-23	Burroughs High School

Basis: A= 12 months, B= 11 months, C= 10 months, D= 9 months, E= Adult School employee working less than 10 months, F= Short-term employees, assigned to provide services which will not be needed on a continuing basis, G= Substitute, H= Long term substitute, I= Temporary reclassification.

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Student Helpers								
ALVARADO-CASTRO, Myisha	YETP Student Worker	01.0-65200.0-57602-11100-2933-7440000		$15.00	F	09-13-22	06-30-23	Special Education
CANO, Jason	YETP Student Worker	01.0-65200.0-57602-11100-2933-7440000		$15.00	F	10-01-22	06-30-23	Special Educaiton
CERON, Michelle	Student Worker	13.0-53100.0-00000-37000-2933-4320000		$15.00	F	09-26-22	05-25-23	Burroughs High School
GANDLA, Snikita	Student Worker	13.0-53100.0-00000-37000-2933-4320000		$15.00	F	09-11-22	05-25-23	Burroughs High School
GONZALEZ, Daniel	Student Worker	13.0-53100.0-00000-37000-2933-4310000		$15.00	F	09-11-22	05-25-23	Burbank High School
GOODING, Mateo	YETP Student Worker	01.0-65200.0-57602-11100-2933-7440000		$15.00	F	09-15-22	06-30-23	Special Education
JOVER, Magnus Atticus	YETP Student Worker	01.0-65200.0-57602-11100-2933-7440000		$15.00	F	09-16-22	06-30-23	Special Education
MARQUEZ, Heaven	YETP Student Worker	01.0-65200.0-57602-11100-2933-7440000		$15.00	F	09-09-22	06-30-23	Special Education
MEDINA, Abel	YETP Student Worker	01.0-65200.0-57602-11100-2933-7440000		$15.00	F	10-01-22	06-30-23	Special Education
NASEV, Marko	Student Worker	13.0-53100.0-00000-37000-2933-4320000		$15.00	F	09-11-22	05-25-23	Burroughs High School
NEMETH, Gabriel	YETP Student Worker	01.0-65200.0-57602-11100-2933-7440000		$15.00	F	09-09-22	06-30-23	Special Education
PALACIOS PINEDA, Heidi	Student Worker	13.0-53100.0-00000-37000-2933-4310000		$15.00	F	09-11-22	05-25-23	Burbank High School
RIVAS, Nathon	YETP Student Worker	01.0-65200.0-57602-11100-2933-7440000		$15.00	F	09-09-22	06-30-23	Special Education
SEBETIC, Christian	YETP Student Worker	01.0-65200.0-57602-11100-2933-7440000		$15.00	F	10-01-22	06-30-23	Special Education
SCOTT, Jack	YETP Student Worker	01.0-65200.0-57602-11100-2933-7440000		$15.00	F	09-12-22	06-30-23	Special Education
TOPCHYAN, Kristina	YETP Student Worker	01.0-65200.0-57602-11100-2933-7440000		$15.00	F	09-26-22	06-30-23	Special Education
TZUL, Levi	YETP Student Worker	01.0-65200.0-57602-11100-29233-7440000		$15.00	F	09-26-22	06-30-23	Special Education
Election – Walk on Coach								
ABRAHIM, Hannah	Short Term Performing Arts	01.0-90904.0-17007-41001-2171-4328600		$15.00	F	09-15-22	05-31-23	Burroughs High School
BRYANT, Dylan	Short Term Athletic	01.0-00000.0-15001-42000-2171-4320000		$15.00	F	09-01-22	10-31-22	Burroughs High School
CASTILLO, Corey	Short Term Performing Arts	01.0-90904.0-17006-41002-2171-4318100		$15.00	F	09-20-22	06-30-23	Burbank High School

Basis: A= 12 months, B= 11 months, C= 10 months, D= 9 months, E= Adult School employee working less than 10 months, F= Short-term employees, assigned to provide services which will not be needed on a continuing basis, G= Substitute, H= Long term substitute, I= Temporary reclassification.

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Walk on Coach (Continued)								
CODERKO, Jennifer	Short Term Athletic	01.0-00000.0-17016-41000-2171-3200000		$15.00	F	08-01-22	05-31-23	Luther Middle School
DAHDULI, Bilal	Short Term Athletic	01.0-00000.0-15001-42000-2171-4320000		$15.00	F	11-01-22	01-31-23	Burroughs High School
FLORES, George	Short Term Athletic	01.0-00000.0-15001-42000-2171-4320000		$15.00	F	11-01-22	01-31-23	Burroughs High School
GARCIA, Andrew	Short Term Performing Arts	01.0-90904.0-17011-41000-2171-4318100		$15.00	F	10-01-22	10-31-22	Burbank High School
KODAMA, Mitchell	Short Term Athletic	01.0-00000.0-15001-42002-2171-4310000		$15.00	F	11-01-21	01-31-23	Burbank High School
NAVARRO, Mark	Short Term Performing Arts	01.0-00000.0-15001-42000-2171-4320000		$15.00	F	08-15-22	05-31-23	Burroughs High School
NAVARRO, Tristen	Short Term Performing Arts	01.0-00000.0-15001-42000-2171-4320000		$15.00	F	08-15-22	05-31-23	Burroughs High School
NOTIAS, Greg	Short Term Performing Arts	01.0-90904.0-17006-41002-2171-4318100		$15.00	F	09-20-22	06-30-23	Burbank High School
ORTEGA-JENISON, Martin	Short Term Athletic	01.0-00000.0-15001-42000-2171-4320000		$15.00	F	11-01-22	01-31-23	Burroughs High School
RIGGS, Brady	Short Term Athletic	01.0-00000.0-15001-42000-2171-4320000		$15.00	F	11-01-22	01-31-23	Burroughs High School
ROMERO, Robert	Short Term Athletic	01.0-00000.0-15001-42002-2171-4310000		$15.00	F	11-01-22	01-31-23	Burbank High School
SANCHEZ, Robert	Short Term Athletic	01.0-00000.0-15001-42000-2171-4320000		$15.00	F	11-01-22	01-31-23	Burroughs High School
UGALDE, Leonardo	Short Term Performing Arts	01.0-90904.0-17006-41002-2171-4318100		$15.00	F	09-14-22	05-31-23	Burbank High School

Signature _____

Title: Assistant Superintendent, Human Resources Services

Basis: A= 12 months, B= 11 months, C= 10 months, D= 9 months, E= Adult School employee working less than 10 months, F= Short-term employees, assigned to provide services which will not be needed on a continuing basis, G= Substitute, H= Long term substitute, I= Temporary reclassification.

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 09/13/2022 & 09/26/2022

PO Number	Vendor	Description	Site	Fund	Total Amount
23000428	AMAZON CAPITAL SERVICES	C/O 1: CANCEL BACKORDER; CLASSROOM SUPPLIES AND FURNITURE; CAPITAL FACILITIES AND SPECIAL EDUCATION FUNDS	BRET HARTE ELEMENTARY	010	$326.98
23000428	AMAZON CAPITAL SERVICES	C/O 1: CANCEL BACKORDER; CLASSROOM SUPPLIES AND FURNITURE; CAPITAL FACILITIES AND SPECIAL EDUCATION FUNDS	BRET HARTE ELEMENTARY	250	$547.77
23000431	RIDDELL	C/O 2: INCREASE BY $369.33; 2022-23 BLANKET ORDER; RECONDITIONING OF ATHLETIC EQUIPMENT	BURBANK HIGH SCHOOL	010	$11,586.28
23000559	SAVVAS LEARNING COMPANY LLC	SOFTWARE LICENSE; LOTTERY FUNDS; BOARD APPROVED 6/16/22	INSTRUCTIONAL SERVICES	010	$30,800.00
23000564	HOUGHTON MIFFLIN HARCOURT SCHOOL DIVISION	C/O 1: REVISE ACCOUNT STRING: SOFTWARE LICENSE; TITLE III FUNDS; BOARD APPROVED 6/16/22	INSTRUCTIONAL SERVICES	010	$2,431.00
23000638	DR ANDRE VAN ROOYEN	PROFESSIONAL SERVICES; PSYCHOLOGICAL EDUCATIONAL EVALUATION; SPECIAL EDUCATION FUNDS; BOARD APPROVED 2/3/22	SPECIAL EDUCATION	010	$250.00
23000663	AMAZON CAPITAL SERVICES	C/O 1: INCREASE $19.99; OFFICE SUPPLIES & FURNITURE	JOHN BURROUGHS HIGH SCHOOL	010	$301.25
23000737	AMAZON CAPITAL SERVICES	C/O 1: ORDER REPLACEMENT; FURNITURE	MUIR MIDDLE SCHOOL	010	$924.94
23001052	AMAZON CAPITAL SERVICES	C/O 1: CANCEL ITEMS; INSTRUCTIONAL SUPPLIES; PERKINS GRANT	JOHN BURROUGHS HIGH SCHOOL	010	$2,433.03
23001126	GOPHER SPORT	PLAYGROUND SUPPLIES; ASES FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$1,150.57
23001191	TROY & ASSOCIATES EDUCATIONAL CONSULTANT	PROFESSIONAL SERVICES; EDUCATIONAL THERAPY; SPECIAL EDUCATION FUNDS; BOARD APPROVED 5/19/22	SPECIAL EDUCATION	010	$2,625.00
23001194	TAFOYA, JULIE JANET	PROFESSIONAL SERVICES; PSYCHOLOGICAL ASSESSMENTS; LEARNING RECOVERY SUPPORT FUNDS; BOARD APPROVED 7/21/22	SPECIAL EDUCATION	010	$86,400.00
23001234	CHILDCARE CAREERS LLC	PROFESSIONAL SERVICES; SUBSTITUTE COVERAGE FOR CHILD DEVELOPMENT SITES; CHILD DEVELOPMENT FUNDS; BOARD APPROVED 9/15/22	CHILD DEVELOPMENT SERVICES	120	$100,000.00
23001235	CHILDCARE CAREERS LLC	PROFESSIONAL SERVICES; SUBSTITUTE COVERAGE FOR ASES SITES; ASES FUNDS; BOARD APPROVED 9/15/22	CHILD DEVELOPMENT SERVICES	010	$100,000.00
23001260	ZOOM VIDEO COMMUNICATIONS INC	C/O 1: REVISE ACCOUNT STRING; SOFTWARE LICENSES; EXPANDED LEARINING OPPORTUNITIES FUNDS; BOARD APPROVED 6/16/22	INSTRUCTIONAL SERVICES	010	$29,780.00
23001281	MELARAGNO, M.D., ALBERT J.	PROFESSIONAL SERVICES; OCCUPATIONAL THERAPY MEDICAL LOGS; SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/16/22	SPECIAL EDUCATION	010	$1,000.00

BOARD DETAIL REPORT

Printed between 09/13/2022 & 09/26/2022

PO Number	Vendor	Description	Site	Fund	Total Amount
23001283	GOPHER SPORT	PLAYGROUND SUPPLIES	ROOSEVELT ELEMENTARY	010	$384.77
23001284	THERAPY IN ACTION	CARRYOVER PO 22001929; PROFESSIONAL SERVICES; OCCUPATIONAL THERAPY ASSESSMENT; SPECIAL EDUCATION FUNDS; BOARD APPROVED 10/21/21 & 4/21/22	SPECIAL EDUCATION	010	$1,600.00
23001285	KIDS PHYSICAL THERAPY INC	PROFESSIONAL SERVICES; PHYSICAL THERAPY; SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/16/22	SPECIAL EDUCATION	010	$149,760.00
23001286	THE SOIL & SOD DEPOT INC	CLASSROOM SUPPLIES; GIFT FUNDS	BRET HARTE ELEMENTARY	010	$372.65
23001287	AMAZON CAPITAL SERVICES	HEALTH SUPPLIES	DOLORES HUERTA MIDDLE SCHOOL	010	$271.67
23001288	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; ASES FUNDS	CHILD DEVELOPMENT SERVICES	010	$164.16
23001289	SCHOLASTIC INC.	MAGAZINE SUBSCRIPTION	LUTHER BURBANK MIDDLE SCHOOL	010	$418.51
23001290	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLY	BRET HARTE ELEMENTARY	010	$16.53
23001291	AMAZON CAPITAL SERVICES	OFFICE EQUIPMENT; ACCOUNTS RECEIVABLE FUNDS	MUIR MIDDLE SCHOOL	010	$902.95
23001292	THE MUSIC CENTER	CONSULTANT AGREEMENT; THEATRE AND PLAY WRITING WORKSHOPS; TITLE III FUNDS; BOARD APPROVED 7/21/22	INSTRUCTIONAL SERVICES	010	$50,400.00
23001293	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLIES	MUIR MIDDLE SCHOOL	010	$250.25
23001294	SPECIAL EDUCATION PARENT	REIMBURSEMENT TO PARENT FOR EDUCATIONAL THERAPY SERVICES; SPECIAL EDUCATION FUNDS; BOARD APPROVED 7/21/22	SPECIAL EDUCATION	010	$12,000.00
23001295	TINY HANDS THERAPY LLC	PROFESSIONAL SERVICES; OCCUPATIONAL THERAPY; SPECIAL EDUCATION FUNDS; BOARD APPROVED 9/1/22	SPECIAL EDUCATION	010	$71,440.00
23001296	AUTRY MUSEUM OF THE AMERICAN WEST	FIELD TRIP ADMISSION; GIFT FUNDS	DISNEY ELEMENTARY	010	$156.00
23001297	LAKESHORE CURRICULUM MATERIAL	INSTRUCTIONAL SUPPLIES; TITLE III IMMIGRANT EDUCATION FUNDS	EMERSON ELEMENTARY	010	$464.27
23001298	EDVOTEK, INC.	INSTRUCTIONAL SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$97.68
23001299	SCHOOL SPECIALTY, INC	PLAYGROUND SUPPLIES	EMERSON ELEMENTARY	010	$517.14
23001300	APPLE COMPUTER ED SALES	COMPUTER EQUIPMENT; ESSA CSI COMPREHENSION GRANT	MONTEREY HIGH SCHOOL	010	$13,102.20
23001301	HIBBARD, CARRIE A	2022-2023 BLANKET ORDER; REIMBURSEMENT TO TEACHER FOR CLASSROOM MATERIALS AND SUPPLIES; CHILD DEVELOPMENT FUNDS	JEFFERSON ELEMENTARY	120	$100.00

BOARD DETAIL REPORT

Printed between 09/13/2022 & 09/26/2022

PO Number	Vendor	Description	Site	Fund	Total Amount
23001302	HP INC	COMPUTER EQUIPMENT; ESSA CSI COMPREHENSION GRANT	MONTEREY HIGH SCHOOL	010	$1,251.34
23001303	DISCOUNT SCHOOL SUPPLY	CLASSROOM SUPPLIES	MILLER ELEMENTARY	010	$263.63
23001304	ROOT WELLNESS HEALING	CONSULTANT AGREEMENT; DIVERSITY, EQUITY & INCLUSION; LCFF SUPPLEMENTAL FUNDS; BOARD APPROVED 9/1/22	SUPERINTENDENT ´S OFFICE	010	$20,000.00
23001305	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES; ADULT EDUCATION - BLOCK GRANT	BURBANK ADULT SCHOOL	110	$120.04
23001306	AMAZON CAPITAL SERVICES	BOOKS	INSTRUCTIONAL SERVICES	010	$931.34
23001307	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	STEVENSON ELEMENTARY	010	$69.15
23001308	TOOLS4EVER	SOFTWARE LICENSES; BOARD APPROVED 6/16/22	TECHNOLOGY SERVICES	010	$11,074.50
23001309	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLIES; ACCOUNTS RECEIVABLE FUNDS	SPECIAL EDUCATION	010	$118.03
23001310	WILLIAM V MACGILL & COMPANY	HEALTH SUPPLIES	EMERSON ELEMENTARY	010	$43.89
23001311	PARCHMENT INC	SOFTWARE LICENSES; BOARD APPROVED 6/16/22	INSTRUCTIONAL SERVICES	010	$14,075.00
23001312	DEPARTMENT OF INDUSTRIAL RELATIONS	ANNUAL CONVEYANCE PERMIT FEE FOR MCKINLEY ES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$675.00
23001313	DISCOUNT SCHOOL SUPPLY	CLASSROOM RUG; CHILD DEVELOPMENT FUNDS	ROOSEVELT ELEMENTARY	120	$462.76
23001314	US BANK NATIONAL ASSOCIATION	OFFICE FURNITURE; ADULT EDUCATION BLOCK GRANT	BURBANK ADULT SCHOOL	110	$223.52
23001315	SPECIAL EDUCATION PARENTS	REIMBURSEMENT TO PARENTS FOR NPS TUITION AND EDUCATIONAL THERAPY; SPECIAL EDUCATION FUNDS; BOARD APPROVED 8/18/22	SPECIAL EDUCATION	010	$51,835.00
23001316	STAR OF CA, ERA ED, STEPPING STONES GROUP	PROFESSIONAL SERVICES; EDUCATIONAL SUPPORT SERVICES; STATE MENTAL HEALTH RELATED SERVICES FUNDS; BOARD APPROVED 6/21/22	SPECIAL EDUCATION	010	$40,000.00
23001317	PERAZA, CRISTINA	REIMBURSEMENT TO BEHAVIOR INTERVENTION ASSISTANT FOR EQUIPMENT REPAIR; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$231.39
23001318	LEARNING WITHOUT TEARS	CLASSROOM SUPPLIES; UNIVERSAL PRE-KINDER FUNDS	JEFFERSON ELEMENTARY	010	$353.51
23001319	WESTERN ALLIED CORPORATION	2022-23 BLANKET ORDER; HVAC SERVICE; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$17,000.00
23001320	AVILA, JUAN	REIMBURSEMENT TO SCHOOL INTERVENTION SPECIALIST FOR FOOD FOR EVENT; GIFT FUNDS	DOLORES HUERTA MIDDLE SCHOOL	010	$112.65
23001321	PRINTERSAURUS REX, INC.	CUSTOM SHIRTS; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$1,568.23
23001324	PEARSON ASSESSMENT	TESTING MATERIALS	JEFFERSON ELEMENTARY	010	$5,564.92

BOARD DETAIL REPORT

Printed between 09/13/2022 & 09/26/2022

PO Number	Vendor	Description	Site	Fund	Total Amount
23001325	ADVANTIDGE INC	OFFICE SUPPLIES; ADULT EDUCATION FUNDS	BURBANK ADULT SCHOOL	110	$162.34
23001326	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; MEDICAL FUNDS	JEFFERSON ELEMENTARY	010	$304.90
23001327	ACCREDITING COMMISSION FOR SCHOOLS WASC	OFFICE SUPPLIES; ADULT EDUCATION - BLOCK GRANT	BURBANK ADULT SCHOOL	110	$40.00
23001328	NASSIM, WAHIBA	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; ADULT ED GENERAL APPORTIONMENT FUNDS	BURBANK ADULT SCHOOL	110	$43.80
23001329	LAKESHORE CURRICULUM MATERIAL	CLASSROOM SUPPLIES; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$351.30
23001330	MACIAS, OSCAR	REIMBURSEMENT TO PRINCIPAL FOR SOFTWARE LICENSES; BOARD APPROVED 6/16/22	LUTHER BURBANK MIDDLE SCHOOL	010	$563.74
23001331	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES; GIFT FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$61.63
23001332	PERRY, TAMARA	2022-2023 BLANKET ORDER; REIMBURSEMENT TO TEACHER FOR CLASSROOM MATERIALS AND SUPPLIES; CHILD DEVELOPMENT FUNDS	JEFFERSON ELEMENTARY	120	$100.00
23001333	ANDERSON, LUKE	CONSULTANT AGREEMENT; PEACEFUL PLAYGROUND PROGRAM; BOARD APPROVED 7/21/22	JEFFERSON ELEMENTARY	010	$3,150.00
23001334	S.O.S. SURVIVAL PRODUCTS	EMERGENCY SUPPLIES	Student Services	010	$10,069.55
23001335	COMMERCIAL DOOR OF LOS ANGELES COUNTY	2223-007 FURNISH AND INSTALL GATE OPERATOR AND SENSING EDGE AT MILLER ES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$16,860.00
23001336	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES; GIFT FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$83.75
23001337	COMMERCIAL DOOR OF LOS ANGELES COUNTY	2223-008 FURNISH AND INSTALL GATE OPERATORS AT DISTRICT OFFICE; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$37,837.00
23001338	AMAZON CAPITAL SERVICES	HEALTH SUPPLIES; ADULT EDUCATION - BLOCK GRANT	BURBANK ADULT SCHOOL	110	$1,547.33
23001340	US BANK NATIONAL ASSOCIATION	SOFTWARE LICENSE; SPECIAL EDUCATION-WORKABILITY GRANT	SPECIAL EDUCATION	010	$210.00
23001341	UME FEDERAL CREDIT UNION	BUS TRANSPORTATION FOR FAMILIES IN TRANSITION; TITLE I FUNDS	Student Services	010	$204.00
23001342	ROSALES, JESSICA	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; CHILD DEVELOPMENT FUNDS	ROOSEVELT ELEMENTARY	120	$165.80
23001343	CDW-G - COMPUTER DISCOUNT WHSE	AUDIO VISUAL SUPPLIES	JEFFERSON ELEMENTARY	010	$109.28
23001344	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	STEVENSON ELEMENTARY	010	$110.24
23001345	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	LUTHER BURBANK MIDDLE SCHOOL	010	$352.58
23001346	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLIES; GIFT FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$661.28

BOARD DETAIL REPORT

Printed between 09/13/2022 & 09/26/2022

PO Number	Vendor	Description	Site	Fund	Total Amount
23001347	SPECIAL EDUCATION PARENT	REIMBURSEMENT TO PARENTS FOR TRANSPORTATION; SPECIAL EDUCATION FUNDS; BOARD APPROVED 7/21/22	SPECIAL EDUCATION	010	$2,700.00
23001348	SPECIAL EDUCATION PARENT	REIMBURSEMENT TO PARENTS FOR TRANSPORTATION; SPECIAL EDUCATION FUNDS; BOARD APPROVED 7/21/22	SPECIAL EDUCATION	010	$4,300.00
23001349	WESTERN PSYCHOLOGICAL SERVICES	TESTING MATERIALS	JEFFERSON ELEMENTARY	010	$727.65
23001350	SPECIAL EDUCATION PARENTS	REIMBURSEMENT TO PARENTS FOR TRANSPORTATION; SPECIAL EDUCATION FUNDS; BOARD APPROVED 7/21/22	SPECIAL EDUCATION	010	$7,695.00
23001351	SPECIAL EDUCATION PARENTS	REIMBURSEMENT TO PARENTS FOR TRANSPORTATION; SPECIAL EDUCATION FUNDS; BOARD APPROVED 7/21/22	SPECIAL EDUCATION	010	$2,020.00
23001352	SPECIAL EDUCATION PARENTS	REIMBURSEMENT TO PARENTS FOR TUTORING SERVICES; ALTERNATIVE DISPUTE RESOLUTION FUNDS; BOARD APPROVED 6/16/22	SPECIAL EDUCATION	010	$5,800.00
23001353	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$242.95
23001354	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATOIN FUNDS	MILLER ELEMENTARY	010	$199.86
23001355	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	STEVENSON ELEMENTARY	010	$169.36
23001356	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	EMERSON ELEMENTARY	010	$186.76
23001357	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	HORACE MANN CHILDREN´S CENTER	010	$201.53
23001358	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$269.29
23001359	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION AND GIFT FUNDS	JEFFERSON ELEMENTARY	010	$113.82
23001360	AMAZON CAPITAL SERVICES	BOOKS; ALTERNATIVE DISPUTE RESOLUTION FUNDS	SPECIAL EDUCATION	010	$55.91
23001361	SPECIAL EDUCATION PARENT	REIMBURSEMENT TO PARENT FOR VARIOUS SPECIAL EDUCATION SERVICES; SPECIAL EDUCATION FUNDS; BOARD APPROVED 8/4/22	SPECIAL EDUCATION	010	$27,900.00
23001362	AMAZON CAPITAL SERVICES	OFFICE EQUIPMENT; SPECIAL EDUCATION FUNDS	BURBANK ADULT SCHOOL	010	$121.15
23001363	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; CHILD DEVELOPMENT FUNDS	MC KINLEY ELEMENTARY	120	$11.57
23001364	TOTAL MD INC.	SOFTWARE LICENSES	BURBANK ADULT SCHOOL	110	$16,399.00
23001365	SAM THE TILE MAN	MURAL SUPPLIES; ACCOUNTS RECEIVABLE FUNDS	MUIR MIDDLE SCHOOL	010	$2,012.00
23001366	CHAI, AUSTIN	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$220.00

BOARD DETAIL REPORT

Printed between 09/13/2022 & 09/26/2022

PO Number	Vendor	Description	Site	Fund	Total Amount
23001367	THEATERWORKSUSA	FIELD TRIP ADMISSION	EMERSON ELEMENTARY	010	$1,149.00
23001368	CITYWIDE UNIFORMS	INSTRUCTIONAL SUPPLIES; ADULT EDUCATION BLOCK GRANT	BURBANK ADULT SCHOOL	110	$377.06
23001369	ZULAYBAR, LUIGI	REIMBURSEMENT TO TEACHER FOR CLOTHING; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$6.59
23001370	TANCORA, STEVE	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$228.23
23001371	RODRIGUEZ, LISA	REIMBURSEMENT TO SUBSTITUTE TEACHER FOR CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$27.51
23001372	EPPORT, KAREN LYNN	PROFESSIONAL SERVICES; PSYCHOLOGICAL EDUCATIONAL IEE; SPECIAL EDUCATION FUNDS; BOARD APPROVED 9/1/22	SPECIAL EDUCATION	010	$6,500.00
23001373	AMAZON CAPITAL SERVICES	BOOKS	STEVENSON ELEMENTARY	010	$114.22
23001375	AGAZARYAN, TALINE	CSEA CLAIM FOR REIMBURSEMENT	FISCAL SERVICES	010	$1,250.00
23001376	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	BRET HARTE ELEMENTARY	010	$891.42
23001377	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	MUIR MIDDLE SCHOOL	010	$74.93
23001378	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	WASHINGTON ELEMENTARY	010	$200.75
23001379	ANDERSON, LUKE	CONSULTANT AGREEMENT; PEACEFUL PLAYGROUND PROGRAM; GIFT FUNDS; BOARD APPROVED 7/21/22	EDISON ELEMENTARY	010	$3,150.00
23001380	ANDERSON, LUKE	CONSULTANT AGREEMENT; PEACEFUL PLAYGROUND PROGRAM; BOARD APPROVED 7/21/22	EMERSON ELEMENTARY	010	$3,150.00
23001381	ANDERSON, LUKE	CONSULTANT AGREEMENT; PEACEFUL PLAYGROUND PROGRAM; BOARD APPROVED 7/21/22	DISNEY ELEMENTARY	010	$3,150.00
23001382	ANDERSON, LUKE	CONSULTANT AGREEMENT; PEACEFUL PLAYGROUND PROGRAM FOR ASES SITES; ASES FUNDS; BOARD APPROVED 8/18/22	CHILD DEVELOPMENT SERVICES	010	$7,875.00
23001383	PEREZ GARDENING	LAWN CARE SERVICES FOR LAMER HOUSE; RENTAL OF DISTRICT PROPERTY FUNDS	FISCAL SERVICES	010	$1,300.00
23001384	GORING, CARSON	REIMBURSEMENT TO PARENT FOR VEHICLE DAMAGE	FISCAL SERVICES	010	$279.59
23001385	SUPER DUPER PUBLICATIONS	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$90.18
23001386	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES; SPECIAL EDUCATION FUNDS	COMMUNITY DAY SCHOOL	010	$27.54
23001387	AMAZON CAPITAL SERVICES	BOOKS; TITLE I FUNDS	DISNEY ELEMENTARY	010	$504.36
23001388	FLORES, GRECIA	PROFESSIONAL SERVICES; CERTIFICATED HIRING SUPPORT; BOARD APPROVED 8/18/22	PERSONNEL SERVICES	010	$5,500.00

BOARD DETAIL REPORT

Printed between 09/13/2022 & 09/26/2022

PO Number	Vendor	Description	Site	Fund	Total Amount
23001389	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	HORACE MANN CHILDREN´S CENTER	010	$197.71
23001390	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; CAREER TECHNICAL EDUCATION INCENTIVE GRANT PROGRAM	JOHN BURROUGHS HIGH SCHOOL	010	$20.88
23001391	ANDERSON, LUKE	CONSULTANT AGREEMENT; PEACEFUL PLAYGROUND PROGRAM; BOARD APPROVED 7/21/22	STEVENSON ELEMENTARY	010	$3,150.00
23001392	TVSETDESIGNS.COM LLC	SET DESIGN MATERIALS; K12 STRONG WORKFORCE GRANT	JOHN BURROUGHS HIGH SCHOOL	010	$8,028.74
23001393	FUN EXPRESS LLC	CLASSROOM SUPPLIES; ASES FUNDS	WASHINGTON ELEMENTARY	010	$162.50
23001394	BAILEY POTTERY EQUIPMENT CORP	KILN; GIFT FUNDS	BRET HARTE ELEMENTARY	010	$20,014.44
23001395	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; CAREER TECHNICAL EDUCATION INCENTIVE GRANT PROGRAM FUNDS	BURBANK HIGH SCHOOL	010	$20.88
23001396	SKILLSUSA CALIFORNIA	CONFERENCE FEES; CTE - UNRESTRICTED FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$75.00
23001397	PUMPIAN-MINDLIN, ILYA	REIMBURSEMENT TO SCHOOL OFFICE MANAGER FOR OFFICE AND PLAYGROUND SUPPLIES; ADULT ED GENERAL APPORTIONMENT & BLOCK GRANT FUNDS	BURBANK ADULT SCHOOL	110	$723.23
23001398	TEXTBOOK WAREHOUSE INC	TEXTBOOKS - ADOPTED; LOTTERY - INSTRUCTIONAL MATERIALS FUNDS; BOARD APPROVED 7/17/2003	MUIR MIDDLE SCHOOL	010	$173.97
23001399	YOUNG, RON	REIMBURSEMENT TO SCHOOL PRINCIPAL FOR BOOKS	JEFFERSON ELEMENTARY	010	$100.94
23001400	SCHOOL SPECIALTY, INC	PLAYGROUND SUPPLIES; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$150.22
23001401	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$365.51
23001402	TEXTBOOK WAREHOUSE INC	TEXTBOOKS - ADOPTED; LOTTERY - INSTRUCTIONAL MATERIALS; BOARD ADOPTED 7/19/2007	BURBANK HIGH SCHOOL	010	$740.88
23001403	AMAZON CAPITAL SERVICES	CLASSROOM EQUIPMENT; PERKINS GRANT	JOHN BURROUGHS HIGH SCHOOL	010	$644.50
23001404	AREY JONES EDUCATIONAL SOLUTIONS	COMPUTER EQUIPMENT; ESSER III FUNDS	TECHNOLOGY SERVICES	010	$3,550.96
23001405	UME FEDERAL CREDIT UNION	OFFICE SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$1,133.54
23001406	APPLE COMPUTER ED SALES	COMPUTER EQUIPMENT; ACCOUNTS RECEIVABLE FUNDS	SPECIAL EDUCATION	010	$1,379.35
23001407	AMAZON CAPITAL SERVICES	CLASSROOM EQUIPMENT; GIFT FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$880.90
23001408	AREY JONES EDUCATIONAL SOLUTIONS	COMPUTER EQUIPMENT; ADULT ED GENERAL APPORTIONMENT & ADULT EDUCATION BLOCK GRANT FUNDS	BURBANK ADULT SCHOOL	110	$644.16
23001409	YOUNG, RON	REIMBURSEMENT TO PRINCIPAL FOR SOFTWARE LICENSE; BOARD APPROVED 6/16/22	JEFFERSON ELEMENTARY	010	$149.00

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 09/13/2022 & 09/26/2022

PO Number	Vendor	Description	Site	Fund	Total Amount
23001410	MULTI-HEALTH SYSTEMS	TESTING MATERIALS	JEFFERSON ELEMENTARY	010	$1,595.33
23001411	MULTI-HEALTH SYSTEMS	TESTING MATERIALS	SPECIAL EDUCATION	010	$1,556.75
23001412	SMITH, KRISTIE	REIMBURSEMENT TO SCHOOL ATTENDANCE TECHNICIAN FOR OFFICE SUPPLIES	DOLORES HUERTA MIDDLE SCHOOL	010	$120.82
23001413	SCHOOL NURSE SUPPLY INC	HEALTH SUPPLIES	BRET HARTE ELEMENTARY	010	$257.66
23001414	PEARSON ASSESSMENT	TESTING MATERIALS	SPECIAL EDUCATION	010	$990.00
23001415	KAREN PHARMACY	HEALTH SUPPLIES	Health Services	010	$360.00
23001416	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; ASES FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$83.77
23001417	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	EMERSON ELEMENTARY	010	$50.68
23001418	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	PROVIDENCIA ELEMENTARY	010	$35.19
23001419	AMAZON CAPITAL SERVICES	OFFICE AND AUDIO SUPPLIES; PERKINS GRANT	JOHN BURROUGHS HIGH SCHOOL	010	$506.81
23001420	AMAZON CAPITAL SERVICES	INSTRUCTIONAL SUPPLIES; PERKINS GRANT	LUTHER BURBANK MIDDLE SCHOOL	010	$158.72
23001421	AMAZON CAPITAL SERVICES	FACILITIES SUPPLIES	FACILITIES SERVICES	010	$584.24
23001422	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES; GIFT FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$39.68
23001423	AMAZON CAPITAL SERVICES	BOOKS; TITLE I FUNDS	MILLER ELEMENTARY	010	$199.02
23001424	AMAZON CAPITAL SERVICES	BOOKS; TITLE I FUNDS	DISNEY ELEMENTARY	010	$172.95
23001425	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	LUTHER BURBANK MIDDLE SCHOOL	010	$54.24
23001426	TEACHER SYNERGY LLC	SOFTWARE LICENSES; TITLE I FUNDS	MILLER ELEMENTARY	010	$575.00
23001427	SULLIVAN, JILL	CONSULTANT AGREEMENT; TEACHER SUPPORT; BOARD APPROVED 9/15/22	INSTRUCTIONAL SERVICES	010	$4,012.00
23001428	ANDERSON, LUKE	CONSULTANT AGREEMENT; PEACEFUL PLAYGROUND PROGRAM; BOARD APPROVED 7/21/22	MILLER ELEMENTARY	010	$2,000.00
23001429	ANDERSON, LUKE	CONSULTANT AGREEMENT; PEACEFUL PLAYGROUND PROGRAM; BOARD APPROVED 7/21/22	PROVIDENCIA ELEMENTARY	010	$3,150.00
23001430	BERTRAND'S MUSIC	2022-23 BLANKET ORDER; MUSICAL INSTRUMENT REPAIRS	LUTHER BURBANK MIDDLE SCHOOL	010	$4,000.00
23001431	ANDERSON, LUKE	CONSULTANT AGREEMENT; PEACEFUL PLAYGROUND PROGRAM; MAA FUNDS; BOARD APPROVED 7/21/22	MC KINLEY ELEMENTARY	010	$3,150.00
23001432	ANDERSON, LUKE	CONSULTANT AGREEMENT; PEACEFUL PLAYGROUND PROGRAM; GIFT FUNDS; BOARD APPROVED 7/21/22	BRET HARTE ELEMENTARY	010	$3,150.00
23001433	ABLENET, INC.	TECHNOLOGY SUPPLIES	SPECIAL EDUCATION	010	$297.68
23001434	BERTRAND'S MUSIC	2022-23 BLANKET ORDER; MUSICAL INSTRUMENT REPAIRS	DOLORES HUERTA MIDDLE SCHOOL	010	$4,000.00

BOARD DETAIL REPORT

Printed between 09/13/2022 & 09/26/2022

PO Number	Vendor	Description	Site	Fund	Total Amount
23001435	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	EMERSON ELEMENTARY	010	$196.88
23001436	RANA, DIANE	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES	DOLORES HUERTA MIDDLE SCHOOL	010	$166.87
23001437	BOWERS, LUCIA	REIMBURSEMENT TO TOSA FOR BOOKS	INSTRUCTIONAL SERVICES	010	$247.53
23001438	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLIES	MONTEREY HIGH SCHOOL	010	$38.90
23001439	SOFTCHOICE CORP	SOFTWARE LICENSES; BOARD APPROVED 6/16/22	TECHNOLOGY SERVICES	010	$1,537.37
23001440	SCREENCASTIFY LLC	SOFTWARE LICENSES; ELO FUNDS	INSTRUCTIONAL SERVICES	010	$16,750.00
23001441	AREY JONES EDUCATIONAL SOLUTIONS	COMPUTER EQUIPMENT; EXPANDED LEARNING OPPORTUNITIES PROGRAM FUNDS	WASHINGTON ELEMENTARY	010	$1,339.68
23001442	OUTLOOK NEWSPAPERS	MAGAZINE SUBSCRIPTION	DOLORES HUERTA MIDDLE SCHOOL	010	$99.00
23001443	COMPLETE BUSINESS SYSTEMS	OFFICE SUPPLIES	MILLER ELEMENTARY	010	$412.13
23001444	LAKESHORE CURRICULUM MATERIAL	CLASSROOM RUG	EMERSON ELEMENTARY	010	$568.96
23001445	US BANK NATIONAL ASSOCIATION	INSTRUCTIONAL SUPPLIES; ADULT EDUCATION BLOCK GRANT	BURBANK ADULT SCHOOL	110	$488.32
23001446	SAVVAS LEARNING COMPANY LLC	SOFTWARE LICENSES; LOTTERY FUNDS; BOARD APPROVED 6/16/22	INSTRUCTIONAL SERVICES	010	$2,800.00
23001447	AMAZON CAPITAL SERVICES	HEALTH SUPPLIES	PROVIDENCIA ELEMENTARY	010	$45.08
23001448	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	PERSONNEL SERVICES	010	$548.48
23001449	US BANK NATIONAL ASSOCIATION	MEMBERSHIP; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$49.95
23001450	EDPUZZLE, INC.	SOFTWARE LICENSE; TITLE I FUNDS; BOARD APPROVED 6/16/22	LUTHER BURBANK MIDDLE SCHOOL	010	$2,450.00
23001451	BRAINPOP	SOFTWARE LICENSE; TITLE I FUNDS; BOARD APPROVED 6/16/22	LUTHER BURBANK MIDDLE SCHOOL	010	$2,987.75
23001452	WESTERN PSYCHOLOGICAL SERVICES	TESTING MATERIALS	SPECIAL EDUCATION	010	$336.00
23001453	WESTERN PSYCHOLOGICAL SERVICES	TESTING MATERIALS	SPECIAL EDUCATION	010	$334.72
23001454	SOUTHWEST SCHOOL & OFFICE SUPPLY	CLASSROOM SUPPLIES; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$297.68
23001455	CAROLINA BIOLOGICAL SUPPLY CO	CLASSROOM SUPPLIES; ESSA CSI COMPREHENSION	MONTEREY HIGH SCHOOL	010	$3,065.67
23001456	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$222.48
23001457	DIAZ, ESPERANZA	REIMBURSEMENT TO SCHOOL INTERVENTION SPECIALIST FOR INSTRUCTIONAL MATERIALS; LCFF SUPPLEMENTAL FUNDS	EMERSON ELEMENTARY	010	$52.49
23001458	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	PROVIDENCIA ELEMENTARY	010	$23.70
23001459	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	EDISON ELEMENTARY	010	$64.78

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 09/13/2022 & 09/26/2022

PO Number	Vendor	Description	Site	Fund	Total Amount
23001460	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$201.45
23001461	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$43.97
23001462	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$21.96
23001463	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$545.41
23001464	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$49.51
23001465	DEL RIO, ERICA	2022-2023 BLANKET ORDER; REIMBURSEMENT TO TEACHER FOR CLASSROOM MATERIALS AND SUPPLIES; CHILD DEVELOPMENT FUNDS	DISNEY ELEMENTARY	120	$100.00
23001466	AMAZON CAPITAL SERVICES	AUDIO VISUAL SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$65.69
23001467	WARD'S NATURAL SCIENCE	CLASSROOM SUPPLIES; ESSA CSI COMPREHENSION FUNDS	MONTEREY HIGH SCHOOL	010	$624.99
23001468	PITSCO EDUCATION	INSTRUCTIONAL SUPPLIES; PERKINS GRANT	LUTHER BURBANK MIDDLE SCHOOL	010	$2,975.18
23001469	BREAKOUT EDU	INSTRUCTIONAL MATERIALS; PERKINS GRANT	BURBANK HIGH SCHOOL	010	$877.59
23001470	TRUDVANG LLC	TESTING MATERIALS	SPECIAL EDUCATION	010	$400.88
23001471	BREAKOUT EDU	INSTRUCTIONAL MATERIALS; CAREER TECHNICAL EDUCATION INCENTIVE GRANT	BURBANK HIGH SCHOOL	010	$877.59
23001472	US BANK NATIONAL ASSOCIATION	EQUIPMENT RENTAL; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$1,721.17
23001473	TRANSIT SYSTEMS UNLIMITED, INC	STUDENT TRANSPORTATION; ATHLETICS	JOHN BURROUGHS HIGH SCHOOL	010	$745.00
23001474	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; ATHLETICS	JOHN BURROUGHS HIGH SCHOOL	010	$511.25
23001475	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; ATHLETICS	JOHN BURROUGHS HIGH SCHOOL	010	$5,568.75
23001476	AMAZON CAPITAL SERVICES	STAFF APPRECIATION SUPPLIES; GIFT FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$180.08
23001477	DAILY JOURNAL CORPORATION	ADVERTISEMENT FEE	INSTRUCTIONAL SERVICES	010	$300.16
23001478	MATTERHACKERS INC	INSTRUCTIONAL MATERIALS; PERKINS GRANT	LUTHER BURBANK MIDDLE SCHOOL	010	$225.54
23001479	POCKET NURSE	HEALTH SUPPLIES; ADULT EDUCATION-BLOCK GRANT	BURBANK ADULT SCHOOL	110	$146.09

PO Count: **208** **Total:** **$1,143,844.78**

Printed between 09/13/2022 & 09/26/2022

BOARD FUND SUMMARY

Fund	Description	PO Count	Total Fund Amount
010	General Fund - Unrestricted	189	$1,021,441.99
110	Adult Education Fund	12	$20,914.89
120	Child Development Fund	7	$100,940.13
250	Capital Facilities Fund	1	$547.77
		Total:	**$1,143,844.78**

10/20/2022

To the Superintendent of Schools:

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

Warrants	Payroll		Warrants	Commercial	
7465159	7465223		20623019	20623032	
7465704	7465713		20625326	20625363	
7469250	7469271		20627252	20627278	
7470610	7470729		20629486	20629504	
7473711	7473712		20631662	20631686	
7475463	7475501		20633435	20633471	
7476154	7477185		20635766	20635814	
7478922	7478989		20637886	20637895	
7481057	7481059		20639385	20639423	
7482104	7482156		20641663	20641664	
7483142	7483184		20643860	20643861	
7485175	7485190		20645928	20646010	
7486239	7486358		20647974	20648001	
7488936	7488937		20650108	20650118	
7491451	7491516		20652271	20652307	
2338716	2339324		20657379	20657439	
2354344	2354352		20659742	20659800	
2365226	2365882		20661777	20661815	
2388860	2388944		202209130090909	202210050098351	
2416443	2416719				
2431708	2432326				
2448060	2448069				
2455982	2456021				

9/15/22-10/7/22	**$ 14,815,144.56**	**9/14/22-10/10/22**	**$ 4,992,271.21**

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sharon Cuseo, Assistant Superintendent, Instructional Services
PREPARED BY:	Sharon Cuseo, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Terri Ramirez-Adams, Administrative Secretary II
DATE:	October 20, 2022
SUBJECT:	Approval of Instructional Consultant Services

Background:

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

Discussion and Issues:

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

Fiscal Impact:

There is no fiscal impact.

Recommendation:

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

BURBANK UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES
APPROVAL OF INSTRUCTIONAL CONSULTANT SERVICES

Board Meeting Date: October 20, 2022

Site	Name	Purpose	Dates	Cost	Appropriation Number
Emerson Elementary	Music Junction	Music Choir Program	10/28/2022–5/5/2023	$2,400	01.0-90201.0-17007-41001-5810-2038700
Emerson Elementary	Box Cars and One Eyed Jacks	Consultant will provide an educational evening virtually for math and literacy games	11/29/2022	$500	01.0-42030.0-47600-10000-5810-2039000
Emerson Elementary	Bubblemania and Company	One 45 minute "Science of Bubbles" assembly	11/1/2022	$335	01.0-90201.0-11100-10000-5810-2038200
Emerson Elementary	Mad Science of Central Los Angeles	Two Fire and Ice Science Assemblies	11/2/2022	$1,113	01.0-90201.0-11100-10000-5810-2038200
McKinley Elementary	Deana Hippie	Professional development for writing program	10/26/2022–10/29/2022	$4,100	01.0-30100.0-11100-10000-5810-2099000
Miller Elementary	Nicole Dominguez	Artist in Residence Teachers for Theatre Arts Workshops for Students	11/1/2022–12/15/2022	$2,371	01.0-90201.0-11100-10000-5810-2108700

DocuSign Envelope ID: 2188C336-054C-456B-9102-1DA05C5130AA

BURBANK UNIFIED SCHOOL DISTRICT

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

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 4th of October, 2022 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Music Junction hereinafter referred to as "Consultant."

Payee's Name Music Junction Daytime Phone Number [redacted]

Email Address bob@themusicjunction.com (Bob Vaughan)

Mailing Address [redacted] CA 91606

Sponsoring Administrator Jennifer Almer

Board Approval Date 10/20/22

Account String 40-90201-0-17007-41001-5810-203-6700.0000

DS Bob V

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

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

WITNESSETH:

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

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 2400 per hour☐ per day ☐ per session☐ per term for a total not to exceed $ 2,400.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 10/26/22 and terminating on 5/5/23
3. Payment Terms: one check end of year 5/5/23
4. Consultant will provide the following services:

   To provide students(4-5) exposure to choir

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

Burbank Unified School District of Los Angeles County

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

DocuSigned by:
Bob Vaughan
CE807D1B53CF3448

BUSD Authorized Signature/Title Date

10/4/2022
Date

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

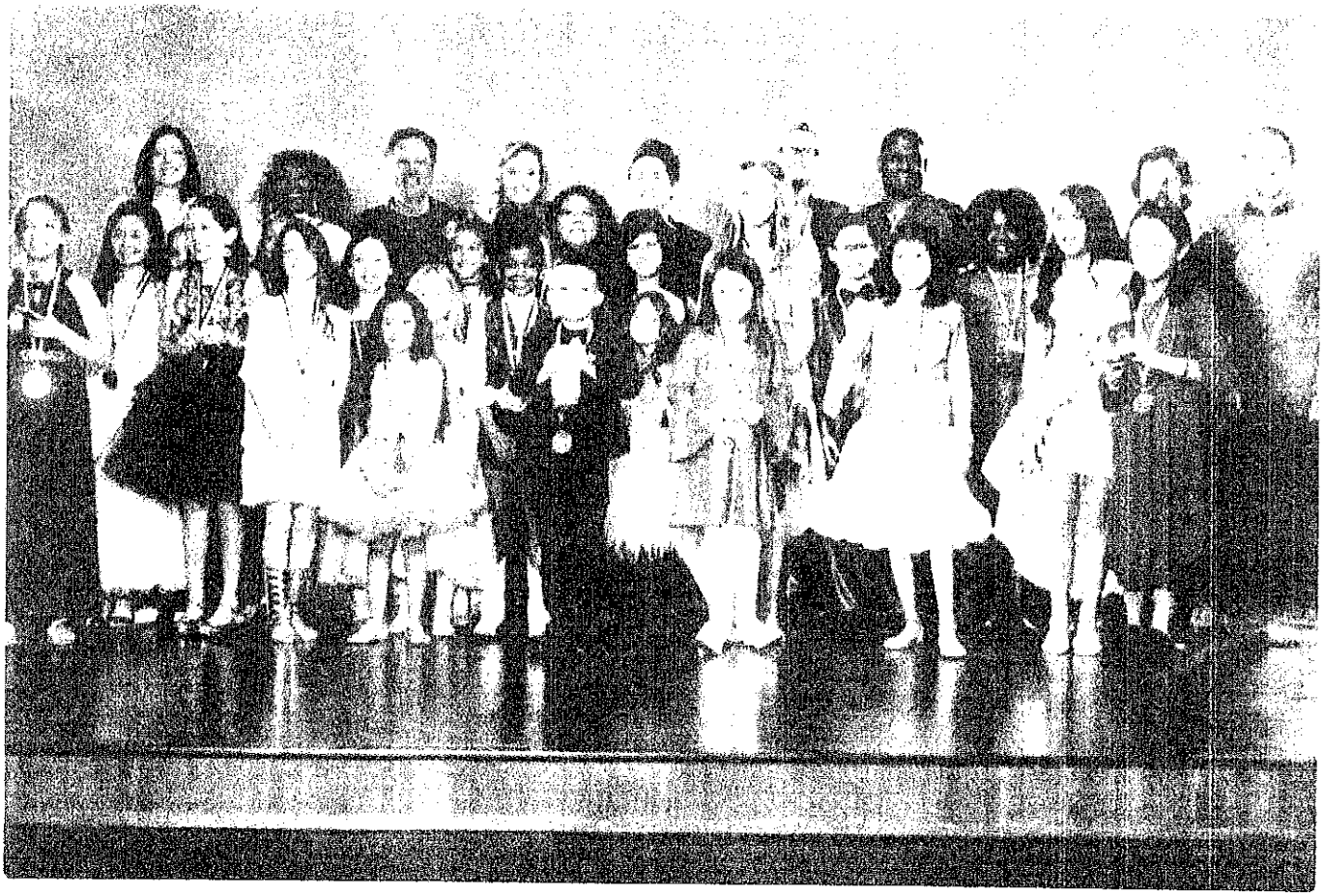
Revised 06/19

DocuSign Envelope ID: 2188C336-054C-456B-9102-1DA05C5130AA

MUSIC JUNCTION

PRIVATE LESSONS
About Private Lessons Piano Voice Guitar Ukulele Violin Drums
ABOUT
Meet the Teachers Read our reviews Meet the Owners Music Junction Social Media
SERVICES
Store Enroll Virtual Lessons In-Person Lessons Adult Music Lessons Online Courses Vocalize
EVENTS
Event calendar Burbank Singing Star Announcement Singing Program Outreach Programs
LOG IN

About Music Junction



Music Junction is a stomping ground where up-and-coming musicians thrive. Founded in 2012 by Charissa Wheeler and Bob Vaughan. This Los Angeles-based music school company provides one-on-one and group music lessons, as well as online courses, to over 400 students. Private lessons are offered on-site or virtually for Piano, Guitar, Singing, Violin, Ukulele, and Drum lessons for all ages, kids, and adults.

Our Music Junction teachers are highly trained and talented music teachers with music degrees, thoroughly vetted through a multi-level interview and testing process, so that only the best teachers join our team.

Music Junction teachers welcome both adults and kids and are well versed in holding the attention of a young audience. We can break down music concepts in an easy to understand, fun way - making learning music exciting; exercises feel like a game. Young students can enjoy our "Smile Tickets" program to earn tickets to win prizes for their accomplishments, which provides fun engagement and motivation for young learners.

Perform with us! Students at Music Junction also motivate and inspire each other in 4 recitals each year, and other performance opportunities like our virtual social media concerts, our singing contest, and more. Our recitals and concerts have included up to 1000 attendees. The school also features performers in Livestream concerts that showcase musicians from all over the world.

Music Junction charitable outreach programs raise donations for music education, such as join-the-band Rock Concerts that helps schools raise funds for their arts programs. Our annual charity singing contest, "Burbank Singing Star," supports music ed in the public schools - with Radio Disney as the Grand Prize Sponsor and Judges from American Idol, the Grammy's, and Broadway.

Music Junction is committed to inspire creativity, showcase talent, and give musicians a place to express their gifts.

The Importance of Music

Music provides a positive, significant, and lasting benefit to learners. Studying an instrument provides an outlet for creativity, self-expression, and individual uniqueness.

For children, learning to play music can help in other areas of education. Independent studies show that children who learn piano tend to do better in school. This is attributed to the discipline, eye-hand coordination, social skills building, learning a new language(music), and the pleasure derived from making your own music.

Children who study music have also been linked to higher SAT scores and higher results on other aptitude tests.

© 2022 MUSIC JUNCTION

(818) 559-6400

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 28th of September, 2022 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Box Cars and One Eyed Jacks hereinafter referred to as "Consultant."

Payee's Name Box Cars and One Eyed Jacks Daytime Phone Number [redacted]

Email Address jane@boxcarsandoneeyedjacks.com

Mailing Address [redacted], T5S 2A5 Canada

Sponsoring Administrator Jennifer Ahmer

Board Approval Date 10/20/22

Account String 01-42030-0-44600-10000-5810-203-9000

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

Retired Employee: Please check if you belong to ____ calPERS ____ cal STRS **Retirement Date** ____

WITNESSETH:

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

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 500.00 per hour☐/ per day ☐/ per session☒ for a total not to exceed $ 500.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 11/24/22 and terminating on 11/29/22.
3. Payment Terms: Pay in full on completion
4. Consultant will provide the following services:
   Consultant will provide an educational evening virtually for math + literacy games
5. The Consultant shall provide an Invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

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

BUSD Authorized Signature/Title — Date

Consultant on behalf of Jane Kelly — Date Sept 30 2022

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

Revised 06/19

Team

Here at Box Cars and One-Eyed Jacks, our team of consultants is led by fearless leaders, Jane and John Felling. Jane started the business in 1988, and over the years has grown the business from a purely Alberta based demographic to a multinational business with contracts and speaking engagements with schools throughout North America. Box Cars has a team of consultants who help with workshops, coaching, and family events!



John Felling

Lead Consultant, Box Cars And One Eyed Jacks

Email John(mailto:john@boxcarsandoneeyedjacks.com)

Biography ▾

()

Academic History ▾

()

Work History ▾

()

Presenting History ▾

()

Publications (Articles)▾

()

Publications (Books)▾

()



Jane Felling

M.Ed, B.Ed(After Degree) BPE

Biography ▾

()

As Seen In...

ASCD

NCTM

NCEA

CAMT

CMC-S

Educational Workshops for Teachers, Students, and Families

Our math and literacy workshops are fun, engaging, and effective. Plus, all of the games we teach can be easily implemented into your regular classroom, summer school program, or after-school program.

We also offer virtual or in-person formats, so you can enjoy the convenience, flexibility, and cost savings of an online workshop that's equally as engaging and perfect for remote districts or schools! Learn more about the benefits of virtual workshops here! (https://boxcarsandoneeyedjacks.com/benefits-of-virtual-workshops-for-teachers/)

What We Provide in Our Educational Workshops

Our workshops are jam-packed with valuable strategies, games, and differentiation ideas to keep your whole classroom engaged. For each of our virtual or in-person workshops, we provide the following:

- Tailored content, focused on the grade level you request.
- An extensive PDF handout that contains gameboards, math talk/journal extensions, and concept skill checklists for assessment, all of which are immediately useable in the classroom.
- We record and share our session with you for follow-up review. That way you have a resource to refer to for training, and you can share it with teachers who weren't able to attend the live webinar workshop. This is also beneficial for our virtual family game nights as many families have prior commitments and are unable to attend. With the recorded session, they can watch it on their own time.

We promise to make our sessions hands on by:

- Providing pre-purchased math or literacy kits sent ahead of time, so teachers and/or students can use them on the date of the workshop **OR**
- We can request that teachers or families have a deck of cards or regular spotted dice

- We can request that teachers or families have a deck of cards or regular spotted dice on hand. These are easy-to-find resources and will guarantee to make the session hands on and engaging.
- Participant door prizes are sent following the webinar!

Math Workshops

We present new and fun games that'll help your students learn key concepts while staying engaged without getting frustrated.

LEARN MORE
(HTTPS://BOXCARSANDONEEYEDJACKS.COM/WORKSHOPS/MATH/)

Literacy Workshops

Help your students excel in their reading, vocabulary, writing, and comprehension concepts with our hands-on literacy workshops!

LEARN MORE
(HTTPS://BOXCARSANDONEEYEDJACKS.COM/WORKSHOPS/LITERACY/)

Family Games Night

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 29 of September, 2022 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Bubblemania and Company hereinafter referred to as "Consultant."

Payee's Name Bubblemania & Co. Daytime Phone Number [redacted]

Email Address bubblemania87@gmail.com

Mailing Address: [redacted] CA 90066

Sponsoring Administrator Jennifer Almer Johnson

Board Approval Date 10/20/22

Account String 010-9020I.0.11100-10000-5810.203.8200.0000

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

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

WITNESSETH:

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

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ $335 per hour☐/ per day ☐/ per session■ for a total not to exceed $$335 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on November 1st and terminating on November 1
3. Payment Terms: Payment due by day of assembly
4. Consultant will provide the following services:

   One bubblemania Assembly for Emerson Elementary grades Transitional Kindergarten, Kindergarten and 1st grade. Approximately 180 students
5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

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

BUSD Authorized Signature/Title _____ Date _____

Consultant Bubblemania and Company Date 10/5/22

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

Revised 06/19

Bubblemania blurb

Jackie H <jackie.hackbarth@gmail.com>
Wed 10/5/2022 12:41 PM
To: Maureen Williamsbaer <Maureenwilliamsbaer@burbankusd.org>

Caution! This message was sent from outside of Burbank Unified School District.

ABOUT BUBBLEMANIA AND COMPANY
How we started and where we are:

Bubble Mania & Company has been in business going on 20 years. Creator Beverly Speach started this business in San Diego in 1987.

Joseph Ferri took over the company in 2007, improving the show and implementing his dedication to customer care.

Operating since 1987 in the Los Angeles area, Bubblemania and Company has now expanded to service all of Southern California as well as the San Francisco Bay and Sacramento Areas. Bubble Mania & Company provides educational entertainment at the highest level of excellence. We combine incredible visual choreography with interactive script formats that involve the audience's minds and hearts.

We Believe:

Children are naturally interested in science and very curious about the world around them. Our goal is to keep them interested for the rest of their lives with a memorable experience of an interesting and unique nature. We strive to inform that learning is fun. Our presentations cross all ages and cultures. The visual presentation is filled with soap bubble creations that mesmerize the audience with seemingly impossible creations of shimmering, wiggling reflections of light, color and flowing liquid motion, of all shapes and sizes. The scripts are written to elicit dialogue and experiential learning and are appropriate for any age group.

Specifically, we promote independent and creative thinking with scientific method as an excellent model for exploring life in general and facilitating the learning of new concepts. We even replace some of the common myths and misconceptions about the universe around us with known laws or principles of physics, geometry and chemistry. The presentation also includes language skills, conservation and consideration toward the Earth and others.

Assembly Program
The Bubblologist will perform a 45 minute indoor **(we need 3 walls and a roof)** show on the science and fun of bubbles with shimmering waves of soap films, rainbow bubbles, square bubbles, giant bubbles etc., teaching the children about reflection, refraction, surface tension and many other soap bubbles properties with the grand finale where a dozen boys and girls get the chance to be inside of a giant bubble! The inside area is set up with a waterproof tarp of about 5 feet wide by 8 feet long placed under our equipment. The children are seated in a group on the floor, in front of the tarp, when the show begins.
You can view a video of this program at: https://www.youtube.com/watch?v=kcR21v8OO7Y

****Mileage charge may apply if you are outside of our normal operating area(s) (in addition to the prices listed).***

The cost of the Assembly is $285 for groups up to 100. For groups over 100 the cost is $335. A second consecutive assembly booked the same day is $285.

*If you would like to book this event with us, let me know the **DATE AND TIME** you would like us to start and **THE LOCATION** where the party will take place and I will send you a booking sheet to fill out and mark you on the calendar.*

Thanks,
Kelli

Bubblemania and Company LLC
www.bubblemaniaandco.com
bubblemania87@gmail.com
310 446 6115

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 29 of September, 20 22 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Mad Science of Central LA hereinafter referred to as "Consultant."

Payee's Name Mad Science of Central LA Daytime Phone Number [redacted]

Email Address karid.cla@madscience.net

Mailing Address [redacted] CA 91355

Sponsoring Administrator Jennifer Almer Johnson

Board Approval Date 10/20/22

Account String 010 · 90201-0 · 11100 · 10000 · 5810 · 203 · 8200 · 0000

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

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

WITNESSETH:

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

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 1113 per hour☐/ per day ■/ per session☐ for a total not to exceed $ 1113 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on November 2, 2022 and terminating on November 2 2022
3. Payment Terms: Due by day of assembly
4. Consultant will provide the following services:

   Two Mad Science Fire and Ice Assemblies on November 2nd 2022 at Emerson Elementary.
   One assembly for grades 2 & 3 approximately 200 students, and one for grades 4 & 5, also approx. 200 students.
5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

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

		Account Manager		9/30/2022	
BUSD Authorized Signature/Title	Date	Consultant	Mad Science of Central LA	Date	

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

Revised 06/19

Fwd: Mad Science Order Confirmation

Jackie H <jackie.hackbarth@gmail.com>
Thu 9/29/2022 8:46 AM

To: Maureen Williamsbaer <Maureenwilliamsbaer@burbankusd.org>

Caution! This message was sent from outside of Burbank Unified School District.

---------- Forwarded message ---------
From: <noreply@madscience.org>
Date: Mon, Sep 26, 2022 at 12:32 PM
Subject: Mad Science Order Confirmation
To: <jackie.hackbarth@gmail.com>

INVOICE

Order #: WREG-1546042

Mad Science of Central Los Angeles

27825 Avenue Hopkins #3,
Valencia, CA 91355
Phone: 818-909-6777
Email:
chloej.cla@madscience.net
Tax-ID 20-2904652

Date: 9/26/2022 10:36 AM
Prepared By: O'Quinn, Kari

SOLD TO Emerson Elementary - Burbank
Hackbarth, Jackie
720 E. Cypress
Burbank, CA 91501 US
Phone: 818-558-5419
Email: jackie.hackbarth@gmail.com
Customer #: 43436

Description	Qty	Unit Price	Line Total
A: Fire and Ice (1129) Date: 11/2/2022 Time: 9:20 AM-10:05 AM	1	$535.00	$535.00
A: Fire and Ice (1130) Date: 11/2/2022 Time: 10:45 AM-11:30 AM	1	$535.00	$535.00
Travel charge	1	$43.00	$43.00



Subtotal: $1,113.00
Tax-ID(0%): $0.00
Total: $1,113.00

Instructions

Class: A: Fire and Ice - Section: 1129 - Student:

* Payment Terms: To avoid late fees (or possible cancellation), payment in full is due no later than 7 days prior to the scheduled activity. If canceling with 48-72 hours notice, there is a $150 cancellation fee. If canceling with 24-48 hours notice

Our Show and Assembly Themes



Up, Up and Away!

This exciting show deals with the incredible pressure we all live under – Air Pressure! Selected students will try their best to pull apart a Magdeburg sphere, try to tame flying toilet paper and blow out a Birthday candle that has a surprise of its own. Volunteers will launch indoor hot air balloons, and ride the "Mad Science Hovercraft". Cap it all off with a "Dinosaur Sneeze" special effect!



Fire and Ice

This interactive show includes fascinating science demonstrations with air pressure, fire, bubbling potions, and more. We'll explore observations and hypotheses, and conduct experiments with "Eggbert", an animated egg that can't fit into his house. See how a magician makes fire appear and disappear, and then be mesmerized by ice that doesn't melt! Watch as a foggy movie effect fills the stage!



Sounds Like Science

Make some waves that make some noise in this fun and earthshaking show! Children will get tuned into science with exciting demonstrations and experiments that focus on the science of sound. Your Mad Scientist will create a crazy cacophony with a garbage can, a swinging sound tube, and a homemade speaker! Cheer as we do the wave and make potatoes pop!



Spin, Pop, Boom

"Newton's Laws of Motion" are examined through exciting



Be Tobacco Free!

Great for Red Ribbon Week! This informative but entertaining event



What Do You Know About H2O?

This event dives into water conservation

By continuing to browse or by clicking 'Accept' you agree to the storing of cookies on your device to enhance this site experience. To learn more about how we use the cookies please see our cookie policy.

Accept



Mad Science of Central Los Angeles

Mad Science of Central Los Angeles is a leading science enrichment provider. We deliver unique, hands-on science experiences for children through after-school programs, birthday parties, workshops, special events, and summer camps. Our innovative programs are as entertaining as they are educational!

Our Story

Mad Science was founded in 1985 in Montreal, Canada, by two brothers, Ariel and Ron Shlien. Their hobby of conducting spectacular science experiments, to the amazement of the children in their neighborhood, grew from a passion into a thriving business. Mad Science is now a global enrichment company that brings the love of science in a unique, hands-on way to millions of children every year!



By continuing to browse or by clicking 'Accept' you agree to the storing of cookies on your device to enhance this site experience. To learn more about how we use the cookies please see our cookie policy.

Accept



Our Vision

As the leading children's science enrichment provider we envision a world where every year, 5 million children experience Mad Science.

World Leading Science Provider

150+

20

1985

By continuing to browse or by clicking 'Accept' you agree to the storing of cookies on your device to enhance this site experience. To learn more about how we use the cookies please see our cookie policy.

Accept

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

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 26 of October, 20 22 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Deana Hippie hereinafter referred to as "Consultant."

Payee's Name Deana Hippie Daytime Phone Number [redacted]

Email Address [redacted]com

Mailing Address [redacted] Kentucky 40361

Sponsoring Administrator Liz Costella

Board Approval Date October 26, 2022

Account String 01.0-30100.0-11100-10000-5810-2099000

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

Retired Employee: Please check if you belong to ____ **calPERS** ✓ **cal STRS Retirement Date** June 2006

WITNESSETH:

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

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

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

NOW THERFORE, the parties mutually agree as follows.

1. The Consultant agrees to perform the following services for the District, at a rate of $ _____ per hour☐/ per day ☐/ per session☒ for a total not to exceed $ 4,100.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on October 26, 2022 and terminating on October 29, 2022.
3. Payment Terms: _____
4. Consultant will provide the following services:

   Professional development for writing strategies and demonstration lessons. Mrs. Hippie will work with every grade level in developing writing lesson, rubrics, strategies for student subgroups and a scope and sequence for each grade.

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

Burbank Unified School District of Los Angeles County

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

_____	Deana Hippie 10/10/2022
BUSD Authorized Signature/Title Date	Consultant Deana Hippie Date

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

Deana Hippie

[redacted]
[redacted]Kentucky 40361

Cell phone [redacted]

E-mail:[redacted]com

Education:

June 1972	Cal Poly, Pomona Bachelor of Science Social Science Major, Humanities Minor California Elementary Credential, Life
June 1975	Cal Poly, Pomona: California Secondary Credential, Life
September 1974 – July 1990	University of California Extension, 50 Units in various disciplines

Experience:

September 1972 – June 1973	Substitute Teacher, Corona-Norco Unified School District Grades K – 9
September 1973 – June 1979	Teacher, Corona Junior High School, English, Social Science 7, 8, 9
September 1979 – June 1982	Director of Activities, Corona High School
September 1982 – June 2006	Teacher, Corona High School Language Arts 9, 10, 11, 12; English Language Arts Mastery, Journalism, Mac Lab, Nova Net

Staff Development and Training

Member Riverside Office of Education Data Team 2008-2009 School Year

Certified Independent Trainer *Step Up to Writing*, *Teachers and Tools* Training

Lead Teacher, Committee to Develop District Language Arts Standards in Writing K – 12 1999

District Writing Assessment Secondary Scoring Team 1975 – 2006

District Writing Assessment Scoring Leader, Grades 6, 8, 9, 10 1999 - 2006

Member of Secondary Writing Cadre 2002 – 2006

More Recent Trainings

Independent Contractor

Burbank Unified School District
- William McKinley Elementary School
- Thomas Jefferson Elementary School
- George Washington Elementary School
- Luther Burbank Middle School
- David Starr Jordan Middle School
- John Muir Middle School

Step Up to Writing Trainings Editions 2, 3, 4 2006 - Present
Independent Contractor for Voyager-Sopris
Trainings in many districts nationwide

Workshop Presenter 2014 – 2016
Life Long Learning, California
- Writing to Meet Common Core Standards
- Foundational Skills for Informational/Explanatory Text
- Literary Analysis Strategies

Workshop Presenter 2006 – 2009
United States Department of Education Teacher to Teacher Corps
- Foundation Skills for Expository Writing
- The Persuasive Essay
- Supporting the Emerging Writer
- Narrative Writing: Telling Our Stories

Publications:
Co-author *Step Up to Writing Companion Guide for Secondary Schools*

Note Taking Made Easy, Scholastic Publications, March 2010

Awards:

2000	The Corona Chamber of Commerce Award of Excellence in Education
2004	Teacher of the Year Corona High School
2004	Teacher of the Year Corona-Norco Unified School District
2005	Teacher of the Year Riverside County, California

Professional Affiliations:
National Education Association

California Retired Teachers Association

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 27th day of September 2022 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Nicole Dominguez hereinafter referred to as "Consultant."

Payee's Name: Nicole Dominguez Daytime Phone Number: [redacted] Email Address: [redacted]gmail.com

Mailing Address: [redacted] CA 90502

Sponsoring Administrator: Judy Hession, Principal at Miller Elementary School

Board Approval: Thursday, October 20, 2022

Account Code: 01.0-90201.0-11100-10000-5880-2108700 – Team Jaguar Fundraising Committee

The assignment ☐ **will or X will not** require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance. Retired Employee: Please check if you belong to __calPERS __cal STRS Retirement Date _____**

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;
WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;
WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;
NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $_____ per hour☐/ per day ☐/ per session for a total not to exceed $2371.00. **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on: 11/1/2022 and terminating on 12/15/2022.
3. Payment Terms: 2 payments in the amount of $1185 due upon the 1st work date and the job completed.
4. Consultant will provide the following services:

   To provide 6 theatre arts workshops for students in Grade 5 for 4 classes for a total of 24 workshops for up to 130 students.
5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County
IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

Fiscal Services Administrator	Date	Consultant	September 27, 2022 Date

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Order will be created. This Purchase Order will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Order. Once services are rendered, send paperwork to accounts receivable so they can process payment.

Revised 09/18

Nicole Dominguez Biography

Nicole was born and raised in Los Angeles California, graduated from the University of California at Irvine-Claire Trevor School of the Arts, and is a director, teacher, actor, and writer whose plays have been seen locally, regionally, and overseas. Over SO productions later, she still feels that same feeling of excitement, possibility and anticipation when she walks in to a theatre. Nicole believes that collaboration is the key to good theatre and strives to teach collaborative skills as she helps young artists reach their full potential.

She has worked with and directed some of the best young artists in the country as a director in the young playwright's programs at both Theatre of NOTE and The Blank Theatre Company. In the summer of 2013 Nicole also worked with youth developing a new touring show, based on Greek mythology and set to music, in Waterville Valley, New Hampshire. Nicole also developed a program called "Found Space Shakespeare: Liberate Groundlings in the Youth", a program that teaches Shakespeare's works to communities with little to no access to theatre. Her outreach program has been seen in towns as small as Sheboygan, Wisconsin to cities as large as Los Angeles.

Nicole's other theatre credits include; Los Angeles Theatre: *Sight Unseen* at The Lounge, Blank Theatre *Knockout Mouse* (workshop) mainstage, *The Diamond Stars* and *Nervous Persons* (Living Room Series). Theatre of NOTE- *C'est La Mort,* Long Beach Playhouse- *Macbeth,* The Grove- *Right Together, Left Together-a new musical,* Magic Mirror- *Matt and Ben,* and *Next to Normal* at The Morgan-Wixson.

Regional Credits: *I Love You, You're Perfect, Now Change-Show* Palace Theatre Hudson, FL, *It's All Greek to Me-* TUTS, *Ordinary People* and *Steel Magnolias-* Sheboygan Theatre Company, Branded-Paradigm Annex Theatre. Assistant Directing {Jon Lawrence Rivera): *Flipzoids* in Manila, Philippines. As a playwright, her play *The Things We Do When We're Alone* and *Flipping the Bird* have been performed at Studio C in Hollywood. *Honestly Ok: The Semi-True Story of a Girl and her Shoes* (co-written with Lauren Stone) has been seen both at The Blank Theatre during The Hollywood Fringe Festival and commissioned in Montreal, QC at the Mainline Theatre.

Nicole is a member of the Screen Actors Guild most recently appeared on the television show, *Kidding* alongside Jim Carey, and as a guest star in the Netflix show, *Lucifer.* She spent three seasons working on the television show, *Criminal Minds,* doing stunts for Nicole Kidman in *Bewitched* and acting on the shows *Malcolm in the Middle* and *The Insider.* She is a Backstage West Award nominee for her work in *Assassins* and a Broadway World Award nominee for Best Actress as Dolly in *Hello Dolly.* In addition to acting, Nicole has been privileged to work as an artistic member, director and on the play selection committee of The Blank Theatre Company. She has twice directed in their Young Playwrights Festival most memorably *Sam's Birthday Party* with Carsen Warner and *Baraphobia* starring Zoey Deutch (*Before I fall*) and Ellen D. Williams (*Baskets, How I met your Mother*).

BURBANK UNIFIED SCHOOL DISTRICT

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

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 19 of September, 2022 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Burbank Music Academy hereinafter referred to as "Consultant."

Payee's Name Burbank Music Academy Daytime Phone Number [redacted]

Email Address info@burbankmusicacademy.com

Mailing Address [redacted] CA 91505

Sponsoring Administrator Jennifer Almer-Johnson

Board Approval Date October 20, 2022

Account String N/A

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

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

WITNESSETH:

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

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 0 per hour☒/ per day ☐/ per session☐ for a total not to exceed $0 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 10/4/2022 and terminating on 6/6/2023Music and Performance Education to students
3. Payment Terms: N/A
4. Consultant will provide the following services:

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

Burbank Unified School District of Los Angeles County

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

Authorized Signature/Title — 9/27/22 Date — Consultant — 9/19/2022 Date

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

Revised 06/19



LESSONS

The private lesson program at Burbank Music Academy is designed to fit the needs of every student. Whether you are a beginner with minimal time to practice or a dedicated professional who practices everyday, BMA will give you the tools you need to succeed.

THE THEORY

Our "Theory" behind music education is that it should be fun to learn. At Burbank Music Academy, our goal is to keep our students inspired and enthusiastic about the process of learning. By integrating current music with a formal music theory curriculum, our students stay excited about learning to read, understand and play music. By keeping them interested in what they are playing, they learn songs quickly and experience a sense of accomplishment while staying inspired to improve.

THE STAFF

Burbank Music Academy's staff is made up of a qualified and diverse group of hand picked, prescreened musicians and educators. All our instructors are Live Scanned. The Burbank Music Academy curriculum is guided by music teachers and industry professionals with music educations from such fine institutions as: The Berklee School Of Music (Boston), The Manhattan School Of Music (NY), North Texas State, The Muscicians Institute (Hollywood), CSUN and USC.

THE TIMING

Timing really is everything. The younger we are, the faster we learn and the more information we are able to retain. While it's never to late to pick up an instrument, learning the language of music early in life guarantees it's fluency as a child develops. The gift of music and it's comprehension is invaluable and the earlier the learning begins the better. We at Burbank Music Academy are delighted that you are interested in sharing the gift of music. If you would like information about our private lesson programs or our teachers

please drop us an e-mail or give us a call at 818-845-ROCK(7625)

THE INSTRUMENTS

Most of our students are studying Piano, Guitar, Voice, Bass, Drums, Violin, Saxophone, Flute, Clarinet, Trumpet and Trombone. However, BMA will teach almost any instrument that you want to learn, if we don't have a teacher on staff that meets your needs we will be happy to help you find one. Please contact us if you would like information about our private lesson program or our teachers, you can e-mail or give us a call at 818-845-ROCK(7625)

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sharon Cuseo, Assistant Superintendent, Instructional Services
PREPARED BY:	Sharon Cuseo, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	October 20, 2022
SUBJECT:	Approval of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to approve an agreement for a referral fee for ProCare Therapy as Burbank Unified School District has hired one of ProCare's employees to fill a permanent position as a Special Education Teacher.

Discussion/Issues:

The District had been unable to secure a qualified Special Education Teacher. When a teacher from an outside agency is hired as a Burbank Unified School District employee, the District is obligated to pay a referral fee to the agency.

Fiscal Impact:

Not to exceed $22,500.

Recommendation:

Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and ProCare Therapy, for a referral fee for the hiring of a permanent Special Education Teacher, not to exceed $22,500 (01.0-00000.0-00000-72000-5890-7552000), effective , October 24, 2022 through October 30, 2022 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

DocuSign Envelope ID: DF30AEBF-98E7-492A-89BA-C438BC307C40

ProCare Therapy

AGREEMENT FOR PERMANENT PLACEMENT

This agreement confirms the understanding between Burbank Unified School District (hereafter "Client") and New Direction Solutions, LLC dba ProCare Therapy (hereafter "ProCare") that permanent placement fees are on a contingency basis and are payable only if Client employs a candidate that has been, directly or indirectly, referred through ProCare's efforts.

Fees for permanent placement of the Educational Professional and discipline named below (hereafter "Consultant"), in Client's employ is as indicated below. Permanent placement fees are due upon receipt of invoice.

Consultant: Jamey Pabst

Consultant Discipline: Special Education Teacher

Placement Fee: $ 22,500

ProCare will replace the Consultant in the event that the Consultant hired through ProCare terminates or is terminated for just cause from his/her position of employment, within thirty (30) days from the date the Consultant commenced said employment, provided that the Client notifies us in writing of all the facts relating to the termination of said employment within five (5) business days after said termination. This guarantee is not applicable in the event that the employment is terminated because Client has insufficient work for the Consultant. This guarantee is to allow sufficient time to evaluate candidate's experience and qualifications. This guarantee shall be Client's sole remedy.

It is understood that ProCare only refers candidates and that the hiring decision and determination of suitability, reference checking, employment eligibility verification, and conditions of employment are ultimately the responsibility of Client.

Acceptance of referrals shall be conclusive evidence of Client's acceptance of ProCare's schedule of charges, terms and conditions, unless a written modification has been signed by both parties. If collection activities are necessary, Client agrees to pay all the expenses thereof, including reasonable attorney's fees. Client also consents to the jurisdiction of courts of the State of Florida and agree that its laws shall govern our relationship.

Client further agrees that the above terms remain in effect for a period of one (1) year from date of candidate submission, and is therefore prohibited from hiring, soliciting, or attempting to hire any candidate submitted by ProCare.

NEW DIRECTION SOLUTIONS dba PROCARE THERAPY	**Burbank Unified School District**
Signature _____ Date	Signature _____ Date
Print Name	Print Name
Title	Title

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sharon Cuseo, Assistant Superintendent, Instructional Services
PREPARED BY:	Sharon Cuseo, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	October 20, 2022
SUBJECT:	Approval of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to approve an agreement for professional services to conduct an Independent Educational Evaluation (IEE) for the Special Education Student 960031061, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

When a parent of a student with a disability does not agree with the results of a special education assessment of their student, as conducted by the school team, they have the right to obtain an Independent Educational Evaluation (IEE), at no cost to the parent (§300.502).

Fiscal Impact:

Not to exceed $10,000.

Recommendation:

Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Dr. Karen Epport, to provide a Psychoeducational Independent Educational Evaluation (IEE) and Speech and Language Independent Educational Evaluation (IEE) and attend an IEP for Special Education Student 960031061, not to exceed $10,000 (01.0-65000.0-57602-11900-5850-7440000), effective October 21, 2022 through May 25, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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

CONSULTANT AGREEMENT

TERM OF AGREEMENT

This Agreement, made and entered into this 4th day of October 2022 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Karen Lynn Epport hereinafter referred to as "Consultant."

Payee's Name: Karen Lynn Epport Daytime Phone Number: 310-503-7880

Mailing Address: 7933 Flight Place, Los Angeles, CA 90045 Email Address: karenepportphd@gmail.com

Sponsoring Administrator: Matt Hill Superintendent Special Education
Print Name Title Signature Location

Board Approval: 10/20/2022 Account Code: 01.0-65000.0-57602-11900-5850-7440000

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

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

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

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate not to exceed $10,000 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on: 10/21/2022 and terminating on: 05/25/2023.
3. Payment Terms: Net 45 Days
4. District desires to enter into an Agreement in which Karen Lynn Epport will provide an Independent Psychoeducational Evaluation and a Speech and Language Evaluation for special education student 960031061.
6. The Consultant shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
7. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
8. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
9. 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.

10. 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.

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.

12. District and Consultant will communicate and send in writing all information received by the District regarding any work-related injury to Personnel within twenty-four hours of the injury.

13. Communicate within twenty-four hours to Karen Lynn Epport the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

14. The District agrees to indemnify, defend and hold harmless Karen Lynn Epport from any and all negligence and all liabilities, claims, losses, costs, damages and expenses resulting or arising from or connected with the services rendered by the District, its agents, independent contractors, employees or servants pursuant to this contract.

15. This Agreement shall constitute the entire Agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

16. It is mutually agreed that both parties shall not discriminate against any individual in the performance of their obligations under this Agreement, on the basis of race, color, religion, national origin, sex, age or disability. Both parties further certify compliance with the applicable provisions of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, and the Americans with Disabilities Act and State anti-discrimination laws.

INDEMNIFICATION

Karen Lynn Epport shall save and hold the District harmless from and against and shall indemnify District for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of Karen Lynn Epport or any of its agents, subcontractors, employees or other representatives. If District is sued in any court for damages by reason of any of the acts of Karen Lynn Epport, its agents, subcontractors, employees or other representatives referred to in this Agreement, Karen Lynn Epport shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If Karen Lynn Epport fails or neglects to so defend said action, District may defend the same and any expenses, including reasonable Attorney fees, which District may pay or incur in defending said action and the amount of any judgment which District may be required to pay shall be promptly reimbursed by Karen Lynn Epport demand.

District shall save and hold Karen Lynn Epport, harmless from and against and shall indemnify Karen Lynn Epport for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of District, or any of its agents, subcontractors, employees or other representatives. If Karen Lynn Epport is sued in any court for damages by reason of any of the acts of the District, its agents, subcontractors, employees or other representatives referred to in this Agreement, District shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If District fails or neglects to so defend said action, Karen Lynn Epport may defend the same and any expenses, including reasonable attorney's fees, which Karen Lynn Epport may pay or incur in defending said action and the amount of any judgment which Karen Lynn Epport may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

Paulette Koss
Print Representative Name

Director of Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Karen Lynn Epport
Consultant/Company

Print Representative Name

Title

Signature

Date

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sharon Cuseo, Assistant Superintendent, Instructional Services
PREPARED BY:	Sharon Cuseo, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	October 20, 2022
SUBJECT:	Amended Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to amend an agreement for professional services to conduct an Independent Educational Evaluation (IEE) for the Special Education Student 960029506, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

When a parent of a student with a disability does not agree with the results of a special education assessment of their student, as conducted by the school team, they have the right to obtain an Independent Educational Evaluation (IEE), at no cost to the parent (§300.502).

Fiscal Impact:

Not to exceed $1,450.

Recommendation:

Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education amend an agreement between the Burbank Unified School District and Therapy In Action, Inc., to provide an Occupational Therapy IEE and attend an IEP meeting for Special Education Student 960029506, not to exceed $1,450 (01.0-65000.0-57602-11900-5850-7440000), effective July 22, 2022 through May 25, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was July 21, 2022 effective July 22, 2022 through May 25, 2023, not to exceed $1,050. This amendment adds $400 increasing the total not to exceed $1,450.

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

AMENDED CONSULTANT AGREEMENT

TERM OF AGREEMENT

This Agreement, made and entered into this 21st day of June 2022 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Therapy In Action, Inc. hereinafter referred to as "Consultant."

Payee's Name: Therapy In Action, Inc. Daytime Phone Number: 818-708-2292 X105

Mailing Address: 18522 Oxnard Street Tarzana CA 91356 Email Address: emily@therapyinaction.com

Sponsoring Administrator: Matt Hill Superintendent Special Education
Print Name Title Signature Location

Board Approval: ~~07/21/2022~~ 10/20/2022 Account Code: 01.0-65000.0-57602-11900-5850-7440000

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

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

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

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, for a total not to exceed ~~$1,050~~ $1,450 **Amount to include speaking fee, mileage and any additional fees.

2. The term of the Agreement shall be the period commencing on: 07/22/2022 and terminating on: 05/25/2023.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Therapy In Action, Inc. will provide an Occupational Therapy IEE for Special Education Student 960029506. This cost includes the following: review of all educational documents, interviews with educational staff, observations, direct assessment of the student, scoring/interpretation of data, report writing and attendance at the IEP meeting to review the report/discuss findings.

5. The Consultant shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.

6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.

7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.

8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should the Consultant breach this agreement or fail to perform the required services in a satisfactory manner.

9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.

10. Consultant agrees to provide the following to District:
    - Proof of COVID 19 vaccination
    - Sign and return Districts COVID-19 addendum

11. District and Consultant will communicate and send in writing all information received by the District regarding any work-related injury to Personnel within twenty-four hours of the injury.

12. Communicate within twenty-four hours to Therapy In Action, Inc. the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

13. The District agrees to indemnify, defend and hold harmless Therapy In Action, Inc. from any and all negligence and all liabilities, claims, losses, costs, damages and expenses resulting or arising from or connected with the services rendered by the District, its agents, independent contractors, employees or servants pursuant to this contract.

14. This Agreement shall constitute the entire Agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

15. It is mutually agreed that both parties shall not discriminate against any individual in the performance of their obligations under this Agreement, on the basis of race, color, religion, national origin, sex, age or disability. Both parties further certify compliance with the applicable provisions of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, and the Americans with Disabilities Act and State anti-discrimination laws.

INDEMNIFICATION

Therapy In Action, Inc. shall save and hold the District harmless from and against and shall indemnify District for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of Therapy In Action, Inc. or any of its agents, subcontractors, employees or other representatives. If District is sued in any court for damages by reason of any of the acts of Therapy In Action, Inc., its agents, subcontractors, employees or other representatives referred to in this Agreement, Therapy In Action, Inc. shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If Therapy In Action, Inc. fails or neglects to so defend said action, District may defend the same and any expenses, including reasonable Attorney fees, which District may pay or incur in defending said action and the amount of any judgment which District may be required to pay shall be promptly reimbursed by Therapy In Action, Inc. demand.

District shall save and hold Therapy In Action, Inc., harmless from and against and shall indemnify Therapy In Action, Inc. for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of District, or any of its agents, subcontractors, employees or other representatives. If Therapy In Action, Inc. is sued in any court for damages by reason of any of the acts of the District, its agents, subcontractors, employees or other representatives referred to in this Agreement, District shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If District fails or neglects to so defend said action, Therapy In Action, Inc. may defend the same and any expenses, including reasonable attorney's fees, which Therapy In Action, Inc. may pay or incur in defending said action and the amount of any judgment which Therapy In Action, Inc. may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

Paulette Koss
Print Representative Name

Director of Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Therapy In Action, Inc.
Consultant/Company

Emily Dassow, OTR/L
Print Representative Name

Coord of School Based Services
Title

Signature

9/28/2022
Date

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sharon Cuseo, Assistant Superintendent, Instructional Services
PREPARED BY:	Sharon Cuseo, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	October 20, 2022
SUBJECT:	Ratification of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to ratify the agreement for professional services for Special Education Student 960036319, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

The District is obligated to provide services for students who attend our schools, even if the District doesn't have the staff to do so and, therefore, is required to contract with an agency to remain in compliance with IEP regulations and/or settlement agreements.

Fiscal Impact:

There is no fiscal impact to the District. The total not to exceed $2,025 will be paid for through an ADR grant.

Recommendation:

Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Professional Tutors of America for Special Education Student 960036319, no fiscal impact to District, through a ADR grant not to exceed $2,025 (01.0-65360.0-57602-11900-5850-7440000), effective October 3, 2022 through August 30, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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

RATIFIED CONSULTANT AGREEMENT

TERM OF AGREEMENT

This Agreement, made and entered into this 5th day of October 2022 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Professional Tutors of America hereinafter referred to as "Consultant."

Payee's Name: Professional Tutors of America Daytime Phone Number: 714-784-3454

Mailing Address: 3350 E. Birch Street, Brea, CA 92826 Email Address: rgordon@professionaltutors.com

Sponsoring Administrator: Matt Hill Superintendent Special Education
Print Name Title Signature Location

Board Approval: 10/20/2022 Account Code: 01.0-65360.0-57602-11900-5850-7440000

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

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

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

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $135 per hour for a total not to exceed $2,025 **Amount to include speaking fee, mileage and any additional fees.

2. The term of the Agreement shall be the period commencing on: 10/03/2022 and terminating on: 08/30/2023.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Professional Tutors of America will provide 15 hours of speech and language services for student 960036319.

6. The Consultant shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.

7. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.

8. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.

9. 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.

10. 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.

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.

12. District and Consultant will communicate and send in writing all information received by the District regarding any work-related injury to Personnel within twenty-four hours of the injury.

13. Communicate within twenty-four hours to Professional Tutors of America the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

14. The District agrees to indemnify, defend and hold harmless Professional Tutors of America from any and all negligence and all liabilities, claims, losses, costs, damages and expenses resulting or arising from or connected with the services rendered by the District, its agents, independent contractors, employees or servants pursuant to this contract.

15. This Agreement shall constitute the entire Agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

16. It is mutually agreed that both parties shall not discriminate against any individual in the performance of their obligations under this Agreement, on the basis of race, color, religion, national origin, sex, age or disability. Both parties further certify compliance with the applicable provisions of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, and the Americans with Disabilities Act and State anti-discrimination laws.

INDEMNIFICATION

Professional Tutors of America shall save and hold the District harmless from and against and shall indemnify District for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of Professional Tutors of America or any of its agents, subcontractors, employees or other representatives. If District is sued in any court for damages by reason of any of the acts of Professional Tutors of America, its agents, subcontractors, employees or other representatives referred to in this Agreement, Professional Tutors of America shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If Professional Tutors of America fails or neglects to so defend said action, District may defend the same and any expenses, including reasonable Attorney fees, which District may pay or incur in defending said action and the amount of any judgment which District may be required to pay shall be promptly reimbursed by Professional Tutors of America demand.

District shall save and hold Professional Tutors of America, harmless from and against and shall indemnify Professional Tutors of America for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of District, or any of its agents, subcontractors, employees or other representatives. If Professional Tutors of America is sued in any court for damages by reason of any of the acts of the District, its agents, subcontractors, employees or other representatives referred to in this Agreement, District shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If District fails or neglects to so defend said action, Professional Tutors of America may defend the same and any expenses, including reasonable attorney's fees, which Professional Tutors of America may pay or incur in defending said action and the amount of any judgment which Professional Tutors of America may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

[redacted]

Paulette Koss
Print Representative Name

[redacted]

Director of Special Education
Title

[redacted]

Signature

[redacted]

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Professional Tutors of America
Consultant/Company

[redacted] Robert Gordon

Print Representative Name

[redacted] CEO

Title

[redacted]

Signature 10/5/22

[redacted]

Date

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sharon Cuseo, Assistant Superintendent, Instructional Services
PREPARED BY:	Sharon Cuseo, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	October 20, 2022
SUBJECT:	Ratification of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to ratify the agreement for professional services for Special Education Student 960029796, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

The District is obligated to provide services for students who attend our schools, even if the District doesn't have the staff to do so and, therefore, is required to contract with an agency to remain in compliance with IEP regulations and/or settlement agreements.

Fiscal Impact:

There is no fiscal impact to the District. The total not to exceed $6,075 will be paid for through an ADR grant.

Recommendation:

Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Professional Tutors of America for Special Education Student 960029796, no fiscal impact to District, through a ADR grant not to exceed $6,075 (01.0-65360.0-57602-11900-5850-7440000), effective October 4, 2022 through December 15, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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

RATIFIED CONSULTANT AGREEMENT

TERM OF AGREEMENT

This Agreement, made and entered into this 5th day of October 2022 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Professional Tutors of America hereinafter referred to as "Consultant."

Payee's Name: Professional Tutors of America Daytime Phone Number: 714-784-3454

Mailing Address: 3350 E. Birch Street, Brea, CA 92826 Email Address: rgordon@professionaltutors.com

Sponsoring Administrator: Matt Hill Superintendent Special Education
Print Name Title Signature Location

Board Approval: 10/20/2022 Account Code: 01.0-65360.0-57602-11900-5850-7440000

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

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

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

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $135 per hour for a total not to exceed $6,075 **Amount to include speaking fee, mileage and any additional fees.

2. The term of the Agreement shall be the period commencing on: 10/04/2022 and terminating on: 12/15/2023.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Professional Tutors of America will provide 45 hours of virtual speech and language services for student 960029796.

6. The Consultant shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.

7. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.

8. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.

9. 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.

10. 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.

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.

12. District and Consultant will communicate and send in writing all information received by the District regarding any work-related injury to Personnel within twenty-four hours of the injury.

13. Communicate within twenty-four hours to Professional Tutors of America the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

14. The District agrees to indemnify, defend and hold harmless Professional Tutors of America from any and all negligence and all liabilities, claims, losses, costs, damages and expenses resulting or arising from or connected with the services rendered by the District, its agents, independent contractors, employees or servants pursuant to this contract.

15. This Agreement shall constitute the entire Agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

16. It is mutually agreed that both parties shall not discriminate against any individual in the performance of their obligations under this Agreement, on the basis of race, color, religion, national origin, sex, age or disability. Both parties further certify compliance with the applicable provisions of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, and the Americans with Disabilities Act and State anti-discrimination laws.

INDEMNIFICATION

Professional Tutors of America shall save and hold the District harmless from and against and shall indemnify District for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of Professional Tutors of America or any of its agents, subcontractors, employees or other representatives. If District is sued in any court for damages by reason of any of the acts of Professional Tutors of America, its agents, subcontractors, employees or other representatives referred to in this Agreement, Professional Tutors of America shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If Professional Tutors of America fails or neglects to so defend said action, District may defend the same and any expenses, including reasonable Attorney fees, which District may pay or incur in defending said action and the amount of any judgment which District may be required to pay shall be promptly reimbursed by Professional Tutors of America demand.

District shall save and hold Professional Tutors of America, harmless from and against and shall indemnify Professional Tutors of America for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of District, or any of its agents, subcontractors, employees or other representatives. If Professional Tutors of America is sued in any court for damages by reason of any of the acts of the District, its agents, subcontractors, employees or other representatives referred to in this Agreement, District shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If District fails or neglects to so defend said action, Professional Tutors of America may defend the same and any expenses, including reasonable attorney's fees, which Professional Tutors of America may pay or incur in defending said action and the amount of any judgment which Professional Tutors of America may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

Paulette Koss
Print Representative Name

Director of Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Professional Tutors of America
Consultant/Company

Robert Gordon

Print Representative Name

CEO

Title

Signature 10/5/22

Date

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sharon Cuseo, Assistant Superintendent, Instructional Services
PREPARED BY:	Sharon Cuseo, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	October 20, 2022
SUBJECT:	Ratification of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to ratify an agreement for professional services to hire an outside Certified Occupational Therapist Assistant (COTA) (as a consultant) to provide support and assessments to Special Education Students. The consultant will assist with assessments, writing the assessment reports and attending IEP's of Special Education Students.

Discussion/Issues:

The District is obligated to provide assessments and implement Individualized Education Plans (IEP's) for students who attend our schools. The District does not have current staff available to support caseload overage and is, therefore, contracting with a consultant to remain in compliance with IEP and Ed Code regulations.

Fiscal Impact:

Not to exceed $78,520.

Recommendation:

Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Gary D Stromberg & Associates, LLC, to provide a Certified Occupational Therapist Assistant (COTA), not to exceed $78,520 (01.0-65000.0-57602-11901-5850-7440000), effective September 26, 2022 through May 25, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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

RATIFIED CONSULTANT AGREEMENT - CHRISTIAN VIRTUCIO

TERM OF AGREEMENT

This Agreement, made and entered into this 4th day of October 2022 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Gary D Stromberg & Associates, LLC hereinafter referred to as "Consultant."

Payee's Name: Gary D Stromberg & Associates, LLC Daytime Phone Number: 716-982-6556

Mailing Address: 3116 S. Mill Ave. #109, Tempe, AZ 85282

Email Address: louisstromberg@gmail.com

Sponsoring Administrator: Matt Hill Superintendent Special Education
Print Name Title Signature Location

Board Approval: 10/20/2022 Account Code: 01.0-65000.0-57602-11901-5850-7440000

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

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

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

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $65 per hour, 40 hours per week for a total not to exceed **$78,520**

2. The term of the Agreement shall be the period commencing on: 09/26/2022 and terminating on: 05/25/2023.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Gary D Stromberg & Associates, LLC will provide a COTA for support and assessments for special education students.

6. The Consultant shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.

7. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.

8. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.

9. 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.

10. 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.

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.

12. District and Consultant will communicate and send in writing all information received by the District regarding any work-related injury to Personnel within twenty-four hours of the injury.

13. Communicate within twenty-four hours to Gary D Stromberg & Associates, LLC the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

14. The District agrees to indemnify, defend and hold harmless Gary D Stromberg & Associates, LLC from any and all negligence and all liabilities, claims, losses, costs, damages and expenses resulting or arising from or connected with the services rendered by the District, its agents, independent contractors, employees or servants pursuant to this contract.

15. This Agreement shall constitute the entire Agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

16. It is mutually agreed that both parties shall not discriminate against any individual in the performance of their obligations under this Agreement, on the basis of race, color, religion, national origin, sex, age or disability. Both parties further certify compliance with the applicable provisions of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, and the Americans with Disabilities Act and State anti-discrimination laws.

INDEMNIFICATION

Gary D Stromberg & Associates, LLC shall save and hold the District harmless from and against and shall indemnify District for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of Gary D Stromberg & Associates, LLC or any of its agents, subcontractors, employees or other representatives. If District is sued in any court for damages by reason of any of the acts of Gary D Stromberg & Associates, LLC, its agents, subcontractors, employees or other representatives referred to in this Agreement, Gary D Stromberg & Associates, LLC shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If Gary D Stromberg & Associates, LLC fails or neglects to so defend said action, District may defend the same and any expenses, including reasonable Attorney fees, which District may pay or incur in defending said action and the amount of any judgment which District may be required to pay shall be promptly reimbursed by Gary D Stromberg & Associates, LLC demand.

District shall save and hold Gary D Stromberg & Associates, LLC, harmless from and against and shall indemnify Gary D Stromberg & Associates, LLC for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of District, or any of its agents, subcontractors, employees or other representatives. If Gary D Stromberg & Associates, LLC is sued in any court for damages by reason of any of the acts of the District, its agents, subcontractors, employees or other representatives referred to in this Agreement, District shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If District fails or neglects to so defend said action, Gary D Stromberg & Associates, LLC may defend the same and any expenses, including reasonable attorney's fees, which Gary D Stromberg & Associates, LLC may pay or incur in defending said action and the amount of any judgment which Gary D Stromberg & Associates, LLC may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

[redacted]

Paulette Koss
Print Representative Name

[redacted]

Director of Special Education
Title

[redacted]

Signature

[redacted]

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Gary D Stromberg & Associates, LLC
Consultant/Company

Gary Stromberg
[redacted]

Print Representative Name

[redacted]

Owner
Title

[redacted]

Signature 10/4/22

[redacted]

Date

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sharon Cuseo, Assistant Superintendent, Instructional Services
PREPARED BY:	Sharon Cuseo, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	October 20, 2022
SUBJECT:	Ratification of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to ratify an agreement to hire Behavior Learning Center, Inc. who will provide a behavior specialist to conduct Functional Behavior Assessments for special education students.

Discussion/Issues:

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

Fiscal Impact:

Not to exceed $11,868.

Recommendation:

Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Behavior Learning Center, Inc., to provide behavior specialists, not to exceed $11,868 (01.0-65000.0-57602-11900-5850-7440000), effective September 1, 2022 through May 25, 20223 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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

RATIFIED CONSULTANT AGREEMENT

TERM OF AGREEMENT

This Agreement, made and entered into this 4th day of October 2022 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Behavior Learning Center, Inc. hereinafter referred to as "Consultant."

Payee's Name: Behavior Learning Center, Inc. Daytime Phone Number: 661-254-7086

Mailing Address: 28245 Avenue Crocker, Suite 220 Valencia, CA 91355

Email Address: pavelar@blcca.com

Sponsoring Administrator: Matt Hill (Print Name) Superintendent (Title) (Signature) Special Education (Location)

Board Approval: 10/20/2022 Account Code: 01.0-65000.0-57602-11900-5850-7440000

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

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

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

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of **$79.12 per hour** for a total not to exceed **$11,868.00**

2. The term of the Agreement shall be the period commencing 09/01/2022 and terminating 05/25/2023.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Behavior Learning Center, Inc. will provide Functional Behavior Assessments to special education students; not to exceed 15 hours per student.

6. The Consultant shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.

7. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.

8. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.

9. 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.

10. 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.

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.

12. District and Consultant will communicate and send in writing all information received by the District regarding any work-related injury to Personnel within twenty-four hours of the injury.

13. Communicate within twenty-four hours to Behavior Learning Center, Inc. the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

14. The District agrees to indemnify, defend and hold harmless Behavior Learning Center, Inc. from any and all negligence and all liabilities, claims, losses, costs, damages and expenses resulting or arising from or connected with the services rendered by the District, its agents, independent contractors, employees or servants pursuant to this contract.

15. This Agreement shall constitute the entire Agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

16. It is mutually agreed that both parties shall not discriminate against any individual in the performance of their obligations under this Agreement, on the basis of race, color, religion, national origin, sex, age or disability. Both parties further certify compliance with the applicable provisions of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, and the Americans with Disabilities Act and State anti-discrimination laws.

INDEMNIFICATION

Behavior Learning Center, Inc. shall save and hold the District harmless from and against and shall indemnify District for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of Behavior Learning Center, Inc. or any of its agents, subcontractors, employees or other representatives. If District is sued in any court for damages by reason of any of the acts of Behavior Learning Center, Inc., its agents, subcontractors, employees or other representatives referred to in this Agreement, Behavior Learning Center, Inc. shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If Behavior Learning Center, Inc. fails or neglects to so defend said action, District may defend the same and any expenses, including reasonable Attorney fees, which District may pay or incur in defending said action and the amount of any judgment which District may be required to pay shall be promptly reimbursed by Behavior Learning Center, Inc. demand.

District shall save and hold Behavior Learning Center, Inc., harmless from and against and shall indemnify Behavior Learning Center, Inc. for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of District, or any of its agents, subcontractors, employees or other representatives. If Behavior Learning Center, Inc. is sued in any court for damages by reason of any of the acts of the District, its agents, subcontractors, employees or other representatives referred to in this Agreement, District shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If District fails or neglects to so defend said action, Behavior Learning Center, Inc. may defend the same and any expenses, including reasonable attorney's fees, which Behavior Learning Center, Inc. may pay or incur in defending said action and the amount of any judgment which Behavior Learning Center, Inc. may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

Paulette Koss

Director of Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Behavior Learning Center, Inc.
Consultant/Company

Print Representative Name

Title

Signature

Date

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sharon Cuseo, Assistant Superintendent, Instructional Services
PREPARED BY:	Sharon Cuseo, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	October 20, 2022
SUBJECT:	Ratification of Agreement for Professional Services (Special Education)

Background:

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

Discussion/Issues:

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

Fiscal Impact:

Not to exceed $76,160.

Recommendation:

Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and The Stepping Stones Group LLC, to provide a credentialed special education teacher, not to exceed $76,160 (01.0-65000.0-57601-11804-5810-7440000), effective October 17, 2022 through May 25, 20223 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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

RATIFIED CONSULTANT AGREEMENT
Courtney McNair

TERM OF AGREEMENT

This Agreement, made and entered into this 4th day of October 2022 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and The Stepping Stones Group LLC hereinafter referred to as "Consultant."

Payee's Name: The Stepping Stones Group LLC Daytime Phone Number: 888-835-0894

Mailing Address: 123 N. Wacker Drive Suite 1150 Chicago, IL 60606

Email Address: molly.pirollo@ssg-healthcare.com

Sponsoring Administrator: Matt Hill Superintendent Special Education
Print Name Title Signature Location

Board Approval: 10/20/2022 Account Code: 01.0-65000.0-57601-11804-5810-7440000

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

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

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

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $80 per hour for a total not to exceed **$76,160**

2. The term of the Agreement shall be the period commencing 10/17/2022 and terminating 05/25/2023.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which The Stepping Stones Group LLC will provide a credentialed special education teacher to support Burbank USD schools.

6. The Consultant shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.

7. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.

8. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.

9. 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.

10. 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.

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.

12. District and Consultant will communicate and send in writing all information received by the District regarding any work-related injury to Personnel within twenty-four hours of the injury.

13. Communicate within twenty-four hours to The Stepping Stones Group LLC the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

14. The District agrees to indemnify, defend and hold harmless The Stepping Stones Group LLC from any and all negligence and all liabilities, claims, losses, costs, damages and expenses resulting or arising from or connected with the services rendered by the District, its agents, independent contractors, employees or servants pursuant to this contract.

15. This Agreement shall constitute the entire Agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

16. It is mutually agreed that both parties shall not discriminate against any individual in the performance of their obligations under this Agreement, on the basis of race, color, religion, national origin, sex, age or disability. Both parties further certify compliance with the applicable provisions of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, and the Americans with Disabilities Act and State anti-discrimination laws.

INDEMNIFICATION

The Stepping Stones Group LLC shall save and hold the District harmless from and against and shall indemnify District for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of The Stepping Stones Group LLC or any of its agents, subcontractors, employees or other representatives. If District is sued in any court for damages by reason of any of the acts of The Stepping Stones Group LLC, its agents, subcontractors, employees or other representatives referred to in this Agreement, The Stepping Stones Group LLC shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If The Stepping Stones Group LLC fails or neglects to so defend said action, District may defend the same and any expenses, including reasonable Attorney fees, which District may pay or incur in defending said action and the amount of any judgment which District may be required to pay shall be promptly reimbursed by The Stepping Stones Group LLC demand.

District shall save and hold The Stepping Stones Group LLC, harmless from and against and shall indemnify The Stepping Stones Group LLC for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of District, or any of its agents, subcontractors, employees or other representatives. If The Stepping Stones Group LLC is sued in any court for damages by reason of any of the acts of the District, its agents, subcontractors, employees or other representatives referred to in this Agreement, District shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If District fails or neglects to so defend said action, The Stepping Stones Group LLC may defend the same and any expenses, including reasonable attorney's fees, which The Stepping Stones Group LLC may pay or incur in defending said action and the amount of any judgment which The Stepping Stones Group LLC may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

Paulette Koss

Director of Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

The Stepping Stones Group LLC
Consultant/Company

Print Representative Name

Title

Signature

Date

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sharon Cuseo, Assistant Superintendent, Instructional Services
PREPARED BY:	Sharon Cuseo, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	October 20, 2022
SUBJECT:	Ratification of Reimbursement to Parent for Transportation (Special Education)

Background:

Special Education Student 960032505 currently attends a Non Public School (NPS) in the local area. Per Student's Individualized Educational Plan (IEP), Student is eligible to receive related services of transportation to and from school. Students' Parent has agreed to transport Student to and from school for the 2022-2023 school year.

Discussion/Issues:

The District is obligated to reimburse Student's Parent for mileage costs. This requirement meets the District's obligation to provide a Free and Appropriate Public Education (FAPE) at no cost to parents.

Fiscal Impact:

Not to exceed $8,865.

Recommendation:

Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education, ratify mileage reimbursement to the parents of Special Education Student 960032505 to transport student from home to the Non Public School (NPS), per IEP, not to exceed $8,865 (01.0-65000.0-50010-36000-5813-7440000), effective August 23, 2022 through June 7, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sharon Cuseo, Assistant Superintendent, Instructional Services
PREPARED BY:	Sharon Cuseo, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	October 20, 2022
SUBJECT:	Ratification of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to ratify an agreement for professional services to hire an outside Speech and Language Pathologist Assistant (SLPA) (as a consultant) to provide support and assessments to Special Education Students. The consultant will assist with assessments, writing the assessment reports and attending IEP's of Special Education Students.

Discussion/Issues:

The District is obligated to provide assessments and implement Individualized Education Plans (IEP's) for students who attend our schools. The District does not have current staff available to support caseload overage and is, therefore, contracting with a consultant to remain in compliance with IEP and Ed Code regulations.

Fiscal Impact:

Not to exceed $68,120.

Recommendation:

Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Gary D Stromberg & Associates, LLC, to provide a Speech and Language Pathologist Assistant (SLPA), not to exceed $68,120 (01.0-65000.0-57602-11901-5850-7440000), effective October 24, 2022 through May 25, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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

CONSULTANT AGREEMENT -
BELINDA GOMEZ

TERM OF AGREEMENT

This Agreement, made and entered into this 6th day of October 2022 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Gary D Stromberg & Associates, LLC hereinafter referred to as "Consultant."

Payee's Name: Gary D Stromberg & Associates, LLC Daytime Phone Number: 716-982-6556

Mailing Address: 3116 S. Mill Ave. #109, Tempe, AZ 85282

Email Address: louisstromberg@gmail.com

Sponsoring Administrator: Matt Hill (Print Name) Superintendent (Title) (Signature) Special Education (Location)

Board Approval: 10/20/2022 Account Code: 01.0-65000.0-57602-11901-5850-7440000

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

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

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

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $65 per hour, 40 hours per week for a total not to exceed **$68,120**

2. The term of the Agreement shall be the period commencing on: 10/24/2022 and terminating on: 05/25/2023.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Gary D Stromberg & Associates, LLC will provide a SLPA for support and assessments for special education students.

6. The Consultant shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.

7. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.

8. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.

9. 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.

10. 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.

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.

12. District and Consultant will communicate and send in writing all information received by the District regarding any work-related injury to Personnel within twenty-four hours of the injury.

13. Communicate within twenty-four hours to Gary D Stromberg & Associates, LLC the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

14. The District agrees to indemnify, defend and hold harmless Gary D Stromberg & Associates, LLC from any and all negligence and all liabilities, claims, losses, costs, damages and expenses resulting or arising from or connected with the services rendered by the District, its agents, independent contractors, employees or servants pursuant to this contract.

15. This Agreement shall constitute the entire Agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

16. It is mutually agreed that both parties shall not discriminate against any individual in the performance of their obligations under this Agreement, on the basis of race, color, religion, national origin, sex, age or disability. Both parties further certify compliance with the applicable provisions of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, and the Americans with Disabilities Act and State anti-discrimination laws.

INDEMNIFICATION

Gary D Stromberg & Associates, LLC shall save and hold the District harmless from and against and shall indemnify District for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of Gary D Stromberg & Associates, LLC or any of its agents, subcontractors, employees or other representatives. If District is sued in any court for damages by reason of any of the acts of Gary D Stromberg & Associates, LLC, its agents, subcontractors, employees or other representatives referred to in this Agreement, Gary D Stromberg & Associates, LLC shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If Gary D Stromberg & Associates, LLC fails or neglects to so defend said action, District may defend the same and any expenses, including reasonable Attorney fees, which District may pay or incur in defending said action and the amount of any judgment which District may be required to pay shall be promptly reimbursed by Gary D Stromberg & Associates, LLC demand.

District shall save and hold Gary D Stromberg & Associates, LLC, harmless from and against and shall indemnify Gary D Stromberg & Associates, LLC for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of District, or any of its agents, subcontractors, employees or other representatives. If Gary D Stromberg & Associates, LLC is sued in any court for damages by reason of any of the acts of the District, its agents, subcontractors, employees or other representatives referred to in this Agreement, District shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If District fails or neglects to so defend said action, Gary D Stromberg & Associates, LLC may defend the same and any expenses, including reasonable attorney's fees, which Gary D Stromberg & Associates, LLC may pay or incur in defending said action and the amount of any judgment which Gary D Stromberg & Associates, LLC may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

Paulette Koss
Print Representative Name

Director of Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Gary D Stromberg & Associates, LLC
Consultant/Company

Print Representative Name

Title

Signature

Date

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Andrew Cantwell, Assistant Superintendent, Administrative Services
PREPARED BY:	Larry Cross, Director of Facilities
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	October 20, 2022
SUBJECT:	Ratification of Award of Contract, David M. Bertino Mfg Inc., Furnish and Install Cabinets and Countertops for Two (2) Learning Walls in Classrooms 15 and 16, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)

Background:
The District is in the process of constructing a two-story modular building (the "Disney Project"), including related site improvements at the Walt Disney Elementary School site.

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

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

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

Discussion/Issues:
The District received a proposal dated September 7, 2022, from David M. Bertino Manufacturing, to furnish and install cabinets and countertops in classrooms 15 and 16 in the new building at Disney Elementary School.

Fiscal Impact:
$22,797 (Bond Fund)

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education ratify an award of contract between Burbank Unified School District and David M. Bertino Mfg Inc., to Furnish and Install Cabinets and Countertops for Two (2) Learning Walls in Classroom 15 and 16 for the Two-Story Modular Building Project at Walt Disney Elementary School, effective September 7, 2022 through September 6, 2023, not to exceed $22,797 (213-00000.0-91008-85000-6250-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

David M. Bertino, Mfg. Inc.

Quotation

Contractor License #520857 - Woodwork Institute #406
DIR #1000006947
1696 W. Mill St., units 21-22
Colton, CA. 92324
Phone (909) 888-9122 Fax (909) 381-5577

DATE September 7, 2022
Quotation # 1
Customer ID

Attn: Estimating
Burbank Unified School District
510 S. Shelton Street,
Burbank , CA 91506-2818
(PH) (818) 729-5503 (Fax) (818) 845-3469

Quotation valid until: November 6, 2022
Prepared by: Gavin Cowie

Comments or special instructions: Walt Disney

Description	AMOUNT
Cabinets and countertops Furnished and Installed per drawings from Dylan. **Anything besides what is described here in, is Excluded.** Plastic laminate cabinets and countertops for (2) Learning Walls.	$22,797.00
(3) Marker Boards per Learning Wall. **If Woodwork Institute Certificates are required add $1,800.00 to the total.** INCLUSIONS: Material core is Particle Board. Locks on all cabinets. EXCLUSIONS: blocking, backing, furring; standing or running trim No Addendums to be Noted.	
TOTAL	$22,797.00

THANK YOU FOR YOUR BUSINESS

LETTER OF TRANSMITTAL

DAVID M. BERTINO MFG. INC.
1696 W. MILL ST., UNITS 21-22
COLTON, CA. 92324
PH.(909)888-9122, FAX. (909)381-5577
WOODWORK INSTITUTE #406

DATE: 4-14-22
ATTENTION: Larry Cross
JOB: Walt Disney ES
RE: shop drawings

TO: Burbank USD

WE ARE SENDING YOU: ☒ ATTACHED ☐ UNDER SEPARATE COVER VIA _____ THE FOLLOWING TERMS:
☐ SHOP DRAWINGS ☐ PRINTS ☐ PLANS ☐ SAMPLES ☐ SPECIFICATIONS
☐ COPY OF LETTER ☐ CHANGE ORDER ☐ _____

COPIES	DATE	NO.	DESCRIPTION
1	4-14-22		cabinet & countertop shop drawings

THESE ARE TRANSMITTED AS CHECKED BELOW:

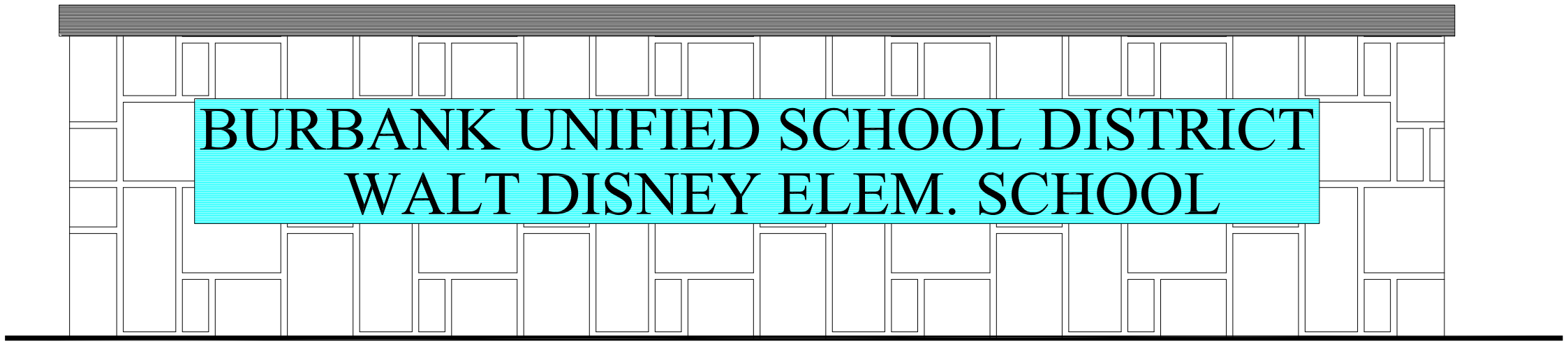
☒ FOR APPROVAL ☐ APPROVED AS SUBMITTED ☐ RESUMIT ___ COPIES FOR APPROVAL
☐ FOR YOUR USE ☐ APPROVED AS NOTED ☐ SUBMIT ___ COPIES FOR DISTRIBUTION
☒ AS REQUESTED ☐ RETURNED FOR CORRECTIONS ☐ RETURN ___ CORRECTED PRINTS
☐ FOR REVIEW AND COMMENT ☐ _____
☐ FOR BIDS DUE _____ ☐ PRINTS RETURNED AFTER LOAN TO US

REMARKS: Please return 1 approved/revised set asap. Please include color selections

COPY TO: DMB OFFICE

THANK YOU

SIGNED: Bob Swinford



CABINET NUMBER LEGEND

WIC DESIGN NUMBER — 102M-48 — NOMINAL LENGTH

MODIFIED

WOODWORK INSTITUTE

MEMBER NO. 406

ARCHITECT'S APPROVAL STAMP

ABBREVIATIONS

AS	ADJUSTABLE SHELF	P/L	PLASTIC LAMINATE
B/O	BY OTHERS	PVC	POLY VINYL CHLORIDE
EQ	EQUAL	SE	SELF EDGE
FE	FINISHED END	UCR	UNDER COUNTER REFRIG.
H/C	HANDICAPPED	UFN	UNFINISHED
MEL	MELAMINE	VIF	VERIFY IN FIELD
NTS	NOT TO SCALE	WE	WALL END

David M. Bertino
Manufacturing

JOB INFORMATION

Burbank Unified School District
Walt Disney Elem. School
1220 W. Orange Grove Ave.
Burbank CA. 91506

NOTE:
CABINET, TOP, AND FILLER DIMENSIONS ARE FOR SUBMITTAL USE AND ARE APPROXIMATE. ACTUAL DIMENSIONS WILL BE REPLACED AFTER FIELD DIMENSIONS AND VERIFICATIONS ARE KNOWN.

COMMENT | DATE: | # | | | |

JOB NUMBER
*****

T1

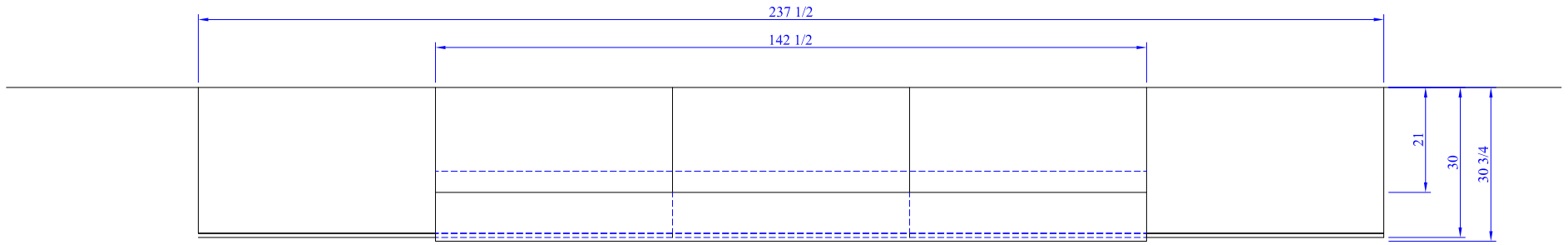
DAVID M. BERTINO MFG.
1696 W. MILL, UNITS 21 & 22
COLTON, CALIF. 92324
909-888-9122 FAX: 909-381-5577

ARCHITECT:

CONTRACTOR:
BURBANK USD
510 S. SHELTON ST.
BURBANK CA. 91506-2818

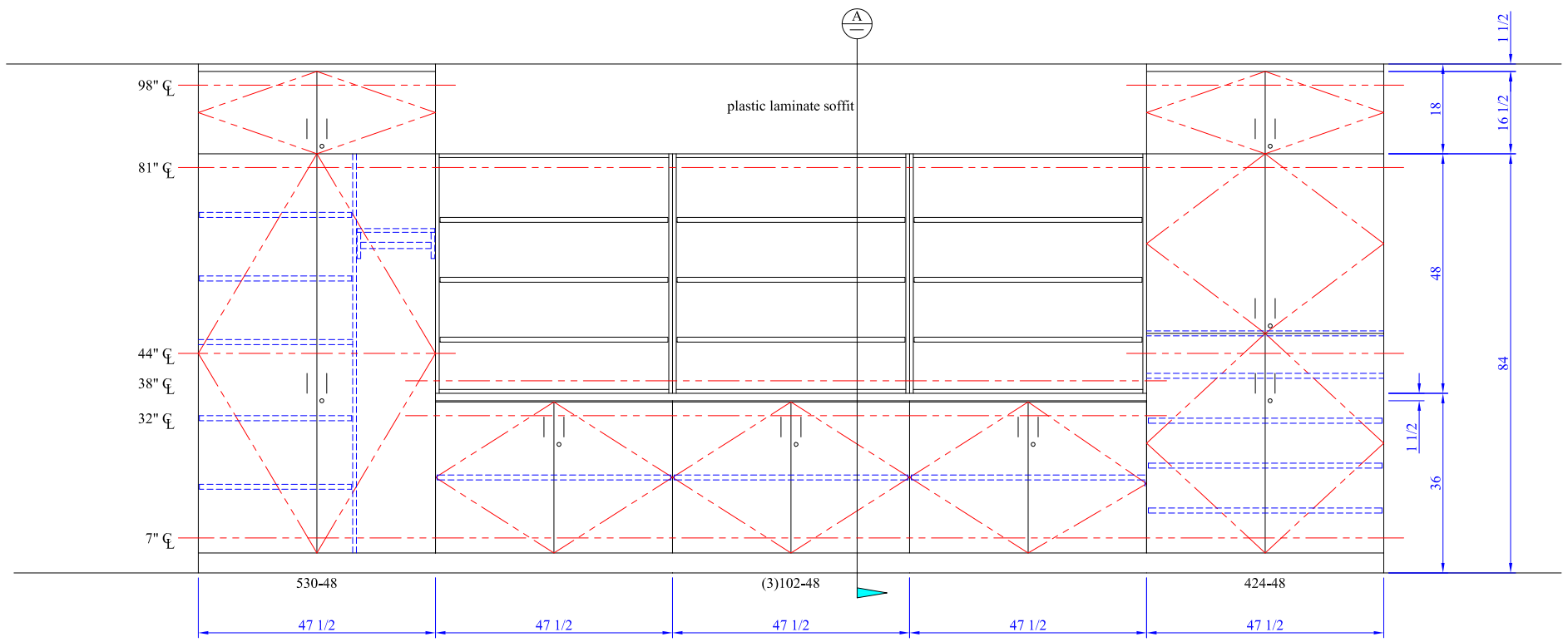
DATE:
4-13-22

SHEETS IN SET:
T1
-
1 - 2

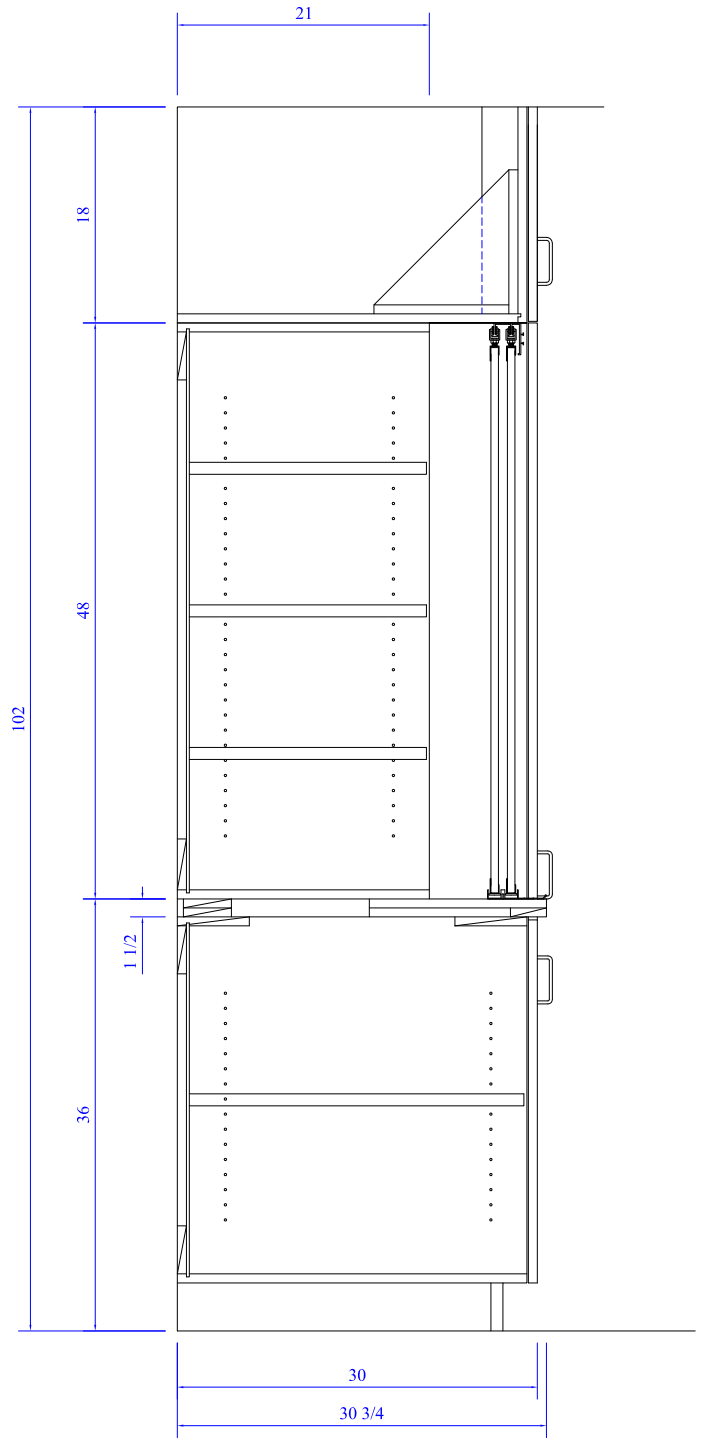


TOP COLOR:	D379-60 INDIGO
CABINET COLOR:	D379-60 INDIGO
CABINET EDGING:	D379-60 INDIGO

= BACKING CENTERLINE

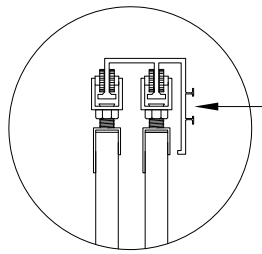


Learning wall - 2 req.
ARCH REF: 1



SECTION
SCALE: 3/4" = 1'0" A

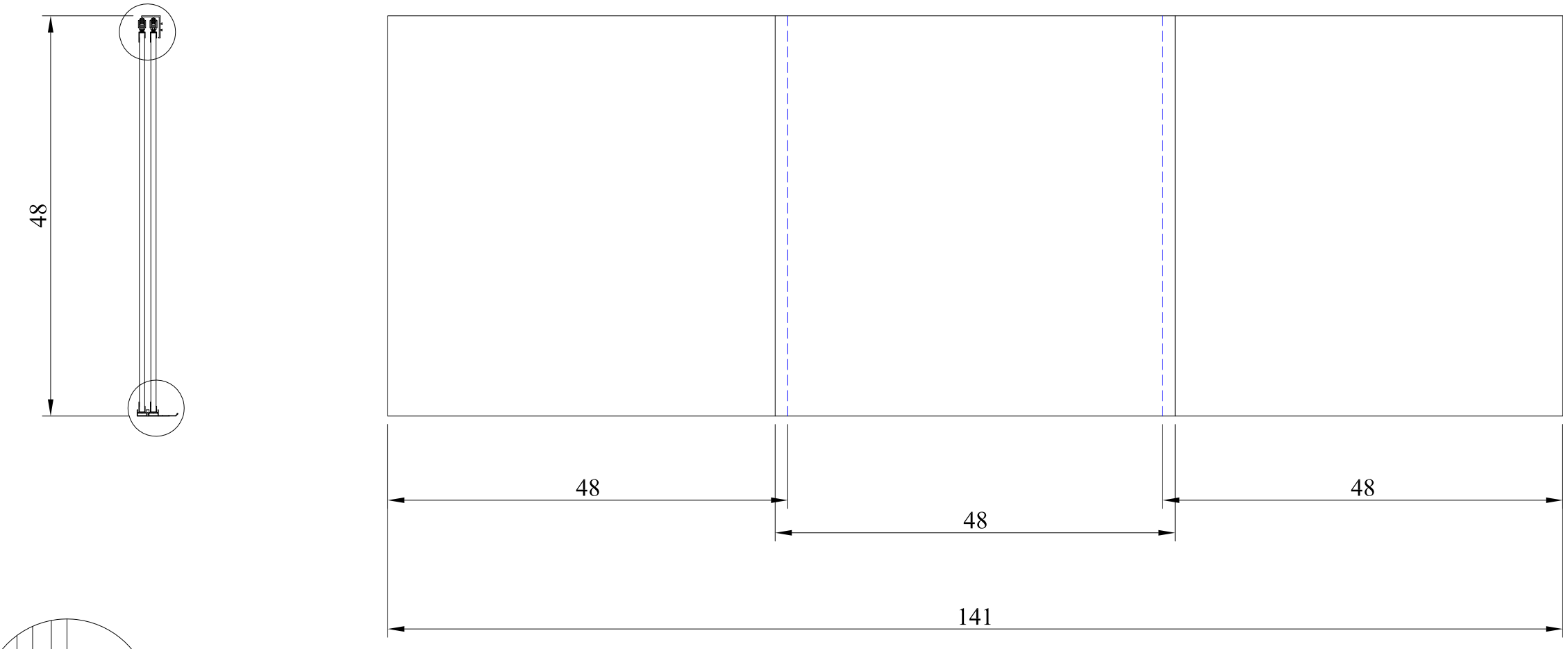
DAVID M. BERTINO MFG. 1696 W. MILL, UNITS 21 & 22 COLTON, CALIF. 92324 909-888-9122 FAX: 909-381-5577	ARCHITECT:	CONTRACTOR: BURBANK USD	David M. Bertino Manufacturing	DATE: 4-13-22 SCALE: 3/8" = 1'0" uno FILE # 01	JOB NAME: WALT DISNEY ELEM. JOB # ******	SHEET 1

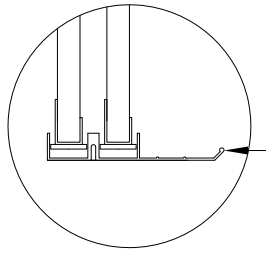


TOP TRACK
WITH MAPRAIL

2 sets required

Walt Disney/ Burbank USD
opening size - 141" x 50 1/2"
3 equal doors





BOTTOM TRACK WITH
MARKER TRAY

SLIDING MARKERBOARD SYSTEM

DAVID M. BERTINO MFG. 1696 W. MILL, UNITS 21 & 22 COLTON, CALIF. 92324 909-888-9122 FAX: 909-381-5577	ARCHITECT:	CONTRACTOR: BURBANK USD	David M. Bertino Manufacturing	DATE: 4-13-22 SCALE: 3/4" = 1'0" uno FILE # 02	JOB NAME: WALT DISNEY ELEM. JOB # ******	SHEET 2

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Andrew Cantwell, Assistant Superintendent, Administrative Services
PREPARED BY:	Larry Cross, Director of Facilities
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	October 20, 2022
SUBJECT:	Ratification of Award of Contract, Intercom Clock & Signal Service (ICS), District-Wide Cellular Monitoring Services, Various Sites (General Fund)

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

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

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

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

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

Fiscal Impact:
$1,795 (General Fund)

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education ratify an award of contract between Burbank Unified School District and Intercom Clock & Signal Service (ICS) for cellular service monitoring for the District-Wide fire alarm phone system, effective July 1, 2022 through June 30, 2023, not to exceed $1,795 (01.0-00100.0-00000-83000-5850-752-1000) General Fund, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

Estimate

ICS SERVICE CO.

3289 TradeCenter Dr.
Riverside, CA 92507

Mailing:
ICS Service Co.
P.O. Box 5255
Riverside, CA 92517

Phone: 951-683-3637 FAX: 951-683-3034

www.icsservice.net

Date	Estimate #
9/19/2022	101545

Name / Address
Burbank USD 510 S. Sheldon Street Burbank, Ca 91506-2818

P.O. No.	Terms	REP	Project
	Net 30		Cell Com

Item	Description	Qty	Cost	Total
Monitoring	Disney	12	8.29	99.48
Monitoring	Emerson	12	8.29	99.48
Monitoring	Harte	12	8.29	99.48
Monitoring	Jefferson	12	8.29	99.48
Monitoring	McKinley	12	8.29	99.48
Monitoring	Miller	12	8.29	99.48
Monitoring	Providencia	12	8.29	99.48
Monitoring	Roosevelt	12	8.29	99.48
Monitoring	Washington	12	8.29	99.48
Monitoring	Luther	12	8.29	99.48
Monitoring	Jordan	12	8.29	99.48
Monitoring	Burbank High	12	8.29	99.48
Monitoring	Burroughs	12	8.29	99.48
Monitoring	Mann	12	8.29	99.48
Monitoring	Adult	12	8.29	99.48
Monitoring	Stevenson	12	8.29	99.48
Monitoring	Muir	12	8.29	99.48
Monitoring	CDS	12	8.29	99.48
	Cellular Service Only- Monitoring of systems by District Direct- Fiscal Year 22-23			

Subtotal	$1,790.64
Sales Tax (9.5%)	$0.00
Total	$1,790.64

By Signing Above, You Agree to the Terms and Conditions Set Forth

This Estimate is valid for a term shown above. Completion of project to be determined upon commencement of work.

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Andrew Cantwell, Assistant Superintendent, Administrative Services
PREPARED BY:	Larry Cross, Director of Facilities
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	October 20, 2022
SUBJECT:	Acceptance of Notice of Completion, Triangle Enterprises Inc., Demolition & Hazmat Abatement, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)

Background:
Burbank Unified School District issued a Notice Inviting Bids for Bid 2021-003, a multi-prime contract for the Two-Story Modular Building Project at Walt Disney Elementary School. There were eight (8) big packages in total. The District and Lundgren Management, General Construction Manager, received and opened the bids on Thursday, February 18, 2021.
Qualifying Bids for Demolition & Hazmat Abatement, 2021-003-01, received were as follows:

Triangle Enterprises Inc.	$97,300
GGG Demolition	$105,559
Integrated Demolition and Remediation	$124,000
Chalmers Construction Services Inc.	$134,000
Mac Dad Builders Inc.	$164,000
Interior Demolition Inc.	$168,381
G2K Demolition Inc.	$229,175

District-Wide Goals for 2022-2023:

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

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

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

Discussion/Issues:
On March 4, 2021, the Board of Education approved to award the contracts to the bids that were recommended by Lundgren Management; Triangle Enterprises Inc. was selected for the demolition and hazmat abatement for the permanent modular classroom building and sitework project at Walt Disney Elementary School. This work was completed in July 2022.

Financial Impact:
$97,300 (Bond Fund)

Recommendation:

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Demolition & Hazmat Abatement for the Two-Story Modular Building Project at Walt Disney Elementary School, PO #22000653, not to exceed $97,300 (21.3-00000-0-91008-85000-6230-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

LUNDGREN

September 30, 2022

Larry Cross
Director of Facilities
Burbank Unified School District
1900 West Olive Avenue
Burbank, CA 91506

Project:	Permanent Modular Classroom Building & Sitework
Contract Number:	2021-003-01, Demolition and Hazmat Abatement
Contractor:	Triangle Enterprises Inc.
DSA Number:	03-119964

Re: Notice of Completion

Dear Mr. Cross:

Triange Enterprises Inc. has completed the above referenced contract per the District issued plans and specifications. We have reviewed the contract documents and there are no exceptions known to us at this time. Lundgren Management is hereby recommending that a notice of completion be filed and recorded. Closing information is listed below.

Contract Date:	March 05, 2021
Contract Complete:	July 27, 2022
Original Contract Amount:	$97,300.00
Approved Change Orders:	$00.00
Final Contract Amount:	$97,300.00

Sincerely,

Claudenice McCalister
Project Manager
Lundgren Management

cc: C. Cozacos/L. Galoustian/C. Simancas, BUSD
J. Groce/S. Harandi, Triangle Enterprises, Inc., Contractor
A. Quesada/V. Petito, Canon Design, Architect
LM File

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Andrew Cantwell, Assistant Superintendent, Administrative Services
PREPARED BY:	Larry Cross, Director of Facilities
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	October 20, 2022
SUBJECT:	Approval of Additive Change No. 1, Izurieta Fence Company Inc., Furnish and Install Galvanized Chain Link Fence and Swing Gate, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)

Background:
The District is in the process of constructing a two-story modular building (the "Disney Project"), including related site improvements at the Walt Disney Elementary School site.

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

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

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

Discussion/Issues:
On December 21, 2021, the District received a proposal from Izurieta Fence Company Inc., to furnish and install a galvanized chain link fence and swing gate at Walt Disney Elementary School to replace the whole back property line fence on the east side of the property. This replacement will also raise the gate from 8 feet to 12 feet high.

Fiscal Impact:
$3,866.36 Increase for a Revised Total of $166,977.45 (Bond Fund)

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve additive change order No. 1 to the agreement between Burbank Unified School District and Izurieta Fence Company Inc., to Furnish and Install a Galvanized Chain Link Gate and Swing Gate for the Two-Story Modular Building Project at Walt Disney Elementary School, not to exceed $166,977.45 (21.3-00000.0-91008-85000-6170-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: The increased amount of $3,866.36 bringing the total not to exceed amount to $166,977.45, is to add one 12’ wide x 8’ high galvanized chain link double swing gate with 3’ wide side panel to provide street access to the field. This was not included in the initial scope.

IZURIETA FENCE CO.

3000 GILROY ST.
LOS ANGELES, CALIFORNIA 90039
(323) 661-4759 FAX (323) 661-4774
STATE LICENSE # 925951

PROPOSAL/CONTRACT

QUOTATION: 696

Website: Izurietafenceco.com
Email: Izurietafence@aol.com
DIR NO.1000009221

DATE: 07/09/2022

CUSTOMER:
Burbank Unified School District
Phone: (818) 729-5503
1900 West Olive Avenue.
Burbank, CALIFORNIA, 91506
LarryCross@BurbankUSD.org

JOB LOCATION:
Walt Disney ES
1220 W Orange Grove Ave.
Burbank, CA 91506

Notes:

FURNISH AND INSTALL:
#1 $22,625.77
*Pour shotcrete onto existing dirt area behind fence approx. 285' Long x 3' Wide x 4"T.
-Remove existing sandbags and prepare existing surface prior to pouring concrete.

#2 $14,217.64
*236'x 6'High x 2" mesh galvanized chain link fence for landscape area.

#3 $3,866.36
*(1)12'Wide x 8'High galvanized chain link double swing gate with 3'Wide side panel.

#4 $7,525.20
*50'x 8'High Galvanized chain link fece for portable building #24.
*(1)8'Wide x 8'High chain link double swing gate.

*ALL ACCORDING TO PLANS AND SPECIFICATIONS
*PREVAILING WAGE PROJECT

PER PLANS ATTACHED

Approximate Start Date: _____

☐ Top to follow grade Level with: ☐ High ☐ Low ☐ Rack ☐ Step

Gate Swing: ☐ In ☐ Out

Property pins are:
☐ Exposed and Visible
☐ **NOT** exposed and visible
☐ To be located by others before installation

Subtotal ..... $ _____
Tax ..... $ _____
Grand Total ..... $ _____
Down Payment ..... $ _____
BALANCE DUE ..... $ _____

Buyer / Owner signature _____ Date _____

Printed name _____

Signature _____ Date _____

Printed name _____

TERMS & CONDITIONS

*IZURIETA FENCE COMPANY, INC. agrees to guarantee above fence to be free from defects in materials and workmanship for one year.

*FENCE COMPANY, INC. shall advise the customer as to local zoning regulations but responsibility for complying with said regulations and obtaining any required permits shall rest with the customer.

*IZURIETA FENCE COMPANY, INC. will assist the customer, upon request, in determining where the fence is to be erected, but under no circumstance does IZURIETA FENCE COMPANY, INC. assume any responsibility concerning property lines or in any way guarantee their accuracy. If property pins cannot be located it is recommended that the customer have the property surveyed.

*IZURIETA FENCE COMPANY, INC. will assume the responsibility for having underground public utilities located and marked. However, IZURIETA FENCE COMPANY, INC. assumes no responsibility for unmarked sprinkler lines, or any other unmarked buried lines or objects.

*Additional charges for any extra work not covered in this contract that was requested by the customer will also be added as a change order.

*The full amount of this contract along with any additional charges will become payable upon completion of all work completed.

*Delinquent invoices subject to 1.5% service charge per month 25% re-stocking fee on all canceled orders.
*Collection costs/attorney's fees required to collect outstanding debt. shall be the responsibility of the customer.

*All materials will remain the property of IZURIETA FENCE COMPANY, INC. until all invoices pertaining to this job are paid in full.
*IZURIETA FENCE COMPANY, INC. will not and cannot be held responsible for scheduling conflicts, delays as a result of material shortages, or as a result of raw material unavailability, including power.

*Special conditions imposed by any permits issued on behalf of the owner and not noted on the plans or specifications will be considered to be outside the scope of work.

*IZURIETA FENCE COMPANY, INC., insurance limits are 5 million GL, 1 million Auto and Workers Comp. If additional coverage is required, a cost proposal will be provided for approval.

*IZURIETA FENCE COMPANY, INC. will provide evidence of General Liability, Workmen's Compensation and Business Automobile Insurance. In the absence of any WRAP or OCIP policy, IZURIETA FENCE COMPANY, INC., will have the exclusive right to review and alter all insurance requirements IZURIETA FENCE COMPANY,INC. may choose at it's discretion to add additional insurance premiums to the contract. Additions will be handled by Change Order and due upon presentation to the Owner or General Contractor.

*This proposal and notes must be accepted in it's entirety and made part of any subcontract and so specified, if a special form is used.

*Bid is based on a five (5) day work week (Monday - Friday, 7:00a - 3:30pm). Eight (8) hours per day, maximum.

*Section 7019- Contractors License Law: Under the mechanics' lien law, any contractor, subcontractor, laborer, materialman or other person who helps to improve your property and is not paid for his labor, services or material, has a right to enforce his claim against your property.

Exclusions: Unless other wise noted

*Engineering, Surveying, Staking, and Layout
*Welding QC Manager and/or Plan
*Concrete and/or Asphalt coring or saw cutting
*Clearing, Grading or Grounding
*Patching and Restoration or Potholing
*Location of Private Underground Utilities not Indicated in or on project plans Damage to Private Underground Utilities not properly located by other forces
*Design Services - Engineering Calculations Maintenance
*Permits
*Traffic Control
*Structural Calculations & Engineering
*Bond Premium (1.5%) & Bond Overruns Concrete Wash-Out Stations
*Temporary Fence
*Excludes pre and post construction photo/video.
*Pre-Construction Irrigation testing excluded.

*PAYMENT TERMS:50%UPON DELIVERY OF MATERIALS OR EQUIPMENT
*FINAL PAYMENT UPON COMPLETION OF WORK.

PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN 30 DAYS

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Andrew Cantwell, Assistant Superintendent, Administrative Services
PREPARED BY:	Larry Cross, Director of Facilities
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	October 20, 2022
SUBJECT:	Acceptance of Notice of Completion, Tech-Wall, Supply and Install Tackable Fabric Wrapped Panels and Whiteboards in All Classrooms, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)

Background:
The District is in the process of constructing a two-story modular building (the "Disney Project"), including related site improvements at the Walt Disney Elementary School site.

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

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

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

Discussion/Issues:
The District received a proposal dated September 8, 2021 from Tech-Wall, to supply and install tackable fabric wrapped panels and whiteboards in each room of the new classroom building at Disney Elementary School. Work completed September 2022.

Fiscal Impact:
$39,780 (Bond Fund)

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Supply and Install Tackable Fabric Wrapped Panels and Whiteboard for the Classrooms for the Two-Story Modular Building Project at Walt Disney Elementary School, PO #23000463, not to exceed $39,780 (213-00000.0-91008-85000-6250-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Andrew Cantwell, Assistant Superintendent, Administrative Services
PREPARED BY:	Larry Cross, Director of Facilities
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	October 20, 2022
SUBJECT:	Approval of Additive Change No.4, MPI Miller Plumbing Inc., Underground (UG) Site Utilities & Plumbing, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)

Background:
Burbank Unified School District issued a Notice Inviting Bids for Bid 2021-003, a multi-prime contract for the Two-Story Modular Building Project at Walt Disney Elementary School. There were eight (8) big packages in total. The District and Lundgren Management, General Construction Manager, received and opened the bids on Thursday, February 18, 2021.
Qualifying Bids for UG Site Utilities & Plumbing, 2021-003-004, received were as follows:

MPI Miller Plumbing Inc.	$229,000
Reyes Electrical Contractor Inc.	$287,742
Pro-Craft Construction Inc.	$291,000
Ball Construction Inc.	$331,656
Chalmers Construction Services Inc.	$388,000

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

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

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

Discussion/Issues:
On March 4, 2021, the Board of Education approved to award the contracts to the bids that were recommended by Lundgren Management; MPI Miller Plumbing Inc. was selected for the underground site utilities and plumbing for the permanent modular classroom building and sitework project at Walt Disney Elementary School.

On February 17, 2022, the Board of Education approved additive change No.1 and No.2 to include a temporary utility hookup to the construction trailer and the connection of the condensate drainage line to the new drywall that wasn't included in the initial scope.

On May 5, 2022, the Board of Education approved additive change No.3 to add the renewal of Pollution Liability Insurance that was not included in the initial scope.

Financial Impact:
$1,411 Increase for a Revised Total of $247,640.92 (Bond Fund)

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve additive change order No.4 to the agreement between Burbank Unified School District and MPI Miller Plumbing Inc. for the UG Site Utilities & Plumbing for the Two-Story Modular Building Project at Walt Disney Elementary School, not to exceed $247,640.92 (21.3-00000-0-91008-85000-6230-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: The increased amount of $1,411, bringing the not to exceed amount to $247,640.92, is to add the reinstallation of the stormdrain piping that was installed at the beginning of the project but was removed due to being hit by the grading machine during construction of the firelane.

CHANGE ORDER

PROJECT: Walt Disney ES, Permanent Modular Classroom Building and Sitework	Change Order No.: MPI-002	Date: 04/11/22

CONTRACTOR:
MPI - Miller Plumbing, Inc. **Address:** 832 E. Edna Place, Covina, CA. 91723

ITEM NO.	PCO NO.	CHANGE DESCRIPTION	AMOUNT
01	MPI-004	Reinstallation of stormdrain piping installed at the beginning of the	$ 1,411.00
		project, but needed to be removed because it got hit by the grading	
		machine during construction of the firelane.	

CONTRACT PRICE ADJUSTMENT

Original Contract Price	$ 229,000.00
Net Change by Previously Authorized Change Orders	$ 17,229.92
Adjusted Contract Price Prior to This Change Order	$ 246,229.92
Amount of This Change Order INCREASE	$ 1,411.00
Amount of This Change Order (DECREASE)	$ -
New Adjusted Contract Price Including This Change Order	$ 247,640.92

CONTRACT TIME ADJUSTMENT

1. _X_ No time adjustment.
2. ___ Add 0 compensable days.
3. ___ Deduct 0 compensable days.
4. ___ Add 0 non-compensable days.
5. ___ TBD: Critical path Analysis to be Submitted.
6. ADJUSTED CONTRACT TIME: _____

This Change Order is enforceable and binding only if: (i) executed on behalf of the Construction Manager, Architect, Contractor and District and (ii) approved by the District's Board of Trustees. The Contract TIme and Contract Price adjustments of Change Order are the full and final adjustments for the items/work subject to this Change Order. The Contractor releases any other right or claim to adjustment of the Contract Price or Contract TIme for the items/work subject to this Change Order; the foregoing includes waiver of rights under Civil Code §1542.

Submitted By CONTRACTOR: 10/4/2022

Signature	Date
David Miller	President
Printed Name	**Title**

Reviewed By ARCHITECT: Albert Quesada 10/04/2022

Signature	Date
Albert Quesada	
Printed Name	**Title**

Reviewed By CONSTRUCTION MANAGER: 10/4/2022

Signature	Date
Claudenice McCalister	*Project Manager*
Printed Name	**Title**

Reviewed By DISTRICT: Larry Cross 10/07/22

Signature	Date
Larry Cross	*Dierector of Facilities*
Printed Name	**Title**

Approved Following Board of Trustees Approval:

Signature	Date
Printed Name	**Title**

PROPOSED CHANGE ORDER (PCO)

PROJECT: Walt Disney ES - Permanent Modular Classroom Building and Sitework **DSA PROJECT NO.:** 03-119964 **PROJECT REFERENCE NO.:** 2021-003 **BID PACKAGE NO.:** 2021-003-04 - Site Utilities & Plumbing	**PCO No.:** MPI-004 Reinstallation of Stormdrain Piping **CCD No.:**	**Date:** 10/04/2022

OWNER: Burbank Unified School District 510 S Shelton Street Burbank, CA 91506-2818 **Phone:** (818) 729-5503 **E-Mail:** larrycross@burbankusd.org	**CONTRACTOR:** MPI - Miller Plumbing, Inc. 832 E. Edna Place Covina, CA 91723 **Phone:** (626) 372-3665 **E-Mail:** dave@mpiplumbing.com

Summary of change(s) in the Work per the approved D-CCD:

Reinstallation of 4" drain storm line installed at the beginning of the project, but that was on the way of the execution of the fire lane and piping got hit by machine.

The service included:

Labor and material to reinstall 4" strom drain pipe, excavation of compacted subgrade and base, backfill, and compaction of subgrade and base.

Final Contract Price Adjustment: Inclusive of any/all estiamted costs directly associated with performance of the Change and all mark-up allowed by the Construction Agreement.

1. ___ Contract Price remains unchanged.
2. _X_ Mutually agreed Lump Sum Price _X_ Increase of $ _1,411.00_____ Decrease of $ _____.
3. ___ Mutually agreed Lump Sum allocation of Allowance funds in the amount of $ _____.
4. ___ Unit Price ___ Increase of ___ Decrease of $ _____, Per Unit Price Bid Composite.
5. ___ T&M (Labor, Materials and Equipment) Price Not To Exceed $_____. Contractor must furnish detailed records of labor, material, and equipment utilization with allowable contractual mark-up to substantiate and finalize the Time and Materials increase.

6. ___ Contractor and District are unable to reach full agreement on an adjustment of the Contract Time and/or Contract Price on account of such Change. Upon completion of CCD work, if the Contractor and District have not agreed on the adjustment of Contract Time and/or Contract Price, the District shall issue a Unilatral Change Order for CCD work.

Final Contract Price Adjustment Applied as Follows:

1. ___ No Cost Adjustment. No Change Order will be issued.
2. ___ Contract Allowance of $_____. No Change Order will be issued.
3. _X_ Project Contingency. Additive or Deductive Change Order will be issued of $_1,411.00_____.

Final Contract Time Adjustment:

1. _X_ No time adjustment.
2. ___ Add _ compensable days.
3. ___ Deduct _ compensable days.
4. ___ Add _ non-compensable days.
5. ___ TBD: Critical path Analysis to be Submitted.

When signed by the CONTRACTOR, ARCHITECT, CONSTRUCTION MANAGER and OWNER, this document confirms the final contract price adjustment and the final contract time adjustment for the authorized work change(s).		
CONTRACTOR (Acknowledged and /Accepted)		
		10/4/2022
Signature		**Date**
David Miller	President	
Printed Name	**Title**	
ARCHITECT		
	Albert Quesada	10/04/2022
Signature		**Date**
Albert Quesada	***Architect of Records***	
Printed Name	**Title**	
CONSTRUCTION MANAGER		
		10/4/2022
Signature		**Date**
Claudenice McCalister	***Project Manager***	
Printed Name	**Title**	
DISTRICT		
Signature		**Date**
Larry Cross	***Director of Facilities***	
Printed Name	**Title**	

DISTRICT - CONSTRUCTION CHANGE DIRECTIVE (D-CCD)

PROJECT: Walt Disney ES - Permanent Modular Classroom Building and Sitework **DSA PROJECT NO.:** 03-119964 **PROJECT REFERENCE NO.:** 2021-003 **BID PACKAGE NO.:** 2021-003-04 - Site Utilities & Plumbing	**CCD No.:** MPI-003 **RFI No.'s:**	**Date:** 10/04/2022 **Submittals/Drawing/Spec.**

OWNER: Burbank Unified School District 510 S Shelton Street Burbank, CA 91506-2818 **Phone:** (818)-729-5503 **E-Mail:** larrycross@burbankusd.org	**CONTRACTOR:** MPI - Miller Plumbing, Inc. 832 E. Edna Place Covina, CA 91723 **Phone:** (626) 372-3665 **E-Mail:** dave@mpiplumbing.com

Contractor is hereby directed to make the following change(s) in the Work:

ITEM DESCRIPTION

Reinstallation of 4" drain storm line installed at the beginning of the project, but that was on the way of the execution of the fire lane and piping got hit by machine.

The service included:

Labor and material to reinstall 4" strom drain pipe, excavation of compacted subgrade and base, backfill, and compaction of subgrade and base.

_____ *D-CCD Continuation Sheet(s) Attached*

When signed by the ARCHITECT, CONSTRUCTION MANAGER and OWNER, this document becomes effective IMMEDIATELY as a Construction Change Directive. Contractor shall proceed with the change work described above.

ARCHITECT

Signature	Date
Albert Quesada	10/04/2022
Printed Name	**Title**
Albert Quesada	*Architect of Records*

CONSTRUCTION MANAGER

Signature	Date
	10/4/2022
Printed Name	**Title**
Claudenice McCalister	*Project Manager*

DISTRICT

Signature	Date
Printed Name	**Title**
Larry Cross	*Director of Facilities*

Change Order ***MPI - Miller Plumbing Inc***

9/29/22

Walt Disney E.S.

CO #	5
Location	
Subject	Reinstall storm drain
Reference	
Total Cost	**$1,411**
Added Time	**8**

Description:	Reinstall 4" storm drain pipe that was removed to grade the area.

Labor Hours	Cost	Total	Equip/Other	Cost	Total
8	96.36	770.88	Chipping Gun		75
			Poly Fusion Machine		75
Totals		770.88			150

Materials:	Quantity	Cost	Total
See invoice below			258.27
Tax			25.83
Total Material Cost			284.1

Profit and Overhead	Totals
Labor	$771
Materials	$284
Equipment	$150
Subtotal	$1,205
Overhead and Profit 15%	$181
Bond	$25
Total	$1,411

MPI - Miller Plumbing, Inc. – Extra Work Ticket

Job Walt Disney Date 7-13-22

GC / CM Lundgren MPI Foreman Robert Moreno

Work Completed Yes Work Continuing: ND

Extra Work Description

1. Re install 4" Storm drain pipe that was Removed to Grade the area. We installed this Line per Scott a Few months Back. We had to hand dig the 70+ Feet and Backfill. Moved Spoils by wheel Barrow to play Ground Area.
2. CAP up 1" GAS Line that was Ripped out by Grader. CAP 1- 3" Line A/So

Labor	Hours	Notes
Robert M	2	SD
Sebastain M	2	SD
Sebastain M	2	GAS
Robert M	2	

Materials / Equipment Used

80' 4" SDR 35 pipe 1- 3" CAP poly
Chipping gun

poly Fusion Machine 1" Die 3" Die

GC Signature for time worked and materials used only:

VERIFICATION OF HOURS & MATERIAL ONLY

COST SUBJECT TO CONTRACT DOCUMENTS

AND SUBCONTRACT INCLUSIONS

Quotation

527 HAJOCA CORP COSTA MESA CA
3170 AIRWAY AVE
COSTA MESA CA 92626-4608
714-638-4442 Fax 714-537-1810

QUOTE DATE	QUOTE NUMBER
09/29/22	S166160056

QUOTED BY:
527 HAJOCA CORP COSTA MESA CA
3170 AIRWAY AVE
COSTA MESA CA 92626-4608
714-638-4442 Fax 714-537-1810

PAGE NO.
1 of 1

Printed : 16:48:07 29 SEP 2022

QUOTE TO:
MPI MILLER PLUMBING INC-SAN DIMAS
949 N CATARACT AVE #L
SAN DIMAS, CA 91773

SHIP TO:
SHOP MPI MILLER PLUMBING INC
832 EAST EDNA PLACE
COVINA, CA 91723-1410

626-705-4451

QUOTED FOR	CUSTOMER PURCHASE ORDER NUMBER	CUSTOMER RELEASE NUMBER	SALESPERSON
DAVE MILLER	QUOTE		Joe Daher

WRITER	SHIP VIA	TERMS	EXPIRATION DATE	FREIGHT ALLOWED
Mike Daher	PLBG OUR TRUCK	2% 10TH PROX 1.5% SC 25	11/13/22	No

QUOTE QTY	OUR PART#	DESCRIPTION	Net Prc	Ext Prc
80ft	314675	4X20 SDR35 3034 SW PVC PIPE	3.083/ft	246.67
1ea	2084228	3SFCAP 3" SOCKET FUSHION CAP	11.600/ea	11.60
		TAXES NOT INCLUDED		

Prices contained in this quote are the prices in effect at the time of quotation, and are subject to change at any time. We are not responsible for inaccurate quantity descriptions. Quantities should be checked against plans and specifications for accuracy. Special order material is non-cancellable. We are not responsible for delays not within our control.

Subtotal	**258.27**
Bid Total	**258.27**

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Andrew Cantwell, Assistant Superintendent, Administrative Services
PREPARED BY:	Larry Cross, Director of Facilities
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	October 20, 2022
SUBJECT:	Approval of Additive Change No.7, H&S Electric Inc., Electrical & Low Voltage, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)

Background:
Burbank Unified School District issued a Notice Inviting Bids for Bid 2021-003, a multi-prime contract for the Two-Story Modular Building Project at Walt Disney Elementary School. There were eight (8) bid packages in total. The District and Lundgren Management, General Construction Manager, received and opened the bids on Thursday, February 18, 2021.
Qualifying Bids for Electrical & Low Voltage, 2021-003-05, received were as follows:

H&S Electric Inc.	$263,805
Reyes & Sons Electric Inc.	$309,500
Reyes Electrical Contractor Inc.	$358,630
Chalmers Construction Services Inc.	$379,000

On March 4, 2021, the Board of Education approved to award the contracts to the bids that Lundgren Management recommended; H&S Electric Inc. was selected for the electrical and low voltage for the permanent modular classroom building and sitework project at Walt Disney Elementary School.

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

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

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

Discussion/Issues:
On June 17, 2021, the Board of Education approved Change Order No.1 due to the need to remove the existing power and low voltage lines from the perimeter of the building and install temporary overhead power and low voltage lines to existing buildings that were not included in the initial scope.
Pursuant to Article 20137 (b) of the California Public Contract Code (PCC), the District request approval of the change orders for the Walt Disney Elementary School – Permanent Modular Classroom Building and

Sitework Project and authorization to proceed with the approval of change orders that have exceeded the 10% threshold set forth by the code caused by unforeseen conditions and omissions.

On October 7, 2021, the Board of Education approved Change Order No.2 due to the following that wasn't included in the initial scope: relocation of power, low voltage, and data lines not marked on the existing plans overhead to facilitate the completion of the footing work for the building; provide power to a temporary construction office when existing classrooms become unavailable for use as an office; provide power to the elevator equipment room and separate circuit for lighting and service outlet due to missing, omitted, or unclear design elements; and the increase of costs and supplies (copper wire). This approval included an increase that exceeded the 10% allowed change order threshold, pursuant to Article 20137 (b) of the California Public Contract Code (PCC).

On February 17, 2022, the Board of Education approved the amendment to Change Order No.2 to accurately reflect Change Order No.2 that is a total of $15,198, not $28,590 which is the total combined of No.1 and No.2. This amendment also notes that Change Order No.2 includes Change Orders No.2-4 per vendor. Deductive Change Order No.1 was approved as well, for credit given for elimination of pull boxes and associated work. This change order corresponds with change order No.6, per vendor. Also, additive Change Order No.3 was approved for the removal of temporary overhead power and low-voltage feeds to existing modular building and installation of new underground that was not included in the initial scope. This change order corresponds with change order No.5, per vendor.

Change order #7 for the material price increase of the feeder cabling was voided by vendor. On April 21, 2022, the Board of Education approved the additive change order No.4 which corresponds to change order #8 per vendor.

On April 15, 2022, Additive Change Order No.5 for a total of $1,999.00 which corresponds with change order #9 per vendor, was submitted to the District for installation of the phone line for the new elevator and related work in order to meet State Specifications and requirements. The Board of Education approved this change order on May 5, 2022.

On June 16, 2022, the Board of Education approved Additive Change Order No.6 for the decommissioning of FA devices installed in two portable buildings that will be removed for the school site. This change order corresponds with #10 per vendor.

Financial Impact:
$3,023 Increase for a Revised Total of $314,227.19 (Bond Fund)

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve additive change order No.7 to the agreement between Burbank Unified School District and H&S Electric Inc. for Electrical & Low Voltage for the Two-Story Modular Building Project at Walt Disney Elementary School, not to exceed $314,227.19 (21.3-00000-0-91008-85000-6230-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: The increased amount of $3,023 brings the not to exceed amount to $314,227.19 for the relocation of electrical panel G from the interior of the elevator machine room to the outside of the east wall of the room to meet the requirements of the state elevator inspector. This change order corresponds with #11 per vendor.

CHANGE ORDER

PROJECT: Walt Disney ES, Permanent Modular Classroom Building and Sitework	Change Order No.: H&S - 009 Relocation Panel G - Elev. Machine Room	Date: 9/8/22

CONTRACTOR:

ITEM NO.	PCO NO.	CHANGE DESCRIPTION	AMOUNT
01	H&S - 009	Relocation of electrical panel G from the interior of the elevator machine room to the outside of the east wall of the room to meet the requirements od the state elevator inspector.	$ 3,023.00

CONTRACT PRICE ADJUSTMENT

Original Contract Price	$ 263,805.00
Net Change by Previously Authorized Change Orders	$ 47,399.19
Adjusted Contract Price Prior to This Change Order	$ 311,204.19
Amount of This Change Order INCREASE	$ 3,023.00
Amount of This Change Order (DECREASE)	
Change Order Networth	$ 3,023.00
New Adjusted Contract Price Including This Change Order	$ 314,227.19

CONTRACT TIME ADJUSTMENT

1. ___ No time adjustment.
2. ___ Add 0 compensable days.
3. ___ Deduct 0 compensable days.
4. X Add 1 non-compensable days.
5. ___ TBD: Critical path Analysis to be Submitted.
6. ADJUSTED CONTRACT TIME: _____

This Change Order is enforceable and binding only if: (i) executed on behalf of the Construction Manager, Architect, Contractor and District and (ii) approved by the District's Board of Trustees. The Contract TIme and Contract Price adjustments of Change Order are the full and final adjustments for the items/work subject to this Change Order. The Contractor releases any other right or claim to adjustment of the Contract Price or Contract TIme for the items/work subject to this Change Order; the foregoing includes waiver of rights under Civil Code §1542.

Submitted By CONTRACTOR:

Signature	Date
Paul E. Cornelius, Jr.	10/7/22
Paul E. Cornelius, Jr. /Director of Operations	
Printed Name	**Title**

Reviewed By ARCHITECT:

Signature	Date
Albert Quesada	10/07/2022
Albert Quesada	*Architect of Records*
Printed Name	**Title**

Reviewed By CONSTRUCTION MANAGER:

Signature	Date
	9/8/2022
Claudenice McCalister	*Project Manager*
Printed Name	**Title**

Reviewed By DISTRICT:

Signature	Date
Larry Cross	10/07/22
Larry Cross	*Dierector of Facilities*
Printed Name	**Title**

Approved Following Board of Trustees Approval:

Signature	Date
Printed Name	**Title**

PROPOSED CHANGE ORDER (PCO)

PROJECT: Walt Disney ES, Permanent Modular Classroom Building and Sitework **DSA PROJECT NO.:** 03-119964 **PROJECT REFERENCE NO.:** 2021-003 **BID PACKAGE NO.:** 2021 - 003-05 - Electrical & Low Voltage	**PCO No.:** H&S-010 Relocation of Panel G Elevator Machine Room **CCD No.:** H&S-008	**Date:** 09/08/2022

OWNER: Burbank Unified School District 510 S Shelton Street Burbank, CA 91506-2818 **Phone:** (818)-729-5503 **E-Mail:** larrycross@burbankusd.org	**CONTRACTOR:** H&S Electric, Inc. 27895 Smyth Drive, Unit #6A Valencia, CA 91355 **Phone:** (661) 295-7705 **E-Mail:** paul@hs-electric.com

Summary of change(s) in the Work per the approved D-CCD:

Relocation of Panel G from inside the elevator machine room to the outside, to meet the state elevator inspector requirements.

The service should include:

1) Work, tools, equipment, and necessary supervision to relocate the panel, conduits, and wiring to the outside of elevator machine room east wall.

Final Contract Price Adjustment: Inclusive of any/all estiamted costs directly associated with performance of the Change and all mark-up allowed by the Construction Agreement.

1. ___ Contract Price remains unchanged.
2. _X_ Mutually agreed Lump Sum Price _X_ Increase of $ __3,023.00_____ Decrease of $ _____.
3. ___ Mutually agreed Lump Sum allocation of Allowance funds in the amount of $ _____.
4. ___ Unit Price ___ Increase of ___ Decrease of $ _____, Per Unit Price Bid Composite.
5. ___ T&M (Labor, Materials and Equipment) Price Not To Exceed $___. Contractor must furnish detailed records of labor, material, and equipment utilization with allowable contractual mark-up to substantiate and finalize the Time and Materials increase.

6. ___ Contractor and District are unable to reach full agreement on an adjustment of the Contract Time and/or Contract Price on account of such Change. Upon completion of CCD work, if the Contractor and District have not agreed on the adjustment of Contract Time and/or Contract Price, the District shall issue a Unilatral Change Order for CCD work.

Final Contract Price Adjustment Applied as Follows:

1. ___ No Cost Adjustment. No Change Order will be issued.
2. ___ Contract Allowance of $_____. No Change Order will be issued.
3. _X_ Project Contingency. Additive or Deductive Change Order will be issued of $__3,023.00_____.

Final Contract Time Adjustment:

1. _X_ No time adjustment.
2. ___ Add _ compensable days.
3. ___ Deduct _ compensable days.
4. ___ Add _ non-compensable days.
5. ___ TBD: Critical path Analysis to be Submitted.

When signed by the CONTRACTOR, ARCHITECT, CONSTRUCTION MANAGER and OWNER, this document confirms the final contract price adjustment and the final contract time adjustment for the authorized work change(s).	
CONTRACTOR (Acknowledged and /Accepted)	
Paul E. Cornelius, Jr.	10/7/22
Signature	**Date**
Paul E. Cornelius, Jr. /Director of Operations	
Printed Name	**Title**
ARCHITECT	
Albert Quesada	10/07/2022
Signature	**Date**
Albert Quesada	***Architect of Records***
Printed Name	**Title**
CONSTRUCTION MANAGER	
	9/8/2022
Signature	**Date**
Claudenice McCalister	***Project Manager***
Printed Name	**Title**
DISTRICT	
Larry Cross	10/07/22
Signature	**Date**
Larry Cross	***Director of Facilities***
Printed Name	**Title**

DISTRICT - CONSTRUCTION CHANGE DIRECTIVE (D-CCD)

PROJECT: Walt Disney ES, Permanent Modular Classroom Building and Sitework **DSA PROJECT NO.:** 03-119964 **PROJECT REFERENCE NO.:** 2021-003 **BID PACKAGE NO.:** 2021 - 003-05 - Electrical & Low Voltage	**CCD No.:** H&S-008 **RFI No.'s:**	**Date:** 09/08/22 **Submittals/Drawing/Spec.**

OWNER: Burbank Unified School District 510 S Shelton Street Burbank, CA 91506-2818 **Phone:** (818)-729-5503 **E-Mail:** larrycross@burbankusd.org	**CONTRACTOR:** H&S Electric, Inc. 27895 Smyth Drive, Unit #6A Valencia, CA 91355 **Phone:** (661) 295-7705 **E-Mail:** paul@hs-electric.com

Contractor is hereby directed to make the following change(s) in the Work:

ITEM DESCRIPTION

As requested by the District, this is a directive for the relocation of panel G from inside the elevator machince room to the outside of the east wall of the aforementioned room to meet the requirements of the state elevator inspector.

_____ ***D-CCD Continuation Sheet(s) Attached***

When signed by the ARCHITECT, CONSTRUCTION MANAGER and OWNER, this document becomes effective IMMEDIATELY as a Construction Change Directive. Contractor shall proceed with the change work described above.

ARCHITECT	Albert Quesada	10/07/2022
Signature		**Date**
Albert Quesada	*Architect of Records*	
Printed Name	**Title**	
CONSTRUCTION MANAGER		9/8/2022
Signature		**Date**
Claudenice McCalister	*Project Manager*	
Printed Name	**Title**	
DISTRICT	Larry Cross	10/07/22
Signature		**Date**
Larry Cross	*Director of Facilities*	
Printed Name	**Title**	

Change Order Form

Prime Contractor (Work self-performed by Prime Contractor) (H&S Electric RFCO No. 11)

1.	Labor	Attached itemized hours and rates. Rates per prevailing scale of work classifications, including Fringe Benefits.	1,550.48
2.	Labor Burden	Add Prime's actual Liability and Property Damage Ins., Worker's Comp. Ins., Social Security, Unemployment Taxes, not to exceed 30% of item 1.	263.04
3.	Material	Attached actual, itemized quantity and unit cost Excluding sales tax.	697.39
4.	Equipment	Attach invoices.	
5.	Subtotal (cost only)	Subtotal of items 1, 2, 3 & 4.	2,510.91
6.	O & P	Add Prime's Overhead & Profit, not to exceed 15% of item 5.	386.57
7.	Sales Tax	Add sales tax for item 3. Material.	66.25
8.	Subtotal	Subtotal of items 5, 6 & 7.	2,963.73

Subcontractor (Work performed by a Subcontractor)

9.	Labor	Attached itemized hours and rates. Rates per Prevailing scale of work classifications, including Fringe Benefits.	
10.	Labor Burden	Add Prime's actual Liability and Property Damage Ins., Worker's Comp. Ins., Social Security, Unemployment Taxes, not to exceed 30% of item 9.	
11.	Material	Attach actual itemized quantity and unit cost Excluding sales tax.	
12.	Equipment	Attached invoices.	
13.	Subtotal (cost Only)	Subtotal of items 9, 10, 11 & 12.	0.00

14.	O&P	Add Subcontractor's Overhead & Profit to portions Performed by Subcontractor, not to exceed 10% of Item 13.	
15.	Sales Tax	Add sales tax for item 10. Material.	
16.	Subtotal	Subtotal of items 13, 14 and 15	0.00
17.	Prime's O&P	If any work is performed by Subcontractors, add Prime's Overhead & Profit, not to exceed 5% of Item 16.	
18.	Subtotal	Subtotal of items 16 & 17.	0.00

Combined Totals

19.	SUBTOTAL	Items 8 & 18.	2,963.73
20.	BOND	Actual Bond Cost, not to exceed **2%** of item 19.	59.27
21.	**TOTAL**	Items 19 and 20.	3,023.00

Attachment F

H&S ELECTRIC INC.
CONTRACTORS · ENGINEERS · COMMERCIAL · INDUSTRIAL

July 26, 2022

Ms. Claudenice McCalister
BURBANK UNIFIED SCHOOL DISTRICT
1900 WEST OLIVE AVENUE
BURBANK, CA 91506

Re: **BURBANK USD - WALT DISNEY ES - MODULAR BUILDING**
Our Job No. 21067 PC
Our Change Order Request No.: 11
Reference: Panel G in elevator machine room

Dear Ms. McCalister,

The following is our cost breakdown for:

Remove panel "G" from elevator machine room and relocate to exterior, includes providing a new NEMA 3R (weatherproof) panel can (invoice attached).

TOTAL NET CHANGE TO CONTRACT…….. $ 3,023.00

This change proposal is based on the usual cost elements such as labor, materials, and normal markup allowed under the specifications and does not include any amount for interference, disruptions, rescheduling, change in the sequence of work, delays and/or associated acceleration. We expressly reserve the right to submit our request for any of these items should we be faced with performing our work under any of these conditions.

Unless otherwise stated, this Change Order is commensurate to the terms and conditions of the contractual agreement for this project. This change proposal is limited to modifications involving our original scope of work. This cost proposal supersedes all previously submitted cost proposals relating to this same work.

Work which may be required to complete this change order, which is the work of other trades, is not a part of this change proposal.

As this work was completed as directed by BURBANK UNIFIED SCHOOL DISTRICT, please issue your change order so that we may incorporate same into our next billing cycle. Such directive must include complete acknowledgement of this change order.

This quote is valid for 30 calendar days from the above date and void thereafter. After the 30 days the quotation will have to be re-evaluated.

Sincerely,
H&S ELECTRIC, INC.

Paul E. Cornelius, Jr.
Director of Operations

H & S Electric Inc

27895 Smyth Drive, Unit 6A
Valencia, CA 91355

License # 797242 PH# 661-295-7705 FX# 661-295-7736

Change Order Request COST SUMMARY

Job Name: BURBANK USD - WALT DISNEY ES - MODULAR BUILDING
Change Order Request No: 11

GC: BURBANK UNIFIED SCHOOL DISTRICT
Date Submitted: 7/26/2022

Required By: Ms. Claudenice McCalister

H & S Job #: 21067 PC
Subcontract #: 0

Description of Change:

Remove panel "G" from elevator machine room and relocate to exterior, includes providing a new NEMA 3R (weatherproof) panel can (invoice attached).

DESCRIPTION OF Change Order Request			LABOR	MATERIAL	TOTALS
EQUIPMENT			/////////	$0.00	////////
MATERIALS			/////////	$697.39	////////
FREIGHT, OTHER DELIVERY CHARGES			////////	$0.00	////////
STRAIGHT TIME LABOR $ FROM PG 2			$1,813.52	////////	////////
STRAIGHT TIME HOURS FROM PG 2		16.00	////////	////////	////////
AVERAGE LABOR RATE LESS G & A		113.35	////////	////////	////////
OVERTIME TOTAL FROM PAGE 2			$0.00	////////	////////
SHIFT PAY TOTAL FROM PAGE 2			$0.00	////////	////////
TRUCK FUEL SURCHARGE (FOREMAN HOURS ONLY)			$0.00	////////	////////
SMALL TOOLS CONSUMMABLES @ 2%			////////		////////
PROJECT MANAGEMENT HOURS		0.00	////////	////////	////////
PROJECT MANAGEMENT RATE		$91.00	$0.00	////////	////////
GENERAL FOREMAN/SUPERINTENDENT HRS		0.00	////////	////////	////////
GENERAL FOREMAN/SUPERINTENDENT RATE		$91.20	$0.00	////////	////////
PERMITS AND INSPECTION FEES			$0.00	////////	
SUBTOTAL:			$1,813.52	$697.39	////////
TOTAL COST BEFORE SUBCONTRACTS					$2,510.91
STATE SALES TAX @	9.50%				$66.25
OVERHEAD & PROFIT	15.00%				$386.57
SUBCONTRACTS					
SUBCONTRACT FEE	5.00%				$0.00
TOTAL COSTS $ PROFITS BEFORE BONDS & INSURANCE					$2,963.74
SPECIAL INSURANCE BOND FEES OR OTHER CHARGES			2.00%		$59.27
TOTAL PRICE OF Change Order Request					$3,023.00

CONTRACT TIME EXTENSION REQUEST (CALENDAR DAYS)

The cost of this Request includes only those direct costs which can be identified at this time. There are no impact or ripple costs and no delay costs included in this proposal. Should it be determined at a later date that we are experiencing impact cost this Request will be revised and resubmitted with impact costs.

started by _____ and completed by _____.

I/We certify the price stated on this proposal is the same price charged the general public.

Submitted By: **Paul E. Cornelius, Jr.**
Director of Operations

Approved By: _____
Name: _____
Title: _____

H & S Electric Inc

27895 Smyth Drive, Unit 6A
Valencia, CA 91355

License # 797242 PH# 661-295-7705 FX# 661-295-7736

MATERIAL & LABOR BREAKDOWN

Job Name: BURBANK USD - WALT DISNEY ES - MODU | H & S Job #: 21067 PC

General Contractor: BURBANK UNIFIED SCHOOL DISTRICT | Change Order Request No.: 11

MATERIAL--LABOR BREAKDOWN SHEETS	MATERIAL COST	LABOR HOURS
See attached worksheet(s)	$ 697.39	16.00
SUB-TOTAL MATERIALS THIS Change Order Request		
SUB-TOTAL LABOR HOURS THIS Change Order Request	697.39	16.00

STRAIGHT TIME	% TOTAL LABOR HOURS	LABOR HOURS PER CLASSIFICATION	NET LABOR RATE	EXTENSION LESS GEN COND
GENERAL FOREMAN	50.00%	8.00	$122.67	$ 981.36
FOREMAN			$113.34	$ -
JOURNEYMAN	50.00%	8.00	$104.02	$ 832.16
APPRENTICE			$90.66	$ -
SUBTOTAL	100.00%	16.00	//////////////	$ 1,813.52
OVERTIME @ 1 1/2 RATE				
GENERAL FOREMAN			$166.94	$ -
FOREMAN			$153.17	$ -
JOURNEYMAN			$139.37	$ -
APPRENTICE			$120.72	$ -
SUBTOTAL	0.00%	0.00	//////////////	$ -
OVERTIME @ DOUBLE RATE				
GENERAL FOREMAN			$211.22	$ -
FOREMAN			$192.98	$ -
JOURNEYMAN			$174.73	$ -
APPRENTICE			$150.78	$ -
SUBTOTAL	0.00%	0.00	//////////////	$ -
SWING SHIFT				
GENERAL FOREMAN			$138.72	$ -
FOREMAN			$127.77	$ -
JOURNEYMAN			$116.83	$ -
APPRENTICE			$101.56	$ -
SUBTOTAL	0.00%	0.00	//////////////	$ -
GRAVEYARD SHIFT				
GENERAL FOREMAN			$151.79	$ -
FOREMAN			$139.54	$ -
JOURNEYMAN			$127.26	$ -
APPRENTICE			$110.44	$ -
SUBTOTAL	0.00%	0.00	//////////////	$ -

TOTAL LABOR DOLLARS THIS CHANGE LESS GENERAL CONDITIONS : $ 1,813.52

	Description	Quantity	Unit	Net Cost	Labor	Unit	Total Material	Total Hours
1	3/4" CONDUIT - EMT	40	C	143.38	0.00	C	57.35	0.00
2	3/4" CONN COMP STL - EMT	2	C	563.46	0.00	C	11.27	0.00
3	3/4" COUPLING COMP STL - EMT	4	C	650.17	0.00	C	26.01	0.00
4	3/4" CONN THRD HUB INSUL - RMC - MALL OR STL	2	C	1,163.58	0.00	C	23.27	0.00
5	3/4" TYPE LB STD CONDUIT BODY W/ CVR & GSKT - RMC - MALL	2	E	28.52	0.00	E	57.04	0.00
6	3/4" CONN STRAIGHT - LIQUIDTIGHT DIECAST	6	C	1,265.16	0.00	C	75.91	0.00
7	#10 THHN BLACK	200	M	276.24	0.00	M	55.25	0.00
8	4x 2 1/8" SQ BOX 3/4" KO	2	C	1,030.87	0.00	C	20.62	0.00
9	4" SQ BLANK COVER	2	C	226.90	0.00	C	4.54	0.00
10	ELECTRICIAN - JOURNEYMAN	8	E	0.00	1.00	E	0.00	8.00
11	ELECTRICIAN - GENERAL FOREMAN	8	E	0.00	1.00	E	0.00	8.00
12	NEMA 3R PANEL CAN	1	E	366.14	0.00	E	366.14	0.00

	Totals						697.39	16.00

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Andrew Cantwell, Assistant Superintendent, Administrative Services
PREPARED BY:	Larry Cross, Director of Facilities
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	October 20, 2022
SUBJECT:	Approval of Additive Change No.1, Flewelling & Moody Inc., Architectural Design Services, Aquatics Center Modernization at Burbank High School (Capital Outlay)

Background:
The District pursued a qualified company for Architectural Services for the design and modernization of the current Aquatics Center at Burbank High School. Request for Proposal (RFP) 2122-003 was not advertised or posted on District website but was emailed directly to the six (6) architectural firms that were previously selected from Request for Qualifications (RFQ) 2021-011 of approved Architects for the District to contract with for architectural design services for various projects throughout the District. The deadline for the architectural firms to submit their proposals was set on August 25, 2021 with interviews with the Architects on September 1-3, 2021. The method of selection included a rating for the following: experience and training; experience and organization; innovation, technical, and artistic ability; communication; budget; project schedule; and professional fees. The firm selection ratings are as follows:

Flewelling & Moody Inc.:	431
A4E (Architects for Education):	415
Cannon Design:	409
DSK Architects:	403
LPA Inc.:	386
Little Architects:	350

After all the scores were tabulated, the District offered the contract to Flewelling & Moody Inc. on September 8, 2021.

District-Wide Goals for 2022-2023:

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

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

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

Discussion/Issues:
Currently, the Burbank High pool is shut down due to safety concerns regarding the decking. The infrastructure needs to be updated which will include LED pool lights, updating drains, piping the platform for the timing clock, etc. The duration of the Aquatics Center Modernization Project will approximately be two (2) years.

On November 18, 2021, the Board of Education approved the ratification of the Professional Services Agreement with Flewelling & Moody Inc., for the Architectural Design Services for the Aquatics Center Modernization at Burbank High School.

Financial Impact:
$6,678.29 Increase for a Revised Total of $200,928.29 (Capital Outlay)

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve additive change order No.1 between Burbank Unified School District and Flewelling & Moody Inc., for Architectural Design Services for the Aquatics Center Modernization at Burbank High School, not to exceed $200,928.29 (40.0-90329.0-00000-85000-6205-431-0000) Capital Outlay, and that the authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: The increased amount of $6,678.29 brings the not to exceed amount to $200,928.29 for the closeout of the 2002 Bond Project that is needed to complete in order to move forward with DSA approvals.

FLEWELLING & MOODY
architects for education

Proposal for

Burbank High School
Additional Services: Mapping to Determine Elevations and Slopes
Aquatic Center Modernization Project

Burbank Unified School District

Flewelling & Moody Job # 2986.400

Submitted to:
Larry Cross

September 14, 2022



FLEWELLING & MOODY

architects for education

TABLE OF CONTENTS

I: Project Description / Scope of Work 3

II: Scope of Services 3

III: Design Consultants 3

IV: Professional Services Fee 3

Proposal for Burbank H.S. Aquatic Center
Additional Services

I. Project Description / Scope of Work

Provide Perform field survey to locate pavement, walks, face of adjacent buildings, fences, walls, steps, planters, and visible surface utilities as well as specific spot grades within the project limits (see exhibit attached for detailed spot grade requirements). Pavement and surface materials will also be identified. Trees larger than 4" in diameter will be located and shown on the map within the project limits, if applicable.

Download and compute survey data, and prepare an AutoCAD drawing file. The mapping will be compiled at a scale of 1" = 10'. Each surveyed feature will be clearly labeled or noted by symbol as identified in the field and spot grades will be labeled as shown on the attached exhibit.

II. Scope of Services

A. AutoCAD drawing files via email, FTP or DVD as appropriate and a PDF signed and sealed digitally by a California Licensed Lands Surveyor. Hardcopies available upon request.

III. Design Consultants

This proposal includes the services of the following consultant:

A. Civil Engineer: Encompass Consultant Group

IV. Professional Services Fee

Flewelling & Moody's proposed fee for the specified scope of services and scope of work shall be a fixed fee in the amount of $6,678.29

FLEWELLING & MOODY
architects for education

END OF PROPOSAL

FLEWELLING & MOODY

Scott Gaudineer, President

Date 9/14/22

Burbank Unified School District

Larry Cross

Larry Cross

Date 09/28/2022