BURBANK UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
REGULAR MEETING

Thursday, August 01, 2019

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

Teleconference with off-site Board Member
Burbank City Hall: 275 E. Olive Avenue, Burbank, CA
Riu Palace Costa Mujeres (Lobby) - MEXICO: Blvd. Costa Mujeres, Costa Mujeres, QR 77400

AGENDA

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

1. CALL TO ORDER

2. REQUESTS TO ADDRESS THE BOARD

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

2.b Staff Responses

2.c Board Members' Comments and Responses

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

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

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

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

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

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

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

5. REPORTING ON CLOSED SESSION

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

7. ITEMS FOR FUTURE AGENDAS

8. REQUESTS TO ADDRESS THE BOARD

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

8.b Staff Responses

8.c Board Members' Comments and Responses

9. REPORTS TO THE BOARD

9.a Superintendent's Comments

Matt Hill, Superintendent, will comment on items of interest to the Board of Education and community.

9.b Report on BTA Visit to Washington D.C. with State Superintendent Tony Thurmond
Matt Hill, Superintendent, will introduce Diana Abasta, President, Burbank Teachers Association (BTA), who will report on her visit to Washington D.C. with State Superintendent Tony Thurmond.

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

8-1-19 Facilities and Technology PP 080119.pdf

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

10.a Public Hearing on the Education Parcel Tax Election
The Board of Education will conduct a public hearing to receive input from any interested parties on the District's Education Parcel Tax Election, as presented.

Parcel Tax - Public Hearing.pdf

11. NEW AND/OR UNFINISHED BUSINESS

11.a Adoption of Resolution 4 Ordering an Education Parcel Tax Election
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education adopt Resolution 4 Ordering an Education Parcel Tax Election, as presented.

Resolution 4 - Ordering an Education Parcel Tax Election Amended.pdf

11.b Approval of Financial Agreements with Sharp Electronics Corporation
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the financial agreements between Burbank Unified School District and Sharp Business Systems to acquire copiers, printers and print shop equipment together with training, support, maintenance and supplies on a five year lease term, effective September 1, 2019 through June 30, 2024, not to exceed $396,238.56 plus the cost of additional clicks at $0.0049 B&W and $0.049 color "per click". The HP printers will be $0.0099 B&W and $0.099 for color "per click". On average, this will cost the District approximately $17,220 a month for clicks, and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

Sharp Agreement.pdf

11.c Approval of Designation of High School Representatives
John Paramo, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the designation of principals, Thomas Crowther and Deborah Madrigal as

the representatives of Burbank High School and John Burroughs High School; and assistant principals Steven Hubbell and Robyn Anders, serving as the designated alternative representative from Burbank High School, and John Burroughs High School, respectively, to the California Interscholastic Federation (CIF) Southern Section, Pacific League, 2019-2020 school year, and to require such representatives to immediately notify the Superintendent of any proposed or pending actions that financially impact the Burbank Unified School District, as presented.

Designation_of_High_School_CIF_Representatives_2019 20 (1).pdf

11.d Approval of the Revised Teacher Assignments for 2019-2020
Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the Revised Teacher Assignments for 2019-2020, as described per Education Codes §44258.2,44258.3(a), 44258.7(b), (c) & (d), 44263, 44865 and 44258.7 (c), as presented.

Revised Teacher Assignments for 2019-2020.pdf

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

Gift Report_080119.pdf

12. 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.

12.a Approval of Personnel Report Number 19-20-02
Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Personnel Report number 19-20-02, covering Certificated and Classified personnel, and consisting of Pages 1 to 10 inclusive, as presented.

Personnel Report.pdf

12.b 2018-2019 Purchase Order Report
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve Purchase Orders for 2018-2019 as listed through July 8 2019, as presented.

2018-2019 Purchase Order Report.pdf

12.c 2019-2020 Purchase Order Report
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve Purchase Orders for 2019-2020 as listed through July 8 2019, as presented.

2019-2020 Purchase Order Report.pdf

12.d Approval of Warrants

Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve payroll warrants in the total amount of $8,722,009.50 and commercial warrants in the total amount of $3,538,322.00, as presented.

Warrants.pdf

12.e Approval of Instructional Consultant Services

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

Approval of Instructional Consultants.pdf

12.f Ratification of Amended Agreement for Transportation Services, First Student, Inc.

Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education ratify the amendment to the agreement for professional services, between Burbank Unified School District and First Student, Inc., to provide pupil transportation services, at an increase of 3.0%, effective July 1, 2019 through June 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

First Student Amendment 4.pdf

12.g Ratification of Amended Agreement for Professional Services, Best Best & Krieger Attorneys at Law (Special Education)

Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the amended agreement between Burbank Unified School District and Best Best & Krieger, to perform specific services, effective July 1, 2018 through June 30, 2019, not to exceed $131,000 (01.0-65000.0-50010-21000-5820-7440000), and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

Note: the original agreement was approved by the Board of Education on June 7, 2018. The not to exceed amount has increased from $68,000 to $131,000.

BBK Amended Agmt - Special Ed.pdf

12.h Acceptance of Notice of Completion, District-Wide VoIP and Unified Communications System, Nexus IS (Dimension Data) and Cisco Capital (Bond Fund)

Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following project as completed: VoIP and Unified Communications System, District-Wide by Nexus IS (Dimension Data) and Cisco Capital/De Lage Landen Public Finance LLC (21.0-00000.0-93002-85000-6440/6449-7730000), PO 19001222, not to exceed $1,484,693.24 (Bond Fund), as presented.

NOC_Nexus Cisco Capital_VoIP Unified Comm_District WIde_080119.pdf

12.i Ratification of Award of Contract, Mission Paving and Sealing, Inc. CUPCCAA Bid 1920-007, Asphalt Installation, Seal Coat and Striping, Parking Lot Area, Roosevelt Elementary School (Bond Fund)

Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education ratify a construction contract between Burbank Unified School District and Mission Paving and Sealing Inc., CUPCCAA Bid 1920-007, Asphalt Installation, Seal Coat and Striping, Roosevelt Elementary School, effective July 17, 2019 through July 17, 2020, not to exceed $57,525.00 (213-00000-0-91000-85000-6170-214-0000) Bond Fund, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

8-1-19 Ratification_AOC_ Mission Paving_ Roosevelt.pdf

12.j Ratification of Amended Agreement for Professional Services, Massadi Enterprise, Division of State Architect (DSA) On-Site Inspection Services, Modular Classrooms, William McKinley Elementary School, (Bond Fund)

Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education ratify an amended agreement for professional services between Burbank Unified School District and Massadi Enterprises, to perform on-site, DSA inspection services, William McKinley Modular Classrooms, effective January 1, 2019 through June 30, 2019, not to exceed $16,065 PO19002522 (213-00000-0-91008-85000-6281-209-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

8-1-19 Ratification_Amended Agreement_ Massadi_ Modulars, McKinley.pdf

12.k Ratification of Amended Agreement for Professional Services, Massadi Enterprise, Division of State Architect (DSA) On-Site Inspection Services, Turf Replacement, Robert Louis Stevenson Elementary School, (Bond Fund)

Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education ratify an amended agreement for professional services between Burbank Unified School District and Massadi Enterprises, to perform on-site, inspection services, Robert Louis Stevenson Elementary, effective January 1, 2019 through June 30, 2019, not to exceed $7,012.50 (213-00000-0-91006-85000-6281-215-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

8-1-19 Ratification_Amended Agreement_ Massadi_ Turf, Stevenson.pdf

13. REQUESTS TO ADDRESS THE BOARD

13.a Public Communications

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13.b Staff Responses

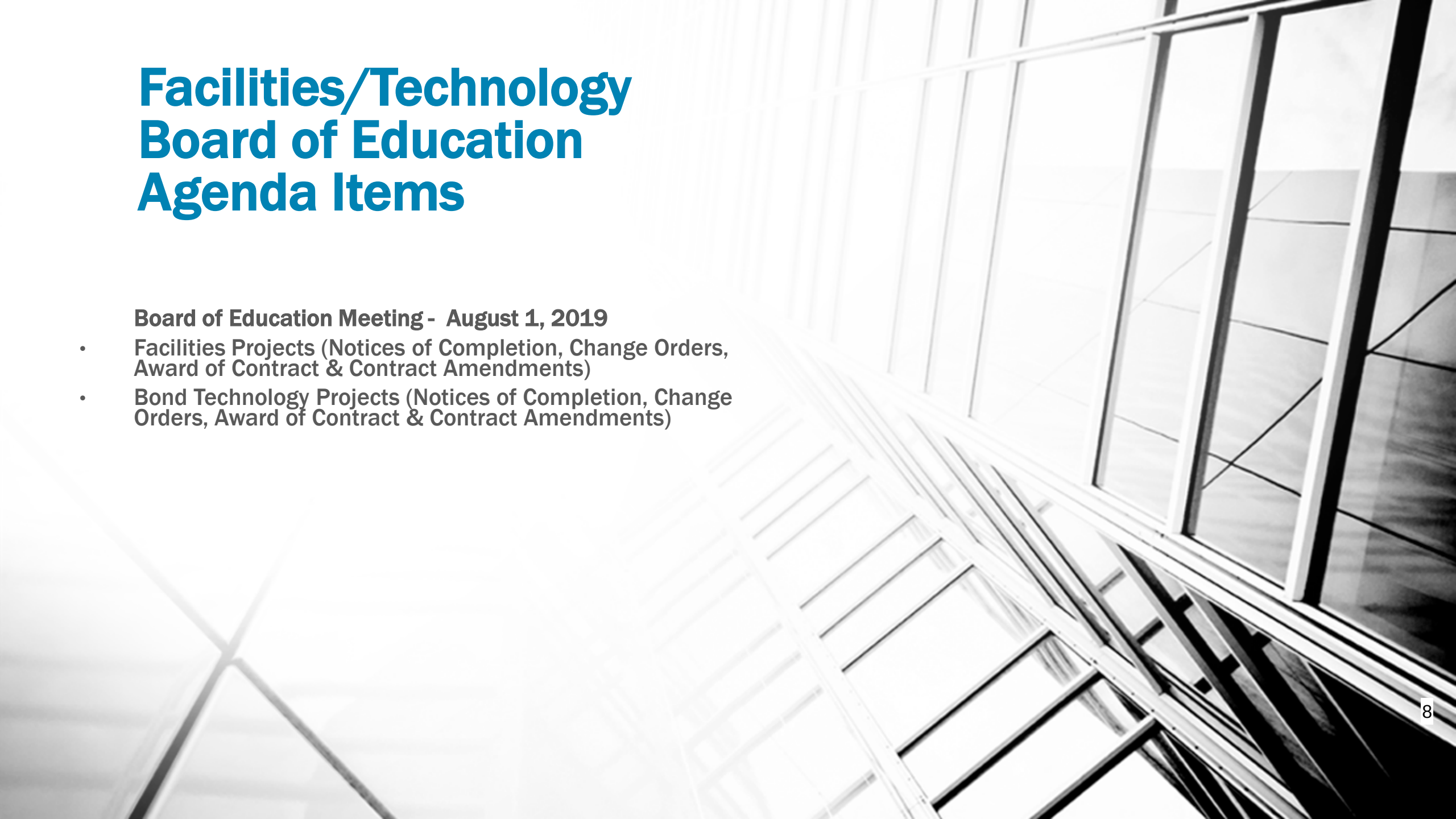
13.c Board Members' Comments and Responses

14. ADJOURNMENT

Facilities/Technology Board of Education Agenda Items

Board of Education Meeting - August 1, 2019

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



Award of Contract/Amended Contracts

Location- Roosevelt Elementary School
Project - Asphalt Installation, Seal Coat and Striping, Parking Lot Area
Contractor –Mission Paving and Sealing, Inc.
Contract Amount – $57,525.00 (Bond Fund) Ratification

Location –William McKinley Elementary School
Project – Modular Buildings
Contractor – Massadi Enterprise Inspection Services
Contract Amount - $16,065 (Bond Fund) Ratification

Location – Robert Louis Stevenson Elementary School
Project – Synthetic Turf Replacement
Contractor –Massadi Enterprise Inspection Services
Contract Amount - $7,012.50 (Bond Fund) Ratification

Facilities/Technology
Board of Education Items

Bond Technology Projects:
Notice of Completion, Change Orders,
Award of Contract & Contract Amendments

NOTICES OF COMPLETION

<u>Location – District-Wide</u>
Project – VOIP and Unified Communications System
Contractor - Nexus IS (Dimension Data) and Cisco Capital
Final Contract Amount $ 1,484,693.24. (Bond Fund)



Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Debbie Kukta, Assistant Superintendent, Administrative Services
PREPARED BY:	Ruthie DiFonzo, Senior Administrative Assistant
SUBMITTED BY:	Ruthie DiFonzo, Senior Administrative Assistant
DATE:	August 1, 2019
SUBJECT:	Public Hearing on the Education Parcel Tax Election

Background:

Burbank Unified School District administration deems it necessary and advisable to submit a parcel tax proposition to the electors, which, if approved by two-thirds of the votes cast, would permit the District to authorize a qualified special tax. Burbank Unified School District finds that there are great needs throughout the District to attract and retain quality teachers and staff; maintain low class sizes in grades TK-3; expand college and career courses; increased mental health support; and expand instruction in science, technology, engineering, arts and math programs. With the ongoing state budget restraints, the District does not have any extra funds available with which to fund these needs. This resolution would order an election, establish the ballot measure language, and set forth the purposes for the funds.

District-Wide Goals for 2019-2020:

District-Wide Goal 9.2 – Develop a plan to provide information to the community about the parcel tax.

Discussion/Issues:

The Board of Education will conduct a public hearing on the local special tax measure, prior to approval of Resolution Ordering an Education Parcel Tax Election.

Fiscal Impact:

If passed by the community, this tax will bring $9 million to the District annually until ended by the voters.

Recommendation:

The Board of Education will conduct a public hearing to receive input from any interested parties on the District's Education Parcel Tax Election, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
QUALITY TEACHER, STAFF AND SCHOOLS MEASURE

8/1/19

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Burbank Unified School District (BUSD) schools continue to be recognized as high achieving schools

- According to the California Department of Education's School Dashboard, BUSD is performing at the top two levels for College and Career Readiness, High School Graduation, English Language Arts, and Mathematics.

Vison 2032

By 2032 the students attending BUSD schools will be prepared to excel in a complex, inter-connected, changing world through schools that:

- Foster creativity.
- Challenge students in all subject areas.
- Encourage critical thinking and innovation.
- Enhance students' ability to communicate globally and problem solve.
- Prepare them to monitor their own physical and mental wellbeing and when to seek help.
- Reflect and celebrate diversity.
- Foster belonging.
- Become models of sustainability.

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Vison 2032

All students will graduate:

- As thoughtful, creative, innovative, resilient, and life-long learners.
- Having had access to flexible programs and curriculum to be career and college ready; taking into account their unique goals and aspirations and recognizing the importance of bi-literacy and biculturalism.
- Being comfortable with who they are, and feel safe to express their identities with themselves, their families, their peers, their educators.
- Being culturally, morally and socially responsible.
- Having the tools/knowledge to define their own pathways, have access to those pathways, and be empowered to explore.
- Being technology literate and good digital citizens.
- Able to critically understand local, national, and international history and connect the past to future decisions.

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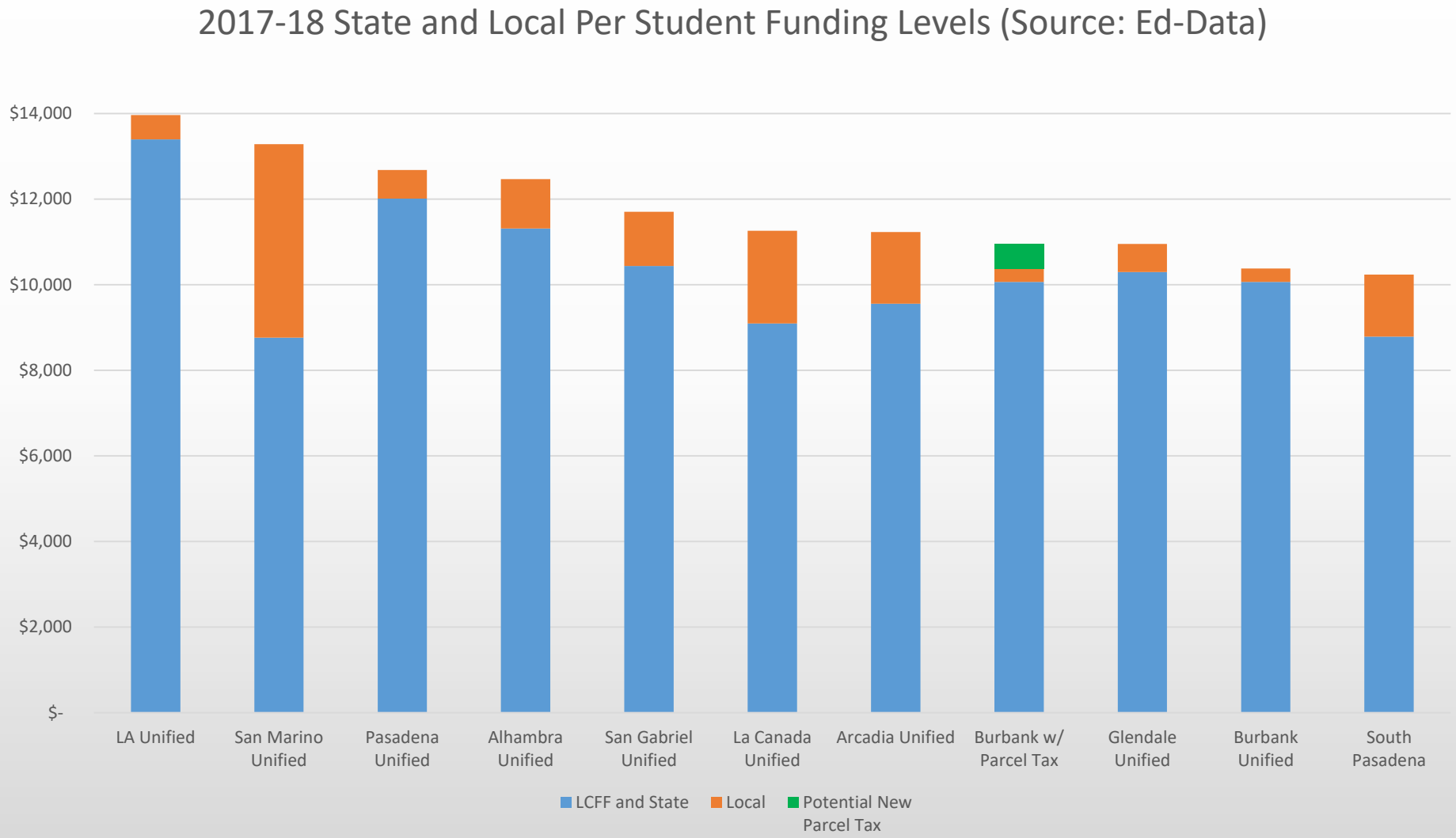
The “Silent Recession” (Krausen and Willis, 2018)

“Despite projected increases in state and local education funding between 2017/18 and 2021/22 California school districts face fiscal pressures that threaten to destabilize school district budgets and force reductions in services to students.”

After adjusting for inflation, schools are now only receiving 2007-08 levels of funding.

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BUSD Receives Less Funding than Surrounding Districts



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BURBANK UNIFIED SCHOOL DISTRICT
QUALITY TEACHER, STAFF AND SCHOOLS MEASURE

To maintain high-quality Burbank schools by retaining excellent teachers/staff; small class sizes; and maintain/expand career/college courses, art, music, science, innovative programs, safety and wellness support, shall this Burbank Unified School District measure to levy $0.10 per square foot of improved property, not to exceed $25,000 per parcel annually, exempting seniors/certain disability recipients, providing approximately $8,400,000 annually for 12 years and requiring independent oversight/audits, be approved?”

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Potential Local Revenue Generation $8.4 million

- Funding is protected and dedicated to Burbank Unified schools only
- $0.10 per square foot of improved property – average home of 1,700 sq. ft. would pay $170 per year
- Individuals who are 65 or older and who own and live in their property can file an exemption
- Persons with disabilities receiving supplemental security income for a disability can file an exemption
- Large property owners are capped at $25,000 per parcel

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If the Measure doesn't pass…

Potential reductions in addition to the $3.5 million we already made:

- Class Size increases
- Career Technical Education courses
- Elementary Music
- Middle and High School Arts
- Gifted and Talented Education (GATE) program
- Elementary PE program
- Middle School Spanish courses
- Technology supports

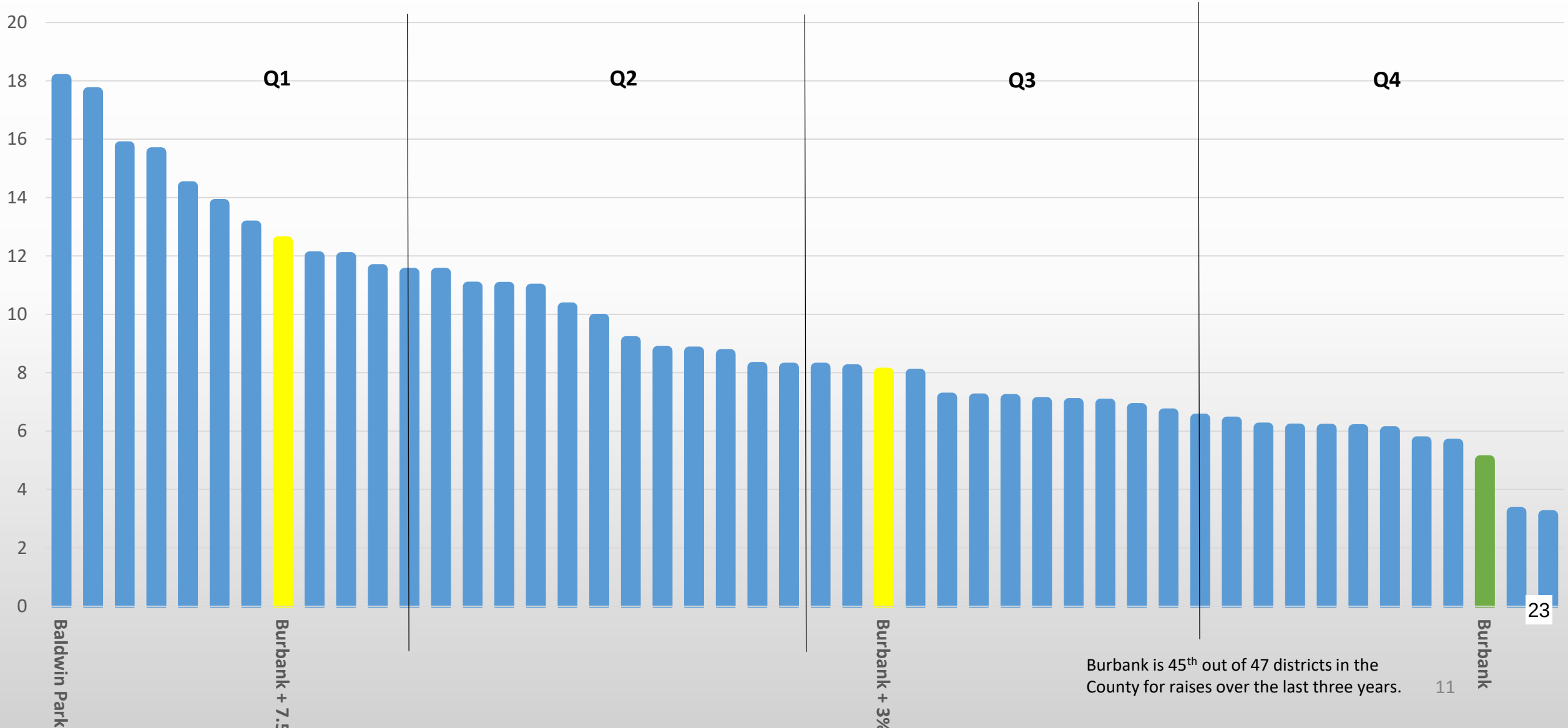
21

If the $8.4 million local funding measure passes…

Prevent the potential cuts, and focuses on additional supports/ programs for teachers, staff and students.

1. Attract and retain quality teachers and staff (42-47%)
2. Maintain low class sizes (2-7%)
3. Maintain and expand career and college courses, art, music, science, and innovative programs (38-43%)
4. Maintain and increase safety and wellness support (9-13%).[22]

1. Attract and Retain Employees (42-47%)
Three Year Increase in Maximum Salary for Teachers with Credentials
Based upon 2017-18 data



Burbank is 45th out of 47 districts in the County for raises over the last three years.

2. Maintain Low Class Size

2-7% of the revenues of this Measure shall be dedicated annually to maintaining manageable class sizes. Revenues from this Measure will support small class sizes in a manner which may not be achieved solely with support from the District's General Fund.

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3. Maintain and expand career and college courses, art, music, science, and innovative programs

38-43 % of the Available Revenues of this Measure shall be dedicated to maintaining and expanding instructional programs that support the skills needed for careers and college.

1. Career Technical Education courses
2. Foreign languages
3. Science, Technology, Engineering, Math (STEM), including coding
4. Instructional Technology via master plan
5. Music and Arts via master plan
6. Gifted and Talented Education (GATE) via master plan
7. Supporting Special Education via master plan

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4. Maintain and increase safety and wellness support

9-13% of the available revenues of this Measure shall be dedicated to maintaining and expanding safety and wellness support.

1. School based mental health counseling
2. Safety: Campus upgrades, supplies and supervision
3. Custodial support
4. Elementary PE teachers

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Accountability

- 12 year term – so that the voters can ensure funding is meeting the needs of the community
- Independent oversight committee
- Annual independent performance audit
- Annual independent financial audit

Note: Legislation is pending that may change the requirements for the resolution and the language of the ballot measure, if this occurs, we will have to bring back a revised resolution.

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Questions/Comments?

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Amended

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD (Amended during 8/1/19 Board Meeting)

TO:	Members of the Board of Education
FROM:	Debbie Kukta, Assistant Superintendent, Administrative Services
PREPARED BY:	David Jaynes, Assistant Superintendent, Administrative Services
SUBMITTED BY:	Ruthie DiFonzo, Senior Administrative Assistant
DATE:	August 1, 2019
SUBJECT:	Adoption of Resolution 4 Ordering an Education Parcel Tax Election

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Background:
Burbank Unified School District administration deems it necessary and advisable to submit a parcel tax proposition to the electors, which, if approved by two-thirds of the votes cast, would permit the District to authorize a qualified special tax. Burbank Unified School District finds that there are great needs throughout the District to attract and retain quality teachers and staff; maintain low class sizes; maintain and expand career and college courses, art, music, science and innovative programs; and maintain and increase safety and wellness support. With the ongoing state budget restraints, the District does not have any extra funds available with which to fund these needs. This resolution would order an election, establish the ballot measure language, and set forth the purposes for the funds.

District-Wide Goals for 2019-2020:
District-Wide Goal 9.2 – Develop a plan to provide information to the community about the parcel tax.

Discussion/Issues:
The resolution before the Board calls for an election within the boundaries of the District for the purpose of approving the local special tax measure, and requests the Registrar of Voters of the County of Los Angeles to conduct the election on behalf of the District, including publishing all required notices.

State law requires the Board of Education to order school district elections. This resolution meets the statutory requirements for describing the purpose of the use of the proceeds of the tax. A summary of the measure in the form of the ballot question, as it will appear on the ballot, is also included in the resolution. This election will be called under constitutional and statutory provisions that require two-thirds voter approval. The measure also includes certain accountability provisions, including annual independent financial and performance audits, and the formation of a citizens' oversight committee.

Fiscal Impact:
If passed by the voters, this tax is expected to bring approximately $9.1 million to the District annually for 12 years.

Recommendations:
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education adopt Resolution 4 Ordering an Education Parcel Tax Election, as presented.

Amended

RESOLUTION NO. 4 (Amended during 8/1/19 Board Meeting)

RESOLUTION OF THE BOARD OF EDUCATION OF THE BURBANK UNIFIED SCHOOL DISTRICT, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, ORDERING AN EDUCATION PARCEL TAX ELECTION

WHEREAS, Section 4 of Article XIIIA of the California Constitution and Section 50079 of the California Government Code (the "Government Code") authorize a school district, upon approval of two-thirds of the votes cast by the voters voting upon the measure, to levy a qualified special tax for specified purposes; and

WHEREAS, the Board of Education (the "Board of Education") of the Burbank Unified School District (the "District") is committed to preserving quality in educational programs and providing the best possible education to all of the District's students; and

WHEREAS, the Board of Education has determined that, in order to continue meeting the educational needs of all of the District's students and to provide stable local funding for area schools, it is necessary to authorize a qualified special tax; and

WHEREAS, the Board of Education has held a public hearing after due notice regarding the proposed authorization of the qualified special tax; and

WHEREAS, the Board of Education is authorized to order elections within the District and to designate the specifications thereof, pursuant to Sections 5304 and 5322 of the California Education Code (the "Education Code"); and

WHEREAS, the Board of Education now desires to order the calling of an election within the boundaries of the District on March 3, 2020, for the approval of the proposed qualified special tax and to authorize the filing of a ballot argument in favor of the measure to be submitted to the voters at the election;

NOW, THEREFORE, be it resolved, determined and ordered by the Board of Education of the Burbank Unified School District, as follows:

Section 1. Recitals. The Board of Education hereby finds and determines that the foregoing recitals are true and correct.

Section 2. Specifications of Election Order. This resolution shall stand as the order to the Superintendent of Schools (the "Superintendent of Schools") of the County of Los Angeles (the "County") to call an election within the boundaries of the District on March 3, 2020, for

approval of the local special tax measure contained in Section 3 hereof. The authority for the specifications of this election order is contained in Sections 5304 and 5322 of the Education Code and Section 50079 of the Government Code.

Section 3. Specifications of Ballot Measure. The Board of Education hereby requests the Registrar of Voters of the County (the "Registrar of Voters") to submit to the voters of the District on March 3, 2020, the following ballot measure:

BURBANK UNIFIED SCHOOL DISTRICT

QUALITY TEACHER, STAFF AND SCHOOLS MEASURE

This Measure may be known and referred to as the "BURBANK UNIFIED SCHOOL DISTRICT QUALITY TEACHER, STAFF AND SCHOOLS MEASURE" or as "Measure ____". *[designation to be assigned by the Registrar of Voters]*

TERMS AND PURPOSES

Terms. Upon approval of two-thirds of those voting on this measure (this "Measure"), the Burbank Unified School District (the "District") shall be authorized to levy a qualified special tax (the "Education Parcel Tax") in the amount of $0.10 per square foot of improvements per year on each parcel of taxable real property in the District, ~~not to exceed $25,000~~ per parcel annually, for twelve years, commencing July 1, 2020.

Purposes. The proceeds of this Measure shall be authorized to be used to fund: (a) attract and retain quality teachers and staff (42-47%); (b) maintain low class sizes (2-7%); (c) maintain and expand career and college courses, art, music, science, and innovative programs (38-43%); and (d) maintain and increase safety and wellness support (9-13%).

Senior Citizen and Disability Exemption. In order to provide tax relief to senior citizens and persons with disabilities within the District, any parcel owned and occupied by a person 65 years of age or older and any parcel owned and occupied by one or more persons receiving supplemental security income for a disability, regardless of age, or social security disability insurance benefits, whose yearly income does not exceed 250 percent of the 2012 federal poverty guidelines issued by the United States Department of Health and Human Services, who occupies the parcel as a principal in residence, shall be exempt from the Education Parcel Tax upon proper application to the District. The exemption shall be available pursuant to procedures to be prescribed by the Board of Education of the District (the "Board of Education") or otherwise as required by law or by the Tax Collector (the "Tax Collector") of the County of Los Angeles (the "County").

ACCOUNTABILITY PROVISIONS

Independent Citizens' Oversight Committee. The Board of Education shall establish an independent citizens' oversight committee to ensure the proceeds of this Measure are expended only for the purposes authorized herein.

Annual Performance Audits. For so long as any proceeds remain unexpended, the Board of Education shall conduct an annual, independent performance audit to ensure the proceeds of this Measure are expended only for the purposes authorized herein.

Annual Financial Audits. For so long as any proceeds remain unexpended, the Board of Education shall conduct an annual, independent financial audit of the proceeds of this Measure.

Separate Account; Annual Report. Upon the levy and collection of the Education Parcel Tax, the Board of Education shall cause an account to be established into which the proceeds shall be deposited. For so long as any proceeds remain unexpended, the Superintendent of the District shall prepare a report to be filed with the Board of Education no later than December 31 of each year, commencing December 31, 2021, stating (a) the amount collected and expended in such year, and (b) the status of any projects or description of any programs required or authorized to be funded under this Measure. The report may relate to the calendar year, fiscal year, or other appropriate annual period as the Superintendent of the District shall determine, and may be incorporated into or filed with the annual budget, audit, or other appropriate routine report to the Board of Education.

Use Limited to Specific Purposes. All of the purposes named in this Measure shall constitute the specific purposes of the Education Parcel Tax, and proceeds of the tax shall be applied only for such purposes.

LEVY AND COLLECTION

The Education Parcel Tax shall be collected by the Tax Collector at the same time and manner and shall be subject to the same penalties as *ad valorem* property taxes collected by the Tax Collector. Unpaid taxes shall bear interest at the same rate as the rate for unpaid *ad valorem* property taxes until paid. The collection of the Education Parcel Tax shall not decrease the funds available from other sources of the District in any period from the effective date hereof.

"Parcel of taxable real property" shall be defined as any unit of real property in the District which receives a separate tax bill for *ad valorem* property taxes from the Tax Collector's Office. All property which is otherwise exempt from or on which are levied no *ad valorem* property taxes in any year shall also be

exempt from the Education Parcel Tax in such year. Parcels owned and occupied by persons 65 years of age or older and persons with disabilities receiving supplemental security income for a disability, regardless of age, or social security disability insurance benefits, whose yearly income does not exceed 250 percent of the 2012 federal poverty guidelines issued by the United States Department of Health and Human Services, who occupies the parcel as a principal in residence, shall be exempt from the Education Parcel Tax as provided in this Measure.

The District shall annually provide a list of parcels which the District has approved for a senior citizen or disabled person exemption from the Education Parcel Tax to the County tax collection officials. The County Assessor's determination of exemption or relief for any reason other than the senior citizen or disabled person exemption of any parcel from taxation shall be final and binding for the purposes of the Education Parcel Tax. Taxpayers wishing to challenge the County Assessor's determination must do so under the procedures for correcting a misclassification of property pursuant to Section 4876.5 of the California Revenue and Taxation Code or other applicable procedures. Taxpayers seeking a refund of Education Parcel Taxes paid shall follow the procedures applicable to property tax refunds pursuant to the California Revenue and Taxation Code.

SEVERABILITY

The Board of Education hereby declares, and the voters by approving this Measure concur, that every section and part of this Measure has independent value, and the Board of Education and the voters would have adopted each provision hereof regardless of every other provision hereof. Upon approval of this Measure by the voters, should any part be found by a court of competent jurisdiction to be invalid for any reason, all remaining parts hereof shall remain in full force and effect to the fullest extent allowed by law.

Section 4. Abbreviation of Measure. Pursuant to Section 13119 and Section 13247 of the California Elections Code (the "Elections Code") and Section 5322 of the Education Code, the measure contained in Section 3 hereof shall be abbreviated in the following form, and the Board of Education hereby directs the Registrar of Voters to cause the exact wording of the abbreviated measure to appear on the ballot:

BURBANK UNIFIED SCHOOL DISTRICT

QUALITY TEACHER, STAFF AND SCHOOLS MEASURE

"To maintain high-quality Burbank schools by retaining excellent teachers; protecting small class sizes; and maintain/expand career/college courses, art, music, science, innovative programs, safety and wellness support, shall this Burbank Unified School District measure to levy $0.10 per square foot of improved property ~~not to exceed $25,000~~ per parcel annually, exempting seniors/certain disability recipients, providing approximately $9,100,000 in

annual local funding for 12 years and requiring independent oversight/audits, be approved?"

Section 5. **Required Vote.** Pursuant Section 4 of Article XIIIA of the California Constitution, the above measure shall become effective upon the affirmative vote of at least two-thirds of those voters voting on the proposition.

Section 6. **Conduct of Election.** (a) *Request to Registrar of Voters.* Pursuant to Section 5303 of the Education Code, the Registrar of Voters is requested to take all steps to hold the election in accordance with law and these specifications.

(b) *Voter Pamphlet.* The Registrar of Voters is hereby requested to reprint the measure in its entirety (that portion of Section 3 hereof which is indented) in the voter information pamphlet to be distributed to voters pursuant to Section 13307 of the Elections Code. In the event the measure in Section 3 will not be reprinted in the voter information pamphlet in its entirety, the Registrar of Voters is hereby requested to print, immediately below the impartial analysis of the measure, in no less than 10-point boldface type, a legend substantially as follows:

> *"The above statement is an impartial analysis of Measure ___. If you desire a copy of the measure, please call the Los Angeles County Registrar of Voters at (800) 815-2666 or the Burbank Unified School District at (818) 729-4422 and a copy will be mailed at no cost to you. Measure ___ is also available on the Internet at http://www.burbankusd.org/."*

(c) *Consolidation.* The Superintendent of Schools and the Board of Supervisors of the County are requested to order consolidation of the election with such other elections as may be held on the same day in the same territory or in territory that is in part the same. The District hereby acknowledges that the consolidated election will be held and conducted in the manner prescribed by Section 10418 of the Elections Code.

(d) *Canvass of Results.* The Board of Supervisors of the County is authorized to canvass the returns of the election pursuant to Section 10411 of the Elections Code.

(e) *Election Costs.* The District shall pay all costs of the election approved by the Board of Supervisors of the County pursuant to Section 5421 of the Education Code.

Section 7. **Appropriations Limit.** The Board of Education shall provide in each year (pursuant to Section 7902.1 of the Government Code or any successor provision of law) for any increase in the District's appropriations limit as shall be necessary to ensure that proceeds of the qualified special tax may be spent for the authorized purposes.

Section 8. **Ballot Argument.** The President of the Board of Education, or any member or members of the Board of Education as the President shall designate, is hereby authorized, but not directed, to prepare and file with the Registrar of Voters a ballot argument in favor of the measure contained in Section 3 hereof, within the time established by the Registrar of Voters,

which shall be considered the official ballot argument of the Board of Education as sponsor of the measure.

Section 9. Filing of Order of Election. The Secretary of the Board of Education is ordered to cause certified copies of this resolution and order to be delivered not later than December 6, 2019 (which date is not fewer than 88 days prior to the date set for the election), to the Superintendent of Schools, the Registrar of Voters, and the Clerk of the Board of Supervisors of the County.

Section 10. Formal Notice. The Superintendent of Schools is hereby requested to prepare and execute a Formal Notice of Parcel Tax Election and consolidation order in substantially the form attached hereto as Exhibit A (the "Formal Notice"), and to call the election by causing the Formal Notice to be posted in accordance with Section 5362 of the Education Code no later than December 4, 2019 (which date is not fewer than 90 days prior to the date set for the election), or to otherwise cause the notice to be published as permitted by law. The Secretary of the Board of Education, on behalf of and as may be requested by the Superintendent of Schools, is authorized to cause all notices required by law in connection herewith to be published and posted, as the case may be.

Section 11. Further Authorization. The members of the Board of Education, the Superintendent of the District, the Chief Business Official of the District, and all other officers of the District are hereby authorized and directed, individually and collectively, to do any and all things that they deem necessary or advisable in order to effectuate the purposes of this resolution.

Section 12. Effective Date. This resolution shall take effect from and after its adoption.

PASSED AND ADOPTED this day, August 1, 2019, by the following vote:

AYES: 4
NOES: 0
ABSTAIN: 0
ABSENT: 1

Roberto Reynolds
President of the Board of Education
Burbank Unified School District

ATTEST:

Clerk of the Board of Education
Burbank Unified School District

EXHIBIT A

FORM OF

FORMAL NOTICE OF PARCEL TAX ELECTION

NOTICE IS HEREBY GIVEN to the qualified electors of the Burbank Unified School District of the County of Los Angeles, California (the "District"), that in accordance with the provisions of the California Education Code (the "Education Code") and the California Government Code, an election will be held on March 3, 2020, for the purpose of submitting to the qualified electors of the District the measure summarized as follows:

BURBANK UNIFIED SCHOOL DISTRICT

QUALITY TEACHER, STAFF AND SCHOOLS MEASURE

"To maintain high-quality Burbank schools by retaining excellent teachers; protecting small class sizes; and maintain/expand career/college courses, art, music, science, innovative programs, safety and wellness support, shall this Burbank Unified School District measure to levy $0.10 per square foot of improved property ~~not to exceed $25,000~~ per parcel annually, exempting seniors/certain disability recipients, providing approximately $9,100,000 in annual local funding for 12 years and requiring independent oversight/audits, be approved?"

By execution of this formal Notice of Election, the Superintendent of Schools of County of Los Angeles (the "Superintendent of Schools") orders consolidation of the election with such other elections as may be held on the same day in the same territory or in territory that is in part the same.

The Superintendent of Schools, by this Notice of Election, has called the election pursuant to a resolution and order of the Board of Education of the Burbank Unified School District, adopted August 1, 2019, in accordance with the provisions of Education Code Sections 5302, 5325 and 5361.

IN WITNESS WHEREOF, I have hereunto set my hand this day, August 1, 2019.

_____

Superintendent of Schools
County Los Angeles, California

CLERK'S CERTIFICATE

I, Steve Frintner, Clerk of the Board of Education of the Burbank Unified School District, hereby certify that the foregoing is a full, true and correct copy of a resolution duly adopted at a regular meeting of the Board of Education of said District duly and regularly held at the regular meeting place thereof on August 1, 2019, of which meeting all of the members of said Board of Education had due notice and at which a majority thereof were present; and that at said meeting said resolution was adopted by the following vote:

AYES: 4

NOES: 0

ABSTAIN: 0

ABSENT: 1

An agenda of said meeting was posted at least 72 hours before said meeting at 1900 West Olive Avenue, Burbank, California, a location freely accessible to members of the public, and a brief general description of said resolution appeared on said agenda.

I further certify that I have carefully compared the same with the original minutes of said meeting on file and of record in my office; the foregoing resolution is a full, true and correct copy of the original resolution adopted at said meeting and entered in said minutes; and that said resolution has not been amended, modified or rescinded since the date of its adoption, and the same is now in full force and effect.

WITNESS my hand this 1st day of August, 2019.

Clerk of the Board of Education
Burbank Unified School District

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Debbie Kukta, Assistant Superintendent, Administrative Services
PREPARED BY:	David Jaynes, Assistant Superintendent, Administrative Services
SUBMITTED BY:	Ruthie DiFonzo, Senior Administrative Assistant
DATE:	August 1, 2019
SUBJECT:	Approval of Financial Agreements with Sharp Electronics Corporation

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Background:
District administration made the decision to enter into a new lease agreement for new copiers and HP personal printers as well as the maintenance for both. With this, the District will replace copiers and all personal printers, leasing over 1,400 devices. This includes over 100 copiers as well as over 1,300 personal printers. It also includes new equipment for the print shop, including wide format printers, book makers, and other devices.

Discussion/Issues:
Attached is the master lease agreement with Sharp Business Systems through Sharp Electronics Corporation for the equipment listed on the attached. This component includes a five-year lease agreement with very favorable terms in the amount of $1,981,192.80, including sales tax. Monthly lease payments shall be $33,019.88. The first payment will be due around October 28, 2019. The annual total is $396,238.56.

This lease includes the replacement of all small and large Xerox copiers with new copiers and the replacement of 1,314 personal printers throughout the District, as well as imaging software and print shop processing equipment.

This agreement provides for:

- five years of maintenance and supplies
- printer maintenance for the term of the agreement
- dedicated technical support training
- software monitoring of all devices
- support of all existing district assets that remain
- all copier and printer maintenance and supplies
- print shop labor support and services consultant

The monthly cost includes all service and supplies for all schools and District offices. In addition, there is a cost of $0.0049 B&W and $0.049 color "per click". The HP printers will be $0.0099 B&W and $0.099 for color "per click". On average, this will cost the District about $17,220 a month for clicks.

Financial Impact:
The financial impact to the District will be an increase in annual operating costs of approximately $5,133.03 per month or $61,596.36 per year from the current lease program, but will provide new copiers and personal

printers to the entire District. This contract will allow the District to replace over 1,000 personal printers that are now nine years old and will replace them with HP printers instead of Xerox, which many staff have requested.

Recommendations:

Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the financial agreements between Burbank Unified School District and Sharp Business Systems to acquire copiers, printers and print shop equipment together with training, support, maintenance and supplies on a five year lease term, effective September 1, 2019 through June 30, 2024, not to exceed $396,238.56 plus the cost of additional clicks at $0.0049 B&W and $0.049 color "per click". The HP printers will be $0.0099 B&W and $0.099 for color "per click". On average, this will cost the District approximately $17,220 a month for clicks, and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

GOVERNMENTAL LEASE AGREEMENT

Please fax completed agreement to 1-866-329-8795
Questions or need assistance? Call 1-866-551-8795

SHARP BUSINESS SYSTEMS

This Lease has been written in "Plain English." When we use the words **Lessee**, **You** and **Your** in this Lease, we mean the Lessee indicated below. When we use the words **Lessor, We, Us,** and **Our** in this Lease, We mean **Sharp Electronics Corporation through its Sharp Business Systems Division.** Our address is **10 Waterview Blvd. Parsippany, New Jersey 07054.**

LESSEE INFORMATION	Lessee Name: Burbank Unified School District	Lease Number: 41937698
	Billing Street Address/City/County/State/Zip: 1900 W Olive Ave Burbank, CA 91506	Federal Tax ID Number
	Equipment Location (if different from above)	Lessee Phone Number
SUPPLIER INFORMATION	Supplier Name **("Supplier")**: Sharp Business Systems	
	Street Address/City/State/Zip: 8670 Argent Ave Santee CA 92071	Supplier Phone Number

EQUIPMENT DESCRIPTION	**Make/Model/Accessories**	**Quantity**	**Serial Number**
	See Schedule A		

PURCHASE OPTION

Check one applicable box**. If no box is checked or if more than one box is checked, the Fair Market Value Purchase Option will apply.**

☒ Fair Market Value Purchase Option ☐ $1.00 Purchase Option

☐ Fixed Price Purchase Option of 10% of the Total Cash Price (defined in Section 1)

TERM AND PAYMENT SCHEDULE

Initial Lease Term (months): 60 (see Section 1 on page 2 of this Lease)

Payment Frequency:
☒ Monthly
☐ Quarterly
☐ Other

Lease Payment: $29,950.00

You agree to pay at the time You sign this Lease:
A) Total Number of Advances: 0 (Months)
B) Total Advance Lease Payment = $
C) Sales/Use Tax on Lease Payment = $
D) One-time Documentation Fee = $
E) Total Due = $ 0

If more than one Lease Payment is required in advance, the additional amount will be applied at the end of the initial or any renewal term.

PLUS APPLICABLE TAXES

INSURANCE & TAXES

You are required to provide and maintain insurance related to the Equipment, and to pay any property, use, and other taxes related to this Lease or the Equipment. (See Sections 4 and 6 on page 2 of this Lease.) If You are tax-exempt, You agree to furnish Us with satisfactory evidence of Your exemption.

TERMS AND CONDITIONS

BY SIGNING THIS LEASE YOU ACKNOWLEDGE THAT YOU: (i) HAVE READ AND UNDERSTAND THE TERMS AND CONDITIONS ON THE FRONT AND SECOND PAGE OF THIS LEASE, (ii) AGREE THAT THIS LEASE IS A NET LEASE THAT YOU CANNOT TERMINATE OR CANCEL EXCEPT AS PROVIDED IN PARAGRAPH 16, YOU HAVE AN UNCONDITIONAL OBLIGATION TO MAKE ALL PAYMENTS DUE UNDER THIS LEASE SUBJECT TO APPROPRIATION OF SUFFICIENT FUNDS, AND YOU CANNOT WITHHOLD, SETOFF OR REDUCE SUCH PAYMENTS FOR ANY REASON, (iii) WILL USE THE EQUIPMENT ONLY FOR ESSENTIAL GOVERNMENT PURPOSES, (iv) WARRANT THAT THE PERSON SIGNING THIS LEASE FOR YOU HAS THE AUTHORITY TO DO SO, (v) CONFIRM THAT YOU DECIDED TO ENTER INTO THIS LEASE RATHER THAN PURCHASE THE EQUIPMENT FOR THE TOTAL CASH PRICE, **(vi) AGREE THAT THIS LEASE WILL BE GOVERNED BY THE LAWS OF THE STATE OF NEW JERSEY AND YOU CONSENT TO THE JURISDICTION OF ANY LOCAL, STATE OR FEDERAL COURT LOCATED WITHIN NEW JERSEY. YOU AND WE EXPRESSLY WAIVE ANY RIGHTS TO A TRIAL BY JURY,** AND (vii) IF THIS LEASE IS REPLACING AN EXISTING LEASE, THE NEW PAYMENT MAY INCLUDE THE BALANCE OF THAT LEASE AND RESULT IN A GREATER AGGREGATE COST TO YOU.

Sharp Electronics Corporation through its Sharp Business Systems Division.	
Lessor **X**	Lessee **X** Burbank Unified School District
Authorized Signature	Authorized Signature
Print Name and Title Date	Print Name and Title Debbie Kukta, Asst. Superintendent Date 8/2/19

1. LEASE; DELIVERY AND ACCEPTANCE. You agree to lease the equipment and other property described on the front of this lease agreement (collectively "**Equipment**") on the terms and conditions shown on the front and second page of this lease agreement ("**Lease**.") If You have entered into any purchase or supply contract ("**Supply Contract**") with any Supplier, You assign to Us Your rights under such Supply Contract, but none of Your obligations (other than the obligation to pay for the Equipment if it is accepted by You as stated below and You timely deliver to Us such documents and assurances as We request). You will arrange for the delivery of the Equipment to You. When You receive the Equipment, You agree to inspect it to determine if it is in good working order. The Equipment will be deemed irrevocably accepted by You upon the earlier of: (a) the delivery to Us of a signed Delivery and Acceptance Certificate (if requested by Us); or (b) **10** days after delivery of the Equipment to You if previously You have not given written notice to Us of Your non-acceptance. The Initial Lease Term shall commence on a date designated by Us after receipt of all required documentation and acceptance by Us (the "**Commencement Date**.") The first Lease Payment is due on or before the Commencement Date, as invoiced by Us, unless in row A of the Term and Payment Schedule on the front of this Lease it is specified that 0 Advance Payments are due, in which case the first Lease Payment will be due on the date specified by Us in the month following the Commencement Date, and the remaining Lease Payments will be due on the same day of each subsequent month (or such other time period specified on the front of this Lease) at an address specified by Us in writing. You authorize Us to adjust the Lease Payment up or down by not more than **15%** if the total amount We have paid in connection with the purchase, delivery and installation of the Equipment, including any trade-up and buyout amounts (collectively, the "**Total Cash Price**") differs from the estimated Total Cash Price originally assumed for documentation purposes. If any Lease Payment or other amount payable to Us is not paid within **3** days of its due date, You will owe Us a late charge not to exceed the greater of **10%** of each late payment or $20.00 (or such lesser rate or amount as is the maximum allowable under applicable law).

2. NO WARRANTIES. We are leasing the Equipment to You **"AS-IS." YOU ACKNOWLEDGE THAT WE DO NOT MANUFACTURE THE EQUIPMENT, WE DO NOT REPRESENT THE MANUFACTURER OR THE SUPPLIER, AND YOU HAVE SELECTED THE EQUIPMENT AND SUPPLIER BASED UPON YOUR OWN JUDGMENT. WE MAKE NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR OTHERWISE. YOU AGREE THAT REGARDLESS OF CAUSE, WE ARE NOT RESPONSIBLE FOR AND YOU WILL NOT MAKE ANY CLAIM AGAINST US FOR ANY DAMAGES, WHETHER CONSEQUENTIAL, DIRECT, SPECIAL, OR INDIRECT. YOU AGREE THAT NEITHER SUPPLIER NOR ANY SALESPERSON, EMPLOYEE OR AGENT OF SUPPLIER IS OUR AGENT OR HAS ANY AUTHORITY TO SPEAK FOR US OR TO BIND US IN ANY WAY.**

3. EQUIPMENT LOCATION; USE AND REPAIR; RETURN; RESTOCKING FEE. You will keep and use the Equipment only at the Equipment Location shown on the front of this Lease. You may not move the Equipment without Our prior written consent. At Your expense, You will keep the Equipment eligible for any manufacturer's certification, in compliance with all applicable laws and in good condition, except for ordinary wear and tear. You will not make any alterations, additions or replacements to the Equipment without Our prior written consent. All alterations, additions and replacements will become part of the Equipment and Our property at no expense to Us.
We may inspect the Equipment at any reasonable time. Unless You purchase the Equipment in accordance with this Lease, within **10** days of the expiration or earlier

ADDITIONAL TERMS ON SECOND PAGE

termination of this Lease You will deliver the Equipment to Us in good condition and repair, except for ordinary wear and tear, to any place in the United States that We designate and upon Our request, You will provide Us with a certification from the manufacturer or its authorized representative as to the Equipment's condition. To the extent that any portion of the Equipment consists of software or other licensed products, You will return all tangible items of software and destroy all intangible items of software, certify in writing to Us that You have complied with the above requirements, have not retained such software and will not use the software after termination. **It is solely Your duty** to remove all sensitive or confidential data stored within the Equipment prior to returning it. You will pay all expenses of uninstalling, crating and shipping and insure the Equipment for its full replacement value during shipping, and We may charge You a restocking fee equal to two (2) Lease Payments. You agree that You will not take the Equipment out of service and have a third party pay or provide funds to pay the amounts due hereunder.

4. TAXES AND FEES. To the extent applicable, You will pay all excise taxes, sales and use taxes, personal property taxes, and all other taxes and charges which may be imposed during the term of this Lease, arising from the use, acquisition, ownership or leasing of the Equipment, whether due before or after termination of this Lease. You will reimburse Us for Our administrative costs associated with the preparation, filing, payment, and other costs of administering taxes associated with the Equipment. Where required by law, We will file the personal property tax returns with respect to the Equipment, and You shall pay Us in advance, and when We require, the taxes that We anticipate will be due during the year. You further agree to pay Us a fee documenting this Lease.

5. LOSS OR DAMAGE. As between You and Us, You are responsible for any loss, theft or destruction of, or damage to, the Equipment (collectively "**Loss**") from any cause at all, whether or not insured, until it is delivered to Us at the end of this Lease. You are required to make all Lease Payments even if there is a Loss. You must notify Us in writing immediately of any Loss. Then, at Our option, You will either (a) repair the Equipment so that it is in good condition and working order, eligible for any manufacturer's certification, or (b) pay Us the amounts specified in Section 9(b) below.

6. INSURANCE. You will provide and maintain at Your expense (a) property insurance against the loss, theft or destruction of, or damage to, the Equipment for its full replacement value, naming Us as loss payee, and (b) public liability and third party property insurance, naming Us as an additional insured. You will give Us certificates or other evidence of such insurance when requested. Such insurance will be in a form, amount and with companies acceptable to Us, and will provide that We will be given **30** days advance notice of any cancellation or material change of such insurance. We reserve the right to reject Your insurance carrier. IF YOU DO NOT GIVE US EVIDENCE OF INSURANCE ACCEPTABLE TO US, WE HAVE THE RIGHT, BUT NOT THE OBLIGATION, TO OBTAIN INSURANCE COVERING OUR INTERESTS FOR THE TERM OF THIS LEASE, INCLUDING ANY RENEWAL OR EXTENSIONS. WE MAY ADD THE COSTS OF ACQUIRING AND MAINTAINING SUCH INSURANCE, AND OUR FEES FOR OUR SERVICES IN PLACING AND MAINTAINING SUCH INSURANCE (COLLECTIVELY, "**INSURANCE CHARGE**"), ON WHICH WE MAY EARN A PROFIT, TO THE AMOUNTS DUE FROM YOU UNDER THIS LEASE. Such insurance may duplicate coverage provided under Your existing policy. You will pay the Insurance Charge in equal installments allocated to the remaining Lease Payments. Nothing in this Lease will create an insurance relationship of any type between Us and any other person. You acknowledge that We are not required to secure or maintain any insurance, and We will not be liable to You if We terminate any insurance coverage that We arrange.

7. TITLE; RECORDING. Unless You have a $1.00 purchase option, We are the owner of and will hold title to the Equipment. You will keep the Equipment free of all liens and encumbrances. You agree that this transaction is a true lease. However, as a precaution in case this transaction is deemed to be a lease intended for security, You grant Us a first priority security interest in the Equipment (including any replacements, substitutions, additions, attachments and proceeds). You will deliver to Us such signed documents as We may request to protect Our interest in the Equipment.

8. DEFAULT. Each of the following is a "**Default**" under this Lease: (a) You fail to pay any Lease Payment or any other payment within **10** days of its due date, (b) You do not perform any of Your obligations under this Lease or in any other agreement with Us or with any of Our affiliates and this failure continues for **10** days; (c) You become insolvent, You dissolve or are dissolved, or You assign Your assets for the benefit of Your creditors, or enter any bankruptcy proceeding; or (d) any change in Your ownership or control.

9. REMEDIES. If a Default occurs, We may do one or more of the following: (a) We may cancel or terminate this Lease or any or all other agreements that We have entered into with You; (b) We may require You to immediately pay Us, as compensation for loss of Our bargain and not as a penalty, a sum equal to (i) the present value of all unpaid Lease Payments for the remainder of the term plus the Equipment's anticipated residual value discounted at 3% per annum, if applicable, plus (ii) all other amounts due or that become due under this Lease; (c) We may require You to deliver the Equipment to Us as set forth in Section 3 and terminate use of any software component of the Equipment; (d) We or Our agent may peacefully repossess the Equipment without court order and You will not make any claims against Us for damages or trespass or any other reason; and (e) We may exercise any other right or remedy available at law or in equity. **You agree to pay all of Our costs and reasonable attorneys' fees associated with enforcing Our rights and pursuing Our remedies against You.** If We take possession of the Equipment, We may sell or otherwise dispose of it with or without notice, at a public or private sale, and apply the net proceeds (after We have deducted all costs related to the repossession, sale or disposition of the Equipment) to the amounts that You owe Us. You will remain responsible for any amounts that are due after We have applied such net proceeds.

10. FINANCE LEASE STATUS. You agree this Lease shall be construed as a "finance lease" under Article 2A of the Uniform Commercial Code ("UCC"). By signing this Lease, You agree that either (a) You have reviewed, approved, and received, a copy of the Supply Contract or (b) that We have informed You of the identity of the Supplier, that You may have rights under the Supply Contract, and that You may contact the Supplier for a description of those rights. **TO THE EXTENT PERMITTED BY APPLICABLE LAW, YOU WAIVE ANY AND ALL RIGHTS AND REMEDIES CONFERRED UPON A LESSEE BY ARTICLE 2A.**

11. ASSIGNMENT. YOU MAY NOT ASSIGN, SELL, TRANSFER OR SUBLEASE THE EQUIPMENT OR YOUR INTEREST IN THIS LEASE. We may, without notifying You, sell, assign, or transfer this Lease and Our rights to the Equipment. You agree that the new owner will have the same rights and benefits that We have now under this Lease but not Our obligations. The rights of the new owner will not be subject to any claim, defense or set-off that You may have against Us.

12. PURCHASE OPTION; AUTOMATIC RENEWAL. If no Default exists under this Lease, You will have the option at the end of the initial or any renewal term to purchase all (but not less than all) of the Equipment at the Purchase Option price shown on the front of this Lease, plus any applicable taxes. Unless the Purchase Option price is **$1.00**, You must give Us at least **90** days written notice before the end of the Initial Lease Term that You will purchase the Equipment or that You will return the Equipment to Us. If You do not give Us such written notice or if You do not purchase or deliver the Equipment in accordance with the terms and conditions of this Lease, this Lease will automatically renew on a monthly basis until You exercise a purchase option or deliver the Equipment to Us. During such renewal(s) the Lease Payment will remain the same. We may cancel an automatic renewal term by sending You written notice **10** days prior to such renewal term. If the Fair Market Value Purchase Option has been selected, We will use Our reasonable judgment to determine the Equipment's in-use and in-place fair market value. If You do not agree with Our determination of the Equipment's fair market value, the fair market value (in-use and in-place) will be determined at Your expense by an independent appraiser selected by Us. Upon payment of the Purchase Option price, We shall transfer Our interest in the Equipment to You **"AS-IS, WHERE-IS"** without any representation or warranty whatsoever and this Lease will terminate. With respect to items of Equipment consisting of software, Your right to continue use such of software will be subject to the applicable license agreement.

13. INDEMNIFICATION. You are responsible for and will indemnify Us against any losses, damages, claims and action, including reasonable attorneys' fees caused by or related to (a) the selection, installation, ownership, use, rental or possession of the Equipment or (b) any data you store within the Equipment.

14. **MISCELLANEOUS; FAX SIGNATURES.** This is the entire agreement between the parties and supersedes all prior agreements, whether oral or written, concerning the subject matter hereof. Any change in any of the terms and conditions of this Lease must be in writing and signed by Us. You agree, however, that We are authorized, without notice to You, to supply missing information or correct obvious errors in this Lease. You shall promptly furnish Us with financial statements and other information regarding Your operation and financial condition upon Our request, from time to time. All of Our rights and indemnities will survive the termination of this Lease. It is the express intent of the parties not to violate any applicable usury laws or to exceed the maximum amount of interest permitted to be charged or collected by applicable law, and any such excess payment will be applied to Lease Payments in inverse order of maturity, and any remaining excess will be refunded to You. If You do not perform any of Your obligations under this Lease, We have the right, but not the obligation, to take any action or pay any amounts that We believe are necessary to protect Our interests. You agree to reimburse Us immediately upon Our demand for any such amounts that We pay. If more than one Lessee has signed this Lease, each of You agree that Your liability is joint and several. Any signature, execution and delivery of any document or instrument may be satisfied in Our discretion and to the extent permitted by the UCC by authentication of such document or instrument as a record within the meaning of Article 9 of the UCC. A fax or electronic version of Your signature on this Lease when received by Us shall be binding upon You as if originally signed. However, this Lease shall be binding on Us when countersigned by Us.

15. ADDITIONAL REPRESENTATIONS. You reasonably believe that funds can be obtained sufficient to make all payments during the entire term of this Lease and You intend to make such payments. Your obligation to make Lease Payments hereunder will be your current expense and will not be interpreted to be a debt in violation of applicable law or constitutional limitations or requirements. YOU REPRESENT THAT i) YOU HAVE TAKEN THE NECESSARY STEPS, INCLUDING SATISFYING BID REQUIREMENTS, TO ACQUIRE AND FINANCE THE EQUIPMENT, ii) THE APPROVAL AND EXECUTION OF THIS LEASE WAS IN ACCORDANCE WITH ALL LAWS, INCLUDING OPEN MEETING LAWS AND iii) A RESOLUTION OF YOUR GOVERNING BODY AUTHORIZING EXECUTION OF THIS LEASE HAS BEEN DULY ADOPTED AND REMAINS IN FULL FORCE AND EFFECT.

16. NON-APPROPRIATION. If sufficient funds are not appropriated in any fiscal year for Lease Payments due hereunder, this Lease will terminate without penalty as of the last day of you fiscal year for which funds have been appropriated (the Termination Date"). We may require a sworn statement of such non-appropriation. You will return the Equipment to Us in accordance with Paragraph 3 herein within 10 days of the Termination Date. You agree that you may not terminate this Lease if any funds are appropriated by you for the acquisition of or use of equipment or services performing similar functions to the Equipment during your fiscal year in which such termination would occur and that you will not spend or commit funds for the acquisition or use of equipment or service performing functions similar to the Equipment until the fiscal year following the fiscal yea for which funds were first not available for Lease Payments hereunder.

SHARP

SHARP BUSINESS SYSTEMS

SCHEDULE A TO Governmental Lease **AGREEMENT**

Please fax completed and signed Amendment to 1-866-329-8795

Agreement Number: 41963931

Lessee/Customer Name	Burbank Unified School District
Lessee/Customer Address	1900 W Olive Ave Burbank CA 91506
Supplier Name and Address	Sharp 8670 Argent Ave Santee CA 92071

This Schedule A is attached to and made part of the Governmental Lease **Agreement** (the "**Agreement**") referenced above.

DESCRIPTION OF EQUIPMENT:

Quantity	Make	Model	Serial Number	Location
39	Sharp	MX-M5071		
45	Sharp	MX-M6071		
8	Sharp	MX-B455W		
4	Sharp	MX-B376W		
3	Sharp	MX-M905		
2	Sharp	MX-5071		
1	Sharp	MX-7090N		
4	Sharp	MX-M1205N		
1	Mimaki	CJV-150-160		
1	Morgana	Powersquare 224 Bookletmaker		
1	Morgana	Powersquare 224 Auto Feeder		
1174	HP	LJ Pro M404DW		
130	HP	CLJ Pro M454DW		
10	HP	CLJ Pro MFP M479FDW		

Lessee/Customer and Lessor/Owner must sign below to confirm, accept and make binding this Schedule A to the Agreement.

Sharp Electronics Corporation through its Sharp Business Systems Division

Lessor/Owner

X

Authorized Signature

Print Name and Title

Date

Burbank Unified School District

Lessee/Customer

X

Authorized Signature

Debbie Kukta, Assistant Superintendent

Print Name and Title

August 2, 2019

Date

CERTIFICATE OF INCUMBENCY

CERTIFICATE OF INCUMBENCY
ISSUED TO

Lessor/Owner: Sharp Business Systems

Agreement Number: 41963931

The undersigned hereby certifies that (1) he/she is the duly elected, qualified and acting Secretary of Burbank Unified School District ("**Corporation**"), and in such capacity the Custodian of its corporate records, (2) the following person(s) are/is the duly elected, qualified and officers of said Corporation holding the office indicated opposite his/her respective name and the signature appearing opposite his/her respective name is the genuine signature of such person and (3) he/she is duly empowered and authorized on behalf of the Corporation to negotiate, procure and execute such contracts, agreements and other documents as are necessary in his/her opinion to do business with the Lessor/Owner.

NAME	OFFICE	SIGNATURE
Debbie Kukta	Asst Superintendent	
	Administrative Services	

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the seal of this Corporation this 1st day of August, 2019.

Secretary

(Corporate Seal)

SHARP
SHARP BUSINESS SYSTEMS

Sales Agreement

Customer: Burbank Unified School District	Order #:	Date: 8/1/2019
Ship to: Burbank Unified School District- Multiple Locations	Bill to: Burbank Unified School District 1900 W. Olive Ave Burbank, Ca 91506	
Contact Name: David Jaynes	Contact Phone: 818-729-4473	
Representative: Michael Badalian/Joe Jones	PO Number:	
		Terms - See Lease
		Carrier - SBS-SD

Comments: Detailed list of items included in the SBS monthly payment quote. Page 1 of 2.

Qty	Product #	Description	Unit Price	Total
39	Sharp MX-M5071	50 PPM Sharp Mono Advanced Series MFP	$0.00	$0.00
45	Sharp MX-M6071	60 PPM Sharp Mono Advanced Series MFP	$0.00	$0.00
8	Sharp MX-B455W	45 PPM Sharp A4 Mono MFP	$0.00	$0.00
4	Sharp MX-376W	37 PPM Sharp A4 Mono MFP	$0.00	$0.00
3	Sharp MX-M905	90 PPM Sharp Mono Light Production MFP	$0.00	$0.00
2	Sharp MX-5071	50 PPM Sharp Color Advanced Series MFP	$0.00	$0.00
1	Sharp MX-7090N	70 PPM Sharp Color Production MFP	$0.00	$0.00
4	Sharp MX-M1205N	120 PPM Sharp Mono Production MFP	$0.00	$0.00
1	HPM479FDW	Color HP Desktop MFP	$0.00	$0.00
1	Mimaki CJV-150-160	Large Format Printer/Cutter	$0.00	$0.00
1	Service Buyout	Image Source Service Buyout ($51,645.15)	$0.00	$0.00
1	Morgana	Morgana Power Square Feeder	$0.00	$0.00
		Page 1 of 2- See page 2 for total payment		$0.00

SUB TOTAL	$0.00
TAX RATE 0.00%	$0.00
TOTAL	$0.00
non-taxed TOTAL	$0.00
GRAND TOTAL	$0.00

Customer Acceptance:

8670 Argent Street Santee / CA 92071 / P 877-686-5277 / F 619-258-1406

Sharp Business Systems Confidential

SHARP
SHARP BUSINESS SYSTEMS

Sales Agreement

Customer: Burbank Unified School District	Order #:	Date: 8/1/2019
Ship to: Burbank Unified School District- Multiple Locations	Bill to: Burbank Unified School District 1900 W. Olive Ave Burbank, Ca 91506	
Contact Name: David Jaynes	Contact Phone: 818-729-4473	
Representative: Michael Badalian/Joe Jones	PO Number:	
		Terms - See Lease
		Carrier - SBS-SD

Comments: Detailed list of items included in the SBS monthly payment quote. Page 2 of 2.

Qty	Product #	Description	Unit Price	Total
1	Morgana PowerSquare	PowerSquare 224 Bookletmaker	$0.00	$0.00
1174	HP LJ Pro M404DW	Up to 40 PPM Mono HP Laser Jet Pro M404DW Desktop Printer	$0.00	$0.00
130	HP CLJ Pro M454DW	Up to 28 PPM Color HP Laser Jet Pro M454DW Desktop Printer	$0.00	$0.00
1	GSG Buyout	Check for remaining stream of payments on GSG lease- up to $316,954.00	$0.00	$0.00
1	Storage	Storage of all 332 devices on current GSS lease- up to 11 months	$0.00	$0.00
			$0.00	$0.00
			$0.00	$0.00
			$0.00	$0.00
			$0.00	$0.00
1		Pre-tax : 60 Monthly Lease payments of :	$29,950.00	$29,950.00
2	Dedicated Employees	Two on-site dedicated SBS employees (1 print shop & 1 field technician)	$0.00	$0.00
				$0.00
		Page 2 of 2		$0.00

SUB TOTAL	$29,950.00
TAX RATE 10.25%	$3,069.88
MONTHLY TOTAL	$33,019.88
non-taxed TOTAL	$0.00
GRAND TOTAL	$33,019.88

Customer Acceptance:

8670 Argent Street Santee / CA 92071 / P 877-686-5277 / F 619-258-1406

Sharp Business Systems Confidential

SHARP

SHARP BUSINESS SYSTEMS

DELIVERY AND ACCEPTANCE CERTIFICATE

Please fax completed and signed D&A Certificate to 1-866-329-8795
Questions or need assistance? Call 1-866-550-8795

LESSEE/CUSTOMER NAME:	**BURBANK UNIFIED SCHOOL DISTRICT**
AGREEMENT NUMBER:	**41937698**

On behalf of Lessee/Customer, I hereby certify that all of the equipment and other property referred to in the above referenced Agreement (the "Agreement") with **Sharp Electronics Corporation through its Sharp Business Systems Division.** (the "**Lessor/Owner**") has been delivered, inspected and is accepted by Lessee/Customer for all purposes of the Agreement. I acknowledge that the Lessor/Owner is not the manufacturer, supplier or dealer of the Equipment.

ACCORDINGLY, I AUTHORIZE LESSOR/OWNER TO COMMENCE BILLING UNDER THE AGREEMENT.

DO NOT SIGN THIS DELIVERY AND ACCEPTANCE CERTIFICATE UNTIL YOU HAVE RECEIVED THE EQUIPMENT.

LESSEE/CUSTOMER SIGNATURE	**For Lessor/Owner Use Only (if applicable)**
BY	Name of person verifying Delivery and Acceptance of Equipment:
PRINT NAME	Signature of Employee who made telephone verification:
PRINT TITLE	Date of Telephone Verification:
TELEPHONE NUMBER:	
DATE	

SHARP

SHARP BUSINESS SYSTEMS

Customer Care Maintenance Agreement

Sharp Business Systems
8670 Argent St
Santee, CA 92071
(P) 619-258-1400 (F) 619-449-2005

Customer Bill To

Customer Name		
Burbank Unified School District		
Mailing Address		
1900 W. Olive Ave		
City	State	Zip
Burbank	CA	91506
Billing Contact		
Debbie Kukta		
Phone	Fax	
(818) 729-4473	(818) 729-4573	
e-mail		
debbiekukta@burbankusd.org		

Customer Location

Customer Location/Department Name		
Same		
Location Address		
Physical Location Description		
Multiple		
City	State	Zip
Key Contact		
Phone	Fax	
e-mail		
Meter Contact		
Phone	Fax	
e-mail		

Equipment Covered

Model	Serial Number	ID Number	Start Meter	Start Date
HP	Includes all HP Desktops			
Model or Meter	Serial Number	ID Number	Start Meter	Start Date
Model or Meter	Serial Number	ID Number	Start Meter	Start Date
Model or Meter	Serial Number	ID Number	Start Meter	Start Date
Model or Meter	Serial Number	ID Number	Start Meter	Start Date
Model or Meter	Serial Number	ID Number	Start Meter	Start Date

Agreement Entitlement

Labor	Parts	Drums	B Toner	C Toner	Developer	Staples	Connect Shield	Water Shield	Filters/Bulbs
Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No

Detail of Charges

Base Charge		Check if Maintenance Charges are part of Lease Payment ☐
$ 0.00		
Base Charge Frequency	Meter Frequency	
Quarterly	Quarterly	
Meter Allowancce 1		Aggregate
0	B & W	No
Meter Allowance 2		Consolidate
0	Color	No
Meter Allowance 3		
0	Scans	
Excess Charge 1	Term (Months)	
$ 0.009900	60	
Excess Charge 2		
$ 0.099000		
Excess Charge 3	Master Contract Number	
$ 0.000000		

Authorizations

Comments

Authorizing Contract Number

Purchase Order Number

☒ I have read and understand our obligations under the terms and conditions stated herein, and on the reverse side thereof, as the only agreement pertaining to the equipment hereunder. No other agreements apply unless expressly noted on the face of this agreement or in the contracts specified above. I understand all meter counts are based on 8.5 X 11 (minumum) single sided images unless otherwise noted.

☐ **Customer has declined maintenance coverage at this time. The customer understands obtaining maintenance coverage later may incur charges in addition to the normal maintenance charges and has been informed as to the current time and material billing rates.**

Print Name

Debbie Kukta, Assistant Superintendent

THIS AGREEMENT SHALL NOT BE EFFECTIVE UNLESS SIGNED BY THE CUSTOMER AND SBS CONTRACT MANAGEMENT

Maintenance Agreement contracts are non-refundable, non-transferable, and non-cancelable. Price does not include applicable taxes.
Sharp Business Systems is a division of Sharp Electronics Corporation.

Sharp Authorization _____ Date

SBS Contract Number _____

Customer Signature _____ Date

MAINTENANCE AGREEMENT TERMS AND CONDITIONS

1. GENERAL SCOPE OF COVERAGE This Agreement covers both the labor and the material for adjustments, repair and replacements of parts ("Maintenance") as required by normal use of the equipment identified on the front page of this Agreement ("Equipment"). Maintenance does not cover charges for installation, relocating or de-installation of the Equipment. Service necessary to repair damage to the Equipment caused by misuse, abuse, negligence, attachment of unauthorized components, accessories or parts, use of substandard facsimile (thermal) paper or substandard supplies, other causes beyond the control of SBS or such causes which would void the Equipments' warranty are not covered by this Agreement. Any such repairs identified in the proceeding sentence shall be separately billed to customer and may lead to the termination of this Agreement. In addition, SBS may terminate this Agreement if the equipment is modified, damaged, altered or serviced by personnel other than the SBS Authorized Personnel, or if parts, accessories or components not meeting machine specifications are titled to the Equipment. Maintenance shall not cover charges for repairs needed as a result of Customer or third party modifications to software or hardware.

2. MAINTENANCE VISITS Maintenance visits will be made during standard weekday business hours at the address shown on the first page of this Agreement. Maintenance visits requested for holidays, weekends or after standard business hours may result in additional charges for travel and labor pursuant to SBS's standard overtime rates in effect at the time of the Maintenance visit. SBS will not connect, disconnect, repair or otherwise service non-Sharp approved attachments, components or accessories. Customer is responsible for disconnecting and reconnecting non-Sharp approved attachments, components or accessories. Maintenance performed during a Maintenance visit includes lubrication and cleaning of the Equipment and the adjustment, repair or replacement of parts described below.

3. REPAIR AND REPLACEMENT OF PARTS Except Photoconductors (i.e. copy drums), all parts necessary to the operation of the Equipment requiring replacement due to normal wear and tear, subject to the general scope of coverage, will be furnished free of charge during a service call. Coverage for Photoconductors may also be obtained for an additional fee if selected on the first page of this Agreement.

4. MAJOR REPAIRS AND UPGRADES Major repairs resulting from misuse of the product, overall failure of the Equipment resulting from the normal end of life cycle of the Equipment and other repairs requiring more than customary repair and part replacements ("Overhaul") shall not be considered covered Maintenance. Should, in the opinion of SBS, an Overhaul be necessary for the Equipment to be in working condition, SBS will submit to the Customer an estimate of needed repairs and their additional cost. If the Customer does not authorize such Overhaul, SBS may, at its option, discontinue Maintenance of the Equipment under this Agreement. Thereafter, SBS may make service available on a "Per Call" basis based upon SBS's standard rates in effect at the time of service.

5. USE OF SBS SUPPLIES Customer is not obligated to use SBS approved supplies under this Agreement. If, however, the Customer uses other than SBS approved supplies (other than paper) and such supplies result, in SBS's reasonable judgment, additional Maintenance, then SBS may, at its option, assess a surcharge or terminate this Agreement. If SBS terminates this Agreement, SBS may make service available on a "Per Call" basis based upon SBS's standard rates in effect at the time of service.

6. SUPPLIES Supplies selected, if any, on the front of this Agreement ("Supplies"), shall be included under this Agreement. SBS will provide such selected Supplies to the Customer based upon normal yields. Supplies provided are for use with the Equipment covered by this Agreement only and are not for resale or for use with other equipment. If the Customer's usage of the Supplies exceeds the normal yields for the Equipment being serviced, SBS will invoice and the Customer agrees to pay, for the excess supplies at SBS's current retail prices then in effect. SBS reserves the right to charge for supplies and freight. Normal yield is defined as the published industry standard yield for the product model covered under this Agreement.

7. ELECTRICAL REQUIREMENTS In order to insure optimum performance of the Equipment, Customer must comply with all Sharp required electrical specifications, including but not limited to use of designated circuit and outlets and required voltage requirements. These power standards are required by UL and/or local safety regulations.

8. CHARGES The initial charge for Maintenance under this Agreement is non-refundable and shall be the amount set forth on the first page of this Agreement. The annual maintenance charge with respect to any renewal term will be the charge in effect at the time of term renewal. Customer shall be charged according to the payment cycle indicated on the front page of this Agreement. Customer shall pay all charges within ten (10) days of the date of the SBS invoice. Past due amounts shall accrue interest at a rate of 1.5% per month. If any Equipment which is subject to this Agreement, or any renewal hereof, is moved to a new SBS service territory, SBS shall have the option of charging the Customer an amount equal to the difference in the published maintenance charges between the current SBS service territory and that of the new SBS service territory (on a pro rata basis). If such equipment is moved beyond any SBS service territory, SBS reserves the right to cancel this Agreement, upon written notice to the Customer, or SBS may charge (and Customer hereby agrees to pay) a fair and reasonable upcharge for continued service. In so doing SBS may take into account the distance to Customer's new location and SBS published rates for SBS's "time and materials", "Per Call" service. SBS reserves the right to increase and/or otherwise modify its service rates and services on each anniversary date of this Agreement.

9. METER READINGS Customer is obligated to provide meter reading(s) in a timely manner upon request. If the Customer fails or refuses to provide the meter reading in a timely manner, SBS may estimate the meter based upon previous billing and service meter readings. The estimated meter will then be applied in the same manner as if the meter had been supplied by the Customer and the Customer agrees to pay any overage charges that may result from the estimated meter reading.

10. TERM This Agreement shall become effective upon SBS's receipt from Customer of the initial non-refundable maintenance charge, as set forth on the first page of this Agreement, or for such Customers that are to be billed in arrears, upon the date indicated in the "Start Date" portion of the first page of this Agreement. The term of this Agreement shall be as specified on the face page of this Agreement. This Agreement shall automatically renew for additional one year periods unless either party provides the other sixty (60) days written notice of termination prior to the end of the initial term, or any renewal term hereunder. In the event that Customer reaches or exceeds the allowance, as specified on the first page of this Agreement, prior to the expiration of the initial term, or any renewal term under this Agreement, Customer hereby agrees to pay SBS the SBS excess meter rate then in effect and same shall apply to all of Customer's excess meter amounts, through the end of the term of this Agreement. For this Agreements (not CPC leases) either party shall have the right during any renewal term, or during any second or third term of a multi-term agreement (if applicable) to terminate this Agreement upon sixty (60) days prior written notice to the other.

11. EVENT OF DEFAULT AND TERMINATION The Customer's failure to pay any amount due under this Agreement, or breach of any other obligation herein shall constitute an Event of Default. Upon an Event of Default, SBS may, in its discretion take any one or more of the following actions: (i) cease performing all Maintenance or any other services under this Agreement; (ii) furnish Maintenance or service upon a prepaid, "Per Call" basis; and/or (iii) terminate this Agreement. Customer shall be obligated to pay any amounts due and owing to SBS within (10) ten days of the expiration or termination of this Agreement. Customer, upon payment of all such amounts due, shall thereafter have no further liability or obligation to SBS whatsoever for any further fees or expenses arising hereunder. In the event SBS terminates this Agreement because of the breach of Customer, SBS shall be entitled to payment for work in progress plus reimbursement for out-of-pocket expenses.

12. INDEMNITY Customer shall indemnify, save and hold SBS, its affiliates, officers, directors, shareholders, employees, agents and representatives and its and their successors and assigns ("SBS Parties") harmless from and against any liability, loss, cost, expense or damage whatsoever caused by reason of any breach of this Agreement by Customer or by reason of any injury, whether to body, property or business or to any other person by reason of any act, neglect, omission or default by Customer. Customer shall defend, at its sole and absolute cost, any action to which this indemnity shall apply. In the event Customer fails to defend such action SBS may do so and recover from Customer in addition, all costs and expenses, including, attorneys' fees in connection therewith. SBS shall be entitled to recover from Customer all costs and expenses, including without limitation, attorneys' fees and disbursement, incurred by SBS in connection with actions taken by SBS or its representatives (i) to enforce any provision of this Agreement; (ii) to effect any payments or collections provided for herein; (iii) to institute, maintain, preserve, enforce and foreclose on SBS's security interest in or lien on the goods, whether through judicial proceedings or otherwise; or (iv) to defend or prosecute any actions or proceedings arising out of or relating to any SBS transactions with Customer. The foregoing provisions of this paragraph 11 shall survive the termination or expiration of this Agreement to the extent permitted by Law.

13. ENTIRE AGREEMENT This constitutes the entire Agreement between the parties relating to the subject matter hereof. Any modification to this Agreement must be in writing and signed by both parties.

14. SUCESSORS AND ASSIGNS; TERMINATION Neither party may assign this Agreement or any of its rights or obligations hereunder, without the prior written approval of the other party, which will not be unreasonably withheld, except that either party may assign its obligations and rights to a wholly owned subsidiary, parent corporation, or entity under the same ownership, operation or control.

15. SEVERABILITY If any provision in this Agreement is held invalid or unenforceable by a body of competent jurisdiction, such provision will be construed, limited or, if necessary, severed to the extent necessary to eliminate such invalidity or unenforceability. The Parties agree to negotiate in good faith a valid, enforceable substitute provision that most nearly affects the Parties' original intent in entering into this Agreement or to provide an equitable adjustment in the event no such provision can be added. The other provisions of this Agreement shall remain in full force and effect.

16. COUNTERPARTS AND FACSIMILE SIGNATURES This Agreement may be executed in several counterparts, each of which shall be deemed to be an original and all of which together shall constitute one Agreement binding on all parties hereto, notwithstanding, that all the parties have not signed the same counterpart. A faxed signature of this Agreement bearing authorized signatures may be treated as an original.

17. WAIVER OF JURY TRIAL ALL PARTIES HERETO IRREVOCABLY WAIVE THE RIGHT TO TRIAL BY JURY

18. JURISDICTION All parties hereby consent to the exclusive jurisdiction of the Federal Courts located in Essex County, New Jersey and the State Courts located in Bergen County, New Jersey in any proceeding arising out of or relating to this Agreement.

19. LIMITATION OF LIABILITY To the extent permitted by Law, in no event shall SBS be liable to Customer for any special, incidental, consequential, or indirect damages, loss of business profits, business interruption, loss of business information arising out of the inability to use the Equipment. The Customer acknowledges that the Maintenance provided by SBS is for the mechanical maintenance of the Equipment only, and that this Agreement does not cover any software, networking or any other connectivity or functionality maintenance, services or support.

20. FORCE MAJEURE SBS shall not be liable to Customer for any failure or delay caused by events beyond SBS's control, including, without limitation, Customer's failure to furnish necessary information; sabotage; failure or delays in transportation or communication; boycotts; embargoes; failures or substitutions of equipment; labor disputes; accidents; shortages of labor, fuel, raw materials, machinery, or equipment; technical failures; fire; storm; flood; earthquake; explosion; acts of the public enemy; war; insurrection; riot; public disorder; epidemic; quarantine restrictions; acts of God; acts of any government or any quasi-governmental authority, instrumentality or agency.

21. NO WARRANTY SBS DISCLAIMS ALL WARRANTIES, EXPESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY, TECHNICAL COMPATABILTY, FITNESS FOR USE, OR FITNESS FOR A PARTICULAR PURPOSE.

22. INSURANCE If the Customer is leasing the equipment, the Customer shall obtain and maintain, at it's own expense, insurance relating to claims for injury and/or property damage (including commercial general liability insurance) based on its use of the equipment, goods and machinery

SHARP

SHARP BUSINESS SYSTEMS

Customer Care Maintenance Agreement

Sharp Business Systems
8670 Argent St
Santee, CA 92071
(P) 619-258-1400 (F) 619-449-2005

Customer Bill To		
Customer Name		
Burbank Unified School District		
Mailing Address		
1900 W. Olive Ave		
City	State	Zip
Burbank	CA	91506
Billing Contact		
Debbie Kukta		
Phone	Fax	
(818) 729-4473	(818) 729-4573	
e-mail		
debbiekukta@burbankusd.org		

Customer Location		
Customer Location/Department Name		
Same		
Location Address		
Physical Location Description		
Multiple		
City	State	Zip
Key Contact		
Phone	Fax	
e-mail		
Meter Contact		
Phone	Fax	
e-mail		

Equipment Covered

Model	Serial Number	ID Number	Start Meter	Start Date
Sharp	Includes all Sharp MFPs			
Model or Meter	Serial Number	ID Number	Start Meter	Start Date
Model or Meter	Serial Number	ID Number	Start Meter	Start Date
Model or Meter	Serial Number	ID Number	Start Meter	Start Date
Model or Meter	Serial Number	ID Number	Start Meter	Start Date
Model or Meter	Serial Number	ID Number	Start Meter	Start Date

Agreement Entitlement

Labor	Parts	Drums	B Toner	C Toner	Developer	Staples	Connect Shield	Water Shield	Filters/Bulbs
Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No

Detail of Charges

Base Charge: $ 0.00		☐ Check if Maintenance Charges are part of Lease Payment
Base Charge Frequency: Quarterly	Meter Frequency: Quarterly	
Meter Allowancce 1: 0	B & W	Aggregate: No
Meter Allowance 2: 0	Color	Consolidate: No
Meter Allowance 3: 0	Scans	
Excess Charge 1: $ 0.004900	Term (Months): 60	
Excess Charge 2: $ 0.049000		
Excess Charge 3: $ 0.000000	Master Contract Number	

Authorizations

Comments

Authorizing Contract Number

Purchase Order Number

☒ I have read and understand our obligations under the terms and conditions stated herein, and on the reverse side thereof, as the only agreement pertaining to the equipment hereunder. No other agreements apply unless expressly noted on the face of this agreement or in the contracts specified above. I understand all meter counts are based on 8.5 X 11 (minumum) single sided images unless otherwise noted.

☐ **Customer has declined maintenance coverage at this time. The customer understands obtaining maintenance coverage later may incur charges in addition to the normal maintenance charges and has been informed as to the current time and material billing rates.**

Print Name: **Debbie Kukta, Assistant Superintendent**

THIS AGREEMENT SHALL NOT BE EFFECTIVE UNLESS SIGNED BY THE CUSTOMER AND SBS CONTRACT MANAGEMENT

Maintenance Agreement contracts are non-refundable, non-transferable, and non-cancelable. Price does not include applicable taxes.
Sharp Business Systems is a division of Sharp Electronics Corporation.

Sharp Authorization — Date

SBS Contract Number

Customer Signature — Date

MAINTENANCE AGREEMENT TERMS AND CONDITIONS

1. GENERAL SCOPE OF COVERAGE This Agreement covers both the labor and the material for adjustments, repair and replacements of parts ("Maintenance") as required by normal use of the equipment identified on the front page of this Agreement ("Equipment"). Maintenance does not cover charges for installation, relocating or de-installation of the Equipment. Service necessary to repair damage to the Equipment caused by misuse, abuse, negligence, attachment of unauthorized components, accessories or parts, use of substandard facsimile (thermal) paper or substandard supplies, other causes beyond the control of SBS or such causes which would void the Equipments' warranty are not covered by this Agreement. Any such repairs identified in the proceeding sentence shall be separately billed to customer and may lead to the termination of this Agreement. In addition, SBS may terminate this Agreement if the equipment is modified, damaged, altered or serviced by personnel other than the SBS Authorized Personnel, or if parts, accessories or components not meeting machine specifications are titled to the Equipment. Maintenance shall not cover charges for repairs needed as a result of Customer or third party modifications to software or hardware.

2. MAINTENANCE VISITS Maintenance visits will be made during standard weekday business hours at the address shown on the first page of this Agreement. Maintenance visits requested for holidays, weekends or after standard business hours may result in additional charges for travel and labor pursuant to SBS's standard overtime rates in effect at the time of the Maintenance visit. SBS will not connect, disconnect, repair or otherwise service non-Sharp approved attachments, components or accessories. Customer is responsible for disconnecting and reconnecting non-Sharp approved attachments, components or accessories. Maintenance performed during a Maintenance visit includes lubrication and cleaning of the Equipment and the adjustment, repair or replacement of parts described below.

3. REPAIR AND REPLACEMENT OF PARTS Except Photoconductors (i.e. copy drums), all parts necessary to the operation of the Equipment requiring replacement due to normal wear and tear, subject to the general scope of coverage, will be furnished free of charge during a service call. Coverage for Photoconductors may also be obtained for an additional fee if selected on the first page of this Agreement.

4. MAJOR REPAIRS AND UPGRADES Major repairs resulting from misuse of the product, overall failure of the Equipment resulting from the normal end of life cycle of the Equipment and other repairs requiring more than customary repair and part replacements ("Overhaul") shall not be considered covered Maintenance. Should, in the opinion of SBS, an Overhaul be necessary for the Equipment to be in working condition, SBS will submit to the Customer an estimate of needed repairs and their additional cost. If the Customer does not authorize such Overhaul, SBS may, at its option, discontinue Maintenance of the Equipment under this Agreement. Thereafter, SBS may make service available on a "Per Call" basis based upon SBS's standard rates in effect at the time of service.

5. USE OF SBS SUPPLIES Customer is not obligated to use SBS approved supplies under this Agreement. If, however, the Customer uses other than SBS approved supplies (other than paper) and such supplies result, in SBS's reasonable judgment, additional Maintenance, then SBS may, at its option, assess a surcharge or terminate this Agreement. If SBS terminates this Agreement, SBS may make service available on a "Per Call" basis based upon SBS's standard rates in effect at the time of service.

6. SUPPLIES Supplies selected, if any, on the front of this Agreement ("Supplies"), shall be included under this Agreement. SBS will provide such selected Supplies to the Customer based upon normal yields. Supplies provided are for use with the Equipment covered by this Agreement only and are not for resale or for use with other equipment. If the Customer's usage of the Supplies exceeds the normal yields for the Equipment being serviced, SBS will invoice and the Customer agrees to pay, for the excess supplies at SBS's current retail prices then in effect. SBS reserves the right to charge for supplies and freight. Normal yield is defined as the published industry standard yield for the product model covered under this Agreement.

7. ELECTRICAL REQUIREMENTS In order to insure optimum performance of the Equipment, Customer must comply with all Sharp required electrical specifications, including but not limited to use of designated circuit and outlets and required voltage requirements. These power standards are required by UL and/or local safety regulations.

8. CHARGES The initial charge for Maintenance under this Agreement is non-refundable and shall be the amount set forth on the first page of this Agreement. The annual maintenance charge with respect to any renewal term will be the charge in effect at the time of term renewal. Customer shall be charged according to the payment cycle indicated on the front page of this Agreement. Customer shall pay all charges within ten (10) days of the date of the SBS invoice. Past due amounts shall accrue interest at a rate of 1.5% per month. If any Equipment which is subject to this Agreement, or any renewal hereof, is moved to a new SBS service territory, SBS shall have the option of charging the Customer an amount equal to the difference in the published maintenance charges between the current SBS service territory and that of the new SBS service territory (on a pro rata basis). If such equipment is moved beyond any SBS service territory, SBS reserves the right to cancel this Agreement, upon written notice to the Customer, or SBS may charge (and Customer hereby agrees to pay) a fair and reasonable upcharge for continued service. In so doing SBS may take into account the distance to Customer's new location and SBS published rates for SBS's "time and materials", "Per Call" service. SBS reserves the right to increase and/or otherwise modify its service rates and services on each anniversary date of this Agreement.

9. METER READINGS Customer is obligated to provide meter reading(s) in a timely manner upon request. If the Customer fails or refuses to provide the meter reading in a timely manner, SBS may estimate the meter based upon previous billing and service meter readings. The estimated meter will then be applied in the same manner as if the meter had been supplied by the Customer and the Customer agrees to pay any overage charges that may result from the estimated meter reading.

10. TERM This Agreement shall become effective upon SBS's receipt from Customer of the initial non-refundable maintenance charge, as set forth on the first page of this Agreement, or for such Customers that are to be billed in arrears, upon the date indicated in the "Start Date" portion of the first page of this Agreement. The term of this Agreement shall be as specified on the face page of this Agreement. This Agreement shall automatically renew for additional one year periods unless either party provides the other sixty (60) days written notice of termination prior to the end of the initial term, or any renewal term hereunder. In the event that Customer reaches or exceeds the allowance, as specified on the first page of this Agreement, prior to the expiration of the initial term, or any renewal term under this Agreement, Customer hereby agrees to pay SBS the SBS excess meter rate then in effect and same shall apply to all of Customer's excess meter amounts, through the end of the term of this Agreement. For this Agreements (not CPC leases) either party shall have the right during any renewal term, or during any second or third term of a multi-term agreement (if applicable) to terminate this Agreement upon sixty (60) days prior written notice to the other.

11. EVENT OF DEFAULT AND TERMINATION The Customer's failure to pay any amount due under this Agreement, or breach of any other obligation herein shall constitute an Event of Default. Upon an Event of Default, SBS may, in its discretion take any one or more of the following actions: (i) cease performing all Maintenance or any other services under this Agreement; (ii) furnish Maintenance or service upon a prepaid, "Per Call" basis; and/or (iii) terminate this Agreement. Customer shall be obligated to pay any amounts due and owing to SBS within (10) ten days of the expiration or termination of this Agreement. Customer, upon payment of all such amounts due, shall thereafter have no further liability or obligation to SBS whatsoever for any further fees or expenses arising hereunder. In the event SBS terminates this Agreement because of the breach of Customer, SBS shall be entitled to payment for work in progress plus reimbursement for out-of-pocket expenses.

12. INDEMNITY Customer shall indemnify, save and hold SBS, its affiliates, officers, directors, shareholders, employees, agents and representatives and its and their successors and assigns ("SBS Parties") harmless from and against any liability, loss, cost, expense or damage whatsoever caused by reason of any breach of this Agreement by Customer or by reason of any injury, whether to body, property or business or to any other person by reason of any act, neglect, omission or default by Customer. Customer shall defend, at its sole and absolute cost, any action to which this indemnity shall apply. In the event Customer fails to defend such action SBS may do so and recover from Customer in addition, all costs and expenses, including, attorneys' fees in connection therewith. SBS shall be entitled to recover from Customer all costs and expenses, including without limitation, attorneys' fees and disbursement, incurred by SBS in connection with actions taken by SBS or its representatives (i) to enforce any provision of this Agreement; (ii) to effect any payments or collections provided for herein; (iii) to institute, maintain, preserve, enforce and foreclose on SBS's security interest in or lien on the goods, whether through judicial proceedings or otherwise; or (iv) to defend or prosecute any actions or proceedings arising out of or relating to any SBS transactions with Customer. The foregoing provisions of this paragraph 11 shall survive the termination or expiration of this Agreement to the extent permitted by Law.

13. ENTIRE AGREEMENT This constitutes the entire Agreement between the parties relating to the subject matter hereof. Any modification to this Agreement must be in writing and signed by both parties.

14. SUCESSORS AND ASSIGNS; TERMINATION Neither party may assign this Agreement or any of its rights or obligations hereunder, without the prior written approval of the other party, which will not be unreasonably withheld, except that either party may assign its obligations and rights to a wholly owned subsidiary, parent corporation, or entity under the same ownership, operation or control.

15. SEVERABILITY If any provision in this Agreement is held invalid or unenforceable by a body of competent jurisdiction, such provision will be construed, limited or, if necessary, severed to the extent necessary to eliminate such invalidity or unenforceability. The Parties agree to negotiate in good faith a valid, enforceable substitute provision that most nearly affects the Parties' original intent in entering into this Agreement or to provide an equitable adjustment in the event no such provision can be added. The other provisions of this Agreement shall remain in full force and effect.

16. COUNTERPARTS AND FACSIMILE SIGNATURES This Agreement may be executed in several counterparts, each of which shall be deemed to be an original and all of which together shall constitute one Agreement binding on all parties hereto, notwithstanding, that all the parties have not signed the same counterpart. A faxed signature of this Agreement bearing authorized signatures may be treated as an original.

17. WAIVER OF JURY TRIAL ALL PARTIES HERETO IRREVOCABLY WAIVE THE RIGHT TO TRIAL BY JURY

18. JURISDICTION All parties hereby consent to the exclusive jurisdiction of the Federal Courts located in Essex County, New Jersey and the State Courts located in Bergen County, New Jersey in any proceeding arising out of or relating to this Agreement.

19. LIMITATION OF LIABILITY To the extent permitted by Law, in no event shall SBS be liable to Customer for any special, incidental, consequential, or indirect damages, loss of business profits, business interruption, loss of business information arising out of the inability to use the Equipment. The Customer acknowledges that the Maintenance provided by SBS is for the mechanical maintenance of the Equipment only, and that this Agreement does not cover any software, networking or any other connectivity or functionality maintenance, services or support.

20. FORCE MAJEURE SBS shall not be liable to Customer for any failure or delay caused by events beyond SBS's control, including, without limitation, Customer's failure to furnish necessary information; sabotage; failure or delays in transportation or communication; boycotts; embargoes; failures or substitutions of equipment; labor disputes; accidents; shortages of labor, fuel, raw materials, machinery, or equipment; technical failures; fire; storm; flood; earthquake; explosion; acts of the public enemy; war; insurrection; riot; public disorder; epidemic; quarantine restrictions; acts of God; acts of any government or any quasi-governmental authority, instrumentality or agency.

21. NO WARRANTY SBS DISCLAIMS ALL WARRANTIES, EXPESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY, TECHNICAL COMPATABILTY, FITNESS FOR USE, OR FITNESS FOR A PARTICULAR PURPOSE.

22. INSURANCE If the Customer is leasing the equipment, the Customer shall obtain and maintain, at it's own expense, insurance relating to claims for injury and/or property damage (including commercial general liability insurance) based on its use of the equipment, goods and machinery

BURBANK USD MANAGED PRINT SERVICES SOW

STATEMENT OF WORK (SOW)

Sharp Business Systems and Burbank Unified School District

SCOPE OF WORK (SOW) AGREEMENT BETWEEN SHARP BUSINESS SYSTEMS (SBS) AND BURBANK UNIFIED SCHOOL DISTRICT

SUMMARY

Burbank USD ("Burbank USD") and Sharp Business Systems ("SBS") are entering into this Agreement ("Agreement") for the provision of office printing equipment and related support services and supplies ("Services") for its district wide operations. This Statement of Work (referred to throughout as either "SOW" or "Agreement") sets forth the Services and service levels required of SBS by Burbank USD in order to meet its ongoing business requirements. In conjunction with this Agreement, Burbank USD will contract with SBS Leasing for the financing of the equipment naming SBS Leasing as Lessor and Burbank USD as Lessee with SBS named as the vendor or supplier of the equipment. Separate lease schedules will be executed as needed, reflecting groups of equipment that will be delivered to Burbank USD. Burbank USD and SBS may be referred to as "Party" or "Parties" throughout this contract.

PROJECT SCOPE FOR HARDWARE

SBS shall be responsible for the following Services related to Hardware under this Agreement: acquisitions, delivery, installation, end user education, onsite service, and the ordering and distribution/inventory management of all necessary consumables including, but not limited to maintenance kits, for the following types of distributed and central repro print equipment:

- SHARP B&W Multi-function Printers
- SHARP Color Multi-function Printers
- HP B&W Desktop Laser Printers
- HP Color Desktop Laser Printers
- Various Non-Sharp & Non-HP devices in the Print Shop (see equipment list for details)

INITIAL DEPLOYMENT & INSTALLATION

Proposed Process

The following points will be coordinated with Burbank USD's Print Coordinator:

- For all locations, SBS shall deliver new equipment to its warehouse, uncrate it, configure it, prepare it for installation, deliver it to its location, connect it to the Burbank USD network, and test it. Equipment shall be left in a fully operational, networked mode upon completion of installation.
- All equipment acquired during the term of this agreement will meet the following installation time schedules from the time of ordering and include the above noted services. All necessary protocols will be followed: Time schedules needed

ONGOING DEPLOYMENT

For equipment related to the Ongoing Deployment operations the delivery and installation times for the term of the Agreement shall be:

- For all Burbank USD locations within ten (10) working days from date of order by Burbank USD.
- Emergencies will be handled on a case by case basis.

- Notification of all equipment deliveries shall be provided to and coordinated with a Burbank USD onsite contact, when appropriate, a minimum of 24 hours in advance.
- Unless special arrangements are made in advance, these deliveries will take place during the regular work week, Monday to Friday, between 8:30 am (PST) and 3:00 pm (PST). State or federal government recognized photo identification shall be used by all SBS delivery staff.
- SBS shall work with Burbank USD's designated project coordinator to coordinate all deliveries and installations.
- All garbage / packaging resulting from equipment delivery shall be removed from the delivery and installation site in an environmentally responsible manner in accordance with local environmental regulations.
- Burbank USD shall have no responsibility for re-packaging and/or the associated packaging costs for equipment that may have to be moved or returned during the term of the Agreement.
- Equipment/Material deliveries and installations shall be conducted in a manner to minimize the disruption to the Burbank USD's employees work routines and the Burbank USD's operations.

REMOVAL OF EXISTING IMAGE SOURCE EQUIPMENT

To ensure continuous service to the Burbank USD community, SBS shall work with Burbank USD to coordinate the removal of the old equipment from its facilities with the delivery of new equipment with SBS.

For Initial Deployment, SBS shall coordinate with Burbank USD the removal of the Image Source MFP's and printers being replaced by this Agreement. SBS will remove and store all leased equipment at a separate facility with no extra cost to Burbank USD. SBS will coordinate return of the equipment to the lease company at the end of the term. SBS will recycle all district owned equipment upon removal.

EQUIPMENT MOVE REQUESTS

Burbank USD may move or change the office environment from time to time. SBS shall be expected to move the equipment acquired as part of this agreement within ten (10) Business Days' notice and subject to Burbank USD's standard change management processes. Emergencies will be handled on a case by case basis.

Move Pricing:

- Floor to Floor within a Building - Included
- Up to 3 machines- Building to Building rate - Included
- Burbank USD will be charged for moves of more than 3 machines at one time for things such as department relocations, etc. The move rate is $100 per machine.

ADD, MOVE, REMOVE PROCESS

Throughout the term on this agreement, both parties understand that requests will be made to add, move, or remove machines due to standard business reasons. All move/add requests will be managed through the Burbank USD IS HELPDESK, and the IS Acquisitions department.

FLEET, SITE AND EQUIPMENT AVAILABILITY

Availability relates to the fleet as a whole, to each site, and to the individual equipment that comprise the fleet. It is based on the amount of up-time delivered in each month during the aggregate Business Days excepting, as noted below, for any sites and/or equipment requiring 24/7 service coverage.

Availability will be determined based on the total number of Business Day hours in the month minus total down-time incurred during Business Days by the failure of equipment in the fleet as a whole, the collective equipment at each site, and the down-time of equipment. Scheduled preventative maintenance is excluded.

- For example: Availability is based on 173 business hours in one month for each device. Four devices would have 692 business hours of possible uptime in one month. 3.2 hours of downtime for these four devices would calculate to 99.74% uptime.

Multi-function equipment availability will be based on the aggregate availability of each user function during business hours.

For any sites and/or equipment deemed by Burbank USD to require 24/7 service coverage, all targets, coverage times, and reporting will be based on 24/7 x 365 timeframes.

The availability target for the fleet is set at 98%. As noted in section Equipment Reliability, the target is set at 98% for individual equipment.

Failure to meet the availability target of 98% for the overall fleet in any quarter will result in a service credit equal to one month's average billing.

EQUIPMENT RELIABILITY

Reliability of the equipment in the fleet is a direct contributor to the availability of the fleet. Reliability is considered at the equipment level and is based on the number of incidents incurred and the affect they had on availability or up-time. Scheduled preventative maintenance is excluded.

The target for equipment reliability is no more than three (3) service calls in a calendar month or no more than eight (8) service calls in twelve (12) consecutive months per equipment.

Equipment that fails to meet the reliability target will be subject to the following remedies:

- If there are more than three (3) service calls in a calendar month related to a specific equipment or if an equipment is not available at least ninety eight percent (98%) of the time in the month, Burbank USD will have the option of having SBS replace the current faulty equipment with a loaner piece of equipment comparable with equal or greater functionality and/or request a loaner of equal functionality. Abnormal print volume or special projects my impact the performance of the equipment and will be taken into consideration.
- If there are more than eight (8) service calls in twelve (12) consecutive months or if equipment is not fully operational at least ninety eight percent (98%) of the time, Burbank USD may have the option of having SBS swap or exchange the current faulty equipment with a another piece of equipment comparable with equal or greater functionality, and will be mutually agreed upon by both parties.

In either case, if the same model is no longer available, a current model with equal or greater functionality will be required. Any proposed new model is subject to Burbank USD's testing and certification processes prior to any production deployment.

SERVICE LEVEL AGREEMENT (SLA)

SBS shall be responsible for providing the Services described within this SOW for equipment provided by SBS. This includes the normal key operator functions associated with the equipment.

For equipment provided by SBS, warranty / service shall be provided by SBS and shall include all parts, labor, consumable supplies.

When the escalation process (as defined in the Service Response Requirement of this SOW) is triggered through normal operation, the actions and communications shall follow the stated escalation script.

In exceptional cases and at Burbank USD's sole discretion, Burbank USD's point of contact will request that the escalation of the issue in question be initiated by SBS.

SBS's on-site representative shall notify their management team.

SBS's management team shall continue to work with Burbank USD point of contact to continue, for example, the following escalation steps as required.

a) SBS Account Manager
b) SBS Director Enterprise Business Group
c) SBS VP of Service & Operations
d) SBS Regional Branch President

Below are agreed upon guidelines regarding the delivery of Services as applicable in this SOW:

- Burbank USD defines that any issue that reoccurs on equipment that has been worked on within the previous five (5) Business Days to be a continuation of the original call.
- All equipment covered under this SOW will be tagged with a SBS asset ID sticker. Each sticker has a unique asset id number. This number will be used to identify the equipment needing service and must be given to the Burbank USD Help Desk or SBS representative anytime a service call is place. Burbank USD is responsible for making sure that asset ID stickers remain in place.
- Normal service coverage times are defined as the same as SBS's Business Days.
- Any equipment that has been replaced due to service related issues will not extend its contract and will be co-terminus with Agreement regardless of length of service.
- Burbank USD's expectations are that SBS shall have local parts available for most repairs.
- Any equipment replaced, as noted above, will be placed on the exact same term as the original equipment it replaced. All Service and consumables agreements will be co-terminus with the Agreement unless later amended to non-coterminous terms as agreed upon by Burbank USD in writing.
- Any damages to the property caused by SBS, their Sub-SBS(s), or their employees shall be immediately repaired to the satisfaction of Burbank USD and at no cost to Burbank USD. It is required that SBS present proof of being bonded and insured for the Services to be provided according to this Agreement.

SBS shall agree to provide Burbank USD IT security with all necessary personal information and user identification when requesting service accounts. To perform network and application related services SBS requires access to Burbank USD network via an Active Directory account. SBS understands that Burbank USD will require certain information to grant such access. Specifically, SBS shall provide legal name, social security number, and evidence of compliant background investigation in accordance with this Agreement, contact information (voice and e-mall), City, State or area of service if applicable. At no time shall SBS's resources be permitted to share service

accounts. Service accounts will be granted controlled access to specific application/network servers to facilitate installations of print equipment, remote monitoring. In the event a technician leaves Burbank USD account, SBS shall provide notification within 24 hours of departure. Burbank USD requires five (5) Business Days to set up a request for a new ID if applicable.

It is understood that certain processes, programs and software tools may be proprietary to SBS, it will be clearly understood that all data elements such as, but not limited to inventory, asset list, distribution sheets and related print environment support material is and will remain the property of Burbank USD.

Service Escalation Process

Service Level Management
SBS shall be responsible for meeting established service level timelines for response and resolution of service calls. The following will be used for service level measurement in accordance with Burbank USD location within Burbank County.

Measures:

First response - the length of time between the end of the initial call to SBS and SBS's technician contacting Burbank USD's Print Coordinator or site coordinator or client.

Resolution - the length of time between the end of the initial call to SBS and the time at which the issue has been resolved to the end user's satisfaction.

Re-occurrence - any re-occurrence of an issue on the same equipment that has previously been worked on in within the prior One hundred twenty (120) hour period will be re-opened and will be treated as a continuation of elapsed time to resolution. As previously stated, this will be considered a continuation of the same issue.

Service response requirements
The following service level designations pertain only to Burbank USD's Office locations within Burbank County.

Helpdesk / End-User communication	For service calls originated by Platinum Program, within 1 hour by SBS.
High Priority - Within 2 hours	End user impact, non-operational. Technician onsite within 2 hours.
Medium Priority - Within 4 hours	Business Impact, non-operational. Technician onsite within 4 hours.
Low Priority - **4 to 8 hours**	Low Impact, no operational-impeding issues. Technician onsite within 4 to 8 hours.

- SBS shall respond to request for maintenance within 1 hour.
- SBS shall maintain on average, on-site responses time of no more than four (4) hours after receiving request for maintenance
- SBS shall maintain an average repair time of no longer than eight (8) hours after receiving original request for maintenance
- Service parts and components must meet original equipment manufacturers specifications
- SBS assumes all responsibility for hardware performance due to service parts and components
- SBS will assume responsibility for disposal of and recycling of all service parts, packing material

Any failure to meet the service levels specified will result in a credit on the following month's invoice.

VOLUME AND COLOR MANAGEMENT

Volumes, by equipment, will be tracked by SBS using software provided by SBS on a monthly/quarterly basis. Individual equipment volumes will be accumulated at equipment category levels for minimums and overage billing purposes.

CONSUMABLES MANAGEMENT

Consumables provided by SBS for Sharp equipment shall be Original Equipment Manufacturer ("OEM") product only. SBS shall adhere to the following as it relates to management of consumable supplies:

- SBS may use OEM compatible toner for non-SBS equipment.
- Orders for SBS OEM staples can be phoned in.

Burbank USD will provide limited storage space for on-site consumables in key locations for the convenience of SBS and end customers. The on-site consumable inventory will remain the property of SBS. Disposal will be conducted to meet or exceed environmental regulations.

REPORTING

SBS shall be responsible for data capture and generating a status report in a form and containing data elements reasonably acceptable to Burbank USD.

Burbank USD requires the ability / flexibility to generate corporate level reports, by department or logical working group reports as well as usage reports down to the individual user level, and by machine reports.

- **Volume reporting will be a primary focus for Burbank USD. Volume reporting will be done on a per-unit, per category, total B&W, and total color basis.**

Reporting will measure trouble calls, response times, mean time to repair, and note re-occurring calls and/or multiple calls on any particular unit that has exceeded, or is close to exceeding, the service parameters outlined in this SOW.

Reporting will include all print assets managed under this contract, network connected or not, by the organization and by department.

SBS reserves the right to choose or change Reporting software at any time during the contract, but not without first receiving the consent of Burbank USD.

All report data will be maintained for the life of the agreement by SBS unless explicitly approved in writing by Burbank USD for its destruction.

Reporting is provided through a SBS system. General reporting, ratio analysis, and trend reporting will evolve over time as business requirements change and as the software allows. SBS shall be expected to be flexible in addressing these evolving business requirements.

SBS can provide data which may include inventory of equipment, equipment location, in service date, and lease start and end dates as well as impression volumes.

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EVENT OF DEFAULT AND TERMINATION

The Customer's failure to pay any amount due under this Agreement or materially breach of any other obligation herein shall constitute and Event of Default. Upon an Event of Default, SBS may, in its discretion (SP) take anyone or more of the following act ions: (I) cease performing all Maintenance or any other services under this Agreement; (ii) furnish Maintenance or service upon a prepaid, 'per Call' basis; and/or (iii) terminate this Agreement. Customer shall be obligated to pay any amounts due and owing to SBS within (45) forty-five days of the expiration or termination of this Agreement. Customer, upon payment of all such amounts due, shall thereafter have no further liability or obligation to SBS whatsoever for any further fees or expenses arising hereunder. In the event SBS terminates this Agreement because of the breach of Customer, SBS shall be entitled to payment for work in progress plus reimbursement for out-of-pocket expenses.

SUCESSORS AND ASSIGNS; TERMINATION

Neither party may assign this Agreement or any of its rights or obligations hereunder, without the prior written approval of the other party, which will not be unreasonably withheld.

SEVERABILITY

If any provision in this Agreement is held invalid or unenforceable by a body of competent jurisdiction, such provision will be construed, limited or, if necessary, severed to the extent necessary to eliminate such invalidity or unenforceability. The Parties agree to negotiate in good faith a valid, enforceable substitute provision that most nearly affects the Parties' original intent in entering into this Agreement or to provide an equitable adjustment in the event no such provision can be added. The other provisions of this Agreement shall remain in full force and effect.

COUNTERPARTS AND FACSIMILE SIGNATURES

This Agreement may be executed in several counterparts, each of which shall be deemed to be an original and all of which together shall constitute one Agreement binding on all parties hereto, notwithstanding, that all the parties have not signed the same counterpart. A fixed signature of this Agreement bearing authorized signatures may be treated as an original.

JURISDICTION

All parties hereby consent to the exclusive jurisdiction of the Federal Courts located in California and the State Courts located in California in any proceeding arising out of or relating to this Agreement

LIMITATION OF LIABILITY

To the extent permitted by Law, in no event shall either party be liable to the other for any special, incidental~ consequential~ or indirect damages, loss of business profits, business interruption, loss of business information arising out of the inability to use the Equipment. The Customer acknowledges that the Maintenance provided by SBS is for the mechanical maintenance of the Equipment only, and that this Agreement does not cover any software or any other connectivity or functionality maintenance, services or support

FORCE MAJEURE

Neither party shall be liable for any failure or delay caused by events beyond that party's control including, without limitation, failure to furnish necessary information; sabotage; failure or delays in transportation or communication; boycotts; embargoes;;, fuel,; fire; storm; flood; earthquake; explosion; acts of the public enemy; war; insurrect ion; riot; public disorder; epidemic; quarantine restrictions; acts of God; acts of any government or any quasi-governmental authority, instrumentality or agency. In the event of a force majeure event, the party seeking the benefit of this section shall use commercially reasonable efforts to effectuate the terms of this Agreement through alternative means.

INSURANCE

If the Customer is leasing the equipment, the Customer shall obtain and maintain, at its own expense, insurance relating to claims for injury and/or property damage (including commercial general liability insurance) based on its use of the equipment, goods and machinery.

TERM

This SOW covers a five year agreement ("Initial Term"), with the option to continue, terminate or modify at the end of the Initial Term.

This Agreement shall become effective upon SBS's receipt from Customer of the approved and signed Scope of Work. The execution date will be the date indicated in the 'Start Date' portion of the signature page of this Agreement.

At the end of the Initial Term, Burbank USD may choose, at its sole option, to:

a) Allow the Agreement to expire and cease Services, including SBS's support personnel, and return all equipment per the terms of the Lease Agreement between SBS Leasing and Burbank USD.

b) Allow the Agreement to expire and cease Services, including SBS's support personnel and buy out all equipment at Fair Market Value per the terms of the Lease Agreement between SBS Leasing and Burbank USD.

c) Extend the Agreement for twelve (12) months using the same SOW. Pricing is subject to change.

d) Negotiate a new or modified Agreement that includes all or a portion of new equipment and a modified support program with the existing SBS

At Burbank USD's option, any additional new equipment can be co-terminus with the existing five (5) year program, or staggered to end in months after the Initial Agreement lease end date. Additional lease schedules are preferred on a month to month basis.

According to the SBS Leasing lease agreement, all lease schedules will continue on a month-to-month basis after end of the equipment's lease term, if the equipment is not returned to SBS Leasing at the end of the original lease term.

SERVICE COSTING

Equipment	Price Per Page
Multi Function Device	
B & W Cost / Page	$0.00490
Color Cost / Page	$0.04900
Scan Cost / Page	$0.00000
Networked Laser Printer	
B & W Cost / Page	$0.0099
Color Cost / Page	$0.099

- Price per Page base volume allowance to be billed monthly, overages to be billed quarterly.
- CPC rates are based on one 8 ½ - 11 letter size page and legal size documents. Two sided copies/prints as well as 11 x 17, ledger size, documents would count as two pages.
- "Price per Page" is defined as the service, and **all consumables** (excluding paper) required for the operation and maintenance of SBS MFPs and HP laser printers over a five (5) year term. Any and all other service, support, and consumable costs incurred will be the sole responsibility of SBS.
- Paper is not to be included or considered in the cost of consumables for multi-function or printer units.
- The designated internal Burbank USD Printer Coordinator will work with the SBS for on-going management of the program and to coordinate all interaction between SBS and Burbank USD.
- Accurate and up-to-date monthly/quarterly meter readings will be critical to success of a "Price per Page" service program. Non-networked laser devices will be billed at a flat rate or estimated volume as needed.
- On-site coverage will match SBS's normal Business Days. Included in our monthly payment to Burbank USD, SBS shall provide one onsite dedicated service technician for the District fleet and one onsite dedicated service technician for the Print Shop. The schedule of the technicians shall match SBS's normal business days as well as holidays. In the event of any scheduled or unscheduled absence of a technician, SBS shall provide a replacement. SBS shall provide escalation processes to be used as applicable for service issues that vary from SOW specified service levels. Additional charges may apply for service outside of the SOW.
- The office equipment environment at Burbank USD will not remain static for the term of this Agreement. Growth, changing business requirements, and/or new technology will dictate the addition of new equipment.
- All new models of equipment over the term of the agreement may be subject to Burbank USD's testing and certification processes before being approved for implementation into Burbank USD's production environment.

SIGNATURE PAGE

This Statement of Work and Service Level Agreement (SOW) describes the arrangement between Burbank USD (Burbank USD) and Sharp Business Systems (SBS) on this 1st day of August, 2019 regarding the Services provided to Burbank USD by Contractor under this Agreement.

By execution of this Statement of Work the Parties agree to the terms and conditions stated:

Burbank USD	**Sharp Business Systems**
_____	_____
Signature	Signature
Debbie Kukta	_____
Print Name	Print Name
Assistant Superintendent	_____
Title	Title
August 2, 2019	_____
Date	Date

REVISED 7/23/19

Contract # 083116-SEC

Managed Print Services
Sourcewell Cooperative Purchasing Agreement
Quote Provided for:

Burbank Unified School District
Sourcewell Member ID # 11938
David Jaynes – Phone: (818) 729-4473/Fax: (818) 729-4573
Assistant Superintendent, Administrative Services
Burbank Unified School District
1900 W. Olive Ave, Burbank, CA 91506

Prepared by:

Christopher Hart, *Major Account Director* - christopher.hart@sharpusa.com
Michael Badalian, *Major Account Manager*- michael.badalian@sharpusa.com

Sharp Business Systems
12985 Los Nietos Blvd.
Phone: 888-258-2802/Fax: 619-258-1406
www.sharpusa.com

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EQUIPMENT COST STRUCTURE **BOOKMARK NOT DEFINED.**	**ERROR!**

Cover Letter

July 14, 2019

Dear David,

It is with great pleasure that we submit this Sourcewell Cooperative Purchasing Contract proposal to the Burbank Unified School District. Sourcewell's (formerly NJPA) national contract with Sharp Electronics offers national volume pricing on Sharp's complete line of award winning Digital Copiers, Printers, LCD Monitors and Atmospheric Water Generators. The contract is formally bid nationally to save you considerable time while offering the very best national published contract pricing. Eligible members include government entities, education (K-12 and higher education) or non-profit agencies nationwide.

Sharp Business Systems (SBS) is the direct arm of Sharp Electronics in North America. We have offices all over the country, including four in Southern California.
We have put together two proposals that should include immediate cost savings and more importantly, a higher level of support. Sharp devices would replace all Xerox MFPs and HP desktop printers would replace all Xerox desktop printers currently in place. Both options include a check for the remaining stream of payments on your current Xerox/GSG lease.

Proposal Option 1: A complete replacement of all Xerox copiers, printers, and print shop finishing equipment tied to the current lease. Sharp would service all of the replacement devices moving forward (approximately 101 copiers, 226 printers, and 5 finishing machines). The remaining 1,078 Xerox desktop printers owned by the district would remain and continue to be serviced Image Source.
Proposal Option 2: A complete replacement of all Xerox copiers, printers, and print shop finishing equipment tied to the current lease as well as all 1,078 Xerox desktop printers owned by the district. Sharp would service all of the replacement devices moving forward (approximately 101 copiers, 1,304 desktop printers, and 5 finishing machines). Your Image Source contract can be completely cancelled.

We truly believe we offer the best overall solution from a cost saving, technical, and ease of transition standpoint. We have many large K-12 education clients, as you can see from our long list of references. We have entire team of specialists who have experience upgrading and/or swapping out fleets of MFPs for large organizations. The proposal document outlines our plan to utilize this team at BUSD.

We have served many long term clients similar in size and scope to the Burbank Unified School District, such as Pepperdine University, San Diego Unified School District, Glendale Unified School District, San Diego State University, Santa Ana Unified School District, Fillmore School District, and the Los Angeles Department of Water and Power. We have the expertise, staff, and facilities to provide BUSD with state of the art equipment and superior service.

Sincerely,

Chris Hart
Michael Badalian
Mark Meadows

Organizational Profile and Chart

Who We Are

Sharp Business Systems is the direct sales organization of Sharp Electronics Corporation, a $22 billion global technology innovator that employs over 40,000 people worldwide. We have been serving Southern California for 50 years. We currently have 165 employees in Southern California with over 5,000 clients, including many school districts.

What We Do and How We Do It

We provide state-of-the-art technology to our business partners that are comprehensive, flexible and tailored to your needs.

It's not what we do, but how we do it that makes us different. First, we build strong, trusting and long lasting relationships. We believe business is still people doing business with people and it's our people that set us apart from our competition.

Local Support - SBS provides your business with world-class Sharp products and first-rate service while giving you access to local management and account support in the areas of service, IT, billing, sales, product training and more.

National Support - We have the ability to support your organization on a national level with 54 SBS locations in the U.S. that are augmented by a nationwide network of 400 plus authorized Sharp service providers. Our local management and nationwide support makes SBS an outstanding provider for multi-city installations.

Stability

There has been some transition in our industry with dealers and distributors regularly changing manufacturers. Our stability gives clients peace of mind knowing they are dealing with an organization that can take care of them now and in the future.

The Results

By establishing mutually beneficial relationships with our clients, we have been able to save them millions of dollars through creative solutions, inventive ideas and the right mix of technology. SBS prides itself on maintaining a strong customer retention rate and continually gaining new business through client referrals.



Sharp is dedicated to improving people's lives through the use of advanced technology and a commitment to innovation, quality, value, and design. We invite you to find out more about us, the value we place upon Corporate Social Responsibility, our on-going commitment to strong business ethics, and the numerous awards won by our innovative products.



At Sharp Electronics Corporation, a U.S. subsidiary of Osaka-based Sharp Corporation, a company known worldwide for its unique one-of-a-kind electronic products and solutions, our challenge is to create a balance between work time and personal time, with products that can benefit people's lives at work, at home, and everywhere in between. Sharp consumer electronics can enhance your enjoyment, add to your comfort and open new perspectives. Sharp business products can boost your productivity and reduce costs. Sharp products are designed to help individuals, families, and corporate teams connect effortlessly, communicate clearly, and unleash creativity like never before. Sharp is dedicated to improving people's lives through the use of advanced technology and a commitment to innovation, quality, value, and design.

We are proud of our accomplishments and eagerly await the future. We invite you to find out more about us by browsing through Sharp Profile where you will learn about our Business Creed & Business Philosophy, our business operations in North America and how to contact us, the value we place upon Corporate Social Responsibility, and the numerous awards won by our innovative products.

Consumer Electronics Company	Website: www.sharpusa.com
Headquarters: 1 Takumi-cho, Sakai-ku Sakai City, Osaka 590-8522, Japan Founded: 1912	**Company Size:** Consolidated: 50,253 Japan: 24,118 Overseas: 26,135
Corporate Headquarters: 100 Paragon Drive Montvale, New Jersey 07645, USA Established in 1962	**Sustainability Report 2016** ("C-TPAT") Tier III

We resolve business challenges of our customers with innovative technology and solutions through local, caring people and turn our customers into fans by exceeding their expectations.

SHARP®
SHARP BUSINESS SYSTEMS

Sharp Business Systems (SBS) is a direct sales division of Sharp Electronics Corporation. Our SBS branches throughout the U.S. combine the resources of a multi-billion dollar corporation and the value of local representation with local management and community relationships. Our experienced business technology specialists evaluate your current technology environment and document workflow to help improve your company's efficiency, security and bottom-line through our best-in-class products, solutions and support.

Award-winning Sharp MFP's	Aquos Board Interactive Display Systems
Sharp OSA Technology	Digital Signage and Video Wall Systems
Enterprise Content Management	Managed Network Services IT support
Managed Print Services	Facilities Management

- Local accountability and access
- 45,000 square feet of facilities
- Roughly $1M parts and supply inventory
- On Base Diamond Support Partner
- HP, Kyocera and Lexmark authorized dealer
- Personalized client relations
- Live Dispatch
- Less than 4 hour response time
- Proactive maintenance
- Diverse client portfolio

About Sharp Electronics

Thank you for allowing us the opportunity to present this proposal to Burbank Unified School District. We hope the enclosed response exceeds your expectations. We believe that our solution offers the best equipment and facilities management solution possible and will provide the District with significant savings again. We have worked with some of the largest school districts in Southern California to upgrade technology and provide savings. In 2013, we were awarded the San Diego Unified School District contract. We upgraded a fleet of (900) five-year old Ricoh MFDs with brand new machines and saved the district a significant amount of money. The district was so happy with Sharp that they renewed our contract for another five years in 2018.

Enterprise Account Relations

Sharp has had many long and successful relationships with large institutions and school districts. We have provided a detailed description of some of our large West Coast institutions, such as San Diego State University, City of San Diego, San Diego Unified School District, Sharp HealthCare and Scripps Health. We perform various levels of service for these institutions, including MFDs, Managed Print Services, Pro-AV, and OnBase Electronic Content Management. We understand how the procurement process and contracting process can work in these institutions and we customize our solution to meet those needs.

Sharp is also proud to announce that in 2011 we were awarded the new contract for the City of San Diego. Sharp replaced 575 MFPs originally placed by their previous vendor, the incumbent for over 10 years; resulting in substantial savings and upgrade in level of service. They just renewed with us for another five year contract in 2018. We are very proud to call the University of San Diego and San Diego State University clients for the past 20 years. We relish the opportunity to show BUSD all of the features and benefits we have to offer. We can perform a cost analysis study to show you the potential savings of consolidation, early upgrades, and keeping the existing machines in place. We have a long history of success with projects like this. We included just a few examples in our reference section. We look forward to presenting to your team and discussing each scenario in more detail. We plan on leveraging that to save BUSD money and improve efficiency.

Market Approach to Major Accounts

Sharp has an Enterprise Business Group that specifically works on solutions for large institutions such as the Burbank Unified School District. This team knows how to design custom solutions for each major account based on their specific needs. Our market approach is to offer the best possible solution at the best possible price. We believe that Sharp offers best in class products. You have a winning combination when you combine Sharp products and pricing with unparalleled flexibility. Above all, our level of commitment and follow through is what we believe contributes to our incredible success of winning bids and maintaining long-term relationships with satisfied customers. Every company has a market approach for large clients, but not every company is committed to the client for the life of the contract. We give you the same attention and level of service in month 1, month 13, or month 60, of the agreement. We know what it takes to put together a good solution and what it takes to manage an account properly for the life of the partnership.

Our Competitive Advantage

We believe our competitive advantage is our people. Sharp has account managers, service technicians, and management who have been with the company for 10, 15, 20 years, and in some cases even longer. This type of experience and product line knowledge is unheard of in our industry. Our experienced staff can offer the best pricing, value and service levels to our clients. The account manager you start the contract with will be the same contract manager you end it with. We will not rotate in a new account manager every year due to turnover. BUSD will have an account manager who has a 20+ year tenure. That is unheard of in our industry.

What we offer:

- Four large state of the art facilities in Southern California, anchored by a headquarters with $1M + available parts and supplies
- Local company, Live local dispatch for personalized service
- Global technology leader with global resources, national coverage, and wide network of our branches and dealers
- Fortune 250, financially stable and serving Southern California for over 50 years
- Innovative technology and value added services

Sharp's Employee Training

All new hires take part in a full week of "on-boarding" training classes designed to teach employees how to perform and succeed in both client and company environments. We have a strong culture of customer service. We offer extensive training to all of our employees. All of our technicians are factory certified on every machine we offer. Network technicians must also obtain various levels of Microsoft certifications, such as Net+ and A+. Sales staffs obtain various certifications based on hardware and software product awareness and functionality. In addition to our product and technical training, Sharp requires all employees and managers to participate in various HR related training classes mandated on a state and national level.

Sharp's History

• Founded In 1912 • Fortune 250 Public Company • 2017 Annual Revenues: Roughly $22 Billion	• Annual R & D Expense: $1.95 Billion • 40,000+ employees

Since its founding in 1912, our Corporation has endeavored to pioneer new fields and develop original products. Our founder coined the phrase "Make products that others want to imitate" to embody the management concept. In 1912, he invented the Snap belt buckle and three years later brought the mechanical pencil to the market. Since then, Sharp has been on the cutting edge of technology, consistently innovating new appliances, industrial equipment and office solutions, and changing the lives of people around the world.

Beginning with the invention of the Mechanical Pencil, from which the company name is derived, Sharp has introduced a succession of innovative world firsts including the all-transistor desktop calculator, the long-life laser diode, the 14" color TFT LCD unit and the LCD Viewcam. In addition, Sharp developed and manufactured Japan's first radio, television, and microwave oven, electronic calculator with LCD display, solar cell, and electronic organizer and LCD video projector.

Sharp's commitment to the United States marketplace began in 1962. We provide one of the broadest and innovative lines of business products, electronic components, consumer electronics and services world-wide.

In 1972, we entered what was then called the photocopier business. This has grown to include multifunction print devices, related imaging equipment, solutions, accessories, supplies and services. Sharp continues to redefine document technology by offering products that are easy to use, customizable and secure. Sharp aims to always realize its business philosophy. Possessing a "gene of creativity" since its foundation, Sharp will continue to offer one-of-a-kind products as a corporation trusted around the world.

Outstanding Service

Sharp provides a very personalized level of technical and customer service to our clients in the areas of B/W copiers/ printers, data center solutions, full color copier/printers, high-speed copy center solutions, LCD screens and interactive whiteboards, and postage and staffing services. We also provide network print accounting, network scanning solutions, network and IT management services, and document management solutions to improve business processes and increase staff productivity. We currently provide complete facilities management services to clients in our marketplace.

Our Southern California team has 165 local employees. Our team personnel are divided as follows from a role or responsibility perspective:

- 23% Sales
- 37% Service
- 28% Customer Support
- 12% Administration/Operations

Experienced Professionals

Sharp's team of professionals is dedicated to finding ways to improve your business. The Districts dedicated Sharp team brings over 250 years of combined experience in the traditional "copier" arena. Sharp Corporation adds the experience that only a manufacturer can to workgroup multifunction devices, custom report writing, and data conversion.

Philosophy & Guiding Principles

Sharp seeks first to serve, and we operate our business in a way that would make our parents proud. If we commit to something, we follow through; each staff member is empowered to make decisions to benefit our clients. We value long term relationships and will gladly forfeit any short-term gain that would not be in the best interest of our client. In addition, we generously give back to our community because we understand it's the right thing to do.

Diversity and Public Presence

Sharp Corporation is an equal opportunity employer with a commitment to affirmative action and welcomes applications from all qualified candidates. We make special efforts to recruit females, minority groups, and persons with disabilities, disabled veterans and veterans of the Vietnam Era for managerial, professional, technical, administrative, and sales positions. It is the intention of our corporation to grow hand-in-hand with our employees, encouraging and assisting them to reach their full potential. With pride, we provide our employees with an outstanding benefits package that includes low cost medical, dental, prescription and vision care insurance, life insurance, short and long term disability insurance, flexible spending accounts, a company-matched 401K, tuition reimbursement, a company discount on our products, paid holidays and paid time off (vacation and personal days).

On a local level, Sharp contributes and participates in numerous fund raising and awareness events throughout the year. Sharp and its employees participate in the Lee Denim Day Breast Cancer Awareness campaign fundraiser and sponsors blood drives from our facilities to benefit the San Diego Blood Bank. We also participates in the One Warm Coat campaign by setting up collection centers within our facilities to ensure our homeless have warm clothes to wear during the cold season.

Environmentally Friendly (Green Initiatives)

Sharp's dedication to environmental stewardship is a long standing corporate core value demonstrated in our products and our business activities; not a response to the latest trends. Sharp's business philosophy revolves around attaining mutual prosperity with stakeholders by contributing to the culture, benefits, and welfare of people throughout the world. To realize the business philosophy, all employees hold to and follow our business creed, which calls for "Sincerity and Creativity".

Global Technology Leader

Sharp Electronics is a multi-billion dollar global technology innovator that employs over 50,000 people worldwide. Today, we are part of a select group of branches that has been chartered to develop a new standard of office equipment excellence.



Direct with a personalized client relationship

- Established in 1969
- May 2007: Acquired and becomes the flagship branches for Sharp in Southern California
- Over 165 employees servicing Southern California for 50 years.
- OnBase Diamond Support Partner
- Lexmark, HP, and Kyocera service provider and reseller

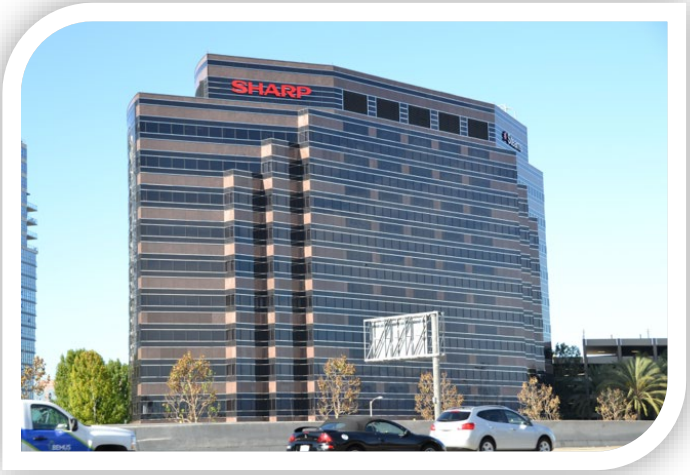


- 50,000 sq. ft. local facilities
- Roughly $1M in parts and supplies in inventory
- Our staffed vehicle fleet and delivery team
- Accountability and decision making at the billion dollar corporation



- Built on the concept that businesses prefer to work with local companies
- Our business model promotes a more personalized client relationship
  - Local access to management
  - Speak to real life, local account support reps
  - Local live dispatch
  - Service and supplies are available near you
  - Contract/billing is managed at the local level
  - Accountability and decision making at the branch level
- Resources of a multi-billion dollar corporation

SBS Orange County – Santa Ana, Ca



SBS Northern California Hub- Pleasanton, Ca



- 160 Employees
- 4 Branches in the Bay Area (Pleasanton, Sacramento, San Jose and San Francisco)
- Headquartered in Pleasanton since 1998
- 56,000 sq ft facility, office and warehouse
- 1.3 Million in parts housed in our Pleasanton Warehouse
- National Leading Service Department, with 47 technicians and an average tenure of 9 years
- Annual business of 34 Million

San Diego	San Francisco
Santa Ana	Pleasanton
Sacramento	San Jose
Simi Valley	Santa Fe Springs
Los Angeles	



Diverse Client Portfolio









































Notable Clients

- San Diego State University
- Western University of Health and Sciences
- Glendale Unified School District
- San Diego Unified School District
- Orange County Superior Court System
- Sharp HealthCare
- University of San Diego
- LPL Financial
- Scripps Healthcare
- Mills College
- City of San Diego
- Netflix
- Monrovia Unified School District
- Valley Care Health System
- Sweetwater School District
- Temple City Unified School District
- Pepperdine University
- Hilton, Hard Rock, Hyatt Regency, Hotel Del, San Diego
- Stearns Lending
- LAX Airport (LAWA)
- Mitchell International
- Santa Ana Unified School District

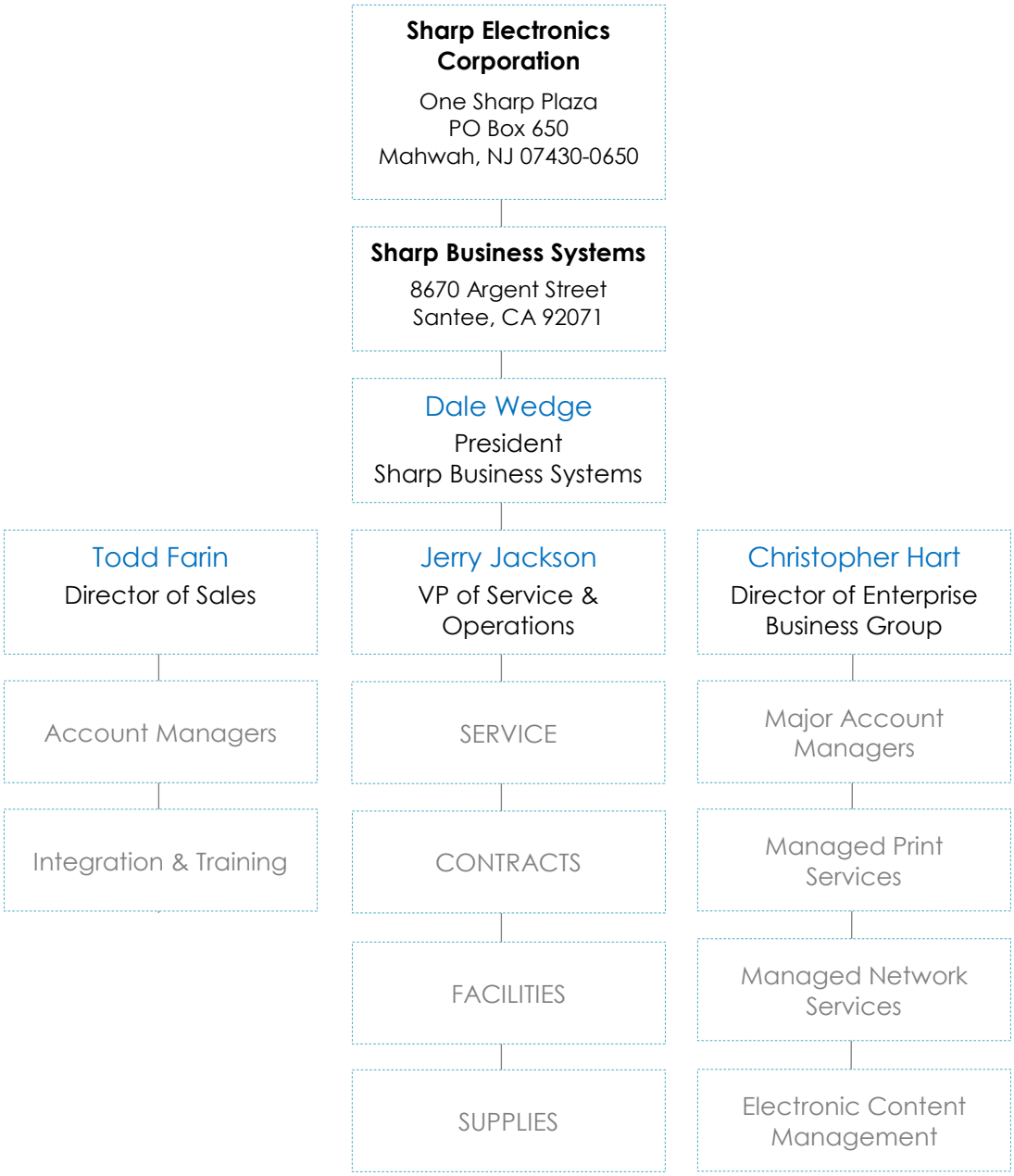
Company Personnel

Sales & Support	888-258-2802
Dale Wedge – President, Sharp Business Systems Southern California	
Christopher Hart – Director, Enterprise Business Group	
Mark Meadows - Los Angeles Branch Sales Manager	
Michael Badalian - Major Account Manager	
Joe Jones - Major Account Manager, Enterprise Business Group	
Anne Beck – MPS Specialist, Analyst, Enterprise Business Group	
Ken Lyons – Color Specialist, Enterprise Business Group	
Jennifer Villa – Trainer, Enterprise Business Group	
Shaun Borja – Software Solutions Manager	

Service & Operations	877-686-5277
Jerry Jackson - VP Service & Operations	
Cherie Wright – Operations Manager	
Tosha Holmes – Contracts Manager	
Ashley McNutt – Logistics Manager	

Service & Supplies Desk	877.686.5277

Organization Chart



Sales & Support Staff Biographies

Dale Wedge, President
Dale leads the business with 30 years of dedicated industry experience. Dale co-owned Aztec Imaging and has been President of Sharp Business Systems since Sharp acquired Aztec in 2007. Dale understands the business needs of our customers and has successfully positioned Sharp as one of Southern California's top value-added solution providers.

Jerry Jackson, VP Service & Operations
Jerry has been with Sharp, formerly Aztec Imaging, for 12 years. Jerry specializes in providing our customers innovative and cost-effective document solutions. His 29 years of industry experience and dedication guarantees exceptional service.

Christopher Hart, Director – Enterprise Business Group
Chris has been with Sharp for 10+ years as the Director of the Enterprise Business Group. Chris coordinates all MPS, ECM, A/V, and hardware installations for major accounts in Southern California. His number one goal is to connect with each client to ensure Sharp consistently provides an unsurpassed customer experience. Major accounts include, but are not limited to: Sharp HealthCare, City of San Diego, LPL Financial, San Diego Unified School District, Los Angeles World Airports, Los Angeles Department of Water & Power and Santa Ana Unified School District.

Mark Meadows, Sales Manager
As the Branch Sales Manager of the Los Angeles region with over 15 years of industry experience, Mark makes ensuring a positive customer experience his number one priority. Mark has been with Sharp since 2012 and coordinates all MFP, MPS, ProAV and software activities relating to Southern California's largest businesses.

Joe Jones, Major Account Manager
Joe Jones, Senior Healthcare Account Manager has 20 years of experience at Sharp Business Systems. Along with his experienced team, Joe manages several hospital and clinic systems in Southern California. Each system has renewed with Sharp Business Systems at least once, and all still choose SBS as their Managed Print Services partner. One system has remained partners with us for over 25 years. Joe's goal is to form symbiotic managed print relationships with his healthcare clients; continually driving down print costs while overseeing and taking care of the day-to-day tasks and challenges that arise.

Michael Badalian, Account Manager
Michael joined Sharp from AVC Office Automation, March 2017 when AVC was acquired by Sharp Electronics. Michael is a valuable asset to our team of professionals, bringing a wealth of knowledge and experience to the Sharp team. He has 30 years of relevant industry experience as a Senior Vice President and market specialist serving education and nonprofit organizations.

Terry Greaves, ECM Manager
Terry has been with Sharp, formerly Aztec Imaging, for over 18 years. He currently manages the ECM department, architecting large OnBase installations with paperless admitting systems at companies like Sharp HealthCare.

Anne Beck, Analyst, MPS Specialist
Anne is a member of the Major Accounts Team specializing in customer care and retention, RFI's, RFP's, account management, diagnostic software support, reporting and analysis. Her integral role involves developing, implementing and managing value added services, e.g. technical support, customized billing architecture, and the customer experience. Anne has been with Sharp Electronics for over 7 years.

Ken Lyons, Production Color Specialist
Ken has 32 years of experience in the copy/print industry, including 8 years as a Production Systems Analyst. His expertise includes production print workflow, design, color management and software solutions. His certifications include IDEAlliance Color Management Professional Master and EFI Fiery Certified Professional.

Jennifer Villa, Integration Specialist & Training Coordinator
Jennifer Villa has been working for Sharp as a corporate trainer for the past 10 years. Jennifer has extensive product knowledge on our full line of MFD's. She specializes in product training from individuals to large groups and provides customer training and support throughout the life of the equipment.

Shaun Borja, Applications Specialist
Shaun has over 15yrs of industry experience and has held a number of different roles during his tenure. Having experience as a Product Specialist & Trainer, Network tech support, Production Print Specialist and now as an Application Specialist, Shaun has a strong understanding of how systems integrate and can provide valuable support in any stage of the project.

SHARP

Sharp Imaging and Information Company of America

Alliance
ACT. ACHIEVE. ASPIRE.

January 9, 2019
Bulletin: #19012

Sharp Earns Coveted Buyers Lab 2019 Copier MFP Line of the Year Award!

Also earned twelve additional awards highlighting outstanding products in multiple categories

Sharp is pleased to announce that it has earned the **Keypoint Intelligence – Buyers Lab** 2019 **Copier MFP Line of the Year** award. Buyers Lab's highly sought-after Line of the Year recognition is awarded to the multifunction printer (MFP) manufacturer whose product line is deemed best overall based on its rigorous two-month laboratory evaluations. Among the many factors considered are reliability, image quality, productivity, ease of use, a host of connectivity attributes and overall value.

Product Line of the Year is the highest level recognition Buyers Lab awards to an MFP manufacturer. In order to qualify, a manufacturer must have models tested by Buyers Lab in various categories, including A3, A4, monochrome and color. Additionally, for all models tested, the vendor must achieve a high number of Pick Awards. Announced twice a year, the Pick Awards acknowledge the products that gave the best performances in Buyers Lab's extensive suite of laboratory tests.

Sharp earned the following Buyers Lab Pick Awards over the past year:

- Outstanding 30 ppm Copier MFP – MX-M3070 (Winter 2019)
- Outstanding 35 ppm Copier MFP – MX-M3570 (Summer 2018)
- Outstanding 40 ppm Copier MFP – MX-M4070 (Winter 2019)
- Outstanding 50 ppm Copier MFP – MX-M5070 (Summer 2018)
- Outstanding 60 ppm Copier MFP – MX-M6070 (Winter 2019)
- Outstanding 90 ppm Copier MFP – MX-M905 (Winter 2019)
- Outstanding 65 ppm Color Copier MFP – MX-6580N (Winter 2019)
- Outstanding 75 ppm Color Copier MFP – MX-7580N (Winter 2019)
- Outstanding Professional High Volume 70-ppm Color Copier MFP – MX-7090N (Winter 2019)
- Outstanding Professional High Volume 80-ppm Color Copier MFP – MX-8090N (Winter 2019
- Outstanding MFP for SMBs – MX-B355W (Winter 2019)
- Outstanding MFP for Mid-Size Workgroups – MX-B455W (Summer 2018)



Sharp Electronics Corporation
100 Paragon Drive | Montvale, New Jersey 07645 | SIICAmktg@sharpsec.com | http://siica.sharpusa.com

Sharp is extremely honored to have earned the coveted distinction of **Copier MFP Line of the Year**. This award, as well as the **twelve Buyers Lab Pick Awards** we have earned over the past year underscore our unwavering dedication to delivering best-in-class solutions that help our customers meet their business needs.

To help get the word out and support your sales efforts, we are preparing a number of promotional materials highlighting the **2019 Copier MFP Line of the Year** award. In the coming weeks, you can expect the following items as well as other promotional initiatives:

- Line of the Year Posters
- Coffee Mugs with the BLI Line of the Year logo
- Line of the Year Pens and Journal Pads

Additionally, award logos and certificates for all awards described in this bulletin are available for download from the Sharp Product Center (www.sharp-pc.com). Be sure to download them for use in your sales activities.

Good selling!

Sincerely,



Shane Coffey
Vice President, Product Management
Sharp Imaging and Information Company of America

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Proposed Equipment

Sharp MX-M5071 (Quantity 39) Replaces the Xerox WC 5945

The Sharp MX-M5071 monochrome Advanced Series workgroup document system offers crisp, high quality output with exceptional ease of use. The monochrome Advanced Series models are designed to provide customers with a seamless, intuitive experience, and the confidence in knowing their jobs will come out right the first time, every time. The monochrome Advanced Series focuses on user operability and draws inspiration from the latest networking and imaging technologies available today, all to create a document system that delivers the productivity you need, with the reliable performance you want.





- 50 page per minute black & white digital MFP system
- Large 10.1" high resolution touch-screen display and fully customizable home screen
- 2 x 550 Sheet Paper Drawers + 100 Sheet Bypass Tray standard with options up to 6,300 sheet supply
- Flexible paper handling system feeds up to 110 lb. cover through the paper and bypass trays
- Standard 150-sheet DSPF Document Feeder
- Fax, Stapling, and Hole-Punch included
- 1200 x 1200 dpi printing provides clear, crisp images even on jobs with fine detail
- Network ready PCL®6 and true Adobe® PostScript®3™ printing systems with direct print function
- 500 GB Hard Drive
- Up to 10 times overwrite protection and convenient End-of-Lease feature

Sharp MX-M6071 (Quantity 45) Replaces the Xerox WC 5865

The Sharp MX-M6071 monochrome Advanced Series workgroup document system offers crisp, high quality output with exceptional ease of use. The monochrome Advanced Series models are designed to provide customers with a seamless, intuitive experience, and the confidence in knowing their jobs will come out right the first time, every time. The monochrome Advanced Series focuses on user operability and draws inspiration from the latest networking and imaging technologies available today, all to create a document system that delivers the productivity you need, with the reliable performance you want.





- 60 page per minute black & white digital MFP system
- Large 10.1" high resolution touch-screen display and fully customizable home screen
- 2 x 550 Sheet Paper Drawers + 100 Sheet Bypass Tray standard with options up to 6,300 sheet supply
- Flexible paper handling system feeds up to 110 lb. cover through the paper and bypass trays
- Standard 150-sheet DSPF Document Feeder
- Fax, Stapling, and Hole-Punch included
- 1200 x 1200 dpi printing provides clear, crisp images even on jobs with fine detail
- Network ready PCL®6 and true Adobe® PostScript®3™ printing systems with direct print function
- 500 GB Hard Drive
- Up to 10 times overwrite protection and convenient End-of-Lease feature

Sharp MX-B455W (Quantity 8) Replaces the Xerox WC 3615DN

The Advanced Series desktop monochrome offer users powerful multitasking features enabling them to quickly execute the ever-changing workflow tasks of today's busy office environments. And with Sharp's industry-leading security features, you can rest assured that your intellectual property is protected from the first day of operation to the time of trade-in.



- 45 pages per minute black & white digital MFP system
- Large 7" high resolution touch-screen display and fully customizable home screen
- Up to 4 x 500 Sheet Paper Drawers + 50 Sheet Bypass Tray
- Flexible paper handling system feeds up to 110 lb. cover through the bypass tray
- Standard 100-sheet DSPF Document Feeder
- Scan documents at up to 110 IPM in B&W and full color
- 600 x 600 dpi printing provides clear, crisp images
- Network ready PCL®6 and true Adobe® PostScript®3™ printing systems with direct print function
- 500 GB Hard Drive
- Up to 10 times overwrite protection and convenient End-of-Lease feature

Sharp MX-376W (Quantity 4) Replaces the Xerox WC 3325DNI

The MX-B376W Advanced Series desktop monochrome document systems deliver crisp, high-quality output with exceptional ease of use. These new models provide customers with an intuitive user experience and the confidence of knowing their jobs will come out right the first time, every time.



- 37 pages per minute black & white digital MFP system
- Large 7" high resolution touch-screen display and fully customizable home screen
- Up to 4 x 500 Sheet Paper Drawers + 50 Sheet Bypass Tray
- Flexible paper handling system feeds up to 110 lb. cover through the bypass tray
- Standard 50-sheet Document Feeder
- Scan documents at up to 50 IPM in B&W and full color
- 600 x 600 dpi printing provides clear, crisp images
- Network ready PCL®6 and true Adobe® PostScript®3™ printing systems with direct print function
- 500 GB Hard Drive
- Up to 10 times overwrite protection and convenient End-of-Lease feature

Sharp MX-M905 (Quantity 3) Replaces the Xerox D95A

The Sharp MX-M905 high-speed monochrome document systems offer advanced technology and features that will streamline your document workflow like never before. From walk-up office environments and corporate workgroups, to Central Reprographics Departments (CRDs) and copy rooms, the MX-M905 provides world-class efficiency with intuitive



- 90 page per minute black & white digital MFP system
- Large 10.1" high resolution touch-screen display and fully customizable home screen
- 2 x 500 Sheet Paper Drawers + Tandem Tray (1) 1,200 sheets, Tandem Tray (2) 800 sheets + 100 Sheet Bypass Tray
- Flexible paper handling system feeds up to 110 lb. cover through the bypass tray
- Standard 250-sheet Dual Scan Document Feeder
- Scan documents at up to 240 IPM in B&W and full color
- Built in OCR to create editable PDFs and Microsoft Office file formats and others
- 1200 x 1200 dpi printing provides clear, crisp images even on jobs with fine detail
- Network ready PCL®6 and true Adobe® PostScript®3™ printing systems with direct print function
- 1 TB Hard Drive
- Retractable QWERTY Keyboard for easy data entry
- Supports the latest Sharp OSA development platform, enabling businesses to easily integrate with network applications and cloud services such as Google Drive, SharePoint, etc
- Up to 10 times overwrite protection and convenient End-of-Lease feature
- Secure access control that support the Active Directory® service, which lets you use the machine's log-on credentials for internal network folders. System administrators can easily keep track of user credentials, which makes for an efficient and highly secure operational environment.

Sharp MX-5071 (Quantity 2) Replaces the Xerox WC 7855 Color

The Sharp MX-5071 Advanced Series color document systems are built using the latest technology available to deliver the performance, features and reliability needed in today's busy workplace environments. These new MFPs are also easy to use and offer enhanced productivity, all to provide customers with a seamless, intuitive experience, and the confidence in knowing their jobs will come out right the first time, every time.





- 50 pages per minute black & white digital MFP system
- Large 7" high resolution touch-screen display and fully customizable home screen
- 2 x 550 Sheet Paper Drawers + 100 Sheet Bypass Tray
- Flexible paper handling system feeds up to 110 lb. cover through the bypass tray
- Standard 150-sheet DSPF Document Feeder
- Scan documents at up to 200 IPM in B&W and full color
- Fax, Stapling, and Hole-Punch included
- Network ready PCL®6 and true Adobe® PostScript®3™ printing systems with direct print function
- 500 GB Hard Drive
- Up to 10 times overwrite protection and convenient End-of-Lease feature

HP Laserjet Pro M404DW (Replaces all Mono Xerox Desktop Phaser Printers)

Printing performance and robust security built for how you work. This capable printer finishes jobs faster and delivers comprehensive security to guard against threats.1 Original HP Toner cartridges with JetIntelligence give you more pages.



- Print speed:Letter: Up to 40 ppm black; First Page Out As fast as 6.4 sec
- Print Resolution:Black (best) 600 x 600 dpi, Up to 4800 x 600 enhanced dpi
- Print Technology Resolution:HP FastRes 1200, HP ProRes 1200, 600 dpi
- Standard Connectivity:1 Hi-Speed USB 2.0; 1 Host USB; 1 Gigabit Ethernet 10/100/1000T network; 1 Wireless 802.11b/g/n
- Wireless:Yes, built-in Wi-Fi 802.11b/g/n
- Standard Memory:128 MB
- Mobile Printing Capability:HP ePrint, Apple AirPrint™, Wireless direct printing, Mopria-certified, Google Cloud Print, Mobile Apps
- Paper Handling:100-sheet multipurpose input Tray 1, 250-sheet input Tray 2; 150-sheet output bin; Optional 550-sheet tray 3
- Display:2-line LCD (text and graphics)

HP Color Laserjet Pro M454DW (Replaces all Color Xerox Desktop Phaser Printers)

Winning in business means working smarter. The HP Color LaserJet Pro M454 printer is designed to let you focus your time where it's most effective-helping to grow your business and staying ahead of the competition.



- 150 sheet output bin
- Easy-access USB port
- Front door release button
- Front door access to HP Jet Intelligence toner cartridges
- Hi-Speed USB 2.0 printing port, USB port for job storage with PIN printing, Gigabit Ethernet LAN port
- 6.9 cm customizable color touch screen
- 50 sheet multipurpose tray 1 supports media sizes up to 216 x 356 mm
- Dual-band Wi-Fi with Bluetooth® Low Energy for easy wireless printing and setup
- Automatic two-sided printing
- 250 sheet tray 2 supports media sizes up to 216 x 356 mm

HP M479FDW

- Print, copy, scan, fax, email, built-in Dual-Band Wi-Fi
- Print speed letter: Up to 28 ppm (black and color)
- Auto duplex printing; Scan to email; 50-sheet ADF; 2 paper trays (standard)
- Best-in-class security - detect and stop attacks

Winning in business means working smarter. The HP Color LaserJet Pro MFP M479 is designed to let you focus your time where it's most effective-growing your business and staying ahead of the competition.

HP Office Laser Multifunction Printers are designed for SMBs and small workteams in larger companies, delivering enhanced productivity, simplified workflows and reduced costs.



Sharp MX-7090N (Quantity 1) Replaces the Xerox C70 in the Print Shop

The new Pro Series MX-7090N and MX-8090N light production color document systems offer proven technology, award-winning features and exceptional image quality at speeds up to 80 ppm. Built with the customer in mind, producing professional-looking documents has never been easier. Organizations, large and small, will benefit from the versatility of the available input and output options.



- 70 pages per minute Color & BW digital MFP system
- Embedded Fiery Color Print Server
- Spectrophotometer included
- Standard 150-sheet Document Feeder
- Scan documents at up to 200 IPM in BW and full color
- Large 15.4" high resolution touch-screen display and fully customizable home screen
- 2 x 500 Sheet Paper Drawers (Adjustable)+ 100 Sheet Bypass Tray
- 2000 Sheet Large Capacity Paper Drawer (Letter)
- 5000 Air-Fed Sheet Large Capacity Paper Drawer (up to 12 x 18)
- 500 Sheet Multi-Bypass
- Flexible paper handling system feeds up to 110 lb. cover through the bypass tray
- Stapling Finisher (100 Sheets) with Hole Punch
- Curl Correction
- 1200 x 1200 dpi printing provides clear, crisp images
- Network ready PCL®6 and true Adobe® PostScript®3™ printing systems with direct print function

Sharp MX-M1205 (Quantity 1) Replaces the Xerox D136 in the Print Shop

From walk-up office environments and corporate data centers to high-volume CRD and copy rooms, Sharp's new top-of-the-line MX-M1055 and MX-M1205 High-Speed and Light Production Monochrome Series provide advanced technology and features that will streamline your document workflow like never before. The MX-M1055 and MX-M1205 have been designed from the ground up to handle the rigorous demands of high-volume environments. With two engine speeds (105ppm and 120ppm), standard networking and flexible configurations these high volume workhorses are a perfect fit where productivity and reliability are essential. A large 15.4" (diagonally measured) high-resolution, touch-screen display offers real-time scan preview with intuitive flick-and-tap editing to help ensure your documents are produced accurately and without waste. With Sharp's micro-fine toner technology combined with 1200 x 1200 dpi print resolution and true Adobe® PostScript®, your business can produce professional-looking monochrome documents with razor-sharp image quality that is also economical. A new paper feed option utilizes air-feed technology, which offers higher reliability and enhanced media capabilities.

- **Plotmatic not shown**



- 120 page per minute BW digital MFP system
- Standard 250-sheet Document Feeder
- Scan documents at up to 200 IPM in BW and full color
- Large 15.4" high resolution touch-screen display and fully customizable home screen
- 2 x 500 Sheet Paper Drawers (Adjustable)+ 100 Sheet Bypass Tray
- 2000 Sheet Large Capacity Paper Drawer (Letter)
- 5000 Air-Fed Sheet Large Capacity Paper Drawer (up to 12 x 18)
- 500 Sheet Multi-Bypass
- Flexible paper handling system feeds up to 110 lb. cover through the bypass tray
- 5000 Sheet Stacker with extra cart
- Stapling Finisher (100 Sheets)
- Post-Process Page Inserter (2-tray)
- Plockmatic Booklet Maker (25 Sheets) with Face Trim Unit
- Curl Correction
- 1200 x 1200 dpi printing provides clear, crisp images
- Network ready PCL®6 and true Adobe® PostScript®3™ printing systems with direct print function

Sharp MX-M1205 (Quantity 1) Replaces the Xerox D125 in the Print Shop

From walk-up office environments and corporate data centers to high-volume CRD and copy rooms, Sharp's new top-of-the-line MX-M1055 and MX-M1205 High-Speed and Light Production Monochrome Series provide advanced technology and features that will streamline your document workflow like never before. The MX-M1055 and MX-M1205 have been designed from the ground up to handle the rigorous demands of high-volume environments. With two engine speeds (105ppm and 120ppm), standard networking and flexible configurations these high volume workhorses are a perfect fit where productivity and reliability are essential. A large 15.4" (diagonally measured) high-resolution, touch-screen display offers real-time scan preview with intuitive flick-and-tap editing to help ensure your documents are produced accurately and without waste. With Sharp's micro-fine toner technology combined with 1200 x 1200 dpi print resolution and true Adobe® PostScript®, your business can produce professional-looking monochrome documents with razor-sharp image quality that is also economical. A new paper feed option utilizes air-feed technology, which offers higher reliability and enhanced media capabilities.



- 120 page per minute BW digital MFP system
- Standard 250-sheet Document Feeder
- Scan documents at up to 200 IPM in BW and full color
- Large 15.4" high resolution touch-screen display and fully customizable home screen
- 2 x 500 Sheet Paper Drawers (Adjustable)+ 100 Sheet Bypass Tray
- 2000 Sheet Large Capacity Paper Drawer (Letter)
- 5000 Air-Fed Sheet Large Capacity Paper Drawer (up to 12 x 18)
- 500 Sheet Multi-Bypass
- Flexible paper handling system feeds up to 110 lb. cover through the bypass tray
- 5000 Sheet Stacker with extra cart
- Booklet Finisher (20 Sheets) with Hole Punch
- Post-Process Page Inserter (2-tray)
- Curl Correction
- 1200 x 1200 dpi printing provides clear, crisp images
- Network ready PCL®6 and true Adobe® PostScript®3™ printing systems with direct print function

Sharp MX-M1205 (Quantity 2) Replaces Xerox D110 devices in the Print Shop

From walk-up office environments and corporate data centers to high-volume CRD and copy rooms, Sharp's new top-of-the-line MX-M1055 and MX-M1205 High-Speed and Light Production Monochrome Series provide advanced technology and features that will streamline your document workflow like never before. The MX-M1055 and MX-M1205 have been designed from the ground up to handle the rigorous demands of high-volume environments. With two engine speeds (105ppm and 120ppm), standard networking and flexible configurations these high volume workhorses are a perfect fit where productivity and reliability are essential. A large 15.4" (diagonally measured) high-resolution, touch-screen display offers real-time scan preview with intuitive flick-and-tap editing to help ensure your documents are produced accurately and without waste. With Sharp's micro-fine toner technology combined with 1200 x 1200 dpi print resolution and true Adobe® PostScript®, your business can produce professional-looking monochrome documents with razor-sharp image quality that is also economical. A new paper feed option utilizes air-feed technology, which offers higher reliability and enhanced media capabilities.

- **Post-Process Inserter not shown**



- 120 page per minute BW digital MFP system
- Standard 250-sheet Document Feeder
- Scan documents at up to 200 IPM in BW and full color
- Large 15.4" high resolution touch-screen display and fully customizable home screen
- 2 x 500 Sheet Paper Drawers (Adjustable)+ 100 Sheet Bypass Tray
- 2000 Sheet Large Capacity Paper Drawer (Letter)
- 5000 Air-Fed Sheet Large Capacity Paper Drawer (up to 12 x 18)
- 500 Sheet Multi-Bypass
- Flexible paper handling system feeds up to 110 lb. cover through the bypass tray
- Stapling Finisher (100 Sheets)
- Post-Process Page Inserter (2-tray) for one of these devices that replace the Xerox D110s
- Curl Correction
- 1200 x 1200 dpi printing provides clear, crisp images
- Network ready PCL®6 and true Adobe® PostScript®3™ printing systems with direct print function

Mimaki CJV 150-160

Mimaki CJV150 Series high-speed, large-format, solvent printer/cutter devices go beyond extraordinary to deliver a wide range of applications. Eco-Solvent inks in a variety of colors including silver, and advanced printing technologies means you can produce anything in a single unit that fits your workflow. Precision cutting capability gives you the ability to deliver custom and short-run items such as labels, T-shirt transfers or package prototypes. With the Mimaki CJV150 Series printers' superb quality, color fidelity and flexibility plus cutting capability you'll go beyond the expected to increase your business and deliver more than your customers can imagine.

- Fast printing speeds up to 605 SqFt (56.2 SqM) per hour
- Cut and print capability on one unit
- High quality print resolution of up to 1,440 dpi



Morgana PowerSquare 224 Bookletmaker – With Automatic Feeder

The Morgana PowerSquare™ 224 is a unique and innovative complete book making system designed for high production environments. In a single machine it combines the four processes of stitching, folding, spine forming and trimming to produce SquareBack™ books up to 224 pages thick. No other book making system offers this flexibility.







Fast, accurate, intuitive, integrated

Fiery® print servers are feature-rich digital front ends (DFEs) that drive a full range of color and black-and-white digital print engines. Fiery DFEs provide constant innovations in color and imaging, productivity, management, and connection — so you can produce high-quality, accurate output; quickly and efficiently.



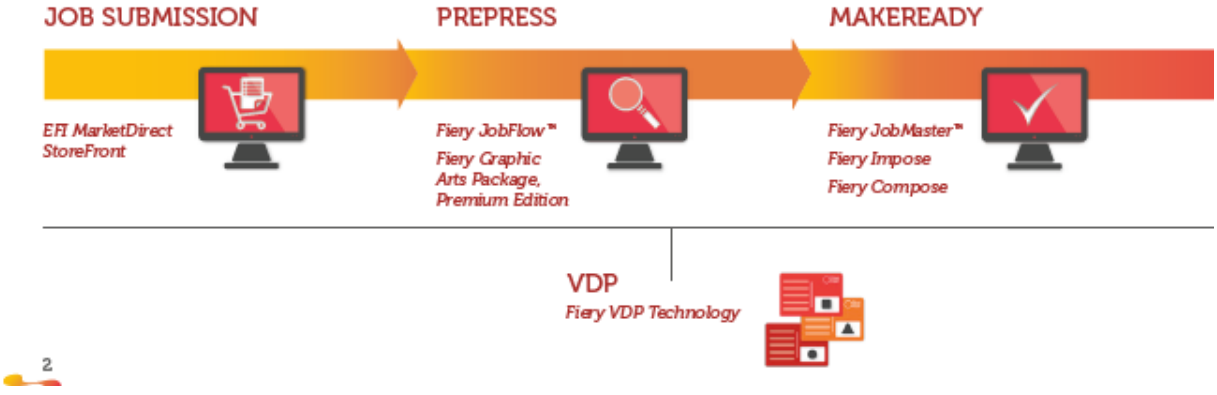
"EFI sets the industry standard

Produce, adapt and grow

The Fiery Workflow Suite products expand the power of Fiery servers, providing solutions for every stage in the print production process. The modular products broaden the server functionality for more advanced color management, automation and job preparation.

You can choose what you need now, and add more as you need to adapt to changing market demands or to grow your business.

Using Fiery Workflow Suite products can reduce labor costs, improve output quality, cut job turnaround time and reduce waste.



2

Standard SLA & Management Services Overview

Sharp Service and Maintenance:

Imaging products are essential business tools; therefore we strive to maximize uptime with truly preventative maintenance programs and quick turnaround time on service calls. Our service standards are second-to-none, including a loaner machine to ensure your department or company is up and running as quickly as possible.

eSupport: Place a service call, order supplies, or submit your meter reading anywhere, anytime. Our online support allows you to take care of business when you need it most
Maintenance: Full coverage maintenance including parts, drums, labor, service calls and scheduled preventative maintenance calls.

Proactive Maintenance: This program can significantly increase your equipment uptime. Our quality assurance kits have been developed for replacement of high usage parts before they wear out. This helps reduce the need for emergency service calls and keeps your business one step ahead.

4-Hour Service Response Guarantee: When your equipment goes down so does your productivity. Our fast, reliable team of service professionals will help your business get back up to speed with our guaranteed 4-hour service response time.

95% Uptime: The Equipment provided will be operational with an average 95% uptime (excluding preventative maintenance time, calculated quarterly) or Sharp will provide a loaner of similar or upgraded features at no additional cost, until your Equipment is repaired.

Service Loaner: If the Equipment provided is deemed inoperable and Sharp is unable to correct the problem, a loaner of similar or upgraded features will be provided at no additional cost by Sharp (including delivery) until your Equipment is repaired.

Supplies:

- Our pricing includes all supplies including toner, developer, dispersant and silicon oil, excluding paper and staples.
- Our factory-certified service professionals use only 100% genuine Sharp parts and supplies for your equipment. Genuine Sharp products ensure genuine Sharp performance.

Supplies and Service Management:

Sharp utilizes MICAS software management that matches the delivery of supplies and services to your needs. Our scalable end-to-end solution incorporates software, hardware, supplies, service, parts, and consultative services to increase efficiencies and drive down costs within your print environment.
With supplies and service management you receive:

- Automated toner fulfillment-all supplies
- Automated Service Alerts: parts, and service delivered to you onsite
- Meter collection and verification

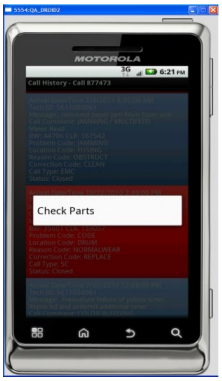
Other Notable Information about Sharp Service and Support

The facilities located in Santee (San Diego),Pleasanton, Ca, and Santa Ana are staffed with a training teams that continuously train our field staff as well as other Sharp certified dealers. The answer to how many hours is not applicable. Our technicians have a defined career path. After initial training the technician joins the in house setup group. After a period of time and many more training hours, a technician can move to Field Level One Technician and then upward as career develops. There is never an end to the training provided. Along with machine training all field technicians receive PDI+, A+ and Network+ certification.

Back-up scheduling is never an issue with Sharp. We have over 65 service technicians in Southern California and can seamless accommodate vacation, illness and training schedule without any negative effect on the customer.

The process: Every technician carries a Smartphone with our service app installed. When a technician is out the supervisor automatically re-routes calls to the alternative service technician. He or she will have the complete history of the machine including recent parts and issues leading to fast repairs and more uptime.

Smart Phone App



SHARP utilizes smart phone technology to track all service calls and to provide our onsite technician with important information.
When a call for service is place it is immediately logged and sent to the assigned service personnel. This gives us the ability to accurately track service response time and repair status. It also gives our Sharp Technician valuable information to make the correct repair. The Technician, even a back-up, knows the complete service and parts history.

Please note that this is our "Standard SLA". We can customize our SLA to meet the requirements of our higher education, healthcare, and other major account clients, such as the Burbank Unified School District.

OSA Technology

Sharp OSA Technology allows MFDs to become portals to key business applications.

With Sharp OSA Connectors you can access:

- Microsoft® Exchange for scanning to e-mail
- Electronic records and corporate database systems
- Centralized fax servers and websites
- Accounting systems
- Document management, cloud-based solutions and workflow systems



- Sharp OSA® Technology extends the MFD feature set…your imagination is the limit!
- Vast upgradeability to protect and enhance your investment
- Sharp OSA Technology lets you personalize the MFD front panel to your workflow
- Simplifies training and deployment
- Integrates with existing business applications using Web Services & .NET

OSA Technology

Our OSA technology offers comprehensive application programming interfaces that encompass all key MFD functions offering complete freedom to implement applications to meet your expanding business requirments.



- Our OSA® Technology extends the MFD feature set…your imagination is the limit!
- Vast upgradeability to protect and enhance your investment
- Our OSA Technology lets you personalize the MFD front panel to your workflow
- Simplifies training and deployment
- Integrates with existing business applications industry standards such a sWeb APIs, Web Services XHTML and the .NET framework

Our OSA® 4x - Cloud or On-Premises
The 4th generation Our OSA technology is cloud ready, enabling your IT department to make intelligent and informed decisions when it comes to solution deployment – cloud or on premise. Enabling secure and scalable communications, Our OSA technology further expands flexibility in how the document workflow and security solutions are implemented.

Our OSA® 3.5 -Network Connected
This third generation technology allows users to interact with network applications faster than ever before—and right from the machine LCD panel! With the ability to personalize applications and processes specific to your business, Our OSA technology can help reduce redundancy and streamline workflow. The Our OSA development platform is scalable, so as your workflow needs change, Our application integration can change as well.

State of the Art Technology

Optimum Device Management

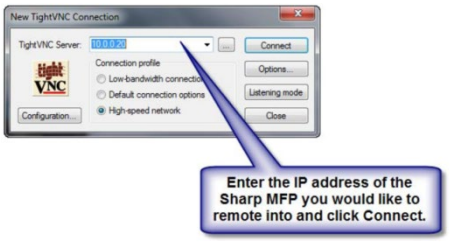
In today's business world, an immense amount of business information is still communicated on paper. This information must be printed, copied, and scanned as a part of the document process. As a result, uninterrupted uptime of MFPs and printers is important to keep up with the speed of business communications. The Sharp device management suite delivers unparalleled control over the administration of Sharp MFPs through intelligent tools. All MFPs and printers in your network are effortlessly managed and monitored so that device uptime can be maximized to ensure the continuous flow of important business communications.

Sharp MFP Home Pages

The Sharp MFP Home Page is an embedded device configuration site that makes it easy for users and IT managers to administer the MFP through a standard web browser. Once authenticated, users can change their profiles and document filing folder settings, as well as maintain their one-touch address keys to quickly distribute scanned documents. From anywhere on the network, IT managers can log in and access the device's status, system, security and network settings, as well as maintain user accounts, specify diagnostic e-mail alerts, clone settings and more. Administrator access can be protected via complex password.

Sharp Remote Front Panel

Sharp Remote Front Panel is a powerful tool that enables users and support staff to remotely view the MFP's operation panel and control its features and functions from anywhere via a network. IT managers can see the same exact screen that the end user is viewing, allowing them to quickly understand issues and take the appropriate actions to solve them. Since IT managers can control the device remotely, this capability helps eliminate a trip to the device to support users, thereby reducing users' wait time.

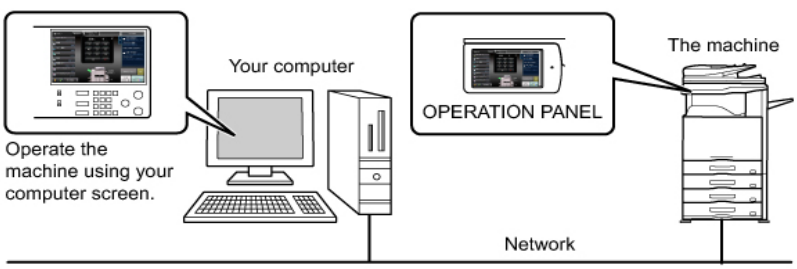


Sharp Remote Device Manager (SRDM)

SRDM is a device management and monitoring tool to facilitate centralized management of sharp MFPs and printers as well as SNMP-compliant printers. From the console, IT managers can view detailed information on each device, such as network connectivity, consumable levels and impression counts. The direct access to remote front panel enables support staff to view and control the LCD panel from anywhere on the network, as well as the ability to review service logs and update firmware. For more intuitive views, and to expedite trouble shooting, devices can be grouped together in the utility by model, department, location, network status, IP address and more. Rapid deployment of MFPs can also be accomplished by distributing print drivers to network clients and cloning the settings of a reference device to other similar models all at the click of a button. Toner level is monitored in 5% increments on select models.

Key features include but are not limited to:

- Manual or automated device discovery
- Remote device monitoring on status and consumables
- Remote device security, network, and system configurations
- Remote access to device's front panel to provide quick user assistance
- Driver distribution to reduce IT support time
- Firmware updates to minimize deployment time
- Device setting and cloning for fast device set up
- E-mail notifications to keep IT administrators aware of critical is



Empowered Communications



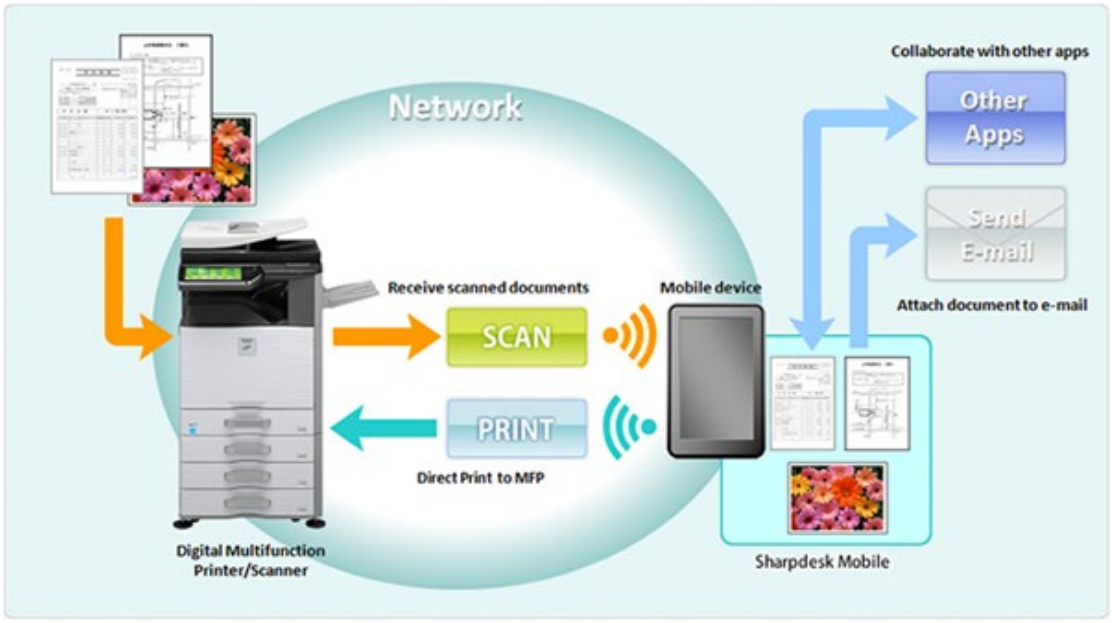
Highly featured smart phones and tablets are increasingly popular communication tools in the business world. According to research conducted by IDC, workers who communicate using mobile devices will account for 37% of the worldwide workforce and three-quarters of the workforce in the United States by 2015 (Mobile Printing Landscape: Transition to Early Adopters, August 2012). Recognizing such rapid adoption of mobile devices in the workplace, Sharp offers applications and options to seamlessly connect mobile workers with their daily business processes. Sharp approaches these solutions with IT professionals in mind, ensuring security and interoperability while maintaining productivity.

Mobile Printing and Scanning

Sharpdesk Mobile enables Windows® 8, Windows® RT, Apple® iOS® and Google® Android™ users to easily print documents from their smartphones or tablets to a Sharp MFP. Users can also scan hardcopy documents from a Sharp MFP directly to their mobile devices for flexible storage and sharing. Scanned files can be shared with other applications or sent as E-mail attachments. Sharpdesk Mobile is available at no cost on the Windows Store for Windows users, Apple App Store for iOS users or Google Play Store for Android users.

Key features include, but are not limited to:

- Print directly to select Sharp MFPs from Sharpdesk mobile applications
- Print from and send documents to other applications such as Evernote®, Cloud Portal Office, and Dropbox®
- Print Web pages and E-mails
- Send documents to others via E-mail
- Store and manage scanned or imported files
- User authentication for printing and scanning to meet IT security measures and track user activities





BUYERS LABORATORY

Reliability Award

BLI
BUYERS LAB
RELIABILITY 2018-2021

Sharp Imaging and Information Company of America

Most Reliable Monochrome Copier MFP Brand

Gerry Stoia
CEO

July 2018

Date

THE LEADING INDEPENDENT GLOBAL DOCUMENT IMAGING PRODUCT TEST LAB

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BUYERS LAB

BLI PaceSetter



Sharp Imaging and Information Company of America

BLI PaceSetter in Ease of Use: Enterprise Devices 2018–2019

Gerry Stoia
CEO

June 2018

Date

THE LEADING INDEPENDENT GLOBAL DOCUMENT IMAGING PRODUCT TEST LAB

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BUYERS LABORATORY

Pick Award



Sharp MX-B455W

Outstanding MFP for Mid-Size Workgroups

Gerry Stoia
CEO

Summer 2018

Date

THE LEADING INDEPENDENT GLOBAL DOCUMENT IMAGING PRODUCT TEST LAB

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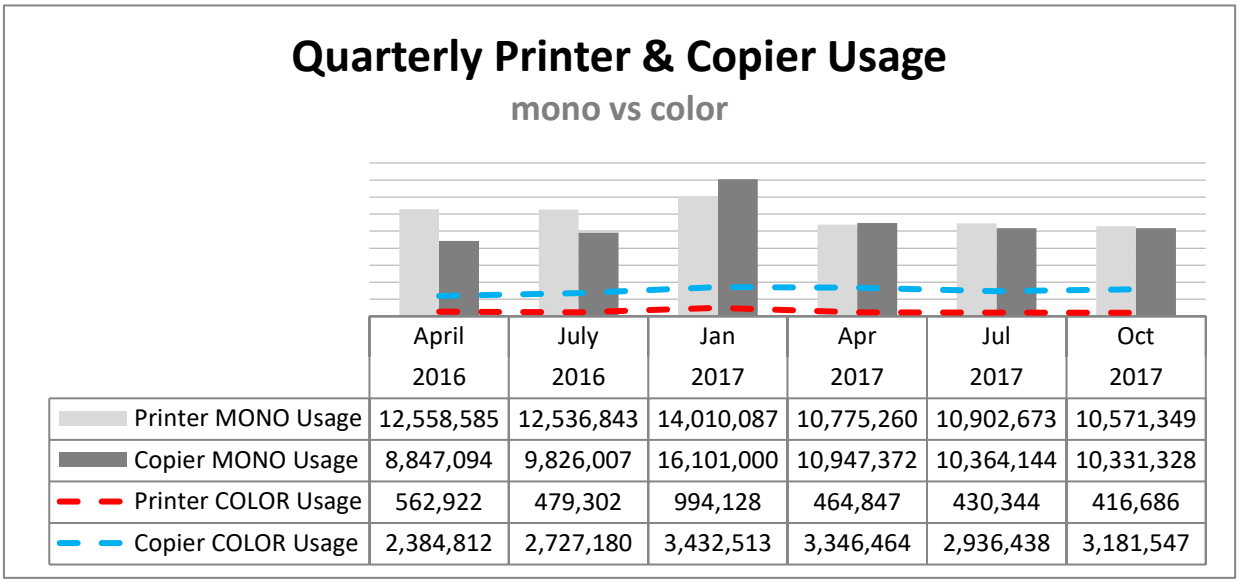
Quarterly/Annual Account Review Process

Sharp Business Systems works to help their customers maximize efficiency and cut down on wasteful printing. Additionally, Sharp seeks to keep contracts reflecting true usage volumes.

With these goals in mind, the Sharp MPS program offers a targeted quarterly review of high print and copier volumes as a part of Sharp's Review system. Sharp Reviews allow customers to better understand their printing environment and to address exceptionally high volumes of both mono and color usage. Sharp, as needed, can continue to right-size fleets, consolidate, move and upgrade devices as well as provide follow up training to help maximize the user experience while facilitating the knowledge and control required for maintaining a low-cost print solution.

Below are snapshots from past reviews:

2017 Quarterly Fleet Usage Report			
Devices	**#of Networked Devices**	**AVG monthly *mono***	**AVG monthly *color***
HP	1,494	3,330,809	138,928
SHARP	1,051	3,249,994	883,486
XEROX	6	47,006	49,157
LEXMARK	2	3,068	0
DELL	1	11	63
Grand Total	**2,554**	**6,630,889**	**1,071,634**



	April 2016	July 2016	Jan 2017	Apr 2017	Jul 2017	Oct 2017
Printer MONO Usage	12,558,585	12,536,843	14,010,087	10,775,260	10,902,673	10,571,349
Copier MONO Usage	8,847,094	9,826,007	16,101,000	10,947,372	10,364,144	10,331,328
Printer COLOR Usage	562,922	479,302	994,128	464,847	430,344	416,686
Copier COLOR Usage	2,384,812	2,727,180	3,432,513	3,346,464	2,936,438	3,181,547

SHARP

QBR Uptime % Report

Sold To Party	
Bill To Party	ACME COMPANY
SO Closing Date Range	08/01/2018 - 10/31/2018

(EQ) Ship to Party	Address Line 1	City	Postal Code	Region	(EQ) Equipment ID	(EQ) Serial No.	(EQ) Model	(EQ) Install Date	(EQ) Last Srv. Date
CARDIAC SURGERY MEDICAL GROUP	4033 3RD AVE	SAN DIEGO	92103	CA	85458516	35035731	MXB402SC	12/20/2013	06/15/2018
CARDIAC SURGERY MEDICAL GROUP	4033 3RD AVE	SAN DIEGO	92103	CA	85465756	CNBCD5Y1FC	HPLJM602N	06/17/2014	10/06/2017
CARDIAC SURGERY MEDICAL GROUP	4033 3RD AVE	SAN DIEGO	92103	CA	85469522	JP8RB79318	HP4700	06/17/2014	10/30/2018
HORIZON HOSPICE	DBA SCRIPPS HOSPITAL	POWAY	92064	CA	85470490	MXCCF570Y9	HPLJM575DN	07/01/2014	02/06/2015
SCRIPPS 4S RANCH	10790 RANCHO BERNARDO ROAD	SAN DIEGO	92127	CA	76727857				
SCRIPPS 4S RANCH	10790 RANCHO BERNARDO ROAD	SAN DIEGO	92127	CA	77349989				
SCRIPPS 4S RA									
SCRIPPS 4S RA									

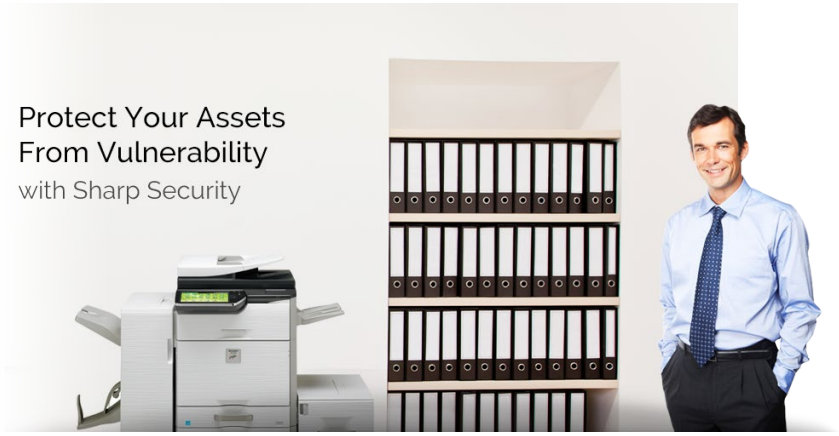
EQ Count	6 AMV B/W	6 AMV Col	12 AMV B/W	12 AMV Col	Total Hrs	Uptime %
	COP	COP	COP	COP		%
1	5746		6920		576	98.9959201
1	119		159		576	100
1	63	324	82	376	576	97.2095197
1	0	0	0	0	576	100
1	2925		3088		576	99.6348958
1	3255	1242	4500	1113	576	98.6721933
1	13197	5610	10307	3230	576	99.7967882
1	23477	5826	24597	6280	576	97.7243056
1	29		19		576	100
1	505	399	526	339	576	100
1	918	1247	709	1139	576	99.0764468
1	4700	3401	5537	3217	576	100
1	3049	3491	2788	3670	576	98.3837963
1	3665	5670	3915	5645	576	100

- (EQ) Ship to Party
- Address Line 1
- City
- Postal Code
- Region
- (EQ) Equipment ID
- (EQ) Serial No.
- (EQ) Model
- (EQ) Install Date
- (EQ) Last Srv. Date
- EQ Count
- "6 AMV
- B/W" COP
- "6 AMV
- Color" COP
- "12 AMV
- B/W" COP
- "12 AMV
- Color" COP
- Total Hours
- Uptime %

Sharp Security

Proven protection for confidential data, device access and network guards

As MFPs and printers become parts of organizations' integrated document workflows and business processes, security becomes a serious concern. Securely managing business and user data is critical for corporations to be successful. Sharp addresses these concerns by providing a suite of integrated security features designed to help protect your information and document assets.



Sharp Secure Network Interface

Sharp MFPs use unique embedded firmware that is not subject to the same virus vulnerability as Microsoft® and Linux® operating systems. Sharp's unique architecture provides no user interface and cannot execute downloaded files or commands sent by an attacker to compromise the system. Our MFPs feature an intelligent network interface that can limit access to specific computers on a network by IP or MAC address, and selectively enable or disable any protocol or service port on each device.





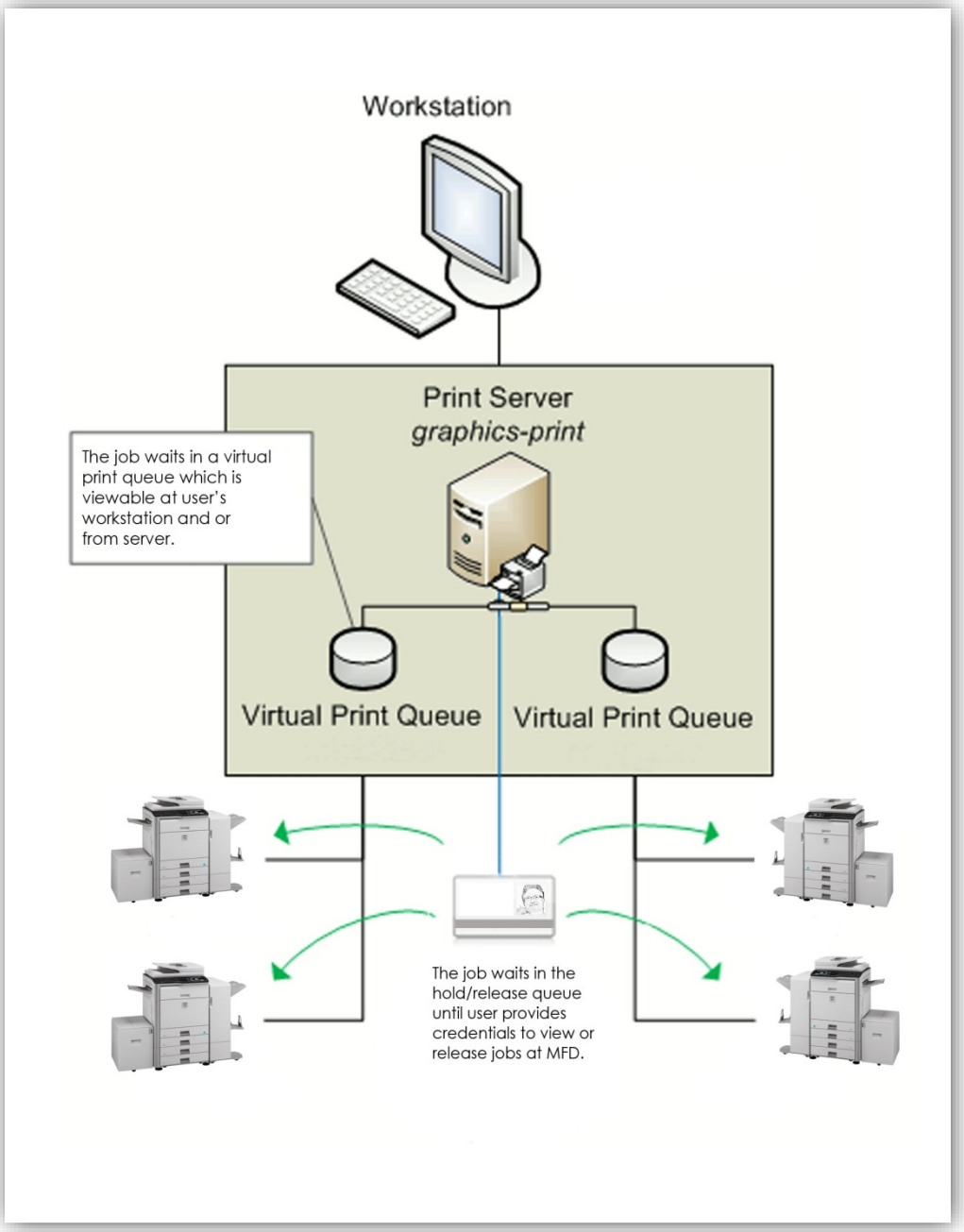
Sharp Security Suite

Protect your organization's critical and confidential data assets with Sharp's multi-layered approach to security that includes an extensive set of standard security features and optional Data Security Kits (DSKs). Standard MFP security coupled with optional DSK security protects and controls the major MFP systems and subsystems (print, copy, scan, fax jobs, network settings, memory components, local user interface). The Sharp data encryption method uses the 256*-bit Advanced Encryption Standard (AES) algorithm on all data before it is written to RAM and the hard disk drive. It also provides overwriting routines (up to 7-times overwrite) to ensure that all information is virtually irretrievable by unauthorized users. In addition, an End-Of-Lease feature ensures that all data is erased before returning, or relinquishing control of the MFP. Sharp MFPs' intelligent network interface provides an extensive set of access and network control security features designed to prevent these threats as well as improper device access.

111

Secure/Follow Me Print

To help protect the District's printed documents from unauthorized viewing, Sharp offers encrypted PDF files for printing and scanning. Sharp's optional "Secure Print" solution will allow end users to print from their computers and retrieve prints from any networked Sharp by authenticating and releasing the prints at the MFD. Authentication can be done by either entering a PIN code or by simply swiping an employee badge at the Sharp MFD. Sharp's scalable security offerings aim to protect your intellectual property, preserve confidential information and help the District meet regulatory requirements.



Training & Communication



- Training will be provided from Day 1 of device installations and ongoing.
- Training can be done in small groups at MFD or in large classroom settings
- Customized Training Flyers to increase end-user communication and participation





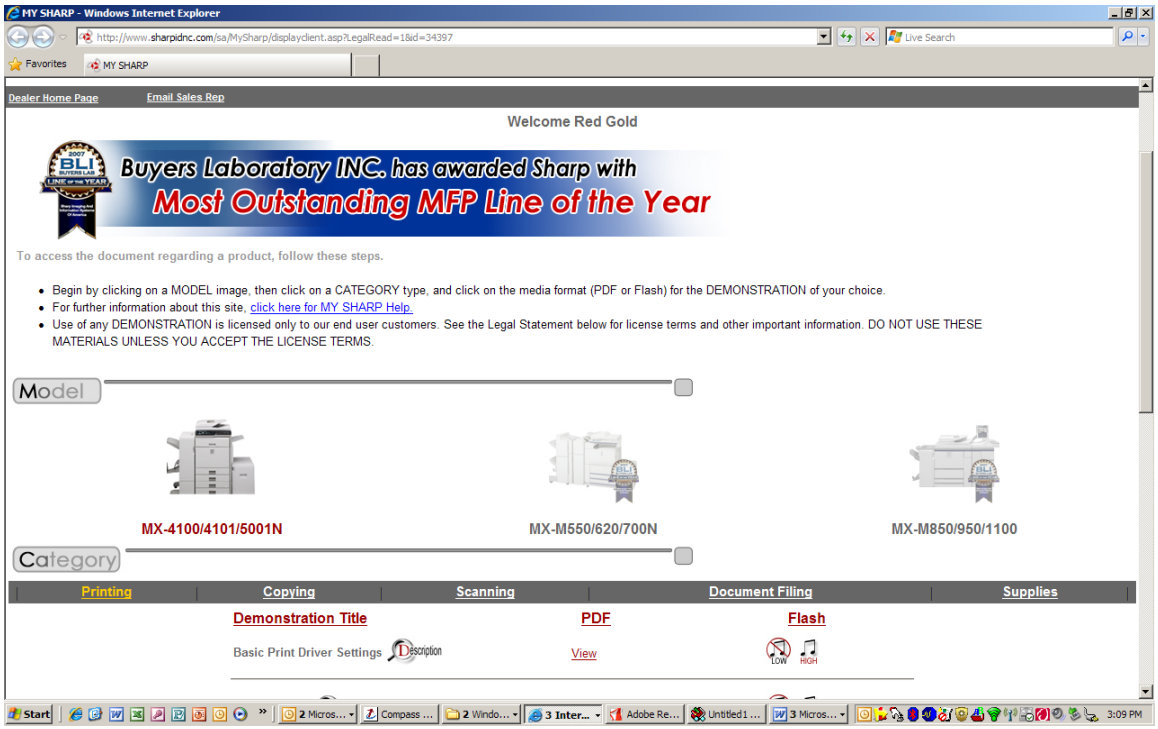
Training

My Sharp

The industry's most innovative on-line support tool, My Sharp, is your personal companion website for product orientation and demonstrations. It offers high-level support in an easy-to-use format. My Sharp features helpful demonstrations on how to use the scan, copy, print and fax capabilities of your Sharp office products, related software applications and the replacement of supplies for those products. Tailored just for you, we customize each My Sharp website to reflect the Sharp products in your office and to suit your organization's current needs and when your organization's needs evolve, My Sharp provides the flexibility to grow.

Benefits

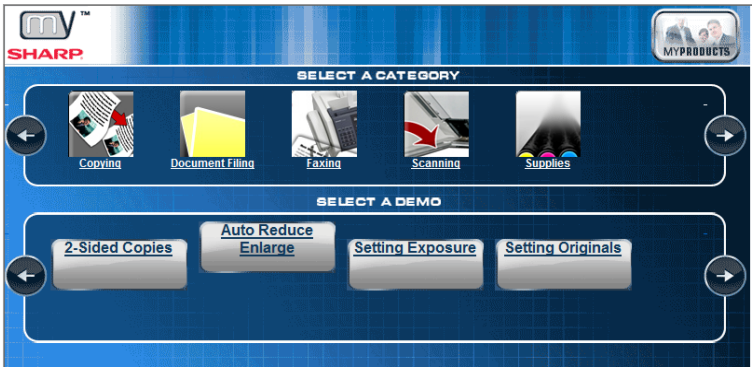
- User friendly demonstrations on how to use your equipment and technology
- You will automatically receive demonstration updates on new functions as they are released
- Access My Sharp online anytime, anywhere
- Train new employees on office products quickly and effectively
- Product features are grouped by category such as as Printing, Copying, Faxing, Scanning, Software and Supplies

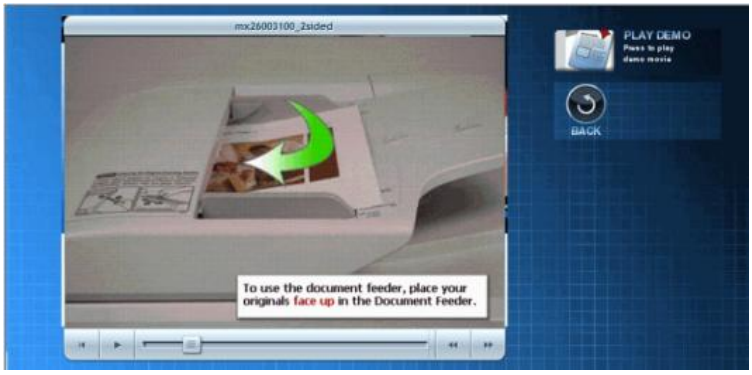


24/7 Client Support – My Sharp

- Accessible on **the front LCD control panel** (most MFP models)
- MySharp™ **provides on-line, on-demand device support and training**





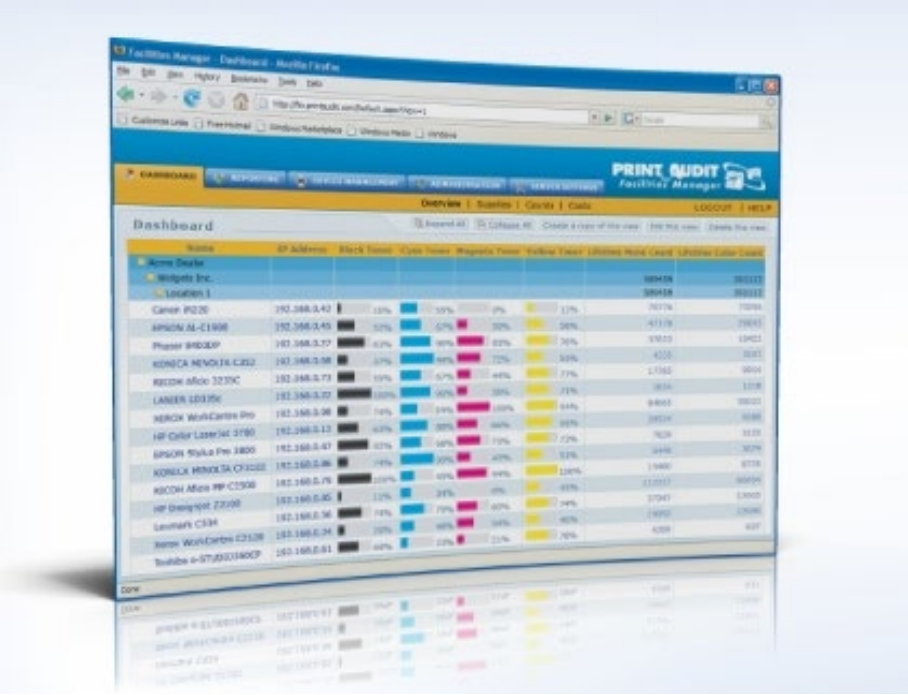


Software - Asset Tracking

Sharp has a proprietary suite of reporting software tools that can aide in managing the fleet of copiers as well as manage and report on Usage per User or Device, Document Trends. Basic components are included and additional components can be purchased in a variety of configurations depending on the needs of your organization. This can improve workflow and reduce costs, by analysis printing on the spot. Access to this data can reside locally or via the web based on your security restrictions and needs.

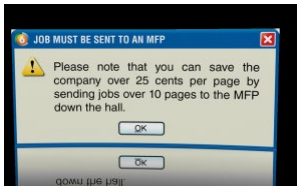
Sharp's remote diagnostic software is powerful, easy to use tool designed to remotely collect usage, automate supplies fulfillment and report service information for managing printer fleets.

The remote diagnostic software has a very small footprint at your location, no hardware installation required and installs onto a single machine at your site. FM allows you to run a multitude of reports or export the data for your own processing.





Sharp's Remote Diagnostic software can be as simple as a reporting tool for device and user usage or can be as complex as rules based printing and recovery



Most organizations are unaware of the large per page difference in cost between print devices. This cost discrepancy can be as much as 500 percent. You can reduce printing costs by up to 75 percent by utilizing the correct devices.



MICAS HAS YOUR BUSINESS COVERED!

"Since Sharp Business Systems started using MICAS, I have one less thing to worry about. Well, maybe four."

What is MICAS?

Machine Intelligence Call Assistance System

MICAS is a Sharp exclusive, cloud-based monitoring service reporting the status of your Sharp MFPs.

MICAS communicates feedback on toner levels, meter counts, alerts and trouble codes to Sharp Business Systems.

MICAS helps maximize your MFPs uptime and minimize any downtime based on data received.



Monthly Meter Reads

Monthly meter reads are a thing of the past. Now you have more time to devote to your business.

Schedule Convenient Service Calls

Arrange preventive maintenance calls, and avert emergency visits.

Automated Toner Replenishment

Before your device runs out of toner, an order will be placed automatically.

Service Technicians Have the Necessary Parts for Repairs

Prepared technician gets you back in business, eliminating return visits.

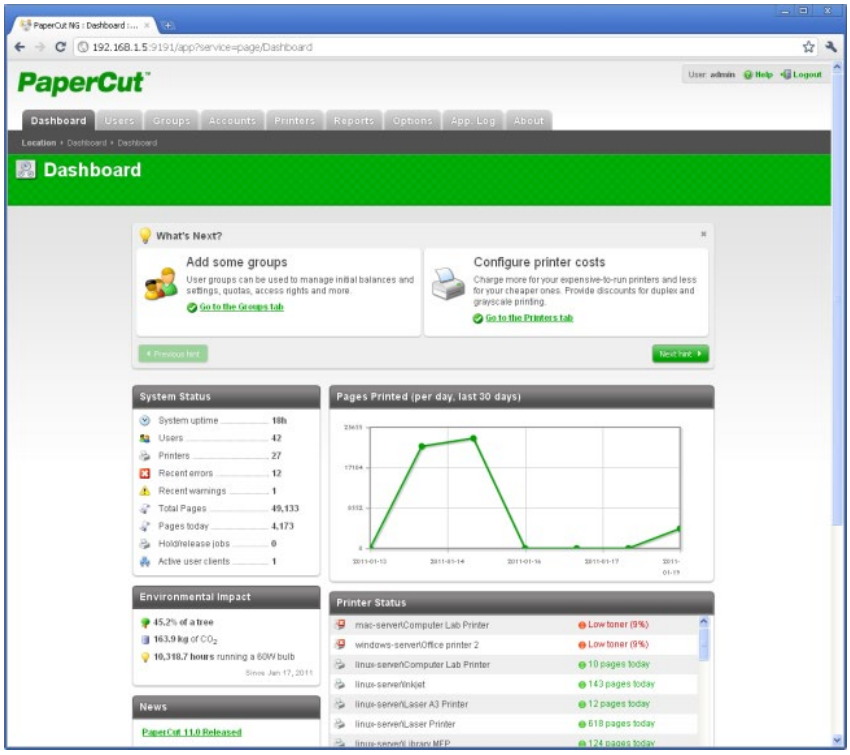
LET MICAS WORK FOR YOU!

Four services rolled up into one...Peace of Mind

Optional Software PaperCut

PaperCut includes a wealth of functionality for tracking and controlling printing. Many sites start with simple goals and will leverage the more advanced features as time goes on. Some features regularly used by education sites include:

- Advanced scripting: Free printing during class time.
- Advanced scripting: Teacher approval of color jobs.
- Advanced scripting: Enforce duplex printing.
- Automatic Active Directory synchronization: make use of existing year level and department groups/OUs.
- Customizable web interface: easily integrate with existing school intranet sit



Optional Software: Drivve

drivve

Capture • Store • Find • Share • Print • Fax • Workflow anywhere

Single Sign-On for your MFP

Drivve has combined the advanced scanning, print management and cost recovery capabilities of its award-winning technology into one, fully secure Single Sign-On solution for your MFP.

Now you no longer need to worry about integrating different products from different vendors. Drivve has made is as easy as it's ever going to get.

The ONLY solution your MFP will ever need...



Fully Encrypted Single Sign-On • **Authenticated Scan to Email, Home-folder & Fax** • Print & Copy Usage Tracking & Reporting • **Advanced Scanning** • Cost Recovery for Printer & MFP Usage • **Scan to MS SharePoint** • Barcode Scanning • **Connect to Backend Business Systems & Applications** • Mobile Printing Support • **Easy to Install, Configure & Administer** • Secure Printing • **Enforce Print & Scan Policies & Rules** • Authenticated Network Folder browsing

Optional Software: Drivve

Key Feature Summary	
Single Sign-On (SSO)	**Usage Tracking & Reporting**
• Supports multiple methods of authentication - ID Cards, PINs, Mobile device apps, network credentials etc.	• Report on all MFP and printer usage, including print, copy, scan, fax and even mobile print jobs
• Provides LDAP / Active Directory sync for user management	• Report by device, by user, by project, by department etc.
• Users only need to authenticate once to access any MFP service, including scan workflows to backend systems	• Over 30 standard report templates capable of generating over 100 report types
• Locks down MFP services to permission based access	
• Supports self registration of ID cards and mobile devices	**Authenticated Scan to Email, Home-folder & Fax**
	• Email scanned documents from personal email accounts
Advanced Scanning	• Support for MS Exchange, IBM Lotus Notes and others
• Browse network folders & auto-create new filing structures	• Access and browse personal address books at the MFP
• Create text searchable documents using powerful OCR	• Automatically scan to home-folders once authenticated
• Create filenames automatically with any input field or data	• NO further authentiaction required
• Index at the MFP or add metadata from backend systems	• Connects to a range of fax servers and services
• Supports blank-page & barcode separation of batch scans	
• Authenticated network folder browsing	**Cost Recovery for print & MFP usage**
• Output in multiple document formats, including PDF, MS Word, MS Excel, RTF, TIFF, JPEG, PDF/A	• Easily build pricing models for different clients, projects, departments, or companies
• Use zonal OCR and regular expressions to automate scan workflows	• Account for staff MFP usage automatically and allow users to alocate costs at the MFP
• Supports multiple methods of authentication - ID Cards, PINs, Mobile device apps, network credentials etc.	• Export data for billing or chargeback as CSV, XML, XLSX, DOCX, RTF & PDF
• Support for job build from document feeders & glass	
• Auto-rotate images as they are scanned	**Scan to MS SharePoint**
• Automatic image Clean-up including de-skew, de-speckle, removal of lines, punch-holes & borders	• Browse SharePoint folders and create new ones automatically of required
	• Connects to hosted SharePoint services as well as in-house
Secure Printing	• Connect directly to MS SharePoint from your MFP
• Release print jobs at any MFP through embedded app	• No need for further authentication
• Release print jobs at ANY print device with any Drivve Print app for smartphones and tablets, or via the Browser UI	• Does not require any software to be istalled on the SharePoint server
• Browser UI for print job release at any MFP or printer	
	Mobile Printing Support
Barcode Scanning	• Print from ANY mobile device to ANY print device
• Use 1D & 2D barcodes to define scan workflows	• Supports over 500 document formats
• Supports multiple barcodes on same page	• Mobile apps for Android & iOS
• Use barcode content for indexing	• Offers guest printing & hospitality hotspot capabilities
	• Submit documents by print app, email or webpage upload
Connect to backend business systems & applications	
• Output to any ODBC compliant database application	**Easy to install, configure & administer**
• Present application meta data on MFP UI for user selection	• Single install wizard and simplified licensing by MFP
	• Automatically discovers MFPs and printers on the network
Print, copy & scan policies & rules	• Configure centrally, deploy remotely
• Force duplex, restrict color etc.	

Value Added Products & Services

Communication Continuum

Document

- ✓ Reduce and control cost
- ✓ Better device management and utilization
- ✓ Better workflow and processes
- ✓ IT can focus on critical functions

Collaboration

- ✓ Physical location no longer a challenge
- ✓ Information seen in real-time
- ✓ All parties can add/edit content
- ✓ Easy sharing of session process and results for future use



Imaging

- ✓ Easy archiving and retrieval
- ✓ Greater workflow optimization
- ✓ Business continuity plan
- ✓ Regulatory compliance
- ✓ Auditing and tracking

Network

- ✓ Optimal network performance
- ✓ Proactive management/monitoring
- ✓ Protect data w a disaster preparedness plan
- ✓ Reduce burden on IT department with an outsourced helpdesk

The Importance of Documents

Business processes ride on paper and digital documents. The ability to quickly move information between paper and digital formats is critical to the smooth operation of most key business processes.

Outdated office equipment can impede the ability to move information leading to increased overhead, slower processes and overall frustration. New office technologies help you speed information quickly through your processes, improving your business.

The results are positive:

- Increased Profit
- Improved Competitive Advantage
- Better Customer Service
- Reduced Legal Risk
- Enhanced Regulatory Compliance

The Increasing Cost of Documents

Office document costs consume an average of 2% of annual revenues according to a recent infotrends study. These costs continue to increase as more information is pushed to the workgroup by email and internet applications. Instead of printing documents centrally, more printing is done at the workgroup level.

With paper usage increasing at over 10% per year, this cost continues to rise. The increased use of color also increases printing and copying costs.

Potential Risks to Security

Without proper security standards in place, your organization could be at risk. Many documents contain sensitive data including client information or corporate secrets. Left unsecured, this information could lead to regulatory compliance violations (HIPAA, GLBA, FACTA) or information theft.

Other documents need to be kept for financial accountability (SOX), audits or legal discovery. With new ediscovery law written in the Federal Rules of Civil Procedure, not being able to produce information in a lawsuit can put you at a substantial disadvantage.



Paper and digital documents drive business processes.

Fast Facts

Organizations spend an average of 2% of annual revenues on office document production

Paper usage grows every year

Use of color is increasing



The Our Security Suite helps ensure your confidential information is protected.

Document Solutions

Streamline the flow of information through your business processes with productivity-enhancing document solutions.

Document Security Solutions protect critical information

Electronic Document Routing Technologies Distribute scanned documents to printers, faxes, emails and network folders.

Electronic Document Management Systems
create a secure, searchable repository of scanned documents Sharp have installed our Electronic Content Management solution at local clients, such as Sharp Healthcare, McMillan Corporation, Poway Unified School District and the feedback has been excellent. No other copier company has an enterprise ECM solution and a full complement of hardware like Sharp.

Integrated Solutions
Sharp transforms your office by integrating the latest multifunction technologies with easy-to-use software solutions. The net results typically include increased productivity, enhanced security and reduced expenses.

- Sharp's Sharepoint Connector
- Seamless Integration with Sharepoint
- User Authentication via Active Directory
- Dynamically select repositories, display shared folders, and columns information

Microsoft Exchange Connector allows scanned documents to be emailed from the Sharp MFP as if they came from the user's desktop Outlook application; Emails sent using the Exchange Connector will appear in the User's "Sent" folder on the their desktop Outlook application. (Requires locally housed Microsoft Exchange Server.)



Reduce your printing costs with our Managed Print Services program.



Drowning in paper? Get control with an OnBase Document Management System.

Microsoft Office SharePoint

Managed Print Services Supplies

SHARP partners with your company to provide convenient methods for ordering supplies for your fleet. You can conveniently call, email or automate.

To automate toner and service delivery, diagnostic software must be installed on your network, and all devices must be networked and actively reporting.

To order by **phone** please call SHARP Supplies desk 877-686-5277

To order by **email**: sbssddispatchsupplies@sharpusa.com

Please have **EQUIPMENT ID** number(s) ready



Service and Supplies ordered for unmanaged devices (without a sticker or equipment ID) will not be available until added to the MPS contract. Please give us a call or email when you add or retire devices to your fleet.

Onsite Facilities Management

- A dedicated FM team to help you focus on your core business at all times
- Cost-effective on-site support without tapping into in-house resources
    - Full-time staff with vacation, sick and personal time
    - Full-time Sharp management and oversight of all FM staff
- SBS's FM support includes:
- Print fleet management and maintenance
- Full-service copy center
- Document management services
- Complete mail room services
- Receptionist services
- Conference room management
- Supply closet management
- Break room maintenance









Sharp's Environmental Policy

Sharp's dedication to environmental stewardship is a long standing corporate core value that's demonstrated in our products and our business activities, not a response to the latest trends.

Sharp's philosophy revolves around attaining mutual prosperity with stakeholders by contributing to the culture, benefits, and welfare of people throughout the world. To realize the business philosophy, all employees hold to and follow our business creed, which calls for "Sincerity and Creativity".
We are proud of the many ways that Sharp is following its business philosophy and business creed of "Sincerity and Creativity" by working to fulfill the environmental and societal aspects of its corporate social responsibility.



Sharp aims to minimize the environmental impact of our products by continually implementing and improving product technologies, designs and programs aimed at environmental conservation, from the materials used in the manufacture and packaging of our products, to their transportation, use and safe disposal at the end of their product life.

In 1995, Our Corporation (SC), Japan, began the process of acquiring ISO environmental management system certification for its production facilities. And in 2004, SC completed the process, with all SC plants worldwide now ISO 14001 certified. Further, in 2002, SC introduced its own Environmental Management System, which adds 49 additional control points for all our plants to supplement those specified by ISO standards.

Sharp is committed to setting new standards for energy efficiency as well as continually improving products and the materials used in their manufacture. We offer a wide range of ENERGY STAR® qualified models, many of which employ patented technology for reducing energy usage without sacrificing reliability. We strive to produce our products and their packaging in an environmentally conscious fashion, incorporating recycled materials and plant-based paints and resins. We design our products for durability, with parts that are easily dismantled for recycling at the end of their long lifetime.

Sharp is Committed to the Environment

At Sharp, we're very passionate about environmental conservation. Our environmentally friendly LCD television manufacturing facility in Kameyama, Japan, features one of the world's largest roof-mounted solar systems. Our appliances and business products are among the industry's most energy efficient. We've long been a world leader in solar cell production. Furthermore, all Sharp factories are working to eliminate waste and greenhouse gases, and achieve other environmental targets in 21 key areas.Saving Energy. Saving Resources. Maximizing Recycling. Minimizing Hazardous Materials. That's the Sharp commitment to the environment.

Sharp divisions in the U.S. and around the world have won numerous awards for corporate responsibility and sustainability, creating products with high environmental performance, developing unique environmental technologies and contributing back to their communities and society at large.

Sharp is committed to setting new standards for energy efficiency as well as continually improving products and the materials used in their manufacture. We offer a wide range of ENERGY STAR® qualified models, many of which employ patented technology for reducing energy usage without sacrificing reliability. We strive to produce our products and their packaging in an environmentally conscious fashion, incorporating recycled materials and plant-based paints and resins. We design our products for durability, with parts that are easily dismantled for recycling at the end of their long lifetime.

In the spirit of building closer ties with the communities in which we work and live, Sharp Electronics Corporation and its employees play an active role in a large number of local efforts. The company is a sponsor of organizations that help children and communities in crisis all over the world, and also contributes to local hospitals and foundations that battle a wide variety of serious illnesses and diseases. Employee participation in annual blood drives and charity fundraising efforts have become company traditions.

Sharp is an annual contributor to several local New Jersey colleges and universities, including support for the construction of the Sustainability Education Center at Ramapo College, a state of the art green building. For more information, visit the Ramapo College website. The company's contributions have helped fund construction of the Mahwah Public Library and The Center for Food Action, both located in Mahwah, NJ, the Sharp U.S. corporate headquarters at the time. Sharp headquarters has since moved to Montvale, NJ.



Sharp's Recycle Policy

Sharp is very passionate about environmental conservation. All of our factories are working to eliminate waste and greenhouse gases, and achieve other environmental targets in 21 key areas.Saving Energy. Saving Resources.Maximizing Recycling. Minimizing Hazardous Materials.



As a part of Sharp's commitment to the environment, Sharp offers our customers a zero waste toner recycling for all consumables, including: cartridges, bottles, toner collection containers and drum units.

STOP, DROP, RECYCLE RECYCLING PROGRAM

- It's free & easy to ship your recyclables in bulk
- We provide all collection and shipping materials
- We provide all shipping and recycling costs
- We further reduce our carbon footprint by more efficiently shipping in bulk (box fits up to 10 cartridges)
- All consumables are 100% recycled with ZERO waste to a landfill

High Volume Recycling	Low Volume Option
• 3 Pre-Addressed, Pre-Paid Our Cartridge Collection / Shipping Boxes • 3 Clear plastic liners • 3 Zip ties **Fed Ex Pick up:** use existing service or call **1-800-GO-FEDEX (3399)** and say "ground pick-up"	• Drop off at any Staples location, Staples will take care of recycling the cartridge at no cost to you. Visit: *storelocator.staples.com* to find a location near you. • Contact our Dealer for more information about their toner consolidation procedure

Cost Structure

Sharp MFP Monthly Lease Options:	
60 Month Equipment Lease Option Payment	$29,950 per month plus tax
• 106 New Sharp MFP to replace all existing Xerox MFPs on lease • 1,304 HP Printers to replace all Xerox desktop devices (owned & leased) • 10 HP Color Desktop MFPs- Model M479FDW • Print Shop finishing machines per Andrea Lamb's recommendations • *Check for remaining stream of payments on existing Xerox/GSG lease • Check for remaining service buyout to Image Source • Storage of all 332 devices on the Xerox/GSG until return	Included
New Sharp MFP Fleet Full Service and Supply coverage cost for images with no minimums. Coverage – includes ALL labor, ALL parts and ALL consumable supplies	$0.0049 per mono image and $0.049 per color image
New HP Desktop Fleet Full Service and Supply coverage cost for images with no minimums. Coverage – includes ALL labor, ALL parts and ALL consumable supplies	$0.0099 per mono image and $0.099 per color image

SBS equipment pricing includes all **set-up, delivery, installation, networking, and unlimited training on all devices.**
SBS service pricing includes all consumable supplies on Sharp MFPs and HP desktop printers, with the exception of paper.

Also included:

- Fix/Repair and maintenance services by professional trained and certified technicians.
- End-user support.
- Management of print devices.
- Monthly electronic meter collection.
- Detailed reporting for print devices.
- On-site dedicated technician
- Preventive maintenance calls.
- Automating toner supply ordering and management for entire networked fleet.

*** Xerox/GSG lease buyout is based on BUSD making May, June, July, August, and September lease payments. Buyout estimated at $316,954 based on May 7, 2019 Buyout to Return quote of $427,177.25 minus 5 additional payments of $22,043.38.**
*** Image Source service buyout based on $51,645.15 quote provided.**

Payment Comparison

Current Situation

Monthly Lease Payment to Xerox/GSG	$24,302.94 includes tax
Monthly Base B/W Payment for Fleet (1,500,000 @ .0039)	$5,850
Monthly Base B/W Payment for Print Shop (1,200,000 @ .0029)	$3,480
Monthly Base Color Payment (9000 @ .049)	$441
Monthly Fee for Onsite Technician ($13,580-$5850-$3,480-$441)	$3,809
Printer & Copier Color Usage Based on 6/3/2019 Invoice	$17,218.06
Service Subtotal	$30,798.06
Service Bill Tax	$3,156.79
Total Xerox Bill	$58,257.79

*actual B/W usage at .0039 was 1,412,967
*actual B/W usage at .0029 was 1,086,388
*actual Color usage at .049 was 104,809

SBS Proposal

Proposed Monthly Lease Payment	$33,019.88 includes tax
Monthly Payment for B/W Fleet (actual usage based on .0049)	$6,923.54
Monthly Base Payment for Print Shop (actual usage based on .0049)	$5,323.30
Monthly Fee for Onsite Technician (no charge)	$0
Printer Usage Based on 6/3/2019 Invoice	$17,218.06
Service Subtotal	$29,464.90
Tax	$906.04
Total SBS Bill	$63,390.82

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: John Paramo, Director, Secondary Education

PREPARED BY: John Paramo, Director, Secondary Education

SUBMITTED BY: Laura Erisman, Administrative Secretary

DATE: August 1, 2019

SUBJECT: Approval of Designation of High School Representatives

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Background:
The California Interscholastic Federation (CIF) governs high school interscholastic athletics, promoting equity, quality, character and academic development. Burbank High School and John Burroughs High School have been member schools in the CIF Southern Section for many years. Within each of the sections of the CIF are leagues to which member schools are assigned. In past years, Burbank High School and Burroughs High School have been part of the Foothill League. Beginning in 2006-2007, the sports programs at the two high schools became part of the CIF Pacific League. The CIF Pacific League includes eight high schools: Arcadia High School, Burbank High School, John Burroughs High School, Crescenta Valley High School, Glendale High School, Hoover High School, Pasadena High School, and Muir High School.

Discussion/Issues:
Education Code 33353 (a) (1) gives the authority for high school athletics to the Board of Education. This Education Code and CIF require that the Board annually approve the CIF representatives for the two high schools. This officially allows the representatives voting privileges in the CIF league. Thomas Crowther, Principal, and Steven Hubbell, Assistant Principal, alternative representative, are designated as the CIF representatives for Burbank High School in the Pacific League. Deborah Madrigal, Principal, and Robyn Anders, Assistant Principal, are designated as the CIF representatives for John Burroughs High School in the Pacific League.

Fiscal Impact:
Designating the principals at the high schools as the CIF representatives will not impose costs to the District.

Recommendation:
John Paramo, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the designation of principals, Thomas Crowther and Deborah Madrigal as the representatives of Burbank High School and John Burroughs High School; and assistant principals Steven Hubbell and Robyn Anders, serving as the designated alternative representative from Burbank High School, and John Burroughs High School, respectively, to the California Interscholastic Federation (CIF) Southern Section, Pacific League, 2019-2020 school year, and to require such representatives to immediately notify the Superintendent of any proposed or pending actions that financially impact the Burbank Unified School District, as presented.

Burbank Unified School District
2019-2020 Designation of CIF Representatives to League

Burbank High School
Thomas Crowther, Principal
902 N. Third Street
Burbank, CA 91502
818-558-4700
818-845-6122 (FAX)
thomascrowther@burbankusd.org

Burbank High School
Steven Hubbell, Assistant Principal, Activities/Athletics
902 N. Third Street
Burbank, CA 91502
818-558-4700
818-845-6122 (FAX)
stevenhubbell@burbankusd.org

John Burroughs High School
Deborah Madrigal, Principal
1920 Clark Avenue
Burbank, CA 91506
818-558-4777
818-846-9268 (FAX)
deborahmadrigal@burbankusd.org

John Burroughs High School
Robyn Anders, Assistant Principal, Activities/Athletics
1920 Clark Avenue
Burbank, CA 91506
818-558-4777
818-846-9268 (FAX)
robynanders@burbankusd.org

Matt Hill, Superintendent
1900 West Olive Avenue
Burbank, CA 91506
818-729-4422
818-729-4550 (FAX)
matthill@burbankusd.org

BURBANK UNIFIED SCHOOL DISTRICT
Office of Human Resources Services

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM : Sarah Niemann, Assistant Superintendent, Human Resources

PREPARED BY: Sarah Niemann, Assistant Superintendent, Human Resources

SUBMITTED BY: Cindy Quiterio, Executive Assistant, Human Resources

DATE: August 1, 2019

SUBJECT: Approval of the Revised Teacher Assignments for 2019-2020

Background:
California has a number of provisions within the Education Code that provide avenues for assignment of certificated employees outside their basic credential authorization. These Education Code options allow local school districts the flexibility to assign teachers to teach subjects other than those authorized by the credential held. Working cooperatively to ensure that the District meets the requirements of the law, school site administrators and Human Resources Services staff monitor each teacher's subject area assignments and credential authorizations.

Discussion/Issues:
The Burbank Unified School District always seeks to hire fully credentialed teachers to teach all subjects. When credentialed teachers are not available, or when there is not a credential offered in a particular subject, some teachers are assigned classes that are outside their credential authorizations. Several options are available to Local Education Agencies to authorize these assignments.

I. As provided for in Education Code §44258.2, persons who hold single subject or standard secondary teaching credentials and have either 12 units or 6 upper division units may teach departmentalized subjects at the middle school level in the area of their earned units with action of the Governing Board and teacher consent. The following certificated employees have met requirements outlined in provisions of Education Code §44258.2 and are authorized to teach the subjects listed which are not named on their credentials.

Name	Subject
None at this time	

II. As provided for in Education Code §44258.3 (a), persons holding a credential, other than an emergency permit, may be assigned to teach any subjects in departmentalized classes in kindergarten or any grades 1 to 12, inclusive, provided that the governing board verifies, that the teacher has adequate knowledge of each subject to be taught and the teacher consents to that assignment.

Name	Subject
Fernando, Gajan	Introduction to Math
Sarquiz, Richard	Government
Valle, Jose	Health

III. The following certificated employees have met requirements outlined in provisions of Education Code §44258.7(b) and are authorized to teach one period of competitive sports which are not named on their credentials.

Name	Subject
Breeden, Bruce	PE/Coaching
Brinton, Joel	PE/Coaching
Card, David	PE/Coaching
Collins, Pamela	PE/Cheer
Colman, Adam	PE/Coaching
Everhart, Gregory	PE/Coaching
Grimshaw, Douglas	PE/Coaching
Klotzle, Justin	PE/Coaching
McMenamin, Patrick	PE/Coaching
Movsessian, Armenia	PE/Coaching
Oganyan, Victoria	PE/Coaching
Peebles, John	PE/Coaching
Phan, John	PE/Coaching

IV. The following certificated employees have met the requirements outlined in provisions of Education Code §44258.7(c) & (d), and are authorized to teach the subject(s) listed which are not named on their credentials.

Name	Subject
Arakelian, Taylor	Physical Education
Carroll, Brett	Physical Education
Jennings, Brendan	Physical Education
Kaloustian, Ohannes Brian	Physical Education

V. As provided for in Education Code §44263, persons who have either 18 upper and lower division units or 9 upper division units may teach subjects in the areas of their earned units. The following certificated secondary school employees have met requirements outlined in provisions of Education Code §44263 and are authorized to teach subjects listed which are not named on their credentials.

Name	Subject
Abrams, Sarah	Math
Bullington, Perry Rex	English
Carlton, Alexandra	Life/Physical Science
Davis, S. Scott	Earth and Space Science
Hodgins, Kathy	English/Math
Knight, Cari	Physical Science
Marquez Carman, Maria	English
Moses, Jennifer	Physical Science
Movsessian, Ara	Physical Science
Salach, Mark	Anatomy/Physiology

Vargas, Theresa	English
Vournas, Anastasia	Earth Science
Wertlieb, Jessica	Social Science

VI. As provided for in Education Code §44865, persons holding a teaching credential based on a bachelor's degree and a teacher preparation program including student teaching may accept the following assignments: home teacher, classes organized primarily for adults, hospital classes, necessary small high schools, continuation schools, alternative schools, opportunity schools, juvenile court schools and county community school. The following certificated employees have met requirements outlined in provisions of Education Code §44865 and are authorized to teach the subjects listed which are not named on their credentials.

Name	Subject
Adult School:	
Bagdasarian, Susanna	ESL
Bennett, Edward	ESL
Bogchalyan, Goar	ESL
Cooney, Margaret	ESL
Creager, Jane	ESL
Fallahi, Edwin	ESL
Gonder, Marguerite	ESL
Hakopyan, Olga	ESL
Jennings, Deanna	Parent Education
Lerner, Lia	ESL
Marashlian, Jacqueline	ESL
Noss, Marianne	ESL
Rodney, John	ELA; Resource Lab
Sardarian, Astghik	ESL
Stephenson, Kathryn	Parent Education
Tutak, Christine	Parent Education
Home Teachers:	
Badders, Randall	General Subjects
Bishop, Darrell	General Subjects
Bonino, Gabriella	General Subjects
Broidy, Heather	General Subjects
Cablao, Stellamaris	General Subjects
Chung, Ruth Kim	General Subjects
Costa, Gene	General Subjects
Davidson, Britta	General Subjects
Dawes, Jacqueline	General Subjects
De Luna, Humberto	General Subjects
Dixon, Joann Michelle	General Subjects
Dodd, Sharie	General Subjects
Esparza, William	General Subjects
Hess-Witucki, Margaret	General Subjects
Kukan, Brian	General Subjects
Medina, Angela	General Subjects
Oliver, Yvonne	General Subjects
Palaski, Jessica	General Subjects

Papavasiliou, Demetrula	General Subjects
Parker, Carlisle	General Subjects
Patterson, Patricia	General Subjects
Seale, Andrea	General Subjects

Name	Subject
Home Teachers:	
Sanchez, Joseph	General Subjects
Shorten, Dana	General Subjects
Stellin, Brittany	General Subjects
Vehuni, Lilit	General Subjects
Wahe, Debra	General Subjects
Wells, Tim	General Subjects
Community Day School:	
Rapp, Trevor	English 11-12, Health, PE, Careers
Lee, Justin	Math, PE, Careers
Gillearn, Jason	Math, PE, Health

Continuation High School:

Goldberg, Michelle	Contemporary Issues, Tolerance Zone, Careers
Holubek, Carol	Contemporary Issues, Health, Agriculture
Kawasaki, Janelle	Social Science Electives, Careers
Kim, David	Contemporary Issues; Personal Development; Psychology
LaMere, Lisa	Nutrition, Contemporary Issues, Careers
Loyd, Brian	Contemporary Issues, Consumer Studies
Petrenco, Tanase	Contemporary Issues
Reeves, Jamie	Contemporary Issues

Independent Learning Academy:

Bowren, Stacy	English, Algebra, Geometry, Spanish, Social Studies
Good, Heather	Biology, Algebra, Geometry, Spanish, Social Studies
Rosa, Brian	Biology, English, Spanish. Social Studies
Lee, Dara	Algebra, Biology, English, Geometry, Spanish

Financial Implications:
None

Recommendation:
Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the Revised Teacher Assignments for 2019-2020, as described per Education Codes §44258.2, 44258.3(a), 44258.7(b), (c) & (d), 44263, 44865 and 44258.7 (c), as presented.

BURBANK UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES SERVICES
2019 COA

The Committee on Assignments met on Wednesday, June 5, 2019 to review the qualifications of persons teaching elective courses outside their credential authorizations. Representing district administration: Sarah Niemann and Sharon Cuseo. Representing teaching staff: Diana Abasta and Jerry Mullady.

Prior to reviewing assignments, members were provided a copy of EC 44258.7 (c), which authorizes the Committee on Assignments and establishes criteria for "Committee" approval. Assignments unanimously approved by all members include:

Jordan Middle School

Mitchell, Christopher — Computer Technology/Exploratory Engineering

He has been teaching the Exploratory Engineering class for two years and Computer classes for more than 21 years.

Fuhr, Amy — Yearbook

Amy has a single subject English credential and will be assigned to teach a Yearbook class based on Title 5 §80005(a) that clarifies the authorization for the subject areas for service in departmentalized classes to allow an individual to be assigned to teach classes that fall within the broad single subject areas.

John Muir Middle School

Prosser, Amy — Yearbook

Amy has a single subject English credential and will be assigned to teach a Yearbook class based on Title 5 §80005(a) that clarifies the authorization for the subject areas for service in departmentalized classes to allow an individual to be assigned to teach classes that fall within the broad single subject areas.

Corey Howard — Exploratory Engineering

Corey has co taught the class for one year and also been involved with the robotics club. He also has demonstrated content knowledge by passing the CSET in Industrial Technology Education.

De Virgilis, Ted — Japanese Go!

Ted has completed a public high school Japanese language class and one semester of Japanese language Syracuse University. Additionally, he has traveled to Japan on four occasions leading America friends and groups in Japanese into rural areas of Japan.

*Bigger, Dena — American Sign Language

Angela has been teaching DHH for five years and therefore she is fluent in American Sign Language and versed in the ASL culture and community.

BURBANK UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES SERVICES
2019 COA

Burbank High School

Carroll, Brett — Physical Education
Teaching advanced chorus for 12 years and will be providing PE credit for students.

John Burroughs High School

Arakelian, Taylor — Physical Education
Teaching advanced marching band for 5 years and will be providing PE credit for students.

Carman, Patrick — Digital Art/Video Art
Patrick has private business experience in the field of digital art and video production.

Jennings, Brendan — Physical Education
Teaching advanced chorus for 7 years and will be providing PE credit for students.

Committee Signatures:

_____ _____
Sarah Niemann Diana Abasta

_____ _____
Sharon Cuseo Jerry Mullady

Burbank Unified School District
Office of the Superintendent

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Matt Hill, Superintendent
PREPARED BY:	Kimberley A. Clark, Executive Assistant to the Superintendent
SUBMITTED BY:	Kimberley A. Clark, Executive Assistant to the Superintendent
DATE:	August 1, 2019
SUBJECT:	Acceptance of Gifts

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

~~a.~~ C & P Properties wishes to donate to the District $1,500 to be used to purchase school supplies for the back to school fair.

b. The Walt Disney Elementary Booster Association wishes to donate to the District $41,985 to be used to help pay for various programs and supplies at Walt Disney Elementary School.

c. CEC Entertainment, Inc. wishes to donate to the District $619.22 to be used to purchase materials and supplies at Walt Disney Elementary School.

d. Angad Singh wishes to donate to the District $200 to be used to purchase materials and supplies at Walt Disney Elementary School.

e. The C.O.O.L. Foundation of Edison Elementary School wishes to donate to the District $30,165.13, which represents the remaining balance of the organization's funds.

f. The Emerson Booster Club wishes to donate to the District $43,755.52 to be used to help pay for various programs and enrichment activities at Emerson Elementary School.

g. The Emerson Elementary PTA wishes to donate to the District $3,250 to be used to pay for the services of an ETMA music teacher at Emerson Elementary School.

h. The Team Jaguar Miller Elementary Boosters wishes to donate to the District $66,037.13 to be used to help pay for various programs and supplies at Miller Elementary School.

i. The Team Jaguar Miller Elementary Boosters wishes to donate to the District $1,699.95 to be used to purchase a laminator and supplies for use at Miller Elementary School.

j. Samuel Engel, Sr., wishes to donate to the District $1,000 to be used to help pay for expenses associated with repair and renovation work at Miller Elementary School.

k. Douglas and Wendy Sontag wish to donate to the District $70 to be used to pay for renovations to the Miller Elementary School auditorium.

l. The Roosevelt Booster Club wishes to donate to the District $400 to be used to purchase technology supplies for the computer lab at Roosevelt Elementary School.

m. The Roosevelt Booster Club wishes to donate to the District $20,000 to be used to pay for labor costs to install auditorium lighting at Roosevelt Elementary School.

n. The Roosevelt Booster Club wishes to donate to the District $10,000 to be used to pay for school supplies at Roosevelt Elementary School.

o. The Roosevelt Booster Club wishes to donate to the District $26,500 to be used to purchase computers, computer carts, and accessories for use at Roosevelt Elementary School.

p. The Benevity Community Impact Fund wishes to donate to the District $465 to be used to purchase materials and supplies at Roosevelt Elementary School.

q. The Boy Scouts of America, Troop 209, wish to donate to the District $2,933.26 to be used to create a storage area for use by Burbank High School band students.

r. Bob's Discount Furniture wishes to donate to the District $2,500 to be used to purchase materials and supplies at Burbank High School.

s. Dunn-Edwards Paint wishes to donate to the District a variety of paints to be used to create a backdrop for the graduation ceremony at Monterey High School.

t. Starbucks Coffee wishes to donate to the District coffee service for the graduation ceremony at Monterey High School.

u. Home Depot wishes to donate to the District plants to be used to decorate the stage for the graduation ceremony at Monterey High School.

v. The Chuck Lorre Family Foundation wishes to donate to the District $90,000 to be used to help pay the salary of a music teacher and purchase instruments.

w. The Burbank Educational Foundation wishes to donate to the District $80,000 to be used to help pay the salaries of elementary music teachers.

x. The Families for Stevenson Booster Association wishes to donate to the District $67,000, which represents the remaining balance of the organization's funds.

TO: Board of Education / Superintendent

Consent 8/1/2019

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

SUBJECT: Certificated Personnel - Report Number 19 - 20 - 02. 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
HARVEY, SAMANTHA	Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100		began service 12/7/2018	7/11/2019
Human Resources	Substitute Teacher	01.0-65000.0-57700-11100-1160-7440000	100			

ELECTION: PROBATIONARY	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
JAIMES, INGRID	Coordinator Special Education	01.0-65000.0-50010-21000-1311-7440000	90	RA:005 - ST:005		8/2/2019
Special Education	Coordinator, Special Eduation -	01.0-00000.0-00000-21000-1311-7440000	10	STP: $2662		
CHOI, WOORE	School Nurse	01.0-00000.0-00000-31400-1216-7720000	60	RA:005 - ST:01		8/5/2019
Health Services	School Nurse - FTE:100%	01.0-56400.0-00000-31400-1216-7728000	40			

ELECTION: TEMPORARY	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
EDWARDS, AMBER	Elementary Teacher	01.0-00000.0-11100-10000-1110-2090000	100	RA:001 - ST:08		8/5/2019
Mc Kinley Elementary School	Elementary Teacher - 2nd grade -					5/22/2020
GOLEMAN, KIMBERLY	Elementary Teacher	01.0-00000.0-11100-10000-1110-2130000	100	RA:001 - ST:03		8/5/2019
Providencia Elementary School	Elementary Teacher - First grade -					5/22/2020
SCOLARI, GIANNA	Elementary Teacher	01.0-00000.0-11100-10000-1110-2020000	100	RA:003 - ST:05		8/5/2019
Thomas Edison Elementary School	Elementary Teacher - FTE:100%					5/22/2020

CHANGE OF ASSIGNMENT	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
BAUER, SARA	Elementary Teacher	01.0-01500.0-00000-21300-1910-7420000	100	RA:005 - ST:14	Return to regular assignment	8/5/2019
Stevenson Elementary School	Curriculum Specialist - FTE:100%					12/31/2019

CERTIFICATED PERSONNEL

CONSENT 8/1/2019

ELECTION: SUB SCHOOL NURSE	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE / ENDING DATE
AMADO, GENNA Health Services	Sub: Nurse Sub School Nurse	01.0-00000.0-00000-31400-1260-7720000	100			8/12/2019 5/22/2020
ARMSTRONG, CAROLINE Health Services	Sub: Nurse Sub School Nurse	01.0-00000.0-00000-31400-1260-7720000	100			8/12/2019 5/22/2020
ARMSTRONG, CAROLINE Health Services	Sub: Nurse Sub School Nurse	01.0-00000.0-00000-31400-1260-7720000	100			8/12/2019 5/22/2019
DELANTER, MAGYAN Health Services	Sub: Nurse Sub School Nurse	01.0-00000.0-00000-31400-1260-7720000	100			8/12/2019 5/22/2020
GARCIA, MARIA Health Services	Sub: Nurse Sub School Nurse	01.0-00000.0-00000-31400-1260-7720000	100			8/12/2019 5/22/2020
GODOY-TRAVIEOSO, PATRICIA Health Services	Sub: Nurse Sub School Nurse	01.0-00000.0-00000-31400-1260-7720000	100			8/12/2019 5/22/2020
HARRIS, JULIE Health Services	Sub: Nurse Sub School Nurse	01.0-00000.0-00000-31400-1260-7720000	100			8/12/2019 5/22/2020
PAYO, BRENNA Health Services	Sub: Nurse Sub School Nurse	01.0-00000.0-00000-31400-1260-7720000	100			8/12/2019 5/22/2020
PROVAN, HOLLY Health Services	Sub: Nurse Sub School Nurse	01.0-00000.0-00000-31400-1260-7720000	100			8/12/2019 5/22/2020
SPANGLER, BRIDGET Health Services	Sub: Nurse Sub School Nurse	01.0-00000.0-00000-31400-1260-7720000	100			8/12/2019 5/22/2020

ELECTION: LONG TERM SUBS	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE / ENDING DATE
GREEN, JOHN Human Resources	Long Term Sub Teacher Substitute Teacher	01.0-00000.0-11100-10000-1160-3220000	100	Salary Rate: $170.00		8/12/2019 9/20/2019
SEYMOUR, DREW Human Resources	Long Term Sub Teacher Substitute Teacher	01.0-00000.0-11100-10000-1160-4320000	100	Salary Rate: $279.02		8/5/2019 10/8/2019

BURBANK UNIFIED SCHOOL DISTRICT
Personnel Report No. 19-20-02

August 1, 2019
Certificated - Hourly

Name	Program/Site	Task/Project	Type	Rate	Hour Cap	Applicable Payrolls
Allahverde, Armineh	Harte CC	Summer assignment	Hourly	$19.66	224	July - August
Artonian, Angela	Roosevelt ATB	Summer assignment	Hourly	$21.67	224	July - August
Baker, Ryan	Stevenson ATB	Summer assignment	Hourly	$19.66	224	July - August
Berich, Erin	Spec. Ed	ESY Other Hourly	Hourly	$33.77	.5	June
Corral, Christopher	Spec. Ed	ESY Other Hourly	Hourly	$33.77	1.5	June
Crespy, Amilyn	Harte CC	Summer assignment	Hourly	$26.33	224	July - August
Del Rio, Erica	Stevenson ATB	Summer assignment	Hourly	$21.67	200	July - August
Edge, Alyson	Instr. Services	CTE Planning	Hourly	$33.77	6	July
Gattuso, Lucas	Instr. Services	Clear CTE Credential	Stipend	$1592.00	1	July
Karapetian, Lusine	Harte CC	Summer assignment	Hourly	$22.50	15	July - August
Knight, Cari	Instr. Services	NGSS Credential	Stipend	$1500.00	1	July
Kropf, Julie	Roosevelt ATB	Summer assignment	Hourly	$26.33	112	July - August
Lange, Carole	Stevenson ATB	Summer assignment	Hourly	$22.73	140	July - August
Lemons, Julie	Roosevelt ATB	Summer assignment	Hourly	$22.73	224	July - August
Marshall, Elaine	Edison ATB	Summer assignment	Hourly	$26.33	224	July - August
Meza, Abraham	Adult	Staff Development	Hourly	$22.98	24	July – August
Meza, Abraham	Adult	Staff Development	Hourly	$22.98	145	July - August
Perlis, Deborah	Spec. Ed	ESY Other Hourly	Hourly	$33.77	2.5	June
Perry, Tamara	Stevenson ATB	Summer assignment	Hourly	$21.67	224	July - August
Rivas, Fredi	Adult	Staff Development	Hourly	$22.98	224	July - August
Rosales, Jessica	Monterey CC	Additional hours at assignment	Hourly	$16.59	30	July - June
Steinberg, Steven	Stevenson ATB	Summer assignment	Hourly	$18.70	224	July - August
Stilgenbauer, Kymberly	Edison ATB	Summer assignment	Hourly	$21.67	224	July – August
Valencia, Hector	BHS	Master Teacher	Stipend	$300.00	1	July
Vasquez, Jonathan	Adult	WASC documentation	Hourly	$22.98	80	July
Wiebler, Megan	Roosevelt ATB	Summer assignment	Hourly	$23.88	224	July - August

Personnel Report No. 19-20-02 August 1, 2019 Classified Personnel

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Retirement								
CHUA, Andrea	Serving Kitchen Operator	13.0-53100.0-00000-37000-2210-2090000	.6875	32-VI	D	07-01-19		McKinley Elementary employed since 11-12-1996
FONG, Chintana	Food Service Assistant	13.0-53100.0-00000-37000-2210-4320000	.250	27-VI	D	08-01-19		Burroughs High School
	Senior Food Service Assistant	13.0-53100.0-00000-37000-2210-7490002	.46875	29-VI	D	08-01-19		Luther Middle School employed since 03-26-2001
Resignation								
AGUILERA, Vanessa	Instructional Assistant-Translator DHH	01.0-65000.0-57700-11104-2110-2160000	.8125	33-II	D	07-03-19		Washington Elementary
Additional Compensation for Longevity								
HOSPIDALES, Staci	Instructional Assistant-Special Education	01.0-33100.0-57700-11100-2110-2063000	.750	32-VI	D	07-01-19		Jefferson Elementary 10 yrs., $85/mo.
JONES, Jennifer	Senior Administrative Secretary II	01.0-00000.0-00000-72000-2410-7420000	1.00	56-VI	A	07-01-19		Instructional Services 10 yrs., $85/mo.
LARSON, Lorilee	Employee Injury and Illness Prevention Technician	01.0-00000.0-00000-72000-2411-7550000	1.00	C-VII	A	07-01-19		Human Resources Services 25 yrs., $399/mo.
MORAN, Martin	Senior Custodian	01.0-00100.0-00000-82100-2210-2050000	1.00	36-VI	A	07-01-19		Facilities Services 20 yrs., $167/mo.
SARKISSIAN, Vanoohi	Instructional Assistant-Children's Center	01.0-90601.0-00010-10000-2110-5080000	.0938	32-VI	C	07-01-19		Horace Mann Children's Center 20 yrs., $15.87/mo.
		01.0-90601.0-00010-10000-2110-5080000	.625	32-VI	A	07-01-19		20 yrs., $104.38/mo.
Change of Assignment – Classification/Location/FTE								
MIRZAKHANIAN, Tina	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2110-7440000	.8125	40-II	D	08-12-19		Special Education
Election – Monthly								
FRAIRE, Angelica	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2110-7440000	.8125	40-I	D	08-12-19		Special Education
Election – Hourly								
AGHADJANIAN, Hope	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-III	D	06-07-19	06-07-19	Special Education
AGUILAR, Patricia	Custodian	01.0-00100.0-81000-50001-2240-4321000 01.0-90708.0-81000-50002-2240-7528000		35-VI	A	06-15-19	06-15-19	Burroughs High School

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

Personnel Report No. 19-20-02 August 1, 2019 Classified Personnel

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
ALLAHYARI, Edick	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-I	A	06-09-19	06-09-19	Facilities Services
ANDERSON, Elvira	Food Service Assistant	13.0-53100.0-00000-37000-2230-3220000		27-VI	D	08-01-19	05-30-20	Muir Middle School
ARMENTA, Brenda	Food Service Cook III	13.0-53100.0-00000-37000-2230-3210000 13.0-53100.0-00000-37000-2240-3210000		33-VI	D	08-01-19	05-30-20	Jordan Middle School
AVAKIAN, Jacqueline	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-VI	D	06-03-19	06-07-19	Special Education
BABAIAN, Agatia	Instructional Assistant-Children's Center	12.0-90602.0-11100-10000-2130-7547000		32-IV	D	06-24-19	08-08-19	Stevenson Around the Bell
BARILLAS, Otto	Lead Custodian Secondary	01.0-90708.0-81000-50002-2240-7528000		40-VI	A	06-09-19	06-09-19	Burroughs High School
CHILDS, Jennifer	Instructional Assistant-Children's Center	12.0-90602.0-11100-10000-2130-7547000		32-VI	D	07-01-19	08-08-19	Stevenson Around the Bell
CLARK, Kimberley	Executive Assistant To the Superintendent	01.0-00000.0-00000-71500-2440-7411000		A-7	A	07-01-19	06-30-20	Superintendent's Office
CRUZ GOMEZ, Veronica	Custodian	01.0-00100.0-81000-50001-2240-4321000 01.0-90708.0-81000-50002-2240-7528000		35-I	A	06-15-19	06-16-19	Burroughs High School
DEMIRCHYAN, Goar	Instructional Assistant-Children's Center	12.0-90602.0-11100-10000-2130-7547000 12.0-90602.0-11100-10000-2140-7547000		32-VI	C	06-13-19 06-13-19	08-08-19 06-13-19	Stevenson Around the Bell
FLORES, Jeanette	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-VI	D	06-03-19	06-07-19	Special Education
FRIEDMAN, Brenda	Instructional Assistant-Children's Center	12.0-90602.0-11100-10000-2130-7547000		32-VI	C	06-27-19	08-08-19	Roosevelt Around the Bell
GALOUSTIAN, Anahid	Instructional Assistant-Children's Center	12.0-90601.0-00010-10000-2130-5080000		32-VI	C	07-01-19	07-31-19	Horace Mann Children's Center
GERGELY, Suzanne	Instructional Assistant-Children's Center	12.0-90603.0-00010-10000-2110-5300000		32-IV	A	07-01-19	06-30-20	Monterey Children's Center
GIRGOORIAN, Jenik	Instructional Assistant-Children's Center	12.0-90601.0-00010-10000-2130-5080000		32-VI	C	07-01-19	07-31-19	Horace Mann Children's Center
GUEFFROY, Katherine	Educational Interpreter III	01.0-65000.0-57700-11104-2130-7440000		54-VI	D	06-03-19	06-18-19	Special Education

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Personnel Report No. 19-20-02 August 1, 2019 Classified Personnel

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
GIUMELLI, Silvia	Adult School Learning Center Technician	11.0-63910.0-41106-10000-2130-5331000		35-VI	E	07-01-19	07-31-19	Burbank Adult School
GUNAWAN, Henry	Technology Support Specialist II	01.0-00000.0-00000-77000-2440-7730077		57-VI	A	06-01-19	06-30-19	Technology Services
GUTIERREZ, Lourdes	Instructional Assistant-Children's Center	12.0-90602.0-11100-10000-2130-7547000		32-VI	C	06-01-19	06-14-19	Roosevelt Around the Bell
HARTOUN MARDIRSAN, Odet	Instructional Assistant-Children's Center	12.0-90602.0-11100-10000-2130-7547000 12.0-90603.0-00010-10000-2110-5300000		32-IV	D	06-01-19 07-01-19	08-08-19 06-30-19	Roosevelt Around the Bell Monterey Children's Center
HERNANDEZ, Branden	Office Assistant	11.0-63910.0-41106-27000-2430-5330000		34-III	B	07-01-19	07-31-19	Burbank Adult School
HOLLERAN, Scott	Fee Based Teacher	11.0-00639.0-41120-10000-2130-5331000		29.51	F	07-01-19	07-31-19	Burbank Adult School
HONORE, Bavet	Instructional Assistant-Children's Center	12.0-90602.0-11100-10000-2130-7547000		32-III	D	07-01-19	08-08-19	Roosevelt Around the Bell
JIMENEZ, Paola	Serving Kitchen Operator	13.0-53100.0-00000-37000-2230-2020000		32-III	D	08-01-19	05-30-20	Edison Elementary
JIMENEZ, Salvador	School Office Manager	01.0-00000.0-00000-27000-2440-3201000		43-VI	A	06-01-19	06-30-19	Luther Middle School
KAUFMAN, Joshua	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-7440000		40-III	D	05-24-19	05-24-19	Special Education
KRUEGER, Joseph	Instructional Assistant-Children's Center	12.0-90602.0-11100-10000-2130-7547000		32-VI	D	07-01-19	08-08-19	Roosevelt Around the Bell
KYUTUNYAN, Karine	School Finance Clerk	01.0-00000.0-00000-27000-2430-4311000		40-VI	B	06-19-19	07-17-19	Burbank High School
LARA, Armida	Instructional Assistant-Children's Center	12.0-90602.0-11100-10000-2130-7547000		32-VI	C	07-01-19	08-08-19	Roosevelt Around the Bell
LEON, Oscar	Lead Custodian Secondary	01.0-90708.0-81000-50002-2240-7528000		40-VI	A	06-01-19	06-30-19	Burbank High School
LOMBARDI, Giovanni	Fee-Based Teacher	11.0-00639.0-41120-10000-2130-5331000		29.51	F	07-01-19	07-31-19	Burbank Adult School
MACIAS ROMERO, Oscar	Custodian	01.0-90708.0-81000-50002-2240-7528000		36-VI	A	06-01-19	06-30-19	Edison Elementary

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Personnel Report No. 19-20-02 August 1, 2019 Classified Personnel

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Election – Hourly (Continued)								
MACIEL-BROWN, Joanmarie	Instructional Assistant-Children's Center	12.0-90602.0-11100-10000-2130-7547000		32-VI	D	07-01-19	08-08-19	Stevenson Around the Bell
MALDONADO, Fernando	Instructional Assistant-Children's Center	12.0-90602.0-11100-10000-2130-7547000		32-II	D	07-01-19	08-08-19	Bret Harte Children's Center
MARTINEZ, Cinthia	Instructional Assistant-Children's Center	12.0-90602.0-11100-10000-2130-7547000 12.0-61050.1-00010-10000-2110-5300000 12.0-61050.1-00010-10000-2130-5300000 12.0-61050.1-00010-10000-2140-5300000		32-V	C	07-01-19 08-09-19 06-03-19 06-03-19	08-08-19 06-20-19 06-03-19 06-03-19	Bret Harte Children's Center Monterey Children's Center Monterey Children's Center Monterey Children's Center
MENKE, Erica	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2140-7440000		40-VI	D	05-23-19	05-23-19	Special Education
MIRZAKHANIAN, Alice	Instructional Assistant-Children's Center	12.0-90601.0-00010-10000-2130-5080000		32-VI	C	07-01-19	07-31-19	Horace Mann Children's Center
MIRZAKHANIAN, Georg	Custodian	01.0-90711.0-81000-50002-2240-4318000		35-III	A	06-07-19	06-07-19	Facilities Services
MORAN-GONZALEZ, Leslie	Assistive Technology Support for Extended School Year	01.0-65000.0-50010-27000-2430-7440000		45-IV	C	06-01-19	06-30-19	Special Education
MOYA, Gloria	Financial Analyst	01.0-00000.0-00000-72000-2440-7471000		60-VI	A	07-01-19	08-31-19	Fiscal Services
NGUYEN-MAI, Yen	Instructional Assistant-Children's Center	01.0-90602.0-11100-10000-2130-7547000		32-VI	D	07-01-19	08-08-19	Edison Around the Bell
ORELLANA, Edgar	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	06-01-19	6-30-19	Burroughs High School
PAIGE, Della	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	06-09-19	06-09-19	Burbank High School
PAREDES, Xiomara	Educational Interpreter IV	01.0-65000.0-57700-11104-2140-7440000		61-VI	D	07-01-19	09-30-19	Special Education
PORTILLO, Carlos	Custodian	01.0-81500.0-00000-82100-2240-7523300		35-VI	A	06-01-19	06-30-19	Muir Middle School
RIOJAS, Sarah	Instructional Assistant Special Education	01.0-65000.0-57500-11100-2140-7440000		32-II	D	05-11-19	05-11-19	Special Education
RIOS, Lydia	Instructional Assistant-Children's Center	12.0-90602.0-11100-10000-2130-7547000		32-VI	D	07-01-19	08-08-19	Stevenson Around the Bell
RIVAS, Yvonne	Instructional Assistant-Children's Center	12.0-90602.0-11100-10000-2130-7547000		32-III	D	07-01-19	08-08-19	Roosevelt Around the Bell

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Personnel Report No. 19-20-02 August 1, 2019 Classified Personnel

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
ROBERTSON, Risa	Occupational Therapist	01.0-65000.0-57500-31409-2230-7440000		5-V	B	06-01-19	06-30-19	Special Education
ROBLES, Lisa	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-II	D	06-07-19	06-07-19	Special Education
ROJAS, Maira	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-V	D	06-03-19	06-07-19	Special Education
ROMERO, Maria	Discrete Trial Facilitator	01.0-65000.0-57500-11905-2130-5480000		40-VI	D	06-03-19	06-07-19	Special Education
RUMI, Ivana	Instructional Assistant	11.0-63910.0-41106-10000-2130-5331000		30-IV	E	07-01-19	07-31-19	Burbank Adult School
SAHAGUN, Elisa	Budget/Account Technician	01.0-00000.0-00000-72000-2440-7471000		48-VI	A	06-01-19	06-30-19	Fiscal Services
SANCHEZ, Cynthia	Instructional Assistant-Translator DHH	01.0-65000.0-57700-11100-2130-5480000		33-VI	D	07-03-19	07-03-19	Special Education
SAUCEDA, Jafet	Educational Interpreter IV	01.0-65000.0-57700-11104-2130-7440000 01.0-65000.0-57700-11104-2140-7440000		61-VI	D	05-01-19	05-24-19	Special Education
SEID-BONHAM, Jelsa	Educational Interpreter IV	01.0-65000.0-57700-11104-2130-7440000		61-VI	D	05-28-19	06-13-19	Special Education
SHAFFER, Patricia	Educational Interpreter IV	01.0-65000.0-57700-11104-2140-7440000		61-VI	D	01-01-19	09-30-19	Special Education
SHEETZ, Carol	Fee-Based Teacher	11.0-00639.0-41120-10000-2130-5331000		29.51	F	07-01-19	07-31-19	Burbank Adult School
SHIRVANI, Araks	Instructional Assistant-Children's Center	12.0-90602.0-11100-10000-2130-7547000		32-III	D	07-01-19	08-08-19	Stevenson Around the Bell
TORRES, Connie	Instructional Assistant-Children's Center	12.0-90602.0-11100-10000-2130-7547000		32-II	D	06-14-19	08-08-19	Roosevelt Around the Bell
TORRES, Consuelo	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	06-01-19	06-30-19	Burroughs High School
VALVERDE, Erik	Behavior Intervention	01.0-65000.0-57500-31420-2230-7440000		12-7	C	06-01-19	06-30-19	Special Education
VILLALTA, Jose	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	06-01-91	06-01-19	Jordan Middle School
WILKEN, Tonya	Instructional Assistant-Children's Center	12.0-90602.0-11100-10000-2130-7547000		32-VI	C	06-03-19	08-08-19	Edison Around the Bell
WILLIAMS, Randall	Fee-Based Teacher	11.0-00639.0-41120-10000-2130-5331000		29.51	F	07-01-19	07-31-19	Burbank Adult School

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Personnel Report No. 19-20-02 August 1, 2019 Classified Personnel

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
WINDLER, Elizabeth	School Office Manager	01.0-00000.0-00000-27000-2440-4311000		43-VI	A	08-01-19	05-31-20	Burbank High School
ZELAYA, Raul	Lead Custodian Secondary	01.0-81500.0-00000-82100-2240-7523300		40-VI	A	06-01-19	06-30-19	Muir Middle School
Election – Walk on Coach								
ALVARADO, Efrain	Short Term- Athletic	01.0-90901.0-15001-42000-2171-4318000		13.09	F	06-01-19	06-30-19	Burbank High School
BAUGH, Troy	Short Term- Athletic	01.0-90901.0-15001-42000-2171-4318000		13.09	F	06-01-19	06-30-19	Burbank High School
BRYANT, Dylan	Short Term- Athletic	01.0-90901.0-15001-42000-2171-4328000		13.09	F	08-01-19	08-01-19	Burroughs High School
BURCH, Benjamin	Short Term- Athletic	01.0-90901.0-15001-42000-2171-4328000		13.09	F	08-01-19	08-01-19	Burroughs High School
BURKHART, Megan	Short Term- Athletic	01.0-90901.0-15001-42000-2171-4318000		13.09	F	07-01-19	07-31-19	Burbank High School
CASTRO, Bernardo	Short Term- Athletic	01.0-90901.0-15001-42000-2171-4328000		13.09	F	08-01-19	08-01-19	Burroughs High School
DECOUDREAUX, Justin	Short Term- Athletic	01.0-90901.0-15001-42000-2171-4318000		13.09	F	07-01-19	07-31-19	Burbank High School
DEL MUNDO, Jett	Short Term- Athletic	01.0-90901.0-15001-42000-2171-4318000		13.09	F	07-01-19	07-31-19	Burbank High School
HAMANAKA, Glenn	Short Term- Athletic	01.0-90901.0-15001-42000-2171-4328000		13.09	F	07-01-19	07-31-19	Burroughs High School
MANOKIAN, Marina	Short Term- Athletic	01.0-90901.0-15001-42000-2171-4318000		13.09	F	07-01-19	07-31-19	Burbank High School
MELKONYAN, Avedis	Short Term- Athletic	01.0-90901.0-15001-42000-2171-4318000 01.0-90904.0-15001-42000-2171-4318100		13.09	F	06-01-19 11-01-18	06-30-19 01-21-19	Burbank High School
ORTEGA-JENNISON, Martin	Short Term- Athletic	01.0-90201.0-15001-42000-2171-4328701		13.09	F	07-01-19	07-31-19	Burroughs High School
RECCHIA, Keith	Short Term- Athletic	01.0-90901.0-15001-42000-2171-4328000		13.09	F	08-01-19	08-01-19	Burroughs High School
ROJO, Karl	Short Term- Athletic	01.0-90901.0-15001-42000-2171-4318000		13.09	F	07-01-19	07-31-19	Burbank High School
ROSES, Peter	Short Term- Athletic	01.0-90901.0-15001-42000-2171-4318000		13.09	F	07-01-19	07-31-19	Burbank High School
WILLIAMS, Megan	Short Term- Athletic	01.0-90901.0-15001-42000-2171-4328000		13.09	F	07-01-19	07-31-19	Burroughs High School

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Election – Summer School								
ROMERO, Nelly	Food Service Assistant	13.0-53100.0-00000-37000-2230-7498000		27-II	D	06-04-19	07-12-19	Emerson Elementary

Signature

Title: Assistant Superintendent, Human Resources Services

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BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 06/18/2019 & 07/08/2019

PO Number	Vendor	Description	Site	Fund	Total Amount
19000035	REFRIGERATION SUPPLIES DIST	C/O 4: INCREASE BY $1,500.00; 2018-19 BLANKET ORDER; HVAC REPAIR MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$26,000.00
19000068	WAXIE SANITARY SUPPLY	C/O 3: INCREASE BY $21,000.00; 2018-19 BLANKET ORDER; CUSTODIAL SUPPLIES; NIPA PB CONTRACT #151148-01; UNRESTRICTED MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$350,500.00
19000342	CLIFTONLARSONALLEN LLP	C/O 1: INCREASE BY $8,000.00; 2018-19 AUDITING SERVICES; BOARD APPROVED 6/15/17	FISCAL SERVICES	010	$79,250.00
19000506	UNITED SITE SERVICES	C/O 2: INCREASE BY $750.00; 2018-19 BLANKET ORDER; PORTABLE TOILET RENTAL FOR JBHS, PROVIDENCIA ES & MUIR MS; CITY OF BURBANK JOINT USE FUNDS	FACILITIES SERVICES	010	$9,000.00
19003643	PITNEY BOWES PRESORT SERVICES, INC	C/O 1: INCREASE BY $800.00; 2018-19 BLANKET ORDER; DISTRICT MAIL PICK-UP SERVICE	PERSONNEL SERVICES	010	$2,282.00
19003681	FOOTHILL SOILS INC	GROUNDS SUPPLIES	FACILITIES SERVICES	010	$937.13
19003683	CRAIG CROTTY ARBOR CULTURE	GROUNDS SUPPLIES	FACILITIES SERVICES	010	$750.00
19003685	ICS SERVICE CO.	FACILITY REPAIR MATERIAL	FACILITIES SERVICES	010	$86.33
19003712	BARKSHIRE LASER LEVELING INC.	C/O 1: INCREASE BY $3,600.00 FOR ADDITIONAL MATERIALS; FC1819-069 LASER LEVELING OF BASEBALL FIELD @ JBHS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$6,600.00
19003775	BEHAVIORAL LEARNING CENTER INC	C/O 1: INCREASE BY $4,000.00; CONSULTANT AGREEMENT; SUPPORT SERVICES; BOARD APPROVED 4/18/19 & AMENDED 5/2/19	Student Services	010	$19,000.00
19003784	SUNSTATE EQUIPMENT CO.	CONTRACTED SERVICES	FACILITIES SERVICES	010	$1,012.65
19003786	FIRE SERVICE CORP dba PATRIOT FIRE PROTECTION	FACILITY REPAIR BY VENDOR	FACILITIES SERVICES	010	$650.00
19003809	PALLOS, VICTOR	C/O 1: INCREASE BY $274.56; CONSULTANT AGREEMENT; TEACHER OF THE YEAR PREPARATION SUPPORT; BOARD APPROVED 4/18/19	PERSONNEL SERVICES	010	$1,074.56
19003864	SHIFFLER EQUIPMENT SALES, INC	FACILITY REPAIR MATERIAL	FACILITIES SERVICES	010	$223.58
19003865	DeSOTO SALES, INC.	FACILITY REPAIR MATERIAL	FACILITIES SERVICES	010	$104.48
19003889	DeSOTO SALES, INC.	FACILITY REPAIR MATERIAL	FACILITIES SERVICES	010	$120.81
19003890	HARTER SURFACES	FACILITY REPAIR MATERIAL	FACILITIES SERVICES	010	$176.40
19003903	STOVER SEED COMPANY	GROUNDS SUPPLIES	FACILITIES SERVICES	010	$979.02

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 06/18/2019 & 07/08/2019

PO Number	Vendor	Description	Site	Fund	Total Amount
19003904	DeSOTO SALES, INC.	FACILITY REPAIR MATERIAL	FACILITIES SERVICES	010	$106.64
19003912	MECHANIC'S TRAILER & LIFT GATE REPAIRS, INC.	NON-INSTRUCTIONAL EQUIPMENT REPAIR BY VENDOR	FACILITIES SERVICES	010	$330.68
19003913	REFRIGERATION HARDWARE SUPPLY CORP	FACILITY REPAIR MATERIAL	FACILITIES SERVICES	010	$69.78
19003919	MUSCO CORPORATION	CANCEL ORDER - CARRYOVER TO 19-20; FC1819-081 FURNISH AND INSTALL LIGHTING FOR TRACK AND FIELD @ BHS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$4,918.04
19003926	DURHAM SCHOOL SERVICES	STUDENT TRANSPORTATION; VARIOUS VMA TRIPS; GIFT FUNDS	JORDAN MIDDLE SCHOOL	010	$4,158.53
19003927	UME FEDERAL CREDIT UNION	DOMAIN NAME RENEWAL & TECHNOLOGY SUPPLY; BOARD APPROVED 6/21/18	TECHNOLOGY SERVICES	010	$1,035.78
19003928	MOE PLUMBING/JOHN KEEFE PLUMBING CO	FC1819-082 EMERGENCY REPAIR OF POTABLE WATER LEAK @ JBHS	JOHN BURROUGHS HIGH SCHOOL	010	$21,210.51
19003929	BUDDY'S ALL STARS	RECONDITIONING OF FOOTBALL HELMETS	JOHN BURROUGHS HIGH SCHOOL	010	$10,962.00
19003930	RIDDELL	RECONDITIONING OF FOOTBALL HELMETS	BURBANK HIGH SCHOOL	010	$1,015.09
19003931	CITY TREASURER	POLICE SERVICES FOR BHS GRADUATION; GIFT FUNDS	BURBANK HIGH SCHOOL	010	$4,585.81
19003932	JOHNSON CONTROLS FIRE PROTECTION LP	SERVICE TO INSTALL FIRE ALARM; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$218.48
19003933	MASSADI ENTERPRISES	DSA CLOSE OF PROJECT AND CERTIFICATION EFFORT @ EMERSON ES; BOARD APPROVED 10/4/18	EMERSON ELEMENTARY	213	$850.00
19003934	MASSADI ENTERPRISES	DSA CLOSE OF PROJECT AND CERTIFICATION EFFORT @ JEFFERSON ES; BOARD APPROVED 10/4/18	JEFFERSON ELEMENTARY	213	$1,020.00
19003935	HEALTH CONNECTED	INSTRUCTIONAL MATERIALS; LOTTERY FUNDS	INSTRUCTIONAL SERVICES	010	$518.18
19003936	TEACHER SYNERGY LLC	INSTRUCTIONAL MATERIALS	INSTRUCTIONAL SERVICES	010	$15.20
19003937	ANGULO, SONIA	REIMBURSEMENT TO TEACHER FOR SUMMER SCHOOL SUPPLIES; GIFT FUNDS	INSTRUCTIONAL SERVICES	010	$117.13
19003938	RAPTOR TECHNOLOGIES LLC	VISITOR MANAGEMENT SYSTEM ANNUAL ACCESS FEE; BOARD APPROVED 4/20/17 & 6/21/18	TECHNOLOGY SERVICES	010	$10,395.00
19003939	RADIANT SOURCE TECHNOLOGY INC	FACILITY REPAIR MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$192.60
19003940	GIRARD & PETERSON INC	NON-INSTRUCTIONAL EQUIPMENT REPAIR BY VENDOR	FACILITIES SERVICES	010	$150.00
19003941	GARVEY EQUIPMENT COMPANY	GROUNDS EQUIPMENT REPAIR MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$1,314.60

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PO Number	Vendor	Description	Site	Fund	Total Amount
19003942	SUNBELT CONTROLS INC	SERVICE CALL TO REPAIR COMMUNICATION SYSTEM @ BHS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$1,235.00
19003943	AVIS RENT-A-CAR	STUDENT TRANSPORTATION; ATHLETICS; ACCOUNTS RECEIVABLE FUNDS	BURBANK HIGH SCHOOL	010	$134.48
19003944	BAKER, RYAN	REIMBURSEMENT TO TEACHER FOR SUPPLIES; CHILD DEVELOPMENT FUNDS	CHILD DEVELOPMENT SERVICES	120	$27.48
19003945	GOLDENBERG, JENNIFER	REIMBURSEMENT TO TOSA FOR SUPPLIES; GIFT FUNDS	INSTRUCTIONAL SERVICES	010	$105.48
19003946	DEPARTMENT OF INDUSTRIAL RELATIONS (ACCOUNTING)	ANNUAL CONVEYANCE PERMIT FEE FOR MCKINLEY ES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$125.00
19003947	CARREON NURSERY	GROUNDS SUPPLIES	FACILITIES SERVICES	010	$717.73
19003948	HLR MEDIA LLC	ADVERTISEMENT FOR RFP 1920-00; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$155.00
19003949	UNIVAR USA INC	GROUNDS SUPPLIES	FACILITIES SERVICES	010	$155.73
19003950	VICKI REKEDAL	CONSULTANT AGREEMENT; READING INTERVENTION; SPECIAL EDUCATION; BOARD APPROVED 6/20/19	SPECIAL EDUCATION	010	$4,950.00
19003951	UME FEDERAL CREDIT UNION	BUS & METRO TRANSPORTATION FOR FAMILIES IN TRANSITION; TITLE I FUNDS	Student Services	010	$48.00
19003952	AMTECH ELEVATOR SERVICES	FURNISH AND INSTALL ELEVATOR PHONE @ JBHS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$1,010.35
		PO Count:	**49**	**Total:**	**$570,595.26**

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BOARD FUND SUMMARY

Fund	Description	PO Count	Total Fund Amount
010	General Fund - Unrestricted	46	$568,697.78
120	Child Development Fund	1	$27.48
213	Building Fund - 3rd Issuance	2	$1,870.00
		Total:	**$570,595.26**

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PO Number	Vendor	Description	Site	Fund	Total Amount
20000214	EAGLE SOFTWARE	AERIES SOFTWARE LICENSES, MAINTENANCE & SUPPORT; BOARD APPROVED 6/20/19	TECHNOLOGY SERVICES	010	$81,415.00
20000215	GRANICUS INC	PEAK AGENDA MONTHLY MANAGED SERVICE & SOFTWARE; BOARD APPROVED 6/20/19	SUPERINTENDENT ´S OFFICE	010	$29,121.71
20000216	LEARNING A-Z	CLASSROOM SOFTWARE LICENSES; LCFF SUPPLEMENTAL FUNDS; BOARD APPROVED 6/20/19	STEVENSON ELEMENTARY	010	$1,599.60
20000217	BRAINPOP	ANNUAL SITE SOFTWARE LICENSE; MAA FUNDS; BOARD APPROVED 6/20/19	STEVENSON ELEMENTARY	010	$2,550.00
20000218	DRAMA EDUCATION NETWORK	CLASSROOM SOFTWARE LICENSES; GIFT FUNDS; BOARD APPROVED 6/20/19	STEVENSON ELEMENTARY	010	$1,299.35
20000219	HUMBOLDT COUNTY OF EDUCATION	SOFTWARE SUBSCRIPTION; SPECIAL EDUCATION WORKABILITY GRANT; BOARD APPROVED 6/20/19	SPECIAL EDUCATION	010	$200.00
20000220	CAREER CRUISING	SOFTWARE LICENSE; WORKABILITY FUNDS; BOARD APPROVED 6/20/19	SPECIAL EDUCATION	010	$595.00
20000221	HUNTINGTON PARK RUBBER STAMP CO	SIGNATURE STAMP	FISCAL SERVICES	010	$130.33
20000222	READ NATURALLY INC	SOFTWARE LICENSES; READING; SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/20/19	SPECIAL EDUCATION	010	$4,826.00
20000223	JAMF SOFTWARE LLC	DISTRICTWIDE SOFTWARE LICENSES; JAMF PRO; BOARD APPROVED 6/20/19	TECHNOLOGY SERVICES	010	$21,512.00
20000224	TOOLS4EVER	SOFTWARE MAINTENANCE; USER MANAGEMENT & PASSWORD RESET; BOARD APPROVED 6/20/19	TECHNOLOGY SERVICES	010	$4,465.13
20000225	COMPLETE BUSINESS SYSTEMS	2019-20 EQUIPMENT SERVICE CONTRACT; DUPLO DUPLICATOR	JEFFERSON ELEMENTARY	010	$650.00
20000226	VOYAGER SOPRIS LEARNING	SITE SOFTWARE LICENSE; TICKET TO READ; TITLE I FUNDS; BOARD APPROVED 6/20/19	MC KINLEY ELEMENTARY	010	$3,500.00
20000227	CROWN CITY BUSES, INC.	2019-20 BLANKET ORDER; ATHLETIC TRANSPORTATION	BURBANK HIGH SCHOOL	010	$6,000.00
20000228	LEARNING A-Z	SOFTWARE LICENSES FOR DUAL IMMERSION; RAZ-PLUS.COM; TITLE I FUNDS; BOARD APPROVED 6/20/19	MC KINLEY ELEMENTARY	010	$1,199.70
20000229	IXL LEARNING	SITE SOFTWARE LICENSE; MATH & ELA; TITLE I FUNDS; BOARD APPROVED 6/20/19	MC KINLEY ELEMENTARY	010	$6,000.00
20000230	PARCHMENT INC	DIGITAL CREDENTIAL SERVICE FOR BHS & JBHS; UNRESTRICTED AND ACCOUNTS RECEIVABLE FUNDS; BOARD APPROVED 6/20/19	INSTRUCTIONAL SERVICES	010	$12,705.00
20000231	STUDIES WEEKLY INC	MAGAZINE SUBSCRIPTIONS; TITLE I FUNDS	WASHINGTON ELEMENTARY	010	$2,044.54
20000232	APEX LEARNING	DIGITAL CURRICULUM SOFTWARE SUBSCRIPTION; LCAP SUPPLEMENTAL FUNDS; BOARD APPROVED 6/20/19	ELECTRONIC DISTRIBUTION	010	$45,000.00
20000233	STUDIES WEEKLY INC	MAGAZINE SUBSCRIPTIONS; TITLE I FUNDS	DISNEY ELEMENTARY	010	$696.15

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PO Number	Vendor	Description	Site	Fund	Total Amount
20000234	STUDIES WEEKLY INC	MAGAZINE SUBSCRIPTIONS; TITLE I FUNDS	MILLER ELEMENTARY	010	$3,727.88
20000235	TEXTBOOK WAREHOUSE INC	TEXTBOOKS; ADOPTED; BOARD APPROVED 5/17/07	INSTRUCTIONAL SERVICES	010	$496.13
20000236	CASBO	2019-20 INDIVIDUAL MEMBERSHIP; CASBO; BOARD APPROVED 6/6/19	FISCAL SERVICES	010	$240.00
20000237	HANOVER RESEARCH COUNCIL LLC	CONSULTANT AGREEMENT - YEAR 1 OF 3; RESEARCH ASSISTANCE; LCAP BASE GRANT; BOARD APPROVED 6/6/19	INSTRUCTIONAL SERVICES	010	$36,793.12
20000238	ASCD	2019-20 INSTITUTIONAL MEMBERSHIP; BOARD APPROVED 6/6/19	JOHN BURROUGHS HIGH SCHOOL	010	$1,695.00
20000239	CSBA CALIFORNIA SCHOOL BOARDS ASSOC	2019-20 MEMBERSHIP; BOARD OF EDUCATION; BOARD APPROVED 6/6/19	SUPERINTENDENT ´S OFFICE	010	$14,267.00
20000240	DICK BLICK CO	2019-20 BLANKET ORDER; ART SUPPLIES	BURBANK HIGH SCHOOL	010	$1,000.00
20000241	BEST BEST & KRIEGER LLP	PROFESSIONAL SERVICES AGREEMENT; SPECIAL EDUCATION LEGAL ADVICE; SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/6/19	SPECIAL EDUCATION	010	$70,000.00
20000242	DICK BLICK CO	2019-20 BLANKET ORDER; ART SUPPLIES	BURBANK HIGH SCHOOL	010	$500.00
20000243	AM CELL PHONE REPAIR	2019-20 BLANKET ORDER; TECHNOLOGY EQUIPMENT REPAIRS; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$562.00
20000244	THE TORO COMPANY	ANNUAL SERVICE AGREEMENT FOR IRRIGATION CONTROLS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$1,794.00
20000245	CURRICULUM ASSOCIATES INC	INSTRUCTIONAL MATERIALS	STEVENSON ELEMENTARY	010	$254.68
20000246	CURRICULUM ASSOCIATES INC	INSTRUCTIONAL MATERIALS	EMERSON ELEMENTARY	010	$294.50
20000247	DURHAM SCHOOL SERVICES	2019-20 BLANKET ORDER; STUDENT TRANSPORTATION; ATHLETICS	BURBANK HIGH SCHOOL	010	$30,072.00
20000248	DURHAM SCHOOL SERVICES	2019-20 BLANKET ORDER; STUDENT TRANSPORTATION; ATHLETICS	JOHN BURROUGHS HIGH SCHOOL	010	$25,000.00
20000249	CLIFTONLARSONALLEN LLP	2019-20 AUDITING SERVICES; BOARD APPROVED 6/15/17	FISCAL SERVICES	010	$72,500.00
20000250	ENTERPRISE FM TRUST	LEASE AGREEMENT FOR THE REPLACEMENT OF 15 DISTRICT VEHICLES; BOARD APPROVED 10/15/15	FISCAL SERVICES	010	$212,721.07
20000251	SMARTETOOLS, INC.	LICENSE & MAINTENANCE FEE FOR SMARTEFINANCE; BOARD APPROVED 4/7/11 & 6/20/19	FISCAL SERVICES	010	$41,000.00
20000252	DUNBAR ARMORED INC	PROFESSIONAL SERVICES AGREEMENT; ARMORED CAR TRANSPORT SERVICE; BOARD APPROVED 8/18/16	FISCAL SERVICES	010	$55,000.00
20000253	DIGITAL SCHOOLS LLC	READ-ONLY SOFTWARE LICENSE; BOARD APPROVED 6/6/19	FISCAL SERVICES	010	$4,040.00

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20000254	HESS AND ASSOCIATES, INC.	PROFESSIONAL SERVICES AGREEMENT; ELECTRONIC TIME & ATTENDANCE & PART TIME SICK BALANCE TRACKING; BOARD APPROVED 8/6/15	FISCAL SERVICES	010	$7,500.00
20000255	BOOKS EN MORE	INSTRUCTIONAL MATERIALS; LOTTERY FUNDS	WAREHOUSE	010	$1,962.60
20000256	HOUGHTON MIFFLIN HARCOURT SCHOOL DIVISION	TEXTBOOKS; ADOPTED; LOTTERY FUNDS; BOARD APPROVED 5/7/15	MC KINLEY ELEMENTARY	010	$3,357.98
20000257	TEXTBOOK WAREHOUSE INC	BOOKS	BURBANK HIGH SCHOOL	010	$593.15
20000258	FEDERAL FINGERPRINTING, INC.	2019-20 BLANKET ORDER; FINGERPRINTING SERVICES; C.N.A PROGRAM; ADULT EDUCATION BLOCK GRANT	BURBANK ADULT SCHOOL	110	$2,000.00
20000259	ESSENTIAL EDUCATION	BOOKS; ADULT EDUCATION - DATA AND ACCOUNTABILITY	BURBANK ADULT SCHOOL	110	$311.22
20000260	SMART & FINAL STORES CORP	2019-20 BLANKET ORDER; PARENT ED CLASS SUPPLIES	BURBANK ADULT SCHOOL	110	$2,000.00
20000261	FILE KEEPERS, LLC	2019-20 BLANKET ORDER; DOCUMENT SHREDDING SERVICE	SPECIAL EDUCATION	010	$300.00
20000262	ASCD ORDER PROCESSING DEPT	2019-20 MEMBERSHIP FOR ASSISTANT SUPERINTENDENT OF INSTRUCTION; BOARD APPROVED 6/6/19	INSTRUCTIONAL SERVICES	010	$89.00
20000263	ACSA FOUNDATION FOR EDUCATIONAL ADMIN	2019-20 MEMBERSHIP FOR ASSISTANT SUPERINTENDENT OF INSTRUCTION; BOARD APPROVED 6/6/19	INSTRUCTIONAL SERVICES	010	$1,513.07
20000264	POWERSCHOOL GROUP LLC	SOFTWARE LICENSE MANAGEMENT FEE; BOARD APPROVED 6/20/19	INSTRUCTIONAL SERVICES	010	$8,388.32
20000265	TIME FOR KIDS SUBSCRIPTIONS	MAGAZINE SUBSCRIPTIONS; TITLE I FUNDS	DISNEY ELEMENTARY	010	$470.25
20000266	CALIFORNIA FINANCIAL SERVICES	SOFTWARE LICENSE AGREEMENT; KEYANALYTICS; BOND FUNDS; BOARD APPROVED 6/6/19	FISCAL SERVICES	213	$60,000.00
20000267	TIME FOR KIDS SUBSCRIPTIONS	MAGAZINE SUBSCRIPTIONS; TITLE I FUNDS	MC KINLEY ELEMENTARY	010	$326.70
20000268	BAY ACTUARIAL CONSULTANTS	CONSULTANT AGREEMENT; ACTUARIAL STUDY	FISCAL SERVICES	010	$2,500.00
20000269	SENOR WOOLY LLC	SOFTWARE SUBSCRIPTION; CURRICULUM; BOARD APPROVED 6/20/19	ELECTRONIC DISTRIBUTION	010	$505.75
20000270	ACTIVE NETWORK, LLC	STUDENT ACTIVITY MANAGEMENT SOFTWARE SUBSCRIPTION; BOARD APPROVED 5/2/19	FISCAL SERVICES	010	$1,000.00
20000271	YORK RISK SERVICES GROUP INC	ANNUAL WORKERS' COMPENSATION CLAIMS ADMINISTRATION FEES; YEAR 3 OF 3; BOARD APPROVED 10/5/17	FISCAL SERVICES	010	$11,670.00
20000272	YORK RISK SERVICES GROUP INC	COSTS FOR PAST WORKERS' COMPENSATION CLAIMS 1979-2005; BOARD APPROVED 10/5/17	FISCAL SERVICES	010	$50,000.00
20000273	TIME FOR KIDS SUBSCRIPTIONS	MAGAZINE SUBSCRIPTION; TITLE I FUNDS	MILLER ELEMENTARY	010	$875.05

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20000274	GENERAL MONITORING SERVICES INC	FIRE ALARM MONITORING SERVICE; UNRESTRICTED MAINTENANCE FUNDS; BOARD APPROVED 12/20/18	FACILITIES SERVICES	010	$4,000.00
20000275	SCHOOL SPECIALTY, INC	CLASSROOM FURNITURE	JOHN BURROUGHS HIGH SCHOOL	250	$4,301.55
20000276	NTH GENERATION COMPUTING, INC	CYBERSECURITY SOFTWARE; BOARD APPROVED 6/20/19	TECHNOLOGY SERVICES	010	$19,760.00
20000277	PAESSLER AG	NETWORK MONITORING SOFTWARE; BOARD APPROVED 6/20/19	TECHNOLOGY SERVICES	010	$3,081.25
20000278	WILCON	2019-20 BLANKET ORDER; DISTRICTWIDE HIGHSPEED BANDWIDTH INTERNET ACCESS; BOARD APPROVED 5/19/16	TECHNOLOGY SERVICES	010	$15,300.12
20000279	SCHOLASTIC INC.	MAGAZINE SUBSCRIPTIONS; TITLE I FUNDS	DISNEY ELEMENTARY	010	$1,897.50
20000280	VIRCO MFG CO.	CLASSROOM FURNITURE	St. Finbar - Categoricals	250	$927.84
20000281	MYSTERY SCIENCE INC	SOFTWARE SUBSCRIPTION; BOARD APPROVED 6/20/19	STEVENSON ELEMENTARY	010	$999.00
20000282	MYSTERY SCIENCE INC	SOFTWARE SUBSCRIPTION; MAA FUNDS; BOARD APPROVED 6/20/19	EDISON ELEMENTARY	010	$999.00
20000283	MYSTERY SCIENCE INC	SOFTWARE SUBSCRIPTION; BOARD APPROVED 6/20/19	JEFFERSON ELEMENTARY	010	$999.00
20000284	MYSTERY SCIENCE INC	SOFTWARE SUBSCRIPTION; TITLE I FUNDS; BOARD APPROVED 6/20/19	DISNEY ELEMENTARY	010	$999.00
20000285	MYSTERY SCIENCE INC	SOFTWARE SUBSCRIPTION; TITLE I FUNDS; BOARD APPROVED 6/20/19	MC KINLEY ELEMENTARY	010	$999.00
20000286	MYSTERY SCIENCE INC	SOFTWARE SUBSCRIPTION; BOARD APPROVED 6/20/19	ROOSEVELT ELEMENTARY	010	$999.00
20000287	MYSTERY SCIENCE INC	SOFTWARE SUBSCRIPTION; TITLE I FUNDS; BOARD APPROVED 6/20/19	MILLER ELEMENTARY	010	$999.00
20000288	DICK BLICK CO	ART SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$1,111.49
20000289	RENAISSANCE LEARNING	ANNUAL STAR READING, STAR MATH, ACCELERATED READER, ACCELERATED MATH & MAINTENANCE FEE RENEWAL FOR WASHINGTON, PROVIDENCIA, STEVENSON, JEFFERSON, DISNEY & MCKINLEY; TITLE I, FILM LA, GIFT AND UNRESTRICTED FUNDS; BOARD APPROVED 6/20/19	VARIOUS SITES	010	$45,555.52
20000290	ILLUMINATE EDUCATION INC	SOFTWARE LICENSES; LCAP SUPPLEMENTAL FUNDS; BOARD APPROVED 6/20/19	INSTRUCTIONAL SERVICES	010	$105,096.64
20000291	VIRCO MFG CO.	CLASSROOM FURNITURE	MILLER ELEMENTARY	010	$2,443.58
20000292	WORTHINGTON DIRECT, INC	OFFICE FURNITURE	BURBANK ADULT SCHOOL	110	$1,136.53
20000293	AREY JONES EDUCATIONAL SOLUTIONS	COMPUTER EQUIPMENT; LAPTOPS; GIFT FUNDS	BRET HARTE ELEMENTARY	010	$8,307.65
20000294	HP INC	LAPTOP CHARGING CART; GIFT FUNDS	BRET HARTE ELEMENTARY	010	$1,141.19

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20000295	AREY JONES EDUCATIONAL SOLUTIONS	COMPUTER EQUIPMENT; LAPTOPS; LCAP EIA/LEP FUNDS	MILLER ELEMENTARY	010	$9,284.38
20000296	HP INC	LAPTOP CHARGING CART; LCAP EIA/LEP FUNDS	MILLER ELEMENTARY	010	$1,141.19
20000297	HP INC	LAPTOP CHARGING CART; GIFT FUNDS	STEVENSON ELEMENTARY	010	$1,141.19
20000298	LIBERTY PAPER	STOCK; COPY PAPER	WAREHOUSE	010	$24,893.57
20000299	AREY JONES EDUCATIONAL SOLUTIONS	TECHNOLOGY SUPPLIES; GIFT FUNDS	STEVENSON ELEMENTARY	010	$5.51
20000300	COMPLETE BUSINESS SYSTEMS	DUPLO SUPPLIES	MC KINLEY ELEMENTARY	010	$759.52
20000301	ALL GOALS INC.	PLAYGROUND SUPPLIES	DISNEY ELEMENTARY	010	$159.93
20000302	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	OFFICE SUPPLIES	EDISON ELEMENTARY	010	$709.46
20000303	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2019-20 BLANKET ORDER; OFFICE SUPPLIES	BURBANK ADULT SCHOOL	110	$5,000.00
20000304	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2019-20 BLANKET ORDER; OFFICE SUPPLIES	EMERSON ELEMENTARY	010	$6,000.00
20000305	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2019-20 BLANKET ORDER; OFFICE SUPPLIES	PROVIDENCIA ELEMENTARY	010	$1,500.00
20000306	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2019-20 BLANKET ORDER; OFFICE SUPPLIES	DISNEY ELEMENTARY	010	$5,000.00
20000307	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2019-20 BLANKET ORDER; OFFICE SUPPLIES	MILLER ELEMENTARY	010	$10,000.00
20000308	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2019-20 BLANKET ORDER; OFFICE SUPPLIES	SPECIAL EDUCATION	010	$2,500.00
20000309	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2019-20 BLANKET ORDER; OFFICE SUPPLIES	BURBANK HIGH SCHOOL	010	$5,000.00
20000310	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2019-20 BLANKET ORDER; OFFICE SUPPLIES	BURBANK HIGH SCHOOL	010	$6,000.00
20000311	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2019-20 BLANKET ORDER; OFFICE SUPPLIES	PURCHASING SERVICES	010	$700.00
20000312	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	CLASSROOM SUPPLIES	BRET HARTE ELEMENTARY	010	$668.21
20000313	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2019-20 BLANKET ORDER; OFFICE SUPPLIES	MC KINLEY ELEMENTARY	010	$2,800.00
20000314	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2019-20 BLANKET ORDER; OFFICE SUPPLIES	FACILITIES PLANNING SERVICES	010	$1,500.00
20000315	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2019-20 BLANKET ORDER; OFFICE SUPPLIES	ROOSEVELT ELEMENTARY	010	$1,000.00
20000316	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2019-20 BLANKET ORDER; OFFICE SUPPLIES	JORDAN MIDDLE SCHOOL	010	$7,000.00
20000317	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2019-20 BLANKET ORDER; OFFICE SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$8,000.00
20000318	SOUTHWEST SCHOOL & OFFICE SUPPLY	2019-20 BLANKET ORDER; OFFICE SUPPLIES	BURBANK ADULT SCHOOL	110	$2,500.00
20000319	SOUTHWEST SCHOOL & OFFICE SUPPLY	2019-20 BLANKET ORDER; OFFICE SUPPLIES	EMERSON ELEMENTARY	010	$6,000.00
20000320	SOUTHWEST SCHOOL & OFFICE SUPPLY	CLASSROOM SUPPLIES	BRET HARTE ELEMENTARY	010	$467.68
20000321	SOUTHWEST SCHOOL & OFFICE SUPPLY	CLASSROOM SUPPLIES	BRET HARTE ELEMENTARY	010	$8

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20000322	SOUTHWEST SCHOOL & OFFICE SUPPLY	2019-20 BLANKET ORDER; OFFICE SUPPLIES	DISNEY ELEMENTARY	010	$5,000.00
20000323	GLENDALE ADVENTIST MEDICAL CENTER	2019-20 BLANKET ORDER; JBHS ATHLETIC TRAINING SERVICES; BOARD APPROVED 4/16/15	INSTRUCTIONAL SERVICES	010	$30,000.00
20000324	NAGC MEMBERSHIP APPLICATION	2019-20 MEMBERSHIP FOR ASSISTANT SUPERINTENDENT OF INSTRUCTION; BOARD APPROVED 6/6/19	INSTRUCTIONAL SERVICES	010	$119.00
20000326	NASSP/NASC	2019-20 NATIONAL HONOR SOCIETY MEMBERSHIP; BOARD APPROVED 6/6/19	JOHN BURROUGHS HIGH SCHOOL	010	$385.00
20000327	NAEA NATIONAL CONVENTION	2019-20 MEMBERSHIP FOR TEACHER; BOARD APPROVED 6/6/19	MONTEREY HIGH SCHOOL	010	$105.00
20000328	FILE KEEPERS, LLC	2019-20 BLANKET ORDER; DOCUMENT SHREDDING SERVICE	MONTEREY HIGH SCHOOL	010	$100.00
20000329	SCHOLASTIC INC.	MAGAZINE SUBSCRIPTIONS; TITLE I FUNDS	MC KINLEY ELEMENTARY	010	$1,435.23
20000330	SOUTHWEST SCHOOL & OFFICE SUPPLY	2019-20 BLANKET ORDER; OFFICE SUPPLIES	PROVIDENCIA ELEMENTARY	010	$1,500.00
20000331	SCHOLASTIC INC.	MAGAZINE SUBSCRIPTIONS; TITLE I FUNDS	MILLER ELEMENTARY	010	$956.41
20000332	SOUTHWEST SCHOOL & OFFICE SUPPLY	2019-20 BLANKET ORDER; ADMINISTRATION SUPPLIES	BURBANK HIGH SCHOOL	010	$2,000.00
20000333	SOUTHWEST SCHOOL & OFFICE SUPPLY	2019-20 BLANKET ORDER; OFFICE SUPPLIES	BURBANK HIGH SCHOOL	010	$5,000.00
20000334	SOUTHWEST SCHOOL & OFFICE SUPPLY	2019-20 BLANKET ORDER; OFFICE SUPPLIES	MC KINLEY ELEMENTARY	010	$5,000.00
20000335	SOUTHWEST SCHOOL & OFFICE SUPPLY	2019-20 BLANKET ORDER; OFFICE SUPPLIES	JORDAN MIDDLE SCHOOL	010	$3,000.00
20000336	SOUTHWEST SCHOOL & OFFICE SUPPLY	2019-20 BLANKET ORDER; OFFICE SUPPLIES	MONTEREY HIGH SCHOOL	010	$4,500.00
20000337	SCHOLASTIC INC.	BOOKS; LOTTERY FUNDS	JORDAN MIDDLE SCHOOL	010	$231.08
20000338	SOUTHWEST SCHOOL & OFFICE SUPPLY	CLASSROOM SUPPLIES	BRET HARTE ELEMENTARY	010	$708.21
20000339	SOUTHWEST SCHOOL & OFFICE SUPPLY	CLASSROOM SUPPLIES	BRET HARTE ELEMENTARY	010	$346.14
20000340	SOUTHWEST SCHOOL & OFFICE SUPPLY	CLASSROOM SUPPLIES	BRET HARTE ELEMENTARY	010	$537.08
20000341	SOUTHWEST SCHOOL & OFFICE SUPPLY	CLASSROOM SUPPLIES	BRET HARTE ELEMENTARY	010	$691.42
20000342	PROFESSIONAL TUTORS OF AMERICA, INC	CONSULTANT AGREEMENT; COMPENSATORY EDUCATION; SPECIAL SERVICES; BOARD APPROVED 6/20/19	SPECIAL EDUCATION	010	$11,250.00
20000343	Q PRESS	2019-20 BLANKET ORDER; PRINTING AND BULK MAIL PROCESSING; ADULT EDUCATION	BURBANK ADULT SCHOOL	110	$25,000.00
20000344	DIVERSIFIED METAL FABRICATORS INC	OUTDOOR FURNITURE	BRET HARTE ELEMENTARY	010	$13,097.70
20000345	CURRICULUM ASSOCIATES INC	INSTRUCTIONAL MATERIALS	PROVIDENCIA ELEMENTARY	010	$261.40
20000346	CURRICULUM ASSOCIATES INC	INSTRUCTIONAL MATERIALS; TITLE I FUNDS	WASHINGTON ELEMENTARY	010	$3

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PO Number	Vendor	Description	Site	Fund	Total Amount
20000347	EXPRESS READERS INC	INSTRUCTIONAL MATERIALS	JEFFERSON ELEMENTARY	010	$1,416.69
20000348	EXPRESS READERS INC	INSTRUCTIONAL MATERIALS; TITLE I FUNDS	MILLER ELEMENTARY	010	$1,961.67
20000349	PEARSON ASSESSMENT	TESTING MATERIALS; SPECIAL EDUCATION	SPECIAL EDUCATION	010	$750.00
20000350	ROCHESTER 100 INC	INSTRUCTIONAL MATERIALS	BRET HARTE ELEMENTARY	010	$640.00
20000351	RAPTOR TECHNOLOGIES LLC	OFFICE SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$110.25
20000352	CBFS-CAMBRIDGE BUSINESS FORMS SVCS	CLASSROOM SUPPLIES	EMERSON ELEMENTARY	010	$327.77
20000353	IMAGE SOURCE	2019-20 BLANKET ORDER; COPIER MANAGED PRINT SERVICES; BOARD APPROVED 6/4/15	FISCAL SERVICES	010	$360,000.00
20000354	ART OF PROBLEM SOLVING	SOFTWARE SUBSCRIPTION & INSTRUCTIONAL MATERIALS; TITLE I FUNDS	MC KINLEY ELEMENTARY	010	$205.47
20000355	ATKINSON, ANDELSON, LOYA, RUUD & ROMO	PROFESSIONAL SERVICES AGREEMENT; LEGAL ADVICE IN EDUCATION LAW; BOARD APPROVED 6/6/19	FISCAL SERVICES	010	$200,000.00
20000356	BLACKBOARD INC	WEB HOSTING, MOBILE APP & PARENT NOTIFICATION SYSTEM; ANNUAL SUBSCRIPTION; UNRESTRICTED AND GIFT FUNDS; BOARD APPROVED 12/20/18 & 5/16/19	TECHNOLOGY SERVICES	010	$28,475.40
20000357	FRONTLINE TECHNOLOGIES	AESOP ANNUAL SUBSCRIPTION; ABSENCE & SUBSTITUTE MANAGEMENT; BOARD APPROVED 6/6/19 & 6/20/19	PERSONNEL SERVICES	010	$25,011.96
20000358	SCHOLASTIC INC.	MAGAZINE SUBSCRIPTIONS; TITLE I FUNDS	WASHINGTON ELEMENTARY	010	$1,239.24
20000359	LEVEL 3 COMMUNICATIONS LLC	VOIP SIP TRUNK SERVICE; BOARD APPROVED 3/16/17	TECHNOLOGY SERVICES	010	$13,000.00
20000360	REALLY GOOD STUFF LLC	INSTRUCTIONAL MATERIALS	STEVENSON ELEMENTARY	010	$396.68
20000361	SCHOOL OUTFITTERS	CLASSROOM FURNITURE	SPECIAL EDUCATION	250	$453.04
20000362	WESTERN TIRE OF BURBANK INC	2019-20 BLANKET ORDER; DISTRICT VEHICLE REPAIRS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$9,500.00
20000363	CITY TREASURER	2019-20 BLANKET ORDER; LANDFILL FACILITY USE; UNRESTRICTED MAINTENANCE FUNDS	FACILITIES SERVICES	010	$16,500.00
20000364	WRIGHT'S SUPPLY INC	2019-20 BLANKET ORDER; EQUIPMENT MAINTENANCE AND REPAIR MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$6,500.00
20000365	WAXIE SANITARY SUPPLY	2019-20 BLANKET ORDER; CUSTODIAL SUPPLIES; NIPA PB CONTRACT #151148-01; UNRESTRICTED MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$329,500.00

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20000366	US AIR CONDITIONING DISTRIBUTORS	2019-20 BLANKET ORDER; HVAC SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$11,500.00
20000367	STUMBAUGH & ASSOCIATES INC	2019-20 BLANKET ORDER; EQUIPMENT REPAIR AND MAINTENANCE MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$4,000.00
20000368	SMARDAN SUPPLY BURBANK	2019-20 BLANKET ORDER; PLUMBING SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$1,000.00
20000369	REFRIGERATION SUPPLIES DIST	2019-20 BLANKET ORDER; HVAC REPAIR MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$24,500.00
20000370	PREMIUM QUALITY LIGHTING	2019-20 BLANKET ORDER; LAMPS, BULBS & ELECTRICAL SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$1,000.00
20000371	PLUMBING WHOLESALE OUTLET INC	2019-20 BLANKET ORDER; PLUMBING SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$9,000.00
20000372	NAPA AUTO PARTS	2019-20 BLANKET ORDER; VEHICLE REPAIR & MAINTENANCE MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$5,500.00
20000373	INTERMOUNTAIN LOCK & SUPPLY CO	2019-20 BLANKET; LOCKSMITH SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$38,000.00
20000374	HYDRAULIC INDUSTRIAL PLUMBING SUPPLY	2019-20 BLANKET ORDER; PLUMBING SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$58,500.00
20000375	H & H AUTO PARTS WHOLESALE	2019-20 BLANKET ORDER; VEHICLE REPAIR AND MAINTENANCE MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$5,000.00
20000376	GRAINGER INC	2019-20 BLANKET ORDER; FACILITY AND EQUIPMENT REPAIR AND MAINTENANCE MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$73,500.00
20000377	FERGUSON ENTERPRISES, INC.	2019-20 BLANKET ORDER; PLUMBING SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$7,000.00
20000378	EWING IRRIGATION PRODUCTS	2019-20 BLANKET ORDER; IRRIGATION REPAIR SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$9,700.00
20000379	DUNN EDWARDS CORPORATION/LA	2019-20 BLANKET ORDER; PAINTING SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$14,000.00
20000380	DIY HOME CENTER-BURBANK	2019-20 BLANKET ORDER; MAINTENANCE SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$14,500.00
20000381	BURBANK PAINT COMPANY	2019-20 BLANKET ORDER; PAINTING SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$7,500.00

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PO Number	Vendor	Description	Site	Fund	Total Amount
20000382	FIRST STUDENT, INC	2019-20 BLANKET ORDER; STUDENT TRANSPORTATION; ESL AND ASE; ADULT EDUCATION BLOCK GRANT	BURBANK ADULT SCHOOL	110	$4,500.00
20000383	BMC WEST LLC	2019-20 BLANKET ORDER; EQUIPMENT REPAIR AND MAINTENANCE MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$2,000.00
20000384	BATTERY SYSTEMS, INC.	2019-20 BLANKET ORDER; FACILITIES REPAIR SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$9,500.00
20000385	ALL PHASE ELECTRIC SUPPLY CO	2019-20 BLANKET ORDER; LAMPS & BULBS; UNRESTRICTED MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$3,000.00
20000386	G & R MEDICAL SALES	2019-20 BLANKET ORDER; CERTIFIED NURSE ASSISTANT SUPPLIES	BURBANK ADULT SCHOOL	110	$8,000.00
20000387	GENERAL BINDING CORP	2019-20 EQUIPMENT SERVICE CONTRACT; LAMINATOR	EMERSON ELEMENTARY	010	$474.50
20000388	COMPLETE BUSINESS SYSTEMS	DUPLO SUPPLIES	EDISON ELEMENTARY	010	$182.08
20000389	LOZANO SMITH	PROFESSIONAL SERVICES AGREEMENT; LEGAL SERVICES IN FACILITIES & CONSTRUCTION; BOARD APPROVED 6/6/19	FISCAL SERVICES	010	$50,000.00
20000389	LOZANO SMITH	PROFESSIONAL SERVICES AGREEMENT; LEGAL SERVICES IN FACILITIES & CONSTRUCTION; BOARD APPROVED 6/6/19	FISCAL SERVICES	213	$50,000.00
20000390	WAXIE SANITARY SUPPLY	2019-20 BLANKET ORDER; CUSTODIAL SUPPLIES FOR ATB SITES & MONTEREY INFANT CENTER; CHILD DEVELOPMENT FUNDS; NIPA PB CONTRACT #151148-01	CHILD DEVELOPMENT SERVICES	120	$15,700.00
20000391	WAXIE SANITARY SUPPLY	2019-20 BLANKET ORDER; CUSTODIAL SUPPLIES; CHILD DEVELOPMENT FUNDS; NIPA PB CONTRACT #151148-01	WASHINGTON CHILDREN´S CENTER	120	$4,000.00
20000392	TRI SIGNAL INTEGRATION INC.	2019-20 BLANKET ORDER; EQUIPMENT REPAIR & MAINTENANCE MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$1,000.00
20000393	COUNTY OF LOS ANGELES PUBLIC HEALTH	ENVIRONMENTAL HEALTH PERMITS FOR BHS & JBHS SWIMMING POOLS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$1,520.00
20000394	EVERYTHING MEDICAL, LLC	NURSE SUPPLIES	BURBANK HIGH SCHOOL	010	$568.72
20000395	EVERYTHING MEDICAL, LLC	HEALTH SUPPLIES	EMERSON ELEMENTARY	010	$328.46
20000396	FRESHWORKS INC	SOFTWARE AGREEMENT; HELP DESK TICKET SYSTEM; YEAR 3 OF 3; TECHNOLOGY DISCRETIONARY FUNDS & ON-GOING AND MAJOR MAINTENANCE FUNDS; BOARD APPROVED 10/19/17 & 6/20/19	TECHNOLOGY SERVICES	010	$24,960.00

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20000397	EVERYTHING MEDICAL, LLC	NURSE SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$585.95
20000398	WILLIAM V MACGILL & COMPANY	HEALTH SUPPLIES	WASHINGTON ELEMENTARY	010	$481.62
20000399	WILLIAM V MACGILL & COMPANY	HEALTH SUPPLIES	BRET HARTE ELEMENTARY	010	$125.00
20000400	WILLIAM V MACGILL & COMPANY	HEALTH SUPPLIES	EDISON ELEMENTARY	010	$441.82
20000401	WILLIAM V MACGILL & COMPANY	HEALTH SUPPLIES	MC KINLEY ELEMENTARY	010	$407.52
20000402	WILLIAM V MACGILL & COMPANY	HEALTH SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$442.96
20000403	SMART & FINAL STORES CORP	C/O 1: ADD AUTHORIZED USER; 2019-20 BLANKET ORDER; ATB AND MONTEREY INFANT CENTER SUPPLIES; CHILD DEVELOPMENT FUNDS	CHILD DEVELOPMENT SERVICES	120	$3,345.00
20000404	WILLIAM V MACGILL & COMPANY	HEALTH SUPPLIES	DISNEY ELEMENTARY	010	$278.00
20000405	WILLIAM V MACGILL & COMPANY	HEALTH SUPPLIES	JEFFERSON ELEMENTARY	010	$595.12
20000407	WILLIAM V MACGILL & COMPANY	HEALTH SUPPLIES	MILLER ELEMENTARY	010	$69.66
20000408	GOPHER SPORT	PLAYGROUND SUPPLIES	STEVENSON ELEMENTARY	010	$192.39
20000409	GOPHER SPORT	PLAYGROUND SUPPLIES	EMERSON ELEMENTARY	010	$1,163.35
20000410	GOPHER SPORT	PLAYGROUND SUPPLIES	MC KINLEY ELEMENTARY	010	$134.51
20000411	ANDERSON, LAURA	CONSULTANT AGREEMENT; PEACEFUL PLAYGROUND; BOARD APPROVED 6/20/19	WASHINGTON ELEMENTARY	010	$1,250.00
20000412	GSG FINANCIAL LLC	2019-20 BLANKET ORDER; COPIER LEASE AGREEMENT; PAYMENTS 1-11; BOARD APPROVED 6/4/15	FISCAL SERVICES	010	$291,635.24
20000413	ICS SERVICE CO.	1516-059 2016 LOW VOLTAGE UNIT PRICE BID FOR PW CONTRACTS; BOGEN EMERGENCY PAGING SYSTEM @ DISNEY ES; BOND FUNDS; BOARD APPROVED 6/6/19	DISNEY ELEMENTARY	213	$114,135.68
20000414	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	OFFICE SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$224.84
20000415	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	OFFICE SUPPLIES	BURBANK HIGH SCHOOL	010	$159.82
20000416	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2019-20 BLANKET ORDER; OFFICE SUPPLIES	WASHINGTON CHILDREN´S CENTER	120	$1,500.00
20000417	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	OFFICE SUPPLIES	SPECIAL EDUCATION	010	$755.43
20000418	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2019-20 BLANKET ORDER; OFFICE SUPPLIES	TECHNOLOGY SERVICES	010	$2,000.00
20000419	PRIORITY NEOPOST	2019-20 BLANKET ORDER; HASLER MAIL MACHINE SUPPLIES	PERSONNEL SERVICES	010	$5,000.00

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20000420	SOUTHWEST SCHOOL & OFFICE SUPPLY	2019-20 BLANKET ORDER; OFFICE SUPPLIES	WASHINGTON CHILDREN´S CENTER	120	$1,500.00
20000421	SOUTHWEST SCHOOL & OFFICE SUPPLY	2019-20 BLANKET ORDER; OFFICE SUPPLIES	CHILD DEVELOPMENT SERVICES	120	$12,000.00
20000423	NASCO WEST	CLASSROOM SUPPLIES	MC KINLEY ELEMENTARY	010	$109.46
20000424	SCHOOL NURSE SUPPLY INC	NURSE SUPPLIES	STEVENSON ELEMENTARY	010	$367.47
20000425	SCHOOL NURSE SUPPLY INC	HEALTH SUPPLIES	BURBANK HIGH SCHOOL	010	$337.27
20000426	S & S WORLDWIDE	PLAYGROUND SUPPLIES	BRET HARTE ELEMENTARY	010	$217.93
20000427	LAKESHORE CURRICULUM MATERIAL	CLASSROOM RUG	STEVENSON ELEMENTARY	010	$528.10
20000428	LAKESHORE CURRICULUM MATERIAL	CLASSROOM RUG	MC KINLEY ELEMENTARY	010	$428.87
20000429	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$26.45
20000430	BESTLINK NETWARE INC	TECHNOLOGY SUPPLY; CAPITAL FACILITIES FUNDS	JOHN BURROUGHS HIGH SCHOOL	250	$9.93
20000431	BESTLINK NETWARE INC	TECHNOLOGY SUPPLY; CAPITAL FACILITIES FUNDS	JOHN BURROUGHS HIGH SCHOOL	250	$4.59
20000432	APPLE COMPUTER ED SALES	TECHNOLOGY SUPPLIES	MILLER ELEMENTARY	010	$251.37
20000433	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	OFFICE SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$187.24
20000434	DISCOUNT SCHOOL SUPPLY	CLASSROOM SUPPLIES	EMERSON ELEMENTARY	010	$116.69
20000435	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	EMERSON ELEMENTARY	010	$128.47
20000436	AMAZON CAPITAL SERVICES	PLAYGROUND SUPPLIES	STEVENSON ELEMENTARY	010	$136.42
20000437	SPICERS PAPER CO	2019-20 BLANKET ORDER; PRINT CENTER SUPPLIES; DISTRICT PRINT SHOP FUNDS	FACILITIES SERVICES	010	$30,000.00
20000438	KELLY PAPER	2019-20 BLANKET ORDER; PRINT CENTER SUPPLIES; DISTRICT PRINT SHOP FUNDS	FACILITIES SERVICES	010	$30,000.00
20000439	IMAGE SOURCE	2019-20 BLANKET ORDER; PRINT CENTER SUPPLIES; DISTRICT PRINT SHOP FUNDS	FACILITIES SERVICES	010	$3,000.00
20000440	ULINE - Attn: ACCOUNTS RECEIVABLES	2019-20 BLANKET ORDER; PRINT CENTER SUPPLIES; DISTRICT PRINT SHOP FUNDS	FACILITIES SERVICES	010	$4,000.00
20000441	T-MOBILE	TECHNOLOGY SERVICES STAFF CELL PHONE AGREEMENT	TECHNOLOGY SERVICES	010	$6,240.00
20000442	MOBILE DEFENDERS LLC	2019-20 BLANKET ORDER; TECHNOLOGY SUPPLIES	TECHNOLOGY SERVICES	010	$4,000.00
20000443	HP INC	2019-20 BLANKET ORDER; COMPUTER REPAIR PARTS	TECHNOLOGY SERVICES	010	$1,000.00
20000444	GRAYBAR	2019-20 BLANKET ORDER; TECHNOLOGY SUPPLIES	TECHNOLOGY SERVICES	010	$1,(

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20000445	BESTLINK NETWARE INC	2019-20 BLANKET ORDER; TECHNOLOGY SUPPLIES	TECHNOLOGY SERVICES	010	$2,000.00
20000446	CITY TREASURER	2019-20 BLANKET ORDER; GASOLINE FOR TECHNOLOGY SERVICES VEHICLES	TECHNOLOGY SERVICES	010	$4,500.00
20000447	AMAZON CAPITAL SERVICES	2019-20 BLANKET ORDER; TECHNOLOGY SUPPLIES; DISCRETIONARY FUNDS	TECHNOLOGY SERVICES	010	$3,000.00
20000448	AMAZON CAPITAL SERVICES	2019-20 BLANKET ORDER; TECHNOLOGY SUPPLIES; TECHNOLOGY SUPPORT FUNDS	TECHNOLOGY SERVICES	010	$3,000.00
20000449	FRY'S ELECTRONICS INC	2019-20 BLANKET ORDER; COMPUTER REPAIR SUPPLIES; TECHNOLOGY SUPPORT FUNDS	TECHNOLOGY SERVICES	010	$1,000.00
20000450	FRY'S ELECTRONICS INC	2019-20 BLANKET ORDER; COMPUTER REPAIR SUPPLIES; DISCRETIONARY FUNDS	TECHNOLOGY SERVICES	010	$1,000.00
20000451	AMAZON CAPITAL SERVICES	POS PRINTER SUPPLIES	TECHNOLOGY SERVICES	010	$145.40
20000452	APPLE COMPUTER ED SALES	COMPUTER EQUIPMENT; TABLETS; GIFT FUNDS	STEVENSON ELEMENTARY	010	$12,127.05
20000457	AREY JONES EDUCATIONAL SOLUTIONS	CLASSROOM PRINTER; CAPITAL FACILITIES FUNDS	JOHN BURROUGHS HIGH SCHOOL	250	$195.58
20000458	AREY JONES EDUCATIONAL SOLUTIONS	CLASSROOM PRINTER	JOHN BURROUGHS HIGH SCHOOL	010	$366.70
20000459	DEMCO INC	BOOKROOM SUPPLIES	BURBANK HIGH SCHOOL	010	$210.18
20000460	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$1,031.99
20000461	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLY	MILLER ELEMENTARY	010	$7.02
20000462	UME FEDERAL CREDIT UNION	AUDIO VISUAL SUPPLIES	MC KINLEY ELEMENTARY	010	$490.61
20000467	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	STEVENSON ELEMENTARY	010	$115.94
20000468	AMAZON CAPITAL SERVICES	PLAYGROUND SUPPLIES	WASHINGTON ELEMENTARY	010	$109.72
20000469	UME FEDERAL CREDIT UNION	HEALTH EQUIPMENT	MC KINLEY ELEMENTARY	010	$251.25
20000470	AMAZON CAPITAL SERVICES	PLAYGROUND SUPPLIES	DISNEY ELEMENTARY	010	$46.05
20000471	AMAZON CAPITAL SERVICES	NURSE SUPPLIES	BURBANK HIGH SCHOOL	010	$166.84
20000475	AMAZON CAPITAL SERVICES	HEALTH SUPPLIES	JEFFERSON ELEMENTARY	010	$82.49
20000477	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	ROOSEVELT ELEMENTARY	010	$264.58
20000478	WORTHINGTON DIRECT, INC	CLASSROOM RUG	ROOSEVELT ELEMENTARY	010	$762.59
20000479	FLINN SCIENTIFIC INC	INSTRUCTIONAL SUPPLIES; SCIENCE	BURBANK HIGH SCHOOL	010	$97.62
20000480	ACCU-CUT SYSTEM	CLASSROOM SUPPLY	EMERSON ELEMENTARY	010	$97.20
20000481	LIGHTSPEED TECHNOLOGIES	TECHNOLOGY SUPPLIES	MILLER ELEMENTARY	010	$166

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20000482	ELLISON EDUCATIONAL EQUIPMENT	CLASSROOM SUPPLIES	MILLER ELEMENTARY	010	$72.77
20000483	AREY JONES EDUCATIONAL SOLUTIONS	COMPUTER EQUIPMENT; LAPTOP; PIPS-SAFETY FUNDS	PERSONNEL SERVICES	010	$2,279.70
20000484	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	MILLER ELEMENTARY	010	$384.42
20000485	FLINN SCIENTIFIC INC	INSTRUCTIONAL SUPPLIES; SCIENCE	BURBANK HIGH SCHOOL	010	$1,443.27
20000486	FLINN SCIENTIFIC INC	INSTRUCTIONAL SUPPLIES; SCIENCE	BURBANK HIGH SCHOOL	010	$1,451.40
20000487	FLINN SCIENTIFIC INC	INSTRUCTIONAL SUPPLIES; SCIENCE	BURBANK HIGH SCHOOL	010	$1,218.97
20000488	AMAZON CAPITAL SERVICES	AUDIO EQUIPMENT	MILLER ELEMENTARY	010	$407.63
20000489	CDW-G - COMPUTER DISCOUNT WHSE	AUDIO VISUAL EQUIPMENT; CAPITAL FACILITIES FUNDS	JOHN BURROUGHS HIGH SCHOOL	250	$452.03
20000490	CDW-G - COMPUTER DISCOUNT WHSE	AUDIO VISUAL EQUIPMENT; CAPITAL FACILITIES FUNDS	JOHN BURROUGHS HIGH SCHOOL	250	$862.16
20000491	SCHOOL OUTFITTERS	AUDIO EQUIPMENT	MC KINLEY ELEMENTARY	010	$346.63
20000492	HANDS ON TASKS	CLASSROOM SUPPLIES; CAPITAL FACILITIES FUNDS	JOHN BURROUGHS HIGH SCHOOL	250	$1,865.74
20000493	STEMFINITY	INSTRUCTIONAL SUPPLIES; TITLE I FUNDS	DISNEY ELEMENTARY	010	$4,686.73
20000494	B & H PHOTO-VIDEO	AUDIO VISUAL EQUIPMENT	EMERSON ELEMENTARY	010	$166.79
20000495	B & H PHOTO-VIDEO	AUDIO EQUIPMENT	MILLER ELEMENTARY	010	$161.54
20000496	APPLE COMPUTER ED SALES	AUDIO EQUIPMENT	PERSONNEL SERVICES	010	$175.30
20000497	AREY JONES EDUCATIONAL SOLUTIONS	COMPUTER EQUIPMENT; MONITORS	LUTHER BURBANK MIDDLE SCHOOL	010	$446.95
20000498	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLIES	LUTHER BURBANK MIDDLE SCHOOL	010	$211.66
20000499	B & H PHOTO-VIDEO	COMPUTER EQUIPMENT	LUTHER BURBANK MIDDLE SCHOOL	010	$181.27
20000500	FEDERAL EXPRESS	2019-20 BLANKET ORDER; FEDERAL EXPRESS SHIPPING	PERSONNEL SERVICES	010	$6,000.00
20000501	U S POSTAL SERVICE	2019-20 BLANKET ORDER; POSTAGE BY PHONE	PERSONNEL SERVICES	010	$102,000.00
20000502	UNITED BUSINESS MAIL	2019-20 BLANKET ORDER; POSTAGE FOR FULL SERVICE MAIL PICK-UP	PERSONNEL SERVICES	010	$7,000.00
20000503	PITNEY BOWES PRESORT SERVICES, INC	2019-20 BLANKET ORDER; DISTRICT MAIL PICK-UP SERVICE	PERSONNEL SERVICES	010	$6,000.00
20000504	WEST SAN GABRIEL WORKERS COMPENSATION JPA	2019-20 WORKERS' COMPENSATION INSURANCE	FISCAL SERVICES	010	$2,968,440.00
20000505	KIDCARPET.COM	CLASSROOM RUG	MILLER ELEMENTARY	010	$308.69
20000506	AMAZON CAPITAL SERVICES	INSTRUCTIONAL SUPPLIES	BURBANK HIGH SCHOOL	010	$327.14
20000507	DIVISION OF THE STATE ARCHITECT	DSA ADDITIONAL FEES; CONSTRUCTION OF ADDITIONAL CLASSROOMS; BOND FUNDS	STEVENSON ELEMENTARY	210	$11,377.47

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20000508	SCHOOL SPECIALTY, INC	CLASSROOM SUPPLIES	EDISON ELEMENTARY	010	$75.28
20000509	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLY; ADULT ED GENERAL APPORTIONMENT	BURBANK ADULT SCHOOL	110	$28.72
20000510	SCHOOL SPECIALTY, INC	PLAYGROUND SUPPLIES	STEVENSON ELEMENTARY	010	$182.08
20000511	SCHOOL SPECIALTY, INC	OFFICE FURNITURE; ADULT EDUCATION BLOCK GRANT & GENERAL APPORTIONMENT	BURBANK ADULT SCHOOL	110	$389.98
20000512	SCHOOL SPECIALTY, INC	PLAYGROUND SUPPLIES	DISNEY ELEMENTARY	010	$162.86
20000513	SCHOOL SPECIALTY, INC	PLAYGROUND SUPPLIES	WASHINGTON ELEMENTARY	010	$149.05
20000514	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	250	$658.81
20000515	STAPLES BUSINESS ADVANTAGE	CLASSROOM SUPPLIES	EDISON ELEMENTARY	010	$225.46
20000516	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; PERKINS GRANT	JOHN BURROUGHS HIGH SCHOOL	010	$16.53
20000517	AUTRY NATIONAL CENTER	FIELD TRIP ADMISSION; GIFT FUNDS	CHILD DEVELOPMENT SERVICES	010	$500.00
20000518	AMAZON CAPITAL SERVICES	CULINARY SUPPLIES; PERKINS GRANT	JOHN BURROUGHS HIGH SCHOOL	010	$123.09
20000519	UME FEDERAL CREDIT UNION	CLASSROOM SUPPLIES	STEVENSON ELEMENTARY	010	$56.23
20000520	SCHOOL SPECIALTY, INC	PLAYGROUND SUPPLIES	MILLER ELEMENTARY	010	$318.71
20000521	UME FEDERAL CREDIT UNION	INSTRUCTIONAL SUPPLIES; PERKINS GRANT	JOHN BURROUGHS HIGH SCHOOL	010	$550.70
20000522	SWANER HARDWOOD INC	INSTRUCTIONAL MATERIALS; PERKINS GRANT	JOHN BURROUGHS HIGH SCHOOL	010	$2,494.75
20000523	SWEETWATER SOUND INC	AUDIO SUPPLIES; PERKINS GRANT	JORDAN MIDDLE SCHOOL	010	$192.94
20000524	B & H PHOTO-VIDEO	INSTRUCTIONAL EQUIPMENT; PERKINS GRANT	LUTHER BURBANK MIDDLE SCHOOL	010	$470.39
20000525	B & H PHOTO-VIDEO	AUDIO EQUIPMENT; PERKINS GRANT	JOHN BURROUGHS HIGH SCHOOL	010	$438.80
20000526	NASCO WEST	INSTRUCTIONAL EQUIPMENT AND SUPPLIES; PERKINS GRANT	MUIR MIDDLE SCHOOL	010	$2,927.02
20000527	B & H PHOTO-VIDEO	INSTRUCTIONAL EQUIPMENT; PERKINS GRANT	JOHN BURROUGHS HIGH SCHOOL	010	$2,056.21
20000528	PARALLAX INC	INSTRUCTIONAL MATERIALS; PERKINS GRANT	JOHN BURROUGHS HIGH SCHOOL	010	$300.68
20000529	AMAZON CAPITAL SERVICES	INSTRUCTIONAL EQUIPMENT AND SUPPLIES; PERKINS GRANT	JOHN BURROUGHS HIGH SCHOOL	010	$1,352.02
20000530	AMAZON CAPITAL SERVICES	INSTRUCTIONAL EQUIPMENT AND SUPPLIES; PERKINS GRANT	LUTHER BURBANK MIDDLE SCHOOL	010	$1,425.75
20000531	HUBERT COMPANY LLC	CLASSROOM SUPPLIES; PERKINS GRANT	JOHN BURROUGHS HIGH SCHOOL	010	$335.77

PO Count: **303** **Total:** **$6,537,**

Printed between 06/18/2019 & 07/08/2019

BOARD FUND SUMMARY

Fund	Description	PO Count	Total Fund Amount
010	General Fund - Unrestricted	273	$6,203,159.41
110	Adult Education Fund	11	$50,866.45
120	Child Development Fund	6	$38,045.00
210	Building Fund	1	$11,377.47
213	Building Fund - 3rd Issuance	3	$224,135.68
250	Capital Facilities Fund	10	$9,731.27
		Total:	**$6,537,315.28**

8/1/2019

To the Superintendent of Schools:

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

Warrants	Payroll		Warrants	Commercial	
6251098	6251149		25375815	25375844	
6253217	6253223		25378793	25378808	
6255394	6255450		25381671	25381707	
6254578	6254586		466389	466391	
6257050	6257068		25388435	25388436	
6259172	6259191		25390583	25390589	
6265330	6265362		466905	466905	
6260581	6260643		25392886	25392932	
6267267	6267341		467378	467488	
2710653	2711317		25395736	25395788	
2732057	2732178		467658	467660	
2749902	2750000		25398113	25398141	
2765226	2765466		25401625	25401633	
2780531	2780923		25404710	25404742	
2803528	2803586				

6/25/19 - 7/10/19	**$ 8,722,009.50**	**6/25/19 -7/11/19**	**$ 3,538,322.00**

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sharon Cuseo, Assistant Superintendent, Instructional Services
PREPARED BY:	Sharon Cuseo, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Jenny Jones, Administrative Secretary II
DATE:	August 1, 2019
SUBJECT:	Approval of Instructional Consultant Services

Background:

The purpose of the Instructional Consultant Services is to enrich student learning. Consultants are selected based on their qualifications regarding specific subject areas. When a consultant is selected, the consultant, company/organization must complete the required paperwork by the District to ensure that District students receive the services they require. All consultant requests must be approved by the Board of Education prior to services being rendered.

Discussion and Issues:

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

Fiscal Impact:

There is no fiscal impact.

Recommendation:

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

BURBANK UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES
APPROVAL OF INSTRUCTIONAL CONSULTANT SERVICES

Board Meeting Date: August 1, 2019

Site	Name	Purpose	Dates	Cost	Appropriation Number and Program Name
John Muir Middle School	Top Youth Speakers (Jessie Funk)	Jessie Funk is a singer, author and the founder of the Ivy Girl Academy, a leadership training program for teens. As part of the daylong MUIR EMPOWERED Health and Wellness Conference, Ms. Funk will conduct (3) empowerment assemblies for all students at John Muir Middle School.	10/10/19	$4,900	01.0-90711.0-11100-10000-5810-3228000

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 2nd of Aug 2019 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Top Youth Speakers hereinafter referred to as "Consultant."

Payee's Name Top Youth Speakers Daytime Phone Number ___ Email Address ___

Mailing Address: Top Youth Speakers,

Sponsoring Administrator: Greg Miller

Board Approval: ___

Account Code: 010-9071.0-11100-10000-5810-327-8000

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 THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 4900 per hour☐/ per day ☒/ per session☐ for a total not to exceed $ 4900 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on: 10/10/19 and terminating on 10/10/19.
3. Payment Terms: one time payment.
4. Consultant will provide the following services:

   Three forty-five minute assemblies on empowerment.

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.

___	[signature] 7/11/19
Administrator 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 Order will be created. This Purchase Order will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Order. Once services are rendered, send paperwork to accounts receivable so they can process payment.

Revised 09/18

Jessie Funk Bio

Jessie Funk holds a leadership certification from the University of Notre Dame, is a certified life-coach, holds a B.S. Degree in Psychology, as well as a M.A. in Theater- emphasizing in how to use the arts as a healing modality for teenagers. Jessie is a former leadership facilitator for Franklin Covey and has also been a professional youth speaker for fifteen years, speaking for high schools and leadership conferences all over the country.

She is a 6-time published author and her passion to help teens led her to start an international non-profit organization called "Ivy Girl Academy," a confidence and leadership training program for teen ladies.

As a professional vocalist she has released five solo albums, has toured 36 states with the Broadway musical "Footloose," has also been hired for hundreds of recording sessions as a studio vocalist including songs heard on TV's "America's Got Talent," ESPN and "The Biggest Loser." Jessie has walked away from three record deals unwilling to sell her soul for fame. She chooses to use her voice to lift and inspire in positive ways.

She also just began a life-long dream of pursuing a doctorate degree. She is earning her license as a clinical social worker and focusing on therapeutic leadership training practices for her dissertation. Jessie's favorite role in life is that of adored wife and mother to two.

For more information visit: TopYouthSpeakers.com

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Debbie Kukta, Assistant Superintendent, Administrative Services
PREPARED BY:	Ruthie DiFonzo, Senior Administrative Assistant
SUBMITTED BY:	Ruthie DiFonzo, Senior Administrative Assistant
DATE:	August 1, 2019
SUBJECT:	Ratification of Amended Agreement for Transportation Services, First Student, Inc.

Background:
First Student, Inc. has been providing transportation for Burbank Unified School District students for the past six years.

Discussion/Issues:
First Student, Inc. understands the economic realities school districts are facing. However, due to the increased operating costs in many areas such as wages, benefits and facility rent, they are respectfully requesting an increase of 3.0%.

Fiscal Impact:
The rates for the 2019-2020 school year will increase 3.0%.

Recommendation:
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education ratify the amendment to the agreement for professional services, between Burbank Unified School District and First Student, Inc., to provide pupil transportation services, at an increase of 3.0%, effective July 1, 2019 through June 30, 2020, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

First Student

Caring for students today, tomorrow, together.

13200 Crossroads Parkway N. Suite 450, City of Industry, CA 91746

July 12, 2019

Burbank Unified School District
David Jaynes
Assistant Superintendent Administrative Services
1900 West Olive Ave
Burbank, Ca. 91506

RE: SY2019– 2020 Rate Renewal

Dear Mr. Jaynes

As another school year ends, First Student looks forward to continuing to serve the students of Burbank Unified School District in providing safe, reliable, and efficient transportation for the school year 2019-2020.

Per the contract Article 3, rates can be negotiated in good faith by both parties, pursuant to the Consumer Price Index (CPI) for Los Angeles/Long Beach area as published by the Department of Labor Statistics May CPI is 3.13% and June CPI is 3.34%. First Student requests a 3.0% rate increase for the 2019/2020 school year. This requested increase is needed as costs continue to increase, First Student must remain competitive in the labor market to ensure we can service the schools for Burbank Unified School District.

First Student looks forward to our continued partnership with Burbank Unified School District. Should you have any questions, please do not hesitate to contact me.

Once again, thank you for your attention to this matter.

Sincerely,

Lisa Serra
Area General Manager



Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Debbie Kukta, Assistant Superintendent, Administrative Services
PREPARED BY:	Ruthie DiFonzo, Senior Administrative Assistant
SUBMITTED BY:	Ruthie DiFonzo, Senior Administrative Assistant
DATE:	August 1, 2019
SUBJECT:	Ratification of Amended Agreement for Professional Services, Best Best & Krieger Attorneys at Law (Special Education)

Background:
The Burbank Unified School District has the need from time to time for legal advice, support and direction in areas of specialty such as education law. Services may also include preparation for and representation in court.

Discussion/Issues:
Best Best & Krieger will provide legal services in regards to various special education matters.

Fiscal Impact:
An additional $33,000 is needed for a not to exceed amount of $131,000.

Recommendation:
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the amended agreement between Burbank Unified School District and Best Best & Krieger, to perform specific services, effective July 1, 2018 through June 30, 2019, not to exceed $131,000 (01.0-65000.0-50010-21000-5820-7440000), and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

Note: the original agreement was approved by the Board of Education on June 7, 2018. The not to exceed amount has increased from $68,000 to $131,000.

Burbank Unified School District
Technology Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Debbie Kukta, Assistant Superintendent, Administrative Services
PREPARED BY:	Roberto Jurado, Director of Information Technology and Educational Support
SUBMITTED BY:	Lourdes Moya, Administrative Secretary
DATE:	August 1, 2019
SUBJECT:	Acceptance of Notice of Completion, District-Wide VoIP and Unified Communications System, Nexus IS (Dimension Data) and Cisco Capital (Bond Fund)

Background:
Public Contract Code Section 7107 defines the District's obligation for final payment on a public improvement project. The District must pay to a contractor all undisputed amounts within 60 days of completion of a project. A Notice of Completion is not mandatory, nor does the date of its filing define the completion of a project. Once a District does file the Notice of Completion with the County Recorder's Office, however, subcontractors and suppliers are allowed 30 days to file a valid stop notice against any funds held by the District for final payment to the general contractor. Not filing the Notice of Completion allows the 30-day window to extend to 90 days or more. If a valid stop notice is filed, the District must withhold 125% to 150% of the value of the stop notice until a release is filed or other legal resolution is reached.

District Wide Goals for 2019-2020:
8.2 Identify funding resources to implement an ongoing District-wide computer and infrastructure refresh plan.

Discussion/Issues:
On July 16, 2016, the Board of Education approved an agreement between Nexus IS (Dimension Data) and Cisco Capital/De Lage Landen Public Finance LLC for the purchase of District-wide Voice over IP (VoIP) and Unified Communications (UC) system. All aspects of the project were successful and District staff has found and approved the project to be complete.

Fiscal Impact:
The total cost of the completed project is $1,484,693.24.

Recommendation:
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following project as completed: VoIP and Unified Communications System, District-Wide by Nexus IS (Dimension Data) and Cisco Capital/De Lage Landen Public Finance LLC (21.0-00000.0-93002-85000-6440/6449-7730000), PO 19001222, not to exceed $1,484,693.24 (Bond Fund), as presented.

Burbank Unified School District
Facilities Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Debbie Kukta, Assistant Superintendent, Administrative Services
PREPARED BY:	Larry Cross, Director of Facilities
SUBMITTED BY:	Cathy Weissman, Project Accounting Technician
DATE:	August 1, 2019
SUBJECT:	Ratification of Award of Contract, Mission Paving and Sealing, Inc. CUPCCAA Bid 1920-007, Asphalt Installation, Seal Coat and Striping, Parking Lot Area, Roosevelt Elementary School (Bond Fund)

Background:

The District has determined that the parking lot at Theodore Roosevelt Elementary School is in need of some repair work, new seal coating and striping.

District-Wide Goals for 2018-2019:

7.1 Continue to provide a clean, safe, and energy-efficient learning environment for all students and employees.

7.4 Continue to ensure that all school safety plans are compliant as per California Department of Education Safety Plan mandates and implement professional development for all employees before school starts.

7.7 Continue construction / modernization projects according to the General Obligation Bond Implementation Plan and develop a long-term maintenance plan.

7.9 Continue to implement the Mental Health and Wellness Plan for all students, families, and employees.

Discussion/Issues:

Mission Paving and Sealing, Inc. provided the District with a bid for this work.

This is a ratification because Mission Paving was directed by District staff to install the asphalt as soon as possible to be completed prior to the opening of School on August 12, 2019.

Fiscal Impact:

$57,525.00 (Bond Fund)

Recommendation:

Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education ratify a construction contract between Burbank Unified School District and Mission Paving and Sealing Inc., CUPCCAA Bid 1920-007, Asphalt Installation, Seal Coat and Striping, Roosevelt Elementary School, effective July 17, 2019 through July 17, 2020, not to exceed $57,525.00 (213-00000-0-91000-85000-6170-214-0000) Bond Fund, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

MISSION PAVING AND SEALING, INC.
12747 Schabarum Ave. Irwindale. California 91706-6807
Phone (626) 452-8200 * Fax (626) 452-9200 * www.missionpaving.com *St. Lic. No. 624257

Quote No. : 1061 **From** : VINCE GRUIDL

To: BURBANK USD
510 S. SHELTON ST.
BURBANK CA 91506

Date : 05/30/2019
Phone : (818) 729-5500
Fax : (818) 729-5501

Attention: LARRY CROSS **Email :** LarryCross@burbankusd.org

We propose you to furnish you labor and material in strict accordance with the plans and specifications as follows:

ROOSEVELT E.S.
850 N. CORDOVA ST., BURBANK, CA. 91505

Item No.	Description	Quantity	U/M	Unit Price	Total Price
Schedule 1					
1	REPAIR LARGE CRACKS 1"+ WITH A GRIND AND OVERLAY TEN SEAL THE REST OF THE CRACKS WITH A HOT POUR CRACK SEAL1"- IN PARKING LOT ONLY.	1	LS	$17,860.000	$17,860
2	REMOVE WOOD CHIPS DOWN TO SUBGRADE AND HAUL OFF THEN PLACE BASE MATERIAL TO WITHIN 3" OF TOP THEN PAVE 3" OF HOT ASPHALT OVER BASE MATERIAL (2,150 SF)	1	LS	$28,020.000	$28,020
3	BLACK OUT EXISTING STRIPING THEN SEAL WITH 2 COATS OF "OVERKOTE" SEAL MATERIAL IN ONE MOVE IN (23,440 SF)	1	LS	$7,545.000	$7,545
4	PAINT PARKING STRIPING 2 COATS PER NEW LAYOUT.	1	LS	$4,100.000	$4,100
			Total Proposal Price:		**$57,525.00**

Special Conditions

1 Work to be completed during normal weekday hours.
2 Excludes: Permits, Engineering, License or Testing.
3 If it is Not included above, it is Excluded.

Standard Conditions

We require immediate notification and submission of any and all affiliated paperwork if there is project specific labor requirement documentation required on this project.
We require five (5) days minimal for scheduling of all prevailing wage work.
Price is good for thirty (30) days from the date of proposal. Price includes one (1) move in, unless otherwise noted.
Mission Paving and Sealing, Inc. will not be held responsible for any scarring, tearing and/or divots caused by vehicular turning on all patching, asphalt paving, slurry and sealing projects.
Standard Exclusions (Unless otherwise noted): Rough grading, subgrade compaction, trench compaction, concrete work, base under concrete, engineering, testing, permits, bonds, fees, staking, utility adjustment and patching, striping and bumpers and guarantee for drainage where designed less than 1%.
The accompanying Terms and Conditions are expressly incorporated into this agreement. If bid is accepted, please complete the following information (per Section 3097 California Code of Civil Procedure), sign and return one complete copy.

Received/Approved By
Date 7.17.19
To A/P - Purchasing

BURBANK UNIFIED
2019 JUL 17 AM 10:50
RECEIVED

TERMS AND CONDITIONS

PAYMENT. Payment is due upon completion unless otherwise noted in the contract.
DELAY IN PAYMENT. Should the owner ask the Contractor to delay completion of the final portions of the work for any reason, it shall not delay payment. Any delay in payment beyond the time specified shall be deemed a delinquent account and interest shall accrue in the unpaid balance at the rate of 18% per annum. Should Owner fail to pay to Contractor the amounts as they become due, Contractor may terminate his services under this Contract and all other contracts with Owner and use all lawful means, including, without limitation, actions by labor or contractors' associations induced by Contractor to prevent further work from being performed on the site until all past due payments have been received by Contractor.
ADDITIONAL WORK. Should the Owner, any agent of the Owner, or any public or governmental agency direct or request that additional work not set forth in this contract be done by Contractor, the charge for the additional work shall be added to the contract price which charge will be in accordance with contractors regular rates and paid by Owner upon completion of the additional work.
MOVE IN, MOVE OUT AND STANDING TIME CHARGES. If no separate price is stated in the contract it is agreed that reasonable move in, move out and standing time charges shall be added to the contract price.
SITE READY. Owner shall have the site ready for the Contractor's work and shall coordinate others working on the site so as not to interfere with or slow Contractor's work in any way. If required by the terms of this contract, Owner shall give to Contractor plans of all underground obstructions, including but not limited to electrical, telephone, sewer, water, gas, oil or any other lines, which may relate to Contractor's work. Though Contractor will use reasonable care, he shall not be liable for damage to any such obstructions, which have not been outlined to him in the plans. If such obstructions require additional labor, equipment, or materials for the completion of the work, it shall be considered "Additional Work" unless Owner provides them in writing before the computation of the contract price of this proposal.
UNAVOIDABLE DELAYS AND DEFAULTS. The Contractor shall be excused for any delays or defaults in the performance of this Contract unavoidably caused by the act of Owner, any of his agents, the act of any governmental authority, and acts of God, the elements, war, war defense conditions, litigation, strikes, walkouts, or other causes beyond his reasonable control. Contractor will use reasonable diligence to avoid any such delay or default and will resume the performance under this Contract as promptly as possible after any such delay or default.
DESTRUCTION OF WORK. Should any part of the work, equipment or materials be destroyed by fire, theft, vandalism, accident, or act of God, or other cause not the fault of Contractor, any work done or equipment or materials furnished by Contractor in restoring or rebuilding shall be paid for by Owner as additional work performed by Contractor pursuant to this Contract.
EXISTING CONDITIONS AND NON-RESPONSIBILITY. Contractor assumes no responsibility if required to lay pavement on unstable subgrade and is the sole judge and shall have final decision as to whether optimum moisture exists or whether there has been suitable compaction or improper drainage caused by existing conditions arising out of inadequate sloping. Inadequate sloping is defined as follows: less than 1% fall in the slope of the subgrade or less than one inch of drainage for every 100 inches in the slope of the subgrade.
NON-RESPONSIBILITY. Contractor assumes no responsibility for the following: weeds and cracks appearing after completion of the contract arising out of a repair or resurfacing job, marks caused by heavy loads placed on small bearing surfaces; solvents loosening asphalt and scuffs caused by vehicular wheel movement.
GUARANTEES. All jobs, other than patching and resurfacing, shall be guaranteed for a period of one year from the date of completion against poor workmanship and inferior material. Resurfacing jobs shall not be guaranteed.
ATTORNEY FEES. If Contractor should consult with an attorney concerning any breach or threatened breach by Owner, whether or not suit is brought or a mechanic's lien is filed, Owner shall pay the reasonable fees and costs incurred by Contractor with respect to such legal services. If any litigation is commenced between the parties concerning this Contract, the prevailing party shall be entitled, in addition to any other relief that may be granted, to a reasonable sum as and for that party's attorney's fees in the litigation.
SOLE AGREEMENT. This contract constitutes, together with the attached plans (if applicable), the sole and only agreement of the parties to this Contract, relating to the work, materials and equipment to be supplies, and correctly sets forth the rights, duties and obligations of each to the other as of its date. Any prior agreements, promises, negotiations or representations not expressly set forth in the Contract are of no force or effect.

CONTRACTORS ARE REQUIRED BY LAW TO BE LICENSED AND REGULATED BY THE CONTRACTORS' STATE LICENSE BOARD. ANY QUESTIONS CONCERNING A CONTRACTOR MAY BE REFERRED TO THE REGISTRAR, CONTRACTORS' STATE LICENSE BOARD, and 9821 BUSINESS PARK DRIVE, SACRAMENTO, CALIFORNIA 95827. MAILING ADDRESS - P.O. BOX 26000, SACRAMENTO, CALIFORNIA 95826

"NOTICE TO PROPERTY OWNER"
If bills are not paid in full for the labor, services, equipment, or materials furnished or to be furnished, a mechanic's lien leading to the loss, through court foreclosure proceedings, of all or part of your property being so improved may be placed against the property even though you have paid your general contractor in full. You may wish to protect yourself against this consequence by requiring your general contractor to furnish a signed release by the person or firm giving you this notice before making payment to your general contractor or any other method or device which is appropriate under the circumstances.

ACCEPTANCE

(By Owner, Agent, or General Contractor)

I/we accept the within proposal. You are authorized to perform the work comprehended hereunder and I/we agree to pay the said amount in accordance with the terms set forth. All the terms attached are incorporated herein and made a part hereof.

Mission Paving and Sealing, Inc. _____ Date _____
VINCE GRUIDL

BURBANK USD _____ Date _____
Accepted By

Burbank Unified School District
Facilities Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Debbie Kukta, Assistant Superintendent, Administrative Services
PREPARED BY:	Larry Cross, Director of Facilities
SUBMITTED BY:	Cathy Weissman, Project Accounting Technician
DATE:	August 1,2019
SUBJECT:	Ratification of Amended Agreement for Professional Services, Massadi Enterprise, Division of State Architect (DSA) On-Site Inspection Services, Modular Classrooms, William McKinley Elementary School, (Bond Fund)

Background:

Burbank Unified School District issued a Request for Qualifications for Division of State Architect (DSA) inspection services on May 18, 2013. The submittal period closed May 30, 2013 and 21 submittals were received. On July 18, 2013, the Board of Education approved three (3) firms, Tony Massadi (TMI), Stephen Payte DSA Inspections and the "G" Crew as qualified to provide DSA inspection services.

On April 16, 2015, a request for proposals was sent to Stephen Payte DSA Inspections, the "G" Crew and Tony Massadi, (TMI) Inspections. Sealed proposals were delivered to the District's Purchasing office on April 27, 2015 by 3:00 pm. The sealed bids were opened on April 28, 2015, reviewed and analyzed by District staff. The result of that review is that Tony Massadi (TMI) Inspections was the lowest proposer on all five (5) District projects. Tony Massadi, (TMI) will provide the necessary Division of State Architect (DSA) inspections for the Districts various construction projects.

Bid results were as follows:

Tony Massadi (TMI), $94,498
Stephen Payte DSA Inspections, $103,768
The "G"Crew, Non-Responsive

Discussion/Issues:

Pursuant to Education Code 17280-17317 and more specifically article 17311 (a), "The Department of General Services shall make such inspection of the school buildings and of the work of construction or alteration as in its judgment is necessary or proper for the enforcement of this article and the protection of the safety of the pupils, the teachers, and the public. The school district, city, city and county, or the political subdivision within the jurisdiction of which any school building is constructed or altered shall provide for and require competent, adequate, and continuous inspection during construction or alteration by an inspector satisfactory to the architect or structural engineer and the Department of General Services." The Division of State Architect (DSA) is under the jurisdiction of the Department of General Services.

District-Wide Goals for 2018-2019:

7.1 Continue to provide a clean, safe, and energy-efficient learning environment for all students and employees.

7.4 Continue to ensure that all school safety plans are compliant as per California Department of Education Safety Plan mandates and implement professional development for all employees before school starts.

7.7 Continue construction / modernization projects according to the General Obligation Bond Implementation Plan and develop a long-term maintenance plan.

7.9 Continue to implement the Mental Health and Wellness Plan for all students, families, and employees.

Discussion/Issues:

Pursuant to Education Code 17280-17317 and more specifically article 17311 (a), "The Department of General Services shall make such inspection of the school buildings and of the work of construction or alteration as in its judgment is necessary or proper for the enforcement of this article and the protection of the safety of the pupils, the teachers, and the public. The school district, city, city and county, or the political subdivision within the jurisdiction of which any school building is constructed or altered shall provide for and require competent, adequate, and continuous inspection during construction or alteration by an inspector satisfactory to the architect or structural engineer and the Department of General Services." The Division of State Architect (DSA) is under the jurisdiction of the Department of General Services.

On May 21, 2015, the Board of Education approved a Professional Services Agreement for Division of State Architect (DSA) Inspection Services with Tony Massadi (TMI).

On July 16, 2019, the District received a proposal from Massadi Enterprises for on-site inspection services, Robert Louis Stevenson Elementary School during the Turf Replacement project.

This is a ratification because the District received a proposal for the additional inspection time on July 16, 2019 for services that were performed December through June, 2019 based on actual hours worked.

Fiscal Impact:

$16,065 PO19002522 (Bond Fund)

Recommendation:

Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education ratify an amended agreement for professional services between Burbank Unified School District and Massadi Enterprises, to perform on-site, DSA inspection services, William McKinley Modular Classrooms, effective January 1, 2019 through June 30, 2019, not to exceed $16,065 PO19002522 (213-00000-0-91008-85000-6281-209-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

RECEIVED
BUSINESS SERVICES
2019 JUL 15 AM 6:11
BURBANK UNIFIED
SCHOOL DISTRICT

Massadi Enterprise
2007North 6th st Burbank ca, 91504

Proposal

07-14-19

To whom it may concern:

Re: Mckinley Projects 03-118466, 03-118887 and 03-117053

This proposal is for the remaining DSA inspections for the above stated projects .

The hourly rate is billed at $85.00

189 hours x $85per hour =$ 16,065

Total Proposal $16,065.

If you have any questions regarding this proposal please call Brian Misino
(818)521-1416

Bond - Modulars

Reviewed/Approved By Date 7/16/19

To A/P Purchasing

Burbank Unified School District
Facilities Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Debbie Kukta, Assistant Superintendent, Administrative Services
PREPARED BY:	Larry Cross, Director of Facilities
SUBMITTED BY:	Cathy Weissman, Project Accounting Technician
DATE:	August 1, 2019
SUBJECT:	Ratification of Amended Agreement for Professional Services, Massadi Enterprise, Division of State Architect (DSA) On-Site Inspection Services, Turf Replacement, Robert Louis Stevenson Elementary School, (Bond Fund)

Background:

Burbank Unified School District issued a Request for Qualifications for Division of State Architect (DSA) inspection services on May 18, 2013. The submittal period closed May 30, 2013 and 21 submittals were received. On July 18, 2013, the Board of Education approved three (3) firms, Tony Massadi (TMI), Stephen Payte DSA Inspections and the "G" Crew as qualified to provide DSA inspection services.

On April 16, 2015, a request for proposals was sent to Stephen Payte DSA Inspections, the "G" Crew and Tony Massadi, (TMI) Inspections. Sealed proposals were delivered to the District's Purchasing office on April 27, 2015 by 3:00 pm. The sealed bids were opened on April 28, 2015, reviewed and analyzed by District staff. The result of that review is that Tony Massadi (TMI) Inspections was the lowest proposer on all five (5) District projects. Tony Massadi, (TMI) will provide the necessary Division of State Architect (DSA) inspections for the Districts various construction projects.

Bid results were as follows:

Tony Massadi (TMI), $94,498
Stephen Payte DSA Inspections, $103,768
The "G"Crew, Non-Responsive

Discussion/Issues:

Pursuant to Education Code 17280-17317 and more specifically article 17311 (a), "The Department of General Services shall make such inspection of the school buildings and of the work of construction or alteration as in its judgment is necessary or proper for the enforcement of this article and the protection of the safety of the pupils, the teachers, and the public. The school district, city, city and county, or the political subdivision within the jurisdiction of which any school building is constructed or altered shall provide for and require competent, adequate, and continuous inspection during construction or alteration by an inspector satisfactory to the architect or structural engineer and the Department of General Services." The Division of State Architect (DSA) is under the jurisdiction of the Department of General Services.

District-Wide Goals for 2018-2019:

7.1 Continue to provide a clean, safe, and energy-efficient learning environment for all students and employees.

7.4 Continue to ensure that all school safety plans are compliant as per California Department of Education Safety Plan mandates and implement professional development for all employees before school starts.

7.7 Continue construction / modernization projects according to the General Obligation Bond Implementation Plan and develop a long-term maintenance plan.

7.9 Continue to implement the Mental Health and Wellness Plan for all students, families, and employees.

Discussion/Issues:

Pursuant to Education Code 17280-17317 and more specifically article 17311 (a), "The Department of General Services shall make such inspection of the school buildings and of the work of construction or alteration as in its judgment is necessary or proper for the enforcement of this article and the protection of the safety of the pupils, the teachers, and the public. The school district, city, city and county, or the political subdivision within the jurisdiction of which any school building is constructed or altered shall provide for and require competent, adequate, and continuous inspection during construction or alteration by an inspector satisfactory to the architect or structural engineer and the Department of General Services." The Division of State Architect (DSA) is under the jurisdiction of the Department of General Services.

On May 21, 2015, the Board of Education approved a Professional Services Agreement for Division of State Architect (DSA) Inspection Services with Tony Massadi (TMI).

On July 16, 2019, the District received a proposal from Massadi Enterprises for on-site inspection services, Robert Louis Stevenson Elementary School during the Turf Replacement project.

This is a ratification because the District received a proposal for the additional inspection time on July 16, 2019 for services that were performed December through June, 2019 based on actual hours worked.

This is an amendment to add additional funding to the District's Master Contract with Massadi Enterprise.

Fiscal Impact:

$7,012.50 (Bond Fund)

Recommendation:

Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education ratify an amended agreement for professional services between Burbank Unified School District and Massadi Enterprises, to perform on-site, inspection services, Robert Louis Stevenson Elementary, effective January 1, 2019 through June 30, 2019, not to exceed $7,012.50 (213-00000-0-91006-85000-6281-215-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

RECEIVED
FACILITIES SERVICES
2019 JUL 16 AM 10: 11
BURBANK UNIFIED
SCHOOL DISTRICT

Massadi Enterprise
2007North 6th st Burbank ca, 91504

Proposal

07-16-19

To whom it may concern:

Re: Stevensons Easy Turf repair
This proposal is for the DSA inspections for the above stated project.

The hourly rate is billed at $85.00

82.5 hours x $85per hour =$ 7012.50

Total Proposal $7,012.50 per agreement

If you have any questions regarding this proposal please call Brian Misino
(818)521-1416

Reviewed/Approved By	Date
	7/16/19
	/ /
To A/P - Purchasing	/ /