**BURBANK UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION**
REGULAR MEETING

Thursday, November 07, 2024

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

Burbank City Hall
275 E. Olive Avenue
Burbank, California

**AGENDA**

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

1. CALL TO ORDER

1.a NOTICE TO THE PUBLIC

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

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

1. Speakers who wish to provide a Public Comment virtually should sign up at this link: https://forms.gle/Btxm8Md3fCRmCY6D9 3pm on Wednesday, November 6th. Please indicate if your comment pertains to (1) an item on this agenda, or (2) a subject within the jurisdiction of the Board of Education. Closed Session Public Comments must be given in person.

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

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

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

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

2. REQUESTS TO ADDRESS THE BOARD

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

2.b Staff Responses

2.c Board Members' Responses

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

3.a Conference with Legal Counsel - Existing Litigation Pursuant to Government Code §54956.9 (b)(1) and (b)(3)(A)
Final Settlement Agreement for Special Education Student 960032566

3.b Action on Student Expulsion
The Board of Education will take action in closed session pursuant to Education Code Section 48900(a)(2), 48915(a)(1)(E), and 48900.4 on the expulsion recommendation by the Administrative Hearing Panel for Student 960032266, as presented in Confidential Exhibit 3b.

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

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

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

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

"We acknowledge the traditional, ancestral, unceded territory of the Chumash, Tongva, 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 AND STAFF

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

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

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

9. REQUESTS TO ADDRESS THE BOARD

9.a Public Communications on Agenda Items and on Any Subject Within the Jurisdiction of the School Board
An individual or group representative may address the Board of Education on items on the agenda and on any subject within its jurisdiction by completing a white request card. Speakers

are requested to state their name prior to speaking to the Board. Not more than five (5) minutes total may be allotted to each speaker, except by unanimous consent of the Board of Education. The president of the Board of Education has the discretion to prioritize speakers with precedence given to students and employees. The Superintendent may refer the matter to the proper department for review.

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

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

10. REPORTS TO THE BOARD

10.a Burbank Unified School District Surplus Property Procedure
Andrew Cantwell, Assistant Superintendent, Administrative Services, will introduce a representative from Atkinson, Andelson Loya, Ruud & Romo, who will present the Surplus Property Procedure.

Surplus Property Procedure PPT 110724.pdf

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

11.a Public Hearing on the Formation of a Surplus Property Advisory Committee (7-11 Committee) Pursuant to California Education Code § 17387
The Board of Education will conduct a public hearing to receive input from any interested parties on the Formation of a Surplus Property Advisory Committee (7-11 Committee), as presented.

Public Hearing - Surplus Property Advisory Committee 110724.pdf

12. NEW AND/OR UNFINISHED BUSINESS

12.a Adoption of Resolution 11 – Authorizing the Formation of a Surplus Property Advisory Committee (7-11 Committee) Pursuant to California Education Code § 17387
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education adopt Resolution 11 – Authorizing the Formation of a Surplus Property Advisory Committee (7-11 Committee), as presented.

Resolution 11 - Surplus Property Advisory Committee 110724.pdf

12.b Adoption of Resolution 12 Concerning Funding of Child Development Programs for Fiscal Year 2025-2026, Contract Number CSPP-3163
Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of

Education adopt Resolution 12 certifying approval of the Board of Education to enter into a transaction with the California Department of Education for funding of Child Development Programs, effective July 1, 2025, through June 30, 2026, and that authority to sign the agreements be exercised pursuant to BUSD – AR 3314, as presented.

CSPP 2025-26 Resolution Number 12-11.7.24.pdf

12.c Adoption of Resolution 13 Concerning Funding of Child Development Programs for Fiscal Year 2025-2026, Contract Number CCTR-2074

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education adopt Resolution 13 certifying approval of the Board of Education to enter into a transaction with the Department of Social Services for funding of Child Development Programs, effective July 1, 2025, through June 30, 2026, and that authority to sign the agreements be exercised pursuant to BUSD – AR 3314, as presented.

CCTR-2025-26 Resolution Number 13-11.7.24.pdf

12.d Second Reading and Approval of Revisions to Board Policy 5131.8; Mobile Communication Devices

Oscar Macias, Interim Assistant Superintendent, Instructional Services, will facilitate the Board's second reading and approval of the proposed revision to Board Policy 5131.8: Mobile Communication Devices, as presented.

BP 5131.8 11 7 24.pdf

12.e Approval of School-Connected Independent 501c3 Organizations for 2024-2025

Oscar Macias, Interim Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the School- Connected Independent 501c3 Organizations, Burbank High School Boys Basketball and John Burroughs High School Boys Basketball, School Year 2024-2025, pursuant to Administrative Regulation 1230: Community Relations – School-Connected Organizations, effective November 8, 2024 through November 7, 2025, as presented.

School_Connected_Organization_11_7_24.pdf

12.f Approval of Early Separation Notification Incentive for any Burbank Teacher Association (BTA) Member Who Chooses to Retire or Separate at the End of the 2024-2025 School Year

Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the Early Separation Notification Incentive for BTA member unit members who submit an irrevocable resignation effective on June 30, 2025 to receive a $1,000.00 incentive, as presented.

Approval of Early Separation Notification Incentive for Burbank Teacher Association (BTA) Who Choose to Retire or Separate at the End of the 2024-2025 School Year.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 Student Expulsion
The Board of Education will take action in closed session pursuant to Education Code Section 48900(a)(2), 48915(a)(1)(E), and 48900.4 on the expulsion recommendation by the Administrative Hearing Panel for Student 960032266, as presented in Confidential Exhibit 3b.

13.b Action on Final Settlement Agreement (Special Education)
Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960032566, total not to exceed $12,250, (01.0-65000.0-50010-36000-5813-7440000), January 2023 through December 31, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960032566 Settlement Agreement.pdf

13.c Approval of Minutes
John Paramo, Superintendent, recommends that the Board of Education approve the minutes of the Regular Board of Education Meeting on October 19, 2023, as presented.

Minutes 10.19.23 (UNOFFICIAL II).pdf

13.d Approval of Minutes
John Paramo, Superintendent, recommends that the Board of Education approve the minutes of the Regular Board of Education Meeting on November 2, 2023, as presented.

Minutes 11.2.23 (UNOFFICIAL II).pdf

13.e Approval of Minutes
John Paramo, Superintendent, recommends that the Board of Education approve the minutes of the Regular Board of Education Meeting on November 16, 2023, as presented.

Minutes 11.16.23 (UNOFFICIAL II).pdf

13.f Approval of Minutes
John Paramo, Superintendent, recommends that the Board of Education approve the minutes of the Regular Board of Education Meeting on December 21, 2023, as presented.

Minutes 12.7.23 (UNOFFICIAL II).pdf

13.g Approval of Minutes
John Paramo, Superintendent, recommends that the Board of Education approve the minutes of the Special Board of Education Meeting on December 14, 2023, as presented.

Minutes 12.14.23 Sp (UNOFFICIAL II).pdf

13.h Approval of Minutes
John Paramo, Superintendent, recommends that the Board of Education approve the minutes of the Regular Board of Education Meeting on December 21, 2023, as presented.

Minutes 12.21.23 (UNOFFICIAL II).pdf

13.i Approval of the 2024-2025 Purchase Order Report
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve purchase orders for 2024-2025 as listed through October 14, 2024, as presented.

2024-2025 PURCHASE ORDER REPORT.pdf

13.j Approval of Non-Instructional Consultant Services
Oscar Macias, Interim Assistant Superintendent of Instructional Services, recommends that the Board of Education approve the non-instructional consultant services to support the school and/or District goals and exercise authority to sign the agreements pursuant to BUSD-AR 3314, as presented.

Approval of Non-Instrutional Consultant 110724.pdf

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

Approval of Instructional Consultants 110724.pdf

13.l Amended Agreement for Professional Services (Special Education)
Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education amend an agreement between Burbank Unified School District and Gary D Stromberg & Associates, LLC, to provide four speech and language pathologists, not to exceed $584,256 (01.0-65000.0-57602-11901-5850-7440000), effective July 1, 2024 through June 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was June 20, 2024 for a total not to exceed $483,300. This amendment adds one additional speech and language pathologist, for a total of four speech and language pathologists, with an increase of $100,956. The new not to exceed amount is $584,256.

SPED Professional Services Gary Stromberg_Amendment.pdf

13.m Ratification of Reimbursement to Parent for Transportation (Special Education)
Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify reimbursement to the parent of Special Education Student 960011648 visit student who attends a Non Public School (NPS), per IEP, not to exceed $4,000, effective July 1, 2024 through June 30, 2025, (01.0-65000.0-50010-36000-5813-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960011648_Parent Reimbursement_Ratified.pdf

13.n Ratification of Agreement for Instructional Consultant Services

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

Ratification Consult Agrmt McKinley Deana Hippie 110724.pdf

13.o Approval of Additional Budget - Unrestricted General Fund Carryover and Enrollment Adjustments

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve budget additions to the 2024-25 approved budget for the Unrestricted General Fund Carryover and Enrollment Adjustments, as presented.

GF Unrestricted Carryover & Enrollment Adjustments 110724.pdf

13.p Approval of Additional Budget – General Fund Legally Restricted Balances

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve budget additions to the 2024-2025 approved budget for the General Fund Legally Restricted Balances, as presented.

GF Legally Restricted Bal 110724.pdf

13.q Approval of Additional Budget - Restricted General Fund Unearned Revenue

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the budget additions to the 2024-2025 approved budget for Restricted General Fund as presented.

GF Restricted Unearned Rev Addt'l Budget 110724.pdf

13.r Beginning Balances for 2024-2025

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the 2024-2025 Report of Beginning Fund Adjustments, as presented.

Beginning Balances 110724.pdf

13.s Ratification of Agreement for Bond Accounting Software, California Financial Services (CFS) (Bond Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education ratify the agreement between Burbank Unified School District and California Financial Services (CFS) for the KeyAnalytics Services system effective July 1, 2024 through June 30, 2027, not to exceed $65,000 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.

CFS Agreement 2024-25 110724.pdf

13.t Approval of Change Order of Professional Agreement with AMB Group, Inc.

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve and additional increase of the agreement between Burbank Unified School District and AMB Group, Inc., effective July 26, 2024 through January 31,

2025, not to exceed $61,954.41 (13.0-53100.0-00000-37000-6510-7490000), and that authority to sign the agreements be exercised pursuant to BUSD-AR 3314, as presented.

AMB Group Inc RFP 2425-004 110724.pdf

13.u Approval of Personnel Report Number 24-25-08
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Personnel Report number 24-25-08, covering Certificated and Classified personnel, and consisting of Pages 1 to 18 inclusive, as presented.

Personnel Report 24-25-08.pdf

14. REPORTS FROM BOARD MEMBERS

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

15. ADJOURNMENT

# Burbank Unified School District
# Surplus Property Procedure



aalrr

Atkinson, Andelson
Loya, Ruud & Romo

A Professional Law Corporation

# Overview of Surplus Property Procedure

- 1. Advisory Committee Formation & Report
- 2. Board Meeting to Consider Report
- 3. Establish RFP or Bid Auction Process
- 4. Pursue Sale or Lease
- 5. Board Consideration of Final Agreement
- 6. Use of Funds

# 1. Form Advisory Committee

- 7-11 Members from Specific Groups
- Purposes/Duties
- Brown Act
- Conflict of Interest
- Public Hearings
- Recommendation

# Membership of the Advisory Committee

- Comprised of at least 7 but no more than 11 members representing specific community groups:
  - Ethnic, age group, and socioeconomic composition of the District
  - The business community
  - Landowners or renters
  - Teachers
  - Administrators
  - Parents of students
  - Persons with expertise in property laws

# Committee Purpose and Duties

1. Review enrollment and other data to determine amount of surplus space and real property
2. Hold hearings for community input
3. Determine tolerance of use of property
4. Report to Board recommending uses of property

# Committee Potential Recommendations

The Committee may recommend

1. **Uses**
   A. Keep “As Is”
   B. Pursue Lease
   C. Pursue Sale
   D. Pursue Exchange
2. **Process**
   A. Bid
   B. Waiver / RFP Process
3. **Board Accepts Reports but is not required to follow recommendations**

# 2. Board Meeting

- **1) Review and Accept 7-11 Final Report**
  - Board is not required to follow recommendation
- **2) Declare Property Surplus**
  - Declare property is not needed for District purposes
  - Exempt from Surplus Lands Act
- **3) Authorize Staff to Take Action**
  - Through “competitive bid process” or “waiver RFP process”

# 3. Competitive Bid Process

## Features

- “Standard” process required by the Education Code
- Requires District to award an agreement to the highest bidder
- District cannot negotiate with interested parties but instead must establish the terms and conditions and assess bids based only on total price

# Competitive Bidding

## General Process

- Public Hearing
- Open Bids
- Call for Oral Bids / 5% of Highest Written Proposal
- Award to Highest Bidder
- Presented to Board for Consideration

# 4. RFP Process

- Request permission from State Board of Education (SBE) to waive bid process and use RFP Process
- District issues RFP asking interested parties to propose terms and conditions of lease
- Negotiate with interested parties to determine “most beneficial deal” for the District
- Can consider price and other factors such as length of lease term, use of Property, deposit structure, due diligence period, etc.
- Requires waiver from SBE

# RFP Process

- Non-Waiveable Provisions
  - Offer to some public entities; Use of proceeds
- Consult Employee Collective Bargaining Units
- General Waiver Request
  - CBE two regular meetings to process waiver
- CBE must approve unless increase to State costs, or jeopardizes pupils, parental involvement, etc.
- “Un-Official” Requirements by Waiver Office:
  - RFP Process
  - Approve within 60 days of receipt of proposals
  - State reasons for “most beneficial” deal

# Benefits of RFP Process

## Versus Competitive Bid Process

- Bid is the “Standard” process required by the Education Code
- Bid requires District to award a lease or sale agreement to the highest bidder
- Bid process does not allow negotiations with interested parties, but instead District must establish the terms of lease or sale and assess bids based only on total price
- RFP grants flexibility, ability to negotiate with interested parties, and option to consider both lease and sale (or exchange) concurrently to select best overall option

# Traditional Bid vs. Request for Proposal Process

| Traditional Bid | Request for Proposal |
|---|---|
| 1. Required by Education Code | 1. Requires Waiver from DOE |
| 2. Notification to Public of Auction | 2. Issue Request for Proposal |
| 3. Conduct Bid Auction Hearing | 3. Receive and Review Proposals |
| 4. Award to Highest Bidder | 4. Select Best Proposal |

# Traditional Bid vs. Request for Proposal Benefits

| Traditional Bid | Request for Proposal |
|---|---|
| 1. No Need for Waiver | 1. Can Consider Proposed Uses & Improvements of Property |
| 2. No Detailed Analysis of Bids Needed | 2. Can Consider Different Lease Terms & Payment Structures |
| 3. Potentially Reach More People with Public Auction | 3. Can Target Specific Parties |
| 4. Quicker Process If Rush to Lease | 4. Can Negotiate with Proposing Parties |

# Pursue Both Options Concurrently

## Process to Pursue Bid and RFP Process at same time

1. Start Competitive Bid Process for Lease
   a) Send Notice to required Public Agencies
   b) Issue “Bid Package” to solicit Bids at Bid Auction Date
2. Seek Waiver from CBE to use RFP process for Lease
   a) Gather information required for Waiver Application
   b) Submit Waiver Application and worked with CBE to guide waiver through process

# 6. Board Action

1. Final Agreement Presented to Board for Consideration
   A. RFP = Present Proposals & Negotiations
   B. Bid Auction =Present Highest Bidder
2. Board Can Accept or Reject
   A. If RFP, can discuss negotiations in closed session
   B. If Bid Auction, can “reject all bids” or approve highest bidder

# 7. Use of Proceeds

**Sale Proceeds**

1) Capital Outlay Expenses

2) Maintenance

- not recur within 5-year period

3) General Fund****

- Education Code 17462

# 7. Use of Sale Proceeds

**General Fund Only If…**

1) District and State Allocation Board
   - No anticipated need for additional sites or building construction
   - 10 year period following sale
2) One-Time Expenditure
3) Prohibition
   - Ongoing expenditures
   - Salaries operating expenses

# 7. Use of Sale Proceeds

**General Fund Drawbacks**

1) Reduction in Apportionment of hardship assistance
   - Amount equal to amount of proceed uses for one-time expenditure

2) Ineligible for Hardship Funding
   - State School Deferred Maintenance Fund
   - Five years after deposit into general fund

# 7. Use of Lease Proceeds

- Lease Proceeds to be Held in General Fund (Education Code section 41002); Unless…
- Board Resolution Specifies Fund in Which Lease Proceeds Are to be Deposited (Education Code section 41003)
- Different than Property From Sale Proceeds
- Note:  SAB and OPSC Opinion

# Next Steps

- 1)Form Advisory Committee
  - Board Resolution
  - Release Application
- 2) Advisory Committee will provide Report
- 3) Board will consider Advisory Committee Report
- 4) Board may instruct staff to pursue disposal of properties discussed in Advisory Committee Report

# Question & Answer Session

**Burbank Unified School District**
**Administrative Services**

**REPORT TO THE BOARD**

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Andrew Cantwell, Assistant Superintendent, Administrative Services |
| PREPARED BY: | Terri Ramirez Adams, Senior Administrative Secretary |
| SUBMITTED BY: | Terri Ramirez-Adams, Senior Administrative Secretary |
| DATE: | November 7, 2024 |
| SUBJECT: | Public Hearing on the Formation of a Surplus Property Advisory Committee (7-11 Committee) Pursuant to California Education Code § 17387 |

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**Background:**

The Board of Education of the Burbank Unified School District (District) is responsible for ensuring appropriate asset management of the District's real property and facilities. District staff has identified the following properties (the Properties) as potential "surplus properties" since they are properties which are not, or will not be, needed by the District for educational or operational uses.

1. Property located at 223 E Santa Anita Avenue, Burbank, CA 91502 known as the Burbank Community Day School.
2. Parking lot property located at Palm Avenue, Glenoaks Boulevard and Orange Grove Avenue, in the City of the Burbank consisting of approximately 104 parking spaces.

Pursuant to the California Education Code and Government Code, there are certain procedural requirements that the District must follow prior to declaring any real property surplus and offering such property for sale or lease. The Governing Board is required to form a surplus property advisory committee (commonly referred to as a 7-11 Committee) pursuant to Education Code § 17388, et seq. (Advisory Committee), to advise the Governing Board about the use or disposition of property which is not needed for school purposes.

**Discussion/Issues:**

The Advisory Committee must consist of not less than seven (7) and not more than eleven (11) members, and must be represented by each of the following:

- The ethnic, age group, and socioeconomic composition of the District.
- The business community, such as store owners, managers, or supervisors.
- Landowners or renters, with preference to be given to representatives of neighborhood associations.
- Teachers
- Administrators
- Parents of students
- Persons with expertise in environmental impact, legal contracts, building codes, and land use planning, including, but not limited to knowledge of the zoning and other land use restriction of the cities or cities and counties in which surplus space and real property is located.

The Advisory Committee must perform the following duties:

- Review the projected school enrollment and other data as provided by the District to determine the amount of surplus space and real property.
- Establish a priority list of use of surplus space and real property that will be acceptable to the community.
- Cause to have circulated throughout the attendance area a priority list of surplus space and real property and provide for hearings for community input to the committee on acceptable uses of space and real property, including the sale or lease of surplus real property for child care development purposes pursuant to Education Code § 17458.
- Make a final determination of limits of tolerance of use of space and real property.
- Forward to the District's Governing Board a report recommending uses of surplus space and real property.

**Financial Impact:**

There is no fiscal impact in adopting this resolution.

**Recommendations:**

The Board of Education will conduct a public hearing to receive input from any interested parties on the Formation of a Surplus Property Advisory Committee (7-11 Committee), as presented.

**RESOLUTION NO. 11**

**A RESOLUTION AUTHORIZING THE FORMATION OF A SURPLUS PROPERTY ADVISORY COMMITTEE (7-11 COMMITTEE) PURSUANT TO CALIFORNIA EDUCATION CODE § 17387, ET SEQ.**

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**WHEREAS,** the Board of Education of the Burbank Unified School District (District) is responsible for ensuring appropriate asset management of the District's real property and facilities;

**WHEREAS,** the District owns the following properties: 1) property located at 223 E Santa Anita Avenue, Burbank, CA 91502 known as the Burbank Community Day School and 2) parking lot property located at Palm Avenue, Glenoaks Boulevard and Orange Grove Avenue, in the City of the Burbank consisting of approximately 104 parking spaces (collectively, the "Properties");

**WHEREAS,** District staff has identified the Properties as potential "surplus properties" since they are properties which is not, or will not be, needed by the District for educational or operational uses;

**WHEREAS,** pursuant to the California Education Code and Government Code, there are certain procedural requirements that the District must follow prior to declaring any real property surplus and offering such property for sale or lease;

**WHEREAS,** prior to disposing of excess real properties, the Governing Board is required to form a surplus property advisory committee (commonly referred to as a 7-11 Committee) pursuant to Education Code § 17388, *et seq*. (hereinafter the "Advisory Committee"), to advise the Governing Board about the use or disposition of property which is not needed for school purposes;

**WHEREAS,** Education Code § 17389 states that such an Advisory Committee must consist of not less than seven (7) and not more than eleven (11) members, and must be represented by each of the following: (a) the ethnic, age group, and socioeconomic composition of the District; (b) the business community, such as store owners, managers, or supervisors; (c) landowners or renters, with preference to be given to representatives of neighborhood associations; (d) teachers; (e) administrators; (f) parents of students; and (g) persons with expertise in environmental impact, legal contracts, building codes, and land use planning, including, but not limited to knowledge of the zoning and other land use restriction of the cities or cities and counties in which surplus space and real property is located;

**WHEREAS,** pursuant to Education Code § 17390, such an Advisory Committee must undertake the following duties: (a) review the projected school enrollment and other data as provided by the District to determine the amount of surplus space and real property; (b) establish a priority list of use of surplus space and real property that will be acceptable to the community; (c) cause

to have circulated throughout the attendance area a priority list of surplus space and real property and provide for hearings for community input to the committee on acceptable uses of space and real property, including the sale or lease of surplus real property for child care development purposes pursuant to Education Code § 17458; (d) make a final determination of limits of tolerance of use of space and real property; and (e) forward to the District's Governing Board a report recommending uses of surplus space and real property; and

**WHEREAS,** the Board of Education desires to appoint an Advisory Committee pursuant to Education Code § 17388, *et seq*., to undertake such duties and assess the Properties (or any other property which may be subsequently added to the Committee's purview by the Board).

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

**Section 1.** That the above recitals are true.

**Section 2.** That the Board authorizes the formation of an Advisory Committee pursuant to Education Code § 17388, *et seq*.

**Section 3.** That the Board delegates to the Superintendent, or a designee, the authority to select seven to eleven community members to serve on the proposed Advisory Committee.

**Section 4.** That the Superintendent, or a designee, may identify potential Advisory Committee members by circulating an application throughout the community seeking individuals interested in serving on the Advisory Committee.

**Section 5.** That the Superintendent, or a designee, may review the submitted applications and select members of the Advisory Committee based on the requirements of Education Code § 17389.

**Section 6.** That the Board will review and may ratify the proposed members of the Advisory Committee at a future Board meeting.

**Section 7.** That the Board authorizes the Superintendent, or a designee, to establish the workings of the Advisory Committee, set a schedule and commence the required meetings in accordance with the provisions of Education Code § 17387, *et seq*., and direct the Advisory Committee to complete its duties as set forth in Education Code § 17390, including the preparation of the report and recommendations referenced in § 17390 to be presented to the Board for future consideration, and the Board may then decide whether and how it wishes to proceed with such recommendations, or whether to declare the Properties to be "surplus property."

**Section 8.** That the delegation of authority approved by this Resolution shall be valid unless later rescinded by the Board.

**Section 9.** That this Resolution shall take effect upon adoption.

**PASSED AND ADOPTED** this 7th day of November, 2024, by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

_____
President, Board of Education

Attest:

By: _____
Clerk of the Board of Education

**Burbank Unified School District**
**Administrative Services**

**REPORT TO THE BOARD**

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Andrew Cantwell, Assistant Superintendent, Administrative Services |
| PREPARED BY: | Terri Ramirez Adams, Senior Administrative Secretary |
| SUBMITTED BY: | Terri Ramirez-Adams, Senior Administrative Secretary |
| DATE: | November 7, 2024 |
| SUBJECT: | Adoption of Resolution 11 – Authorizing the Formation of a Surplus Property Advisory Committee (7-11 Committee) Pursuant to California Education Code § 17387 |

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**Background:**

The Board of Education of the Burbank Unified School District (District) is responsible for ensuring appropriate asset management of the District's real property and facilities. District staff has identified the following properties (the Properties) as potential "surplus properties" since they are properties which are not, or will not be, needed by the District for educational or operational uses.

1. Property located at 223 E Santa Anita Avenue, Burbank, CA 91502 known as the Burbank Community Day School.
2. Parking lot property located at Palm Avenue, Glenoaks Boulevard and Orange Grove Avenue, in the City of the Burbank consisting of approximately 104 parking spaces.

Pursuant to the California Education Code and Government Code, there are certain procedural requirements that the District must follow prior to declaring any real property surplus and offering such property for sale or lease. The Governing Board is required to form a surplus property advisory committee (commonly referred to as a 7-11 Committee) pursuant to Education Code § 17388, et seq. (Advisory Committee), to advise the Governing Board about the use or disposition of property which is not needed for school purposes.

**Discussion/Issues:**

The Advisory Committee must consist of not less than seven (7) and not more than eleven (11) members, and must be represented by each of the following:

- The ethnic, age group, and socioeconomic composition of the District.
- The business community, such as store owners, managers, or supervisors.
- Landowners or renters, with preference to be given to representatives of neighborhood associations.
- Teachers
- Administrators
- Parents of students
- Persons with expertise in environmental impact, legal contracts, building codes, and land use planning, including, but not limited to knowledge of the zoning and other land use restriction of the cities or cities and counties in which surplus space and real property is located.

The Advisory Committee must perform the following duties:

- Review the projected school enrollment and other data as provided by the District to determine the amount of surplus space and real property.
- Establish a priority list of use of surplus space and real property that will be acceptable to the community.
- Cause to have circulated throughout the attendance area a priority list of surplus space and real property and provide for hearings for community input to the committee on acceptable uses of space and real property, including the sale or lease of surplus real property for child care development purposes pursuant to Education Code § 17458.
- Make a final determination of limits of tolerance of use of space and real property.
- Forward to the District's Governing Board a report recommending uses of surplus space and real property.

**Financial Impact:**

There is no fiscal impact in adopting this resolution.

**Recommendations:**

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education adopt Resolution 11 – Authorizing the Formation of a Surplus Property Advisory Committee (7-11 Committee), as presented.

**RESOLUTION NO. 11**

**A RESOLUTION AUTHORIZING THE FORMATION OF A SURPLUS PROPERTY ADVISORY COMMITTEE (7-11 COMMITTEE) PURSUANT TO CALIFORNIA EDUCATION CODE § 17387, ET SEQ.**

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**WHEREAS,** the Board of Education of the Burbank Unified School District (District) is responsible for ensuring appropriate asset management of the District's real property and facilities;

**WHEREAS,** the District owns the following properties: 1) property located at 223 E Santa Anita Avenue, Burbank, CA 91502 known as the Burbank Community Day School and 2) parking lot property located at Palm Avenue, Glenoaks Boulevard and Orange Grove Avenue, in the City of the Burbank consisting of approximately 104 parking spaces (collectively, the "Properties");

**WHEREAS,** District staff has identified the Properties as potential "surplus properties" since they are properties which is not, or will not be, needed by the District for educational or operational uses;

**WHEREAS,** pursuant to the California Education Code and Government Code, there are certain procedural requirements that the District must follow prior to declaring any real property surplus and offering such property for sale or lease;

**WHEREAS,** prior to disposing of excess real properties, the Governing Board is required to form a surplus property advisory committee (commonly referred to as a 7-11 Committee) pursuant to Education Code § 17388, *et seq*. (hereinafter the "Advisory Committee"), to advise the Governing Board about the use or disposition of property which is not needed for school purposes;

**WHEREAS,** Education Code § 17389 states that such an Advisory Committee must consist of not less than seven (7) and not more than eleven (11) members, and must be represented by each of the following: (a) the ethnic, age group, and socioeconomic composition of the District; (b) the business community, such as store owners, managers, or supervisors; (c) landowners or renters, with preference to be given to representatives of neighborhood associations; (d) teachers; (e) administrators; (f) parents of students; and (g) persons with expertise in environmental impact, legal contracts, building codes, and land use planning, including, but not limited to knowledge of the zoning and other land use restriction of the cities or cities and counties in which surplus space and real property is located;

**WHEREAS,** pursuant to Education Code § 17390, such an Advisory Committee must undertake the following duties: (a) review the projected school enrollment and other data as provided by the District to determine the amount of surplus space and real property; (b) establish a priority list of use of surplus space and real property that will be acceptable to the community; (c) cause

to have circulated throughout the attendance area a priority list of surplus space and real property and provide for hearings for community input to the committee on acceptable uses of space and real property, including the sale or lease of surplus real property for child care development purposes pursuant to Education Code § 17458; (d) make a final determination of limits of tolerance of use of space and real property; and (e) forward to the District's Governing Board a report recommending uses of surplus space and real property; and

**WHEREAS,** the Board of Education desires to appoint an Advisory Committee pursuant to Education Code § 17388, *et seq*., to undertake such duties and assess the Properties (or any other property which may be subsequently added to the Committee's purview by the Board).

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

**Section 1.** That the above recitals are true.

**Section 2.** That the Board authorizes the formation of an Advisory Committee pursuant to Education Code § 17388, *et seq*.

**Section 3.** That the Board delegates to the Superintendent, or a designee, the authority to select seven to eleven community members to serve on the proposed Advisory Committee.

**Section 4.** That the Superintendent, or a designee, may identify potential Advisory Committee members by circulating an application throughout the community seeking individuals interested in serving on the Advisory Committee.

**Section 5.** That the Superintendent, or a designee, may review the submitted applications and select members of the Advisory Committee based on the requirements of Education Code § 17389.

**Section 6.** That the Board will review and may ratify the proposed members of the Advisory Committee at a future Board meeting.

**Section 7.** That the Board authorizes the Superintendent, or a designee, to establish the workings of the Advisory Committee, set a schedule and commence the required meetings in accordance with the provisions of Education Code § 17387, *et seq*., and direct the Advisory Committee to complete its duties as set forth in Education Code § 17390, including the preparation of the report and recommendations referenced in § 17390 to be presented to the Board for future consideration, and the Board may then decide whether and how it wishes to proceed with such recommendations, or whether to declare the Properties to be "surplus property."

**Section 8.** That the delegation of authority approved by this Resolution shall be valid unless later rescinded by the Board.

**Section 9.** That this Resolution shall take effect upon adoption.

**PASSED AND ADOPTED** this 7th day of November, 2024, by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

_____
President, Board of Education

Attest:

By: _____
Clerk of the Board of Education

**Burbank Unified School District**
**Child Development Program**

**REPORT TO THE BOARD**

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Peter Knapik, Assistant Superintendent, Educational Services |
| PREPARED BY: | Stephanie Fields, Coordinator, Child Development |
| SUBMITTED BY: | Glenda Diaz Nolasco, Administrative Secretary II |
| DATE: | November 7, 2024 |
| SUBJECT: | Adoption of Resolution 12 Concerning Funding of Child Development Programs for Fiscal Year 2025-2026, Contract Number CSPP-3163 |

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**Background:**

This General Child Care and Development Program contract, CSPP in the amount of $ 397,566 provides subsidized care for preschool-age children from 3-5 years old at Washington Children's Center, for families who meet eligibility criteria established by the California Department of Education.

**Discussion/Issues:**

Local Boards of Education must approve the resolution certifying approval in order to enter into a transaction with the California Department of Education for funding the Child Development Programs listed above.

**Fiscal Impact:**

This annual fund coupled with parent fees support the operation of the program listed above.

**Recommendation:**

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education adopt Resolution 12 certifying approval of the Board of Education to enter into a transaction with the California Department of Education for funding of Child Development Programs, effective July 1, 2025, through June 30, 2026, and that authority to sign the agreements be exercised pursuant to BUSD – AR 3314, as presented.

**RESOLUTION NUMBER 12**

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Education for the purpose of providing child care and development services **and to authorize the designated personnel to sign contract documents for Fiscal Year 2025-26.**

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**RESOLUTION**

BE IT RESOLVED that the Governing Board of

BURBANK UNIFIED SCHOOL DISTRICT

authorizes entering into local agreement number/s CSPP-3163
and that the person/s who is/are listed below, is/are authorized to sign the transaction for the Governing Board.

| NAME | TITLE | SIGNATURE |
|---|---|---|
| John Paramo | Superintendent | |
| | | |
| | | |

PASSED AND ADOPTED THIS 7th day of November 2024/25, by the

Governing Board of BURBANK UNIFIED SCHOOL DISTRICT

of LOS ANGELES County, California.

I, Abby Pontzer Kamkar , Clerk of the Governing Board of

BURBANK UNIFIED SCHOOL DISTRICT , of LOS ANGELES ,

County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a BOARD meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk's Signature) (Date)

**Burbank Unified School District**
**Child Development Program**

**REPORT TO THE BOARD**

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Peter Knapik, Assistant Superintendent, Educational Services |
| PREPARED BY: | Stephanie Fields, Coordinator, Child Development |
| SUBMITTED BY: | Glenda Diaz Nolasco, Administrative Secretary II |
| DATE: | November 7, 2024 |
| SUBJECT: | Adoption of Resolution 13 Concerning Funding of Child Development Programs for Fiscal Year 2025-2026, Contract Number CCTR-2074 |

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**Background:**

This General Child Care and Development Program contract, CCTR–2074 in the amount of $ 744,138 provides subsidized care for the following school age programs serving kindergarten through 5th grades at Bret Harte Children's Center and Washington Children's Center, for families who meet eligibility criteria established by the California Department of Education.

**Discussion/Issues:**

Local Boards of Education must approve the resolution certifying approval in order to enter into a transaction with the Department of Social Services for funding the Child Development Programs listed above.

**Fiscal Impact:**

This annual fund coupled with parent fees supports the operation of the program listed above.

**Recommendation:**

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education adopt Resolution 13 certifying approval of the Board of Education to enter into a transaction with the Department of Social Services for funding of Child Development Programs, effective July 1, 2025, through June 30, 2026, and that authority to sign the agreements be exercised pursuant to BUSD – AR 3314, as presented.

**RESOLUTION NUMBER 13**

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the Department of Social Services for the purpose of providing child care and development services **and to authorize the designated personnel to sign contract documents for Fiscal Year 2025-26.**

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**RESOLUTION**

BE IT RESOLVED that the Governing Board of

BURBANK UNIFIED SCHOOL DISTRICT

authorizes entering into local agreement number/s CCTR-2074
and that the person/s who is/are listed below, is/are authorized to sign the transaction for the Governing Board.

| NAME | TITLE | SIGNATURE |
|---|---|---|
| John Paramo | Superintendent | |
| | | |
| | | |

PASSED AND ADOPTED THIS 7th day of November 2024/25, by the

Governing Board of BURBANK UNIFIED SCHOOL DISTRICT

of LOS ANGELES County, California.

I, Abby Pontzer Kamkar , Clerk of the Governing Board of

BURBANK UNIFIED SCHOOL DISTRICT , of LOS ANGELES ,

County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a BOARD meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk's Signature) (Date)

**Burbank Unified School District**
**Instructional Services**

# REPORT TO THE BOARD

To: Members of the Board of Education

From: Oscar Macias, Interim Assistant Superintendent, Instructional Services

Submitted by: Oscar Macias, Interim Assistant Superintendent, Instructional Services

Prepared by: Laura Erisman, Administrative Secretary

Date: November 7, 2024

Subject: Second Reading and Approval of Proposed Revision to Board Policy 5131.8: Mobile Communication Devices

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**Background:**

On February 6, 2020, the Board adopted BP 5131.8, which set forth the procedures for limited use of mobile communication devices on campus. California Governor, Gavin Newsom, signed Assembly Bill 3216, Phone-Free School Act, on September 24, 2024. This bill requires every school district, charter school and county office of education to develop a policy limiting the use of smartphones by July 1, 2026.

**Discussion/Issues:**

The purpose of these policy revisions is to minimize distractions, promote academic engagement, reduce cyberbullying, reduce social media drama, reduce stress, and ensure the safety and well- being of all students, faculty, support staff, and school administrators.

**Fiscal Impact:** None

**Recommendation:**

Oscar Macias, Interim Assistant Superintendent, Instructional Services, will facilitate the Board's second reading and approval of the proposed revision to Board Policy 5131.8: Mobile Communication Devices, as presented.

## Policy 5131.8: Mobile Communication Devices

**Status:** ADOPTED

**Original Adopted Date:** 02/06/2020 **| Last Reviewed Date:** 02/06/2020

The Board of Education recognizes that the use of smartphones and other mobile communication devices on campus may be beneficial to student learning and well-being, but could be disruptive of the instructional program in some circumstances. The Board permits limited use of mobile communication devices on campus in accordance with law and the following policy.

Students may use cell phones, smart watches, pagers, or other mobile communication devices on campus during noninstructional time as long as the device is utilized in accordance with law and any rules that individual school sites may impose.

Mobile communication devices shall be turned off during instructional time. However, a student shall not be prohibited from possessing or using a mobile communication device under any of the following circumstances: (Education Code 48901.5, 48901.7)

1. In the case of an emergency, or in response to a perceived threat of danger

2. When a teacher or administrator grants permission to the student to possess or use a mobile communication device, subject to any reasonable limitation imposed by that teacher or administrator

3. When a licensed physician or surgeon determines that the possession or use is necessary for the student's health and well-being

4. When the possession or use is required by the student's individualized education program

Smartphones and other mobile communication devices shall not be used in any manner which infringes on the privacy rights of any other person.

When a school official reasonably suspects that a search of a student's mobile communication device will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with BP/AR 5145.12 - Search and Seizure.

When a student uses a mobile communication device in an unauthorized manner, the student may be disciplined and a district employee may confiscate the device. The employee shall store the device securely until it is returned to the student or turned over to the principal or designee, as appropriate.

A student may also be subject to discipline, in accordance with law, Board policy, or administrative regulation, for off-campus use of a mobile communication device which poses a threat or danger to the safety of students, staff, or district property or substantially disrupts school activities.

The Superintendent or designee shall inform students that the district will not be responsible for a student's mobile communication device which is brought on campus or to a school activity and is lost, stolen, or damaged.

**Policy Statement:**
In alignment with our commitment to providing a focused, safe, and conducive learning environment for all students, the Burbank Unified School District hereby implements a comprehensive Switch Off Electronic Communication Devices (Cell Phone/Smart Watch/Electronic Devices/Listening Devices) Policy across preschool through middle schools within the Burbank Unified School District.

Assembly Bill 3216, renamed the Phone-Free School Act, requires that every school district, charter school, and county office of education develop a policy limiting the use of smartphones by July 1, 2026.

This policy aims to minimize distractions, promote academic engagement, reduce cyberbullying, reduce social media drama, reduce stress, and ensure the safety and well-being of all students, faculty, support staff, and school administrators.

**Summary of the Cell Phone, Smart Watch, Electronic Devices Policy**

- Phones/Smart Watches/Electronic Devices Must Be Off During School Hours
- Students May Not Use Their Phones and Earbuds at Lunch
- Students Should Have Their Phones in Their Backpacks
- Please Discuss These Changes with Your Child

Students are permitted to have electronic devices while on campus, but they must be turned off and put away (out of sight) from the first bell until students are dismissed by their teacher after the dismissal bell.

Out of Sight Requirement
Cell phones, headphones, earbud headphones, and such need to be out of sight during class, passing periods, and lunch. If an electronic device is seen or heard during the school day, the device will be confiscated (taken from the student), and the student may be referred to the school office. The school will contact the parent/guardian to inform them of the confiscation. This includes cell phones, gaming devices, tablets, digital cameras, smart watches, earbuds, headphones, etc.

Phone Confiscation
Any Burbank Unified staff member can confiscate an electronic device.

Recording and Videotaping
Recording and videotaping is not allowed. It is illegal to record (video and audio) a person without consent. (CA Penal Code 632) If a cell phone/electronic device is used to video students, staff, and school activities and/or such, the phone will be confiscated. If appropriate, the police may become involved (as cell phone videos can be involved with crimes).

Loss or Theft
Burbank USD is not liable for any loss or theft on campus. Students and parents are encouraged to file a formal report with Burbank PD if an electronic device is lost or stolen.

Refusal to Hand Over Cell Phone
A student who refuses to hand over a cell phone or any electronic device violates the *Reasonable Request* rule and is subject to further disciplinary action.

Student Request to Phone Parent/Family Member

When a student needs to talk with a parent or other family member, the student should go to the school office to request to make a phone call from a school phone. Families should answer calls from the school number for this reason. Students should not make or answer calls from the school without permission.

Family Communication with a Student

Family members who need to communicate with a student should call the school office. Family members should not call students directly (on their cell phones, smart watches, etc.) during the school day, as this disrupts the educational environment. Phone calls from family members during the school day will result in the student's cell phone being confiscated.

**Policy Guidelines**

This policy applies to all BUSD preschool, elementary, and middle school students. In the future, additional policies for high schools and alternative school students will be added.

Enforcement

School administration, faculty, and support staff are responsible for enforcing the Switch Off Electronic Communication Device (Cell Phone/Smartwatch) Policy and ensuring student compliance.

Progressive Discipline

Progressive discipline measures will be implemented to address policy violations by grade span level.

Misuse of Cell Phones/Smartwatches/Electronic Devices

- Cell Phones, Smartwatches, and electronic devices shall not be used in a manner that infringes on another person's privacy rights, promotes unsafe or inappropriate behavior, or negatively impacts the school and/or district, its students or faculty, support staff, and administrators.
- Inappropriate use of social media, vulgar pictures, text messages, videos, etc., shall not be permitted at any time while the cell phone/smartwatch/electronic device is on school property or at school events.
- Cell Phones, Smartwatches, and electronic devices may not be used in the gym locker rooms and restrooms at any time.
- Cyberbullying will not be tolerated in any form at any time. Engaging in cyberbullying during school hours or school-sponsored events after hours will result in disciplinary action.
- The Burbank Police Department may be involved depending on the incident.
- According to California Education Code Section 51512, the use of any electronic listening or recording device in an educational setting without prior consent of the teacher and/or the principal is prohibited. Any pupil violating this section will be subject to appropriate disciplinary action.
- If misuse occurs, the school or district administration can limit or temporarily ban individuals found using devices on school property or at school-related activities.

When a school official reasonably suspects that a search of a student's mobile communication device will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted following Burbank Board of Education Policy/Administrative Regulations 5145.12 - Search and Seizure.

A Burbank Unified School District student may also be subject to discipline, following law, Board Policy, and/or Administrative Regulation, for off-campus use of a mobile communication device that

poses a threat or danger to the safety of students, faculty, support staff, administrators, or district property or disrupts school activities.

Responsibility of Parents/Guardians

- Students are solely responsible for their cell phones. The Burbank Unified School District is not liable for students' cell phones, smartwatches, or electronic devices.
- Students are not allowed to video or record any other student, parent, employee, or person.
- Parents/guardians are encouraged to support the implementation of the switch-off electronic communication device (Cell Phone, Smartwatch, Electronic Device) and reinforce the importance of adhering to school rules regarding electronic communication devices.
- Parents/guardians are responsible for ensuring students comply with the policy and understand the consequences of non-compliance.

Policy Review and Amendments

- The Burbank Unified School District Board of Education will review this policy annually to assess its effectiveness and make any necessary revisions or amendments.

Allowance for Possession of Use of a Mobile Communication Device for Preschool-Grade 12

A student shall be allowed to possess or use a mobile communication device under the following circumstances. (Education Code 48901.5, 48901.7)

1. In the case of an emergency or response to a perceived threat of danger.

2. When a teacher or administrator grants permission to the student to possess or use a mobile communication device, subject to any reasonable limitation imposed by that teacher or administrator.

3. When a licensed physician or medical provider determines that the possession or use is necessary for the student’s health and well-being.

4. When the possession or use is required by the student’s individualized education program (IEP).

**References:**
California Education Code Section 48901.5 - Electronic Signaling Devices
California Education Code Section 48901.7 - Policies Regarding Smartphones

**Burbank Unified School District**
Instructional Services
# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Oscar Macias, Interim Assistant Superintendent, Instructional Services |
| SUBMITTED BY: | Oscar Macias, Interim Assistant Superintendent, Instructional Services |
| PREPARED BY: | Laura Erisman, Administrative Secretary |
| DATE: | November 7, 2024 |
| SUBJECT: | Approval of School-Connected Independent 501c3 Organization for 2024-2025 |

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**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 administrative review.

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 Instructional 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 2024-2025 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 November 8, 2024 through November 7, 2025, whereupon the 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:**

Oscar Macias, Interim Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the School- Connected Independent 501c3 Organization, Burbank High School Boys Basketball and John Burroughs High School Boys Basketball, School Year 2024-2025, pursuant to Administrative Regulation 1230: Community Relations – School-Connected Organizations, effective November 8, 2024 through November 7, 2025, as presented.

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 thispolicy.

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**
**Human Resources Services**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Sarah Rudchenko, Assistant Superintendent, Human Resources Services |
| PREPARED BY: | Lauren Trammell, Executive Assistant, Human Resources Services |
| SUBMITTED BY: | Lauren Trammell, Executive Assistant, Human Resources Services |
| DATE: | November 7, 2024 |
| SUBJECT: | Approval of Early Separation Notification Incentive for any Burbank Teacher Association (BTA) Member Who Chooses to Retire or Separate at the End of the 2024-2025 School Year |

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**Background**
The Burbank Unified School District (BUSD) will offer an Early Separation Notification Incentive for any Burbank Teacher Association (BTA) member who submits a notification of retiring or separating before January 15, 2025, effective on June 30, 2025.

**Discussion/Issues**
The District shall provide a onetime incentive of $1,000.00 to BTA members who submit a separation agreement prior to January 15, 2025. The unit member must submit an irrevocable resignation effective on June 30, 2025 to Human Resources with original signature on the District's official separation form. BTA members who separate prior to fulfilling their contractual year of service are not eligible for the incentive. This incentive is intended for the 2024-2025 Fiscal year and shall not be viewed as precedent setting, nor be applied towards future retirement incentives.

**Fiscal Impact**
The financial implications to these incentives are $1000 x the number of employees that submit their separation form prior to January 15, 2025, not to exceed $40,000.00.

**Recommendation**
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the Early Separation Notification Incentive for BTA member unit members who submit an irrevocable resignation effective on June 30, 2025 to receive a $1,000.00 incentive, as presented.

Memorandum of Understanding

between the

Burbank Unified School District

and the

Burbank Teachers Association

Early Separation Notification Incentive

October 25, 2024

1) The Burbank Unified School District ("District") shall offer a onetime incentive of $1,000.00 to BTA members who submit a separation agreement prior to January 15, 2025.
2) The unit member must submit an irrevocable resignation effective on June 30, 2025 to Human Resources with original signature on the District's official separation form.
3) BTA members who separate prior to fulfilling their contractual year of service are not eligible for the incentive.
4) The incentive is intended for the 2024-2025 Fiscal year and shall not be viewed as precedent setting, nor be applied towards future retirement incentives.

For the District:

For the Association:

Nicole M. Drabecki

**Burbank Unified School District**
**Special Education Department**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Jennifer Nicholson, Director of Special Education and Psychological Services |
| PREPARED BY: | Jennifer Nicholson, Director of Special Education and Psychological Services |
| SUBMITTED BY: | Sandra Shearer, Administrative Secretary II |
| DATE: | November 7, 2024 |
| 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 960032566 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 960032566 concerning services and/or school placement, a formal settlement agreement was offered on October 9, 2024 to the Parents. To avoid additional time and expense concerning this matter, the District settled the dispute with the Student's Parents, without admitting any liability.

**Fiscal Impact:**

Not to exceed $12,250

**Recommendation:**

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960032566, total not to exceed $12,250, (01.0-65000.0-50010-36000-5813-7440000), January 2023 through December 31, 2025, 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**

**October 19, 2023**

Burbank City Hall
275 E. Olive Avenue
Burbank, California

MEMBERS PRESENT:
Steve Ferguson
Armond Aghakhanian
Charlene Tabet
Abby Pontzer Kamkar

MEMBERS ABSENT:
Emily Weisberg

STUDENT BOARD MEMBERS PRESENT:
Isabella Najaryan, Monterey High School

STUDENT BOARD MEMBERS ABSENT:
Paris Tesfu, John Burroughs High School
Andranik Bilbulyan, Burbank High School

Also present were John Paramo, Superintendent; Sharon Cuseo, Assistant Superintendent, Instructional Services; Andrew Cantwell, Assistant Superintendent, Administrative Services; Linda Junge, Assistant Superintendent, Instructional Services.

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/PqR3YjHe56N3NueN7 before 3pm on Wednesday, October 18th. Please indicate if your comment pertains to (1) an item on this agenda, or (2) a subject within the jurisdiction of the Board of Education. Closed Session Public Comments must be given in person. 2. The Zoom Webinar will open at 6:30 p.m. Speakers are asked to rename their Zoom profile to indicate their full name to expedite this process. Please note that only those individuals who have signed up to speak prior to 3:00 p.m. on the day before, will be allowed to enter the Zoom Webinar. Speakers will receive an email Wednesday afternoon with the Zoom Webinar login details. 3. When it is time for a speaker to address the Board, the speaker's name will be called and the speaker should activate their microphone and camera. Speakers must be present in the Zoom Webinar when their name is called in order to address the Board. Speakers are also requested to state their name (and their pronouns, if desired) prior to addressing the

Board. Please note that the chat function will be disabled. 4. After a speaker completes their public comment, or if the five-minute (5) time limit has been reached, the speaker will be removed from the Zoom Webinar and can continue watching the meeting by streaming it at www.burbankusd.org/boemeetings 5. If you would like to make a Public Comment and require Spanish, Armenian, or ASL translation, please email cindyquiterio@burbankusd.org prior to 3:00 p.m. the day before the meeting to receive a registration link.

2. REQUESTS TO ADDRESS THE BOARD

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

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

2.b Staff Responses

2.c Board Members' Responses

3. CLOSED SESSION

3.a Action on Student Expulsion

The Board of Education will take action in closed session pursuant to Education Code Section 48915(c)(2), 48900.a1, and 48900.b on the expulsion recommendation by the Administrative Hearing Panel for Student 960026319, as presented in Confidential Exhibit 3a.

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

Final Settlement Agreement for Special Education Student 960036514

3.c Conference with Labor Negotiator, Pursuant to Government Code §54957.6

Agency Negotiator: Andrew Cantwell Employee Organization: Burbank Teachers Association (BTA)

4. RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE

The Board reconvened in Public Session at 7:04 p.m. Nicole Drabecki, BTA President, led the Pledge of Allegiance.

## 5. REPORTING ON CLOSED SESSION

On item 3a, the Board of Education voted to accept the recommendation submitted by the Administrative Hearing Panel for the expulsion of student 960026319 based on violation of Education Code 48915(c)(2), 48900.a1, and 48900.b. It was motioned by Ferguson seconded by Pontzer Kamkar. The motion carried 4-0 with the following roll call vote: AYES: Aghakhanian, Ferguson, Tabet and Pontzer Kamkar. ABSENT: Weisberg.

## 6. ADJUSTMENTS TO THE AGENDA

No adjustments were made to the Agenda.

## 7. ITEMS FOR FUTURE AGENDAS

Member Pontzer Kamkar asked about the legislation on suspensions for willful defiance. She asked what the impact of that legislation would be for students from the Community Day School. President Ferguson asked that her request include a legislative wrap-up at the end of the year.

Member Tabet requested a report on the LCAP payout if the state relinquished the 55% threshold requirements and paid, instead for those students who require those services.

Clerk Aghakhanian asked for a report of individuals that have donated to the District. He would like to acknowledge and recognize them publicly.

## 8. REPORTS FROM THE BOARD

### 8.a Student Representatives

Isabella Najaryan, Monterey High School; and Kayla Cruz, reporting for Paris Tesfu, John Burroughs High School, reported 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 items on the agenda by completing a white request card. Speakers are requested to state their name prior to speaking to the Board. Not more than five (5) minutes may be allotted to each speaker, except by unanimous consent of the Board of Education. The president of the Board of Education has the discretion to prioritize speakers with precedence given to students and employees. The Superintendent may refer the matter to the proper department for review.

Joel Schlossman, community member, stated that he will not be voting for a bond. He addressed the Superintendent and asked if donors are aware of things like the Vice President not standing for the flag salute, declining enrollment, the policies on racism along with other concerns. He stated that donors are telling him their concerns on these items.

### 9.b Superintendent's Comments

John Paramo, Superintendent, will respond to public comment and will comment on items of interest to the Board of Education and community.

Superintendent Paramo thanked Joel Schlossman Dr. Paramo stated that it was not his meeting and that it was the Board's meeting. He explained that he understands the point he is making and that there are protocols in place for the meetings. He addressed the antiracist statement and expressed that it was mostly parents and staff and that there was opportunity for people to raise their concerns in multiple meetings.

President Ferguson asked if they could receive a verbal report about what they are doing for Israeli and Palestinian students.

9.c Board Members' Responses

Board Members will respond to public comment and will comment on items of interest to the community.

Member Tabet expressed that the non-profit BTAC will be doing a food collection next week and that there is a huge need for shampoos and conditioners. She shared that Burbank High VMA will be having their Night of Magic fundraiser the weekend after the game.

Member Pontzer Kamkar referenced the administrative affairs meeting and received a Perkins Eastman presentation that will be going to the Board for further review. She shared that she and other staff members participated in the Family Services Agency Gala and that it was a beautiful event. She addressed Joel Schlossman and stated that it was insulting to their intelligence to add comments regarding those topics because he stated that that is what donors are telling him. She stated that she disagreed with that premise.

Clerk Aghakhanian thanked President Ferguson for looking into what they are doing to help members of the community who may be going through a hardship right now. He stated that he suffers from PTSD for going through a time where he experienced bombing, which was horrifying. He explained that what is important is that there will be continuous support and that they are safe. He indicated that people move to Burbank because of the schools. He acknowledged that what he hears from the donors is that they are happy and that they ask what they can do to help.

President Ferguson echoed what Clerk Aghakhanian expressed. He noted that the students affairs committee met and went through details on mental health for students. He explained that they went through the procedures about how to anonymize things a bit and sculpt the surveys that they provide a bit more. He shared that they spoke about how to onboard and welcome the immigrant population. He thanked members of the community for weighing in on whether or not there should be a bond on the ballot. He asked Superintendent Paramo to schedule the safety meetings related to the improvements and report out the December meeting. He addressed the comments made by Joel Schlossman and told him that it is an important part of their Democracy to exercise their first amendment rights but not to threaten their security.

10. REPORTS TO THE BOARD

10.a Report on Burbank Unified School District Class of 2023 Senior Non-Graduates

John Paramo, Superintendent and Linda Junge, Assistant Superintendent of Instructional Services will report to the Board of Education on 2022-2023 Graduation and Senior Non-Grads, as presented.

Report_on_Senior_Non-Grads__2022-23__-_10-19-23.pdf (OF 30,505)

11. NEW AND/OR UNFINISHED BUSINESS

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

That the Board of Education adopt Resolution 8 Proclaiming the month of November 2023, as Burbank Unified School District's National Native American Heritage Month, as presented.

Resolution 8 Native American Heritage Month 10 19 23.pdf (OF 30,506)

It was moved by Abby Pontzer Kamkar, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried 4-0 with the following roll call vote: AYES: Ferguson, Aghakhanian, Tabet and Pontzer Kamkar. ABSENT: Weisberg.

11.b Amendment of Resolution Number 1 Concerning Funding of Child Development Programs for Fiscal Year 2023-2024, Contract Number CCTR-2074.

That the Board of Education amend Resolution Number 1 certifying approval of the Board of Education to enter into a transaction with the Department of Social Services for funding of Child Development Programs, effective July 1, 2023, through June 30, 2024, and that authority to sign the agreements be exercised pursuant to BUSD – AR 3314, as presented.

Amended Resolution 1 CCTR_2023-2024 -10.19.23.pdf (OF 30,507)

It was moved by Armond Aghakhanian, and seconded by Charlene Tabet, that the Board of Education approve the item as recommended. The motion carried 4-0 with the following roll call vote: AYES: Ferguson, Aghakhanian, Tabet and Pontzer Kamkar. ABSENT: Weisberg.

11.c Ratification of Resolution 9 Concerning Funding of Child Development Programs for Fiscal Year 2023-2024, Contract Number CSPP-3163

That the Board of Education ratify Resolution 9 certifying approval of the Board of Education to enter into a transaction with the California Department of Education for funding of Child Development Programs, effective July 1, 2023, through June 30, 2024, and that authority to sign the agreements be exercised pursuant to BUSD – AR 3314, as presented.

Ratification Resolution 9_CSPP_2023-2024-10.19.pdf (OF 30,508)

It was moved by Armond Aghakhanian, and seconded by Charlene Tabet, that the Board of Education approve the item as recommended. The motion carried 4-0 with the following roll call vote: AYES: Ferguson, Aghakhanian, Tabet and Pontzer Kamkar. ABSENT: Weisberg.

11.d Adoption of Resolution 10 Concerning Funding of Child Development Programs for Fiscal Year 2024-2025, Contract Number CCTR-2074

That the Board of Education adopt Resolution 10 certifying approval of the Board of Education to enter into a transaction with the Department of Social Services for funding of Child Development Programs, effective July 1, 2024, through June 30, 2025, and that authority to sign the agreements be exercised pursuant to BUSD – AR 3314, as presented.

Resolution 10_CCTR_2024-2025-10.19.23.pdf (OF 30,509)

It was moved by Armond Aghakhanian, and seconded by Abby Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried 4-0 with the following roll call vote: AYES: Ferguson, Aghakhanian, Tabet and Pontzer Kamkar. ABSENT: Weisberg.

11.e Adoption of Resolution 11 Concerning Funding of Child Development Programs for Fiscal Year 2024-2025, Contract Number CSPP-3163

That the Board of Education adopt Resolution 11 certifying approval of the Board of Education to enter into a transaction with the California Department of Education for funding of Child Development Programs, effective July 1, 2024, through June 30, 2025, and that authority to sign the agreements be exercised pursuant to BUSD – AR 3314, as presented.

Resolution 11_CSPP_2024-2025-10.19.23.pdf (OF 30,510)

It was moved by Abby Pontzer Kamkar, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried 4-0 with the following roll call vote: AYES: Ferguson, Aghakhanian, Tabet and Pontzer Kamkar. ABSENT: Weisberg.

11.f Approval of Agreement with Burbank Community YMCA for Power Scholars Explorers School Year Program

That the Board of Education approve the Agreement between the Burbank Unified School District and Burbank Community YMCA, to provide services for the 2023–2024 Power Scholars Explorers School Year Program, not to exceed $25,000 - 01.0-26000.0-11100-10012-5810-5480000 from the fiscal year 2023-2024; and $110,000 - 01.0-26000.0-11100-10000-5110-5480000 from the fiscal year 2023-2024 effective October 20, 2023, through May 31, 2024, and that authority to sign this agreement be exercised pursuant to BUSD-AR 3314, as presented.

Power Scholar Explorers YMCA 10.19 .23.pdf (OF 30,511)

It was moved by Charlene Tabet, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried 4-0 with the following roll call vote: AYES: Ferguson, Aghakhanian, Tabet and Pontzer Kamkar. ABSENT: Weisberg.

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

That the Board of Education approve an agreement between Burbank Unified School District and Jan Britz to provide services as an Executive Coach, not to exceed $10,000 (01.000000.0-00000-72000-5850-7552000), effective October 20, 2023 through June 30, 2024 and that authority to sign the agreement be exercised pursuant to BUSD AR 3314, as presented.

Consultant Agreement- Jan Britz 10.19.23.pdf (OF 30,512)

It was moved by Charlene Tabet, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried 4-0 with the following roll call vote: AYES: Ferguson, Aghakhanian, Tabet and Pontzer Kamkar. ABSENT: Weisberg.

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

That the Board of Education approve the agreement between the Burbank Unified School District and Guy Z. Pinthar, to provide services as an Administrative Hearing Officer, not to exceed $7,200 (01.0-00000.0-72000-5850-7552000), effective November 1, 2023 through November 30, 2023, and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented.

Agreement - Guy Z. Pinthar.pdf (OF 30,513)

It was moved by Armond Aghakhanian, and seconded by Charlene Tabet, that the Board of Education approve the item as recommended. The motion carried 4-0 with the following roll call vote: AYES: Ferguson, Aghakhanian, Tabet and Pontzer Kamkar. ABSENT: Weisberg.

11.i Approval of School-Connected Independent 501c3 Organizations for 2023-2024

That the Board of Education approve the School- Connected Independent 501c3 Organizations, School Year 2023-2024, pursuant to Administrative Regulation 1230: Community Relations – School-Connected Organizations, effective October 20, 2023 through October 19, 2024, as presented.

School_Connected_Organizations_10_19_23.pdf (OF 30,514)

It was moved by Charlene Tabet, and seconded by Abby Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried 4-0 with the following roll call vote: AYES: Ferguson, Aghakhanian, Tabet and Pontzer Kamkar. ABSENT: Weisberg.

11.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, as presented.

Gift Report 101923.pdf (OF 30,515)

It was moved by Charlene Tabet, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried 4-0 with the following roll call vote: AYES: Ferguson, Aghakhanian, Tabet and Pontzer Kamkar. ABSENT: Weisberg.

## 12. CONSENT AGENDA

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

That the Board of Education approve Final Settlement Agreement for Special Education Student 960036514, total not to exceed $79,000, (01.0-65000.0-50010-36000-5813-7440000), effective September 14, 2023 through July 1, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960036514 Settlement Agreement.docx (1).pdf (Confidential Exhibit, OF 30,516)

12.b Approval of Personnel Report Number 23-24-07

That the Board of Education approve Personnel Report number 23-24-07, covering Certificated and Classified personnel, and consisting of Pages 1 to 26 inclusive, as presented.

Personnel Report 23-24-07.pdf (OF 30,517)

12.c Approval of Warrants

That the Board of Education approve payroll warrants in the total amount of $10,854,678.07 and commercial warrants in the total amount of $2,629,681.72, as presented.

Warrants.pdf (OF 30,518)

12.d 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 101923_Redacted.pdf (OF 30,519)

12.e Ratification of Agreement for Instructional Consultant Services

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

Ratif Inst Consultant 101923_redacted.pdf (OF 30,520)

12.f Approval of Non-Instructional Consultant Services

That the Board of Education approve 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.

Non Instructional Consultant 101923_Redacted.pdf (OF 30,521)

12.g Ratification of Agreement for Professional Services (Special Education)

That the Board of Education ratify an agreement between the Burbank Unified School District and Mind Your Language, Inc., to provide interpreting and translation for Burbank students, not to exceed $20,000 (01.0-65000.0-57602-11901-5850-7440000), effective October 1, 2023 through June 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Mind Your Language_Ratification.pdf (OF 30,522)

12.h Approval of Agreement for Professional Services (Special Education)

That the Board of Education approve an agreement between the Burbank Unified School District and Oren R. Boxer, Ph.D., to provide a Psychoeducational IEE, not to exceed $6,000 (01.0-65000.0-57602-11900-5850-744000) for special education student 960026731, effective October 20, 2023 through May 23, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960026731 Oren Boxer Ph.D..pdf (OF 30,523)

12.i Approval of Agreement for Professional Services (Special Education)

That the Board of Education approve an agreement between the Burbank Unified School District and Oren R. Boxer, Ph.D., to provide a Psychoeducational IEE, not to exceed $6,000 (01.0-65000.0-57602-11900-5850-744000) for special education student 960026730, effective October 20, 2023 through May 23, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960026730 Oren Boxer Ph.D..pdf (OF 30,524)

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

That the Board of Education ratify an agreement between the Burbank Unified School District and American Language Services, to provide interpreting and translation for Burbank students, not to exceed $20,000 (01.0-65000.0-57602-11901-5850-7440000), effective October 1, 2023 through June 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services American Language Services_Ratification.pdf (OF 30,525)

12.k Ratification of Agreement for Professional Services

That the Board of Education ratify the Consultant Agreement between the Burbank Unified School District and Sign Up Interpreting Services, LLC, to provide American Sign Language interpreting to employees, not to exceed $20,000 (01.0-00000.0-72000-5850-7552000), effective July 1, 2023 through June 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented.

Agreement - Sign Up (Human Resources).pdf (OF 30,526)

12.l Approval of Purchase of Auditorium Drapery and Rigging for Burbank Adult School

That the Board of Education approve to purchase auditorium curtains and rigging for a total not to exceed $42,960, 11.0-63910.0-41101-85000-6405-5330000, $4296, 11.0-63910.0-41102-85000-6405-5330000, $8,592, 11.0-63910.0-41104-85000-6405-5330000, $4296, 11.0-63910.0-41106-85000-6405-5330000, $21,480 and, 11.0-00639.0-41100-85000-6405-533-00000, $4296, as presented.

BAS Auditorium 10 19 23.pdf (OF 30,527)

12.m Approval of Williams Lawsuit Settlement Quarterly Report on Uniform Complaints 2023-2024

That the Board of Education approve the Williams Lawsuit Settlement Quarterly Report on Uniform Complaints 2023-2024, Report Summary No. 1, July 1 through September 30, 2023, as presented.

BUSD_Williams_UCP_Report_1st_Quarter_2023 24.pdf (OF 30,528)

12.n Approval of Additive Change No.1, Flewelling & Moody Inc., Architectural Design Services, Alterations to Existing Playground with ADA Upgrades, Teddy Bear Park Project, Theodore Roosevelt Elementary School (Bond Fund)

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 alterations to existing playground, with ADA upgrades at Theodore Roosevelt Elementary School, not to exceed $85,000 (21.3-00000.0-91008-85000-6205-214-0000-0000) Bond Fund, and that the authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

CO1_Flewelling_TeddyBearPark_Roosevelt_Bond.pdf (OF 30,529)

12.o Approval of Award of Contract, TruLine Construction & Surfacing, Tennis Court Resurfacing, Burbank High School (Joint Use Funds)

That the Board of Education award a contract between Burbank Unified School District and TruLine Construction & Surfacing for Tennis Courts Resurfacing at Burbank High School, effective October 20, 2023 through October 19, 2024, not to exceed $78,840 (010-81500.0-00000-85000-6170-752-3300) Joint Use Funds, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

10-19 AOC_Truline_BHS_Joint Use.pdf (OF 30,530)

12.p 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, 2023 through October 31, 2024, not to exceed $5,500, (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 101923.pdf (OF 30,531)

12.q Ratification of Amended Consultant Agreement for Alba Johanna Schofield

That the Board of Education ratify an amended Consultant Agreement between Burbank Unified School District and Alba Johanna Schofield to provide instructional consultant services, effective September 9, 2023 through May 24, 2024, in the amount of $27,720 (01.0-26000.0-11100-10000-5810-7420000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Alba Johanna Schofield Amended 101923_Redacted.pdf (OF 30,532)

It was moved by Charlene Tabet, and seconded by Abby Pontzer Kamkar, that the Board of Education approve items 12a through 12q as recommended. The motion carried 4-0 with the following roll call vote: AYES: Ferguson, Aghakhanian, Tabet and Pontzer Kamkar. ABSENT: Weisberg.

## 13. REQUESTS TO ADDRESS THE BOARD

President Ferguson listed the retirees including Sherry Covington, Pamela Ellis, Christina Wright and Lauren Wygel and wished them a happy retirement.

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

An individual or group representative may address the Board of Education on any subject within its jurisdiction by completing a blue request card. Speakers are requested to state their name prior to speaking to the Board. Not more than three (3) minutes may be allotted to each speaker, except by unanimous consent of the Board of Education. The president of the Board of Education has the discretion to prioritize speakers with precedence given to students and employees. The Superintendent may refer the matter to the proper department for review.

Eric Haack, community member, shared that he is the President of the Board of the Burbank Community Band. He noted that their goals are to share music with the community, provide a welcoming place for musicians to hone in on their musical talents and to support music education with youth in the community. He shared details of the upcoming events and asked people to attend and the concerts are free.

Joel Schlossman, community member, addressed the comments made by Member Pontzer Kamkar and stated that feeling threatened comes from “woke” type people. He stated that the only person he did not threaten was Member Tabet, but that the night was not over yet.

Nicole Drabecki, BUSD employee, asked for details regarding item 11g. She asked what the role of Jan Britz will be as an executive coach. She stated that members still need support as it pertains to English Language Learning students. She stated that she understands that although that amount of money may not fully cover the salary of an aide, but that it could be applied to it.

13.b Superintendent's Comments

John Paramo, Superintendent will respond to public comment and will comment on items of interest to the Board of Education and community.

Superintendent Paramo addressed Eric Haack and stated that he is looking forward to attending an event. He noted that he is open to him working with the schools. He addressed Nicole Drabecki and indicated that since there are a lot of new administrative roles and new teams, her role will be to assist bridge the gap and build capacity. He shared that the LCAP funding was padded in order to cover English Language Learning student needs.

13.c Board Members' Comments and Responses

Board Members will respond to public comment and will comment on items of interest to the community.

Member Tabet addressed Nicole Drabecki and shared that having administrative staff in the District is vital to the running of the school sites. She addressed Joel Schlossman and stated that there is no need for her to respond unless he brings something constructive to the dais. She thanked Eric Haack and pointed out that the events sound like fun.

Member Pontzer Kamkar addressed Eric Haack and stated that the events sound cool and that her kids would really love it. She addressed Nicole Drabecki and shared that those were great questions and that she would call her. She expressed to Member Tabet that she is not easily intimidated and that she does not mind answering difficult questions. She noted that some comments cannot be tolerated.

President Ferguson ejected Joel Schlossman from the meeting due to disrupting the meeting.

President Ferguson thanked Eric Haack and noted his excitement about the events. He expressed his concern with the continuous verbal harassment received from community member Schlossman.

## 14. ADJOURNMENT

The meeting was adjourned at 9:27 p.m.

MINUTES APPROVED:

_____
JOHN PARAMO, SUPERINTENDENT
SECRETARY OF THE BOARD

11/7/2024
_____
DATE

_____
ARMOND AGHAKHANIAN, CLERK

**UNADOPTED MINUTES OF THE BOARD OF EDUCATION**
**BURBANK UNIFIED SCHOOL DISTRICT**

**November 2, 2023**

Burbank City Hall
275 E. Olive Avenue
Burbank, California

MEMBERS PRESENT:
Steve Ferguson
Emily Weisberg
Armond Aghakhanian
Charlene Tabet
Abby Pontzer Kamkar

STUDENT BOARD MEMBERS PRESENT:
Isabella Najaryan, Monterey High School
Paris Tesfu, John Burroughs High School

STUDENT BOARD MEMBERS ABSENT:
Andranik Bilbulyan, Burbank High School

Also present were John Paramo, Superintendent; Sharon Cuseo, Assistant Superintendent, Instructional Services; Andrew Cantwell, Assistant Superintendent, Administrative Services; Sarah Rudchenko, Assistant Superintendent, Human Resources.

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/iT99UztxP7qJ4ZKr9 before 3pm on Wednesday, November 1st. Please indicate if your comment pertains to (1) an item on this agenda, or (2) a subject within the jurisdiction of the Board of Education. Closed Session Public Comments must be given in person. 2. The Zoom Webinar will open at 6:30 p.m. Speakers are asked to rename their Zoom profile to indicate their full name to expedite this process. Please note that only those individuals who have signed up to speak prior to 3:00 p.m. on the day before, will be allowed to enter the Zoom Webinar. Speakers will receive an email Wednesday afternoon with the Zoom Webinar login details. 3. When it is time for a speaker to address the Board, the speaker's name will be called and the speaker should activate their microphone and camera. Speakers must be present in the Zoom Webinar when their name is called in order to address the Board. Speakers are also requested to state their name (and their pronouns, if desired) prior to addressing the Board. Please note that the chat function will be disabled. 4. After a speaker completes their public comment, or if the five-minute (5) time limit has been reached, the speaker

will be removed from the Zoom Webinar and can continue watching the meeting by streaming it at www.burbankusd.org/boemeetings 5. If you would like to make a Public Comment and require Spanish, Armenian, or ASL translation, please email cindyquiterio@burbankusd.org prior to 3:00 p.m. the day before the meeting to receive a registration link.

2. REQUESTS TO ADDRESS THE BOARD

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

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

2.b Staff Responses

2.c Board Members' Responses

3. CLOSED SESSION

3.a Conference with Labor Negotiator, Pursuant to Government Code §54957.6

Agency Negotiator: Andrew Cantwell Employee Organization: Burbank Teachers Association (BTA)

3.b Conference with Labor Negotiator, Pursuant to Government Code §54957.6

Agency Negotiator: Andrew Cantwell Employee Organization: California School Employees Association (CSEA) Chapter 674

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

3.d Public Employee Performance Evaluation Pursuant to Government Code §54957

Title: Superintendent of Schools

4. RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE

The Board reconvened in Public Session at 7:13 p.m. Oscar Macias, BUSD employee, led the Pledge of Allegiance.

5. REPORTING ON CLOSED SESSION

President Ferguson reported that items 3a through 3d were for discussion only with no action taken.

## 6. ADJUSTMENTS TO THE AGENDA

Superintendent Paramo requested to introduce the Director of Secondary Education. President Ferguson asked for the introduction during the reports from the board items.

## 7. ITEMS FOR FUTURE AGENDAS

President Ferguson asked that they bring back a proposal for hiring freezes due to the financial considerations.

Vice President Weisberg requested that they add a discussion on social media policies to the agenda.

Member Tabet requested a discussion on cell phone usage on school campuses to the agenda.

## 8. REPORTS FROM THE BOARD

Superintendent Paramo introduced Linda Junge, who introduced Oscar Macias, Director of Secondary Education, Diversity, Equity and Inclusion.

Oscar Macias thanked the District for the opportunity and shared his enthusiasm in his new opportunity.

Member Tabet welcomed Oscar back to the District. Member Pontzer Kamkar stated that she was excited to work in partnership with Oscar and welcomed him back to the District. Clerk Aghakhanian welcomed Oscar back stated that he was happy to see that his family was very happy for him. Vice President Weisberg shared her excitement to have Oscar back in the District. President Ferguson welcomed Oscar back and explained that he looks forward to working with him again.

### 8.a Student Representatives

Isabella Najaryan, Monterey High School and Paris Tesfu, John Burroughs High School, reported 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 items on the agenda by completing a white request card. Speakers are requested to state their name prior to speaking to the Board. Not more than five (5) minutes may be allotted to each speaker, except by unanimous consent of the Board of Education. The president of the Board of Education has the discretion to prioritize speakers with precedence given to students and employees. The Superintendent may refer the matter to the proper department for review.

Joel Schlossman, community member, stated that he is concerned about Member Tabet's comments from last meeting regarding $10,000 not being much money to the District. He stated that it is in poor taste and that it affects tax payers.

Andre D regarded item 10e and expressed his approval. He stated that he believes that it is a great idea to provide transportation for foster youth. He shared that it will add safety, help underprivileged youth and that it will affect the youth in the long run.

9.b Superintendent's Comments

John Paramo, Superintendent, will respond to public comment and will comment on items of interest to the Board of Education and community.

Superintendent Paramo thanked Joel Schlossman and stated that he appreciated how he shared his opinions and his temperament. He expressed to Andre D that he would love to talk to him more and get his ideas on item 10e. He noted the many benefits that would come from this item.

9.c Board Members' Responses

Board Members will respond to public comment and will comment on items of interest to the community.

Member Tabet shared details on the events that she attended including Burroughs on Broadway. She indicated that the set and décor were impressive. She expressed that the kids have talent and that they spend a lot of time working on events.

Member Pontzer Kamkar thanked Andre D and noted that she loves his ideas. She reported from the Academic Affairs Committee and noted that they had a robust discussion with staff on a few items. She reported out on the Disney Elementary Science Day event.

Clerk Aghakhanian reported on the events that he attended, including Stevenson's Stepping Stone Science Fair and the Burbank Museum's 50th Anniversary event. He noted that a lot of BUSD students won an essay contest and that they won a check from the Historic Society. He asked that the students who won be recognized in the next Board meeting.

Vice President Weisberg thanked Andre D and noted that it is difficult to take public transportation in Burbank. She stated that it is the beginning of a longer conversation with the City on if it could be accessible to younger people and if it is user friendly.

President Ferguson stated that Andre D had great ideas and that checking in with students is important. He explained that the commute times in busses are lengthy and that it can be a challenge. He stated that it should be offered in middle schools and asked that students get access to different transportation services. He addressed a previous safety concern on a campus and that it was important to address things within 100 days of the event. He noted that they put in processes in place and thanked each District employee for their involvement and hard work. He indicated that Board Governance Committees will be done via Zoom which may impact public participation although it is ideal for public to participate. He stated that he will be sending the email on that soon.

## 10. NEW AND/OR UNFINISHED BUSINESS

10.a Adoption of Resolution 12 – Proclaiming November 4, 2023, as Esmeralda "Esme" Hernandez Day of Service

That the Board of Education adopt Resolution 12 Proclaiming November 4, 2023, as Esmeralda "Esme" Hernandez Day of Service, as presented.

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.

10.b Approval of Resolution 13 – Proclaiming November 6–10, 2023, as National School Psychology Week

That the Board of Education approve Resolution 13, Proclaiming November 6 through November 10, 2023, as National School Psychology Week, as presented.

Resolution 13 National School Psychology Week_11.06.23.pdf (OF 30,533)

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.

10.c Adoption of Resolution 14 for 180-Day Wait Period Exception – Government Code Sections 7522.53 & 21224

That the Board of Education Adopt Resolution 14 for 180-Day Wait Period Exception – Government Code Sections 7522.53 & 21224, as presented.

Resolution 14- 180-Day Wait Period Extension.pdf (OF 30,534)

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.

10.d Acceptance of Memorandum of Understanding Between the Burbank Unified School District and the Burbank Teacher's Association regarding Diversity, Equity, and Inclusion (DEI) Lead Teacher Compensation at Sites

That the Board of Education accept the Memorandum of Understanding between the Burbank Teachers Association and the Burbank Unified School District regarding the DEI Lead Teachers, as presented.

MOU- DEI Lead Teachers.pdf (OF 30,535)

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.

10.e Approval of Replenishing Trust Account in Accordance with MOU Regarding Long-Term Transportation Plan to Ensure School Stability for Foster Care Youth

That the Board of Education approve the additional funds needed to replenish the trust account with the Los Angeles County Office of Education, per the Memo of Understanding between the Burbank Unified School District, DCFS, and LACOE, to provide transportation for Foster Youth, which originally began August 12, 2019, and

that the authority increase funding to the supporting trust account be exercised pursuant to BUSD/AR 3314, as presented.

Transportation MOU for Foster Youth 11.pdf (OF 30,536)

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.

10.f Approval of Purchase of Digital Second Step for Childcare Programs and Elementary and Middle Schools

That the Board of Education approve the purchase of the Second Step Digital Program for elementary and middle school as well as childcare, not to exceed $119,803.53 (01.0-26000.0-11100-10000-5840-7429000 (Expanded Learning Opportunities Program funds), as presented.

Second Step Digital Purchase-11.02.2023.pdf (OF 30,537)

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.

10.g Approval of Master Memorandum of Agreement with The County of Los Angeles for School-Sponsored Field Trip at Placerita Canyon Natural Area

That the Board of Education approve the Master Memorandum of Agreement with The County of Los Angeles for a School-Sponsored Field Trip at Placerita Canyon Natural Area, effective November 3, 2023, through June 30, 2024, as presented.

County of LA Parks  Rec MOA Placerita Canyon 23-24.pdf (OF 30,538)

It was moved by Charlene Tabet, and seconded by Abby Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

10.h Approval of Master Memorandum of Agreement with The County of Los Angeles for School-Sponsored Field Trip at LA Arboretum

That the Board of Education approve the Master Memorandum of Agreement with The County of Los Angeles for a School-Sponsored Field Trip at LA Arboretum, effective November 3, 2023, through June 30, 2024, as presented.

County of LA Parks  Rec MOA LA Arboretum 23-24.pdf (OF 30,539)

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.

10.i Approval of Master Memorandum of Agreement with The County of Los Angeles for School-Sponsored Field Trip at Vasquez Rocks Natural Area and Nature Center

That the Board of Education approve the Master Memorandum of Agreement with The County of Los Angeles for a School-Sponsored Field Trip at Vasquez Rocks Natural Area and Nature Center, effective November 3, 2023, through June 30, 2024, as presented.

County of LA Parks  Rec MOA Vasquez Rocks 23-24.pdf (OF 30,540)

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

10.j Amendment of the District's 2023 - 2024 Initial Bargaining Proposal with the Burbank Teachers Association (BTA)

That the Board of Education approve the Amendment to the District's Initial Proposal for the 2023 - 2024 negotiations with the Burbank Teachers Association, as presented.

amendment to reopeners 110223.pdf (OF 30,541)

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.

10.k Discussion and Possible Action on a Potential Facility General Obligation Bond Measure - **TABLED**

That the Board of Education provide direction to the Superintendent based on the outcome of the discussion, as presented.

Bond Discussion 110223.pdf **- TABLED**

10.l Ratification of Employment Contract for Assistant Superintendent of Administrative Services

That the Board of Education ratify the employment contract for the Assistant Superintendent of Educational Services, retroactive to July 1, 2023 as presented.

Assistant Supt Admin Serv - Andrew Cantwell 110223.pdf (OF 30,542)

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

10.m Approval of Board Policy 3290: Gifts, Grants, And Bequests

John Paramo, Superintendent will facilitate the Board's approval of the proposed revision of Board Policy 3290: Gifts, Grants, And Bequests, as presented.

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

10.n Ratification of Monthly Stipend for Board of Education Members

That the Board of Education ratify the monthly stipend for each Board of Education member retroactive to July 1, 2022, as presented.

Board Member Stipend Increase.pdf (OF 30,543)

It was moved by Armond Aghakhanian, and seconded by Charlene Tabet, that the Board of Education approve the item as recommended. The motion carried 4-1 with the following roll call vote: AYES: Ferguson, Aghakhanian, Tabet and Pontzer Kamkar. NAY: Weisberg.

10.o 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 110223.pdf (OF 30,544)

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

## 11. CONSENT AGENDA

11.a Approval of Personnel Report Number 23-24-08

That the Board of Education approve Personnel Report number 23-24-08, covering Certificated and Classified personnel, and consisting of Pages 1 to 16 inclusive, as presented.

Personnel Report 23-24-08.pdf (OF 30,545)

11.b Approval of the 2023-2024 Purchase Order Report

That the Board of Education approve purchase orders for 2023-2024 as listed through October 9, 2023, as presented.

2023-2024 PURCHASE ORDER REPORT.pdf (OF 30,546)

11.c Approval of the 2023-2024 Purchase Order Report

That the Board of Education approve purchase orders for 2023-2024 as listed through September 25, 2023, as presented.

2023-2024 PURCHASE ORDER REPORT.pdf (OF 30,547)

11.d Approval of Warrants

That the Board of Education approve payroll warrants in the total amount of $1,373,431.69 and commercial warrants in the total amount of $3,767,464.66, as presented.

Warrants.pdf (OF 30,548)

11.e Approval of Instructional Consultant Services

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

Inst Consultant 110223_Redacted.pdf (OF 30,549)

11.f Ratification of Agreement for Instructional Consultant Services

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

Ratif Inst Consultant - Providencia BMX_Redacted.pdf (OF 30,550)

11.g 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 related service provider to support individualized education plan mandated counseling services and assessment, not to exceed $52,200 (01.0-65000.0-57602-11900-5850-7440000), effective October 16, 2023 through December 22, 2023 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services The Genesis Group_Ratification.pdf (OF 30,551)

11.h Approval of Agreement with AVI Systems, Inc. for the Board Room Audiovisual Upgrade Project at the District Office (General Fund)

That the Board of Education approve agreements to AVI Systems, Inc. and Zoom Room for the board room audiovisual upgrade project at the District Office, not to exceed $22,645.18, including a 10% contingency amount (01.0-00000.0-00000-77000-6450-7402000; 01.0-00000.0-00000-77000-5840-7402000) (General Fund), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Approval_ Agreement_AVI Systems Zoom Room_Board Room AV Project_110223.pdf (OF 30,552)

11.i Approval of Award of Contract to AMS.NET for Security Cameras at Burbank Adult School (Site Funds)

That the Board of Education approve an award of contract to AMS.NET for security cameras at the Burbank Adult School, not to exceed $36,338.97, including a 10% contingency amount (11.0-63910.0-00000-85000-6249/6440/6449-5330000) (Site

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

AOC_AMS.NET_Security Cameras_ BAS_110223.pdf (OF 30,553)

11.j Acceptance of Notice of Completion, Disney Two-story Ten Classroom Building, Project 2: 21st Century Classroom Installations, Disney Elementary School, Sunrise Telecom (Bond Funds)

That the Board of Education accept the following project as completed: Disney Two-story Ten Classroom Building, Project 2: 21st Century Classroom Installations, Disney Elementary School, by Sunrise Telecom (21.3-00000.0-93000-85000-6249/6449-2010000), PO 22003202, not to exceed $31,923.50 (Bond Funds), as presented.

NOC_Sunrise Telecom_21st Century Classroooms_Disney_110223.pdf (OF 30,554)

11.k Approval of John Burroughs High School Softball (Overnight) Field Trip

That the Board of Education approve the John Burroughs High School Softball (Overnight) Field Trip request to participate in the Laguna Hills High School 2024 Softball Tournament in Laguna Hills, CA. from Thursday, March 7, 2024 through Saturday, March 9, 2024, as presented.

JBHS Girls Softball Overnight Field Trip 11 2 23.pdf (OF 30,555)

11.l Ratification of University Agreement– Cal Lutheran University

That the Board of Education ratify the Student Teaching Agreement between the Burbank Unified School District and Cal Lutheran University to provide educational field experience, effective August 28, 2023 and until terminated in five (5) years (August 28, 2028), and that authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

Ratification- Cal Lutheran University Agreement.pdf (OF 30,556)

11.m Ratification of Professional Agreement with Engie Services U.S.

That the Board of Education approve an agreement between Burbank Unified School District and Engie Services U.S. to maintain the generating facilities, effective August 1, 2023 through July 31, 2028, not to exceed $27,033 for 2023-24, $27,844 for 2024-25, $28,679 for 2025-26, $29,540 for 2026-2027 and $30,426 for 2027-28, (RRM, 01.0-81500.0-00000-85000-6282-7523500), and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

Ratif Engie Renewal 110223.pdf (OF 30,557)

It was moved by Emily Weisberg, and seconded by Armond Aghakhanian, that the Board of Education approve items 11a through 11m as recommended. The motion carried unanimously.

## 12. REQUESTS TO ADDRESS THE BOARD

### 12.a Public Communications on Any Subject Within the Jurisdiction of the School Board

An individual or group representative may address the Board of Education on any subject within its jurisdiction by completing a blue request card. Speakers are requested to state their name prior to speaking to the Board. Not more than three (3) minutes may be allotted to each speaker, except by unanimous consent of the Board of Education. The president of the Board of Education has the discretion to prioritize speakers with precedence given to students and employees. The Superintendent may refer the matter to the proper department for review.

Joel Schlossman, community member, suggested to Member Pontzer Kamkar and President Ferguson that they were incorrect with the last comments that they made about him. He stated that he encourages free speech and individuality.

### 12.b Superintendent's Comments

John Paramo, Superintendent will respond to public comment and will comment on items of interest to the Board of Education and community.

Superintendent Paramo did not wish to respond.

### 12.c Board Members' Comments and Responses

Board Members will respond to public comment and will comment on items of interest to the community.

Member Pontzer Kamkar reviewed her comments from the last meeting and wanted to state the exact quote that Joel Schlossman had said. She read back the quote and stated that others made a violent comment, not him. She quoted him in another meeting and asked that he disagree while not attacking people.

## 13. ADJOURNMENT

The meeting was adjourned at 9:58 p.m. in memory of Cindy Montanez and in celebration of Lidia Rios.

MINUTES APPROVED:

_____
JOHN PARAMO, SUPERINTENDENT
SECRETARY OF THE BOARD

11/7/2024
_____
DATE

_____
ARMOND AGHAKHANIAN, CLERK

**UNADOPTED MINUTES OF THE BOARD OF EDUCATION**
**BURBANK UNIFIED SCHOOL DISTRICT**

**November 16, 2023**

Burbank City Hall
275 E. Olive Avenue
Burbank, California

MEMBERS PRESENT:
Steve Ferguson
Emily Weisberg
Armond Aghakhanian
Charlene Tabet
Abby Pontzer Kamkar

STUDENT BOARD MEMBERS PRESENT:
Isabella Najaryan, Monterey High School
Paris Tesfu, John Burroughs High School
Andranik Bilbulyan, Burbank High School

Also present were John Paramo, Superintendent; Peter Knapik, Assistant Superintendent, Educational Services; Andrew Cantwell, Assistant Superintendent, Administrative Services; Sarah Rudchenko, Assistant Superintendent, Human Resources.

1. CALL TO ORDER

1.a NOTICE TO THE PUBLIC

The District is providing alternatives to in-person attendance for viewing and participating. Any individual or group representative may address the Board of Education on any agenda item or subject within its jurisdiction during one of the three Public Comments sections. Instructions for Virtual Public Speakers Who Wish to Address the Board: 1. Speakers who wish to provide a Public Comment virtually should sign up at this link: https://forms.gle/b7M73hB9bfUyYx3c9 before 3pm on Wednesday, November 15th. Please indicate if your comment pertains to (1) an item on this agenda, or (2) a subject within the jurisdiction of the Board of Education. Closed Session Public Comments must be given in person. 2. The Zoom Webinar will open at 6:30 p.m. Speakers are asked to rename their Zoom profile to indicate their full name to expedite this process. Please note that only those individuals who have signed up to speak prior to 3:00 p.m. on the day before, will be allowed to enter the Zoom Webinar. Speakers will receive an email Wednesday afternoon with the Zoom Webinar login details. 3. When it is time for a speaker to address the Board, the speaker's name will be called and the speaker should activate their microphone and camera. Speakers must be present in the Zoom Webinar when their name is called in order to address the Board. Speakers are also requested to state their name (and their pronouns, if desired) prior to addressing the Board. Please note that the chat function will be disabled. 4. After a speaker completes their public comment, or if the five-minute (5) time limit has been reached, the speaker will be removed from the Zoom Webinar and can continue watching the meeting by streaming it at www.burbankusd.org/boemeetings 5. If you would like to make a Public

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

2. REQUESTS TO ADDRESS THE BOARD

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

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

2.b Staff Responses

2.c Board Members' Responses

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 960016695, 960022536 and 960036851

3.b Conference with Labor Negotiator, Pursuant to Government Code §54957.6

Agency Negotiator: Andrew Cantwell Employee Organization: Burbank Teachers Association (BTA)

3.c Conference with Labor Negotiator, Pursuant to Government Code §54957.6

Agency Negotiator: Andrew Cantwell Employee Organization: California School Employees Association (CSEA) Chapter 674

3.d Public Employee Performance Evaluation Pursuant to Government Code §54957

Title: Superintendent of Schools

4. RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE

The Board reconvened in Public Session at 7:27 p.m. Andre Dionysian, community member, led the Pledge of Allegiance.

***President Ferguson moved to item 6.***

5. REPORTING ON CLOSED SESSION

6. ADJUSTMENTS TO THE AGENDA

No adjustments were made to the Agenda.

7. ITEMS FOR FUTURE AGENDAS

Vice President Weisberg requested that there be a separate meeting on the FMACT report as opposed to an agenda item during a regular Board meeting.

8. PRESENTATIONS / RECOGNITIONS

8.a Presentation on Burbank Arts and Education Foundation (BAEF) Fall Grant Cycle

Sharon Cuseo, Assistant Superintendent, Instructional Services, will introduce Caroline Solberg, Grants and Giving Committee Chair of the Burbank Arts and Education Foundation (BAEF), who will present the outcomes of the Fall Grant Cycle

9. REPORTS FROM THE BOARD

9.a Student Representatives

Isabella Najaryan, Monterey High School; Paris Tesfu, John Burroughs High School, and Andranik Bilbulyan; Burbank High School; will report on activities at their respective schools.

Superintendent Paramo introduced Peter Knapik, who recognized Jonathan Lopez. Thanks to Jonathan, the District will be applying for the Title 6 Indian Education Grant funded by the federal government. Peter Knapik also asked the Los Angeles County Office of Education to share this information with all School Districts in the Los Angeles County, which will allow everyone to have the opportunity to apply. Jonathan Lopez thanked Peter for helping him with getting the grant going. He stated that he hopes to also educate students who are not indigenous. Member Tabet thanked Jonathan for bringing this to the District and asked that he keep the Board updated on this grant. Member Pontzer Kamkar thanked Jonathan for bringing this to the District. Clerk Aghakhanian thanked Jonathan and stated that there is a need for people to learn about the past. Vice President Weisberg echoed what other Board Members stated and noted the importance of his advocacy. President Ferguson thanked Jonathan and asked that there be a meeting about this topic.

10. REQUESTS TO ADDRESS THE BOARD

10.a Public Communications on Agenda Items

An individual or group representative may address the Board of Education on items on the agenda by completing a white request card. Speakers are requested to state their name prior to speaking to the Board. Not more than five (5) minutes may be allotted to each speaker, except by unanimous consent of the Board of Education. The president of the Board of Education has the discretion to prioritize speakers with precedence given to

students and employees. The Superintendent may refer the matter to the proper department for review.

Nick Schultz, community member and Vice Mayor, spoke regarding agenda item 12i and asked why there was a postponement on the meeting. He explained that due to postponements of these meetings, community members have speculated that both institutions cannot or will not work together. He stated that he is invested in a collaborative and supportive relationship with the Board. He explained that the body on the Council is committed to building a honest, open and trusting relationship. He gave a special thank you to President Ferguson and Vice President Weisberg for maintaining an open and honest line of communication with him.

Joan Becker, BUSD employee, expressed her concern regarding how the APEX fundraiser was impacted this year. She stated that this year, APEX videos were not allowed to be shown during instructional time and that students did not engage with the program as much. This created a significant financial impact, which was around $11,000, which caused Miller Elementary to receive $6,000 less in funding. She stated that she does not know why these changes were made to the program, but stated the benefits of it.

Debbie Winstein, BUSD employee, requested that the newly refurbished auditorium at Miller Elementary be named after John and Nancy Ossiff, who have gone above and beyond for the school. She shared his many achievements and the impact that he has made. She shared the support that his wife Nancy Ossiff has provided.

Joel Schlossman, community member, stated that it was improper that President Ferguson went out of order. He expressed that item 12b has the District spending up to $40,000 as an incentive for teachers who are going to retire. He stated that it is wasteful and that $40,000 is a lot of money. He noted that there was no detail on that Board Report.

Lenora Aguilera, BUSD employee, recommended that the Library at Dolores Huerta Middle School be named in honor of Sharon Cuseo. She expressed Sharon's dedication to the District and reiterated the request to name the Dolores Huerta Middle School library after her.

Virtual speaker Vanesa Moran, parent, voiced her concerns on the lack of security measures in the schools. She stated that so far there have been two shooting threats and gave suggestions as to how to increase security.

10.b Superintendent's Comments

John Paramo, Superintendent, will respond to public comment and will comment on items of interest to the Board of Education and community.

John Paramo, Superintendent, thanked Vice Mayor Schultz for his comments and for his outreach. He stated that they will be scheduling a joint meeting and looks forward to working with him, the Council and with City staff soon. He addressed Joan Becker and explained that although he does not have all of the information, he does know that there was a complaint filed with the California Department of Education and that there are some limitation on fundraising during instructional minutes. He stated that he will be working with Peter Knapik to get more information and to see if there is anything that they can do. He addressed Debbie Winstein and Lenora Aguilera and expressed that he could not agree more with them and while there is specific Board policy that needs to be followed, they are enthusiastically going to pursue that. He

addressed Vanesa Moran and stated that her suggestions sound reasonable but that he can't just take a student's backpack and do a check without a reasonable suspicion. He noted that they have worked diligently in the last six months to put a lot of safety measures in place, including dedicating funds for surveillance cameras. He indicated that as a parent, he understands why she is fearful and that he will make sure that she gets a phone call back.

10.c Board Members' Responses

Board Members will respond to public comment and will comment on items of interest to the community.

Member Tabet thanked the speakers for coming. She recognized Nick Schultz and stated that she appreciated his thoughts and opinions. She thanked Debbie Winstein and Lenora Aguilera for their comments and gave them details on the policy for their request.

Member Pontzer Kamkar addressed the comments made by Debbie Winstein and Lenora Aguilera and expressed that it is great to hear the history and connections to the community. She noted that Joan Becker felt that the APEX program was effective and that it was worth looking into. She explained to Vanesa Moran that she has emailed parents about what happened at Luther and that she cannot imagine what that must feel like. She acknowledges her understanding that she wants all students to feel protected. She reinforced that they are unable to do random searches. She shared the details of the events that she attended.

Clerk Aghakhanian thanked the speakers addressing naming the library and auditorium after volunteers and staff. He stated that it speaks volumes about the community and how well they know each other. He expressed that the event he attended was a multicultural event and that it embodied what Burbank is about. He noted that he considers the Council Members his colleagues and speaks to them on a regular basis. He indicated that he wishes that people think before they speak, write or publish things.

Vice President Weisberg thanked all of the speakers and noted that it was Trans Awareness Week. She explained that it was a week of learning from her students. She expressed her appreciation towards Nick Schultz and shared that it was wonderful to see the conversation going on between the Vice Mayor, Board President Ferguson and the Mayor. She thanked Joan Becker for her comments and stated that financial equity is really important and it's something that they are trying to figure out how to do on all of the campuses. She addressed Debbie Winstein and Lenora Aguilera and expressed that the people referenced have had unbelievable contributions to the schools. She asked that Andrew Cantwell address the early retirement item. She shared with Vanesa Moran a few examples of the things that her students have been fearful of with regards towards safety. She encouraged her to reach out to her legislators and ask them to take a stand and support gun control legislations specifically as it relates to semi-automatic weapons. She detailed that there will continue to be a clear backpack rule for high school football games and that there are a lot of behind the scene work that goes on. She thanked everyone for their comments.

President Ferguson addressed Joel Schlossman's comment on the flag salute and stated that it is a constant tool of abuse towards one member of the Board. He thanked Joan Becker and explained that her comments are important and that he will look into the situation. He thanked Debbie Winstein and expressed that he remembers when someone's passion met their purpose. He thanked Lenora Aguilera and indicated that Sharon Cuseo is absolutely worthy of that request. He

addressed Nick Schultz and stated that it is a privilege and an honor to be able to represent the community. He reflected on an event that he experienced and expressed his disappointment with the outcomes of it.

11. REPORTS TO THE BOARD

11.a Update on Fiscal Crisis & Management Assistance Team (FCMAT) Study and Fiscal Services Department Review

Andrew Cantwell, Assistant Superintendent, Administrative Services, will report to the Board of Education on the FCMAT audit and on-going internal audits.

FCMAT Update 111623.pdf (OF 30,558)

11.b Report on Legislative Update

Linda Junge, Assistant Superintendent, Instructional Services and Robyn Anders, Director of Instructional Technology and Accountability will report on new legislation, as presented.

Legislative Update Report 11 16 23.pdf (OF 30,559)

12. NEW AND/OR UNFINISHED BUSINESS

12.a Adoption of Resolution 15 for Exemption to the Separation-From-Service Requirement Pursuant to Section 24214.5 or 26812 of The Education Code for CALSTRs Members

That the Board of Education Adopt the Resolution 15 for Exemption to the Separation-From-Requirement pursuant to Section 24214.5 and 26812 of the Education Code for CALSTRs members, as presented.

Adoption of Resolution 15 Exemption.pdf (OF 30,560)

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

12.b Approval of Early Notification Incentive for any Burbank Teacher Association (BTA) Member Who Chooses to Retire or Separate at the End of the 2023-2024 School Year

That the Board of Education approve the $1,000 Early Notification Incentive for any Burbank Teacher Association (BTA) member who chooses to retire or separate at the end of the 2023-2024 school year by submitting an irrevocable resignation effective on June 30, 2024, not to exceed $40,000 (01.0-67620.0-11100-10000-1110-7559000), as presented.

BAI- Early Notification Incentive .pdf (OF 30,561)

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

12.c Approval of Interagency Participation Agreement with Alliance Schools for Cooperative Insurance Program (ASCIP)

That the Board of Education approve the Interagency Participation Agreement between the Burbank Unified School District and Alliance of Schools for Cooperative Insurance Programs (ASCIP) effective January 2024-January 2025, and shall be effective yearly unless terminated by either party on advance written notice as delineated in the Term of Agreement as presented.

Approval of Interangecy Participation Agreement with Alliance Schools for Cooperative Insurance Program ASCIP.pdf (OF 30,562)

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

12.d Approval of 100% Childcare Fee Reduction for Unduplicated Students Paid by Expanded Learning Opportunities Program for Around the Bell and Boys and Girls Club of Burbank, from November 17, 2023, through June 30, 2024.

That the Board of Education approve the 100% reduction in fees for unduplicated students in the Around the Bell childcare program (no agreement required as this is a District run program) and the Agreement between the Burbank Unified School District Boys and Girls Club of Burbank to provide childcare services at a 100% rate reduction paid by the Expanded Learning Opportunities Program (ELOP), not to exceed $2,500,000.00 (01.0-2600.0-0-00000-27000-5810-7429000), effective November 17, 2023, through June 30, 2024, and that authority to sign this agreement be exercised pursuant to BUSD –AR 3314, as presented.

BGC 100% Contract 2023-24_11 16 23.pdf (OF 30,563)

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.

12.e Ratification of Agreement for Professional Services (Fiscal Services)

That the Board of Education ratify an agreement between Burbank Unified School District and Marysol Correa to provide services reconciling bank statements required for the audit, not to exceed $2,400 (01.0-00000.0-00000-72000-5850-7472000), effective November 6, 2023 through December 31, 2023 and that authority to sign the agreement be exercised pursuant to BUSD AR 3314, as presented.

Professional Agreement M Corea 111623_Redacted.pdf (OF 30,564)

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.

12.f Ratification of Agreement for Professional Services (Fiscal Services)

That the Board of Education ratify an agreement between Burbank Unified School District and Noemi Lokmanian to provide services in Account Receivable, not to exceed $15,960 (01.0-00000.0-00000-72000-5850-7472000), effective November 3, 2023 through January 31, 2024, as presented.

Professional Services N Lokmanian 111623_Redacted.pdf (OF 30,565)

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.

12.g Ratification of Agreement for Professional Services (Fiscal Services)

That the Board of Education ratify an agreement between Burbank Unified School District and Xia Liu to provide services in Accounts Receivable, not to exceed $15,960 (01.0-00000.0-00000-72000-5850-7472000), effective November 3, 2023 through January 31, 2024, as presented.

Professional Services X Liu 111623_Redacted.pdf (OF 30,566)

It was moved by Emily Weisberg, and seconded by Abby Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried 4-0 with the following roll call vote: AYES: Ferguson, Weisberg, Tabet and Pontzer Kamkar. ABSENT: Aghakhanian.

12.h Adoption of Board Policy 6142.4: Service Learning/Community Service Classes

That the Board of Education adopt the proposed revision to Board Policy 6142.4: Service Learning/Community Service Classes, as presented.

Policy_6142.4_Service Learning Community Service Classes.pdf (OF 30,567)

It was moved by Emily Weisberg, and seconded by Abby Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried 4-0 with the following roll call vote: AYES: Ferguson, Weisberg, Tabet and Pontzer Kamkar. ABSENT: Aghakhanian.

12.i Amendment of the 2023-2024 Regular Board of Education Meeting Dates

That the Board of Education amend its regular meeting dates for the 2023-2024 school year and reinstate December 7, 2023 as a regular Board of Education meeting date, as presented.

Amended Approval of Regular Board Meeting Dates 2023-2024.pdf (OF 30,568)

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, as presented.

Gift Report 111623.pdf (OF 30,569)

It was moved by Charlene Tabet, and seconded by Abby Pontzer Kamkar, that the Board of Education approve the item as recommended. The motion carried unanimously.

## 13. CONSENT AGENDA

13.a Approval of Personnel Report Number 23-24-09

That the Board of Education approve Personnel Report number 23-24-09, covering Certificated and Classified personnel, and consisting of Pages 1 to 17 inclusive, as presented.

Personnel Report 23-24-09.pdf (OF 30,570)

13.b Approval of the 2023-2024 Purchase Order Report

That the Board of Education approve purchase orders for 2023-2024 as listed through October 23, 2023, as presented.

2023-2024 PURCHASE ORDER REPORT.pdf (OF 30,571)

13.c 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 111623_Redacted.pdf (OF 30,572)

13.d Ratification of Agreement for Instructional Consultant Services

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

Ratif Inst Consultant 111623_Redacted.pdf (OF 30,573)

13.e Approval of Non-Instructional Consultant Services

That the Board of Education approve 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.

Non Inst Consultant - S Ruiz-Emmons 111623_Redacted.pdf (OF 30,574)

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

That the Board of Education approve an agreement between Burbank Unified School District and Aya Healthcare, Inc. to provide a credentialed special education teacher, not to exceed $88,200 (01.0-65000.0-57601-11804-5810-7440000), effective November 17, 2023 through May 25, 20224 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Aya Healthcare, Inc._Credentialed Teacher BHS.pdf (OF 30,575)

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

That the Board of Education, ratify reimbursement to the parent of Special Education Student 960012169 visit student who attends a Non Public School (NPS), per IEP, not to exceed $6,000, effective October 1, 2023 through June 30, 2024, (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 960012169 Parent Reimbursement_Ratification.pdf (OF 30,576)

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

That the Board of Education ratify an agreement between Burbank Unified School District and Aya Healthcare, Inc. to provide a credentialed special education teacher, not to exceed $96,075 (01.0-65000.0-57601-11804-5810-7440000), effective November 3, 2023 through May 25, 20224 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Aya Healthcare, Inc._Credentialed Teacher Bret Harte.pdf (OF 30,577)

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

That the Board of Education ratify an agreement between the Burbank Unified School District and Jessica Richards, A Licensed Clinical Social Worker Professional Corporation, to provide clinical psychology services for selective mutism for Special Education Student 960025268, not to exceed $6,250 (01.0-65000.0-57602-11900-5850-7440000), effective October 20, 2023 through May 24, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960025268 Jessica Richards_Ratification.pdf (OF 30,578)

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

That the Board of Education approve Final Settlement Agreement for Special Education Student 960016695, total not to exceed $15,850, (01.0-65000.0-50010-36000-5813-7440000), effective October 2, 2023 through February 29, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960016695 Settlement Agreement.docx.pdf (Confidential Exhibit, OF 30,579)

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

That the Board of Education approve Final Settlement Agreement for Special Education Student 960022536, total not to exceed $89,424, (01.0-65000.0-50010-36000-5813-7440000), effective September 1, 2023 through January 31, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960022536 Settlement Agreement.docx.pdf (Confidential Exhibit, OF 30,580)

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

That the Board of Education approve Final Settlement Agreement for Special Education Student 960036851, total not to exceed $29,960, (01.0-65000.0-50010-36000-5813-7440000), effective October 24, 2023 through August 1, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960036851 Settlement Agreement.docx.pdf (Confidential Exhibit, OF 30,581)

13.m 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 related service provider to support individualized education plan mandated speech and language services and assessments, not to exceed $113,680 (01.0-65000.0-57602-11900-5850-7440000), effective November 1, 2023 through May 24, 2024 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Genesis Group_Ratification.pdf (OF 30,582)

13.n Approval Renewal of University Agreement– Mount St. Mary's University

That the Board of Education approve to renew the University Agreement between the Burbank Unified School District and Mount St. Mary's University to provide educational field experience, effective November 17, 2023 and until terminated in one (1) year on November 17, 2024, and that authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

Ratification of University Agreement- Mount St. Mary's University.pdf (OF 30,583)

13.o Ratification of University Agreement– Walden University

That the Board of Education approve the University Agreement between the Burbank Unified School District and Walden University to provide educational field experience, effective November 17, 2023 through until terminated in five (5) years on November 17, 2028, and that authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented

Ratification of University Agreement- Walden University.pdf (OF 30,584)

13.p Approval of Agreement for Professional Services, Actuarial Study (General Fund)

That the Board of Education approve an agreement between Burbank Unified School District and Total Compensation Systems, Inc. to perform an actuarial study, not to exceed $6,400 (01.0-00000.0-00000-72000-5820-7401000) (General Fund), effective December 1, 2023 through December 31, 2025, and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

Professional Services Actuarily Study 111623.pdf (OF 30,585)

13.q Acceptance of Notice of Completion, NJP Sports Inc., Replacement of Foam Baseball Pads, Burbank High School Baseball Field (Safety Credits)

That the Board of Education accept the following as completed: Replacement of Foam Baseball Pads at Burbank High School Baseball Field, PO#24001699, not to exceed $9,300 (01.0-81500-0-00000-85000-6170-752-3200) Safety Credits, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

NOC_NJP Sports_BHS_Safety Credit.pdf (OF 30,586)

13.r Amendment of Agreement for Professional Services, Lozano Smith (General Fund/Bond Fund)

That the Board of Education approve an agreement between the Burbank Unified School District and Lozano Smith, Attorneys at Law, to provide specialized legal services in the area of facilities and construction, effective, July 1, 2023 through June 30, 2024, not to exceed $253,000 (01.0-00000.0-00000-72000-5820-7401000) (General Fund) and (21.0-00000.0-00000-85000-5820-7400000) Bond Fund) and (01.0-65000.0-50010- 21000-5820-7440000) (Special Education Fund), and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

Amended Lozano Smith 111623.pdf (OF 30,587)

13.s Amendment of Agreement for Audit Services, CliftonLarsonAllen

That the Board of Education amend the agreement between Burbank Unified School District and CliftonLarsonAllen (CLA), as the District Auditor for the fiscal year ending June 30, 2023, not to exceed $98,675 (01.0-00000.0-00000-71900-5820-7401000) respectively, plus mileage at the approved IRS rate for the year served, and hourly rates per additional programs, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Amended CLA 111623.pdf (OF 30,588)

It was moved by Emily Weisberg, and seconded by Armond Aghakhanian, that the Board of Education approve items 13a through 13s as recommended. The motion carried unanimously.

## 15) ADJOURNMENT

The meeting was adjourned at 10:37 p.m. in memory of Janet Stearns, Cara Takeuchi, Tommy Sanchez and in celebration to Robert Alcantar.

MINUTES APPROVED:

_____
JOHN PARAMO, SUPERINTENDENT
SECRETARY OF THE BOARD

11/7/2024
_____
DATE

_____
ARMOND AGHAKHANIAN, CLERK

**UNADOPTED MINUTES OF THE BOARD OF EDUCATION**
**BURBANK UNIFIED SCHOOL DISTRICT**

**December 7, 2023**

Burbank City Hall
275 E. Olive Avenue
Burbank, California

MEMBERS PRESENT:
Steve Ferguson
Emily Weisberg
Armond Aghakhanian
Charlene Tabet
Abby Pontzer Kamkar

STUDENT BOARD MEMBERS PRESENT:
None.

STUDENT BOARD MEMBERS ABSENT:
Isabella Najaryan, Monterey High School
Paris Tesfu, John Burroughs High School
Andranik Bilbulyan, Burbank High School

Also present were John Paramo, Superintendent; Sharon Cuseo, Assistant Superintendent, Instructional Services; Peter Knapik, Assistant Superintendent, Educational Services; Sarah Rudchenko, Assistant Superintendent, Human Resources.

1. CALL TO ORDER

1.a NOTICE TO THE PUBLIC

The District is providing alternatives to in-person attendance for viewing and participating. Any individual or group representative may address the Board of Education on any agenda item or subject within its jurisdiction during one of the three Public Comments sections. Instructions for Virtual Public Speakers Who Wish to Address the Board: 1. Speakers who wish to provide a Public Comment virtually should sign up at this link: https://forms.gle/b7M73hB9bfUyYx3c9 before 3pm on Wednesday, December 6th. Please indicate if your comment pertains to (1) an item on this agenda, or (2) a subject within the jurisdiction of the Board of Education. Closed Session Public Comments must be given in person. 2. The Zoom Webinar will open at 6:30 p.m. Speakers are asked to rename their Zoom profile to indicate their full name to expedite this process. Please note that only those individuals who have signed up to speak prior to 3:00 p.m. on the day before, will be allowed to enter the Zoom Webinar. Speakers will receive an email Wednesday afternoon with the Zoom Webinar login details. 3. When it is time for a speaker to address the Board, the speaker's name will be called and the speaker should activate their microphone and camera. Speakers must be present in the Zoom Webinar when their name is called in order to address the Board. Speakers are also requested to state their name (and their pronouns, if desired) prior to addressing the

Board. Please note that the chat function will be disabled. 4. After a speaker completes their public comment, or if the five-minute (5) time limit has been reached, the speaker will be removed from the Zoom Webinar and can continue watching the meeting by streaming it at www.burbankusd.org/boemeetings 5. If you would like to make a Public Comment and require Spanish, Armenian, or ASL translation, please email cindyquiterio@burbankusd.org prior to 3:00 p.m. the day before the meeting to receive a registration link.

2. REQUESTS TO ADDRESS THE BOARD

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

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

2.b Staff Responses

2.c Board Members' Responses

3. CLOSED SESSION

3.a Conference with Labor Negotiator, Pursuant to Government Code §54957.6

Agency Negotiator: Andrew Cantwell Employee Organization: California School Employees Association (CSEA) Chapter 674

3.b Public Employee Performance Evaluation Pursuant to Government Code §54957

Title: Superintendent of Schools

4. RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE

The Board reconvened in Public Session at 7:05 p.m. Sharon Cuseo, Assistant Superintendent, led the Pledge of Allegiance.

5. REPORTING ON CLOSED SESSION

President Ferguson reported that items 3a and 3b were for discussion only with no action taken.

6. ADJUSTMENTS TO THE AGENDA

President Ferguson asked that the Board consolidate the period of public comment into one period of public comment.

7. ITEMS FOR FUTURE AGENDAS

Member Pontzer Kamkar asked to add a Discussion of Governance and Board Retreat.

8. PRESENTATIONS / RECOGNITIONS

8.a Recognition of Burbank Historical Society Essay Award Winners

John Paramo, Superintendent will introduce Armond Aghakhanian, School Board Member, who will recognize Burbank Historical Society Essay Award winners, as presented.

8.b Recognition of Supervisor Kathryn Barger for Sponsorship of LGBTQ+ Supplemental Materials for the Burbank Unified School District **- TABLED**

John Paramo, Superintendent will facilitate the recognition of Supervisor Kathryn Barger for sponsorship of LGBTQ+ supplemental materials to the Burbank Unified School District, as presented.

- **TABLED**

9. REPORTS FROM THE BOARD

9.a Student Representatives

Kayla Cruz reporting for Paris Tesfu; John Burroughs High School will report on activities at her respective school.

10. REQUESTS TO ADDRESS THE BOARD

10.a Public Communications on Agenda Items

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

Nicolai DiDonato, BUSD student, spoke in support of the Community Day School. He recognized the teachers from that school and shared his hope that they could keep their job.

Maureen Garcia Teni, parent, expressed her support to keep the Community Day School. She shared her student's experience and her gratitude towards the school.

Billy Smith, parent, expressed his support for the Community Day School. He shared his student's experience in the school and noted how staff helped her.

Frank Fuentes, BUSD employee, commented on the connections that employees make with students at the Community Day School. He expressed the importance of the school and indicated that the staff creates the culture.

Arlene Legaspi, BUSD employee, spoke in support of the Community Day School. She described the students that she encounters and asked the Board to think of the students when considering their choices.

Michael Beno, BUSD student, commented on how much the teachers at the Community Day School care. He expressed that it would be unfair to close the school over money.

Lilia Paniagua, parent, expressed her student's experience while attending the Community Day School. She shared her gratitude for programs like CDS and for the staff there.

Joel Schlossman, community member, stated that he is being discriminated against. He asked that the Board encourage public participation and include the option of the public comment via phone call. He asked if the Board read item 13a and expressed that there are a lot of bonuses in the contract. He noted the retirement package and benefits. He pointed out that President Ferguson texts during meetings and asked that if it is work related, he is entitled to see them.

Leo Gharepti, former BUSD student, expressed his experience as a student in the Community Day School. He noted that the staff helped him, a student with disabilities, to succeed.

Jackie Baker, parent, stated that she understands that the Board is under legal constraints, but that she would like to know that her feedback matters. She spoke in support of the John Burroughs High School coach.

Barbara Perry, parent, spoke in support of the John Burroughs High School coach. She asked that the Board give examples of what to do in certain situations. She stated that she would like to be part of the solution.

Brianne Schuck, parent, stated that she is concerned that there is a violation of Board Policy against non-married parents in the Around The Bell program. She gave examples of the differences between the treatment of married vs non-married parents. She requested that the Board look into revising the policies in place.

Nicole Drabecki, BUSD employee and BTA President, asked for more information about the two-tier hiring freeze and asked that the Board give specifics as to who falls under tier one and tier two. She expressed her support for employees from the Community Day School.

Isabella Paniagua, former BUSD student, spoke in support of the Community Day School. She shared her experience as a student.

Christopher Rodriguez, former BUSD student, thanked staff at the Community Day School. He spoke in support of the school and shared his experience there.

10.b Superintendent's Comments

John Paramo, Superintendent, will respond to public comment and will comment on items of interest to the Board of Education and community.

Superintendent Paramo apologized to families in the Jewish community for having a meeting during a religious holiday. He apologized to Brianne Schuck for her experience and stated that what transpired was not okay. He gave Nicole Drabecki examples of both tiers within the hiring freeze scope. He stated that the John Burroughs High School coach has touched the hearts of many people and that he is legally entitled to privacy. He expressed that Frank Fuentes has talent in working with kids and that the outcomes he has produced are amazing. He shared that what he wants to accomplish is to do more at the high school levels in order to reimagine how to service students. He explained that there is a decline in enrollment and more space in the schools.

10.c Board Members' Responses

Board Members will respond to public comment and will comment on items of interest to the community.

Member Tabet thanked Superintendent Paramo for his comments. She addressed Brianne Schuck and stated that as a divorced parent, she felt for the situation. She noted that Peter Knapik will take care of the situation. She thanked all of the speakers that came out. She referenced the parents of the John Burroughs High School basketball students and asked Superintendent Paramo to look into why the students were told that their season might be cut short.

Member Pontzer Kamkar thanked Brianne Schuck and stated that she knows that Superintendent Paramo and Peter Knapik will resolve the issue. She thanked Barbara Perry and Jackie Baker for their comments and noted that she could tell that the coach was really special. She expressed that there is a special place in her heart for the Community Day School and that they are looking for how to move forward while looking at their current constraints.

Clerk Aghakhanian spoke to parents and students about their concerns and success stories at the Community Day School. He expressed that students are the first priority. He explained that fundraising is important and that there are legal ramifications for making mistakes. He noted that it gets complicated but at the end, it is about students.

Vice President Weisberg expressed that she is happy to be at the meeting even on the first night of Hanukah. She thanked Nicole Drabecki and expressed her gratitude towards her hard work and continued activism. She stated that the Board will look into the comments made by Brianne Schuck and asked staff for a report back as soon as possible. She thanked the parents who spoke about the John Burroughs High School coach and thanked the students and parents who reached out to her. She thanked the parents and students of the Community Day School. She expressed her excitement for the students who have been successful.

President Ferguson acknowledged his challenges while attending District schools. He noted that he would have done better had he attended the Community Day School. He expressed the

reluctancy of the Board as to potentially close the school. He addressed Frank Fuentes and stated that this is not about him but it is about getting students to cross the finish line. He referenced the comments made by Brianne Schuck and stated that Superintendent Paramo will be addressing that issue as soon as possible. He explained that fundraising has a lot of rules and that there should just be one person in charge of fundraising. He stated that the rules are on the website.

Superintendent Paramo asked to adjourn the meeting in memory of Walter Collier.

President Ferguson agreed to adjourn the meeting in memory of Walter Collier.

11. REPORTS TO THE BOARD

11.a Report on Math Collaborative with California Education Partners

Robyn Anders, Director of Instructional Technology & Accountability, Instructional Services, will present to the Board of Education on BUSD Math Collaborative with California Education Partners, as presented.

Board Report on BUSD Math Collaborative with California Education Partners 12-7-23.pdf (OF 30,589)

***President Ferguson moved to item 12a.***

11.b Three Month Enrollment Report 2023-24

Stacy Cashman, Director, Student Services, will report on the District's current enrollment numbers as presented.

Three Month Enrollment Report 23-24.pdf (OF 30,590)

11.c National Student Clearinghouse Data

Sharon Cuseo, Assistant Superintendent of Instructional Services, will report on the National Student Clearinghouse Data for Burbank Unified School District Graduates, as presented.

National Student Clearinghouse_120723.pdf (OF 30,591)

12. PUBLIC HEARING - Approximately 10:36 p.m.

12.a Public Disclosure of the 2023-2024 Negotiated Amendment to the Agreement and Memorandums of Understanding between Burbank Unified School District and the Burbank Teachers Association (BTA), in Accordance with AB 1200 (Chapter 1213/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5

The Board of Education will hold a Public Hearing, in compliance with provisions of AB1200 (Chapter 1213/Statutes 1994), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5 to allow the public an opportunity to comment regarding the negotiated Amendment to

the current Agreement and Memorandums of Understanding between the Burbank Unified School District and the Burbank Teachers Association (BTA), as presented.

AB1200 BTA Public Hearing 120723.pdf (OF 30,592)

***President Ferguson moved to item 11c, then moved to item 11b.***

13. NEW AND/OR UNFINISHED BUSINESS

13.a Approval of the 2023-2024 Negotiated Amendment to the Agreement and Memorandums of Understanding between Burbank Unified School District and the Burbank Teachers Association (BTA), in Accordance with AB 1200 (Chapter 1213/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5

That the Board of The Board of Education approve the negotiated Amendment to the current Agreement and Memorandums of Understanding between the Burbank Unified School District and the Burbank Teachers Association (BTA), in Accordance with AB1200 (Chapter 1213/Statutes 1994), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5, as presented.

AB1200 BTA Approval 120723.pdf (OF 30,593)

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

13.b Approval of the Two-Tiered Hiring Freeze for Classified, Certificated and Management Positions

That the Board of Education approve the two-tiered hiring freeze for classified, certificated and management positions effective December 8, 2023, as presented.

Approval of Two-Tiered Hiring Freeze for Classified, Certificated and Management Positions.pdf (OF 30,594)

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

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

That the Board of Education approve an agreement between Burbank Unified School District and Jeff Marderosian to provide services as an Attorney at Law, not to exceed $20,000.00 (01.0-00000.0-00000-72000-5850-755200), effective December 8, 2023 through June 30, 2024 and that authority to sign the agreement be exercised pursuant to BUSD ATR 3314, as presented.

Approval Agreement for Professional Services- Jeff Marderosian.pdf (OF 30,595)

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 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 120723.pdf (OF 30,596)

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

## 14. CONSENT AGENDA

14.a Approval of Personnel Report Number 23-24-10

That the Board of Education approve Personnel Report number 23-24-10, covering Certificated and Classified personnel, and consisting of Pages 1 to 17 inclusive, as presented.

Personnel Report 23-24-10.pdf (OF 30,597)

14.b 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 Aequor Healthcare Services, LLC, Ascend Rehab Services and Behavioral Intervention Specialists of LA, LLC effective July 1, 2023 through June 30, 2024 (01.0-65000.0-57500- 11800-5810-7440000, 01.0-65000.0-57500-11804-5810-7440000, 01.0-65120.0-57500-11800-5110-7440000, 01.0-65120.0-57500-11800-5810-7440000, 01.0-33270.0-57500-11800-5810-7440000, 01.0-33270.0-57500-11800-5110-7440000, 01.0-65000.0-57500-11801-5810-7440000), and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented. Note: The original Master Contract for Nonpublic, Nonsectarian Schools and Agencies, effective July 1, 2023 through June 30, 2024, was approved by the Board of Education June 1, 2023.

SPED Professional Services Master Contract_Amendment.pdf (OF 30,598)

14.c Amendment of Agreement for Professional Services (Special Education)

That the Board of Education amend an agreement between the Burbank Unified School District and American Language Services, to provide interpreting and translation for Burbank students, not to exceed $120,000 (01.0-65000.0-57602-11901-5850-7440000), effective October 1, 2023 through June 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original agreement was approved on October 19, 2023 in the amount of $20,000. This amendment adds an additional $100,000 to increase the total not to exceed $120,000.

SPED Professional Services American Language Services_Amendment.pdf (OF 30,599)

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

That the Board of Education ratify an agreement between Burbank Unified School District and Behavioral Intervention Specialists of LA, LLC, to provide a speech and language pathologist assistant, not to exceed $76,160 (01.0-65000.0-57602-11901-5850-7440000), effective November 20, 2023 through May 24, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Behavioral Intervention Specialists_SLPA_Ratification.pdf (OF 30,600)

14.e Amendment of Agreement for Professional Services (Special Education)

That the Board of Education amend an agreement between Burbank Unified School District and The Genesis Group Inc., to provide a related service provider to support individualized education plan mandated counseling services and assessment, not to exceed $157,760 (01.0-65000.0-57602-11900-5850-7440000), effective October 16, 2023 through May 24, 2024 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original approval date was November 2, 2023 for a total not to exceed $52,200. This amendment extends the end date from December 22, 2023 to May 24, 2024 with an increase of $105,560. The new not to exceed amount is $157,760.

SPED Professional Services The Genesis Group_Amendment.pdf (OF 30,601)

14.f Ratification of Agreement for Instructional Consultant Services

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

Ratif Inst Consultant 120723_Redacted.pdf (OF 30,602)

14.g Ratification of University Agreement– California State University Northridge

That the Board of Education to ratify the University Agreement between the Burbank Unified School District and California State University, Northridge, to provide educational field experience, effective November 7, 2023 and until terminated in five (5) years on November 7, 2028, and that authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

Ratification of University Agreement- California State University Northridge.pdf (OF 30,603)

14.h Ratification of University Agreement– Tufts University

That the Board of Education to ratify the University Agreement between the Burbank Unified School District and Tufts University to provide educational field experience,

effective June 1, 2023 and until terminated in five (5) years on June 1, 2028, and that authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

Ratification of Univesity Agreement-Tufts.pdf (OF 30,604)

14.i Ratification of University Agreement– National University **- TABLED**

That the Board of Education to ratify the University Agreement between the Burbank Unified School District and National University to provide educational field experience, effective July 24, 2023 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

Ratification of University Agreement- National University.pdf **- TABLED**

14.j Amended Agreement for Professional Services (Human Resources)

That the Board of Education amend 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 $50,000 (01.0-00000.0-72000-5850-7552000), effective retroactive to July 1, 2023 through June 30, 2024 and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented

Amended agreement for Professional Services- Sign Up LLC.pdf (OF 30,605)

14.k Ratification of Award of Contract, ATI Restoration LLC, Restoration Services from Flood Damage, District Service Center (General Fund)

That the Board of Education ratify an award of contract between Burbank Unified School District and ATI Restoration LLC for Restoration Services from Flood Damage, effective October 9, 2023 to October 8, 2024, not to exceed $41,419.00 (01.0-00000.0-00000-85000-6103-740-2000) and $171,375.00 (01.0-00000.0-00000-85000-6230-740-2000) General Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Ratif_ATI_DSC_General.pdf (OF 30,606)

14.l Approval of Professional Agreement with Food Safety Systems

That the Board of Education approve the agreement between Burbank Unified School District and Food Safety Systems, effective January 1, 2024, not to exceed $52,150 (13.0-53200.0-00000-37000-5850-9000000), and that authority to sign the agreements be exercised pursuant to BUSD-AR 3314, as presented.

Food Safety Systems 120723.pdf (OF 30,607)

It was moved by Emily Weisberg, and seconded by Armond Aghakhanian, that the Board of Education approve items 14a through 14h and 14j through 14l as recommended. The motion carried unanimously.

15. REQUESTS TO ADDRESS THE BOARD

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

An individual or group representative may address the Board of Education on any subject within its jurisdiction by completing a blue request card. Speakers are requested to state their name prior to speaking to the Board. Not more than three (3) minutes may be allotted to each speaker, except by unanimous consent of the Board of Education. The president of the Board of Education has the discretion to prioritize speakers with precedence given to students and employees. The Superintendent may refer the matter to the proper department for review.

15.b Superintendent's Comments

John Paramo, Superintendent will respond to public comment and will comment on items of interest to the Board of Education and community.

15.c Superintendent's Comments

John Paramo, Superintendent will respond to public comment and will comment on items of interest to the Board of Education and community.

16. ADJOURNMENT

The meeting was adjourned at 11:16 p.m. in memory of Walter Collier and in celebration of Sharon Cuseo and Laurie Harmon.

MINUTES APPROVED:

_____
JOHN PARAMO, SUPERINTENDENT
SECRETARY OF THE BOARD

11/7/2024
_____
DATE

_____
ARMOND AGHAKHANIAN, CLERK

**UNADOPTED MINUTES OF THE BOARD OF EDUCATION**
**BURBANK UNIFIED SCHOOL DISTRICT**

**December 14, 2023**

District Office Boardroom
1900 W. Olive Avenue
Burbank, California, 91506

MEMBERS PRESENT:
Steve Ferguson (Arrived at 6:07 p.m.)
Emily Weisberg
Armond Aghakhanian
Abby Pontzer Kamkar

MEMBERS ABSENT:
Charlene Tabet

Also present was John Paramo, Superintendent; Andrew Cantwell, Assistant Superintendent, Administrative Services.

## 1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

### 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. “We acknowledge the traditional, ancestral, unceded territory of the Chumash, Tongva, Fernandeño Tataviam, and First Nations on which we are learning, educating, and living.” 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/VpsSRS57g8AW6wtQ9 before 3pm on Wednesday, December 13th. Please indicate if your comment pertains to (1) an item on this agenda, or (2) a subject within the jurisdiction of the Board of Education. Closed Session Public Comments must be given in person. 2. The Zoom Webinar will open at 6:30 p.m. Speakers are asked to rename their Zoom profile to indicate their full name to expedite this process. Please note that only those individuals who have signed up to speak prior to 3:00 p.m. on the day before, will be allowed to enter the Zoom Webinar. Speakers will receive an email Wednesday afternoon with the Zoom Webinar login details. 3. When it is time for a speaker to address the Board, the speaker’s name will be called and the speaker should activate their microphone and camera. Speakers must be present in the Zoom Webinar when their name is called in order to address the Board. Speakers are also requested to state their name (and their pronouns, if desired) prior to addressing the Board. Please note that the chat function will be disabled. 4. After a speaker completes their public comment, or if the five-minute (5) time limit has been reached, the speaker will be removed from the Zoom Webinar and can continue watching the meeting by streaming it at www.burbankusd.org/boemeetings 5. If you would like to make a Public

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

The Board reconvened in Public Session at 6:01 p.m. Ms. Etterbeek led the Pledge of Allegiance.

## 2. REQUESTS TO ADDRESS THE BOARD

### 2.a Public Communications on Agenda Items

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

Joel Schlossman, community member, spoke in regard of Vice President Weisberg not standing for the flag salute. He addressed item 3a and asked why there is not more money allocated for the schools. He stated that some items in that report are not at the upmost importance.

Nicole Drabecki, BUSD employee, commented on the reduction of force mentioned in item 3b and stated that BTA plans to bargain the impacts and effects of any reductions. She stated that they also need to get a final answer on the retirement incentives. She explained why a parcel tax is important and how it affects the District.

### 2.b Superintendent's Comments

John Paramo, Superintendent, will respond to public comment and will comment on items of interest to the Board of Education and community.

Superintendent Paramo addressed Joel Schlossman and stated that he agrees that he would like to allocate more money for maintenance and repair. He explained that it is the situation that they are in and that they would talk about it more as they go through the reports. He expressed his gratitude towards Nicole Drabecki for problem solving and working with him during this time. He noted that declining enrollment is the main reason why they are having to reduce staff.

### 2.c Board Members' Responses

Board Members will respond to public comment and will comment on items of interest to the community.

Vice President Weisberg thanked Nicole Drabecki for always answering her questions. She echoed what Superintendent Paramo stated and expressed how important it is that she fights for her members. She recognized the continued partnership that she has with her members and with staff. She addressed Joel Schlossman and reiterated her beliefs on why she does not stand for the flag salute. She stated that especially today, on the 11th anniversary of Sandy Hook, it is a reminder of our Country not standing for our students and teachers. She would like to challenge our elected officials to do something and stated that there is no reason to have weapons of war at

home. She apologized to Ms. Rodriguez Avila and Ms. Fields in the Child Development department for not differentiating her frustration with Board Policy and the two employees who have been through a tough situation.

Clerk Aghakhanian shared that people have to know how the District is funded. He explained that families are dwindling and that it affects us. He asked that listeners talk to their elected officials about their concerns.

President Ferguson thanked Nicole Drabecki for her leadership and support in this moment. He stated that the enrollment numbers are sobering and that it important to preserve the neighborhoods that they can. He expressed his respect for people's views and recognized Vice President Weisberg for her leadership in her beliefs. He stated that it was time to propose another Resolution for gun control.

3. NEW AND/OR UNFINISHED BUSINESS

3.a Approval of First Interim Report for 2023-24 Fiscal Year

That the Board of Education approve a positive certification of the First Interim Report for the 2023-24 fiscal year, as presented.

First Interim 2023-24 121423.pdf (OF 30,608)

It was moved by Armond Aghakhanian, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried 4-0 with the following roll call vote: AYES: Ferguson, Weisberg, Aghakhanian and Pontzer Kamkar. ABSENT: Tabet.

3.b Approval of the Fiscal Stabilization Plan Required by Los Angeles County Office of Education (LACOE) Based on the Adopted Budget

That the Board of Education approve the Fiscal Stabilization Plan, as presented.

Fiscal Stabilization Plan 121423.pdf (OF 30,609)

It was moved by Armond Aghakhanian, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried 4-0 with the following roll call vote: AYES: Ferguson, Weisberg, Aghakhanian and Pontzer Kamkar. ABSENT: Tabet.

3.c Approval of the Memorandum of Understanding with the Burbank Unified School District and the Burbank Arts and Education Foundation

That the Board of Education approve the Memorandum of Understanding between the Burbank Unified School District and the Burbank Arts and Education Foundation, as presented.

Master Agreement - BAEF.pdf (OF 30,610)

It was moved by Steve Ferguson, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried 4-0 with the following roll call vote: AYES: Ferguson, Weisberg, Aghakhanian and Pontzer Kamkar. ABSENT: Tabet.

## 4. CONSENT AGENDA

4.a Approval of Award of Contract to AMS.NET for Video Surveillance System at John Burroughs High School (Site and District Funds)

That the Board of Education approve an award of contract to AMS.NET for a video surveillance system at John Burroughs High School, not to exceed $241,500.37, including a 10% contingency amount (01.0-00000.0-00000-85000-6249/6440/6449-4321000) (Site Funds), with the remainder paid with District safety credits, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Approval_AOC_AMS.NET_Camera System_ JBHS_121423.pdf (OF 30,611)

4.b Approval of Award of Contract to AMS.NET for Video Surveillance System at Burbank High School

That the Board of Education approve an award of contract to AMS.NET for video surveillance system at Burbank High School, not to exceed $9,295.51, including a 10% contingency amount (0.10-00000.0-00000-77000-6249/6440/6449-4313200), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Approval_AOC_AMS.NET_Camera System_ BHS_121423.pdf (OF 30,612)

It was moved by Emily Weisberg, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried 4-0 with the following roll call vote: AYES: Ferguson, Weisberg, Aghakhanian and Pontzer Kamkar. ABSENT: Tabet.

## 5. REQUESTS TO ADDRESS THE BOARD

### 5.a Public Communications on Any Subject Within the Jurisdiction of the School Board

An individual or group representative may address the Board of Education on any subject within its jurisdiction by completing a blue request card. Speakers are requested to state their name prior to speaking to the Board. Not more than three (3) minutes may be allotted to each speaker, except by unanimous consent of the Board of Education. The president of the Board of Education has the discretion to prioritize speakers with precedence given to students and employees. The Superintendent may refer the matter to the proper department for review.

Joel Schlossman, community member, stated that he felt discriminated against when asking if the public comment portions of the meeting could be combined and Vice President Weisberg declined and stated that she would follow the rules. He reiterated Vice President Weisberg's comments and asked if semi-automatic weapons are not okay, will revolvers be okay? He stated that her comments chip away at the second amendment.

Jessica O'Keefe, community member, read a few statements sent to her from parents and staff in regards to funding and staff cuts. President Ferguson asked if Jessica could send the Board the comments that she had for this topic so that they could review them.

Josh Nothom, BUSD employee, addressed item 3b and explained his tasks as a teacher and the importance of them. He asked the Board to reconsider eliminating his position.

Oona Fontanella Nothom, parent, expressed her concerns about the budget cuts and the impacts that it will have on students, families, teachers and staff. She recognized the stress levels that teachers endure on a daily basis. She stated that she worries about the priorities of the District.

Nicole Drabecki, BUSD employee, thanked the staff who spoke about their position. She pointed out that she spoke to Sarah Rudchenko and they would both want to have solutions on student attendance issues.

5.b Superintendent's Comments

John Paramo, Superintendent will respond to public comment and will comment on items of interest to the Board of Education and community.

Superintendent Paramo explained that he would like to address the chronic absenteeism issue. He noted that it was a California issue and an important discussion to have. He agreed that the budget cuts are not good and not in the position he wants to be in. He explained that they are hurtful and that they affect people. He stated that there were not as many students as projected and that was the reason that they are having to adjust. He reminded staff that he is trying to remain transparent about the tough decisions being made.

5.c Board Members' Comments and Responses

Board Members will respond to public comment and will comment on items of interest to the community.

Member Pontzer Kamkar thanked Superintendent Paramo for his comments. She agreed with Nicole Drabecki and stated that there is work to do with parents and PTA members with regards to attendance concerns. She expressed to staff that these are not choices that Superintendent Paramo wants to be making. She addressed Joel Schlossman and explained that the text that she sent President Ferguson was a simple joke.

Vice President Weisberg clarified that some eliminations in the proposed budget are being allocated differently. She apologized for the time mix-up with regards to public comment. She explained that there is pressure being put on teachers and that it directly affects students. She stated that she is looking into the research for attendance issues.

Clerk Aghakhanian stated that the budget cuts are unpredictable. He explained that it is important to go back to who actually makes the decisions and it is the state. He insisted that people move to Burbank for the schools.

President Ferguson thanked Member Pontzer Kamkar for bringing up the text message shared between them. He stated that he will reach out to Oona Fontanella Nothom to follow up with questions that he may have.

## 6. ADJOURNMENT

The meeting was adjourned at 8:03 p.m.

MINUTES APPROVED:

_____
JOHN PARAMO, SUPERINTENDENT
SECRETARY OF THE BOARD

11/7/2024
_____
DATE

_____
ARMOND AGHAKHANIAN, CLERK

**UNADOPTED MINUTES OF THE BOARD OF EDUCATION**
**BURBANK UNIFIED SCHOOL DISTRICT**

**December 21, 2023**

Burbank City Hall
275 E. Olive Avenue
Burbank, California

MEMBERS PRESENT:
Steve Ferguson
Emily Weisberg
Armond Aghakhanian
Abby Pontzer Kamkar
Charlene Tabet

STUDENT BOARD MEMBERS PRESENT:
Paris Tesfu, John Burroughs High School
Andranik Bilbulyan, Burbank High School

STUDENT BOARD MEMBERS ABSENT:
Isabella Najaryan, Monterey High School

Also present were John Paramo, Superintendent; Sharon Cuseo, Assistant Superintendent, Instructional Services; Andrew Cantwell, Assistant Superintendent, Administrative Services; Sarah Rudchenko, Assistant Superintendent, Human Resources.

## 1. CALL TO ORDER

### 1.a NOTICE TO THE PUBLIC

The District is providing alternatives to in-person attendance for viewing and participating. Any individual or group representative may address the Board of Education on any agenda item or subject within its jurisdiction during one of the three Public Comments sections. Instructions for Virtual Public Speakers Who Wish to Address the Board: 1. Speakers who wish to provide a Public Comment virtually should sign up at this link: https://forms.gle/b7M73hB9bfUyYx3c9 before 3pm on Wednesday, December 20th. Please indicate if your comment pertains to (1) an item on this agenda, or (2) a subject within the jurisdiction of the Board of Education. Closed Session Public Comments must be given in person. 2. The Zoom Webinar will open at 6:30 p.m. Speakers are asked to rename their Zoom profile to indicate their full name to expedite this process. Please note that only those individuals who have signed up to speak prior to 3:00 p.m. on the day before, will be allowed to enter the Zoom Webinar. Speakers will receive an email Wednesday afternoon with the Zoom Webinar login details. 3. When it is time for a speaker to address the Board, the speaker's name will be called and the speaker should activate their microphone and camera. Speakers must be present in the Zoom Webinar when their name is called in order to address the Board. Speakers are also requested to state their name (and their pronouns, if desired) prior to addressing the Board. Please note that the chat function will be disabled. 4. After a speaker completes their public comment, or if the five-minute (5) time limit has been reached, the speaker

will be removed from the Zoom Webinar and can continue watching the meeting by streaming it at www.burbankusd.org/boemeetings 5. If you would like to make a Public Comment and require Spanish, Armenian, or ASL translation, please email cindyquiterio@burbankusd.org prior to 3:00 p.m. the day before the meeting to receive a registration link.

## 2. REQUESTS TO ADDRESS THE BOARD

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

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

2.b Staff Responses

2.c Board Members' Responses

## 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 Student 960036756

3.b Conference with Labor Negotiator, Pursuant to Government Code §54957.6

Agency Negotiator: Andrew Cantwell Employee Organization: California School Employees Association (CSEA) Chapter 674

3.c Conference with Legal Counsel - Existing Litigation Pursuant to Government Code §54956.9 (b)(1)

3.d Public Employee Performance Evaluation Pursuant to Government Code §54957

Title: Superintendent of Schools

## 4. RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE

The Board reconvened in Public Session at 7:03 p.m. Sharon Cuseo, BUSD staff, led the Pledge of Allegiance.

## 5. REPORTING ON CLOSED SESSION

President Ferguson reported that items 3a through 3d were for discussion only with no action taken.

## 6. ADJUSTMENTS TO THE AGENDA

President Ferguson received the request from staff to remove item 14e. He noted that items 14 b and e along with items 15 r through t will be tabled.

## 7. ITEMS FOR FUTURE AGENDAS

Vice President Weisberg asked to add changes to the structure of Board Agendas to make it more expedient and conducive to public comment participation.

President Ferguson reported back on evaluations on District Administrators and Administrators in general. He stated that it is important to understand what our evaluation process looks like. He explained that it is important to evaluate people effectively due to potential lawsuits.

## 8. PRESENTATIONS / RECOGNITIONS

### 8.a Commendatory Resolution

That the Board of Education adopt a Commendatory Resolution for Sharon Cuseo, Assistant Superintendent of Instructional Services, in appreciation of her service to the students and employees of the Burbank Unified School District, as presented.

### 8.b Holiday Music Presentation

Members of the Burbank High School vocal music group In Sync, under the direction of Brett Carroll, will perform a selection of holiday music.

## 9. PUBLIC COMMUNICATION ON THE ANNUAL ORGANIZATION OF THE BOARD AND ELECTION OF OFFICERS

Joel Schlossman, community member, referenced comments made by President Ferguson, Vice President Weisberg and Member Pontzer Kamkar. He stated that he will not be honoring any stop to recognizing Vice President Weisberg's request to not stand for the flag. He stated that he could think of a lot of ways that collaboration with the City would help the District.

## 10. ANNUAL ORGANIZATION OF THE BOARD

### 10.c Remarks from Incoming Board of Education President

### 10.a Remarks from Outgoing Board of Education President

### 10.b Election of Officers

Steve Ferguson, President, Board of Education, will conduct the election of officers for a one-year term beginning December 2023 and ending December 2024. 1. President 2. Vice President 3. Clerk

11. REPORTS FROM THE BOARD

11.a Student Representatives

Isabella Najaryan; Monterey High School, Paris Tesfu; John Burroughs High School, and Andranik Bilbulyan; Burbank High School, will report on activities at their respective schools.

12. REQUESTS TO ADDRESS THE BOARD

12.a Public Communications on Agenda Items

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

12.b Superintendent's Comments

John Paramo, Superintendent, will respond to public comment and will comment on items of interest to the Board of Education and community.

Superintendent Paramo

12.c Board Members' Responses

Board Members will respond to public comment and will comment on items of interest to the community.

13. REPORTS TO THE BOARD

13.a Report on Burbank Adult School

Juan Noguera, Director, Burbank Adult School, will report to the Board of Education on Burbank Adult School, as presented

Report on BAS 12 21 23.pdf

14. NEW AND/OR UNFINISHED BUSINESS

14.a Approval of Board Representation on District and Community Committees/Groups for 2024

The President of the Board of Education recommends that the Members of the Board determine and approve the list of Board Representation on Committees/Groups for 2024, as presented

Representation of Committees .pdf

14.b Approval of Agreement for Professional Services (Instructional Services) **- TABLED**

That the Board of Education approve an agreement between Burbank Unified School District and Kent Stout to provide support as an Administrator Substitute, not to exceed $49,746 (01.0-00000.0-00000-27000-1360-3202000), effective December 22, 2023 through May 24, 2024, as presented.

Kent Stout Professional Services Inst 122123_Redacted.pdf **- TABLED**

14.c Formation of Facilities Naming Committees

That the Board of Education direct District staff to form two Facilities Naming Committees, one for Huerta Middle School and one for Miller Elementary School to consider each of these requests in accordance with BP 7310: Naming of Facility, which accompanies this request and the draft application form for the Board's review and approval, as presented.

Facilities Naming Committees Huerta Library and Miller Auditorium.pdf

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

14.d Approval of Release of Teachers on Temporary Contract

That the Board of Education approve the release of all teachers on temporary contract for the 2023-2024 school year, as presented.

Approval of Release of Teachers on Temporary Contract.pdf

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

14.e Approval of School Sites' 2023-2024 School Plans for Student Achievement **- TABLED**

That the Board of Education approve the school sites' 2023-2024 School Plans for Student Achievement, as presented.

School Single Plans 2023-24 12.21.23.pdf **- TABLED**

14.f Approval of Agreement with Burbank Community YMCA for Expanded Learning Programs

That the Board of Education approve the Agreement between the Burbank Unified School District and Burbank Community YMCA, to provide services for the 2023 – 2024 Expanded Learning Programs, not to exceed $721,116. $611,116 from 01.0-26000.0-11100-10012-5810-5480000 from the fiscal year 2023-2024; and $110,000 - 01.0-26000.0-11100-10000-5110-5480000 from the fiscal year 2023-2024 effective December 22, 2023, through July 31, 2024, and that authority to sign this agreement be exercised pursuant to BUSD-AR 3314, as presented.

YMCA ELOP Programs 12 21 23.pdf

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

14.g First Reading of Proposed Policy 6145.5 Student Organizations and Equal Access

Peter Knapik, Assistant Superintendent, Educational Services, will facilitate the Board's first reading of the proposed revision to Board Policy 6145.5 Student Organizations and Equal Access, as presented.

Board Item 6145.5 Student Organizations and Equal Access.pdf

Charlene Tabet brought up this was a first reading and therefore didn't need a motion or vote. Motion and vote will take place at the second reading.

A discussion took place amongst Boad members as well as questions towards the Board Policy

14.h Approval of Minimum Wage Increase

That the Board of Education approve the minimum wage increase to $16.00 per hour, as mandated by the State of California, Effective January 1, 2024, as presented.

Approval of Minimum Wage Increase.pdf

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

14.i 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 122123.pdf

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

15. CONSENT AGENDA

15.a Approval of Personnel Report Number 23-24-11

That the Board of Education approve Personnel Report number 23-24-11, covering Certificated and Classified personnel, and consisting of Pages 1 to 31 inclusive, as presented.

Personnel Report 23-24-11.pdf

15.b Approval of the 2023-2024 Purchase Order Report

That the Board of Education approve purchase orders for 2023-2024 as listed through November 27, 2023, as presented.

2023-2024 PURCHASE ORDER REPORT.pdf

15.c 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 122123_Redacted.pdf

15.d Ratification of Agreement for Instructional Consultant Services

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

Ratif Inst Consultants 122123.pdf

15.e Amendment of 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 960035361, (01.0-65000.0-57602-11900-5850-7440000), effective November 18, 2022 through June 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960035361 Professional Tutors_Amendment.pdf

15.f Ratification of Agreement for Professional Services (Special Education)

That the Board of Education ratify an agreement between Burbank Unified School District and EdTheory, LLC, to provide two credentialed special education teachers, not to exceed $146,076 (01.0-65000.0-57601-11804-5810-7440000), effective November 27, 2023 through May 23, 20224 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services EdTheory_Ratification.pdf

15.g Approval of Agreement for Professional Services (Special Education)

That the Board of Education approve an agreement between the Burbank Unified School District and Schloyer Educational Audiology Associates, to provide a comprehensive auditory processing assessment, not to exceed $3,500 (01.0-65000.0-57602-11900-5850-744000) for special education student 960022536, effective December 22, 2023 through May 23, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960022536 Schloyer Educational Audiology.pdf

15.h Amendment of Agreement for Professional Services (Special Education)

That the Board of Education amend an agreement between Burbank Unified School District and Gary D Stromberg & Associates, LLC, to provide a Certified Occupational Therapist Assistant (COTA), not to exceed $56,929 (01.0-65000.0-57602-11901-5850-7440000), effective June 5, 2023 through December 22, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original approval date was June 1, 2023 for a total not to exceed $56,225. Due to rate changes as of July 1, 2023, the second amendment increased the total by $704 for a total not to exceed $56,929. This amendment extends the date from December 22, 2023 to May 24, 2024 and it adds an additional $48,048 for a total not to exceed $104,977.

SPED Professional Services Gary Stromberg COTA_Amendment.pdf

15.i Amended Agreement for Professional Services (Special Education)

That the Board of Education amend an agreement between the Burbank Unified School District and SpedEx Consulting, to provide support to the Director of Special Education and provide a school psychologist, not to exceed $100,000 (01.0-65000.0-57602-11900-5850-7440000), effective July 20, 2023 through June 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services SpedEx_Amendment.pdf

15.j 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, Ph.D., to provide a Psychoeducational IEE and Speech and Language IEE, not to exceed $10,200 (01.0-65000.0-57602-11900-5850-744000) for special education student 960023803, effective December 22, 2023 through May 23, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960023803 Karent Epport.pdf

15.k Approval of Reimbursement to Parent for Transportation (Special Education)

That the Board of Education, approve reimbursement to the parent of Special Education Student 960021110 visit student who attends a Non Public School (NPS), per IEP, not to exceed $6,000, effective December 22, 2023 through June 30, 2024, (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 960021110_Parent Reimbursement_Ratified.docx.pdf

15.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 Tiny Hands Therapy LLC and Promise ABA LLC, effective July 1, 2023 through June 30, 2024 (01.0-65000.0-57500- 11800-5810-7440000, 01.0-65000.0-57500-11804-5810-7440000, 01.0-65120.0-57500-11800-5110-7440000, 01.0-65120.0-57500-11800-5810-7440000, 01.0-33270.0-57500-11800-5810-7440000, 01.0-33270.0-57500-11800-5110-7440000, 01.0-65000.0-57500-11801-5810-7440000), and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented. Note: The original Master Contract for Nonpublic, Nonsectarian Schools and Agencies, effective July 1, 2023 through June 30, 2024, was approved by the Board of Education June 1, 2023.

SPED Master Contract Amendment.docx.pdf

15.m Approval of Award of Contract, Time and Alarm Systems, Furnish and Replace Fire Devices and Fire Panel, Thomas Edison Elementary (Routine Restricted Maintenance)

That the Board of Education approve the contract between Burbank Unified School District and Time and Alarm Systems to Furnish and Replace Fire Devices and Fire Panel at Thomas Edison Elementary School, effective December 21, 2023 through December 21, 2024, not to exceed $49,401.49 (01.0-81500.0-00000-85000-6250-3100000) Routine Restricted Maintenance, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

AOC_Edison_Fire Alarm_RRM.pdf

15.n Ratification of Rental Agreement, Elite Sanitation, Inc., ADA Portable Restroom, Baseball Field, John Burroughs High School (Joint Use Fund)

That the Board of Education ratify a rental agreement between Burbank Unified School District and Elite Sanitation, Inc., for an ADA Portable Restroom on the Baseball Field at John Burroughs High School, effective December 1, 2023 through June 30, 2024, not to exceed $4,732.21 (01.0-90710-0-00000-822100-5611-752-0000) Joint Use Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

AOC_Elite_restroom_JBHS_Joint.pdf

15.o Approval of Award of Contract, Western Fence & Supply Co., DBA Pilgrim Fence Co., Furnish and Install Chain Link Rolling Gate, John Burroughs High School (Routine Restricted Maintenance)

That the Board of Education ratify an award of contract between Burbank Unified School District and Western Fence & Supply Co., DBA Pilgrim Fence Co., to Furnish and Install a Chain Link Rolling Gate at John Burroughs High School, effective December 21, 2023 through December 20, 2024, not to exceed $8,230 (01.0-81500.0-00000-85000-6170-752-3100000) Routine Restricted Maintenance, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

AOC_Western_JBHS_RRM.pdf

15.p Notice of Completion, Western Fence & Supply CO., DBA Pilgrim Fence CO., Furnish and Install Two Electronic Pin Pad Locks to Existing Chin Link Gates and One Access Door for Batting Cages, McCambridge and Izay Parks (Joint Use Fund)

That the Board of Education accept the following as completed: Furnish and Install Two Electronic Pin Pad Locks to Existing Chin Link Gates and One Access Door for Batting Cages, McCambridge and Izay Parks, PO#24001759, not to exceed $12,318 (010-81500-0-00000-85000-6170-752-3300) Joint Use Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

NOC_Western Fence_IzayMcCambridge_Joint Use.pdf

15.q Ratification of Award of Contract, In-House Sound LLC, Furnish and Install Audio Equipment Replacement in Auditorium, Dolores Huerta Middle School (AMS and Gift Funds)

That the Board of Education ratify an award of contract between Burbank Unified School District and In-House Sound LLC, to Furnish and Install Audio Equipment Replacement in Auditorium at Dolores Huerta Middle School, effective November 7, 2023 through June 30, 2024, not to exceed $24,000.70 (010-67700-0-11100-10000-6510-321-9000) AMS Funds and $5,981.44 (010-90201-0-11100-10000-6510-321-8100) Gift Funds, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Ratif_InHouseSound_Huerta_AMS Gift Funds.pdf

15.r Ratification of University Agreement- Azusa Pacific University **- TABLED**

That the Board of Education to ratify the University Agreement between the Burbank Unified School District and Azusa Pacific University to provide educational field experience, effective December 15, 2023 through until terminated in five (5) years on December 15, 2028, and that authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

Ratification of University Agreement- Azusa Pacific University.pdf **- TABLED**

15.s Approval of University Agreement- Pasadena City College **- TABLED**

That the Board of Education to ratify the University Agreement between the Burbank Unified School District and Pasadena City College to provide educational field

experience, effective January 8, 2024 through until terminated five (5) years on January 8, 2029, and that authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

Approval of University Agreement-Pasadena City College.pdf **- TABLED**

15.t Ratification of University Agreement- University of Denver Morgridge College of Education **- TABLED**

That the Board of Education ratify the University Agreement between the Burbank Unified School District and University of Denver, Morgridge College of Education to provide educational field experience, effective November 10, 2023 through until terminated one (1) year on November 10, 2024, and that authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

Ratification of University Agreement- University of Denver Morgridge College of Education.pdf **- TABLED**

15.u Ratification of University Agreement- Grand Canyon University

That the Board of Education ratify the University Agreement between the Burbank Unified School District and Grand Canyon University to provide educational field experience, effective December 6, 2023 through until terminated three (3) years on December 6, 2026, and that authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

Ratification of University Agreement- Grand Canyon University.pdf

15.v Approval of University Agreement- Pacific Oaks College

That the Board of Education to approve the University Agreement between the Burbank Unified School District and Pacific Oaks College to provide educational field experience, effective December 22, 2023 through until terminated three (3) years on December 22, 2026, and that authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

Approval of University Agreement- Pacific Oaks College.pdf

15.w Approval of Memorandum of Understandings (MOU) between Burbank Unified School District, Burbank Adult School and Avita Pharmacy

That the Board of Education approve the Memorandum of Understanding (MOU) between Burbank Unified School District and Avita Pharmacy, effective December 22, 2023 through December 21, 2026, as presented.

BAS Avita Pharmacy.pdf

15.x Approval of John Burroughs High School Cheer Team (Overnight) Field Trip

That the Board of Education approve the John Burroughs High School Cheer Team (Overnight) Field Trip request to attend the School Cheer Nationals Competition in Las Vegas, NV on Thursday, January 25, 2024 through Sunday, January 28, 2024, as presented.

JBHS Cheer Overnight Field Trip 12 21 23.pdf

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

## 16. REQUESTS TO ADDRESS THE BOARD

### 16.a Public Communications on Any Subject Within the Jurisdiction of the School Board

An individual or group representative may address the Board of Education on any subject within its jurisdiction by completing a blue request card. Speakers are requested to state their name prior to speaking to the Board. Not more than three (3) minutes may be allotted to each speaker, except by unanimous consent of the Board of Education. The president of the Board of Education has the discretion to prioritize speakers with precedence given to students and employees. The Superintendent may refer the matter to the proper department for review

### 16.b Superintendent's Comments

John Paramo, Superintendent will respond to public comment and will comment on items of interest to the Board of Education and community.

### 16.c Board Members' Comments and Responses

Board Members will respond to public comment and will comment on items of interest to the community.

## 17. ADJOURNMENT

MINUTES APPROVED:

_____
JOHN PARAMO, SUPERINTENDENT
SECRETARY OF THE BOARD

11/7/2024
_____
DATE

_____
ARMOND AGHAKHANIAN, CLERK

# BURBANK UNIFIED SCHOOL DISTRICT

## BOARD DETAIL REPORT



**Printed between 09/24/2024 & 10/14/2024**

| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 25000018 | WRIGHT'S SUPPLY INC | C/O 1; INCREASE BY $20,000.00; 2024-25 BLANKET ORDER; EQUIPMENT MAINTENANCE AND REPAIR MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $30,000.00 |
| 25000040 | SOUTHWEST SCHOOL & OFFICE SUPPLY | C/O 1: INCREASE BY $500.00; 2024-25 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES | WASHINGTON ELEMENTARY | 010 | $4,500.00 |
| 25000080 | OFFICE DEPOT/ BUSINESS SERVICES DIVISION | C/O 1: REDUCE BY $1,000.00; 2024-25 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES | MILLER ELEMENTARY | 010 | $9,000.00 |
| 25000635 | GIVEN, SARAH | C/O 1: REDUCE BY $3,000.00;2024-25 BLANKET ORDER; CULINARY ARTS SUPPLIES; CTE FUNDS | INSTRUCTIONAL SERVICES | 010 | $5,630.00 |
| 25000657 | CHILDCARE CAREERS LLC | C/O 1: INCREASE BY $190,000.00; CONSULTANT AGREEMENT; SUBSTITUTE COVERAGE FOR CHILD DEVELOPMENT SITES; ELOP FUNDS; BOARD APPROVED 8/15/24 | CHILD DEVELOPMENT SERVICES | 120 | $200,000.00 |
| 25000660 | SMART & FINAL STORES CORP | C/O 1: REDUCE BY $274.99; 2024-25 BLANKET ORDER; SNACKS AND SUPPLIES; ASES FUNDS | CHILD DEVELOPMENT SERVICES | 010 | $3,725.01 |
| 25000661 | SMART & FINAL STORES CORP | C/O 2: REDUCE BY $-137.57; 2024-25 BLANKET ORDER; SNACKS AND SUPPLIES; ASES FUNDS | CHILD DEVELOPMENT SERVICES | 010 | $259.93 |
| 25000773 | CHILDCARE CAREERS LLC | C/O 1: INCREASE BY $120,000.00; CONSULTANT AGREEMENT; SUBSTITUTE COVERAGE FOR CHILD DEVELOPMENT SITES; CHILD DEVELOPMENT FUNDS; BOARD APPROVED 8/15/24 | CHILD DEVELOPMENT SERVICES | 120 | $130,000.00 |
| 25000799 | US BANK NATIONAL ASSOCIATION | C/O 1: REDUCE BY $390.01; CLASSROOM SUPPLIES AND EQUIPMENT; ADULT EDUCATION - BLOCK GRANT | BURBANK ADULT SCHOOL | 110 | $561.42 |
| 25001043 | AMAZON CAPITAL SERVICES | C/O 1: REDUCE BY $53.07; FURNITURE | INSTRUCTIONAL SERVICES | 010 | $497.97 |
| 25001093 | AYA HEALTHCARE, INC. | C/O 1: INCREASE BY $118,335.00; PROFESSIONAL SERVICES AGREEMENT; CREDENTIALED SPED TEACHER; SPECIAL EDUCATION FUNDS; BOARD APPROVED 8/1/24 | SPECIAL EDUCATION | 010 | $526,260.00 |
| 25001105 | PALI INSTITUTE | C/O #1: INCREASE BY $30,480.00; OSS ADMISSION FEES; PALI INSTITUTE; GIFT FUNDS; BOARD APPROVED 6/20/24 | EDISON ELEMENTARY | 010 | $31,980.00 |
| 25001116 | AMAZON CAPITAL SERVICES | C/O 1: INCREASE BY $7.87; CLASSROOM SUPPLIES; STEM GRANT | EDISON ELEMENTARY | 010 | $1,905.69 |
| 25001201 | AMAZON CAPITAL SERVICES | C/O 1: INCREASE BY $4.10; CLASSROOM SUPPLIES | EDISON ELEMENTARY | 010 | $198.38 |
| 25001222 | WARD'S NATURAL SCIENCE | C/O 1: INCREASE BY $1,179.17; CLASSROOM SUPPLIES; STEM GRANT | MUIR MIDDLE SCHOOL | 010 | $1,662.17 |
| 25001228 | LION EXPRESS | C/O 1: REVISE TRIP DATES; STUDENT TRANSPORTATION; OSS; EMRALD COVE; GIFT FUNDS | EMERSON ELEMENTARY | 010 | $7,200.00 |

## BOARD DETAIL REPORT

**Printed between 09/24/2024 & 10/14/2024**

| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 25001259 | AMAZON CAPITAL SERVICES | C/O 1: REDUCE BY $529.19; FURNITURE | EDISON ELEMENTARY | 250 | $1,051.87 |
| 25001260 | CALIFORNIA MARQUEE | FC 2425-009; CUPCCAA BID FOR VARIABLE MESSAGE SIGN AT DISNEY ELEMENTARY SCHOOL; GIFT FUNDS; BOARD APPROVED 9/19/24 | FACILITIES SERVICES | 010 | $24,928.70 |
| 25001264 | BARNES AND NOBLE INC | C/O 1: REDUCE BY $19.51: CARRYOVER PO 24004923; BOOKS; TITLE I FUNDS | DOLORES HUERTA MIDDLE SCHOOL | 010 | $769.33 |
| 25001289 | COSCO FIRE PROTECTION INC | C/O 1: INCREASDE BY $2,554.34; REPAIR FIRE ALARM SYSTEM AT PROVIDENCIA ELEMENTARY; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $10,968.34 |
| 25001362 | HARNEY, DINA | SOFTWARE LICENSE; BOARD APPROVED 6/20/24 | LUTHER BURBANK MIDDLE SCHOOL | 010 | $59.88 |
| 25001408 | AMAZON CAPITAL SERVICES | C/O 1: REDUCE BY $33.02; CLASSROOM SUPPLIES | MUIR MIDDLE SCHOOL | 010 | $456.08 |
| 25001500 | AMAZON CAPITAL SERVICES | LIBRARY SUPPLIES; SPECIAL EDUCATION FUNDS | LUTHER BURBANK MIDDLE SCHOOL | 010 | $66.17 |
| 25001501 | AMAZON CAPITAL SERVICES | OFFICE SUPPLIES | LUTHER BURBANK MIDDLE SCHOOL | 010 | $138.85 |
| 25001502 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; GENERAL, SPECIAL EDUCATION, AND GIFT FUNDS | JEFFERSON ELEMENTARY | 010 | $397.70 |
| 25001503 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES | EMERSON ELEMENTARY | 010 | $106.28 |
| 25001504 | AMAZON CAPITAL SERVICES | OFFICE EQUIPMENT | INSTRUCTIONAL SERVICES | 010 | $300.30 |
| 25001505 | VOURNAS, ANASTASIA | REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES | MUIR MIDDLE SCHOOL | 010 | $8.97 |
| 25001506 | KNOOP, JULIE | REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; CTE FUNDS | JOHN BURROUGHS HIGH SCHOOL | 010 | $11.35 |
| 25001507 | NAKASHIMA, KAREN | REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES | JOHN BURROUGHS HIGH SCHOOL | 010 | $288.63 |
| 25001508 | HUIZAR, ELLEN | REIMBURSEMENT TO COUNSELOR FOR FOOD FOR EVENT; FILM LA FUNDS | MUIR MIDDLE SCHOOL | 010 | $51.36 |
| 25001509 | LEE, ROBERT | REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS | MUIR MIDDLE SCHOOL | 010 | $29.95 |
| 25001510 | FISCHER, SANDRA | REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS | EDISON ELEMENTARY | 010 | $144.21 |
| 25001511 | MESCHKAT, RYANNE | REIMBURSEMENT TO TEACHER FOR EQUIPMENT REPAIR SERVICE; AMS FUNDS | JOHN BURROUGHS HIGH SCHOOL | 010 | $735.24 |
| 25001512 | KLEIN, JENNIFER | REIMBURSEMENT TO LIBRARIAN FOR SUPPLIES | PROVIDENCIA ELEMENTARY | 010 | $35.51 |
| 25001513 | BELIVEAU, ALYSSA | REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS | STEVENSON ELEMENTARY | 010 | $96.91 |
| 25001514 | MAXWELL, DENNIS | REIMBURSEMENT TO DIRECTOR OF FACILITIES FOR KEYS; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $80.20 |
| 25001515 | KNATCAL, DAVID | REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS | JOHN BURROUGHS HIGH SCHOOL | 010 | $22.97 |

## BOARD DETAIL REPORT

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| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 25001516 | FITZGERALD, CHRISTINE | REIMBURSEMENT TO LIBRARIAN FOR BOOKS; GIFT FUNDS | DISNEY ELEMENTARY | 010 | $29.87 |
| 25001517 | NOGUERA, JUAN | REIMBURSEMENT TO SCHOOL DIRECTOR FOR ADVERTISEMENT; ADULT EDUCATION-BLOCK GRANT | BURBANK ADULT SCHOOL | 110 | $49.98 |
| 25001518 | SHERMAN, TARA | REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES | MUIR MIDDLE SCHOOL | 010 | $23.96 |
| 25001519 | KNATCAL, DAVID | REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS | JOHN BURROUGHS HIGH SCHOOL | 010 | $42.25 |
| 25001520 | ALMANZAR-LEAL, CAROLINA | REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES | JOHN BURROUGHS HIGH SCHOOL | 010 | $121.56 |
| 25001521 | SILLAS, FIDELIA | REIMBURSEMENT TO PARENT FOR CLASSROOM SUPPLIES; GIFT FUNDS | BRET HARTE ELEMENTARY | 010 | $61.96 |
| 25001522 | SO CAL EQUIPMENT REPAIR, INC. | REPAIR SINGLE MAN GENIE LIFT; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $2,437.26 |
| 25001523 | OUTLOOK NEWSPAPERS | CARRYOVER PO 24004525; ADVERTISING FOR BID; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $2,788.00 |
| 25001524 | SCHOOL ZONE TRANSPORTATION, INC | STUDENT TRANSPORTATION; CABRILLO WAY MARINA; CTEIG FUNDS | INSTRUCTIONAL SERVICES | 010 | $800.00 |
| 25001525 | SCHOOL ZONE TRANSPORTATION, INC | STUDENT TRANSPORTATION; CAL POLY POMONA; CTEIG FUNDS | INSTRUCTIONAL SERVICES | 010 | $860.00 |
| 25001526 | CSBA CALIFORNIA SCHOOL BOARDS ASSOC | MEMBERSHIP RENEWAL | SUPERINTENDENT ´S OFFICE | 010 | $19,180.00 |
| 25001527 | PEARSON ASSESSMENT | TESTING MATERIALS | SPECIAL EDUCATION | 010 | $241.68 |
| 25001528 | MAD SCIENCE OF CENTRAL LA | CONSULTANT AGREEMENT; STUDENT ASSEMBLY; GIFT FUNDS; BOARD APPROVED 9/5/24 | ROOSEVELT ELEMENTARY | 010 | $1,625.00 |
| 25001529 | ACADEMIC THERAPY PUBLICATIONS | TESTING MATERIALS | SPECIAL EDUCATION | 010 | $716.18 |
| 25001530 | ETM-LA, INC | CONSULTANT AGREEMENT; MUSIC CLASSES; AMS FUNDS; BOARD APPROVED 9/5/24 | ROOSEVELT ELEMENTARY | 010 | $9,800.00 |
| 25001531 | DICK BLICK CO | CLASSROOM SUPPLIES; AMS FUNDS | LUTHER BURBANK MIDDLE SCHOOL | 010 | $729.79 |
| 25001532 | BARBARA MICHELE STEINBERG | CLASSROOM SUPPLIES; TITLE I FUNDS | WASHINGTON ELEMENTARY | 010 | $74.75 |
| 25001533 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; MEDI-CAL FUNDS | HORACE MANN CHILDREN´S CENTER | 010 | $2,690.69 |
| 25001534 | SACRAMENTO COUNTY OFFICE OF EDUCATION | CONFERENCE REGISTRATION FEES; ADULT EDUCATION-BLOCK GRANT | BURBANK ADULT SCHOOL | 110 | $1,490.00 |
| 25001535 | CARRERAS TOURS LLC | STUDENT TRANSPORTATION; OSS; GIFT FUNDS | MILLER ELEMENTARY | 010 | $8,262.00 |
| 25001536 | SCHOOL ZONE TRANSPORTATION, INC | STUDENT TRANSPORTATION; BOB BAKER MARIONETTE THEATER; GIFT FUNDS | BRET HARTE ELEMENTARY | 010 | $1,400.00 |
| 25001537 | PRINT & FINISHING SOLUTIONS | CUTTER REPAIR PARTS AND SERVICE; PRINT SHOP FUNDS | PURCHASING SERVICES | 010 | $2,267.45 |

## BOARD DETAIL REPORT

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| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 25001538 | SCHOOL ZONE TRANSPORTATION, INC | STUDENT TRANSPORTATION; CSUN; CTEIG FUNDS | INSTRUCTIONAL SERVICES | 010 | $860.00 |
| 25001539 | SCHOOL ZONE TRANSPORTATION, INC | CO 1: REDUCE BY $120.00; STUDENT TRANSPORTATION; PASADENA CONVENTION CENTER; CTEI GRANT | INSTRUCTIONAL SERVICES | 010 | $740.00 |
| 25001540 | AMAZON CAPITAL SERVICES | OFFICE SUPPLIES | BURBANK HIGH SCHOOL | 010 | $140.69 |
| 25001541 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS | ROOSEVELT ELEMENTARY | 010 | $88.19 |
| 25001542 | AMAZON CAPITAL SERVICES | OFFICE SUPPLIES; SPECIAL EDUCATION FUND | MAGNOLIA PARK | 010 | $77.76 |
| 25001543 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS | ROOSEVELT ELEMENTARY | 010 | $257.30 |
| 25001544 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; TITLE III IMMIGRANT EDUCATION FUNDS | EMERSON ELEMENTARY | 010 | $83.11 |
| 25001545 | FAMILY SERVICE AGENCY OF BURBANK | CONSULTANT AGREEMENT; COUNSELING AND ADMIN SERVICES; TITLE IV STUDENT SUPPORT AND ACADEMIC ENRICHMENT FUNDS; BOARD APPROVED 7/25/24 AND 8/1/24 | INSTRUCTIONAL SERVICES | 010 | $100,000.00 |
| 25001546 | APPLE COMPUTER ED SALES | APPLE APPS CREDIT VOUCHER; CHUCK LORRE FAMILY GRANT | EDISON ELEMENTARY | 010 | $101.83 |
| 25001547 | APPLE COMPUTER ED SALES | APPLE APP CREDIT VOUCHER; CHUCK LORRE FAMILY GRANT | DISNEY ELEMENTARY | 010 | $69.99 |
| 25001548 | SCHOOL ZONE TRANSPORTATION, INC | STUDENT TRANSPORTATION; HUNTINGTON LIBRARY; GIFT FUNDS | WASHINGTON ELEMENTARY | 010 | $1,480.00 |
| 25001549 | TEACHER SYNERGY LLC | CLASSROOM SUPPLIES; TITLE I FUNDS | DISNEY ELEMENTARY | 010 | $43.20 |
| 25001550 | LAGUNA CLAY CO | CLASSROOM SUPPLIES | MUIR MIDDLE SCHOOL | 010 | $270.07 |
| 25001551 | DEMCO INC | OFFICE SUPPLIES | BURBANK HIGH SCHOOL | 010 | $224.46 |
| 25001552 | TEACHER SYNERGY LLC | CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS | ROOSEVELT ELEMENTARY | 010 | $53.50 |
| 25001553 | OFFICE DEPOT/ BUSINESS SERVICES DIVISION | CLASSROOM SUPPLIES | EDISON ELEMENTARY | 010 | $79.38 |
| 25001554 | OFFICE DEPOT/ BUSINESS SERVICES DIVISION | FURNITURE | INSTRUCTIONAL SERVICES | 010 | $521.25 |
| 25001555 | RYDIN | STUDENT AND STAFF PARKING PERMITS | BURBANK HIGH SCHOOL | 010 | $1,461.78 |
| 25001556 | SOUTHWEST SCHOOL & OFFICE SUPPLY | CLASSROOM AND OFFICE SUPPLIES; SPECIAL EDUCATION FUNDS | MAGNOLIA PARK | 010 | $300.00 |
| 25001557 | WHITE'S STUDIOS | OFFICE SUPPLIES | MUIR MIDDLE SCHOOL | 010 | $209.48 |
| 25001558 | PLUMBING WHOLESALE OUTLET INC | C/O 1: CANCEL ORDER; PLUMBING EQUIPMENT; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $5,391.33 |
| 25001559 | AREY JONES EDUCATIONAL SOLUTIONS | COMPUTER EQUIPMENT; CHUCK LORRE FAMILY GRANT | JEFFERSON ELEMENTARY | 010 | $9,489.28 |
| 25001560 | AMAZON CAPITAL SERVICES | FACILITY REPAIR MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $169.41 |
| 25001561 | GOPHER SPORT | PLAYGROUND SUPPLIES; ACCOUNTS RECEIVABLE FUNDS | MUIR MIDDLE SCHOOL | 010 | $104.25 |

## BOARD DETAIL REPORT

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|---|---|---|---|---|---|
| 25001562 | DEPARTMENT OF INDUSTRIAL RELATIONS | CONVEYANCE PERMIT FEES FOR JBHS AND MCKINLEY; ON-GOING AND MAJOR MAINTENCE FUNDS | FACILITIES SERVICES | 010 | $1,025.00 |
| 25001563 | LINKIN PRINTS | CUSTOM CLOTHING; GIFT FUNDS | JEFFERSON ELEMENTARY | 010 | $3,139.92 |
| 25001564 | SCHOOL SPECIALTY, INC | TEXTBOOK SUPPLEMENTS; LOTTERY FUNDS; BOARD APPROVED 6/15/23 | DISNEY ELEMENTARY | 010 | $1,187.72 |
| 25001565 | APPLE COMPUTER ED SALES | COMPUTER EQUIPMENT; K12 STRONG WORKFORCE FUNDS | DOLORES HUERTA MIDDLE SCHOOL | 010 | $7,736.36 |
| 25001566 | US AIR CONDITIONING DISTRIBUTORS | HVAC EQUIPMENT; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $10,215.77 |
| 25001567 | MNSON WESTERN, LLC | TESTING MATERIALS; MAA FUNDS | SPECIAL EDUCATION | 010 | $1,203.93 |
| 25001568 | OLIVIA SIMONE | CONSULTANT AGREEMENT; FILM INSTRUCTION; GIFT FUNDS; BOARD APPROVED 9/19/24 | STEVENSON ELEMENTARY | 010 | $4,500.00 |
| 25001569 | PUMPIAN-MINDLIN, ILYA | REIMBURSEMENT TO OFFICE MANAGER FOR CLASSROOM SUPPLIES; ADULT EDUCATION-BLOCK GRANT | BURBANK ADULT SCHOOL | 110 | $39.69 |
| 25001570 | PACINO, LORI | REIMBURSEMENT TO ASSISTANT PRINCIPAL FOR EVENT SUPPLIES | MUIR MIDDLE SCHOOL | 010 | $177.40 |
| 25001571 | FROELICH, KELLY | REIMBURSEMENT TO PARENT FOR EVENT SUPPLIES; GIFT FUNDS | JEFFERSON ELEMENTARY | 010 | $402.80 |
| 25001572 | GOURIAN, SARAH | REIMBURSEMENT TO SENIOR SECRETARY FOR OFFICE SUPPLIES; CHILD DEVELOPMENT FUNDS | CHILD DEVELOPMENT SERVICES | 120 | $95.31 |
| 25001573 | FLOSI, LAURA | REIMBURSEMENT TO DIRECTOR OF CHILD DEVELOPMENT FOR FOOD; ASES FUNDS | INSTRUCTIONAL SERVICES | 010 | $137.57 |
| 25001574 | STOCKTON, STEPHANIE | REIMBURSEMENT TO PARENT FOR EVENT SUPPLIES; GIFT FUNDS | JEFFERSON ELEMENTARY | 010 | $1,002.21 |
| 25001575 | MAXWELL, DENNIS | REIMBURSEMENT TO FACILITIES DIRECTOR FOR RE-EXAM FEE; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $514.95 |
| 25001576 | FROELICH, KELLY | REIMBURSEMENT TO PARENT FOR OFFICE SUPPLIES; GIFT FUNDS | JEFFERSON ELEMENTARY | 010 | $370.32 |
| 25001577 | DE ARMENDI, MOLLYE | REIMBURSEMENT TO TEAM JAGUAR PRESIDENT FOR SUPPLIES; GIFT FUNDS | MILLER ELEMENTARY | 010 | $114.58 |
| 25001578 | BANIAN, JENNIFER | REIMBURSEMENT TO TEACHER FOR FOOD FOR EVENT; GIFT FUNDS | JEFFERSON ELEMENTARY | 010 | $86.92 |
| 25001579 | CDW-G - COMPUTER DISCOUNT WHSE | TECHNOLOGY SUPPLIES | JOHN BURROUGHS HIGH SCHOOL | 010 | $386.21 |
| 25001580 | WEINBERG, JON | CONSULTANT AGREEMENT; PHOTOGRAPHY LESSONS; AMS FUNDS; BOARD APPROVED 8/15/24 | BRET HARTE ELEMENTARY | 010 | $500.00 |
| 25001581 | CURRICULUM ASSOCIATES INC | SOFTWARE LICENSE; TITLE I FUNDS | MILLER ELEMENTARY | 010 | $14,688.00 |
| 25001582 | CSBA CALIFORNIA SCHOOL BOARDS ASSOC | SOFTWARE LICENSE; BOARD APPROVED 6/20/24 | SUPERINTENDENT ´S OFFICE | 010 | $9,233.00 |
| 25001583 | CI SOLUTIONS | OFFICE SUPPLIES; ADULT EDUCATION-BLOCK GRANT | BURBANK ADULT SCHOOL | 110 | $2,566.24 |

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| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 25001584 | LIBRE SCHOOL SERVICES | STUDENT TRANSPORTATION; LOS OSOS HS | JOHN BURROUGHS HIGH SCHOOL | 010 | $5,060.00 |
| 25001585 | RUSSELL SIGLER INC | HVAC EQUIPMENT; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $11,382.21 |
| 25001587 | FLORES, JENNIFER | SOFTWARE LICENSE; MAA FUNDS | EDISON ELEMENTARY | 010 | $199.00 |
| 25001588 | GRUESCHOW, ANDREW J | CONSULTANT AGREEMENT; MUSIC WORKSHOPS; GIFT FUNDS; BOARD APPROVED 9/19/24 | STEVENSON ELEMENTARY | 010 | $3,550.00 |
| 25001589 | AMAZON CAPITAL SERVICES | OFFICE SUPPLIES | EDISON ELEMENTARY | 010 | $85.40 |
| 25001590 | CRANMER, DEBORAH | 2024-25 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 670 | $6,596.15 |
| 25001591 | ASSESSOR, CHRISTINE DENISE | 2024-25 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 670 | $2,902.80 |
| 25001592 | 4IMPRINT | CUSTOM CLOTHING; ADULT EDUCATION-BLOCK GRANT | BURBANK ADULT SCHOOL | 110 | $5,141.01 |
| 25001593 | PRO LINE GYM FLOORS INC. | GYM FLOOR MAINTENANCE AT HUERTA, LUTHER, AND MUIR MIDDLE SCHOOLS; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $8,700.00 |
| 25001594 | WILLIAM V MACGILL & COMPANY | FURNITURE | JEFFERSON ELEMENTARY | 010 | $726.55 |
| 25001596 | ANDERSON, LUKE | CONSULTANT AGREEMENT; PEACEFUL PLAYGROUND PROGRAM; BOARD APPROVED 7/25/24 | PROVIDENCIA ELEMENTARY | 010 | $4,050.00 |
| 25001597 | CHARLES TAYLOR ENVIRONMENTAL TECHNICAL SERVICES | ENVIRONMENTAL TESTING SERVICES AT 16 SITES; KIT FUNDS | FOOD SERVICES | 010 | $14,742.00 |
| 25001598 | MARENEM INC | CLASSROOM SUPPLIES; GIFT FUNDS | JEFFERSON ELEMENTARY | 010 | $353.53 |
| 25001600 | BURBANK CHAMBER OF COMMERCE | STATE OF THE CITY ADDRESS & LUNCHEON FOR BOARD OF EDUCATION AND EXECUTIVE CABINET MEMBERS | SUPERINTENDENT ´S OFFICE | 010 | $1,250.00 |
| 25001601 | MB DANCE INC | CONSULTANT AGREEMENT; DANCE INSTRUCTION; CHILD DEVELOPMENT FUNDS; BOARD APPROVED 9/6/24 | CHILD DEVELOPMENT SERVICES | 120 | $24,750.00 |
| 25001602 | HEGGERTY PHONEMIC AWARENESS | CLASSROOM SUPPLIES; TITLE I FUNDS | WASHINGTON ELEMENTARY | 010 | $496.06 |
| 25001603 | HEGGERTY PHONEMIC AWARENESS | CLASSROOM SUPPLIES; TITLE I FUNDS | MILLER ELEMENTARY | 010 | $210.49 |
| 25001604 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; AMER. RESCUE PLAN - HOMELESS CHILD & YOUTH FUNDS | Student Services | 010 | $264.14 |
| 25001605 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; CTE FUNDS | JOHN BURROUGHS HIGH SCHOOL | 010 | $139.27 |
| 25001606 | LEADERSHIP BURBANK | TUITION FEES FOR INTERIM ASSISTANT SUPERINTENDENT OF INSTRUCTIONAL SERVICES | SUPERINTENDENT ´S OFFICE | 010 | $2,000.00 |
| 25001607 | LINKIN PRINTS | CUSTOM CLOTHING: MAA FUNDS | MC KINLEY ELEMENTARY | 010 | $930.84 |
| 25001608 | AMAZON CAPITAL SERVICES | CLASSROOM AND OFFICE SUPPLIES | PROVIDENCIA ELEMENTARY | 010 | $1,500.00 |

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| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 25001609 | DE BARROS, SANDRA | CONSULTANT AGREEMENT; ADMINISTRATIVE SUPPORT AT MULITPLE SCHOOL SITES | INSTRUCTIONAL SERVICES | 010 | $74,733.00 |
| 25001610 | US AIR CONDITIONING DISTRIBUTORS | HVAC REPAIR PARTS; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $9,720.85 |
| 25001611 | SUMDOG INC. | CLASSROOM SUPPLIES; STEM GRANT | WASHINGTON ELEMENTARY | 010 | $725.07 |
| 25001612 | GOPHER SPORT | CLASSROOM SUPPLIES; STEM GRANT | WASHINGTON ELEMENTARY | 010 | $2,058.61 |
| 25001613 | WILLIAM V MACGILL & COMPANY | HEALTH SUPPLIES | EDISON ELEMENTARY | 010 | $132.53 |
| 25001614 | OZO EDU, INC. | CLASSROOM SUPPLIES; STEM GRANT | WASHINGTON ELEMENTARY | 010 | $211.68 |
| 25001615 | US AIR CONDITIONING DISTRIBUTORS | HVAC EQUIPMENT; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $5,289.80 |
| 25001616 | LEGO EDUCATION US | CLASSROOM SUPPLIES; STEM GRANT | WASHINGTON ELEMENTARY | 010 | $793.69 |
| 25001617 | BOWERS, LUCIA | REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS | INSTRUCTIONAL SERVICES | 010 | $745.70 |
| 25001618 | ALMEIDA, CINDY | REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS | STEVENSON ELEMENTARY | 010 | $97.80 |
| 25001619 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES AND EQUIPMENT; STEM GRANT | WASHINGTON ELEMENTARY | 010 | $1,050.95 |
| 25001620 | AMAZON CAPITAL SERVICES | FACILITY REPAIR MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $815.21 |
| 25001621 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; GIFT AND GENERAL FUNDS | JEFFERSON ELEMENTARY | 010 | $730.17 |
| 25001622 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; GENERAL AND GIFT FUNDS | JEFFERSON ELEMENTARY | 010 | $102.93 |
| 25001623 | AMAZON CAPITAL SERVICES | BOOKS; AMER. RESCUE PLAN - HOMELESS CHILD & YOUTH FUNDS | Student Services | 010 | $246.77 |
| 25001624 | PEARSON ASSESSMENT | TESTING MATERIALS | SPECIAL EDUCATION | 010 | $794.59 |
| 25001625 | PEARSON ASSESSMENT | TESTING MATERIALS | SPECIAL EDUCATION | 010 | $316.53 |
| 25001626 | PEARSON ASSESSMENT | TESTING MATERIALS | SPECIAL EDUCATION | 010 | $243.08 |
| 25001627 | PEARSON ASSESSMENT | TESTING MATERIALS | SPECIAL EDUCATION | 010 | $3,122.00 |
| 25001628 | US AIR CONDITIONING DISTRIBUTORS | HVAC EQUIPMENT; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $11,900.39 |
| 25001629 | PEARSON ASSESSMENT | TESTING MATERIALS | SPECIAL EDUCATION | 010 | $140.00 |
| 25001630 | ACADEMIC THERAPY PUBLICATIONS | TESTING MATERIALS | SPECIAL EDUCATION | 010 | $598.88 |
| 25001631 | ACADEMIC THERAPY PUBLICATIONS | TESTING MATERIALS | SPECIAL EDUCATION | 010 | $666.79 |
| 25001632 | MNSON WESTERN, LLC | TESTING MATERIALS | SPECIAL EDUCATION | 010 | $970.20 |
| 25001633 | MNSON WESTERN, LLC | TESTING MATERIALS | SPECIAL EDUCATION | 010 | $970.20 |
| 25001635 | KENDALL HUNT PUBLISHING COMPANY | TESTING MATERIALS | SPECIAL EDUCATION | 010 | $290.31 |

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| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 25001636 | KR NIDA CORPORATION | COMMUNICATIONS EQUIPMENT; ON-GOING AND MAJOR MAINTENANCE FUNDS | BRET HARTE ELEMENTARY | 010 | $419.58 |
| 25001637 | BOYS & GIRLS CLUB OF BURBANK | CARRYOVER PO 24001291; CONSULTANT AGREEMENT; AFTER SCHOOL PROGRAM; ELOP FUNDS; BOARD APPROVED 8/3/23 | INSTRUCTIONAL SERVICES | 010 | $61,312.22 |
| 25001638 | PACIFIC COACHWAYS CHARTER SERVICES INC | STUDENT TRANSPORTATION; OSS; EMRALD COVE; GIFT FUNDS | STEVENSON ELEMENTARY | 010 | $7,957.66 |
| 25001639 | TOWNSEND PRESS | ONLINE SUBSCRIPTION; ADULT EDUCATION-BLOCK GRANT | BURBANK ADULT SCHOOL | 110 | $387.00 |
| 25001640 | MONTGOMERY HARDWARE COMPANY | REPLACEMENT DOOR AND HARDWARE; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $2,596.63 |
| 25001641 | JENNIFER GRACE | SOFTWARE LICENSE; GIFT FUNDS; BOARD APPROVED 6/20/24 | EDISON ELEMENTARY | 010 | $996.00 |
| 25001642 | MONTGOMERY HARDWARE COMPANY | REPLACEMENT DOOR & HARDWARE; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $2,091.80 |
| 25001643 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS | SPECIAL EDUCATION | 010 | $176.58 |
| 25001644 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; GIFT FUNDS | MILLER ELEMENTARY | 010 | $255.34 |
| 25001645 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; CONTINUATION EDUCATION FUNDS | MONTEREY HIGH SCHOOL | 010 | $830.35 |
| 25001646 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; AMS FUNDS | EDISON ELEMENTARY | 010 | $852.82 |
| 25001647 | AMAZON CAPITAL SERVICES | CLASSROOM EQUIPMENT; MAA FUNDS | STEVENSON ELEMENTARY | 010 | $87.09 |
| 25001648 | AMAZON CAPITAL SERVICES | 2024-25 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES | MILLER ELEMENTARY | 010 | $1,000.00 |
| 25001649 | AMAZON CAPITAL SERVICES | 2024-25 BLANKET ORDER; BOOKS | MILLER ELEMENTARY | 010 | $100.00 |
| 25001650 | RIVERSIDE INSIGHTS | TESTING MATERIALS; MAA FUNDS | SPECIAL EDUCATION | 010 | $344.85 |
| 25001651 | SMART & FINAL STORES CORP | 2024-25 BLANKET ORDER; CLASSROOM SUPPLIES; CTE - UNRESTRICTED FUNDS | BURBANK HIGH SCHOOL | 010 | $2,000.00 |
| 25001652 | SCHOFIELD, ALBA JOHANNA | CONSULTANT AGREEMENT; ART CLASSES; CHILD DEVELOPMENT FUNDS; BOARD APPROVED 9/5/24 | CHILD DEVELOPMENT SERVICES | 120 | $30,600.00 |
| 25001653 | TIMOTHY L. BEHM INC. | 2024-25 BLANKET ORDER; PIZZA; CHILD NUTRITION SCHOOL PROGRAM FUNDS | FOOD SERVICES | 130 | $20,000.00 |
| 25001654 | THE MUSIC CENTER | CONSULTANT AGREEMENT; THEATRE ARTS WORKSHOPS; TITLE III - LEP FUNDS; BOARD APPROVED 9/19/24 | INSTRUCTIONAL SERVICES | 010 | $63,593.75 |
| 25001655 | US BANK NATIONAL ASSOCIATION | CLASSROOM SUPPLIES | JEFFERSON ELEMENTARY | 010 | $245.85 |
| 25001656 | ACCU-CUT, LLC | CLASSROOM EQUIPMENT; SPECIAL EDUCATION FUNDS | HORACE MANN CHILDREN´S CENTER | 010 | $179.86 |

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| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 25001657 | DOLORES (DEE) NIEDRINGHAUS, BSN RN | CONSULTANT AGREEMENT; CURRICULUM SPECIALIST; ADULT EDUCATION-BLOCK GRANT; BOARD APPROVED 9/19/24 | BURBANK ADULT SCHOOL | 110 | $25,740.00 |
| 25001658 | SPECIAL EDUCATION PARENT | REIMBURSEMENT TO PARENTS FOR ACADEMIC TUTORING; SPECIAL EDUCATION FUNDS; BOARD APPROVED 8/1/24 | SPECIAL EDUCATION | 010 | $1,310.65 |
| 25001659 | ISTVAN 'STEVEN' ORI JR | CLASSROOM SUPPLIES; ADULT EDUCATION-BLOCK GRANT | BURBANK ADULT SCHOOL | 110 | $3,296.48 |
| 25001660 | SCHOOL SPECIALTY, INC | CLASSROOM EQUIPMENT | MC KINLEY ELEMENTARY | 010 | $455.02 |
| 25001661 | ANDERSON, LUKE | CONSULTANT AGREEMENT; PEACEFUL PLAYGROUND PROGRAM; TITLE I FUNDS; BOARD APPROVED 7/25/24 | MC KINLEY ELEMENTARY | 010 | $3,600.00 |
| 25001662 | J.W. PEPPER & SONS, INC | STAGE EQUIPMENT; AMS FUNDS | JEFFERSON ELEMENTARY | 010 | $113.38 |
| 25001663 | FEDERAL EXPRESS | 2024-25 BLANKET ORDER; FEDERAL EXPRESS SHIPPING | PERSONNEL SERVICES | 010 | $6,000.00 |
| 25001664 | B & H FOTO & ELECTRONICS CORP | CLASSROOM SUPPLIES; AMS FUNDS | JEFFERSON ELEMENTARY | 010 | $49.90 |
| 25001665 | SCHOLASTIC INC. | BOOKS & MAGAZINES; SPECIAL EDUCATION FUNDS | WASHINGTON ELEMENTARY | 010 | $276.89 |
| 25001666 | AMAZON CAPITAL SERVICES | 2024-25 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES | DOLORES HUERTA MIDDLE SCHOOL | 010 | $5,000.00 |
| 25001667 | CHARLES TAYLOR ENVIRONMENTAL TECHNICAL SERVICES | ENVIRONMENTAL SERVICES; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $1,230.00 |
| 25001668 | GOULDING, ANN MARIE | REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS | STEVENSON ELEMENTARY | 010 | $97.53 |
| 25001669 | DODD, SHARIE | REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; MEDI-CAL FUNDS | STEVENSON ELEMENTARY | 010 | $18.41 |
| 25001670 | GALLAGHER, LISA | REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS | STEVENSON ELEMENTARY | 010 | $99.21 |
| 25001671 | YOUNG, RON | REIMBURSEMENT TO PRINCIPAL FOR SOFTWARE LICENSE; BOARD APPROVED 6/20/24 | JEFFERSON ELEMENTARY | 010 | $179.00 |
| 25001672 | AMIT, JAIMIE | REIMBURSEMENT TO TECHER FOR CLSSROOM SUPPLIES; MEDI-CAL FUNDS | STEVENSON ELEMENTARY | 010 | $375.53 |
| 25001673 | BAUER, SARA | REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS | STEVENSON ELEMENTARY | 010 | $96.69 |
| 25001674 | HAUVER, ELIZABETH | REIMBURSEMENT TO WORKABILITY STUDENT FOR TRAINING; SPECIAL EDUCATION - WORKABILITY GRANT | SPECIAL EDUCATION | 010 | $9.99 |
| 25001675 | WEISS, JOSHUA | REIMBURSEMENT TO TEACHER FOR SOFTWARE LICENSE; TITLE I FUNDS | DOLORES HUERTA MIDDLE SCHOOL | 010 | $144.00 |
| 25001676 | SCHWARTZ, SARAH | REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; AMS FUNDS | EDISON ELEMENTARY | 010 | $15.00 |
| 25001677 | FLORES, JENNIFER | REIMBURSEMENT TO CURRICULUM SPECIALIST FOR FOOD FOR EVENT | EDISON ELEMENTARY | 010 | $39.96 |
| 25001678 | POZOS, ROSALINDA | REIMBURSEMENT TO OFFICE MANAGER FOR OFFICE SUPPLIES | ROOSEVELT ELEMENTARY | 010 | $331.43 |

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| PO Number | Vendor | Description | Site | Fund | Total Amount |
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| 25001679 | MADERA, MARIA | REIMBURSEMENT TO TEACHER FOR FOOD FOR EVENT; GIFT FUNDS | DISNEY ELEMENTARY | 010 | $176.39 |
| 25001680 | OSMOND, MATTHEW | REIMBURSEMENT TO PRINCIPAL FOR CHAIR CLEANING SERVICE | ROOSEVELT ELEMENTARY | 010 | $490.94 |
| 25001681 | GARCIA, ERICA | REIMBURSEMENT TO TEACHER FOR SUPPLIES; SPECIAL EDUCATION FUNDS | MUIR MIDDLE SCHOOL | 010 | $120.54 |
| 25001682 | WILLIAMSON, TERRI | REIMBURSEMENT TO CURRICULUM SPECIALIST FOR CLASSROOM SUPPLIES | ROOSEVELT ELEMENTARY | 010 | $57.91 |
| 25001683 | JC FOODSERVICE, INC. | KITCHEN EQUIPMENT REPAIR; CHILD NUTRITION SCHOOL PROGRAM FUNDS | FOOD SERVICES | 130 | $520.00 |
| 25001684 | AMAZON CAPITAL SERVICES | FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $2,027.50 |
| 25001685 | AMAZON CAPITAL SERVICES | BOOKS AND CLASSROOM SUPPLIES; TITLE III - IMMIGRANT EDUCATION FUNDS | DISNEY ELEMENTARY | 010 | $398.43 |
| 25001686 | GENESIS FLOOR COVERING, INC. | EMERGENCY FLOORING REPAIRS AT HUERTA AUDITORIUM; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $7,082.00 |
| 25001687 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES | BRET HARTE ELEMENTARY | 010 | $149.18 |
| 25001688 | U S BANK | 2024-25 BLANKET ORDER; ADMINISTRATION FEES | FISCAL SERVICES | 400 | $3,325.00 |
| 25001689 | GARLAND/DBS INC | CARRYOVER PO 24000859; DISTRICTWIDE ROOF LEAK RESPONSE AND PREVENTATIVE MAINTENANCE; ON-GOING AND MAJOR MAINTENANCE FUNDS; BOARD APPROVED 8/17/23 | FACILITIES SERVICES | 010 | $85,500.00 |
| 25001690 | SOUTHWEST SCHOOL & OFFICE SUPPLY | OFFICE SUPPLIES | INSTRUCTIONAL SERVICES | 010 | $335.86 |
| 25001691 | US AIR CONDITIONING DISTRIBUTORS | FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS | LUTHER BURBANK MIDDLE SCHOOL | 010 | $1,205.51 |
| 25001692 | SUNBELT RENTALS, INC. | EQUIPMENT RENTAL; ON-GOING AND MAJOR MAINTENANCE FUNDS | LUTHER BURBANK MIDDLE SCHOOL | 010 | $1,116.88 |
| 25001693 | MCCALLA COMPANY JANITORIAL SUPPLIES | WAREHOUSE MATERIALS AND SUPPLIES; UNRESTRICTED MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $140.09 |
| 25001694 | MCCALLA COMPANY JANITORIAL SUPPLIES | WAREHOUSE MATERIALS AND SUPPLIES; UNRESTRICTED MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $252.19 |
| 25001695 | MCCALLA COMPANY JANITORIAL SUPPLIES | WAREHOUSE MATERIALS AND SUPPLIES; UNRESTRICTED MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $237.91 |
| 25001696 | MCCALLA COMPANY JANITORIAL SUPPLIES | WAREHOUSE MATERIALS AND SUPPLIES; UNRESTRICTED MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $85.79 |
| 25001697 | MCCALLA COMPANY JANITORIAL SUPPLIES | WAREHOUSE MATERIALS AND SUPPLIES; UNRESTRICTED MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $377.63 |

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|---|---|---|---|---|---|
| 25001698 | MCCALLA COMPANY JANITORIAL SUPPLIES | WAREHOUSE MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $392.27 |
| 25001699 | TARGET SPECIALTY PRODUCTS | PEST CONTROL; UNRESTRICTED MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $166.74 |
| 25001700 | SPECIAL EDUCATION PARENT | CARRYOVER PO 24000557; REIMBURSEMENT TO PARENT FOR ACADEMIC SUPPORT; SPECIAL EDUCATION FUNDS; BOARD APPROVED 3/3/22 | SPECIAL EDUCATION | 010 | $39,204.85 |
| 25001701 | SORENSON COMMUNICATIONS, LLC | PROFESSIONAL SERVICES AGREEMENT; CREDENTIALED TEACHER; SPECIAL EDUCATION FUNDS; BOARD APPROVED 9/19/24 | SPECIAL EDUCATION | 010 | $50,000.00 |
| 25001702 | EMERALD COVE OUTDOOR SCIENCE INSTITUTE | DEPOSIT FOR OSS; EMERALD COVE; GIFT FUNDS; BOARD APPROVED 6/20/24 | EMERSON ELEMENTARY | 010 | $1,649.05 |
| 25001703 | IXL LEARNING | SOFTWARE LICENSE; TITLE I FUNDS | DOLORES HUERTA MIDDLE SCHOOL | 010 | $14,514.00 |
| 25001704 | VENTRIS LEARNING | CLASSROOM SUPPLIES | ROOSEVELT ELEMENTARY | 010 | $90.00 |
| 25001705 | LINGUISTIC INC. | SOFTWARE LICENSE; ADULT EDUCATION-BLOCK GRANT; BOARD APPROVED 9/5/24 | BURBANK ADULT SCHOOL | 110 | $56,000.00 |
| 25001706 | LAVITT, HEIDI | REIMBURSEMENT TO TECHER FOR CLASSROOM SUPPLIES; GIFT FUNDS | STEVENSON ELEMENTARY | 010 | $95.14 |
| 25001707 | PAREKH, RUPALI | REIMBURSEMENT TO PARENT VOLUNTEER FOR EVENT SUPPLIES; GIFT FUNDS | JEFFERSON ELEMENTARY | 010 | $119.04 |
| 25001708 | PACINO, LORI | REIMBURSEMENT TO ASSISTANT PRINCIPAL FOR PBIS TEACHER REWARDS; FILM LA FUNDS | MUIR MIDDLE SCHOOL | 010 | $206.55 |
| 25001709 | JONES, ANA | REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES | MUIR MIDDLE SCHOOL | 010 | $43.31 |
| 25001710 | LITERACY MINNESOTA | SOFTWARE LICENSE; ADULT EDUCATION-BLOCK GRANT; BOARD APPROVED 9/19/24 | BURBANK ADULT SCHOOL | 110 | $500.00 |
| 25001711 | IXL LEARNING | SOFTWARE LICENSE; BOARD APPROVED 6/20/24 | SPECIAL EDUCATION | 010 | $2,437.50 |
| 25001712 | GILLEARN, JASON | REIMBURSEMENT TO TEACHER FOR SOFTWARE LICENSE | JOHN BURROUGHS HIGH SCHOOL | 010 | $99.00 |
| 25001713 | CDW-G - COMPUTER DISCOUNT WHSE | COMPUTER EQUIPMENT; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $547.42 |
| 25001714 | LEONIS ADOBE MUSEUM | FIELD TRIP ADMISSION; LEONIS ADOBE; GIFT FUNDS | BRET HARTE ELEMENTARY | 010 | $1,740.00 |
| 25001715 | ROCKLER WOODWORKING AND HARDWARE | CNC ROUTER; CHUCK LORRE FAMILY GRANT | JOHN BURROUGHS HIGH SCHOOL | 010 | $3,525.80 |
| 25001716 | JULIANA K. CRUMP | CARRYOVER PO 24004903; CONSULTANT AGREEMENT; MURAL PAINTING; GIFT FUNDS; BOARD APPROVED 6/6/27 | MILLER ELEMENTARY | 010 | $2,000.00 |
| 25001717 | AMAZON CAPITAL SERVICES | FURNITURE; SPECIAL EDUCATION FUNDS | ROOSEVELT ELEMENTARY | 010 | $192.79 |
| 25001718 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; AMS FUNDS | WASHINGTON ELEMENTARY | 010 | $560.18 |

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| 25001719 | AMAZON CAPITAL SERVICES | OFFICE SUPPLIES; AMS FUNDS | LUTHER BURBANK MIDDLE SCHOOL | 010 | $103.97 |
| 25001720 | AMAZON CAPITAL SERVICES | OFFICE SUPPLIES AND EQUIPMENT; MAA FUNDS | MILLER ELEMENTARY | 010 | $842.62 |
| 25001721 | SHERMAN, TARA | REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GENERAL AND TITLE I FUNDS | MUIR MIDDLE SCHOOL | 010 | $196.19 |
| 25001722 | LAKESHORE CURRICULUM MATERIAL | CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS | WASHINGTON ELEMENTARY | 010 | $37.29 |
| 25001723 | CDW-G - COMPUTER DISCOUNT WHSE | CLASSROOM SUPPLIES | EDISON ELEMENTARY | 010 | $476.28 |
| 25001724 | IXL LEARNING | SOFTWARE LICENSE & PROFESSIONAL DEVELOPMENT; TITLE I FUNDS | LUTHER BURBANK MIDDLE SCHOOL | 010 | $21,283.00 |
| 25001725 | IHEARTMEDIA + ENTERTAINMENT, INC. | CONSULTANT AGREEMENT; MARKETING SERVICE; ADULT EDUCATION-BLOCK GRANT; BOARD APPROVED 9/19/24 | BURBANK ADULT SCHOOL | 110 | $30,000.00 |
| 25001726 | US BANK NATIONAL ASSOCIATION | FURNITURE; SPECIAL EDUCATION FUNDS | ROOSEVELT ELEMENTARY | 010 | $129.24 |
| 25001727 | SWEENEY, LINDA MARIE | 2024-25 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 670 | $1,662.48 |
| 25001728 | LIBRE SCHOOL SERVICES | STUDENT TRANSPORTATION; ATHLETICS | JOHN BURROUGHS HIGH SCHOOL | 010 | $6,345.00 |
| 25001729 | ANDERSON, LUKE | CONSULTANT AGREEMENT; PEACEFUL PLAYGROUND; ELOP FUNDS; BOARD APPROVED 9/5/24 | INSTRUCTIONAL SERVICES | 010 | $12,000.00 |
| 25001730 | APPLE COMPUTER ED SALES | COMPUTER EQUIPMENT; CHUCK LORRE FAMILY GRANT | ROOSEVELT ELEMENTARY | 010 | $5,613.55 |
| 25001731 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; GIFT FUNDS | JEFFERSON ELEMENTARY | 010 | $270.36 |
| 25001732 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; GIFT FUNDS | JEFFERSON ELEMENTARY | 010 | $97.85 |
| 25001733 | AMAZON CAPITAL SERVICES | OFFICE SUPPLIES | EDISON ELEMENTARY | 010 | $153.09 |
| 25001734 | AMAZON CAPITAL SERVICES | CLASSROOM AND TECHNOLOGY SUPPLIES; AMS FUNDS | JOHN BURROUGHS HIGH SCHOOL | 010 | $318.24 |
| 25001735 | AMAZON CAPITAL SERVICES | FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $576.89 |
| 25001736 | AMAZON CAPITAL SERVICES | OFFICE SUPPLIES | JOHN BURROUGHS HIGH SCHOOL | 010 | $169.84 |
| 25001737 | DEPARTMENT OF INDUSTRIAL RELATIONS | CONVEYANCE PERMIT FEES FOR MILLER ELEMENTARY SCHOOL; ON-GOING AND MAJOR MAINTENCE FUNDS | FACILITIES SERVICES | 010 | $450.00 |
| 25001738 | CHRISTOPHER AGUIRRE | CARRYOVER PO 24004585; CONSULTANT AGREEMENT; DANCE INSTRUCTION; GIFT FUNDS; BOARD APPROVED 5/2/24 | EDISON ELEMENTARY | 010 | $930.70 |
| 25001739 | LIBRE SCHOOL SERVICES | STUDENT TRANSPORTATION; ATHLETICS | JOHN BURROUGHS HIGH SCHOOL | 010 | $2,090.00 |
| 25001740 | CDW-G - COMPUTER DISCOUNT WHSE | NETWORK SWITCHES AND MANAGEMENT SOFTWARE; BOND FUNDS; BOARD APPROVED 5/2/24 | TECHNOLOGY SERVICES | 010 | $6,176.77 |

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|---|---|---|---|---|---|
| 25001741 | TANGIBLE PLAY, INC. | CLASSROOM SUPPLIES; STEM GRANT | ROOSEVELT ELEMENTARY | 010 | $562.77 |
| 25001742 | J.W. PEPPER & SONS, INC | CLASSROOM SUPPLIES; AMS FUNDS | LUTHER BURBANK MIDDLE SCHOOL | 010 | $74.96 |
| 25001743 | ROCHELEAU, MATTHEW | REIMBURSEMENT TO PARENT FOR AFTER SCHOOL PROGRAM FEES; GIFT FUNDS | ROOSEVELT ELEMENTARY | 010 | $450.00 |
| 25001744 | US BANK NATIONAL ASSOCIATION | TECHNOLOGY SUPPLIES; AMS FUNDS | JOHN BURROUGHS HIGH SCHOOL | 010 | $362.72 |
| 25001745 | CARRERAS TOURS LLC | STUDENT TRANSPORTATION; OSS; HIGH TRAILS; GIFT FUNDS | DISNEY ELEMENTARY | 010 | $4,080.00 |
| 25001746 | HIGH TRAILS INC. | STUDENT ADMISSION; OSS; HIGH TRAILS; GIFT FUNDS; BOARD APPROVED 6/20/24 | DISNEY ELEMENTARY | 010 | $7,350.00 |
| 25001747 | US BANK NATIONAL ASSOCIATION | FURNITURE | JOHN BURROUGHS HIGH SCHOOL | 010 | $109.19 |
| 25001748 | LIGHTSPEED TECHNOLOGIES | CLASSROOM SUPPLIES | JOHN BURROUGHS HIGH SCHOOL | 010 | $361.80 |
| 25001749 | LAKESHORE CURRICULUM MATERIAL | CLASSROOM SUPPLIES; GIFT FUNDS | JEFFERSON ELEMENTARY | 010 | $69.42 |
| 25001750 | KEY CODE MEDIA, INC. | INSTRUCTIONAL & COMPUTER EQUIPMENT; DIGITAL MEDIA; K12 STRONG WORKFORCE GRANT | JOHN BURROUGHS HIGH SCHOOL | 010 | $31,167.87 |
| 25001751 | AMAZON CAPITAL SERVICES | HEALTH AND OFFICE SUPPLIES; ADULT EDUCATION-BLOCK GRANT | BURBANK ADULT SCHOOL | 110 | $4,458.19 |
| 25001752 | BENCHMARK EDUCATION COMPANY | TEXTBOOKS; LOTTERY FUNDS | MC KINLEY ELEMENTARY | 010 | $264.55 |
| 25001753 | SMARDAN SUPPLY BURBANK | PORTABLE JETTER; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $1,557.98 |
| 25001754 | PERRY, STELLA | REIMBURSEMENT TO PARENT FOR EVENT SUPPLIES; GIFT FUNDS | JEFFERSON ELEMENTARY | 010 | $99.16 |
| 25001755 | OSMONSON, RUSS | REIMBURSEMENT TO TEACHER FOR SOFTWARE LICENSE; BOARD APPROVED 6/20/24 | JOHN BURROUGHS HIGH SCHOOL | 010 | $100.00 |
| 25001756 | RED RIVER PRESS INC. | SOFTWARE LICENSE; ADULT EDUCATION-BLOCK GRANT; BOARD APPROVED 9/19/24 | BURBANK ADULT SCHOOL | 110 | $7,680.00 |
| 25001757 | DICK BLICK CO | CLASSROOM SUPPLIES; AMS FUNDS | MONTEREY HIGH SCHOOL | 010 | $1,889.57 |
| 25001758 | DICK BLICK CO | CLASSROOM SUPPLIES; AMS FUNDS | STEVENSON ELEMENTARY | 010 | $106.90 |
| 25001759 | HOLUBEK, CAROL | REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; CONTINUATION EDUCATION FUNDS | MONTEREY HIGH SCHOOL | 010 | $93.96 |
| 25001760 | VIRCO MFG CO. | OFFICE SUPPLIES | JOHN BURROUGHS HIGH SCHOOL | 010 | $875.74 |
| 25001761 | SIGNAL HILL AUTO ENTERPRISES, INC. | CUSTODIAL MATERIALS | JOHN BURROUGHS HIGH SCHOOL | 010 | $242.55 |
| 25001762 | ANNOZINE, JUDITH | REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS | STEVENSON ELEMENTARY | 010 | $300.00 |
| 25001763 | AMAZON CAPITAL SERVICES | 2024-25 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; SPECIAL EDUCATION FUNDS | SPECIAL EDUCATION | 010 | $700.00 |

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| 25001764 | AMAZON CAPITAL SERVICES | 2024-25 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; SPECIAL EDUCATION FUNDS | SPECIAL EDUCATION | 010 | $2,000.00 |
| 25001765 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; GENERAL AND SPECIAL EDUCATION FUNDS | JOHN BURROUGHS HIGH SCHOOL | 010 | $203.54 |
| 25001766 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; MEDI-CAL AND GENERAL FUNDS | STEVENSON ELEMENTARY | 010 | $508.00 |
| 25001767 | STEP ONE INC dba: BLUE CANH20 | EMERGENCY SUPPLIES; GENERAL FUNDS AND SAFETY CREDITS | Student Services | 010 | $32,034.60 |
| 25001768 | CALIFORNIA FINANCIAL SERVICES | SOFTWARE LICENSE; BOND FUNDS; BOARD APPROVED 6/20/24 | BUSINESS OFFICE | 213 | $60,000.00 |
| 25001769 | WILSON LANGUAGE TRAINING | CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS | MC KINLEY ELEMENTARY | 010 | $141.90 |
| 25001770 | KELLY SPICERS | WAREHOUSE STOCK; COPY PAPER | WAREHOUSE | 010 | $28,040.55 |
| 25001771 | RAPTOR TECHNOLOGIES LLC | OFFICE SUPPLIES | DOLORES HUERTA MIDDLE SCHOOL | 010 | $360.00 |
| 25001772 | KAREN JUNKER | CONSULTANT AGREEMENT; STAFF TRAINING SERVICE; BOARD APPROVED 9/19/24 | INSTRUCTIONAL SERVICES | 010 | $50,000.00 |
| 25001774 | VALDEZ, SAIDA | REIMBURSEMENT TO DIRECTOR OF HUMAN RESOURCES FOR GARAGE OPENERS | PERSONNEL SERVICES | 010 | $214.71 |
| 25001775 | MACIAS, SANDRA | REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES | JOHN BURROUGHS HIGH SCHOOL | 010 | $869.01 |
| 25001776 | SCHOOL ZONE TRANSPORTATION, INC | STUDENT TRANSPORTATION; CHUMASH MUSEUM; GIFT FUNDS | WASHINGTON ELEMENTARY | 010 | $700.00 |
| 25001777 | US BANK NATIONAL ASSOCIATION | AUDIO EQUIPMENT | JEFFERSON ELEMENTARY | 010 | $67.49 |
| 25001778 | PEARSON ASSESSMENT | TESTING MATERIALS | SPECIAL EDUCATION | 010 | $547.94 |
| 25001779 | MNSON WESTERN, LLC | TESTING MATERIALS | SPECIAL EDUCATION | 010 | $790.71 |
| 25001780 | MNSON WESTERN, LLC | 2024-25 BLANKET ORDER; TESTING MATERIALS | SPECIAL EDUCATION | 010 | $10,000.00 |
| 25001781 | MARSHALL MEMO | MAGAZINES | INSTRUCTIONAL SERVICES | 010 | $400.00 |
| 25001782 | DURHAM SCHOOL SERVICES, L.P. | STUDENT TRANSPORTATION; DESCANSO GARDENS; GIFT FUNDS | DISNEY ELEMENTARY | 010 | $892.59 |
| 25001783 | AMAZON CAPITAL SERVICES | 2024-25 BLANKET ORDER; TECHNOLOGY SUPPLIES | TECHNOLOGY SERVICES | 010 | $2,000.00 |
| 25001784 | AMAZON CAPITAL SERVICES | 2024-25 BLANKET ORDER; TECHNOLOGY SERVICES | TECHNOLOGY SERVICES | 010 | $5,000.00 |
| 25001785 | DURHAM SCHOOL SERVICES, L.P. | STUDENT TRANSPORTATION; DESCANSO GARDENS; GIFT FUNDS | DISNEY ELEMENTARY | 010 | $962.15 |
| 25001786 | AMAZON CAPITAL SERVICES | FACILITIES REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $1,033.27 |
| 25001787 | AMAZON CAPITAL SERVICES | FACILITIES REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $144.95 |
| 25001788 | DURHAM SCHOOL SERVICES, L.P. | STUDENT TRANSPORTATION; DESCANSO GARDENS; GIFT FUNDS | DISNEY ELEMENTARY | 010 | $1,499.80 |

## BOARD DETAIL REPORT

**Printed between 09/24/2024 & 10/14/2024**

| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 25001789 | RUSSELL SIGLER INC | HVAC REPLACEMENT EQUIPMENT; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $16,150.52 |
| 25001790 | PRO LITERACY WORLDWIDE | SOFTWARE LICENSE; ADULT EDUCATION-BLOCK GRANT; BOARD APPROVED 9/5/24 | BURBANK ADULT SCHOOL | 110 | $3,750.00 |
| 25001791 | COMMERCIAL DOOR OF LOS ANGELES COUNTY | GATE REPAIR AT DISTRICT OFFICE; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $1,038.02 |
| 25001792 | HIGH TRAILS INC. | ADMISSION FEES; OSS; HIGH TRAILS; GIFT FUNDS; BOARD APPROVED 6/20/24 | MC KINLEY ELEMENTARY | 010 | $13,230.00 |
| 25001793 | SCHOOL ZONE TRANSPORTATION, INC | STUDENT TRANSPORTATION; CHUMASH INDIAN MUSEUM; GIFT FUNDS | WASHINGTON ELEMENTARY | 010 | $700.00 |
| 25001794 | HIGH TRAILS INC. | STUDENT ADMISSION; OSS; HIGH TRAILS; GIFT FUNDS | MILLER ELEMENTARY | 010 | $18,480.00 |
| 25001795 | BRIGHT WHITE PAPER CO | CLASSROOM SUPPLIES; AMS FUNDS | EMERSON ELEMENTARY | 010 | $186.19 |
| 25001796 | BRINK'S INC | CARRYOVER PO 24000813; PROFESSIONAL SERVICES AGREEMENT; ARMORED CAR TRANSPORT SERVICE; BOARD APPROVED 8/18/16 | FISCAL SERVICES | 010 | $20,107.95 |
| 25001797 | LIBRE SCHOOL SERVICES | STUDENT TRANSPORTATION; ATHLETICS | JOHN BURROUGHS HIGH SCHOOL | 010 | $5,340.00 |
| 25001798 | SCHOOL ZONE TRANSPORTATION, INC | STUDENT TRANSPORTATION; LA BREA TAR PITS; GIFT FUNDS | STEVENSON ELEMENTARY | 010 | $1,400.00 |
| 25001799 | FAST DEER BUS CHARTER INC | STUDENT TRANSPORTATION; OSS; HIGH TRAILS; GIFT FUNDS | MC KINLEY ELEMENTARY | 010 | $7,130.00 |
| 25001800 | APPLE COMPUTER ED SALES | COMPUTER EQUIPMENT; CHUCK LORRE FAMILY GRANT | MILLER ELEMENTARY | 010 | $945.20 |
| 25001801 | AMAZON CAPITAL SERVICES | OFFICE SUPPLIES | BURBANK HIGH SCHOOL | 010 | $129.61 |
| 25001802 | FAMILY SERVICE AGENCY OF BURBANK | PROFESSIONAL SERVICES AGREEMENT; MENTAL HEALTH SERVICES; STATE MENTAL HEALTH RELATED SVS; BOARD APPROVED 7/25/24 | SPECIAL EDUCATION | 010 | $363,000.00 |
| 25001803 | HUBERT, LORRI | REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS | EDISON ELEMENTARY | 010 | $150.00 |
| 25001804 | AMIT, JAIMIE | REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; MEDI-CAL FUNDS | STEVENSON ELEMENTARY | 010 | $80.49 |
| 25001805 | NURTURING NESTS THERAPY CENTER | PROFESSIONAL SERVICES AGREEMENT; FUNCTIONAL BEHAVIORAL ASSESSMENT; SPECIAL EDUCATION FUNDS; BOARD APPROVED 10/3/02 | SPECIAL EDUCATION | 010 | $1,500.00 |
| 25001806 | NURTURING NESTS THERAPY CENTER | PROFESSIONAL SERVICES AGREEMENT; FUNCTIONAL BEHAVIOR ASSESSMENT; SPECIAL EDUCATION FUNDS; BOARD APPROVED 10/3/24 | SPECIAL EDUCATION | 010 | $1,500.00 |
| 25001807 | SCHOOL SPECIALTY, INC | CLASSROOM SUPPLIES; TITLE I FUNDS | MILLER ELEMENTARY | 010 | $87.09 |

Printed between 09/24/2024 & 10/14/2024

| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 25001808 | APPLE COMPUTER ED SALES | COMPUTER EQUIPMENT; CHUCK LORRE FAMILY GRANT | PROVIDENCIA ELEMENTARY | 010 | $3,780.78 |
| 25001809 | COAST TO COAST GLASS CORPORATION | CARRYOVER PO 24004881; GLASS FABRICATION AND INSTALLATION AT BURROUGHS HIGH SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $3,055.00 |
| 25001810 | COAST TO COAST GLASS CORPORATION | GLASS REPLACEMENT AT JBHS PHOTO LAB; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $1,855.00 |

**PO Count:** **328** **Total:** **$2,780,936.68**

**Printed between 09/24/2024 & 10/14/2024**

## BOARD FUND SUMMARY

| Fund | Description | PO Count | Total Fund Amount |
|---|---|---|---|
| 010 | General Fund - Unrestricted | 300 | $2,157,773.06 |
| 110 | Adult Education Fund | 15 | $141,660.01 |
| 120 | Child Development Fund | 5 | $385,445.31 |
| 130 | Cafeteria Fund | 2 | $20,520.00 |
| 213 | Building Fund - 3rd Issuance | 1 | $60,000.00 |
| 250 | Capital Facilities Fund | 1 | $1,051.87 |
| 400 | Special Res./for Cap. Outlay | 1 | $3,325.00 |
| 670 | Self Insurance Fund | 3 | $11,161.43 |
| | | **Total:** | **$2,780,936.68** |

**Burbank Unified School District**
**Instructional Services**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Oscar Macias, Interim Assistant Superintendent, Instructional Services |
| PREPARED BY: | Oscar Macias, Interim Assistant Superintendent, Instructional Services |
| SUBMITTED BY: | Stephanie Beauregard, Administrative Secretary II |
| DATE: | November 7, 2024 |
| SUBJECT: | Approval of Non-Instructional Consultant Services |

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**Background:**

The purpose of the Non-Instructional Consultant Services is to support the goals of the school and/or District. Consultants are selected based on their qualifications, expertise and experience. When a non-instructional 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 non-instructional consultant requests must be approved by the Board of Education before 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 non-instructional Consultant assignment requires unsupervised contact with student(s) during the contract period, the Consultant must provide Department of Justice fingerprint clearance through the District's Human Resources Services.

**Fiscal Impact:**

Not to exceed $9,600 (01.0-00000.0-11100-10000-5850-7420025 LCAP)

**Recommendation:**

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

# BURBANK UNIFIED SCHOOL DISTRICT
# INSTRUCTIONAL SERVICES
# APPROVAL OF NON-INSTRUCTIONAL CONSULTANT SERVICES

Board Meeting Date: November 7, 2024

| Site | Name | Purpose | Dates | Cost | Appropriation Number |
|---|---|---|---|---|---|
| Instructional Services | Elizabeth Mackey | Present strategies for teaching with and interpreting works of art through writing and discussion activities that encourage interdisciplinary learning | 11/8/24 – 5/1/25 | $9,800 | 01.0-00000.0-11100-10000-5850-7420025 (LCAP) |

# BURBANK UNIFIED SCHOOL DISTRICT

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

## *AGREEMENT FOR CONSULTANT SERVICES*

**This Agreement,** made and entered into this 7 of November, 2024 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Elizabeth Mackey hereinafter referred to as "Consultant."

Payee's Name Elizabeth Mackey Daytime Phone Number [redacted]

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator Oscar Macias, Interim Assistant Superintendent

Board Approval Date November 7,2024

Account String LCAP: 010-00000.0-11100-10000-5850-7420025

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 $ 9,800. per hour☐/ per day ☐/ per session■ for a total not to exceed $ 9,800.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on November 8,2024 and terminating on May 1, 2025.
3. Payment Terms: $3400 paid 11/08/2024; $3,200 paid 2/1/2025; $3,200 paid 4/01/2025
4. Consultant will provide the following services:

   The consultant will provide professional development on using visual art strategies for teaching and interpreting works of writing and discussion activites that encourage interdisciplinary learning, while highlighting selected strands from the Cc
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.

| | | | | |
|---|---|---|---|---|
| | | Elizabeth Mackey | | 10/10/24 |
| BUSD Authorized Signature/Title | Date | Consultant | Elizabeth Mackey | 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

**Elizabeth Neal Mackey**

[redacted]

- Museum Educator
- Proficient in evaluation design and implementation
- Experienced in creating curriculum materials to complement state content standards
- Skilled in program development
- Art History Instructor

**Education**

*MA, Art History and Museum Studies*
University of Southern California, Los Angeles, May 2002
Qualifying Paper, "Spiritual Spaces: The Influence of Enclosure on the Devotional Practices within Three Clarissan Houses"

*BA, summa cum laude, Art History*
University of Southern California, Los Angeles, May 1999
Honors Thesis, "Examining the Hitda Codex: Its Function and Environment"

**Professional Experience**

*Museum Education Consultant*
June 2009 to present
- Provide project assistance in a variety of areas including evaluation design and implementation, public programs development, professional development for teachers, curriculum resources, and gallery teaching
- Clients include the American Indian Cultural Center and Museum, Oklahoma City, OK; the Santa Paula Art Museum, the Los Angeles County Museum of Art, the Children's Museum at La Habra, and the J. Paul Getty Museum

- Associate, Museum Consultants Network
- Research Associate, Audience Focus Inc.

*Art History Instructor*
Los Angeles Community College District
January 2011 to present and July 2002–June 2005
- Responsible for teaching multiple art history survey and art appreciation courses

*Assistant to Education and Outreach Coordinator*
University of Southern California Fisher Museum of Art, Los Angeles
January 1997 to May 1999
▪ Assisted with coordination of public programming and audience development, provided tours of permanent collection and special exhibitions

*Studio Assistant*
San Diego Museum of Art, Education Department
June–August 1998
▪ Responsible for preparation and facilitation of children's art camp classes

**Exhibitions**

*Lost and Found: Rediscovering Early Photographic Processes*
University of Southern California Fisher Museum of Art, Los Angeles
March 6–April 21, 2001

**Publications and Curriculum Materials**

| | |
|---|---|
| 2009–2010 | "Pompeii and the Roman Villa: Art and Culture Around the Bay of Naples" |
| | "Renoir After Impressionism" |
| 2008–2009 | "Artistic Heritage: Exploring Latin American and Chicano Art" |
| | "Creating Collections, Preserving Culture" |
| | "What Makes Modern Art Modern?" |
| 2007–2008 | "The Arts in Latin America, 1492–1820" |
| | "Telling a Story: Narratives and Symbols in Art" |
| | "Dalí and Surrealism" |
| | "Beyond the Myth of California" |
| | "Music and Art" |
| | "The Broad Contemporary Art Museum: Art, Architecture, and Everyday Life" |
| 2006–2007 | "History, Identity, and Community in Art" |
| | "Mirror Image to Masquerade: Photographic Portraits" |
| | "Material Matters: Glass as Art and Object" |
| | "Inspired Explorations: Representing the Journey" |

"California Classroom: Kids' Reading Room" *Los Angeles Times*, monthly submission September 2003–December 2006

"The Form and Face of the American Child," *Lost and Found: Rediscovering Early Photographic Processes*, exhibition catalogue (Los Angeles, USC Fisher Museum of Art, 2000)

**Burbank Unified School District**
**Instructional Services**
# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Oscar Macias, Interim Assistant Superintendent, Instructional Services |
| PREPARED BY: | Oscar Macias, Interim Assistant Superintendent, Instructional Services |
| SUBMITTED BY: | Stephanie Beauregard, Administrative Secretary II |
| DATE: | November 7, 2024 |
| SUBJECT: | Approval of Instructional Consultant Services |

---

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

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

**Fiscal Impact:**
See Attached

**Recommendation**:

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

# BURBANK UNIFIED SCHOOL DISTRICT
# INSTRUCTIONAL SERVICES
# APPROVAL OF INSTRUCTIONAL CONSULTANT SERVICES

Board Meeting Date: November 7, 2024

| Site | Name | Purpose | Dates | Cost | Appropriation Number |
|---|---|---|---|---|---|
| Emerson Elementary | Moore Productions LLC | Three assemblies – puppeteering and ventriloquism will teach lessons about building confidence, anti-bullying, and building empathy. | 11/20/24 | $1500 | 01.0-90201.0-11100-10000-5810-2038200 |
| Instructional Services | Edge Gain Ltd | Edge Gain will provide training and support for BUSD Arts, Media & Entertainment Pathway teachers and students to complete Industry Certifications. | 11/8/24 – 9/30/25 | $50,000 | 01.0-63870.0-38000-10000-5810-7429000<br>01.0-90703.0-11100-10000-5810-7428000 |
| Instructional Services | Isaiah Knoll | To provide hands-on training experience and a safe workout environment for student-athletes. | 1/6/25 – 5/22/25 | $30,000 | 01.0-00000.0-11100-10000-5810-4322000 |
| Instructional Services | Musicians at Play | MAP will provide Film Music Industry Mentors for JBHS and BHS Vocal and Instrumental students coaching and arrangements in preparation for a combined VMA/IMA fundraising event. | 11/8/24 | $13,000 | 01.0-90703.0-11100-10000-5810-7428900<br>01.0-90711.0-11100-10000-5810-7428000 |
| Miller Elementary | In the Kiln | In The Kiln will provide tiles, materials, supplies and staff members for a Tile Night at Miller for up to 150 students and their families. | 11/15/24 | $2250 | 01.0-90201.0-11100-10000-5810-2108200 |

# BURBANK UNIFIED SCHOOL DISTRICT

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

## *AGREEMENT FOR CONSULTANT SERVICES*

**This Agreement,** made and entered into this 7 of October, 20 24 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Leonard Moore hereinafter referred to as "Consultant."

Payee's Name Moore Productions, LLC Daytime Phone Number [redacted]

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator Jennifer Almer

Board Approval Date 11/7/24

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 $ 1,500 per hour☐/ per day ☒/ per session☐ for a total not to exceed $ 1,500 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on November 20, 2024 and terminating on November 20, 2024.
3. Payment Terms: one time payment of $1,500.00 on day of assembly
4. Consultant will provide the following services:

   3 Assemblies "Puppet Day"

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

Leonard J. Moore II 10/9/24

Consultant Leonard Moore 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

Hello! My name is Leonard (aka ElJay) and I'm an actor / writer / ventriloquist with my BFA in Theatre and BA in Psychology. I was born and raised in sunny Miami, Florida where we don't have seasons... Just different levels of hot.

I am a former D1 basketball player and 2-year amateur boxer. My passion for performance has taken me on adventures across the country. From freestyle rapping with Freestyle Love Supreme on Broadway to leading a 3-year commercial campaign for Tobacco Free Florida to helping coordinate the SDC Directing Fellowship for the Kennedy Center in Washington.

As a writer, I like to say I'm current SAG and future WGA! I'm also an extremely passionate Voice Over Actor and a proud NAVA member, working hard to make my dreams come true on every level!

I am dedicated to making a path to succeed for not only myself, but for many generations to come.

I am a big believer of, "If it's not out there for you, make it yourself." -Me lol

Thank you for your time and I look forward to running into you on set!
- IMDb Mini Biography By: Leonard J. Moore II

## Self-verified on IMDbPro

**Gender / Gender identity** Male

**Pronouns** he/him

**Race / Ethnicity** Black / African American

## Contribute to this page >

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## More from this person

Other works Publicity listings External sites

# Leonard J. Moore II

**www.LeonardJMoore.com**

**Height: 6'0** **SAG/AFTRA Member** **Hair: Black**


**Theatrical Agent (LA):**
Chasin Agency
matt@chasinagency.com
323-252-9352

**Theatrical Agent (Miami):**
Stellar Talent
cindy.stellartalent@gmail.com
954-241-7376


## Film:

| | | | |
|---|---|---|---|
| *Shattering Stereotypes (post-pro)* | Supporting | John Kendale | Lixpix Studios |
| *The Moonlight Stalker (post-pro)* | Lead | Xebian Melendez | X Films |
| *State V. Unknown (feature)* | Supporting | Gabriel Rhenals | Reveu Productions |
| *Death Cleaning (feature)* | Supporting | Gabriel Rhenals | Reveu Productions |

## Short Film:

| | | | |
|---|---|---|---|
| *Private Property* | Lead | Vankshita Mishira | USC |
| *Reasonable Doubt* | Lead | Francesca Ling | Reelarc Productions |
| *Henchmen* | Lead | Jackson Mirmina | Keetdog Productions |
| *Sunday Shots* | Lead | Duffy Higgins | A76 PRODUCTIONS |
| *Shut Up and Box* | Lead | Eric Campbell | Moore Productions LLC |
| *Roomies* | Lead | Titus Solomon | AVS Productions |
| *I'm a Fighter* | Lead | Titus Solomon | AVS Productions |
| *Alien Student* | Lead | Shuojia Chen | 22nd Canes Film Festival |
| *16* | Lead | Vanessa Mings | May Madness Film Festival |
| *Its' Ya Boi* | Lead | Kieron Williams | Miami Short Film Festival |
| *Ascendance* | Supporting | Scott | |

## Television:

| | | | |
|---|---|---|---|
| *Single, Taken, Other (web series)* | Guest Star (*Reoccurring*) | Andrew Hoo | CapiShe Productions |

## Theater:

| | | | |
|---|---|---|---|
| *The Very Hungry Caterpillar Show* | Caterpillar / Swing | Jonathan Rockefeller | Rockerfeller Productions |
| *Day of Saturn* | Odysseus | Melissa Coleman-Reed | THE ROAD Theatre Company |
| *Pipeline (off-Broadway)* | Omari | Regge Allan Bruce | Gallery Players |
| *The Book of Esther* | Hipster | Tirosh Schneider | Isles of Shoals |
| The Will of Smith (solo perf.) | Will | Leonard J. Moore II | Moore Productions LLC |
| She Kills Monsters | Orcus | Tony Galaska | FIU Theatre |
| And Then There Were None | General | Wayne Robinson | FIU Theatre |

## Musical Theater:

| | | | |
|---|---|---|---|
| *Two Thousand Miles* | Carlos (Originating) | Brian Statler | Second Stage Productions |
| *12th Night Musical* | Antonio | George Croom | Clocktower Players |
| *Aida* | Mereb/Ensemble | Mickey McGuire | Seminole Theatre Players |
| Little Shop of Horrors | Audrey II | Phillip Church | FIU Theatre |

## Commercial:

| | | | |
|---|---|---|---|
| *Doritos: Solid Black* | Basketball Player | | OMD Media Agency |
| *Chewy: Chewtorial* | Cat Owner | Andrew Smiley | Chewy.com |
| *Chewy: Holiday Photos* | Dog Owner | Dylan Coleman | Chewy.com |
| *Dairy Queen: Blizzard* | Baseball Player | David Shafei | World War Seven |
| *Google Pixel x Timberland* | Timberland's Mentee | Stacy Wall | Imperial Woodpecker |

## Voice-Over:

| | | | |
|---|---|---|---|
| *Untitled Reality Show* | UN Style Dubbing | --- | Netflix |
| *New World Symphony Campaign* | Commercial VO | Clyde Scott | NWS Media |

## Hosting:

| | | | |
|---|---|---|---|
| *Little Dreams Audition 2017* | Host / MC | Phil Collins | Little Dreams Foundation |

## Education/Training:

**B.F.A. in Theatre**, Florida International University, Miami (FIU), April 2019
**B.A. in Psychology**, Florida International University, Miami (FIU), April 2019
**1-Year Conservatory**, Tom Todoroff Acting Studio, New York (TTC Studios), 2019-2020

### Workshops/Intensives

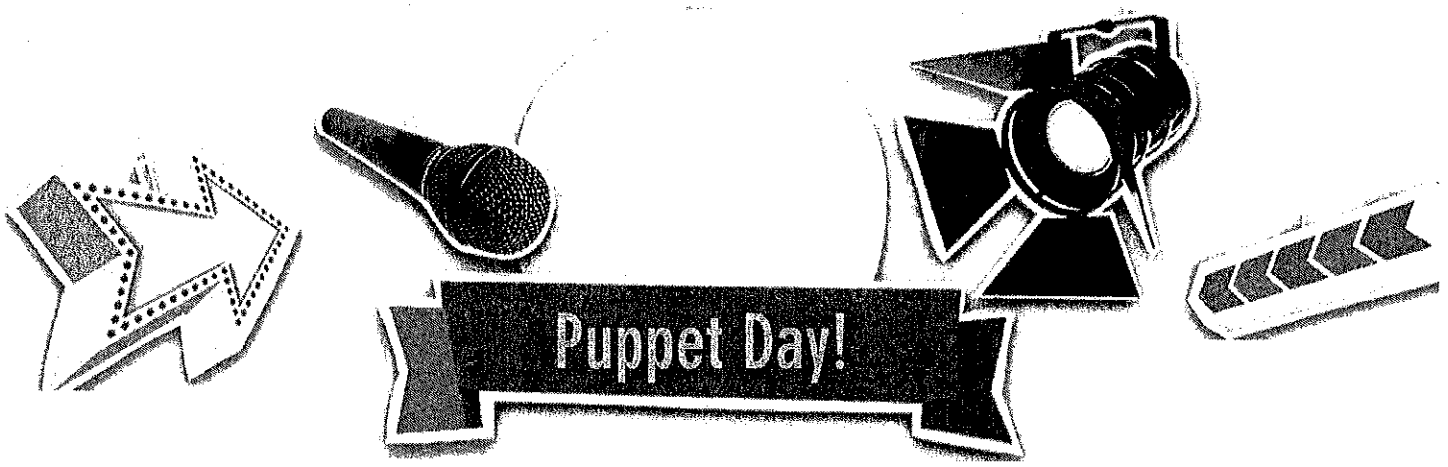
The Commercial Class, Adv. Commercial Technique, Alyson Horn, Ross Lacy & Reece Rios
Zak Barnett Studios, Weekly Classes under John Lavelle
Actors Ave, Co-Star and Commercial Workshops under Michael Petrone
Berland Casting VO Workshop (6-weeks) under Terry Berland and Nick Omana
Kennedy Center Directing Intensive under Gregg Henry, Colin Hovde, Kelsey Mesa and Shirley Serotsky
Freestyle Love Supreme (FLS) Academy Teacher and Alumni
Physical Comedy Workshop under Bill Irwin
RSC Shakespeare Training under James Corrigan
Directing Intimacy Workshop under Laura Rikard and Chelsea Pace
Broadway Bootcamp Dance Training under James Gray
Professional Ventriloquist Coaching under Gary Owen
Dubbing in-person (UN style) under Andy Roth CD
TV acting in-person class under Lindsay Jameyson CD
Master the Audition Workshop under Rhavynn Drummer CD
Animation Voiceover Class under Pam Goldman
Blumvox Studios, Voice Over Masterclass under Steve Blum
Masterclass, Voice Over Lesson under Nancy Cartwright

## Special Skill:

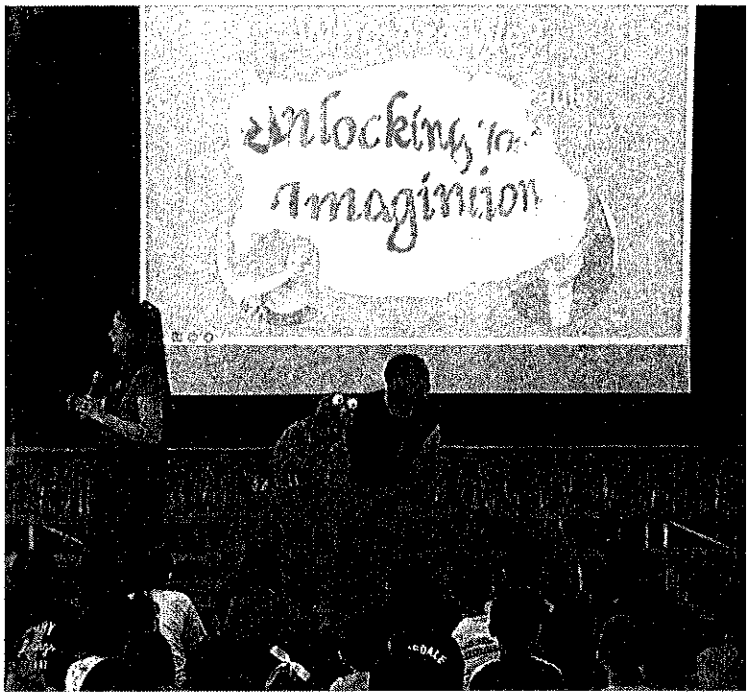
- Ventriloquism (3+ years)
- Puppeteering (8+ years)
- Basketball (division 1 university)
- Boxing (2-years)
- Bowling (high school competitive)
- Hip Hop Dance
- Water Polo
- NAVA Member
- World's Largest Collection of Ventriloquist Figures (over 300 figures)
- Freestyle Rap (on Broadway with FLS)
- PR Friendly
- 3 Live News Interviews (NBC, WSVN, and Spectrum 1)
- 11k+ Instagram Followers
- 34k+ TikTok Followers

## Awards:

- NAVA x SOVAS Brad Venable Finalist
- Best Shorts Award of Merit: Best Leading Actor
- Independent Shorts Finalist: Best Acting Duo






*Moore Productions, LLC presents a*

## Ventriloquism & Puppeteering Presentation

### An Educational & Interactive Experience!

## Testimonials !!!

Contact to Book NOW!

**"Wonderful! Absolutely wonderful! One perk of my job is being able to bring things to the school that interest my kid."**
**Jordan Hamessley**
***VP of PTA Programming - Woodbury Elem***

# What Do We Do?



**We are dedicated to creating a safe and educational space for students to explore puppetry and ventriloquism. At its core, Puppet Day was created as a way to spark a student's natural curiosity for learning and the arts. From Sesame Street to The Muppets, students have been exposed to puppets all of their lives. We're just proudly putting faces to the characters they already love, with a simple message...**
**"You Can Do It Too!"**









# Benefits for Your Students

- Verbal Interaction with puppets encourages language development by creating an open dialogue and a safe space for students to express themselves. Shy students benefit by letting the puppets be their voice thus increasing communication.
- Social Development and Fine Motor Skills are enhanced through the medium of puppetry. Playing with puppets improves dexterity and hand-eye coordination.
- Self Confidence and Creativity are developed through the act of handling and interacting with puppets as students retell and share their experiences and adventures. Role playing allows students to explore new personalities, ideas, and to develop their imagination.






# What We Offer!

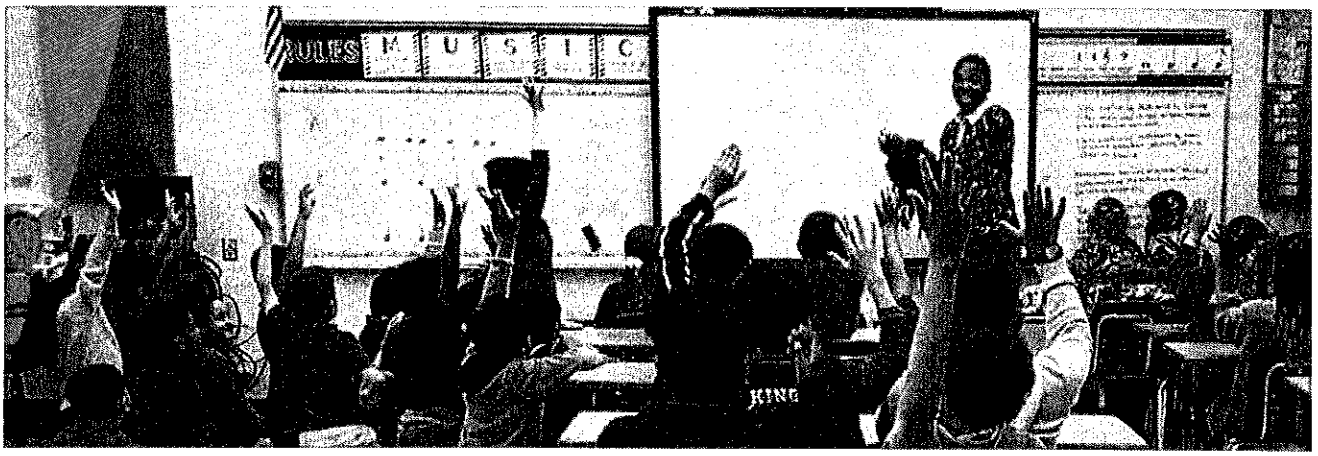
## Auditorium Presentations:

Our exciting 45 minute auditorium presentations enhance student creativity, social development, and self confidence.
By blending both the educational aspects of ventriloquism and puppeteering with the fun components of live performance and audience interaction and participation, we are able to offer a truly one of a kind experience!

## Age Ranges:

Pre-K through 6th-Grade!

- Pre-K through 1st grade shows are puppet story time with a lot of call and response.
- 2nd through 4th Grade shows are interactive with some audience participation.
- 5th and 6th Grade shows delve more into the technical, with heavy audience participation.




# Meet the Team



## *Leonard J. Moore II*

Actor / Writer / Ventriloquist
Psychology BA & Theatre BFA
*Main Presenter & Co-Developer*

A dynamic duo... (if we do say so ourselves)!
Moore Productions, LLC, along with Tonya Traylor, own the world's largest privately owned collection of ventriloquist figures (over 500 figures).

Leonard brings over 8 years of professional ventriloquism and puppeteering experience, while Paula brings over a decade of experience in children's theatre.



## *Paula Macchi-Moore*

Actor / Puppeteer
Theatre BFA
*Presenter & Project Manager*

# Check Us Out on the News

© 2024 By Leonard J. Moore II

# GET IN TOUCH

**We'd love to hear from you**

Download Our

# BURBANK UNIFIED SCHOOL DISTRICT

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

## *AGREEMENT FOR CONSULTANT SERVICES*

**This Agreement,** made and entered into this 7 of November , 20 24 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Edge Gain Ltd. hereinafter referred to as "Consultant."

Payee's Name Edge Gain Ltd. Daytime Phone Number +44 1442 823308

Email Address greg@edgegainltd.com

Mailing Address 166 College Road, 3rd Floor · Harrow, Middlesex HA1 1BH · United Kingdom.

Sponsoring Administrator [redacted] Oscar Macias , Interim Asst Superintendent, Instructional Services

Board Approval Date November 7 , 2024

Account String 01.0-63870.0-38000-10000-XXXX-7429000 CTEIG GRANT 010-90703.0-11100-10000-####-7428900 Advan

The assignment ☐ **will or** ■ **will not** require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

**Retired Employee: Please check if you belong to _____ calPERS _____cal STRS Retirement Date _____**

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ _____ per hour☐/ per day ☐/ per session☐ for a total not to exceed $$50000 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on November 8 , 2024 and terminating on September 30,2025 .
3. Payment Terms: Invoice
4. Consultant will provide the following services:

   Edge Gain will provide training and support for BUSD Arts, Media, & Entertainment Pathways teachers and students to complete Industry Certifications and digital creativity training for BUSD teachers and staff.

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.

| | | | | |
|---|---|---|---|---|
| | | Greg Hodgson | | 10.3.24 |
| BUSD Authorized Signature/Title | Date | Consultant | Edge Gain Ltd. | 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

# Our Story



## We are designers of digital learning...

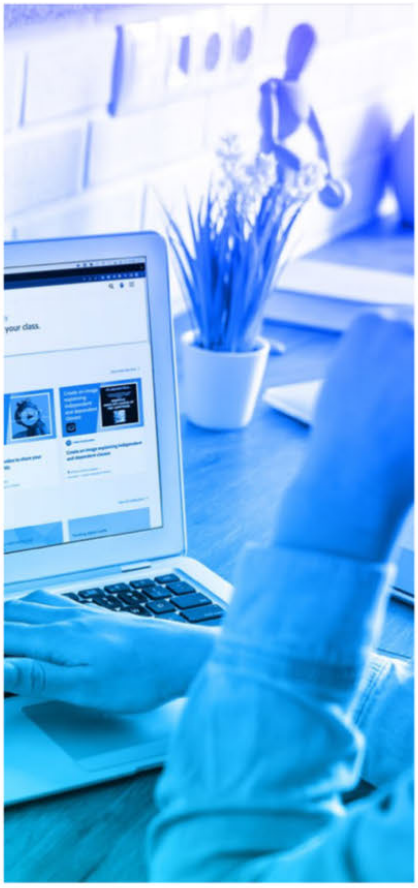
For over 10 years Edge Gain has designed and produced **innovative online learning solutions** for **students, educators,** and **brands**, including bespoke professional development, on-demand learning materials, educational consultancy, and content management.



## ...with decades of training experience and classroom expertise...

Edge Gain began with a pioneering online course for **Adobe** called 'Adobe Generation'. We wanted to **give students that special 'edge'** and 'advantage' in acquiring creative digital skills. Pulling together a skilled and charismatic set of **international educators** to offer a form of blended learning that enthralled students and teachers alike, Edge Gain built upon the success of Adobe Generation to become the leading provider of educational solutions for the **Adobe Education Exchange** platform.

# ...and the leading provider of educational solutions for the Adobe Education Exchange platform.



Since then, we have followed our mission of **inspiring digital creatives** to offer a full experience of training, online learning, and consultancy for all providers of learning whether in the education or corporate sectors. Now we are **training thousands of teachers, other professionals, and students worldwide**, working and partnering with some of the most innovative and creative companies, museums, schools, and universities in the world.

## Meet the Edge Gain Team



**Greg Hodgson**
Founder of Edge Gain



**Phil Badham**
Director of Creative Learning at Edge Gain



**Jo Penniston**
Project Manager at Edge Gain



**Freddie Clarke**
Content Development and Operations Manager at Edge Gain



**Tom Wintle**
Graphic Designer at Edge Gain



**Ashley Wilkie**
Motion Designer at Edge Gain



**Melissa Arnold**
Edge Gain Associate



**Karla Hatrick**
Content Editor at Edge Gain



**Jess Campbell**
Edge Gain Associate and Teacher of Multimedia at Buchholz High School, Florida



**Matthijs Clasener**
Edge Gain Associate and Teacher of Motion Design at Grafisch Lyceum, Rotterdam



**Matt Dombrowski**
Edge Gain Associate and Associate Professor of Emerging Media at University of Central Florida



**Herbert Jay Dunmore**
Edge Gain Associate and Professor of Multimedia at Loyola University, Maryland



**Chana Messer**
Edge Gain Associate and Teacher at USC Annenberg School of Communication and School of Cinematic Arts



**Kevin Brandon**
Edge Gain Associate and Graphic Design Professor at Humber College, Toronto



**Lukas Engqvist**
Edge Gain Associate and Teacher of Media and Adobe at Brobygrafiska, Sweden



**Diana Keeler-Forbes**
Edge Gain Associate and Director of Digital Production at Occidental College, Los Angeles



**Joseph Labrecque**
Edge Gain Associate and Teaching Assistant Professor at University of Colorado Boulder



**Tony Malo**
Edge Gain Associate and Digital Multimedia, Graphic Design and Video Teacher at Gainesville High School



**Mark Shufflebottom**
Edge Gain Associate and Professor of Interaction Design at Sheridan Institute of Technology



**Colin Maxwell**
Edge Gain Associate and College Lecturer specialising in Game and Mobile App Development



**Victor Dávila**
Edge Gain Associate and Associate Professor of Graphic Design and Illustration at the University of Central Florida



**Ross Wallis**
Edge Gain Associate and Digital Artist and Educator



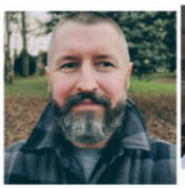
**Seth Chambers**
Edge Gain Associate and Teacher at Center for Advanced Research and Technology



**Ali Blackwell**
Edge Gain Associate and Arts & Technologies Teacher at Melville Senior High School



**Lisa Gottfried**
Teacher of Digital Design at New Technology High School in Napa, California



**Jon Holmes**
Edge Gain Associate and Senior Lecturer in Media Production (Digital) at University of



**James Field**
Edge Gain Associate and Senior Lecturer at the Lincoln School of Film, Media and Journalism, University of Lincoln



**Hilde Massen**
Edge Gain Associate and Teac
Grafisch Lyceum, Rotterda

# 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 _____ of _____, 20____ by and between the **Burbank Unified School District**, hereinafter referred to as "District", and _____ hereinafter referred to as "Consultant."

Payee's Name Isaiah Knoll Daytime Phone Number [redacted]

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator John Paramo

Board Approval Date November 7, 2024

Account String 010-00000.0-11100-10000-5810-4322000

The assignment ☐ **will** or ☐ **will not** require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

**Retired Employee: Please check if you belong to _____ calPERS _____cal STRS Retirement Date** _____

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 50.00 per hour☑/ per day ☐/ per session☐ for a total not to exceed $_____**Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 1/6/25 and terminating on 5/22/25.
3. Payment Terms: Not to exceed 30 hours per week
4. Consultant will provide the following services:

   _____

   _____
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.

Jparamo _____

BUSD Authorized Signature/Title Date

_____

Consultant Date

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Req.

Revised 06/19

# Isaiah Knoll

**Personal Trainer**

[redacted]

## Work Experience

### Independent Trainer

Valley Gym Corp LLC-Pasadena, CA

October 2023 to Present

- Providing a hands-on training experience including personalized exercise, recovery, diet and nutrition plans
- Offering coaching tailored to fit individual goals, in a private and comfortable environment
- Successful in completing over 50 clients long-term fitness goals

### Personal Trainer/Group Fitness Instructor

Hardcore Fitness Boot Camp Pasadena-Pasadena, CA

March 2022 to September 2023

- Provided a high energy, motivating, safe workout environment for group classes with 30+ attendees in a boutique gym of over 200 members
- Ensured proper form and instruction was given to all members in both a group and one on one setting
- Created effective workouts and diet plans to ensure over 50 private training clients' goals were met
- Maintained the highest tier of personal training sales for over a year consecutively, while assisting other employees in performing their own work well

### Private Trainer

Basic Training Private Fitness Center-Glendale, CA

February 2020 to December 2021

- Providing a hands-on training experience including personalized exercise, recovery, diet and nutrition plans
- Offering coaching tailored to fit individual goals, in a private and comfortable environment
- Successful in completing over 30 clients long-term fitness goals

### Personal Trainer

Gold's Gym-Glendale, CA

November 2018 to February 2020

- Provided coaching, meal planning, and friendly energy to both new members and experienced members of the gym
- Efficiently coaching clients to their goals, while providing knowledge, support, motivation, and safe instruction in all forms of exercise
- Created a team of over 20 clients, servicing an average of 30-35 hours of clients per week, while greatly exceeding sales/revenue standards
- Maintained an elite status and over $10,000 per month in TSR

## Education

### Bachelor's degree in Kinesiology
Los Angeles City College - CSULA/CSUN - Los Angeles, CA
January 2022 to Present

### High school or equivalent
Optimist High School
August 2015 to January 2016

## Skills

- Customer Service (5 years)
- Personal Training (5 years)
- Group Fitness
- Training & Development

## Certifications and Licenses

### AAAI/ISMA
October 2018 to Present

Certified Personal Trainer Lvl I & II

### Functional Exercise
Present

PTontheNET CEC

### Macronutrients and Exercise
Present

PTontheNET CEC

### Strength Training
Present

PTontheNET CEC

### HEADS UP Concussion Training for Youth Sports Coaches
October 2024 to Present

CDC Heads Up

### CPR/AED/First-Aid
October 2024 to October 2026

National CPR Foundation

## Additional Information

SKILLS & QUALIFICATIONS

- Practical knowledge of using and maintaining recreational equipment
- Build and maintain a healthy, cooperative, and productive relationships with colleagues and guests creating a harmonious and inviting environment
- Efficient multi-tasker with solid written and verbal communication skill
- Diligent organizer
- Strong interpersonal relationship and customer service skills; people skills

# CDC HEADS UP

SAFE BRAIN. STRONGER FUTURE.

# CERTIFICATE

## OF COMPLETION

Awarded 10/18/2024 to

Date

Isaiah Knoll

Name

In recognition of completing the **HEADS UP Concussion Training for Youth Sports Coaches**

CDC

# Certificate
OF COMPLETION

IN RECOGNITION OF SUCCESSFUL COMPLETION IN:

**CPR / AED / First-Aid**

(Adult / Child / Infant / Choking)

AED / Injury & Universal Precautions

THIS CERTIFICATE IS PROUDLY PRESENTED TO:

**Isaiah Knoll**

The student has successfully met the requirements for certification by completing the cognitive training and skills evaluation in the specified course in terms of NCPRF® and in accordance with the corresponding ILCOR, OSHA, and AHA®/ECC guidelines (2020).

**Date:** Oct 13, 2024 **Renew:** Oct 13, 2026 **ID#:** FE347BC7 **Instructor:** Paul J. Scruton

**Course Provided By:**
NationalCPRFoundation™

**Signature:** Paul Scruton

# AMERICAN AEROBIC ASSOCIATION INTERNATIONAL (AAAI) & INTERNATIONAL SPORTS MEDICINE ASSOCIATION (ISMA)

## PERSONAL FITNESS TRAINER CERTIFICATION

Isaiah Knoll

**Member ID# 193098**

Instructor Todd Bezilla M.Ed. D.O.

Location Virtual

Date 3/25/2024

Expiration Date 3/25/2025

**AAAI/ISMA Faculty**

Nora Anderson, M.S
Glen Atkins, M.S.
James Bednez, M.S.
Todd Bezilla, D.O
Joseph Cannon, M.S.
Adrienne Costa, M.S.
Heather Gansel, D.C.
Gina Giannantori, M.S.
Susie Gorman, M.S.
Rose Hickey, M.S.
Marjorie Gorman Jarrett, M.S.
Marlene Jenkins, M.S.
Irene Kepler, M.S.
Tracy Klehr, M.S.
Kat Kolaski, M.D.
Richard Levandowski, M.D.
Jennifer McGrath, M.S.
Deanna McLaughlin, M.S.
Pat Mediate, M.A.
Jennifer Miller, M.S.
Kevin Mills, M.S.
Lauren Morgan, M.S.
Bobby Northern, M.S.
John Motl, M.D.
Karen Oldham, M.Ed.
Michele Olsen, M.S.
Bill Papin, M.S.
Robin Pultz, M.S.
Mike Rickett, M.S.
Phil Robakiewicz, Ph.D.
Joanne Smith-Tavener, M.Ed.
Karen Smith, M.S.
Jason Townsend, M.S.
Reiné Villim, M.S.
Anne Wilkinson, Ph.D.
Amanda Wooldridge, M.S.
Tamara Zee, M.S.

# BURBANK UNIFIED SCHOOL DISTRICT

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

## *AGREEMENT FOR CONSULTANT SERVICES*

**This Agreement,** made and entered into this 7 of November 2024 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Musicians at Play hereinafter referred to as "Consultant."

Payee's Name Musicians at Play Daytime Phone Number (818) 632-4868

Email Address April@musiciansatplay.org

Mailing Address 4804 Laurel Canyon Blvd #385, Studio City, CA 91607

Sponsoring Administrator **Oscar Macias**

Board Approval Date November 7, 2024

Account String **$6500.** Advancement Grant- 010-90703.0-11100-10000-5810-7428900
**$6500.** Film LA -010-90711-0-11100-10000-5810-742-8000

The assignment ☐ **will** or ☒ **will not** require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

**Retired Employee: Please check if you belong to _____ calPERS _____cal STRS Retirement Date _____**

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

NOW THEREFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ _____ per hour☐ per day ☐ per session☐ for a total not to exceed $ $13,000 **Amount to include speaking fee, mileage and any additional fees
2. The term of the Agreement shall be the period commencing on 11/08/2024 and terminating on 11/08/2024
3. Payment Terms: **$6500. 11/08/2024; $6500. 02/01/2025**
4. Consultant will provide the following services:

   The Musicians at Play Foundation (MAP) will provide Film Music Industry Mentors for JBHS and BHS Vocal and Instrumental Students; secure sheet msuci and performance rights; provide coaching and arrangements

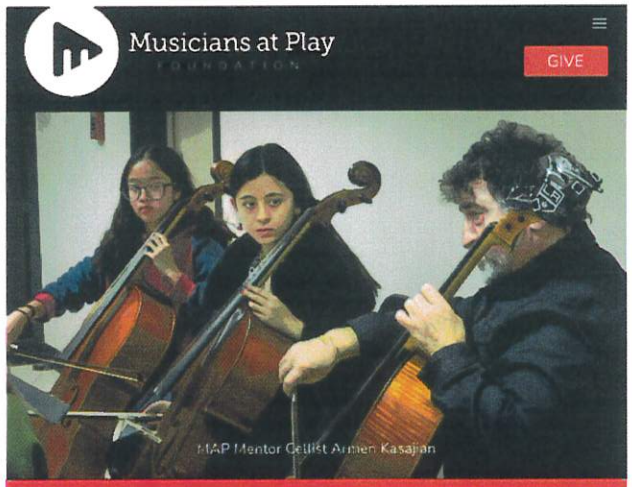
5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation

**Burbank Unified School District of Los Angeles County**

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

| | | | | |
|---|---|---|---|---|
| | | | 10/03/2024 | |
| BUSD Authorized Signature/Title | Date | Consultant | Musicians at Play | Date |

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Req. Revised 06/19




# EDUCATION PROGRAMS

## What We Do

Our purpose is to provide tuition-free music instruction programs aligned with VAPA standards to support teachers, parents, students and community members in defunded, marginalized communities suffering from systemic racism, the digital divide and racial disparity in education of the arts. The programs are facilitated by accredited educators who are also award-winning professional local musicians in the film, concert hall and recording industries in Los Angeles and globally.
Each season, MAP's Artistic Director, Anthony Parnther, and MAP leaders meet with the youth, school administrators, teachers, and parents to customize a live and virtual concert program designed to meet the individual needs of each youth community.

We donate special music selections to students from popular film music from John Williams (Star Wars, E.T. Home Alone, Jurassic Park), Michael Giacchino (Star Trek, Incredibles, COCO, Jurassic World) and other award winning composers. Through a series of sequential workshops, MAP mentors provide one-on-one, and small group coaching, ultimately culminating in live public performances.

## Core Programs and Services

MAP Instrumental Music Mentoring Formats (aligned with Visual & Performing Arts Standards) and our Racial Equity Statement. All programs are provided in a virtual format as well as live in person workshops. Preparation Packages with lesson plans are created with teachers.

- **Introduction to Jazz** – Targeted at Grades K – 12th for schools with little or no music programs, this is a fun interactive participatory concert designed to introduce students to the instruments and their capabilities.
- **MAP Assembly** – Live and virtually up to 800 students – a learning and fun experience by preparing the students for the concert and by including their active participation. This is a two(2) part program.
- **Jazz Ensemble & Big Band** – Live and virtual coaching. 8 – 12 Mentors – Trumpet/Sax/Trombone/Rhythm Section. This 4-6 session program.
- **Concert Band / Wind Ensemble Mentorship** – Live and Virtual Coaching. Trumpet/Trombone/French Horn/Sax/Clarinet/Flute/Percussion. 10 sequential workshops taught by Seven (7) MAP mentors are provided for a school's concert band or wind ensemble to assist teachers working with students in the woodwind, brass, and percussion families of instruments, along with the double bass or bass guitar. Additional nontraditional instruments such as piano, harp, synthesizer, or electric guitar may be added.
- **Symphonic Orchestra** – Beginning to Advanced –Virtual and Live. Trumpet/Trombone/French Horn/Sax/Clarinet/Flute/Percussion/Bass/ Cello/ Viola/ Violins/Piano plus Conductor. 10 Workshop Sessions –18-27 MAP mentors cover all the instrumental families work and perform with students in a public performance.

## Who are the Mentors?

Most of the musicians are members of the Hollywood Studio Symphony Orchestra in Los Angeles, California, a rotating group of classically-trained musicians responsible for playing the soundtrack music for motion pictures since the 1920's. These artists also perform with the L.A. Philharmonic Orchestra and in premiere concert venues throughout the world. In the Hollywood studios, they perform and record the music of award-winning composers, such as John Williams and Michael Giacchino, and can be heard on the soundtracks of thousands of films, including Star Wars, Star Trek, Back to the Future, UP, Dawn of the Planet of the Apes, Raiders of the Lost Ark, Coco, Schindler's List, Home Alone and JAWS to name only a few.



"Congratulations Musicians at Play Foundation... It has been my honor to have worked with my brilliant colleagues in Los Angeles, and I always appreciate the invaluable contribution they've made to my scores and to those of other composers.

LA musicians are a pool of freelancers who constantly come together to form a fabulous orchestra. We don't celebrate this enough, and we absolutely need to be more vocal about it."

~ John Williams

American composer, conductor, and musician

## Partners

Musicians at Play Foundation is the proud recipient of generous support and recognition from local, state and national government funding agencies:

NATIONAL ENDOWMENT for the ARTS

CALIFORNIA ARTS COUNCIL
A STATE AGENCY

Los Angeles County Arts & Culture

DCA

# 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 11th of October, 20 24 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and In the Kiln hereinafter referred to as "Consultant."

Payee's Name In the Kiln Daytime Phone Number 909-312-2379

Email Address jfrancis@inthekiln.com ; bfrancis@inthekiln.com

Mailing Address 402 West Arrow Highway Unit 7, San Dimas, California 91773

Sponsoring Administrator Judy Hession, Principal at Miller Elementary School

Board Approval Date Thursday, November 7, 2024

Account String 010-90201.0-11100-10000-5810-2108200 (PTA Funds)

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 $ $15 per hour☐/ per day ☐/ per session☐ for a total not to exceed $ 2,250 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on November 15, 2024 and terminating on November 15, 2024.
3. Payment Terms: Due after the completion of the Tile Night activity
4. Consultant will provide the following services:

   In the Kiln will provide tiles, materials and supplies, and staff members for a Tile Night at Miller School for up to 150 students and their families.
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.

| | | | | |
|---|---|---|---|---|
| | | Digitally Signed: John D. Francis 2024-10-15 | | |
| BUSD Authorized Signature/Title | Date | Consultant | In the Kiln | 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

# In the Kiln

## 402 W. Arrow Highway, Unit 7, San Dimas, CA 91773

## 909-312-2379

In the Kiln offers instruction on creating low and mid-range pottery ceramics items since 2016. They visit schools throughout San Gabriel Valley and done over 50 events. The business provides the ceramics plus paints, brushes palettes, and other supplies for the event. At the end of the session, they take the painted products back to their studio to fire and glaze and then deliver the finished pieces to the school.

## PARTY TIME – CERAMIC PAINTING PARTY

## PARTY TIME INFORMATION

Birthday, baby shower, team celebration, **or any excuse to have a party**, this is the place for you. Our 2,000 sq. ft., **highly configurable studio in San Dimas** provides the perfect location for your party. We can help you create almost any atmosphere imaginable. We will instruct on ceramic painting. Your attendees will love attending your ceramic painting party.

## WHY PARTY WITH US?

### AWESOME SELECTION

We have over 10,000 ceramics pieces to choose from to make any theme a reality. Your ceramic painting party will include ceramic painting. We are centrally located in San Dimas.

### AMPLE SPACE

Our studio is spacious and can hold up to 50 painters doing ceramic painting at a time. The ceramics your attendees will create can be kept for lifetime. We know you will enjoy a ceramic painting party with us at our studio in San Dimas.

### LIFETIME MEMORY

Your ceramic painting party include a custom ceramic painting plate.

### FUN INSTRUCTORS

Our team of ceramic painting party instructors will make your ceramic painting event special.

**Burbank Unified School District**
**Special Education Department**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Jennifer Nicholson, Director of Special Education and Psychological Services |
| PREPARED BY: | Jennifer Nicholson, Director of Special Education and Psychological Services |
| SUBMITTED BY: | Sandra Shearer, Administrative Secretary |
| DATE: | November 7, 2024 |
| SUBJECT: | Amended Agreement for Professional Services (Special Education) |

**Background:**

The Board of Education is being asked to amend an agreement for professional services to hire outside speech and language pathologists (as consultants) 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 $584,256.

**Recommendation:**

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education amend an agreement between Burbank Unified School District and Gary D Stromberg & Associates, LLC, to provide four speech and language pathologists, not to exceed $584,256 (01.0-65000.0-57602-11901-5850-7440000), effective July 1, 2024 through June 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

**Note: The original approval date was June 20, 2024 for a total not to exceed $483,300. This amendment adds one additional speech and language pathologist, for a total of four speech and language pathologists, with an increase of $100,956. The new not to exceed amount is $584,256.**

Burbank Unified School District
1900 West Olive Avenue, Burbank, 91506
Tel: (818) 729-4473
Fax: (818) 729-4573
www.burbankusd.org

**AMENDED CONSULTANT AGREEMENT - SLPs**

**TERM OF AGREEMENT**

**This Agreement,** made and entered into this 7th day of October 2024 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. Mille Ave. #109, Tempe, AZ 85282

Email Address: louisstromberg@gmail.com

Sponsoring Administrator: Peter Knapik (Print Name) Assistant Superintendent (Title) _____ (Signature) Special Education (Location)

Board Approval: ~~06/20/2024~~ 11/7/2024 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 $89.50 per hour, 40 hours each SLP per week for a total not to exceed ~~**$483,300**~~ **$584,256.**

2. The term of the Agreement shall be the period commencing on: 07/01/2024 and terminating on: 06/30/2025.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Gary D Stromberg & Associates, LLC will provide up to ~~three (3)~~ four (4) speech and language pathologists for support and assessments for special education students.

5. The Consultant shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.

6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.

7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.

8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should the Consultant breach this agreement or fail to perform the required services in a satisfactory manner.

9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.

10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

11. District and Consultant will communicate and send in writing all information received by the District regarding any work-related injury to Personnel within twenty-four hours of the injury.

12. Communicate within twenty-four hours to Gary D Stromberg & Associates, LLC the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

13. The District agrees to indemnify, defend and hold harmless Gary D Stromberg & Associates, LLC from any and all negligence and all liabilities, claims, losses, costs, damages and expenses resulting or arising from or connected with the services rendered by the District, its agents, independent contractors, employees or servants pursuant to this contract.

14. This Agreement shall constitute the entire Agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

15. It is mutually agreed that both parties shall not discriminate against any individual in the performance of their obligations under this Agreement, on the basis of race, color, religion, national origin, sex, age or disability. Both parties further certify compliance with the applicable provisions of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, and the Americans with Disabilities Act and State anti-discrimination laws.

**INDEMNIFICATION**

Gary D Stromberg & Associates, LLC shall save and hold the District harmless from and against and shall indemnify District for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of Gary D Stromberg & Associates, LLC or any of its agents, subcontractors, employees or other representatives. If District is sued in any court for damages by reason of any of the acts of Gary D Stromberg & Associates, LLC, its agents, subcontractors, employees or other representatives referred to in this Agreement, Gary D Stromberg & Associates, LLC shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If Gary D Stromberg & Associates, LLC fails or neglects to so defend said action, District may defend the same and any expenses, including reasonable Attorney fees, which District may pay or incur in defending said action and the amount of any judgment which District may be required to pay shall be promptly reimbursed by Gary D Stromberg & Associates, LLC demand.

District shall save and hold Gary D Stromberg & Associates, LLC, harmless from and against and shall indemnify Gary D Stromberg & Associates, LLC for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of District, or any of its agents, subcontractors, employees or other representatives. If Gary D Stromberg & Associates, LLC is sued in any court for damages by reason of any of the acts of the District, its agents, subcontractors, employees or other representatives referred to in this Agreement, District shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If District fails or neglects to so defend said action, Gary D Stromberg & Associates, LLC may defend the same and any expenses, including reasonable attorney's fees, which Gary D Stromberg & Associates, LLC may pay or incur in defending said action and the amount of any judgment which Gary D Stromberg & Associates, LLC may be required to pay shall be promptly reimbursed by District upon demand.

**ARBITRATION**

Any controversy or claim arising out of or relating to this Agreement, or the performance or breach thereof, shall be settled by means of binding arbitration in accordance with the rules of the American Arbitration Association, at Los Angeles, California.

If either party to this Agreement institutes any legal action or proceeding against the other party to the Agreement arising out of the Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees and costs from the non-prevailing party.

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

Jennifer Nicholson
Print Representative Name

Director, 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**
**Special Education Department**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Jennifer Nicholson, Director of Special Education and Psychological Services |
| PREPARED BY: | Jennifer Nicholson, Director of Special Education and Psychological Services |
| SUBMITTED BY: | Sandra Shearer, Administrative Secretary II |
| DATE: | November 7, 2024 |
| SUBJECT: | Ratification of Reimbursement to Parent for Transportation (Special Education) |

**Background:**

Student 960011648 currently attends a Non Public School (NPS) outside the local area. Per Student's Individualized Educational Plan (IEP), Student's parent(s) is/are eligible to receive travel reimbursement to cover three round trips to visit the student during the 2024/2025 regular school year.

**Discussion/Issues:**

The District is obligated to reimburse Student's Parent(s) for travel related costs. This requirement meets the District's obligation to provide a Free and Appropriate Public Education (FAPE) at no cost to parent(s).

**Fiscal Impact:**

Total not to exceed $4,000.

**Recommendation:**

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify reimbursement to parent of Special Education Student 960011648 to visit student who attends a Non Public School (NPS), per IEP, not to exceed $4,000, effective July 1, 2024 through June 30, 2025, (01.0-65000.0-50010-36000-5813-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

**Burbank Unified School District**
**Instructional Services**
# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Oscar Macias, Interim Assistant Superintendent, Instructional Services |
| PREPARED BY: | Oscar Macias, Interim Assistant Superintendent, Instructional Services |
| SUBMITTED BY: | Stephanie Beauregard, Administrative Secretary II |
| DATE: | November 7, 2024 |
| SUBJECT: | Ratification of Agreement for Instructional Consultant Services |

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

**Discussion and Issues:**
Sites submit the required paperwork to Instructional Services. Work must not begin until the site receives a confirmation of Board approval from Instructional Services. Due to delays out of their control the site was unable to submit their consultant agreement before the September 25, 2024 agenda deadline. Therefore, the agreement below is being presented as a ratification. If the Consultant assignment requires unsupervised contact with student(s) during the contract period, the Consultant will be required to provide Department of Justice fingerprint clearance through the District's Human Resources Services.

**Fiscal Impact:**
See attached.

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

**BURBANK UNIFIED SCHOOL DISTRICT**
**INSTRUCTIONAL SERVICES**
**RATIFICATION OF INSTRUCTIONAL CONSULTANT SERVICES**

Board Meeting Date: November 7, 2024

| Site | Name | Purpose | Dates | Cost | Appropriation Number |
|---|---|---|---|---|---|
| McKinley Elementary | Deana Hippie | Professional writing for writing program | 10/28/24 | $600 | 01.0-30100.0-11100-10000-5810-2099000 |

# 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 _____ of _____, 20____ 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]

Mailing Address [redacted]

Sponsoring Administrator Liz Costella

Board Approval Date November 7, 2024

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** __X__ **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 $ 600.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on October 28, 2024 and terminating on October 29, 2024.
3. Payment Terms: _____
4. Consultant will provide the following services:

   Professional development for writing stategies and demonstration lessons, Mrs Hippie will work with every grade level developing writing lesson, rubrics, strategies for student subgroups and a scope and sequesnce 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.

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 Board Approved coversheet uploaded on the Purchase Req.

Revised 06/19

## Deana Hippie

[redacted]

**Education:**

| | |
|---|---|
| June 1972 | Cal Poly, Pomona Bachelor of Science<br>Social Science Major, Humanities Minor<br>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<br>Language Arts 9, 10, 11, 12;<br>English Language Arts Mastery,<br>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**
**Administrative Services**

**REPORT TO THE BOARD**

| | |
|---|---|
| **TO:** | Members of the Board of Education |
| **FROM:** | Andrew Cantwell, Assistant Superintendent, Administrative Services |
| **PREPARED BY:** | Mariam Abdelhamid, Ph.D., Director of Fiscal Services |
| **SUBMITTED BY:** | Terri Ramirez-Adams, Senior Administrative Assistant |
| **DATE:** | November 7, 2024 |
| **SUBJECT:** | Approval of Additional Budget - Unrestricted General Fund Carryover and Enrollment Adjustments |

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**Background:**

The Los Angeles County Office of Education requires Budget Adjustment Summaries any time the approved budget appropriations are increased or decreased. Based on both site carryover balances (unspent 2023-24 funds) and adjustments in enrollment, a total of $944,286 will be reallocated to these respective site funds. In this case, the District must increase the 2024-25 approved Unrestricted General Fund budgets.

**Discussion/Issues:**

These carry-over funds were included in the Ending Fund Balance of the District's approved Financial Report for the 2023-24 School Year Unaudited Actuals. These funds will be allocated to each site's discretionary budget and/or departments for one-time expenses in 2024-25.

**Financial Impact:**

Increased expenditures in an amount equal to the amount set aside in the 2023-24 Unrestricted General Fund ending balance.

**Recommendations:**

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve budget additions to the 2024-25 approved budget for the Unrestricted General Fund Carryover and Enrollment Adjustments, as presented.

| | Adopted 24-25 Site Budget | Carryover & Enrollment Adjustments | Adjusted 24-25 Site Budget |
|---|---|---|---|
| Disney-Operational | $24,252.00 | $0.00 | $24,252.00 |
| Edison-Operational | $27,763.00 | $10,711.57 | $38,474.57 |
| Emerson-Operational | $34,285.00 | $0.00 | $34,285.00 |
| Harte-Operational | $33,667.00 | $10,724.04 | $44,391.04 |
| Jefferson-Operational | $45,644.00 | $26,881.34 | $72,525.34 |
| McKinley-Operational | $28,216.00 | $11,517.52 | $39,733.52 |
| Miller-Operational | $46,078.00 | $0.00 | $46,078.00 |
| Providencia-Operational | $26,334.00 | $18,126.84 | $44,460.84 |
| Roosevelt-Operational | $36,395.00 | $9,197.44 | $45,592.44 |
| Stevenson-Operational | $33,026.00 | $23,552.63 | $56,578.63 |
| Washington-Operational | $28,649.00 | $9,269.89 | $37,918.89 |
| Luther Burbank-Operational | $69,895.00 | $64,091.89 | $133,986.89 |
| Dolores Huerta -Operational | $66,712.00 | $137,275.76 | $203,987.76 |
| Muir-Operational | $94,485.00 | $123,671.66 | $218,156.66 |
| Burbank High-Operational | $248,065.00 | $292,257.87 | $540,322.87 |
| Burroughs-Operational | $236,910.00 | $201,347.58 | $438,257.58 |
| BUSD Indep Learn Acad. Disc Monterey-Operational (No Carryover Allowed Due to GF Contribution) | $9,246.00 | $5,660.46 | $14,906.46 |
| **Total** | **$1,089,622.00** | **$944,286.49** | **$2,033,908.49** |

**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:** | Mariam Abdelhamid, Ph.D., Director of Fiscal Services |
| **SUBMITTED BY:** | Terri Ramirez-Adams, Senior Administrative Assistant |
| **DATE:** | November 7, 2024 |
| **SUBJECT:** | Approval of Additional Budget – General Fund Legally Restricted Balances |

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**Background:**

The Los Angeles County Office of Education requires Budget Adjustment Summaries any time the approved budget appropriations are increased or decreased. The District has set aside $32,630,289 in its Legally Restricted Balances in the 2023-24 approved Unaudited Actuals for site/department carry-overs at year-end closing. Of this amount, $24,444,893 belongs to Categorical resources, $1,240,521 belongs to Restricted Maintenance Resource, and $6,944,875 to Restricted Local resources including gifts. In order to reallocate these respective site/department funds, the District must increase the 2024-25 approved Restricted General Fund budgets. This year we will need to increase the budget by $12,672,843.

**Discussion/Issues**

These Legally Restricted Balances were included in the District's approved Financial Report for the 2023-2024 School Year Unaudited Actuals. The carry-over funds will be allocated to site and department budgets for one-time expenses in 2024-25.

**Financial Impact:**

All of the above increased expenditures will reduce the Legally Restricted beginning fund balances, which went unspent in FY2023-24.

**Recommendations:**

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve budget additions to the 2024-25 approved budget for the General Fund Legally Restricted Balances, as presented.

| Description | Resource Codes | Object Codes | 2023-24 Unaudited Actuals Unrestricted (A) | 2023-24 Unaudited Actuals Restricted (B) | 2023-24 Unaudited Actuals Total Fund col. A + B (C) | 2024-25 Budget Unrestricted (D) | 2024-25 Budget Restricted (E) | 2024-25 Budget Total Fund col. D + E (F) | % Diff Column C & F |
|---|---|---|---|---|---|---|---|---|---|
| **A. REVENUES** | | | | | | | | | |
| 1) LCFF Sources | | 8010-8099 | 169,451,760.65 | 0.00 | 169,451,760.65 | 167,202,935.00 | 0.00 | 167,202,935.00 | -1.3% |
| 2) Federal Revenue | | 8100-8299 | 0.00 | 9,214,461.72 | 9,214,461.72 | 0.00 | 6,569,291.00 | 6,569,291.00 | -28.7% |
| 3) Other State Revenue | | 8300-8599 | 6,764,260.22 | 27,217,267.31 | 33,981,527.53 | 5,957,390.00 | 23,995,544.00 | 29,952,934.00 | -11.9% |
| 4) Other Local Revenue | | 8600-8799 | 4,024,242.10 | 5,065,406.31 | 9,089,648.41 | 0.00 | 996,309.00 | 996,309.00 | -89.0% |
| 5) TOTAL, REVENUES | | | 180,240,262.97 | 41,497,135.34 | 221,737,398.31 | 173,160,325.00 | 31,561,144.00 | 204,721,469.00 | -7.7% |
| **B. EXPENDITURES** | | | | | | | | | |
| 1) Certificated Salaries | | 1000-1999 | 67,621,234.66 | 20,887,459.50 | 88,508,694.16 | 67,062,696.00 | 18,464,194.00 | 85,526,890.00 | -3.4% |
| 2) Classified Salaries | | 2000-2999 | 20,599,573.03 | 16,605,178.60 | 37,204,751.63 | 20,850,234.00 | 19,220,256.00 | 40,070,490.00 | 7.7% |
| 3) Employee Benefits | | 3000-3999 | 32,567,277.21 | 14,249,428.69 | 46,816,705.90 | 34,633,825.00 | 15,716,383.00 | 50,350,208.00 | 7.5% |
| 4) Books and Supplies | | 4000-4999 | 1,385,471.02 | 6,057,027.43 | 7,442,498.45 | 1,371,844.00 | 8,766,080.00 | 10,137,924.00 | 36.2% |
| 5) Services and Other Operating Expenditures | | 5000-5999 | 14,284,742.06 | 24,714,021.18 | 38,998,763.24 | 12,948,045.00 | 21,976,256.00 | 34,924,301.00 | -10.4% |
| 6) Capital Outlay | | 6000-6999 | 430,302.73 | 911,284.96 | 1,341,587.69 | 9,032.00 | 971,891.00 | 980,923.00 | -26.9% |
| 7) Other Outgo (excluding Transfers of Indirect Costs) | | 7100-7299 7400-7499 | 1,697,261.65 | 1,671,875.71 | 3,369,137.36 | 1,450,579.00 | 0.00 | 1,450,579.00 | -56.9% |
| 8) Other Outgo - Transfers of Indirect Costs | | 7300-7399 | (3,156,948.49) | 2,347,727.73 | (809,220.76) | (1,971,798.00) | 1,198,386.00 | (773,412.00) | -4.4% |
| 9) TOTAL, EXPENDITURES | | | 135,428,913.87 | 87,444,003.80 | 222,872,917.67 | 136,354,457.00 | 86,313,446.00 | 222,667,903.00 | -0.1% |
| **C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)** | | | 44,811,349.10 | (45,946,868.46) | (1,135,519.36) | 36,805,868.00 | (54,752,302.00) | (17,946,434.00) | 1,480.5% |
| **D. OTHER FINANCING SOURCES/USES** | | | | | | | | | |
| 1) Interfund Transfers | | | | | | | | | |
| a) Transfers In | | 8900-8929 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| b) Transfers Out | | 7600-7629 | 160,996.11 | 0.00 | 160,996.11 | 65,000.00 | 0.00 | 65,000.00 | -59.6% |
| 2) Other Sources/Uses | | | | | | | | | |
| a) Sources | | 8930-8979 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| b) Uses | | 7630-7699 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| 3) Contributions | | 8980-8999 | (39,536,320.34) | 39,536,320.34 | 0.00 | (41,606,865.00) | 41,606,865.00 | 0.00 | 0.0% |
| 4) TOTAL, OTHER FINANCING SOURCES/USES | | | (39,697,316.45) | 39,536,320.34 | (160,996.11) | (41,671,865.00) | 41,606,865.00 | (65,000.00) | -59.6% |
| **E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)** | | | 5,114,032.65 | (6,410,548.12) | (1,296,515.47) | (4,865,997.00) | (13,145,437.00) | (18,011,434.00) | 1,289.2% |
| **F. FUND BALANCE, RESERVES** | | | | | | | | | |
| 1) Beginning Fund Balance | | | | | | | | | |
| a) As of July 1 - Unaudited | | 9791 | 32,586,310.30 | 39,040,836.04 | 71,627,146.34 | 37,700,342.95 | 32,630,287.92 | 70,330,630.87 | -1.8% |
| b) Audit Adjustments | | 9793 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |

| Description | Resource Codes | Object Codes | 2023-24 Unaudited Actuals Unrestricted (A) | 2023-24 Unaudited Actuals Restricted (B) | 2023-24 Unaudited Actuals Total Fund col. A + B (C) | 2024-25 Budget Unrestricted (D) | 2024-25 Budget Restricted (E) | 2024-25 Budget Total Fund col. D + E (F) | % Diff Column C & F |
|---|---|---|---|---|---|---|---|---|---|
| c) As of July 1 - Audited (F1a + F1b) | | | 32,586,310.30 | 39,040,836.04 | 71,627,146.34 | 37,700,342.95 | 32,630,287.92 | 70,330,630.87 | -1.8% |
| d) Other Restatements | | 9795 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| e) Adjusted Beginning Balance (F1c + F1d) | | | 32,586,310.30 | 39,040,836.04 | 71,627,146.34 | 37,700,342.95 | 32,630,287.92 | 70,330,630.87 | -1.8% |
| 2) Ending Balance, June 30 (E + F1e) | | | 37,700,342.95 | 32,630,287.92 | 70,330,630.87 | 32,834,345.95 | 19,484,850.92 | 52,319,196.87 | -25.6% |
| Components of Ending Fund Balance | | | | | | | | | |
| a) Nonspendable | | | | | | | | | |
| Revolving Cash | | 9711 | 25,060.00 | 0.00 | 25,060.00 | 0.00 | 0.00 | 0.00 | -100.0% |
| Stores | | 9712 | 20,291.99 | 0.00 | 20,291.99 | 0.00 | 0.00 | 0.00 | -100.0% |
| Prepaid Items | | 9713 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| All Others | | 9719 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| b) Restricted | | 9740 | 0.00 | 32,630,289.22 | 32,630,289.22 | 0.00 | 19,957,445.85 | 19,957,445.85 | -38.8% |
| c) Committed | | | | | | | | | |
| Stabilization Arrangements | | 9750 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Other Commitments | | 9760 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| d) Assigned | | | | | | | | | |
| Other Assignments | | 9780 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| e) Unassigned/Unappropriated | | | | | | | | | |
| Reserve for Economic Uncertainties | | 9789 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Unassigned/Unappropriated Amount | | 9790 | 37,654,990.96 | (1.30) | 37,654,989.66 | 32,834,345.95 | (472,594.93) | 32,361,751.02 | -14.1% |
| **G. ASSETS** | | | | | | | | | |
| 1) Cash | | | | | | | | | |
| a) in County Treasury | | 9110 | 43,657,525.84 | 26,753,763.99 | 70,411,289.83 | | | | |
| 1) Fair Value Adjustment to Cash in County Treasury | | 9111 | 0.00 | 0.00 | 0.00 | | | | |
| b) in Banks | | 9120 | 451,915.78 | 0.00 | 451,915.78 | | | | |
| c) in Revolving Cash Account | | 9130 | 25,060.00 | 0.00 | 25,060.00 | | | | |
| d) with Fiscal Agent/Trustee | | 9135 | 25.00 | 0.00 | 25.00 | | | | |
| e) Collections Awaiting Deposit | | 9140 | 0.00 | 0.00 | 0.00 | | | | |
| 2) Investments | | 9150 | 0.00 | 0.00 | 0.00 | | | | |
| 3) Accounts Receivable | | 9200 | 17,017,011.93 | 14,782,319.26 | 31,799,331.19 | | | | |
| 4) Due from Grantor Government | | 9290 | 0.00 | 0.00 | 0.00 | | | | |
| 5) Due from Other Funds | | 9310 | 0.00 | 0.00 | 0.00 | | | | |
| 6) Stores | | 9320 | 20,291.99 | 0.00 | 20,291.99 | | | | |
| 7) Prepaid Expenditures | | 9330 | 0.00 | 0.00 | 0.00 | | | | |
| 8) Other Current Assets | | 9340 | 697,266.38 | 0.00 | 697,266.38 | | | | |

| Description | Resource Codes | Object Codes | 2023-24 Unaudited Actuals Unrestricted (A) | 2023-24 Unaudited Actuals Restricted (B) | 2023-24 Unaudited Actuals Total Fund col. A + B (C) | 2024-25 Budget Unrestricted (D) | 2024-25 Budget Restricted (E) | 2024-25 Budget Total Fund col. D + E (F) | % Diff Column C & F |
|---|---|---|---|---|---|---|---|---|---|
| 9) Lease Receivable | | 9380 | 0.00 | 0.00 | 0.00 | | | | |
| 10) TOTAL, ASSETS | | | 61,869,096.92 | 41,536,083.25 | 103,405,180.17 | | | | |
| **H. DEFERRED OUTFLOWS OF RESOURCES** | | | | | | | | | |
| 1) Deferred Outflows of Resources | | 9490 | 0.00 | 0.00 | 0.00 | | | | |
| 2) TOTAL, DEFERRED OUTFLOWS | | | 0.00 | 0.00 | 0.00 | | | | |
| **I. LIABILITIES** | | | | | | | | | |
| 1) Accounts Payable | | 9500 | 8,707,071.46 | 7,497,061.96 | 16,204,133.42 | | | | |
| 2) Due to Grantor Governments | | 9590 | 0.00 | 0.00 | 0.00 | | | | |
| 3) Due to Other Funds | | 9610 | 0.00 | 0.00 | 0.00 | | | | |
| 4) Current Loans | | 9640 | 0.00 | 0.00 | 0.00 | | | | |
| 5) Unearned Revenue | | 9650 | 1,105.51 | 1,408,733.37 | 1,409,838.88 | | | | |
| 6) TOTAL, LIABILITIES | | | 8,708,176.97 | 8,905,795.33 | 17,613,972.30 | | | | |
| **J. DEFERRED INFLOWS OF RESOURCES** | | | | | | | | | |
| 1) Deferred Inflows of Resources | | 9690 | 15,460,577.00 | 0.00 | 15,460,577.00 | | | | |
| 2) TOTAL, DEFERRED INFLOWS | | | 15,460,577.00 | 0.00 | 15,460,577.00 | | | | |
| **K. FUND EQUITY** | | | | | | | | | |
| Ending Fund Balance, June 30 | | | | | | | | | |
| (must agree with line F2) (G10 + H2) - (I6 + J2) | | | 37,700,342.95 | 32,630,287.92 | 70,330,630.87 | | | | |
| **LCFF SOURCES** | | | | | | | | | |
| Principal Apportionment | | | | | | | | | |
| State Aid - Current Year | | 8011 | 77,623,695.00 | 0.00 | 77,623,695.00 | 69,954,114.00 | 0.00 | 69,954,114.00 | -9.9% |
| Education Protection Account State Aid - Current Year | | 8012 | 21,771,530.00 | 0.00 | 21,771,530.00 | 26,755,780.00 | 0.00 | 26,755,780.00 | 22.9% |
| State Aid - Prior Years | | 8019 | (3,079,299.00) | 0.00 | (3,079,299.00) | 0.00 | 0.00 | 0.00 | -100.0% |
| Tax Relief Subventions | | | | | | | | | |
| Homeowners' Exemptions | | 8021 | 167,965.49 | 0.00 | 167,965.49 | 168,002.00 | 0.00 | 168,002.00 | 0.0% |
| Timber Yield Tax | | 8022 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Other Subventions/In-Lieu Taxes | | 8029 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| County & District Taxes | | | | | | | | | |
| Secured Roll Taxes | | 8041 | 42,462,240.29 | 0.00 | 42,462,240.29 | 41,851,799.00 | 0.00 | 41,851,799.00 | -1.4% |
| Unsecured Roll Taxes | | 8042 | 392,182.13 | 0.00 | 392,182.13 | 392,182.00 | 0.00 | 392,182.00 | 0.0% |
| Prior Years' Taxes | | 8043 | 1,055,596.00 | 0.00 | 1,055,596.00 | 1,289,859.00 | 0.00 | 1,289,859.00 | 22.2% |
| Supplemental Taxes | | 8044 | 951,629.61 | 0.00 | 951,629.61 | 688,664.00 | 0.00 | 688,664.00 | -27.6% |
| Education Revenue Augmentation Fund (ERAF) | | 8045 | 11,293,635.99 | 0.00 | 11,293,635.99 | 10,615,388.00 | 0.00 | 10,615,388.00 | -6.0% |

| Description | Resource Codes | Object Codes | 2023-24 Unaudited Actuals | | | 2024-25 Budget | | | % Diff Column C & F |
|---|---|---|---|---|---|---|---|---|---|
| | | | Unrestricted (A) | Restricted (B) | Total Fund col. A + B (C) | Unrestricted (D) | Restricted (E) | Total Fund col. D + E (F) | |
| Community Redevelopment Funds (SB 617/699/1992) | | 8047 | 16,773,561.29 | 0.00 | 16,773,561.29 | 15,487,147.00 | 0.00 | 15,487,147.00 | -7.7% |
| Penalties and Interest from Delinquent Taxes | | 8048 | 39,023.85 | 0.00 | 39,023.85 | 0.00 | 0.00 | 0.00 | -100.0% |
| Miscellaneous Funds (EC 41604) | | | | | | | | | |
| Royalties and Bonuses | | 8081 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Other In-Lieu Taxes | | 8082 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Less: Non-LCFF (50%) Adjustment | | 8089 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Subtotal, LCFF Sources | | | 169,451,760.65 | 0.00 | 169,451,760.65 | 167,202,935.00 | 0.00 | 167,202,935.00 | -1.3% |
| LCFF Transfers | | | | | | | | | |
| Unrestricted LCFF Transfers - Current Year | 0000 | 8091 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.0% |
| All Other LCFF Transfers - Current Year | All Other | 8091 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Transfers to Charter Schools in Lieu of Property Taxes | | 8096 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Property Taxes Transfers | | 8097 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| LCFF/Revenue Limit Transfers - Prior Years | | 8099 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| TOTAL, LCFF SOURCES | | | 169,451,760.65 | 0.00 | 169,451,760.65 | 167,202,935.00 | 0.00 | 167,202,935.00 | -1.3% |
| **FEDERAL REVENUE** | | | | | | | | | |
| Maintenance and Operations | | 8110 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Special Education Entitlement | | 8181 | 0.00 | 3,227,503.85 | 3,227,503.85 | 0.00 | 3,227,505.00 | 3,227,505.00 | 0.0% |
| Special Education Discretionary Grants | | 8182 | 0.00 | 244,027.23 | 244,027.23 | 0.00 | 244,028.00 | 244,028.00 | 0.0% |
| Child Nutrition Programs | | 8220 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Donated Food Commodities | | 8221 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Forest Reserve Funds | | 8260 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Flood Control Funds | | 8270 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Wildlife Reserve Funds | | 8280 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| FEMA | | 8281 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Interagency Contracts Between LEAs | | 8285 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Pass-Through Revenues from Federal Sources | | 8287 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Title I, Part A, Basic | 3010 | 8290 | | 1,630,115.33 | 1,630,115.33 | | 1,718,964.00 | 1,718,964.00 | 5.5% |
| Title I, Part D, Local Delinquent Programs | 3025 | 8290 | | 0.00 | 0.00 | | 0.00 | 0.00 | 0.0% |
| Title II, Part A, Supporting Effective Instruction | 4035 | 8290 | | 376,235.34 | 376,235.34 | | 350,168.00 | 350,168.00 | -6.9% |
| Title III, Immigrant Student Program | 4201 | 8290 | | 60,507.58 | 60,507.58 | | 126,026.00 | 126,026.00 | 108.3% |
| Title III, English Learner Program | 4203 | 8290 | | 254,547.65 | 254,547.65 | | 223,509.00 | 223,509.00 | -12.2% |
| Public Charter Schools Grant Program (PCSGP) | 4610 | 8290 | | 0.00 | 0.00 | | 0.00 | 0.00 | 0.0% |

| Description | Resource Codes | Object Codes | 2023-24 Unaudited Actuals Unrestricted (A) | 2023-24 Unaudited Actuals Restricted (B) | 2023-24 Unaudited Actuals Total Fund col. A + B (C) | 2024-25 Budget Unrestricted (D) | 2024-25 Budget Restricted (E) | 2024-25 Budget Total Fund col. D + E (F) | % Diff Column C & F |
|---|---|---|---|---|---|---|---|---|---|
| Other NCLB / Every Student Succeeds Act | 3040, 3060, 3061, 3110, 3150, 3155, 3180, 3182, 4037, 4123, 4124, 4126, 4127, 4128, 5630 | 8290 | | 130,043.38 | 130,043.38 | | 136,788.00 | 136,788.00 | 5.2% |
| Career and Technical Education | 3500-3599 | 8290 | | 100,148.00 | 100,148.00 | | 85,837.00 | 85,837.00 | -14.3% |
| All Other Federal Revenue | All Other | 8290 | 0.00 | 3,191,333.36 | 3,191,333.36 | 0.00 | 456,466.00 | 456,466.00 | -85.7% |
| TOTAL, FEDERAL REVENUE | | | 0.00 | 9,214,461.72 | 9,214,461.72 | 0.00 | 6,569,291.00 | 6,569,291.00 | -28.7% |
| **OTHER STATE REVENUE** | | | | | | | | | |
| Other State Apportionments | | | | | | | | | |
| ROC/P Entitlement | | | | | | | | | |
| Prior Years | 6360 | 8319 | | 0.00 | 0.00 | | 0.00 | 0.00 | 0.0% |
| Special Education Master Plan | | | | | | | | | |
| Current Year | 6500 | 8311 | | 12,024,146.55 | 12,024,146.55 | | 12,150,370.00 | 12,150,370.00 | 1.0% |
| Prior Years | 6500 | 8319 | | (27,802.00) | (27,802.00) | | 0.00 | 0.00 | -100.0% |
| All Other State Apportionments - Current Year | All Other | 8311 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| All Other State Apportionments - Prior Years | All Other | 8319 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Child Nutrition Programs | | 8520 | 0.00 | 38,153.00 | 38,153.00 | 0.00 | 0.00 | 0.00 | -100.0% |
| Mandated Costs Reimbursements | | 8550 | 672,453.00 | 0.00 | 672,453.00 | 678,333.00 | 0.00 | 678,333.00 | 0.9% |
| Lottery - Unrestricted and Instructional Materials | | 8560 | 3,092,713.22 | 1,607,796.53 | 4,700,509.75 | 2,465,079.00 | 1,002,744.00 | 3,467,823.00 | -26.2% |
| Tax Relief Subventions | | | | | | | | | |
| Restricted Levies - Other | | | | | | | | | |
| Homeowners' Exemptions | | 8575 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Other Subventions/In-Lieu Taxes | | 8576 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Pass-Through Revenues from | | | | | | | | | |
| State Sources | | 8587 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| After School Education and Safety (ASES) | 6010 | 8590 | | 691,994.96 | 691,994.96 | | 691,995.00 | 691,995.00 | 0.0% |
| Charter School Facility Grant | 6030 | 8590 | | 0.00 | 0.00 | | 0.00 | 0.00 | 0.0% |
| Drug/Alcohol/Tobacco Funds | 6650, 6690, 6695 | 8590 | | 0.00 | 0.00 | | 0.00 | 0.00 | 0.0% |
| California Clean Energy Jobs Act | 6230 | 8590 | | 0.00 | 0.00 | | 0.00 | 0.00 | 0.0% |
| Career Technical Education Incentive Grant Program | 6387 | 8590 | | 517,177.84 | 517,177.84 | | 600,000.00 | 600,000.00 | 16.0% |
| American Indian Early Childhood Education | 7210 | 8590 | | 0.00 | 0.00 | | 0.00 | 0.00 | 0.0% |
| Specialized Secondary | 7370 | 8590 | | 0.00 | 0.00 | | 0.00 | 0.00 | 0.0% |
| All Other State Revenue | All Other | 8590 | 2,999,094.00 | 12,365,800.43 | 15,364,894.43 | 2,813,978.00 | 9,550,435.00 | 12,364,413.00 | -19.5% |
| TOTAL, OTHER STATE REVENUE | | | 6,764,260.22 | 27,217,267.31 | 33,981,527.53 | 5,957,390.00 | 23,995,544.00 | 29,952,934.00 | -11.9% |
| **OTHER LOCAL REVENUE** | | | | | | | | | |

| Description | Resource Codes | Object Codes | 2023-24 Unaudited Actuals Unrestricted (A) | 2023-24 Unaudited Actuals Restricted (B) | 2023-24 Unaudited Actuals Total Fund col. A + B (C) | 2024-25 Budget Unrestricted (D) | 2024-25 Budget Restricted (E) | 2024-25 Budget Total Fund col. D + E (F) | % Diff Column C & F |
|---|---|---|---|---|---|---|---|---|---|
| Other Local Revenue | | | | | | | | | |
| County and District Taxes | | | | | | | | | |
| Other Restricted Levies | | | | | | | | | |
| Secured Roll | | 8615 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Unsecured Roll | | 8616 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Prior Years' Taxes | | 8617 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Supplemental Taxes | | 8618 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Non-Ad Valorem Taxes | | | | | | | | | |
| Parcel Taxes | | 8621 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Other | | 8622 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Community Redevelopment Funds Not Subject to LCFF Deduction | | 8625 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Penalties and Interest from Delinquent Non-LCFF Taxes | | 8629 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Sales | | | | | | | | | |
| Sale of Equipment/Supplies | | 8631 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Sale of Publications | | 8632 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Food Service Sales | | 8634 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| All Other Sales | | 8639 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Leases and Rentals | | 8650 | 0.00 | 373,272.75 | 373,272.75 | 0.00 | 0.00 | 0.00 | -100.0% |
| Interest | | 8660 | 2,042,115.44 | 0.00 | 2,042,115.44 | 0.00 | 0.00 | 0.00 | -100.0% |
| Net Increase (Decrease) in the Fair Value of Investments | | 8662 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Fees and Contracts | | | | | | | | | |
| Adult Education Fees | | 8671 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Non-Resident Students | | 8672 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Transportation Fees From Individuals | | 8675 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Interagency Services | | 8677 | 0.00 | 87,384.49 | 87,384.49 | 0.00 | 87,873.00 | 87,873.00 | 0.6% |
| Mitigation/Developer Fees | | 8681 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| All Other Fees and Contracts | | 8689 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Other Local Revenue | | | | | | | | | |
| Plus: Miscellaneous Funds Non-LCFF (50 Percent) Adjustment | | 8691 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Pass-Through Revenue from Local Sources | | 8697 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| All Other Local Revenue | | 8699 | 1,982,126.66 | 3,462,175.17 | 5,444,301.83 | 0.00 | 36,556.00 | 36,556.00 | -99.3% |
| Tuition | | 8710 | 0.00 | 1,142,573.90 | 1,142,573.90 | 0.00 | 871,880.00 | 871,880.00 | -23.7% |

| Description | Resource Codes | Object Codes | 2023-24 Unaudited Actuals | | | 2024-25 Budget | | | % Diff Column C & F |
|---|---|---|---|---|---|---|---|---|---|
| | | | Unrestricted (A) | Restricted (B) | Total Fund col. A + B (C) | Unrestricted (D) | Restricted (E) | Total Fund col. D + E (F) | |
| All Other Transfers In | | 8781-8783 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Transfers of Apportionments | | | | | | | | | |
| Special Education SELPA Transfers | | | | | | | | | |
| From Districts or Charter Schools | 6500 | 8791 | | 0.00 | 0.00 | | 0.00 | 0.00 | 0.0% |
| From County Offices | 6500 | 8792 | | 0.00 | 0.00 | | 0.00 | 0.00 | 0.0% |
| From JPAs | 6500 | 8793 | | 0.00 | 0.00 | | 0.00 | 0.00 | 0.0% |
| ROC/P Transfers | | | | | | | | | |
| From Districts or Charter Schools | 6360 | 8791 | | 0.00 | 0.00 | | 0.00 | 0.00 | 0.0% |
| From County Offices | 6360 | 8792 | | 0.00 | 0.00 | | 0.00 | 0.00 | 0.0% |
| From JPAs | 6360 | 8793 | | 0.00 | 0.00 | | 0.00 | 0.00 | 0.0% |
| Other Transfers of Apportionments | | | | | | | | | |
| From Districts or Charter Schools | All Other | 8791 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| From County Offices | All Other | 8792 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| From JPAs | All Other | 8793 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| All Other Transfers In from All Others | | 8799 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| TOTAL, OTHER LOCAL REVENUE | | | 4,024,242.10 | 5,065,406.31 | 9,089,648.41 | 0.00 | 996,309.00 | 996,309.00 | -89.0% |
| TOTAL, REVENUES | | | 180,240,262.97 | 41,497,135.34 | 221,737,398.31 | 173,160,325.00 | 31,561,144.00 | 204,721,469.00 | -7.7% |
| **CERTIFICATED SALARIES** | | | | | | | | | |
| Certificated Teachers' Salaries | | 1100 | 52,623,267.00 | 17,702,333.87 | 70,325,600.87 | 53,116,448.00 | 15,637,577.00 | 68,754,025.00 | -2.2% |
| Certificated Pupil Support Salaries | | 1200 | 5,172,139.02 | 553,584.98 | 5,725,724.00 | 4,875,341.00 | 569,374.00 | 5,444,715.00 | -4.9% |
| Certificated Supervisors' and Administrators' Salaries | | 1300 | 6,973,089.26 | 1,202,154.82 | 8,175,244.08 | 6,171,530.00 | 841,755.00 | 7,013,285.00 | -14.2% |
| Other Certificated Salaries | | 1900 | 2,852,739.38 | 1,429,385.83 | 4,282,125.21 | 2,899,377.00 | 1,415,488.00 | 4,314,865.00 | 0.8% |
| TOTAL, CERTIFICATED SALARIES | | | 67,621,234.66 | 20,887,459.50 | 88,508,694.16 | 67,062,696.00 | 18,464,194.00 | 85,526,890.00 | -3.4% |
| **CLASSIFIED SALARIES** | | | | | | | | | |
| Classified Instructional Salaries | | 2100 | 1,611,944.38 | 9,605,370.65 | 11,217,315.03 | 2,195,395.00 | 12,039,153.00 | 14,234,548.00 | 26.9% |
| Classified Support Salaries | | 2200 | 8,340,798.28 | 5,340,831.94 | 13,681,630.22 | 8,353,094.00 | 5,429,460.00 | 13,782,554.00 | 0.7% |
| Classified Supervisors' and Administrators' Salaries | | 2300 | 2,006,689.44 | 274,045.84 | 2,280,735.28 | 1,597,234.00 | 250,641.00 | 1,847,875.00 | -19.0% |
| Clerical, Technical and Office Salaries | | 2400 | 7,662,988.56 | 711,601.66 | 8,374,590.22 | 7,502,430.00 | 740,562.00 | 8,242,992.00 | -1.6% |
| Other Classified Salaries | | 2900 | 977,152.37 | 673,328.51 | 1,650,480.88 | 1,202,081.00 | 760,440.00 | 1,962,521.00 | 18.9% |
| TOTAL, CLASSIFIED SALARIES | | | 20,599,573.03 | 16,605,178.60 | 37,204,751.63 | 20,850,234.00 | 19,220,256.00 | 40,070,490.00 | 7.7% |
| **EMPLOYEE BENEFITS** | | | | | | | | | |
| STRS | | 3101-3102 | 12,398,163.72 | 3,674,696.41 | 16,072,860.13 | 12,564,734.00 | 3,278,752.00 | 15,843,486.00 | -1.4% |
| PERS | | 3201-3202 | 5,224,761.84 | 4,216,237.09 | 9,440,998.93 | 5,844,641.00 | 5,296,509.00 | 11,141,150.00 | 18.0% |
| OASDI/Medicare/Alternative | | 3301-3302 | 2,517,145.98 | 1,558,416.37 | 4,075,562.35 | 2,630,344.00 | 1,765,691.00 | 4,396,035.00 | 7.9% |

| Description | Resource Codes | Object Codes | 2023-24 Unaudited Actuals Unrestricted (A) | 2023-24 Unaudited Actuals Restricted (B) | 2023-24 Unaudited Actuals Total Fund col. A + B (C) | 2024-25 Budget Unrestricted (D) | 2024-25 Budget Restricted (E) | 2024-25 Budget Total Fund col. D + E (F) | % Diff Column C & F |
|---|---|---|---|---|---|---|---|---|---|
| Health and Welfare Benefits | | 3401-3402 | 10,551,544.37 | 3,998,783.12 | 14,550,327.49 | 11,701,598.00 | 4,563,517.00 | 16,265,115.00 | 11.8% |
| Unemployment Insurance | | 3501-3502 | 43,051.05 | 18,370.95 | 61,422.00 | 44,245.00 | 19,455.00 | 63,700.00 | 3.7% |
| Workers' Compensation | | 3601-3602 | 1,578,220.71 | 677,483.46 | 2,255,704.17 | 1,584,105.00 | 679,130.00 | 2,263,235.00 | 0.3% |
| OPEB, Allocated | | 3701-3702 | 254,389.54 | 105,441.29 | 359,830.83 | 264,158.00 | 113,329.00 | 377,487.00 | 4.9% |
| OPEB, Active Employees | | 3751-3752 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Other Employee Benefits | | 3901-3902 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| TOTAL, EMPLOYEE BENEFITS | | | 32,567,277.21 | 14,249,428.69 | 46,816,705.90 | 34,633,825.00 | 15,716,383.00 | 50,350,208.00 | 7.5% |
| **BOOKS AND SUPPLIES** | | | | | | | | | |
| Approved Textbooks and Core Curricula Materials | | 4100 | 0.00 | 3,006,023.67 | 3,006,023.67 | 0.00 | 1,002,744.00 | 1,002,744.00 | -66.6% |
| Books and Other Reference Materials | | 4200 | 8,244.60 | 238,960.47 | 247,205.07 | 10,175.00 | 63,425.00 | 73,600.00 | -70.2% |
| Materials and Supplies | | 4300 | 1,299,967.13 | 1,789,892.61 | 3,089,859.74 | 1,300,165.00 | 7,016,937.00 | 8,317,102.00 | 169.2% |
| Noncapitalized Equipment | | 4400 | 77,259.29 | 1,013,382.90 | 1,090,642.19 | 61,504.00 | 682,454.00 | 743,958.00 | -31.8% |
| Food | | 4700 | 0.00 | 8,767.78 | 8,767.78 | 0.00 | 520.00 | 520.00 | -94.1% |
| TOTAL, BOOKS AND SUPPLIES | | | 1,385,471.02 | 6,057,027.43 | 7,442,498.45 | 1,371,844.00 | 8,766,080.00 | 10,137,924.00 | 36.2% |
| **SERVICES AND OTHER OPERATING EXPENDITURES** | | | | | | | | | |
| Subagreements for Services | | 5100 | 0.00 | 284,928.46 | 284,928.46 | 0.00 | 393,987.00 | 393,987.00 | 38.3% |
| Travel and Conferences | | 5200 | 45,903.49 | 104,849.74 | 150,753.23 | 43,971.00 | 14,844.00 | 58,815.00 | -61.0% |
| Dues and Memberships | | 5300 | 40,273.85 | 11,961.00 | 52,234.85 | 47,961.00 | 1,414.00 | 49,375.00 | -5.5% |
| Insurance | | 5400 - 5450 | 2,238,736.00 | 0.00 | 2,238,736.00 | 2,238,736.00 | 0.00 | 2,238,736.00 | 0.0% |
| Operations and Housekeeping Services | | 5500 | 3,373,788.28 | 7,973.75 | 3,381,762.03 | 3,656,907.00 | 24,223.00 | 3,681,130.00 | 8.9% |
| Rentals, Leases, Repairs, and Noncapitalized Improvements | | 5600 | 311,990.93 | 663,790.85 | 975,781.78 | 619,292.00 | 792,219.00 | 1,411,511.00 | 44.7% |
| Transfers of Direct Costs | | 5710 | 1,119,121.54 | (1,119,121.54) | 0.00 | (1,104,583.00) | 1,104,583.00 | 0.00 | 0.0% |
| Transfers of Direct Costs - Interfund | | 5750 | (8,344.73) | 356,034.40 | 347,689.67 | 40,782.00 | 301,485.00 | 342,267.00 | -1.6% |
| Professional/Consulting Services and Operating Expenditures | | 5800 | 6,964,391.78 | 24,389,457.47 | 31,353,849.25 | 7,180,596.00 | 19,328,545.00 | 26,509,141.00 | -15.5% |
| Communications | | 5900 | 198,880.92 | 14,147.05 | 213,027.97 | 224,383.00 | 14,956.00 | 239,339.00 | 12.4% |
| TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES | | | 14,284,742.06 | 24,714,021.18 | 38,998,763.24 | 12,948,045.00 | 21,976,256.00 | 34,924,301.00 | -10.4% |
| **CAPITAL OUTLAY** | | | | | | | | | |
| Land | | 6100 | 41,677.53 | 0.00 | 41,677.53 | 0.00 | 0.00 | 0.00 | -100.0% |
| Land Improvements | | 6170 | 0.00 | 216,315.02 | 216,315.02 | 0.00 | 188,756.00 | 188,756.00 | -12.7% |
| Buildings and Improvements of Buildings | | 6200 | 233,737.18 | 253,166.65 | 486,903.83 | 0.00 | 253,162.00 | 253,162.00 | -48.0% |
| Books and Media for New School Libraries or Major Expansion of School Libraries | | 6300 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Equipment | | 6400 | 154,888.02 | 197,931.53 | 352,819.55 | 9,032.00 | 281,403.00 | 290,435.00 | -17.7% |

| Description | Resource Codes | Object Codes | 2023-24 Unaudited Actuals Unrestricted (A) | 2023-24 Unaudited Actuals Restricted (B) | 2023-24 Unaudited Actuals Total Fund col. A + B (C) | 2024-25 Budget Unrestricted (D) | 2024-25 Budget Restricted (E) | 2024-25 Budget Total Fund col. D + E (F) | % Diff Column C & F |
|---|---|---|---|---|---|---|---|---|---|
| Equipment Replacement | | 6500 | 0.00 | 243,871.76 | 243,871.76 | 0.00 | 248,570.00 | 248,570.00 | 1.9% |
| Lease Assets | | 6600 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Subscription Assets | | 6700 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| TOTAL, CAPITAL OUTLAY | | | 430,302.73 | 911,284.96 | 1,341,587.69 | 9,032.00 | 971,891.00 | 980,923.00 | -26.9% |
| **OTHER OUTGO (excluding Transfers of Indirect Costs)** | | | | | | | | | |
| Tuition | | | | | | | | | |
| Tuition for Instruction Under Interdistrict | | | | | | | | | |
| Attendance Agreements | | 7110 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| State Special Schools | | 7130 | 0.00 | 0.00 | 0.00 | 5,206.00 | 0.00 | 5,206.00 | New |
| Tuition, Excess Costs, and/or Deficit Payments | | | | | | | | | |
| Payments to Districts or Charter Schools | | 7141 | 0.00 | 1,571,266.62 | 1,571,266.62 | 0.00 | 0.00 | 0.00 | -100.0% |
| Payments to County Offices | | 7142 | 117,721.00 | 0.00 | 117,721.00 | 75,025.00 | 0.00 | 75,025.00 | -36.3% |
| Payments to JPAs | | 7143 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Transfers of Pass-Through Revenues | | | | | | | | | |
| To Districts or Charter Schools | | 7211 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| To County Offices | | 7212 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| To JPAs | | 7213 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Special Education SELPA Transfers of Apportionments | | | | | | | | | |
| To Districts or Charter Schools | 6500 | 7221 | | 0.00 | 0.00 | | 0.00 | 0.00 | 0.0% |
| To County Offices | 6500 | 7222 | | 0.00 | 0.00 | | 0.00 | 0.00 | 0.0% |
| To JPAs | 6500 | 7223 | | 0.00 | 0.00 | | 0.00 | 0.00 | 0.0% |
| ROC/P Transfers of Apportionments | | | | | | | | | |
| To Districts or Charter Schools | 6360 | 7221 | | 0.00 | 0.00 | | 0.00 | 0.00 | 0.0% |
| To County Offices | 6360 | 7222 | | 0.00 | 0.00 | | 0.00 | 0.00 | 0.0% |
| To JPAs | 6360 | 7223 | | 0.00 | 0.00 | | 0.00 | 0.00 | 0.0% |
| Other Transfers of Apportionments | All Other | 7221-7223 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| All Other Transfers | | 7281-7283 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| All Other Transfers Out to All Others | | 7299 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Debt Service | | | | | | | | | |
| Debt Service - Interest | | 7438 | 443,585.07 | 9,353.78 | 452,938.85 | 426,591.00 | 0.00 | 426,591.00 | -5.8% |
| Other Debt Service - Principal | | 7439 | 1,135,955.58 | 91,255.31 | 1,227,210.89 | 943,757.00 | 0.00 | 943,757.00 | -23.1% |
| TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs) | | | 1,697,261.65 | 1,671,875.71 | 3,369,137.36 | 1,450,579.00 | 0.00 | 1,450,579.00 | -56.9% |
| **OTHER OUTGO - TRANSFERS OF INDIRECT COSTS** | | | | | | | | | |
| Transfers of Indirect Costs | | 7310 | (2,347,727.73) | 2,347,727.73 | 0.00 | (1,198,386.00) | 1,198,386.00 | 0.00 | 0.0% |

| Description | Resource Codes | Object Codes | 2023-24 Unaudited Actuals Unrestricted (A) | 2023-24 Unaudited Actuals Restricted (B) | 2023-24 Unaudited Actuals Total Fund col. A + B (C) | 2024-25 Budget Unrestricted (D) | 2024-25 Budget Restricted (E) | 2024-25 Budget Total Fund col. D + E (F) | % Diff Column C & F |
|---|---|---|---|---|---|---|---|---|---|
| Transfers of Indirect Costs - Interfund | | 7350 | (809,220.76) | 0.00 | (809,220.76) | (773,412.00) | 0.00 | (773,412.00) | -4.4% |
| TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS | | | (3,156,948.49) | 2,347,727.73 | (809,220.76) | (1,971,798.00) | 1,198,386.00 | (773,412.00) | -4.4% |
| TOTAL, EXPENDITURES | | | 135,428,913.87 | 87,444,003.80 | 222,872,917.67 | 136,354,457.00 | 86,313,446.00 | 222,667,903.00 | -0.1% |
| **INTERFUND TRANSFERS** | | | | | | | | | |
| **INTERFUND TRANSFERS IN** | | | | | | | | | |
| From: Special Reserve Fund | | 8912 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| From: Bond Interest and Redemption Fund | | 8914 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Other Authorized Interfund Transfers In | | 8919 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| (a) TOTAL, INTERFUND TRANSFERS IN | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| **INTERFUND TRANSFERS OUT** | | | | | | | | | |
| To: Child Development Fund | | 7611 | 160,996.11 | 0.00 | 160,996.11 | 65,000.00 | 0.00 | 65,000.00 | -59.6% |
| To: Special Reserve Fund | | 7612 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| To State School Building Fund/County School Facilities Fund | | 7613 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| To: Cafeteria Fund | | 7616 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Other Authorized Interfund Transfers Out | | 7619 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| (b) TOTAL, INTERFUND TRANSFERS OUT | | | 160,996.11 | 0.00 | 160,996.11 | 65,000.00 | 0.00 | 65,000.00 | -59.6% |
| **OTHER SOURCES/USES** | | | | | | | | | |
| **SOURCES** | | | | | | | | | |
| State Apportionments | | | | | | | | | |
| Emergency Apportionments | | 8931 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Proceeds | | | | | | | | | |
| Proceeds from Disposal of Capital Assets | | 8953 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Other Sources | | | | | | | | | |
| Transfers from Funds of Lapsed/Reorganized LEAs | | 8965 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Long-Term Debt Proceeds | | | | | | | | | |
| Proceeds from Certificates of Participation | | 8971 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Proceeds from Leases | | 8972 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Proceeds from Lease Revenue Bonds | | 8973 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Proceeds from SBITAs | | 8974 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| All Other Financing Sources | | 8979 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| (c) TOTAL, SOURCES | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| **USES** | | | | | | | | | |
| Transfers of Funds from Lapsed/Reorganized LEAs | | 7651 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |

| Description | Resource Codes | Object Codes | 2023-24 Unaudited Actuals Unrestricted (A) | 2023-24 Unaudited Actuals Restricted (B) | 2023-24 Unaudited Actuals Total Fund col. A + B (C) | 2024-25 Budget Unrestricted (D) | 2024-25 Budget Restricted (E) | 2024-25 Budget Total Fund col. D + E (F) | % Diff Column C & F |
|---|---|---|---|---|---|---|---|---|---|
| All Other Financing Uses | | 7699 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| (d) TOTAL, USES | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| **CONTRIBUTIONS** | | | | | | | | | |
| Contributions from Unrestricted Revenues | | 8980 | (39,536,320.34) | 39,536,320.34 | 0.00 | (41,606,865.00) | 41,606,865.00 | 0.00 | 0.0% |
| Contributions from Restricted Revenues | | 8990 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| (e) TOTAL, CONTRIBUTIONS | | | (39,536,320.34) | 39,536,320.34 | 0.00 | (41,606,865.00) | 41,606,865.00 | 0.00 | 0.0% |
| **TOTAL, OTHER FINANCING SOURCES/USES (a- b + c - d + e)** | | | (39,697,316.45) | 39,536,320.34 | (160,996.11) | (41,671,865.00) | 41,606,865.00 | (65,000.00) | -59.6% |

| Description | Function Codes | Object Codes | 2023-24 Unaudited Actuals Unrestricted (A) | 2023-24 Unaudited Actuals Restricted (B) | 2023-24 Unaudited Actuals Total Fund col. A + B (C) | 2024-25 Budget Unrestricted (D) | 2024-25 Budget Restricted (E) | 2024-25 Budget Total Fund col. D + E (F) | % Diff Column C & F |
|---|---|---|---|---|---|---|---|---|---|
| **A. REVENUES** | | | | | | | | | |
| 1) LCFF Sources | | 8010-8099 | 169,451,760.65 | 0.00 | 169,451,760.65 | 167,202,935.00 | 0.00 | 167,202,935.00 | -1.3% |
| 2) Federal Revenue | | 8100-8299 | 0.00 | 9,214,461.72 | 9,214,461.72 | 0.00 | 6,569,291.00 | 6,569,291.00 | -28.7% |
| 3) Other State Revenue | | 8300-8599 | 6,764,260.22 | 27,217,267.31 | 33,981,527.53 | 5,957,390.00 | 23,995,544.00 | 29,952,934.00 | -11.9% |
| 4) Other Local Revenue | | 8600-8799 | 4,024,242.10 | 5,065,406.31 | 9,089,648.41 | 0.00 | 996,309.00 | 996,309.00 | -89.0% |
| 5) TOTAL, REVENUES | | | 180,240,262.97 | 41,497,135.34 | 221,737,398.31 | 173,160,325.00 | 31,561,144.00 | 204,721,469.00 | -7.7% |
| **B. EXPENDITURES (Objects 1000-7999)** | | | | | | | | | |
| 1) Instruction | 1000-1999 | | 73,431,145.35 | 65,405,505.11 | 138,836,650.46 | 75,817,537.00 | 60,457,099.00 | 136,274,636.00 | -1.8% |
| 2) Instruction - Related Services | 2000-2999 | | 18,155,340.61 | 4,498,255.72 | 22,653,596.33 | 17,699,738.00 | 6,140,396.00 | 23,840,134.00 | 5.2% |
| 3) Pupil Services | 3000-3999 | | 15,315,750.20 | 4,674,385.37 | 19,990,135.57 | 11,694,323.00 | 6,826,934.00 | 18,521,257.00 | -7.3% |
| 4) Ancillary Services | 4000-4999 | | 891,328.62 | 661,167.26 | 1,552,495.88 | 1,372,277.00 | 682,372.00 | 2,054,649.00 | 32.3% |
| 5) Community Services | 5000-5999 | | 7,817.60 | 164,942.49 | 172,760.09 | 835.00 | 198,905.00 | 199,740.00 | 15.6% |
| 6) Enterprise | 6000-6999 | | 0.00 | 0.00 | 0.00 | 1,068,727.00 | 0.00 | 1,068,727.00 | New |
| 7) General Administration | 7000-7999 | | 12,964,738.62 | 2,825,454.12 | 15,790,192.74 | 14,115,794.00 | 2,380,033.00 | 16,495,827.00 | 4.5% |
| 8) Plant Services | 8000-8999 | | 12,965,531.22 | 7,542,418.02 | 20,507,949.24 | 12,960,758.00 | 9,627,444.00 | 22,588,202.00 | 10.1% |
| 9) Other Outgo | 9000-9999 | Except 7600-7699 | 1,697,261.65 | 1,671,875.71 | 3,369,137.36 | 1,624,468.00 | 0.00 | 1,624,468.00 | -51.8% |
| 10) TOTAL, EXPENDITURES | | | 135,428,913.87 | 87,444,003.80 | 222,872,917.67 | 136,354,457.00 | 86,313,183.00 | 222,667,640.00 | -0.1% |
| **C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)** | | | 44,811,349.10 | (45,946,868.46) | (1,135,519.36) | 36,805,868.00 | (54,752,039.00) | (17,946,171.00) | 1,480.4% |
| **D. OTHER FINANCING SOURCES/USES** | | | | | | | | | |
| 1) Interfund Transfers | | | | | | | | | |
| a) Transfers In | | 8900-8929 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| b) Transfers Out | | 7600-7629 | 160,996.11 | 0.00 | 160,996.11 | 65,000.00 | 0.00 | 65,000.00 | -59.6% |
| 2) Other Sources/Uses | | | | | | | | | |
| a) Sources | | 8930-8979 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| b) Uses | | 7630-7699 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| 3) Contributions | | 8980-8999 | (39,536,320.34) | 39,536,320.34 | 0.00 | (41,606,865.00) | 41,606,865.00 | 0.00 | 0.0% |
| 4) TOTAL, OTHER FINANCING SOURCES/USES | | | (39,697,316.45) | 39,536,320.34 | (160,996.11) | (41,671,865.00) | 41,606,865.00 | (65,000.00) | -59.6% |
| **E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)** | | | 5,114,032.65 | (6,410,548.12) | (1,296,515.47) | (4,865,997.00) | (13,145,174.00) | (18,011,171.00) | 1,289.2% |
| **F. FUND BALANCE, RESERVES** | | | | | | | | | |
| 1) Beginning Fund Balance | | | | | | | | | |
| a) As of July 1 - Unaudited | | 9791 | 32,586,310.30 | 39,040,836.04 | 71,627,146.34 | 37,700,342.95 | 32,630,287.92 | 70,330,630.87 | -1.8% |

| Description | Function Codes | Object Codes | 2023-24 Unaudited Actuals Unrestricted (A) | 2023-24 Unaudited Actuals Restricted (B) | 2023-24 Unaudited Actuals Total Fund col. A + B (C) | 2024-25 Budget Unrestricted (D) | 2024-25 Budget Restricted (E) | 2024-25 Budget Total Fund col. D + E (F) | % Diff Column C & F |
|---|---|---|---|---|---|---|---|---|---|
| b) Audit Adjustments | | 9793 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| c) As of July 1 - Audited (F1a + F1b) | | | 32,586,310.30 | 39,040,836.04 | 71,627,146.34 | 37,700,342.95 | 32,630,287.92 | 70,330,630.87 | -1.8% |
| d) Other Restatements | | 9795 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| e) Adjusted Beginning Balance (F1c + F1d) | | | 32,586,310.30 | 39,040,836.04 | 71,627,146.34 | 37,700,342.95 | 32,630,287.92 | 70,330,630.87 | -1.8% |
| 2) Ending Balance, June 30 (E + F1e) | | | 37,700,342.95 | 32,630,287.92 | 70,330,630.87 | 32,834,345.95 | 19,485,113.92 | 52,319,459.87 | -25.6% |
| Components of Ending Fund Balance | | | | | | | | | |
| a) Nonspendable | | | | | | | | | |
| Revolving Cash | | 9711 | 25,060.00 | 0.00 | 25,060.00 | 0.00 | 0.00 | 0.00 | -100.0% |
| Stores | | 9712 | 20,291.99 | 0.00 | 20,291.99 | 0.00 | 0.00 | 0.00 | -100.0% |
| Prepaid Items | | 9713 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| All Others | | 9719 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| b) Restricted | | 9740 | 0.00 | 32,630,289.22 | 32,630,289.22 | 0.00 | 19,957,445.85 | 19,957,445.85 | -38.8% |
| c) Committed | | | | | | | | | |
| Stabilization Arrangements | | 9750 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Other Commitments (by Resource/Object) | | 9760 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| d) Assigned | | | | | | | | | |
| Other Assignments (by Resource/Object) | | 9780 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| e) Unassigned/Unappropriated | | | | | | | | | |
| Reserve for Economic Uncertainties | | 9789 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Unassigned/Unappropriated Amount | | 9790 | 37,654,990.96 | (1.30) | 37,654,989.66 | 32,834,345.95 | (472,594.93) | 32,361,751.02 | -14.1% |

| Resource | Description | 2023-24 Unaudited Actuals | 2024-25 Budget |
|---|---|---|---|
| 2600 | Expanded Learning Opportunities Program | 5,526,255.97 | 5,796,260.97 |
| 3210 | Elementary and Secondary School Emergency Relief (ESSER) Fund | .03 | 0.00 |
| 3214 | Elementary and Secondary School Emergency Relief III (ESSER III) Fund: Learning Loss | .01 | .01 |
| 5650 | FEMA Public Assistance Funds | 2,921,716.00 | 2,921,716.00 |
| 6010 | After School Education and Safety (ASES) | 0.00 | 591,846.96 |
| 6266 | Educator Effectiveness, FY 2021-22 | 1,378,001.25 | 112,173.25 |
| 6300 | Lottery: Instructional Materials | 1,811,519.08 | 1,811,519.08 |
| 6387 | Career Technical Education Incentive Grant Program | 9.00 | 9.00 |
| 6762 | Arts, Music, and Instructional Materials Discretionary Block Grant | 3,744,995.07 | 715,974.07 |
| 6770 | Arts and Music in Schools (AMS)-Funding Guarantee and Accountability Act (Prop 28) | 1,433,513.03 | 1,443,265.03 |
| 7032 | Child Nutrition: Kitchen Infrastructure and Training Funds - 2022 KIT Funds | 1,189,818.00 | 520.00 |
| 7311 | Classified School Employee Professional Development Block Grant | 87,699.08 | .08 |
| 7388 | SB 117 COVID-19 LEA Response Funds | .76 | .76 |
| 7412 | A-G Access/Success Grant | 514,791.42 | 514,791.42 |
| 7413 | A-G Learning Loss Mitigation Grant | 127,012.45 | 127,012.45 |
| 7415 | Classified School Employee Summer Assistance Program | 185,005.62 | 521,018.62 |
| 7435 | Learning Recovery Emergency Block Grant | 5,393,165.25 | 543,496.25 |
| 7510 | Low-Performing Students Block Grant | 4.77 | 4.77 |
| 7810 | Other Restricted State | 131,386.00 | 131,386.00 |
| 8150 | Ongoing & Major Maintenance Account (RMA: Education Code Section 17070.75) | 1,240,521.30 | 0.00 |
| 9010 | Other Restricted Local | 6,944,875.13 | 4,726,451.13 |
| Total, Restricted Balance | | 32,630,289.22 | 19,957,445.85 |

**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:** | Mariam Abdelhamid, Ph.D., Director of Fiscal Services |
| **SUBMITTED BY:** | Terri Ramirez-Adams, Senior Administrative Assistant |
| **DATE:** | November 7, 2024 |
| **SUBJECT:** | Approval of Additional Budget - Restricted General Fund Unearned Revenue |

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**Background:**

The Los Angeles County Office of Education requires Budget Adjustment Summaries any time the approved budget appropriations are increased or decreased. Upon completion of Unaudited Actuals, the District has $1,408,733 of Unearned Revenue in the 2023-24 approved Unaudited Actuals for sites/departments which belong to Federal, State and Gifts/Local resources. In order to reallocate these respective site/department funds, the District must increase the 2024-25 approved Restricted General Fund budgets.

**Discussion/Issues:**

These carry-over funds were included in the District's approved Financial Report for the 2023-24 School Year Unaudited Actuals on page 3 titled "Unearned Revenue". These 2023-24 carry-over funds will be allocated to site and department budgets for one-time expenses in 2024-25.

**Financial Impact:**

All of the above increased Revenues have corresponding matching expenditures, so there is no impact on the District's General Fund unrestricted ending fund balance.

**Recommendations:**

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the budget additions to the 2024-25 approved budget for Restricted General Fund as presented.

| Description | Resource Codes | Object Codes | 2023-24 Unaudited Actuals Unrestricted (A) | 2023-24 Unaudited Actuals Restricted (B) | 2023-24 Unaudited Actuals Total Fund col. A + B (C) | 2024-25 Budget Unrestricted (D) | 2024-25 Budget Restricted (E) | 2024-25 Budget Total Fund col. D + E (F) | % Diff Column C & F |
|---|---|---|---|---|---|---|---|---|---|
| 9) Lease Receivable | | 9380 | 0.00 | 0.00 | 0.00 | | | | |
| 10) TOTAL, ASSETS | | | 61,869,096.92 | 41,536,083.25 | 103,405,180.17 | | | | |
| **H. DEFERRED OUTFLOWS OF RESOURCES** | | | | | | | | | |
| 1) Deferred Outflows of Resources | | 9490 | 0.00 | 0.00 | 0.00 | | | | |
| 2) TOTAL, DEFERRED OUTFLOWS | | | 0.00 | 0.00 | 0.00 | | | | |
| **I. LIABILITIES** | | | | | | | | | |
| 1) Accounts Payable | | 9500 | 8,707,071.46 | 7,497,061.96 | 16,204,133.42 | | | | |
| 2) Due to Grantor Governments | | 9590 | 0.00 | 0.00 | 0.00 | | | | |
| 3) Due to Other Funds | | 9610 | 0.00 | 0.00 | 0.00 | | | | |
| 4) Current Loans | | 9640 | 0.00 | 0.00 | 0.00 | | | | |
| 5) Unearned Revenue | | 9650 | 1,105.51 | 1,408,733.37 | 1,409,838.88 | | | | |
| 6) TOTAL, LIABILITIES | | | 8,708,176.97 | 8,905,795.33 | 17,613,972.30 | | | | |
| **J. DEFERRED INFLOWS OF RESOURCES** | | | | | | | | | |
| 1) Deferred Inflows of Resources | | 9690 | 15,460,577.00 | 0.00 | 15,460,577.00 | | | | |
| 2) TOTAL, DEFERRED INFLOWS | | | 15,460,577.00 | 0.00 | 15,460,577.00 | | | | |
| **K. FUND EQUITY** | | | | | | | | | |
| Ending Fund Balance, June 30 (must agree with line F2) (G10 + H2) - (I6 + J2) | | | 37,700,342.95 | 32,630,287.92 | 70,330,630.87 | | | | |
| **LCFF SOURCES** | | | | | | | | | |
| Principal Apportionment | | | | | | | | | |
| State Aid - Current Year | | 8011 | 77,623,695.00 | 0.00 | 77,623,695.00 | 69,954,114.00 | 0.00 | 69,954,114.00 | -9.9% |
| Education Protection Account State Aid - Current Year | | 8012 | 21,771,530.00 | 0.00 | 21,771,530.00 | 26,755,780.00 | 0.00 | 26,755,780.00 | 22.9% |
| State Aid - Prior Years | | 8019 | (3,079,299.00) | 0.00 | (3,079,299.00) | 0.00 | 0.00 | 0.00 | -100.0% |
| Tax Relief Subventions | | | | | | | | | |
| Homeowners' Exemptions | | 8021 | 167,965.49 | 0.00 | 167,965.49 | 168,002.00 | 0.00 | 168,002.00 | 0.0% |
| Timber Yield Tax | | 8022 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Other Subventions/In-Lieu Taxes | | 8029 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| County & District Taxes | | | | | | | | | |
| Secured Roll Taxes | | 8041 | 42,462,240.29 | 0.00 | 42,462,240.29 | 41,851,799.00 | 0.00 | 41,851,799.00 | -1.4% |
| Unsecured Roll Taxes | | 8042 | 392,182.13 | 0.00 | 392,182.13 | 392,182.00 | 0.00 | 392,182.00 | 0.0% |
| Prior Years' Taxes | | 8043 | 1,055,596.00 | 0.00 | 1,055,596.00 | 1,289,859.00 | 0.00 | 1,289,859.00 | 22.2% |
| Supplemental Taxes | | 8044 | 951,629.61 | 0.00 | 951,629.61 | 688,664.00 | 0.00 | 688,664.00 | -27.6% |
| Education Revenue Augmentation Fund (ERAF) | | 8045 | 11,293,635.99 | 0.00 | 11,293,635.99 | 10,615,388.00 | 0.00 | 10,615,388.00 | -6.0% |

**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:** | Mariam Abdelhamid, Ph.D., Director of Fiscal Services |
| **SUBMITTED BY:** | Terri Ramirez-Adams, Senior Administrative Assistant |
| **DATE:** | November 7, 2024 |
| **SUBJECT:** | Beginning Balances for 2024-2025 |

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**Background:**

The beginning fund balances used for the 2024-2025 Adopted Budgets for the school district were based on 2023-24 Estimated Actuals ending fund balances. With the 2023-24 Unaudited Actuals complete, it is necessary to revise the 2024-25 Adopted Budgets beginning balances to reflect the 2023-24 Unaudited Actuals ending fund balances.

**Discussion/Issues:**

These differences (increases and decreases) between the 2023-24 Unaudited actuals ending fund balances and the July 1, 2024 Estimated beginning balances will be treated as budget adjustments, separate from any other budget adjustments, to the 2023-24 ending fund balance components.

**Financial Impact:**

Increase or decrease in reserve projections.

**Recommendations:**

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the 2024-25 Report of Beginning Fund Adjustments, as presented.

## 2024-2025 Beginning Fund Balance Adjustments Based on 2023-2024 Unaudited Actuals

| Fund | Fund Name | Estimated Actuals Beginning Fund Balance 24-25 | Unaudited Actuals Beginning Fund Balance 24-25 | Difference |
|---|---|---|---|---|
| 01.0 | General Fund | $67,456,503 | $70,169,635 | $2,713,132 |
| 11.0 | Adult Education Fund | $4,012,517 | $4,411,168 | $398,652 |
| 12.0 | Child Development Fund | $589,162 | $605,836 | $16,674 |
| 13.0 | Cafeteria Enterprise Fund | $5,659,156 | $6,649,746 | $990,590 |
| 14.0 | Deferred Maintenance Fund | $494,525 | $179,744 | -$314,781 |
| 21.0 | Building Fund | $5,199,285 | $4,544,160 | -$655,125 |
| 25.0 | Capital Facilities Fund | $8,675,985 | $9,444,279 | $768,294 |
| 40.0 | Special Reserve Fund for Capital Outlay Projects | $18,167,891 | $19,583,749 | $1,415,858 |
| 51.0 | Bond Interest and Redemption Fund | $0 | $14,897,376 | $14,897,376 |
| 67.0 | Retiree Benefits Activity | $134,076 | -$1,843,515 | -$1,977,591 |
| 71.0 | Retiree Benefits Trust | $1,356,805 | $1,331,805 | -$25,000 |
| | **Total All Funds** | **$111,745,904** | **$129,973,983** | **$18,228,079** |

This revision is due to changes between the Estimated Actuals Beginning Balances for Adopted 2023-24 and the new 23-24 Beginning Balances after Unaudited Actuals 2022-23

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**Burbank Unified School District**
**Administrative Services**

**REPORT TO THE BOARD**

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Andrew Cantwell, Assistant Superintendent, Administrative Services |
| PREPARED BY: | Terri Ramirez-Adams, Senior Administrative Assistant |
| SUBMITTED BY: | Terri Ramirez-Adams, Senior Administrative Assistant |
| DATE: | November 7, 2024 |
| SUBJECT: | Ratification of Agreement for Bond Accounting Software, California Financial Services (CFS) (Bond Fund) |

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**Background:**

The District has been in contract with California Financial Services (CFS) since 2016 for its bond accounting software program.

**Discussion/Issues:**

CFS KeyAnalytics Project Tracking and Reporting services will provide the following:

- Track all major revenue/funding sources identified by the DISTRICT that are being utilized to fund the DISTRICT's School Funding Program including G.O. Bonds, COPs, State grants, developer mitigation revenues, and other capital facilities financing and funding sources, if applicable, into the ***Keystone*** comprehensive reporting system thus allowing each revenue source to be viewed individually and in a combined manner.
- Establish budget categories, as identified by the DISTRICT, for each authorized school project, project component, and revenue/funding source(s).
- Report disbursements of funds from each revenue source for each school project and each expenditure category as directed by the DISTRICT.
- Track cumulative fund account activities (across fiscal years) for each DISTRICT Capital Facilities Fund Account as identified by the DISTRICT, if applicable.
- Prepare a periodic COMPREHENSIVE FACILITY PROJECT BUDGET AND CASH FLOW UPDATE REPORT that includes a summary of budgets, encumbrances, disbursements, remaining balances, and an overview of the active School Funding Program projects at a mutually agreed upon frequency as circumstances dictate.
- Prepare specialty on-line reports by school campus and by project scope that will be linked to the District's website for easy access of information to the community regarding the DISTRICT's G.O. Bond measure proceeds.
- Electronically UPLOAD financial data directly from the County system on a monthly basis **without** manual entry or change to the DISTRICT'S accounting procedures and internal controls. This upload feature eliminates the need for DISTRICT staff to double enter the same data twice, once into the County's system and then again to a spreadsheet, or other standalone database, thereby preventing data transposition and errors.

- Reconcile ***Keystone*** program records with the County's General Ledger reports and reconcile to 9110 cash balances, current liabilities, total expenditures and total encumbrances in each period for accuracy. This feature will enable the DISTRICT to avoid OMISSIONS of expenditures or other transactions that affect cash balances.
- Provide ongoing training to DISTRICT staff including transition training as staff and job descriptions change within the DISTRICT and/or the CONSULTANT incorporates supplemental features into the ***Keystone*** platform.
- Assist in preparing data and reports associated with the filing of the SAB 50-06
- Provide the DISTRICT'S **AUTHORIZED s**taff and construction team with **SAFE** and **SECURE** access to the ***Keystone*** platform from anywhere an internet connection is available.
- Provide up to 5 gigabytes of storage for critical documents associated with the School Funding Program in the ***Keystone*** platforms DATA VAULT.
- State and Local Compliance Services including preparing the following Specialized Reports:
    a. Assist the DISTRICT in providing documentation and information needed to comply with the state and local requirements established by the DISTRICT's Governing Board, municipal
    securities statutes, and internal accounting/auditing policies and procedures, including:
        1) Prepare periodic SFOC/community updates as needed; and
        2) Assist DISTRICT auditors by providing the data necessary to complete the annual audits required by for Proposition 39 authorized G.O. Bonds, if applicable.
    b. Assist DISTRICT auditors by providing requested information needed to complete the year-end closeout of DISTRICT funds and outstanding municipal securities obligations.

**Fiscal Impact:**

- A monthly fee of $5,000
- Services provided on an hourly basis will be provided based on the time and materials expended and the following hourly rates, as needed:
    - Principal $300 per hour
    - Vice President $270 per hour
    - Senior Associate $225 per hour
    - Associate $150 per hour
    - Support Staff $120 per hour

**Recommendation:**

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education ratify the agreement between Burbank Unified School District and California Financial Services (CFS) for the KeyAnalytics Services system effective July 1, 2024 through June 30, 2027, not to exceed $65,000 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.




# PROFESSIONAL SERVICES AGREEMENT

***By and Between***

## KEYANALYTICS

## and

## BURBANK UNIFIED SCHOOL DISTRICT

## for

## *KeyStone Solutions*

**THIS AGREEMENT,** commencing on July 1, 2024, by and between Burbank Unified School District, located in Los Angeles County, California, a school district duly organized under the laws of the State of California (the "DISTRICT"), and C Financial Investment, Inc., a California corporation d.b.a. KEYANALYTICS (the "CONSULTANT").

**WITNESSETH**

**WHEREAS,** the DISTRICT has determined it has a continuing and ongoing need for the CONSULTANT to provide the professional consulting services set forth in Section I of this AGREEMENT including the referenced Exhibits attached hereto;

**WHEREAS,** the DISTRICT and the CONSULTANT have reasonably concluded that the described services herein do not currently constitute municipal advisory services as the term is applied by the SEC and the MSRB to firms acting as an advisor in connection with the analyzing, structuring or advising on matters related to the structuring and/or issuing of municipal securities;

**WHEREAS,** the CONSULTANT has disclosed that it is specifically not qualified to provide legal, or investment advice related to legal matters that impact the use or restrictions of certain funds or the investment of any DISTRICT funds as part of its services hereunder;

**WHEREAS,** the services required and described in this AGREEMENT are highly specialized and are not otherwise required by the DISTRICT except during periods when capital facilities are being funded and expended for its School Funding Program ("SFP"), for the ongoing maintenance and compliance related to any resulting municipal issuances, and/or State SFP applications; and

**NOW, THEREFORE,** it is mutually agreed as follows:

The DISTRICT hereby retains the CONSULTANT to perform the services, upon the terms, subject to the conditions, and in consideration of payments as hereinafter set forth.

## I. SERVICES TO BE PROVIDED BY CONSULTANT

The CONSULTANT shall perform the services ("Consulting Services") set forth in the statement of work (the "Statement of Work") that is attached as Exhibit A to this AGREEMENT in a diligent manner consistent with the usual and customary professional standards. This AGREEMENT and the Statement of Work shall be referred to collectively herein as the "AGREEMENT".

The CONSULTANT may be directed by the DISTRICT in writing to perform supplemental tasks, analyses, expert testimony, or assignments related to the provision of the services in this AGREEMENT ("Special Related Consulting Services"). Such Special Related Consulting services are intended to supplement the Consulting Services as described herein as circumstances may, from time-to-time, require assistance with matters related to but not contemplated by this AGREEMENT.

## II. COMPENSATION FOR SERVICES RENDERED

### A. FEES

DISTRICT shall pay CONSULTANT a fee computed according to the fee schedule incorporated into the attached Statement of Work ("Fee Schedules") for the Consulting Services rendered.

### B. REIMBURSEMENT FOR OUT-OF-POCKET EXPENSES

Unless otherwise stated within the Fee Schedule, CONSULTANT shall be reimbursed for out-of-pocket expenses, which include extraordinary travel expenses, charges for outside services specifically requested by the DISTRICT, filing fees, other printing charges and other like expenditures -- provided that if any individual expense exceeds $500.00, the CONSULTANT shall obtain the PRIOR WRITTEN APPROVAL of the DISTRICT's superintendent, chief business officer or facility planning representative -- each of whom shall be a DISTRICT employee. The CONSULTANT shall be reimbursed for such expenses upon submitting an itemized statement, therefore. These expenses shall be billed no more frequently than monthly, if incurred, and payable within thirty (30) days of receipt of the CONSULTANT's invoice.

### C. INVOICES

Unless otherwise stated within the Fee Schedules, on or about the 15$^{th}$ day following each quarter during which Consulting Services are rendered hereunder, CONSULTANT shall deliver to DISTRICT an invoice for the Consulting Services performed and the reimbursable expenses incurred in the prior three months. All fees and reimbursable expenses shall be payable within thirty (30) days of receipt of the undisputed CONSULTANT's invoice.

## III. OTHER MATTERS

**A. DISTRICT Facilities Data Stored on DATA VAULT:** The CONSULTANT will provide DISTRICT access to the CONSULTANT'S proprietary online **DATA VAULT** to manage, tag, upload, organize and store important documentation required for OPSC closeout audits, Federal reporting obligations and local DISTRICT revenue/funding sources compliance requirements. The CONSULTANT shall take commercially reasonably steps to protect such data from loss or theft but shall not take extraordinary measures to protect data stored in the vault.

The DISTRICT is advised to retain copies of items stored in the vault and only to store non-confidential documents as part of utilizing this service.

**B. Severability:** Should any portion of the AGREEMENT be invalidated through legal proceedings; the remaining portions of the AGREEMENT shall remain valid and binding upon both parties.

**C. Sub-consultants:** The CONSULTANT may utilize inputs and data provided by the DISTRICT, DISTRICT consultants, or other third parties retained by the CONSULTANT without or at the direction of the DISTRICT. The CONSULTANT agrees that all payments to such sub-consultants retained by the CONSULTANT shall be the sole responsibility of the CONSULTANT.

**D. Independent Contractor Status:** The CONSULTANT and any and all agents and employees of CONSULTANT shall perform the services required pursuant to this AGREEMENT as an independent contractor, not as officers, employees or agents of the DISTRICT. In providing the Consulting Services contemplated by this AGREEMENT, the CONSULTANT shall maintain a professional working relationship with the DISTRICT.

**E. Indemnity:** The CONSULTANT shall indemnify, defend and hold the DISTRICT, its Board of Trustees, officers, agents, and employees harmless from any and all claims, damages, losses, causes of action and demands, including reasonable attorney's fees and costs, incurred in court action with or in any manner arising out of the CONSULTANT'S performance of, or failure to perform, any of the duties contemplated by this AGREEMENT, unless such failure was caused in whole or in part by a negligent act or omission of the DISTRICT.

The DISTRICT shall indemnify and hold the CONSULTANT, its officers, agents, and employees harmless from any and all actions or omissions to act which are the responsibility, in whole, or in part, of the DISTRICT. The obligation to indemnify and hold a party harmless as set forth herein shall include payment of any and all attorney's fees and other expenses which are the subject of such agreement to indemnify and hold harmless, in addition to any damages actually incurred.

**F. Special Provision for Ongoing Investigations, Litigations and Law Enforcement Related Activities:** The DISTRICT shall compensate the CONSULTANT separately, at its hourly consulting rate, for any ADDITIONAL services made necessary by an external investigation by State, County or Federal authorities of the DISTRICT's utilization of funds and expenditures or CONSULTANT prepared data provided that the investigation does not arise primarily from the activities of the CONSULTANT. The CONSULTANT shall be entitled to recover reasonable legal costs made necessary by its involvement in any such investigations including legal advice related to preparation of materials to be used in testimony or as evidence in such investigations and legal expenses incurred as a result of proposed or actual legal actions involving CONSULTANT that are not primarily the result of acts of gross negligence or misconduct of the CONSULTANT.

**G. Taxes:** The CONSULTANT shall be liable and solely responsible for paying all required taxes, including, but not limited to, federal and state income taxes and social security taxes, on all amounts payable to the CONSULTANT. All payments to the CONSULTANT shall be reported to the appropriate State and Federal tax authorities as required.

**H. Amendment:** THIS AGREEMENT cannot be changed or supplemented orally and may be modified only by written instrument executed by all parties.

**I. Compliance with Law:** While performing the Consulting Services contemplated by this AGREEMENT, the CONSULTANT and the DISTRICT agree to comply with all applicable laws and regulations.

**J. Work Records:** All documents developed under this AGREEMENT are and shall become the property of the DISTRICT. It is understood that and agreed that the DISTRICT'S right to documents produced by the CONSULTANT pursuant to this AGREEMENT shall not include any ownership interest, license or possession of any computer models, or databases.

The CONSULTANT shall be entitled to retain copies of all such documents and materials for a period of up to five (5) years following termination or expiration of this AGREEMENT. However, the data files shall remain the property of the DISTRICT.

**K. Entire Agreement:** This AGREEMENT constitutes the entire agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral relating to the Consulting Services to be provided in the AGREEMENT. Prior agreements not directly related to the services to be provided in this AGREEMENT shall remain in full force and effect.

**L. Successors and Assigns:** The DISTRICT and the CONSULTANT each bind themselves, their partners, successors, legal representatives, and assigns of such other party in respect to all covenants of this AGREEMENT. Neither the DISTRICT or the CONSULTANT shall assign or transfer their interest in the AGREEMENT without the consent of the other.

**M. Execution of the AGREEMENT in Counterparts:** This AGREEMENT may be executed in several counterparts, each of which shall be an original. Electronic signatures may be provided to this AGREEMENT or any amendment thereto consistent with the provisions of the California Uniform Electronic Transactions Act.

**N. Term of the AGREEMENT:** The term of this AGREEMENT shall be from July 1, 2024, to June 30, 2027.

**O. Renewal of the Agreement:** At the expiration of the initial term, this AGREEMENT shall automatically renew on a month-to-month basis unless otherwise terminated or extended for a longer term by mutual consent of the parties. Any renewal shall be considered an extension of the original AGREEMENT for the purpose of calculating fees.

Failure to renew the AGREEMENT shall not result in a reduction, cancellation or termination of fees which have been earned but not yet paid to the CONSULTANT during the term of the agreement and all such fees shall remain payable pursuant to the AGREEMENT's provisions regarding the CONSULTANT'S fees for services provided hereunder.

**P. Termination of the AGREEMENT:** This AGREEMENT may be terminated by either party, without cause, upon thirty (30) days written notice of either the DISTRICT or the CONSULTANT.

All fees (other than hourly fees that shall be paid on an hourly basis notwithstanding termination) shall be prorated according to the percentage of work completed by the CONSULTANT on the date of DISTRICT termination of other consulting services to be provided under this AGREEMENT and are due and payable no later than the effective date of termination.

**Q. Fee Disputes:** The parties agree to work cooperatively to resolve any fee disputes that arise during the term of this AGREEMENT. Should such efforts fail to resolve any dispute(s), the parties agree that any legal costs incurred to enforce the terms of this agreement shall be recoverable by the prevailing party.

**R. Notices:** Except for invoices submitted by the CONSULTANT, all notices, or other communications to either party by the other shall be deemed given when made in writing and delivered, mailed or send by electronic transmission to such party at their respective addresses as follows:

**If to DISTRICT:**

**Andrew Cantwell**
*Assistant Superintendent*
*Administrative Services*
**Burbank Unified School District**
1900 W Olive Avenue
Burbank, CA 91506
Phone: (818) 729-4473
*andrewcantwell@burbankusd.org*

**If to CONSULTANT:**

**Tarana Alam**
*Managing Director,*
***KeyAnalytics***
555 Corporate Drive, Ste 100
Ladera Ranch, CA 92694
Phone: (949) 282-1077
*talam@calschools.com*

All notices shall be effective immediately upon personal delivery or electronic transmission; or on the first business day after delivery to an overnight delivery service, or on the third business day if mailed, postage prepaid.

## IV. DISPUTE RESOLUTION

The DISTRICT and the CONSULTANT shall use good faith efforts to resolve all disputes informally through direct discussions between the DISTRICT and a representative of the CONSULTANT to be appointed by the CONSULTANT for this purpose.

If the parties cannot resolve their dispute by direct consultation, the dispute shall be referred to mediation through the offices of Judicial Arbitration and Mediation Services (JAMS) at the JAMS office which is geographically most closely located to the chief administrative office of the DISTRICT. The parties shall jointly attempt to agree on a mediator from a list of mediators provided by JAMS but if they cannot so agree, they shall request that JAMS provide the parties with a list of potential mediators containing an odd number of not less than five, and the DISTRICT and the CONSULTANT shall alternatively strike one name from the list with the last remaining name deemed to be the mediator selected by the parties.

If the dispute is not resolved in mediation, the matter shall then be submitted to binding arbitration through JAMS and such arbitration shall be conducted pursuant to the JAMS Streamlined Arbitration Rules & Procedures.

Nothing contained herein shall limit either party from seeking injunctive or equitable relief from a court of competent jurisdiction, provided that such injunctive or equitable relief shall be solely in addition to, and not in substitution for the dispute resolution process otherwise provided within. The prevailing party in any arbitration or litigation procedure shall be entitled, in addition to any other relief, to an award or reasonable attorney's fees incurred.

**IN WITNESS WHEREOF**, the DISTRICT has caused these presents to be properly executed and the CONSULTANT has caused this AGREEMENT to be properly executed, as of the date herein forth set forth.

**BURBANK UNIFIED SCHOOL DISTRICT**

**By: _____**
**Andrew Cantwell**
**Assistant Superintendent Administrative Services**

**C FINANCIAL INVESTMENT, INC.**
**D.B.A. KEYANALYTICS**

**By: _____**
**Steven Gald**
**Executive Vice President**

# EXHIBIT A
# STATEMENT OF WORK

# *KEYSTONE* SOLUTIONS



# STATEMENT OF WORK
## *KEYSTONE* SOLUTIONS

**SERVICES TO BE PROVIDED BY CONSULTANT**

The CONSULTANT shall provide its ***KeyAnalytics Project Tracking, Reporting and Compliance Services*** needed to assist the DISTRICT in developing, implementing, and overseeing a ***Facilities Financial Management, Reporting and Compliance System*** that is integrated with the DISTRICT's existing fiscal system operated by the County and/or the DISTRICT. The CONSULTANT shall receive financial data from the DISTRICT at least monthly in a form exported from the DISTRICT's Fiscal System to be uploaded by the CONSULTANT to its proprietary ***KeyStone*** Platform. The Financial Management and Reporting System is designed to support and enhance the ability of the DISTRICT needed for tracking all major aspects of its funding sources.

Set forth below are the major service areas and requirements that the CONSULTANT will assist the DISTRICT with under this AGREEMENT.

## I. PROJECT TRACKING AND REPORTING SERVICES

These project tracking and reporting support services consist of the following:

**A. TRACKING MULTIPLE REVENUE SOURCES:** The CONSULTANT will track all major revenue/funding sources identified by the DISTRICT that are being utilized to fund the DISTRICT'S School Funding Program including G.O. Bonds, COPs, State Grants, developer mitigation revenues and other capital facilities financing and funding sources if applicable into the ***Keystone*** comprehensive reporting system thus allowing each revenue source to be viewed individually and in a combined manner.

**B. PROJECT BUDGETS:** The CONSULTANT will establish Budget categories, as identified by the DISTRICT, for each authorized school project, project component and revenue/funding sources(s).

**C. PROJECT EXPENDITURES:** The CONSULTANT will report disbursements of funds from each revenue source for each school project and each expenditure category as directed by the DISTRICT. The CONSULTANT will also track cumulative fund account activities (across fiscal years) for each DISTRICT Capital Facilities Fund Account as identified by the DISTRICT, if applicable

**D. REPORTS:** The CONSULTANT will prepare a periodic **COMPREHENSIVE FACILITY PROJECT BUDGET AND CASH FLOW REPORT** that includes a summary of budgets, encumbrances, disbursements, remaining balances, and an overview of the active School Funding Program projects at a mutually agreed upon frequency as circumstances dictate.

The CONSULTANT will also prepare specialty on-line reports by school campus and by project scope that will be linked to the DISTRICT's website for easy access of information to the community regarding the DISTRICT's G.O. Bond measure proceeds.

**E. ELECTRONIC DATA UPLOADS:** The CONSULTANT will electronically **UPLOAD** financial data directly from the County system on a monthly basis **without** manual entry or change to the DISTRICT'S accounting procedures and internal controls. This upload feature eliminates the need for DISTRICT staff to double enter the same data twice, once into the County's system and then again to a spreadsheet, or other standalone database, thereby preventing data transposition and errors.

**F. CASH RECONCILIATION:** The CONSULTANT will **RECONCILE *Keystone*** program records with the County's General Ledger reports and reconcile to 9110 cash balances, current liabilities, total expenditures, and total encumbrances in each period for accuracy. This feature will enable the DISTRICT to avoid **OMISSIONS** of expenditures or other transactions that affect cash balances.

**G. TRAINING:** The CONSULTANT will provide ongoing training to DISTRICT staff including transition training as staff and job descriptions change within the DISTRICT and/or the CONSULTANT incorporates supplemental features into the ***Keystone*** platform.

**H. SECURE ONLINE ACCESS:** The CONSULTANT'S Operational Support Systems will provide the DISTRICT'S **AUTHORIZED** staff and construction team with **SAFE** and **SECURE** access to the ***KEYSTONE*** platform from anywhere an internet connection is available.

**I. DATA STORAGE:** The CONSULTANT will provide up to 5 gigabytes of storage for critical documents associated with the School Funding Program in the ***Keystone*** platform's **DATA VAULT.**

## II. PROPOSITION 39, STATE AND LOCAL COMPLIANCE SERVICES

These compliance support services consist of the following:

**A. SCHOOL FACILITIES OVERSIGHT COMMITTEE REPORTING REQUIREMENT:** The CONSULTANT will provide the Proposition 39 School Facilities Oversight Committee ("SFOC") with accurate and concise expenditure reports that are mandated by the Prop. 39 statutes.

**B. G.O. BOND PERFORMANCE AUDIT REQUIREMENT:** The CONSULTANT will assist the DISTRICT'S independent auditors with the financial information needed to prepare the annual Performance Audit that is mandated by the Prop. 39 statutes.

**C. OPSC ANNUAL FILINGS REQUIREMENTS:** For State eligible projects, the CONSULTANT will assist in preparing data and reports associated with filing the **SAB 50-06** expenditure reports subject to DISTRICT review and confirmation.

**D. OPSC AUDIT INQUIRIES:** The CONSULTANT will provide assistance with OPSC audit inquiries and responses where applicable (billed on an hourly basis at the CONSULTANT'S stated rate provided).

## COMPENSATION FOR CONSULTANT SERVICES

The DISTRICT agrees to pay and the CONSULTANT agrees to receive as full compensation for the rendering of the Services**,** as described above, the following amounts:

**A. MONTHLY FEES:** A monthly fee of **$5,000** for the above Services including uploading data and providing general support and assistance in reconciling future financial data and preparing reports for DISTRICT staff, DISTRICT auditors, and the SFOC as directed by the DISTRICT. The fee is due to the CONSULTANT in four quarterly installments on the first day of January, April, July and October.

**B. HOURLY FEES:** Services provided on an hourly basis will be provided based on the time and materials expended and the following hourly rates:

| HOURLY RATES | |
|---|---|
| Principal | $300/Hour |
| Vice President | $270/Hour |
| Senior Associate | $225/Hour |
| Associate | $150/Hour |
| Support Staff | $120/Hour |

i. **OPSC AUDITS:** Services related to the assistance by the CONSULTANT with OPSC audit responses or data requests will be provided based on the time and materials expended at the hourly rates listed above. The DISTRICT is under no obligation to utilize the CONSULTANT for OPSC audit assistance as part of this AGREEMENT.

ii. **OTHER REQUESTED SPECIAL RELATED CONSULTING SERVICES:** Services related to the assistance by the CONSULTANT for special data requests and other Special Related Consulting Services periodically requested by the DISTRICT will be provided based on the time and materials expended at the hourly rates listed above. Any, if any, additional Special Related Consulting Services will only be provided by the CONSULTANT at such times as authorized by the DISTRICT.

**D. DATA VAULT STORAGE:** Storage of DISTRICT selected documentation for seven (7) years is included in the above annual fee for services for so long as the CONSULTANT is continuously providing ***KeyAnalytics Operational Support Services*** set forth in this AGREEMENT*. After seven (7) years, the DISTRICT may maintain its active* ***DATA VAULT*** *for a fee of $250 per year or request the DISTRICT data be transferred to a storage medium provided to the CONSULTANT by the DISTRICT.*

**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: | Carrie Bogdanovich, Director of Food Services |
| SUBMITTED BY: | Terri Ramirez-Adams, Senior Administrative Secretary |
| DATE: | November 7, 2024 |
| SUBJECT: | Approval of Change Order of Professional Agreement with AMB Group, Inc. |

**Background:**

Burbank Unified School District and AMB Group, Inc. was chosen as the responsible and response company from RFP# 2425-004 to provide Walk-In Installation and Repair Services for Burbank USD Food Services Department. At the time it was determined based experience, services provided and cost to proceed with a contract. After review of current infrastructure of Walk-Ins condition, it was determined that a professional agreement needed to repair and replace at 3 school sites.

**Discussion and Issues:**

AMB Group, Inc. is located in Glendale, CA with experience in working with California K-12 school district and K-12 school district, Food Services/Nutrition Departments.

During installation it was determined by roof at Luther Middle School and Muir Middle School could not support the condensing and compressor units of the walk-in units and the units would have to be installed at the ground level. As a result concrete slab, metal racks, fencing and additional piping would have to be installed to operate the walk-ins.

**Fiscal Impact:**

Change order of $61,954.41increase from original amount of $688,300, Fund 13 (13.0-5310.0-00000-37000-6510-7490000) for services provide as detailed in RFP 2425-004. The contract is for the July 26, 2024 to January 31, 2025.

**Recommendation:**

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve and additional increase of the agreement between Burbank Unified School District and AMB Group, Inc., effective July 26, 2024 through January 31, 2025, not to exceed $61,954.41 (13.0-53100.0-00000-37000-6510-7490000), and that authority to sign the agreements be exercised pursuant to BUSD-AR 3314, as presented.

# AMB

## GROUP, INC.

501 W. Glenoaks blvd. #423
Glendale, CA 91202
P: 818-220-2641
F: 818-864-6595

## PROPOSAL

| **DATE:** 10/17/2024 | COP # 24/25-38 |
|---|---|
| **OWNER INFO:** | **JOB ADDRESS:** |
| Burbank Unified School District<br>Purchasing Department/ Food Services | Luther Burbank MS/ 3700 W. Jeffries Ave.<br>John Muir MS/ 1111 N. Kenneth Rd. |

**Provide Concrete Pad for unit installation at Luther MS. Provide and install CL Fence& Gate. Provide and install two CL fences and gates at Muir MS around units. Provide and install unit Racks, additional Ref. Lines w/ Insulation.**

| ITEM | DESCRIPTION | QTY | RATE | AMOUNT |
|---|---|---|---|---|
| 1 | Remove dirt, compact, Form, install rebar and 6inches of concrete slab at Luther MS | | | $9,800.00 |
| 2 | Install 8ft high CL fence and gate around unit at Luther MS. | | | $4,850.00 |
| | Install 6ft high CL fence and gate around unit at Luther MS. | | | $4,470.00 |
| 3 | Provide and install Condensing unit racks w/ additional refrigeration line and insulation at Luther MS. | | | $15,500.00 |
| 4 | Provideandinstall 6ft high CL fence and gates around units at Muir MS. | | | $7,300.00 |
| 5 | Provide and install 3 bollards at Muir MS. | | | |
| 6 | Additional Ref. Lines w/ Insulation for 4 units at Muir MS. | | | $16,500.00 |
| 7 | Clean & Remove Debris from site. | | | |
| 8 | O & P 5% | | | $2,921.00 |
| 9 | Bond1% | | | $613.41 |
| | **Exclusions: Any item not mentioned above.** | | | |
| | **Total of this proposal** | | | **$61,954.41** |

**Garcia's Fence Corp.**
614 Giano Ave
La Puente, CA 91744
626 810-9330 | 626 810-9227 Fax
Email: gfc@garciasfencecorp.com
**CSLB: 614966 DIR: 1000005768**

Attention: Ara Baghdasarian

**Quote No.** ***PW-1024007***

- ***Licensed***
- ***Work Guaranteed***
- ***Free Estimates***

Date: 10/15/2024

Proposal to: AMB Group Inc. Phone: 818 220-2641

Address: 501 W Glenoaks Blvd #423 Email: ara@ambgroupinc.com

City, State Zip: Glendale, CA 91202 Cell Phone:

| | |
|---|---|
| Height Over-All **8'H** | Job Site: Luther Burbank Middle School: 3700 W Jeffries Ave |
| | Near: City: Burbank, CA 91505 |
| Barb Wire | **8' High Chain Link Fence Enclosure** |
| Barb Arms | Provide labor and materials to install an 8' high chain link fence enclosure measuring approximately 8'H x 5'W x 10'L along with a 5' wide single swing chain link gate. |
| Chain Link **X 15' LF** | • Posts are to be surface mounted on concrete floor using 6" base plates and heavy anchor bolts. 2 7/8" terminals (sch 40). |
| Wood | • Install top rail frame (1 5/8" - sch 40) and heavy bottom tension wire. |
| Ornamental Iron | • Install chain link fabric - standard 2" x 9 gauge wire at 8' high. |
| Block Wall | • Fabricate, deliver and install one (1) 8' high x 5' wide single swing gate with transom along the top. Gate includes typical hardware (90° commercial hinges, and padlockable fork-latch). |
| FT. Top Rail | Clean up and haul away debris. |
| Box Braces | |
| Gates **8' x 5'W Single Swing** | |
| Gates | |
| Gates | |
| Frame Wire Gauge **9** | |
| **Terms:** Includes all labor, equipment and materials. | **Total Cost:** **$4,850** |

1. This proposal upon acceptance by this office becomes a contract between the parties whose signature appear below and is not subject to cancellation.
2. Completion is subject to any labor or materials shortage or any other causes beyond our control.
3. We assume no responsibility for placing fence on correct property lines. Owner, Contractor, or Agent agrees to point out and mark exact boundaries and/or lines along and in which said construction and installation shall take place and take responsibility for any or all underground wires, pipes, or utilities of all kind.
4. Prime contractor, Owner, or responsible representative must be present to inform crews layout.
5. When crews arrive, fence lines-must be clear and staked out.
6. Owner or responsible party agrees to pay for lost time as a result of failure to meet conditions in numbers 4 and 5.
7. If legal action becomes necessary to enforce collection of this contract, Customer agrees to pay reasonable attorney fees and all costs.
8. This order constitutes the entire agreement between us , no representations, warranties, modifications, or waivers being valid unless in writing and attached hereto.
9. If the Customer shall fail to make any payment provided for herein when due and payable, such amounts shall thereupon be subject to interest at the rate of 2% per month during such period of delinquency and until paid.

JTG Approved By:

Customer: X Date:

**Garcia's Fence Corp.**
614 Giano Ave
La Puente, CA 91744
626 810-9330 | 626 810-9227 Fax
Email: gfc@garciasfencecorp.com
**CSLB: 614966 DIR: 1000005768**

Attention: Ara Baghdasarian

**Quote No.** ***PW-1024008***

- ***Licensed***
- ***Work Guaranteed***
- ***Free Estimates***

Date: 10/15/2024

Proposal to: AMB Group Inc. Phone: 818 220-2641

Address: 501 W Glenoaks Blvd #423 Email: ara@ambgroupinc.com

City, State Zip: Glendale, CA 91202 Cell Phone:

| | | |
|---|---|---|
| Height Over-All | | **6'H** |
| Barb Wire | | |
| Barb Arms | | |
| Chain Link | **X** | **15' LF** |
| Wood | | |
| Ornamental Iron | | |
| Block Wall | | |
| FT. Top Rail | | |
| Box Braces | | |
| Gates | | **6'H x 4'W Single Swing** |
| Gates | | |
| Gates | | |
| Frame | Wire Gauge | **9** |

Job Site: Luther Burbank Middle School: 3700 W Jeffries Ave

Near: City: Burbank, CA 91505

**6' High Chain Link Fence Enclosure**

Provide labor and materials to install approximately 15' linear feet of 6' high chain link fece ,including one (1) 4' wide single swing gate.

- Posts are to be surface mounted on concrete floor using 6" base plates and heavy anchor bolts. 2 7/8" terminals (sch 40).
- Install top rail frame (1 5/8" - sch 40) and heavy bottom tension wire.
- Install chain link fabric - standard 2" x 9 gauge wire at 6' high.
- Fabricate, deliver and install one (1) 6' high x 4' wide single swing gate. Gate includes typical hardware (90° commercial hinges, and padlockable fork-latch).

Clean up and haul away debris.

**Terms:** Includes all labor, equipment and materials. **Total Cost:** **$4,470**

1. This proposal upon acceptance by this office becomes a contract between the parties whose signature appear below and is not subject to cancellation.
2. Completion is subject to any labor or materials shortage or any other causes beyond our control.
3. We assume no responsibility for placing fence on correct property lines. Owner, Contractor, or Agent agrees to point out and mark exact boundaries and/or lines along and in which said construction and installation shall take place and take responsibility for any or all underground wires, pipes, or utilities of all kind.
4. Prime contractor, Owner, or responsible representative must be present to inform crews layout.
5. When crews arrive, fence lines-must be clear and staked out.
6. Owner or responsible party agrees to pay for lost time as a result of failure to meet conditions in numbers 4 and 5.
7. If legal action becomes necessary to enforce collection of this contract, Customer agrees to pay reasonable attorney fees and all costs.
8. This order constitutes the entire agreement between us , no representations, warranties, modifications, or waivers being valid unless in writing and attached hereto.
9. If the Customer shall fail to make any payment provided for herein when due and payable, such amounts shall thereupon be subject to interest at the rate of 2% per month during such period of delinquency and until paid.

JTG Approved By:

Customer: X Date:

**Garcia's Fence Corp.**
614 Giano Ave
La Puente, CA 91744
626 810-9330 | 626 810-9227 Fax
Email: gfc@garciasfencecorp.com
**CSLB: 614966 DIR: 1000005768**

Attention: Ara Baghdasarian

**Quote No.** ***PW-1024009***

- ***Licensed***
- ***Work Guaranteed***
- ***Free Estimates***

Date: 10/16/2024

Proposal to: AMB Group Inc. Phone: 818 220-2641

Address: 501 W Glenoaks Blvd #423 Email: ara@ambgroupinc.com

City, State Zip: Glendale, CA 91202 Cell Phone:

| | | |
|---|---|---|
| Height Over-All | | **6'H** |
| Barb Wire | | |
| Barb Arms | | |
| Chain Link | **X** | **17' LF** |
| Wood | | |
| Ornamental Iron | | |
| Block Wall | | |
| FT. Top Rail | | |
| Box Braces | | |
| Gates | | **6'H x 4'W Single Swing** |
| Gates | | |
| Gates | | |
| Frame | Wire Gauge | **9** |

Job Site: John Muir Middle School: 1111 N Kenneth Road

Near: City: Burbank, CA 91504

**6' High Chain Link Fence Enclosure and Bollards (x3)**

Provide labor and materials to install approximately 15' linear feet of 6' high chain link fence, including one (1) 4' wide single swing gate as well as the installation of three (3) bollards (4" x 4'H).

- Fence posts are to be set into the asphalt with concrete footing. 2 7/8" terminals (sch 40) and 2 3/8" line posts.
- Install top rail frame (1 5/8" - sch 40) and heavy bottom tension wire.
- Install chain link fabric - standard 2" x 9 gauge wire at 6' high.
- Fabricate, deliver and install one (1) 6' high x 4' wide single swing gate. Gate includes typical hardware (90° commercial hinges, and padlockable fork-latch).
- Break through the asphalt and set three (3) 4" diameter by 4' high bollards to protect enclosure. Bollards are to be filled with concrete, finished with concrete cap, and painted in Safety Yellow.
- Clean up and haul away debris.

**Terms:** Includes all labor, equipment and materials. **Total Cost:** **$7,300**

1. This proposal upon acceptance by this office becomes a contract between the parties whose signature appear below and is not subject to cancellation.
2. Completion is subject to any labor or materials shortage or any other causes beyond our control.
3. We assume no responsibility for placing fence on correct property lines. Owner, Contractor, or Agent agrees to point out and mark exact boundaries and/or lines along and in which said construction and installation shall take place and take responsibility for any or all underground wires, pipes, or utilities of all kind.
4. Prime contractor, Owner, or responsible representative must be present to inform crews layout.
5. When crews arrive, fence lines-must be clear and staked out.
6. Owner or responsible party agrees to pay for lost time as a result of failure to meet conditions in numbers 4 and 5.
7. If legal action becomes necessary to enforce collection of this contract, Customer agrees to pay reasonable attorney fees and all costs.
8. This order constitutes the entire agreement between us , no representations, warranties, modifications, or waivers being valid unless in writing and attached hereto.
9. If the Customer shall fail to make any payment provided for herein when due and payable, such amounts shall thereupon be subject to interest at the rate of 2% per month during such period of delinquency and until paid.

JTG Approved By:

Customer: X Date:



Lic. 361835

# Bernier Refrigeration *Generations* Inc.


**Sales, Service & Installation**

**1918 1/2 Doreen Ave., So. El Monte, CA 91733**

**(626) 350-6150 * (800) 637-5696 * FAX (626) 350-5839**

**BernierRefrigeration.com**


# QUOTE

## OCTOBER 16, 2024

***Job Name:*** **AMB Group**
501 W. Glenoaks Blvd. #423
Glendale, CA 91202

***Job Location:*** Muir / Luther
Remote Units Extras

***Phone / Fax:*** 818-220-2641

***Attn:*** **Ara Baghdasarians**

| Qty. | Description of Service | Price | Amount |
|---|---|---|---|
| | | | |
| 2 | Condensing Unit Rack | | |
| 4 | Remote Set Of Refrigeration Lines Insulated | | |
| 4 | UV Vinyl Wrap For Outdoor Pipes | | |
| 4 | Unistrut Brackets And Clips | | |
| 4 | Hardware And Anchors | | |
| 4 | DIR Regulated Labor Charge | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | **MUIR CONTRACT PRICE** | | **16,500.00** |
| | | | |
| | **LUTHER CONTRACT PRICE** | | **15,500.00** |
| | | | |
| | | | |

**Total $32,000.00**

***Submitted By:*** _____ Moe Bernier ***Date:*** _____

***Accepted By:*** _____ ***Date:*** _____

***Thank you***

TO: Board of Education / Superintendent Consent 11/7/2024

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

SUBJECT: Certificated Personnel - Report Number 24-25-08. 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 |
|---|---|---|---|---|---|---|
| **ABRUZZO, NICHOLAS** Human Resources | Adult Ed Sub Teacher | 01.0-00000.0-11100-10000-1160-7550000 | 100 | | Began Service 1/14/2023 | 10/1/2024 |
| **EYVAZI, ARSINEH** Human Resources | Adult Ed Sub Teacher | 01.0-00000.0-11100-10000-1160-7550000 | 100 | | Began Service 8/21/2008 | 10/1/2024 |
| **GRAIR, JULIE** Human Resources | Adult Ed Sub Teacher | 01.0-00000.0-11100-10000-1160-7550000 | 100 | | Began Service 1/22/2013 | 10/1/2024 |
| **HERNANDEZ, NEREIDA** Human Resources | Adult Ed Sub Teacher | 01.0-00000.0-11100-10000-1160-7550000 | 100 | | Began Service 8/17/2015 | 10/1/2024 |
| **KOUNDAKJIAN, ARMINE** Human Resources | Adult Ed Sub Teacher | 01.0-00000.0-11100-10000-1160-7550000 | 100 | | Began Service 9/20/1989 | 10/1/2024 |
| **MORALES, MICHELLE** Human Resources | Adult Ed Sub Teacher | 01.0-00000.0-11100-10000-1160-7550000 | 100 | | Began Service 5/13/2022 | 10/1/2024 |
| **SCHMIDT, ELIZABETH** Human Resources | Adult Ed Sub Teacher | 11.0-63910.0-41104-10000-1160-5330000 | 100 | | Began Service 8/14/2017 | 10/1/2024 |
| **YEGHIAZARYAN, LUSIK** Human Resources | Adult Ed Sub Teacher | 11.0-63910.0-41104-10000-1160-5330000 | 100 | | Began Service 8/7/2017 | 10/1/2024 |
| **SANCHEZ, SUSAN** Health Services | Sub School Nurse Sub School Nurse | 01.0-00000.0-00000-31400-1260-7720000 | 100 | | Began service 2/19/2008 | 10/15/2024 |
| **CURRIE, NICOLE** Human Resources | Sub Tchr/spec Ed Sub Tchr | 01.0-00000.0-11100-10000-1160-7550000 | 100 | | Began Service 3/28/2024 | 10/14/2024 |
| **PULLIN, JOSHUA** Human Resources | Sub Tchr/spec Ed Sub Tchr | 01.0-00000.0-11100-10000-1160-7550000 | 100 | | Began Service 11/3/2021 | 10/1/2024 |

| RESIGN POSITION | ASSIGNMENT | APPROPRIATION NUMBER | PCT | RATE OF PAY | REMARKS | EFFECTIVE DATE ENDING DATE |
|---|---|---|---|---|---|---|
| **RODRIGUEZ, NANETTE**<br>Human Resources | Sub Tchr/spec Ed Sub Tchr | 01.0-00000.0-11100-10000-1160-7550000 | 100 | | Began Service 8/25/2022 | 10/14/2024 |

| ELECTION: INTERVENTION | ASSIGNMENT | APPROPRIATION NUMBER | PCT | RATE OF PAY | REMARKS | EFFECTIVE DATE ENDING DATE |
|---|---|---|---|---|---|---|
| **MACK, JASMINE**<br>Disney Elementary School | Teacher: Intervention<br>Intervention Tchr | 01.0-00000.0-11100-10012-1130-7550000 | 100 | | | 9/30/2024 |

| ELECTION: TEMPORARY | ASSIGNMENT | APPROPRIATION NUMBER | PCT | RATE OF PAY | REMARKS | EFFECTIVE DATE ENDING DATE |
|---|---|---|---|---|---|---|
| **LUCERO, ARNETTE**<br>Emerson Elementary School | Elementary Teacher<br>TOSA ELD Specialist - FTE:100% | 01.0-01500.0-47600-21000-1910-7420000 | 100 | RA:006 - ST:14<br>STP: $3164 | | 10/9/2024<br>5/23/2025 |
| **YU, PEGGY**<br>Jefferson Elementary School | Elementary Teacher<br>Elementary Teacher - FTE:100% | 01.0-00000.0-11100-10000-1110-2060000 | 100 | RA:004 - ST:16 | | 10/10/2024<br>5/23/2025 |

| CHANGE OF ASSIGNMENT | ASSIGNMENT | APPROPRIATION NUMBER | PCT | RATE OF PAY | REMARKS | EFFECTIVE DATE ENDING DATE |
|---|---|---|---|---|---|---|
| **AVANESIAN, ELLIN**<br>Jefferson Elementary School | Elementary Teacher<br>Curriculum Specialist - FTE:100% | 01.0-01500.0-00000-21300-1910-7420000 | 100 | RA:004 - ST:04<br>STP: $1582 | Change from teacher to Curriculum Specialist | 10/08/2024 |
| **GRIFFITH, JENNIFER**<br>Instructional Services | Tosa<br>TOSA Professional Dev. Programs - | 01.0-40350.0-00000-21400-1910-7429000 | 100 | RA:006 - ST:18<br>STP: $1582 | Change to TOSA Prof. Development | 9/30/2024 |
| **BOWERS, LUCIA**<br>Luther Middle School | Tosa<br>Title I TOSA | 01.0-30100.0-00000-21300-1910-3209000 | 100 | RA:006 - ST:15 | | 9/23/2024 |

| CHANGE OF SALARY | ASSIGNMENT | APPROPRIATION NUMBER | PCT | RATE OF PAY | REMARKS | EFFECTIVE DATE ENDING DATE |
|---|---|---|---|---|---|---|
| **OLDROYD, JENNIFER**<br>Health Services | Nurse<br>- FTE:20% | 01.0-00000.0-00000-31400-1216-7720000 | 20 | Salary Rate: $ | | 2/1/2024 |
| **OLDROYD, JENNIFER**<br>Health Services | Nurse<br>- FTE:20% | 01.0-00000.0-00000-31400-1216-7720000 | 20 | Salary Rate: $ | Per Mou From Column IV - Step 6 to Column IV - Step 15 | 12/1/2021 |
| **OLDROYD, JENNIFER**<br>Health Services | Nurse<br>- FTE:20% | 01.0-00000.0-00000-31400-1216-7720000 | 20 | Salary Rate: $ | Per Mou From Column IV - Step 7 to Column IV - Step 15 | 1/1/2022 |
| **OLDROYD, JENNIFER**<br>Health Services | Nurse<br>- FTE:20% | 01.0-00000.0-00000-31400-1216-7720000 | 20 | Salary Rate: $ | Per Mou From Column IV - Step 8 to Column IV - Step 15 | 1/1/2023 |
| **OLDROYD, JENNIFER**<br>Health Services | Nurse<br>- FTE:20% | 01.0-00000.0-00000-31400-1216-7720000 | 20 | Salary Rate: $ | Per Mou From Column IV - Step 9 to Column IV - Step 15 | 1/1/2024 |
| **LEWIS, LAQUANNIA**<br>Luther Middle School | Teacher<br>Math - FTE:100% | 01.0-00000.0-11100-10000-1110-3200000 | 100 | Salary Rate: $9413.55<br>STP: $1582 | | 8/5/2024 |

| CHANGE OF END DATE | ASSIGNMENT | APPROPRIATION NUMBER | PCT | RATE OF PAY | REMARKS | EFFECTIVE DATE / ENDING DATE |
|---|---|---|---|---|---|---|
| **SAWYER, RAYELL**<br>Thomas Edison Elementary School | Long Term Sub Teacher<br>5th Grade | 01.0-00000.0-11100-10000-1160-7550000 | 100 | | | 8/5/2024<br>11/13/2024 |

| RETURN FROM LEAVE | ASSIGNMENT | APPROPRIATION NUMBER | PCT | RATE OF PAY | REMARKS | EFFECTIVE DATE / ENDING DATE |
|---|---|---|---|---|---|---|
| **EVANS, DAVID**<br>Luther Middle School | Secondary Teacher<br>PE Teacher - FTE:100% | 01.0-00000.0-11100-10000-1110-3200000 | 100 | RA:006 - ST:13<br>STP: $3164 | | 10/14/2024 |

| ELECTION: SUBSTITUTE | ASSIGNMENT | APPROPRIATION NUMBER | PCT | RATE OF PAY | REMARKS | EFFECTIVE DATE / ENDING DATE |
|---|---|---|---|---|---|---|
| **ALVARENGA, MARYELINE**<br>Human Resources | Sub Tchr/spec Ed Sub Tchr<br>Substitute Teacher | 01.0-00000.0-11100-10000-1160-7550000 | 100 | Salary Rate: $200/210 | | 10/1/2024 |
| **KIND, CHRISTIAN**<br>Human Resources | Sub Tchr/spec Ed Sub Tchr<br>Substitute Teacher | 01.0-00000.0-11100-10000-1160-7550000 | 100 | Salary Rate: $200/210 | | 10/9/2024 |
| **MACK, JASMINE**<br>Human Resources | Sub Tchr/spec Ed Sub Tchr<br>Substitute Teacher | 01.0-00000.0-11100-10000-1160-7550000 | 100 | Salary Rate: $200/210 | | 10/1/2024 |
| **VAN LOO, BRENDHEN**<br>Human Resources | Sub Tchr/spec Ed Sub Tchr<br>Substitute Teacher | 01.0-00000.0-11100-10000-1160-7550000 | 100 | Salary Rate: $200/210 | | 10/15/2024 |

| STIPEND: CELL | ASSIGNMENT | APPROPRIATION NUMBER | PCT | RATE OF PAY | REMARKS | EFFECTIVE DATE / ENDING DATE |
|---|---|---|---|---|---|---|
| **POTAPENKO, ALEX**<br>Burroughs High School | Hs Asst Principal<br>AP High School - FTE:100% | 01.0-00000.0-00000-27000-1313-4320000 | 100 | STP: $1413 | | 11/1/2024 |

| STIPEND: LONGEVITY | ASSIGNMENT | APPROPRIATION NUMBER | PCT | RATE OF PAY | REMARKS | EFFECTIVE DATE / ENDING DATE |
|---|---|---|---|---|---|---|
| **HERNANDEZ, GLORIA**<br>Childrens Center | Cc Teacher: School Age<br>CC Teacher-12 months - FTE:100% | 12.0-61050.1-11100-10000-1110-2160000 | 100 | STP: $472 | 12 year Cc Teacher longevity | 9/1/2024 |

| ELECTION: LONG TERM SUBS | ASSIGNMENT | APPROPRIATION NUMBER | PCT | RATE OF PAY | REMARKS | EFFECTIVE DATE / ENDING DATE |
|---|---|---|---|---|---|---|
| **MULLIGAN, KATE**<br>Emerson Elementary School | Long Term Sub Teacher<br>SpEd - FTE:100% | 01.0-65000.0-57602-11100-1110-7440000 | 100 | Salary Rate: $294.14 | | 8/5/2024<br>8/15/2024 |

| | | | | | | |
|---|---|---|---|---|---|---|
| Aguilera, Lenora | Health Services | Mileage | Stipend | Current Rate | As Needed | July – June |
| Arevalo, Marianna | Burbank High | Other Hourly | Hourly | $39.67 | 2 | December |
| Arevalo, Marianna | Burbank High | Other Hourly | Hourly | $39.67 | 3 | November |
| Arevalo, Marianna | Burbank High | Other Hourly | Hourly | $39.67 | 5 | October |
| Arevalo, Marianna | Burbank High | Intervention | Hourly | $53.46 | 4 | December |
| Arevalo, Marianna | Burbank High | Intervention | Hourly | $53.46 | 6 | November |
| Arevalo, Marianna | Burbank High | Intervention | Hourly | $53.46 | 10 | October |
| Armes, Deborah | Providencia | Other Hourly | Hourly | $39.67 | 1 | September |
| Avagyan, Anush | Burbank High | Other Hourly | Hourly | $39.67 | 2 | December |
| Avagyan, Anush | Burbank High | Other Hourly | Hourly | $39.67 | 3 | November |
| Avagyan, Anush | Burbank High | Other Hourly | Hourly | $39.67 | 5 | October |
| Avagyan, Anush | Burbank High | Intervention | Hourly | $53.46 | 4 | December |
| Avagyan, Anush | Burbank High | Intervention | Hourly | $53.46 | 6 | November |
| Avagyan, Anush | Burbank High | Intervention | Hourly | $53.46 | 10 | October |
| Barco, Alejandro | Burroughs | Class Coverage | Hourly | $54.73 | 1 | September |
| Bergh, Rebecca | Emerson | Class Coverage | Hourly | $54.74 | 1.5 | October |
| Bess, Kenneth | Dolores Huerta | Other Hourly | Hourly | $39.67 | 20 | October - May |
| Binda, Lucien | Burroughs | Other Hourly | Hourly | $39.67 | 8 | October |
| Bowne, Shelby | Roosevelt | Other Hourly | Hourly | $39.67 | 13.52 | October |
| Bowne, Shelby | Roosevelt | Intervention | Hourly | $53.46 | 88.91 | October |
| Breeden, Bruce | Special Ed | Add'l .2 | Monthly | $2121.87 | 1 | August - December |
| Brown, Sarah | Dolores Huerta | Stipend Spirit Squad | Monthly | $521.00 | 4 | Nov Feb April and June |
| Chavez, Yanira | Adult | Other Hourly | Hourly | $39.67 | 30 | September - December |
| Choi, Woore | Health Services | Mileage | Stipend | Current Rate | As Needed | July - June |
| Clark, Kara | Burroughs | Add'l .2 | Monthly | $1535.64 | 1 | August - December |
| Collins, Brian | Providencia | Other Hourly | Hourly | $39.67 | 1 | September |
| Colvin Marvin, Katherine | Providencia | Other Hourly | Hourly | $39.67 | 1 | September |
| Concidine, Michael | Luther | Add'l .2 | Monthly | $1972.56 | 1 | August - December |
| Cook, Jacob | Burroughs | Coach V GrlsWaterpolo | Stipend | $1936.00 | 1 | November - January |
| Cook, Jacob | Burroughs | Coach V Head Swim | Stipend | $1936.00 | 1 | February - April |

| | | | | | | |
|---|---|---|---|---|---|---|
| Coyne, Marie | Providencia | Other Hourly | Hourly | $39.67 | 1 | September |
| Curran, Emily | Special Education | Hourly Equivalent | Hourly | $105.63 | 16.5 | August - May |
| DeLaurie, Jerry | Dolores Huerta | Other Hourly | Hourly | $39.67 | 20 | October - May |
| Dobbs, David | Burbank High | Other Hourly | Hourly | $39.67 | 2 | December |
| Dobbs, David | Burbank High | Other Hourly | Hourly | $39.67 | 3 | November |
| Dobbs, David | Burbank High | Other Hourly | Hourly | $39.67 | 5 | October |
| Dobbs, David | Burbank High | Intervention | Hourly | $53.46 | 4 | December |
| Dobbs, David | Burbank High | Intervention | Hourly | $53.46 | 6 | November |
| Dobbs, David | Burbank High | Intervention | Hourly | $53.46 | 10 | October |
| Drabecki, Nicole | Dolores Huerta | Other Hourly | Hourly | $39.67 | 20 | October - May |
| Everhart, Greg | Burroughs | Add'l .2 | Monthly | $1972.56 | 1 | August - December |
| Ferrat, Priscilla | Dolores Huerta | Stipend ASB | Monthly | $688.00 | 4 | Nov Feb April and June |
| Ferrat,Priscilla | Dolores Huerta | Department Chair Math | Monthly | $1735.00 | 2 | December and May |
| Fuhr, Amy | Dolores Huerta | Stipend Yearbook | Monthly | $521.00 | 4 | Nov Feb April and June |
| Fuhr, Amy | Dolores Huerta | Stipend Newspaper | Monthly | $521.00 | 4 | Nov Feb April and June |
| Geronimo, Edgardo | Dolores Huerta | Stipend Culinary Arts | Monthly | $521.00 | 4 | Nov Feb April and June |
| Gonzalez, Emilio | Dolores Huerta | Stipend Instr Music | Monthly | $688.00 | 4 | Nov Feb April and June |
| Griffin, Jamie | Dolores Huerta | Department Chair PE | Monthly | $1735.00 | 2 | December and May |
| Griggs, Ericca | Emerson | Class Coverage | Hourly | $54.74 | 1.5 | October |
| Heckel, Stephen | Burroughs | CTE Teacher | Hourly | $60.43 | 1 | September |
| Holubek, Carol | Burbank High | Other Hourly | Hourly | $39.67 | 2 | December |
| Holubek, Carol | Burbank High | Other Hourly | Hourly | $39.67 | 3 | November |
| Holubek, Carol | Burbank High | Other Hourly | Hourly | $39.67 | 8 | October |
| Holubek, Carol | Burbank High | Intervention | Hourly | $53.46 | 4 | December |
| Holubek, Carol | Burbank High | Intervention | Hourly | $53.46 | 6 | November |
| Holubek, Carol | Burbank High | Intervention | Hourly | $53.46 | 16 | October |
| Jackson, Kirsten | Instruction | Additional Duties | Hourly | $76.15 | 71 | August - September |
| Kasumyan, Arman | Muir | Intervention | Hourly | $53.46 | 20 | October - December |
| Keeler, Fred | Dolores Huerta | Dept Chair English | Monthly | $1735.00 | 2 | December and May |
| Kepski, Erica | Dolores Huerta | Stipend CSF | Monthly | $430.00 | 4 | Nov Feb April and June |

| | | | | | | |
|---|---|---|---|---|---|---|
| Kepski, Erica | Dolores Huerta | Dept Chair English | Monthly | $1735.00 | 2 | December and May |
| Knoop, Keith | Burroughs | Class Coverage | Hourly | $54.73 | 1 | September |
| Krikorian, Christine | Miller | Intervention | Hourly | $53.46 | 3 | September |
| Mack, Jasmine | Disney | Intervention | Hourly | $53.46 | 395 | October - May |
| Magallon, Matthew | Burroughs | Other Hourly | Hourly | $39.67 | 16 | September |
| Magallon, Matthew | Burroughs | Other Hourly | Hourly | $39.67 | 83.18 | October - June |
| Magallon, Matthew | Burroughs | Coach V Baseball | Stipend | $1804.66 | 1 | February - April |
| Magallon, Michael | Burroughs | Other Hourly | Hourly | $39.67 | 90.74 | October - June |
| Mahoney, Gerald | Dolores Huerta | Other Hourly | Hourly | $39.67 | 20 | October - May |
| Mazanec, Christine | Adult | Other Hourly | Hourly | $31.03 | 30 | September - December |
| Meza, Manuela | Adult | Other Hourly | Hourly | $39.67 | 30 | September - December |
| Magallon, Michael | Burroughs | Other Hourly | Hourly | $39.67 | 18 | September |
| Moreno, Virginia | McKinley | Intervention | Hourly | $53.46 | 332 | September - May |
| Nicol, Doug | Burroughs | Coach V Softball | Stipend | $1936.00 | 1 | February - April |
| Obregon, Gabriel | Dolores Huerta | Other Hourly | Hourly | $39.67 | 20 | October - May |
| Oganyan, Victoria | Burroughs | Coach V GirlsBasketball | Stipend | $2199.66 | 1 | November - January |
| Oldroyd, Jennifer | Health Services | Mileage | Stipend | Current Rate | As Needed | July - June |
| Olkowski, Joshua | JBHS | Other Hourly | Hourly | $39.67 | 1 | September |
| Ovakimyan, Avetis | Muir | Intervention | Hourly | $53.46 | 20 | October – December |
| Peebles, John | Burroughs | Coach JV Track & Field | Stipend | $2053.00 | 1 | February - April |
| Pepes, Chris | Health Services | Home Teacher | Hourly | $42.39 | 200 | October - May |
| Powell, Lisa | Adult | Other Hourly | Hourly | $31.03 | 40 | September - December |
| Prosser, Amy | Burroughs | Other Hourly | Hourly | $39.67 | 1 | September |
| Prosser, Amy | Health Services | Home Teacher | Hourly | $42.39 | 100 | October - May |
| Real, Edwin | Burroughs | Coach Frsh B Volleyball | Stipend | $2053.00 | 1 | February - April |
| Setaghian, Natalie | BHS | Other Hourly | Hourly | $39.67 | 3 | July |
| Sevic, Branko | Burroughs | Coach JV Boys Golf | Stipend | $1461.00 | 1 | February - April |
| Solow, Casey | Dolores Huerta | Stipend Vocal Music | Monthly | $688.00 | 4 | Nov Feb April and June |
| Strawn, Kathryn | Roosevelt | Other Hourly | Hourly | $39.67 | 4.5 | October |
| Strawn, Kathryn | Roosevelt | Intervention | Hourly | $53.46 | 9 | October |

| | | | | | | |
|---|---|---|---|---|---|---|
| Sullivan, Arthur | Burroughs | Coach JV G Basketball | Stipend | $1920.66 | 1 | November - January |
| Tapanyan, Anie | Dolores Huerta | Dept Chair Sped | Monthly | $1735.00 | 2 | December and May |
| Terrell, Andrea | Harte | Other Hourly | Hourly | $39.67 | 4.5 | October – December |
| Terrell, Andrea | Harte | Intervention | Hourly | $53.46 | 7 | October - December |
| Velasquez, Silvia | JBHS | Other Hourly | Hourly | $39.67 | 1 | September |
| Vorachak, Madison | Dolores Huerta | Other Hourly | Hourly | $39.67 | 20 | October - May |
| Ware, Zeborah | Special Ed | Home Teacher | Hourly | $42.39 | 59 | October - December |
| Warren, William | Dolores Huerta | Dept Chair Social Sci | Monthly | $1735.00 | 2 | December and May |
| Weiss, Joshua | Dolores Huerta | Other Hourly | Hourly | $39.67 | 20 | October - May |
| Wenzel, Heidi | Roosevelt | Other Hourly | Hourly | $39.67 | 13.85 | October |
| Wenzel, Heidi | Roosevelt | Intervention | Hourly | $53.46 | 90.58 | October |
| Williamson, Terry | Roosevelt | Class Coverage | Hourly | $54.73 | 3 | September |
| Winn, Amy | Burbank High | Other Hourly | Hourly | $39.67 | 2 | December |
| Winn, Amy | Burbank High | Other Hourly | Hourly | $39.67 | 3 | November |
| Winn, Amy | Burbank High | Other Hourly | Hourly | $39.67 | 5 | October |
| Winn, Amy | Burbank High | Intervention | Hourly | $53.46 | 4 | December |
| Winn, Amy | Burbank High | Intervention | Hourly | $53.46 | 6 | November |
| Winn, Amy | Burbank High | Intervention | Hourly | $53.46 | 16 | October |
| Zecena-Rubio, Debora | Dolores Huerta | Dept Chair Elective | Monthly | $1735.00 | 2 | December and May |

Retirement

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| OGAWA, Randy | Trades Manager | 01.0-81500.0-00000-81000-2312-7523000<br>01.0-00100.0-00000-82200-2312-7520000 | .50<br>.50 | C-VII | A | 12-25-24 | Facilities Services<br>Began service 12-19-00 |

Resignation

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| ALEXIANTZ, Raffi | Paraeducator, Special Education | 01.0-33100.0-57602-11200-2100-4320000 | .75 | 38-III | D | 10-18-24 | Burroughs High School |
| BAKAS, Angelica | Community Resource Assistant | 01.0-01501.0-47600-27000-2410-2130000 | .1875 | 37-III | D | 10-11-24 | Providencia Elementary |
| BAKAS, Angelica | Paraeducator – English Language Learner | 01.0-01500.0-47600-10000-2110-2130000 | .8125 | 37-VI | D | 10-11-24 | Providencia Elementary |
| BOWMAN, Leslie | Campus Supervisor – Elementary | 01.0-00000.0-11100-10009-2910-2032000<br>01.0-00000.0-11100-10009-2910-2031000<br>01.0-67620.0-11100-10009-2910-2039000 | .2382<br>.1874<br>.5744 | 35-III | D | 10-03-24 | Emerson Elementary |
| CURRY, Rozana | Paraeducator-Severely Impaired | 01.0-00000.0-11100-10003-2990-2102000 | .8125 | 41-VI | D | 09-30-24 | Muir Middle School |
| MEDINA, Christian | Technology Support Specialist I | 01.0-00000.0-00000-77000-2410-7730000 | 1.0 | 49-IV | A | 10-11-24 | Burbank High School |
| OPAZO, Maria | Paraeducator - Children's Center 9.5 | 12.0-90602.0-11100-10000-2110-2130000 | .4375 | 37-II | D | 09-16-24 | Providencia Around the Bell |
| RABADI, Sandy | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2110-7440000 | .8125 | 45-IV | D | 09-20-24 | Special Education Department |
| VAUGHNS, Regina | Educational Interpreter I | 01.0-33100.0-57602-11104-2110-3220000 | 1.0 | 55-VI | D | 10-11-24 | Muir Middle School |

Termination

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| CL-0066-24 | Human Resources | 01.0-90710.0-00000-83000-2210-7522000 | | 39-I | A | 10-03-24 | Human Resources (Termination) |

Leave

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| BERCINI, Lydia | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2110-7440000 | | 45-VI | D | 10-14-24 | 12-20-24 | Special Education (Home Responsibility Leave) |
| CL-0061-24 | Human Resources | 01.0-81500.0-00000-81100-2210-7523000 | | 58-VI | A | 05/15/24 | 09-24-24 | Human Resources (Paid Administrative Leave) |
| CL-0063-25 | Human Resources | 01.0-00100.0-00000-82100-2210-4320000 | | 38-VI | A | 07/02/24 | 09-26-24 | Human Resources (Paid Administrative Leave) |
| NAVARRO, Tristen | Occupational Therapist | 01.0-65000.0-57601-31409-2211-7440000 | | C-IV | B | 09-16-24 | 11-22-24 | Special Education (Child Bonding) |

Additional Compensation for Working Out of Class

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| GONZALEZ, Brian | Low Voltage Electrician | 01.0-81500.0-00000-81100-2210-7523000 | | 56-II | A | 05-16-24 | 10-01-24 | Facilities Services (End Date Revised to End Earlier) |
| HILTERMANN, Catherine | Educational Interpreter I | 01.0-33100.0-57602-11104-2110-3220000 | | 55-IV | D | 08-14-24 | 10-18-24 | Muir Middle School |
| LOPEZ, Corielle | Human Resources Technician | 01.0-00000.0-00000-72000-2410-7550000 | | 43-VI | A | 06-01-24 | 10-31-24 | Human Resources (End Date Extended) |
| RENDON, Karoline | Office Technician | 01.0-02200.0-322000-27000-2410-530000 | | 37-VI | A | 11-01-24 | 12-31-24 | Monterey High School (End Date Revision) |

Additional Compensation for Longevity

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| CHAVEZ, Edith | At Risk Intervention Specialist | 01.0-01500.0-00000-31100-2210-7420000 | 1.0 | 53-VI | D | 10-01-24 | | Washington Elementary 10 years - $142/month |
| COSIO, Teresa | Paraeducator - Severely Impaired | 01.0-65000.0-57601-11106-2110-5330044 | .75 | 41-VI | D | 10-01-24 | | Burbank Adult School 25 years - $280/month |
| ERLICH, Jill | Paraeducator Children's Center 9.5 | 12.0-90602.0-11100-10000-2110-2010000 | .57 | 37-VI | D | 10-01-24 | | Disney Around the Bell |
| | Paraeducator | 01.0-00000.0-11100-10000-2110-2160000 | .43 | 36-VI | D | 10-01-24 | | Washington Elementary 10 years - $142/month |
| YEGHYAIAN, Reneh | Paraeducator - Special Education | 01.0-65000.0-57602-11200-2110-2160000 | .75 | 38-VI | D | 10-01-24 | | Washington Elementary 10 years - $142/month |

Additional Compensation for Cell Phone

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| BURKHART, Shari | Food Service Field Supervisor | 13.0-53100.0-00000-37000-2980-7490000 | | H-VII | C | | 09-18-24 | Food Services Department (Stipend ended per employee request) |

Additional Compensation for Health Care

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| CAFFERTY, Roni | Paraeducator – Severe Behavior II | 01.0-65000.0-57601-11108-2110-2060000 | | 47-V | D | 08-12-24 | 05-22-25 | Jefferson Elementary Severely Impaired $181/month |
| MADRIGAL, Mariah | Paraeducator – Severely Impaired | 01.0-65000.0-57601-11100-2110-4320000 | | 41-III | D | 09-16-24 | 05-23-25 | Burroughs High School Health Care $309/month |

Change of Assignment – Classification/Location/FTE

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| ARANSKY, Desiree | Paraeducator, Special Education | 01.0-65000.0-57602-11200-2110-4310000 | .8125 | 38-IV | D | 10-17-24 | | Emerson Elementary |
| BARAGAN, Erika | CTE Technician | 01.0-06350.0-38000-21000-2410-7910000 | 1.0 | 38-VI | C | 09-16-24 | | Instructional Services |
| DUENAS, Christina | Campus Supervisor | 01.0-00000.0-11100-10009-2910-3202100 | .25 | 36-VI | D | 10-01-24 | | Luther Middle School |
| GABRIELYAN, Teresa | Paraeducator – Primary Language Support | 01.0-01500.0-47601-10000-2110-2010000 | .4375 | 37-I | D | 10-14-24 | | Disney Elementary |
| GARGINYAN, Mariam | Campus Supervisor – Elementary | 01.0-00000.0-11100-10009-2910-2052000 | .2813 | 35-I | D | 10-01-24 | | Bret Harte Elementary |
| NATICE, Azuree | Library Coordinator | 01.0-00000.0-00000-24200-2210-4320000 | 1.0 | 41-V | C | 10-23-24 | | Burroughs High School |
| NUNO, Julie | Budget & Accounting Technician | 01.0-00000.0-00000-72000-2410-7470000 | 1.0 | 48-V | A | 10-07-24 | | Fiscal Services |
| OCAMPO, Zachary | Campus Supervisor – Elementary | 01.0-90201.0-11100-10009-2910-2058700 | .4688 | 35-III | D | 10-01-24 | | Bret Harte Elementary |
| PARKER, Joshua | Paraeducator – Special Education | 01.0-65000.0-57602-11200-2110-2100000 | .75 | 38-II | D | 11-05-24 | | Miller Elementary |

Change of Assignment – Classification/Location/FTE (Continued)

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| STRICKER, Angela | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2110-7440000 | .8125 | 45-II | D | 10-07-24 | Special Education |
| VALLEJO MARTINEZ, Luis | Custodian | 01.0-00100.0-00000-82100-2210-4320000 | 1.0 | 38-V | A | 09-09-24 | Burroughs High School |
| WADE, Cheretta | Administrative Secretary I | 01.0-00000.0-00000-72000-2410-7470000 | 1.0 | 45-VI | A | 09-16-24 | Fiscal Services |
| Young, Dylan | Account Analyst | 01.0-00000.0-00000-72000-2410-7470000 | 1.0 | 60-I | A | 10-01-24 | Fiscal Services |

Election – Monthly

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| ACEVEDO CHAVEZ, Nairobi | Senior Secretary | 01.0-00000.0-00000-27000-2410-4311000 | 1.0 | 42-I | B | 10-02-24 | Burbank High School |
| ARMENTA TEJEDA, Gloria | Campus Supervisor - Elementary | 01.0-00000.0-11100-10009-2910-2062000<br>01.0-00000.0-11100-10009-2910-2061000<br>01.0-67620.0-11100-10009-2910-2069000 | .5687<br>.0980<br>.3333 | 35-I | D | 10-28-24 | Jefferson Elementary |
| BEAUREGARD, Tyler | Financial Analyst | 01.0-00000.0-00000-72000-2410-7470000 | 1.0 | 60-III | A | 10-14-24 | Fiscal Services |
| CAFFEY, Julie | Food Service Assistant | 13.0-53100.0-00000-37000-2210-2150000 | .1563 | 37-I | D | 10-22-24 | Stevenson Elementary |
| DUKE, Patricia | Campus Supervisor | 01.0-00000.0-11100-10000-2340-3211000 | .1250 | 36-I | D | 10-21-24 | Huerta Middle School |
| FANNIN, Coleman | Paraeducator – Special Education | 01.0-65000.0-57601-11100-2110-3200000 | .75 | 38-I | D | 10-23-24 | Luther Middle School |
| GOING, Jessica | Paraeducator - Special Education | 01.0-33100.0-57602-11100-2110-3220000 | .75 | 38-I | D | 10-01-24 | Muir Middle School |
| GRAHAM, Kathleen | Paraeducator - Special Education | 01.0-65000.0-57602-11100-2110-4320000 | .8125 | 38-I | D | 10-07-24 | Burroughs High School |

Election – Monthly (Continued)

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| HEBERT, Audrey | Paraeducator – Special Education | 01.0-33100.0-57602-11200-2110-2140000 | .75 | 38-I | D | 10-03-24 | | Roosevelt Elementary |
| KRIKORIAN, Mariam | Secretary II | 01.0-00000.0-00000-27000-2410-4310000 | 1.0 | 35-I | C | 11-04-24 | | Burbank High School |
| MARTIN, Brisa | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2110-7440000 | .8125 | 45-I | D | 10-15-24 | | Special Education |
| MARTINEZ, Jennifer | Paraeducator – Special Education | 01.0-65000.0-57601-11200-2110-3210000 | .7188 | 38-I | D | 10-23-24 | | Emerson Elementary |
| RODRIGUEZ, Nanette | Paraeducator – English Language Learner | 01.0-01501.0-47600-10000-2110-2030000<br>01.0-01500.0-47600-10000-2110-2030000<br>01.0-01500.0-11100-10012-2110-2030000 | .48<br>.24<br>.28 | 37-III | D | 10-14-24 | | Emerson Elementary |
| SALDANA, Giuliana | Paraeducator (TK) | 01.0-00000.0-11100-10000-2110-2050000 | .625 | 36-I | D | 10-14-24 | | Bret Harte Elementary |
| SCOTT, Jennifer | Financial Analyst | 01.0-00000.0-00000-72000-2410-7470000 | 1.0 | 60-III | A | 09-30-24 | | Fiscal Services |
| TAYLOR, Charlsi | Food Service Operations Technician | 13.0-53100.0-00000-37001-2410-7490000 | .6875 | 44-I | C | 09-17-24 | | Food Services Department |

Election – Additional Assignment

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| DE LA CRUZ, Ruby | Campus Supervisor | 01.0-00000.0-00000-83000-2210-3210000 | .1250 | 36-I | D | 10-07-24 | | Dolores Huerta Middle School |

Election – Hourly

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| AGHABEGI, Ana | Paraeducator – Children's Center 9.5 | 12.0-90602.0-11100-10000-2130-2150000 | | 37-VI | D | 10-01-24 | 05-23-25 | Stevenson Around the Bell |
| AGARONIAN, Ruzanna | Bilingual Translator | 01.0-00000.0-11100-10000-1130-7421000 | | $25.00 | G | 07-01-24 | 07-31-24 | Burbank High School |
| ARMIYANTZ, Rima | School Office Manager High School | 01.0-00000.0-11100-10000-1110-4310000 | | 43-V | A | 09-01-24 | 09-30-24 | Burbank High School |

Election – Hourly (Continued)

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| ARMIYANTZ, Rima | Bilingual Translator | 01.0-01500.0-00000-27000-2950-7422000 | $25.00 | G | 09-01-24 | 09-30-24 | Burbank High School |
| ARZUMANYAN, Anahit | Bilingual Translator | 01.0-01500.0-00000-27000-2950-7422000 | $25.00 | G | 09-01-24 | 09-30-24 | Miller Elementary |
| ARZUMANYAN, Anahit | Bilingual Translator | 01.0-42030.0-00000-24950-2950-2029000 | $25.00 | G | 09-01-24 | 09-30-24 | Edison Elementary |
| CARCAMO BARRONDO, Gustavo | Campus Supervisor | 01.0-00000.0-00000-83000-2240-4318100 | 36-VI | D | 09-01-24 | 09-30-24 | Burbank High School |
| BARRAGAN, Rebeca | Food Service Assistant | 13.0-53100.0-00000-37000-2260-7490000 | $19.06 | G | 10-07-24 | | Human Resources |
| BOWMAN, Leslie | Campus Supervisor-Elementary | 01.0-00000.0-11100-10009-2960-7550000 | $18.18 | G | 10-16-24 | | Human Resources |
| BOWMAN, Leslie | Campus Supervisor | 01.0-00000.0-00000-83000-2260-7550000 | $18.58 | G | 10-16-24 | | Human Resources |
| BUSFIELD, Ana | Campus Supervisor | 01.0-00000.0-00000-83000-2240-4318100 | 36-IV | D | 09-01-24 | 09-30-24 | Burbank High School |
| CABRAL, Marisol | Serving Kitchen Operator | 13.0-53100.0-00000-37000-2230-5300000 | 40-II | D | 09-23-24 | 06-10-24 | Monterey High School |
| CARRASCO, Janel | Campus Supervisor | 01.0-90904.0-00000-83000-2240-4328100 | 35-VI | D | 09-24-24 | 09-24-24 | Burroughs High School |
| CASTELLON, Josie | Payroll Technician | 01.0-00000.0-00000-72000-2440-7471000 | 47-II | A | 09-24-24 | 10-31-24 | Payroll Department |
| CHOY MORALES, Nancy | Campus Supervisor | 01.0-00000.0-00000-83000-2240-4318100 | 36-III | D | 09-01-24 | 09-30-24 | Burbank High School |
| COLSON, Mary | Campus Supervisor – Elementary | 01.0-90201.0-00000-24950-2930-2058200 | 35-VI | D | 10-03-24 | 10-03-24 | Bret Harte Elementary |
| CONTRERAS, Francisca | Campus Supervisor – Elementary | 01.0-00000.0-11100-10009-2930-2131000 | 35-VI | D | 09-26-24 | 09-26-24 | Providencia Elementary |
| CUEVAS, Larisa | Behavior Intervention Assistant | 01.0-65000.0-57602-11100-2140-7440000 | 45-VI | D | 10-18-24 | 10-18-24 | Special Education |

Election – Hourly (Continued)

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| CURRY, Rozana | Paraeducator-Special Education | 01.0-65000.0-57602-11100-2160-7440000 | | $ 19.43 | G | 10-01-24 | | Human Resources |
| DAVIS, Brenda | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2130-7440000 | | 45-II | D | 10-21-24 | 10-23-24 | Special Education |
| DAVIS, Brenda | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2140-7440000 | | 45-II | D | 10-21-24 | 10-23-24 | Special Education (Additional Hours) |
| DORONINA, Mariia | Bilingual Translator | 01.0-42030.0-47600-24950-2950-3209000 | | $25.00 | G | 10-01-24 | 05-30-25 | Luther Middle School |
| DUENAS, Christina | Campus Supervisor | 01.0-90904.0-00000-83000-2240-4328100 | | 36-VI | D | 08-30-24 | 10-30-24 | Burroughs High School |
| DUENAS, Christina | Campus Supervisor | 01.0-00000.0-00000-83000-2230-3201000 | | 36-VI | D | 09-01-24 | 09-30-24 | Luther Middle School |
| DUENAS, Christina | Campus Supervisor | 01.0-00000.0-00000-83000-2240-3201000 | | 36-VI | D | 09-01-24 | 09-30-24 | Luther Middle School |
| DUENAS, Christina | Campus Supervisor | 01.0-00000.0-00000-83000-2240-3201000 | | 36-VI | D | 10-01-24 | 12-31-24 | Luther Middle School |
| EADLER, Keith | HVAC Mechanic | 01.0-81500.0-00000-81100-2240-7523100 | | 57-VI | A | 09-09-24 | 09-09-24 | Facilities Services |
| FERNANDEZ, Fernando | Campus Supervisor | 01.0-90904.0-00000-83000-2240-4328100 | | 36-V | D | 08-30-24 | 10-30-24 | Burroughs High School |
| GARABEDIAN, Silva | Bilingual Translator | 01.0-42030.0-47600-24950-2950-2169000 | | $25.00 | G | 10-01-24 | 12-22-24 | Washington Elementary |
| GOICOECHEA, Julio | Behavior Intervention Assistant | 01.0-65000.0-57602-11100-2140-7440000 | | 45-I | D | 10-19-24 | 10-19-24 | Special Education |
| HARRIS, Jennifer | Senior Attendance Technician | 01.0-00000.0-00000-27000-2440-4321000 | | 39-VI | A | 10-01-24 | 10-31-24 | Burroughs High School |
| HARTUNG, Cory | School Office Manager | 11.0-63910.0-41101-27000-2440-5330000<br>11.0-63910.0-41102-27000-2440-5330000<br>11.0-63910.0-41104-27000-2440-5330000<br>11.0-63910.0-41106-27000-2440-5330000 | .10<br>.40<br>.30<br>.20 | $18.74 | G | 08-01-24 | 12-31-24 | Adult School |
| HENDERSON-DEANE, Cindy | Visual & Performing Arts Instructor – Elementary Music | 01.0-67700.0-11100-10000-2170-2149000 | | $50.00 | F | 10-11-24 | 05-22-25 | Roosevelt Elementary |

Election – Hourly (Continued)

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| ISAIAN, Helen | Campus Supervisor - Elementary | 01.0-00000.0-11100-10009-2960-7550000 | $18.18 | G | 10-22-24 | | Human Resources |
| KHACHATOURIANS, Talin | Campus Supervisor | 01.0-00000.0-11100-10009-2930-2101000 | $18.18 | G | 09-01-24 | 09-30-24 | Miller Elementary |
| KUKAWSKI, John | Campus Supervisor | 01.0-90904.0-00000-83000-2240-4328100 | 36-VI | D | 08-30-24 | 10-30-24 | Burroughs High School |
| LAVITT, Kimberly | Paraeducator – Deaf and Hard of Hearing | 01.0-65000.0-57602-11104-2130-7440000 | 39-II | D | 10-03-24 | 10-03-24 | Special Education |
| LEIVA, Nereyda | Paraeducator - Special Education | 01.0-65000.0-57602-11100-2130-7440000 | 38-VI | D | 10-10-24 | 10-10-24 | Special Education |
| LEIVA, Nereyda | Paraeducator - Special Education | 01.0-65000.0-57602-11100-2140-7440000 | 38-VI | D | 10-10-24 | 10-10-24 | Special Education |
| LEIVA, Nereyda | Paraeducator - Special Education | 01.0-65000.0-57602-11100-2140-7440000 | 38-VI | D | 10-19-24 | 10-19-24 | Special Education |
| LEVINA, Tatyana | Bilingual Translator | 01.0-42030.0-00000-24950-2950-2029000 | $25.00 | G | 10-01-24 | 05-22-25 | Edison Elementary |
| LERNER, Davis | Visual and Performing Arts Instructor | 01.0-67700.0-11100-10000-2170-4319000 | $50.00 | F | 10-07-24 | 05-26-25 | Burbank High School (Bassoon) |
| LUNDBERG, Nuria | Bilingual Translator | 01.0-42030.0-47602-24950-2950-2059000 | $25.00 | G | 10-01-24 | | Bret Harte Elementary |
| MACIAS, Jennifer | Secretary III | 01.0-30100.0-11100-10000-1160-2109000 | $16.20 | G | 10-21-24 | 10-22-24 | Miller Elementary |
| MAGALLANES, Josephine | Campus Supervisor | 01.0-90904.0-00000-83000-2240-4328100 | 36-VI | D | 08-30-24 | 10-30-24 | Burroughs High School |
| MAZARIEGOS, Melanie | Campus Supervisor - Elementary | 01.0-00000.0-11100-10009-2960-7550000 | $18.18 | G | 10-02-24 | | Jefferson Elementary |
| MCCORKLE, Stephanie | Campus Supervisor | 01.0-00000.0-00000-83000-2240-3201000 | 36-VI | D | 09-01-24 | 09-30-24 | Luther Middle School |

Election – Hourly (Continued)

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| MCCORKLE, Stephanie | Campus Supervisor | 01.0-00000.0-00000-83000-2240-3201000 | 36-VI | D | 09-13-24 | 09-30-24 | Luther Middle School |
| MCDONALD, Cheryl | Campus Supervisor | 01.0-90904.0-00000-83000-2240-4328100 | 36-VI | D | 08-30-24 | 10-30-24 | Burroughs High School |
| MOFFITT, Barclay | Visual and Performing Arts Instructor | 01.0-67700.0-11100-10000-2170-4329000 | $50.00 | F | 10-21-24 | 05-25-25 | Burroughs High School (Flute) |
| MORANTE, LaShaunda | Food Service Assistant | 13.0-53100.0-00000-37000-2230-2130000 | 37-I | D | 10-01-24 | 06-10-25 | Providencia Elementary |
| NARKWATCHARA, Violet | Food Service Assistant | 13.0-53100.0-00000-37000-2230-2090000 | 37-I | D | 10-01-24 | 06-10-25 | McKinley Elementary |
| NAZARYAN, Armen | Campus Supervisor | 01.0-00000.0-00000-83000-2240-4318100 | 36-IV | D | 09-01-24 | 09-30-24 | Burbank High School |
| OCAMPO, Zachary | Campus Supervisor – Elementary | 01.0-90201.0-00000-24950-2930-2058200 | 35-III | D | 10-03-24 | 10-03-24 | Bret Harte Elementary |
| PARSONO, Clarins | Campus Supervisor - Elementary | 01.0-00000.0-11100-10009-2960-7550000 | $18.18 | G | 10-14-24 | | Edison Elementary |
| PRECIADO, Gabriela | Campus Supervisor – Elementary | 01.0-90201.1-11100-10009-2930-2068700 | 35-VI | D | 09-01-24 | 12-31-24 | Jefferson Elementary |
| QUIJANO, Kathryn | Behavior Intervention Assistant | 01.0-65000.0-57602-11100-2140-7440000 | 45-V | D | 10-19-24 | 10-19-24 | Special Education |
| RIVERA, Audrie | Food Service Assistant | 13.0-53100.0-00000-37000-2230-7490000 | 37-III | D | 08-21-24 | 06-01-25 | Food Services |
| ROBERTS, Ryan | Visual and Performing Arts Instructor (Bass) | 01.0-67700.0-11100-10000-2170-4319000 | $50.00 | F | 10-07-24 | 05-26-25 | Burbank High School |
| ROSALES HERNANDEZ, Edel | Grounds Technician | 01.0-81500.0-00000-81100-2240-7523100 | 43-II | A | 09-14-24 | 09-14-24 | Facilities Services |
| RUIZ DE CASTLLO, Alicia | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2130-7440000 | 45-VI | D | 08-12-24 | 05-22-25 | Special Education |

Election – Hourly (Continued)

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| RUIZ DE CASTLLO, Alicia | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2140-7440000 | 45-VI | D | 08-12-24 | 05-22-24 | Special Education |
| RUIZ DE CASTLLO, Alicia | Behavior Intervention Assistant | 01.0-65000.0-57602-11100-2140-7440000 | 45-VI | D | 10-19-24 | 10-19-24 | Special Education |
| RUSSO, Jeff | Locksmith | 01.0-81500.0-00000-81100-2240-7523100 | 53-VI | A | 09-07-24 | 09-07-24 | Facilities Services |
| SARGSYAN, Hermine | Campus Supervisor – Elementary | 01.0-90201.0-00000-24950-2930-2108200 | 35-VI | D | 08-15-24 | 08-15-24 | Miller Elementary |
| SARGSYAN, Hermine | Campus Supervisor – Elementary | 01.0-00000.0-11100-10009-2930-2101000 | 35-VI | D | 08-12-24 | 08-31-24 | Miller Elementary |
| SETHUMADHAVAN, Radhika | Food Service Assistant | 13.0-53100.0-00000-37000-2230-4320000 | 37-I | D | 10-01-24 | 06-10-25 | Burroughs High School |
| SHAW, Maureen | Campus Supervisor | 01.0-00000.0-00000-83000-2230-3201000 | $18.58 | G | 09-01-24 | 09-30-24 | Luther Middle School |
| SILVA HERNANDEZ, Gabriela | Food Service Assistant | 13.0-53100.0-00000-37000-2260-7490000 | $19.06 | G | 10-18-24 | | Human Resources |
| STRADLING, Geoff | Visual and Performing Arts Instructor | 01.0-67700.0-11100-10000-2170-4319000 | $50.00 | F | 10-22-24 | 05-26-25 | Burbank High School (Composition Instructor) |
| STRATTAN, Joseph | Food Service Utility Driver | 13.0-53100.0-00000-37000-2260-7490000 | $21.54 | G | 10-15-24 | | Human Resources |
| THURSTON, Bryce | Campus Supervisor-Elementary | 01.0-00000.0-11100-10009-2960-7550000 | $18.18 | G | 10-16-24 | | Human Resources |
| TORRES, Wendy | Campus Supervisor | 01.0-00000.0-00000-11100-2200-7420000 | $18.58 | G | 06-01-24 | 06-30-24 | Instructional Services |

| Name | Position | Program/Site | %Time FTE | Range & Step | Basis | Effective Date | Ending Date | Remarks |
|---|---|---|---|---|---|---|---|---|
| Election – Hourly (Continued) | | | | | | | | |
| TROILINA, Ekaterina | Bilingual Translator | 01.0-42030.0-47600-24950-2950-2059000 | | $25.00 | G | 10-01-24 | | Bret Harte Elementary |
| VASQUEZ, Jose | Visual and Performing Arts Instructor | 01.0-67700.0-11100-10000-2170-4319000 | | $50.00 | F | 10-16-24 | 05-26-25 | Burbank High School |
| VILLALTA, Maria | Food Service Assistant | 13.0-53100.0-00000-37000-2230-3200000 | | 37-VI | D | 10-01-24 | 06-10-25 | Luther Middle School |
| WADE, Cheretta | Administrative Secretary | 01.0-00000.0-00000-72000-2440-7551000 | | 45-VI | A | 09-16-24 | 12-31-24 | Human Resources |
| WEINMULLER, Jodi | Paraeducator | 01.0-90201.1-11100-10009-2930-2068700 | | 36-V | D | 09-01-24 | 12-31-24 | Jefferson Elementary |
| ZINALVAND, Ayda | Food Service Assistant | 13.0-53100.0-00000-37000-2230-2160000 | | 37-I | D | 10-01-24 | 06-10-25 | Washington Elementary |
| ZURADELLI, Luigi | Mechanic | 01.0-81500.0-00000-8100-2240-75231000 | | 53-VI | A | 09-14-24 | 09-14-24 | Facilities Department |
| Election – Walk on Coach | | | | | | | | |
| BURCH, Benjamin | Short Term Athletic | 01.0-90904.0-15001-42000-2171-43281000 | | $16.00 | F | 08-01-24 | 10-31-24 | Burroughs High School |
| DIAZ, Kameron | Short Term Athletic | 01.0-90904.0-15001-42000-2171-43281000 | | $16.00 | F | 09-01-24 | 09-30-24 | Burroughs High School |
| KELLOGG, Mitchell | Short Term Athletic | 01.0-90904.0-15001-42000-2171-43281000 | | $16.00 | F | 09-01-24 | 09-30-24 | Burroughs High School |
| MACIAS, Giovanni | Short Term Athletic | 01.0-90904.0-15001-42000-2171-43281000 | | $16.00 | F | 09-01-24 | 09-30-24 | Burroughs High School |
| NAVARRO, Mark | Short Term Athletic | 01.0-00000.0-17016-42001-2171-43200000 | | $16.00 | F | 08-05-24 | 06-30-25 | Burroughs High School |
| DIEGO, Revin | Short Term Athletic | 01.0-90904.0-15001-42000-2171-43281000 | | $16.00 | F | 09-01-24 | 09-30-24 | Burroughs High School |
| RODRIGUEZ, Joseph | Short Term Athletic | 01.0-90904.0-15001-42000-2171-43281000 | | $16.00 | F | 09-01-24 | 09-30-24 | Burroughs High School |
| NORD, Ian | Short Term Athletic | 01.0-90904.0-15001-42000-2171-43281000 | | $16.00 | F | 09-01-24 | 09-30-24 | Burroughs High School |

Signature _____

Title: Sarah Rudchenko, 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.