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

Thursday, April 21, 2022

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

Burbank City Hall
275 E. Olive Avenue
Burbank, California

**AGENDA**

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

1. CALL TO ORDER

1.a NOTICE TO THE PUBLIC

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

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

1. Speakers who wish to provide a Public Comment virtually should sign up at this link: https://forms.gle/JSPwJs594LTgvcnX8 before 3pm on Wednesday, April 20. Please indicate if your comment pertains to (1) an item on this agenda, or (2) a subject within the jurisdiction of the Board of Education. Closed Session Public Comments must be given in person.

2. The Zoom Webinar will open at 6:30 p.m. Speakers are asked to rename their Zoom profile to indicate their full name to expedite this process. Please note that only those individuals who have signed up to speak prior to 3:00 p.m. on Wednesday, April 20, will be allowed to enter the Zoom Webinar. Speakers will receive an email Wednesday afternoon with the Zoom Webinar login details.

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

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

5. If you require Spanish, Armenian, or ASL translation of the meeting, please email kimberleyclark@burbankusd.org prior to 3:00 p.m. the day before the meeting to receive a registration link.

2. REQUESTS TO ADDRESS THE BOARD

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

2.b Staff Responses

2.c Board Members' Responses

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

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

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

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

Final Settlement Agreement for Special Education Students 960031425, 960026513, 960030117, 960032574 and 110005348.

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

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

5. REPORTING ON CLOSED SESSION

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

7. ITEMS FOR FUTURE AGENDAS

8. PRESENTATIONS / RECOGNITIONS

8.a Recognition of the 2021-2022 National Merit Scholar Finalists
John Paramo, Assistant Superintendent, Educational Services, will introduce Matt Chambers, Principal of John Burroughs High School, and Thomas Crowther, Principal of Burbank High School, who will facilitate the recognition of the 2021-2022 National Merit Scholar Finalists.

9. REPORTS FROM THE BOARD

9.a Student Representatives
Shushanna Ter-Petrossyan, BHS; Jule Reader, JBHS; and Owen Vivado, MHS, will report on activities at their respective schools.

10. REQUESTS TO ADDRESS THE BOARD

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

10.b Staff Responses

10.c Board Members' Responses

11. REPORTS TO THE BOARD

11.a Report to the Board on BUSD Youth in Transition and Foster Youth
Stacy Cashman, Director, Student Services, will report on the District's youth in transition and foster youth students, as presented.

BUSD YOUTH IN TRANSITION AND FOSTER STUDENTS REPORT TO THE BOARD.pdf

11.b Report on the Developer Fee Justification Study
Debbie Kukta, Assistant Superintendent, Administrative Services, will introduce Doug Floyd of Koppel & Gruber Public Finance, who will present the developer fee justification study, as presented.

Developer Fee Study Report.pdf

11.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.

Facilities and Technology PowerPoint_4212022.pdf

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

12.a Public Hearing of Intent to Raise School Facilities (Developer) Fees
The Board of Education will conduct a public hearing to receive input from any interested parties on its intent to raise school facilities (developer) fees consistent with the amounts set by the State Allocation Board and the results of the developer fee study which has been made available for public review prior to the Board meeting, per the requirements of law, as presented.

Developer Fees - Notice of Public Hearing.pdf

13. NEW AND/OR UNFINISHED BUSINESS

13.a Adoption of Resolution 33 – Proclaiming April 24, 2020 as the Burbank Unified School District's Day of Commemoration of the Armenian Genocide of 1915-1923
Matt Hill, Superintendent, recommends that the Board of Education adopt Resolution 33 – Proclaiming April 24, 2022 as the Burbank Unified School District's Day of Commemoration of the Armenian Genocide of 1915-1923, as presented.

Resolution 33_Commemoration of the Armenian Genocide_042122.pdf

13.b Adoption of Resolution 34 Proclaiming April 24 – May 1, 2022 as Burbank Unified School District's Days of Holocaust Remembrance
John Paramo, Assistant Superintendent, Educational Services, recommends that the Board of Education adopt Resolution 34 – Proclaiming April 24 – May 1, 2022 as the Burbank Unified School District's Days of Holocaust Remembrance, as presented.

Resolution 34 Holocaust Days of Remembrance 2022.pdf

13.c Adoption of Resolution 35 Proclaiming May 18, 2022 as Speech Pathologist Day
Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education adopt Resolution 35 proclaiming May 18, 2022 as Speech Pathologist Day, as presented.

SPED Resolution 35 Speech Pathology Day.pdf

13.d Adoption of Resolution 36 Proclaiming May 11, 2022 as School Nurse Day
Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt Resolution 36 proclaiming May 11, 2022 as School Nurse Day, as presented.

Resolution 36 - Nurses.Week.pdf

13.e Adoption of Resolution 37 Proclaiming the Week of May 2, 2022 through May 6, 2022, Substitute Teacher Appreciation Week
Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt Resolution 37 proclaiming the week of May 2, 2022 through May 6, 2022, as Substitute Teacher Appreciation Week, as presented.

Resolution 37- Substitute Teacher Week.pdf

13.f Adoption of Resolution 38 Proclaiming May 11, 2022 as Day of the Teacher and May 2, 2022 through May 6, 2022 as Burbank Unified School District Teacher Appreciation Week
Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt Resolution 38 proclaiming May 11, 2022 as Day of the Teacher and May 2, 2022 through May 6, 2022 as Burbank Unified School District Teacher Appreciation Week, as presented.

Resolution 38 -Day of the Teacher.pdf

13.g Adoption of Resolution 39 Proclaiming May 6, 2022, as School Lunch Hero Day
Sarah Niemann, Assistant Superintendent, Human Resources, recommends that the Board of Education adopt Resolution 39 proclaiming May 6, 2022 as School Lunch Hero Day, as presented.

Resolution 39 -Lunch Hero Day.pdf

13.h Adoption of Resolution 40 – Increase of School Facilities (Developer) Fees
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education adopt Resolution 40, for the increase of school facilities (developer) fees, per Senate Bill 50, 1998 (Education Sections 17620) and Government Code Section 65995, and that authority to sign the resolution be exercised pursuant to BUSD—AR 3314, as presented.

Resolution 40 - Increase School Facilities fees - Developer Fees.pdf

13.i Adoption of the Proposed 2022-2023 Instructional Calendar
Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt the proposed 2022-2023 Instructional Calendars, as presented.

2022-2023 Instructional Calendar.pdf

13.j Reappointment of Members to the School Facilities Oversight Committee (SFOC)
Matt Hill, Superintendent, recommends that the Board of Education reappoint members Raymond Juarez, Justin Worsham, and Brandon Mullins to serve two-year terms on the School Facilities Oversight Committee, effective June 1, 2022 and expiring May 31, 2024, as presented.

SFOC Reappointment of Members_042122.pdf

13.k 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 Matt Chambers as the representatives of Burbank High School and John Burroughs High School; and assistant principals Brian James and Victoria Cuseo, 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, 2022-2023 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_2022_23.pdf

13.l Approval of Agreement for Professional Services, Actuarial Study (General Fund)
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Total Compensation Systems, Inc. to perform an actuarial study, not to exceed $6,000 (01.0-00000.0-00000-72000-5820-7401000) (General Fund), effective April 22, 2022 through June 30, 2023, and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

Actuary Study Agreement 2022 - TCS.pdf

13.m Approval of the Second Amendment to the Lease Agreement with A & G, LLC (General Fund)
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the second amendment to the agreement between the Burbank Unified School District and A & G, LLC, for the lease of 104 parking spaces, effective April 22, 2022 through September 14, 2049 (01.0-90708.0-00000-00000-8650-7800013), and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

Glenoaks Parking Lot 2nd Amendment.pdf

13.n Approval of Extension of Agreement for Professional Services with AMS.NET (Special Use Funds)

Debbie Kukta, Assistant Superintendent, Administrative Services, recommends the Board of Education approve an extension to the agreement with AMS.NET for professional services, not to exceed $30,000, (01.0-00000.0-00000-77000-5850-7732000) (Special Use Funds), and authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

Approval_Extension Agreement_AMS.NET_042122.pdf

13.o 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 04-21-22.pdf

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

14.a Action on Final Settlement Agreement (Special Education)
Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960031425, at no cost to the District (01.0-65000.0-50010-36000-5813-7440000), effective April 1, 2022 through August 31, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960031425 Settlement Agreement.docx.pdf

14.b Action on Final Settlement Agreement (Special Education)
Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960026513, not to exceed $82,000 (01.0-65000.0-50010-36000-5813-7440000), effective March 11, 2022 through August 31, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960026513 Settlement Agreement.docx.pdf

14.c Action on Final Settlement Agreement (Special Education)
Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960032574, not to exceed $11,800 (01.0-65000.0-50010-36000-5813-7440000), effective April 5, 2022 through June 30, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960032574 Settlement Agreement.docx.pdf

14.d Action on Final Settlement Agreement (Special Education)
Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960030117, at no cost to the District (01.0-65000.0-50010-36000-5813-7440000), effective

March 9, 2022 through August 30, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960030117 Settlement Agreement.docx.pdf

14.e Action on Final Settlement Agreement (Special Education)
Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 110005348, at no cost to the District (01.0-65000.0-50010-36000-5813-7440000), effective April 8, 2022 through March 29, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 110005348 Settlement Agreement.docx.pdf

14.f Approval of Minutes
Matt Hill, Superintendent, recommends that the Board of Education approve the minutes of the Regular Board of Education Meeting of March 17, 2022, as presented.

Minutes.03.17.22.pdf

14.g Approval of Personnel Report Number 21-22-15
Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Personnel Report number 21-22-15, covering Certificated and Classified personnel, and consisting of Pages 1 to 28 inclusive, as presented.

Personnel Report.pdf

14.h 2021-2022 Purchase Order Report
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve Purchase Orders for 2021-2022 as listed through March 14, 2022, as presented.

2021-2022 Purchase Order Report.pdf

14.i Approval of Warrants
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve payroll warrants in the total amount of $3,972,577.67 and commercial warrants in the total amount of $3,537,343.39, as presented.

Warrants.pdf

14.j 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.

Instructional Consultants 04212022_Redacted.pdf

14.k Ratification of Instructional Consultant Services
Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of

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

Ratification Inst Consultants 04212022_Redacted.pdf

14.l Approval of Amended Consultant Agreement for Luke Anderson
Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve an amended Consultant Agreement between Burbank Unified School District and Luke Anderson to provide instructional consultant services, effective October 8, 2021 through May 29, 2022, in the amount of $3,980.00 (01.0-90201.0-11100-10000-5810-2058700), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Luke Anderson Amendment 04212022_Redacted.pdf

14.m Approval of Non-Instructional Consultant Services
Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the non-instructional consultant services for the purpose of supporting the school and/or District goals, and that authority to sign the agreements be exercised pursuant to BUSD-AR 3314, as presented.

Non Instructional Consultants 04212022_Redacted.pdf

14.n Approval of Williams Lawsuit Settlement Quarterly Report on Uniform Complaints 2021-2022
John Paramo, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the Williams Lawsuit Settlement Quarterly Report on Uniform Complaints 2021-2022, Report Summary No. 2, October 1 through December 31, 2021, as presented.

BUSD_Williams_UCP_Report_3rd_Quarter_2022 (1).pdf

14.o Approval of Fee Increase for Around the Bell and Monterey Child Care
Peter Knapik, Director, Elementary Education, recommends that the Board of Education approve the proposed rate increases, as indicated in the Board action item above for the Around the Bell Program and Monterey Infant Center, effective July 1, 2022, as presented.

ATB Fee Increase 04212022.pdf

14.p Ratification of Agreement with Boys & Girls Club of Burbank for the Use of District Facilities for the 2021-2022 School Year
Peter Knapik, Director, Elementary Education, recommends that the Board of Education approve the agreement between the Burbank Unified School District and the Boys and Girls Club of Burbank, to use District facilities at three elementary schools and two middle schools, effective, July 1, 2021, through June 30, 2022, and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented.

BGC Use of Facilities 04212022.pdf

14.q Approval for California Department of Rehabilitation Service Contract
Paulette Koss, Director, Special Education and Psychological Services, recommends that the Board of Education approve a contract between the Burbank Unified School District and the

State of California Department of Rehabilitation for the purpose of work experience for identified students in the We Can Work program, effective July 1, 2022 through June 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR3314, as presented.

SPED Workability Department of Rehabilitation.pdf

14.r Approval of Amended Agreement for Professional Services - Protocol Nursing Agency
John Paramo, Assistant Superintendent, Educational Services, recommends that the Board of Education amend the agreement between the Burbank Unified School District and Protocol Agency, Inc. to provide qualified Nursing staff for supplemental assignments to the District for the period September 9, 2021 –September 8, 2022, not to exceed $715,000 (010-58700-00000-31400-5850-7408000), and that the authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

Note: The original approval date was October 7, 2021 for a total not to exceed $400,000.

AMENDED Protocol_Agency_BAI_4 21 22.pdf

14.s Approval of Contracts C-22200:21:22, C-22201:21:22, C-22203:21:22, and C-22208:21:22 with the Los Angeles County Office of Education for Participation in a Virtual Program of Outdoor Science & Conservation Education
Peter Knapik, Director, Elementary Education, recommends that the Board of Education approve Contracts C-22200:21:22 (Jefferson Elementary), C-22201:21:22 (Disney Elementary), C-22203:21:22 (Roosevelt Elementary), and C-22208:21:22 (Providencia Elementary) with the Los Angeles County Office of Education for Participation in a Virtual Program of Outdoor Science & Conservation Education, effective April 1, 2022 through June 30, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR, as presented.

OSS Contracts 04212022.pdf

14.t Ratification of Agreement for Professional Services (Special Education)
Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Dr. Karen Epport, to provide an Independent Educational Evaluation (IEE) and attend an IEP meeting for Special Education Student 960013960, not to exceed $6,500 (01.0-65000.0-57602-11900-5850-7440000), effective March 4, 2022 through June 30, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 9600139060 Karen Epport_Ratification.pdf

14.u Ratification of Agreement for Professional Services (Special Education)
Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Simun Psychological Assessment Group PC DBA Neuropsychology Partners, to provide an Independent Educational Evaluation (IEE) and attend an IEP meeting for Special Education Student 960036644, not to exceed $6,500 (01.0-65000.0-57602-11900-5850-7440000), effective April 1, 2022 through December 31, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 96003664 Simun Psychological Assessment_Ratification.pdf

14.v Amended Agreement for Professional Services (Special Education)
Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education amend an agreement between the Burbank Unified School District and Therapy In Action., to provide an Occupational Therapy Evaluation and attend an IEP meeting for Special Education Student 960027933, not to exceed $1,600, (01.0-65000.0-57602-11900-5850-7440000), effective October 1, 2021 through December 31, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was October 21, 2021 for a total not to exceed $1,600. This amendment extends the end date from May 31, 2022 to December 31, 2022.

SPED Student 960027933 Therapy In Action_Amended.pdf

14.w Amended Agreement for Professional Services (Special Education)
Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education amend an agreement between the Burbank Unified School District and Joy Young, to provide Speech and Language services for Special Education Student 960001099, not to exceed $2,850 (01.0-65000.0-57602-11900-5850-7440000), effective October 27, 2021 through May, 26, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was December 16, 2021 for a total not to exceed $1,330. This amendment adds an additional $1,520 to the agreement for a total not to exceed $2,850. This amendment also extends the end date from January 31, 2022 to May 26, 2022.

SPED Student 960002099 Joy Young_Amendment.pdf

14.x Ratification of Agreement for Professional Services (Special Education)
Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Ausin Texan Learning Group LLC, to provide support to students and teachers, not to exceed $22,272 (01.0-65000.0-57602-11900-5850-7440000), effective April 13, 2022 through May 26, 2022 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services_Ausin Texas Learning Group_Ratification.pdf

14.y Acceptance of Notice of Completion, Premier Pipe, Repair Pipe Burst and Tie In To City Sewer Connection at George Washington Elementary School (Deferred Maintenance Fund)
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept a notice of completion, Premier Pipe, George Washington Elementary School, not to exceed $31,740.00 PO #22000511 (010-81500-0-00000-85000-6170-752-3100-0000) Deferred Maintenance Fund, as presented.

NOC Premier Pipe Washington 4-21-22.pdf

14.z Approval of the Outreach and Technical Assistance Network (OTAN) at the Sacramento

County Office of Education (SCOE) Memorandum of Understanding (MOU) (Adult Ed Fund)
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the Memorandum of Understanding (MOU) between Burbank Unified School District and the Outreach and Technical Assistance Network (OTAN) at the Sacramento County Office of Education (SCOE), not to exceed $1,000 (25% = 11.0-63910.0-41102-10000-5840-5330000, 50% = 11.0-63910.0-41104-10000-5840-5330000, 25% = 11.0-63910.0-41106-10000-5840-5330000), effective, April 22, 2022 through June 30, 2023, and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

Adult School MOU OTAN.pdf

14.aa Approval of Additive Change No.1 for the Agreement with Dude Solutions for Work Order Software, District-Wide (Restricted Routine Maintenance)
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve additive change order No.1 to the agreement with Dude Solutions for a Work Order Software, District-Wide, not to exceed $41,535.04 (010-81500-0-00000-82000-5890-752-3100) Restricted Routine Maintenance, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: The increased amount of $11,251.66, bringing the not to exceed amount to $41,535.04, is to add on the implementation of the Asset Essential Enterprises service to the software which will allow the District to have more access to customization in order to fit the needs for Maintenance and Operations. This additional amount covers the term from April 1, 2022 through June 30, 2022 in which all the services will be included in the renewal for the new fiscal year.

CO1_Dude Solutions_District Wide.pdf

14.ab Approval of Additive Change No.6, Santa Clarita Concrete, Site & Structural Concrete, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve additive change order No.6 between Burbank Unified School District and Santa Clarita Concrete for the Site & Structural Concrete for the Two-Story Modular Building Project at Walt Disney Elementary School, not to exceed $528,022.45 (21.3-00000-0-91008-85000-6230-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: The increased amount of $4,879.57 for change order No.6, bringing the total not to exceed amount to $528,022.45, is for the placement of concrete under stairs in lieu of asphalt to provide SilverCreek with the area for installation of missing cane-detector railings prior to their demobilization.

CO6_Santa Clarita Concrete_Disney_Bond.pdf

14.ac Approval of Additive Change No.4, H&S Electric Inc., Electrical & Low Voltage, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve additive change order No.4 to the agreement between Burbank Unified School District and H&S Electric Inc. for Electrical & Low Voltage for the Two-Story

Modular Building Project at Walt Disney Elementary School, not to exceed $305,963 (21.3-00000-0-91008-85000-6230-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: The increased amount of $7,266 brings the not to exceed amount to $305,963 due to an additional directive as requested by the District to install a sump-pump 20 AMP WP Breaker, WP GFI receptacles, and circuits at two building vents located at the new two-story modular building.

CO4_H&S Electric_Disney_Bond.pdf

14.ad Notice of Completion, Reliable Floor Covering Inc., Furnish and Install Flooring in Ten Classrooms, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)

Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: furnish and install flooring for ten new classrooms for the Two-Story Modular Building Project at Walt Disney Elementary School, PO# 22002584, not to exceed $68,134 (213-00000.0-91008-85000-6250-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

NOC_Reliable Flooring_Disney_Bond.pdf

15. REQUESTS TO ADDRESS THE BOARD

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

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

15.b Superintendent's Comments and Responses

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

15.c Board Members' Comments and Responses

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

16. ADJOURNMENT

**Burbank Unified School District**
**Department of Student Services**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Stacy Cashman, Director, Student Services |
| PREPARED BY: | Stacy Cashman, Director, Student Services |
| SUBMITTED BY: | Lauren Dieter, Administrative Secretary, Student Services |
| DATE: | April 21, 2022 |
| SUBJECT: | Report to the Board on BUSD Youth in Transition and Foster Youth |

**Background:**
The Burbank Unified School District ensures that youth in transition and students who are part of the foster care system can participate fully in school activities and that barriers to identification, enrollment, and retention in school are identified and removed. Students in transition and foster students have the right to immediate enrollment without records and have equal access to all school programs for which they are eligible.

**District-Wide Goals for 2021-2022:**
1.6 Review and prioritize strategies within all Master Plans and report back to the Board.

**Discussion/Issues:**
This report details current enrollment in BUSD for youth in transition and youth foster care in addition to data regarding ethnicity, grade levels, attendance, and discipline. Dedicated funding allocated by State and Federal sources has enabled BUSD to support a position in Student Services focused on providing case management services for our families in transition and foster youth. Student Services also works closely with City partners and non-profits to connect families to resources including housing, medical, dental, food, and counseling.

**Fiscal Impact:**
Services for BUSD youth in transition and foster youth students are funded in part by programs under Title 1 and LCAP. Part of this funding is used to provide a liaison in the Student Services Department to support these populations. In addition, this year we received an Educational Learning Opportunity Grant ($76,000) and funds under The American Rescue Plan ($41,000) to support our youth in transition. Students who are in foster care are assisted by a Transportation MOU with the County ($25,000), and other education grants as they become available.

**Recommendation:**
Stacy Cashman, Director, Student Services, will report on the District's youth in transition and foster youth students as presented.

# BURBANK UNIFIED SCHOOL DISTRICT

## 2021-2022

## BUSD YOUTH IN TRANSITION AND FOSTER YOUTH DATA

# OVERRIDING PRINCIPLES AND MISSION

- Trauma-informed practices
- Continuity of education
- Compassion
- Equal access
- Communication and assistance navigating the school and educational setting
- Addressing DEI for vulnerable populations
- Providing dedicated at-promise counselors
- Providing mental health support

# YOUTH IN TRANSITION BY YEAR

| | 2019-2020 | 2020-2021 | 2021-2022 |
|---|---|---|---|
| Total | 101 | 97 | 61 |
| Decrease | | 4* | 36** |

*From 2019/20-1920/21, 9 students graduated and we had a net increase of 5 families for an ending decrease of 4 families for the year.

**From 2020/21-2021/22, 7 students graduated, and we had a net decrease of 29 students who either became permanently housed or disenrolled for a total decline of 36 families. On a positive note, despite the challenges of the pandemic, 25 of the 29 families that are no longer in transition became permanently housed.

Clearly, the pandemic resulted in greater movement and transition among these families.

# YOUTH IN TRANSITION BY GRADE LEVELS

| | Total |
|---|---|
| **Elementary** | 12 |
| **Middle** | 15 |
| **High School** | 34 |
| **Total** | **61** |

8 of these students are in the Special Education Program and 6 are currently in our EL program
*Students are placed based upon ease of transportation for families, program needs, and sometimes proximity to housing.

# YOUTH IN TRANSITION BY ETHNICITY

| | |
|---|---|
| American Indian/Alaska Native | 6 |
| Japanese | 1 |
| Hawaiian | 1 |
| Filipino | 2 |
| African American/Black | 5 |
| Hispanic or Latino | 31 |
| White | 10 |
| Declined to State | 5 |
| TOTAL | 61 |

# AVERAGE ATTENDANCE YOUTH IN TRANSITION

| | Total Attendance | % Absences Excused |
|---|---|---|
| Elementary | 88% | 9% |
| Secondary | 92% | 5% |
| Total | 91% | 6% |

# DISCIPLINE - YOUTH IN TRANSITION

| | 2019-2020 | 2020-2021 | 2021-2022 |
|---|---|---|---|
| Battery | 1 | 0 | 0 |
| Bullying | 2 | 0 | 1 |
| Caused or Att. To Cause Physical Injury | 7 | 0 | 2 |
| Controlled Substance | 5 | 0 | 1 |
| Disruptive Behavior | 1 | 1 | 0 |
| Drug Paraphernalia | 2 | 0 | 0 |
| General Disruption | 1 | 0 | 0 |
| Hostile Environment | 3 | 0 | 0 |
| Obscene Act | 1 | 0 | 0 |
| Tobacco Possession | 1 | 0 | 0 |
| Total | 24 | 1 | 3 |

# ACADEMICS YOUTH IN TRANSITION

| | 2019-2020 | 2020-2021* | 2021-2022 |
|---|---|---|---|
| Average GPA | 2.41 | 2.22 | 2.34 |
| A-G Completion | 50% | 14.30% | Not Yet Available |
| Graduation Rate | 73% | 100% | Not Yet Available |

*Reflects Distance Learning Year

CAASP Results for 2019-2020 show a 46.7% ELA Proficiency Rate with 20% Math Efficiency

# FUNDING - YOUTH IN TRANSITION

| | Title 1 (YIT Allocation) | Education Learning Opportunity Grant (spend by 9/1/2023) | American Rescue Plan – Youth in Transition (forthcoming through 2024) |
|---|---|---|---|
| Balance | $60,000.00 | $76,000.00 | $41,000.00 |
| Centralized Services | $55,307.00 | 46,000.00 | |
| Transportation (TAP, Metrolink) | $773.00 | | |
| Childcare Support | | $2,800.00 | |
| | | | |
| Remaining | 3,920.00 | 27.200.00 | $41,000.00 |

# Case Management Responsibilities for Youth in Transition

- Ensures homeless students receive immediate enrollment, free and reduced lunch, and equal access in district-sponsored curricular and extra-curricular programs.
- Designated Liaison initiates the identification process and assesses whether the family's in transition residence is a "fixed, adequate, or regular" residence. The liaison communicates and meets with the family to note changes in needs and living situations and provides community resources when needed.
- Obtains consent for release of information for direct follow-up with agencies/referrals and coordinates appointments for access to assistance.
- Coordinates access to transportation via tap cards, tutoring, counseling, afterschool programs, and school supplies.
- Ensures no fee for high school proficiency exams, FAFSA support through counselors, determines eligibility for AB 1806 (reduced credits for graduation) if the student transfers after their second year of high school.
- Works and helps train site staff to support student(s) access to education. Provides enrollment dispute resolution support and technical assistance when necessary.

# Case Management Responsibilities for Youth in Transition (cont.)

- Removes barriers affecting homeless students' attendance and enrollment.
- Tracks academic progress, attendance, and student achievement.
- Increases awareness of educational rights of homeless students and families through public notice and community outreach.
- Los Angeles Office of Education (LACOE) Liaison
- Compliance Reports and Documentation
- Participated in attendance, 504, and IEP meetings when necessary to support and advocate for students
- Works with community partners such as Home Again (formerly Family Promise), BTAC, BHC, City of Burbank, The Village, and Ascencia (housing agencies), the YMCA, Burbank Family Services Agency, Burbank Coordinating Council, Kids Community Dental Clinic, L.A. Family Housing, Los Angeles Department of Social Services, and other school districts regarding student history and previous support provided.

# FOSTER YOUTH BY YEAR

| | 2019-2020 | 2020-2021 | 2021-2022 |
|---|---|---|---|
| Total | 70 | 60 | 47 |
| Decrease | | 10* | 13** |

*From 2019/20-2020/21, 7 students graduated and we had an additional net decrease of 3 families for a total decline of 10 families.

**From 2020/21-2021/22, 4 students graduated and we had an additional net decrease of 9 families for a total decline of 13 families.

.

# Foster Youth by Grade Levels

| | TOTAL |
|---|---|
| **PreSchool** | 2 |
| **Elementary** | 19 |
| **Middle School** | 13 |
| **High School** | 13 |
| **TOTAL** | **47** |

7 Students are in the Special Education Program and 1 Student is EL. *Students are placed based upon ease of transportation for families, program needs, and sometimes proximity to their foster housing

# FOSTER YOUTH ETHNICITY

| | |
|---|---|
| Chinese | 1 |
| Filipino | 2 |
| African American/Black | 7 |
| Hispanic or Latino | 17 |
| White | 14 |
| Declined to State | 6 |
| TOTAL | 47 |

# AVERAGE ATTENDANCE FOSTER YOUTH

| | Total Attendance | % Absences Excused |
|---|---|---|
| Elementary | 92% | 3% |
| Secondary | 91% | 5% |
| Total | 92% | 4% |

# DISCIPLINE - FOSTER YOUTH

| | 2019-2020 | 2020-2021 | 2021-2022 |
|---|---|---|---|
| Bullying | 0 | 0 | 1 |
| Caused or Att. To Cause Physical Injury | 1 | 0 | 2 |
| Controlled Substance | 1 | 0 | 0 |
| Drug Paraphernalia | 2 | 0 | 0 |
| General Disruption | 1 | 0 | 0 |
| Hostile Environment | 1 | 0 | 0 |
| Property Damage/Vandalism | 0 | 0 | 2 |
| Sexual Harassment | 2 | 0 | 0 |
| Theft | 1 | 0 | 0 |
| Tobacco Possession | 2 | 0 | 2 |
| Total | 11 | 0 | 7 |

# ACADEMICS FOSTER YOUTH

| | 2019-2020 | 2020-2021* | 2021-2022 |
|---|---|---|---|
| Average GPA | 2.11 | 2.04 | 2.11 |
| A-G Completion | | | Not Yet Available |
| Graduation Rate | 71% | 100% | Not Yet Available |

*Reflects Distance Learning Year

# FOSTER YOUTH CASE MANAGEMENT RESPONSIBILITIES

- Assist foster youth with enrollment, school transfers, and ensure eligibility for free and reduced lunch
- Ensure proper transfer of partial credits, student records, and grades.
- Ensure that the foster youth's attorney and representative are notified when that student is undergoing any expulsion or other disciplinary proceedings including manifestation determination meetings when the student receives special education services.
- Collaborate and coordinate services with county placing agencies, social services, probation officers, juvenile court officers, and other local agencies on students' status, placement, and placement changes.
- Ensure foster children and youth have equal access to all educational and related services for which they are eligible.
- Inform foster children and youth of educational and related opportunities available and encourage the adult caretaker to participate in the foster youth's education.
- Maintain documentation in the Education Passport System (EPS) used by LACOE & DCFS regarding school records for Foster youth.

# FOSTER YOUTH CASE MANAGEMENT RESPONSIBILITIES (CONT.)

- Hold Best Interest Determination (BID) meetings for current students who are removed from BUSD boundaries but wish to remain at their school of origin.
- Provide training and technical assistance to administrators, counselors, teachers, front office staff, nurses, and all other school staff, particularly in the areas related to:
  - a. Rights of foster children and youth
  - b. Educational rights holder (ERH) – consent to services and special education
  - c. School enrollment procedures
  - d. Student record requests, transfers, FAFSA completion assistance, and identify students who qualify for AB 216 (reduced credits for graduation)
  - e. Collaboration with child welfare agencies and probation

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

**REPORT TO THE BOARD**

| | |
|---|---|
| TO: | Members of the Board of Education and Superintendent |
| FROM: | Debbie Kukta, Assistant Superintendent, Administrative Services |
| PREPARED BY: | Ruthie DiFonzo, Senior Administrative Assistant |
| SUBMITTED BY: | Ruthie DiFonzo, Senior Administrative Assistant |
| DATE: | April 21, 2022 |
| SUBJECT: | Report on the Developer Fee Justification Study |

---

**Background:**
The State Allocation Board sets the statewide rate for Level I Developer Fees and updates that amount every other year, publishing the new rate in January. In order to collect developer fees, school districts must conduct a study that meets all the requirements of code, make that study available for public review, hold a public hearing and then take action to adopt the fee structure justified in the study. The fees are to be used to finance the construction, reconstruction and modernization of school facilities, and to provide for interim housing.

**Discussion/Issues:**
The District contracted with Koppel & Gruber Public Finance to perform a Developer Fee Justification Study to determine the appropriateness of increasing current rates to the new statutory rates for collection of Developer Fees. The study is attached.

**Fiscal Impact:**
$ $8,495

**Recommendation:**
Debbie Kukta, Assistant Superintendent, Administrative Services, will introduce Doug Floyd of Koppel & Gruber Public Finance, who will present the developer fee justification study, as presented.

MUNICIPALITIES | SCHOOL DISTRICTS | CITIES | COUNTIES | PARK & RECREATION | WATER DISTRICTS | MUNICIPALITIES | SCHOOL DISTRICTS | COMMUNITIES



BURBANK UNIFIED SCHOOL DISTRICT
Equity and Excellence

# SCHOOL FEE JUSTIFICATION STUDY

APRIL 4, 2022

KOPPEL & GRUBER
PUBLIC FINANCE

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SAN MARCOS
CALIFORNIA 92078

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# EXECUTIVE SUMMARY

Education Code Section 17620 authorizes the governing board of a school district to levy school fees to offset the impacts to school facilities from new residential and commercial/industrial construction and reconstruction. In order to levy Level I fees (statutory fees), a school district must prepare and adopt a school fee justification study pursuant to the provisions of Education Code Section 17620 and Sections 65995 and 66001 of the Government Code. The school fee justification study serves as the basis for justifying the levy of Level I fees and presents and documents the nexus findings required by State law.

This School Fee Justification Study ("Study") has been prepared for the Burbank Unified School District ("School District") to demonstrate the relationship between new residential and commercial/industrial development and the School District's need for the construction of school facilities, the cost of the school facilities, modernization of existing school facilities, and the per square foot amount of Level I fees ("School Fees") that may be levied by the School District on residential and commercial/industrial development in accordance with applicable law.

The maximum School Fees authorized by Education Code Section 17620 are currently $4.08 per square foot for residential construction/reconstruction and $0.66 per square foot for commercial/industrial construction. The State Allocation Board ("SAB") reviews and may adjust the maximum authorized School Fees every January in even-numbered years. Based on the findings presented in this Study, the School District is justified in collecting the amount equal to the maximum authorized Level I school fees or $4.79 per square foot for residential construction/reconstruction and the maximum authorized or $0.78 per square foot for categories of commercial/industrial development, except for new construction classified as Industrial Parks/Warehousing, Hospitality/Lodging and Rental Self-Storage. The findings are summarized below:

## RESIDENTIAL DEVELOPMENT

New residential development is projected within the School District's boundaries. Based on School District-wide student generation rates and the City of Burbank's goal of adding 12,000 residential dwelling units by 2035, such development could generate an estimated 2,699 new students over the same timeframe. An analysis of the School District's existing permanent facilities capacity and enrollment demonstrates the projected student enrollment does not support the need for the acquisition of new school sites or the construction of additional school campuses. The analysis does support expansion at the elementary school level. Additionally, the School District's existing facilities are in need of modernization/re-construction and those facilities are deemed inadequate for the long-term housing of both existing students and students generated from future residential development. The school facilities cost impact per residential square foot attributable to students generated from new residential construction as determined in this Study is shown in the following table.

The cost impacts per square foot shown in Table E-1 exceeds the current maximum authorized residential School Fee of $4.79, therefore, the School District is reasonably justified in levying the Level I school fees in an amount up to but not exceeding $4.79 per square for residential development ("Applicable Residential School Fee").

**TABLE E-1**
**RESIDENTIAL SCHOOL FACILITIES COST IMPACTS/APPLICABLE SCHOOL FEE**

| DESCRIPTION | IMPACT PER SQUARE FOOT | MAXIMUM APPLICABLE SCHOOL FEE PER SQUARE FOOT |
|---|---|---|
| **Residential Construction** | $5.22 | **$4.79** |

## COMMERCIAL/INDUSTRIAL DEVELOPMENT

As commercial/industrial properties develop new jobs are created. Many of the employees working at the new jobs will move into the School District boundaries, thereby increasing the need for new residential development and further impacting the School District's facilities. School Fees may be imposed on commercial/industrial development if the school fees collected on residential development are insufficient to provide adequate school facilities for students generated as a result of new development and nexus findings are presented that justify the imposition of the commercial/industrial school fee.

Section 17621(e)(1)(B) of the Education Code requires that the Study determine the impact of the increased number of employees anticipated to result from commercial/industrial development upon the cost of providing school facilities within the School District. This code section further adds that employee generation estimates shall be based on the applicable employee generation estimates set forth in the January 1990 edition of "San Diego Traffic Generator Study" ("Traffic Study"), a report by San Diego Association of Governments ("SANDAG"). The school facilities cost impacts per commercial/industrial square foot as determined in this Study are shown in Table E-2 by commercial/industrial land use type (each commercial/industrial category is further described in Appendix "A"). The cost impacts per square foot for each category of commercial/industrial development are equal to or exceed the maximum authorized School Fee of $0.78 per square foot, except for Industrial Parks/Warehousing, Hospitality/Lodging and Rental Self-Storage development. Therefore, except for previously listed commercial/industrial categories, the School District is justified in levying commercial/industrial School Fees on new commercial/industrial development in an amount up to but not exceeding the maximum authorized School Fee of $0.78 per square foot ("Applicable Com/Ind. School Fees"). The Applicable Com/Ind. School Fees may be imposed on new commercial/industrial construction or reconstruction classified as Industrial Parks/Warehousing/Manufacturing, Hospitality/Lodging and Rental Self-Storage up to the respective net cost impacts per square foot determined herein.

**TABLE E-2**
**COMMERCIAL/INDUSTRIAL SCHOOL FACILITIES COST IMPACTS/APPLICABLE SCHOOL FEES**

| COMMERCIAL/INDUSTRIAL CATEGORY | IMPACT PER SQUARE FOOT | MAXIMUM APPLICABLE SCHOOL FEE PER SQUARE FOOT |
|---|---|---|
| Banks | $1.53 | **$0.78** |
| Community Shopping Center | $0.83 | **$0.78** |
| Neighborhood Shopping Center | $1.52 | **$0.78** |
| Industrial Business Parks | $1.90 | **$0.78** |
| Industrial Parks/ Warehousing/ Manufacturing | $0.73 | **$0.73** |
| Rental Self-Storage | $0.04 | **$0.04** |
| Research & Development | $1.65 | **$0.78** |
| Hospitality (Lodging) | $0.61 | **$0.61** |
| Commercial Offices (Standard) | $2.59 | **$0.78** |
| Commercial Offices (Large High Rise) | $2.46 | **$0.78** |
| Corporate Offices | $1.46 | **$0.78** |
| Medical Offices | $2.31 | **$0.78** |

# SECTION I. INTRODUCTION

## A. PURPOSE OF THE STUDY

The purpose of this Study is to determine if a reasonable relationship exists between new residential and commercial/industrial development and the School District's need for the construction and/or reconstruction of school facilities. The findings presented in this Study have been made pursuant to and in compliance with Education Code Section 17620 and Government Code Section 66001 *et seq*. and serve as a basis for determining such a relationship.

## B. GENERAL DESCRIPTION OF THE SCHOOL DISTRICT

The School District serves the City of Burbank ("City") area within the County of Los Angeles ("County") and educates a total student population of approximately 14,000 transitional kindergarten (TK) through twelfth grade students as of October 2021. The School District currently operates eleven (11) elementary schools, three (3) middle schools, three (3) high schools, one (1) adult school and two (2) alternative education schools.

# SECTION II. LEGISLATION AND LEGAL REQUIREMENTS

This section discusses the legislative history of the Level I Fee.

## A. LEGISLATIVE HISTORY

Assembly Bill ("AB") 2926 enacted by the State in 1986, also known as the "1986 School Facilities Legislation" granted school districts the right to levy fees in order to offset the impacts to school facilities from new residential and commercial development. Originally set forth in Sections 53080 and 65995 of the Government Code, AB 2926 authorized statutory school fees to be levied, commencing January 1, 1987, in the amount of $1.50 per square foot of new residential assessable space and $0.25 per square foot of enclosed commercial or industrial assessable space. AB 2926 also provided for an annual increase of the statutory fees based on the Statewide cost index for Class B construction, as determined by the SAB. The provisions of AB 2926 have since been amended and expanded.

AB 1600 was enacted by the State legislature in 1987 and created Government Code Sections 66000 et seq. These sections require a public agency to satisfy the following requirements when establishing, increasing or imposing a fee as a condition of approval for a development project:

AB 181, enacted in 1989, established new requirements for school districts levying school fees and also re-codified Government Code Section 53080 et seq. as Education Code Section 17620 et seq. The additional provisions established by AB 181 imposed more stringent nexus requirements which must be satisfied by school districts prior to levying school fees, especially with respect to commercial/industrial school fees. Additionally, AB 181 provided that the maximum school fees for residential and commercial/industrial development be subject to an increase every two (2) years rather than annually.

In 1998, Governor Wilson signed into law Senate Bill 50 ("SB 50"), the Leroy F. Greene School Facilities Act of 1998, which reformed State's School Building Program and developer school fee legislation. A significant provision of SB 50 provides school districts the option of adopting alternative school fees (also known as Level II and Level III fees) in excess of the Level I fee upon meeting certain requirements. SB 50 also placed a $9.2 billion State Bond measure on the November 3, 1998 ballot (Proposition 1A). With the passage of Proposition 1A in November 1998, SB 50 became operative.

SB 50 also limited the power of cities and counties to require mitigation of school facilities impacts as a condition of approving new development and suspended the court cases known as Mira-Hart-Murrieta. The Mira-Hart-Murrieta cases previously permitted school districts to collect mitigation fees in excess of school fees under certain circumstances.

On November 5, 2002, California voters passed Proposition 47, which authorized the issuance of $13.05 billion in State bonds and also enacted AB 16, which provided for additional reformation of the School Building Program. AB 16, among other items, clarified that if the SAB is no longer approving apportionments for new construction due to

the lack of funds available for new school facilities construction, a school district may increase its Level II Fee to the Level III Fee. With the issuance of the State bonds authorized by the passage of Proposition 47, this section of AB 16 became inoperable.

In addition, Proposition 55 was approved on March 2, 2004, which authorized the sale of $12.3 billion in State bonds. Furthermore, California voters approved Proposition 1D in the general election held on November 7, 2006. Proposition 1D authorized the issuance of $10.4 billion in State bonds.

Most recently, California voters approved Proposition 51 (the California Public School Facility Bonds Initiative) in the general election held on November 8, 2016, authorizing the issuance of $9 billion in bonds to fund the improvement and construction of school facilities for K-12 schools and community colleges.

# SECTION III. PROJECTED UNHOUSED STUDENTS AND FACILITY REQUIREMENTS

The objective of this Study is to determine if a nexus exists between future residential and commercial/industrial development and the need for school facilities. In addition, the Study aims to identify the costs of such required school facilities and determine the amount of School Fees that can be justifiably levied on residential and commercial/industrial development according to the estimated impacts caused by such development. This section evaluates whether existing school facilities can accommodate students generated from future residential development, projects student enrollment based on anticipated residential growth, and estimates the costs of school facilities required to accommodate new residential growth. The findings determined in this section are used in following sections to evaluate the cost impact per square foot for new residential and commercial/industrial property. Although many of the figures in this section are primarily derived from residential development projections and impacts, they are adjusted in Section V. to evaluate the impact of commercial/industrial development.

## A. SCHOOL DISTRICT CAPACITY AND CURRENT STUDENT ENROLLMENT

The School District's existing school facilities capacity and student enrollment were evaluated in order to determine if there is available capacity to house students generated by new residential and commercial/industrial development.

The School District currently operates eleven (11) elementary schools, three (3) middle schools, three (3) high schools, one (1) adult school and three (3) alternative education schools. These facilities include approximately 793 teaching stations. The number of teaching stations was adjusted to exclude portable classrooms since the collection of Applicable School Fees will be used in part to replace portable classrooms with new permanent classrooms. The School District facilities capacity is determined based on loading standards set forth in the California Code of Regulations, Title II, Section 1859.35, which sets capacity on a district-wide basis rather than school-level, and is consistent with the loading standards recognized by the Office of Public-School Construction (OPSC). Appendix "B" provides a calculation of the updated estimated facilities capacity.

Based on October 2021 data, the student enrollment of the School District is 14,058 students. The total enrollment figure was then reduced due to the excluding of preschool students and students enrolled at Burbank Adult School, as those facilities were not evaluated for purposes of this Study, which left an eligible Student Enrollment of 13,959. The School District's total and eligible enrollment as of October 2021 is summarized in Appendix "C". Current available capacity is calculated by subtracting current student enrollment from existing school facilities capacity for each school level. This operation results in available seats at the elementary school, middle school and high school levels. The existing school facilities available capacity determination is shown in Table 1.

**TABLE 1**
**FACILITIES CAPACITY AND STUDENT ENROLLMENT**

| SCHOOL LEVEL | EXISTING FACILITIES CAPACITY [1] | STUDENT ENROLLMENT (OCTOBER 2021) [2] | AVAILABLE/(DEFICIT) CAPACITY |
|---|---|---|---|
| Elementary School (TK-5) | 6,450 | 5,738 | 712 |
| Middle School (6-8) | 4,293 | 3,296 | 997 |
| High School (9-12) [3] | 6,135 | 4,925 | 1,210 |
| **Total** | **16,878** | **13,959** | **2,919** |

[1] Appendix "B" provides a detailed analysis of the facility capacity determination.
[2] Student Enrollment excludes Students enrolled in Preschool and Adult Education programs as seen in Appendix "C".
[3] The capacity of facilities categorized as Other Programs has been included at the high school level since the students enrolled in these programs are within grades 9 through 12.

## B. PROJECTED UNHOUSED STUDENTS

### 1. Projected Residential Units

Areas within the School District are largely developed and built-out, however opportunities exist for new development through infill and redevelopment projects. In 1989, the Residential Growth Management Ordinance, also known as Measure One, was approved by Burbank City voters, which prohibits the City from increasing the number of residential units beyond 63,704 units. The Department of Finance estimated housing stock at 45,069 units as of January 2021[1]. While housing inventory has grown by just 1.5 percent over the past decade, in 2019, the Burbank City Council set a goal to facilitate the building of 12,000 new dwelling units through 2035 (in line with the City of Burbank's 2035 General Plan timeframe). The housing goal is intended to facilitate new housing for various economic segments and mitigate the need for workforce housing[2].

The City's Housing Element 2021-2029 dated March 2022 (draft) ("Housing Element") establishes a framework for meeting the City's housing growth goal by identifying opportunities for and the adequacy of potential housing sites. The Housing Element identifies a concentration of new housing opportunities along the Interstate 5 and within the Downtown TOD and Golden State Specific Plans with the vast majority of opportunities planned as high-density projects.

Given the long timeframe required for the planning, design, financing and implementation of school facilities capital improvements, the School District must carefully address and plan for impacts on school facilities based on the City's housing

[1] Department of Finance: Table 2: E-5 City/County Population and Housing Estimates, 1/1/2021.
[2] Burbank 2021-2029 Housing Element (Revised draft) dated March 2022.

growth goals. Therefore, this Study utilizes the potential for 12,000 new housing units through 2035 as a basis for the projected number of residential units.

The residential categories considered in this Study include Single-Family Detached units ("SFD"), which are those units with no common walls and Multi-Family ("MF"), which are those units sharing a common wall, including but not limited to townhouses, condominiums, apartments, duplexes. It should be noted the City reports the issuance of building permits for new SFD units, however nearly all new SFD projects consist of the demolition of existing SFD units with the replacement of new SFD units, which net close to zero addition SFD units.

The determination of the Projected Units is summarized by residential category in Table 2.

**TABLE 2**
**PROJECTED RESIDENTIAL UNITS**

| RESIDENTIAL CATEGORY | PROJECTED UNITS |
|---|---|
| SFD[1] | 0 |
| MF | 12,000 |
| **TOTAL** | **12,000** |

[1] Building permits for new SFD mostly consist of the rebuilding of existing SFD units.

## 2. Student Generation Rates

In order to calculate student generation rates ("SGRs"), K&G Public Finance first obtained property characteristic data from the County Assessor's Office. Parcels in the data file were classified by unit type (SFD and MF) and residential parcels were extracted. Due to the County data missing unit counts in certain instances, K&G Public Finance compiled unit counts based on information from the Department of Finance[3], resulting in a total of 19,993 SFDs, and 24,941 MFs within the School District.

K&G Public Finance then obtained a student database from the School District, which contained the school attended, grade level and physical address information for each student enrolled in the School District. The student database is reflective of student enrollment information as of October 2021. The student enrollment address information was matched to the address (situs address) information of parcels in the County property characteristic database. The number of students matched was then queried by school level and residential category. Table 3 provides a summary of the SGRs by school level and residential category. A more detailed analysis of the SGR determinations is contained within Appendix "D".

**TABLE 3**
**STUDENT GENERATION RATES SUMMARY**

| SCHOOL LEVEL | SFD UNITS | MF UNITS |
|---|---|---|
| Elementary School (TK-5) | 0.1490 | 0.0925 |
| Middle School (6-8) | 0.0817 | 0.0540 |
| High School (9-12) | 0.1161 | 0.0784 |
| **TOTAL** | **0.3468** | **0.2249** |

## 3. Projected Student Enrollment

Projected student enrollment was determined by multiplying the SGRs in Table 3 by the number of Projected Units shown in Table 2. A total of 2,699 students are estimated to be generated from Projected Units. The projected student enrollment is summarized by school level in Table 4.

[3] Department of Finance: Table 2: E-5 City/County Population and Housing Estimates, 1/1/2021.

**TABLE 4**
**PROJECTED STUDENT ENROLLMENT BY SCHOOL LEVEL**

| SCHOOL LEVEL | PROJECTED STUDENTS |
|---|---|
| Elementary School (TK-5) | 1,110 |
| Middle School (6-8) | 648 |
| High School (9-12) | 941 |
| **TOTAL** | **2,699** |

## 4. Projected Unhoused Students

As shown in Table 1, there is available capacity at the elementary school, middle school and high school levels. While these findings indicate the School District's collective capacity is available to accommodate projected students from new development over the course of the planning period, the analysis doesn't consider (i) the availability of capacity within areas of the School District where a greater and disproportionate amount of new development is expected (ii) the condition and adequacy of existing capacity, or (iii) the service and educational goals of the School District.

Furthermore, adjusting Projected Student Enrollment by the availability of classroom seats reveals 398 unhoused students projected at the elementary school level, demonstrating the need for expansion of classroom facilities. Table 5 shows the determination of Projected Unhoused Students by school level.

**TABLE 5**
**PROJECTED UNHOUSED STUDENTS**

| SCHOOL LEVEL | PROJECTED STUDENT ENROLLMENT | AVAILABLE SEAT ADJUSTMENT | PROJECTED UNHOUSED STUDENTS |
|---|---|---|---|
| Elementary School (TK-5) | 1,110 | 712 | 398 |
| Middle School (6-8) | 648 | 648 | 0 |
| High School (9-12) | 941 | 941 | 0 |
| **TOTAL** | **2,699** | **2,301** | **398** |

## C. FACILITIES NEEDS COSTS AND ESTIMATED PER STUDENT COST

### 1. Facilities Needs

Government Code Section 66001 (g) allows School Fees to include the costs attributable to the increased demand for public facilities reasonably related to the development project(s) in which the fee is imposed in order to (1) refurbish existing facilities to maintain the existing level of service or (2) achieve an adopted level of service that is consistent with the general plan.

The determination of projected unhoused students shown in Table 5 demonstrates that adequate permanent facilities capacity does not exist to house the total number of Projected Student Enrollment at the elementary level. Thus, the expansion of school facilities will be required to accommodate the Projected Unhoused Students. Further, California Assembly Bill 130, a TK-12 trailer bill which was signed by the Governor in September 2021, expands TK age eligibility in two-birth month increments over a period of 4 years commencing with the 2022-23 school year (the "Universal Transitional Kindergarten Program"). The Universal Transitional Program also requires TK programs to operate with a student-teacher ratio of 12:1 in 2022-23 and transitioning to a 10:1 ratio by 2023-24, contingent upon budget appropriations. While the effects of the Universal Transitional Program on the School District's school facilities are difficult to realistically project for the purposes of this Study, it's anticipated the program will increase enrollment growth from both existing housing as well as Projected Units, and such enrollment growth will increase the demand on school facilities.

In addition to the need for the expansion of school facilities to accommodate Projected Unhoused Students, capital improvement projects are necessary for the long-term use and adequate housing of student enrollment at the School District's existing facilities to maintain and achieve an adopted level of service. The facilities needs exist regardless of the availability of capacity to house student enrollment, inclusive of student enrollment generated from new development; therefore without implementation of the capital improvement projects capacity available for Projected Student Enrollment is deemed inadequate.

Revenues from the imposition of the applicable school fees are intended to fund, in part, estimated costs for the construction of new classroom facilities and capital improvement projects required to accommodate Projected Student Enrollment.

### 2. Estimated per Seat/Student Cost

To evaluate the cost impacts on school facilities as a result of the Projected Student Enrollment, the Study estimates the cost per seat/student for (i) the seats required to accommodate the 398 Projected Unhoused Students at the elementary school level, by the construction of new classroom buildings (ii) the seats that will be occupied by the remaining Projected Student Enrollment, which will benefit from the implementation of

capital improvement projects necessary for the long-term use and adequacy of the seats and to meet the School District's service goals.

The estimated cost for new classroom construction was derived using recent costs for construction of a new classroom building at Walt Disney Elementary School. Using the estimated construction costs and State Loading Factors for elementary classrooms at 25 students per classroom[4], the cost per student/seat is estimated at $52,749 in 2022 dollars.

To estimate the costs of capital improvement projects benefitting Projected Student Enrollment, the Study uses School Facility Program modernization grant amounts authorized under Education Code Section 17074.10 and last adjusted for inflation in February 2022. The modernization grants are intended to provide the State's share (60%) of necessary project costs for "*improvements that extend the useful life of, or enhance the physical environment of, the school. Modernization grants can be used for the cost of designs and materials that promote the efficient use of energy and water, the maximum use of natural lighting and indoor air quality, the use of recycled materials and materials that emit a minimum of toxic substances, the use of acoustics conducive to instructing and learning, and other characteristics of high-performing schools"*[5] ; thus the modernization grants are deemed an appropriate measure to estimate the costs of capital improvement implementation. Based on the modernization grants amounts as effective as of January 1, 2022, the cost per student seat is estimated at $13,193 at the elementary school level, $13,937 at the middle school level, and $18,150 at the high school level.

[4] California Code of Regulation, Title II, Section 1859.35.
[5] School Facility Program Handbook, January 2019

# SECTION IV. PROJECTED IMPACT OF RESIDENTIAL DEVELOPMENT

The following section presents the school facility impact analysis for new residential development and provides a step-by-step calculation of the estimated per residential square foot cost impact.

To determine the school facilities cost impact per square foot of residential development, first the facilities cost impacts per seat/student determined in in Section III are multiplied by the Projected Enrollment and Projected Unhoused Students as shown in Table 5 for each school level. The result of this computation is shown in Table 6 and reflects the estimated school facilities cost impact to house Projected Enrollment.

**TABLE 6**
**FACILITIES COST IMPACT**

| SCHOOL LEVEL | FACILITIES COST IMPACT PER STUDENT/SEAT | PROJECTED STUDENT ENROLLMENT/ PROJECTED UNHOUSED STUDENTS | FACILITIES COST IMPACTS |
|---|---|---|---|
| **New Classroom Construction** | | | |
| Elementary School (TK-5) | $52,749 | 398 | $20,994,102 |
| **Capital Improvement Projects (Modernization)** | | | |
| Elementary School (TK-5) | $13,193 | 712 | $9,393,416 |
| Intermediate School (6-8) | $13,937 | 648 | $9,031,176 |
| High School (9-12) | $18,150 | 941 | $17,079,150 |
| **TOTAL** | | | **$56,497,844** |

The total school facilities impact shown in Table 6 above was then divided by the number of Projected Units shown in Table 2 to determine the school facilities cost per residential unit. The costs per residential categories are shown in Table 7.

**TABLE 7**
**SCHOOL FACILITIES COST PER RESIDENTIAL UNIT**

| FACILITIES COST IMPACT ALLOCATION | PROJECTED UNITS | FACILITIES COST IMPACT PER RESIDENTIAL UNIT |
|---|---|---|
| $56,497,844 | 12,000 | **$4,708** |

The school facilities cost impact per residential square foot is calculated by dividing the school facilities cost per residential unit determined in Table 7 by the average square footage of a residential unit. This calculation is shown in Table 8. Square footage information for planned

residential units within the School District was obtained from the Planning and Transportation Division of the City and was used to estimate the average square footage of the Projected Units.

**TABLE 8**
**SCHOOL FACILITIES COST PER RESIDENTIAL SQUARE FOOT**

| FACILITIES COST IMPACT PER RESIDENTIAL UNIT | WEIGHTED AVERAGE SQUARE FOOTAGE | FACILITIES COST PER RESIDENTIAL SQUARE FOOT |
|---|---|---|
| $4,708 | 902 | **$5.22** |

The school facilities impact per residential square foot determined in Table 8 is greater than the current maximum authorized residential School Fees of $4.79 per square foot; therefore, the School District is justified in levying up to but not exceeding the maximum authorized amount for residential construction and reconstruction.

# SECTION V. COMMERCIAL/INDUSTRIAL SCHOOL IMPACT ANALYSIS

The following section presents the school facilities impact analysis for new commercial/industrial development and provides a step-by-step calculation of the estimated per commercial/industrial square foot cost impact.

## A. EMPLOYEE GENERATION

In the course of making the nexus findings to justify School Fees levied on commercial/industrial development, Education Code Section 17621(e)(1)(B) requires that the Study determine the impact of the increased number of employees anticipated to result from commercial/industrial development upon the cost of providing school facilities within the School District. As mentioned in the Executive Summary, for purposes of making such determination this code section further sets out that the employee generation estimates be based on the applicable estimates set forth in the Traffic Study published by SANDAG.

The employee generation estimates per 1,000 square feet of development derived from the Traffic Study are listed by commercial/industrial land use category in Table 9 below. The land use categories listed are based on those categories described in the Traffic Study and include land uses recommended by the provisions of Education Code Section 17621(e)(1)(B).

**TABLE 9**
**EMPLOYEE GENERATION PER 1,000 SQUARE FEET OF COMMERCIAL/INDUSTRIAL DEVELOPMENT**

| COMMERCIAL/INDUSTRIAL CATEGORY | AVERAGE SQUARE FOOTAGE PER EMPLOYEE | EMPLOYEES PER 1,000 SQUARE FEET |
|---|---|---|
| Banks | 354 | 2.8253 |
| Community Shopping Center | 652 | 1.5348 |
| Neighborhood Shopping Center | 357 | 2.7985 |
| Industrial Business Parks | 284 | 3.5156 |
| Industrial Parks/Warehousing | 742 | 1.3473 |
| Rental Self-Storage | 15,541 | 0.0643 |
| Research & Development | 329 | 3.0408 |
| Hospitality (Lodging) | 883 | 1.1325 |
| Commercial Offices (Standard) | 209 | 4.7897 |
| Commercial Offices (Large High Rise) | 220 | 4.5442 |
| Corporate Offices | 372 | 2.6848 |
| Medical Offices | 234 | 4.2654 |

Source: San Diego Traffic Generator Study, January 1990 Edition; SANDAG.

## B. RESIDENTIAL IMPACT

### 1. Households

To evaluate the impact of commercial/industrial development on School District facilities, the employee generation estimates listed in Table 9 were first used to determine the impact of commercial/industrial development on a per household basis. Based on information obtained from the California Department of Finance[6] and the U.S. Census Bureau data[7], there are approximately 1.28 employed persons per household on average for households located within City of Burbank. Dividing the employee generation estimates listed in Table 9 by 1.28 results in the estimated number of households per 1,000 square feet of commercial/industrial development ("Total Household Impact").

The Total Household Impact determined in the preceding paragraph takes into consideration all employees generated from commercial/industrial development. Since some of those employees will live outside the School District and therefore will have no impact on the School District, the figures are adjusted to reflect only those households within the School District occupied by employees generated from commercial/industrial development built within the School District. Based on information derived from U.S. Census Bureau data[8], it is estimated that approximately 35.80% of employees both live and work within the School District. Multiplying the Total Household Impact by 35.80% results in the households within the School District impacted per 1,000 square feet commercial/industrial development. The results of these computations are shown in Table 10.

[6] Department of Finance: Table 2: E-5 City/County Population and Housing Estimates, 1/1/2021
[7] 5-Year Estimates: DP03-Selected Economic Characteristics, 2020
[8] 5-Year Estimates: S0801-Worked in place of residence, 2020.

**TABLE 10**
**IMPACT OF COMMERCIAL/INDUSTRIAL DEVELOPMENT ON HOUSEHOLDS WITHIN THE SCHOOL DISTRICT**

| COMMERCIAL/INDUSTRIAL CATEGORY | SCHOOL DISTRICT HOUSEHOLDS PER 1,000 SQUARE FEET COM./IND. |
|---|---|
| Banks | 0.7902 |
| Community Shopping Center | 0.4293 |
| Neighborhood Shopping Center | 0.7827 |
| Industrial Business Parks | 0.9833 |
| Industrial/Warehousing/Manufacturing | 0.3768 |
| Rental Self-Storage | 0.0180 |
| Research & Development | 0.8505 |
| Hospitality (Lodging) | 0.3168 |
| Commercial Offices (Standard) | 1.3396 |
| Commercial Offices (Large High Rise) | 1.2710 |
| Corporate Offices | 0.7509 |
| Medical Offices | 1.1930 |

## 2. Household Student Generation

The student generation impacts per 1,000 square feet of commercial/industrial development were calculated by multiplying the household impacts shown in Table 10 by blended student generation rates determined for each school level. The result of this calculation is shown in Table 11. The determination of the student generation rates are shown and described in Appendix "D" of this Study. Since all Projected Units are classified as MF units, only the SGRs determined for MF are utilized.

**TABLE 11**
**STUDENT GENERATION PER 1,000 SQUARE FEET OF**
**COMMERCIAL/INDUSTRIAL DEVELOPMENT**

| COMMERCIAL/INDUSTRIAL CATEGORY | ELEMENTARY SCHOOL STUDENT GENERATION | MIDDLE SCHOOL STUDENT GENERATION | HIGH SCHOOL STUDENT GENERATION | TOTAL STUDENT GENERATION |
|---|---|---|---|---|
| Banks | 0.0731 | 0.0427 | 0.062 | 0.1778 |
| Community Shopping Center | 0.0397 | 0.0232 | 0.0337 | 0.0966 |
| Neighborhood Shopping Center | 0.0724 | 0.0423 | 0.0614 | 0.1761 |
| Industrial Business Parks | 0.0910 | 0.0531 | 0.0771 | 0.2212 |
| Industrial/Warehousing/ Manufacturing | 0.0349 | 0.0203 | 0.0295 | 0.0847 |
| Rental Self-Storage | 0.0017 | 0.0010 | 0.0014 | 0.0041 |
| Research & Development | 0.0787 | 0.0459 | 0.0667 | 0.1913 |
| Hospitality (Lodging) | 0.0293 | 0.0171 | 0.0248 | 0.0712 |
| Commercial Offices (Standard) | 0.1239 | 0.0723 | 0.1050 | 0.3012 |
| Commercial Offices (Large High Rise) | 0.1176 | 0.0686 | 0.0996 | 0.2858 |
| Corporate Offices | 0.0695 | 0.0405 | 0.0589 | 0.1689 |
| Medical Offices | 0.1104 | 0.0644 | 0.0935 | 0.2683 |

### 3. Inter-District Student Impact

Based on information provided by the School District, 1,233 students were enrolled at the School District on an inter-district basis as of October 2021, including 440 students at the elementary school level, 319 students at the middle school level and 474 students at the high school level. Many of those inter-district students attend the School District as a result of their parents or guardians being employed at businesses located within the School District boundaries. To determine the inter-district impact of new commercial/industrial development, the number of inter-district students at each school level was first divided by the estimated number of employees within the School District's area. Employment was estimated at 57,692[9] based on date obtained from the U.S. Census Bureau. The ratio of inter-district students to estimated employment for each school level was then multiplied by the employee generation factors for each of the commercial/industrial categories as shown in Table 9. The calculation results in the Inter-District Student Impacts shown in Table 12.

[9] 5-Year Estimates: DP03-Selected Economic Characteristics, 2020

**TABLE 12**
**INTER-DISTRICT COST IMPACT PER 1,000 SQUARE FEET OF COMMERCIAL/INDUSTRIAL DEVELOPMENT**

| COMMERCIAL/INDUSTRIAL CATEGORY | ELEMENTARY SCHOOL COST IMPACT | MIDDLE SCHOOL COST IMPACT | HIGH SCHOOL COST IMPACT | TOTAL INTER-DISTRICT COST IMPACT |
|---|---|---|---|---|
| Banks | 0.0215 | 0.0155 | 0.0232 | 0.0602 |
| Community Shopping Center | 0.0117 | 0.0084 | 0.0126 | 0.0327 |
| Neighborhood Shopping Center | 0.0213 | 0.0154 | 0.0229 | 0.0596 |
| Industrial Business Parks | 0.0267 | 0.0193 | 0.0288 | 0.0748 |
| Industrial/Warehousing/Manufacturing | 0.0102 | 0.0074 | 0.0110 | 0.0286 |
| Rental Self-Storage | 0.0005 | 0.0004 | 0.0005 | 0.0014 |
| Research & Development | 0.0231 | 0.0167 | 0.0249 | 0.0647 |
| Hospitality (Lodging) | 0.0086 | 0.0062 | 0.0093 | 0.0241 |
| Commercial Offices (Standard) | 0.0364 | 0.0263 | 0.0393 | 0.1020 |
| Commercial Offices (Large High Rise) | 0.0345 | 0.0250 | 0.0373 | 0.0968 |
| Corporate Offices | 0.0204 | 0.0148 | 0.0220 | 0.0572 |
| Medical Offices | 0.0324 | 0.0235 | 0.0350 | 0.0909 |

### 4. Total Student Generation Impact

The Total Student Generation Impact is determined by adding the Student Generation Impacts shown in Table 11 to the Inter-District Impacts determined in Table 12. The Total Student Generation Impacts are listed in Table 13.

**TABLE 13**
**TOTAL STUDENT GENERATION IMPACT PER 1,000 SQUARE FEET OF COMMERCIAL/INDUSTRIAL DEVELOPMENT**

| COMMERCIAL/INDUSTRIAL CATEGORY | ELEMENTARY SCHOOL COST IMPACT | MIDDLE SCHOOL COST IMPACT | HIGH SCHOOL COST IMPACT | TOTAL STUDENT GENERATION COST IMPACT |
|---|---|---|---|---|
| Banks | 0.0946 | 0.0582 | 0.0852 | 0.2380 |
| Community Shopping Center | 0.0514 | 0.0316 | 0.0463 | 0.1293 |
| Neighborhood Shopping Center | 0.0937 | 0.0577 | 0.0843 | 0.2357 |
| Industrial Business Parks | 0.1177 | 0.0724 | 0.1059 | 0.2960 |
| Industrial/Warehousing/Manufacturing | 0.0451 | 0.0277 | 0.0405 | 0.1133 |
| Rental Self-Storage | 0.0022 | 0.0014 | 0.0019 | 0.0055 |
| Research & Development | 0.1018 | 0.0626 | 0.0916 | 0.2560 |
| Hospitality (Lodging) | 0.0379 | 0.0233 | 0.0341 | 0.0953 |
| Commercial Offices (Standard) | 0.1603 | 0.0986 | 0.1443 | 0.4032 |
| Commercial Offices (Large High Rise) | 0.1521 | 0.0936 | 0.1369 | 0.3826 |
| Corporate Offices | 0.0899 | 0.0553 | 0.0809 | 0.2261 |
| Medical Offices | 0.1428 | 0.0879 | 0.1285 | 0.3592 |

## C. Net Impact Per Commercial/Industrial Square Foot

### 1. Cost Impact

To estimate the school facilities costs required to house new students as a result of additional commercial/industrial development, the total school facilities cost per student was determined by multiplying the costs per seat/student summarized in Table 6 by the total student generation impacts calculated in Table 13. For the elementary school level, a weighted cost was applied based on the estimated costs for new construction and capital improvement projects, resulting in a cost per seat/student equal to $27,376. The school facilities cost impacts are shown in Table 14 by commercial/industrial development category and school level.

**Table 14**
**School Facilities Costs per 1,000 Square Feet of Commercial/Industrial Development**

| Commercial/Industrial Category | Elementary School Impact | Middle School Impact | High School Impact | Total Cost Impact |
|---|---|---|---|---|
| Banks | $2,590 | $811 | $1,546 | $4,947 |
| Community Shopping Center | $1,407 | $440 | $840 | $2,687 |
| Neighborhood Shopping Center | $2,565 | $804 | $1,530 | $4,899 |
| Industrial Business Parks | $3,222 | $1,009 | $1,922 | $6,153 |
| Industrial/Warehousing/Manufacturing | $1,235 | $386 | $735 | $2,356 |
| Rental Self-Storage | $60 | $20 | $34 | $114 |
| Research & Development | $2,787 | $872 | $1,663 | $5,322 |
| Hospitality (Lodging) | $1,038 | $325 | $619 | $1,982 |
| Commercial Offices (Standard) | $4,388 | $1,374 | $2,619 | $8,381 |
| Commercial Offices (Large High Rise) | $4,164 | $1,305 | $2,485 | $7,954 |
| Corporate Offices | $2,461 | $771 | $1,468 | $4,700 |
| Medical Offices | $3,909 | $1,225 | $2,332 | $7,466 |

### 2. Residential Fee Offsets

New commercial/industrial development within the School District will generate new employees, thereby increasing the need for new residential development to house those employees living in the School District. Applicable residential school fees adopted by the School District under applicable law will also be imposed by the School District on such new residential development. To prevent new commercial/industrial development from paying the portion of impact that is mitigated by the applicable residential school fees, this amount has been calculated and deducted from the school facilities impact costs calculated in Table 14.

The residential fee offsets are first calculated by using the proposed Level I Fee of $4.79 per square foot for residential development and multiplying that amount by the

weighted average square footage of a residential unit in the School District, which is 902 square feet. This calculation provides the average residential revenues from a residential unit of $4,321 ($4.79 x 902). The average residential revenues from a residential unit multiplied by Household Impacts per 1,000 square feet of commercial/industrial development, as shown in Table 10, results in the residential school fee revenues per 1,000 square feet of commercial/industrial development ("Residential Fee Offset"). This computation is shown in Table 15.

**TABLE 15**
**RESIDENTIAL FEE OFFSET**

| CATEGORY | HOUSEHOLDS PER 1,000 SQUARE FEET COM./IND. | RESIDENTIAL FEE OFFSET PER 1,000 SQUARE FEET COM./IND. |
|---|---|---|
| Banks | 0.7902 | $3,414 |
| Community Shopping Center | 0.4293 | $1,855 |
| Neighborhood Shopping Center | 0.7827 | $3,382 |
| Industrial Business Parks | 0.9833 | $4,248 |
| Industrial/Warehousing/Manufacturing | 0.3768 | $1,628 |
| Rental Self-Storage | 0.0180 | $78 |
| Research & Development | 0.8505 | $3,675 |
| Hospitality (Lodging) | 0.3168 | $1,369 |
| Commercial Offices (Standard) | 1.3396 | $5,788 |
| Commercial Offices (Large High Rise) | 1.2710 | $5,491 |
| Corporate Offices | 0.7509 | $3,244 |
| Medical Offices | 1.1930 | $5,154 |

### 3. Net School Facilities Costs

Subtracting the Residential Fee Offset determined in Table 15 from the total school facilities costs listed in Table 14 results in the net school facilities costs per 1,000 square feet of commercial/industrial development ("Net School Facilities Costs"). The Net School Facilities Costs are listed in Table 16.

**TABLE 16**
**NET SCHOOL FACILITIES COSTS**
**PER 1,000 SQUARE FEET COMMERCIAL/INDUSTRIAL DEVELOPMENT**

| CATEGORY | TOTAL SCHOOL FACILITIES COSTS | RESIDENTIAL FEE OFFSET | NET SCHOOL FACILITIES COSTS |
|---|---|---|---|
| Banks | $4,947 | $3,414 | $1,533 |
| Community Shopping Center | $2,687 | $1,855 | $832 |
| Neighborhood Shopping Center | $4,899 | $3,382 | $1,517 |
| Industrial Business Parks | $6,153 | $4,248 | $1,905 |
| Industrial/Warehousing/Manufacturing | $2,356 | $1,628 | $728 |
| Rental Self-Storage | $114 | $78 | $36 |
| Research & Development | $5,322 | $3,675 | $1,647 |
| Hospitality (Lodging) | $1,982 | $1,369 | $613 |
| Commercial Offices (Standard) | $8,381 | $5,788 | $2,593 |
| Commercial Offices (Large High Rise) | $7,954 | $5,491 | $2,463 |
| Corporate Offices | $4,700 | $3,244 | $1,456 |
| Medical Offices | $7,466 | $5,154 | $2,312 |

The Net School Facilities Costs determined in Table 16 were then divided by 1,000[10] to provide the cost impact on a square foot basis. These cost impacts are listed in Table 17.

**TABLE 17**
**NET COST IMPACTS**
**PER SQUARE FOOT OF COMMERCIAL/INDUSTRIAL DEVELOPMENT**

| CATEGORY | NET COST IMPACTS |
|---|---|
| Banks | **$1.53** |
| Community Shopping Center | **$0.83** |
| Neighborhood Shopping Center | **$1.52** |
| Industrial Business Parks | **$1.90** |
| Industrial/Warehousing/Manufacturing | **$0.73** |
| Rental Self-Storage | **$0.04** |
| Research & Development | **$1.65** |
| Hospitality (Lodging) | **$0.61** |
| Commercial Offices (Standard) | **$2.59** |
| Commercial Offices (Large High Rise) | **$2.46** |
| Corporate Offices | **$1.46** |
| Medical Offices | **$2.31** |

[10] The Employee Generation Rates derived from the SANDAG Traffic Study are estimated per 1,000 square feet of development.

The net cost impacts shown in Table 17 are equal to or exceed the maximum authorized statutory school fee for commercial/industrial development of $0.78 per square foot, except for the categories of Industrial Parks/Warehousing/Manufacturing, Hospitality/Lodging and Rental Self-Storage development. Therefore, the School District is justified in levying school fees on commercial/industrial in amount up to but not exceeding the maximum authorized statutory fee, or the net cost impacts determined for the categories of Industrial Parks/Warehousing, Hospitality/Lodging and Rental Self-Storage.

# SECTION VI. OTHER CONSIDERATIONS

## A. COMMERCIAL/INDUSTRIAL DEVELOPMENT NOT IN PRESCRIBED CATEGORIES

In cases where new commercial/industrial development does not fit within the prescribed categories shown in Table 18, the School District shall evaluate such development on a case-by-case basis to determine if the imposition of the School Fees on the development meets the nexus requirements set forth under Government Code Section 66000 et seq. The School District may levy School Fees on such development in an amount up to but not exceeding the cost per square foot impact determined through such evaluation.

## B. AGE-RESTRICTED (SENIOR) HOUSING

The School District must exercise discretion in determining whether a particular project qualifies as "senior citizen housing" for the purpose of imposing developer fees. (See California Ranch Homes Development Co. v. San Jacinto Unified School Dist. (1993) 17 Cal.App.4th 573, 580–581.) The School District acknowledges Section 65995.1 and will levy its share of School Fees on qualifying senior citizen housing projects at the current commercial/industrial rate of $0.78 per square foot as justified herein. The School District will require proof that such senior units are indeed restricted to seniors (i.e. a copy of the recorded CC&Rs or deed(s)) and reserves the right to revoke a Certificate of Compliance and/or require payment of difference of the amount per square foot paid to the then current amount of School Fees being levied on residential development per square foot should such CC&Rs or deed(s) be modified to allow students to reside in such the housing units. If there is any uncertainty as to whether a project qualifies as senior citizen housing or will, in fact, remain senior citizen housing beyond initial approval, the School District may wish to seek cooperation from the developer as a condition of levying the commercial/industrial School Fee rate. Such cooperation could take the form of an agreement by the developer to include a restriction in the recorded CC&Rs conditioning subsequent changes in residency requirements on the owner's payment of applicable developer fees, and to notify the School District of changes in residency requirements and/or to provide current residency data upon School District's request.

# SECTION VII. REDEVELOPMENT

Government Code Section 66001, subdivision (a)(3) and (4) requires that a school district, in imposing school-impact fees, establish a reasonable relationship between the fee's use, the need for the public facility and the type of development project on which the fee is imposed. This section addresses and sets forth general policy when considering the levy of school fees on new construction units resulting from redevelopment projects within the School District.

Redevelopment means voluntarily demolishing existing residential, commercial, and/or industrial structures and subsequently replacing them with new construction ("Redevelopment"). The School District is aware of Redevelopment projects completed within the School District boundaries and anticipates similar Redevelopment projects may be completed in the next ten (10) years and beyond. School fees authorized pursuant to Education Code Section 17620 and Government Code Sections 65995 et seq. shall be levied by the School District on new construction resulting from Redevelopment projects, if there is a nexus between the School Fees being imposed and the impact of new construction on school facilities, after the impact of pre-existing development has been taken into consideration. In determining such nexus, the School District shall review, evaluate and determine on a case-by-case basis, the additional impact of the proposed new development by comparing the projected square footage, student generation and cost impacts of the proposed new construction and the pre-existing residential, commercial and/or industrial development. Such analysis shall utilize the student generation rates identified in Table 3 of this Study, as applicable.

Redevelopment projects featuring a transition in commercial/industrial categorical classification (e.g. a project redeveloping a Hospitality (lodging) into Commercial office (standard) space) should be assessed based on the Applicable School Fee for the new commercial/industrial category multiplied by the total assessable space of the new commercial/industrial project in the case of a complete site redevelopment. In the case where there is a partial redevelopment, or an addition to an existing development, the Applicable School Fee should be calculated on a basis of the marginal assessable space increase multiplied by the maximum Applicable School Fee for the  for the assessable space.

The School District may levy school fees, authorized under applicable law, on new residential units resulting from Redevelopment projects in an amount up to the additional impact cost per square foot as determined in accordance with the preceding paragraph, but not exceeding the applicable school fees.

# SECTION VIII. GOVERNMENT CODE SECTION 66000

Government Code Sections 66000 *et seq*. were enacted by State Legislature in 1987. In any action establishing, increasing, or imposing a fee as a condition of approval of a development project, such as the Applicable Residential School Fee and Applicable Com/Ind. School Fees described herein (collectively referred to as the "Applicable School Fees"), these Government Code sections require the public agency to satisfy the following requirements:

1. Determine the purpose of the fee;

2. Identify the use to which the fee is to be put;

3. Determine how there is a reasonable relationship between the fee's use and the type of development project on which the fee is imposed;

4. Determine that there is a reasonable relationship between the need for the public facilities and the type of development project on which the fee is imposed;

5. Determine that there is a reasonable relationship between the amount of the fee and the cost, or portion of the cost of the public facility attributable to the development on which the fee is imposed; and

6. Provide an annual accounting of any portion of the fee remaining unspent or held for projects for more than five (5) years after collection.

The information set forth herein, including the information contained in the Appendices attached hereto, provide factual evidence establishing a nexus between the type of development projected to be built within the School District and the amount of Applicable School Fees levied upon such development based on the need for such Applicable School Fees. The determinations made in this Study meet the requirements of Government Code Section 66000. The findings are summarized as follows:

## PURPOSE OF THE SCHOOL FEE

The Board of the School District will levy and collect school fees on new residential and commercial/industrial development to obtain funds for the construction and/or reconstruction of school facilities to accommodate students generated as a result of such development. In accordance with Education Code Section 17620, "construction or reconstruction of school facilities" ***does not*** include any item of expenditure for any of the following:

(i). Regular maintenance or routine repair of school buildings and facilities;
(ii). Inspection, sampling, analysis, encapsulation or removal of asbestos-containing material, except where incidental to school facilities construction or reconstruction for which the expenditure of fees or other consideration collected pursuant to Education Code Section 17620 is not prohibited; and,
(iii). Deferred maintenance as described in Education Code Section 17582.

## IDENTIFY THE USE OF THE SCHOOL FEE

The School District has determined that revenues collected from Applicable School Fees imposed on residential and commercial/industrial developments will be used for the following purposes:

(i). Construction or reconstruction of school facilities required to accommodate students generated by new residential and commercial/industrial development in areas of the School District where existing school facilities are needed;
(ii). Construction or reconstruction of administrative and operations facilities required in response to new student growth from new development;
(iii). Acquisition or lease of property for unhoused students generated from new development;
(iv). Purchase or lease of interim and/or temporary school facilities in order to accommodate student capacity demands;
(v). Furniture for use in new school facilities;
(vi). Costs associated with the administration, collection, and justification for the Applicable School Fees;
(vii). Provide local funding that may be required if the School District applies for State funding through SB 50.

## RELATIONSHIP BETWEEN THE USE OF THE FEE, THE NEED FOR SCHOOL FACILITIES AND THE TYPE OF DEVELOPMENT ON WHICH THE FEE IS IMPOSED

As determined in the preceding sections, existing school facilities are in need of upgrade for their continued long-term use and to provide adequate and safe housing for existing student enrollment and students generated from new residential and commercial/industrial development. The fees imposed on such new development will be used, in part, to finance the construction and/or reconstruction of school facilities required to accommodate student enrollment growth generated by new residential and commercial/industrial development.

## DETERMINATION OF THE RELATIONSHIP BETWEEN THE FEE AMOUNT AND THE SCHOOL FACILITIES COSTS ATTRIBUTABLE TO TYPE OF DEVELOPMENT ON WHICH THE FEE IS IMPOSED

The imposition of the Applicable Residential School Fee of $4.79 per square foot of residential development is justified, as this fee is below the per square foot cost impact to provide adequate school facilities required as a result of such new residential development.

Similarly, the imposition of the Applicable Com/Ind. School Fees of $0.78 per square foot of commercial/industrial development are justified as the fees are equal to or below the estimated per square foot net cost impact to provide adequate school facilities required as a result of such new commercial/industrial development, except for the categories of Industrial Parks/Warehousing, Hospitality/Lodging and Rental Self-Storage development. For the listed commercial/industrial categories, the net cost impacts determined herein are below the applicable maximum outlined fee of $0.78 per square foot. Therefore, the applicable commercial/industrial School Fees imposed on new commercial/industrial development classified under these categories shall not exceed the Net Cost Impacts.

## ACCOUNTING PROCEDURES FOR THE FEES

The School District will deposit, invest, and expend the school fees imposed and collected on residential and commercial/industrial development in accordance with the provision of Government Code Section 66006.

# APPENDIX A
# COMMERCIAL/INDUSTRIAL DEVELOPMENT DESCRIPTIONS

| | |
|---|---|
| Banks | Include small branch offices to regional offices used for banking. Properties under this category allow customers to conduct banking on-site. |
| Shopping Center | Broadly include regional, community and neighborhood shopping centers which sell merchandise and services to consumers. Include grocery stores, restaurants, retail centers, automotive sales. |
| Industrial Business Parks | Include any combination of facilities engaged in manufacturing/assembly, warehousing, and/or storage with 15% or more of the total area designated for commercial use. |
| Industrial Parks/Warehousing | Include any combination of facilities engaged in manufacturing/assembly, warehousing, and/or storage with limited or no commercial use (less than 15% of the total area designated for commercial use). |
| Rental Self-Storage | Include warehouse developments which rent small storage vaults and often termed "mini-storage". |
| Research & Development | Include scientific research and development laboratories, office and/or their supporting facilities. |
| Hospitality (Lodging) | Include establishments which provide lodging to the general public. Lodging types include hotels, motels, resort hotels and inns. The maximum term of occupancy for establishment within this category shall not exceed 30 days. |
| Commercial Offices (Standard)[1] | Include general office space occupying less than 100,000 square feet with multiple tenants. |
| Commercial Offices (Large High Rise)[1] | Include general office space occupying 100,000 square feet and greater with multiple tenants. |
| Corporate Offices | An office or office building with a single tenant. |
| Medical Offices | Include medical offices that serve a wide range of medical needs and may include a pharmacy. Medical offices are generally operated by one or more physicians. |

1 Office space used for activities described under banks, research and development, or medical offices should be classified under those categories.

# APPENDIX B
# FACILITIES CAPACITY UPDATE

**BURBANK UNIFIED SCHOOL DISTRICT**
**FACILITIES CAPACITY UPDATE**
**APPENDIX B**

**CLASSROOM INVENTORY [1]**

| School Site | Portable Classrooms [2] | Permanent Classrooms | Total Classrooms |
|---|---|---|---|
| **ELEMENTARY SCHOOL** | | | |
| WALT DISNEY ELEMENTARY SCHOOL | 13 | 13 | 26 |
| THOMAS EDISON ELEMENTARY SCHOOL | 4 | 27 | 31 |
| RALPH EMERSON ELEMENTARY SCHOOL | 4 | 24 | 28 |
| BRET HARTE ELEMENTARY SCHOOL | 19 | 22 | 41 |
| THOMAS JEFFERSON ELEMENTARY SCHOOL | 12 | 29 | 41 |
| JOAQUIN MILLER ELEMENTARY SCHOOL | 0 | 49 | 49 |
| WILLIAM MCKINLEY ELEMENTARY SCHOOL | 12 | 21 | 33 |
| PROVIDENCIA ELEMENTARY SCHOOL | 12 | 20 | 32 |
| THEODORE ROOSEVELT ELEMENTARY SCHOOL | 6 | 20 | 26 |
| R.L. STEVENSON ELEMENTARY SCHOOL | 15 | 7 | 22 |
| GEORGE WASHINGTON ELEMENTARY SCHOOL | 8 | 26 | 34 |
| ***ELEMENTARY SCHOOL SUBTOTAL*** | ***105*** | ***258*** | ***363*** |
| **MIDDLE SCHOOL** | | | |
| LUTHER BURBANK MIDDLE SCHOOL | 0 | 51 | 51 |
| DOLORES HUERTA MIDDLE SCHOOL | 6 | 49 | 55 |
| JOHN MUIR MIDDLE SCHOOL | 4 | 59 | 63 |
| ***MIDDLE SCHOOL SUBTOTAL*** | ***10*** | ***159*** | ***169*** |
| **HIGH SCHOOL** | | | |
| JOHN BURROUGHS HIGH SCHOOL | 13 | 117 | 130 |
| BURBANK HIGH SCHOOL | 0 | 100 | 100 |
| MONTEREY HIGH SCHOOL | 2 | 8 | 10 |
| ***HIGH SCHOOL SUBTOTAL*** | **15** | **225** | **240** |
| **OTHER PROGRAM** | | | |
| COMMUNITY DAY SCHOOL | 7 | 4 | 11 |
| MAGNOLIA PARK | 5 | 0 | 5 |
| INDEPENDENT LEARNING ACADEMY | 3 | 2 | 5 |
| ***OTHER PROGRAM SUBTOTAL*** | **15** | **6** | **21** |
| **GRAND TOTAL** | **145** | **648** | **793** |

[1] Source: School District; does not include classrooms located at the Burbank Adult School or the Horace Mann Preschool, as the enrollment at these sites is not considered in this analysis.

[2] Includes relocatable classrooms that have not been replaced.

**ADJUSTED CLASSROOM COUNT AND ESTIMATED STUDENT CAPACITY**

| School Level | Adjusted Eligible Classrooms [1] | Estimated Student Capacity [2] |
|---|---|---|
| ELEMENTARY SCHOOL (TK-5) | 258 | 6,450 |
| MIDDLE SCHOOL (6-8) | 159 | 4,293 |
| HIGH SCHOOL (9-12) | 225 | 6,075 |
| OTHER PROGRAM | 6 | 60 |
| **TOTAL** | **648** | **16,878** |

[1] Many of the School District's classrooms are aged and/or have been deemed inadequate for long-term use and require replacement. Furthermore, since the general intent of levying the Level I Fee is to replace the portable classrooms with permanent facilities, the portable classrooms are not considered as capacity in the justification of the Level I Fees.

[2] School capacities are determined based on loading factors of 25 students per classroom for grades K through 6 and 27 students per classroom for grades 7 through 12, and 13 non-severe and 9 severe students per classroom for those students enrolled in Special Education facilities. Other School District programs have been loaded at 10 students per classroom due to the program requirements. Since the School District serves grades kindergarden through 5 at the elementary school level and grades 6 through 8 at the middle school level, the loading factors have been adjusted to coincide with the school levels (ie. 25 students per classroom at the elementary school level).

# APPENDIX C
# STUDENT ENROLLMENT SUMMARY

**BURBANK UNIFIED SCHOOL DISTRICT**
**ENROLLMENT SUMMARY -OCTOBER 2021**
**APPENDIX C**

| Enrollment | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| School Name/Program | School Level/Grade | | | | | | | | | | | | | | | Grand Total |
| | Elementary | | | | | | | Middle | | | High | | | | Other | |
| | Pre-School | TK/K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Ungraded Sec | |
| BRET HARTE ELEMENTARY SCHOOL | - | 81 | 91 | 93 | 88 | 92 | 91 | - | - | - | - | - | - | - | - | 536 |
| BURBANK ADULT SCHOOL | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 15 | 15 |
| BURBANK HIGH SCHOOL | - | - | - | - | - | - | - | - | - | - | 636 | 593 | 593 | 597 | - | 2,419 |
| COMMUNITY DAY HIGH SCHOOL | - | - | - | - | - | - | - | - | - | - | 3 | 5 | 6 | - | - | 14 |
| DOLORES HUERTA MIDDLE SCHOOL | - | - | - | - | - | - | - | 331 | 364 | 320 | - | - | - | - | - | 1,015 |
| GEORGE WASHINGTON ELEMENTARY SCHOOL | - | 100 | 68 | 67 | 63 | 84 | 59 | - | - | - | - | - | - | - | - | 441 |
| HORACE MANN PRESCHOOL | 42 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | 42 |
| INDEPENDENT LEARNING ACADEMY | - | - | - | - | - | - | - | - | 3 | 13 | 7 | 14 | 19 | - | - | 56 |
| JOAQUIN MILLER ELEMENTARY SCHOOL | - | 118 | 106 | 107 | 118 | 117 | 112 | - | - | - | - | - | - | - | - | 678 |
| JOHN BURROUGHS HIGH SCHOOL | - | - | - | - | - | - | - | - | - | - | 613 | 573 | 588 | 588 | - | 2,362 |
| JOHN MUIR MIDDLE SCHOOL | - | - | - | - | - | - | - | 449 | 449 | 500 | | - | | - | - | 1,398 |
| LUTHER BURBANK MIDDLE SCHOOL | - | - | - | - | - | - | - | 285 | 285 | 297 | | | | | - | 867 |
| MAGNOLIA PARK | - | - | - | - | - | - | - | - | - | - | 3 | 5 | 8 | 5 | - | 21 |
| MONTEREY HIGH SCHOOL | - | - | - | - | - | - | - | - | - | - | | 11 | 45 | 13 | - | 69 |
| NONPUBLIC, NONSECTARIAN SCHOOLS | - | - | - | - | 4 | 1 | 1 | 2 | 2 | 5 | 7 | 5 | 6 | 9 | - | 42 |
| PROVIDENCIA ELEMENTARY SCHOOL | - | 79 | 72 | 70 | 46 | 61 | 57 | - | - | - | - | - | - | - | - | 385 |
| R.L. STEVENSON ELEMENTARY SCHOOL | - | 93 | 84 | 91 | 84 | 119 | 84 | - | - | - | - | - | - | - | - | 555 |
| RALPH EMERSON ELEMENTARY SCHOOL | - | 89 | 90 | 91 | 86 | 120 | 96 | - | - | - | - | - | - | - | - | 572 |
| THEODORE ROOSEVELT ELEMENTARY SCHOOL | - | 108 | 86 | 87 | 92 | 93 | 86 | - | - | - | - | - | - | - | - | 552 |
| THOMAS EDISON ELEMENTARY SCHOOL | - | 97 | 86 | 90 | 83 | 88 | 61 | - | - | - | - | - | - | - | - | 505 |
| THOMAS JEFFERSON ELEMENTARY SCHOOL | - | 104 | 112 | 115 | 112 | 144 | 119 | - | - | - | - | - | - | - | - | 706 |
| WALT DISNEY ELEMENTARY SCHOOL | - | 54 | 64 | 65 | 62 | 66 | 62 | - | - | - | - | - | - | - | - | 373 |
| WILLIAM MCKINLEY ELEMENTARY SCHOOL | - | 76 | 65 | 67 | 75 | 78 | 74 | - | - | - | - | - | - | - | - | 435 |
| **GRAND TOTAL** | **42** | **999** | **924** | **943** | **913** | **1,063** | **902** | **1,067** | **1,103** | **1,135** | **1,269** | **1,206** | **1,265** | **1,212** | **15** | **14,058** |
| **ELIGIBLE** | **-** | **999** | **924** | **943** | **909** | **1,062** | **901** | **1,065** | **1,101** | **1,130** | **1,262** | **1,201** | **1,259** | **1,203** | **-** | **13,959** |
| **ELIGIBLE BY SCHOOL LEVEL** [1] | | | | | | | **5,738** | | | **3,296** | | | | **4,925** | **-** | **13,959** |

[1] Does not include preschool students, students enrolled in adult education or students enrolled in nonpublic/nonsectarian programs.

# APPENDIX D
# DISTRICT-WIDE STUDENT GENERATION RATES

# BURBANK UNIFIED SCHOOL DISTRICT
# DISTRICT-WIDE STUDENT GENERATION RATES
# APPENDIX D

## DISTRICT-WIDE SUMMARY

| School Level | SFD | MF |
|---|---|---|
| ELEMENTARY SCHOOL (K-5) | 0.1490 | 0.0925 |
| MIDDLE SCHOOL (6-8) | 0.0817 | 0.0540 |
| HIGH SCHOOL (9-12) | 0.1161 | 0.0784 |
| **TOTAL** | **0.3468** | **0.2249** |

## SINGLE-FAMILY DETACHED (SFD)

| School Level | No. of Students Matched | Total SFD Units[1] | Student Generation Rate [2] |
|---|---|---|---|
| ELEMENTARY SCHOOL (K-5) | 2,979 | 19,993 | 0.1490 |
| MIDDLE SCHOOL (6-8) | 1,633 | 19,993 | 0.0817 |
| HIGH SCHOOL (9-12) | 2,321 | 19,993 | 0.1161 |
| **TOTAL** | **6,933** | **NA** | **0.3468** |

[1] Department of Finance: Table 2: E-5 City/County Population and Housing Estimates, 1/1/2021

[2] Numbers may not compute due to rounding.

## MULTI-FAMILY ATTACHED (MF)

| School Level | No. of Students Matched | Total MF Units[1] | Student Generation Rate [2] |
|---|---|---|---|
| ELEMENTARY SCHOOL (K-5) | 2,306 | 24,941 | 0.0925 |
| MIDDLE SCHOOL (6-8) | 1,346 | 24,941 | 0.0540 |
| HIGH SCHOOL (9-12) | 1,956 | 24,941 | 0.0784 |
| **TOTAL** | **5,608** | **NA** | **0.2249** |

[1] Department of Finance: Table 2: E-5 City/County Population and Housing Estimates, 1/1/2021

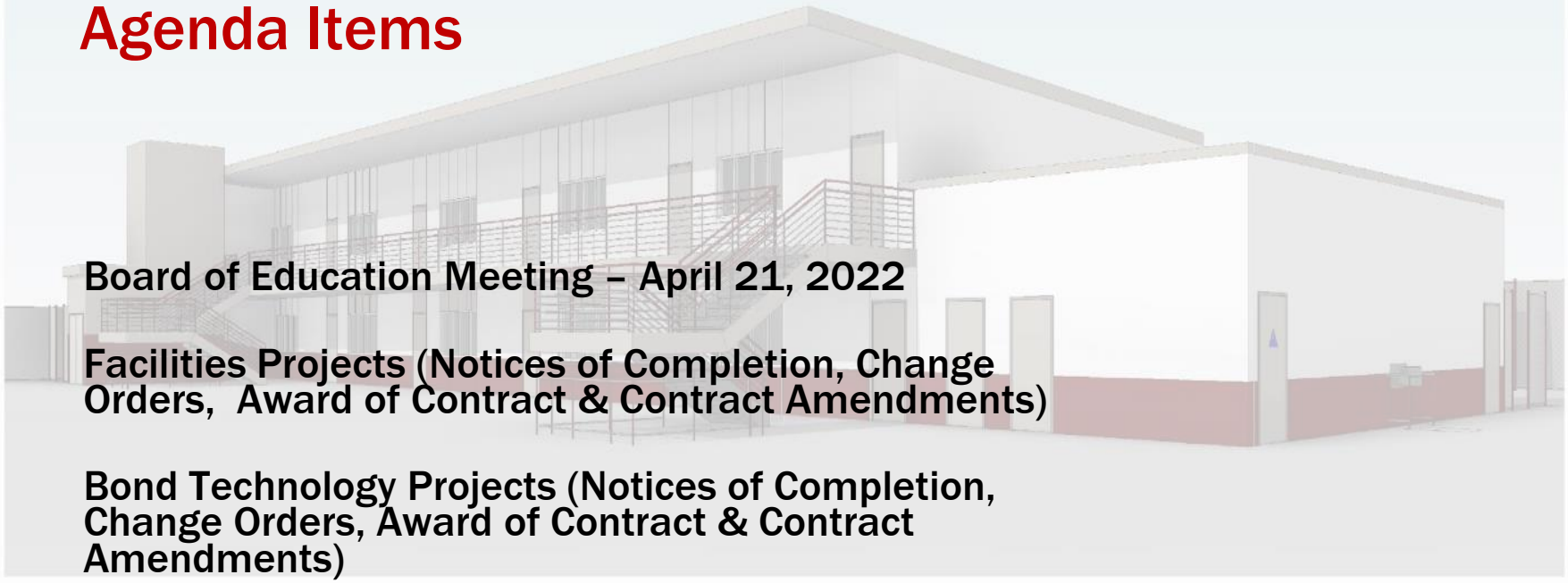
[2] Numbers may not compute due to rounding.

## BLENDED STUDENT GENERATION RATES

| School Level | Blended Student Generation Rate [1] |
|---|---|
| ELEMENTARY SCHOOL (K-5) | 0.0925 |
| MIDDLE SCHOOL (6-8) | 0.0540 |
| HIGH SCHOOL (9-12) | 0.0784 |
| **TOTAL** | **0.2249** |

[1] Student generation rates for each residential category were blended into a single student generation rate for each school level based on the percentage allocation residential categories of Total Projected Units.

# Facilities/Technology
# Board of Education
# Agenda Items



**Board of Education Meeting – April 21, 2022**

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

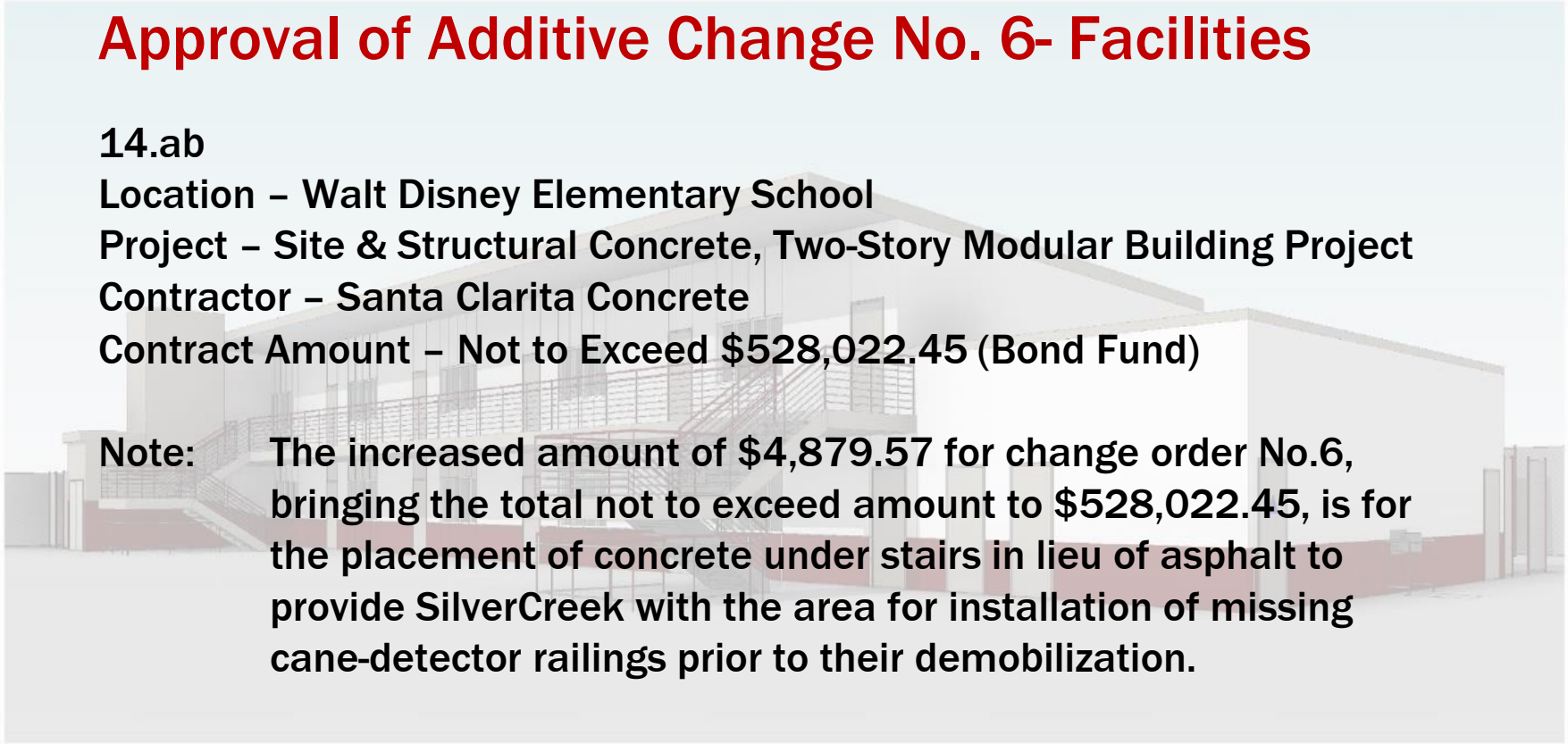
**Bond Technology Projects (Notices of Completion, Change Orders, Award of Contract & Contract Amendments)**

NEW CLASSROOM BUILDING
WALT DISNEY ELEMENTARY SCHOOL

# Approval of Additive Change No. 6- Facilities

14.ab
Location – Walt Disney Elementary School
Project – Site & Structural Concrete, Two-Story Modular Building Project
Contractor – Santa Clarita Concrete
Contract Amount – Not to Exceed $528,022.45 (Bond Fund)

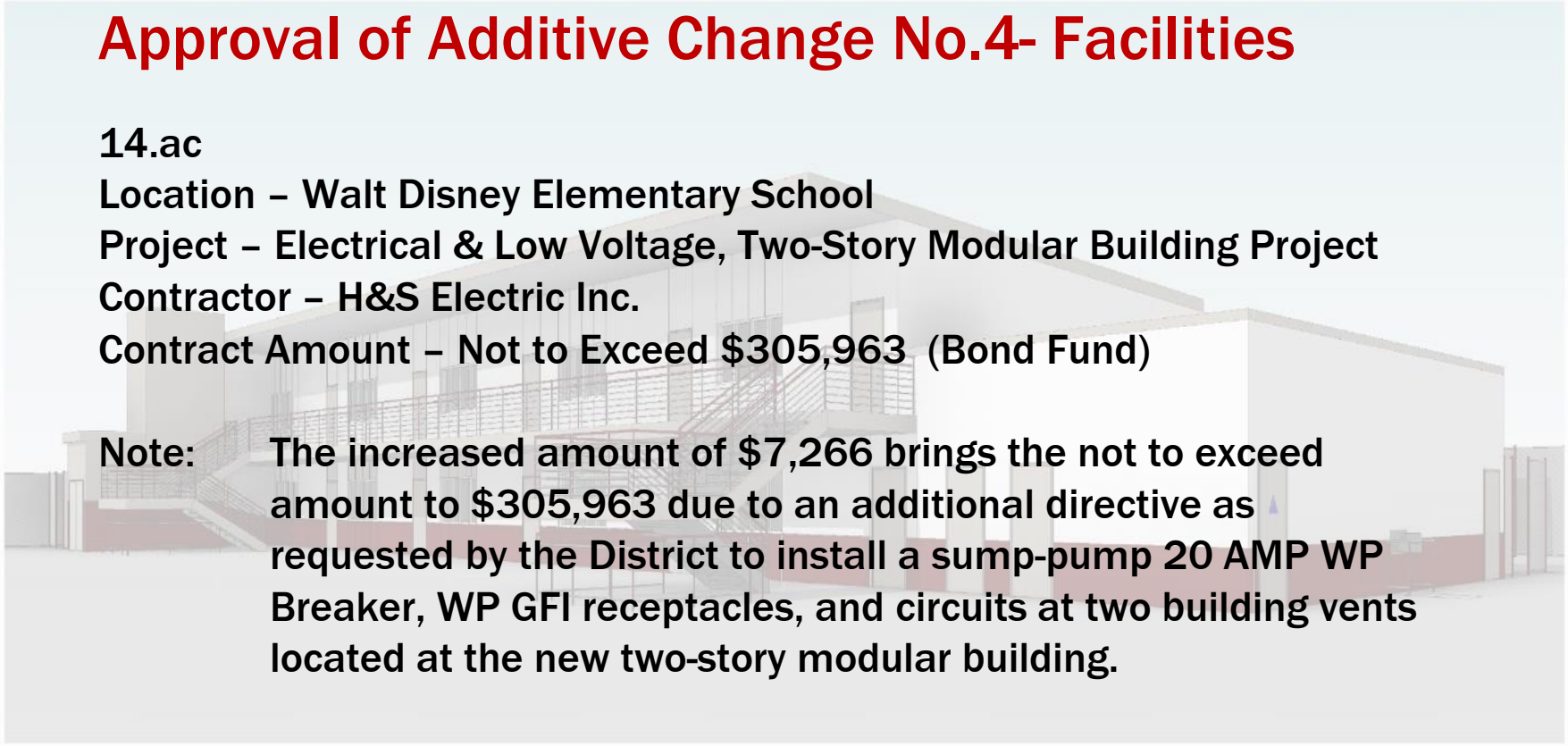
Note: The increased amount of $4,879.57 for change order No.6, bringing the total not to exceed amount to $528,022.45, is for the placement of concrete under stairs in lieu of asphalt to provide SilverCreek with the area for installation of missing cane-detector railings prior to their demobilization.



# Approval of Additive Change No.4- Facilities

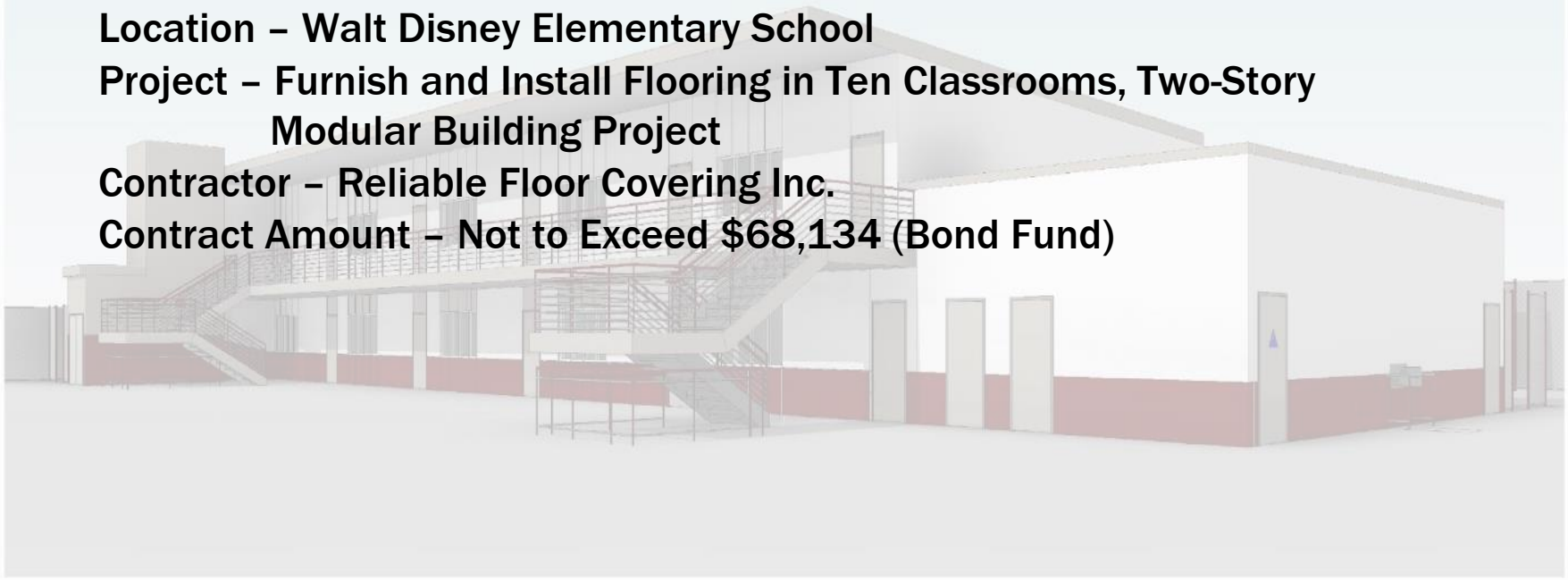
14.ac
Location – Walt Disney Elementary School
Project – Electrical & Low Voltage, Two-Story Modular Building Project
Contractor – H&S Electric Inc.
Contract Amount – Not to Exceed $305,963 (Bond Fund)

Note: The increased amount of $7,266 brings the not to exceed amount to $305,963 due to an additional directive as requested by the District to install a sump-pump 20 AMP WP Breaker, WP GFI receptacles, and circuits at two building vents located at the new two-story modular building.



# Notice of Completion - Facilities

14.ad
Location – Walt Disney Elementary School
Project – Furnish and Install Flooring in Ten Classrooms, Two-Story Modular Building Project
Contractor – Reliable Floor Covering Inc.
Contract Amount – Not to Exceed $68,134 (Bond Fund)



NEW CLASSROOM BUILDING
WALT DISNEY ELEMENTARY SCHOOL

**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: | April 21, 2022 |
| SUBJECT: | Public Hearing of Intent to Raise School Facilities (Developer) Fees |

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**Background:**

The State Allocation Board sets the statewide rate for Level I Developer Fees and updates that amount every other year, publishing the new rate in January. In order to collect developer fees, school districts must conduct a study that meets all the requirements of code, make that study available for public review, hold a public hearing and then take action to adopt the fee structure justified in the study. The fees are to be used to finance the construction, reconstruction and modernization of school facilities, and to provide for interim housing.

**Discussion/Issues:**

Pursuant to Government Code Sections 6062(a) and 65090, the Governing Board of the Burbank Unified School District will hold a public hearing to consider a resolution to adopt the Developer Fee Justification Study.

**Fiscal Impact:**

Additional income to support facilities program.

**Recommendation**:

The Board of Education will conduct a public hearing to receive input from any interested parties on its intent to raise school facilities (developer) fees consistent with the amounts set by the State Allocation Board and the results of the developer fee study which has been made available for public review prior to the Board meeting, per the requirements of law, as presented.

**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 Clark, Executive Assistant to the Superintendent |
| SUBMITTED BY: | Kimberley Clark, Executive Assistant to the Superintendent |
| DATE: | April 21, 2022 |
| SUBJECT: | Adoption of Resolution 33 – Proclaiming April 24, 2020 as the Burbank Unified School District's Day of Commemoration of the Armenian Genocide of 1915-1923 |

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**Background:**

April is recognized as a month of remembrance by many global communities that have been affected by inhumane activities throughout history as they remember the Holocaust; Armenian Genocide; Assyrian Genocide; Cambodian Genocide; Chechen Genocide; Native American Genocide; Rwandan Genocide; Srebrenica Genocide; Biafra; Darfur; the Irish and Ukrainian Famines; the brutal regimes of Mao and Stalin; and more recently, the atrocities occurring in Syria, to name just a few.

The term Genocide is defined as the deliberate and systematic extermination of a large group of people based solely on their culture, ethnicity, physical characteristics, political affiliation, race, religion, sexual orientation, and/or tribal identity. Many families residing in the city of Burbank have members, including students enrolled in Burbank schools, who have been affected by these egregious acts.

**Discussion/Issues:**

The State of California has been at the forefront of encouraging and promoting a curriculum relating to human rights and genocide in order to empower future generations to prevent recurrence of these atrocities. The Burbank Unified School District supports these educational efforts. The formal resolution that follows expresses recognition of these historic events and confirms support for providing educational opportunities for District faculty and students as well as the community at large to increase their understanding.

**Fiscal Impact:**

None

**Recommendation:**

Matt Hill, Superintendent, recommends that the Board of Education adopt Resolution 33 – Proclaiming April 24, 2022 as the Burbank Unified School District's Day of Commemoration of the Armenian Genocide of 1915-1923, as presented.

**RESOLUTION 33 PROCLAIMING APRIL 24, 2022**
**AS THE BURBANK UNIFIED SCHOOL DISTRICT'S**
**DAY OF COMMEMORATION OF THE ARMENIAN GENOCIDE OF 1915-1923**

**WHEREAS:** The Armenian Genocide of 1915-1923 is widely recognized by historians and genocide scholars as the first genocide of the 20th century and, since 1919, April 24th has been designated as the day of remembrance and commemoration of the inhumane atrocities committed by the Ottoman Turks in carrying out the systematic annihilation of more than 1,500,000 Armenian women, children and men during World War I; and

**WHEREAS,** many countries, including Argentina, Austria, Belgium, Bolivia, Brazil, Canada, Chile, Cyprus, Czech Republic, Denmark, France, Germany, Greece, Italy, Lebanon, Lithuania, Luxembourg, Netherlands, Paraguay, Poland, Russia, Slovakia, Sweden, Switzerland, Uruguay, Vatican City, Venezuela, and 49 of the 50 United States of America, including California, recognize the atrocities perpetrated by the Ottoman Empire during the years of 1915-1923 as genocide; and

**WHEREAS,** the State of California has been at the forefront of encouraging and promoting a curriculum relating to human rights and genocide in order to empower future generations to prevent recurrence of genocide; and

**WHEREAS,** the Burbank Unified School District has a significant Armenian student population, many of whom have family members who experienced first-hand the horror and evil of the Armenian Genocide as well as the avoidance of recognition or outright denial by many countries of the Armenian Genocide; and

**WHEREAS,** the Burbank Unified School District continues to provide teacher-training workshops and educational resources about all historic genocides, including the Armenian Genocide, to all its high school social studies teachers and students;

**NOW, THEREFORE, BE IT RESOLVED** that the Burbank Unified School District Board of Education hereby designates April 24, 2022 as the "Burbank Unified School District's Day of Commemoration of the Armenian Genocide of 1915-1923" and in doing so will ensure that the Armenian Genocide is properly taught to its faculty, student body, and the community at large;

**PASSED, APPROVED, AND ADOPTED** this 21st day of April, 2022, at a meeting of the Burbank Unified School District Board of Education, Los Angeles County, California.

Ayes:
Noes:
Abstain:
Absent:

_____
Clerk, Board of Education

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

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | John Paramo, Assistant Superintendent, Educational Services |
| PREPARED BY: | John Paramo, Assistant Superintendent, Educational Services |
| SUBMITTED BY: | Laura Erisman, Administrative Secretary |
| DATE: | April 21, 2022 |
| SUBJECT: | Adoption of Resolution 34 Proclaiming April 24 – May 1, 2022 as Burbank Unified School District's Days of Holocaust Remembrance |

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**Background**:

On International Holocaust Remembrance Day, we remember the millions of precious souls who perished as a result of the horrific crimes perpetrated by the Nazi regime. We also reaffirm our steadfast commitment to confronting the vile poison of anti-Semitism wherever and whenever it arises.

As we solemnly mourn those who were abused, tortured, or killed at Auschwitz and other concentration and extermination camps, we acknowledge the heroes who risked their own lives—many of whom made the ultimate sacrifice—to help liberate the camps. Their sacrifices helped the forces of freedom prevail to ensure that these atrocious crimes will never be repeated.

**Discussion/Issues:**

The State of California has been at the forefront of encouraging and promoting a curriculum relating to human rights and genocide in order to empower future generations to prevent recurrence of these atrocities. The Burbank Unified School District supports these educational efforts. The formal resolution that follows expresses recognition of these historic events and confirms support for providing educational opportunities for District faculty and students as well as the community at large to increase their understanding.

**Fiscal Impact:**

None

**Recommendation:**

John M. Paramo, Assistant Superintendent, Educational Services, recommends that the Board of Education adopt Resolution 34 – Proclaiming April 24 – May 1, 2022 as the Burbank Unified School District's Days of Holocaust Remembrance, as presented.

RESOLUTION 34 PROCLAIMING APRIL 24 – May 1, 2022
THE BURBANK UNIFIED SCHOOL DISTRICT'S DAYS
OF HOLOCAUST REMEMBRANCE

**Whereas,** the Holocaust was the state-sponsored, systematic persecution and annihilation of European Jewry by Nazi Germany and its collaborators between 1933 and 1945 – six million were murdered; Roma (Gypsies), people with disabilities, and Poles were also targeted for destruction ordecimation for racial, ethnic, or national reasons; and millions more, including LGBTQ people, Jehovah's Witnesses, Soviet prisoners of war, and political dissidents, also suffered grievous oppression and death under Nazi tyranny; and

**Whereas,** the history of the Holocaust offers an opportunity to reflect on the moral responsibilitiesof individuals, societies, and governments; and

**Whereas,** Burbank students should understand and remember the terrible events of the Holocaust and remain vigilant against hatred, persecution, and tyranny; and

**Whereas,** Burbank Unified School District should actively rededicate ourselves to the principles ofindividual freedom in a just society; and

**Whereas,** the Days of Remembrance have been set aside to remember the victims of the Holocaustas well as to reflect on the need for respect of all peoples; and

**Whereas,** pursuant to an Act of Congress (Public Law 96-388, October 7, 1980), the United States Holocaust Memorial Council designates the Days of Remembrance of the Victims of the Holocaust to be Sunday, April 24, through Sunday, May 1, 2022, including the Day of Remembrance known as Yom HaShoah, April 28, 2022; and observances and remembrance activities will occur nationwide between Sunday, April 24, and Sunday, May 1, 2022

**Now, therefore, be it resolved** that the Burbank Unified School District Board of Education does hereby proclaim the week of Sunday, April 24, through Sunday, May 1, 2022, as Days of Remembrance and to hold a moment of silence on Thursday, April 28, 2022, in memory of the victims of the Holocaust and in honor of the survivors as well as the rescuers and liberators, and further proclaims that we, the Burbank Unified School District community, should work to promote human dignity and confront hate whenever and wherever it occurs.

**Passed, Approved and Adopted** this 21st day of April, 2022 at a meeting of the BurbankUnified School District Board of Education, Los Angeles County, California**.**

Ayes:
Noes:
Abstain:
Absent:

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Emily Weisberg, Clerk, Board of Education

**BURBANK UNIFIED SCHOOL DISTRICT**
**Office of Human Resources**

# REPORT TO THE BOARD

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|---|---|
| TO: | Members of the Board of Education |
| FROM : | Paulette Koss, Director of Special Education and Psychological Services |
| PREPARED BY: | Paulette Koss, Director of Special Education and Psychological Services |
| SUBMITTED BY: | Sandra Shearer, Administrative Secretary |
| DATE: | April 21, 2021 |
| SUBJECT: | Adoption of Resolution 35 Proclaiming May 18, 2022 as Speech Pathologist Day |

**Background:**

National Speech Pathologist Day is recognized throughout the country as a day to recognize the importance of the skilled and valued work that Speech-Language Pathologists provide to support individuals with communications challenges or delays.

**Discussion/Issues:**

The Board of Education wishes to adopt the formal resolution that follows, to recognize and show their appreciation for the positive impact that the District's Speech-Language Pathologists have on the lives of this community's students.

The District will observe the recognition of Speech-Language Pathologist Day, May 18, 2022, in accordance with the national date of recognition. The Board of Education would like to thank the Speech-Language Pathologists of the Burbank Unified School District for their dedication and contributions. The resolution will be shared throughout the District to honor its outstanding employees.

**Fiscal Impact:**

None

**Recommendation:**

Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education adopt Resolution 35 proclaiming May 18, 2022 as Speech Pathologist Day, as presented.

**RESOLUTION 35 PROCLAIMING MAY 18, 2022 AS DAY OF THE SPEECH-LANGUAGE PATHOLOGIST**

**WHEREAS,** May 18th is National Speech Pathologist Day which celebrates the contributions speech-language pathologists make to the community; and

**WHEREAS,** May is Better Hearing and Speech Month established to provide an opportunity to raise awareness about communication disorders and the role of American Speech-Language-Hearing Association members in providing life-altering treatment; and

**WHEREAS,** Speech-Language Pathologists are experts in communication and are in a highly specialized field focused on the assessment, diagnosis and treatment of communication disorders; and

**WHEREAS,** there are over 188,000 certified Speech-Language Pathologists in the United States and over half of those work in educational settings; and

**WHEREAS,** in California, for individuals who receive special education services, approximately 165,000 students are designated as having a Speech or Language Impairment (SLI,) and in the Burbank Unified School District approximately 1000 students are designated as having a Speech or Language Impairment; and

**WHEREAS,** 22 Speech-Language Pathologists and 4 Speech-Language Pathology Assistants provide services in the Burbank Unified School District to students ranging from 3-22 years of age in all grades from preschool to transition age; and

**WHEREAS,** Speech-Language Pathologists provide therapy to students with delays and disorders in the areas of semantics, syntax, morphology, pragmatics, voice, fluency (stuttering), articulation, and phonological processing in order to help them effectively communicate and access the curriculum in the educational setting; and

**WHEREAS,** Speech-Language Pathologists carry out duties including evaluating communication skills, determining communication delays and disorders, writing comprehensive assessment reports, identifying service and support options, creating and carrying out individualized education programs (IEPs), acting as case managers, providing direct therapy services, collecting progress data, completing progress reports, participating as members of student success teams (SST), assisting with transition planning, consulting with school staff, families and interdisciplinary teams, and supervising student speech-language pathologists in training; and

**WHEREAS,** California's Speech-Language Pathologists are among the best educated, with high qualification standards and ongoing continuing education requirements, and hold undergraduate and graduate degrees specific to the field of communicative disorders, and are credentialed by the state of California, commonly hold a certificate of clinical competence in speech-language pathology, and generally maintain California state licensure; and

**WHEREAS,** Speech-Language Pathologists demonstrate a commitment to making a difference in people's lives and are dedicated to continuous learning and empowering others; and

**WHEREAS,** the Board of Education and leadership of the Burbank Unified School District recognize the vital role of Speech-Language Pathologists and express strong support and gratitude to past and present Speech-Language Pathologists and Speech-Language Pathology Assistants for their commitment and dedication to the students and staff of the Burbank Unified School District,

**NOW, THEREFORE, BE IT RESOLVED,** That the Board of Education recognize May 18, 2022 as "Day of the Speech-Language Pathologist" in the Burbank Unified School District.

I HEREBY CERTIFY that Resolution 35 was approved and adopted by the Board of Education of the Burbank Unified School District at a regular meeting held on April 21, 2022.

Ayes:
Noes:
Abstain:
Absent:

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Clerk, Board of Education

# BURBANK UNIFIED SCHOOL DISTRICT
## Office of Human Resources Services

# REPORT TO THE BOARD

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|---|---|
| TO: | Members of the Board of Education |
| FROM : | Sarah Niemann, Assistant Superintendent, Human Resources |
| PREPARED BY: | Cindy Quiterio, Executive Assistant, Human Resources |
| SUBMITTED BY: | Cindy Quiterio, Executive Assistant, Human Resources |
| DATE: | April 21, 2022 |
| SUBJECT: | Adoption of Resolution 36 Proclaiming May 11, 2022 as School Nurse Day |

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**Background:**
National Nurses Day, also known as National RN Recognition Day, is the official nurse recognition day, and will be celebrated in the United States on May 11th. This recognition week is one of the nation's largest health care events, which recognizes the contributions and the commitments nurses make and educates the public about the significant work they perform.

**Discussion/Issues:**
It is the desire of the Board of Education to recognize staff in an ongoing manner. School nursing is a specialized practice of professional nursing that advances the well-being, academic success, and life-long achievement of students, facilitates positive student responses to normal development, promotes health and safety, intervenes with actual and potential health problems, provides case management services, and builds student and family capacity for adaption, self-management, self-advocacy, and learning through collaboration with professionals in other disciplines.

School nurses assist students in achieving optimal wellness to enhance readiness to learn, improve school attendance rates, ensure that students entering school are free of communicable diseases, and provide interventions that promote the well-being of students. The Board of Education expresses strong support and deep gratitude to the past and present school nurses for their commitment and dedication to the students and staff of the Burbank Unified School District.

**Fiscal Impact:**
None.

**Recommendation:**
Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt Resolution 36 proclaiming May 11, 2022 as School Nurse Day, as presented.

**RESOLUTION 36 PROCLAIMING MAY 11, 2022**
**AS SCHOOL NURSE DAY**

**WHEREAS**, National Nurses Week is May 6 – 12 each year, and draws attention to and celebrates the contributions that nurses and nursing make to the community, with the full week of recognition culminating on Florence Nightingale's birthday, May 12; and

**WHEREAS**, there are approximately 60,000 registered nurses in the United States public school system who care for more than 52 million students; and

**WHEREAS**, school nursing is a specialized practice of professional nursing that advances the well-being, academic success, and life-long achievement of students, facilitates positive student responses to normal development, promotes health and safety, intervenes with actual and potential health problems, provides case management services, and builds student and family capacity for adaptation, self management, self advocacy, and learning through collaboration with professionals in other disciplines; and

**WHEREAS**, school nurses assist students in achieving optimal wellness to enhance readiness to learn, improve school attendance rates, ensure that students entering school are free of communicable diseases, and provide interventions that promote the well-being of students; and

**WHEREAS**, giving generously of their time and talent for a multitude of projects, school nurses assist in the maintenance of healthy and safe school environments in the District; and

**WHEREAS**, the Board of Education of the Burbank Unified School District, expresses strong support and deep gratitude to the past and present School Nurses for their commitment and dedication to the students and staff of the Burbank Unified School District;

**NOW, THEREFORE, BE IT RESOLVED,** that May 11, 2022, be recognized as "School Nurse Day" in the Burbank Unified School District.

I HEREBY CERTIFY that Resolution 36 was approved and adopted by the Board of Education of the Burbank Unified School District at a regular meeting held on the 21st day of April, 2022.

Ayes:
Noes:
Abstain:
Absent:

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Clerk, Board of Education

# BURBANK UNIFIED SCHOOL DISTRICT
## Office of Human Resources

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM : | Sarah Niemann, Assistant Superintendent, Human Resources |
| PREPARED BY: | Cindy Quiterio, Executive Assistant, Human Resources |
| SUBMITTED BY: | Cindy Quiterio, Executive Assistant, Human Resources |
| DATE: | April 21, 2022 |
| SUBJECT: | Adoption of Resolution 37 Proclaiming the Week of May 2, 2022 through May 6, 2022, Substitute Teacher Appreciation Week |

**Background**
The week of May 2, 2022 through May 6, 2022 is dedicated to the many individuals that fill in for permanent teachers every day in the classroom. This week is celebrated across the nation.

**Discussion/Issues**
The Burbank Unified School District's Board of Education wishes to adopt the formal resolution that follows, to show their appreciation for the positive impact that the District's substitute teachers have on students and the community. On behalf of the approximately 200 Substitute Teachers that serve the District, the Board joins the nation and many school boards in adopting a resolution declaring the week of May 2-6, 2022 as "Substitute Teacher Appreciation Week." The Burbank Unified School District appreciates and honors its outstanding substitute teachers.

**Fiscal Impact**
None

**Recommendation**
Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt Resolution 37 proclaiming the week of May 2, 2022 through May 6, 2022, as Substitute Teacher Appreciation Week, as presented.

**RESOLUTION 37 PROCLAIMING MAY 2-6, 2022**
**AS SUBSTITUTE TEACHER APPRECIATION WEEK**

**Whereas:** Education is the most vital activity we as a society undertake to ensure the well being of the nation; and

**Whereas:** Substitute teachers are an essential part to the education of our children; and

**Whereas:** Substitute teachers provide continuity in the learning process as well as a safe and healthy learning environment for students; and

**Whereas:** Substitute teachers work tirelessly to serve our children and community with care and professionalism; and

**Whereas:** Substitute teachers are a source of caring, concern, counseling, empathy, warmth, and inspiration; and

**Whereas:** The role of substitute teachers may be different from that of the regular teacher in some aspects, but it is equally demanding, equally essential and equally professional; and

**Whereas:** The Board of Education and leadership of the Burbank Unified School District recognize the truly vital role of substitute teachers in realizing the mission for public education;

**NOW, THEREFORE, BE IT RESOLVED,** That the Board of Education extends its sincere appreciation to the substitute teachers of the Burbank Unified School District and encourages the community to recognize and celebrate the accomplishments of the District's substitute teaching staff, and hereby Proclaims May 2-6 as Substitute Teacher Appreciation Week.

I HEREBY CERTIFY that Resolution 37 was approved and adopted by the Board of Education of the Burbank Unified School District at a regular meeting held on the 21st day of April, 2022.

Ayes:
Noes:
Abstain:
Absent:

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Clerk, Board of Education

**BURBANK UNIFIED SCHOOL DISTRICT**
**Office of Human Resources**

# REPORT TO THE BOARD

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|---|---|
| TO: | Members of the Board of Education |
| FROM : | Sarah Niemann, Assistant Superintendent, Human Resources |
| PREPARED BY: | Cindy Quiterio, Executive Assistant, Human Resources |
| SUBMITTED BY: | Cindy Quiterio, Executive Assistant, Human Resources |
| DATE: | April 21, 2022 |
| SUBJECT: | Adoption of Resolution 38 Proclaiming May 11, 2022 as Day of the Teacher and May 2, 2022 through May 6, 2022 as Burbank Unified School District Teacher Appreciation Week |

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**Background:**
Day of the Teacher grew out of legislation co-sponsored by California Teachers Association and the Association of Mexican American Educators. Sen. Joseph Montoya (D- El Monte) wrote the bill and it was adopted in 1982 as Senate Bill 1546. California has patterned its celebration after the traditional "El Dia del Maestro" festivities observed in Mexico and other Latin American countries.

**Discussion/Issues:**
The Board of Education wishes to adopt the formal resolution that follows, to recognize and show their appreciation for the positive impact that the District's teachers have on the lives of this community's students.

The District will observe the celebrations of California Day of the Teacher on Wednesday, May 11, 2022. The Board of Education would like to thank the teachers of the Burbank Unified School District for their dedication and contributions. The resolution will be shared throughout the District to honor its outstanding employees.

**Fiscal Impact:**
None

**Recommendation:**
Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt Resolution 38 proclaiming May 11, 2022 as Day of the Teacher and May 2, 2022 through May 6, 2022 as Burbank Unified School District Teacher Appreciation Week, as presented.

**RESOLUTION 38 PROCLAIMING MAY 11, 2022 AS DAY OF THE TEACHER AND MAY 2, 2022 THROUGH MAY 6, 2022 AS BURBANK UNIFIED SCHOOL DISTRICT TEACHER APPRECIATION WEEK**

**Whereas:** Education is the most vital activity we as a society undertake to ensure the well being of the nation; and

**Whereas:** An educated citizenry serves as the foundation of our democracy; and

**Whereas:** Education is, in large measure, the result of the talent and commitment of teachers; and

**Whereas:** Today's teachers mold the minds and train the workforce of the future; and

**Whereas:** Good teaching grows in value and pays dividends far beyond the classroom; and

**Whereas:** Teachers are a source of caring, concern, counseling, empathy, warmth, and inspiration; and

**Whereas:** California's teachers are among the best educated, highly qualified and hardest-working educators in the country; and

**Whereas:** Teachers in the Burbank Unified School District exemplify these qualities; and

**Whereas:** The Board of Education and leadership of the Burbank Unified School District recognize the truly vital role of teachers in realizing the mission for public education;

**NOW, THEREFORE, BE IT RESOLVED,** that the Board of Education extends its sincere appreciation to the teachers of the Burbank Unified School District and encourages the community to recognize and celebrate the accomplishments of the District's teaching staff, and hereby proclaims May 11th as Day of the Teacher and May 2, 2022 through 6, 2022 as Burbank Unified School District Teacher Appreciation Week.

I HEREBY CERTIFY that Resolution 38 was approved and adopted by the Board of Education of the Burbank Unified School District at a regular meeting held on the 21st day of April, 2022.

Ayes:
Noes:
Abstain:
Absent:

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Clerk, Board of Education

**BURBANK UNIFIED SCHOOL DISTRICT**
**Office of Human Resources**

# REPORT TO THE BOARD

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|---|---|
| TO: | Members of the Board of Education |
| FROM : | Sarah Niemann, Assistant Superintendent, Human Resources |
| PREPARED BY: | Cindy Quiterio, Executive Assistant, Human Resources |
| SUBMITTED BY: | Cindy Quiterio, Executive Assistant, Human Resources |
| DATE: | April 21, 2022 |
| SUBJECT: | Adoption of Resolution 39 Proclaiming May 6, 2022, as School Lunch Hero Day |

**Background**
School Lunch Hero Day is a national celebration that has been recognized annually since 2012. This day provides an opportunity for schools and community members to show their appreciation and thank the school Food Service nutrition professionals for the important work that they do by providing nutritious meals to our students.

The Novel Coronavirus (COVID-19) has brought various challenges across the board which do not exclude challenges to our Food Service nutrition professionals. These employees rise to the challenges presented each day without hesitation so that children could have dependable access to healthy food. Today, more than ever, these professionals embody the essence of the word "hero." There are approximately 75 classified Food Service workers at Burbank Unified School District.

**Discussion/Issues**
The Burbank Unified School District honors its outstanding Food Service employees. We are grateful to these professionals for being an extension of the District's commitment to ensure the well-being of our students. Therefore, the Board of Education wishes to adopt the formal resolution that follows, to show their appreciation for the positive impact that the District's Food Service Employees have on students and the entire community. On behalf of these Classified Employees, represented by the California School Employees Association Local Chapter 674, the District joins the state Legislature and hundreds of school boards in adopting a resolution declaring May 6, 2022 as School Lunch Hero Day.

**Fiscal Impact**
None

**Recommendation**
Sarah Niemann, Assistant Superintendent, Human Resources, recommends that the Board of Education adopt Resolution 39 proclaiming May 6, 2022 as School Lunch Hero Day, as presented.

**RESOLUTION 39 PROCLAIMING MAY 6, 2022**
**AS SCHOOL LUNCH HERO DAY**

**Whereas:** The efforts of the Food Service classified staff members of the Burbank Unified School District are essential to the successful operation of the District's programs; and;

**Whereas:** Nutritious school meals are an essential part of the school day; and;

**Whereas:** Food and Nutrition professionals are committed to providing healthful, nutritious meals to the District's children so they are ready to learn; and;

**Whereas:** The women and men who prepare and serve school meals help nurture our children through their daily interaction and support; and;

**Whereas:** Food and Nutrition professionals demonstrate, on a consistent basis, their concern through patience and kindness toward our students; and;

**Whereas:** Their efforts and commitment to children and their contributions are extremely important to the overall operation of our schools; and;

**Whereas:** The full force of our Food and Nutrition professionals are on the front lines during COVID-19 and ensuring our children do not go without nutritious meals; and;

**NOW, THEREFORE, BE IT RESOLVED,** That the Board of Education extends its sincere appreciation to the Food and Nutrition professional employees of the Burbank Unified School District and encourages the community to recognize and honor their contribution to a quality education and celebrate their accomplishments, and hereby proclaim May 6, 2022, as School Lunch Hero Day.

I HEREBY CERTIFY that Resolution 39 was approved and adopted by the Board of Education of the Burbank Unified School District at a regular meeting held on the 21st day of April, 2022.

Ayes:
Noes:
Abstain:
Absent:

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Clerk, Board of Education

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

**REPORT TO THE BOARD**

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|---|---|
| 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: | April 21, 2022 |
| SUBJECT: | Adoption of Resolution 40 – Increase of School Facilities (Developer) Fees |

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**Background:**

The State Allocation Board sets the statewide rate for Level I Developer Fees and updates that amount every other year, publishing the new rate in January. In order to collect developer fees, school districts must conduct a study that meets all the requirements of code, make that study available for public review, hold a public hearing and then take action to adopt the fee structure justified in the study. The fees are to be used to finance the construction, reconstruction and modernization of school facilities, and to provide for interim housing.

**Discussion/Issues:**

The current fees allowable have been established by the State Allocation Board in February 2022 as $4.79 per square foot for new residential development and $0.66 per square foot for new commercial/industrial development. The District currently charges $4.08 per square foot for residential property and up to $0.66 per square foot for commercial/industrial property. The District proposes to move our developer fees to the new statutory state fees allowable as listed above, with the exception of new construction classified as Industrial Parks/Warehousing, Hospitality/Lodging and Rental Self-Storage properties, which are established at $0.73, $0.61 and $0.04 per square foot of assessable space, respectively. In order to move to the new rate structure, the District produced the required study to justify the fees. The study was made available 10 days in advance of the public hearing, scheduled for the April 21, 2022 Board meeting. Following this public hearing, the Board may adopt the new fee structure at the end of a 60-day waiting period.

**Fiscal Impact:**

Adoption of the new fee structure increases the per square footage income for the District by $0.71 for residential and up to $0.12 for commercial/industrial structures.

**Recommendation**:

Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education adopt Resolution 40 , for the increase of school facilities (developer) fees, per Senate Bill 50, 1998 (Education Sections 17620) and Government Code Section 65995, and that authority to sign the resolution be exercised pursuant to BUSD—AR 3314, as presented.

**RESOLUTION NO. 40**

**RESOLUTION OF THE BOARD OF EDUCATION OF THE BURBANK UNIFIED SCHOOL DISTRICT APPROVING AN INCREASE IN STATUTORY SCHOOL FEES IMPOSED ON NEW RESIDENTIAL AND COMMERCIAL/INDUSTRIAL CONSTRUCTION PURSUANT TO EDUCATION CODE SECTION 17620 AND GOVERNMENT CODE SECTION 65995**

**WHEREAS**, the Board of Education ("Board") of the Burbank Unified School District ("District") provides for the educational needs for Grade TK-12 students; and

**WHEREAS**, on February 23, 2022, the State Allocation Board ("SAB") authorized an adjustment in the statutory school fee amounts for unified school districts pursuant to Government Code Section 65995(b)(3) to Four and 79/100 Dollars ($4.79) per square foot for assessable space of new residential construction ("Residential Statutory School Fees") and Seventy-Eight Cents ($0.78) per square foot of chargeable covered and enclosed space for the categories of new commercial/industrial construction ("Commercial/Industrial Fees" and collectively "Statutory School Fees"), as long as such increases are properly justified by the District pursuant to law; and

**WHEREAS**, in 2020, the Board had previously adopted and the District has imposed statutory school fees pursuant to Education Code Section 17620 and Government Code Section 65995(b) (1) and (b) (2) in the amount of Four and 08/100 ($4.09) per square foot for assessable space of new residential construction and up to Sixty-Six Cents ($0.66) per square foot of chargeable covered and enclosed space for the categories of new commercial/industrial construction; and

**WHEREAS**, new residential and commercial/industrial construction continues to generate additional students for the District's schools and the District is required to provide school facilities ("School Facilities") to accommodate those students; and

**WHEREAS**, the District does not have sufficient funds available for the construction or reconstruction of the School Facilities, including construction of permanent School Facilities, and acquisition of interim School Facilities, to accommodate students from new residential and commercial/industrial construction; and

**WHEREAS**, the Board has received and considered a report entitled, School Fee Justification Study ("Study"), which includes information, documentation, and analysis of the School Facilities needs of the District, including: (a) the purpose of the Applicable Statutory School Fees; (b) the use to which the Applicable Statutory School Fees are to be put; (c) the nexus (roughly proportional and reasonable relationship) between the residential and commercial/industrial construction and (1) the use for Applicable

Statutory School Fees, (2) the need for School Facilities, (3) the cost of School Facilities and the amount of Applicable Statutory School Fees from new residential and commercial/industrial construction; (d) a determination of the impact of the increased number of employees anticipated to result from the commercial/industrial construction (by category) upon the cost of providing School Facilities within the District; (e) an evaluation and projection of the number of students that will be generated by new residential construction; (f) the new School Facilities that will be required to serve such students; and (g) the cost of such School Facilities; and

**WHEREAS**, the Study pertaining to the Statutory School Fees and to the capital facilities needs of the District has been available to the public for at least ten (10) days before the Board considered at a regularly scheduled public meeting the increase in the Statutory School Fees; and

**WHEREAS**, all notices of the proposed increase in the Statutory School Fees have been given in accordance with applicable law; and

**WHEREAS**, a public hearing was duly held at a regularly scheduled meeting of the Board relating to the proposed increase in the Statutory School Fees on April 21, 2022; and

**WHEREAS**, as to the Statutory School Fees, Education Code Section 17621 provides that the adoption, increase or imposition of any fee, charge, dedication, or other requirement, pursuant to Education Code Section 17620 shall not be subject to the California Environmental Quality Act, Division 13 (commencing with Section 21000) of the Public Resources Code.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE BURBANK UNIFIEDSCHOOL DISTRICT AS FOLLOWS:**

**Section 1.** That the Board accepts and adopts the Study.

**Section 2.** That the Board finds that the purpose of the Statutory School Fees imposed upon new residential construction are to fund the additional School Facilities required to serve the students generated by the new residential construction upon which the Statutory School Fees are imposed.

**Section 3.** That the Board finds that the Statutory School Fees imposed on new residential construction will be used only to finance those School Facilities described in the Study and related documents, and that these School Facilities are required to serve the students generated by the new residential construction within the District; and that the use of the Statutory School Fees will include construction or acquisition of additional School Facilities, remodeling existing School Facilities to add or replace classrooms, and technology, and acquiring and installing additional portable classrooms and related School Facilities, with the, remodeling of existing School Facilities, and additional portables to be determined based on the residence of the students being generated by such new residential construction, as well as any required central administrative and support facilities, within the District.

**Section 4.** That the Board finds that there is a roughly proportional, reasonable relationship between the use of the Statutory School Fees and the new residential construction within the District because the Statutory School Fees imposed on new residential construction by this Resolution will be used to fund School Facilities that will be used to serve the students generated by such new residential construction.

**Section 5.** That the Board finds that there is a roughly proportional, reasonable relationship between the new residential construction upon which the Statutory School Fees are imposed, and the need for School Facilities in the District because new students will be generated from new residential construction within the District and the District does not the existing School Facilities to accommodate these students.

**Section 6.** That the Board finds that the amount of the Statutory School Fees imposed on new residential construction as set forth in this Resolution is roughly proportional and reasonably related to, and does not exceed the cost of, providing the School Facilities required to serve the students generated by such new residential construction within the District.

**Section 7.** That the Board finds that the purpose of the Statutory School Fees imposed on new commercial/industrial construction is to fund the additional School Facilities required to serve the students generated by the new commercial/industrial construction upon which the Commercial/Industrial Fees are imposed.

**Section 8.** That the Board finds that the Statutory School Fees imposed on new commercial/industrial construction (by category) will be used only to finance those School Facilities described in the Study and related documents and that these School Facilities are required to serve the students generated by such new commercial/industrial construction; and that the use of the Statutory School Fees will include construction or acquisition of additional School Facilities, remodeling existing School Facilities to add additional classrooms and technology, and acquiring and installing additional portable classrooms and related facilities, with the remodeling of existing School Facilities, and additional portables to be determined based on the residence of the students being generated by such new commercial/ industrial construction, as well as any required central administrative and support facilities within the District.

**Section 9.** That the Board finds that there is a roughly proportional, reasonable relationship between the use of the Statutory School Fees and new commercial/industrial construction by category within the District because the Statutory School Fees imposed on commercial/industrial construction by this Resolution will be used to fund School Facilities which will be used to serve the students generated by such new commercial/industrial construction.

**Section 10.** That the Board finds that there is a roughly proportional, reasonable relationship between the new commercial/industrial construction by category, upon which the Statutory School Fees are imposed, and the need for additional School Facilities in the District because new students will be generated from new commercial/industrial construction within the District and the District does not have existing School Facilities to accommodate these students.

**Section 11.** That the Board finds that the amount of the Statutory School Fees imposed on new commercial/industrial construction by category as set forth in this Resolution is roughly proportional and reasonably related to and does not exceed the cost of providing the School Facilities required to serve the students generated by such new commercial/industrial construction within the District.

**Section 12.** That the Board finds that a separate fund ("Fund") of the District and two or more sub-funds ("Sub-Funds") have been created or are authorized to be established for all monies received by the District for the deposit of Statutory School Fees and mitigation payments ("Mitigation Payments") imposed on construction within the District and that said Fund and Sub-Funds at all times have been separately maintained, except for temporary investments, with other funds of the District as authorized by law.

**Section 13.** That the Board finds that the monies of the separate Fund or the separate Sub-Funds described in Section 12, consisting of the proceeds of Statutory School Fees and Mitigation Payments have been imposed for the purposes of constructing and reconstructing those School Facilities necessitated by new residential and/or commercial/industrial construction, and thus, these monies may be expended for all those purposes permitted by applicable law. The Statutory School Fees may also be expended by the District for the costs of performing any study or otherwise making the findings and determinations required under subdivisions (a), (b) and (d) of Section 66001 of the Government Code. In addition, the District may also retain, as appropriate, an amount not to exceed in any fiscal year, three percent (3%) of the fees collected in that fiscal year pursuant to Education Code Section 17620 for reimbursement of the administrative costs incurred by the District in collecting the Statutory School Fees.

**Section 14.**

That the Board hereby is justified in levying the Statutory School Fees as a condition of approval of new residential development projects and imposes the Applicable Statutory School Fees on such development projects in the following amounts:

a. Four and 79/100 Dollars ($4.79) per square foot of assessable space for new residential construction, including new residential projects, manufactured homes and mobile homes as authorized under Education Code Section 17625, and including residential construction or reconstruction other than new construction where such construction or reconstruction results in an increase of assessable space, as defined in Government Code Section 65995, in excess of five hundred (500) square feet.

b. Seventy-Eight Cents ($0.78) per square foot of assessable space for new residential construction used exclusively for the housing of senior citizens, as described in Section 51.3 of the Civil Code or as described in subdivision (k) of Section 1596.2 of the Health and Safety Code or a multi-level facility as described in paragraph 9 of subdivision (d) of Government Code Section 15432 or any mobile home or manufactured home that is located within a mobile home park, subdivision, cooperative or condominium for mobile homes limited to older

persons as defined by the Federal Fair Housing Amendments of 1988.

**Section 15.** That this Board hereby is justified in levying Statutory School Fees as a condition of approval of new commercial/industrial construction projects and levies the Applicable Statutory School Fees on such development projects to Seventy-Eight Cents ($0.78) per square foot of chargeable covered and enclosed space for all categories of commercial/industrial construction except for properties that are classified as Industrial Parks/Warehousing, Hospitality/Lodging and Rental Self-Storage properties. The maximum applicable Statutory School Fees that may be levied on a per square foot of chargeable covered and enclosed space is Seventy-Three Cents ($0.73), Sixty-One Cents ($0.61) and Four Cents ($0.04) for Industrial Parks/Warehousing, Hospitality/Lodging and Rental Self-Storage properties, respectively.

**Section 16.** That the proceeds of the Statutory School Fees established pursuant to this Resolution shall continue to be deposited into those Sub-Funds of the Funds identified in Section 12 of this Resolution, the proceeds of which shall be used exclusively for the purpose for which the Statutory School Fees are to be collected, including, as to Statutory School Fees, accomplishing any study, findings or determinations required by subdivisions (a), (b) and (d) of Section 66001 of the Government Code, or retaining an amount not to exceed in any fiscal year, three percent (3%) of the fees collected in that fiscal year pursuant to Education Code Section 17620 for reimbursement of the administrative costs incurred by the District in collecting the Statutory School Fees or in financing the described Study or in defending the imposition of Statutory School Fees.

**Section 17.** That the District's Superintendent, or designee, is directed to cause a copy of this Resolution to be delivered to the building officials of the City of Burbank (the "City") and the Office of Statewide Health Planning and Development ("OSHPD") along with a copy of all the supporting documentation referenced herein and a map of the District clearly indicating the boundaries thereof, advising the City and the OSHPD that new residential and commercial/ industrial construction is subject to the Statutory School Fees changed pursuant to this Resolution and requesting that no building permit or approval for occupancy be issued by any of these entities for any new residential development project, mobile home or manufactured home subject to the Statutory School Fees absent a certification of compliance ("Certificate of Compliance") from the District demonstrating compliance of such project with the requirements of the Statutory School Fees, nor that any building permit be issued for any nonresidential construction absent a certification from this District of compliance with the requirements of the applicable Statutory School Fees.

**Section 18.** That the Board hereby establishes a process that permits the party against whom the Commercial/Industrial Fees are imposed the opportunity for a hearing to appeal that imposition of Commercial/Industrial Fees for commercial/industrial construction as stated in Education Code Section 17621(e)(2).

**Section 19.** That the Superintendent is authorized to cause a Certificate of Compliance to be issued for each development project, mobile home and manufactured home for which there is compliance with the requirement for payment of the Statutory School Fees in the amounts specified by this Resolution. In the event a Certificate of Compliance is issued for the payment of Statutory School Fees for a development

project, mobile home or manufactured home and it is later determined that the statement or other representation made by an authorized party concerning the development project as to square footage is untrue or in the event the zoning is declared invalid, then such Certificate of Compliance shall automatically terminate, and the appropriate City or OSHPD shall be so notified.

**Section 20.** That no statement or provision set forth in this Resolution, or referred to therein shall be construed to repeal any preexisting fee or mitigation amount previously imposed by the District on any residential or nonresidential construction.

**Section 21.** That if any portion or provision hereof is held invalid, the remainder hereof is intended to be and shall remain valid.

**Section 22.** That the change in the District's Statutory School Fees will become effective sixty (60) days from the date of this Resolution unless a separate resolution increasing the fees immediately on an urgency basis is adopted by the Board.

PASSED AND ADOPTED by the Board of Education of the Burbank Unified School District on the 21st day of April, 2022.

Signed: _____
Charlene Tabet, President to the Board of Education
Burbank Unified School District
County of Los Angeles, State of California

Signed: _____
Emily Weisberg, Clerk to the Board of Education
Burbank Unified School District
County of Los Angeles, State of California

I, Emily Weisberg, Clerk, Board of Education of the Burbank Unified School District, do hereby certify that the foregoing was duly adopted by the Board of Education of such District at a regular meeting of said Board held on the 21st day of April, 2022, at which a quorum of such Board was present and acting throughout and for which notice and an agenda was prepared and posted as required by law and at which meeting all of the members of such Board had due notice and that at such meeting the attached resolution was adopted by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

_____
Clerk, Board of Education of the Burbank Unified School District

STATE OF CALIFORNIA )
) ss.
COUNTY OF LOS ANGELES )

I, Emily Weisberg, Clerk, Board of Education of the Burbank Unified School District, do hereby certify that the foregoing is a full, true and correct copy of Resolution No. 40 of said Board, and that the same has not been rescinded, amended or repealed.

Dated this 21st day of April, 2022.

_____
Clerk, Board of Education of the Burbank Unified School District

**BURBANK UNIFIED SCHOOL DISTRICT**
**Office of Human Resources Services**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Sarah Niemann, Assistant Superintendent, Human Resources |
| PREPARED BY: | Cindy Quiterio, Executive Assistant, Human Resources |
| SUBMITTED BY: | Cindy Quiterio, Executive Assistant, Human Resources |
| DATE: | April 21, 2022 |
| SUBJECT: | Adoption of the Proposed 2022-2023 Instructional Calendar |

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**Background**
The Instructional Calendar is reviewed annually through the District Calendar Committee process. The District Calendar Committee has reviewed the 2022-2023 Instructional Calendar with input from all stakeholders. The Instructional Calendar serves as a mechanism to inform the public of the first day of instruction and for staff to begin to develop the Instructional program timeline.

**Discussion/Issues**
The District Calendar Committee developed the 2022-2023 Instructional Calendar. Members of the Calendar Committee include representatives from CSEA, BTA, BASA and PTA.

Once the Instructional Calendar has gone through the committee review process, then both Burbank Teachers Association and California School Employees Association use the Instructional Calendar as the basis to negotiate their respective work calendars.

**Fiscal Impact**
None

**Recommendation**
Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt the proposed 2022-2023 Instructional Calendars, as presented.

# Burbank Unified School District
# K – 12 and Monterey Instructional Calendar for 2022-2023

## Fall Semester

Independence Day Holiday (All offices and schools closed July 4) ..... Monday, July 4
District Staff Development ..... August 8-10
Teacher Workdays ..... August 11, 12
Instruction Begins ..... Monday, August 15
Labor Day Holiday (All offices and schools closed) ..... Monday, September 5
Back-to-School Night - Elementary Schools** ..... August 25
Back-to-School Night – Middle Schools** ..... September 8
Back-to-School Night - High Schools** ..... September 7
Minimum Teaching Day for Middle Schools ..... October 12
Veterans Day (All offices and schools closed) ..... Friday, November 11
Elementary Schools Only: Non-student attendance: Parent-Teacher Conference ..... November 14
Elementary Schools Only: Minimum Days: Parent-Teacher Conferences ..... November 14 – 18
Non-Instructional Day ..... November 23
Thanksgiving Holidays (All offices and schools closed) ..... November 24, 25
Final Exam Schedule for Comprehensive High Schools ..... December 20, 21, 22
Minimum Teaching Day for Middle Schools ..... Friday, December 23
Minimum Teaching Day for Elementary ..... Friday, December 23
Semester Ends, Pupil Free Secondary/Shortened Day K-5 ..... Friday, December 23
Winter Recess ..... December 26 – January 6
(All offices and schools closed December 26, 27 and January, 2, 3)

## Spring Semester

School Reopens / Instruction Begins ..... Monday, January 9
Martin Luther King Day (All offices and schools closed) ..... Monday, January 16
Lincoln Holiday (All offices and schools closed) ..... Monday, February 13
President's Day (All offices and schools closed) ..... Monday, February 20
Minimum Teaching Day for Middle Schools ..... February 22
Elementary Schools Only: Minimum Days: Parent-Teacher Conferences. February 21-February 27
Open House - High Schools** ..... March 9
Open House - Elementary Schools** ..... March 8 or April 27
Open House - Middle Schools** ..... March 15
Spring Recess (All offices and schools closed March 23, 24***) ..... March 20-24
School Reopens ..... Monday, March 27
Final Exam Schedule for Comprehensive High Schools ..... May 23, 24, 25
Minimum Day K-12 Semester Ends ..... Thursday, May 25
Teacher Work Day & Check-out ..... Friday, May 26
Memorial Day (All offices and schools closed) ..... Monday, May 29
Summer School Opens ..... Wednesday, June 5

** All schools have shortened days the day following Back to School Night and Open House
*** In lieu of Admission Day

**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 Board of Education and Superintendent |
| SUBMITTED BY: | Kimberley A. Clark, Executive Assistant to the Board of Education and Superintendent |
| DATE: | April 21, 2022 |
| SUBJECT: | Reappointment of Members to the School Facilities Oversight Committee (SFOC) |

## Background

The School Facilities Oversight Committee (SFOC) is a Board-appointed committee of independent citizens, initially established in 1997. After successfully passing Bond Measure S in March of 2013, the Committee now falls under the provisions of Proposition 39. The purpose ofthe Committee shall be to inform the public at least annually in a written report concerning the expenditure of the bond proceeds.

The Committee shall consist of at least seven (7) members (and may be larger) to serve for a term of two (2) years, without compensation, and for no more than three (3) consecutive terms. The Committee may not include any employee or official of the school district or any vendor, contractor, or consultant of the school district. The Committee must include all of the following:

(a) One member who is active in a business organization representing the business community located within the school district;

(b) One member active in a senior citizen's organization;

(c) One member active in a bona fide taxpayer association;

(d) For a school district, one member shall be the parent or guardian of a child enrolled in the district; and

(e) For a school district, one member shall be both a parent or guardian of a child enrolled in the district and active in a parent-teacher organization, such as the Parent Teacher Association or school site council.

### Alternate Members

A maximum of ten (10) alternate members ("Alternates") may be appointed by the Board in the same manner as Committee members. Alternates are non-voting participants in the processes of the Committee. The Board will consider Alternates when vacancies occur on the Committee but reserves the right to seek new Committee members from outside of the pool of Alternates. Such consideration is subject to the Alternate having a completed application on file, being qualified

and/or nominated within the category listed that corresponds with the vacancy, and meeting the Qualification Standards, which state that committee members:

(1) Be at least 18 years of age and a resident of the state in accordance with Government Code section 1020;
(2) Not be an employee or officer of the District, or a member of their immediate family as defined in the Political Reform Act, Government Code section 82019, and 2 California Code of Regulations section 18229;
(3) Not be a vendor, contractor, or consultant of the District, or a member of the immediate family of any one of the preceding.

The Board of Education and the current SFOC members prefer to maintain a membership of nine (9) on this committee; two more than the legally required minimum. The Committee is currently operating with a membership of eight (8) members.

The table which follows shows the current membership roster and primary area of representation**.

| Current Members | Term Expires/ (Term #) | Business Organization | Senior Citizens' Organization | Taxpayers' Group | Parent | Parent Active in PTA/SSC |
|---|---|---|---|---|---|---|
| Carolyn Bisson | 5/2023 (1) | | | | X** | |
| Shaun Hasas | 5/2023 (1) | | | | X** | |
| Justin Worsham | 5/2022 (1) | | | X** | | |
| Brandon Mullins | 5/2022 (1) | | | | | X** |
| Raymond Juarez | 5/2022 (2) | X** | | | | |
| Michelle Wolloff | 5/2023 (1) | X** | X** | | | |
| Joe Marando | 5/2023 (2) | X** | | | | |
| Janet Diel | 5/2023 (3) | | X** | | | |

Thus, there are currently six (6) Alternate Members, as shown below:

| Alternates | Business Organization | Senior Citizens' Organization | Taxpayers' Group | Parent | Parent Active in PTA/SSC |
|---|---|---|---|---|---|
| Chantal Sampogna | | | | X | |
| Ron Dziubla | X | | | | |
| Serj Eyvazian | X | | | | X |
| Dakota Hughes | | | | | X |
| Geovanna Waters | | | | | X |
| John Steinreich | X | | | | X |

**Discussion/Issues:**

To prevent all members' terms expiring simultaneously, and pursuant to the authority granted in Ed Code 15282a, the Board elected in 2013 to appoint/reappoint five members to three-year terms and four members to two-year terms (the three-year terms being on a one-time only basis for those individual members selected for the longer term).

According to the Bond Oversight Committee Bylaws (section 5.7), the term of the appointment of new members shall be for a two- or three-year term at the discretion of the Board:

*5.7 Term. Except as otherwise provided herein: four (4) members shall serve a term of two (2) years beginning May 30, 2013; and five (5) members shall serve a term of three (3) years beginning May 30, 2013, with successive terms, if any, to be for a term of two years. No member may serve more than three (3) consecutive terms. Any current member who satisfies the requirements for the category of membership in which he or she serves, may be reappointed by the Board to a two- or three-year term.*

At this time, however, there are no term expiration issues that would necessitate the longer term to be granted to new members.

**Fiscal Impact**

N/A

**Recommendation**

Matt Hill, Superintendent, recommends that the Board of Education reappoint members Raymond Juarez, Justin Worsham, and Brandon Mullins to serve two-year terms on the School Facilities Oversight Committee, effective June 1, 2022 and expiring May 31, 2024, as presented.

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

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | John Paramo, Assistant Superintendent, Educational Services |
| PREPARED BY: | John Paramo, Assistant Superintendent, Educational Services |
| SUBMITTED BY: | Laura Erisman, Administrative Secretary |
| DATE: | April 21, 2022 |
| 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 Brian James, Assistant Principal, alternative representative, are designated as the CIF representatives for Burbank High School in the Pacific League. Matt Chambers, Principal, and Victoria Cuseo, 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 Matt Chambers as the representatives of Burbank High School and John Burroughs High School; and assistant principal Brian James and Teacher on Special Assignment, Victoria Cuseo, 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, 2022-2023 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**
2022-2023 Designation of CIF Representatives to League

Burbank High School
Thomas Crowther, Principal
902 N. Third Street
Burbank, CA 91502
818-729-5100
818-845-6122 (FAX)
thomascrowther@burbankusd.org

Burbank High School
Brian James, Assistant Principal, Activities/Athletics
902 N. Third Street
Burbank, CA 91502
818-729-5100
818-845-6122 (FAX)
brianjames@burbankusd.org

John Burroughs High School
Matt Chambers, Principal
1920 Clark Avenue
Burbank, CA 91506
818-729-6900
818-846-9268 (FAX)
deborahmadrigal@burbankusd.org

John Burroughs High School
Victoria Cuseo, Teacher on Special Assignment,
Activities/Athletics
1920 Clark Avenue
Burbank, CA 91506
818-729-6900
818-846-9268 (FAX)
victoriacuseo@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**
**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: | April 21, 2022 |
| SUBJECT: | Approval of Agreement for Professional Services, Actuarial Study (General Fund) |

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**Background:**

The Governmental Accounting Standards Board (GASB) periodically issues standards meant to improve the manner in which financial accounting is carried out and reported. Statements 43 and 45 were issued in 2004 in their final form and require public employers to perform an actuarial valuation to measure and disclose the value of the liability for providing retiree health care benefits. This valuation must be updated for a district the size of Burbank Unified School District every two years.

**Discussion/Issues:**

The firm of Total Compensation Systems, Inc. will prepare the current report based on information as of July 1, 2022.

**Fiscal Impact:**

The District shall pay Consultant for the retiree health valuation report based on the full valuation a total of $5,900. One-half, or $2,950 shall be due within 30 days of the commencement of work by Consultant. One-half, or $2,950 shall be due within 30 days of the delivery by Consultant to Customer of the draft consulting report for the full valuation (or within 30 days of contract termination, if earlier). Customer shall also pay Consultant for the retiree valuation report based on the "roll-forward" valuation a total of $2,950 within 30 days of the delivery by Consultant to Customer of the draft consulting report for the "roll-forward" valuation (or within 30 days of contract termination, if earlier)

If Consultant receives a non-refundable deposit from Customer of $2,655 by May 31, 2022, all amounts shown above shall be reduced by 10%.

**Recommendation:**

Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Total Compensation Systems, Inc. to perform an actuarial study, not to exceed $6,000 (01.0-00000.0-00000-72000-5820-7401000) (General Fund), effective April 22, 2022 through June 30, 2023, and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

# CONSULTING SERVICES AGREEMENT

This Agreement is entered into effective the 28th day of March, 2022 by and between Total Compensation Systems, Inc. ("Consultant"), a California corporation with principal offices located at 5655 Lindero Canyon Road, Suite 223, Westlake Village, California, 91362 and Burbank Unified School District ("Customer").

The following shall govern the provision of consulting services by Consultant to Customer.

1. Consulting Services. Consultant shall provide the consulting services described on Schedule 1 attached hereto.

2. Compensation to Consultant. Customer shall pay Consultant for the consulting services described on Schedule 1 attached hereto the compensation set forth on Schedule 2 attached hereto.

3. Term and Termination. (a) Term. This Agreement shall commence on the date first written above and shall continue in effect until December 31, 2023, or until all consulting services described on Schedule 1 have been performed, whichever occurs first, unless sooner terminated in accordance with the provisions of this Agreement. (b) Termination Without Cause. This agreement may be terminated at any time by either party upon sixty (60) days prior written notice to the other party. (c) Termination With Cause. Either party shall have the right to terminate this Agreement upon the failure of either party to observe any of the covenants and agreements required to be observed by it under this Agreement, and such failure continues for a period of thirty (30) days after written notice thereof. (d) Rights and Obligations after Termination. Termination of this agreement shall not relieve either party of any rights or obligations arising out of the Agreement prior to termination, with the exception that the amount of the final payment that shall be made by Customer shall be based solely upon the percentage of work that was completed by Consultant.

4. Customer Will Provide Information. Customer shall provide Consultant with the information necessary for Consultant to provide the consulting services described on Schedule 1 attached hereto.

5. Authorization to Acquire Information. Customer hereby authorizes Consultant to acquire the necessary information reasonably required by Consultant to provide the consulting services described on Schedule 1 attached hereto from any agency, agencies, source or sources.

6. Customer's Right to Provide Information. Customer represents and warrants to Consultant that it has the right to provide the information that will be given by Customer to Consultant, or which will be acquired by Consultant pursuant to paragraphs 4 and 5 above.

7. Limitation on Services. Customer understands that Customer retains sole authority and responsibility for the operation and design of all Customer's employee benefit plans.

8. Ownership of Systems and Materials. All systems, programs, operating instructions, forms and other documentation prepared by or for Consultant shall be and remain the property of Consultant. All data source documents provided by Customer shall remain the property of Customer.

9. Indemnification. (a) By Customer. Customer hereby agrees to defend and indemnify Consultant and hold Consultant harmless against any claims, injury, costs or damages (including actual attorneys' fees incurred) resulting from Customer's gross negligence or willful misconduct. (b) By Consultant. Consultant hereby agrees to defend and indemnify Customer and hold Customer harmless against any claims, injury, costs or damages (including actual attorneys' fees incurred) resulting from Consultant's gross negligence or willful misconduct.

10. General.

a. Relationship of the Parties. The relationship between Consultant and Customer established by this Agreement is that of independent contractors. Consultant and Customer shall each conduct its respective business at its own initiative, responsibility, and expense, and shall have no authority to incur any obligations on behalf of the other.

b. Force Majeure. No party shall have liability for damages or non-performance under this Agreement due to fire, explosion, strikes or labor disputes, water, acts of God, war, civil disturbances, acts of civil or military authorities or the public enemy, transportation, facilities, labor, fuel or energy shortages, or other causes beyond that party's control.

c. Entire Agreement. This Agreement and the Schedules attached hereto contain the entire agreement between the parties and supersedes all previous agreements and proposals, oral or written, and all negotiations, conversations, or discussions between the parties related to the subject matter of this Agreement. This Agreement shall not be deemed or construed to be modified, amended, rescinded, canceled or waived in whole or in part, except by written amendment signed by both of the parties hereto.

11. Confidentiality. Consultant recognizes that its work will bring it into close contact with confidential information of Customer, including personal information about employees of Customer. Consultant agrees not to disclose anything that is the confidential information of Customer, or that is proprietary to Customer, including its software, its legacy applications, and its databases, to any third party.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as set forth below.

| "CONSULTANT" | "CUSTOMER" |
|---|---|
| TOTAL COMPENSATION SYSTEMS, INC. | BURBANK UNIFIED SCHOOL DISTRICT |
| Signed: Geoffrey Kischuk | Signed: |
| By: Geoffrey L. Kischuk | By: Debbie Kukta |
| Title: President | Title: Assistant Superintendent, Administrative Services |
| Date: March 25, 2022 | Date: April 22, 2022 |

# SCHEDULE 1

For the purposes of this Agreement, "consulting services" shall include the following services provided by Consultant to Customer:

Consulting reports including all actuarial information necessary for Customer to comply with the requirements of current GASB accounting standards 74/75 related to retiree health benefits for two years, including one full valuation and one “roll-forward” valuation. Study results can be split by up to five employee classes. Consultant will provide as many copies of the final reports as Customer shall reasonably request.

Services do not include Consultant's in-person attendance at any meetings. Services also do not include a separate funding valuation unless requested by Customer.

# SCHEDULE 2

Customer shall pay Consultant for the retiree health valuation report based on the full valuation a total of $5,900. One-half, or $2,950 shall be due within 30 days of the commencement of work by Consultant. One-half, or $2,950 shall be due within 30 days of the delivery by Consultant to Customer of the draft consulting report for the full valuation (or within 30 days of contract termination, if earlier). Customer shall also pay Consultant for the retiree valuation report based on the "roll-forward" valuation a total of $2,950 within 30 days of the delivery by Consultant to Customer of the draft consulting report for the "roll-forward" valuation (or within 30 days of contract termination, if earlier)

If Consultant receives a non-refundable deposit from Customer of $2,655 by May 31, 2022, all amounts shown above shall be reduced by 10%.

**TCS Total Compensation Systems, Inc.**

March 25, 2022

Alyssa Low
Burbank Unified School District
1900 W Olive Ave
Burbank, CA 91506-2438

Dear Alyssa,

This letter is our proposal for GASB 74/75 actuarial valuation services. The proposal includes a full actuarial valuation as of June 30, 2022 as well as an anticipated roll-forward valuation as of June 30, 2023.

**Fees and Our 10% Discount**

To confidently schedule existing clients, we provide an incentive for clients who make a commitment in advance of the valuation date. To reserve a place in our schedule, please send the signed contract and non-refundable deposit of one-half of the full valuation fee by May 31, 2022. By reserving a spot, Burbank Unified School District is not only guaranteed a valuation slot, but is given priority over every client that didn't reserve one.

We give a 10% discount of the full valuation fee as well as of the subsequent roll-forward valuation fee to those who reserve a spot by May 31, 2022. That means that, to reserve a spot, we must receive the signed contract and a check for $2,655 – i.e. one-half of 90% of $5,900 – by May 31, 2022. The following table shows our fees under GASB 74/75:

| | Full GASB 74/75 | GASB 74/75 w/ 10% Discount |
|---|---|---|
| Fee for Full Valuation | $5,900 | $5,310 |
| Roll-forward Valuation for 2nd Year | $2,950 | $2,655 |

Our fees are generally all-inclusive without additional charges for phone calls, re-work, or additional information. However, because the vast majority of our clients do not require an in-person meeting or a separate funding valuation, we prefer not to bake those costs into our standard fees. We do not charge to present valuation results via telephone or a video call or to provide a recommended funding schedule. In the rare cases where an in-person meeting is necessary, we charge based on travel time (to a maximum of $4,000). Fees for substantial additional funding work are determined based on the scope of the project.

If you choose *NOT* to reserve a spot, we still hope to work with you on the GASB 74/75 valuation, though it will be at the full fee quoted above.

**Second Year Roll-Forward Valuation**

As you know, GASB 75 requires a full actuarial valuation at least every two years. Because your last full valuation was performed as of June 30, 2020, you are due for this full valuation as of June 30, 2022. While this proposal does include the subsequent roll-forward valuation that we anticipate performing as of June 30, 2023, we will confirm with you prior to performing that work to ensure circumstances have not changed and that you would still like for us to proceed with the roll-forward valuation.

**Timing and Data Requirements**

Our records indicate that you will use the results of this June 30, 2022 valuation in your financials for the fiscal year ending June 30, 2022. This means that the valuation will be on a compressed timetable with little room for deviation.

The following timeline shows when the primary data items are expected to be provided.

| Data Item | Anticipated Delivery | Responsible Party |
|---|---|---|
| Census Data | May-July | Burbank Unified School District |
| Asset Information | July-August | Burbank Unified School District |
| Audit Report/ACFR | May-July | Burbank Unified School District |
| Draft Report | July-October | TCS |

Please keep in mind that even for an unfunded plan with no asset information necessary, the valuation relies on interest rate information that cannot be obtained prior to June 30, 2022. Therefore, the valuation cannot be completed until after June 30, 2022.

Please let us know if you have any questions about the above or generally about retiree health or pension benefits. We would very much appreciate once again having the opportunity to work with Burbank Unified School District.

Sincerely,







Geoffrey L. Kischuk
Actuary
gkischuk@totcomp.com

Will Kane
Actuary
wkane@totcomp.com

Luis Murillo
Actuary
lmurillo@totcomp.com

**We request the following information in order to complete your retiree health actuarial valuation:**

- **Census Data.** Demographic information as of June 30, 2022 for active employees eligible for future retiree health benefits and retirees currently receiving health benefits. See below for specific data items needed.
- **Medical Premium Rate Summary.** A summary exhibit that shows the full premium rates (even if the employer only pays up to a certain amount) for medical plans available to active employees and pre-Medicare retirees. Not necessary if you participate in CalPERS Medical as those rates are published and applicable broadly.
- **Audit Report / ACFR.** Your audit report for the fiscal year ending June 30, 2021.
- **Description of Benefit Arrangement.** Either your most recent collective bargaining agreements or a summary of the retiree health benefits and eligibility. If the benefit structure has changed since the last actuarial valuation, a brief description of the change is helpful.
- **Asset Statement.** If retiree health benefits are being funded through an irrevocable trust, please provide the annual trust statement for the full fiscal year ending on June 30, 2022.
- **Formal Funding Policy.** If your plan has a Board-approved funding policy to serve as a basis for an Actuarially Determined Contribution under GASB 75, please let us know (this is relatively rare).
- **Other Useful Information.** Every retiree health plan is unique! If there is information not listed above or below that you believe would be helpful, please feel free to provide it.

<u>For Each Active Employee (any active employee who may become eligible for future retiree health benefits)</u>

- Required Information
  - Date of Birth
  - Sex
  - Date of Hire
  - Employee Group (e.g. Police, Fire, Management, Classified, Certificated, Miscellaneous)
  - Full-Time Equivalent Fraction OR Hours Per Week OR Full-Time / Part-Time Indicator
- Other Information (not required but helpful to have)
  - Name
  - Identifier (e.g. Employee ID, SSN, Last 4 SSN)
  - Active Medical Plan Name, Premium Amount, and Coverage Tier (Single, 2-Party, Family)
  - Salary or Rate of Pay (only needed if you will ask us to calculate the plan's covered payroll)

<u>For Each Retiree (any retiree receiving health coverage (even if self-pay) or health payments through employer)</u>

- Required Information
  - Date of Birth
  - Sex
  - Date of Retirement (to the extent available)
  - Date/Age Benefit Ends (needed if differs amongst retirees – e.g. Lifetime for some / Age 65 for others)
  - Employee Group (e.g. Police, Fire, Management, Classified, Certificated, Miscellaneous)
  - Medical Plan Name and Coverage Tier (Single, 2-Party, Family)
  - Medical Premium – Total Amount (even if employer only pays up to a capped amount)
  - Medical Premium – Employer Portion (including employer reimbursement of Retiree Portion, if any)
  - Medical Premium – Retiree Portion
  - Employer Paid Amount for any Non-Medical Health Benefits (Dental, Vision, Life Insurance, Medicare Part B, HRA Contributions, Cash-In-Lieu, etc.)
- Other Information (not required but helpful to have)
  - Name
  - Identifier (e.g. Employee ID, SSN, Last 4 SSN)

# TCS Actuarial Clients

Following is a list of California public employers for which we have performed retiree health valuation services.

Acalanes Union High School District
Acton-Agua Dulce Unified School District
Adelanto Elementary School District
Alameda County Office of Education
Alameda County Waste Management Authority
Alisal Union School District
Allan Hancock Joint Community College District
Alpine Springs County Water District
Alpine Union Elementary School District
Alta Loma School District
Alta Vista Elementary School District
Alvord Unified School District
Amador County Office of Education
Anderson Union High School District
Antelope Valley College
Antelope Valley Mosquito & Vector Control District
Antelope Valley Union High School District
Antelope Valley-East Kern Water Agency
Apple Valley Unified School District
Arcadia Unified School District
Arcohe Union Elementary School District
Armona Union Elementary School District
Aromas-San Juan Unified School District
Arrowbear Park County Water District
Arvin Union School District
Associated Students of San Jose State University
Atascadero Unified School District
Atwater Elementary School District
Auburn Public Cemetery District
Auburn Union Elementary School District
Bakersfield City School District
Baldy View Regional Occupation Program
Banning Unified School District
Banta Elementary School District
Barstow Community College District
Bass Lake Joint Union Elementary School District
Bassett Unified School District
Bay Area Rapid Transit District
Bear Valley Unified School District
Beaumont Unified School District
Beaumont-Cherry Valley Recreation and Park District
Bella Vista Elementary School District
Belmont Redwood Shores School District
Berkeley Unified School District
Big Bear City Airport
Big Bear City Community Services District
Big Pine Unified School District
Bishop Unified School District
Black Butte Union Elementary School District
Blue Lake Union School District
Bonny Doon Union Elementary School District
Branciforte Fire Protection District
Bret Harte Union High School District
Burbank Unified School District
Burlingame Elementary School District
Burnt Ranch Elementary School District
Burton School District
Butte-Glenn Community College District
Buttonwillow Union Elementary School District
Cabrillo College Foundation
Cabrillo Community College District
Cachuma Operation and Maintenance Board
Calaveras County Office of Education
California State University Los Angeles - Auxiliary Services
California State University, Long Beach Research Foundation
Calistoga Joint Unified School District
Camino Union Elementary School District
Carmel Unified School District
Carmichael Water District
Cascade Union Elementary School District
Casitas Municipal Water District
Castaic Union School District
Castro Valley Sanitary District
Castroville Community Services District
Central Elementary School District
Central Union School District
Centralia Elementary School District
Ceres Unified School District
Cerritos Community College District
Chabot-Las Positas Community College District
Chaffey Community College District
Chaffey Joint Union High School District
Chatom Union School District
Chico Unified School District
Chino Valley Unified School District
Chowchilla Elementary School District
Chualar Union School District
Citrus Community College District
City College of San Francisco Bookstore
City of Arcata
City of Auburn
City of Bell
City of Bell Gardens
City of Bellflower

City of Blue Lake
City of Buena Park
City of Calabasas
City of Canyon Lake
City of Capitola
City of Carmel-by-the-Sea
City of Claremont
City of Covina
City of Cypress
City of Diamond Bar
City of Dunn
City of East Carbon
City of El Cajon
City of Elk Grove
City of Emeryville
City of Folsom
City of Fountain Valley
City of Garden Grove
City of Hercules
City of Imperial Beach
City of Industry
City of Irwindale
City of La Puente
City of Lafayette
City of Lake Forest
City of Lakeport
City of Lawndale
City of Lindsay
City of Loma Linda
City of Los Alamitos
City of Manhattan Beach
City of Menifee
City of Mission Viejo
City of Morro Bay
City of Oceanside
City of Orinda
City of Oroville
City of Perris
City of Pomona
City of Porterville
City of Rancho Santa Margarita
City of Riverside
City of Rolling Hills
City of San Clemente
City of San Dimas
City of Scotts Valley
City of Seaside
City of Signal Hill
City of Simi Valley -- General Unit
City of Solvang
City of South Ogden
City of Stanton
City of Twentynine Palms
City of Winters
Claremont Unified School District
Cloverdale Unified School District
Coachella Valley Mosquito and Vector Control District
Coachella Valley Unified School District
Coast Community College District
Coastline Regional Occupational Program
Coastside County Water District
Coastside Fire Protection District
Cold Spring Elementary School District
College and Career Advantage
College of the Desert
College of the Redwoods
College of the Sequoias
College of the Siskiyous
Columbia Elementary School District
Colusa County Office of Education
Compton Community College District
Compton Creek Mosquito Abatement District
Conrad Hilton Foundation
Contra Costa Community College District
Contra Costa County Office of Education
Copper Mountain Community College District
Corcoran Joint Unified School District
Corning Union Elementary School District
Corning Union High School District
Corona-Norco Unified School District
Cotati-Rohnert Park Unified School District
Cottonwood Fire Protection District
Cottonwood Union School District
Crestline Sanitation District
Cuesta College
Cutten Elementary School District
Cypress School District
Davis Joint Unified School District
Dehesa Elementary School District
Del Norte County Schools
Del Paso Manor Water District
Delano Joint Union High School District
Delano Union School District
Denair Unified School District
Desert Center Unified School District
Desert Health Care District
Desert Sands Unified School District
Dinuba Unified School District
Diocese of San Bernardino
Dos Palos Oro Loma Joint Unified School District
Douglas City Elementary School District
Downey Unified School District

Duarte Unified School District
Ducor Union Elementary School District
Durham Unified School District
East Whittier City School District
Eastside Union School District
El Camino Community College District
El Dorado Hills County Water District
El Dorado Irrigation District
El Dorado Union High School District
El Rancho Unified School District
El Segundo Unified School District
El Toro Water District
Elk Grove Benefit Employee Retirement Trust
Elk Grove Unified School District
Emery Unified School District
Encinitas Union Elementary School District
Enterprise Elementary School District
Escalon Unified School District
Escondido Union School District
Etiwanda School District
Eureka City Schools
Fairfax Elementary School District
Fairfield-Suisun Sewer District
Feather River Air Quality Management District
Feather River Community College District
Ferndale Unified School District
Fieldbrook Elementary School District
Fillmore Unified School District
First 5 San Benito
Folsom-Cordova Unified School District
Fontana Unified School District
Foothill-DeAnza Community College District
Fortuna Union High School District
Fountain Valley Elementary School District
Fowler Unified School District
Franklin Elementary School District
Fremont Union High School District
Freshwater School District
Fresno County Superintendent of Schools
Fruitvale Elementary School District
Fullerton Elementary School District
Galt Joint Union Elementary School District
Garfield School District
Glendale Community College District
Glenn County Office of Education
Glenn-Colusa Irrigation District
Gold Coast Transit
Gold Oak Union Elementary School District
Goleta Water District
Goleta West Sanitary District
Grant Elementary School District
Gravenstein Union Elementary School District
Great Basin Unified Air Pollution Control District
Greater Anaheim Special Education Local Plan Area
Greenfield Union Elementary School District
Greenfield Union School District
Gridley Unified School District
Grossmont Healthcare District
Grossmont Union High School District
Grossmont-Cuyamaca Community College District
Guadalupe Union Elementary School District
Guerneville Elementary School District
Gustine Unified School District
Happy Valley Union Elementary School District
Harmony Union Elementary School District
Hart Ransom Academic Charter School
Hart Ransom Union Elementary School District
Hartnell Community College District
Healdsburg Unified School District
Helix Water District
Hemet Unified School District
Hi-Desert Water District
Hillsborough City School District
Housing Authority of the City of Eureka
Housing Authority of the City of Los Angeles
Housing Authority of the County of San Joaquin
Hueneme Elementary School District
Hughson Unified School District
Humboldt Bay Harbor Recreation and Conservation District
Humboldt County Office of Education
Humboldt State University Center
Humboldt Transit Authority
Huntington Beach City Elementary School District
Imperial Community College District
Imperial County Office of Education
Indian Wells Valley Water District
Inland Empire Utilities Agency
Ironhouse Sanitary District
Jacoby Creek School District
Jefferson School District
Jefferson Union High School District
John Swett Unified School District
Julian Union High School District
Junction Elementary School District
Jurupa Unified School District
Kaweah Delta Water Conservation District
Kentfield Elementary School District
Kerman Unified School District
Kern Community College District
Kern Council of Governments
Kern County Law Library

Kern County Office of Education
Kernville Union School District
Kings Canyon Joint Unified School District
Kings County Office of Education
Kings River Union Elementary School District
Kings River-Hardwick Union School District
Kingsburg Elementary Charter School District
Kit Carson Union Elementary School District
Knights Ferry Elementary School District
Knightsen Elementary School District
La Habra City School District
La Puente Valley County Water District
Lafayette School District
Laguna Beach County Water District
Laguna Beach Unified School District
Lake Elsinore Unified School District
Lake Hemet Municipal Water District
Lake Tahoe Community College District
Lakeside Fire Protection District
Lakeside Union Elementary School District
Lamont Elementary School District
Lancaster School District
Larkspur-Corte Madera School District
Las Lomitas School District
Las Virgenes Municipal Water District
Las Virgenes Unified School District
Lassen Community College District
Lassen County Office of Education
Lassen Municipal Utility District
Lassen Union High School District
Laton Unified School District
Lawndale Elementary School District
Le Grand Union Elementary School District
Lemon Grove School District
Lemoore Union Elementary School District
Lemoore Union High School District
Lewiston Elementary School District
Liberty Union High School District
Lindsay Unified School District
Littlerock Creek Irrigation District
Live Oak School District
Live Oak Unified School District
Livermore Valley Joint Unified School District
Livingston Union School District
Local Agency Formation Commission for the County of Los Angeles
Lodi Unified School District
Loleta Union Elementary School District
Long Beach City College
Loomis Union School District
Los Alamitos Unified School District
Los Angeles County Law Library
Los Angeles County West Vector & Vector-Borne Disease Control District
Los Gatos-Saratoga Joint Union High School District
Lost Hills Union Elementary School District
Lower Tule River Irrigation District
Lucia Mar Unified School District
Luther Burbank Elementary School District
Magnolia School District
Mammoth Unified School District
Manzanita Elementary School District
March Joint Powers Authority
Marin Community College District
Marin County Office of Education
Mark West Union School District
Martinez Unified School District
Marysville Joint Unified School District
McCabe Union Elementary School District
McFarland Unified School District
McKinleyville Union School District
Meadows Union Elementary School District
Meeks Bay Fire Protection District
Mendocino-Lake Community College
Menlo Park City School District
Merced Community College District
Merced County Office of Education
Merced Union High School District
Mid-Placer Public Schools Transportation Agency
Mill Valley Elementary School District
Millbrae School District
Mission Valley ROP
Mojave Unified School District
Mono County Office of Education
Monroe Elementary School District
Montecito Sanitary District
Montecito Water District
Monterey Peninsula Community College District
Monterey Peninsula Unified School District
Monterey Regional Waste Management District
Moraga School District
Moreland School District
Morongo Unified School District
Mosquito & Vector Management District of Santa Barbara County
Mount San Antonio Community College District
Mount San Antonio Community College District Auxiliary
Mount Shasta Union School District
Mountain Valley Special Education JPA
Mountain Valley Unified School District
Mountain View Elementary School District

Mountain View Los Altos Union High School District
Mt. Diablo Unified School District
Mt. San Jacinto Community College District
Municipalities, Colleges and Schools Insurance Group
Murrieta Valley Unified School District
Napa County Office of Education
Napa Valley Community College District
Natomas Unified School District
Nevada Joint Union High School District
New Hope Elementary School District
New Jerusalem Elementary School District
Newman Crows Landing Unified School District
North Coast Unified Air Quality Management District
North County Fire Protection District of San Diego County
North Monterey County Unified School District
North of the River Municipal Water District
North Orange County Community College District
North Orange County Regional Occupational Program
North Tahoe Fire Protection District
Northwest Mosquito and Vector Control District
Norwalk La Mirada Unified School District
Novato Unified School District
Nuview Union School District
Oak Valley Union Elementary School District
Oakdale Joint Unified School District
Oakley Union Elementary School District
Ocean View School District
Oceanside Unified School District
Ohlone Community College District
Ojai Valley Sanitary District
Old Adobe Union School District
Olympic Valley Public Service District
Ontario Montclair School District Board of Trustees
Orange Center School District
Orange County Superintendent of Schools
Orange Unified School District
Orcutt Academy Charter
Orcutt Union School District
Orland Unified School District
Oroville City Elementary School District
Oroville Union High School District
Otay Water District
Owens Valley Unified School District
Oxnard School District
Oxnard Union High School District
Pacheco Union School District
Pacific Grove Unified School District
Pacific Union School District
Pacifica School District
Pajaro Valley Public Cemetery District
Pajaro Valley Unified School District
Palermo Union Elementary School District
Palm Ranch Irrigation District
Palm Springs Unified School District
Palo Verde Community College District
Palo Verde Unified School District
Palomar Community College District
Paradise Elementary School District
Paradise Irrigation District
Paradise Unified School District
Parlier Unified School District
Pasadena Area Community College District
Patterson Joint Unified School District
Peralta Community College District
Perris Elementary School District
Pico Water District
Piedmont Unified School District
Pioneer Union School District
Placentia-Yorba Linda Unified School District
Placer County Office of Education
Placer Hills Union School District
Placerville Union Elementary School District
Planada Elementary School District
Pleasant Valley School District
Pleasant View Elementary School District
Pleasanton Unified School District
Plumas County Community Development Commission
Port of Hueneme - Oxnard Harbor District
Porterville Unified School District
Poway Unified School District
Processing Tomato Advisory Board
PSA2 Area Agency on Aging
Rancho Santiago Community College District
Ravenswood City Elementary School District
Reclamation District No. 1000
Reclamation District No. 900
Red Bluff Joint Union High School District
Redlands Unified School District
Reed Union School District
Reef-Sunset Unified School District
Rescue Fire Protection District
Richgrove Elementary School District
Rim of the World Unified School District
Rincon del Diablo Municipal Water District
Rincon Valley Union School District
Rio Bravo-Greeley Union Elementary School District
Rio Dell Elementary School District
Rio Hondo Community College District
Riverbank Unified School District
Riverdale Joint Unified School District
Riverside Transit Agency

Roberts Ferry Elementary School District
Robla School District
Rocklin Unified School District
Rodeo-Hercules Fire Protection District
Rosedale Union School District
Roseland Elementary School District
Roseville City School District
Ross School District
Ross Valley Elementary School District
Rowland Unified School District
Rubidoux Community Services District
Sacramento Suburban Water District
Saddleback Valley Unified School District
Salinas City Elementary School District
Salinas Union High School District
San Bernardino City Unified School District
San Bernardino Community College District
San Bernardino County Superintendent of Schools
San Bruno Park School District
San Carlos School District
San Diego County Office of Education
San Francisco Community College District
San Francisco Unified School District
San Gabriel Unified School District
San Gabriel Valley Mosquito & Vector Control District
San Jacinto Unified School District
San Joaquin County Office of Education
San Joaquin Delta Community College District
San Juan Water District
San Lorenzo Unified School District
San Luis Coastal Unified School District
San Luis Obispo County Office of Education
San Marino Unified School District
San Mateo County Community College District
San Mateo County Office of Education
San Mateo County Schools Insurance Group
San Mateo Union High School District
San Miguel Consolidated Fire Protection District
Santa Ana Unified School District
Santa Barbara Community College District
Santa Barbara County Association of Governments
Santa Barbara County Education Office
Santa Barbara San Luis Obispo Regional Health Authority (CenCal)
Santa Clarita Community College District
Santa Cruz County Office of Education
Santa Maria Joint Union High School District
Santa Maria Public Airport District
Santa Monica Community College District
Santa Paula City Housing Authority
Santa Rita Union School District
Santa Ynez River Water Conservation District
Saucelito Irrigation District
Savanna Elementary School District
Scotia Union Elementary School District
Scotts Valley Fire Protection District
Scotts Valley Water District
Seeley Union Elementary School District
Selma Kingsburg Fowler County Sanitation District
Sequoia Union High School District
Serrano Water District
Shasta County Office of Education
Shasta Regional Transportation Agency
Shasta Tehama Trinity Joint Community College District
Shasta Union High School District
Shasta Union High School District Charter Schools
Shasta-Trinity ROP JPA
Sierra Joint Community College District
Sierra Lakes County Water District
Sierra Sands Unified School District
Sierra Unified School District
Silicon Valley Clean Water
Silver Valley Unified School District
Siskiyou County Office of Education
Siskiyou Union High School District
Solano County Community College District
Solano County Office of Education
Soledad Unified School District
Sonoma Valley Unified School District
South Bay Union School District
South County Support Services Agency
South Fork Union School District
South Monterey County Joint Union High School District
South Pasadena Unified School District
South San Francisco Unified School District
South San Luis Obispo County Sanitation District
Southern California Library Cooperative
Southern Humboldt Joint Unified School District
Southern Kern Unified School District
Southern Trinity Joint Unified School District
Southwest Transportation Agency
Southwestern Community College District
Standard Elementary School District
Stanislaus County Office of Education
Stanislaus Union School District
Stege Sanitary District
Stockton Unified School District
Strathmore Union Elementary School District
Successor Agency to the Redevelopment Agency of the City and County of San Francisco dba San Francisco Office of Community Investment and Infrastructure (OCII)

Sundale Union Elementary School District
Sunnyside Union Elementary School District
Susanville Sanitary District
Susanville School District
Sutter Cemetery District
Sutter County Office of Education
Sweetwater Authority
Taft City School District
Tahoe-Truckee Sanitation Agency
Tahoe-Truckee Unified School District
TCS Miscellaneous
Temple City Unified School District
Thermalito Union Elementary School District
Town of Ross
Tracy Joint Unified School District
Trinidad Union School District
Trinity Alps Unified School District
Trinity County Office of Education
Truckee Fire Protection District
Truckee Sanitary District
Trust for Retirees of Associated California Schools
Tulare City School District
Tulare County Office of Education
Tulare Joint Union High School District
Tulare Mosquito Abatement District
Turlock Unified School District
Tustin Unified School District
United Water Conservation District
Upper Lake Unified School District
Upper San Gabriel Valley Municipal Water District
Val Verde Unified School District
Vallecito Union School District
Vallecitos Water District
Valley County Water District
Valley Home Joint School District
Valley Sanitary District
Ventura County Community College District
Ventura County Office of Education
Victor Elementary School District
Victor Valley Community College District
Victor Valley Union High School District
Victor Valley Wastewater Reclamation Authority
Vineland Elementary School District
Walnut Creek School District
Waltham Housing Authority
Wasco Union Elementary School District
Washington Unified School District
Washington Union School District
Weed Union Elementary School District
West Cities Police Communications JPA
West Contra Costa Transportation Advisory Committee
West Hills Community College District
West Kern Community College District
West Sonoma County Union High School District
West Valley Mission Community College District
Western Placer Unified School District
Westside Union School District
Westwood Unified School District
Wheatland School District
Wheatland Union High School District
Williams Unified School District
Willits Unified School District
Windsor Unified School District
Winters Joint Unified School District
Winton School District
Woodland Joint Unified School District
Woodside Elementary School District
Woodville Union School District
Yolo County Office of Education
Yosemite Community College District
Yreka Union Elementary School District
Yreka Union High School District
Yuba Community College District
Yuba County Office of Education
Yucaipa-Calimesa 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: | Ruthie DiFonzo, Senior Administrative Assistant |
| SUBMITTED BY: | Ruthie DiFonzo, Senior Administrative Assistant |
| DATE: | April 21, 2022 |
| SUBJECT: | Approval of the Second Amendment to the Lease Agreement with A & G, LLC (General Fund) |

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**Background:**

The District entered into a 25-year agreement with A & G, LLC, formerly known as Amidi Partnership, on September 15, 1999, for the lease of 104 parking spaces located at Palm Avenue, Glenoaks Boulevard, and Orange Grove Avenue in Burbank. Of the 104 parking spaces, six (6) parking spaces are located in the adjacent City of Burbank parking lot.

**Discussion/Issues:**

The Board of Education approved the first amendment to the agreement on April 20, 2006, which enabled the City of Burbank to enter the property to take actions required to maintain and repair the easement it holds related to the subterranean parking on the site.

The current agreement expires on September 14, 2024. A & G, LLC would like to extend the term of the agreement for an additional 25 years to expire on September 14, 2049.

**Fiscal Impact:**

A & G, LLC pays $8,320 per month, based on $80 per parking space. Future rent increases will begin in the fifth year of the extended term and shall increase annually to the amount per parking space that equals the average rent the city of Burbank is then receiving for similarly situated parking spaces. If the City is not renting or leasing similar parking spaces, the rent per parking space shall be increased equal to the rent per space received by commercial lessors for similarly situated parking spaces in the City.

**Recommendation:**

Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the second amendment to the agreement between the Burbank Unified School District and A & G, LLC, for the lease of 104 parking spaces, effective April 22, 2022 through September 14, 2049 (01.0-90708.0-00000-00000-8650-7800013), and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

SECOND AMENDMENT TO PARKING LEASE AGREEMENT

Burbank Unified School District ("LESSOR") and A & G, LLC, a California limited liability company ("LESSEE") hereby enter into this Second Amendment to Parking Lease Agreement ("Amendment") effective as of April 22, 2022 ("EFFECTIVE DATE") with respect to that certain Parking Lease Agreement dated September 15, 1999 ("Agreement") for 104 parking spaces on approximately 41,000 square feet of real property located at Palm Avenue, Glenoaks Boulevard and Orange Grove Avenue in the City of Burbank, CA ("SUBJECT PROPERTY"), and with reference to the following facts:

A. LESSOR and LESSEE entered into the Agreement commencing on September 15, 1999 and expiring on September 14, 2024 to lease 104 parking spaces currently existing at the SUBJECT PROPERTY;

B. LESSEE desires to extend the term of the Agreement for 25 years to the new Expiration Date of September 14, 2049 for the 104 parking spaces at the SUBJECT PROPERTY;

C. "PARTIES" agree to amend the Agreement on the terms and conditions set forth herein below for the extension of LESSEE's lease of the 104 parking spaces at the SUBJECT PROPERTY.

NOW, THEREFORE, in consideration of the foregoing recitals and for good and valuable consideration received, which is acknowledged by the parties, LESSOR and LESSEE agree as follows:

1) **Term.** The term of the Agreement is hereby amended to reflect a 25 year extension of the AGREEMENT. The Expiration Date is amended to September 14, 2049 ("Extended Term"), subject to early termination in accordance with Paragraph 3 of the Agreement;

2) **Rent**.
   a. LESSEE shall pay LESSOR each month rent in the amount of EIGHT THOUSAND and THREE HUNDRED and TWENTY DOLLARS ($8,320.00) which is based upon eighty dollars ($80.00) per space and rent shall be due each month throughout the Extended Term of the Agreement subject to modifications as stated below. All rent shall be paid in advance on the fifteenth of each month. Should any rental payment be received by LESSOR more than fifteen (15) days from the date due, LESSEE shall, in addition to rent, pay to LESSOR a late fee of ten (10) percent of the amount owed.

   b. **Future increase in rent.** Commencing with the beginning of the fifth ($5^{th}$) year of the Extended Term, rent, at LESSOR's elections, shall be annually increased to the amount per parking space that equals the average rent the City of Burbank is then receiving for similarly situated parking spaces in the city of Burbank. In the event the City of Burbank is not renting or leasing any similarly situated parking spaces in the city of Burbank, LESSEE's rent per parking space shall be increased equal to the rent per space received by commercial lessors for similarly situated sparking spaces in the city of Burbank;

3) All other terms and conditions of the Agreement shall remain the same.

There are and were no oral or written representations, warranties, understandings, stipulations, agreements, or promises made by either party, pertaining to the subject matter of this Amendment which have not been incorporated into this Amendment. This Amendment shall not be modified, changed, terminated, amended, superseded, waived, or extended except by a written instrument executed by the parties hereto.

Unless otherwise defined, all terms used in this Amendment shall have the same meanings as given them in the Agreement. Except as specifically amended herein, all other terms and provisions of the Agreement shall remain in full force and effect. In the event of any inconsistencies between this Amendment and the Agreement, the terms in this Amendment shall control.

IN WITNESS WHERE OF, the parties have caused the execution of this Amendment on the date first written below.

By: _____ __ Date: _____
Rahim Amidhozour, Manager
A & G, LLC ("LESSEE")

By: _____ __ Date: _____
Name: Debbie Kukta
Title: Assistant Superintendent, Administrative Services
BURBANK UNIFIED SCHOOL DISTRICT
("LESSOR")

**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: | Rick Vonk, Director of Information Technology and Education Support Services |
| SUBMITTED BY: | Lourdes Moya, Administrative Secretary |
| DATE: | April 21, 2022 |
| SUBJECT: | Approval of Extension of Agreement for Professional Services with AMS.NET (Special Use Funds) |

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**Background:**
The District has many mission-critical technology systems and staff to support those systems, allowing systems to function smoothly and promptly address issues. Three mission-critical positions were vacated by staff in June and July 2021 and in April 2022. With the departure of these positions and the inability to find replacements, the District needs temporary support while these positions are filled.

On July 15, 2021, the Board of Education approved an agreement with AMS.NET for support services to assist the District in supporting mission-critical systems.

On January 20, 2022, the Board of Education approved an extension to the agreement with AMS.NET to increase support service hours to continue assisting the District with Technology projects.

**District-Wide Goals for 2021-2022:**
4. Maintain efficient and effective operations

**Discussion/Issues:**
AMS engineers have successfully supported district systems on an as-needed basis. Due to these vacancies, the District seeks to extend the agreement by adding additional hours to the AMS contract. The District must have readily available resources to assist in maintaining the District's technology infrastructure in supporting students and staff throughout the District.

**Fiscal Impact:**
The fiscal impact is $30,000 for support services using funding from unfilled positions. AMS.NET pricing is based on their piggyback contract under Merced County FOCUS, contract #2021092.

**Recommendation:**
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends the Board of Education approve an extension to the agreement with AMS.NET for professional services, not to exceed $30,000, (01.0-00000.0-00000-77000-5850-7732000) (Special Use Funds), and authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

**AMS.NET, Inc.**
502 Commerce Way, Livermore, CA 94551
925-245-6100 • 925-245-6150 Fax
www.ams.net

# Customer Price Quote

**Customer**

Burbank Unified School District
1900 W Olive Ave
Burbank CA, 91506-2438 US
ATTN: Rick Vonk

**Ship To**

Burbank Unified School District
1900 W Olive Ave
Burbank, CA 91506-2438
ATTN: Rick Vonk

**Quote Description**

Premium Flex Support Hours - 120 Hours

| **Quote #** | **#Q-00061726** |
|---|---|
| **Project #** | 96828 |
| **Modified** | 3/28/2022 |
| **Account Mgr.** | Greg Jaramishian |
| **AM Phone** | (562) 236-5325 |
| **AM Email** | gjaramishian@ams.net |
| **Inside Account Mgr.** | Lisa Moomau |
| **IAM Phone** | (925) 245-6139 |
| **IAM Email** | lmoomau@ams.net |
| **Quote Exp.** | 4/22/2022 |

| Line | Item Description | Manufacturer | Qty | Unit Price | Extended Price |
|---|---|---|---|---|---|
| 120 Hour Block pFLEX Support Agreement | | | | | |
| 1 | **AMS-MS-FLEX2-PRE-20**<br>$5,000 Block of Premium Flex Support Hours - 20 Hours | AMS.NET | 6.00 | $5,000.00 | $30,000.00 |

## Order Summary

| | |
|---|---|
| Subtotal | $30,000.00 |
| Adjustment | $0.00 |
| Estimated Taxes | $0.00 |
| **Total** | **$30,000.00** |

**AMS.NET, Inc.**
502 Commerce Way, Livermore, CA 94551
925-245-6100 • 925-245-6150 Fax
www.ams.net

## Terms and Conditions

1. AMS.NET will require a Purchase Order referencing this Quote # or if a Purchase order is not provided, an authorized representative must sign this quote.

2. Payment terms are Net 30. An interest charge of 1.5% per month will be applied to all accounts past due, plus all costs of collection and reasonable attorneys fees. AMS.NET accepts all major credit cards. A convenience fee of 3.5% will be assessed. Customer agrees to accept multiple invoices for projects that cover multiple sales. In the event that a site's readiness is delayed by the customer, customer agrees to accept and pay invoices that reflect equipment and services already received.

3. Items sold by AMS.NET, Inc. and shipped to destinations in California are subject to sales tax. If an item is subject to sales tax in the state to which the order is shipped, tax is generally calculated on the total selling price of each individual item. In accordance with state tax laws, the total selling price of an order will generally include shipping and handling charges and item-level discounts. The amount of tax charged on your order will depend upon many factors including, but not limited to, the type of item(s) purchased, and the source and destination of the shipment. Factors can change between the time you place an order and the time an invoice is sent, which could affect the calculation of sales taxes. The amount appearing on your proposal as 'Estimated Sales Tax' may differ from the sales taxes ultimately charged. Shipping charges and sales tax will be added to this order when invoiced and the customer agrees to pay these charges.

4. All companies with tax exemption must present a valid Tax Exempt form. If Customer is tax exempt or if tax exempt form is not provided then customer agrees to pay all applicable taxes.

5. All shipments are FOB Origin or Pre-paid and shipped to Dock. Any Special shipping requirements must be clearly stated on all PO's (i.e. inside delivery). If inside Delivery or Lift-gate is required it must be specified and additional fees will incur. Shipping charges that appear on this quote are an estimate, AMS.NET will invoice and the customer will pay the actual shipping charge when identified.

6. Upon delivery of equipment, customer agrees to open all shipments and visually inspect equipment for physical damages. All damages must be reported to AMS.NET within 24 hours of delivery.

7. Returns will be accepted at AMS.NET discretion and are subject to manufacturer returns policies as well. For returns to be approved all merchandise must be in an unopened box and the customer agrees to pay a restocking fee of 15% of the purchase price. Returns must be made within 15 Days of receipt. All shipments must have a valid RMA number from AMS.NET before returning. For RMA requests please contact our Customer Service Department at (800) 893-3660 Ext. 6111. Email RMA requests should be directed to service@ams.net A copy of AMS.NET's full RMA policy is available for review online at www.ams.net/services/procurement-and-financing/

8. The laws of the State of California will apply to this sale.

9. The term "installation date" means the first business day on which installation of the system is complete. Minor omissions or variances in performance of the System that do not materially or adversely affect the operation of the system, shall not be deemed to have postponed the Installation Date. Seller shall use its best efforts to make timely delivery and installation. However, all stated delivery and installation dates are approximate and except as expressly provided in this agreement, Seller shall, under no circumstance, be deemed to be in default hereunder or be liable for consequential, incidental or special damages or commercial loss resulting from delays in delivery or installation.

10. Warranties. AMS warrants to Customer that it has good title to the equipment being sold to Customer under this Agreement, and the right to sell such equipment to Customer free of liens or encumbrances. AMS further warrants to Customer that the equipment being sold to Customer hereunder shall be free from defects in workmanship for a warranty period of thirty (30) days commencing on the later date the equipment is delivered to Customer or the date upon which AMS completes performance of the services to be performed under this agreement (this warranty being hereinafter referred to as an "Installation Warranty"). Except as expressly set forth in this paragraph, AMS does not make, and hereby disclaims, any and all representations or warranties, express or implied, with respect to the equipment or services being provided under this agreement, including but not limited to any implied warranties of merchantability, fitness for a particular purpose, satisfactory quality, against infringement, or arising from a course of dealing, usage or trade practice. AMS shall reasonably cooperate and assist Customer in enforcing any manufacturer warranties with respect to the equipment being sold to Customer under this Agreement. AMS hereby advises Customer, and Customer acknowledges that in the event Customer desires to procure from AMS any warranty protection beyond the warranty of title and the Installation Warranty provided under this Paragraph, Customer may do so by entering into a separate Service Agreement with AMS.

Manufacturer's warranty that is guaranteed is whatever is published by the manufacturer at the time of purchase.

11. Cisco Cloud services purchased from AMS.NET requires customer to accept Cisco's Universal Cloud agreement located on Cisco Systems' Website. This Universal Cloud Agreement describes the rights and responsibilities related to the Cloud Service(s) you purchase from Cisco or an Approved Source and is between you and Cisco. The Universal Cloud Agreement includes the applicable Offer Description(s) located at www.cisco.com/go/cloudterms (collectively "Agreement"). By clicking 'accept,' or using the Cloud Service, you agree to the terms of this Agreement. If you do not have authority to enter into this Agreement, or if you do not agree with its terms, do not click 'accept' and do not use the Cloud Service. If you determine that you cannot comply with the terms of this Agreement after you have paid for the Cloud Service, you may terminate your

**AMS.NET, Inc.**
502 Commerce Way, Livermore, CA 94551
925-245-6100 • 925-245-6150 Fax
www.ams.net

access to the Cloud Service for a full refund provided you do so within thirty (30) days of your purchase.

AMS.NET Tax ID: 94-3291626

C7 License: 763508

Please fax signed Quotation or Purchase Order to your AMS.NET account manager or to 925.245.6150. Full terms and conditions can be viewed on our website at www.ams.net/services/procurement-and-financing/

Authorized Signature: _____ Date: _____

Print Name: _____ Print Title: _____

**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: | Ruthie DiFonzo, Senior Administrative Assistant |
| SUBMITTED BY: | Ruthie DiFonzo, Senior Administrative Assistant |
| DATE: | April 21, 2022 |
| SUBJECT: | Acceptance of Gifts |

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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. Charities Aid Foundation America (CAF)/CyberGrants wishes to donate to the District $360 to be used for materials and supplies at Thomas Edison Elementary School.

b. Logix Federal Credit Union wishes to donate to the District $1,000 to be used as needed at Luther Burbank Middle School.

c. Stefan Doomanis wishes to donate to the District $1,500 to be used as needed at Luther Burbank Middle School.

d. Burbank Youth Vocal Arts Foundation wishes to donate to the District $1,000 to be used to pay choir coaches at Burbank High School.

e. The Home Depot wishes to donate to the District $921.56 to be used for materials and supplies at Joaquin Miller Elementary School.

f. John Muir Middle PTSA wishes to donate to the District $4,000 to be used for the 2022 Muir Empowered Program at John Muir Middle School.

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

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Paulette Koss, Director of Special Education and Psychological Services |
| PREPARED BY: | Paulette Koss, Director of Special Education and Psychological Services |
| SUBMITTED BY: | Sandra Shearer, Administrative Secretary |
| DATE: | April 21, 2022 |
| SUBJECT: | Action on Final Settlement Agreement (Special Education) |

**Background:**

The Board of Education is being asked to approve the Final Settlement Agreement for Special Education Student 960031425 pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

**Discussion/Issues:**

In an effort to resolve the disagreement between the District and the Parent of Special Education Student 960031425 concerning services and/or school placement, a formal settlement agreement was offered on April 1, 2022 to the Parents. To avoid additional time and expense concerning this matter, the District settled the dispute with the Student's Parents, without admitting any liability.

**Fiscal Impact:**

There is no cost to the District, as the settlement was paid for through an Alternative Dispute Resolution grant.

**Recommendation:**

Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960031425, at no cost to the District (01.0-65000.0-50010-36000-5813-7440000), effective April 1, 2022 through August 31, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Paulette Koss, Director of Special Education and Psychological Services |
| PREPARED BY: | Paulette Koss, Director of Special Education and Psychological Services |
| SUBMITTED BY: | Sandra Shearer, Administrative Secretary |
| DATE: | April 21, 2022 |
| SUBJECT: | Action on Final Settlement Agreement (Special Education) |

**Background:**

The Board of Education is being asked to approve the Final Settlement Agreement for Special Education Student 960026513 pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

**Discussion/Issues:**

In an effort to resolve the disagreement between the District and the Parent of Special Education Student 960026513 concerning services and/or school placement, a formal settlement agreement was offered on March 11, 2022 to the Parents. To avoid additional time and expense concerning this matter, the District settled the dispute with the Student's Parents, without admitting any liability.

**Fiscal Impact:**

Total cost to the District is $82,000.

**Recommendation:**

Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960026513, not to exceed $82,000 (01.0-65000.0-50010-36000-5813-7440000), effective March 11, 2022 through August 31, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Paulette Koss, Director of Special Education and Psychological Services |
| PREPARED BY: | Paulette Koss, Director of Special Education and Psychological Services |
| SUBMITTED BY: | Sandra Shearer, Administrative Secretary |
| DATE: | April 21, 2022 |
| SUBJECT: | Action on Final Settlement Agreement (Special Education) |

**Background:**

The Board of Education is being asked to approve the Final Settlement Agreement for Special Education Student 960032574 pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

**Discussion/Issues:**

In an effort to resolve the disagreement between the District and the Parent of Special Education Student 960032574 concerning services and/or school placement, a formal settlement agreement was offered on April 5, 2022 to the Parents. To avoid additional time and expense concerning this matter, the District settled the dispute with the Student's Parents, without admitting any liability.

**Fiscal Impact:**

Total cost to the District is $11,800.

**Recommendation:**

Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960032574, not to exceed $11,800 (01.0-65000.0-50010-36000-5813-7440000), effective April 5, 2022 through June 30, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Paulette Koss, Director of Special Education and Psychological Services |
| PREPARED BY: | Paulette Koss, Director of Special Education and Psychological Services |
| SUBMITTED BY: | Sandra Shearer, Administrative Secretary |
| DATE: | April 21, 2022 |
| SUBJECT: | Action on Final Settlement Agreement (Special Education) |

**Background:**

The Board of Education is being asked to approve the Final Settlement Agreement for Special Education Student 960030117 pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

**Discussion/Issues:**

In an effort to resolve the disagreement between the District and the Parent of Special Education Student 960030117 concerning services and/or school placement, a formal settlement agreement was offered on March 9, 2022 to the Parents. To avoid additional time and expense concerning this matter, the District settled the dispute with the Student's Parents, without admitting any liability.

**Fiscal Impact:**

There is no cost to the District.

**Recommendation:**

Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960030117, at no cost to the District (01.0-65000.0-50010-36000-5813-7440000), effective March 9, 2022 through August 30, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Paulette Koss, Director of Special Education and Psychological Services |
| PREPARED BY: | Paulette Koss, Director of Special Education and Psychological Services |
| SUBMITTED BY: | Sandra Shearer, Administrative Secretary |
| DATE: | April 21, 2022 |
| SUBJECT: | Action on Final Settlement Agreement (Special Education) |

**Background:**

The Board of Education is being asked to approve the Final Settlement Agreement for Special Education Student 110005348 pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

**Discussion/Issues:**

In an effort to resolve the disagreement between the District and the Parent of Special Education Student 110005348 concerning services and/or school placement, a formal settlement agreement was offered on April 1, 2022 to the Parents. To avoid additional time and expense concerning this matter, the District settled the dispute with the Student's Parents, without admitting any liability.

**Fiscal Impact:**

There is no cost to the District, as the settlement was paid for through an Alternative Dispute Resolution grant.

**Recommendation:**

Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 110005348, at no cost to the District (01.0-65000.0-50010-36000-5813-7440000), effective April 8, 2022 through March 29, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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

**March 17, 2022**

Burbank City Hall
275 E. Olive Avenue
Burbank, California

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

STUDENT MEMBERS PRESENT:
Owen Vivado, Monterey High School
Leoda Khosravi (alternate), John Burroughs High School

STUDENT MEMBERS ABSENT:
Shushanna Ter-Petrossyan, Burbank High School
Jule Reader, John Burroughs High School

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

1. CALL TO ORDER

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

2. REQUESTS TO ADDRESS THE BOARD

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

2.b Staff Responses

2.c Board Members' Responses

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

3. CLOSED SESSION

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

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

3.e Conference with Legal Counsel - Existing Litigation Pursuant to Government Code §54956.9 (b)(1) and (b)(3)(A)
Final Settlement Agreement for Special Education Students 960028116 and 960027511
Confidential Exhibit (OF 29,323)

4. RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE

President Tabet called the meeting to order at 7:00 p.m. Diana Abasta, President, Burbank Teachers Association, led the Pledge of Allegiance.

5. REPORTING ON CLOSED SESSION

President Tabet announced that items 3a through 3e were for discussion only with no action taken.

Ms. Tabet read the memorial for Donna Gibbons and announced that the meeting would be adjourned in her memory.

6. ADJUSTMENTS TO THE AGENDA

There were no adjustments to the agenda.

7. ITEMS FOR FUTURE AGENDAS

There were no requests for future agenda items.

8. REPORTS FROM THE BOARD

8.a Student Representatives

Shushanna Ter-Petrossyan, BHS; Owen Vivado, MHS; and Leoda Khosravi, alternate Student Board Member for JBHS, reported on events and activities at their respective schools.

9. REQUESTS TO ADDRESS THE BOARD

9.a Public Communications on Agenda Items

Chandra Collins, teacher and parent, spoke with her two daughters in support of Resolution 32 Proclaiming April 2022 as Autism Acceptance Month in the Burbank Unified School District.

Diana Abasta, President, Burbank Teachers Association, expressed her admiration for the District's Special Education teachers and advocated for more support for them and for returning the elementary P.E. teachers to the sites. She spoke about the recent classroom visits made by the Board Members and Superintendent Hill to read to District elementary students during the Community Read-In Day.

Joel Schlossman, parent, thanked the District and staff members for the work of the District's Special Education teachers.

9.b Staff Responses

Superintendent Hill thanked all of the speakers for their comments honoring and recognizing our teachers, students, staff, and families. He encouraged the community to visit our elementary schools to see the books displayed on the fences.

9.c Board Members' Responses

Member Frintner thanked all of the speakers and thanked Ms. Abasta for organizing the classroom visits for Board Members to observe Special Education teachers at work.

Member Aghakhanian thanked Ms. and Mr. Collins and their daughters for coming each year to support the Autism Acceptance Resolution. He read a card that one of the students sent him to thank him for his visit to an elementary classroom for Community Read-In Day. He spoke about the other events he recently attended including the Nurses' Pinning Ceremony at Burbank Adult School.

Clerk Weisberg wished everyone a Happy St. Patrick's Day and thanked the Student Mental Health Board who invited her to speak at their event. She also thanked the staff of Roosevelt Elementary School for inviting her to read to one of their classrooms. She thanked Ms. Collins for her support of the Autism Acceptance Resolution and for inviting her to visit her classroom.

Vice President Ferguson thanked the Collins family for their comments and advocacy. He would be asking tonight for more support for our Special Education students and teachers—not just with resolutions but with actions. He said he is hearing that teachers and principals are overwhelmed with large caseloads and that their requests for additional support and planning time have gone unanswered. He also thanked Mr. Schlossman for his appreciation of our Special Education teacher and for his encouraging words.

President Tabet thanked all of the speakers for coming and expressed her appreciation to Ms. Abasta and to the teachers who accommodated her visits to their classrooms. She expressed her admiration for their dedication, hard work, and compassion. She spoke about some of the events she has recently attended, including the Community Read-In Day, Kiwanis Gala, and the Nurses' Pinning Ceremony, and announced some upcoming events, such as the Burbank Coordinating Council's pancake breakfast fundraiser.

10. REPORTS TO THE BOARD

10.a Report on the Burbank Unified School District's COVID-19 Response

Matt Hill, Superintendent, reported on the District's COVID-19 Response. He announced that everyone has the choice as to whether or not they wish to wear a mask to

protect themselves from COVID-19, but reminded everyone that COVID-19 is still very much with us.

10.b Report on the COVID-19 Testing Plan

Debbie Kukta, Assistant Superintendent, Administrative Services, introduce Toby Black, the District's Testing Coordinator, who reported on the COVID-19 Testing Plan, as presented.

COVID-19 Testing Plan.pdf (OF 29,324)

Vice President Ferguson asked if District Administration could send out some communication with regard to COVID-19 and the return of students after Spring Break so we do not have a repeat of the confusion experienced after Winter Recess. Clerk Weisberg said we do have plans in place and we just need to communicate them to District stakeholders. Member Aghakhanian asked if one-page flyers could be distributed to students and staff. Vice President Ferguson asked why we were once again deferring to the County instead of leading the communications push after better communication has been asked for repeatedly. He also said that he has received complaints about poor communication on the budget adoption process.

10.c Report on the 2020-2021 Annual Financial Report and the Financial and Performance Audits of the Proposition 39 General Obligation Bonds Building Fund Measure S Program

Debbie Kukta, Assistant Superintendent, Administrative Services, introduced Gema Ptasinski, Certified Public Accountant of CliftonLarsonAllen LLP (CLA), who reviewed the 2020-2021 Annual Financial Report and the $110 million Measure S General Obligation Bond program report, as presented.

Audit Report 2020-21 - Review.pdf (Of 29,325)

10.d Report on Facilities and Technology Projects

Debbie Kukta, Assistant Superintendent, Administrative Services, utilized a PowerPoint to report on the District's Facilities and Technology Projects, as listed on the Consent Agenda, as presented.

Facilities and Technology PowerPoint_3172022.pdf (Of 29,326)

11. NEW AND/OR UNFINISHED BUSINESS

11.a Adoption of Resolution 30 Recognizing March 31, 2022 as Cesar Chavez Day

That the Board of Education adopt Resolution 30 Recognizing March 31, 2022 as Cesar Chavez Day in the Burbank Unified School District, as presented.

Resolution 30 Cesar Chavez Day (002).pdf (OF 29,327)

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

11.b Adoption of Resolution 31 Proclaiming April 2022 as the Burbank Unified School District's Genocide Remembrance Month

That the Board of Education adopt Resolution 31 Proclaiming April 2022 as the Burbank Unified School District's Genocide Remembrance Month, as presented.

Resolution 31_Genocide Remembrance_031722.pdf (Of 29,328)

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

11.c Adoption of Resolution 32 Proclaiming April 2022 as Autism Acceptance Month

Paulette Koss, Director, Special Education and Psychological Services, recommends that the Board of Education adopt Resolution 32 proclaiming the month of April 2022 as Autism Acceptance Month, as presented.

SPED Resolution 32 Autism Acceptance Month.docx.pdf (OF 29,329)

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

11.d Approval of Proposed Revision of Selected Board Policies and Administrative Regulations

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

Policy Updates_Dec 2021_031722.pdf (OF 29,330)

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

11.e Acceptance of the 2020-2021 Annual Financial Report and the Financial and Performance Audits of the Proposition 39 General Obligation Bonds Building Fund Measure S Program

Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the 2020-2021 Annual Financial Report and the Financial and Performance Audits of the Proposition 39 General Obligation Bonds Building Fund Measure S program, as presented.

Audit Report 2020-21 - Acceptance.pdf (OF 29,331)

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

11.f Approval of Second Interim Report for 2021-2022 Fiscal Year

That the Board of Education approve a positive certification of the Second Interim Report for the 2021-2022 fiscal year, as presented.

Second Interim 2021-22.pdf (OF 29,332)

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

11.g Approval of the Updated Fiscal Stabilization Plan Required by Los Angeles County Office of Education (LACOE) Based on the First Interim Reporting

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

Fiscal Stabilization Plan - 2nd Interim.pdf (OF29,333)

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

11.h Approval of the A-G Completion Improvement Grant Plan

Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the A-G Completion Improvement Plan, effective March 18, 2022, through June 30, 2026, as presented.

A-G Grant Plan 03172022.pdf

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

11.i Approval of the 2021-2022 Consolidated Application March Submission for Categorical Aid Programs

Peter Knapik, Director, Elementary Education, recommends that the Board of Education approve the submission of the 2021-2022 Consolidated Application for Funding Categorical Aid Programs, Winter Submission, and the authority to sign and submit the application to the California Department of Education be exercised pursuant to BUSD—AR 3314, as presented.

Consolidated App Submission 03172022.pdf (OF29,335)

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

11.j 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 03-17-22.pdf (OF29,336)

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

12. CONSENT AGENDA

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

That the Board of Education approve Final Settlement Agreement for Special Education Student 960028116, with no fiscal impact to the District (01.0-65000.0-50010-36000-5813-7440000), effective February 28, 2022 through September 30, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960028116 Settlement Agreement.docx.pdf (OF 29,323)

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

That the Board of Education approve Final Settlement Agreement for Special Education Student 960027511, not to exceed $51,000 (01.0-65000.0-50010-36000-5813-7440000), effective February 18, 2022 through August 1, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960027511 Settlement Agreement.docx.pdf (OF 29,323)

12.c Approval of Minutes

That the Board of Education approve the minutes of the Regular Board of Education Meeting of February 17, 2022, as presented.

Minutes.02.17.22.pdf (OF 29,337)

12.d Approval of Minutes

That the Board of Education approve the minutes of the Regular Board of Education Meeting of March 3, 2022, as presented.

Minutes.03.03.22.pdf (OF 29,338)

12.e Approval of Minutes

That the Board of Education approve the minutes of the Special Board of Education Meeting of March 8, 2022, as presented.

Minutes.03.08.22SP.pdf (OF 29,339)

12.f Approval of Personnel Report Number 21-22-14

That the Board of Education approve Personnel Report number 21-22-14, covering Certificated and Classified personnel, and consisting of Pages 1 to 14 inclusive, as presented.

Personnel Report.pdf (OF 29,340)

12.g 2021-2022 Purchase Order Report

That the Board of Education approve Purchase Orders for 2021-2022 as listed through February 21, 2022, as presented.

2021-2022 Purchase Order Report.pdf (OF 29,341)

12.h Approval of Warrants

That the Board of Education approve payroll warrants in the total amount of $6,786,943.01 and commercial warrants in the total amount of $3,873,508.86, as presented.

Warrants.pdf (OF 29,342)

12.i Approval of Burbank High School Unleashed Dance Team (Overnight) Field Trip

That the Board of Education approve the Burbank High School Unleashed Dance Team (Overnight) Field Trip request to participate in the California Association for Dance/Drill Team Directors State Competition in Aliso Viejo, CA. from Friday April 8, 2022 through Saturday, April 9, 2022, as presented.

BHS Unleashed Dance Extended Overnight Field Trip 3 17 22.pdf (OF 29,343)

12.j Approval of John Burroughs High School Boys Volleyball (Overnight) Field Trip

That the Board of Education approve the John Burroughs High School Boys Volleyball (Overnight) Field Trip request to participate in the Santa Barbara Tournament of Champions in Santa Barbara, CA. from Thursday, April 14, 2022 through Saturday, April 16, 2021, as presented.

JBHS Boys Volleyball Extended Overnight Field Trip 3 17 22.pdf (OF 29,344)

12.k Ratification of Agreement for Professional Services (Human Resources)

That the Board of Education ratify the Agreement between the Burbank Unified School District and Robert Half, to provide clerical support as needed, not to exceed $50,000 (01.0-00000.0-72000-5850-7551000), effective February 28, 2022 through June 30, 2022

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

Agreement- RH (Human Resources).pdf (OF 29,345)

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

That that the Board of Education approve the Agreement between the Burbank Unified School District and Grecia Flores, to provide assistance, training and support with secondary certificated hiring processes and procedures., not to exceed $1,200 (01.0-00000.0-72000-5850-7551000), effective March 18, 2022 through June 30, 2022 and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented.

Agreement - GF (Human Resources).pdf (OF 29,346)

12.m Approval of Instructional Consultant Services

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

Instructional Consultants 03172022_Redacted.pdf (OF 29,347)

12.n Approval of Non-Instructional Consultant Services

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

Non Instructional Consultants 03172022_Redacted.pdf (OF 29,348)

12.o Approval of Agreement with Burbank Community YMCA for Learn, Grow, Thrive Program, Summer 2022

That the Board of Education approve the Agreement between the Burbank Unified School District and Burbank Community YMCA, to provide services for the 2022 Elementary Summer Program, not to exceed $135,000 from Title I ($18,243- 01.0-30100.0-11100-10012-5810-5480000 from the fiscal year 2021-2022; $62,757- 01.0-30100.0-11100-10012-5110-5480000 from the fiscal year 2021-2022; $54,000- 01.0-30100.0-11100-10012-5110-5480000 from the fiscal year 2022-2023 and $6,757- 01.0-26000.0-11100-10012-5810-5480000 from the fiscal year 2021-2022; $23,243- 01.0-26000.0-11100-10012-5110-5480000 from the fiscal year 2021-2022; $20,000- 01.0-26000.0-11100-10012-5110-5480000 from the fiscal year 2022-2023) effective March 18, 2022, through July 31, 2022, and that authority to sign this agreement be exercised pursuant to BUSD-AR 3314, as presented.

Summer School 2022 YMCA 03172022.pdf (OF 29,349)

12.p Ratification of Agreement between Boys and Girls Club of Burbank and the After-School Education and Safety (ASES) Program

That the Board of Education ratify the Agreement between the Burbank Unified School District and Boys and Girls Club of Burbank, to provide services for the After School Education and Safety (ASES) Program, not to exceed $600,000.00 (01.0-60100.0-0-00000-27000-5810-7429000), effective July 1, 2021, through June 30, 2022, and that authority to sign this agreement be exercised pursuant to BUSD –AR 3314, as presented.

BGC Agreement 03172022.pdf (OF 29,350)

12.q Ratification of Approval for the 2021-2022 After School Education and Safety (ASES) Program, Grant Award

That the Board of Education ratify the After School Education and Safety (ASES) Program Grant Award, to provide funding and services for the ASES programs at Walt Disney Elementary School, Providencia Elementary School, George Washington Elementary School, and Luther Burbank Middle School, for up to $691,994.97, effective July 1, 2021, through December 31, 2022, and that the authority to sign the Program Grant Award be exercised pursuant to BUSD – AR 3314, as presented.

ASES Grant Award 03172022.pdf (OF 29,351)

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

That the Board of Education ratify an agreement between the Burbank Unified School District and LA Speech Pathology Services, Inc. for Special Education Student 960028116, no fiscal impact to District, through a ADR grant not to exceed $10,800 (01.0-65360.0-50010-36000-5813-7440000), effective March 1, 2022 through September 30, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960028116 Professional Services LA Speech Pathology Ratification.pdf (OF 29,352)

12.s Amended Agreement for Professional Services (Special Education)

That the Board of Education amend an agreement between Burbank Unified School District and Sonja Biggs Educational Services, Inc., to provide an intervener professional for Special Education Student 160003888, not to exceed $116,627.30 (01.0-65000.0-57602-11900-5850-7440000), effective July 1, 2021 through June 30, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original approval date was June 3, 2021. Due to the need of an intervener for Special Education Student 160003888 during Extended School Year (ESY), the first amendment added an additional $8,970.30 increasing the total not to exceed amount to $98,683.30. Due to the extended need of an intervener, this amendment adds an additional $17,944.00 increasing the total not to exceed $116,627.30.

SPED Student 160003888 Professional Services Sonja Biggs Amendment.pdf (OF 29,353)

12.t Amended Agreement for Professional Services (Special Education)

That the Board of Education amend an agreement between Burbank Unified School District and Paradigm Healthcare, to provide Medi-Cal Local Education Agencies (LEA) billing options services for the 2021-2022 fiscal year(s), with the understanding that it will automatically renew for an additional period of twenty-four (24) months unless the District or Paradigm Healthcare provides written notice of cancellation ninety (90) days prior to the renewal date, not to exceed $60,000 ($16,666.67 Special Ed) 01.0-56400.0-50010-27000-5850-7448000, ($8,333.33 Student Services) 01.0-56400.0-50000-27000-5850-7728000, effective July 1, 2021 through June 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented. Note: The original approval date was June 3, 2021 effective July 1, 2021 through June 30, 2024 for a total not to exceed $60,000. This amendment adds an additional $10,500 for CRCS back casting, for a new not to exceed amount of $70,500.

SPED Professional Services Paradigm Amendment.pdf (OF 29,354)

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

That the Board of Education ratify an agreement between the Burbank Unified School District and Maxim Healthcare Staffing Services, Inc. for Special Education Student 960033193, not to exceed $12,900.70, (01.0-65000.0-57602-11900-5850-7440000), effective February 28, 2022 through May 27, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960033193 Professional Services Maxim Healthcare Ratification.pdf (OF 29,355)

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

That the Board of Education ratify an agreement between the Burbank Unified School District and 360 Degree Customer Inc. to provide support to BUSD students with IEPs, not to exceed $61,425, (01.0-65000.0-57602-11900-5850-744000), effective February 22, 2022 through May 26, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services 360 Degree Customer Ratification.pdf (OF 29,356)

12.w Approval of Additive Change No. 1, Reliable Floor Covering Inc., Furnish and Install Flooring in Ten Classrooms, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)

That the Board of Education approve additive change order No. 1 between Burbank Unified School District and Reliable Floor Covering Inc., to furnish and install flooring for ten new classrooms for the Two-Story Modular Building Project at Walt Disney Elementary School, not to exceed $68,134 (213-00000.0-91008-85000-6250-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented. Note: The $2,492 increase, which brings the not to exceed to $68,134, is due to the installation of floor protection that was not included in the initial scope.

CO1_Reliable Flooring_Disney_Bond.pdf (OF 29,357)

12.x Approval of Additive Change No. 2, United Site Services, Portable Restrooms/Hand Washing Stations, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)

That the Board of Education approve additive change order No. 2 to the rental agreement between Burbank Unified School District and United Site Services for Portable Restrooms/Hand Washing Stations for the Two-Story Modular Building Project at Walt Disney Elementary School, not to exceed $27,000 (21.3-00000-0-91008-85000-6230-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented. Note: The $6,588.65 increase brings the not to exceed to $27,000, is due to extending the lease agreement for two ADA restrooms, one deluxe restroom, and two hand washing sinks, to accommodate the extended duration of the project estimated to complete August 2022.

CO2_United Site Services_restrooms_Disney_bond.pdf (OF 29,358)

12.y Approval of Additive Change Order No. 2, Lundgren Management, General Construction Management Services, Two-Story Modular Building, Walt Disney Elementary School (Bond Fund)

That Board of Education approve additive change order No. 2 to the agreement between Burbank Unified School District and Lundgren Management for General Construction Management Services for the duration of the two-story modular building project at Walt Disney Elementary School, not to exceed $800,500 (21.3-00000.0-91008-85000-6243-201-0000) Bond Fund, and that the authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented. Note: The increased amount of $236,285 brings the not to exceed amount to $800,500 due to construction delays from SilverCreek which has extended the project schedule and substantial completion date, subsequently changing the duration period of services needed from Lundgren.

CO2_Lundgren Mgmt_Disney_Bond.pdf (29,359)

12.z Approval of Award of Contract to Sunrise Telecom for RFQ Disney Two-Story Ten Classroom Building, Project 1: Data Cabling Infrastructure (Bond Funds)

That the Board of Education approve an award of contract to Sunrise Telecom for the Disney Two-story Ten Classroom Building, Project 1: Data Cabling Infrastructure, not to exceed $51,313.93, including a 10% contingency amount (21.3-00000.0-93000-85000-6249-7730000) (Bond Funds), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Approval_AOC_Sunrise Telecom_Disney Data Cabling Infrastructure_031722.pdf (OF 29,360)

12.aa Approval of Award of Contract to Sunrise Telecom for RFQ Disney Two-story Ten Classroom Building, Project 2: 21St Century Classroom Installations (Bond Funds)

That the Board of Education approve an award of contract to Sunrise Telecom for Disney Two-Story Ten Classroom Building, Project 2: 21st Century Classroom Installations, not to exceed $35,115.85, including a 10% contingency amount (21.3-00000.0-93000-85000-6249-7730000) (Bond Funds), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Approval_AOC_Sunrise Telecom_Disney 21st Century Classroom Installations_031722.pdf (OF 29,361)

12.ab Approval of Award of Contract to GA Technical Services, Inc. for RFB 2122-008 E-Rate Structured Cabling Project (School Funds)

That the Board of Education approve an award of contract to GA Technical Services, Inc. for RFB 2122-008, E-Rate Structured Cabling Project, not to exceed $55,550, including a 10% contingency amount (01.0-90904.0-11100-10000-6249-4321000) (School Funds), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Approval_AOC_GA Technical Services_ERate Structured Cabling Project_031722.pdf (OF 29,362)

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

13. REQUESTS TO ADDRESS THE BOARD

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

Joel Schlossman, parent, admonished member Aghakhanian for what he believes is his inability to do anything about bringing affordable housing to the city of Burbank. He admonished Clerk Weisberg for allegedly discussing the sexual orientation of her contractors and for her comments about rejecting District donations from donors who do not meet her standards with regard to diversity, equity, and inclusion.

Nuria Lundberg, parent and District Spanish language interpreter, spoke about what she considers is a huge mistake that the District may be making with regard to the use of the term “Latinx.” She said she has conducted research on the use of the term and she feels that her research indicates that people do not favor the term. As well, she pointed out that Spanish is dictated by the use of the “o” and the “a” in Latino/Latina to indicate masculine or feminine in the language, and that the word “Latinos” covers both.

Linda Bitto, Classified employee, spoke about her memories of Donna Gibbons and how much she did for the District and the wider community and beyond, and thanked the District for honoring her.

Jessica O’Keefe, parent, joined the meeting virtually and spoke about equity, Title I, and the need to improve communication with parents. She shared some of her ideas to grow charitable donations throughout the District. She spoke about the disappointment of Jefferson parents when the 5th grade field trip to Knott’s Berry Farm was cancelled.

13.b Superintendent’s Comments and Responses

Superintendent Hill responded to Ms. O'Keefe that the topic she spoke on will be addressed by the Board's Fundraising Subcommittee. He thanked Ms. Bitto for sharing her memories of Donna Gibbons and thanked Ms. Lundberg for sharing her research on the term Latinx.

13.c Board Members' Comments and Responses

Vice President Ferguson spoke about his memories of Donna Gibbons and her warmth and caring for people and thanked Ms. Bitto for making her presence more real for those who did not know her. He thanked Ms. Lundberg for her comments about the term Latinx and he said in the queer community the term is employed. He said he hears her and he has heard this from some of his other colleagues and has also heard comments from friends who are active in the LGBTQ community in support of the use of this term. He said he would like to create room for those who choose to use this term.

Member Frintner thanked Ms. Bitto for her moving tribute to her friend Donna Gibbons. He thanked Ms. O'Keefe for her comments and said that the discussion on fundraising will be an ongoing one and that the Board is seeking to bring equity to District fundraising. He thanked Ms. Lundberg for her comments with regard to the term Latinx and spoke about his beliefs with regard to the use of Latino and Latina and suggested that many individuals don't identify as binary and thus prefer the term Latinx as more inclusive.

Clerk Weisberg thanked the speakers and said she has a lot of reading and learning to do. She said that she wonders how the term Latinx is considered on a generational basis and will read the materials Ms. Lundberg provided. She thanked Ms. Bitto for sharing her memories of Donna Gibbons. She reminded Ms. O'Keefe to not confuse equality and equity and said some sites do not have the resources to fundraise as effectively as others, but their goal is that all sites and students will have great events and opportunities. She responded to Mr. Schlossman that she did not "out" our DEI Consultant, rather she just recognized the fact that she brings her partner with her to meetings. She clarified that she was asking about what kinds of donations we take in and from whom we accept them. She asked Mr. Schlossman once again to reflect on his comments and to ask himself if what he is saying is helping students, helping teachers, or helping staff.

Member Aghakhanian thanked Ms. Lundberg and Ms. Bitto for coming and said we should remember our blessings, including our friendships.

President Tabet thanked Ms. Bitto for sharing her memories of her friend. She said she tried to contact Ms. O'Keefe after reading her email and invited her to contact her if she would like to discuss the topics she addressed further using her knowledge and lens as a member of the Fundraising Committee.

14. ADJOURNMENT

President Tabet adjourned the meeting at 10:00 p.m. in memory of Donna Gibbons.

MINUTES APPROVED:

_____
MATTHEW HILL, SUPERINTENDENT
SECRETARY OF THE BOARD

4/21/2022
_____
DATE

_____
EMILY WEISBERG, CLERK

TO: Board of Education / Superintendent Consent 4/21/2022

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

SUBJECT: Certificated Personnel - Report Number 21-22-15 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.

| ELECTION: LONG TERM SUB | ASSIGNMENT | APPROPRIATION NUMBER | PCT | RATE OF PAY | REMARKS | EFFECTIVE DATE ENDING DATE |
|---|---|---|---|---|---|---|
| **LADD, DWIGHT**<br>Luther Middle School | Long Term Sub Teacher<br>English | 01.0-32130.0-11100-10000-1160-7559000 | 100 | | | 4/11/2022<br>5/27/2022 |
| **HUBERT, LORRI**<br>Thomas Edison Elementary School | Long Term Sub Teacher | 01.0-32130.0-11100-10000-1160-7559000 | 100 | | | 4/1/2022<br>5/27/2022 |

| RETIRING | ASSIGNMENT | APPROPRIATION NUMBER | PCT | RATE OF PAY | REMARKS | EFFECTIVE DATE ENDING DATE |
|---|---|---|---|---|---|---|
| **VERMILLION, DEBRA**<br>Luther Middle School | Special Ed Teacher<br>- FTE:100% | 01.0-65000.0-57602-11200-1110-3200000 | 100 | RA:006 - ST:21<br>STP: $2690 | Began service 06/09/2000 | 5/27/2022 |
| **PEEVYHOUSE, ILLENE**<br>John Muir Middle School | Teacher<br>- FTE:100% | 01.0-00000.0-11100-10000-1110-3220000 | 100 | RA:004 - ST:24 | Began service 9/2/93 | 5/27/2022 |
| **WHITENER, JOHN**<br>Jordan Middle School | Teacher<br>- FTE:100% | 01.0-00000.0-11100-10000-1110-3210000 | 100 | RA:006 - ST:24<br>STP: $2690 | Began service 5/30/01 | 5/27/2022 |
| **LINDLEY, LINDA**<br>Special Education | Teacher<br>- FTE:100% | 01.0-65200.0-50010-21000-1914-7440000<br>01.0-58100.0-50010-21000-1914-7440000 | 80<br>20 | RA:015 - ST:08<br>STP: $6181 | Began service 01/03/94 | 6/30/2022 |

| RESIGNATION | ASSIGNMENT | APPROPRIATION NUMBER | PCT | RATE OF PAY | REMARKS | EFFECTIVE DATE ENDING DATE |
|---|---|---|---|---|---|---|
| **MARTINEZ, BRIANA**<br>Jefferson Elementary School | Elementary Teacher<br>- FTE:100% | 01.0-00000.0-11100-10000-1110-2060000 | 100 | | Began Service 8/1/2016 | 3/21/2022 |
| **TORO, MARY**<br>Thomas Edison Elementary School | Elementary Teacher<br>Teacher - FTE:100% | 01.0-00000.0-11100-10000-1110-2020000 | 100 | | Began Service 10/25/2021 | 3/31/2022 |
| **ROG, CHRISTINE**<br>Special Education | Speech/lang Pathologist<br>- FTE:100% | 01.0-65000.0-57602-11901-1110-7440000 | 100 | STP: $2690 | Began service 08/13/12 | 6/1/2022 |
| **HAKOPIAN, ANNIE**<br>Burroughs High School | Teacher<br>- FTE:100% | 01.0-00000.0-11100-10000-1110-4320000 | 100 | | Began service 8/18/08 | 6/30/2022 |

| | | | | | | |
|---|---|---|---|---|---|---|
| **PARRA, JARROD**<br>Burroughs High School | Teacher | 01.0-00000.0-11100-10000-1110-4320000 | 100 | STP: $1345 | Began service 2/18/15 | 5/27/2022 |
| **HARMON, KRISTEN**<br>Jefferson Elementary School | Teacher: Intervention<br>Intervention Teacher | 01.0-42030.0-47600-10012-1130-7429000 | 100 | | Began service 1/16/2020 | 2/1/2022 |

| RESIGNATION/POSITION | ASSIGNMENT | APPROPRIATION NUMBER | PCT | RATE OF PAY | REMARKS | EFFECTIVE DATE ENDING DATE |
|---|---|---|---|---|---|---|
| **COYLE, JAMES**<br>Jordan Middle School | Middle School Teacher<br>English - FTE:100% | 01.0-00000.0-11100-10000-1110-3210000 | 100 | | Will continue as substitute teacher | 1/25/2022<br>3/9/2022 |
| **BAGDASARIAN, SUSANNA**<br>Adult School | Teacher: Adult School<br>ESL Teacher | 11.0-39050.0-41102-10000-1130-5330000<br>11.0-39260.0-41102-10000-1130-5330000<br>11.0-63910.0-41102-10000-1130-5330000 | 25<br>5<br>70 | | Began Service 10/01/05 | 3/10/2022 |

| ELECTION: TEMPORARY | ASSIGNMENT | APPROPRIATION NUMBER | PCT | RATE OF PAY | REMARKS | EFFECTIVE DATE ENDING DATE |
|---|---|---|---|---|---|---|
| **LUMAIN, RONALYN**<br>Washington Elementary School | Elementary Spec Ed Teacher<br>SDC - Elementary - FTE:100% | 01.0-65000.0-57602-11100-1110-2160000 | 100 | RA:006 - ST:10<br>STP: $2690 | | 3/28/2022<br>5/27/2022 |
| **NIXON, DANIELLE**<br>Adult School | Teacher<br>ILA - FTE:100% | 01.0-74250.0-11100-10000-1110-5759000 | 100 | RA:001 - ST:06 | | 3/14/2022<br>5/27/2022 |

| CHANGE OF ASSIGNMENT | ASSIGNMENT | APPROPRIATION NUMBER | PCT | RATE OF PAY | REMARKS | EFFECTIVE DATE ENDING DATE |
|---|---|---|---|---|---|---|
| **ESPINOZA FELIX, KIMBERLY**<br>Emerson Elementary School | Elementary Teacher<br>Elementary Teacher-temporary - | 01.0-00000.0-11100-10000-1110-2030000 | 100 | RA:003 - ST:01<br>STP: $1345 | | 3/30/2022<br>4/30/2022 |
| **ADAIR, NATHAN**<br>Human Resources | Long Term Sub Teacher<br>Resident Substitute | 01.0-32130.0-11100-10000-1160-7559000 | 100 | RA:001 - ST:10 | | 1/24/2022<br>3/9/2022 |

| CHANGE OF SALARY | ASSIGNMENT | APPROPRIATION NUMBER | PCT | RATE OF PAY | REMARKS | EFFECTIVE DATE ENDING DATE |
|---|---|---|---|---|---|---|
| **GARFIAZ, JOCELYN**<br>Childrens Center | Cc Teacher: Preschool Age | 12.0-90602.0-11100-10000-1110-2150000 | 100 | Salary Rate: $3680.00<br>STP: $82 | Should have rolled to next salary step | 1/1/2022 |
| **GORDON, COURTNEY**<br>Burbank High School | Teacher<br>- FTE:100% | 01.0-00000.0-11100-10000-1110-4310000 | 100 | Salary Rate: $6846.64 | | 1/1/2022 |

| CHANGE OF END DATE | ASSIGNMENT | APPROPRIATION NUMBER | PCT | RATE OF PAY | REMARKS | EFFECTIVE DATE ENDING DATE |
|---|---|---|---|---|---|---|
| **CM-0112-21,**<br>Human Resources | Leave of Absence - FTE:100% | 01.0-00000.0-00000-27000-1312-2030000 | 100 | STP: $1229 | To change end date to 3/2/2022 | 2/1/2022<br>3/2/2022 |
| **CM-0113-21,**<br>Human Resources | Leave of Absence - FTE:100% | 01.0-00000.0-00000-27000-1312-4310000 | 100 | STP: $2662 | To change end date to 3/4/2022 | 2/1/2022<br>3/4/2022 |
| **MAC NEILL, MICHELLE**<br>Washington Elementary School | Elementary Teacher<br>Leave of Absence - FTE:100% | 01.0-00000.0-11100-10000-1110-2160000 | 100 | | FMLA LOA through 3/18/2022 | 3/5/2022<br>3/18/2022 |

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|---|---|---|---|---|---|---|
| **MCCOY, SEAN**<br>Burbank High School | Long Term Sub Teacher<br>Counselor | 01.0-00000.0-00000-31100-1260-7550000 | 100 | | | 1/18/2022<br>4/13/2022 |
| **MCCOY, SEAN**<br>Burbank High School | Long Term Sub Teacher<br>Counselor | 01.0-00000.0-00000-31100-1260-7550000 | 100 | | | 1/18/2022<br>4/15/2022 |
| **DOITCH, EFRAT**<br>Burroughs High School | Long Term Sub Teacher | 01.0-00000.0-00000-31100-1260-7550000 | 100 | | | 6/8/2022 |
| **HARTMAN, SARAH**<br>Human Resources | Long Term Sub Teacher<br>English ILA | 01.0-32130.0-11100-10000-1160-7559000 | 100 | | | 1/18/2022<br>4/1/2022 |
| **RANA, DIANE**<br>Human Resources | Long Term Sub Teacher<br>ILA - English | 01.0-32130.0-11100-10000-1160-7559000 | 100 | | | 2/28/2022<br>5/6/2022 |
| **RIVERA, RENEE**<br>John Muir Middle School | Long Term Sub Teacher<br>Spanish | 01.0-32130.0-11100-10000-1160-7559000 | 100 | | | 1/3/2022<br>5/27/2022 |
| **CHOE, ELLIOTT**<br>Luther Middle School | Long Term Sub Teacher<br>PE | 01.0-32130.0-11100-10000-1160-7559000 | 100 | | | 2/18/2022<br>4/1/2022 |
| **VELASQUEZ, SILVIA**<br>Mc Kinley Elementary School | Long Term Sub Teacher<br>1st Grade Dual Immer | 01.0-32130.0-11100-10000-1160-7559000 | 100 | | | 8/31/2021<br>10/1/2021 |
| **ROSS, DEIDRA**<br>Stevenson Elementary School | Long Term Sub Teacher<br>TK | 01.0-00000.0-11100-10000-1160-7550000 | 100 | | | 9/27/2021<br>12/31/2021 |
| **SMITH, KOURTNEY**<br>Washington Elementary School | Long Term Sub Teacher<br>Spec Ed | 01.0-32130.0-11100-10000-1160-7559000 | 100 | | | 3/1/2022<br>3/11/2022 |
| **DIFRANCESCO, GINA**<br>Adult School | Teacher Ila<br>Leave of Absence - FTE:100% | 01.0-32130.0-11100-10000-1110-5759000 | 100 | | Catastrophic Leave of Absence | 1/25/2022<br>4/1/2022 |
| **DIFRANCESCO, GINA**<br>Adult School | Teacher Ila<br>Leave of Absence - FTE:100% | 01.0-32130.0-11100-10000-1110-5759000 | 100 | | Catastrophic Leave of Absence | 1/25/2022<br>4/8/2022 |

| LEAVE OF ABSENCE | ASSIGNMENT | APPROPRIATION NUMBER | PCT | RATE OF PAY | REMARKS | EFFECTIVE DATE<br>ENDING DATE |
|---|---|---|---|---|---|---|
| **CT-0111-21,**<br>Human Resources | Leave of Absence - FTE:100% | 01.0-00000.0-11100-10000-1110-4320000 | 100 | RA:006 - ST:24<br>STP: $1345 | to extend end date to 4/1/2022 | 3/21/2022<br>4/1/2022 |
| **ARTONIAN, ANGELA**<br>Childrens Center | Cc Teacher: School Age<br>CC Teacher-9.5 months - | 12.0-90602.0-11100-10000-1110-2140000 | 100 | RA:005 - ST:06 | Parental Bonding LOA | 3/28/2022<br>5/27/2022 |
| **STEINBERG, JESSIE**<br>Burroughs High School | Counselor<br>- FTE:100% | 01.0-00000.0-00000-31100-1211-4320000 | 100 | RA:006 - ST:07<br>STP: $1345 | | 3/28/2022<br>6/8/2022 |
| **CT-0116-21,**<br>Human Resources | Elementary Spec Ed Teacher<br>SDC - Elementary - FTE:100% | 01.0-65000.0-57602-11100-1110-2160000 | 100 | RA:003 - ST:05<br>STP: $2690 | | 3/7/2022<br>5/31/2022 |
| **KHACHIKYAN AYVAZIAN, LILIT**<br>J Miller Elementary School | Elementary Teacher<br>Elementary Teacher - FTE:100% | 01.0-00000.0-11100-10000-1110-2100000 | 100 | RA:005 - ST:01<br>STP: $1345 | Parental Bonding LOA through 5/27/2022 | 3/14/2022<br>5/27/2022 |
| **MAC NEILL, MICHELLE**<br>Washington Elementary School | Elementary Teacher<br>Leave of Absence - FTE:100% | 01.0-00000.0-11100-10000-1110-2160000 | 100 | RA:006 - ST:24 | FMLA LOA through 4/1/2022 | 3/5/2022<br>4/1/2022 |

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|---|---|---|---|---|---|---|
| **PIPER, MARY MORGEN**<br>Burbank High School | Special Ed Teacher<br>Mild/Moderate - FTE:100% | 01.0-65000.0-57602-11200-1110-4310000 | 100 | RA:VI - ST:14<br>STP: $2690 | Pd LOA Preg. and Parental Bonding | 1/3/2022<br>5/2/2022 |
| **EMAMJOMEH, MOJGAHN**<br>Burbank High School | Teacher<br>- FTE:100% | 01.0-00000.0-11100-10000-1110-4310000 | 100 | RA:004 - ST:06<br>STP: $1345 | General Purpose LOA 2022-2023 | 8/1/2022<br>5/31/2023 |
| **TROPEANO, AMANDA**<br>Burbank High School | Teacher<br>- FTE:100% | 01.0-00000.0-11100-10000-1110-4310000 | 100 | RA:006 - ST:10<br>STP: $1345 | CC LOA Fall Semester 2022 - 2023 | 8/1/2022<br>12/23/2022 |
| **ROTER, KORI**<br>John Muir Middle School | Teacher<br>Leave of Absence - FTE:100% | 01.0-00000.0-11100-10000-1110-3220000 | 100 | RA:003 - ST:03 | Child/ Parental Bonding | 3/14/2022<br>5/27/2022 |
| **POHLMAN, AMANDA**<br>Mc Kinley Elementary School | Teacher<br>Leave of Absence - FTE:100% | 01.0-01500.0-11100-10000-1110-2092000 | 100 | RA:005 - ST:11<br>STP: $1345 | Parental Bonding Leave of Absence | 3/3/2022<br>4/29/2022 |

| RETURN FROM LEAVE | ASSIGNMENT | APPROPRIATION NUMBER | PCT | RATE OF PAY | REMARKS | EFFECTIVE DATE<br>ENDING DATE |
|---|---|---|---|---|---|---|
| **SCHARF, ROXANNE**<br>Mc Kinley Elementary School | Special Ed Teacher<br>SDC - Elementary - FTE:100% | 01.0-65000.0-57602-11100-1110-2090000 | 100 | RA:006 - ST:16<br>STP: $1345 | Return from FMLA LOA | 2/28/2022 |
| **BALISY, TAWNYA**<br>Special Education | Special Ed Teacher<br>Pre-school Spec Ed - FTE:100% | 01.0-65000.0-57300-11100-1110-5080000 | 100 | RA:005 - ST:08<br>STP: $2690 | From Parental Bonding LOA | 3/7/2022 |
| **COOPER, REBECCA**<br>Burbank High School | Teacher<br>Teacher - FTE:100% | 01.0-00000.0-11100-10000-1110-4310000 | 100 | RA:006 - ST:17 | Parental Bonding LOA | 3/14/2022 |

| LEAVE OF ABSENCE (PAID) | ASSIGNMENT | APPROPRIATION NUMBER | PCT | RATE OF PAY | REMARKS | EFFECTIVE DATE<br>ENDING DATE |
|---|---|---|---|---|---|---|
| **IFFRIG, HILLARY**<br>Emerson Elementary School | Teacher<br>Elementary Teacher - FTE:100% | 01.0-00000.0-11100-10000-1110-2030000 | 100 | RA:006 - ST:22 | | 3/30/2022<br>4/30/2022 |

| ELECTION: SUBSTITUTE | ASSIGNMENT | APPROPRIATION NUMBER | PCT | RATE OF PAY | REMARKS | EFFECTIVE DATE<br>ENDING DATE |
|---|---|---|---|---|---|---|
| **BANIAN, JENNIFER**<br>Human Resources | Substitute Teacher<br>Substitute Teacher | 01.0-32130.0-11100-10000-1160-7559000 | 100 | Salary Rate: $200/210 | | 3/14/2022 |
| **BARAJAS, ROSA**<br>Human Resources | Substitute Teacher<br>Substitute Teacher | 01.0-32130.0-11100-10000-1160-7559000 | 100 | Salary Rate: $200/210 | | 3/7/2022 |
| **CORBO, REGINA**<br>Human Resources | Substitute Teacher<br>Substitute Teacher | 01.0-32130.0-11100-10000-1160-7559000 | 100 | Salary Rate: $200/210 | | 3/31/2022 |
| **DIFONZO, NAKOTA**<br>Human Resources | Substitute Teacher<br>Substitute Teacher | 01.0-32130.0-11100-10000-1160-7559000 | 100 | Salary Rate: $200/210 | | 3/11/2022 |
| **MCCARTNEY, MICHAEL**<br>Human Resources | Substitute Teacher<br>Substitute Teacher | 01.0-32130.0-11100-10000-1160-7559000 | 100 | Salary Rate: $200/210 | | 3/30/2022 |
| **MONGE, MARILI**<br>Human Resources | Substitute Teacher<br>Substitute Teacher | 01.0-32130.0-11100-10000-1160-7559000 | 100 | Salary Rate: $200/210 | | 3/28/2022 |
| **WROBEL, ELIZABETH**<br>Human Resources | Substitute Teacher<br>Substitute Teacher | 01.0-32130.0-11100-10000-1160-7559000 | 100 | Salary Rate: $200/210 | | 4/4/2022 |

| ELECTION: ADULT SCHOOL | ASSIGNMENT | APPROPRIATION NUMBER | PCT | RATE OF PAY | REMARKS | EFFECTIVE DATE / ENDING DATE |
|---|---|---|---|---|---|---|
| **SALDANA, REGINALD**<br>Adult School | Teacher: Adult School<br>Pre-CNA Instructor | 11.0-63910.0-41104-10000-1130-5330000 | 100 | RA:001 - ST:05 | | 3/28/2022<br>7/31/2022 |

| ELECTION: ADMIN ADD'L DUTIES | ASSIGNMENT | APPROPRIATION NUMBER | PCT | RATE OF PAY | REMARKS | EFFECTIVE DATE / ENDING DATE |
|---|---|---|---|---|---|---|
| **MADRIGAL, DEBORAH**<br>Instructional Services | Admin-additional Duties | 01.0-00000.0-00000-27000-1312-4310000 | 100 | | To provide support at BHS | 2/1/2022<br>2/24/2022 |
| **MADRIGAL, DEBORAH**<br>Instructional Services | Admin-additional Duties | 01.0-00000.0-00000-27000-1312-4310000 | 100 | | To provide support at BHS | 3/15/2022<br>3/31/2022 |
| **MADRIGAL, DEBORAH**<br>Instructional Services | Admin-additional Duties | 01.0-00000.0-00000-27000-1312-4310000 | 100 | | To provide support at BHS | 4/01/2022<br>5/27/2022 |
| **PITTMAN, HEATHER**<br>Burbank High School | High School Assistant Principal<br>Admin Add'l Duties Daily - | 01.0-00000.0-00000-27000-1313-4310000 | 100 | STP: $1345 | | 12/1/2021<br>3/4/2022 |
| **PITTMAN, HEATHER**<br>Burbank High School | High School Assistant Principal<br>- FTE:100% | 01.0-00000.0-00000-27000-1313-4310000 | 100 | STP: $1345 | | 5/27/2022 |

| ELECTION: LONG TERM SUBS | ASSIGNMENT | APPROPRIATION NUMBER | PCT | RATE OF PAY | REMARKS | EFFECTIVE DATE / ENDING DATE |
|---|---|---|---|---|---|---|
| **TYLER, PATRICK**<br>Burbank High School | Long Term Sub Teacher<br>Earth/Space Science | 01.0-32130.0-11100-10000-1160-7559000 | 100 | Salary Rate: $250.00 | | 1/3/2022<br>5/27/2022 |
| **COCA, ALICIA**<br>Burroughs High School | Long Term Sub Teacher<br>English | 01.0-32130.0-11100-10000-1160-7559000 | 100 | Salary Rate: $250.00 | | 1/3/2022<br>4/1/2022 |
| **DIGHERO, KAYLA**<br>Burroughs High School | Long Term Sub Teacher<br>Chemistry | 01.0-32130.0-11100-10000-1160-7559000 | 100 | Salary Rate: $250.00 | | 3/14/2022<br>5/27/2022 |
| **MEBERG, ELIZABETH**<br>Burroughs High School | Long Term Sub Teacher<br>English | 01.0-00000.0-11100-10000-1160-7550000 | 100 | Salary Rate: $279.02 | | 4/11/2022<br>5/27/2022 |
| **SPARGUR, CONRAD**<br>Burroughs High School | Long Term Sub Teacher<br>English | 01.0-00000.0-11100-10000-1160-7550000 | 100 | Salary Rate: $279.02 | | 1/3/2022<br>4/1/2022 |
| **DANIELS, WENDI**<br>J Miller Elementary School | Long Term Sub Teacher<br>1st Grade | 01.0-00000.0-11100-10000-1160-7550000 | 100 | Salary Rate: $279.02 | | 10/11/2021<br>5/27/2022 |
| **ESPARZA, LAUREN**<br>Jefferson Elementary School | Long Term Sub Teacher<br>Substitute Teacher | 01.0-32130.0-11100-10000-1160-7559000 | 100 | Salary Rate: $250.00 | | 3/15/2022<br>5/12/2022 |
| **ADAIR, NATHAN**<br>Jordan Middle School | Long Term Sub Teacher<br>English | 01.0-32130.0-11100-10000-1160-7559000 | 100 | Salary Rate: $250.00 | | 3/10/2022<br>5/27/2022 |
| **BRUNNER, MARISSA**<br>Human Resources | Substitute Teacher<br>Substitute Teacher | 01.0-00000.0-11100-10000-1160-7550000 | 100 | Salary Rate: $279.02 | | 1/6/2022<br>4/29/2022 |
| **CRUZ, MORGAN**<br>Human Resources | Substitute Teacher<br>Math | 01.0-32130.0-11100-10000-1160-7559000 | 100 | Salary Rate: $250.00 | | 3/28/2022<br>5/27/2022 |

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|---|---|---|---|---|---|---|
| **VELASQUEZ, SILVIA**<br>Jefferson Elementary School | Substitute Teacher<br>4th Grade | 01.0-00000.0-11100-10000-1160-2060000 | 100 | Salary Rate: $250.00 | | 10/25/2021<br>11/26/2021 |
| END OF ASSIGNMENT | ASSIGNMENT | APPROPRIATION NUMBER | PCT | RATE OF PAY | REMARKS | EFFECTIVE DATE<br>ENDING DATE |
| **LADD, DWIGHT**<br>Burroughs High School | Long Term Sub Teacher<br>Resident Substitute | 01.0-32130.0-11100-10000-1160-7559000 | 100 | | | 1/4/2022<br>4/8/2022 |

BURBANK UNIFIED SCHOOL DISTRICT
Personnel Report No. 21-22-15

April 21, 2022
Certificated - Hourly

| Name | Program/Site | Task/Project | Type | Rate | Hour Cap | Applicable Payrolls |
|---|---|---|---|---|---|---|
| Adoti, Razaa | BHS | V Soccer Stipend | Stipend | $191.00 | 1 | March |
| Allahverdi, Armineh | Roosevelt ATB | Extra Hours | Hourly | $16.76 | 2 | February |
| Almanzar-Leal,Carolina | Instr. Services | Intervention Planning | Hourly | $33.77 | 6 | March |
| Anderson, Kim | Instr. Services | Intervention Planning | Hourly | $33.77 | 19.5 | January |
| Arakelian, Taylor | JBHS | Intervention Planning | Hourly | $33.77 | 24.25 | March |
| Arenal, Shannon | Spec. Ed. | Hourly Equivalent | Hourly | $81.29 | 90 | May – June |
| Aviles, Johanna | Instr. Services | Intervention Planning | Hourly | $33.77 | 6 | December |
| Ballesteros, Nida | Instr. Services | Intervention Planning | Hourly | $33.77 | 20 | January |
| Ballesteros, Nida | Instr. Services | Intervention Planning | Hourly | $33.77 | 12 | March |
| Baroutgian, Elizabeth | JBHS | Intervention Planning | Hourly | $33.77 | 6 | March – May |
| Beliveau, Alyssa | Instr. Services | Intervention Planning | Hourly | $33.77 | 29 | January |
| Beliveau, Alyssa | Instr. Services | Intervention Planning | Hourly | $33.77 | 25 | March |
| Bentley | BHS | Intervention Teaching | Hourly | $45.52 | 9 | March - May |
| Blinder, Eric | Instr. Services | Intervention Planning | Hourly | $33.77 | 1 | March |
| Bonino, Gabriella | Spec. Ed. | Home Teacher | Hourly | $36.09 | 66 | March – April |
| Bowers, Lucia | Instr. Services | Additional .2 FTE | Stipend | $1,505.15 | Monthly | February – May |
| Bowren, Stacey | Instr. Services | Intervention Planning | Hourly | $33.77 | 30 | March - May |
| Breeden, Bruce | BHS | V G Basketball Stipend | Stipend | $191.00 | 3 | March |
| Brown, Kelly | Instr. Services | Intervention Planning | Hourly | $33.77 | 15.25 | February |
| Burish, Shelly | Instr. Services | Intervention Planning | Hourly | $33.77 | 12 | March – May |
| Carlton, Alexandra | JBHS | Intervention Planning | Hourly | $33.77 | 10 | March - May |
| Chaja, Natasha | Spec. Ed. | Hourly Equivalent | Hourly | $69.84 | 12 | May – June |
| Cheatum, Amelia | Instr. Services | Intervention Planning | Hourly | $33.77 | 12 | March - May |
| Cheatum, Amelia | Instr. Services | Intervention Planning | Hourly | $33.77 | 12 | March – May |
| Cherkezian, Arpy | Instr. Services | Intervention Planning | Hourly | $33.77 | 6 | March |
| Chung, Lisa | Instr. Services | Intervention Planning | Hourly | $33.77 | 7.5 | March |
| Colman, Adam | BHS | Intervention Planning | Hourly | $33.77 | 90 | February – May |
| Completo, Charlene | Miller | Intervention Planning | Hourly | $33.77 | 12 | March - May |
| Completo, Charlene | Miller | Intervention Teaching | Hourly | $45.52 | 160 | March - May |
| Cook, Jacob | JBHS | Girls Water Polo Stipend | Stipend | $191.00 | 1 | February |

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|---|---|---|---|---|---|---|
| Copeland, Chris | Instr. Services | Intervention Planning | Hourly | $33.77 | 6 | March |
| Crain, Darlene | Instr. Services | Intervention Teaching | Hourly | $45.52 | 1 | March |
| Crystal, Lisa | Instr. Services | Intervention Teaching | Hourly | $45.52 | 1 | March |
| Czerwinski, James | Instr. Services | Intervention Planning | Hourly | $33.77 | 1 | March |
| Del Rio, Erica | CC | Additional Hours in Assignment | Hourly | $23.88 | 5 | March |
| Diaz, Cynthia | BHS | Intervention Planning | Hourly | $33.77 | 25.39 | March |
| Dighero, Kayla | JBHS | Intervention Planning | Hourly | $33.77 | 10 | March |
| Echeverria, Elsa | Miller | Intervention Planning | Hourly | $33.77 | 12 | March - May |
| Echeverria, Elsa | Miller | Intervention Teaching | Hourly | $45.52 | 56 | March – May |
| Echeverria, Elsa | Miller | Intervention Teaching | Hourly | $45.52 | 48 | March - May |
| Echeverria, Elsa | Miller | Intervention Teaching | Hourly | $45.52 | 56 | March - May |
| Emamjomeh, Mojgahn | BHS | Intervention Planning | Hourly | $33.77 | 5.92 | March |
| Enokian, Stefanie | Instr. Services | Additional .2 FTE | Stipend | $1,554.60 | Monthly | February – May |
| Enokian, Stefanie | Instr. Services | Intervention Planning | Hourly | $33.77 | 12 | March – May |
| Enokian, Stefanie | Instr. Services | Intervention Planning | Hourly | $33.77 | 12 | March – May |
| Ewan, Wendy | Adult | Weekly Assignment Spring Sem. | Hourly | $41.37 | 70 | March - May |
| Falchini-Geary, Geneviev | Washington | Over Lap Day | Daily | $200.00 | 2 | March |
| Flores, Jacob | Instr. Services | Intervention Planning | Hourly | $33.77 | 7 | March |
| Fuhr, Amy | Instr. Services | Intervention Planning | Hourly | $33.77 | 6 | March – May |
| Good, Heather | ILA | Intervention Planning | Hourly | $33.77 | 30 | March - May |
| Hyslop, Molly | Instr. Services | Intervention Planning | Hourly | $33.77 | 24.25 | March |
| Jalian, Yvette | Instr. Services | Intervention Planning | Hourly | $33.77 | 19 | January |
| Jalian, Yvette | Instr. Services | Intervention Planning | Hourly | $33.77 | 15 | March |
| Janke, Raina | Instr. Services | Intervention Planning | Hourly | $33.77 | 6 | March |
| Jennings, Brendan L. | JBHS | Intervention Planning | Hourly | $33.77 | 24.25 | March |
| Johnson, Ryan | Instr. Services | Intervention Teaching | Hourly | $45.52 | 1 | March |
| Jones, Ana | Instr. Services | Intervention Planning | Hourly | $33.77 | 1 | March |
| Kelly, Laury | Instr. Services | Intervention Planning | Hourly | $33.77 | 60 | January |
| Kelly, Laury | Instr. Services | Intervention Planning | Hourly | $33.77 | 46 | March |
| King, Jennifer | Spec. Ed. | Home Teacher | Hourly | $36.09 | 21 | March – April |
| Klink, Joseph | BHS | V Swim Stipend | Stipend | $1,256.33 | 3 | February - June |
| Knight, Carl | Instr. Services | Intervention Planning | Hourly | $33.77 | 1 | March |
| Kong, Joy | Miller | Intervention Planning | Hourly | $33.77 | 12 | March - May |
| Kong, Joy | Miller | Intervention Teaching | Hourly | $45.52 | 160 | March - May |
| Kovner, Danielle | Instr. Services | Intervention Planning | Hourly | $33.77 | 11 | January |
| Kovner, Danielle | Instr. Services | Intervention Planning | Hourly | $33.77 | 12 | March |
| Lee, Dara | Instr. Services | Intervention Planning | Hourly | $33.77 | 30 | December - May |
| Lewis, Laquannia | BHS | Intervention Planning | Hourly | $33.77 | 5.92 | March |
| Lucas, Paige | Miller | Intervention Planning | Hourly | $33.77 | 12 | March - May |
| Lucas, Paige | Miller | Intervention Teaching | Hourly | $45.52 | 160 | March - May |

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|---|---|---|---|---|---|---|
| Marinelli, Jean | Instr. Services | Intervention Teaching | Hourly | $45.52 | 9 | March |
| Mayes, Jessica | JBHS | Intervention Planning | Hourly | $33.77 | 6 | March – May |
| McCoy, Sean | BHS | Intervention Planning | Hourly | $33.77 | 90 | March – April |
| McMahon, Amanda | JBHS | Intervention Planning | Hourly | $33.77 | 2.5 | March |
| McMahon, Amanda | JBHS | Intervention Planning | Hourly | $33.77 | 6 | March – May |
| Menke, Erica | Instr. Services | Intervention Planning | Hourly | $33.77 | 12 | March – May |
| Mesquita, Nichola | JBHS | Intervention Planning | Hourly | $33.77 | 6 | March – May |
| Michalopoulos, Anjanette | Spec. Ed. | Tcrh Add'l Duties – hourly | Hourly | $87.38 | 90 | May - June |
| Miron, Crystal | Spec. Ed. | Tcrh Add'l Duties – hourly | Hourly | $49.06 | 65 | March - May |
| Moench, Jocelyn | CC | Additional Hrs in Assignment OVT | Hourly | $26.33 | 3.75 | March |
| Mohler, Chez-E-Rae | Roosevelt | Intervention Planning | Hourly | $33.77 | 3 | February |
| Mohler, Chez-E-Rae | Roosevelt | Intervention Planning | Hourly | $33.77 | 3 | February |
| Movsessian, Ara | Instr. Services | Intervention Planning | Hourly | $33.77 | 1 | March |
| Mucha, Michele | JBHS | Saturday School | Daily | $144.66 | 2 | March – April |
| Mucha, Michelle | Spec. Ed. | Home Teacher | Hourly | $36.09 | 76 | February - May |
| Mullady, Jerome B. | JBHS | Saturday School | Daily | $144.66 | 2 | February |
| Myers, Guy | JBHS | Intervention Planning | Hourly | $33.77 | 24.25 | March |
| O'Keefe, Heather | Instr. Services | Intervention Planning | Hourly | $33.77 | 1 | March |
| Olfati, Golak | BHS | Intervention Teaching | Hourly | $45.52 | 9 | March - May |
| Pamilar, Carina | Adult | Additional hours in assignment | Hourly | $38.20 | 20 | March - June |
| Patterson, Patricia | Spec. Ed. | Home Teacher | Hourly | $36.09 | 11 | March – April |
| Perez, Kimberly | Instr. Services | Intervention Planning | Hourly | $33.77 | 8 | January |
| Perez, Kimberly | Instr. Services | Intervention Teaching | Hourly | $45.52 | 2 | January |
| Perez, Kimberly | Instr. Services | Intervention Teaching | Hourly | $45.52 | 6 | February |
| Perez, Kimberly | Miller | Intervention Planning | Hourly | $33.77 | 12 | March - May |
| Perez, Kimberly | Miller | Intervention Teaching | Hourly | $45.52 | 160 | March – May |
| Perez, Kimberly | Instr. Services | Intervention Teaching | Hourly | $45.52 | 5 | March |
| Perlis, Deborah | Instr. Services | Intervention Planning | Hourly | $33.77 | 14 | November - December |
| Reyes, Juan C. | Instr. Services | Intervention Planning | Hourly | $33.77 | 6.5 | March |
| Rosa, Brian | ILA | Intervention Planning | Hourly | $33.77 | 30 | March - May |
| Schackne, Jessica | Instr. Services | Intervention Planning | Hourly | $33.77 | 1 | March |
| Schmidt, David | BHS | Intervention Planning | Hourly | $33.77 | 14.80 | March |
| Scoville, Daniel | JBHS | Intervention Planning | Hourly | $33.77 | 33.95 | March |
| Seale, Andrea | Instr. Services | Intervention Planning | Hourly | $33.77 | 8 | January |
| Seale, Andrea | Instr. Services | Intervention Planning | Hourly | $33.77 | 19 | March |
| Sharaga, Gabrielle | Instr. Services | Intervention Planning | Hourly | $33.77 | 6.75 | March |
| Sherman, Tara | Instr. Services | Intervention Planning | Hourly | $33.77 | 1 | March |
| Showell, Ashley | Miller | Intervention Planning | Hourly | $33.77 | 12 | March - May |
| Showell, Ashley | Miller | Intervention Teaching | Hourly | $45.52 | 170 | March - May |
| Stewart, Carla | Spec. Ed. | Home Teacher | Hourly | $36.09 | 53 | March - May |

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|---|---|---|---|---|---|---|
| Strawn, Kathryn | McKinley | Intervention Teaching | Hourly | $45.52 | 15 | February - May |
| Strawn, Kathryn | McKinley | Intervention Planning | Hourly | $33.77 | 8 | February - May |
| Swartz, Daniel | Instr. Services | Intervention Planning | Hourly | $33.77 | 12 | March – May |
| Swartz, Daniel | Instr. Services | Intervention Planning | Hourly | $33.77 | 12 | March – May |
| Tadevosian, Valentine | CC | Additional Hours in Assignment | Hourly | $26.33 | 8 | March |
| Takou, Eddie | JBHS | Intervention Planning | Hourly | $33.77 | 10 | March – May |
| Thomas, Julie | Disney | Intervention Teaching | Hourly | $45.52 | 18 | March – May |
| Thomas, Julie | Disney | Intervention Planning | Hourly | $33.77 | 6 | March - May |
| Topalian, Talar | Instr. Services | Intervention Planning | Hourly | $33.77 | 19 | March |
| Toscano, Judith | McKinley | Intervention Teaching | Hourly | $45.52 | 10 | February - May |
| Toscano, Judith | McKinley | Intervention Planning | Hourly | $33.77 | 5 | February - May |
| Tubbs, Margarita | Instr. Services | Intervention Planning | Hourly | $33.77 | 17.5 | January |
| Tubbs, Margarita | Instr. Services | Intervention Planning | Hourly | $33.77 | 17 | March |
| Tubbs, Margarita | Instr. Services | Intervention Planning | Hourly | $33.77 | 17 | March |
| Tyler, Patrick | BHS | Intervention Planning | Hourly | $33.77 | 90 | February – May |
| Van Aalsburg | Instr. Services | Intervention Planning | Hourly | $33.77 | 17 | March |
| Van Krieken, Loren | Instr. Services | Intervention Planning | Hourly | $33.77 | 12 | March – May |
| Van Loo, Brendhen | JBHS | Intervention Planning | Hourly | $33.77 | 6 | March |
| Vankooten, Heidi | Instr. Services | Intervention Planning | Hourly | $33.77 | 15 | March – May |
| Varma, Arti | Instr. Services | Intervention Planning | Hourly | $33.77 | 16 | January |
| Varma, Arti | Instr. Services | Intervention Planning | Hourly | $33.77 | 12 | March |
| Vasquez, Jonathan | Adult Counselor | Additional Duties | Hourly | $46.56 | 70 | April - May |
| Viallet, Marianne | Spec. Ed. | Intervention Planning | Hourly | $33.77 | 5 | March – June |
| Viallet, Marianne | Spec. Ed. | Intervention Teaching | Hourly | $45.52 | 40 | March - June |
| Vournas, Anastasia | Instr. Services | Intervention Planning | Hourly | $33.77 | 1 | March |
| Waters, Melissa | Instr. Services | Intervention Planning | Hourly | $33.77 | 6 | March |
| Waters. Melissa | Instr. Services | Intervention Planning | Hourly | $33.77 | 23 | March |
| Wiebler, Megan | CC | Additional Hours in Assignment | Hourly | $26.33 | 2 | March |
| Wright, Rhonda | Instr. Services | Intervention Planning | Hourly | $33.77 | 11 | January |
| Wright, Rhonda | Instr. Services | Intervention Planning | Hourly | $33.77 | 12.5 | March |

| Name | Position | Program/Site | %Time FTE | Range & Step | Basis | Effective Date | Ending Date | Remarks |
|---|---|---|---|---|---|---|---|---|
| Retirement | | | | | | | | |
| GREGORIAN, Helga | Information Technology Systems Analyst | 01.0-00000.0-00000-77000-2410-7730000 | 1.0 | 63-VI | A | 04-25-22 | | Technology Services |
| Resignation | | | | | | | | |
| ACOSTA, Elia | Discrete Trial Facilitator | 01.0-65000.0-57601-11905-2110-7440000 | .8125 | 40-II | D | 03-29-22 | | Special Education |
| ADAMS-HURD, Paula | School Office Manager – Elementary | 01.0-00000.0-00000-27000-2410-2090000 | 1.0 | 43-I | C | 03-08-22 | | McKinley Elementary |
| CASTILLO, Carol | Sr Attendance Technician | 01.0-00000.0-00000-27000-2410-4320000 | 1.0 | 30-V | A | 03-31-22 | | Burroughs High School |
| CHANTA, Bryana | Instructional Assistant-Severe Behavioral II | 01.0-74260.0-11100-10000-2110-7429000 | .1875 | 45-IV | D | 03-30-22 | | Muir Middle School |
| CHOLAKIAN, Eliza | Elementary Aide | 01.0-00000.0-11100-10009-2910-2102000 | .375 | 27-III | D | 04-01-22 | | Miller Elementary |
| CHOLAKIAN, Eliza | Elementary Aide | 01.0-74260.0-11100-10009-2910-7429000 | .25 | 27-III | D | 04-01-22 | | Miller Elementary |
| ESTEVEZ, Zaola | Elementary Aide | 01.0-00000.0-11100-10009-2910-2162000<br>01.0-90201.0-11100-10009-2910-2168400 | .7143<br>.2857 | 27-III<br>27-III | D<br>D | 04-01-22<br>04-01-22 | | Washington Elementary<br>Washington Elementary |
| ESTEVEZ, Zaola | Elementary Aide | 01.0-74260.0-11100-10009-2910-7429000 | .25 | 27-III | D | 04-01-22 | | Washington Elementary |
| GUNAWAN, Henry | Adult Education Technology Support II | 11.0-63910.0-41101-27000-2410-5330000<br>11.0-63910.0-41102-27000-2410-5330000<br>11.0-63910.0-41104-27000-2410-5330000<br>11.0-63910.0-41106-27000-2410-5330000<br>11.0-00639.0-41100-27000-2410-5330000 | | 57-VI | B | 04-04-22 | | Adult School |
| MORAN, Erin | At Risk Intervention Specialist | 01.0-01500.0-00000-31100-2210-7420000 | 1.0 | 53-III | D | 04-06-22 | | Miller Elementary |
| RIVAS, Yvonne | Instructional Assistant Children's Center | 12.0-90602.0-11100-10000-2110-2140000 | .4375 | 32-VI | D | 03-11-22 | | Roosevelt Around the Bell |
| Leave | | | | | | | | |
| CL 0108 22 | | 01.0-00100.0-00000-82100-2210-4310000 | 1.0 | 35-V | D | 03-16-22 | 04-29-22 | Human Resources |
| AMY, Emily | Educational Interpreter III | 01.0-33100.0-57602-11104-2110-3220000 | .8125 | 54-VI | D | 03-07-222 | 05-26-22 | Muir Middle School |
| BONILLA, Cindy | Discrete Trial Facilitator | 01.0-65000.0-57601-11905-2110-7440000 | .8125 | 40-V | D | 04-04-22 | 04-22-22 | Special Education |

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| Name | Position | Program/Site | %Time FTE | Range & Step | Basis | Effective Date | Ending Date | Remarks |
|---|---|---|---|---|---|---|---|---|
| Leave (Continued) | | | | | | | | |
| FOY, Susan | Instructional Assistant-Severely Impaired | 01.0-33150.0-573000-11100-2110-508000 | .6875 | 35-VI | D | 03-10-22 | 04-30-22 | Horace Mann |
| GONZALEZ, Maria | Discrete Trial Facilitator | 01.0-65000.0-57601-11905-2110-7440000 | .8125 | 40-IV | D | 02-22-22 | 03-18-22 | Special Education |
| HESSEL, Lily | Food Services Assistant | 13.0-53100.0-00000-37000-2210-4320000 | .2813 | 27-VI | D | 03-04-22 | 03-28-22 | Burroughs High School Catastrophic Sick Leave |
| HESSEL, Lily | Food Services Serving Kitchen Operator | 13.0-53100.0-00000-37000-2210-5300000 | .2813 | 32-VI | D | 03-04-22 | 03-28-22 | Monterey High School Catastrophic Sick Leave |
| MIRABAL, Tiffany | Discrete Trial Facilitator | 01.0-65000.0-57601-11905-2110-7440000 | .8125 | 40-V | D | 04-04-22 | 05-26-22 | Special Education |
| PEREZ, Jovanny | Grounds Technician | 01.0-00100.0-00000-82200-2210-7520000 | .1000 | 40-VI | A | 12-06-21 | 12-17-21 | Facilities Services |
| PEREZ, Jovanny | Grounds Technician | 01.0-81500.0-00000-82200-2210-7523000 | .9000 | 40-VI | A | 12-06-21 | 12-17-21 | Facilities Services |
| PEREZ, Jovanny | Grounds Technician | 01.0-00100.0-00000-82200-2210-7520000 | .1000 | 40-VI | A | 03-28-22 | 04-15-22 | Facilities Services |
| PEREZ, Jovanny | Grounds Technician | 01.0-81500.0-00000-82200-2210-7523000 | .9000 | 40-VI | A | 03-28-22 | 04-15-22 | Facilities Services |
| ROMO, Brittany | Instructional Assistant-Translator | 01.0-65000.0-57601-11106-2110-5330044 | .75 | 33-VI | D | 04-04-22 | 05-26-22 | Burbank Adult School |
| SANDOVAL, Irma | Office Assistant-Adult Education | 11.0-63910.0-41102-27000-2410-5330000 | .15 | 34-II | E | 04-04-22 | 05-17-22 | Burbank Adult School |
| SANDS, Tamara | Health Services Assistant | 01.0-00000.0-00000-31400-2210-7720000 | 1.0 | 36-VI | D | 04-16-22 | 04-20-22 | Health Services |
| SEFERYAN, Anna | Instructional Assistant – English Language Development | 01.0-01500.0-47600-10000-2110-2100000 | .375 | 32-VI | D | 03-01-22 | 05-25-22 | Miller Elementary Home Responsibility extended |
| SORRENTI, Diann | Food Services Serving Kitchen Operator | 13.0-53100.0-00000-37000-2210-2060000 | .5625 | 32-VI | D | 03-08-22 | 05-26-22 | Jefferson Elementary |
| Additional Compensation for Longevity | | | | | | | | |
| DEVRIES, Kellie | Special Education Technician | 01.0-56400.0-50010-27000-2410-7448000 | .6875 | 45-VI | A | 03-01-22 | | Special Education 10 yrs./$79.06 month |
| ISING, Ann | Instructional Assistant – Special Education | 01.0-33100.0-57602-11100-2110-2130000 | .75 | 32-VI | D | 03-01-22 | | Providencia Elementary 15 yrs./$148 month |

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| Name | Position | Program/Site | %Time FTE | Range & Step | Basis | Effective Date | Ending Date | Remarks |
|---|---|---|---|---|---|---|---|---|
| Additional Compensation for Longevity (Continued) | | | | | | | | |
| KIM, Nancy | Instructional Media Specialist – Middle School | 01.0-00000.0-00000-24200-2210-3220000 | 1.0 | 39-VI | B | 03-01-22 | | Muir Middle School 10 yrs./$115 month |
| NGUYEN-MAI, Yen | Instructional Assistant – Children's Center | 12.0-90602.0-11100-10000-2110-2100000 | .6250 | 32-VI | D | 03-01-22 | | Miller Day Care Center 10 yrs./$71.88 month |
| SALCEDO, Miriam | Supervisor III, Food Services | 13.0-53100.0-00000-37009-2312-7490002 | .50 | R-7 | D | 03-01-22 | | Huerta Middle School yrs./$204 month |
| SALCEDO, Miriam | Supervisor III, Food Services | 13.0-53100.0-00000-37009-2312-3210000 | .50 | R-7 | D | 03-01-22 | | Huerta Middle School yrs./$204 month |
| VILLALTA, Jose R | Custodian | 01.0-00100.0-00000-82100-2210-3210000 | 1.0 | 35-VI | A | 03-01-22 | | Facilities Services 20 yrs./$197 month |
| VILLALTA, Maria | Food Service Assistant | 13.0-53100.0-00000-37000-2210-3200000 | .50 | 27-VI | D | 03-01-22 | | Luther Middle School 10 yrs./$57.50 month |
| Additional Compensation for Working Out of Class | | | | | | | | |
| AIDINYANTZ, Linda | Counseling Assistant | 01.000000.0-00000-31100-2210-4320000 | | 35-VI | B | 07-16-21 | 09-30-21 | Burroughs High School |
| | | 01.000000.0-00000-31100-2210-4320000 | | 35-VI | B | 01-22-22 | 02-18-22 | Burroughs High School |
| JIMENEZ-URIBE, Maria | Office Assistant – Elementary | 01.0-00000.0-00000-27000-2410-2090000 | 1.0 | 34-VI | C | 03-09-22 | 06-14-22 | McKinley Elementary |
| MORENO, Virginia | Community Resource Assistant | 01.0-01501.0-47600-27000-2410-2090000 | .50 | 31-VI | D | 03-09-22 | 05-26-22 | McKinley Elementary |
| MORGAN, Margaret | Counseling Assistant | 01.0-00000.0-00000-31100-2210-4320000 | | 35-VI | B | 07-16-21 | 09-30-21 | Burroughs High School |
| MORGAN, Margaret | Counseling Assistant | 01.0-00000.0-00000-31100-2210-4320000 | | 35-VI | B | 01-21-22 | 02-18-22 | Burroughs High School |
| RITTER, Katarina | Instructional Assistant Severely Impaired | 01.0-65000.0-57601-11100-2110-4320000 | | 32-I | C | 08-16-21 | 05/31-22 | Burroughs High School |
| WADE, Cheretta | Personnel Technician I | 01.0-00000.0-00000-72000-2410-7550000 | | 41-V | A | 04-01-22 | 05-31-22 | Human Resources |
| Change of Assignment – Classification/Location/FTE | | | | | | | | |
| CHANTA, Bryana | Intervention Specialist For At Risk Students | 01.0-01500.0-00000-31100-2210-7420000 | 1.0 | 53-II | D | 03-31-22 | | Roosevelt Elementary |

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| Name | Position | Program/Site | %Time FTE | Range & Step | Basis | Effective Date | Ending Date | Remarks |
|---|---|---|---|---|---|---|---|---|
| Change of Assignment – Classification/Location/FTE (Continued) | | | | | | | | |
| ERLICH, Jill | Instructional Assistant-Children's Center | 12.0-90602.0-11100-10000-2110-2010000 | .5 | 32-VI | D | 04-13-22 | | Disney Around the Bell |
| HUERTA, Magali | Instructional Assistant – Special Education | 01.0-65000.0-57602-11200-2110-2160000 | .7813 | 32-V | D | 03-30-22 | 04-01-22 | Washington Elementary |
| HUERTA, Magali | Food Services Serving Kitchen Operator | 13.0-53100.0-00000-37000-2210-2140000 | .5625 | 32-IV | D | 04-02-22 | | Roosevelt Elementary |
| KRAILO, Cathy | Instructional Technology Media Specialist | 01.0-00000.0-00000-24200-2210-2062000 | .75 | 38-I | C | 03-04-22 | | Jefferson Elementary |
| MIKAYELYAN, Angela | Food Services Serving Kitchen Operator | 13.0-53100.0-00000-37000-2210-2050000 | .6875 | 32-VI | D | 03-07-22 | | Bret Harte Elementary |
| NGUYEN-MAI, Yen | Instructional Assistant – Children's Center | 12.0-90602.0-11100-10000-2110-2100000 | .8125 | 32-VI | D | 04-01-22 | | Miller Around the Bell |
| PETKO, Branka | Food Services Cook II | 13.0-53100.0-00000-37000-2210-4310000 | .8125 | 31-VI | D | 03-07-22 | | Burbank High School |
| PYLES, Vanessa | Instructional Assistant-English Language Development | 01.0-74260.0-11100-10000-2110-7429000 | .0625 | 32-VI | D | 03-10-22 | | Burroughs High School |
| REBMAN, Denise | Elementary Aide | 01.0-00000.0-11100-10009-2910-2092000<br>01.0-00000.0-11100-10009-2910-2091000 | .8774<br>.1226 | 27-VI | D | 04-05-22 | | McKinley Elementary |
| SOLIS, Gloria | Food Services Serving Kitchen Operator | 13.0-53100.0-00000-37000-2210-2130000 | .6875 | 32-II | D | 03-07-22 | | Providencia Elementary |
| WADE, Cheretta | Personnel Technician I-Substitute | 01.0-00000.0-00000-72000-2410-7550000 | 1.0 | 41-V | A | 04-01-22 | | Human Resources Services |
| Change of Assignment – Classification/Location/FTE in Lieu of Layoff | | | | | | | | |
| FERRER, Tirza | Instructional Assistant-Special Education | 01.0-33100.0-57602-11100-2110-4310000 | .8125 | 32-VI | D | 03-08-22 | | Burbank High School |
| MARTINEZ-SOSA, Rosemary | Instructional Assistant-Special Education | 01.0-33100.0-57602-11100-2110-3210000 | .75 | 32-VI | D | 07-01-22 | | Huerta Middle School |
| Temporary Change of Assignment | | | | | | | | |
| BARTA, Peggy | Food Services Serving | 13.0-53100.0-00000-37000-2210-5300000 | .25 | 32-VI | D | 01-03-22 | 04-30-22 | Monterey High School |

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| Name | Position | Program/Site | %Time FTE | Range & Step | Basis | Effective Date | Ending Date | Remarks |
|---|---|---|---|---|---|---|---|---|
| Temporary Change of Assignment (Continued) | | | | | | | | |
| | Kitchen Operator | | | | | | | Change of end date |
| MIKAYELYAN, Angela | Food Services Cook II | 13.0-53100.0-00000-37000-2210-4310000 | .8125 | 31-VI | D | 01-25-22 | 03-06-22 | Burbank High School<br>Change of end date |
| MURILLO, Erica | Food Services Serving Kitchen Operator | 13.0-53100.0-00000-37000-2210-2140000 | .5625 | 32-VI | D | 03-30-22 | 04-05-22 | Roosevelt Elementary |
| SOLIS, Gloria | Food Services Serving Kitchen Operator | 13.0-53100.0-00000-37000-2210-2090000 | .6875 | 32-II | D | 01-03-22 | 03-06-22 | McKinley Elementary |
| Election – Monthly | | | | | | | | |
| AGHASIANHEZAR-JARIBY, Valentin | Instructional Assistant | 01.0-00000.0-11100-10000-2110-2160000 | .375 | 30-I | D | 03-10-22 | | Washington Elementary |
| AMEZCUA, Elizabeth | Instructional Assistant – Children's Center | 12.0-50250.1-11100-10000-2110-2030000 | .375 | 32-IV | D | 04-11-22 | | Emerson's Children's Center |
| HAKOP CHAKERIAN, Janet | Food Services Serving Kitchen Operator | 13.0-53100.0-00000-37000-2210-2090000 | 68.75 | 32-I | D | 03-07-22 | | McKinley Elementary |
| HERNANDEZ, Maricruz | Food Services Assistant | 13.0-53100.0-00000-37000-2210-3220000 | .4375 | 27-I | D | 03-30-22 | | Muir Middle School |
| HYRAPATIAN, Siranoosh | Instructional Assistant – Children's Center | 12.0-90602.0-11100-10000-2110-2140000 | .5625 | 32-IV | D | 04-11-22 | | Roosevelt Around the Bell |
| JENKINS, Justina | Food Service Assistant | 13.0-53100.0-00000-37000-2210-2010000 | .3125 | 27-I | D | 03-28-22 | | Disney Elementary |
| MEECHUDHONE, Vicky | Food Service Assistant | 13.0-53100.0-00000-37000-2210-4310000 | .1875 | 27-I | D | 03-11-22 | | Burbank High School |
| TARVERDYAN, Nelli | Elementary Aide | 01.0-00000.0-11100-10009-2910-2062000<br>01.0-00000.0-11100-10009-2910-2061000 | .75<br>.25 | 27-I | D | 04-06-22 | | Jefferson Elementary |
| TAYLAN, Tabitha | Office Assistant | 01.0-00000.0-00000-27000-2410-2150000 | 1.0 | 34-I | C | 04-06-22 | | Stevenson Elementary |
| Election – Hourly | | | | | | | | |
| ALDAOUD, Sahar | Instructional Assistant Children's Center | 12.0-90602.0-11100-10000-2140-2020000 | | 32-I | C | 01-12-22 | 01-12-22 | Children's Center |
| ALEGRIA, Hector | School Safety/ Utility Custodian | 01.0-00100.0-00000-82100-2260-7520001 | | 35-V | A | 03-29-22 | 03-29-22 | Burroughs High School |

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| Name | Position | Program/Site | %Time FTE | Range & Step | Basis | Effective Date | Ending Date | Remarks |
|---|---|---|---|---|---|---|---|---|
| Election – Hourly (Continued) | | | | | | | | |
| ALEGRIA, Hector | School Safety/ Utility Custodian | 01.0-00100.0-00000-82100-2260-7520001 | | 35-V | A | 03-30-22 | 03-30-22 | Burroughs High School |
| ALEXAN, Lousia | Secretary | 01.0-00000.0-00000-27000-2410-5750000 | | 35-VI | B | 08-01-21 | | Adult School |
| ALVAREZ, Carlos | Custodian | 01.0-90708.0-81000-50002-2240-7528000 | | 35-VI | A | 12-30-21 | 12-30-21 | Burroughs High School |
| ALVAREZ, Carlos | Custodian | 01.0-00100.0-00000-82100-2260-7520001 | | 35-VI | A | 01-15-22 | 01-15-22 | Burroughs High School |
| ALVAREZ, Carlos | Custodian | 01.0-90708.0-81000-50002-2240-7528000 | | 35-VI | A | 02-26-22 | 02-26-22 | Burroughs High School |
| ALVAREZ, Carlos | Custodian | 01.0-90708.0-81000-50002-2240-7528000 | | 35-VI | A | 03-04-22 | 03-04-22 | Burroughs High School |
| ALVAREZ, Carlos | Custodian | 01.0-90708.0-81000-50002-2240-7528000 | | 35-VI | A | 03-05-22 | 03-05-22 | Burroughs High School |
| ALVAREZ, Carlos | Custodian | 01.0-90708.0-81000-50002-2240-7528000 | | 35-VI | A | 03-06-22 | 03-06-22 | Burroughs High School |
| ALVAREZ, Carlos | Custodian | 01.0-90708.0-81000-50002-2240-7528000 | | 35-VI | A | 03-12-22 | 03-12-22 | Burroughs High School |
| ALVAREZ, Carlos | Custodian | 01.0-00100.0-00000-82100-2260-7520001 | | 35-VI | A | 03-15-22 | 03-15-22 | Disney Elementary |
| ALVAREZ, Carlos | Custodian | 01.0-00100.0-00000-82100-2260-7520001 | | 35-VI | A | 03-16-22 | 03-16-22 | Burroughs High School |
| ALVAREZ, Margarita | Custodian | 01.0-90708.0-81000-50002-2240-7528000 | | 35-VI | A | 02-15-22 | 02-15-22 | Burbank High School |
| ALVAREZ, Margarita | Custodian | 01.0-90708.0-81000-50002-2240-7528000 | | 35-VI | A | 02-16-22 | 02-16-22 | Burbank High School |
| ALEGRIA, Hector | School Safety/ Utility Custodian | 01.0-00100.0-00000-82100-2260-7520001 | | 35-V | A | 03-29-22 | 03-29-22 | Providencia Elementary |
| ALEGRIA, Hector | School Safety/ Utility Custodian | 01.0-00100.0-00000-82100-2260-7520001 | | 35-V | A | 03-30-22 | 03-30-22 | Providencia Elementary |
| AMBROSE, Liliana | Campus Supervisor Assistant | 01.0-90904.0-11100-41000-2940-4318100 | | 35-VI | C | 02-01-22 | 02-28-22 | Burbank High School |
| ANGUINO, Annamarie | Instructional Assistant Children's Center | 12.0-90602.0-11100-10000-2130-2090000 | | 32-VI | D | 02-18-22 | 02-28-22 | Children's Center |
| ARMENTA, Hugo | Painter | 01.0-00000.0-00000-82200-2240-7552000 | | 48-IV | A | 01-01-22 | 02-28-22 | Facilities Services |
| ARTERO, Sonia | Custodian | 01.0-00100.0-00000-82100-2260-7520001 | | 35-VI | A | 01-12-22 | 01-12-22 | Burroughs High School |
| ARTERO, Sonia | Custodian | 01.0-00100.0-00000-82100-2260-7520001 | | 35-VI | A | 01-12-22 | 01-12-22 | Burroughs High School |

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| Name | Position | Program/Site | %Time FTE | Range & Step | Basis | Effective Date | Ending Date | Remarks |
|---|---|---|---|---|---|---|---|---|
| Election – Hourly (Continued) | | | | | | | | |
| ARTERO, Sonia | Custodian | 01.0-00100.0-00000-82100-2260-7520001 | | 35-VI | A | 01-13-22 | 01-13-22 | Burroughs High School |
| ARTERO, Sonia | Custodian | 01.0-00100.0-00000-82100-2260-7520001 | | 35-VI | A | 01-15-22 | 01-15-22 | Burroughs High School |
| ARTERO, Sonia | Custodian | 01.0-00100.0-00000-82100-2260-7520001 | | 35-VI | A | 01-27-22 | 01-27-22 | Burroughs High School |
| ARZUMANYAN, Ana | Bilingual Translator | 01.0-01500.0-00000-27000-2950-7422000 | | 16.24 | G | 01-01-22 | 05-31-22 | Jefferson Elementary |
| ARZUMANYAN, Ana | Bilingual Translator | 01.0-42030.0-47600-24950-2950-7429000 | | 16.24 | G | 01-01-22 | 01-31-22 | Jefferson Elementary |
| AVENDANO, Mario | Senor Custodian | 01.0-00100.0-00000-82100-2260-7520001 | | 36-VI | A | 01-03-22 | 01-03-22 | Jefferson Elementary |
| AVILA, Juan | At Risk Intervention Specialist | 01.0-30100.0-11000-10012-2940-3219000 | | 53-VI | C | 01-29-22 | 05-27-22 | Huerta Middle School |
| AVINA, Manuel | Senior Custodian | 01.0-00100.0-00000-82100-2260-7520001 | | 36-VI | A | 01-08-22 | 01-08-22 | Providencia Elementary |
| AVINA, Manuel | Senior Custodian | 01.0-00100.0-00000-82100-2260-7520001 | | 36-VI | A | 01-10-22 | 01-10-22 | Providencia Elementary |
| AVINA, Manuel | Senior Custodian | 01.0-00100.0-00000-82100-2260-7520001 | | 36-VI | A | 01-26-22 | 01-26-22 | Providencia Elementary |
| AYALA, Jose | Senior Custodian | 01.0-00100.0-00000-82100-2260-7520001 | | 36-VI | A | 01-12-22 | 01-12-22 | Bret Harte Elementary |
| AYALA, Jose | Senior Custodian | 01.0-90708.0-81000-50002-2240-7528000 | | 36-VI | A | 02-24-22 | 02-24-22 | Muir Middle School |
| AYALA, Jose | Senior Custodian | 01.0-00100.0-00000-82100-2260-7520001 | | 36-VI | A | 03-05-22 | 03-05-22 | Muir Middle School |
| AYALA, Joseph Lewis | Senior Grounds Technician | 01.0-00000.0-00000-82200-2240-7552000 | | 47-VI | A | 01-01-22 | 02-28-22 | Facilities Services |
| BABAIAN, Agatia | Instructional Assistant Children's Center | 12.0-90602.0-11100-10000-2130-2020000 | | 32-VI | D | 02-07-22 | 02-08-22 | Children's Center |
| BABAIAN, Agatia | Instructional Assistant Children's Center | 12.0-90602.0-11100-10000-2140-2030000 | | 32-VI | D | 02-01-22 | 02-28-22 | Children's Center |
| BAGHDASIAN, Violet | Instructional Assistant | 11.0-00639.0-41107-10000-2140-5330000 | | 30-V | D | 03-08-22 | 05-26-22 | Burbank Adult School |
| BAGHDASIAN, Violet | Instructional Assistant | 11.0-63910.0-41106-10000-2140-5330000 | | 30-V | D | 03-08-22 | 05-26-22 | Burbank Adult School |
| BARRAZA, Emigdio | Community Resource Assistant | 01.0-00000.0-00000-27000-2440-3201000 | | 31-VI | C | 02-01-22 | 02-28-22 | Luther Middle School |

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

| Name | Position | Program/Site | %Time FTE | Range & Step | Basis | Effective Date | Ending Date | Remarks |
|---|---|---|---|---|---|---|---|---|
| Election – Hourly (Continued) | | | | | | | | |
| BARILLAS, Sergio | Lead Custodian-Secondary | 01.0-90708.0-81000-50002-2240-7528000 | | 40-VI | A | 03-05-22 | 03-05-22 | Huerta Middle School |
| BELTRAN, Guillermo | Lead Custodian-Secondary | 01.0-00100.0-00000-82100-2260-7520001 | | 40-VI | A | 03-05-22 | 03-05-22 | Muir Middle School |
| BITTO, Linda | Attendance Technician | 01.0-32100.0-00000-27000-2440-4319000 | | 39-VI | A | 02-01-22 | 02-28-22 | Burbank High School |
| BROOKS, Mary | Guidance/Program Technician II | 01.0-00000.0-00000-31100-2240-3221000 | | 42-VI | B | 01-03-22 | 05-27-22 | Muir Middle School |
| BUSTOS, Adriana | Bilingual Translator | 01.0-65000.0-50010-21000-2950-7440000 | | 16.24 | G | 02-01-22 | 06-30-22 | Special Education |
| CALVO, Carlos | Technology Support Specialist II | 01.0-32100.0-00000-77000-2440-7739000 | | 57-VI | A | 02-04-22 | 02-07-22 | Technology |
| CASTILLO-CABRERA, Jose | Custodian | 01.0-90708.0-81000-50002-2240-7528000 | | 35-VI | A | 02-15-22 | 02-15-22 | Burbank High School |
| CASTILLO-CABRERA, Jose | Custodian | 01.0-90708.0-81000-50002-2240-7528000 | | 35-VI | A | 02-16-22 | 02-16-22 | Burbank High School |
| CASTILLO-CABRERA, Jose | Custodian | 01.0-00100.0-00000-82100-2260-7520001 | | 35-VI | A | 03-20-22 | 03-20-22 | Burbank High School |
| CELIS, Juan Carlos | Custodian | 01.0-90708.0-81000-50002-2240-7528000 | | 35-VI | A | 01-20-22 | 01-28-22 | Jefferson Elementary |
| CELIS, Juan Carlos | Custodian | 01.0-90708.0-81000-50002-2240-7528000 | | 35-VI | A | 02-15-22 | 02-18-22 | Jefferson Elementary |
| CELIS, Juan | Custodian | 01.0-90708.0-81000-50002-2240-7528000 | | 35-VI | A | 03-18-22 | 03-18-22 | Jefferson Elementary |
| COLLIER, Jasmine | School Aide Elementary | 01.0-00000.0-11100-10009-2960-7550000 | | 27-I | G | 09-28-21 | | Human Resources |
| CORNEJO, Yolanda | Instructional Assistant – Children's Center Infant | 12.0-90603.0-00010-10000-2130-5300000 | | 32-VI | D | 03-01-22 | 03-31-22 | Children's Center |
| CRUZ GOMEZ, Veronica | Custodian | 01.0-00100.0-00000-82100-2260-7520001 | | 35-V | A | 01-26-22 | 01-26-22 | Burroughs High School |
| DAWOODIAN, Armineh | Registrar | 01.0-32100.0-00000-27000-2440-4319000 | | 40-VI | A | 02-01-22 | 02-28-22 | Burbank High School |
| DE LA CRUZ, Johanna | Campus Supervisor Assistant | 01.0-90904.0-11100-41000-2940-4318100 | | 35-VI | C | 02-01-22 | 02-28-22 | Burbank High School |

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| Name | Position | Program/Site | %Time FTE | Range & Step | Basis | Effective Date | Ending Date | Remarks |
|---|---|---|---|---|---|---|---|---|
| Election – Hourly (Continued) | | | | | | | | |
| DIAZ, Basilio | Senior Custodian | 01.0-00100.0-00000-82100-2260-7520001 | | 36-IV | A | 01-15-22 | 01-15-22 | Miller Elementary |
| DIAZ, Basilio | Senior Custodian | 01.0-00100.0-00000-82100-2260-7520001 | | 36-IV | A | 01-19-22 | 01-19-22 | Miller Elementary |
| DIAZ, Basilio | Senior Custodian | 01.0-00100.0-00000-82100-2260-7520001 | | 36-V | A | 03-04-22 | 03-04-22 | Miller Elementary |
| DIAZ, Basilio | Senior Custodian | 01.0-00100.0-00000-82100-2260-7520001 | | 36-V | A | 03-11-22 | 03-11-22 | Miller Elementary |
| DIAZ, Basilio | Senior Custodian | 01.0-00100.0-00000-82100-2260-7520001 | | 36-V | A | 03-15-22 | 03-15-22 | Miller Elementary |
| DIAZ, Basilio | Senior Custodian | 01.0-00100.0-00000-82100-2260-7520001 | | 36-VI | A | 03-16-22 | 03-16-22 | Miller Elementary |
| DIAZ, Basilio | Senior Custodian | 01.0-00100.0-00000-82100-2260-7520001 | | 36-VI | A | 03-17-22 | 03-17-22 | Miller Elementary |
| DRECHSLER, Melinda | Attendance Specialist | 01.0-00000.0-00000-31300-2240-7451000 | | 43-IV | A | 01-03-22 | 01-31-22 | Pupil Services |
| DUENAS, Christina | Middle School Aide | 01.0-00000.0-11100-10009-2930-3201000 | | 30-I | C | 02-01-22 | 02-28-22 | Luther Middle School |
| EVARTRAZIAN, Alice | Instructional Assistant – Children's Center Infant | 12.0-90603.0-00010-10000-2130-5300000 | | 32-VI | D | 03-01-22 | 03-31-22 | Children's Center |
| FARAZDAGHI, Marlene | Personnel Technician II-Certificated | 01.0-65000.0-50010-27000-2440-5080000 | | 47-VI | A | 01-01-22 | 02-28-22 | Instructional Services |
| FARAZDAGHI, Marlene | Personnel Technician II-Certificated | 01.0-650000.0-50010-27000-2440-508000 | | 47-VI | A | 03-01-22 | 03-31-22 | Instructional Services |
| FLYNN, Olga Lidia | Technology Support Specialist I | 01.0-321000-00000-77000-2440-7739000 | | 49-VI | A | 01-24-22 | 01-29-22 | Technology |
| FRAGOSO, Leticia | Instructional Assistant | 01.0-33100.0-57601-11100-2110-3200000 | | 35-VI | C | 08-06-22 | 06-30-22 | Special Education |
| GALOUSTIAN, Linet | Project & Accounting Analyst | 01.0-00000.0-00000-72000-2440-7470000 | | 66-VI | G | 03-01-22 | 06-30-22 | Business Offices |
| GALOUSTIAN, Linet | Project & Accounting Analyst | 01.0-00000.0-00000-72000-2440-7470000 | | 66-VI | G | 02-01-22 | 02-28-22 | Business Offices |
| GALVAN, Jenny Lisbeth | School Office Manager | 01.0-00000.0-00000-27000-2460-7550000 | | 43-I | A | 10-20-21 | | Human Resources |
| GALVAN, Jenny Lisbeth | Typist Clerk III-12 | 01.0-00000.0-00000-27000-2460-7550000 | | 35-I | A | 10-20-21 | | Human Resources |
| GARCIA, Manuel | Custodian | 01.0-00100.0-00000-82100-2260-7520001 | | 35-V | A | 01-05-22 | 01-05-22 | Emerson Elementary |

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| Name | Position | Program/Site | %Time FTE | Range & Step | Basis | Effective Date | Ending Date | Remarks |
|---|---|---|---|---|---|---|---|---|
| Election – Hourly (Continued) | | | | | | | | |
| GILMORE, Miles | Campus Supervision | 01.0-90904.0-00000-83000-2240-4318100 | | 35-I | D | 02-01-22 | 02-28-22 | Burbank High School |
| GOMEZ, Veronica | Custodian | 01.0-00100.0-00000-82100-2260-7520001 | | 35-V | A | 03-15-22 | 03-15-22 | Burroughs High School |
| GONZALEZ, Francisco | CC Service Worker | 01.0-00100.0-00000-82100-2210-7520000 | | 33-VI | A | 03-24-22 | 03-24-22 | Horace Mann |
| GUNAWAN, Henry | Adult School Tech Support II | 01.0-32100.0-00000-77000-2440-7739000 | | 57-VI | B | 02-01-22 | 02-03-22 | Technology |
| GUNAWAN, Henry | Adult School Tech Support II | 01.0-32100.0-00000-77000-2440-7739000 | | 57-VI | B | 02-01-22 | 02-03-22 | Technology |
| GUNAWAN, Henry | Adult School Tech Support II | 01.0-32100.0-00000-77000-2440-7739000 | | 57-VI | B | 01-24-22 | 01-26-22 | Technology |
| GUNAWAN, Henry | Adult School Tech Support II | 01.0-32100.0-00000-77000-2440-7739000 | | 57-VI | B | 01-20-22 | 01-20-22 | Technology |
| HAKOBYAN, Gyulnara | Instructional Assistant Children's Center | 12.0-90602.0-11100-10000-2140-2020000 | | 32-I | G | 03-14-22 | | Human Resources |
| HAKOP CHAKERIAN, Janet | Food Services Serving Kitchen Operator | 13.0-53100.0-00000-37000-2230-2090000 | | 32-I | D | 03-07-22 | 05-26-22 | McKinley Elementary |
| HANNA, Mariam | School Aide Elementary Substitute | 01.0-00000.0-11100-10009-2960-7550000 | | 27-I | G | 10-14-21 | | Human Resources |
| HERRERA, Ignacio | Custodian | 01.0-00100.0-00000-82100-2260-7520001 | | 35-VI | A | 03-19-22 | 03-19-22 | Luther Middle School |
| HERRERA, Ignacio | Custodian | 01.0-90708.0-81000-50002-2240-7528000 | | 35-VI | A | 03-19-22 | 03-19-22 | Luther Middle School |
| HERRERA, Ignacio | Custodian | 01.0-90708.0-81000-50002-2240-7528000 | | 35-VI | A | 03-19-22 | 03-19-22 | Luther Middle School |
| HYRAPATIAN, Siranoosh | Instructional Assistant – Children's Center | 12.0-90602.0-11100-10000-2140-2020000 | | 32-IV | D | 02-10-22 | 02-11-22 | Children's Center |
| JENKINS, Justina | Food Service Assistant | 13.0-53100.0-00000-37000-2230-2010000 | | 27-I | D | 03-28-22 | 05-26-22 | Disney Elementary |
| JIMENEZ, Juan | Grounds Technician | 01.0-00000.0-00000-82200-2240-7552000 | | 40-VI | A | 01-01-22 | 02-28-22 | Facilities Services |
| JOHNSON, Kim | Campus Supervisor | 01.0-00000.0-00000-83000-2240-4311000 | | 35-VI | C | 03-01-22 | 03-31-22 | Burbank High School |
| JONES, Cheukwa | Instructional Assistant – Special Education | 01.0-32120.0-11100-10000-2130-7429000 | | 32-IV | D | 01-01-22 | 05-31-22 | Instructional Services |

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| Name | Position | Program/Site | %Time FTE | Range & Step | Basis | Effective Date | Ending Date | Remarks |
|---|---|---|---|---|---|---|---|---|
| Election – Hourly (Continued) | | | | | | | | |
| KELLY, Breanna | Instructional Assistant | 12.0-90602.0-11100-10000-2160-7540000 | | 32-I | G | 08-26-21 | | Human Resources |
| KHACHATOURIANS, Klara | Instructional Assistant – Primary Language Support | 01.0-42030.0-47600-24950-2950-7429000 | | 31-III | D | 03-08-22 | | Emerson Elementary |
| LARSON, Lorilee | Employee Injury/ Illness Prevention | 01.0-32120.0-00000-72000-2440-7559000 | | 3-VII | A | 01-01-22 | 04-30-22 | Human Resources |
| LARSON, Lorilee | Employee Injury/ Illness Prevention | 01.0-32120.0-00000-72000-2440-7559000 | | 03-VII | A | 10-01-21 | 10-31-21 | Human Resources |
| LEDEZMA, Reina | Lead Custodian-Secondary | 01.0-90708.0-81000-50002-2240-7528000 | | 40-VI | A | 01-20-22 | 01-20-22 | Luther Middle School |
| LEDEZMA, Reina | Lead Custodian-Secondary | 01.0-00100.0-00000-82100-2260-7520001 | | 40-VI | A | 01-29-22 | 01-29-22 | Luther Middle School |
| LEDEZMA, Reina | Lead Custodian-Secondary | 01.0-90708.0-81000-50002-2240-7528000 | | 40-VI | A | 02-27-22 | 02-27-22 | Luther Middle School |
| LEDEZMA, Reina | Lead Custodian-Secondary | 01.0-90708.0-81000-50002-2240-7528000 | | 40-VI | A | 03-05-22 | 03-05-22 | Luther Middle School |
| LEDEZMA, Reina | Lead Custodian-Secondary | 01.0-90708.0-81000-50002-2240-7528000 | | 40-VI | A | 03-12-22 | 03-12-22 | Luther Middle School |
| LEDEZMA, Reina | Lead Custodian-Secondary | 01.0-90708.0-81000-50002-2240-7528000 | | 40-VI | A | 03-13-22 | 03-13-22 | Luther Middle School |
| LEDEZMA, Reina | Lead Custodian-Secondary | 01.0-90708.0-81000-50002-2240-7528000 | | 40-VI | A | 03-26-22 | 03-26-22 | Luther Middle School |
| LEON, Oscar | Lead Custodian-Secondary | 01.0-00100.0-00000-82100-2260-7520001 | | 40-VI | A | 03-18-22 | 03-18-22 | Burbank High School |
| LEPATAN, Paul | Lead Technology Support Specialist II | 01.0-32100.0-00000-77000-2440-7739000 | | 61-VI | A | 02-15-22 | 02-17-22 | Technology |
| LEPATAN, Paul | Lead Technology Support Specialist II | 01.0-32100.0-00000-77000-2440-7739000 | | 61-VI | A | 01-25-22 | 02-03-22 | Technology |
| LEPATAN, Paul | Lead Technology Support Specialist II | 01.0-32100.0-00000-77000-2440-7739000 | | 61-VI | A | 01-13-22 | 01-19-22 | Technology |

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| Name | Position | Program/Site | %Time FTE | Range & Step | Basis | Effective Date | Ending Date | Remarks |
|---|---|---|---|---|---|---|---|---|
| Election – Hourly (Continued) | | | | | | | | |
| LEON, Oscar M | Lead Custodian Secondary | 01.0-90708.0-81000-50002-2240-7528000 | | 40-VI | A | 01-29-22 | 01-29-22 | Burbank High School |
| LEYVA, Alonso | Safety/Utility Custodian | 01.0-90708.0-81000-50002-2240-7528000 | | 35-II | A | 03-05-22 | 03-05-22 | Burbank High School |
| LEYVA, Alonso | School Safety/ Utility Custodian | 01.0-00100.0-00000-82100-2260-7520001 | | 35-II | A | 03-18-22 | 03-18-22 | Huerta Middle School |
| LEYVA, Alonso | School Safety/ Utility Custodian | 01.0-00100.0-00000-82100-2260-7520001 | | 35-II | A | 03-20-22 | 03-20-22 | Burbank High School |
| LING, Andrew | Technology Support Specialist II | 01.0-32100.0-00000-77000-2440-7739000 | | 57-VI | A | 02-09-22 | 02-17-22 | Technology |
| LING, Andrew | Technology Support Specialist II | 01.0-32100.0-00000-77000-2440-7739000 | | 57-VI | A | 01-18-22 | 01-26-22 | Technology |
| LING, Andrew | Technology Support Specialist II | 01.0-32100.0-00000-77000-2440-7739000 | | 57-VI | A | 01-12-22 | 01-14-22 | Technology |
| LOPEZ, Ismael | Technology Support Specialist II | 01.0-32100.0-00000-77000-2440-7739000 | | 57-VI | A | 01-24-2022 | 02-22-22 | Technology |
| LUNDBERG, Nuria | Bilingual Translator | 01.0-00000.0-00000-24950-2950-2021000 | | 29-I | G | 03-18-22 | 03-18-22 | Edison Elementary |
| LURIE, Jennifer Lyn | Budget/Accounting Tech Substitute | 01.0-00000.0-00000-72000-2460-7470000 | | 48-I | G | 11-16-21 | | Human Resources |
| MACIAS ROMERO, Oscar Armando | Senior Custodian | 01.0-00100.0-00000-82100-2260-7520001 | | 36-VI | A | 03-11-22 | 03-11-22 | Edison Elementary |
| MACIAS ROMERO, Oscar Armando | Senior Custodian | 01.0-00100.0-00000-82100-2260-7520001 | | 36-VI | A | 03-04-22 | 03-04-22 | Edison Elementary |
| MACIAS ROMERO, Oscar Armando | Senior Custodian | 01.0-00100.0-00000-82100-2260-7520001 | | 36-VI | A | 01-11-22 | 01-11-22 | Edison Elementary |
| MEJIA LORETO, Anthony | Safety/Utility Custodian | 01.0-00100.0-00000-82100-2260-7520001 | | 35-I | A | 01-12-22 | 01-12-22 | Facilities Services |
| MEJIA-LORETO, Anthony | School Safety/ Utility Custodian | 01.0-90708.0-81000-50002-2240-7528000 | | 35-I | A | 03-19-22 | 03-19-22 | Burroughs High School |

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| Name | Position | Program/Site | %Time FTE | Range & Step | Basis | Effective Date | Ending Date | Remarks |
|---|---|---|---|---|---|---|---|---|
| Election – Hourly (Continued) | | | | | | | | |
| MEJIA-LORETO, Pedro | Irrigation Specialist | 01.0-00000.0-00000-82200-2240-7552000 | | 48-VI | A | 01-01-22 | 02-28-22 | Facilities Services |
| MEJIA-LORETO, Pedro | Irrigation Specialist | 01.0-81500.0-00000-81100-2240-7523100 | | 48-VI | A | 02-19-22 | 02-19-22 | Facilities Services |
| MEJIA-LORETO, Pedro | Irrigation Specialist | 01.0-81500.0-00000-81100-2240-7523100 | | 48-VI | A | 03-05-22 | 03-05-22 | Facilities Services |
| MELARAGNO, Debra | Personnel Technician II | 01.0-32120.0-00000-72000-2440-7559000 | | 47-VI | A | 02-01-22 | 04-30-22 | Human Resources |
| MEECHUDHONE, Vicky | Food Service Assistant | 13.0-53100.0-00000-37000-2230-4310000 | | 27-I | D | 03-14-22 | 05-26-22 | Burbank High School |
| MC CORKLE, Stephanie | Campus Supervisor Assistant | 01.0-00000.0-00000-83000-2240-3201000 | | 35-VI | C | 02-01-22 | 02-28-22 | Luther Middle School |
| MEJIA, Elizabeth | Custodian Substitute | 01.0-00100.0-00000-82100-2260-7520000 | | 35-I | G | 08-09-21 | | Human Resources |
| MIKAYELYAN, Angela | Food Services Serving Kitchen Operator | 13.0-53100.0-00000-37000-2230-2050000 | | 32-VI | D | 03-07-22 | 05-26-22 | Bret Harte Elementary |
| MILES, Gilmore | Campus Supervisor | 01.0-90904.0-00000-83000-2230-4318100 | | 35-I | A | 02-01-22 | 02-28-22 | Burbank High School |
| MILES, Gilmore | Campus Supervisor | 01.0-90904.0-00000-83000-2230-4318100 | | 35-I | A | 02-01-22 | 02-28-22 | Burbank High School |
| MIRZAKHANIAN, George G | Custodian | 01.0-90708.0-81000-50002-2240-7528000 | | 35-V | A | 02-27-22 | 02-27-22 | Burbank High School |
| MIRZAKHANIAN, George G | Custodian | 01.0-90708.0-81000-50002-2240-7528000 | | 35-V | A | 02-16-22 | 02-16-22 | Burbank High School |
| MIRZAKHANIAN, George G | Custodian | 01.0-90708.0-81000-50002-2240-7528000 | | 35-V | A | 02-15-22 | 02-15-22 | Burbank High School |
| MIRZAKHANIAN, Georg G | Custodian | 01.0-90708.0-81000-50002-2240-7528000 | | 35-V | A | 03-13-22 | 03-13-22 | Burbank High School |
| MOLINA, Brian | Campus Supervisor | 01.0-00000.0-00000-83000-2240-4311000 | | 35-VI | C | 03-01-22 | 03-31-22 | Burbank High School |
| MORAN, Martin G | Senior Custodian | 01.0-00100.0-00000-82100-2260-7520001 | | 36-VI | A | 01-25-22 | 01-25-22 | Bret Harte Elementary |
| MORALES, Fatima | Food Service Assistant Substitute | 13.0-53100.0-00000-37000-2210-4310000 | | 27-I | G | 03-09-22 | | Human Resources |
| NAVASEKIAN, Ayda | Elementary Aide Substitute | 01.0-00000.0-11100-10009-2930-2131000 | | 34-I | G | 01-27-22 | 01-27-22 | Providencia Elementary |

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| Name | Position | Program/Site | %Time FTE | Range & Step | Basis | Effective Date | Ending Date | Remarks |
|---|---|---|---|---|---|---|---|---|
| Election – Hourly (Continued) | | | | | | | | |
| NGO, Hien Thi | Instructional Assistant Translator (Deaf) | 01.0-65000.0-57602-11100-2160-7440000 | | 33-I | G | 08-04-21 | | Human Resources |
| NGUYEN-MAI, Yen | Instructional Assistant – Children's Center | 12.0-90602.0-11100-10000-2130-2100000 | | 32-VI | D | 03-01-22 | 03-31-22 | Children's Center |
| NUNEZ, Claudia | Campus Supervisor Assistant | 11.0-63910.0-41101-83000-2230-5330000 | | 35-VI | G | 01-03-22 | 06-30-22 | Adult School |
| NUNEZ, Claudia | Campus Supervisor Assistant | 11.0-63910.0-41102-83000-2230-5330000 | | 35-VI | G | 01-03-22 | 06-30-22 | Adult School |
| NUNEZ, Claudia | Campus Supervisor Assistant | 11.0-63910.0-41104-83000-2230-5330000 | | 35-VI | G | 01-03-22 | 06-30-22 | Adult School |
| NUNEZ, Claudia | Campus Supervisor Assistant | 11.0-63910.0-41106-83000-2230-5330000 | | 35-VI | G | 01-03-22 | 06-30-22 | Adult School |
| NUNEZ, Claudia | Campus Supervisor Assistant | 11.0-63910.0-41100-83000-2230-5330000 | | 35-VI | G | 01-03-22 | 06-30-22 | Adult School |
| ORELLANA, Azael | Custodian | 01.0-90708.0-81000-50002-2240-7528000 | | 35-I | A | 03-05-22 | 03-05-22 | Huerta Middle School |
| PAIGE, Della Louise | Custodian | 01.0-90708.0-81000-50002-2240-7528000 | | 35-VI | A | 03-05-22 | 03-05-22 | Burbank High School |
| PAIGE Della | Custodian | 01.0-90708.0-81000-50002-2240-7528000 | | 35-VI | A | 03-09-22 | 03-09-22 | Burbank High School |
| PAIGE Della | Custodian | 01.0-90708.0-81000-50002-2240-7528000 | | 35-VI | A | 03-20-22 | 03-20-22 | Burbank High School |
| PAZ, Tracy | School Aide Elementary Substitute | 01.0-00000.0-11100-10009-2960-7550000 | | 27-I | G | 10-13-21 | | Human Resources |
| PAZ, Tracy | School Aide Elementary Substitute | 01.0-00000.0-00000-83000-2260-7550000 | | 27-I | G | 11-09-21 | | Human Resources |
| PEREZ, Joseph | Lead Custodian Secondary | 01.0-00100.0-00000-82100-2260-7520001 | | 40-VI | A | 01-11-22 | 01-11-22 | Burbank High School |
| PEREZ, Joseph | Lead Custodian Secondary | 01.0-00100.0-00000-82100-2260-7520001 | | 40-VI | A | 01-13-22 | 01-13-22 | Burbank High School |
| PEREZ, Joseph | Lead Custodian Secondary | 01.0-90708.0-81000-50002-2240-7528000 | | 40-VI | A | 01-27-22 | 01-27-22 | Burbank High School |

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

| Name | Position | Program/Site | %Time FTE | Range & Step | Basis | Effective Date | Ending Date | Remarks |
|---|---|---|---|---|---|---|---|---|
| Election – Hourly (Continued) | | | | | | | | |
| PEREZ, Joseph | Lead Custodian Secondary | 01.0-00100.0-00000-82100-2260-7520001 | | 40-VI | A | 02-15-22 | 02-15-22 | Burbank High School |
| PEREZ, Joseph | Lead Custodian Secondary | 01.0-00100.0-00000-82100-2260-7520001 | | 40-VI | A | 02-16-22 | 02-16-22 | Burbank High School |
| PEREZ, Joseph | Lead Custodian-Secondary | 01.0-90708.0-81000-50002-2240-7528000 | | 40-VI | A | 03-11-22 | 03-11-22 | Burbank High School |
| PEREZ, Joseph | Lead Custodian-Secondary | 01.0-00100.0-00000-82100-2260-7520001 | | 40-VI | A | 03-17-22 | 03-17-22 | Burbank High School |
| PEREZ, Joseph | Lead Custodian-Secondary | 01.0-90708.0-81000-50002-2240-7528000 | | 40-VI | A | 03-19-22 | 03-19-22 | Burbank High School |
| PEREZ, Jovanny | Grounds Technician | 01.0-00000.0-00000-82200-2240-7552000 | | 40-VI | A | 01-01-22 | 02-28-22 | Facilities Services |
| POZOS, Salvador | Custodian | 01.0-90708.0-81000-50002-2240-7528000 | | 35-VI | A | 01-24-22 | 01-24-22 | Luther Middle School |
| QUITERIO, Cindy | Executive Assistant Human Resources | 01.0-32120.0-00000-72000-2440-7559000 | | 08-VII | A | 02-01-22 | 04-30-22 | Human Resources |
| QUITERIO, Cindy | Executive Assistant Human Resources | 01.0-00000.0-00000-72000-2440-7551000 | | 08-VII | A | 01-01-22 | 06-30-22 | Human Resources |
| RAAB, Cassandra | Campus Supervisor | 01.0-00000.0-00000-83000-2260-7550000 | | 35-I | G | 12-20-21 | | Human Resources |
| RAMOS, Jasselt Y Merino | Custodian | 01.0-90708.0-81000-50002-2240-7528000 | | 35-VI | A | 02-25-22 | 02-25-22 | Burbank High School |
| RAMOS, Jasselt Y Merino | Custodian | 01.0-90708.0-81000-50002-2240-7528000 | | 35-VI | A | 02-16-22 | 02-16-22 | Burbank High School |
| REDAJA, Ryane | Instructional Assistant Special Education Substitute | 01.0-65000.0-57602-11100-2160-7440000 | | 32-I | G | 11-01-21 | | Human Resources |
| REINSMA, Madison Renee | Educational Interpreter III - DHH | 01.0-00000.0-00000-72000-2950-7551000 | | 54-IV | D | 01-01-22 | 06-30-22 | Washington Elementary |
| REINSMA, Madison | Educational Interpreter III - DHH | 01.0-00000.0-00000-72000-2950-7451000 | | 54-IV | D | 03-09-22 | | Washington Elementary |
| REYES, Abram | Grounds Technician | 01.0-00000.0-00000-82200-2240-7552000 | | 40-VI | A | 01-01-22 | 02-28-22 | Facilities Services |

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

| Name | Position | Program/Site | %Time FTE | Range & Step | Basis | Effective Date | Ending Date | Remarks |
|---|---|---|---|---|---|---|---|---|
| Election – Hourly (Continued) | | | | | | | | |
| RICHARDSON, Ryan Irving | Custodian | 01.0-00100.0-00000-82100-2260-7520001 | | 35-VI | A | 01-05-22 | 01-05-22 | Washington Elementary |
| RIGGINS, Jasmine | Educational Interpreter III-DHH | 01.0-00000.0-00000-72000-2950-7551000 | | 54-II | C | 01-01-22 | 06-30-22 | Human Resources |
| RIOJAS III, Jaime | Grounds Technician | 01.0-00000.0-00000-82200-2240-7552000 | | 40-IV | A | 01-01-22 | 02-28-22 | Facilities Services |
| RIVAS, Yvonne | Instructional Assistant – Children's Center | 12.0-90602.0-11100-10000-2130-2140000 | | 32-VI | D | 03-01-22 | 03-11-22 | Children's Center |
| ROBLES, Rebecca | CC Service Worker | 01.0-00100.0-00000-82100-2210-7520000 | | 33-VI | A | 03-25-22 | 03-25-22 | Horace Mann |
| SALEH, Farhad | Technology Support Specialist II | 01.0-32100.0-00000-77000-2440-7739000 | | 57-VI | A | 01-24-22 | 02-03-22 | Technology |
| SALEH, Farhad | Technology Support Specialist II | 01.0-32100.0-00000-77000-2440-7739000 | | 57-VI | A | 01-14-22 | 01-21-22 | Technology |
| SANCHEZ, Hugo | Grounds Technician | 01.0-00000.0-00000-82200-2240-7552000 | | 40-VI | A | 01-01-22 | 02-28-22 | Facilities |
| SANDOVAL, Efren | Lead Custodian Secondary | 01.0-00100.0-00000-82100-2260-7520001 | | 40-VI | A | 01-13-22 | 01-13-22 | Huerta Middle School |
| SANDOVAL, Efren | Lead Custodian Secondary | 01.0-90708.0-81000-50002-2240-7528000 | | 40-VI | A | 03-05-22 | 03-05-22 | Huerta Middle School |
| SANDOVAL, Efren | Lead Custodian-Secondary | 01.0-00100.0-00000-82100-2260-7520001 | | 40-VI | A | 03-15-22 | 03-15-22 | Huerta Middle School |
| SOLIS, Gloria | Food Services Serving Kitchen Operator | 13.0-53100.0-00000-37000-2230-2130000 | | 32-II | D | 03-07-22 | 05-26-22 | Providencia Elementary |
| TARVERDYAN, Nelli | School Aide Elementary | 01.0-00000.0-11100-10009-2930-2061000 | | 27-I | G | 02-01-22 | 05-31-22 | Jefferson Elementary |
| TORRES, Consuelo S | Custodian | 01.0-90708.0-81000-50002-2240-7528000 | | 35-VI | A | 02-15-22 | 02-15-22 | Burbank High School |
| TORRES, Consuelo S | Custodian | 01.0-90708.0-81000-50002-2240-7528000 | | 35-VI | A | 02-16-22 | 02-16-22 | Burbank High School |
| TORRES, Consuelo | Custodian | 01.0-90708.0-81000-50002-2240-7528000 | | 35-VI | A | 02-29-22 | 02-28-22 | Huerta Middle School |
| TORRES, Consuelo | Custodian | 01.0-90708.0-81000-50002-2240-7528000 | | 35-VI | A | 03-03-22 | 03-03-22 | Huerta Middle School |
| TORRES, Consuelo | Custodian | 01.0-90708.0-81000-50002-2240-7528000 | | 35-VI | A | 03-04-22 | 03-04-22 | Huerta Middle School |

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| Name | Position | Program/Site | %Time FTE | Range & Step | Basis | Effective Date | Ending Date | Remarks |
|---|---|---|---|---|---|---|---|---|
| Election – Hourly (Continued) | | | | | | | | |
| TORRES, Consuelo | Custodian | 01.0-90708.0-81000-50002-2240-7528000 | | 35-VI | A | 02-25-22 | 02-25-22 | Huerta Middle School |
| TORRES, Jorge A | Custodian | 01.0-00100.0-00000-82100-2260-7520001 | | 35-VI | A | 02-18-22 | 02-18-22 | Muir Middle School |
| TORRES, Jorge A | Custodian | 01.0-00100.0-00000-82100-2260-7520001 | | 35-VI | A | 02-25-22 | 02-25-22 | Muir Middle School |
| TRACE, Tim | Grounds Technician | 01.0-00000.0-00000-82200-2240-7552000 | | 40-VI | A | 01-01-22 | 02-28-22 | Facilities Services |
| TRIMBLE, Constance | Personnel Technician II Certificated | 01.0-00000.0-00000-72000-2440-7551000 | | 47-VI | A | 01-01-22 | 06-30-22 | Human Resources |
| URIBE, Juan J | Grounds Technician | 01.0-00000.0-00000-82200-2240-7552000 | | 40-VI | A | 01-01-22 | 02-28-22 | Facilities Services |
| URIBE, Juan M | Grounds Leadperson | 01.0-00000.0-00000-82200-2240-7552000 | | 56-VI | A | 01-01-22 | 02-28-22 | Facilities Services |
| VALDEZ,ORELLANA, Azael G | Custodian | 01.0-00100.0-00000-82100-2260-7520001 | | 35-I | A | 03-12-22 | 03-12-22 | Huerta Middle School |
| VAZQUEZ, Jasmine | Instructional Assistant Translator (Deaf) Substitute | 01.0-65000.0-57602-11100-2160-7440000 | | 33-I | G | 08-06-21 | | Human Resources |
| VAZQUEZ, Jasmine | Instructional Assistant Translator (Deaf) Substitute | 01.0-65000.0-57602-11104-2130-7440000 | | 33-I | G | 01-31-22 | 05-23-22 | Human Resources |
| VALDEZ, Azael | Custodian | 01.0-00100.0-00000-82100-2260-7520001 | | 35-II | A | 03-15-22 | 03-15-22 | Huerta Middle School |
| VILLALTA, Jose Roberto | Custodian | 01.0-90708.0-81000-50002-2240-7528000 | | 35-VI | A | 03-12-22 | 03-12-22 | Huerta Middle School |
| WADE, Cheretta | Personnel Technician II Classified | 01.0-32120.0-00000-72000-2440-7559000 | | 47-IV | A | 02-01-22 | 04-30-22 | Human Resources |
| WHITE, Michelle | Senior School Finance Clerk | 01.0-00000.0-00000-27000-2440-4320000 | | 40-III | B | 10-28-21 | 03-31-22 | Burroughs High School |
| WILLIAMS, Julie | School Aide Elementary | 01.0-00000.0-11100-10009-2960-7550000 | | 27-I | C | 01-03-22 | 05-26-22 | Edison Elementary |
| WROBEL, Karen | Personnel Technician I Certificated | 01.0-00000.0-00000-72000-2440-7551000 | | 41-VI | A | 01-01-22 | 06-30-22 | Human Resources |
| YEAGER, Shannon | Discrete Trial Facilitator | 01.0-65000.0-57601-11905-2130-7440000 | | 40-V | C | 02-01-22 | 05-26-22 | Special Education |

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| Name | Position | Program/Site | %Time FTE | Range & Step | Basis | Effective Date | Ending Date | Remarks |
|---|---|---|---|---|---|---|---|---|
| Election – Hourly (Continued) | | | | | | | | |
| ZAMUDIO, Ivan | Student Services & Attendance Specialist | 01.0-00000.0-00000-31300-2240-7451000 | | 57-VI | A | 02-01-22 | 02-28-22 | Pupil Services |
| ZAMUDIO, Ivan | Student Services & Attendance Specialist | 01.0-00000.0-00000-31300-2240-7451000 | | 57-VI | A | 01-03-22 | 01-31-22 | Pupil Services |
| ZAMUDIO, Ivan | Student Services & Attendance Specialist | 01.0-00000.0-00000-31300-2240-7451000 | | 57-VI | A | 03-01-22 | 03-31-22 | Pupil Services |
| ZELAYA, Raul | Lead Custodian Secondary | 01.0-00100.0-00000-82100-2260-7520001 | | 40-VI | A | 01-29-22 | 01-29-22 | Huerta Middle School |
| Election – Walk on Coach | | | | | | | | |
| BELTRAN, Daisy | Short Term Athletic | 01.0-90201.0-15001-42000-2171-4318711 | | 15.00 | F | 12-01-21 | 12-31-21 | Burbank High School |
| CALDERON, Nicholas | Short Term Athletic | 01.0-00000.0-15001-42000-2171-4320000 | | 15.00 | F | 03-01-22 | 04-30-22 | Burroughs High School |
| GREEN, Krystin | Short Term Athletic | 01.0-90201.0-15001-42000-2171-4318711 | | 15.00 | F | 12-01-21 | 12-31-21 | Burbank High School |
| LEBENS, Danielle Nicole | Short Term Performing Arts | 01.0-90350.0-15000-42000-2171-3228000 | | 15.00 | F | 01-03-22 | 05-27-22 | Muir Middle School |
| NELMS, Nijia | Short Term Athletic | 01.0-00000.0-15001-42000-2171-4310000 | | 15.00 | F | 02-01-22 | 04-30-22 | Burbank High School |
| SAGE, Randy | Short Term Performing Arts | 01.0-00000.0-17007-41000-2171-4310000 | | 15.00 | F | 11-01-21 | 06-30-22 | Burbank High School |
| SANCHEZ, Melissa | Short Term Athletic | 01.0-90201.0-15001-42000-2171-4318711 | | 15.00 | F | 12-01-21 | 12-31-21 | Burbank High School |
| SANCHEZ, Melissa | Short Term Athletic | 01.0-00000.0-15001-42000-2171-4310000 | | 15.00 | F | 09-01-21 | 05-27-22 | Burbank High School |
| SIMMONS, Bailey | Short Term Athletic | 01.0-00000.0-15001-42000-2171-4310000 | | 15.00 | F | 11-01-21 | 02-28-22 | Burbank High School |

Signature Sarah Niemann

Title: Assistant Superintendent, Human Resources Services

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

# BURBANK UNIFIED SCHOOL DISTRICT



## BOARD DETAIL REPORT

**Printed between 02/22/2022 & 03/14/2022**

| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 22000010 | SOUTHWEST SCHOOL & OFFICE SUPPLY | C/O 2: INCREASE BY $200.00 - GIFT FUNDS; 2021-22 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES | WASHINGTON ELEMENTARY | 010 | $3,300.00 |
| 22000090 | THE HOME DEPOT F/K/A SUPPLYWORKS | C/O 1: REDUCE ORDER BY $5,000.00; 2021-22 BLANKET AGREEMENT; ON-GOING & MAJOR MAINTENANCE FUNDS | FACILITIES PLANNING SERVICES | 010 | $25,000.00 |
| 22000091 | HYDRAULIC INDUSTRIAL PLUMBING SUPPLY | C/O 4: INCREASE ORDER BY $3,000.00; 2021-22 BLANKET ORDER; PLUMBING SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES PLANNING SERVICES | 010 | $20,000.00 |
| 22000095 | LOWE'S HOME IMPROVEMENT | C/O 2: INCREASE ORDER BY $5,000.00; 2021-22 BLANKET ORDER; ELECTRICAL SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES PLANNING SERVICES | 010 | $13,000.00 |
| 22000261 | SMARDAN SUPPLY BURBANK | C/O 3: INCREASE BY $7,500.00; 2021-22 BLANKET ORDER; PLUMBING SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES PLANNING SERVICES | 010 | $37,500.00 |
| 22000275 | WRIGHT'S SUPPLY INC | C/O 1: INCREASE ORDER BY $5,000.00; 2021-22 BLANKET ORDER; EQUIPMENT MAINTENANCE AND REPAIR MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES PLANNING SERVICES | 010 | $11,500.00 |
| 22000278 | GRAINGER INC | C/O 1: REDUCE ORDER BY $5,000.00; 2021-22 BLANKET ORDER; FACILITY AND EQUIPMENT REPAIR AND MAINTENANCE MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES PLANNING SERVICES | 010 | $45,000.00 |
| 22000401 | Q PRESS | C/O 1: INCREASE BY $3,500.00; 2021-22 BLANKET ORDER; PRINTING AND BULK MAIL PROCESSING; ADULT EDUCATION BLOCK GRANT & GENERAL APPORTIONMENT FUNDS | BURBANK ADULT SCHOOL | 110 | $29,500.00 |
| 22000566 | PROTOCOL AGENCY, INC. | C/O 1: INCREASE BY $2,158.00 - BD 2/17/22; CONSULTANT AGREEMENT; LICENSED VOCATIONAL NURSE SERVICES; SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/17/21 | SPECIAL EDUCATION | 010 | $63,613.16 |
| 22000606 | OFFICE DEPOT/ BUSINESS SERVICES DIVISION | C/O 2: REDUCE BY $73.14; 2021-22 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES; CHILD DEVELOPMENT FUNDS | WASHINGTON CHILDREN´S CENTER | 120 | $1,655.71 |
| 22000607 | SOUTHWEST SCHOOL & OFFICE SUPPLY | C/O 2: INCREASE BY $73.14; 2021-22 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES; CHILD DEVELOPMENT FUNDS | WASHINGTON CHILDREN´S CENTER | 120 | $1,344.29 |

## BOARD DETAIL REPORT

**Printed between 02/22/2022 & 03/14/2022**

| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 22000620 | MPI MILLER PLUMBING INC | C/O 1: INCREASE BY $10,377.92 - BD 2/17/22; CARRYOVER OF PO 21002718; BID 2021-003-04 UNDERGROUND SITE UTILITIES & PLUMBING FOR TWO-STORY MODULAR BUILDING PROJECT @ DISNEY ES; BOND FUNDS; BOARD APPROVED 3/4/21 & 3/18/21 | FACILITIES SERVICES | 213 | $233,877.92 |
| 22000650 | H&S ELECTRIC INC | C/O 3 & 4: REDUCE BY $24,104 & INCREASE BY $30,406 - BOARD 2/17/22; CARRYOVER OF PO 21002719; BID 2021-003-05 ELECTRICAL & LOW VOLTAGE FOR TWO-STORY MODULAR BUILDING PROJECT @ DISNEY ES; BOND FUNDS; BOARD APPROVED 3/4/21, 3/18/21 & 6/17/21 | FACILITIES SERVICES | 213 | $278,829.00 |
| 22000677 | CHILDCARE CAREERS LLC | C/O 3: INCREASE BY $3,000.00; 2021-2022 BLANKET ORDER; SUBSTITUTE SERVICES; CHILD DEVELOPMENT FUNDS | CHILD DEVELOPMENT SERVICES | 120 | $21,000.00 |
| 22000826 | SIGN UP INTERPRETING SERVICES, LLC | C/O 2: INCREASE ORDER BY $180,000.00 - BD 2/17/22; CONSULTANT AGREEMENT; INTERPRETING SERVICES; SPECIAL EDUCATION FUNDS; BOARD APPROVED 7/15/21 AND 10/7/21 | SPECIAL EDUCATION | 010 | $370,000.00 |
| 22000991 | FAMILY SERVICE AGENCY OF BURBANK | C/O 1: INCREASE BY $20,000.00 & ADD ACCOUNT STRING - BD 2/17/22; CONSULTANT AGREEMENT; MENTAL HEALTH SERVICES; SPECIAL EDUCATION-STATE MENTAL HEALTH FUNDS; BOARD APPROVED 6/23/21 | SPECIAL EDUCATION | 010 | $350,000.00 |
| 22001093 | SCHOOL ZONE TRANSPORTATION | C/O 3: INCREASE BY $3,609.00; 2021-22 BLANKET ORDER; STUDENT TRANSPORTATION; ATHLETICS | BURBANK HIGH SCHOOL | 010 | $31,245.00 |
| 22001094 | TRANSIT SYSTEMS UNLIMITED, INC | C/O 5: INCREASE BY $5,000.00; 2021-22 BLANKET ORDER; STUDENT TRANSPORTATION; ATHLETICS | BURBANK HIGH SCHOOL | 010 | $15,945.00 |
| 22001178 | UNITED SITE SERVICES | C/O 2: INCREASE BY $1,462.50 - BD 3/3/22; FENCE INSTALLATION & RENTAL FOR DISNEY ES TWO-STORY MODULAR BUILDING PROJECT; BOND FUNDS; BOARD APPROVED 4/15/21 & 9/2/21 | FACILITIES SERVICES | 213 | $4,204.10 |
| 22001193 | VITAL HEALTHCARE INC | C/O 3: INCREASE BY $2,000,000.00 - BD 2/17/22; PROFESSIONAL SERVICES AGREEMENT; DISTRICT-WIDE COVID-19 TESTING; FEMA PUBLIC ASSISTANCE GRANT, DPH COVID TESTING, IN PERSON INSTRUCTION, & ELO FUNDS; BOARD APPROVED 9/2/21 | FISCAL SERVICES | 010 | $4,577,864.00 |
| 22001350 | GIRARD & PETERSON INC | NON-INSTRUCTIONAL EQUIPMENT REPAIR BY VENDOR | FACILITIES SERVICES | 010 | $250.00 |
| 22001353 | LINCOLN AQUATICS | POOL MAINTENANCE SUPPLIES | FACILITIES SERVICES | 010 | $149.83 |

Printed between 02/22/2022 & 03/14/2022

| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 22001450 | UTILITY REFRIGERATOR | FACILITY REPAIR BY VENDOR | FACILITIES SERVICES | 010 | $240.16 |
| 22001610 | THE MUSIC CENTER | C/O 1: INCREASE BY $1,155.00 - BD 2/17/22; CONSULTANT AGREEMENT; THEATER WORKSHOP SERVICES; TITLE III-LEP STUDENT PROGRAM FUNDS; BOARD APPROVED 10/7/21 | INSTRUCTIONAL SERVICES | 010 | $39,385.00 |
| 22001764 | REFRIGERATION HARDWARE SUPPLY CORP | FACILITY REPAIR MATERIAL | FACILITIES SERVICES | 010 | $648.79 |
| 22001769 | PAPE MATERIAL HANDLING INC. | NON-INSTRUCTIONAL EQUIPMENT REPAIR MATERIAL | FACILITIES SERVICES | 010 | $605.02 |
| 22001803 | FIRST STUDENT, INC | C/O 1: INCREASE BY $629,028.80; 2021-22 BLANKET ORDER PER RFP 1920-025; SPECIAL EDUCATION STUDENT TRANSPORTATION; BOARD APPROVED 6/4/20 | SPECIAL EDUCATION | 010 | $1,629,028.80 |
| 22001882 | AREY JONES EDUCATIONAL SOLUTIONS | C/O 1: INCREASE ORDER BY $329.37; COMPUTER EQUIPMENT; K12 STRONG WORKFORCE PROGRAM GRANT | INSTRUCTIONAL SERVICES | 010 | $1,695.87 |
| 22001952 | AMAZON CAPITAL SERVICES | C/O 1: CANCEL PARTIAL; BOOKS; TITLE III IMMIGRANT EDUCATION AND LEP FUNDS | JOHN BURROUGHS HIGH SCHOOL | 010 | $1,530.80 |
| 22001979 | AMAZON CAPITAL SERVICES | C/O 1: CANCEL BACKORDER; BOOKS; TITLE III IMMIGRANT EDUCATION AND LEP FUNDS | JOHN BURROUGHS HIGH SCHOOL | 010 | $1,783.99 |
| 22002049 | ULINE - Attn: ACCOUNTS RECEIVABLES | GROUNDS SUPPLIES | FACILITIES SERVICES | 010 | $944.37 |
| 22002160 | AMAZON CAPITAL SERVICES | C/O 1: INCREASE BY $300.00; 2021-22 BLANKET ORDER; OFFICE SUPPLIES | FISCAL SERVICES | 010 | $800.00 |
| 22002329 | TRANE U.S. INC | FACILITY REPAIR MATERIAL | FACILITIES SERVICES | 010 | $565.97 |
| 22002330 | GIRARD & PETERSON INC | NON-INSTRUCTIONAL EQUIPMENT REPAIR BY VENDOR | FACILITIES SERVICES | 010 | $250.00 |
| 22002331 | GIRARD & PETERSON INC | NON-INSTRUCTIONAL EQUIPMENT REPAIR BY VENDOR | FACILITIES SERVICES | 010 | $250.00 |
| 22002455 | AMAZON CAPITAL SERVICES | C/O 1: REORDER ITEM; INSTRUCTIONAL SUPPLIES; ADULT EDUCATION BLOCK GRANT | BURBANK ADULT SCHOOL | 110 | $1,671.56 |
| 22002475 | SITEONE LANDSCAPE SUPPLY, LLC | GROUNDS SUPPLIES | FACILITIES SERVICES | 010 | $574.09 |
| 22002476 | KING'S CUSTOM SHEET METAL | FACILITY REPAIR MATERIAL | FACILITIES SERVICES | 010 | $964.69 |
| 22002493 | AMAZON CAPITAL SERVICES | C/O 1: ORDER REPLACEMENT; CLASSROOM SUPPLIES AND FURNITURE; GIFT FUNDS | BRET HARTE ELEMENTARY | 010 | $284.41 |
| 22002614 | HARDWOODS SPECIALTY PRODUCTS US LP | FACILITY REPAIR MATERIAL | FACILITIES SERVICES | 010 | $115.81 |
| 22002657 | AMAZON CAPITAL SERVICES | FUNDRAISING SUPPLIES; GIFT FUNDS | BRET HARTE ELEMENTARY | 010 | $512.32 |
| 22002667 | AMAZON CAPITAL SERVICES | C/O 1: REDUCE QUANTITY; OFFICE SUPPLIES | PERSONNEL SERVICES | 010 | $1,305.89 |
| 22002694 | AMAZON CAPITAL SERVICES | C/O 1: CANCEL ORDER; SAFETY EQUIPMENT; GIFT FUNDS | EDISON ELEMENTARY | 010 | $0.01 |

## BOARD DETAIL REPORT

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| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 22002714 | AMAZON CAPITAL SERVICES | BOOKS | EMERSON ELEMENTARY | 010 | $50.78 |
| 22002715 | AMAZON CAPITAL SERVICES | AUDIO VISUAL SUPPLIES | ROOSEVELT ELEMENTARY | 010 | $231.51 |
| 22002716 | MACKIN EDUCATIONAL RESOURCES | BOOKS; GIFT FUNDS | MILLER ELEMENTARY | 010 | $618.02 |
| 22002717 | UME FEDERAL CREDIT UNION | CLASSROOM SUPPLIES; SELF SUPP CHILDCARE FUNDS | CHILD DEVELOPMENT SERVICES | 120 | $22.52 |
| 22002718 | MARCY COOK | INSTRUCTIONAL MATERIALS; GIFT FUNDS | BRET HARTE ELEMENTARY | 010 | $37.08 |
| 22002719 | MESQUITA, NICHOLAS | REIMBURSEMENT TO TEACHER FOR OFFICE SUPPLIES AND BOOKS | JOHN BURROUGHS HIGH SCHOOL | 010 | $109.78 |
| 22002720 | AREY JONES EDUCATIONAL SOLUTIONS | COMPUTER EQUIPMENT; ADULT EDUCATION GENERAL APPORTIONMENT & BLOCK GRANT | BURBANK ADULT SCHOOL | 110 | $1,283.90 |
| 22002721 | SCHOOL OUTFITTERS | CLASSROOM EQUIPMENT | DOLORES HUERTA MIDDLE SCHOOL | 010 | $935.05 |
| 22002722 | WILLIAM V MACGILL & COMPANY | HEALTH EQUIPMENT | Health Services | 010 | $416.86 |
| 22002723 | BOOSTER SPIRIT WEAR, LLC | FUNDRAISING SUPPLIES; GIFT FUNDS | EDISON ELEMENTARY | 010 | $3,420.11 |
| 22002724 | TRANSIT SYSTEMS UNLIMITED, INC | STUDENT TRANSPORTATION; ATHLETICS | JOHN BURROUGHS HIGH SCHOOL | 010 | $2,450.00 |
| 22002725 | MACIAS, OSCAR | REIMBURSEMENT TO PRINCIPAL FOR MEETING SUPPLIES | LUTHER BURBANK MIDDLE SCHOOL | 010 | $778.05 |
| 22002726 | AREY JONES EDUCATIONAL SOLUTIONS | TECHNOLOGY SUPPLIES; ESSER II FUNDS | TECHNOLOGY SERVICES | 010 | $17,588.90 |
| 22002727 | BOOTCHK, ERICA | REIMBURSEMENT TO VOLUNTEER FOR MURAL SUPPLIES; FILM LA FUNDS | MUIR MIDDLE SCHOOL | 010 | $154.41 |
| 22002728 | LUO, MINDIA | CONSULTANT AGREEMENT; MUSIC INSTRUCTION; GIFT FUNDS; BOARD APPROVED 2/3/22 | EMERSON ELEMENTARY | 010 | $4,851.00 |
| 22002729 | SPINITAR PRESENTATION PRODUCTS INC | OFFICE SUPPLIES | EMERSON ELEMENTARY | 010 | $393.81 |
| 22002730 | OFFICE DEPOT/ BUSINESS SERVICES DIVISION | OFFICE FURNITURE; GIFT FUNDS | MONTEREY HIGH SCHOOL | 010 | $352.79 |
| 22002731 | AMAZON CAPITAL SERVICES | OFFICE SUPPLIES | JEFFERSON ELEMENTARY | 010 | $17.52 |
| 22002732 | AMAZON CAPITAL SERVICES | HEALTH SUPPLIES | JEFFERSON ELEMENTARY | 010 | $40.20 |
| 22002733 | NATICE, AZUREE | REIMBURSEMENT TO LIBRARIAN FOR SOFTWARE LICENSE | MILLER ELEMENTARY | 010 | $25.00 |
| 22002734 | BROOKS, MARY | REIMBURSEMENT TO GUIDANCE TECHNICIAN FOR OFFICE SUPPLIES | MUIR MIDDLE SCHOOL | 010 | $57.32 |
| 22002735 | YAO, JOANNE | REIMBURSEMENT TO TEACHER FOR INSTRUCTIONAL SUPPLIES | JOHN BURROUGHS HIGH SCHOOL | 010 | $117.60 |
| 22002736 | MULTI-HEALTH SYSTEMS | TESTING MATERIALS; SPECIAL EDUCATION FUNDS | SPECIAL EDUCATION | 010 | $285.00 |
| 22002737 | MULTI-HEALTH SYSTEMS | TESTING MATERIALS; SPECIAL EDUCATION FUNDS | SPECIAL EDUCATION | 010 | $142.50 |
| 22002738 | I KNOW IT | SOFTWARE LICENSE; SPECIAL EDUCATION FUNDS | SPECIAL EDUCATION | 010 | $150.00 |

## BOARD DETAIL REPORT

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| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 22002739 | LOWE'S HOME IMPROVEMENT | SAFETY SUPPLIES; GIFT FUNDS | EDISON ELEMENTARY | 010 | $278.48 |
| 22002740 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLY; ACCOUNTS RECEIVABLE FUNDS | LUTHER BURBANK MIDDLE SCHOOL | 010 | $120.42 |
| 22002741 | GOPHER SPORT | PHYSICAL EDUCATION SUPPLIES | JEFFERSON ELEMENTARY | 010 | $305.99 |
| 22002742 | GOPHER SPORT | PHYSICAL EDUCATION SUPPLIES | PROVIDENCIA ELEMENTARY | 010 | $181.21 |
| 22002743 | AMAZON CAPITAL SERVICES | INSTRUCTIONAL SUPPLIES; SPECIAL EDUCATION FUNDS | EMERSON ELEMENTARY | 010 | $188.35 |
| 22002744 | DEPARTMENT OF INDUSTRIAL RELATIONS | ANNUAL CONVEYANCE PERMIT FEE FOR ROOSEVELT ELEMENTARY SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $350.00 |
| 22002745 | SCHOLASTIC INC. | BOOKS; TITLE I FUNDS | WASHINGTON ELEMENTARY | 010 | $705.28 |
| 22002746 | PEARSON ASSESSMENT | TESTING MATERIALS; SPECIAL EDUCATION FUNDS | SPECIAL EDUCATION | 010 | $595.41 |
| 22002747 | PEARSON ASSESSMENT | TESTING MATERIALS; SPECIAL EDUCATION FUNDS | SPECIAL EDUCATION | 010 | $216.20 |
| 22002748 | EASTWEST BOOKS | BOOKS | JEFFERSON ELEMENTARY | 010 | $399.79 |
| 22002749 | JOSTENS, INC. | GRADUATION DIPLOMA COVERS; SPECIAL EDUCATION FUNDS | MAGNOLIA PARK | 010 | $135.22 |
| 22002750 | PARRILL, AIMEE | REIMBURSEMENT TO PARENT FOR FUNDRAISING SUPPLIES; GIFT FUNDS | STEVENSON ELEMENTARY | 010 | $87.02 |
| 22002751 | AMAZON CAPITAL SERVICES | TESTING MATERIALS; CAASPP TESTING FUNDS | INSTRUCTIONAL SERVICES | 010 | $3,527.91 |
| 22002752 | ARAKELIAN, TAYLOR | REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES | JOHN BURROUGHS HIGH SCHOOL | 010 | $899.05 |
| 22002753 | NATIONAL STUDENT CLEARINGHOUSE | ANNUAL RENEWAL FEE FOR STUDENT TRACKER; BHS & JBHS; BOARD APPROVED 6/3/21 | INSTRUCTIONAL SERVICES | 010 | $1,190.00 |
| 22002754 | AMS.NET INC | SOFTWARE MAINTENANCE & SUPPORT; SURVEILLANCE SYSTEMS; BOARD APPROVED 6/17/21 | TECHNOLOGY SERVICES | 010 | $2,350.49 |
| 22002755 | BILL FERRELL CO. | STAGE RENTAL | JOHN BURROUGHS HIGH SCHOOL | 010 | $964.10 |
| 22002756 | AMERICAN TRANSPORTATION SYSTEMS | 2021-22 BLANKET ORDER; STUDENT TRANSPORTATION; ATHLETICS | BURBANK HIGH SCHOOL | 010 | $15,000.00 |
| 22002757 | AMAZON CAPITAL SERVICES | OUTDOOR FURNITURE | JOHN BURROUGHS HIGH SCHOOL | 010 | $308.55 |
| 22002758 | AMAZON CAPITAL SERVICES | OFFICE SUPPLIES | JOHN BURROUGHS HIGH SCHOOL | 010 | $352.91 |
| 22002759 | AMAZON CAPITAL SERVICES | PHYSICAL EDUCATION SUPPLIES | JOHN BURROUGHS HIGH SCHOOL | 010 | $49.68 |
| 22002760 | AMAZON CAPITAL SERVICES | GROUNDS SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $218.16 |
| 22002761 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES | JOHN BURROUGHS HIGH SCHOOL | 010 | $487.32 |
| 22002762 | THE CREATIVE COMPANY | BOOKS | JEFFERSON ELEMENTARY | 010 | $616.83 |

## BOARD DETAIL REPORT

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| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 22002763 | REALLY GOOD STUFF LLC | CLASSROOM SUPPLIES | EMERSON ELEMENTARY | 010 | $45.76 |
| 22002764 | WILLIAM V MACGILL & COMPANY | HEALTH SUPPLIES | MILLER ELEMENTARY | 010 | $365.26 |
| 22002765 | TRAINING ROOM INC | INSTRUCTIONAL SUPPLIES; K12 STRONG WORKFORCE GRANT | BURBANK HIGH SCHOOL | 010 | $4,022.75 |
| 22002766 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES | JOHN BURROUGHS HIGH SCHOOL | 010 | $87.83 |
| 22002767 | QUADIENT LEASING USA INC | OFFICE EQUIPMENT | FISCAL SERVICES | 010 | $4,057.20 |
| 22002768 | IDR ENVIRONMENTAL SERVICES | HAZARDOUS WASTE REMOVAL & DISPOSAL; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $759.61 |
| 22002769 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES | JOHN BURROUGHS HIGH SCHOOL | 010 | $168.42 |
| 22002770 | HAWKINS DELAFIELD & WOOD LLP | LEGAL FEES | FISCAL SERVICES | 010 | $2,000.00 |
| 22002771 | JOSTENS, INC. | GRADUATION SUPPLIES; ACCOUNTS RECEIVABLE FUNDS | JOHN BURROUGHS HIGH SCHOOL | 010 | $13.56 |
| 22002772 | LIBRE SCHOOL SERVICES | STUDENT TRANSPORTATION; ATHLETICS | JOHN BURROUGHS HIGH SCHOOL | 010 | $668.75 |
| 22002773 | OUTLOOK NEWSPAPERS | NEWSPAPER ADVERTISEMENT; FILM LA FUNDS | JOHN BURROUGHS HIGH SCHOOL | 010 | $1,173.00 |
| 22002774 | BSN SPORTS | GRADUATION APPAREL; ACCOUNTS RECEIVABLE FUNDS | LUTHER BURBANK MIDDLE SCHOOL | 010 | $5,147.27 |
| 22002775 | BURBANK PRINTING | OFFICE SUPPLIES | FISCAL SERVICES | 010 | $2,031.91 |
| 22002776 | SCHOOL NURSE SUPPLY INC | HEALTH SUPPLIES; GIFT FUNDS | ROOSEVELT ELEMENTARY | 010 | $254.40 |
| 22002777 | UME FEDERAL CREDIT UNION | DOCUMENT MANAGEMENT FOR DISNEY MODULAR PROJECT; BOND FUNDS; BOARD APPROVED 3/3/22 | FACILITIES SERVICES | 213 | $253.88 |
| 22002778 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES & BOOKS; GIFT FUNDS | MC KINLEY ELEMENTARY | 010 | $111.15 |
| 22002779 | AMAZON CAPITAL SERVICES | INSTRUCTIONAL SUPPLIES; K12 STRONG WORKFORCE GRANT | BURBANK HIGH SCHOOL | 010 | $791.17 |
| 22002780 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES | JOHN BURROUGHS HIGH SCHOOL | 010 | $404.52 |
| 22002781 | BEAL, DENA | REIMBURSEMENT TO TEACHER FOR OFFICE SUPPLIES; SPECIAL EDUCATION FUNDS | MUIR MIDDLE SCHOOL | 010 | $33.27 |
| 22002782 | GOPHER SPORT | PHYSICAL EDUCATION SUPPLIES | JOHN BURROUGHS HIGH SCHOOL | 010 | $258.07 |
| 22002783 | AMAZON CAPITAL SERVICES | BOOKS; GIFT FUNDS | MUIR MIDDLE SCHOOL | 010 | $558.49 |
| 22002784 | AMAZON CAPITAL SERVICES | PLAYGROUND SUPPLIES | ROOSEVELT ELEMENTARY | 010 | $87.10 |
| 22002785 | SPECIAL EDUCATION PARENTS | REIMBURSEMENT TO PARENTS FOR TRAVEL; SPECIAL EDUCATION FUNDS; BOARD APPROVED 2/17/22 | SPECIAL EDUCATION | 010 | $778.00 |
| 22002786 | KULBERG, SHARI | REIMBURSEMENT TO SPEECH PATHOLOGIST FOR SUPPLIES; SPECIAL EDUCATION FUNDS | SPECIAL EDUCATION | 010 | $15.32 |

## BOARD DETAIL REPORT

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| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 22002787 | OSMOND, MATTHEW | REIMBURSEMENT TO PRINCIPAL FOR INSTRUCTIONAL MATERIALS; GIFT FUNDS | ROOSEVELT ELEMENTARY | 010 | $139.99 |
| 22002788 | WAZIRKAJOYAN, MIRIAM | REIMBURSEMENT TO PRINCIPAL FOR MEETING SUPPLIES | EMERSON ELEMENTARY | 010 | $35.40 |
| 22002789 | FRESNO COUNTY SUPERINTENDENT OF SCHOOLS | SOFTWARE LICENSE AGREEMENT; LEARNING RECOVERY SUPPORT FUNDS; BOARD APPROVED 2/3/22 | SPECIAL EDUCATION | 010 | $38,293.00 |
| 22002790 | MB DANCE, INC. aka GARRI DANCE STUDIOS | CONSULTANT AGREEMENT; DANCE INSTRUCTION; GIFT FUNDS; BOARD APPROVED 1/20/22 | MC KINLEY ELEMENTARY | 010 | $6,750.00 |
| 22002791 | PHILLIPS, EMILY | CONSULTANT AGREEMENT; YOGA INSTRUCTION; ARTS FOR ALL FUNDS; BOARD APPROVED 2/25/22 | ROOSEVELT ELEMENTARY | 010 | $4,440.00 |
| 22002792 | PROFESSIONAL TUTORS OF AMERICA, INC | PROFESSIONAL SERVICES; COMPENSATORY EDUCATION; SPECIAL EDUCATION FUNDS; BOARD APPROVED 2/17/22 | SPECIAL EDUCATION | 010 | $4,000.00 |
| 22002793 | ENCORP | PROFESSIONAL SERVICES; INDOOR AIR QUALITY INVESTIGATION @ WASHINGTON ES; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $1,240.00 |
| 22002794 | KARNS, AMANDA | REIMBURSEMENT TO FUNDRAISING COMMITTEE MEMBER FOR FUNDRAISIING SUPPLIES; GIFT FUNDS | WASHINGTON ELEMENTARY | 010 | $45.51 |
| 22002795 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; TITLE I FUNDS | WASHINGTON ELEMENTARY | 010 | $57.10 |
| 22002796 | DICK BLICK CO | ART SUPPLIES; ACCOUNTS RECEIVABLE FUNDS | MUIR MIDDLE SCHOOL | 010 | $317.52 |
| 22002797 | GLEASON, AMY | REIMBURSEMENT TO FUNDRAISING COMMITTEE MEMBER FOR CLASSROOM SUPPLIES; GIFT FUNDS | WASHINGTON ELEMENTARY | 010 | $368.30 |
| 22002798 | OLIVEROS, MARICAR | REIMBURSEMENT TO FUNDRAISING COMMITTEE MEMBER FOR CLASSROOM SUPPLIES; GIFT FUNDS | WASHINGTON ELEMENTARY | 010 | $94.91 |
| 22002799 | CALDERON, DAVID | REIMBURSEMENT TO PARENT FOR CHILDREN'S PRESCRIPTION GLASSES | FISCAL SERVICES | 010 | $91.98 |
| 22002800 | SCHOLASTIC INC. | BOOKS; GIFT FUNDS | ROOSEVELT ELEMENTARY | 010 | $4,884.67 |
| 22002801 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; GIFT FUNDS | ROOSEVELT ELEMENTARY | 010 | $522.21 |
| 22002802 | MULTI-HEALTH SYSTEMS | TESTING MATERIALS; SPECIAL EDUCATION FUNDS | SPECIAL EDUCATION | 010 | $212.50 |
| 22002803 | AMAZON CAPITAL SERVICES | INSTRUCTIONAL SUPPLIES; GIFT FUNDS | BRET HARTE ELEMENTARY | 010 | $283.31 |
| 22002804 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; GIFT FUNDS | BRET HARTE ELEMENTARY | 010 | $219.17 |
| 22002805 | AMAZON CAPITAL SERVICES | INSTRUCTIONAL SUPPLIES; GIFT FUNDS | MILLER ELEMENTARY | 010 | $1,084.77 |
| 22002806 | AMAZON CAPITAL SERVICES | TECHNOLOGY SUPPLIES; TITLE I FUNDS | DISNEY ELEMENTARY | 010 | $42.56 |
| 22002807 | AMAZON CAPITAL SERVICES | OFFICE SUPPLIES; GIFT FUNDS | ROOSEVELT ELEMENTARY | 010 | $42.56 |

## BOARD DETAIL REPORT

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|---|---|---|---|---|---|
| 22002808 | AMAZON CAPITAL SERVICES | BOOKS; GIFT FUNDS | ROOSEVELT ELEMENTARY | 010 | $362.73 |
| 22002809 | AVS TEES | CUSTOM T-SHIRTS; TITLE I FUNDS | LUTHER BURBANK MIDDLE SCHOOL | 010 | $8,065.78 |
| 22002810 | OUT OF THE SHELL DBA YANGS 5TH TASTE | STOCK FOOD ITEMS; CHILD NUTRITION SCHOOL PROGRAM FUNDS | FOOD SERVICES | 130 | $11,396.70 |
| 22002811 | GARRI DANCE STUDIO | CONSULTANT AGREEMENT; DANCE INSTRUCTION; GIFT FUNDS; BOARD APPROVED 1/20/22 | WASHINGTON ELEMENTARY | 010 | $4,500.00 |
| 22002812 | PEARSON ASSESSMENT | TESTING MATERIALS; SPECIAL EDUCATION FUNDS | SPECIAL EDUCATION | 010 | $2,396.07 |
| 22002813 | AMAZON CAPITAL SERVICES | REPAIR SUPPLY; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $29.38 |
| 22002814 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES | JOHN BURROUGHS HIGH SCHOOL | 010 | $151.80 |
| 22002815 | LIBRE SCHOOL SERVICES | STUDENT TRANSPORTATION; ATHLETICS | JOHN BURROUGHS HIGH SCHOOL | 010 | $2,202.50 |
| 22002816 | LIBRE SCHOOL SERVICES | STUDENT TRANSPORTATION; ATHLETICS | JOHN BURROUGHS HIGH SCHOOL | 010 | $882.50 |
| 22002817 | CAROLINA BIOLOGICAL SUPPLY CO | INSTRUCTIONAL MATERIALS | JOHN BURROUGHS HIGH SCHOOL | 010 | $552.35 |
| 22002818 | ICS SERVICE CO. | FIRE ALARM SERVICE CALL; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $219.30 |
| 22002819 | PROFESSIONAL TUTORS OF AMERICA, INC | PROFESSIONAL SERVICES; COMPENSATORY EDUCATION; SPECIAL EDUCATION FUNDS; BOARD APPROVED 2/17/22 | SPECIAL EDUCATION | 010 | $2,400.00 |
| 22002820 | AMAZON CAPITAL SERVICES | INSTRUCTIONAL SUPPLIES; ESSER FUNDS | JOHN BURROUGHS HIGH SCHOOL | 010 | $130.53 |
| 22002821 | APPLE COMPUTER ED SALES | COMPUTER EQUIPMENT; CHUCK LORRE FAMILY GRANT | VARIOUS SITES | 010 | $63,913.94 |
| 22002822 | PLAYPOWER LT FARMINGTON INC. | REPAIR PLAYGROUND EQUIPMENT AT EDISON, PROVIDENCIA AND STEVENSON ES; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES PLANNING SERVICES | 010 | $2,528.98 |
| 22002823 | KINETIC LIGHTING INC | LIGHTING EQUIPMENT; ARTS FOR ALL & FILM LA FUNDS | BURBANK HIGH SCHOOL | 010 | $7,670.21 |
| 22002824 | WARD'S NATURAL SCIENCE | INSTRUCTIONAL SUPPLIES | JOHN BURROUGHS HIGH SCHOOL | 010 | $1,019.10 |
| 22002825 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES | JOHN BURROUGHS HIGH SCHOOL | 010 | $280.84 |
| 22002826 | AMAZON CAPITAL SERVICES | AUDIO VISUAL SUPPLIES; K12 STRONG WORKFORCE GRANT | BURBANK HIGH SCHOOL | 010 | $659.16 |
| 22002827 | AMAZON CAPITAL SERVICES | JANITORIAL SUPPLY | EMERSON ELEMENTARY | 010 | $74.94 |
| 22002828 | DEPARTMENT OF INDUSTRIAL RELATIONS | ANNUAL CONVEYANCE PERMIT FEE FOR JEFFERSON ELEMENTARY; ON-GOING AND MAJOR MAINTENANCE FEES | FACILITIES SERVICES | 010 | $125.00 |
| 22002829 | WILLIAMS-BAER, MAUREEN | REIMBURSEMENT TO OFFICE ASSISTANT FOR INSTRUMENT REPAIR | EMERSON ELEMENTARY | 010 | $155.00 |
| 22002830 | NATIONAL SEATING & MOBILITY, INC. | CLASSROOM EQUIPMENT; ACCOUNTS RECEIVABLE FUNDS | LUTHER BURBANK MIDDLE SCHOOL | 010 | $1,102.06 |

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| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 22002831 | PEARSON ASSESSMENT | TESTING MATERIALS; SPECIAL EDUCATION FUNDS | SPECIAL EDUCATION | 010 | $1,007.13 |
| 22002832 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS | SPECIAL EDUCATION | 010 | $187.31 |
| 22002833 | AMAZON CAPITAL SERVICES | OFFICE SUPPLIES | COMMUNITY DAY SCHOOL | 010 | $28.25 |
| 22002834 | AMAZON CAPITAL SERVICES | OUTDOOR FURNITURE | MUIR MIDDLE SCHOOL | 010 | $628.09 |
| 22002836 | AMAZON CAPITAL SERVICES | OFFICE SUPPLIES | MUIR MIDDLE SCHOOL | 010 | $242.54 |
| 22002837 | AMAZON CAPITAL SERVICES | OFFICE SUPPLIES; TITLE I FUNDS | WASHINGTON ELEMENTARY | 010 | $26.23 |
| 22002838 | TANGIBLE PLAY, INC. | TECHNOLOGY SUPPLIES; CHUCK LORRE FAMILY GRANT | VARIOUS SITES | 010 | $42,252.21 |
| 22002839 | UME FEDERAL CREDIT UNION | INSTRUCTIONAL MATERIALS; GIFT FUNDS | ROOSEVELT ELEMENTARY | 010 | $118.82 |
| 22002840 | TEXTBOOK WAREHOUSE INC | BOOKS; GIFT FUNDS | ROOSEVELT ELEMENTARY | 010 | $83.29 |
| 22002841 | CALIFORNIA WEEKLY EXPLORER, INC. | CONSULTANT AGREEMENT; HISTORY PRESENTATIONS; GIFT FUNDS; BOARD APPROVED 2/17/22 | STEVENSON ELEMENTARY | 010 | $3,039.97 |
| 22002842 | PEARSON ASSESSMENT | TESTING MATERIALS; SPECIAL EDUCATION FUNDS | SPECIAL EDUCATION | 010 | $1,650.00 |
| 22002843 | KAHOOT! AS | SOFTWARE LICENSE; TITLE I FUNDS; BOARD APPROVED 6/17/21 | LUTHER BURBANK MIDDLE SCHOOL | 010 | $2,304.00 |
| 22002844 | WESTERN PSYCHOLOGICAL SERVICES | TESTING MATERIALS; SPECIAL EDUCATION FUNDS | SPECIAL EDUCATION | 010 | $315.32 |
| 22002845 | AMAZON CAPITAL SERVICES | BOOKS AND CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS | WASHINGTON ELEMENTARY | 010 | $377.88 |
| 22002846 | WESTERN PSYCHOLOGICAL SERVICES | TESTING MATERIALS; SPECIAL EDUCATION FUNDS | SPECIAL EDUCATION | 010 | $585.76 |
| 22002847 | RIVERSIDE INSIGHTS | TESTING MATERIALS; SPECIAL EDUCATION FUNDS | BURBANK HIGH SCHOOL | 010 | $1,140.43 |
| 22002848 | SCHOOL SPECIALTY, INC | PHYSICAL EDUCATION EQUIPMENT | JEFFERSON ELEMENTARY | 010 | $450.35 |
| 22002849 | ART FOR THE SKY | CONSULTANT AGREEMENT DEPOSIT; AERIAL ART PROGRAM; ARTS FOR ALL FUNDS; BOARD APPROVED 1/20/22 | EDISON ELEMENTARY | 010 | $800.00 |
| 22002850 | GREGOIRE, DEBORAH | REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS | MC KINLEY ELEMENTARY | 010 | $153.64 |
| 22002851 | HOWARD, COREY | REIMBURSEMENT TO TITLE I COORIDINATOR FOR THE PURCHASE OF MEETING SUPPLIES; MAA FUNDS | MUIR MIDDLE SCHOOL | 010 | $84.38 |
| 22002852 | AMAZON CAPITAL SERVICES | OFFICE FURNITURE | EMERSON ELEMENTARY | 010 | $704.49 |
| 22002853 | MARENEM INC | INSTRUCTIONAL MATERIALS; TITLE I FUNDS | PROVIDENCIA ELEMENTARY | 010 | $123.86 |
| 22002854 | AMAZON CAPITAL SERVICES | OFFICE SUPPLIES | EDISON ELEMENTARY | 010 | $50.27 |
| 22002855 | SCHOOL HEALTH CORPORATION | HEALTH OFFICE FURNITURE | JEFFERSON ELEMENTARY | 010 | $609.67 |
| 22002856 | AMAZON CAPITAL SERVICES | TECHNOLOGY SUPPLIES | EDISON ELEMENTARY | 010 | $38.53 |

## BOARD DETAIL REPORT

**Printed between 02/22/2022 & 03/14/2022**

| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 22002857 | CALIBER COLLISION | AUTOMOBILE REPAIRS; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES PLANNING SERVICES | 010 | $7,387.89 |
| 22002858 | TIPTON, REBECCA | REIMBURSEMENT TO TEACHER FOR INSTRUCTIONAL MATERIALS; ARTS FOR ALL FUNDS | EDISON ELEMENTARY | 010 | $809.58 |
| 22002859 | AMAZON CAPITAL SERVICES | OFFICE SUPPLIES; GIFT FUNDS | ROOSEVELT ELEMENTARY | 010 | $253.01 |
| 22002860 | AMAZON CAPITAL SERVICES | BOOKS; GIFT FUNDS | ROOSEVELT ELEMENTARY | 010 | $265.11 |
| 22002861 | APPLE COMPUTER ED SALES | TECHNOLOGY EQUIPMENT; ESSER III FUNDS | TECHNOLOGY SERVICES | 010 | $9,421.24 |
| 22002862 | SODE SCHOOL OF PERFORMING ARTS | CONSULTANT AGREEMENT; DANCE INSTRUCTION; GIFT FUNDS; BOARD APPROVED 3/3/22 | EMERSON ELEMENTARY | 010 | $10,500.00 |
| 22002863 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; TITLE I FUNDS | DISNEY ELEMENTARY | 010 | $250.08 |
| 22002864 | AMAZON CAPITAL SERVICES | HEALTH SUPPLIES | BRET HARTE ELEMENTARY | 010 | $99.19 |
| 22002865 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLY; GIFT FUNDS | BRET HARTE ELEMENTARY | 010 | $17.63 |
| 22002866 | AMAZON CAPITAL SERVICES | ART SUPPLIES; GIFT FUNDS | BRET HARTE ELEMENTARY | 010 | $56.08 |
| 22002867 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; GIFT FUNDS | BRET HARTE ELEMENTARY | 010 | $158.42 |
| 22002868 | AMAZON CAPITAL SERVICES | CLASSROOM FURNITURE AND SUPPLIES; GIFT FUNDS | BRET HARTE ELEMENTARY | 010 | $443.82 |
| 22002869 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; GIFT FUNDS | BRET HARTE ELEMENTARY | 010 | $323.24 |
| 22002870 | LAKESHORE CURRICULUM MATERIAL | INSTRUCTIONAL MATERIALS; GIFT FUNDS | BRET HARTE ELEMENTARY | 010 | $329.65 |
| 22002871 | AMAZON CAPITAL SERVICES | ART SUPPLY; GIFT FUNDS | ROOSEVELT ELEMENTARY | 010 | $251.31 |
| 22002872 | AMAZON CAPITAL SERVICES | ART SUPPLY; GIFT FUNDS | ROOSEVELT ELEMENTARY | 010 | $251.31 |
| 22002873 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES | JOHN BURROUGHS HIGH SCHOOL | 010 | $181.95 |
| 22002874 | MISSION SCHOOL TRANSPORTATION | STUDENT TRANSPORTATION; VMA | BURBANK HIGH SCHOOL | 010 | $1,337.58 |
| 22002875 | NEUGE, JIM | REFUND TO BIDDER FOR AUCTION ITEM THAT COULD NOT BE REDEEMED; GIFT FUNDS | STEVENSON ELEMENTARY | 010 | $301.00 |
| 22002876 | UME FEDERAL CREDIT UNION | SOFTWARE LICENSE; BIDDING OWL; GIFT FUNDS | STEVENSON ELEMENTARY | 010 | $925.10 |
| 22002877 | MICHAELS STORES INC & SUBS | CLASSROOM STORAGE EQUIPMENT | EDISON ELEMENTARY | 010 | $34.61 |
| 22002878 | MORAN, VANESA | REFUND TO PARENT FOR 21-22 OSS; GIFT FUNDS | BRET HARTE ELEMENTARY | 010 | $280.00 |
| 22002879 | VARGAS, WENDY | REIMBURSEMENT TO ASSISTANT PRINCIPAL FOR FOOD FOR STAFF APPRECIATION; GIFT FUNDS | MUIR MIDDLE SCHOOL | 010 | $1,180.00 |
| 22002880 | AMAZON CAPITAL SERVICES | OFFICE SUPPLIES | PROVIDENCIA ELEMENTARY | 010 | $4.00 |

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| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 22002881 | AMAZON CAPITAL SERVICES | AUDIO SUPPLIES | STEVENSON ELEMENTARY | 010 | $176.18 |
| 22002882 | ALEMAN, RICHERE | REIMBURSEMENT TO NURSE FOR HEALTH SUPPLY | MUIR MIDDLE SCHOOL | 010 | $10.33 |
| 22002883 | UME FEDERAL CREDIT UNION | PROMOTION SUPPLIES; GIFT FUNDS | BRET HARTE ELEMENTARY | 010 | $379.96 |
| 22002884 | UME FEDERAL CREDIT UNION | PROMOTION SUPPLIES; GIFT FUNDS | BRET HARTE ELEMENTARY | 010 | $321.73 |
| 22002885 | AMAZON CAPITAL SERVICES | PHYSICAL EDUCATION SUPPLIES | JOHN BURROUGHS HIGH SCHOOL | 010 | $99.36 |
| 22002886 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES | MONTEREY HIGH SCHOOL | 010 | $71.88 |
| 22002887 | TRANSIT SYSTEMS UNLIMITED, INC | STUDENT TRANSPORTATION; VMA | JOHN BURROUGHS HIGH SCHOOL | 010 | $3,600.00 |
| 22002888 | REILY, MIKE | REIMBURSEMENT TO TEACHER FOR SOFTWARE SUBSCRIPTION; BOARD APPROVED 6/17/21 | JOHN BURROUGHS HIGH SCHOOL | 010 | $149.99 |
| 22002889 | HOCHBERG, ADAM | REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES | JOHN BURROUGHS HIGH SCHOOL | 010 | $429.18 |
| 22002890 | HALL, JAMIE | REIMBURSEMENT TO TEACHER FOR SOFTWARE LICENSES; BOARD APPROVED 6/17/21 | JOHN BURROUGHS HIGH SCHOOL | 010 | $172.99 |
| 22002891 | SNOWDEN-FROST, DAWN | REIMBURSEMENT TO TEACHER FOR SOFTWARE LICENSE; BOARD APPROVED 6/17/21 | JOHN BURROUGHS HIGH SCHOOL | 010 | $149.99 |
| 22002892 | AMAZON CAPITAL SERVICES | TECHNOLOGY EQUIPMENT | BURBANK HIGH SCHOOL | 010 | $1,484.56 |
| 22002893 | MENDEZ, GERARDO | REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES | JOHN BURROUGHS HIGH SCHOOL | 010 | $693.59 |
| 22002894 | COMPLETE BUSINESS SYSTEMS | OFFICE SUPPLIES; GIFT FUNDS | WASHINGTON ELEMENTARY | 010 | $824.81 |
| 22002895 | FUN EXPRESS LLC | PROMOTION SUPPLIES; GIFT FUNDS | BRET HARTE ELEMENTARY | 010 | $255.61 |
| 22002896 | UME FEDERAL CREDIT UNION | CANCEL ORDER; PROMOTION SUPPLIES; GIFT FUNDS | BRET HARTE ELEMENTARY | 010 | $180.70 |
| 22002897 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS | JOHN BURROUGHS HIGH SCHOOL | 010 | $346.23 |
| 22002898 | AMAZON CAPITAL SERVICES | 2021-22 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES; GIFT FUNDS | ROOSEVELT ELEMENTARY | 010 | $5,000.00 |
| 22002899 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES | BURBANK HIGH SCHOOL | 010 | $406.51 |
| 22002901 | AMAZON CAPITAL SERVICES | TECHNOLOGY SUPPLIES | EDISON ELEMENTARY | 010 | $1,573.71 |
| 22002902 | ULINE - Attn: ACCOUNTS RECEIVABLES | FACILITY REPAIR BY VENDOR | FACILITIES SERVICES | 010 | $1,262.00 |
| 22002905 | AMAZON CAPITAL SERVICES | ART SUPPLIES; GIFT FUNDS | MILLER ELEMENTARY | 010 | $139.54 |
| 22002906 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; GIFT FUNDS | MILLER ELEMENTARY | 010 | $172.57 |
| 22002907 | AMAZON CAPITAL SERVICES | AUDIO VISUAL SUPPLIES | MILLER ELEMENTARY | 010 | $248.01 |
| 22002908 | AMAZON CAPITAL SERVICES | INSTRUCTIONAL SUPPLIES; SPECIAL EDUCATION FUNDS | BRET HARTE ELEMENTARY | 010 | $200.13 |

## BOARD DETAIL REPORT

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| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 22002909 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS | PROVIDENCIA ELEMENTARY | 010 | $40.62 |
| 22002911 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS | JOHN BURROUGHS HIGH SCHOOL | 010 | $65.83 |
| 22002912 | AMAZON CAPITAL SERVICES | TECHNOLOGY SUPPLIES; ADULT EDUCATION BLOCK GRANT | BURBANK ADULT SCHOOL | 110 | $211.65 |
| 22002913 | OFFICE DEPOT/ BUSINESS SERVICES DIVISION | CLASSROOM SUPPLY | MILLER ELEMENTARY | 010 | $57.87 |
| 22002914 | PUMPIAN-MINDLIN, ILYA | REIMBURSEMENT TO OFFICE MANAGER FOR OFFICE SUPPLIES | BURBANK ADULT SCHOOL | 010 | $55.10 |
| 22002915 | OFFICE DEPOT/ BUSINESS SERVICES DIVISION | CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS | JOHN BURROUGHS HIGH SCHOOL | 010 | $176.31 |
| 22002916 | U.S. POSTAL SERVICE | BULK MAILING PERMIT; ADULT ED GENERAL APPORTIONMENT | BURBANK ADULT SCHOOL | 110 | $265.00 |
| 22002917 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES | EDISON ELEMENTARY | 010 | $148.01 |
| 22002918 | JUAREZ, JOSE JAVIER | PROFESSIONAL SERVICES; PSYCHOLOGICAL SERVICES AND ASSESSMENTS; LEARNING RECOVERY SUPPORT FUNDS; BOARD APPROVED 3/3/22 | SPECIAL EDUCATION | 010 | $40,320.00 |
| 22002919 | AV PARTY RENTAL INC | FURNITURE RENTAL; GIFT FUNDS | BRET HARTE ELEMENTARY | 010 | $444.00 |
| 22002920 | UME FEDERAL CREDIT UNION | BUS TRANSPORTATION FOR FAMILIES IN TRANSITION; TITLE I FUNDS | Student Services | 010 | $96.00 |
| 22002921 | SPINITAR PRESENTATION PRODUCTS INC | OFFICE SUPPLIES | EMERSON ELEMENTARY | 010 | $366.72 |
| 22002922 | VEZINA, DAVID | REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES | JOHN BURROUGHS HIGH SCHOOL | 010 | $197.11 |
| 22002923 | HUNT, RACHEL | REIMBURSEMENT TO SENIOR SECRETARY FOR OFFICE SUPPLIES | BURBANK HIGH SCHOOL | 010 | $6.60 |
| 22002924 | PROFESSOR EGGHEAD SCIENCE ACADEMY | CONSULTANT AGREEMENT; OUTDOOR SCIENCE CAMP; GIFT FUNDS; BOARD APPROVED 3/3/22 | WASHINGTON ELEMENTARY | 010 | $5,500.00 |
| 22002925 | HIGH TRAILS INC. | CONSULTANT AGREEMENT; VIRTUAL OUTDOOR SCIENCE SCHOOL; GIFT FUNDS; BOARD APPROVED 1/20/22 | MC KINLEY ELEMENTARY | 010 | $1,640.00 |
| 22002926 | COMPLETE BUSINESS SYSTEMS | PRINT CENTER SUPPLIES | WAREHOUSE | 010 | $384.87 |
| 22002927 | AMAZON CAPITAL SERVICES | INSTRUCTIONAL MATERIAL; TITLE I FUNDS | MUIR MIDDLE SCHOOL | 010 | $14.32 |
| 22002928 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; TITLE I FUNDS | MUIR MIDDLE SCHOOL | 010 | $203.28 |
| 22002929 | COMPLETE BUSINESS SYSTEMS | OFFICE SUPPLIES | DOLORES HUERTA MIDDLE SCHOOL | 010 | $104.90 |
| 22002930 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLY; TITLE I FUNDS | WASHINGTON ELEMENTARY | 010 | $51.43 |
| 22002931 | AMAZON CAPITAL SERVICES | INSTRUCTIONAL MATERIALS; SPECIAL EDUCATION FUNDS | PROVIDENCIA ELEMENTARY | 010 | $130.59 |
| 22002932 | AV PARTY RENTAL INC | FURNITURE RENTAL; GIFT FUNDS | MUIR MIDDLE SCHOOL | 010 | $1,048.80 |

## BOARD DETAIL REPORT

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| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 22002933 | DEPARTMENT OF INDUSTRIAL RELATIONS | ANNUAL CONVEYANCE PERMIT FEE FOR EMERSON ELEMENTARY; ON-GOING AND MAJOR MAINTENANCE FEES | FACILITIES SERVICES | 010 | $125.00 |
| 22002934 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; GIFT FUNDS | BRET HARTE ELEMENTARY | 010 | $94.75 |
| 22002935 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; GIFT FUNDS | BRET HARTE ELEMENTARY | 010 | $396.72 |
| 22002936 | SETH HARDING DBA MADCAP BALLOONS | DECORATION SERVICE FOR PROMOTION; GIFT FUNDS | BRET HARTE ELEMENTARY | 010 | $661.50 |
| 22002937 | PRO-ED | TESTING MATERIALS; SPECIAL EDUCATION FUNDS | SPECIAL EDUCATION | 010 | $165.95 |
| 22002938 | GARY D STROMBERG & ASSOCIATES LLC | PROFESSIONAL SERVICES; SPEECH AND LANGUAGE SUPPORT AND ASSESSMENTS; SPECIAL EDUCATION FUNDS; BOARD APPROVED 3/3/22 | SPECIAL EDUCATION | 010 | $45,240.00 |
| 22002939 | AMAZON CAPITAL SERVICES | INSTRUCTIONAL SUPPLIES; SPECIAL EDUCATION FUNDS | JOHN BURROUGHS HIGH SCHOOL | 010 | $176.27 |
| 22002940 | DURHAM SCHOOL SERVICES | STUDENT TRANSPORTATION; VMA; ACCOUNTS RECEIVABLE FUNDS | MUIR MIDDLE SCHOOL | 010 | $1,429.78 |
| 22002941 | NEW MEDISCAN II, LLC DBA CROSS COUNTRY EDUCATION | PROFESSIONAL SERVICES; INDEPENDENT EDUCATIONAL EVALUATIONS; SPECIAL EDUCATION FUNDS; BOARD APPROVED 3/3/22 | SPECIAL EDUCATION | 010 | $10,950.00 |
| 22002942 | SPECIAL EDUCATION PARENT | REIMBURSEMENT TO PARENT FOR ACADEMIC SUPPORTS AND PROGRAMS; SPECIAL EDUCATION FUNDS; BOARD APPROVED 3/3/22 | SPECIAL EDUCATION | 010 | $40,000.00 |
| 22002943 | DALIAN, SUSAN | CONSULTANT AGREEMENT; THEATRE ARTS INSTRUCTION; SPECIAL EDUCATION FUNDS; BOARD APPROVED 3/3/22 | MAGNOLIA PARK | 010 | $2,800.00 |
| 22002944 | AMAZON CAPITAL SERVICES | BOOKS; GIFT FUNDS | JEFFERSON ELEMENTARY | 010 | $50.27 |
| 22002945 | LEWIS EVENTS | CONSULTANT AGREEMENT; COLONIAL HISTORY DAY PRESENTATION; GIFT FUNDS; BOARD APPROVED 3/3/22 | MC KINLEY ELEMENTARY | 010 | $1,270.00 |
| 22002946 | MOBILE ED PRODUCTIONS, INC. | CONSULTANT AGREEMENT; SCIENCE DEMONSTRATION; GIFT FUNDS; BOARD APPROVED 3/3/22 | MC KINLEY ELEMENTARY | 010 | $1,095.00 |
| 22002947 | AREY JONES EDUCATIONAL SOLUTIONS | COMPUTER EQUIPMENT; ESSER III FUNDS | TECHNOLOGY SERVICES | 010 | $19,530.28 |
| 22002948 | WILD WONDERS | CONSULTANT AGREEMENT; INTERACTIVE WILDLIFE EDUCATION; GIFT FUND; BOARD APPROVED 3/3/22 | MC KINLEY ELEMENTARY | 010 | $575.00 |
| 22002949 | TEKMEDIAGROUP INC | AUDIO VISUAL EQUIPMENT REPAIRS | MUIR MIDDLE SCHOOL | 010 | $1,900.00 |
| 22002950 | JOSTENS, INC. | DIPLOMAS | BURBANK ADULT SCHOOL | 010 | $182.46 |
| 22002951 | JOSTENS, INC. | DIPLOMAS & DIPLOMA COVERS; ADULT EDUCATION-BLOCK GRANT | BURBANK ADULT SCHOOL | 110 | $916.18 |
| 22002952 | APEX LEARNING | SOFTWARE LICENSE; LCFF SUPPLEMENTAL FUNDS; BOARD APPROVED 6/17/21 | INSTRUCTIONAL SERVICES | 010 | $86,073.00 |

## BOARD DETAIL REPORT

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| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 22002953 | MARKERTEK VIDEO SUPPLY | AUDIO VISUAL SUPPLIES; K12 STRONG WORKFORCE GRANT | BURBANK HIGH SCHOOL | 010 | $860.66 |
| 22002954 | AREY JONES EDUCATIONAL SOLUTIONS | TECHNOLOGY SUPPLY | DOLORES HUERTA MIDDLE SCHOOL | 010 | $27.12 |
| 22002955 | BELL, CATHERINE | REIMBURSEMENT TO TEACHER FOR SOFTWARE LICENSE; GIFT FUNDS | BRET HARTE ELEMENTARY | 010 | $132.30 |
| 22002956 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; GIFT FUNDS | MILLER ELEMENTARY | 010 | $111.22 |
| 22002957 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES AND BOOKS; ARTS FOR ALL FUNDS | ROOSEVELT ELEMENTARY | 010 | $614.08 |
| 22002958 | LAKESHORE CURRICULUM MATERIAL | CLASSROOM SUPPLIES; TITLE I FUNDS | WASHINGTON ELEMENTARY | 010 | $87.65 |
| 22002962 | CHALLENGE ISLAND IRVINE | CONSULTANT AGREEMENT; STEAM/STEM ACTIVITIES; GIFT FUNDS; BOARD APPROVED 3/3/22 | MC KINLEY ELEMENTARY | 010 | $1,500.00 |
| 22002963 | TRAVELING TIDE POOLS | CONSULTANT AGREEMENT; MOBILE TIDE POOL EXPERIENCE; GIFT FUNDS; BOARD APPROVED 3/3/22 | MC KINLEY ELEMENTARY | 010 | $1,495.00 |
| 22002964 | NATURE GIFT STORE LLC | INSTRUCTIONAL MATERIALS; TITLE I FUNDS | DISNEY ELEMENTARY | 010 | $82.52 |
| 22002965 | HARTMAN PUBLISHING INC. | BOOKS; ADULT ED GENERAL APPORTIONMENT | BURBANK ADULT SCHOOL | 110 | $2,174.71 |
| 22002966 | AMAZON CAPITAL SERVICES | PHYSICAL EDUCATION SUPPLIES | EDISON ELEMENTARY | 010 | $22.04 |
| 22002967 | AMAZON CAPITAL SERVICES | OFFICE SUPPLIES AND EQUIPMENT | LUTHER BURBANK MIDDLE SCHOOL | 010 | $385.76 |
| 22002968 | AMAZON CAPITAL SERVICES | PROMOTION SUPPLIES | DISNEY ELEMENTARY | 010 | $42.96 |
| 22002969 | AMAZON CAPITAL SERVICES | ART SUPPLIES; GIFT FUNDS | MILLER ELEMENTARY | 010 | $49.56 |
| 22002970 | AMAZON CAPITAL SERVICES | BOOK; K12 STRONG WORKFORCE GRANT | BURBANK HIGH SCHOOL | 010 | $19.29 |
| 22002971 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; GIFT FUNDS | MILLER ELEMENTARY | 010 | $127.85 |
| 22002972 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; GIFT FUNDS | BRET HARTE ELEMENTARY | 010 | $217.80 |
| 22002973 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; GIFT FUNDS | MILLER ELEMENTARY | 010 | $218.60 |
| 22002974 | AMAZON CAPITAL SERVICES | ART SUPPLIES; GIFT FUNDS | MILLER ELEMENTARY | 010 | $852.87 |
| 22002975 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; GIFT FUNDS | MILLER ELEMENTARY | 010 | $152.34 |
| 22002976 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; GIFT FUNDS | MILLER ELEMENTARY | 010 | $168.74 |
| 22002977 | LAKESHORE CURRICULUM MATERIAL | INSTRUCTIONAL SUPPLIES | PROVIDENCIA ELEMENTARY | 010 | $81.39 |
| 22002978 | LAKESHORE CURRICULUM MATERIAL | INSTRUCTIONAL MATERIALS; SPECIAL EDUCATION FUNDS | SPECIAL EDUCATION | 010 | $57.22 |
| 22002979 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; GIFT FUNDS | MILLER ELEMENTARY | 010 | $159.43 |
| 22002981 | ACADEMIC THERAPY PUBLICATIONS / HIGH NOON BOOKS | BOOKS; SPECIAL EDUCATION FUNDS | JOHN BURROUGHS HIGH SCHOOL | 010 | $37.49 |

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| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 22002982 | WESTERN PSYCHOLOGICAL SERVICES | TESTING MATERIALS; SPECIAL EDUCATION FUNDS | SPECIAL EDUCATION | 010 | $472.97 |
| 22002983 | AMAZON CAPITAL SERVICES | TECHNOLOGY SUPPLIES; CONTINUING EDUCATION-MONTEREY | MONTEREY HIGH SCHOOL | 010 | $61.82 |
| 22002984 | EAST BAY RESTAURANT SUPPLY, INC. | KITCHEN SUPPLIES | FOOD SERVICES | 130 | $12,966.95 |
| 22002985 | AREY JONES EDUCATIONAL SOLUTIONS | TECHNOLOGY SUPPLIES; TITLE I FUNDS | DOLORES HUERTA MIDDLE SCHOOL | 010 | $2,477.32 |
| 22002986 | PERMA-BOUND A DIV OF HERTZBERG-NEW METHOD | BOOKS; GIFT FUNDS | MC KINLEY ELEMENTARY | 010 | $457.47 |
| 22002987 | TEACHER'S DISCOVERY | INSTRUCTIONAL MATERIALS | JOHN BURROUGHS HIGH SCHOOL | 010 | $254.17 |
| 22002988 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; GIFT FUNDS | MILLER ELEMENTARY | 010 | $28.64 |
| 22002989 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; CTE UNRESTRICTED FUNDS | BURBANK HIGH SCHOOL | 010 | $19.38 |
| 22002990 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; TITLE I FUNDS | WASHINGTON ELEMENTARY | 010 | $92.44 |
| 22002991 | WESTERN PSYCHOLOGICAL SERVICES | TESTING MATERIALS; SPECIAL EDUCATION FUNDS | SPECIAL EDUCATION | 010 | $3,604.29 |
| 22002992 | AMAZON CAPITAL SERVICES | INSTRUCTIONAL SUPPLIES; K12 STRONG WORKFORCE GRANT | BURBANK HIGH SCHOOL | 010 | $655.25 |
| 22002993 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; GIFT FUNDS | MILLER ELEMENTARY | 010 | $220.95 |
| 22002994 | SCHOLASTIC INC. | MAGAZINE SUBSCRIPTION; GIFT FUNDS | JEFFERSON ELEMENTARY | 010 | $221.38 |
| 22002995 | LAKESHORE CURRICULUM MATERIAL | INSTRUCTIONAL SUPPLIES; GIFT FUNDS | BRET HARTE ELEMENTARY | 010 | $370.33 |
| 22002996 | BROOKS, MARY | REIMBURSEMENT TO GUIDANCE/PROGRAM TECH II FOR TESTING SUPPLIES | MUIR MIDDLE SCHOOL | 010 | $194.04 |
| 22002997 | HOLUBEK, CAROL | REIMBURSEMENT TO TEACHER FOR INSTRUCTIONAL SUPPLIES | MONTEREY HIGH SCHOOL | 010 | $116.49 |
| 22002998 | RALUY-MARTINEZ, LISA | REIMBURSEMENT TO TEACHER FOR FAMILY NIGHT SUPPLIES | LUTHER BURBANK MIDDLE SCHOOL | 010 | $197.86 |
| 22002999 | DYSTHE, DIANA | REIMBURSEMENT TO CTE COUNSELOR FOR EVENT SUPPLIES; CTE UNRESTRICTED FUNDS | INSTRUCTIONAL SERVICES | 010 | $141.97 |
| 22003000 | PAPER DIRECT INC | CLASSROOM SUPPLIES; ADULT EDUCATION BLOCK GRANT | BURBANK ADULT SCHOOL | 110 | $66.67 |
| 22003001 | FAST DEER BUS CHARTER INC | STUDENT TRANSPORTATION; ACCOUNTS RECEIVABLE FUNDS | DOLORES HUERTA MIDDLE SCHOOL | 010 | $1,744.76 |
| 22003002 | AMAZON CAPITAL SERVICES | OFFICE SUPPLIES | JOHN BURROUGHS HIGH SCHOOL | 010 | $22.33 |
| 22003003 | AMAZON CAPITAL SERVICES | TECHNOLOGY SUPPLIES; TITLE I FUNDS | WASHINGTON ELEMENTARY | 010 | $24.23 |
| 22003004 | HERFF JONES, INC. | DIPLOMAS & DIPLOMA COVERS | BURBANK HIGH SCHOOL | 010 | $5,493.34 |
| 22003005 | DEMCO INC | LIBRARY SUPPLIES | JOHN BURROUGHS HIGH SCHOOL | 010 | $277.94 |
| 22003006 | UME FEDERAL CREDIT UNION | CLASSROOM SUPPLY; GIFT FUNDS | BRET HARTE ELEMENTARY | 010 | $22.27 |
| 22003007 | AMAZON CAPITAL SERVICES | BOOK; GIFT FUNDS | EMERSON ELEMENTARY | 010 | $14.32 |

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| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 22003008 | PHAN, JOHN | REIMBURSEMENT TO TEACHER FOR ART SUPPLIES | BURBANK HIGH SCHOOL | 010 | $654.74 |
| 22003009 | UME FEDERAL CREDIT UNION | HEALTH SUPPLIES | JOHN BURROUGHS HIGH SCHOOL | 010 | $39.98 |
| 22003010 | AERIES SOFTWARE | SOFTWARE LICENSES; TITLE I FUNDS | MUIR MIDDLE SCHOOL | 010 | $3,505.00 |
| 22003011 | AERIES SOFTWARE | SOFTWARE LICENSES; TITLE I FUNDS | MUIR MIDDLE SCHOOL | 010 | $7,500.00 |
| 22003012 | KYLE'S CARTOON PLATOON | CONSULTANT AGREEMENT; VIRTUAL DRAWING INSTRUCTION; GIFT FUNDS; BOARD APPROVED 3/3/22 | ROOSEVELT ELEMENTARY | 010 | $897.00 |
| 22003013 | EPPORT, KAREN LYNN | PROFESSIONAL SERVICES; NEUROPSYCHOLOGICAL INDEPENDENT EDUCATIONAL EVALUATION; SPECIAL EDUCATION FUNDS; BOARD APPROVED 3/3/22 | SPECIAL EDUCATION | 010 | $7,000.00 |
| 22003014 | ADCO ROOFING | 2122-013 FURNISH AND INSTALL ROOF AT LAMER HOUSE; RENTAL OF DISTRICT PROPERTY FUNDS | FACILITIES SERVICES | 010 | $38,950.00 |
| 22003015 | AREY JONES EDUCATIONAL SOLUTIONS | TECHNOLOGY EQUIPMENT | TECHNOLOGY SERVICES | 010 | $515.85 |
| 22003016 | PEARSON ASSESSMENT | TESTING MATERIALS; SPECIAL EDUCATION FUNDS | SPECIAL EDUCATION | 010 | $294.50 |
| 22003017 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; GIFT FUNDS | BRET HARTE ELEMENTARY | 010 | $31.94 |
| 22003018 | AMAZON CAPITAL SERVICES | INSTRUCTIONAL SUPPLIES; SPECIAL EDUCATION FUNDS | EMERSON ELEMENTARY | 010 | $190.22 |
| 22003019 | INSECT LORE PRODUCTS | INSTRUCTIONAL MATERIALS | MC KINLEY ELEMENTARY | 010 | $64.05 |
| 22003020 | LOWE'S HOME IMPROVEMENT | CLASSROOM EQUIPMENT; SELF SUPP CHILDCARE - MONTEREY INFANT | CHILD DEVELOPMENT SERVICES | 120 | $575.01 |
| 22003021 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; K12 STRONG WORKFORCE GRANT | BURBANK HIGH SCHOOL | 010 | $660.87 |
| 22003022 | AMAZON CAPITAL SERVICES | OFFICE SUPPLIES | LUTHER BURBANK MIDDLE SCHOOL | 010 | $54.00 |
| 22003023 | AMAZON CAPITAL SERVICES | EVENT SUPPLIES | MC KINLEY ELEMENTARY | 010 | $110.19 |
| 22003024 | PITSCO EDUCATION | INSTRUCTIONAL MATERIALS; K12 STRONG WORKFORCE GRANT | JOHN BURROUGHS HIGH SCHOOL | 010 | $1,243.62 |
| 22003025 | BEAL, DENA | REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS | MUIR MIDDLE SCHOOL | 010 | $8.20 |
| 22003026 | TRAINING ROOM INC | INSTRUCTIONAL SUPPLIES; K12 STRONG WORKFORCE GRANT | JOHN BURROUGHS HIGH SCHOOL | 010 | $2,791.67 |
| 22003027 | CDW-G - COMPUTER DISCOUNT WHSE | AUDIO VISUAL EQUIPMENT; TITLE I FUNDS | DOLORES HUERTA MIDDLE SCHOOL | 010 | $1,737.54 |
| 22003028 | AMAZON CAPITAL SERVICES | PROMOTION SUPPLIES; GIFT FUNDS | BRET HARTE ELEMENTARY | 010 | $168.48 |
| 22003029 | AMAZON CAPITAL SERVICES | ART SUPPLIES; GIFT FUNDS | MILLER ELEMENTARY | 010 | $254.07 |
| 22003030 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; GIFT FUNDS | MILLER ELEMENTARY | 010 | $133.68 |

# BURBANK UNIFIED SCHOOL DISTRICT



## BOARD DETAIL REPORT

**Printed between 02/22/2022 & 03/14/2022**

| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 22003031 | MICHAELS STORES INC & SUBS | OFFICE SUPPLIES; ARTS FOR ALL FUNDS | FISCAL SERVICES | 010 | $125.55 |
| 22003032 | RUSSELL SIGLER INC | HVAC EQUIPMENT; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES PLANNING SERVICES | 010 | $4,265.57 |
| 22003033 | REFRIGERATION SUPPLIES DIST | HVAC EQUIPMENT; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES PLANNING SERVICES | 010 | $5,390.20 |
| 22003034 | CURRICULUM ASSOCIATES INC | INSTRUCTIONAL MATERIALS | PROVIDENCIA ELEMENTARY | 010 | $383.34 |
| 22003035 | CAROLINA BIOLOGICAL SUPPLY CO | INSTRUCTIONAL MATERIALS | BURBANK HIGH SCHOOL | 010 | $546.84 |
| 22003036 | WAZIRKAJOYAN, MIRIAM | REIMBURSEMENT TO PRINCIPAL FOR MEETING SUPPLIES; GIFT FUNDS | EMERSON ELEMENTARY | 010 | $35.40 |

**PO Count:** **357** **Total:** **$8,573,665.30**

**Printed between 02/22/2022 & 03/14/2022**

## BOARD FUND SUMMARY

| Fund | Description | PO Count | Total Fund Amount |
|---|---|---|---|
| 010 | General Fund - Unrestricted | 338 | $7,971,449.55 |
| 110 | Adult Education Fund | 8 | $36,089.67 |
| 120 | Child Development Fund | 5 | $24,597.53 |
| 130 | Cafeteria Fund | 2 | $24,363.65 |
| 213 | Building Fund - 3rd Issuance | 4 | $517,164.90 |
| | | **Total:** | **$8,573,665.30** |

4/21/2022

To the Superintendent of Schools:

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

| Warrants | Payroll | | Warrants | Commercial |
|---|---|---|---|---|
| 7222038 | 7222040 | | 20426120 | 20426149 |
| 7223060 | 7223091 | | 20427941 | 20427972 |
| 7224381 | 7224421 | | 20429805 | 20429828 |
| 7229638 | 7229697 | | 20430755 | 20430793 |
| 7230012 | 7230142 | | 20431813 | 20431850 |
| 7232787 | 7232789 | | 20433357 | 20433384 |
| 7235331 | 7235432 | | 20436383 | 20436434 |
| 7240349 | 7240370 | | 20437708 | 20437747 |
| 7242715 | 7242764 | | 20439551 | 20439593 |
| 1480197 | 1480286 | | 20441013 | 20441049 |
| 1508008 | 1508322 | | 20442110 | 20442123 |
| 1525568 | 1526171 | | 20442981 | 20443006 |
| 1541992 | 1541997 | | 202202230054111 | 202203140056603 |
| 1550174 | 1550231 | | | |

**3/1/22 - 3/16/22** **$ 3,972,577.67** **2/24/22 - 3/15/22** **$ 3,537,343.39**

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

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Sharon Cuseo, Assistant Superintendent, Instructional Services |
| PREPARED BY: | Sharon Cuseo, Assistant Superintendent, Instructional Services |
| SUBMITTED BY: | Terri Ramirez-Adams, Administrative Secretary II |
| DATE: | April 21, 2022 |
| SUBJECT: | Approval of Instructional Consultant Services |

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**Background:**

The purpose of the Instructional Consultant Services is to enrich student learning. Consultants are selected based on their qualifications regarding specific subject areas. When a consultant is selected, the consultant, company/organization must complete the required paperwork 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: April 21, 2022

| Site | Name | Purpose | Dates | Cost | Appropriation Number |
|---|---|---|---|---|---|
| Edison Elementary | Ashley Erikson | Science lesson to 5th grades on Biodiversity | 4/26/2022 | $ 240 | 01.0-90201.0-11100-10000-5810-2028700 |
| Edison Elementary | Big Air BMX Show | BMX bicycle assembly for the school | 5/18/2022 | $ 1,397 | 01.0-90711.0-11100-10000-5810-2028000 |
| Edison Elementary | High Touch High Tech | Science workshop for fifth graders on matter | 4/27/2022 | $ 866 | 01.0-90201.0-11100-10000-5810-2028700 |
| Edison Elementary | Robyn Kreisberg | Music and instrumental music lessons for 5th graders | 4/22/2022–5/24/2022 | $ 600 | 01.0-90201.0-11100-10000-5810-2028700 |
| Edison Elementary | Wildlife Learning Center | Lesson on Rainforest | 4/29/2022 | $ 585 | 01.0-90201.0-11100-10000-5810-2028700 |
| Emerson Elementary | Discovery Cube | Workshop/Assembly | 5/13/2022 | $ 400 | 01.0-90201.0-11100-10000-5810-2038700 |
| Bret Harte Elementary | Mobile Ed Productions | Provide 3 assemblies and a Small Sky Dome Planetarium | 5/19/2022 | $ 795 | 01.0-90201.0-11100-00000-5810-2058200 |
| McKinley Elementary | Jane Felling, Box Cars and One Eyed Jacks | Facilitating family math game night and two sessions of PD for staff with math games | 4/22/2022 | $ 2,000 | 01.0-30100.0-11100-10000-5810-2099000 |
| McKinley Elementary | Deana Hippie | Professional development for writing program | 4/26/2022–4/27/2022 | $ 3,000 | 01.0-30100.0-11100-10000-5810-2099000 |
| Washington Elementary | Lewis Events | Colonial Day History stations for 5th graders | 5/11/2022 | $ 735 | 01.0-90201.0-11100-10000-5810-2168800 |

# 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 21 of April, 20 22 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Ashley Erikson hereinafter referred to as "Consultant."

Payee's Name Ashley Erikson Daytime Phone Number [redacted]

Email Address [redacted]@gmail.com

Mailing Address [redacted] Burbank CA 91505

Sponsoring Administrator Laura Flosi

Board Approval Date 4-21-22

Account String 01.0-90201.0-11100-10000-5810-202-8700

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 $ 240.00 per hour☐/ per day ☐/ per session■ for a total not to exceed $240.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on April 26, 2022 and terminating on April 26, 2022 .
3. Payment Terms: To be paid upon completion of services
4. Consultant will provide the following services:

   Ashley Erikson will provide a lesson on Biodiversity for our 5th graders as part of our Science Week. She will teach this in 2 sessions .
5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

**Burbank Unified School District of Los Angeles County**

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

| | | | | |
|---|---|---|---|---|
| BUSD Authorized Signature/Title | Date | Consultant | Ashley Erikson | 3/17/22 Date |

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Req.

Revised 06/19

Biodiversity Lesson for Outdoor Science

I. **Biodiversity**
   A. What is biodiversity
   B. Human impacts on biodiversity
      1. 6th mass extinction
   C. Biodiversity hotposts
      1. What is a biodiversity hotspot
      2. California Floristic Province hotspot
   D. Conservation Biology efforts
   E. Biodiversity Activity: Walk around the school yard observing and listing the species of plants and animals seen (print out will be provided)

II. **Water Pollution's impact on Biodiversity**
   A. Types of water pollutants: pesticides, landslides, floods, plastics, algal blooms, oil spills
   B. Oil Spill Activity using vegetable oil and feathers to show the impact of oil on aquatic birds.

III. **International Wildlife Trade**
   A. Look at the IUCN Red list to show endangered and threatened species
   B. Animal Trafficking for food, pet trade, medicine, ivory, etc.
   C. Impacts of invasive species on ecosystems
   D. Endemic species
   E. Introduce animals from the pet trade: ball python, crested gecko, bearded dragon, praying mantis, desert ironclad beetle.

**Supplies needed:**

Clear plastic shoebox containers (10)
Vegetable oil
Feathers (30)
blue food dye
cocoa powder
Biodiversity printout (90) *will send that over once I create it

# ASHLEY ERIKSON

[redacted] Burbank, CA 91505
[redacted] | [redacted]@gmail.com | www.ashleyerikson.com

**SOCIAL MEDIA & GRAPHIC DESIGN PROFESSIONAL**

- Passion for connecting community members with local businesses both in person and via social media
- 10 years of experience working in the social and digital marketing and event planning fields
- Track record of using creativity to develop programs that drive attendance and community togetherness
- Use eye for design, photography and graphics to create engaging digital content for posts and flyers
- Independent worker, quick learner and skilled at balancing multiple tasks to meet organizational goals

## SOCIAL MEDIA ACCOMPLISHMENTS

**Instagram**

- @zeustheblindowl: 39.5K followers
- @lola_the_sloth: 14.6K followers
- @wildlifelearningcenter: 11.1K followers
- @magnoliaparkburbank: 3.4K followers
- @romancingthebean: 3K followers
- @theashleyerikson: 2.5K followers

**Facebook**

- Wildlife Learning Center: 13.3K followers
- Magnolia Park Burbank: 6.9K followers
- Romancing the Bean: 2.1K followers
- Magnolia Park Mamas (Group): 4K members
- Burbank Mommies (Group): 2K members
- Burbank Mompreneurs (Group): 800 members

## PROFESSIONAL EXPERIENCE

**Owner – Amerikson Creative, formerly Ashley Erikson Media** – Burbank, CA 05/2012 – Present

- Designed and built over 60 websites using Wix for restaurants, food trucks, events, brick and mortar stores, e-commence sites, and service-based businesses
- Maintains an Etsy store to sell a yearly social media content calendar with over 300 sales
- Manage and maintain social media accounts daily by creating quality content for businesses
- Facilitate social media workshops for classes of 20-30 people and provide one-on-one consulting for business owners
- Design custom logos, flyers, business cards, and printable marketing material to transform and enhance business' web presence and revitalize branding
- Write custom creative content for websites, menus, brochures, and press releases leading to clearer business operations and communications
- Work with large organizations to evaluate, analyze and provide feedback on how to optimize social and digital presence in order to grow event attendance

**President and Founder – Magnolia Park Merchants Association** – Burbank, CA 04/2014 – 04/2019
**Marketing and Event Planner – Magnolia Park Merchants Association** – Burbank, CA 04/2019 – Present

- Led monthly meetings for merchants and frequently met with city planners, city manager, public works, community development, city council, and other city departments to communicate needs of the district.
- Transformed a struggling business district into a thriving shopping destination utilizing digital marketing tools to inform community members about services and products offered by local businesses
- Plan, organize and implement monthly and annual large-scale events to generate business for eclectic and unique stores, cafes and restaurants
- Grew event attendance from a few thousand patrons to more than 30,000 within 5 years
- Oversaw organization committees, including Holiday in the Park Event and Fundraising Committees
- Designed and revised multiple organization websites, including a Members Directory and event website

- Procured and created content for multiple platforms, including: Facebook, Instagram and Twitter
- Created and designed print material, including: marketing flyers, business cards, ID cards, association invitations, and store posters

**Staff Writer/Ad Designer** – MyBurbank.com – Burbank, CA 12/2018 – Present

- Write articles and design advertisements for school and community events, politics, family friendly activities and business features
- Created and produced the myBurbank's Best Contest- designed logo, store window decal, and certificates.

**Gardening Instructor (Volunteer)** – Bret Harte Elementary– Burbank, CA 12/2019 – Present

- Write science curriculum and activities for first grade gardening rotation on garden creatures
- Teach first grade students through hands on science learning, story telling, and art.

**Marketing Manager – Wildlife Learning Center** – Sylmar, CA 02/2016 – 03/2020

- Oversaw and maintained all social media accounts (Instagram, Facebook, Twitter)
- Created, planned and executed unique events to drive foot traffic increasing monthly profit by $3K-4K
- Successfully grew business Instagram from 3K to 15.5K followers; initiated and maintained public figure pages for the two most popular animals at the sanctuary, growing pages to 43.3K and 20K followers
- Collaborated with employees and owners to revise center website and internet presence resulting in better communication and internal operations

**Instructor – Burbank Parks & Recreation, Stough Canyon Nature Center** 01/2016 – 08/2016

- Taught a Wildlife Explorer Nature class for children to develop curiosity and excitement for the outdoors

## EDUCATION

**Bachelor of Arts Degree in English, Option: Writing** 12/2010
California State University, Northridge

In Progress: **Bachelor of Science Degree in Zoology** currently enrolled
Oregon State University

## COMMUNITY INVOLVEMENT

| | |
|---|---|
| Board of Directors – Wildlife Learning Foundation – Sylmar, CA | 08/2015 – Present |
| President – Bret Harte Elementary School PTA – Burbank, CA | 06/2019 – 05/2021 |
| Historian – Luther Burbank Middle School – Burbank, CA | 06/2020 – 05/2021 |
| Auditor – Bret Harte Elementary School PTA – Burbank, CA | 06/2021- Present |
| VP of Membership – Luther Burbank Middle School – Burbank, CA | 06/2021 – Present |
| MOMS Night Out Coordinator, MOMS Club of Burbank, West – Burbank, CA | 06/2018 – 06/2019 |
| Founder & President – Magnolia Park Merchants Association – Burbank, CA | 04/2014 – 04/2019 |
| Founder/Administrator to Facebook Groups | |
| Burbank Mommies | 2018-Present |
| Burbank Mompreneurs | 2014-Present |
| Magnolia Park Mamas | 2012-2018 |
| Event Committee Member/Sponsor – Los Angeles Environmental Education Fair | |

PTA Volunteer Chair/Committee Positions - Red Ribbon Week, STEAM Wheel, Communications, Website, Read Across America, Nominations Committee, Bylaws Committee, DEI Committee, Honorary Service Awards Committee, Holiday Basket Drive, Sustainability Committee, Room Rep.

## AWARDS & RECOGNITION

Received Bret Hart PTA Honorary Service Award, 03/2020
Featured on Good Day LA and NBC in piece about Reader's Digest top 10 places to live in the US, 2019
Photography Showcase – Displayed photographs at the Grand Opening of Luna Vine Wine Bar, 2014

## PUBLICATIONS

"The Old Man in the Sea" poem published in The Northridge Review, Fall 2011
"GWB" poem published in The Northridge Review, Fall 2011
"Nectar of the Gods" poem published in The Northridge Review, Spring 2011
Tolucan Times Full Page Feature "One-on-One with Burbank Marketing Maven Ashley Erikson AKA 'Miss Magnolia' Vol. 74 No. 24, May 23, 2018

# 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 21 of April, 20 22 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Big Air BMX Show hereinafter referred to as "Consultant."

Payee's Name Big Air BMX Show Royale Management Group LLC Daytime Phone Number 1 888 818-8388

Email Address goss.lindsey@gogreenassembly.com

Mailing Address [redacted] CA 92629

Sponsoring Administrator Laura Flosi

Board Approval Date April 21, 2022

Account String 010-0-90711-0-11100-10000-5810-202-8000-0000

The assignment ☐ **will or** ■ **will not** require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

**Retired Employee: Please check if you belong to _____ calPERS _____cal STRS Retirement Date _____**

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 1,397.0 per hour☐/ per day ☐/ per session■ for a total not to exceed $1397.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on May 18, 2022 and terminating on May 18, 2022 .
3. Payment Terms: 30% deposit to be paid on April 22, 2022 ($420) and the remainder ($977) to be paid upon completion
4. Consultant will provide the following services:

   Big Air BMX will perform an all school BMX bicycle assembly while talking to students about 5 Secrets to Success.

5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

**Burbank Unified School District of Los Angeles County**

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

| | | | | |
|---|---|---|---|---|
| BUSD Authorized Signature/Title | Date | Consultant | Big Air BMX Show | 3/17/2022 Date |

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Req.

Revised 06/19

## Wheels of Freestyle | Go Green Live Clean BMX Show

Parent Company: Royale Management Group, LLC

### Summary:

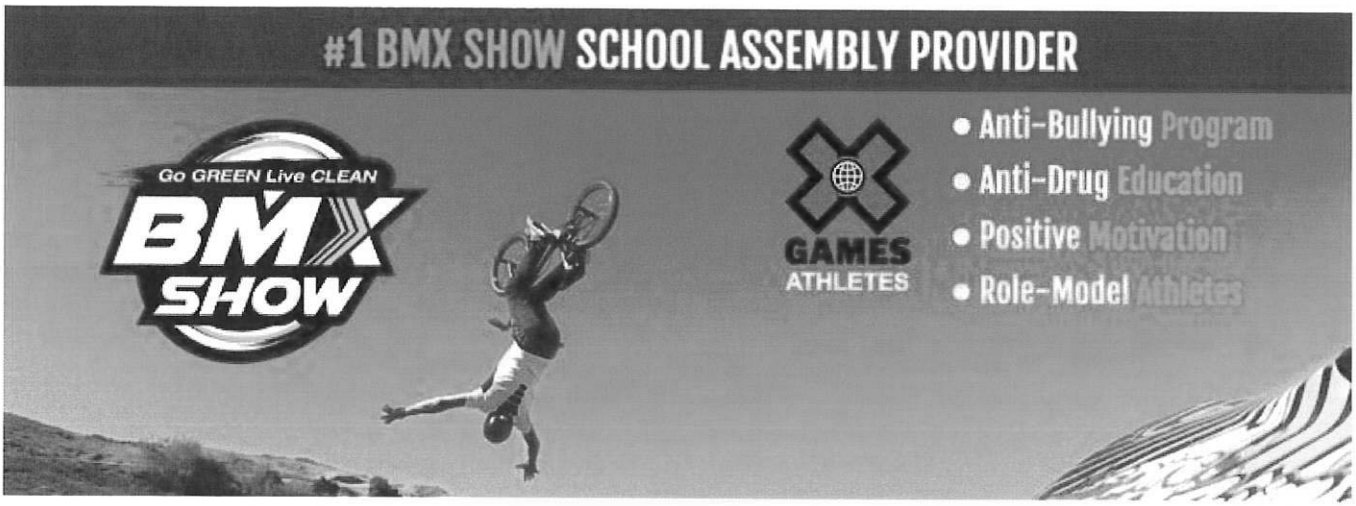
- Founded in August of 1996 in San Diego, CA
- Delivered over 7,000 LIVE Pro Actions Sports Shows Nationwide
- Highlighted on Tony Robbins Ultimate Edge TV Show as Success Story
- Created, Managed & Delivered Running Summer Shows at Theme Parks Nationwide
- Headline Act for Star Attractions, Las Vegas Entertainment Agency
- Partnered with ESPN & Xgames for National Tour of Dick's Sporting Goods
- Sponsored by Nirve Bikes, Woodward Camps, Hoffman Bikes, Pro-Designed Pads
- Featured on LIVE National TV, Good Morning America from Disney's CA Adventure Park

### Key Events:

- 7,000+ School Assembly Shows with Positive Youth Messages
- Legoland, Disneyland, Silver Dollar City, Hershey Park, Stone Mountain Park Summer Shows
- Mandalay Bay, Las Vegas GM Auto Show
- Tribeca Film Festival | LIVE entertainment Manhattan
- Stadium Events at Qualcomm, Dodger Stadium, Oakland/Alameda Coliseum
- Corporate Events, Mortgage Bankers Association Convention
- Billy Graham Kidz Mix Event, Qualcomm Stadium
- Calgary Stampede LIVE Entertainment, Canada
- Las Vegas Motor Speedway | Pit Entertainment
- Numerous County and State Fairs & Festivals Nationwide

### Management:

- Royale Management Group, LLC | Professional Business & Brand Management Company
- Industry-Leading Professional Insurance, Worker's Comp, Auto, GL
- Managed by a team with higher degrees | BA/BS Communications




## HERE'S HOW TO PREPARE FOR YOUR ASSEMBLY

- Our team will arrive at least 45 minutes to 1 hour before your assembly.
- Our setup is very flexible however we ask for 100' X 40' of paved area, about the size of a Basketball Court.
- If you have any questions about the space, feel free to text a photo or two to 858-539-5224. We can take a look and confirm.
- We provide a professional sound system with cordless mic. You don't need to provide anything other than an electrical outlet.
- We bring at least 100' of extension cords. If the show area is a long ways from any electrical outlet, please let us know or have a custodian run a school cord from the outlet to within 100'.
- We provide cones to layout the area and show the seating arrangement.
- We often need to adjust the layout due to sun, wind direction or any slope (try to use a flat paved area), so please remain flexible until the team arrives to assess the area for optimum performance.
- Please have any locked gates ready to go when we arrive. Delays in getting into the show are puts pressure on the team to rush setup.
- If the gates are locked during the performance, please make sure they are unlocked after the performance, delays at a locked gate can affect our ability to get to the next school on time.



## ABOUT THE MESSAGE
## "5 Secrets To Success"

- Stay Drug-Free | The Foundation of Success
- Live Your Dreams | Setting Big Goals
- Be Motivated | Success Requires Hard Work
- Respect Others | Anti-Bullying & Kindness
- Stay In School | The Importance of Never Quitting



# 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 21 of April, 20 22 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and High Touch High Tech hereinafter referred to as "Consultant."

Payee's Name High Touch High Tech Daytime Phone Number 818 481-4911

Email Address info@sciencemadefunWLA.net

Mailing Address 19122 Nashville St., Porter Ranch, CA 91326

Sponsoring Administrator Laura Flosi

Board Approval Date April 21, 2022

Account String 01.0-90201.0-11100-10000-5810-202-8700

The assignment ☐ **will** or ☒ **will not** require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

**Retired Employee: Please check if you belong to _____ calPERS _____cal STRS Retirement Date _____**

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

NOW THEREFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 866.00 per hour☐/ per day ☐/ per session☒ for a total not to exceed $866.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 4/27/22 and terminating on 4/27/22.
3. Payment Terms: To be paid upon completion of services
4. Consultant will provide the following services:

   Our fifth grade students will have "Matter Matters" workshop as part of their Science Week activities. Students will explore mass, volume and density as they experiment with all 3 states of matter.

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.

| | | | | |
|---|---|---|---|---|
| | | Patrick A Si | | 3/16/2022 |
| BUSD Authorized Signature/Title | Date | Consultant | High Touch High Tech | Date |

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Req.

Revised 06/19

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## Hands-on Science That Comes To You!

### Grade Levels K - 2

**Let's Make Sense ©**

Discover our 5 senses one sense at a time. Learn how our pupils work, depth perception an peripheral vision. Map our tongue and become taste detectives. Use sense of touch in our mystery Feely Bags, have a smelling bee, listen to a fork sing.

**Animal Games ©**

Learn how animals meet their needs. Discover adaptation and how it helps animals survive in their habitat. Explore camouflage, and analyze real animal body parts and coverings. Learn about animal shelters and make a birds nest to keep.

**Chemfun ©**

Find out how much fun chemistry can be. Learn how to safely identify chemicals, separate colors right before your eyes with chromatography and use a chemical reaction to turn liquids into solids. Become a biochemist and discover the chemical reactions in our bodies as you make gummy candy.

**Nutty Nutrients ©**

Get the essentials and become a food archaeologist as we climb the great food pyramid. classify different foods by starches, fruits, veggies and proteins. Have fun as we test for starches, use vitamins as natural preservatives, make vegetables cry and test for fat.

**Get Buggy ©**

Become an Entomologist and get up close and personal with the bug world. Learn the difference between arachnids and insects as you examine real living specimens of each. Learn how insects communicate and see the world the way insects do. Spin a web and make an insect you can eat.

**Smarty Plants ©**

"Trans-plant" yourself into a wonderful world of Botany. Learn how plants absorb nutrients from the soil. Discover the life cycle of plants as you dissect seeds, extract chlorophyll from leaves and grow your own "Hair-cup."

**Minor Matters ©**

Have a "gas" finding out why "Matter" really matters. Explore the three different types of matter as you use a solid to turn a liquid into a gas. Learn how heat energy changes matter and take home your own "Matter Ball."

**Weather or Not ©**

Students become meteorologists and learn all about the different types of weather. Explore the suns role in weather by creating rising air masses and touching clouds. Use common tools to measure the weather, touch lighting and make your very own wind-sock.

**Tis The Season ©**

Discover the reason behind the seasons. Students learn about the relationship between earth's tilt, the sun and all four seasons. Experiment with evaporation and learn how different seasons create different shadows. Capture a shadow on paper that never disappears.

**Sea Ya Later©**

Discover the roll of producers and consumers in nature as we examine all the players in the Food Web on land and our seas. We'll also learn about different habitats and how animals and plants have adaptations to help them survive. Touch a real stingray and make an ocean habitat to keep.

**Fossil Fun©**

Become a paleontologist as you learn how fossils form. Examine and classify real fossils and go on your own site excavation for real fossils you get to keep. Prepare to get down and dirty as we examine different soils and learn the gritty facts about dirt.

**Finally Fun Machines©**

Finally, a hands-on and FUN program on machines. Explore force and motion as we measure distance and speed using cars and the "gravi-ramps." Learn about the six simple machine using the "Facilitator," our cool multi-purpose compound machine.

**Sounds Like Fun©**

Discover what sounds actually are. Make a sound wave you can see and control. Learn about how we are able to hear and the main parts of our inner ear as we build our very own ear drum. Test your hearing as you try to identify different sounds made by objects you can't see.

**Dig It©**

Become a geologist for a day! Learn about the layers of the earth and the formations of igneous, metamorphic and sedimentary rock. Then, go back in time to the age of the prospectors and go on your own gold dig. Learn how to classify all the gemstones you find, and them take them home.

**Cycle babble©**

Explore animal and plant life cycles. Learn about the various parts and functions of plants and grow a plant in a greenhouse you make. Experiment with the life cycles of various animals like frogs and insects with our 'life cycle challenge' and explore complete and incomplete metamorphosis.



# Science Made Fun!



### Grade Levels 3 - 5

**Energize Me©**

What does a banana, battery, light bulb, extension cord, solar cell, fan and match all have in common? Find out as you explore Newton's Law on Conservation of Energy. Explore potential & kinetic energy while making your own "energy-spools."

**Cosmic Capers©**

Travel through space as we explore our solar system and all the objects that orbit around our sun. Make a glow-in-th-dark contellation, analyze the phases of the moon and have fun creating your own asteroid to keep.

**Matter Matters©**

Students explore mass, volume and density as they experiment with all three states of matter. Learn how thermal energy transforms matter from one state to another. Uncover the difference between physical and chemical changes and make a bouncy polymer to keep.

**Power of Light©**

Uncover the mysteries behind light. Discover what ROY G BIV is and its place in the electromagnetic spectrum. Explore the amazing properties of light as you refract light with your own water magnifier. Find out what materials light can and can't go through and become a UV light detective in the process.

**Survive and Thrive©**

Explore the world of physical and behavioral adaptations. Experience first hand the protection blubber, feathers, fur and a hard shell can provide. Test your skills in our bird beak survival challenge. Learn survival techniques from plants like the Saguaro cactus as you make a desert habitat.

**Edison's Workshop©**

An electrifying program! Learn what electricity actually is and the difference between static and current electricity. Along the way, build a series and parallel circuit, experiment with conductors and insulators, and take home a Static Electricity Flyer.

**Mineral Madness©**

Students become geologists and examine and classify minerals like Feldspar, Mica, Gypsum and more according to their luster, hardness, cleavage, streak and transparency. Explore the formation of igneous rock. Make Sedimentary rock you can eat!

**The Chain Gang©**

Join the chain gang, the food chain that is. Explore the five laws of nature that apply to the world's ecosystems and examine the relationship between producers, consumers and decomposers in a food web. Have fun as we learn about predator/prey relationships and dissect real owl pellets.

**Magnet Makers©**

All about magnets and magnetism. learn how magnets work, the benefits of a planetary magnetic filed and how to make a magnet using an electric current. Experience "Lenz's Law", build a compass and an electro-magnet and experiment with different types of magnets, both natural and man made.

**Earthscapades©**

The earth's surface is constantly being reshaped by slow and rapid natural processes like weathering and erosion. Experiment with water and chemical erosion, level a wooden structure with an epic earthquake, erupt a volcano and make cave formations. Make your own "magma" to keep.

**Meteorology Madness©**

Become a meteorologist as you explore weather systems, the atmosphere and air pressure with our micro-scale vacuums. Learn about and work with tools weather scientist use to measure and predict the weather. Make and take your own anemometer!

**It's Element-ary©**

Get ready to set the table, the Periodic table that is! Explore the particulars of atoms, elements and chemical compounds. Learn how to write chemical formulas, experiment with chemical indicators to determine ph levels and make your own silly puddy.

**The Body Shop©**

Have fun as we get physical with the systems of the body. Learn about the digestive, respiratory, circulatory and excretory systems as you examine a human torso (not a real human torso). Experiment with cellular respiration and make a lung you keep. Put on gloves to analyze real hearts, livers etc.

**Wonder Water Workshop©**

Students explore the water cycle and see evaporation and condensation happen right before their eyes. They'll examine the roll of water on land and our oceans and explore water conservation. They'll learn about various water resources as they build their own aquafiers to keep.

**What's The Matter©**

Dealing with matter has never been more fun. Learn the similarities and differences between solids, liquids and gases as you mix them to create various chemical reactions. Separate a mixture using a solution, explore sublimation and chemically clean copper oxide.

**"I hear and I forget, I see and I remember, I do and I understand." - Confucius**

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HIGH TOUCH HIGH TECH WEST LA • 6849 VANSCOY AVE • NORTH HOLLYWOOD CA 91605 • 818.481.4911 • WWW.ScienceMadeFunWLA.net

**ATTENTION**

Program Booked for September and August receive the discount of $8.00 per child

Please be prepared to provide the following information when making your reservation:

- Number of classes
- Number of children per class
- Program name
- Preferred date(s)
- Preferred time for each 75-minute class

For more information please visit us at www.ScienceMadeFunWLA.net or contact us directly at:

ph: 818.481.4911

email: Info@ScienceMadeFunWLA.net

**In-School Science Worshops**

High Touch High Tech brings fun kids science experiments right to your classroom. We deliver in-school "field trips" that transform your classroom into a Living Laboratory! Elementary students in grades K-5 can become a real scientist and learn by doing totally fun and totally hands-on science experiments.

Our programs and science activities allign with curriculum for elementary education and offer elementary science in a totally hands-on and participatory manner while building science vocabulary and confidence for standardizing testing. Students learn best when they are involved in first-hand exploration and investigation. Our hands-on science experiments allow students to make direct observation and to manipulate materials and equipment that are safe and relevant to their lives. High Touch High Tech programs provide students with the opportunity to interact with their peers, becoming science buddies, share ideas and contribute to inquiry based discussions that support the way in which students naturally learn.

High Touch High Tech scientists are highly trained, enthusiastic educators that create an environment of respect and integrity while encouraging students to reach their potential.

All equipment and material are provided in the 75 minute supply intensive, educational experience. The Fee is $8.50 per student* and students receive educational handouts and/or take home science experiments. We come to you which means you don't need to hassle with paying for a bus or dealing with crowds of students form other schools. Program fees are usually paid by Parents or the PTA/PTO though programs may also be paid for with grant dollars. Many programs can be adapted upon request to meet the needs of the other grade levels. Call us for more details.

High Touch High Tech is licensed vendor with LAUSD, #1000002756

*Student minimum and travel charge apply. Visit website for details.





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Science Made Fun!



*"Students were completely engaged and participated actively in the program."*

Carla Rivero Scott, SDC/SLD
Cohasset Elementary
Van Nuys, CA

*"Really great! The children enjoyed it and learned a lot. It's great to have age appropriate science programs available."*

Carolyn Miller, Kindergarten teacher,
First Lutheran School
Glendale, CA

*"Terrific presentation. As I have a class consisting of grades 1-5 it is difficult to keep everyone engaged at all times but you did it. All my children loved the experiments!"*

Ms. Snow Grade 1-5
Gault St. Elementary
Van Nuys, CA

*"Fantastic! The lesson was not just educational, it was a lot of fun. My students want to do this every week now. Great Program!"*

Leakana Ly, 5th Grade Lead Teacher
Gault St. Elementary
Van Nuys, CA

hightouch hightech
Science Made Fun!™

High Touch High Tech West LA
Regional Programming Office
6849 Vanscoy Ave
North Hollywood, CA 91605




# ELEMENTARY PROGRAM GUIDE

hightouch hightech
Science Made Fun!



**818-481-4911**

**www.ScienceMadeFunWLA.net**

[redacted] [redacted]
info@ScienceMadeFunWLA.net

# Patrick J Simmons, M.Ed

**Work experience**

09/1997—06/2001 Monroe Elementary Santa Ana, Ca

**Elementary School Teacher (Gr 2)**

- Create and implement appropriate standards based lessons in all content areas.
- Differentiate instruction for ELL students as well as students with special needs.
- Maintain communication between students, parents and myself.

09/2001 – 06/2004 LAUSD Los Angeles, Ca

**Substitute Teacher**

- Implement lessons left by permanent teacher to provide for support and continued learning of students in their teacher's absence.

09/2004- 06/2005 Gault St Elementary Van Nuys, Ca

**Elementary School Teacher (Gr 2/3)**

- Create and implement appropriate standards based lessons in all content areas.
- Differentiate instruction for ELL students as well as students with special needs.
- Maintain communication between students, parents and myself.

07/2007—Present

**Owner/Program Director High Touch High Tech West LA**

- Provide hands-on science and nature experiences for children
- Design and implement science related programming
- In charge of all day-to-day operations and employees

**Education**

2009-Present University of Phoenix

**Education**

- BA Communications, CSUF – June 1992
- Certificate in Percussion, Musicians Institute – Sept 1994
- M.Ed Cross Cultural Teaching, National University – July 2000
- Multiple Subject Teaching Credential – Oct 2000

# 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 21 of April, 20 22 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Robyn Kreisberg hereinafter referred to as "Consultant."

Payee's Name Robyn Kreisberg Daytime Phone Number [redacted]

Email Address [redacted]@pacbell.net

Mailing Address [redacted] CA 91506

Sponsoring Administrator Laura Flosi

Board Approval Date April 21, 2022

Account String 01.0-90201.0-11100-10000-5810-202-8700

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 $ 600.00 per hour☐/ per day ☐/ per session☒ for a total not to exceed $ 600.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 5/22/22 and terminating on 5/24/22.
3. Payment Terms: To be paid upon completion of work on 5/24/22
4. Consultant will provide the following services:

   Mrs. Kreisberg will work with the 5th grade to prepare them for promotion. She will be teaching them songs to sing as well as teaching instrumental music.
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.

| | | | | |
|---|---|---|---|---|
| _____ | | Robyn Kreisberg 4-11-22 | | |
| BUSD Authorized Signature/Title | Date | Consultant | Robyn Kreisberg | Date |

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Req.

Revised 06/19

Robyn Kreisberg
[redacted]
Burbank, CA 91506
Home [redacted]
Cell
Fax
E-mail [redacted]net

**Objective:**

Music instruction for elementary level education

**Experience and skills:**

Played cello in orchestra throughout Junior High & Senior High
Sang in choirs and accompanied choir on piano
Piano accompanist for local musical theater ensembles
Music counselor at local camps in Stamford, CT
Piano lessons from age 7 – 22 with various instructors
Music counselor at The Braille Institute Youth Center Los Angeles 1975 – 1977

Certified Yamaha Music School teacher 1978 – 1986 for children ages 3 – 10 in Century City, CA with director Anne Pittel 310-826-0405

Private piano and guitar teacher 1980 – present

Attended the Lehman Engel/BMI Musical Theater Workshop at the L.A. Music Center 1993- 1995

Composer for the family musical "Big Tush, Little Tush" produced by the Groundlings and The Secret Rose Theater and various productions nationwide 1991 - present

Volunteer Music Coordinator for PTA functions, talent shows and school programs at Walt Disney Elementary 1991- 1998

Musical Director and music teacher at Temple Beth Emet, Burbank, CA 1998 – present with Rabbi Mark Sobel 818-843-4787

Music teacher at the following schools in Burbank, CA:

Walt Disney Elementary 1998 – present
Bret Harte Elementary 2006 – present
Edson Elementary 2000 – present

Duties include part time instruction 1 – 2 days per week 7 – 8 hours per week in half-hour slots, grades K – 4 using piano, guitar and various instruments to give general music education and appreciation, ear training, singing, musical terms, symbol recognition and music history. I teach tonette to 3rd graders, recorder to 4th graders and choir to 5th graders. Students participate at Thanksgiving, Winter Holiday programs, Special Curriculum programs and Promotions.

**Education:**

State University of New York at Potsdam. Music major.
Hunter College of New York. Music major.
CSUN – BA degree in music (piano) 1976

# 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 21 of April, 20 22 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Wildlife Learning Center hereinafter referred to as "Consultant."

Payee's Name Wildlife Learning Center Daytime Phone Number 818 362-8711

Email Address info@wildlifelearningcenter.com

Mailing Address 16027 Yarnell St. Sylmar, CA 91342

Sponsoring Administrator Laura Flosi

Board Approval Date 4/21/22

Account String 01.0-90201.0-11100-10000-5810-202-8700

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 $ 585.00 per hour☐/ per day ☐/ per session☒ for a total not to exceed $585.00 ** Amount to include speaking fee, mileage and any additional fees
2. The term of the Agreement shall be the period commencing on 4/29/22 and terminating on 4/29/22
3. Payment Terms: to be paid upon completion of services
4. Consultant will provide the following services:

   Wildlife Learning Center will present a lesson on Rainforests to be a part of our 5th grade science week.

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.

| | | | | |
|---|---|---|---|---|
| _____ | | Danielle B | | 3/12/22 |
| BUSD Authorized Signature/Title | Date | Consultant | Wildlife Learning Center | Date |

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Req.

Revised 06/19




16027 Yarnell Street
Sylmar, CA 91342
818-362-8711

# Life Science Education
# Youth Assembly Program

## Scope of Work

Wildlife Learning Center employs a team of biologists with a passion for life science and environmental education. Our goal is to inspire people to explore the wonders of life science and to value, to care for, and to protect our environment.

**Experiential Learning**

Wildlife Learning Center was founded on the concept that children learn the life sciences and appreciation of our environment through experiential learning.

Studies and observations show that live animal presentations provide experiential learning that improves student comprehension and retention. Findings show that "experiential learning broadens, extends, and deepens the intellectual content of instruction by integrating theory and practice, increasing student motivation through the experience of applying knowledge" (Kelly F. Millenbah and Joshua J. Millspaugh, "Using Experiential Learning in Wildlife Courses to Improve Retention, Problem Solving, and Decision-Making).

**WLC's experiential learning process improves student retention**

- Live animal presentations provide experiential learning
- Captivates audiences and the students' attention
- Enhances learning retention

At WLC we have seen first-hand how live animal presentations captivate an audience, greatly enhancing the learning process. Animals fascinate us and stimulate our curiosity. In fact, more people in this country visit zoos each year than all professional sporting events combined.

Children relate to the animals and make the connection between animals, the life sciences, and the environment. Children, inspired by the animals, are eager for knowledge and motivated to learn more.

Our lessons directly teach the Next Generation Science Standards for kindergarten through grade 6.

In addition to life science education, we expand our teachings to include environmental education due to its crucial relationship to conservation and wildlife biology.

**WLC teaches State of California Science Standards**

- Animal adaptations
- Food webs and energy flow
- Ecosystems and habitats Morphology of feeding preferences
- Conservation

Wildlife Learning Center

**COVID Safety Measures**

One WLC biologist will conduct each presentation. WLC biologists are fully vaccinated against COVID and we will provide vaccination cards and can also provide a negative COVID test if needed. WLC biologists wear during presentations as well.

**Presentation Schedule and Costs**

"Classroom Lesson: Rainforests"

| | |
|---|---|
| Friday April 29, 2022 Presentation: 10:40am-11:40am | $350 |
| Friday April 29, 2022 Presentation: 1:15pm-2:15pm | $200 |
| Travel Fee to Burbank | $35 |
| Total: | $585 |

# Wildlife Learning Center

## CONFIRMATION & AGREEMENT

~ PLEASE READ OVER THIS CONTRACT CAREFULLY BEFORE SIGNING ~

This event is NOT CONFIRMED until we receive the signed confirmation agreement.

DATE: Thursday April 28, 2022

TIME: 10:40am-2:15pm (2 Presentations)

LOCATION: Thomas Edison Elementary
2110 Chestnut Street
Burbank, CA 91506

CONTACT PERSON: Tracy Shah

CONFIRMATION NUMBER: 030222-db-042922

RESERVATION: Classroom Lesson - Rainforests

TOTAL COST: $585

ARRIVAL/SETUP/DEPARTURE:

1. Our presenters will arrive 20-30 minutes prior to your event for set-up.
2. To ensure a prompt start time please reserve a parking space as close as possible to the presentation area for our van to unload.
3. We require a 10'x10' shaded area for set up.
4. Let us know in advance if there will be any stairs, elevators, or long distances from the parking area to the presentation area.
5. For safety reasons (and to keep all the animals a surprise) please help in keeping students away from the animals while we set up and prepare for the presentation.
6. Please give us 15-20 minutes after the presentation to break down and clear the presentation area.

PAYMENT ARRANGEMENTS: We accept check, cash, or credit card (MC/AMEX/VISA). Cancellations must be made directly with a representative of Wildlife Learning Center by phone or e-mail. Payment is due on the day of the presentation unless other arrangements have been made.

SAFETY: We will strive to make your wild animal presentation as educational, fun and memorable as possible. Safety is our first priority and we kindly ask that everyone follow the directions given by the presenters. We also ask that adult supervision of the children be provided.

ANIMALS: On rare occasions a particular animal may not be available the day of the event due to illness or other circumstances. Every attempt will be made to bring your requested animals, but please understand that some situations are unavoidable.

FEEDBACK: We are always happy to hear from you! Comments and suggestions are always welcome.

Your signature means you have read and understand all of the policies and stipulations outlined above.

**PLEASE RETURN THIS FORM TO THE E-MAIL ADDRESS OR MAILING ADDRESS BELOW. THANK YOU!**

| Signature | Laura Flosi | 3/16/2022 |
|---|---|---|
| | Print Name | Date |

# 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 2 of March, 20 22 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Discovery Cube hereinafter referred to as "Consultant."

Payee's Name Discovery Cube Daytime Phone Number 714-263-3844

Email Address ejones@discoverycube.org

Mailing Address 2500 N. Main Street, Santa Ana, CA 92705

Sponsoring Administrator Miriam Wazirkajoyan

Board Approval Date April 21, 2022

Account String 010-90201-0-11100-10000-5810-203-8200

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 $ 400 per hour☐/ per day ☐/ per session■ for a total not to exceed $ 400 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 5/13/22 and terminating on 5/13/22 .
3. Payment Terms: $200 nonrefundable deposit due within 1 week of booking; $200 due prior to event
4. Consultant will provide the following services:

   Discovery Cube will provide an interactive assembly to 5th grade students focusing on the science concepts of states of matter and chemical reactions.
5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

**Burbank Unified School District of Los Angeles County**

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

| | | | | |
|---|---|---|---|---|
| BUSD Authorized Signature/Title | Date | Consultant | Discovery Cube | Date |

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Req.

Revised 06/19

DiscoveryCube

Buy Tickets Memberships Donate

Plan Your Visit Events Education Support the Cube



We offer hands-on science education that delights, challenges, and encourages kids. The Discovery Cube has made a positive difference in thousands of lives for 35 years. Our organization achieves this goal through four core initiatives: STEM proficiency, early childhood education, healthy living, and environmental stewardship. These future-forward initiatives inspire educators, their students, and all of us committed to learning for life.

Our original center in Orange County, as well as our newer Los Angeles campus, gives those seeking immersive, interactive science activities a way to jump into the learning fun. In addition to our campuses, educational outreach programs remain a major part of our mission. Bringing a host of experiences directly to learners is essential to achieving the organization's core initiatives. It's a mission that also includes empowering real-world applications by giving learners a chance to make a difference. This vision has made the Discovery Cube a prominent advocate for modern science education over the years. Spotlighting science as a solution and as a force for good is what Discovery Cube so successfully does.

# 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 15 of March, 2022 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Mobile Ed Productions, Inc hereinafter referred to as "Consultant."

Payee's Name Mobile Ed Productions, Inc Daytime Phone Number 800-433-7459

Email Address cindyk@mobileedproductions.com

Mailing Address 26018 West Seven Mile Road, Redford, MI 48240

Sponsoring Administrator Martha Walter

Board Approval Date April 21, 2022

Account String 01.0-90201.0-11100-00000-5810-2058200

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 $ 795.00 per hour☐/ per day ☐/ per session☐ for a total not to exceed $795.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 05/19/2022 and terminating on 05/19/2022.
3. Payment Terms: $795.00 due 4/25/2022
4. Consultant will provide the following services:

   Inside a mobile planetarium, students will learn how to identify stars, constellations, Greek mythological characters, and witness different seasons and different global perspectives.

5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

**Burbank Unified School District of Los Angeles County**

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

BUSD Authorized Signature/Title Date

Consultant Mobile Ed Productions, Inc 3/28/2022 Date

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Req. Revised 06/19

mobile ed
productions, inc.

SCHOOL ASSEMBLY PROGRAMS
AND HANDS-ON WORKSHOPS

# SMALL SKY DOME PLANETARIUM





**EXPLORE OUR SOLAR SYSTEM... AND BEYOND!**

**"We loved the Sky Dome! All of our students were enthralled as presenter tailored content to match developmental levels. It was a true hit."**

**- Mountain View Elementary, RIverside, CA**

Take your students on a 45 minute journey through the universe from the comfort and security of your own school. Our portable, inflatable planetarium will come right to your location and dazzle your budding astronomers as they are taken on a tour of the solar system.

Students will enter the dome and be introduced to a "star filled" sky. Our navigator with the use of a laser pointer, will guide students through the stars of the Northern Hemisphere exactly as they appear on the day of the presentation. Students will learn how to identify stars and constellations. They will be introduced to Greek mythological characters and see how these heroes of the past can be found in the stars. Students will witness the night sky in different seasons and from different global perspectives. They will also be treated to a slide presentation which enhances the presenter's tour of the Solar System.

The Sky Dome Planetarium can be quickly and easily set up in most gymnasiums or other large rooms with a high ceiling. It has delighted students in thousands of schools throughout the country and we are confident that you will be thrilled by the excitement and enchantment this program offers.

All presentations are tailored for each age group (K-8) and will provide appropriate academic content. The dome is also handicapped-accessible.

## PROGRAM SUMMARY

**Grade Level:** K-8

**Max. Audience Size:**
35-40 students and teachers per session

**Performance Time:** 40-45 min.

**Setup Time:** 45 min.

**Teardown Time:** 30 min.

**Required Utilities:**

- An indoor area large enough to fit the 16' diameter dome with a ceiling 9.5' high at its lowest point
- One AC electrical outlet

**Subjects Covered:**

- Greek constellations
- The Milky Way galaxy
- The Sun and all the planets
- The Moon

**TO ORDER CALL**
**800.433.7459**

YouTube
**www.mobileedproductions.com**

mobile ed
productions, inc.

"Education Through Entertainment"

26018 West Seven Mile Road
Redford, Michigan 48240
Toll Free (800) 433-7459
Office (313) 533-4455
Fax (313) 533-8445
www.mobileedproductions.com
info@mobileedproductions.com

# CHANGE OF ARRANGEMENTS NOTICE

Bret Harte Elementary School
Attention: Dawn Poomee
3200 Jeffries Avenue
Burbank CA 91505

March 14, 2022
Contract # **130223**

This is a
**Change of Arrangements Notice**
for the assembly program scheduled for your venue.

## The Arrangements That Changed Are:

| | |
|---|---|
| **Program Title** | Sky Dome Planetarium |
| **Performance Date** | May 19, 2020 |
| **Performance Time** | |
| **Number of Assemblies** | 7 |
| **Program Cost** | $995.00 |

## The Current Arrangements Are:

| | |
|---|---|
| **Program Title** | Small Sky Dome Planetarium |
| **Performance Date** | May 19, 2022 |
| **Performance Time** | 8:30 AM |
| **Number of Assemblies** | 3 |
| **Program Cost** | $795.00 |
| **Balance Due** | $795.00 |

## Notes Which Affect This Change:

**NEW PROGRAM TITLE**

If these current arrangements are not correct, please call me TOLL FREE at 1-800-433-7459.

*Cindy Kruczynski*
Cindy Kruczynski
Regional Manager

**Sign and Return** X _____
**Sharon Cuseo, Assistant Superintendent**
Authorized Representative for: Burbank Unified School District

**Visit our website www.mobileedproductions.com**

# BURBANK UNIFIED SCHOOL DISTRICT

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

## *AGREEMENT FOR CONSULTANT SERVICES*

**This Agreement,** made and entered into this 11th of March, 20 22 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Box Cars and One Eyed Jacks hereinafter referred to as "Consultant."

Payee's Name Box Cars and One Eyed Jacks, Inc Daytime Phone Number 780-440-6284

Email Address office@boxcarsandoneeyedjacks.com

Mailing Address 1792 105 Ave. Suite 101, Edmonton, Alberta T5S 2H5, Canada

Sponsoring Administrator Liz Costella

Board Approval Date April 21, 2022

Account String 01.0 -30100.0 -11100 -10000- 5810 -2099000

The assignment ☐ **will or** ■ **will not** require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

**Retired Employee: Please check if you belong to _____ calPERS _____cal STRS Retirement Date _____**

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 $ 2000.0( per hour☐/ per day ☐/ per session■ for a total not to exceed $2000.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on April 22, 2022 and terminating on May 26, 2022.
3. Payment Terms: $2000 due at time of service on April 21, 20222
4. Consultant will provide the following services:

   2 consultants will facilitate Family math Game night and two sessions of professional development with math games for new K-5th grade teachers
5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

**Burbank Unified School District of Los Angeles County**

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

BUSD Authorized Signature/Title Date

Consultant Box Cars and One Eyed Jacks Date Mar 15/22

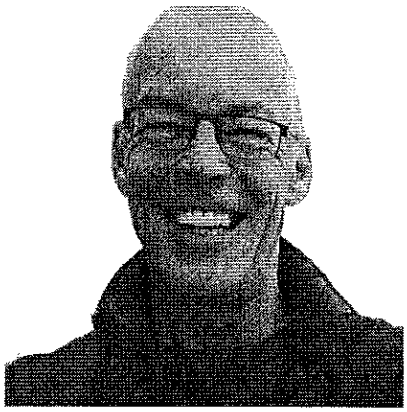
Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Req.

payable to Box Cars

Revised 06/19

# Team

Here at Box Cars and One-Eyed Jacks, our team of consultants is led by fearless leaders, Jane and John Felling. Jane started the business in 1988, and over the years has grown the business from a purely Alberta based demographic to a multinational business with contracts and speaking engagements with schools throughout North America. Box Cars has a team of consultants who help with workshops, coaching, and family events!



## John Felling

*Lead Consultant, Box Cars And One Eyed Jacks*

Email John (mailto:john@boxcarsandoneeyedjacks.com)

Biography

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Academic History

()

Work History

()

Presenting History

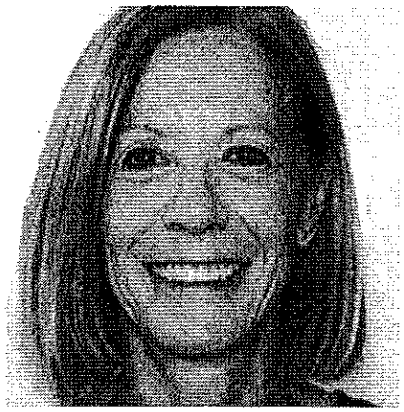
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Publications (Articles)

()

Publications (Books)

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## Jane Felling

*M.Ed, B.Ed(After Degree) BPE*

Biography

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**As Seen In...**

**ASCD** **NCTM** **NCEA** **CAMT** **CMC-S**

State and Provincial Teacher Conventions

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# *AGREEMENT FOR CONSULTANT SERVICES*

**This Agreement,** made and entered into this 16th of March, 20 22 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Deana Hippie hereinafter referred to as "Consultant."

Payee's Name Deana Hippie Daytime Phone Number [redacted]

Email Address [redacted]COM

Mailing Address [redacted]KY, 40361

Sponsoring Administrator Liz Costella

Board Approval Date 4/21/22

Account String 010-30100-0-11100-10000-5810-209-9000-0000

The assignment ☐ **will** or ■ **will not** require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

**Retired Employee: Please check if you belong to _____ calPERS __X__ cal STRS Retirement Date** June 2006

## WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 3000.00 per hour☐/ per day ☐/ per session■ for a total not to exceed $3000.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 4/22/22 and terminating on 5/26/22.
3. Payment Terms: Payment due in full by June 1st, 2022
4. Consultant will provide the following services:

   Professional developement for writing strategies and demonstration lessons. Consultant will work with every grade level in developing writing lessons, rubrics, strategies for student subgroups and a scope and sequence for each grade level.
5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

**Burbank Unified School District of Los Angeles County**

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

| | |
|---|---|
| BUSD Authorized Signature/Title Date | Deana Hippie 18 March 2022<br>Consultant Deana Hippie Date |

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and

## Deana Hippie

[redacted]

**Education:**

| | |
|---|---|
| June 1972 | Cal Poly, Pomona Bachelor of Science<br>Social Science Major, Humanities Minor<br>California Elementary Credential, Life |
| June 1975 | Cal Poly, Pomona: California Secondary Credential, Life |
| September 1974 – July 1990 | University of California Extension, 50 Units in various disciplines |

**Experience:**

| | |
|---|---|
| September 1972 – June 1973 | Substitute Teacher, Corona-Norco Unified School District Grades K – 9 |
| September 1973 – June 1979 | Teacher, Corona Junior High School, English, Social Science 7, 8, 9 |
| September 1979 – June 1982 | Director of Activities, Corona High School |
| September 1982 – June 2006 | Teacher, Corona High School<br>Language Arts 9, 10, 11, 12;<br>English Language Arts Mastery,<br>Journalism, Mac Lab, Nova Net |

**Staff Development and Training**

Member Riverside Office of Education Data Team 2008-2009 School Year

Certified Independent Trainer *Step Up to Writing*, *Teachers and Tools* Training

Lead Teacher, Committee to Develop District Language Arts Standards in Writing K – 12 1999

District Writing Assessment Secondary Scoring Team 1975 – 2006

District Writing Assessment Scoring Leader, Grades 6, 8, 9, 10 1999 - 2006

Member of Secondary Writing Cadre 2002 – 2006

**More Recent Trainings**

Independent Contractor

Burbank Unified School District
- William McKinley Elementary School
- Thomas Jefferson Elementary School
- George Washington Elementary School
- Luther Burbank Middle School
- David Starr Jordan Middle School
- John Muir Middle School

*Step Up to Writing* Trainings Editions 2, 3, 4 2006 - Present
Independent Contractor for Voyager-Sopris
Trainings in many districts nationwide

Workshop Presenter 2014 – 2016
Life Long Learning, California
- Writing to Meet Common Core Standards
- Foundational Skills for Informational/Explanatory Text
- Literary Analysis Strategies

Workshop Presenter 2006 – 2009
United States Department of Education Teacher to Teacher Corps
- Foundation Skills for Expository Writing
- The Persuasive Essay
- Supporting the Emerging Writer
- Narrative Writing: Telling Our Stories

**Publications:** Co-author *Step Up to Writing Companion Guide for Secondary Schools*

*Note Taking Made Easy*, Scholastic Publications, March 2010

**Awards**:
- 2000 The Corona Chamber of Commerce Award of Excellence in Education
- 2004 Teacher of the Year Corona High School
- 2004 Teacher of the Year Corona-Norco Unified School District
- 2005 Teacher of the Year Riverside County, California

**Professional Affiliations**:
- National Education Association
- California Retired Teachers Association

# BURBANK UNIFIED SCHOOL DISTRICT

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

## *AGREEMENT FOR CONSULTANT SERVICES*

**This Agreement,** made and entered into this 21st of April, 20 22 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Lewis Events hereinafter referred to as "Consultant."

Payee's Name Lewis Events Daytime Phone Number (626)536-8091

Email Address christy@lewisevents.com

Mailing Address 1026 W. Abigail Drive, Park City, UT 84036

Sponsoring Administrator Brandi Young

Board Approval Date April 21, 2022

Account String 010-90201-0-11100-10000-5810-216-8800-0000

The assignment ☐ **will** or ☒ **will not** require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

**Retired Employee: Please check if you belong to _____ calPERS _____cal STRS Retirement Date _____**

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 735.00 per hour☐/ per day ☐/ per session☒ for a total not to exceed $735.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on May 11, 2022 and terminating on May 11, 2022.
3. Payment Terms: Pay after services
4. Consultant will provide the following services:

   5th Grade Colonial History Events - students will rotate stations learning cow milking, Mt. Vernon games, parlor games, candle dipping, ink quill, butter churning, survival skills and rope making.
5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

**Burbank Unified School District of Los Angeles County**

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

| | | | | |
|---|---|---|---|---|
| BUSD Authorized Signature/Title | Date | Christy Lewis Consultant | Lewis Events | Mar 19, 2022 Date |

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Req.

Revised 06/19

## CLIENT AGREEMENT

This Agreement made March 15, 2022, between Washington Elementary, (hereinafter referred to as Client) and Lewis Events.

Contact: Dorothy Hernandez
Phone: 213-505-5072
Email: DorothyHernandez@burbankusd.org
Address: 2322 N Lincoln St, Burbank, CA 91504
Office phone: (818) 558-5550

Event: 5th Grade Colonial History Event
Date: May 11, 2022
Times & Activities - See Detail Sheet

*Needs from client:*

- 1-2 adult volunteers to assist at each of the rotations. Please have them arrive ½ hour before start of activities to receive training.
- Assembly: Need 1 table, microphone and cd player or Ipod plug in and speakers. Lewis Events will supply music. Following show, if possible, bring sound system to activity area, so students can enjoy music during the rotations.
- Table and chair needs listed on Detail Sheet. Please have a chair at each station for volunteer. Activities where table/chairs are needed can also be done at lunch tables or in a room.
- Suggest to have a bag with students name on it, if they are doing activities where they will be taking an item with them.

Services: See descriptions on Proposal and Detail Sheet

## *History Show & Activities*

All activity equipment and materials, set-up & take-down, transportation
Volunteer instruction & event management
1-2 parent volunteers for each rotation area to be supplied by school

## Payment

| | |
|---|---|
| Total as itemized on Detail Sheet | $ 1,395 |
| Deposit pd 3/6/20 | $ 660 |

*** If Client cancels due to Covid-19 pandemic related, a $250 Administrative fee is non-refundable.*

Option to pay Balance in Full upon signing

| | |
|---|---|
| Balance due COD | $ 735 |
| Additional Activities can be added prior to event | $ ..... |

Lewis Events can only guarantee availability once Agreement is signed and received.

Please make check payable to "Lewis Events" and mail to address below. Or you may use Zelle or Paypal with email (Christy@LewisEvents.com) or phone number (626-536-8091)

| | |
|---|---|
| Access time for set up: | 2 hours prior to start of event |
| Access time for take down: | 2 hours following event |

*Contingency Plan for inclement weather: In case the forecast is more than 30% chance rain for the event day, as long as the activities can be placed under cover or inside, we can maintain the same event date, otherwise we will find a postponement date that works for both parties.*

*Cancellation Policy: In case of Client cancellation following the signing of Agreement, Deposit shall be forfeited in order to cover Lewis Events estimated cost and losses. In case of cancellation within 7 days of event, all funds are non-refundable. However, Lewis Events will make its best effort to credit unused funds toward a future event.*

*In the case of cancelation due to Covid-19 pandemic related, a $250 Administrative fee is non-refundable.*

*As an option to canceling an event and Client losing their deposit, Lewis Events will offer a live virtual performance for the reduced price of $595 with optional additional demonstrations available. More information upon request.*

*Weather/Uncontrollable Incidents: There are certain incidents which are beyond the control of Lewis Events, such as extreme weather, natural disasters, riots, strikes, etc. Lewis Events will make every effort to fulfill this contract. In case one of the above or like incidents should occur, Client may reschedule event. If the event cannot be rescheduled, Client will be refunded any monies paid to Lewis Events. Lewis Events will not be responsible or liable to Client for any "consequential damages" and client's sole remedy against Lewis Events, in the event of a non-fulfillment of this Agreement, is to obtain a proportional refund.*

*Client agrees to take responsibility for event attendees and any person Lewis Events has not directly hired. Client agrees to compensate Lewis Events for repair/replacement cost for damage to items or missing items (i.e. props and equipment), which have been supplied by Lewis Events as a result of event attendees.*

Client

Signature, Date

Lewis Events, Christy Lewis

Christy Lewis

Signature, Date Mar 16, 2022

Please sign and return one by email. Or if the district provides a contract to be signed, this Agreement will be noted under Attachments, and included in what is agreed upon by both parties.

1026 W Abigail Dr, Park City, UT 84036 *Los Angeles* *Salt Lake City*
christy@lewisevents.com Christy's cell(626) 536-8091 Jay's cell (626)794-7371
**Theme Parties** **Entertainment** **Corporate Events**

**For Colonial Program**

**Who Am I game - Colonial Patriots for Readers – 2 girls, 4 boys**
Please choose good readers who would be comfortable on stage with us presenting their character, and then reading the paragraph below about them.

**George Washington**
George Washington was born on 1732 in Virginia. He served as a general of the continental army during the American Revolution. Washington showed great steadiness and courage in battle and frequently fought near the front lines during his many battles. In one battle Washington had two horses shot out from underneath him and his coat was pierced by four musket balls. It was a miracle he was not seriously injured. For 2 terms, he was voted in by every member of the electoral college as the first President of the United States.
Washington fully believed in the ideals of virtue and honor. He was raised in a society where these were the most important things a man could have. He promoted the right of all Americans to worship in their own faith.

**Betsy Ross**
Betsy Ross was a fourth-generation America born in 1752 in Philadelphia, Pennsylvania. She was an apprentice to an upholsterer before leaving her family to marry outside the Quaker religion. Betsy and her husband John Ross started their own upholstery business. Legend holds that President George Washington requested that she make the first American flag.

**Ben Franklin**
Ben Franklin was a Founding Father and a polymath, or an expert in many areas. He was an inventor, scientist, printer, politician, and diplomat. In 1776 he was part of the committee that helped to draft the Declaration of Independence in which the 13 American colonies declared their freedom from British rule. He continued on to help draft the U.S. Constitution, and he negotiated the 1783 Treaty of Paris ending the Revolutionary War. Ben Franklin invented the lightening rod and the double spectacle or bifocal glasses. A writer known for his wit and wisdom, he also organized the first successful American lending library.

**Paul Revere**

Born in 1735, Paul Revere was a silversmith and staunch patriot. He became a respected leader. In a bold act of defiance, he and others dressed as Indians and dumped tea into Boston Harbor, launching what came to be known as the Boston Tea Party.

Paul Revere came up with a system of lanterns to warn the minutemen of a British invasion. As tensions between the colonies and the British deepened, he was assigned to spy on British soldiers and report on their movement.

On April 18, 1775, in what is now called, The Midnight Ride, Paul Revere rode to Lexington to warn John Hancock and Samuel Adams of the approaching British. His name has been etched into history.

**Sacajawea**

Sacagawea was the daughter of a Shoshone chief. At age 12 she was captured by an enemy tribe and sold to a French-Canadian trapper, who made her his wife. In February 1805, she gave birth to a son named John (Jean) Baptiste. She was invited to join the Lewis and Clark expedition as a Shoshone interpreter. Despite traveling with a newborn child during the trek, Sacagawea proved to be helpful in many ways. She was skilled at finding edible plants. When a boat she was riding on capsized, she was able to save some of its cargo, including important documents and supplies. She also served as a symbol of peace — a group traveling with a woman and a child were treated with less suspicion than a group of men alone.

**John Hancock**

Born in 1737 in Braintree Massachusetts. His father died when he was young and eventually his aunt and uncle adopted him.

John Hancock inherited a thriving trading business in Boston and became one of the wealthiest men in the colonies. Hancock used his wealth to help the colonial troops. He, along with Samuel Adams, became a major figure in the colonial fight against British rule. He was a prominent Founding Father and the first to sign the Declaration of Independence. When someone asks you to sign your name, they will often say, "Put your John Hancock right here".

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

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Sharon Cuseo, Assistant Superintendent, Instructional Services |
| PREPARED BY: | Sharon Cuseo, Assistant Superintendent, Instructional Services |
| SUBMITTED BY: | Terri Ramirez-Adams, Administrative Secretary II |
| DATE: | April 21, 2022 |
| SUBJECT: | Ratification of Agreement for Instructional Consultant Services |

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**Background:**

The purpose of the Instructional Consultant Services is to enrich student learning. Consultants are selected based on their qualifications regarding specific subject areas. When a consultant is selected, the consultant, company/organization must complete the required paperwork 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. Due to delays out of their control the sites listed below were unable to submit their consultant agreements before the March 17, 2022 agenda deadline. Therefore the agreements listed below are being presented as ratifications. 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 ratify the instructional consultant services for the purpose of on-site student learning support and staff development, and that authority to sign the agreements be exercised pursuant to BUSD-AR 3314, as presented.

# BURBANK UNIFIED SCHOOL DISTRICT
# INSTRUCTIONAL SERVICES
# RATIFICATION OF INSTRUCTIONAL CONSULTANT SERVICES

Board Meeting Date: April 21, 2022

| Site | Name | Purpose | Dates | Cost | Appropriation Number |
|---|---|---|---|---|---|
| Muir Middle School | Ernie T Gritzewsky AKA Ernie G | Motivational Speaker | 4/21/2022 | $ 2,500 | 01.0-90904.0-11100-10000-5810-3228100 |
| Washington ASES<br>Disney ASES<br>Providencia ASES<br>Luther ASES | Luke Anderson | Plan and implement outdoor physical activities and games for students in the after school program | 3/30/2022 | Not to exceed $ 4,200 | 01.0-60100.0-11100-10000-5810-2169000<br>01.0-60100.0-11100-10000-5810-2019000<br>01.0-60100.0-11100-10000-5810-2139000<br>01.0-60100.0-11100-10000-5810-3209000 |
| Bret Harte Elementary | Garri Dance Studio | 6 week session of dance instruction for all Bret Harte Students. 2X per week. | 3/28/2022 | $ 4,630 | 01.0-90201.0-11100-10000-5810-2058200 |

# 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 24th of February, 20 22 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and ERNIE G hereinafter referred to as "Consultant."

Payee's Name ERNIE T. GRITZEWSKY Daytime Phone Number [redacted]

Email Address [redacted]GMAIL.COM

Mailing Address [redacted] CALIFORNIA 90254

Sponsoring Administrator Dr. G Miller, Principal @ JOHN MUIR MIDDLE SCHOOL

Board Approval Date MARCH 3, 2022

Account String 01.0-90904.0-11100-10000-5810-3228100

The assignment ☐ **will** or ■ **will not** require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

**Retired Employee: Please check if you belong to _____ calPERS _____cal STRS Retirement Date _____**

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 2,500 per hour☐/ per day ■/ per session☐ for a total not to exceed $ 2,500 00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on April 21, 2022 and terminating on April 21, 2022.
3. Payment Term. Installment due upon date of service, April 21, 2022
4. Consultant will provide the following services:

   MOTIVATIONAL SPEAKER TO ADDRESS 3 SESSIONS WITH APPROXIMATELY 450 STUDENTS PER GRADE LEVELS: 6TH, 7TH, AND 8TH GRADE SEPARATELY

5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

**Burbank Unified School District of Los Angeles County**

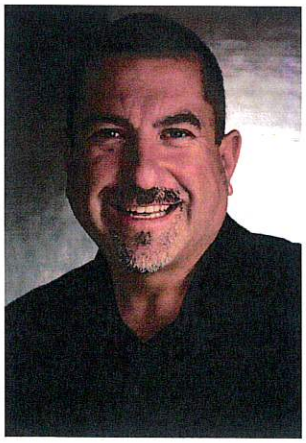
IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

BUSD Authorized Signature/Title _____ Date _____

Consultant ERNIE G _____ Date 2/24/22

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and

## Empowerment Comedian & TEDx Speaker Ernie G



Ernie G is one of the hottest, multi-talented, young Latino Entertainers & Speakers in the country today. He has been seen by millions on TV shows such as Comedy Central's **"Make Me Laugh,"** B.E.T's **"Comic View,"** Ed McMahon's **"Next Big Star,"** & Sí TV's **"Funny is Funny!"** He is one of the original stars of the hit Comedy show **"Qué Locos!"** hosted by George Lopez, HBO Latino's **"Habla Again,"** Sí TV's **"Latino Laugh Festival!"** & **"Inside Joke!"** He appeared as **"The Angry Angeleno"** on the Ch.13 News and as a Feature Reporter for **"FOX Good Day LA!**

A graduate of **Loyola Marymount University** w/ his B.A. in Psychology & a Minor in Chicano Studies, Ernie has developed his own unique form of Comedy he calls ***"Latino Edutainment*** – *Educating and Entertaining with a Latino Flavor!"* and has performed for the country's top organizations & corporations, including **Pepsi-Co, Disney, General Mills, Warner Bros, the U.S. Armed Forces, the National Council de la Raza, the Latin American Educational Foundation, Hispanic Scholarship Fund, U.S. Hispanic Leadership Institute, Lockheed Martin, NASA: Langley Research Center & St. Jude Children's Research Hospital.**

Ernie G was honored by the City of Los Angeles with the 1st-ever Mario Moreno **"Cantínflas"** Award for *"...representing the Latino community with the same humor and distinction as the legendary Mario Moreno "Cantínflas!"* He also received the Nix Financial "**Father of the Community Award**" & the Hispanic Heritage Foundation's **"Influential Leader" Award** for his Empowering, Transformational word in the Latino Community.

Ernie's heart has always been with Inner-City & Foster Youth, having delivered Leadership & Mental Health Programs for many City & County Orgs, including **California Children's Services**, **Foster Care Agencies** and the **L.A. County Probation Department**. He has received rave reviews for his work with U.S. Gov't Agencies, such as the **U.S. Treasury Department** & the **U.S. Census Bureau**. He has delivered the Key Note Address at numerous High School & College/University Graduations, including **UCLA's RAZA Grad**, and has delivered several powerful **TEDx Talks** on Leadership & his phenomenal work as a Mental Health Coach. He is also the Education Program Director for "**WeRiseUP: The Movie & Movement!**" *The Most Inspirational Documentary Film of 2020.* (WeRiseUP.com)

**Social Media: *#ErnieGhaha*** **www.ErnieG.com**

# 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 17th of April, 20 22 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Luke Anderson hereinafter referred to as "Consultant."

Payee's Name Luke Anderson Daytime Phone Number [redacted]

Email Address [redacted]@gmail.com

Mailing Address [redacted] CA 91001

Sponsoring Administrator Stephanie Fields, Coordinator Child Development Programs

Board Approval Date Ratification - April 21, 2022

Account String 010-60100-0-11100-10000-5810-213-9000-0000 Prov 010-60100-0-11100-10000-5810-201-9000-0000 Disn

~~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 $ 35.00 per hour☒/ per day ☐/ per session☐ for a total not to exceed $ 4,200 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on April 4, 2022 and terminating on May 26, 2022 .
3. Payment Terms: Consultant will be paid weekly. Each Friday
4. Consultant will provide the following services:

   Plan and implement outdoor activities and group games for students in the ASES program at all ASES sites.

5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

**Burbank Unified School District of Los Angeles County**

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

BUSD Authorized Signature/Title Date

Consultant Luke Anderson Date

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Req. Revised 06/19

**Luke Anderson**

Address: [redacted] [redacted]@gmail.com

## EDUCATION:

Azusa Pacific University Class of 2015
Bachelor of Arts, History
Minor: Leadership Studies

## ADDITIONAL ACHIEVEMENTS:

Awarded Azusa Pacific University UG Founders' Academic Scholarship '11-'15
Accepted and Participated in selective South Africa Study Abroad Program '13
Awarded Burbank Community Service Medallion '11

## WORK/ LEADERSHIP EXPERIENCE:

**Amazing Athletes:** August 2019- present
Position: Athletics Instructor and Coordinator

- Responsible for running after school sports classes in elementary schools throughout BUSD independently and in partnership with the ASES program
- Designed curriculum and ran sports summer camps in partnership with Burbank Parks and Recreation department

**Meredith and Company:** September 2015- August 2019
Position: Child Caregiver

- Responsible for meeting the basic needs of children ranging from pre-school- 6th grade
- Duties include providing logistical support, child supervision, and activity planning
- Experience with a variety of personalities, ages, and interests

**Calvary Chapel Burbank:** October 2015, October 2017
Position: Consultant

- Member of team responsible for the ideation and execution of "Fun Fest" halloween kids event
- Responsible for promotion and marketing of event to kids and their guardians
- Interacted with 100+ kids during featured role in primary skit and throughout event

**Robeks:** May 2013- May 2015
Position: Shift Supervisor

- Greeted customers and performed operational duties with product and payment services
- Formed relationships with regular customer base
- Counted drawers, cashed registers in/out, assisted in forming schedule

**Azusa Pacific University Hospitality Services:** August 2011- May 2015
Position: Hospitality Employee, Lead Dishwasher

- Responsible for collecting, washing, and re-stocking Hillside Grounds, Canyon Grill, and Quick E-Mart dishes
- Appointed by supervisors to train newly hired student workers
- Drafted a comprehensive Dishwasher's Guide at supervisors' request

**Roosevelt Elementary School Volunteer Program:** August 2009- August 2011
Position: Volunteer/ Mentor

- Coordinated after- school sports activities including basketball, soccer, and touch football
- Formed a team and coached a season of youth basketball in Burbank Parks and Rec league
- Provided informal mentorship and directed kids to appropriate professional resources as needed

# 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 14 of MARCH, 20 22 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Garri Dance Studio hereinafter referred to as "Consultant."

Payee's Name Garri Dance Studio Daytime Phone Numbe [redacted]

Email Addres [redacted]@gmail.com

Mailing Address 3715 W Magnolia Blvd, Burbank, CA 91505

Sponsoring Administrator Martha Walter

Board Approval Date Ratification - April 21, 2022

Account String 01.0-90201.0-11100-10000-5810-2058200

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 _____**

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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 $ 4,630. per hour☐/ per day ☐/ per session☐ for a total not to exceed $ 4630 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 3/28/2022 and terminating on 5/6/2022
3. Payment Terms: Upon Completion
4. Consultant will provide the following services:

   Six week session of Dance Instruction for all Bret Harte Students with a strong emphasis on the CA Dance/VAPA Classes will meet 2x per week.

5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

**Burbank Unified School District of Los Angeles County**

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

| | | | | |
|---|---|---|---|---|
| BUSD Authorized Signature/Title | Date | Consultant | Garri Dance Studio | 3/23/22 Date |

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Req.

Revised 06/19

# GARRI DANCE STUDIO AGREEMENT

THIS AGREEMENT ("Agreement") made and entered into this 4th day of January 2022, by and between Garri Dance Studio and Bret Harte Elementary School.

Bret Harte Elementary School requested a proposal for the performance of certain professional services; and Garri Dance Studio desires to enter into an agreement with Bret Harte Elementary School for the performance of these professional services.

In exchange of the mutual promises contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Garri Dance Studio and Bret Harte Elementary School agree as follows:

1. **Scope of Services.** Garri Dance Studio agrees to supply Bret Harte Elementary School with the following professional services (the "Services"):

a.) Six weeks of Dance Instruction for all Bret Harte Elementary School Students TK-5th with emphasis on the California State Dance/VAPA Standards. Classes will meet two days per week unless otherwise agreed upon. Garri Dance Studio will also provide tap classes for one second grade class.

b.) School-wide performance for parents with cohesive show theme date tbd.

c.) Up to three Bret Harte Elementary School students will be awarded GDS Summer Scholarships (total donated value $1,128.00) to be applied toward GDS Group Dance Classes.

2. **Term.** Garri Dance Studio shall commence providing the Services on March 28, 2022, and shall terminate on May 6, 2022 (the "Term").

3. **Payment.** In consideration of the Services provided pursuant to this Agreement, Bret Harte Elementary School shall pay Garri Dance Studio a booking fee of $4,630 which will be due upon completion of program. ($375/day for two days per week for six weeks = 12 instructional days $4,500 + $130.00 for tap classes)

4. **Indemnification.** Bret Harte Elementary School shall hold harmless Garri Dance Studio, its Trustees, officers, agents, and employees, from liability of any kind, including all claims and losses for injuries to persons or damage to property in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm, or corporation that may be injured or damaged in the performance of this Agreement.

# GARRI DANCE STUDIO AGREEMENT

THIS AGREEMENT ("Agreement") made and entered into this 4th day of January 2022, by and between Garri Dance Studio and Bret Harte Elementary School.

Bret Harte Elementary School requested a proposal for the performance of certain professional services; and Garri Dance Studio desires to enter into an agreement with Bret Harte Elementary School for the performance of these professional services.

In exchange of the mutual promises contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Garri Dance Studio and Bret Harte Elementary School agree as follows:

1. **Scope of Services.** Garri Dance Studio agrees to supply Bret Harte Elementary School with the following professional services (the "Services"):

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4. **Indemnification.** Bret Harte Elementary School shall hold harmless Garri Dance Studio, its Trustees, officers, agents, and employees, from liability of any kind, including all claims and losses for injuries to persons or damage to property in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm, or corporation that may be injured or damaged in the performance of this Agreement.

5. **Intellectual Property and Copyright.** All intellectual property, including, but not limited to, choreography, copy, art, photographs, designs, text, or documentation created as part of Garri Dance Studio's provision of Services shall remain the intellectual property of Garri Dance Studio.

6. **Non-competition.** Employees and/or contractors of Garri Dance Studio shall not have any individual contractual relationship with Bret Harte Elementary School. This non-competition obligation will survive the expiration of this agreement.

7. **Entire Agreement.** This Agreement contains the entire agreement of the parties and there are no representations, inducements, or other provisions other than those expressed herein. All changes, additions or deletions to this Agreement shall be in writing and executed by the authorized representatives of both parties. This Agreement and the rights and obligations of the parties hereto shall be interpreted, construed and enforced in accordance with the laws of the State of California.

**IN WITNESS THEREOF,** the parties have executed this Agreement in duplicate originals, one of which is retained by each of the parties, effective the day and year first written above.

**Bret Harte Elementary School**

**Representative Print Name:**

_____

**Signature:** _____

**Date:**_____

**Garri Dance Studio**

**Representative Print Name:**

_____

**Signature:**

_____

**Date:**_____

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

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Sharon Cuseo, Assistant Superintendent, Instructional Services |
| PREPARED BY: | Sharon Cuseo, Assistant Superintendent, Instructional Services |
| SUBMITTED BY: | Terri Ramirez-Adams, Administrative Secretary II |
| DATE: | April 21, 2022 |
| SUBJECT: | Approval of Amended Consultant Agreement for Luke Anderson |

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**Background:**

The purpose of the Instructional Consultant Services is to enrich student learning. Consultants are selected based on their qualifications regarding specific subject areas. When a consultant is selected, the consultant, company/organization must complete the required paperwork 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/Issues:**

Luke Anderson was previously approved as a consultant on October 7, 2021. Due to students returning to in-person learning his services are required more frequently. The Consultant Agreement will need to be amended to increase the hours of service.

**Fiscal Impact:**

There is no fiscal impact.

**Recommendation:**

Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve an amended Consultant Agreement between Burbank Unified School District and Luke Anderson to provide instructional consultant services, effective October 8, 2021 through May 29, 2022, in the amount of $3,980.00 (01.0-90201.0-11100-10000-5810-2058700), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

# BURBANK UNIFIED SCHOOL DISTRICT

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

## *AGREEMENT FOR CONSULTANT SERVICES*

**This Agreement,** made and entered into this 24 of August, 20 21 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Luke Anderson hereinafter referred to as "Consultant."

Payee's Name Luke Anderson Daytime Phone Number [redacted]

Email Address [redacted]@gmail.com

Mailing Address [redacted] Burbank CA 91505

Sponsoring Administrator Martha Walter

Board Approval Date ~~October 7, 2021~~ ~~Amended: November 4, 2021~~ Amended: April 21, 2022

Account String 010 90201 0 11100 10000 ~~5850~~ 5810 205 ~~8200~~ X700

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 $ 30.00 per hour☒/ per day ☐/ per session☐ for a total not to exceed $ 3000 3980 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on October 8, 2021 and terminating on May 29, 2022
3. Payment Terms: ~~Single payment on completion of services.~~ Monthly payments for hours worked
4. Consultant will provide the following services:

   Assemblies to introduce Peaceful Playground games and philosophy; 1st and 2nd grade PE time to teach games; weekly recess and lunch presence on playground to interact with students on playground.
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.

Shan Cisco 10/8/2021
BUSD Authorized Signature/Title Date

Consultant Luke Anderson 9-7-21 Date

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Req.

Revised 06/19

Shan Cisco Asst. Sup't 11/5/21

**Luke Anderson**

[redacted]

## EDUCATION:

Azusa Pacific University Class of 2015
Bachelor of Arts, History
Minor: Leadership Studies

## ADDITIONAL ACHIEVEMENTS:

Awarded Azusa Pacific University UG Founders' Academic Scholarship '11-'15
Accepted and Participated in selective South Africa Study Abroad Program '13
Awarded Burbank Community Service Medallion '11

## WORK/ LEADERSHIP EXPERIENCE:

**Amazing Athletes:** August 2019- present
Position: Athletics Instructor and Coordinator

- Responsible for running after school sports classes in elementary schools throughout BUSD independently and in partnership with the ASES program
- Designed curriculum and ran sports summer camps in partnership with Burbank Parks and Recreation department (Summer 2021)

**Meredith and Company:** September 2015- August 2019
Position: Child Caregiver

- Responsible for meeting the basic needs of children ranging from pre-school- 6th grade
- Duties include providing logistical support, child supervision, and activity planning
- Experience with a variety of personalities, ages, and interests

**Calvary Chapel Burbank:** October 2015, October 2017
Position: Consultant

- Member of team responsible for the ideation and execution of "Fun Fest" halloween kids event
- Responsible for promotion and marketing of event to kids and their guardians
- Interacted with 100+ kids during featured role in primary event

**Robeks:** May 2013- May 2015
Position: Shift Supervisor

- Greeted customers and performed operational duties with product and payment services
- Formed relationships with regular customer base
- Counted drawers, cashed registers in/out, assisted in forming schedule

**Azusa Pacific University Hospitality Services:** August 2011- May 2015
Position: Hospitality Employee, Lead Dishwasher

- Responsible for collecting, washing, and re-stocking Hillside Grounds, Canyon Grill, and Quick E-Mart dishes
- Appointed by supervisors to train newly hired student workers
- Drafted a comprehensive Dishwasher's Guide at supervisors' request

**Roosevelt Elementary School Volunteer Program:** August 2009- August 2011
Position: Volunteer/ Mentor

- Coordinated after- school sports activities including basketball, soccer, and touch football
- Formed a team and coached a season of youth basketball in Burbank Parks and Rec league
- Provided informal mentorship and directed kids to appropriate professional resources as needed

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

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Sharon Cuseo, Assistant Superintendent, Instructional Services |
| PREPARED BY: | Sharon Cuseo, Assistant Superintendent, Instructional Services |
| SUBMITTED BY: | Terri Ramirez-Adams, Administrative Secretary II |
| DATE: | April 21, 2022 |
| SUBJECT: | Approval of Non-Instructional Consultant Services |

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**Background:**

The purpose of the Non-Instructional Consultant Services is to support the goals of the school and/or District. Consultants are selected based on their qualifications, expertise and experience. When a non-instructional consultant is selected, the consultant, company/organization must complete the required paperwork by the District to ensure that District students receive the services they require. All non-instructional consultant requests must be approved by the Board of Education 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 non- instructional 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 non-instructional consultant services for the purpose of supporting the school and/or District goals, and that authority to sign the agreements be exercised pursuant to BUSD-AR 3314, as presented.

# BURBANK UNIFIED SCHOOL DISTRICT
# INSTRUCTIONAL SERVICES
# APPROVAL OF NON-INSTRUCTIONAL CONSULTANT SERVICES

Board Meeting Date: April 21, 2022

| Site | Name | Purpose | Dates | Cost | Appropriation Number |
|---|---|---|---|---|---|
| Instructional Services | Hanover Research | Hanover Research will provide research assistance in terms of survey creation, implementation, and analysis service for the LCAP and School Climate Survey, as well as a variety of other projects. | 7/1/2022–6/30/2025 | $134,060 (3 years)<br>7/1/22 - $42,525<br>7/1/23 - $44,650<br>7/1/24 - $46,885 | 01.0-00000.0-00000-72000-5850-7420025 |
| Muir Middle School | Glen Jaffe | Enrichment/History Music Lesson | 4/22/2022–5/27/2022 | $500 | 01.0-90350.0-11100-10000-5850-3228000 |
| Muir Middle School | Steven Moos | Enrichment/History Music Lesson | 4/22/2022–5/27/2022 | $500 | 01.0-90350.0-11100-10000-5850-3228000 |
| Instructional Services | Jennifer Jones | Provide clerical and program support for CDE Contract# CN210183 AME Institute and CDE Contract# CN210231 | 4/22/2022–6/24/2022 | $7,500 | 01.0-90201.0-00000-72000-5850-7428901 |
| Miller Elementary | FunFlicks So. Cal | Equipment and Set up for Family Movie Night | 5/6/2022 | $1,066.30 | 01.0-90201.0-11100-10000-5850-2108200 |

**Letter of Agreement**

Date of Agreement: March 3, 2022
Client: Burbank Unified School District

Effective Date: July 1, 2022
End Date: June 30, 2025

Agreement
This agreement "Agreement" between The Hanover Research Council LLC ("Hanover Research") and Client runs from the Effective Date to the End Date. Under this Agreement, Client has the authority to request research services on any topic (the "Research Services"), as well as the right to ask Hanover Research to expedite work of particular urgency.

All Research Services are available to Client on a subscription basis within the confines of a sequential research queue, in that Hanover will perform up to one (1) Research Services project at a time. Client shall, in its discretion, prioritize the research projects that form the basis of the Research Services as it deems appropriate. Research Services may include, but are not limited to: custom research reports; survey design, administration and analysis; interviews with industry/issue experts; secondary research; data analysis; and benchmarking (product/service comparison, key performance and efficiency metrics).

This Agreement hereby incorporates by reference the following terms and conditions ("Terms") that are available for review by Client online at: http://www.hanoverresearch.com/client-services-terms-conditions-education/. Client's signature below shall be deemed its acceptance and acknowledgement of the Terms as they related to the Research Services.

Service Fees and Invoicing Schedule:
*Net 30 – Failure to pay promptly will result in project postponement.*

| Service Dates | Invoice Dates | Invoice Fees* |
|---|---|---|
| **7/1/22 – 6/30/23** | 7/1/2022 | $42,525 |
| **7/1/23 – 6/30/24** | 7/1/2023 | $44,650 |
| **7/1/24 – 6/30/25** | 7/1/2024 | $46,885 |

**Early commitment pricing is valid with signed agreement received by March 31, 2022, after which the standard rate of $51,500 will apply for the 2022-2023 fiscal year.*

Client understands and agrees that there may from time to time be incidental costs not included in the Service Fee set forth above ("Additional Services"). Such Additional Services may include purchased database access, panel costs, survey incentives, translation costs, infographic development costs, postage/printing for mass mailings, etc. With prior written approval, Client agrees to pay for all such Additional Services to either Hanover or directly to such third party vendor if requested. If Additional Services are estimated to cost more than $5,000, Client shall either (1) contract directly with the third party vendor(s) for such Additional Services, or (2) pre-pay to Hanover the estimated costs for the Additional Services prior to the project kick-off.

Confirmation
Each person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement.

**Burbank Unified School District**

Signature: _____

Date: _____

**Hanover Research Council LLC**

Signature: _____

Date: _____

# BURBANK UNIFIED SCHOOL DISTRICT

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

## *AGREEMENT FOR CONSULTANT SERVICES*

**This Agreement,** made and entered into this 1st of March, 20 22 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Glen Jaffe hereinafter referred to as "Consultant."

Payee's Name Glen Jaffe Daytime Phone Number [redacted]

Email Address [redacted]

Mailing Address [redacted] 91607

Sponsoring Administrator Dr. Greg Miller, Principal @ John Muir Middle School

Board Approval Date April 21, 2022

Account String 01.0-90350.0-11100-10000-5850-3228000

The assignment ☐ **will** or ☒ **will not** require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

**Retired Employee: Please check if you belong to** ____ **calPERS** X **cal STRS Retirement Date** 06-15-2021

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ ____ per hour☐/ per day ☐/ per session☒ for a total not to exceed $ 500.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on April 22, 2022 and terminating on 5/27/2022.
3. Payment Terms: One payment due at start of session
4. Consultant will provide the following services:

   Enrichment to Social Science Curriculum - History Music Lesson

5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

**Burbank Unified School District of Los Angeles County**

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

BUSD Authorized Signature/Title Date

Consultant Glen Jaffe 3/8/22 Date

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Req.

Revised 06/19

## Glen Jaffe

[redacted]

Glen Jaffe has been an educator for over 45 years, 31 of those years working in the Burbank Unified School District at John Muir Middle School as a social science teacher. Glen has been a musician for most of his life, a guitarist for 60 years. He was part of the music group that performs at Muir Assemblies and holiday events for staff as well as students. As an educator, Glen has been a practicing musician incorporating music into his lessons in and out of the classroom. As a retired educator, Glen continues performing locally and nationally. His current aim is to present the story of America using historical songs and relating them to events and issues in American history. Starting with the American Revolution, his use of music reflects our democratic spirit appropriate for the 8th grade social science curriculum.

# BURBANK UNIFIED SCHOOL DISTRICT

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

## *AGREEMENT FOR CONSULTANT SERVICES*

**This Agreement,** made and entered into this 1st of March, 20 22 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Steven Moos hereinafter referred to as "Consultant,"

Payee's Name Steven Moos Daytime Phone Numbe [redacted]

Email Address [redacted]net

Mailing Address [redacted]California 90405

Sponsoring Administrator Dr. Greg Miller, Principal @ John Muir Middle School

Board Approval Date April 21, 2022

Account String 01.0-90350.0-11100-10000-5850-3228000

The assignment ☐ **will** or ☒ **will not** require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

**Retired Employee: Please check if you belong to** ____ **calPERS** X **cal STRS Retirement Date** 06-15-2021

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;

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2. The term of the Agreement shall be the period commencing on April 22, 2022 and terminating on 5/27/2022
3. Payment Terms: One payment due at start of session
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5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

**Burbank Unified School District of Los Angeles County**

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

BUSD Authorized Signature/Title Date

Consultant Steven Moos March 16, 2022 Date

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Req.

Revised 06/19

## STEVEN MOOS



Steven Moos has been an educator for over 40 year, 20 plus of those years working in the Burbank Unified School District, John Muir Middle School. As an educator and parent, Steven has been a practicing musician incorporating music into his lessons in and out of the classroom. As a musician, he has performed nationally as well as internationally. Steven has performed at various universities in Southern California, including UCLA's Royce Hall. Now as a retired educator, Steven continues performing locally, nationally, and hopes to continue taking his music internationally. His current aim is to present the story of America using songs as our road map. Starting with the American Revolution, he demonstrates how music reflects our democratic spirit.

# 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 22nd of April, 20 22 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Jennifer Jones hereinafter referred to as "Consultant."

Payee's Name Jennifer Jones Daytime Phone Number [redacted]

Email Address [redacted]hotmail.com

Mailing Address [redacted], CA 91501

Sponsoring Administrator Sharon Cuseo, Asst. Sup't

Board Approval Date April 21, 2022

Account String 01.0-90201.0-00000-72000-5850-7428901 CDE Contract

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** x **calPERS** _____ **cal STRS Retirement Date** 8-13-2021

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ _____ per hour☐/ per day ☐/ per session☒ for a total not to exceed $7500 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on April 22, 2022 and terminating on June 24, 2022 .
3. Payment Terms: $3750 paid 5/20/2022 $3750 paid 6/24/2022
4. Consultant will provide the following services:

   Provide clerical and program support for CDE Contract #CN210183 AME Institute and CDE Contract # CN210231 CTSO .
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.

| | | | | |
|---|---|---|---|---|
| | | Jennifer L Jones | | 4/8/2022 |
| BUSD Authorized Signature/Title | Date | Consultant | Jennifer Jones | Date |

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Req.

Revised 06/19

# JENNIFER G. JONES

[redacted] [redacted]

## SUMMARY

Highly proficient and organized Administrative Professional with extensive experience in all aspects of management support. Detail-oriented, self-starter capable of working competently and independently. Demonstrates the ability to manage multiple priorities simultaneously to provide efficient and smooth office operation.

## PROFESSIONAL EXPERIENCE

**Burbank Unified School District**, Burbank California **July 2009 – August 2021**
**Administrative Secretary II, Instructional Services**
Provided advanced-level administrative assistance to the Assistant Superintendent, Instructional Services

- Performed a wide variety of specialized secretarial, budgetary, and administrative support duties.
- Researched/compiled information, computed statistical information for Federal, State and District reports.
- Maintained a wide variety of complex financial, statistical, and narrative records and reports.
- Prepared and assembled Board agenda items, School Business Agreements, Extra Duty Assignments, PTRs.
- Managed District memberships and software licenses.
- Created and maintained complex spreadsheets; posted and maintained budget and financial records; monitored account balances and recorded expenditures.
- Maintained inventory records.
- Maintained financial records for the New Teacher Induction Program and assisted in budget process.
- On-going management of the Athletic Field donations.
- Created fillable pdf files for use in various departments.

**Pat & David Fogg, Keller Williams Realty,** Burbank, California **2004 - 2009**
**Administrative Assistant**
Assisted two top-producing realtors and listing manager in handling all aspects of real estate transactions.

- Managed, maintained and updated Top Producer, a Real Estate sales and marketing database software.
- Handled multiple client files, updating and maintaining.
- Created marketing flyers for distribution at property and via email.
- Input listings into multiple listing services; price and status changes.
- Monitored and maintained listing information in MLS, Realtor.com, Obeo, KW Listing Service and Fogg's personal website.
- Exhibited the ability to multi-task and work in a fast-paced environment with competing priorities.

**The Seagram Beverage Company,** Van Nuys, California **1980 – 2002**
**Executive Secretary**
Provided top administrative functions for the Vice President and Regional Sales Director plus 12 field sales managers.

- Formulated, created and maintained Excel spreadsheets for use in management presentations and projects.
- Prepared correspondence and word processing documents, including complex merge functions.
- Created specialized Powerpoint presentations with sound and special effects.
- Compiled and distributed monthly depletion and status reports for sales managers.
- Coordinated all events, off-site sales meetings and travel arrangements.

## EDUCATION

Bachelor of Arts – Psychology: University of California, Los Angeles

# BURBANK UNIFIED SCHOOL DISTRICT

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

## *AGREEMENT FOR CONSULTANT SERVICES*

**This Agreement,** made and entered into this 11th of April, 2022 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and FunFlicks of So. Cal hereinafter referred to as "Consultant."

Payee's Name FunFlicks of So. Cal Daytime Phone Number 818-263-4916

Email Address movie-events@funflicks.com

Mailing Address 107 N. Reino Road #169, Newbury Park, CA 91320

Sponsoring Administrator Judy Hession, Principal at Miller Elementary School

Board Approval Date Thursday, April 21, 2022

Account String 010-90201.0-11100-10000-5850-2108200-0000 (PTA Fund)

The assignment ☐ **will** or ■ **will not** require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

**Retired Employee: Please check if you belong to _____ calPERS _____cal STRS Retirement Date _____**

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

NOW THEREFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ _____ per hour☐/ per day ☐/ per session☐ for a total not to exceed $1066.30 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on May 6, 2022 and terminating on May 6, 2022.
3. Payment Terms: Paid in full 14 days prior to event date
4. Consultant will provide the following services:

   FunFlicks So. Cal will provide and set up blockbuster movie screen for a family movie night in the Miller Park.

5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

**Burbank Unified School District of Los Angeles County**

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

BUSD Authorized Signature/Title Date

Consultant FunFlicks of So. Cal Date 3/11/22

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Req.

Revised 06/19

# FUNFLICKS OUTDOOR MOVIES

Since 2001, in an effort to grow the FunFlicks® Brand, we have jumped state lines by offering business owners a piece of our American Pie!

Now, with 68 Movie Screen Rental Locations in full operation, we can easily reach one-third of the nation with LOCAL representation in most states.

Operating our business local to you is important to us to ensure fantastic customer service and competitive pricing.

We Are LOCAL in Your Community!

FunFlicks® is the leading and only National In and Outdoor Movie Equipment Provider in America. How have we come so far? Well, it's not alone, that's for sure. We are a company of individuals and families across the nation who have a vision of bringing world-class entertainment to your event. Our Company Brand is formed with individual business owners in each state that guarantee quality equipment and customer service. Each location is educated on customer service and business processes, including event management and fulfillment. All local licensees in our national network are committed to offering friendly and professional service along with fair pricing to facilitate your event. When you work with FunFlicks®, you can take pride in knowing that you're supporting a small, local business. Some of our local owners have been with us 10+ years, bringing the joy of the cinema to communities like yours.

Our List of High-Profile Clients Continues to Grow

What started out as outdoor movie entertainment for backyard parties and company events has grown beyond our wildest dreams. Each individual or organization that partners with us enjoys superior audio-visual equipment, epic inflatable movie screens and outstanding customer service, all presented with a smile. On top of that, we love getting to conquer unique challenges to ensure a seamless movie-watching event. Now, we're the leader in our industry and have a fantastic reputation across the nation.

Here's just a few of the events and organizations we've had the pleasure of working with:

National Monument Movie Night in Washington D.C.

Classic Drive-In Movie Theater Events for Lamborghini, Tesla, Toyota and Harley-Davidson Dealerships

Amazon Treasure Trunk Events throughout the U.S.

Medieval Times Employee Appreciation Event

ABC's "The Bachelor" LIVE Season Finale viewing event

Classic Sci-Fi Horror Event

YMCA family movie nights

The Queen Mary Summer Movie Series

San Francisco's SunDown Cinema Series

Multiple Film Festivals across the nation, including the Napa Valley Film Festival

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

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM : | John M. Paramo, Assistant Superintendent, Educational Services |
| PREPARED BY: | John M. Paramo, Assistant Superintendent, Educational Services |
| SUBMITTED BY: | Laura Erisman, Administrative Assistant |
| DATE: | April 21, 2022 |
| SUBJECT: | Approval of Williams Lawsuit Settlement Quarterly Report on Uniform Complaints 2021-2022 |

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**Background:**

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

**Discussion and Issues:**

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

This is the third report to the Board of Education for the 2021-2022 school year. There are no incidents to report.

**Fiscal Impact:**

There is no fiscal impact.

**Recommendation:**

John Paramo, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the Williams Lawsuit Settlement Quarterly Report on Uniform Complaints 2021-2022, Report Summary No. 3, January 1 through March 31, 2022, as presented.

Los Angeles County Office of Education
Serving Students ▪ Supporting Communities
Leading Educators

# Williams Lawsuit Settlement
# Quarterly Report on Uniform Complaints 2021-2022

District Name: Burbank Unified School District  Date: 4/15/2022

Person completing this form: John Paramo  Title: Assistant Sup.

Quarter covered by this report (Check One Below):

| | | | |
|---|---|---|---|
| ☐ 1st QTR | July 1 to September 30 | Due 15-Oct | 2021 |
| ☐ 2nd QTR | October 1 to December 31 | Due 14- Jan | 2022 |
| ☑ 3rd QTR | January 1 to March 31 | Due 15-Apr | 2022 |
| ☐ 4th QTR | April 1 to June 30 | Due 15-Jul | 2022 |

Date for information to be reported publicly at governing board meeting: April 21, 2022

Please check the box that applies:

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

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

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

Print Name of District Superintendent Matt Hill

Signature of District Superintendent _____ Date 4/22/22

Return the **Quarterly Summary** to:
Williams Legislation Implementation Project
Los Angeles County Office of Education
c/o Kirit Chauhan, Williams Settlement Legislation
9300 Imperial Highway, ASM/Williams ECW 284
Downey, CA 90242

Telephone: (562) 803-8382
FAX: (562) 803-8325
E-Mail: Chauhan_Kirit@lacoe.edu

Rev. 07-27-21

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

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Peter Knapik, Director, Elementary Education |
| PREPARED BY: | Peter Knapik, Director, Elementary Education |
| SUBMITTED BY: | Terri Ramirez Adams, Administrative Secretary II |
| DATE: | April 21, 2022 |
| SUBJECT: | Approval of Fee Increase for Around the Bell and Monterey Child Care |

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**Background:**

On April 16, 2020, staff provided the Board of Education with an annual update on the status of programs operated by the District's Child Development Department. That report included information that showed the extent to which each program was operating, in terms of financial viability. During the 2019-20 school year, each program was operating at a fiscal deficit.

In July 2020, the Around the Bell (ATB) rates were increased by 5%. Rates had not been increased for more than five years.

In 2020-21, the Child Development budget was augmented with COVID federal dollars as programs were operating with fewer students and each program was a full day including the Around the Bell program. This impacted the budget as employee costs increased due to the expansion of hours especially in the Around the Bell program.

In 2020-21, full-day weekly rates were:

- $320 full-day
- $195 half-day
- $160 full-day for Burbank USD employees
- $100 half-day for Burbank USD employees
- $50 for two days only for Burbank USD employees

It is anticipated that the Child Development program will run a deficit. COVID federal dollars will be used to off set that expenditure at an estimated cost of $20,000-$30,000.

**District-wide Goals 2021-2022:**

1.0 Students will be career/college ready via high-quality instruction
2.0 Students will be physically, emotionally, and mentally healthy
3.0 Recruit and retain highly qualified employees

**Discussion/Issues:**

Around the Bell (ATB) rates are proposed below. Families would also be charged processing fees for credit cards (3.69%) which was increased by Eleyo. Additionally, it is proposed that the $100 annual waitlist fee per family be continued. Cash payment is accepted to avoid processing fees.

| Age Group | Current Fee Rate During Normal Year | Proposed Fee Rate for 2022-2023 |
|---|---|---|
| Junior Kindergarten, Extended Transitional Kindergarten, Transitional Kindergarten, Kindergarten | $130 per week | $136 per week |
| Grades 1 – 5 | $100 per week | $105 per week |

**Monterey Infant Center rates are proposed below.** Families would also be charged processing fees for credit cards (3.69%) which was increased by Eleyo. Additionally, it is proposed that the $100 annual waitlist fee per family be continued. Cash payment is accepted to avoid processing fees.

| Age Group | Current Fee Rate During Normal Year | Proposed Fee Rate for 2021-2022 |
|---|---|---|
| 3 months through 2 years | $438 per week | $460 per week |

**Fiscal Impact:**

Raising the fees for the Around the Bell program would reduce the projected deficit for this program. The fee increase also includes the percentage per transaction increase from Eleyo from 2.79% to 3.69%. Additionally, it is proposed that the $100 annual registration fee per family be continued.

**Recommendation:**

Peter Knapik, Director, Elementary Education, recommends that the Board of Education approve the proposed rate increases, as indicated in the Board action item above for the Around the Bell Program and Monterey Infant Center, effective July 1, 2022, as presented.

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

**REPORT TO THE BOARD**

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Peter Knapik, Director of Elementary Education |
| PREPARED BY: | Peter Knapik, Director of Elementary Education |
| SUBMITTED BY: | Terri Ramirez-Adams, Administrative Secretary II |
| DATE: | April 21, 2022 |
| SUBJECT: | Approval of Agreement with Boys & Girls Club of Burbank for the Use of District Facilities for the 2021-2022 School Year |

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**Background**

During the 2012-2013 school year, representatives from the Boys & Girls Club (B&G Club) Board of Directors and Burbank Unified School District Administration had a series of meetings to review the status of the partnership (Facility-Use) agreement between the BUSD and Burbank B&G Club. At those meetings, District staff shared that BUSD has endured State cuts in education of nearly 20% over the previous five years. Furthermore, staff explained that BUSD could no longer afford the initial agreement which allowed the Burbank B&G Club to use District facilities at no cost.

In 2012-2013, costs for Use of Facilities as set forth in the agreement were approximately $300,000. That year, the City of Burbank approved action to implement "rate smoothing" to offset increased utility costs to BUSD of approximately $100,000. This was a one-time agreement for that school year.

For the 2013-2014 school year, a new agreement was created in order to facilitate the B&G Club's capacity to operate in the District's schools. The key terms of this agreement were as follows:

- The Boys & Girls Club agreed to pay a total of $177,070 to the Burbank Unified School District for the use of specified school site facilities for the 2013-2014 school year.
- That single year-rate amount reflected a 50% reduction of the current applicable BUSD facility use rate of $354,140 and assumed that the school sites and facilities used would be the same as those used the previous school year (2012-2013).
- To arrive at the $177,070 rate the district applied the current facility use rates to the hours proposed for use of each respective room or facility and reduced those costs by 50% for this one year only. The district did not charge the B&G Club for field usage (at any of its site locations) for the upcoming school year.
- In addition, when this agreement was approved, B&G Club was required to propose a new agreement to become effective July 1, 2014, to the BUSD Board of Education, the B&G Club Board of Directors, and the Burbank City Council no later than December 31, 2013. Absent any new agreement proposed by that date and agreed upon prior to June 30, 2014, that current agreement expired on June 30, 2014, and was not renewable. No new agreement was proposed by that date (December 31, 2013).

- It was further understood that in all future years, any and all agreements will be made in accordance to BUSD Board Policy regarding standard costs for Use of Facilities for a non-profit organization.

**District-Wide Goals 2021-2022**
1.0 Students will be college/career ready via high-quality instruction
2.0: Students will be physically, emotionally, and mentally healthy

**Discussion/Issues**
For the 2021-2022 school year, a new Use of Facilities Agreement between the District and the B&G Club has been prepared (see "Exhibit A"). Under this agreement, in which the terms are similar to the 2020-2021 agreement, the Boys & Girls Club will be required to pay the full cost for the Use of All requested District facilities, based on the current Board approved rate for non-profit organizations not directly related to the District's educational program, as specified under Category II of the Burbank Unified School District Facility Use Rate Schedule (see "Exhibit B").

To this end, B&G Club shall be required to pay a total of $103,950 to the Burbank Unified School District for the use of all specified school site facilities for the 2021-2022 school year (see "Exhibit C")

Furthermore, if the District is to donate any further portable classroom structures on the campuses of any District school sites during the course of the 2021-2022 school year, the cost for Use of Facilities at those sites would be eliminated (after the agreement was approved by the Board of Education), and the monthly charge to the B&G Club would be reduced in proportion to the stated cost for those specific school sites.

The monthly invoice plan (Exhibit A) for the B&G Club Use of Facilities for the 2021-2022 school year will be as follows:

| Invoice Date | Payment Due Date | Amount Due |
|---|---|---|
| 09/01/2021 | 09/30/2021 | $10,395.00 |
| 10/01/2021 | 10/31/2021 | $10,395.00 |
| 11/01/2021 | 11/29/2021 | $10,395.00 |
| 12/01/2021 | 12/31/2021 | $10,395.00 |
| 01/01/2022 | 01/31/2022 | $10,395.00 |
| 02/01/2022 | 02/28/2022 | $10,395.00 |
| 03/01/2022 | 03/31/2022 | $10,395.00 |
| 04/01/2022 | 04/30/2022 | $10,395.00 |
| 05/01/2022 | 05/29/2022 | $10,395.00 |
| 06/01/2022 | 06/30/2022 | $10,395.00 |

**Fiscal Impact:**
The district will recover direct costs of $103,950

**Recommendation:**
Peter Knapik, Director, Elementary Education, recommends that the Board of Education approve the agreement between the Burbank Unified School District and the Boys and Girls Club of Burbank, to use District facilities at four elementary schools, two middle schools and the adult school, effective, July 1, 2021 through June 30, 2022, and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented.

## 2021-2022 USE OF FACILITIES - BOYS AND GIRLS CLUB

**"Exhibit C": Per-School Site Facilities Usage Rates for Boys and Girls Club**

| SITE | Areas/Rooms of Use 2021-22 | Hours of Permitted Use 2021-22 | Monday-Friday School Days | Fee Schedule (Hourly Rate) | School Days 2021-22 | Estimated Hours of Permitted Use 2021-22 | Estimated Cost | ESTIMATED GRAND TOTAL ALL SITES |
|---|---|---|---|---|---|---|---|---|
| McKinley | | | | | | | | |
| | Room 40 | 2:30-6 PM | X | $15.00 | 180 | 630 hours | $9,450.00 | |
| Site Estimated Total | | | | | | | | $9,450.00 |
| Miller | | | | | | | | |
| | Room 12 | 2:30-6 PM | X | $15.00 | 180 | 630 hours | $9,450.00 | |
| Site Estimated Total | | | | | | | | $9,450.00 |
| Roosevelt | | | | | | | | |
| | Room 41 | 2:30-6 PM | X | $15.00 | 180 | 630 hours | $9,450.00 | |
| Site Estimated Total | | | | | | | | $9,450.00 |
| Stevenson | | | | | | | | |
| | Bungalow A | 2:30-6 PM | X | $15.00 | 180 | 630 hours | $9,450.00 | |
| | Bungalow A | 2:30-6 PM | X | $15.00 | 180 | 630 hours | $9,450.00 | |
| Site Estimated Total | | | | | | | | $18,900.00 |
| Huerta | | | | | | | | |
| | Cafeteria | 3-6 PM | X | $45.00 | 180 | 540 hours | $24,300.00 | |
| | | | | | | | | |
| Site Estimated Total | | | | | | | | $24,300.00 |
| Muir | | | | | | | | |
| | Room 606 | 3-6 PM | X | $15.00 | 180 | 540 hours | $8,100.00 | |
| | Room 607 | 3-6 PM | X | $15.00 | 180 | 540 hours | $8,100.00 | |
| Site Estimated Total | | | | | | | | $16,200.00 |
| Adult School | | | | | | | | |
| | H802 | 3-6 PM | X | $15.00 | 180 | 540 hours | $8,100.00 | |
| | H803 | 3-6 PM | X | $15.00 | 180 | 540 hours | $8,100.00 | |
| Site Estimated Total | | | | | | | | $16,200.00 |
| | | | | | | | | |
| GRAND ESTIMATED TOTAL ALL SITES* | | | | | | | | $103,950.00 |

*This estimate is based on the requested use at each site. Tech Labs and Fields were not requested. Art Showcase use to be requested in the spring.

# BURBANK UNIFIED SCHOOL DISTRICT
## FACILITY USE RATE SCHEDULE
### As of August 1, 2021 - Exhibit B

| | CATEGORY I (no fee)<br>BUSD-sponsored activities directly related to the educational program, or activities sponsored by statutorily approved youth group. (See BUSD Procedures) | CATEGORY II (Direct)<br>Nonprofit organizations not directly related to District's educational program, and/or net proceeds are expended for the welfare of BUSD students. (+ Processing Fee) | CATEGORY III (Rental) [4]<br>Organizations engaged in fundraising or for-profit activities for which the net proceeds are not expended for the welfare of BUSD students. (+ Processing Fee) |
|---|---|---|---|
| **SCHOOL BUILDINGS** | | | |
| Regular Classroom | NO CHARGE | $15.00 per hour | $32.00 per hour |
| Lunch Shelters | NO CHARGE | $12.00 per hour | $26.00 per hour |
| Computer Lab [1] | NO CHARGE | $89.00 per hour | $100.00 per hour |
| Large Conference/Board Room | NO CHARGE | $30.00 per hour | $49.00 per hour |
| Restrooms (Boy and Girl) [3] | NO CHARGE | $7.00 per hour | $15.00 per hour |
| Elementary School MPR/ Auditorium (used as classroom) | NO CHARGE | $18.00 per hour | $55.00 per hour |
| Elementary MPR/Auditorium | NO CHARGE | $32.00 per hour | $80.00 per hour |
| Elementary School Kitchens [2] | NO CHARGE | $20.00 per hour | $40.00 per hour |
| Elementary Library | NO CHARGE | $18.00 per hour | $38.00 per hour |
| Middle School Kitchens [2] | NO CHARGE | $25.00 per hour | $48.00 per hour |
| Middle School Cafeteria/MPR | NO CHARGE | $45.00 per hour | $75.00 per hour |
| Middle School Auditorium | NO CHARGE | $50.00 per hour | $127.00 per hour |
| Middle School Library | NO CHARGE | $25.00 per hour | $43.00 per hour |
| Middle School Gym & Locker Rm | NO CHARGE | $48.00 per hour | $62.00 per hour |
| High School Gyms & Locker Rm | NO CHARGE | $59.00 per hour | $86.00 per hour |
| High School Auditorium | NO CHARGE | $59.00 per hour | $177.00 per hour |
| High School Library | NO CHARGE | $55.00 per hour | $76.00 per hour |
| High School Gym Snack Bar | NO CHARGE | $12.00 per hour | $20.00 per hour |
| High School Cafeteria [2] | NO CHARGE | $42.00 per hour | $92.00 per hour |
| High School Kitchen [2] | NO CHARGE | $30.00 per hour | $75.00 per hour |
| High School Music Room | NO CHARGE | $20.00 per hour | $60.00 per hour |
| HS Dance/Wrestling Room [3] | NO CHARGE | $25.00 per hour | $55.00 per hour |
| **OTHER** | | | |
| Food Service Worker (kitchen) | $32.00 per hour | $32.00 per hour | $32.00 per hour |
| **OUTDOOR FACILITIES** | | | |
| JBHS Memorial Field/Stadium | NO CHARGE | $294.00 per hour | $515.00 per hour |
| BHS Field/Stadium | NO CHARGE | $236.00 per hour | $412.00 per hour |
| Lights (evening) at stadium | NO CHARGE | $110.00 per hour | $115.00 per hour |
| Track (JBHS or BHS) | NO CHARGE | $80.00 per hour | $175.00 per hour |
| Soccer Fields (per playing field) | NO CHARGE | $40.00 per hour | $70.00 per hour |
| BUSD Lining of soccer fields | $125.00 per lined field | $125.00 per lined field | $150.00 per lined field |
| Parking Lots | NO CHARGE | $15.00 per hour | $31.00 per hour |
| Playground | NO CHARGE | $35.00 per hour | $45.00 per hour |
| High School Baseball Fields | Available to BUSD High School Coaches running outside camps ONLY | | $75.00 per hour |
| Lights (Evening) High School Baseball Fields | | | $110.00 per hour |
| [1] | Includes required lab technician, computer usage, and room charge. | | |
| [2] | BUSD Food Safety Certified staff must be present when cooking is planned (cost will be added) | | |
| [3] | Restroom and locker room usage will require a BUSD custodian for cleaning | | |
| [4] | All organizations renting under the fair rental Category III rates will require a security deposit | | |
| **Note:** | **Custodial Fees will be charged at established overtime costs – 3-hour minimum.** | | |

**"Exhibit A"**
**BURBANK UNIFIED SCHOOL DISTRICT**
**AGREEMENT FOR USE OF FACILITIES**

The Boys and Girls Club (B&GC) and the Burbank Unified School District (BUSD) agree to the following terms of the Burbank Unified School District Use of Facilities for the 2021-2022 fiscal year, beginning July 1, 2021, and ending June 30, 2022:

I. The Boys and Girls Club agrees to pay a total of $46,800.00 to the Burbank Unified School District for the use of specified school site facilities for the 2021-2022 school year. This rate reflects all of the charges associated with the Use of Facilities Request that was submitted by B&GC to the District's Facilities Department. Further, this rate applies to organizations that fall under Category II (Nonprofit organizations not directly related to the District's educational program, and/or net proceeds are expended for the welfare of BUSD students) on the District's current (July 2015) Facility Use Rate Schedule.

2. As was done for the 2020-2021 school year, the costs for use of District facilities by the B&GC are determined by BUSD Board Policy. Any modifications to these costs will be subject to mutual agreement between BUSD and the B&GC and Board approval.

3. B&GC agrees to propose a new agreement to become effective July 1, 2021, to the BUSD Board of Education and the B&GC Board of Directors no later than June 1, 2021. Absent any new agreement proposed by that date and agreed upon prior to that date, this current agreement will expire on June 30, 2021.

4. If, during the course of the 2021-2022 school year, BUSD and the B&GC should come to an agreement in which an additional portable classroom at an elementary school site is leased to the B&GC and all utilities for that portable classroom are covered exclusively by the B&GC, the annual cost of the program will be reduced accordingly by eliminating that site's Use of Facilities fee from the total annual charge.

5. A standard Use of Facilities form will be filled out for each District facility by the Boys and Girls Club, and the Boys and Girls Club will abide by the rules and regulations delineated in that form.

6. The BUSD Site-Based After School Programs Standards form will be signed (for each District facility) by a representative of the Boys and Girls Club, the school site principal, and the Director of Elementary Education or Secondary Education. All parties will be expected to abide by the rules and regulations delineated by that agreement.

7. **Use of classrooms:** the District custodial staff will spend up to three hours per week (per site) cleaning the rooms used by the B&GC. Both parties acknowledge that this amount of time should be sufficient, but due to BUSD custodial schedules, this will only be once-a-week coverage. Trash will continue to be emptied daily. The B&GC staff will leave each

room with no food present and the room will be picked up at the end of the day. When a custodian is pulled from his or her regular cleaning duties for emergencies or is absent, the classroom may receive minimal treatment consisting of trash being dumped.

8. It is the responsibility of the Boys and Girls Club staff to maintain all of the classrooms being used for their program as follows:

    a. No food or drinks in the room
    b. At the end of the day, all chairs will be placed on top of desks.
    c. At the end of the day all pens, pencils, crayons, paper, books, games, and any other items that would impede vacuuming will be picked up off the floor.
    d. All sinks will be cleaned after use.
    e. Whiteboards will be cleaned daily if used.

9. As long as the classrooms being used for the Boys and Girls Club programs are maintained as outlined above, no additional charges will be made for their use of time during which custodians are normally at work.

10. If the custodian assigned to clean the room finds that it has not been maintained as outlined above, he or she will document the problem with a photograph and fill out a form indicating the extra time necessary to clean the room. The Boys and Girls Club will be charged ***at the standard District overtime rate*** for the additional time necessary to clean the room. The charge shall be calculated in quarter-hour increments.

11. In addition to the above standards for classroom usage, should the Boys and Girls Club be allowed to use a computer lab, they acknowledge there will be no food or drink in those facilities, and students will be supervised such that the computer screens will not be touched.

12. In addition to the above standards for classroom usage, the Boys and Girls Club will ensure that any books or other media used by students or staff shall be returned to the same place from which they were accessed by the end of the day.

13. **Use of Outdoor Areas:** If the Boys and Girls Club uses a lunch shelter, they agree to maintain the facility as follows:

    a. At the end of use, all food not consumed and all trash will be placed in trash bins.
    b. At the end of use, all tables used will be wiped down.
    c. Any spills will be cleaned up immediately.

14. As long as the outdoor areas being used for the Boys and Girls Club programs are maintained as outlined above, no charge will be made for their use of time during which custodians are normally at work.

15. If the custodian assigned to these areas finds that they have not been maintained as outlined above, he or she will document the problem with a photograph and fill out a form indicating

the extra time necessary to clean the area. The Boys/Girls club will be charged at ***the standard District overtime rate*** for the additional time necessary to clean the room. The charge shall be calculated in quarter-hour increments.

16. **Use of Restrooms:** If the Boys and Girls Club uses restrooms, the staff will ensure that paper towels are thrown into trash cans and not flushed down toilets.

17. As long as the bathrooms being used for the Boys and Girls Club programs are maintained as outlined above, no charge will be made for their use of time during which custodians are normally at work.

18. If the custodian assigned to clean the bathrooms finds that it has not been maintained as outlined above, he or she will document the problem with a photograph and fill out a form indicating the extra time necessary to clean the area room. The Boys and Girls Club will be charged at *the standard District overtime rate* for the additional time necessary to clean the room. The charge shall be calculated in quarter-hour increments.

19. **Carpets:** Wear and tear on carpets will be assessed at the end of each fiscal year by Burbank Unified School District's facilities staff. Should the Boys and Girls Club have exclusive use of a room, they will be responsible for any repair or replacement necessary as determined by facilities staff. If replacement or repair is necessary, the Boys and Girls Club may choose whether or not to include a daily rate in the fee schedule and thus amortize the cost over the operational year and pass that cost on to parents. Additionally, the Boys and Girls Club may choose to either reimburse the District for replacement costs at the time replacement is called for or replace the carpet themselves as long as they adhere to District guidelines regarding quality, color, etc. In either case, the Boys and Girls Club acknowledges that it is the decision of the facilities staff as to when the carpet will be replaced.

20. **Other Fixtures, Furniture & Equipment:** Any other damage to rooms, fixtures, furniture, or equipment shall be documented and the Boys/Girls club shall reimburse the district for its costs to repair or replace the damaged item or area.

21. **Payment:** B&CG will be invoiced by the Burbank Unified School District on a tenth basis, beginning September 1, 2021. As such, ten (10) payments of $10,395.00 will be due to the District by the end of each month of the 2021-2022 school year. The total amount invoiced over the ten months will be $103,950.00. The payment schedule will be as follows:

| Invoice Date | Payment Due Date | Amount Due |
|---|---|---|
| 09/01/2021 | 09/30/2021 | $10,395.00 |
| 10/01/2021 | 10/31/2021 | $10,395.00 |
| 11/01/2021 | 11/29/2021 | $10,395.00 |
| 12/01/2021 | 12/31/2021 | $10,395.00 |
| 01/01/2022 | 01/31/2022 | $10,395.00 |
| 02/01/2022 | 02/28/2022 | $10,395.00 |
| 03/01/2022 | 03/31/2022 | $10,395.00 |
| 04/01/2022 | 04/30/2022 | $10,395.00 |
| 05/01/2022 | 05/29/2022 | $10,395.00 |
| 06/01/2022 | 06/30/2022 | $10,395.00 |

I agree as an authorized representative to the conditions outlined above on behalf of my organization.

| | |
|---|---|
| For: The Boys & Girls Club | For: Burbank Unified School District |
| Name: _____ | Name: _____ |
| Title: _____ | Title: _____ |
| Date: _____ | Date: _____ |

**BURBANK UNIFIED SCHOOL DISTRICT**
Facilities Services
510 South Shelton Street Burbank, California 91506

Approval # 21-0113

## APPLICATION FOR USE OF FACILITIES

### CONTACT INFORMATION:

Organization's Name: Boys & Girls Club of Burbank and Greater East Valley
Non-Profit Organization? Yes ✓ No ____
(If yes, attach proof of non-profit status)
Applicant's Name: Serli Mehrabian

Mailing Address: 300 E Angeleno ave
Burbank, CA 91502
Email: serlimehrabian@bgcburbank.org
Phone: 818-303-4862 FAX: ____

### FACILITY INFORMATION

School Requested: McKinley Elementary School
Dates Requested: (List individually)
Days of Week: Monday-Friday
Mo/Day/Year: August 16th, 2021 - May 26, 2022

Facility Needed: ~~Classroom or bungalow~~ Room 40, pair of restrooms for members and staff. Also,
(Auditorium, Gym, Classroom, etc.)
Time AM/PM: (Facility opening, closing)
Late Bird release time - Until 6:00pm

FACILITY NEEDED: apparatus and green space

### EVENT INFORMATION:

Purpose of Event: BGC School year Enrichment Program
Number of Participants: 40 Spectators: N/A

Fee Charged or Donation Accepted? Yes ✓ No ____
Event (will) (will not) be open to the general public. ☑

Equipment Requests: (Subject to availability)

Special Needs:
N/A

### CUSTODIAL SUPPORT REQESTED:

Hours/Date(s) Needed: Custodial support per Contract
Custodial Support Funded By: ____

***Your costs will continue to increase until your group leaves the premises!***
***(When no custodial staff is on site and for weekend use, there is a 3-hour minimum – approximate cost of $105.00)***

We hereby certify that we shall be responsible on behalf of our organization for any damage sustained by the school premises, furniture or equipment because of the occupancy of said premises by our organization, and we have signed and attached the appropriate Hold Harmless Agreement applicable to our user status. **We agree to pay a non-refundable $50.00 procession fee (Category II and III only).** We, the organization, have read and agree to abide by and to enforce the rules, regulations and policies of the Burbank Board of Education governing the use of school facilities as printed on the reverse side hereof.

Applicant's Signature: [signature]
Title: Program Director
Date: 7/19/2021
Phone: 818-303-4862
(See Regulation 13 on reverse)

Copy of Current and In Force Certificate of Insurance MUST be in Applicant's and/or Organization's Name and MUST be attached to this application. Liability Insurance Carrier: ____

### BURBANK UNIFIED SCHOOL DISTRICT USE ONLY:

Site Recommendation:
Yes ✓ No ____ per Liz Costella
Principal
Date: 7/22/2021

Approved: Larry Cross /kg
Director of Facilities
Date: 8/2/2021

Juan Fidel

White – District Service Center Copy Yellow – School Copy Pink – Applicant's Copy

REPORT OF USE (Concerns, Violations, Damages, Etc.): ____
*(To be completed by the custodian working the use)*

**BURBANK UNIFIED SCHOOL DISTRICT**
Facilities Services
510 South Shelton Street Burbank, California 91506

Approval # 21-0117

## APPLICATION FOR USE OF FACILITIES

### CONTACT INFORMATION:

Organization's Name: Boys & Girls Club of Burbank and Greater East Valley
Non-Profit Organization? Yes ✔ No ____
(If yes, attach proof of non-profit status)
Applicant's Name: Serli Mehrabian

Mailing Address: 300 E Angeleno ave
Burbank, CA 91502
Email: serlimehrabian@bgcburbank.org
Phone: 818-303-4862 FAX: ____

### FACILITY INFORMATION

School Requested: Miller Elementary School
Dates Requested: (List individually)
Days of Week: Monday-Friday
Mo/Day/Year: August 16th, 2021 - May 26, 2022

Facility Need: 12 Room, pair of restrooms for members and staff. Also,
(Auditorium, Gym, Classroom, etc.)
Time AM/PM: (Facility opening, closing)
Late Bird release time - Until 6:00pm

FACILITY NEEDED: apparatus and green space

### EVENT INFORMATION:

Purpose of Event: BGC School year Enrichment Program
Number of Participants: 50 Spectators: N/A

Fee Charged or Donation Accepted? Yes ✔ No ____
Event (will) (will not) be open to the general public.

Equipment Requests: (Subject to availability)

Special Needs:
N/A

### CUSTODIAL SUPPORT REQESTED:

Hours/Date(s) Needed: Custodial support per contract
Custodial Support Funded By: ____

***Your costs will continue to increase until your group leaves the premises!***
***(When no custodial staff is on site and for weekend use, there is a 3-hour minimum – approximate cost of $105.00)***

We hereby certify that we shall be responsible on behalf of our organization for any damage sustained by the school premises, furniture or equipment because of the occupancy of said premises by our organization, and we have signed and attached the appropriate Hold Harmless Agreement applicable to our user status. **We agree to pay a non-refundable $50.00 procession fee (Category II and III only).** We, the organization, have read and agree to abide by and to enforce the rules, regulations and policies of the Burbank Board of Education governing the use of school facilities as printed on the reverse side hereof.

Applicant's Signature: ____
Title: Program Director
(See Regulation 13 on reverse)

Date: 7/19/2021
Phone: 818-303-4862

Copy of Current and In Force Certificate of Insurance MUST be in Applicant's and/or Organization's Name and MUST be attached to this application. Liability Insurance Carrier: ____

### BURBANK UNIFIED SCHOOL DISTRICT USE ONLY:

Site Recommendation:
Yes ✔ No ____ Judy Hession
Principal
Date: 8/3/2021

Approved: Larry Cross / kyy
Director of Facilities
Date: 8/3/2021

Basilio

White – District Service Center Copy Yellow – School Copy Pink – Applicant's Copy

Isidoro/Celestino

REPORT OF USE (Concerns, Violations, Damages, Etc.): ____
*(To be completed by the custodian working the use)*

**BURBANK UNIFIED SCHOOL DISTRICT**
Facilities Services
510 South Shelton Street Burbank, California 91506

**APPLICATION FOR USE OF FACILITIES**

Approval # 21-0114

## CONTACT INFORMATION:

Organization's Name: Boys & Girls Club of Burbank and Greater East Valley
Non-Profit Organization? Yes ✓ No
(if yes, attach proof of non-profit status)
Applicant's Name: Serli Mehrabian

Mailing Address: 300 E Angeleno ave
Burbank, CA 91502
Email: serlimehrabian@bgcburbank.org
Phone: 818-303-4862 FAX:

## FACILITY INFORMATION

School Requested: Roosevelt Elementary School
Dates Requested: (List individually)
Days of Week: Monday-Friday
Mo/Day/Year: August 16th, 2021 - May 26, 2022

Facility Needed: ~~Classroom for BGC~~ Room 41, pair of restrooms for members and staff. Also,
(Auditorium, Gym, Classroom, etc.)
Time AM/PM: (Facility opening, closing)
School release time - until 6:00pm
FACILITY NEEDED: apparatus and green space

## EVENT INFORMATION:

Purpose of Event: BGC School year Enrichment Program
Number of Participants: 40 Spectators: N/A

Fee Charged or Donation Accepted? Yes ✓ No
Event (will) (will not) be open to the general public.

Equipment Requests: (Subject to availability)

Special Needs:
N/A

## CUSTODIAL SUPPORT REQESTED:

Hours/Date(s) Needed: Custodial support per contract
Custodial Support Funded By:
***Your costs will continue to increase until your group leaves the premises!***
***(When no custodial staff is on site and for weekend use, there is a 3-hour minimum – approximate cost of $105.00)***

We hereby certify that we shall be responsible on behalf of our organization for any damage sustained by the school premises, furniture or equipment because of the occupancy of said premises by our organization, and we have signed and attached the appropriate Hold Harmless Agreement applicable to our user status. **We agree to pay a non-refundable $50.00 procession fee (Category II and III only).** We, the organization, have read and agree to abide by and to enforce the rules, regulations and policies of the Burbank Board of Education governing the use of school facilities as printed on the reverse side hereof.

Applicant's Signature:
Title: Program Director
Date: 7/19/2021
Phone: 818-303-4862
(See Regulation 13 on reverse)

Copy of Current and In Force Certificate of Insurance MUST be in Applicant's and/or Organization's Name and MUST be attached to this application. Liability Insurance Carrier:

## BURBANK UNIFIED SCHOOL DISTRICT USE ONLY:

Site Recommendation:
Yes ✓ No per Matthew Osmond
Principal
Date: 7/22/2021

Approved: Larry Cross / kjy
Director of Facilities
Date: 8/2/2021

Mike Rafael

White – District Service Center Copy Yellow – School Copy Pink – Applicant's Copy

REPORT OF USE (Concerns, Violations, Damages, Etc.):
*(To be completed by the custodian working the use)*

**BURBANK UNIFIED SCHOOL DISTRICT**
Facilities Services
510 South Shelton Street Burbank, California 91506

Approval # 21-0363

## APPLICATION FOR USE OF FACILITIES

### CONTACT INFORMATION:

Organization's Name: Boys & Girls Club of Burbank and Greater East Valley
Non-Profit Organization? Yes ✓ No ____
(If yes, attach proof of non-profit status)
Applicant's Name: Serli Mehrabian

Mailing Address: 300 E Angeleno Ave
Burbank, CA 91502
Email: serlimehrabian@bgcburbank.org
Phone: 818-303-4862 FAX: ____

### FACILITY INFORMATION

School Requested: Stevenson Elementary School
Dates Requested: (List individually)

| Days of Week | Mo/Day/Year | Time AM/PM: (Facility opening, closing) |
|---|---|---|
| Every Tuesday until end of semester | Feb. 15th, 2022 to May 24th, 2022 | 4:00pm-5:30pm |

Facility Needed: Auditorium
(Auditorium, Gym, Classroom, etc.)

### EVENT INFORMATION:

Purpose of Event: ACYC
Number of Participants: 10-15 Spectators: ____

Fee Charged or Donation Accepted? Yes ✓ No ____
Event (will) (will not) be open to the general public. Will Not ☑

Equipment Requests: (Subject to availability)

Special Needs:

### CUSTODIAL SUPPORT REQESTED:

Hours/Date(s) Needed: ____
Custodial Support Funded By: ____

***Your costs will continue to increase until your group leaves the premises!***
***(When no custodial staff is on site and for weekend use, there is a 3-hour minimum – approximate cost of $105.00)***

We hereby certify that we shall be responsible on behalf of our organization for any damage sustained by the school premises, furniture or equipment because of the occupancy of said premises by our organization, and we have signed and attached the appropriate Hold Harmless Agreement applicable to our user status. **We agree to pay a non-refundable $50.00 procession fee (Category II and III only).** We, the organization, have read and agree to abide by and to enforce the rules, regulations and policies of the Burbank Board of Education governing the use of school facilities as printed on the reverse side hereof.

Applicant's Signature: Serli Mehrabian
Title: Program Director
(See Regulation 13 on reverse)

Date: 1/24/2022
Phone: 818-303-4862

Copy of Current and In Force Certificate of Insurance MUST be in Applicant's and/or Organization's Name and MUST be attached to this application. Liability Insurance Carrier: ____

### BURBANK UNIFIED SCHOOL DISTRICT USE ONLY:

Site Recommendation: Yes ✓ No ___ Jill Johnson
Principal
Date: 1/26/22

Approved: Larry Cross / cc
Director of Facilities
Date: 1/26/22

oscar

Edick

White – District Service Center Copy Yellow – School Copy Pink – Applicant's Copy

REPORT OF USE (Concerns, Violations, Damages, Etc.): ____
*(To be completed by the custodian working the use)*

**BURBANK UNIFIED SCHOOL DISTRICT**
Facilities Services
510 South Shelton Street Burbank, California 91506

Approval # 21-0116

## APPLICATION FOR USE OF FACILITIES

### CONTACT INFORMATION:

Organization's Name: Boys & Girls Club of Burbank and Greater East Valley
Non-Profit Organization? Yes ✓ No ____
(If yes, attach proof of non-profit status)
Applicant's Name: Serli Mehrabian

Mailing Address: 300 E Angeleno ave
Burbank, CA 91502
Email: serlimehrabian@bgcburbank.org
Phone: 818-303-4862 FAX: ____

### FACILITY INFORMATION

School Requested: Dolores Huerta Middle School
Dates Requested: (List individually)
Days of Week: Monday-Friday
Mo/Day/Year: August 16th, 2021 - May 26, 2022

Facility Needed: Cafeteria & 200 hall restrooms
(Auditorium, Gym, Classroom, etc.)
Time AM/PM: (Facility opening, closing)
3-6 pm
FACILITY NEEDED: apparatus and green space

### EVENT INFORMATION:

Purpose of Event: BGC School year Enrichment Program
Number of Participants: 80 Spectators: N/A

Fee Charged or Donation Accepted? Yes ✓ No ____
Event (will) (will not) be open to the general public.

Equipment Requests: (Subject to availability)

Special Needs:
N/A

### CUSTODIAL SUPPORT REQESTED:

Custodial Support per contract

Hours/Date(s) Needed ____
Custodial Support Funded By ____ ***Your costs will continue to increase until your group leaves the premises!***
***(When no custodial staff is on site and for weekend use, there is a 3-hour minimum – approximate cost of $105.00)***

We hereby certify that we shall be responsible on behalf of our organization for any damage sustained by the school premises, furniture or equipment because of the occupancy of said premises by our organization, and we have signed and attached the appropriate Hold Harmless Agreement applicable to our user status. **We agree to pay a non-refundable $50.00 procession fee (Category II and III only).** We, the organization, have read and agree to abide by and to enforce the rules, regulations and policies of the Burbank Board of Education governing the use of school facilities as printed on the reverse side hereof.

Applicant's Signature ____
Title: Program Director
(See Regulation 13 on reverse)

Date: 7/19/2021
Phone: 818-303-4862

Copy of Current and In Force Certificate of Insurance MUST be in Applicant's and/or Organization's Name and MUST be attached to this application. Liability Insurance Carrier ____

### BURBANK UNIFIED SCHOOL DISTRICT USE ONLY:

Site Recommendation:
Yes ✓ No ____ per Edwin Taylor
Principal
Date: 8/3/2021

Approved: Larry Cross | kyy
Director of Facilities
Date: 8/3/2021

Efren Sergio

White – District Service Center Copy Yellow – School Copy Pink – Applicant's Copy

REPORT OF USE (Concerns, Violations, Damages, Etc.): ____
*(To be completed by the custodian working the use)*

Note change:

**BURBANK UNIFIED SCHOOL DISTRICT**
Facilities Services
510 South Shelton Street Burbank, California 91506

Approval # 21-0119

## APPLICATION FOR USE OF FACILITIES

### CONTACT INFORMATION:

Organization's Name: Boys & Girls Club of Burbank and Greater East Valley
Non-Profit Organization? Yes ✔ No ____
(If yes, attach proof of non-profit status)
Applicant's Name: Serli Mehrabian

Mailing Address: 300 E Angeleno ave
Burbank, CA 91502
Email: serlimehrabian@bgcburbank.org
Phone: 818-303-4862 FAX: ____

### FACILITY INFORMATION

School Requested: Muir Middle School
Dates Requested: (List individually)
Days of Week: Monday-Friday
Mo/Day/Year: August 16th, 2021 - May 26, 2022

Facility Needed: ~~classroom for BGC~~ Room 606 & Room 607, pair of restrooms for members and staff. Also,
(Auditorium, Gym, Classroom, etc.)
Time AM/PM: (Facility opening, closing)
School release time - Until 6:00pm

FACILITY NEEDED: green space

### EVENT INFORMATION:

Purpose of Event: BGC School year Enrichment Program
Number of Participants: 80 Spectators: N/A

Fee Charged or Donation Accepted? Yes ✔ No ____
Event (will) (will not) be open to the general public. ☑

Equipment Requests: (Subject to availability)

Special Needs:
N/A

### CUSTODIAL SUPPORT REQESTED:

Custodial Support per contract

Hours/Date(s) Needed: ____
Custodial Support Funded By: ____

***Your costs will continue to increase until your group leaves the premises!***
***(When no custodial staff is on site and for weekend use, there is a 3-hour minimum – approximate cost of $105.00)***

We hereby certify that we shall be responsible on behalf of our organization for any damage sustained by the school premises, furniture or equipment because of the occupancy of said premises by our organization, and we have signed and attached the appropriate Hold Harmless Agreement applicable to our user status. **We agree to pay a non-refundable $50.00 procession fee (Category II and III only).** We, the organization, have read and agree to abide by and to enforce the rules, regulations and policies of the Burbank Board of Education governing the use of school facilities as printed on the reverse side hereof.

Applicant's Signature: ____
Title: Program Director
(See Regulation 13 on reverse)

Date: 7/19/2021
Phone: 818-303-4862

Copy of Current and In Force Certificate of Insurance MUST be in Applicant's and/or Organization's Name and MUST be attached to this application. Liability Insurance Carrier: ____

### BURBANK UNIFIED SCHOOL DISTRICT USE ONLY:

Site Recommendation:
Yes ✓ No ____ per Catherine Celaya
Principal
Date: 7/26/2021 8/9/2021 8/18/2021

Approved: Lamy Cross / yy
Director of Facilities
Date: 8/9/2021

Willy Raul

White – District Service Center Copy Yellow – School Copy Pink – Applicant's Copy

REPORT OF USE (Concerns, Violations, Damages, Etc.): ____
*(To be completed by the custodian working the use)*

Note Change:

**BURBANK UNIFIED SCHOOL DISTRICT**
Facilities Services
510 South Shelton Street Burbank, California 91506

Approval # 21-0120

## APPLICATION FOR USE OF FACILITIES

### CONTACT INFORMATION:

Organization's Name: Boys & Girls Club of Burbank and Greater East Valley
Non-Profit Organization? Yes ✓ No ____
(If yes, attach proof of non-profit status)
Applicant's Name: Serli Mehrabian

Mailing Address: 300 E Angeleno ave
Burbank, CA 91502
Email: serlimehrabian@bgcburbank.org
Phone: 818-303-4862 FAX: ____

### FACILITY INFORMATION

School Requested: Adult School
Dates Requested: (List individually)
Days of Week: Monday-Friday
Mo/Day/Year: August 16th, 2021 - May 26, 2022

Facility Needed: Room H802 & Room H803 pair of restrooms for members and staff. Also,
(Auditorium, Gym, Classroom, etc.)
Time AM/PM: (Facility opening, closing)
School release time - Until 6:00pm

FACILITY NEEDED: green space

### EVENT INFORMATION:

Purpose of Event: BGC School year Enrichment Program
Number of Participants: 50 Spectators: N/A

Fee Charged or Donation Accepted? Yes ✓ No ____
Event (will) (will not) be open to the general public. ☑

Equipment Requests: (Subject to availability)

Special Needs:
N/A

### CUSTODIAL SUPPORT REQESTED:

Custodial support per contract

Hours/Date(s) Needed: ____
Custodial Support Funded By: ____

***Your costs will continue to increase until your group leaves the premises!***
***(When no custodial staff is on site and for weekend use, there is a 3-hour minimum – approximate cost of $105.00)***

We hereby certify that we shall be responsible on behalf of our organization for any damage sustained by the school premises, furniture or equipment because of the occupancy of said premises by our organization, and we have signed and attached the appropriate Hold Harmless Agreement applicable to our user status. **We agree to pay a non-refundable $50.00 procession fee (Category II and III only).** We, the organization, have read and agree to abide by and to enforce the rules, regulations and policies of the Burbank Board of Education governing the use of school facilities as printed on the reverse side hereof.

Applicant's Signature: [signature]
Title: Program Director
(See Regulation 13 on reverse)

Date: 7/19/2021
Phone: 818-303-4862

Copy of Current and In Force Certificate of Insurance MUST be in Applicant's and/or Organization's Name and MUST be attached to this application. Liability Insurance Carrier: ____

### BURBANK UNIFIED SCHOOL DISTRICT USE ONLY:

Site Recommendation:
Yes ✓ No ____ per Wendy Heard
Principal
Date: 8/9/2021 8/18/21

Approved: Larry Cross / kjy
Director of Facilities
Date: 8/9/2021

Emmanuel Roxana

White – District Service Center Copy Yellow – School Copy Pink – Applicant's Copy

REPORT OF USE (Concerns, Violations, Damages, Etc.): ____
*(To be completed by the custodian working the use)*

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

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Paulette Koss, Director, Special Education and Psychological Services |
| PREPARED BY: | Paulette Koss, Director, Special Education and Psychological Services |
| SUBMITTED BY: | Sandra Shearer, Administrative Secretary |
| DATE: | April 21, 2022 |
| SUBJECT: | Approval for California Department of Rehabilitation Service Contract |

**Background:**

The Workforce Innovation and Opportunity Act (WIOA) is an amendment and reauthorization of the United States Government's Workforce Investment Act of 1998, which provided support to the nation's primary programs and investments in employment services, workforce development, adult education and vocational rehabilitation activities. The California Department of Rehabilitation (DOR) is the government agency that provides employment and independent living resources for California residents with disabilities.

The Federal WIOA requires that the State Department of Rehabilitation provide pre-employment transition services to high school students with disabilities (age 16-21) via a case service contract entitled "We Can Work." These services are an outcome oriented and coordinated set of activities that promote transition from secondary school to post-secondary activities. The core components of the We Can Work program are as follows:

- job exploration counseling
- work-based learning experiences
- counseling for post-secondary opportunities
- workplace readiness training
- instruction for self-advocacy
- funding for vocational training and coaching

**Discussion/Issues:**

The Burbank Unified School District's Special Education Department has maintained an ongoing relationship with its regional California DOR office to provide linkages to adult service agencies for students with disabilities who are in the process of exiting the public school system. The Special Education Department has had a contract with the DOR for the We Can Work program since March 17, 2016.

The current proposed We Can Work service contract is a continuation of the previous contract. It focuses specifically on the provision of work-based learning experiences via direct work experience. Under this model, students with disabilities (age 16-21) would be referred to the We Can Work program with the expectation that work experience services will be provided during their junior and senior years of high school, through a contractual agreement.

The contractual experiences consist of short-term placements (either on or off campus) and monitoring of the student/DOR client's performance in the work environment. The Work experiences may include:

- paid or unpaid internships
- paid or unpaid employment
- summer work experience
- work exploration and job shadowing.

The District's Student/DOR clients may participate in more than one work experience situation. These work experiences are intended to be temporary placements to gain experience in the workplace. The work experiences may also result in the development of vocational direction, appropriate work attitudes, ethical behavior, interpersonal skills, task-speed and accuracy, and some (limited) occupational skills.
Initial eligibility is for the We Can Work program would be determined in coordination with DOR staff, and is based on the following criteria:

- the student must have a documented disability
- the student must express a desire to participate in (and be available for) a work experience opportunity before exiting high school
- The student can benefit from work experience services.

The referral process for the We Can Work Program includes the following steps: (1) staff will identify students who eligible for the program; (2) staff will refer those who are eligible for work experience services to DOR; (3) the We Can Work staff will gather all the necessary school documents once all releases are signed. This includes the student's IEP, any assessment and/or other disability information; (4) staff will provide this documentation to the DOR Counselor

This service contract has the following provisions:

- For the fiscal year 2022-2023 (July 1, 2022-June 30, 2023) 68 students will be served and provided with the opportunity to participate in paid work experience. Work experiences will be individualized and can vary in duration as well as type of placement. Work experience will be individualized and can vary in duration as well as type of placement. Work experience hours are expected to average up to 100 hours per student.
- Funding for fiscal year 2022-2023 (July 1, 2022-June 30, 2023) is $173, 431 with 87% dedicated to student salaries and 13% dedicated to staff salary.
- For the fiscal year 2023-2024 (July 1, 2023-June 30, 2024) 65 students will be served and provided with the opportunity to participate in paid work experience. Work experiences will be individualized and can vary in duration as well as type of placement. Work experience will be individualized and can vary in duration as well as type of placement. Work experience hours are expected to average up to 100 hours per student.
- Funding for fiscal year 2023-2024 (July 1, 2023-June 30, 2024) is $173, 431 with 87% dedicated to student salaries and 13% dedicated to staff salary.
- For the fiscal year 2024-2025 (July 1, 2024-June 30, 2025) 62 students will be served and provided with the opportunity to participate in paid work experience. Work experiences will be individualized and can vary in duration as well as type of placement. Work experience will be individualized and can vary in duration as well as type of placement. Work experience hours are expected to average up to 100 hours per student.
- Funding for fiscal year 2024-2025 (July 1, 2024-June 30, 2025) is $173, 431 with 87% dedicated to student salaries and 13% dedicated to staff salary

**Fiscal Impact:**

No fiscal impact to the District. All funding is provided by the Department of Rehabilitation.

**Recommendation:**

Paulette Koss, Director, Special Education and Psychological Services, recommends that the Board of Education approve a contract between the Burbank Unified School District and the State of California Department of Rehabilitation for the purpose of work experience for identified students in the We Can Work program, effective July 1, 2022 through June 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR3314, as presented.

**EXHIBIT A.1**
**(Standard Agreement - Subvention)**
**Burbank Unified School District**
**We Can Work**
**Work Experience Contract**

## SCOPE OF WORK

### I. Introduction

The Federal Workforce Innovation and Opportunities Act (WIOA) requires that the Department of Rehabilitation provide DOR Student Services to high school students with all types of disabilities ages 16-21. DOR Student Services are an outcome oriented and coordinated set of activities that promotes movement from school to post school activities. DOR Student Services include the following core services:

- Job exploration counseling
- Work-based learning experiences
- Counseling on post-secondary opportunities
- Workplace readiness training
- Instruction in self advocacy.

This contract will focus specifically on the provision of Work-based Learning Experience services.

The We Can Work program will serve disabled students served by Burbank Unified School District. Students with disabilities, age 16-21 will be referred to the We Can Work program with an expectation that work experience services will be provided during their junior and senior years through this contractual agreement. Consumers will be served at the following BUSD schools: Burbank Adult School, Burbank High School, John Burroughs High School, Magnolia Park High School and Monterey High School. We Can Work Staff will work closely with the DOR counselors throughout the referral, eligibility, planning, and follow-up processes in order to ensure coordinated service. Initial eligibility is determined in coordination with DOR staff based on the following criteria:

- Must have a documented disability
- Must want to participate and be available in a work experience opportunity before exiting high school.
- Can benefit from work experience services.

The referral process will include the following: Burbank USD staff will identify students and refer those who are pre-eligible for work experience services to DOR. Burbank USD staff gathers all necessary documents and provide these to the DOR Counselor. For students that need DOR services that are not available to pre-eligible consumers, Burbank USD staff will gather all necessary school documents once releases are signed, including the school IEP, testing and other disability information, and provide these to the DOR Counselor and make a referral for a vocational rehabilitation intake.

For fiscal year 2019-2020, a total of 44 unduplicated WCW students/DOR participants will be served through this case service contract.

For fiscal year 2020-2021, a total of 40 unduplicated WCW students/DOR participants will be served through this case service contract.

## II. Services to be Provided

### A. DOR Student Services Work-based Learning Experience

### 1. DESCRIPTION OF SERVICES

DOR Student Services Work-based Learning Experience consists of short-term placements either on or off campus and monitoring of the WCW student/DOR participants performance in the work environment. Work experience may include employment preparation, paid/unpaid internships, paid/unpaid placement, summer work experience, work exploration and job shadowing. The WCW students/DOR participants may participate in more than one work experience situation. Work experiences are intended to be temporary placements to gain experience in the workplace. They may also result in the development of any of the following: vocational direction, appropriate work attitudes, ethics, interpersonal skills, speed, and accuracy, foundational employment skills.

Any paid or non-paid work experience activities will be in compliance with the Department of Labor regulations. For WCW students/DOR participants participating in paid work experience, the contracting school will be the employer of record, and students will be paid minimum wage. Work experiences will be individualized and can vary in duration as well as type of placement. Work experience may include additional training as needed from We Can Work staff during the work experience and follow up on employer feedback following the work experience. Work experience hours are expected to average up to 100 hours per student per year depending on individual need and interest. The Work Experience Service Coordinator I and II will evaluate WCW students/DOR participants progress and submit written reports to the DOR counselor on a monthly basis as long as the WCW students/DOR participant is actively participating in contract services.

### 2. Service Goals/Number to be served

During fiscal year 2019/2020, it is expected that:

- Burbank Unified School District will provide 44 work experiences to WCW students/DOR participants.

During fiscal year 2020/2021, it is expected that:

- Burbank Unified School District will provide 40 work experiences to WCW students/DOR participants.

## III. Contract Administrator/Program Coordinator

| Department of Rehabilitation | School District |
|---|---|
| *Colleen Gaither* | *Tamara Schiern, Director of Special Education* |
| 15400 Sherman Way, #140 | 1900 W. Olive Ave. |
| Van Nuys, CA. 91406 | Burbank, CA 91506 |
| (818) 901-5036 | (818)729-4449 |
| Fax : (818) 908-4580 | (818)729-4544 |
| **(818) 614-3027 (VP) | TamaraSchiern@burbankusd.org |
| *colleen.gaither@dor.ca.gov* | |

**EXHIBIT B**
**(Standard Agreement - Subvention)**
**Burbank Unified School District**
**We Can Work**
**Work Experience Contract**

## BUDGET DETAIL AND PAYMENT PROVISIONS

### 1. INVOICING AND PAYMENT

#### A. Service Budget Payment of Expenditure

1. This is a cost reimbursement Agreement for subvention services. For services satisfactorily completed, and upon receipt and approval of the invoices, the Department of Rehabilitation (DOR) agrees to reimburse the Contractor for actual expenditures incurred subject to the approved Scope of Work, Service Budget, Budget Narrative, and applicable regulations as attached or referenced hereto and made a part of this Agreement.

2. All expenses shall be reviewed and approved by the DOR Contract Administrator before payment can be made to the Contractor.

3. The Service Budget must set forth in detail the reimbursable items, unit rates and extended total amounts for each line item. The Contractor's Service Budget shall include items directly related to this Agreement to include a Budget Narrative that fully explains why and how the costs are necessary to the Agreement.

#### B. Submission of Invoice(s)

1. Monthly invoices must be completed using the DR 801B Service Invoice form (DR801B) and shall provide an actual line-item detail of expenditure(s) that supports the approved Service Budget and Budget Narrative. The DR801B shall include the Agreement Number, and be submitted in duplicate not more frequently than monthly in arrears to the DOR Contract Administrator or designee (listed in Exhibit A).

2. An original DR801B must be submitted and signed by authorized personnel as listed on the Signature Authorization (DR 325) form.

3. Supporting documentation must be available upon request at any time by DOR staff, or other State and Federal representatives.

4. Federal and State funds are time limited, therefore, invoices (service and certified match) must be submitted as soon as possible, but no later than 60 days after the service month. Final submission of all fiscal year-end invoices is due no later than November 1st, to allow for payment and draw down prior to the close out of Federal/State funds.

5. If budgetary funds revert due to failure to submit timely invoices or failure to submit a properly prepared invoice, related Federal and State funds will no longer be available for use which will require the contractor to submit a claim through the Victims Compensation and Government Claims Board, where approval to pay is not guaranteed.

6. The DOR is committed to issue payments as quickly as possible following the receipt of an accurate and complete invoice of allowable costs as approved by the DOR Contract Administrator.

C. **Appropriate Expenditures**

Budgets must not contain line items that are or will be reimbursed/paid by another source of funding during the period covered by this Agreement. Unexpended funds for a fiscal year shall not be carried over to another fiscal year. Agreement expenditures reimbursed by DOR must be reported as federal funds in the contractor's accounting records and on the Schedule of Federal Awards under the CFDA # listed for this Agreement and prepared for the Title 2 Code of Federal Regulations, Part 200 (2 CFR 200) Single Audit.

D. **Invoice Claim Adjustments**

1. Surplus funds from a given line item, within a fiscal year budget may be used to defray allowable costs under the approved budget line items contained **within the same fiscal year.** A claim adjustment is required on the Service Invoice (DOR 801B) with an attached brief narrative explaining each line item impacted and may not exceed up to a cumulative amount of ten percent (10%) of the total annual contract Service Budget for all budget years as long, as there is neither an increase nor decrease of the total annual contract Service Budget. A formal amendment is required if it does not meet the above criteria.

2. Staff line item salary ranges and percentage of time are projected estimates and are subject to change based on actual salary and chargeable time costs. Claim adjustments are allowable as long as the annualized total line item costs do not exceed what is allowed in Item 1 above.

E. **Budget Contract Amendments**

A contract amendment between both parties is required for any budget changes not covered in Section D above. This includes any major category or detailed line item description changes to the approved Service Budget and Budget Narrative as outlined below:

- Adding and deleting a major category budget or detailed line item.
- Line item adjustments that exceed a cumulative amount of 10%.
- Decrease/increase to the total annual budget award or the total Agreement award for all budget years.
- Any word for word changes to the written budget narrative or budget cost detail. (*Note:* ALL changes must be made in **bold.**)

F. **Travel Reimbursements**

If travel is reimbursable, the Contractor agrees that all travel expenses and per diem rates paid to its employees under this Agreement shall be reimbursed at actual costs not to exceed the California Department of Human Resources (CalHR) designated rates for excluded employees. Go to CalHR website at http://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx. No travel outside the State of California except for bordering California states shall be reimbursed without prior documented written authorization from DOR.

Upon request from the DOR, Contractor will provide sufficient documentation to support travel expenditures such as travel claims, mileage logs, and receipts for lodging, transportation, and meal costs.

2. **BUDGET CONTINGENCY CLAUSE**

   A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.

   B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State or offer an Agreement amendment to Contractor to reflect the reduced amount.

3. **BUDGET CONTINGENCY CLAUSE FOR FEDERALLY FUNDED AGREEMENTS**

   A. It is mutually understood between the parties that this Agreement may have been written for the mutual benefit of both parties before ascertaining the availability of congressional appropriation of funds to avoid program and fiscal delays that would occur if the Agreement were executed after that determination was made.

   B. This Agreement is valid and enforceable only if sufficient funds are made available to the State by the United States Government for the current year and/or any subsequent year for the purpose of this program. In addition, this Agreement is subject to any additional restrictions, limitations, or conditions enacted by Congress or to any statute enacted by Congress that may affect the provisions, terms, or funding of this Agreement in any manner.

   C. The parties mutually agree that if Congress does not appropriate sufficient funds for the program, this Agreement shall be amended to reflect any reduction in funds.

4. **PROMPT PAYMENT CLAUSE**

   Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with section 927.

5. **PRINCIPLES AND STANDARDS FOR DETERMINING ALLOWABLE COSTS, INCLUDING REQUIREMENTS FOR DOCUMENTING PERSONNEL ACTIVITY CHARGEABLE TO THE AGREEMENT**

   Agreements awarded by the Department shall be subject to actual costs for services rendered under this Agreement. Allowable costs under this Agreement must meet the following general criteria:

   - Be generally recognized and necessary for the operation of the Contractor's organization.
   - Be reasonable for the performance of the Agreement, including acceptable sound business practices.
   - Be subject to the terms and conditions of the Agreement and approved DOR budgeted line items.

- Not be used for general expenses required to carry out other responsibilities of the Contractor.
- Be properly documented and supported.

Documenting and supporting the distribution of all costs, including the allocation of time chargeable to the Agreement, is required. The Contractor agrees to comply with the 2 CFR 200 cost principles regarding documentation for the support of personnel activity chargeable to the Agreement.

## 6. ACCOUNTING SYSTEM REQUIREMENTS

A. Contractor must maintain an appropriate fund accounting system that accurately accumulates and segregates reasonable, allocable, and allowable costs in compliance with state and federal regulations, and generally accepted accounting principles. The Contractor's financial management system shall provide:

- Accurate, current, and complete disclosure of the financial results of each federally sponsored project.
- Records that identify adequately the source and application of funds for federally sponsored activities.
- Written procedures for determining the reasonableness, allocable, and allowable costs in accordance with the provisions of the applicable federal cost principles and the terms and conditions of the Agreement.
- Accurate fund accounting records that track the revenues received from funders/sources and the expenditures paid to vendors for goods and services, and that are supported by adequate source documentation.

B. Contractor shall submit to State such reports, accounts, and records as deemed necessary by the State to discharge its obligation under State and Federal laws and regulations

Exhibit B.1

STATE OF CALIFORNIA — WEICAN WORK CASE SERVICE CONTRACT — DEPARTMENT OF REHABILITATION

SERVICE BUDGET

☑ Original ☐ Amendment

| Contractor Name and Address | Contract Number | Federal ID Number | Page X of X |
|---|---|---|---|
| Burbank Unified School District | | 95-6000418 | 1 of 1 |
| 1900 W. Olive Ave. | Budget Period | Budget Period | Budget Period |
| Burbank, CA 91506 | July 1, 2019 - June 30, 2020 | July 1, 2020 - June 30, 2021 | |
| | Effective Date (Amendments Only) | Effective Date (Amendments Only) | Effective Date (Amendments Only) |

| Line No. | PERSONNEL-Position Title & Time Base | Annual Salary Per FTE | Annual FTE | Amount Budgeted | Annual Salary Per FTE | Annual FTE | Amount Budgeted | Annual Salary Per FTE | Annual FTE | Amount Budgeted |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Work Experience Service Coordinator I (1 FTE = 40 hours/week; 200 days per fiscal year) | $160,085.00 | 0.13 | $20,811.05 | $161,232.00 | 0.13 | $20,960.16 | | | |
| 2 | Work Experience Service Coordinator II (1 FTE = 30 hours/week, 220 days per fiscal year) | $30,289.00 | 0.1667 | $5,049.18 | $31,772.26 | 0.1667 | $5,296.44 | | | |
| | Work Based Learning Services | Estimate cost per student | Approx. Students to be served | Amount Budgeted | Estimate cost per student | Approx. Students to be served | Amount Budgeted | Estimate cost per student | Approx. Students to be served | Amount Budgeted |
| 3 | Student Wages | $1,301.34 | 44 | $57,258.96 | $1,421.56 | 40 | $56,862.40 | | | |
| 4 | | | | | | | | | | |
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| 15 | | | | | | | | | | |
| 16 | | | | | | | | | | |
| 17 | | | | | | | | | | |
| 18 | Subtotal | | | $83,119.19 | | | $83,119.00 | | | |
| 19 | OPERATING EXPENSES | | | | | | | | | |
| 20 | | | | | | | | | | |
| 21 | | | | | | | | | | |
| 22 | | | | | | | | | | |
| 23 | | | | | | | | | | |
| 24 | | | | | | | | | | |
| 25 | | | | | | | | | | |
| 26 | | | | | | | | | | |
| 27 | Operating Subtotal | | | | | | | | | |
| 28 | Personnel and Operating Subtotal | | | $83,119.19 | | | $83,119.00 | | | |
| 29 | Indirect Rate Percentage | | | | | | | | | |
| 30 | Indirect Cost | | | | | | | | | |
| | TOTAL (rounded to nearest dollar) | | | $83,119 | | | $83,119 | | | |

WE CAN WORK CASE SERVICE CONTRACT
SERVICE BUDGET NARRATIVE

Benefits
The positions listed below are provided with the following Full-time benefits: STRS 2019-2020 (18.13%); 2020-2021 (19.10%); PERS 2019-2020 (20.70%); 2020-2021 (23.40%), FICA (6.2%), Health & Welfare Benefits (Cost based on individual plan), State Unemployment Insurance (.05%), Medicare (1.45%), Worker's compensation (3.2%)

**PERSONNEL**

**Burbank Unified School District/Traditional Education Agency Duties:**

**Program Specialist/Workability Coordinator**- Oversee Burbank Unified School District (BUSD) Workability program. Provide array of services as outlined in the Workability grant to BUSD special education students grades 9-12 and adult transition students. Place students in Workability subsidized paid employment. Monitor progress of students placed in paid employment. Collect follow up data on school leavers one year following exit from school district. Conduct Nonviolent Crisis Intervention training to staff in our Special Education Local Plan Area (SELPA).

**Work Experience Service Coordinator I:**
1. Maintains a job bank for student/DOR client in Work Experiences.
2. Networks with local employers/Workforce Investment Board/District Career Technical Education staff to keep current with local employment trends and training opportunities
3. Develops jobs/employer partnerships based upon student interests/skills
4. Places student/DOR client in Work Experiences
5. Monitors and evaluates the student/DOR client in the Work Experience
6. Provides monthly progress reports to referring DOR counselor.

**Burbank Unified School District/Traditional Education Agency Duties:**

**Career Vocational Assistant**
Assist the Workability Coordinator in providing support and assistance to the Burbank Unified School District (BUSD) Workability program. Assists with training and monitoring student progress, communicating with parents, and entering data into the Workability I student data program.

**Work Experience Service Coordinator II:**
1. Maintains a job bank for student/DOR client in Work Experiences.
2. Networks with local employers /District Career Technical Education staff to keep current with local employment trends and training opportunities
3. Develops jobs/employer partnerships based upon student interests/skills
4. Places student/DOR client in Work Experiences
5. Monitors and evaluates the student/DOR client in the Work Experience
6. Provides monthly progress reports to referring DOR counselor.

**Student Wages**: cost of student wages at minimum wage plus FICA costs. Students will be paid minimum wage for up to 100 hours per student. The student may be provided more than one work experience within this 100 hour limit. For example, 2 Work experiences at 50 hours per WE.

## EXHIBIT C

## GENERAL TERMS AND CONDITIONS (GTC 4/2017)

PLEASE NOTE: The General Terms and Conditions will be included in the Agreement by reference, you can view them at the Department of General Services, Office of Legal Services website at: https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language. Go to Resources, click on the Standard Contract Language section to expand, then click on GTC 4/2017.

**EXHIBIT D**
**(Standard Agreement - Subvention)**
**Burbank Unified School District**
**We Can Work**
**Work Experience Contract**

## SPECIAL TERMS AND CONDITIONS

### 1. NOTIFICATION & COMPLIANCE

All notices required by either party shall be in writing and sent by email, mail, or personally delivered to the appropriate address. Mailing addresses may be changed by written notice.

Contractor agrees to comply with all laws, regulations, ordinances, and policies of any governmental unit having jurisdiction over the rehabilitation program with regards to construction, medicine, health, safety, wages, hours, working conditions, workers' compensation, licensing and all other activities requiring compliance. Contractor shall accept financial responsibilities in the event of non-compliance.

### 2. DISPUTES

If Contractor believes that there is a dispute or grievance between Contractor and the State arising out of or relating to this Agreement, Contractor shall first discuss and attempt to resolve the issue informally with the DOR Contract Administrator. If the issue cannot be resolved at this level, Contractor shall follow the following procedures:

A. If the issue cannot be resolved informally with the DOR Contract Administrator, Contractor shall submit, in writing, a grievance report together with any evidence to the DOR Contract Administrator's Supervisor. The grievance report must state the issues in the dispute, the legal authority, or other basis for the Contractor's position and the remedy sought. Within ten (10) working days of receipt of the written grievance report from the Contractor the DOR Supervisor shall make a determination on the problem and shall respond in writing to the Contractor indicating the decision and reasons therefore. Should the Contractor disagree with the Supervisor's decision, Contractor may appeal to the next level following the procedure in "Disputes", paragraph B listed below.

B. Contractor's letter of appeal must be submitted within ten (10) working days of the receipt of the Contract Administrator's Supervisor's written decision. Contractor must submit a letter of appeal to the Department's Contract Officer explaining the disagreement with the Contract Administrator's supervisor's decision. The letter must include, as an attachment, copies of the Contractor's original grievance report, evidence originally submitted, and response from Supervisor. The Contracting Officer shall, within twenty (20) working days of receipt of Contractor's letter of appeal, review the issues raised and shall render a written decision to the Contractor. The decision of the Director or designee shall be final.

### 3. RIGHT TO TERMINATE

A. Either party reserves the right to terminate this Agreement subject to 30 days written notice.

B. However, the Agreement can be immediately terminated for cause. The term "for cause" shall mean that the Contractor fails to meet the terms, conditions, and/or responsibilities of

the Agreement. In this instance, the Agreement termination shall be effective as of the date indicated on the State's notification to the Contractor.

4. **TRAINING SEMINARS, WORKSHOPS OR CONFERENCES**

If said Contractor provides training seminars, workshops, or conferences, Contractor must obtain prior DOR approval for the location, costs, dates, agenda, instructors, instructional materials, and attendees at any reimbursable training seminar, workshop, or conference pursuant to this Agreement and of any reimbursable publicity or educational materials to be made available for distribution. The Contractor shall acknowledge the support of the State whenever publicizing the work under this Agreement in any media. The provision does not apply to necessary staff meetings or training sessions held for the staff of the Contractor to conduct routine business matters.

5. **INSURANCE REQUIREMENTS**

**General Provisions Applying to All Policies**

A. **Coverage Term** – Coverage needs to be in force for the complete term of the contract. If insurance expires during the term of the contract, a new certificate must be received by the State at least ten (10) days prior to the expiration of this insurance. Any new insurance must still comply with the original terms of the contract.

B. **Policy Cancellation or Termination & Notice of Non-Renewal** – Contractor is responsible to notify the State within five business days before the effective date of any cancellation, non-renewal, or material change that affects required insurance coverage. In the event Contractor fails to keep in effect at all times the specified insurance coverage, the State may, in addition to any other remedies it may have, terminate this Contract upon the occurrence of such event, subject to the provisions of this Contract.

C. **Deductible** – Contractor is responsible for any deductible or self-insured retention contained within their insurance program.

D. **Primary Clause** – Any required insurance contained in this contract shall be primary, and not excess or contributory, to any other insurance carried by the State.

E. **Insurance Carrier Required Rating** – All insurance companies must carry a rating acceptable to the Office of Risk and Insurance Management. If the Contractor is self-insured for a portion or all of its insurance, review of financial information including a letter of credit may be required.

F. **Endorsements** – Any required endorsements requested by the State must be physically attached to all requested certificates of insurance and not substituted by referring to such coverage on the certificate of insurance.

G. **Inadequate Insurance** – Inadequate or lack of insurance does not negate the contractor obligations under the contract.

H. **Satisfying an SIR** - All insurance required by this contract must allow the State to pay and/or act as the contractor's agent in satisfying any self-insured retention (SIR). The choice to pay and/or act as the contractor's agent in satisfying any SIR is at the State's discretion.

I. **Available Coverages/Limits** - All coverage and limits available to the contractor shall also be available and applicable to the State.

J. **Subcontractors** - In the case of Contractor utilization of subcontractors to complete the contracted scope of work, contractor shall include all subcontractors as insured's under

Contractor and insurance or supply evidence of insurance to The State equal to policies, coverages and limits required of Contractor.

i. Commercial General Liability – Contractor's liability shall be primary and non-contributory over any other valid or collectible insurance and self-insurance. Contractor shall maintain general liability on an occurrence form with limits not less than $1,000,000 per occurrence for bodily injury and property damage liability combined with a $2,000,000 annual policy aggregate. The policy shall include coverage for liabilities arising out of premises, operations, independent contractors, products, completed operations, personal & advertising injury, and liability assumed under an insured Agreement. This insurance shall apply separately to each insured against whom claim is made or suit is brought subject to the Contractor's limit of liability. The policy must include:

*The State of California, its officers, agents, and employees as additional insured, but only with respect to work performed under the Agreement.*

**Endorsements must be physically attached to all requested certificates of insurance and not substituted by referring to such coverage on the certificate of insurance. The endorsement must be acceptable to the DGS Office of Risk and Insurance Management.**

ii. Automobile Liability **(If Applicable)** – For DOR consumers being provided transportation under said Agreement, the Contractor shall maintain motor vehicle liability with limits not less than $1,000,000 combined single limit per accident. Such insurance shall cover liability arising out of a motor vehicle including owned, hired and non-owned motor vehicles to include the following additional insurance coverage below:

- For public schools and for-profit organizations: Automobile Liability insurance must include Any-Auto, Hired-Autos, Non-Owned Autos, and any other auto used in performing services under the Agreement. For **seating capacity up to 7 people** (includes driver), the Contractor's certificate of insurance shall state a limit of liability of not less than **$1,000,000** per occurrence for bodily injury and property damage liability combined. For **seating capacity for 8 –15 people** (includes driver) the certificate of insurance shall state a limit of liability of not less than **$1,500,000** per occurrence for bodily injury and property damage liability combined. For **seating capacity for 16 passengers** or more the certificate of insurance shall state a limit of liability of not less than **$5,000,000** per occurrence for bodily injury and property damage liability combined.

- For non-profit organizations: Automobile Liability insurance must include Any-Auto, Hired-Autos, Non-Owned Autos, and any other auto used in performing services under the Agreement. For **seating capacity of up to 15 people** (includes driver) the certificate of insurance shall state a limit of liability of not less than **$1,000,000** per occurrence for bodily injury and property damage liability combined. For **seating capacity for 16 passengers** or more the certificate of insurance shall state a limit of liability of not less than **$5,000,000** per occurrence for bodily injury and property damage liability combined.

**The same additional insured designation and endorsement required for general liability is to be provided for this coverage.**

iii. Workers Compensation and Employers Liability – Contractor shall maintain statutory worker's compensation and employer's liability coverage for all its employees who will be engaged in the performance of the Agreement. Employer's liability limits of $1,000,000 are required.

**The workers' compensation policy shall contain a waiver of subrogation in favor of the State. The waiver of subrogation endorsement shall be provided.**

iv. Self-Insurance - Contractor shall supply the consent letter of self-insurance or the Certificate of Consent to Self-Insure. The Waiver of Subrogation is not required.

## 6. CONFLICT OF INTEREST

A. Contractor certifies that it's employees and the officers of its governing body shall avoid any actual or potential conflicts of interest and that no officer or employee who exercises any functions or responsibilities in connection with this Agreement shall have any personal financial interest or benefit which either directly or indirectly arises from this Agreement.

B. Contractor shall establish safeguards to prohibit its employees or its officers from using their positions for a purpose which could result in private gain or which gives the appearance of being motivated for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

## 7. CONFIDENTIALITY

A. Contractor agrees to comply with the provisions applicable to consumer information as set forth in 34 Code of Federal Regulations, Section 361.38 and Title 9, California Code of Regulations, Section 7140 et seq., and personal information as set forth in the Information Practices Act of 1977 (California Civil Code Section 1798 et seq.).

B. Contractor agrees that any personal information, as defined by the Information Practices Act of 1977 (California Civil Code Section 1798 et seq.) and this Agreement, obtained in the performance of this Agreement is classified as confidential and shall not be subject to disclosure to any source except as required by this contract or otherwise authorized by DOR.

C. Contractor agrees to remove all confidential, sensitive, or personal information from any reports, publications, or other materials created during the performance of this contract prior to being released to the scientific and academic community, or other individuals or entities. The removal method(s) must be reasonable and appropriate to ensure that any confidential, sensitive, or personal information cannot be recovered, accessed, used or disclosed, which would result in a security breach or an information security incident.

D. Subject to the applicable requirements of the regulations cited above, Contractor agrees to report any security breach or information security incident involving confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract to the DOR's Contract Administrator and the DOR's Information Security Officer. The DOR's Information Security Officer can be contacted via e-mail at iso@dor.ca.gov.

E. Security breaches or information security incidents that shall be reported include, but are not limited to:

1. Inappropriate use or unauthorized disclosure of confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract by the Contractor or the Contractor's assignees. Disclosure methods include, but are not limited to, electronic, paper, and verbal.

2. Unauthorized access to confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract. Information can be held in medium that includes, but is not limited to, electronic and paper.

3. Loss or theft of information technology (IT) equipment, electronic devices/media, paper media, or data containing confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract. IT equipment and electronic devices/media include, but are not limited to, computers (e.g., laptops, desktops, tablets), smartphones, cell phones, CDs, DVDs, USB flash drives, servers, printers, peripherals, assistive technology devices (e.g., notetakers, videophones), and copiers. Data can be held in medium that includes, but is not limited to, electronic and paper.

F. Contractor agrees to provide annual security and privacy training for all individuals who have access to confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract.

G. Contractor agrees to obtain and maintain acknowledgements from all individuals to evidence their understanding of the consequences of violating California privacy laws and the contractor's information privacy and security policies.

H. For contractors that do not have a security program that includes annual security and privacy training, a self-training manual is available on the DOR website in the "Requirements for Becoming a Service Provider" section under "Annual Security and Privacy Training for VR Service Providers." The self-training manual is named "Protecting Privacy in State Government" and can be downloaded at the following link: https://www.dor.ca.gov/Home/SecurityandPrivacy.

I. Additional training and awareness tools are available at the California Information Security Office (CISO) website and the California Department of Justice – Privacy Enforcement and Protection website. These state entities created the self-training manual, "Protecting Privacy in State Government" that DOR revised to meet its business needs.

8. **AUDIT AND REVIEW REQUIREMENTS**

A. General Audit and Review Requirements

1. The State shall have the right to conduct inspections, reviews, and/or audits of the Contractor to determine whether the services provided and the expenditures invoiced by the Contractor were in compliance with this Agreement and other applicable federal or state statutes and regulations.
2. Contractor agrees that Department of Rehabilitation, State Controller's Office, Department of General Services, Bureau of State Audits, Federal Department of Education Auditors, or their designated representatives shall have the right to review and to copy any records and supporting documentation pertaining to the performance of the Agreement, including but not limited to, accounting records, consumer service records, records and evaluations of individuals referred to the program, and other supporting documentation that may be relevant to the audit or investigation.

3. The Contractor shall submit to the State such reports, accounts, and records deemed necessary by the State to discharge its obligation under State and Federal laws and regulations, including the applicable OMB cost principles and administrative requirements.
4. Contractor agrees to allow the auditors access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records.
5. Contractor agrees to maintain such records for possible audit for a minimum of five (5) years after final payment or until resolution of all issues which may arise as a result of any litigation, claim, negotiation, audit, or any other action involving the records prior to expiration of the five (5) year period, whichever is later.

B. Annual Federal Audit (For Agreements that received Federal Funds $750,000 and above):
1. In addition to the General Audit and Review Requirements above, the Contractor agrees to provide an annual audit as required by the federal "Single Audit Act" of 1994, as amended. This audit shall be made in accordance with 2 CFR 200.

**9. COMPETITIVE BIDDING AND PROCUREMENTS**

A. Contractor shall comply with applicable laws and regulations regarding securing competitive bids and undertaking negotiations in Contractor's Agreements with other entities for acquisition of goods and services with funds provided by the State or Federal under this Agreement. A minimum of two competitive quotations is required for any purchase order or subcontract for services over $2,500, and should be submitted to the DOR contract administrator or adequate justification provided for the absence of bidding.

B. Contractors must maintain a copy of the narrative description of the procurement systems guidelines, rules or regulations that will be used to make purchases under this Agreement. The State reserves the right to request a copy of these documents and to inspect the purchasing practices of the Contractor at any time.

C. The Contractor should seek prior approval for any purchase or subcontract exceeding $2,500 per unit or more for commodities, supplies, and services related to this Agreement. The Contractor must provide in its request for approval all particulars necessary, as specified by DOR, for evaluating the necessity or desirability of incurring such costs.

D. For all purchases made, subject to this Agreement, the Contractor must maintain copies of all paid vendor invoices, documents, bids and other information used in vendor selection, for inspection or audit.

**10. USE OF SUBCONTRACTOR(S)**

If the Contractor desires to accomplish part of the services through the use of one (1) or more subcontractors, the following conditions must be met:

A. The Contractor shall submit any subcontracts to the State for approval prior to starting any of the work;

B. The Agreement between the primary Contractor and the subcontractor must be in writing;

C. The subcontract must include specific language which establishes the rights of the auditors of the State to examine the records of the subcontractor relative to the services and materials provided under the Agreement; and

D. Upon termination of any subcontract, the State shall be notified immediately, in writing.

E. Contractor shall assure that all subcontractor administrative fees are reasonable considering the services being provided, and they may only pay overhead charges on the first $25,000 for each subcontract.

Further, any subcontract in excess of $100,000 entered into as a result of this Agreement shall contain all applicable provisions stipulated in this Agreement.

**11. POTENTIAL SUBCONTRACTORS**

Nothing contained in this Agreement or otherwise, shall create any contractual relation between the State and any subcontractors, and no subcontract shall relieve the Contractor of his responsibilities and obligations hereunder. The Contractor agrees to be as fully responsible to the State for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the contractor. The Contractor's obligation to pay its subcontractors is an independent obligation from the State's obligation to make payments to the Contractor. As a result, the State shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor. Contractor shall not subcontract any services under this Agreement without prior approval of the State.

**12. CONTRACT AMENDMENTS**

In the event that additional program services must be performed which was wholly unanticipated and is not specified in the written Scope of Work, but is, in the opinion of both parties necessary to the successful accomplishment of the general scope of work outlined, an amendment to the Agreement is required.

**13. SOFTWARE**

Contractor certifies that it has appropriate systems and controls in place to ensure that state funds will not be used in the performance of this contract for the acquisition, operation or maintenance of computer software in violation of copyright laws.

**14. THEFT SENSITIVE ITEMS**

DOR is requiring nonexpendable items to be listed and purchased under a separate line item titled "Theft Sensitive Items". The contractor shall maintain an inventory record for each nonexpendable item purchased or built with funds provided under the terms of the contract. The inventory record of each item shall include the date acquired, total cost, serial number, model identification and any other information or description necessary to identify said item. A copy of the inventory record must be submitted annually to the State Contract Administrator.

The following items, regardless of cost must be inventoried:

1. Computers/printers
2. Laptops/tablets
3. Copiers/fax

4. Smart phones/cell phones
5. Other items required to provide contract services

## 15. ATTRIBUTION

The Contractor agrees to acknowledge the sponsorship of DOR with respect to any public statement, press release, news item, or publication related to a program funded all or in part with funds from DOR. Contractor further agrees to identify the role of DOR with respect to any individual highlighted or publicized by or through Contractor, when such individual is a DOR consumer.

## 16. UNRUH CIVIL RIGHTS ACT AND THE FAIR EMPLOYMENT & HOUSING ACT

Pursuant to Public Contract Code section 2010, if a bidder or proposer executes or renews a contract over $100,000 on or after January 1, 2017, the bidder or proposer hereby certifies compliance with the following:

The contractor certifies compliance with the Unruh Civil Rights Act (Section 51 of the Civil Code) and the Fair Employment and Housing Act (Section 12960 of the Government Code); and

If the contractor has an internal policy against a sovereign nation or peoples recognized by the United States government, the Contractor certifies that such policies are not used in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) or the Fair Employment and Housing Act (Section 12960 of the Government Code).

**EXHIBIT E**
**(Standard Agreement - Subvention)**
**Burbank Unified School District**
**We Can Work**
**Work Experience Contract**

**ADDITIONAL PROVISIONS – Federally Funded Agreements**

1. **FEDERAL REQUIREMENTS**
The Federal Office of Management and Budget (OMB) has established uniform administrative requirements and cost principles for determining allowable costs chargeable to Federal awards. The Contractor agrees to abide by the Title 2 Code of Federal Regulations, Part 200 (2 CFR 200), except where the Agreement is more restrictive. The federal regulations are available for review on the Internet at www.ecfr.gov under Title 2-Grants and Agreements.

2. **FEDERAL FUNDING INTELLECTUAL PROPERTY**
   A. In any Agreement funded in whole or in part by the federal government, DOR may acquire and maintain the Intellectual Property rights, title and ownership, which results directly and indirectly from the Agreement. However, the federal government shall have non-exclusive, non-transferable, irrevocable, paid-up license throughout the world to use, duplicate, or dispose of such Intellectual Property throughout the world in any manner for governmental purposes and to have and permit others to do so.

   B. Evaluation of Discovery or Invention: If any discovery or invention arises as a result of funded work, the Contractor must refer the discovery or invention to the DOR. The Rehabilitation Services Administration (RSA) and its representatives have the sole and exclusive power to determine whether or not and where a patent should be filed and the disposition of all rights, including title and license rights, which may result. RSA's determination of these issues shall be considered final. In addition, the DOR and RSA shall acquire at least an irrevocable, non-exclusive, and royalty-free license to utilize for government purposes of any of these inventions. By signing this Agreement, the Contractor agrees that determinations of rights to inventions made in the course of or under the Agreement shall be made by RSA or its authorized representative.

   C. Copyrights and Patents: The Federal awarding agency and/or the DOR reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes:

      1. The copyright in any work developed under a grant, subgrant, or Agreement under a grant or subgrant; and

      2. Any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support.

3. **DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION**
Federal and State agencies shall not award assistance to applicants that are debarred or suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549. By signing this Agreement, Contractor certifies that neither it nor its principals or subcontractors are presently debarred, suspended, proposed for

debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department of agency.

4. **PROHIBITION ON TAX DELINQUENCY**

Any Agreement that a state agency enters into after July 1, 2012, is void if the contract is between a state agency and a contractor, or subcontractor, whose name appears on either list of the 500 largest tax delinquencies pursuant to Section 7063 or 19195 of the Revenue and Taxation Code. In accordance with Public Contract Code Section 10295.4, agencies are required to cancel Agreements with entities that appear on either list.

(Franchise Tax Board) https://www.ftb.ca.gov/aboutFTB/Delinquent_Taxpayers.shtml,
(Board of Equalization) https://www.cdtfa.ca.gov/taxes-and-fees/top500.htm

5. **THE FOLLOWING PROVISIONS ARE SUBJECT TO THIS AGREEMENT**

A. Equal Employment Opportunity--All Agreements require compliance with E.O. 11246--Equal Employment Opportunity, as amended by E.O. 1137--Amending Executive Order 11246 Relating to Equal Employment Opportunity, and as supplemented by regulations at 41 CFR Chapter 60 Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor, Part 60-1 Obligations of Contractors and Subcontractors, Subpart A. Preliminary Matters; Equal Opportunity Clause; Compliance Reports.

B. Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended--Agreements of amounts in excess of $100,000 shall require the Contractor to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to ED and the Regional Office of the Environmental Protection Agency (EPA).

C. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)--By signing this Agreement, the Contractor who is awarded an Agreement of $100,000 or more certifies that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. 1352. Contractor shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.

D. All contractors shall comply with the following statutes and regulations:

1. Subject: Discrimination on the basis of race, color, or national origin.
   Statute: Title VI of the Civil Rights Act of 1964 (45 U.S.C. 2000 through 2000d-4).
   Regulation: 34 CFR part 100.
2. Subject: Discrimination on the basis of sex
   Statute: Title IX of the Education Amendments of 1972 (20 U.S.C. 1681-1683).
   Regulations: 34 CFR part 106.
3. Subject: Discrimination on the basis of handicap.
   Statute: Section 504 of the Rehabilitation Act of 1973 (29U.S.C. 794).
   Regulation: 34 CFR part 104handicap.
4. Subject: Discrimination on the basis of age.

Statute: The Age Discrimination Act (42 U.S.C. 6101 et seq.).
Regulation: 34 CFR part 110

6. **RETURN OF INAPPROPRIATE USE OF FUNDS**
By signing this Agreement, Contractor shall certify that in the event of funds used inappropriately, funds must be returned to DOR.

7. **AMERICANS WITH DISABILITIES ACT (ADA)**
By signing this Agreement, Contractor/Grantee agrees to comply with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as, all applicable regulations and guidelines issued pursuant to the ADA (42 U.S.C. 12101 et seq.). In compliance with the Rehabilitation Act of 1973, 29 U.S.C. §794 et seq. and Government Code, Section 11135 et seq.; Section 504 imposes affirmative disability-related responsibilities on recipients of federal financial assistance as well as federal programs and activities and prohibits disability-based discrimination; and Section 508, requires electronic and information technology be accessible to people with disabilities.

**EXHIBIT F**
**(Standard Agreement - Subvention)**
**Burbank Unified School District**
**We Can Work**
**Work Experience Contract**

**ADDITIONAL PROVISIONS - COOPERATIVE/CASE SERVICES**

**1. MATCH REQUIREMENTS**

For Agreements that include **CERTIFIED EXPENDITURE MATCH**

A. Contractor shall certify to the State, on a monthly basis as specified in Exhibit B & G, the Contractor's allowable costs to provide the cooperative program services identified in the Scope of Work, in accordance with the Cooperative Agency Certified Expenditure Budget Summary and Narrative, and applicable Federal regulations. All such expenditures shall be under the administrative supervision of the State and no portion of the certified expenditures shall come from Federal funds. The State shall not be obligated to pay the Contractor for any contributions made by the Contractor in accordance with the Cooperative Agency Certified Expenditure Budget Summary.

B. The total Cooperative Agency certified expenditure share will be matched to Federal funds at no less than 25%, as indicated on the DOR Program Budget Summary. If the value of the certified expenditures by the Contractor is below 25% of the actual total program cost, the Service Budget may be reduced after review by the DOR Contract Administrator. The State will not pay the Contractor for actual costs claimed on the Service Invoice (DOR 801B) until the certified expenditure summary for the same period has been submitted.

C. Contractor contributions, including any excess of the amount specified in the "Cooperative Agency Certified Expenditure Budget Summary", will be used by the State to obtain Federal funds under Section 110 of the Rehabilitation Act of 1973, as amended. Federal funds obtained in excess of the "Total Program Cost" as identified on the "DOR Program Budget Summary" shall accrue to the State.

For Agreements that include **CASH MATCH**

A. Each fiscal year Contractor will pay to State, no less than quarterly and in advance, upon receipt of an invoice from the State, all those cash matching funds which are identified within the Program Budget Summary for that fiscal year. The State shall not be obligated to pay the Contractor for any contributions made by the Contractor in accordance with the approved budget, it being understood that all matching funds obtained by the State from the Contractor shall be exclusive funds of the State and no portion of the cash match shall come from Federal funds.

B. The total Cooperative Agency cash share will be matched to Federal funds at no less than 21.3% as indicated on the "DOR Program Budget Summary."

**2. INDIRECT COSTS**

Indirect costs are allowable expenses incurred by an organization which support the activities of a program or contract, but are not directly assigned to the specific program or contract and are allocated to the program or contract using a method in compliance with 2 CFR 200. The allocation method must be fully explained in the contract budget narrative and must be

supported by actual costs incurred and paid by the organization. The allocation of indirect costs cannot be based on an arbitrary fixed rate and there is a 15% cap on the service budget. There is no cap on the certified match, however, indirect costs over 40% require a copy of the rate approval document from the cognizant federal agency or state department designee (e.g. California Department of Education {CDE} or established through an independent audit).

3. **CONTRACT HANDBOOK**

Contractor acknowledges and agrees with the policies requirements and conditions of the Department of Rehabilitation's Contract Handbook and its additional policy requirements and conditions for Case Services/Cooperative Program Agreements as applicable for the Fiscal Year(s) covered under this Agreement. Match requirements are applicable to Cooperative Programs Agreements only.

4. **DOR'S CONTRACT MONITORING**

The DOR Contract Administrator will monitor and document the contractor's performance to ensure compliance with all Agreement provisions. The DOR Contractor Administrator will:

A. Maintain documentation on all Agreement activities, including the performance of the Agreement services, invoice reviews and approvals, monitoring activities, and other Agreement administration activities.

B. Monitor the Agreement to ensure services were performed according to the quality, quantity, objectives, timeframes and manner specified in the Agreement, and that the Contractor prepares and maintains adequate documentation to support the services provided, expenditures reimbursements, and/or any applicable match requirements.

C. Review and approve invoices for payment to substantiate expenditures for the work performed, including verification that costs invoiced for the provision of services to DOR applicants/consumers during the Agreement period are based on reasonable costs, and that the invoices are current, correct, and timely.

D. Ensure that all Service Invoices (DR801B) and Certified Expenditure Summaries, if applicable, are received no later than November 1st, to allow for payment and draw down prior to the close out of Federal/State funds.

E. Verify that the contractor has fulfilled all requirements of the Agreement before approving the final invoice.

F. Ensure there are sufficient funds to pay for all services rendered as required by the Agreement.

G. Ensure, by the end of the second quarter, that the projected certified expenditure match will be sufficient to support the budgets as outlined in this Agreement. If not, contact the appropriate Collaborative Services Program Specialist. (Cooperative Program Agreements only)

H. Identify low usage levels and consider partial disencumbrance of Agreement funds.

I. Periodically review personnel activity reports for staff funded by the Agreement to ensure that the Contractor is preparing and maintaining personnel activity reports in compliance with the applicable OMB cost principle.

J. Verify that all Agreement staff are providing services in accordance to their duties specified in the Agreement, including ensuring that:

- Personnel duty statements or a copy of the Agreement Budget Narrative/Agreement Duty Statement has been provided to each staff person to communicate the specific duties to be performed under the Agreement.
- Verify that job duties, as provided by the Agreement staff, match Agreement duty statements and service descriptions.
- Ensure that the contractor has submitted to DOR appropriate documentation that supports the services provided to DOR applicants/consumers, including monthly (or otherwise specified) progress reports, consumer listings, utilization/service reports, and/or other agreed-upon documentation.
- Verify that Contract staff provide services only to authorized DOR consumers.

**EXHIBIT G**
**(Standard Agreements-Subvention)**
**Burbank Unified School District**
**We Can Work**
**Work Experience Contract**

**ADDITIONAL PROVISIONS-CONTRACTOR'S MONITORING & TRANSPORTATION**

## I. CONTRACT MONITORING AND REPORTING

The Contract Administrator/Program Manager shall monitor the contract by:

- Submitting Service Invoices (801B) on a monthly basis, with a list of WCW students/DOR participants served that month
- Ensuring Personnel Activity Reports or time reporting documents and a list of WCW students/DOR participants served are prepared and maintained by Contract staff in accordance with 2CFR200 and reflect accurate reporting
- Submitting Personnel Activity Reports or time reporting documents, supporting documentation, and a list of WCW students/DOR participants served as requested by DOR Contract Administrator
- Preparing and submitting to the assigned vocational rehabilitation counselor monthly progress reports for WCW students/DOR participants receiving contract services. Progress reports should include WCW student/DOR participant's name and other necessary or required information to document the services provided and individual WCW student/DOR participant progress in those services

## II. Transportation

The Contractor will not provide transportation to WCW students/DOR participants

STATE OF CALIFORNIA
**BOARD RESOLUTION**
DR 324 (New 01/94) Computer Generated

DEPARTMENT OF REHABILITATION

☐ Original
☐ Amendment #_____

FULL Name of Corporation or Public Agency

Burbank Unified School District

WHEREAS, the Board of Directors or Board of Trustees of the above-named corporation or public agency has read the proposed agreement between State of California, Department of Rehabilitation, and above-named corporation or public agency and said Board of Directors or Board of Trustees acknowledges the benefits and responsibilities to be shared by both parties to said agreement,

NOW, THEREFORE, BE IT RESOLVED that said Board of Directors or Board of Trustees does hereby authorize the following person:

| Name of Person Authorized to Sign Agreement | Title of Person Authorized to Sign Agreement |
|---|---|
| | |

of the above-named corporation or public agency on behalf of the corporation or public agency to sign and execute said agreement and all amendments there to, except to increase the financial liability of said corporation or public agency.

## CERTIFICATION

I, the Recording Secretary named below, hereby certify that the foregoing resolution was duly and regularly adopted by the Board of Directors or Board of Trustees of above-named corporation or public agency at a meeting of said Board regularly called and convened at which a quorum of said Board of Directors or Board of Trustees was present and voting, and that said resolution was adopted by a vote of the majority of all Directors or Trustees present at said meeting.

IN WITNESS WHEREOF, I have hereunto set my hand as Recording Secretary of said corporation or public agency.

Address Where Board Meeting Held

| Date of Board Meeting | Signature of Recording Secretary | Date Signed |
|---|---|---|
| | ✍ | |

STATE OF CALIFORNIA
**GRANT/CONTRACT SIGNATURE AUTHORIZATION**
DR 325 (Rev. 09/18)

DEPARTMENT OF REHABILITATION

| GRANTEE/CONTRACTOR: | SUBGRANTEE/CONTRACTEE:<br>(Legal Corporation/Public Agency Name & Address) |
|---|---|
| STATE OF CALIFORNIA<br>Department of Rehabilitation<br>721 Capitol Mall<br>Sacramento, California 95814-4702 | Burbank Unified School District<br>1900 W. Olive Ave.<br>Burbank, CA 91506 |

The following persons are authorized to request reimbursement of expenses incurred as a result of the agreement between the Grantee/Contractor and Subgrantee/Contractee named above:

| Signature | Name (Please Type or Print) | Title (Please Type or Print) |
|---|---|---|
| ✍ Paulette Koss | Paulette Koss | Director, Special Ed |
| Signature<br>✍ G Moya | Name (Please Type or Print)<br>Gloria Moya | Title (Please Type or Print)<br>Financial Analyst |
| Signature<br>✍ Carin Wantland | Name (Please Type or Print)<br>Carin Wantland | Title (Please Type or Print)<br>Asst. Sup. Budget & Fin. |
| Signature<br>✍ | Name (Please Type or Print) | Title (Please Type or Print) |

I hereby delegate authority to request reimbursement of expenses as shown above.

| Authorized Signature per Board Resolution | Name (Please Type or Print) | Date Signed |
|---|---|---|
| ✍ | | |

STATE OF CALIFORNIA
**BOARD RESOLUTION**
DR 324 (New 01/94) Computer Generated

DEPARTMENT OF REHABILITATION

☐ Original
☐ Amendment #_____

FULL Name of Corporation or Public Agency
Burbank Unified School District

WHEREAS, the Board of Directors or Board of Trustees of the above-named corporation or public agency has read the proposed agreement between State of California, Department of Rehabilitation, and above-named corporation or public agency and said Board of Directors or Board of Trustees acknowledges the benefits and responsibilities to be shared by both parties to said agreement,

NOW, THEREFORE, BE IT RESOLVED that said Board of Directors or Board of Trustees does hereby authorize the following person:

| Name of Person Authorized to Sign Agreement | Title of Person Authorized to Sign Agreement |
|---|---|
| Paulette Koss | Director, Special Education |

of the above-named corporation or public agency on behalf of the corporation or public agency to sign and execute said agreement and all amendments there to, except to increase the financial liability of said corporation or public agency.

## CERTIFICATION

I, the Recording Secretary named below, hereby certify that the foregoing resolution was duly and regularly adopted by the Board of Directors or Board of Trustees of above-named corporation or public agency at a meeting of said Board regularly called and convened at which a quorum of said Board of Directors or Board of Trustees was present and voting, and that said resolution was adopted by a vote of the majority of all Directors or Trustees present at said meeting.

IN WITNESS WHEREOF, I have hereunto set my hand as Recording Secretary of said corporation or public agency.

Address Where Board Meeting Held
275 E. Olive Ave. Burbank, CA

| Date of Board Meeting | Signature of Recording Secretary | Date Signed |
|---|---|---|
| | ✍ | |

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

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | John Paramo, Assistant Superintendent, Educational Services |
| PREPARED BY: | John Paramo, Assistant Superintendent, Educational Services |
| SUBMITTED BY: | Laura Erisman, Administrative Secretary |
| DATE: | April 21, 2022 |
| SUBJECT: | Amended Agreement for Professional Services Protocol Nursing Agency |

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**Background:**

The purpose of the Agreement for Professional Services of Independent Contractor with Protocol Nursing Agency, is to provide qualified Nursing Staff for supplemental assignments to the District. The nurses will be hired for the 2021-2022 school year, and they are temporary help for our full time nurses.

**Discussion/Issues:**

Covid has increased the demand of our full time nursing staff as they are now assessing students who are symptomatic to Covid; they are responding to students who test positive to Covid; they are engaged in contact tracing; and they are having to work with site administration to quarantine students. This demand on top of normal nursing responsibilities necessitated the need for additional nursing support.

**Fiscal Impact:**

| Staff Classification | Hourly Bill Rate |
|---|---|
| Registered Nurse (RN) with BSN | $105.00 |
| Registered Nurse (RN) with 2-year college degree | $90 |
| Licensed Vocational Nurse (LVN) | $70 |

The district will be hiring both RNs and LVNs not to exceed $715,000.

**Recommendation:**

John Paramo, Assistant Superintendent, Educational Services, recommends that the Board of Education amend the agreement between the Burbank Unified School District and Protocol Agency, Inc. to provide qualified Nursing staff for supplemental assignments to the District for the period September 9, 2021 – September 8, 2022, not to exceed $715,000 (010-58700-00000-31400-5850-7408000), and that the authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

Note: The original approval date was October 7, 2021 for a total not to exceed $400,000.

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

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Peter Knapik, Director, Elementary Education |
| PREPARED BY: | Peter Knapik, Director, Elementary Education |
| SUBMITTED BY: | Terri Ramirez-Adams, Administrative Secretary II |
| DATE: | April 21, 2022 |
| SUBJECT: | Approval of Contracts C-22200:21:22, C-22201:21:22, C-22203:21:22, and C-22208:21:22 with the Los Angeles County Office of Education for Participation in a Virtual Program of Outdoor Science & Conservation Education |

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**Background:**

Given the Covid-19 pandemic and the Los Angeles County Department of Public Health, science is being designed by each elementary school as an opportunity for Grade 5 students to partake. The Los Angeles County Office of Education has designed science lessons and activities.

Because of the ongoing COVID-19 pandemic, this year Outdoor Science School has been restructured to be a virtual science week. There will be virtual lessons focusing on observation, communication and recording of details about a natural object. Magnifiers and drawstring backpacks will also be provided along with six pre-recorded videos that support instruction on ecosystems and science.

According to the Los Angeles County Office of Education, this curriculum "is focused on the study of ecosystems. Students learn about different types of ecosystems, the parts of an ecosystem, how those parts function together, how humans interact with ecosystems, and about science processes and practices. The curriculum is correlated to the California Next Generation Science Standards."

**District-Wide Goals for 2021-2022:**

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

**Discussion and Issues:**

This year four of the District's elementary schools will have fifth graders participating in science week through LACOE. The elementary schools work hard to find ways to fund OSS (through direct parent donations, organized parent group support, and the Burbank Education Foundation) and continue to participate in the program.

The cost for each site participating is $350 per class up to 30 students. Each site is responsible for this cost.

**Fiscal Impact:**

No direct fiscal impact.

**Recommendation**:

Peter Knapik, Director, Elementary Education, recommends that the Board of Education approve Contracts C-22200:21:22 (Jefferson Elementary), C-22201:21:22 (Disney Elementary), C-22203:21:22 (Roosevelt Elementary), and C-22208:21:22 (Providencia Elementary) with the Los Angeles County Office of Education for Participation in a Virtual Program of Outdoor Science & Conservation Education, effective April 1, 2022 through June 30, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR, as presented.

LOS ANGELES COUNTY OFFICE OF EDUCATION

CONTRACT
FOR
PARTICIPATION IN A VIRTUAL PROGRAM
OF OUTDOOR SCIENCE AND CONSERVATION EDUCATION
2021-2022

The LOS ANGELES COUNTY OFFICE OF EDUCATION, a public educational agency, located at 9300 Imperial Highway, Downey, California 90242-2890, hereinafter referred to as "LACOE", and

BURBANK UNIFIED SCHOOL DISTRICT – JEFFERSON ELEMENTARY, hereinafter referred to as "District/School", mutually agree as follows:

1. BASIS OF CONTRACT

Pursuant to the provisions of Education Code Section 8763, LACOE may enter into Contracts with governing boards of school districts or private schools in order to provide programs and classes in outdoor science education and conservation education for pupils of the District or private school.

A. District/School shall provide the following:

1.1 A certificated staff person who is credentialed to teach in the state of California, (usually the classroom teacher), to supervise students and provide assistance during online class session.

1.2 Ensure that the certificated personnel provide contact email, serve as contact person for the class to communicate necessary details including online access information and attend a brief remote orientation with Outdoor & Marine Science Field Study staff prior to online class session.

1.3 Devices and internet services so that students can access the virtual class session and pre-recorded videos.

1.4 Paper and pencil for student work during virtual class session.

B. During the period beginning the effective date of this contract, LACOE will:

1.1 Provide one 45-minute virtual lesson for 5th or 6th grade students focusing on observation, communication and recording details about a natural object.

1.2 Provide a class set of up to 30 magnifiers and 30 drawstring backpacks.

1.3 Provide a brief remote orientation for the classroom teacher on accessing virtual class session and pre-recorded videos at least one week prior to established date of virtual class session.

1.4 Provide access to 6 pre-recorded videos that support instruction on ecosystems and science.

2. TERM OF CONTRACT

This Contract is effective April 1, 2022 and shall remain in effect through June 30, 2022.

3. PAYMENT

District/School shall pay Three Hundred and fifty Dollars ($350.00) per class of up to 30 students as listed in Exhibit A, attached hereto, incorporated herein, and made a part hereof. Payment shall be made in a lump sum basis with a purchase order. Said purchase order shall be submitted to LACOE Accounting Department by May 30, 2022 at the latest or registration may be cancelled.

4. INDEMNIFICATION

District/School agrees to defend, indemnify, save, and hold harmless LACOE from and against any and all demands, debts, liens, claims, losses, damages, liability, costs, expenses (including, but not by way of limitation, attorneys' fees and costs actually incurred, whether or not litigation has commenced), judgments or obligations, actions, or causes of action whatsoever, for or in connection with injury, damage, or loss (including, but not limited to death) to any person or property unless such injury, damage or loss results from or is connected with the sole negligence or error or omission of LACOE. The provisions of this clause shall not be limited to the availability or collectability of insurance coverage.

LACOE agrees to defend, indemnify, save, and hold harmless the District/School from and against any and all demands, debts, liens, claims, losses, damages, liability, costs, expenses (including, but not by way of limitation, attorneys' fees and costs actually incurred, whether or not litigation has commenced), judgments or obligations, actions, or causes of action whatsoever, for or in connection with injury, damage, or loss (including, but not limited to death) to any person or property unless such injury, damage or loss results from or is connected with the sole negligence or error or omission of the District/School. The provisions of this clause shall not be limited to the availability or collectability of insurance coverage.

5. INSURANCE

District/School shall maintain such general liability, property damage, workers' compensation, and auto insurance as is required to protect District/School and LACOE as their interests may appear.

6. NOTICES

Any notices to be given pursuant to this Contract shall be in writing and such notices, as well as any other document to be delivered, shall be delivered by personal service or by deposit in the U.S. Mail, certified or registered, return receipt requested, postage prepaid, and addressed to the party for whom intended as follows:

To LACOE:

Contracts Section
LOS ANGELES COUNTY OFFICE OF EDUCATION
9300 Imperial Highway, ECW-157
Downey, CA 90242-2890

To District/School:

BURBANK UNIFIED SCHOOL DISTRICT
1900 West Olive Ave.
Burbank, CA 91506-2438
ATTN: Peter Knapik

7-10. SECTIONS RESERVED (Intentionally left blank.)

11. COVENANT AGAINST CONTINGENT FEES

District/School warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon a Contract or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide established commercial or selling agencies retained by District/School for the purpose of securing business. For breach or violation of this warranty, LACOE shall have the right to immediate termination of this Contract and, at its sole discretion, deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or commission fee.

12. EMPLOYEE FINGERPRINTING

During the entire term of the Contract, the District/School, including all subcontractors, shall fully comply with the provisions of the Education Code Section 45125.1.

13. INDEPENDENT CONTRACTOR

While performing its obligations under this Contract, District/School is an Independent Contractor and not an officer, employee or agent of LACOE. District/School shall not at any time or in any manner represent that it or any of its officers, employees, or agents are employees of LACOE. District/School warrants its compliance with the criteria established by the U.S. Internal Revenue

Service (I.R.S.) and the California Employment Development Department (EDD) for qualification as an Independent Contractor including, but not limited to, being hired on a temporary basis, having some discretion is scheduling time to complete contract work, working for more than one employer at a time, and acquiring and maintaining its own office space and equipment.

14. ASSIGNMENT

District/School shall not in any manner, directly or indirectly, by operation of law or otherwise, assign, transfer or encumber this Contract or any portion hereof of any interest herein, in whole or in part, without the prior written consent of LACOE. If prior written consent is not given by LACOE to assign, transfer, or encumber this Contract, such action shall be deemed automatically void. In addition, District/School shall not subcontract the work to be performed pursuant to this Contract without prior written approval of LACOE. The names and qualifications of subcontractors or others whom District/School intends to employ, other than those identified, shall be submitted to LACOE for prior written approval.

15. INTEGRATION

This Contract, including all exhibits and other documents incorporated herein or made applicable by reference, contains the complete and final understanding of the parties' rights, duties and obligations with respect to the transaction discussed in the Contract and supersedes all prior Contracts, understandings and commitments, whether oral or written. This Contract shall not be amended in any way except by a writing expressly purporting to be such an amendment, signed and acknowledged by both of the parties hereto.

16. MODIFICATION

The Contract shall not be modified or amended without mutual written consent of the parties. If any actual or physical deletions or changes appear on the face of the Contract, such deletions or changes shall only be effective if the initials of both contracting parties appear beside such deletion or change.

17. ORDER OF PRECEDENCE

Except as specifically provided elsewhere in this Contract, conflicting, vague and/or ambiguous provisions of this Contract shall prevail in the following order of precedence: (1) the provisions in the body of this Contract, (2) the exhibits of the Contract, if any; (3) all other documents cited in this Contract or incorporated by reference.

18. SEVERABILITY/WAIVER

18.1 If any provision of this Contract is determined to be illegal, unenforceable, or invalid, such act shall in no way affect the validity of any other provision in this Contract.

18.2 No waiver of any provision of this Contract shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any such waiver constitute a continuing or subsequent waiver of the same provision. No waiver shall be binding unless executed in writing by the party making the waiver.

19. AMENDMENTS

The Contract may be amended by mutual written consent of the parties.

20. TERMINATION

The Contract may be terminated by LACOE upon thirty (30) days advance written notification.

21. FAILURE TO COMPLY

In the event District/School fails to perform in accordance with the indemnification or insurance requirement clauses of this Contract, makes inaccurate certifications as a part of this contract or contracting process, or otherwise breaches any other clause of this Contract, LACOE, the Los Angeles County Board of Education and the individuals thereof, and all officers, agents, employees, representatives, and volunteers shall be entitled to recover all legal fees, costs, and other expenses incident to securing performance or incurred as a consequence of nonperformance.

22. ATTORNEY'S FEES

Should either party be required to file any legal action or claim to enforce any provision of this Contract or resolve any dispute arising under or connected to this Contract, except as set forth in the "Failure to Comply" in this contract, each party shall bear its own attorney's fees and costs in bringing such an action and any judgment or decree rendered in such a proceeding shall not include an award thereof.

23. COMPLIANCE WITH LAW

District/School shall comply with all applicable federal, state, and local laws, statutes, ordinances, rules, regulations, policies, and procedures in performing under this Contract. District/School warrants that it has all licenses, permits, certificates and credentials required by law to perform the work specified under this Contract and shall, upon request by LACOE, provide evidence of same.

24. FORCE MAJEURE

In the event that performance on the part of any party hereto shall be delayed or suspended as a result of circumstances beyond the reasonable control and without the fault or negligence of said party, none of the parties shall incur any liability to the other parties as a result of such delay or suspension. Circumstances deemed to be beyond the control of the parties hereunder shall include, but not be limited

to, acts of God or of the public enemy, insurrection, acts of the federal government or any unit of state or local government in sovereign capacity, fires, floods, epidemics, pandemics, quarantine restrictions, strikes, freight embargoes or delays in transportation, to the extent that such circumstances are not caused by the party's willful or negligent acts or omissions, and to the extent that they are beyond the party's reasonable control.

25. GOVERNING LAW/FORUM SELECTION

This Contract is made, entered into and executed in Los Angeles County, California, and the parties agree that any legal action, claim or proceeding arising out of or connected with this Contract shall be filed in the applicable court in Los Angeles County, California. The parties further agree this Contract shall be construed, and all disputes hereunder shall be settled, in accordance with the laws of the State of California.

26. INCORPORATION BY REFERENCE

Any exhibits referenced herein shall be incorporated and made a part of this Contract.

27. PROVISIONS REQUIRED BY LAW DEEMED INSERTED

Each and every provision of law and clause required by law to be inserted in this contract shall be deemed to be inserted herein and the contract shall be read and enforced as though it were so inserted and included.

28. RECORD RETENTION AND INSPECTION

District/School agrees that LACOE shall have access to and the right to examine, audit, excerpt, copy or transcribe any pertinent records pertaining to this Contract. All records shall be kept and maintained by District/School and made available to LACOE during the entire term of this Contract and for a period not less than five (5) years after final payment hereunder by LACOE.

29. NO THIRD-PARTY OBLIGATIONS

The execution and delivery of this Contract shall not be deemed to confer any rights upon, nor obligate any parties thereto, to any person or entity other than the parties hereto.

30. LACOE BUDGET/GRANT FUNDS CONTINGENCY

If any portion(s) of LACOE's financial budget affecting the contractual time period of this agreement does not appropriate sufficient funds for these contracted services and/or related programs, or if grant funds related to these contracted services and/or related programs are not available for any reason whatsoever, this agreement shall be of no further force and effect. In this event, LACOE shall have

no liability to pay any funds to District/School under this agreement, and the District/School shall not be obligated to perform any provisions of this agreement.

In such instances, particularly when partial funding remains available, LACOE shall have the option to either terminate this agreement with no liability occurring to LACOE, or LACOE may offer an amendment to this agreement to reflect the reduced availability of funds.

31. NON-DISCRIMINATION AND NON-SEGREGATION

During the performance of this Contract, both parties hereby agrees to comply with all Federal, state and local laws respecting non-discrimination in employment and non-segregation of facilities including, but not limited to requirements set out in 41 CFR 60-1.4, 60-250.4 and 60-741.4, which equal opportunity clauses are hereby incorporated by reference.

32. TOBACCO AND MARIJUANA-FREE WORKPLACE

When at LACOE-owned or LACOE–leased buildings, both parties hereby agree to comply with the Los Angeles County Board of Education's Policy 3513.3 which states: The Los Angeles County Board of Education recognizes the health hazards associated with smoking and the use of tobacco and marijuana products, including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff. The County Board prohibits the use of tobacco and marijuana products at any time in Los Angeles County Office of Education-owned or leased buildings, on LACOE property and in LACOE vehicles.

33. ALCOHOL AND DRUG-FREE WORKPLACE

Both parties hereby certify under penalty of perjury under the laws of the State of California that District/School will comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code Section 8350 et. seq.), and the Los Angeles County Board of Education's Alcohol and Drug-Free Workplace Policy 4020.

34. CERTIFICATION REGARDING DEBARMENT, SUSPENSION OR OTHER INELIGIBILITY (Federal Executive Order 12549)

By executing this contractual instrument, District/School certifies to the best of its knowledge and belief that it and its principals:

34.1 Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or Agency;

34.2 Have not, within a three (3) year period preceding the execution of this contractual instrument, been convicted of, or had a civil judgment rendered against them, for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction

(Federal, State or Local) or contract under a public transaction; or violation of Federal or State antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

34.3 Are not presently indicted for, or otherwise criminally or civilly charged by any government entity (Federal, State or Local), with commission of any of the offenses enumerated in Section 34.2 above, of this certification; and,

34.4 Have not, within a three (3) year period preceding the execution of this contractual instrument, had one or more public transactions (Federal, State or Local) terminated for cause of default.

35. EXECUTION REQUIREMENTS

Proper signatures required for execution of this instrument may be by original signature; photocopy; fax/facsimile copy; valid, encrypted, electronic transmission/signature; and/or other commonly accepted, widely used, commercially acceptable signature methods. This instrument may be executed in counter-parts by each party on a separate copy thereof with the same force and effect as though all parties had executed a single original copy. The Parties represent and warrant that those persons signing this Agreement are authorized to execute this Agreement.

| | |
|---|---|
| LOS ANGELES COUNTY<br>OFFICE OF EDUCATION | BURBANK UNIFIED SCHOOL DISTRICT |
| By _____<br>Terri Lyttaker<br>Controller | By _____<br>_____<br>Typed or Printed Name<br>Title_____ |
| Date _____ | Date_____ |

mc 3/11
Report 3/14/2022

LOS ANGELES COUNTY OFFICE OF EDUCATION

# CONTRACT
# FOR
# PARTICIPATION IN A VIRTUAL PROGRAM
# OF OUTDOOR SCIENCE AND CONSERVATION EDUCATION
# 2021-2022

The LOS ANGELES COUNTY OFFICE OF EDUCATION, a public educational agency, located at 9300 Imperial Highway, Downey, California 90242-2890, hereinafter referred to as "LACOE", and

BURBANK UNIFIED SCHOOL DISTRICT – WALT DISNEY ELEMENTARY, hereinafter referred to as "District/School", mutually agree as follows:

1. BASIS OF CONTRACT

Pursuant to the provisions of Education Code Section 8763, LACOE may enter into Contracts with governing boards of school districts or private schools in order to provide programs and classes in outdoor science education and conservation education for pupils of the District or private school.

A. District/School shall provide the following:

1.1 A certificated staff person who is credentialed to teach in the state of California, (usually the classroom teacher), to supervise students and provide assistance during online class session.

1.2 Ensure that the certificated personnel provide contact email, serve as contact person for the class to communicate necessary details including online access information and attend a brief remote orientation with Outdoor & Marine Science Field Study staff prior to online class session.

1.3 Devices and internet services so that students can access the virtual class session and pre-recorded videos.

1.4 Paper and pencil for student work during virtual class session.

B. During the period beginning the effective date of this contract, LACOE will:

1.1 Provide one 45-minute virtual lesson for 5th or 6th grade students focusing on observation, communication and recording details about a natural object.

1.2 Provide a class set of up to 30 magnifiers and 30 drawstring backpacks.

1.3 Provide a brief remote orientation for the classroom teacher on accessing virtual class session and pre-recorded videos at least one week prior to established date of virtual class session.

1.4 Provide access to 6 pre-recorded videos that support instruction on ecosystems and science.

2. TERM OF CONTRACT

This Contract is effective April 1, 2022 and shall remain in effect through June 30, 2022.

3. PAYMENT

District/School shall pay Three Hundred and fifty Dollars ($350.00) per class of up to 30 students as listed in Exhibit A, attached hereto, incorporated herein, and made a part hereof. Payment shall be made in a lump sum basis with a purchase order. Said purchase order shall be submitted to LACOE Accounting Department by May 30, 2022 at the latest or registration may be cancelled.

4. INDEMNIFICATION

District/School agrees to defend, indemnify, save, and hold harmless LACOE from and against any and all demands, debts, liens, claims, losses, damages, liability, costs, expenses (including, but not by way of limitation, attorneys' fees and costs actually incurred, whether or not litigation has commenced), judgments or obligations, actions, or causes of action whatsoever, for or in connection with injury, damage, or loss (including, but not limited to death) to any person or property unless such injury, damage or loss results from or is connected with the sole negligence or error or omission of LACOE. The provisions of this clause shall not be limited to the availability or collectability of insurance coverage.

LACOE agrees to defend, indemnify, save, and hold harmless the District/School from and against any and all demands, debts, liens, claims, losses, damages, liability, costs, expenses (including, but not by way of limitation, attorneys' fees and costs actually incurred, whether or not litigation has commenced), judgments or obligations, actions, or causes of action whatsoever, for or in connection with injury, damage, or loss (including, but not limited to death) to any person or property unless such injury, damage or loss results from or is connected with the sole negligence or error or omission of the District/School. The provisions of this clause shall not be limited to the availability or collectability of insurance coverage.

5. INSURANCE

District/School shall maintain such general liability, property damage, workers' compensation, and auto insurance as is required to protect District/School and LACOE as their interests may appear.

6. NOTICES

Any notices to be given pursuant to this Contract shall be in writing and such notices, as well as any other document to be delivered, shall be delivered by personal service or by deposit in the U.S. Mail, certified or registered, return receipt requested, postage prepaid, and addressed to the party for whom intended as follows:

To LACOE:

Contracts Section
LOS ANGELES COUNTY OFFICE OF EDUCATION
9300 Imperial Highway, ECW-157
Downey, CA 90242-2890

To District/School:

BURBANK UNIFIED SCHOOL DISTRICT – JEFFERSON ELEMENTARY
1900 West Olive Ave.
Burbank, CA 91506-2438
ATTN: Peter Knapik

7-10. SECTIONS RESERVED (Intentionally left blank.)

11. COVENANT AGAINST CONTINGENT FEES

District/School warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon a Contract or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide established commercial or selling agencies retained by District/School for the purpose of securing business. For breach or violation of this warranty, LACOE shall have the right to immediate termination of this Contract and, at its sole discretion, deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or commission fee.

12. EMPLOYEE FINGERPRINTING

During the entire term of the Contract, the District/School, including all subcontractors, shall fully comply with the provisions of the Education Code Section 45125.1.

13. INDEPENDENT CONTRACTOR

While performing its obligations under this Contract, District/School is an Independent Contractor and not an officer, employee or agent of LACOE. District/School shall not at any time or in any manner represent that it or any of its officers, employees, or agents are employees of LACOE. District/School warrants its compliance with the criteria established by the U.S. Internal Revenue

Service (I.R.S.) and the California Employment Development Department (EDD) for qualification as an Independent Contractor including, but not limited to, being hired on a temporary basis, having some discretion is scheduling time to complete contract work, working for more than one employer at a time, and acquiring and maintaining its own office space and equipment.

14. ASSIGNMENT

District/School shall not in any manner, directly or indirectly, by operation of law or otherwise, assign, transfer or encumber this Contract or any portion hereof of any interest herein, in whole or in part, without the prior written consent of LACOE. If prior written consent is not given by LACOE to assign, transfer, or encumber this Contract, such action shall be deemed automatically void. In addition, District/School shall not subcontract the work to be performed pursuant to this Contract without prior written approval of LACOE. The names and qualifications of subcontractors or others whom District/School intends to employ, other than those identified, shall be submitted to LACOE for prior written approval.

15. INTEGRATION

This Contract, including all exhibits and other documents incorporated herein or made applicable by reference, contains the complete and final understanding of the parties' rights, duties and obligations with respect to the transaction discussed in the Contract and supersedes all prior Contracts, understandings and commitments, whether oral or written. This Contract shall not be amended in any way except by a writing expressly purporting to be such an amendment, signed and acknowledged by both of the parties hereto.

16. MODIFICATION

The Contract shall not be modified or amended without mutual written consent of the parties. If any actual or physical deletions or changes appear on the face of the Contract, such deletions or changes shall only be effective if the initials of both contracting parties appear beside such deletion or change.

17. ORDER OF PRECEDENCE

Except as specifically provided elsewhere in this Contract, conflicting, vague and/or ambiguous provisions of this Contract shall prevail in the following order of precedence: (1) the provisions in the body of this Contract, (2) the exhibits of the Contract, if any; (3) all other documents cited in this Contract or incorporated by reference.

18. SEVERABILITY/WAIVER

18.1 If any provision of this Contract is determined to be illegal, unenforceable, or invalid, such act shall in no way affect the validity of any other provision in this Contract.

18.2 No waiver of any provision of this Contract shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any such waiver constitute a continuing or subsequent waiver of the same provision. No waiver shall be binding unless executed in writing by the party making the waiver.

19. AMENDMENTS

The Contract may be amended by mutual written consent of the parties.

20. TERMINATION

The Contract may be terminated by LACOE upon thirty (30) days advance written notification.

21. FAILURE TO COMPLY

In the event District/School fails to perform in accordance with the indemnification or insurance requirement clauses of this Contract, makes inaccurate certifications as a part of this contract or contracting process, or otherwise breaches any other clause of this Contract, LACOE, the Los Angeles County Board of Education and the individuals thereof, and all officers, agents, employees, representatives, and volunteers shall be entitled to recover all legal fees, costs, and other expenses incident to securing performance or incurred as a consequence of nonperformance.

22. ATTORNEY'S FEES

Should either party be required to file any legal action or claim to enforce any provision of this Contract or resolve any dispute arising under or connected to this Contract, except as set forth in the "Failure to Comply" in this contract, each party shall bear its own attorney's fees and costs in bringing such an action and any judgment or decree rendered in such a proceeding shall not include an award thereof.

23. COMPLIANCE WITH LAW

District/School shall comply with all applicable federal, state, and local laws, statutes, ordinances, rules, regulations, policies, and procedures in performing under this Contract. District/School warrants that it has all licenses, permits, certificates and credentials required by law to perform the work specified under this Contract and shall, upon request by LACOE, provide evidence of same.

24. FORCE MAJEURE

In the event that performance on the part of any party hereto shall be delayed or suspended as a result of circumstances beyond the reasonable control and without the fault or negligence of said party, none of the parties shall incur any liability to the other parties as a result of such delay or suspension. Circumstances deemed to be beyond the control of the parties hereunder shall include, but not be limited

to, acts of God or of the public enemy, insurrection, acts of the federal government or any unit of state or local government in sovereign capacity, fires, floods, epidemics, pandemics, quarantine restrictions, strikes, freight embargoes or delays in transportation, to the extent that such circumstances are not caused by the party's willful or negligent acts or omissions, and to the extent that they are beyond the party's reasonable control.

25. GOVERNING LAW/FORUM SELECTION

This Contract is made, entered into and executed in Los Angeles County, California, and the parties agree that any legal action, claim or proceeding arising out of or connected with this Contract shall be filed in the applicable court in Los Angeles County, California. The parties further agree this Contract shall be construed, and all disputes hereunder shall be settled, in accordance with the laws of the State of California.

26. INCORPORATION BY REFERENCE

Any exhibits referenced herein shall be incorporated and made a part of this Contract.

27. PROVISIONS REQUIRED BY LAW DEEMED INSERTED

Each and every provision of law and clause required by law to be inserted in this contract shall be deemed to be inserted herein and the contract shall be read and enforced as though it were so inserted and included.

28. RECORD RETENTION AND INSPECTION

District/School agrees that LACOE shall have access to and the right to examine, audit, excerpt, copy or transcribe any pertinent records pertaining to this Contract. All records shall be kept and maintained by District/School and made available to LACOE during the entire term of this Contract and for a period not less than five (5) years after final payment hereunder by LACOE.

29. NO THIRD-PARTY OBLIGATIONS

The execution and delivery of this Contract shall not be deemed to confer any rights upon, nor obligate any parties thereto, to any person or entity other than the parties hereto.

30. LACOE BUDGET/GRANT FUNDS CONTINGENCY

If any portion(s) of LACOE's financial budget affecting the contractual time period of this agreement does not appropriate sufficient funds for these contracted services and/or related programs, or if grant funds related to these contracted services and/or related programs are not available for any reason whatsoever, this agreement shall be of no further force and effect. In this event, LACOE shall have

no liability to pay any funds to District/School under this agreement, and the District/School shall not be obligated to perform any provisions of this agreement.

In such instances, particularly when partial funding remains available, LACOE shall have the option to either terminate this agreement with no liability occurring to LACOE, or LACOE may offer an amendment to this agreement to reflect the reduced availability of funds.

31. NON-DISCRIMINATION AND NON-SEGREGATION

During the performance of this Contract, both parties hereby agrees to comply with all Federal, state and local laws respecting non-discrimination in employment and non-segregation of facilities including, but not limited to requirements set out in 41 CFR 60-1.4, 60-250.4 and 60-741.4, which equal opportunity clauses are hereby incorporated by reference.

32. TOBACCO AND MARIJUANA-FREE WORKPLACE

When at LACOE-owned or LACOE–leased buildings, both parties hereby agree to comply with the Los Angeles County Board of Education's Policy 3513.3 which states: The Los Angeles County Board of Education recognizes the health hazards associated with smoking and the use of tobacco and marijuana products, including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff. The County Board prohibits the use of tobacco and marijuana products at any time in Los Angeles County Office of Education-owned or leased buildings, on LACOE property and in LACOE vehicles.

33. ALCOHOL AND DRUG-FREE WORKPLACE

Both parties hereby certify under penalty of perjury under the laws of the State of California that District/School will comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code Section 8350 et. seq.), and the Los Angeles County Board of Education's Alcohol and Drug-Free Workplace Policy 4020.

34. CERTIFICATION REGARDING DEBARMENT, SUSPENSION OR OTHER INELIGIBILITY (Federal Executive Order 12549)

By executing this contractual instrument, District/School certifies to the best of its knowledge and belief that it and its principals:

34.1 Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or Agency;

34.2 Have not, within a three (3) year period preceding the execution of this contractual instrument, been convicted of, or had a civil judgment rendered against them, for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction

(Federal, State or Local) or contract under a public transaction; or violation of Federal or State antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

34.3 Are not presently indicted for, or otherwise criminally or civilly charged by any government entity (Federal, State or Local), with commission of any of the offenses enumerated in Section 34.2 above, of this certification; and,

34.4 Have not, within a three (3) year period preceding the execution of this contractual instrument, had one or more public transactions (Federal, State or Local) terminated for cause of default.

35. EXECUTION REQUIREMENTS

Proper signatures required for execution of this instrument may be by original signature; photocopy; fax/facsimile copy; valid, encrypted, electronic transmission/signature; and/or other commonly accepted, widely used, commercially acceptable signature methods. This instrument may be executed in counter-parts by each party on a separate copy thereof with the same force and effect as though all parties had executed a single original copy. The Parties represent and warrant that those persons signing this Agreement are authorized to execute this Agreement.

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|---|---|
| LOS ANGELES COUNTY<br>OFFICE OF EDUCATION | BURBANK UNIFIED SCHOOL DISTRICT |
| By _____<br>Terri Lyttaker<br>Controller | By _____<br>_____<br>Typed or Printed Name<br>Title_____ |
| Date _____ | Date_____ |

mc 3/11
Report 3/14/2022

LOS ANGELES COUNTY OFFICE OF EDUCATION

CONTRACT
FOR
PARTICIPATION IN A VIRTUAL PROGRAM
OF OUTDOOR SCIENCE AND CONSERVATION EDUCATION
2021-2022

The LOS ANGELES COUNTY OFFICE OF EDUCATION, a public educational agency, located at 9300 Imperial Highway, Downey, California 90242-2890, hereinafter referred to as "LACOE", and

BURBANK UNIFIED SCHOOL DISTRICT – THEODORE ROOSEVELT ELEMENTARY, hereinafter referred to as "District/School", mutually agree as follows:

1. BASIS OF CONTRACT

Pursuant to the provisions of Education Code Section 8763, LACOE may enter into Contracts with governing boards of school districts or private schools in order to provide programs and classes in outdoor science education and conservation education for pupils of the District or private school.

A. District/School shall provide the following:

1.1 A certificated staff person who is credentialed to teach in the state of California, (usually the classroom teacher), to supervise students and provide assistance during online class session.

1.2 Ensure that the certificated personnel provide contact email, serve as contact person for the class to communicate necessary details including online access information and attend a brief remote orientation with Outdoor & Marine Science Field Study staff prior to online class session.

1.3 Devices and internet services so that students can access the virtual class session and pre-recorded videos.

1.4 Paper and pencil for student work during virtual class session.

B. During the period beginning the effective date of this contract, LACOE will:

1.1 Provide one 45-minute virtual lesson for 5th or 6th grade students focusing on observation, communication and recording details about a natural object.

1.2 Provide a class set of up to 30 magnifiers and 30 drawstring backpacks.

1.3 Provide a brief remote orientation for the classroom teacher on accessing virtual class session and pre-recorded videos at least one week prior to established date of virtual class session.

1.4 Provide access to 6 pre-recorded videos that support instruction on ecosystems and science.

2. TERM OF CONTRACT

This Contract is effective April 1, 2022 and shall remain in effect through June 30, 2022.

3. PAYMENT

District/School shall pay Three Hundred and fifty Dollars ($350.00) per class of up to 30 students as listed in Exhibit A, attached hereto, incorporated herein, and made a part hereof. Payment shall be made in a lump sum basis with a purchase order. Said purchase order shall be submitted to LACOE Accounting Department by May 30, 2022 at the latest or registration may be cancelled.

4. INDEMNIFICATION

District/School agrees to defend, indemnify, save, and hold harmless LACOE from and against any and all demands, debts, liens, claims, losses, damages, liability, costs, expenses (including, but not by way of limitation, attorneys' fees and costs actually incurred, whether or not litigation has commenced), judgments or obligations, actions, or causes of action whatsoever, for or in connection with injury, damage, or loss (including, but not limited to death) to any person or property unless such injury, damage or loss results from or is connected with the sole negligence or error or omission of LACOE. The provisions of this clause shall not be limited to the availability or collectability of insurance coverage.

LACOE agrees to defend, indemnify, save, and hold harmless the District/School from and against any and all demands, debts, liens, claims, losses, damages, liability, costs, expenses (including, but not by way of limitation, attorneys' fees and costs actually incurred, whether or not litigation has commenced), judgments or obligations, actions, or causes of action whatsoever, for or in connection with injury, damage, or loss (including, but not limited to death) to any person or property unless such injury, damage or loss results from or is connected with the sole negligence or error or omission of the District/School. The provisions of this clause shall not be limited to the availability or collectability of insurance coverage.

5. INSURANCE

District/School shall maintain such general liability, property damage, workers' compensation, and auto insurance as is required to protect District/School and LACOE as their interests may appear.

6. NOTICES

Any notices to be given pursuant to this Contract shall be in writing and such notices, as well as any other document to be delivered, shall be delivered by personal service or by deposit in the U.S. Mail, certified or registered, return receipt requested, postage prepaid, and addressed to the party for whom intended as follows:

To LACOE:

Contracts Section
LOS ANGELES COUNTY OFFICE OF EDUCATION
9300 Imperial Highway, ECW-157
Downey, CA 90242-2890

To District/School:

BURBANK UNIFIED SCHOOL DISTRICT
1900 West Olive Ave.
Burbank, CA 91506-2438
ATTN: Peter Knapik

7-10. SECTIONS RESERVED (Intentionally left blank.)

11. COVENANT AGAINST CONTINGENT FEES

District/School warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon a Contract or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide established commercial or selling agencies retained by District/School for the purpose of securing business. For breach or violation of this warranty, LACOE shall have the right to immediate termination of this Contract and, at its sole discretion, deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or commission fee.

12. EMPLOYEE FINGERPRINTING

During the entire term of the Contract, the District/School, including all subcontractors, shall fully comply with the provisions of the Education Code Section 45125.1.

13. INDEPENDENT CONTRACTOR

While performing its obligations under this Contract, District/School is an Independent Contractor and not an officer, employee or agent of LACOE. District/School shall not at any time or in any manner represent that it or any of its officers, employees, or agents are employees of LACOE. District/School warrants its compliance with the criteria established by the U.S. Internal Revenue

Service (I.R.S.) and the California Employment Development Department (EDD) for qualification as an Independent Contractor including, but not limited to, being hired on a temporary basis, having some discretion is scheduling time to complete contract work, working for more than one employer at a time, and acquiring and maintaining its own office space and equipment.

14. ASSIGNMENT

District/School shall not in any manner, directly or indirectly, by operation of law or otherwise, assign, transfer or encumber this Contract or any portion hereof of any interest herein, in whole or in part, without the prior written consent of LACOE. If prior written consent is not given by LACOE to assign, transfer, or encumber this Contract, such action shall be deemed automatically void. In addition, District/School shall not subcontract the work to be performed pursuant to this Contract without prior written approval of LACOE. The names and qualifications of subcontractors or others whom District/School intends to employ, other than those identified, shall be submitted to LACOE for prior written approval.

15. INTEGRATION

This Contract, including all exhibits and other documents incorporated herein or made applicable by reference, contains the complete and final understanding of the parties' rights, duties and obligations with respect to the transaction discussed in the Contract and supersedes all prior Contracts, understandings and commitments, whether oral or written. This Contract shall not be amended in any way except by a writing expressly purporting to be such an amendment, signed and acknowledged by both of the parties hereto.

16. MODIFICATION

The Contract shall not be modified or amended without mutual written consent of the parties. If any actual or physical deletions or changes appear on the face of the Contract, such deletions or changes shall only be effective if the initials of both contracting parties appear beside such deletion or change.

17. ORDER OF PRECEDENCE

Except as specifically provided elsewhere in this Contract, conflicting, vague and/or ambiguous provisions of this Contract shall prevail in the following order of precedence: (1) the provisions in the body of this Contract, (2) the exhibits of the Contract, if any; (3) all other documents cited in this Contract or incorporated by reference.

18. SEVERABILITY/WAIVER

18.1 If any provision of this Contract is determined to be illegal, unenforceable, or invalid, such act shall in no way affect the validity of any other provision in this Contract.

18.2 No waiver of any provision of this Contract shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any such waiver constitute a continuing or subsequent waiver of the same provision. No waiver shall be binding unless executed in writing by the party making the waiver.

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The Contract may be amended by mutual written consent of the parties.

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The Contract may be terminated by LACOE upon thirty (30) days advance written notification.

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In the event District/School fails to perform in accordance with the indemnification or insurance requirement clauses of this Contract, makes inaccurate certifications as a part of this contract or contracting process, or otherwise breaches any other clause of this Contract, LACOE, the Los Angeles County Board of Education and the individuals thereof, and all officers, agents, employees, representatives, and volunteers shall be entitled to recover all legal fees, costs, and other expenses incident to securing performance or incurred as a consequence of nonperformance.

22. ATTORNEY'S FEES

Should either party be required to file any legal action or claim to enforce any provision of this Contract or resolve any dispute arising under or connected to this Contract, except as set forth in the "Failure to Comply" in this contract, each party shall bear its own attorney's fees and costs in bringing such an action and any judgment or decree rendered in such a proceeding shall not include an award thereof.

23. COMPLIANCE WITH LAW

District/School shall comply with all applicable federal, state, and local laws, statutes, ordinances, rules, regulations, policies, and procedures in performing under this Contract. District/School warrants that it has all licenses, permits, certificates and credentials required by law to perform the work specified under this Contract and shall, upon request by LACOE, provide evidence of same.

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In the event that performance on the part of any party hereto shall be delayed or suspended as a result of circumstances beyond the reasonable control and without the fault or negligence of said party, none of the parties shall incur any liability to the other parties as a result of such delay or suspension. Circumstances deemed to be beyond the control of the parties hereunder shall include, but not be limited

to, acts of God or of the public enemy, insurrection, acts of the federal government or any unit of state or local government in sovereign capacity, fires, floods, epidemics, pandemics, quarantine restrictions, strikes, freight embargoes or delays in transportation, to the extent that such circumstances are not caused by the party's willful or negligent acts or omissions, and to the extent that they are beyond the party's reasonable control.

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This Contract is made, entered into and executed in Los Angeles County, California, and the parties agree that any legal action, claim or proceeding arising out of or connected with this Contract shall be filed in the applicable court in Los Angeles County, California. The parties further agree this Contract shall be construed, and all disputes hereunder shall be settled, in accordance with the laws of the State of California.

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29. NO THIRD-PARTY OBLIGATIONS

The execution and delivery of this Contract shall not be deemed to confer any rights upon, nor obligate any parties thereto, to any person or entity other than the parties hereto.

30. LACOE BUDGET/GRANT FUNDS CONTINGENCY

If any portion(s) of LACOE's financial budget affecting the contractual time period of this agreement does not appropriate sufficient funds for these contracted services and/or related programs, or if grant funds related to these contracted services and/or related programs are not available for any reason whatsoever, this agreement shall be of no further force and effect. In this event, LACOE shall have

no liability to pay any funds to District/School under this agreement, and the District/School shall not be obligated to perform any provisions of this agreement.

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33. ALCOHOL AND DRUG-FREE WORKPLACE

Both parties hereby certify under penalty of perjury under the laws of the State of California that District/School will comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code Section 8350 et. seq.), and the Los Angeles County Board of Education's Alcohol and Drug-Free Workplace Policy 4020.

34. CERTIFICATION REGARDING DEBARMENT, SUSPENSION OR OTHER INELIGIBILITY (Federal Executive Order 12549)

By executing this contractual instrument, District/School certifies to the best of its knowledge and belief that it and its principals:

34.1 Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or Agency;

34.2 Have not, within a three (3) year period preceding the execution of this contractual instrument, been convicted of, or had a civil judgment rendered against them, for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction

(Federal, State or Local) or contract under a public transaction; or violation of Federal or State antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

34.3 Are not presently indicted for, or otherwise criminally or civilly charged by any government entity (Federal, State or Local), with commission of any of the offenses enumerated in Section 34.2 above, of this certification; and,

34.4 Have not, within a three (3) year period preceding the execution of this contractual instrument, had one or more public transactions (Federal, State or Local) terminated for cause of default.

35. EXECUTION REQUIREMENTS

Proper signatures required for execution of this instrument may be by original signature; photocopy; fax/facsimile copy; valid, encrypted, electronic transmission/signature; and/or other commonly accepted, widely used, commercially acceptable signature methods. This instrument may be executed in counter-parts by each party on a separate copy thereof with the same force and effect as though all parties had executed a single original copy. The Parties represent and warrant that those persons signing this Agreement are authorized to execute this Agreement.

| | |
|---|---|
| LOS ANGELES COUNTY<br>OFFICE OF EDUCATION | BURBANK UNIFIED SCHOOL DISTRICT |
| By _____<br>Terri Lyttaker<br>Controller | By _____<br>_____<br>Typed or Printed Name<br>Title_____ |
| Date _____ | Date_____ |

mc 3/11
Report 3/14/2022

LOS ANGELES COUNTY OFFICE OF EDUCATION

# CONTRACT
# FOR
# PARTICIPATION IN A VIRTUAL PROGRAM
# OF OUTDOOR SCIENCE AND CONSERVATION EDUCATION
# 2021-2022

The LOS ANGELES COUNTY OFFICE OF EDUCATION, a public educational agency, located at 9300 Imperial Highway, Downey, California 90242-2890, hereinafter referred to as "LACOE", and

BURBANK UNIFIED SCHOOL DISTRICT – PROVIDENCIA ELEMENTARY, hereinafter referred to as "District/School", mutually agree as follows:

1. BASIS OF CONTRACT

Pursuant to the provisions of Education Code Section 8763, LACOE may enter into Contracts with governing boards of school districts or private schools in order to provide programs and classes in outdoor science education and conservation education for pupils of the District or private school.

A. District/School shall provide the following:

1.1 A certificated staff person who is credentialed to teach in the state of California, (usually the classroom teacher), to supervise students and provide assistance during online class session.

1.2 Ensure that the certificated personnel provide contact email, serve as contact person for the class to communicate necessary details including online access information and attend a brief remote orientation with Outdoor & Marine Science Field Study staff prior to online class session.

1.3 Devices and internet services so that students can access the virtual class session and pre-recorded videos.

1.4 Paper and pencil for student work during virtual class session.

B. During the period beginning the effective date of this contract, LACOE will:

1.1 Provide one 45-minute virtual lesson for 5th or 6th grade students focusing on observation, communication and recording details about a natural object.

1.2 Provide a class set of up to 30 magnifiers and 30 drawstring backpacks.

1.3 Provide a brief remote orientation for the classroom teacher on accessing virtual class session and pre-recorded videos at least one week prior to established date of virtual class session.

1.4 Provide access to 6 pre-recorded videos that support instruction on ecosystems and science.

2. TERM OF CONTRACT

This Contract is effective April 1, 2022 and shall remain in effect through June 30, 2022.

3. PAYMENT

District/School shall pay Three Hundred and fifty Dollars ($350.00) per class of up to 30 students as listed in Exhibit A, attached hereto, incorporated herein, and made a part hereof. Payment shall be made in a lump sum basis with a purchase order. Said purchase order shall be submitted to LACOE Accounting Department by May 30, 2022 at the latest or registration may be cancelled.

4. INDEMNIFICATION

District/School agrees to defend, indemnify, save, and hold harmless LACOE from and against any and all demands, debts, liens, claims, losses, damages, liability, costs, expenses (including, but not by way of limitation, attorneys' fees and costs actually incurred, whether or not litigation has commenced), judgments or obligations, actions, or causes of action whatsoever, for or in connection with injury, damage, or loss (including, but not limited to death) to any person or property unless such injury, damage or loss results from or is connected with the sole negligence or error or omission of LACOE. The provisions of this clause shall not be limited to the availability or collectability of insurance coverage.

LACOE agrees to defend, indemnify, save, and hold harmless the District/School from and against any and all demands, debts, liens, claims, losses, damages, liability, costs, expenses (including, but not by way of limitation, attorneys' fees and costs actually incurred, whether or not litigation has commenced), judgments or obligations, actions, or causes of action whatsoever, for or in connection with injury, damage, or loss (including, but not limited to death) to any person or property unless such injury, damage or loss results from or is connected with the sole negligence or error or omission of the District/School. The provisions of this clause shall not be limited to the availability or collectability of insurance coverage.

5. INSURANCE

District/School shall maintain such general liability, property damage, workers' compensation, and auto insurance as is required to protect District/School and LACOE as their interests may appear.

6. NOTICES

Any notices to be given pursuant to this Contract shall be in writing and such notices, as well as any other document to be delivered, shall be delivered by personal service or by deposit in the U.S. Mail, certified or registered, return receipt requested, postage prepaid, and addressed to the party for whom intended as follows:

To LACOE:

Contracts Section
LOS ANGELES COUNTY OFFICE OF EDUCATION
9300 Imperial Highway, ECW-157
Downey, CA 90242-2890

To District/School:

BURBANK UNIFIED SCHOOL DISTRICT
1900 West Olive Ave.
Burbank, CA 91506-2438
ATTN: Peter Knapik

7-10. SECTIONS RESERVED (Intentionally left blank.)

11. COVENANT AGAINST CONTINGENT FEES

District/School warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon a Contract or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide established commercial or selling agencies retained by District/School for the purpose of securing business. For breach or violation of this warranty, LACOE shall have the right to immediate termination of this Contract and, at its sole discretion, deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or commission fee.

12. EMPLOYEE FINGERPRINTING

During the entire term of the Contract, the District/School, including all subcontractors, shall fully comply with the provisions of the Education Code Section 45125.1.

13. INDEPENDENT CONTRACTOR

While performing its obligations under this Contract, District/School is an Independent Contractor and not an officer, employee or agent of LACOE. District/School shall not at any time or in any manner represent that it or any of its officers, employees, or agents are employees of LACOE. District/School warrants its compliance with the criteria established by the U.S. Internal Revenue

Service (I.R.S.) and the California Employment Development Department (EDD) for qualification as an Independent Contractor including, but not limited to, being hired on a temporary basis, having some discretion is scheduling time to complete contract work, working for more than one employer at a time, and acquiring and maintaining its own office space and equipment.

14. ASSIGNMENT

District/School shall not in any manner, directly or indirectly, by operation of law or otherwise, assign, transfer or encumber this Contract or any portion hereof of any interest herein, in whole or in part, without the prior written consent of LACOE. If prior written consent is not given by LACOE to assign, transfer, or encumber this Contract, such action shall be deemed automatically void. In addition, District/School shall not subcontract the work to be performed pursuant to this Contract without prior written approval of LACOE. The names and qualifications of subcontractors or others whom District/School intends to employ, other than those identified, shall be submitted to LACOE for prior written approval.

15. INTEGRATION

This Contract, including all exhibits and other documents incorporated herein or made applicable by reference, contains the complete and final understanding of the parties' rights, duties and obligations with respect to the transaction discussed in the Contract and supersedes all prior Contracts, understandings and commitments, whether oral or written. This Contract shall not be amended in any way except by a writing expressly purporting to be such an amendment, signed and acknowledged by both of the parties hereto.

16. MODIFICATION

The Contract shall not be modified or amended without mutual written consent of the parties. If any actual or physical deletions or changes appear on the face of the Contract, such deletions or changes shall only be effective if the initials of both contracting parties appear beside such deletion or change.

17. ORDER OF PRECEDENCE

Except as specifically provided elsewhere in this Contract, conflicting, vague and/or ambiguous provisions of this Contract shall prevail in the following order of precedence: (1) the provisions in the body of this Contract, (2) the exhibits of the Contract, if any; (3) all other documents cited in this Contract or incorporated by reference.

18. SEVERABILITY/WAIVER

18.1 If any provision of this Contract is determined to be illegal, unenforceable, or invalid, such act shall in no way affect the validity of any other provision in this Contract.

18.2 No waiver of any provision of this Contract shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any such waiver constitute a continuing or subsequent waiver of the same provision. No waiver shall be binding unless executed in writing by the party making the waiver.

19. AMENDMENTS

The Contract may be amended by mutual written consent of the parties.

20. TERMINATION

The Contract may be terminated by LACOE upon thirty (30) days advance written notification.

21. FAILURE TO COMPLY

In the event District/School fails to perform in accordance with the indemnification or insurance requirement clauses of this Contract, makes inaccurate certifications as a part of this contract or contracting process, or otherwise breaches any other clause of this Contract, LACOE, the Los Angeles County Board of Education and the individuals thereof, and all officers, agents, employees, representatives, and volunteers shall be entitled to recover all legal fees, costs, and other expenses incident to securing performance or incurred as a consequence of nonperformance.

22. ATTORNEY'S FEES

Should either party be required to file any legal action or claim to enforce any provision of this Contract or resolve any dispute arising under or connected to this Contract, except as set forth in the "Failure to Comply" in this contract, each party shall bear its own attorney's fees and costs in bringing such an action and any judgment or decree rendered in such a proceeding shall not include an award thereof.

23. COMPLIANCE WITH LAW

District/School shall comply with all applicable federal, state, and local laws, statutes, ordinances, rules, regulations, policies, and procedures in performing under this Contract. District/School warrants that it has all licenses, permits, certificates and credentials required by law to perform the work specified under this Contract and shall, upon request by LACOE, provide evidence of same.

24. FORCE MAJEURE

In the event that performance on the part of any party hereto shall be delayed or suspended as a result of circumstances beyond the reasonable control and without the fault or negligence of said party, none of the parties shall incur any liability to the other parties as a result of such delay or suspension. Circumstances deemed to be beyond the control of the parties hereunder shall include, but not be limited

to, acts of God or of the public enemy, insurrection, acts of the federal government or any unit of state or local government in sovereign capacity, fires, floods, epidemics, pandemics, quarantine restrictions, strikes, freight embargoes or delays in transportation, to the extent that such circumstances are not caused by the party's willful or negligent acts or omissions, and to the extent that they are beyond the party's reasonable control.

25. GOVERNING LAW/FORUM SELECTION

This Contract is made, entered into and executed in Los Angeles County, California, and the parties agree that any legal action, claim or proceeding arising out of or connected with this Contract shall be filed in the applicable court in Los Angeles County, California. The parties further agree this Contract shall be construed, and all disputes hereunder shall be settled, in accordance with the laws of the State of California.

26. INCORPORATION BY REFERENCE

Any exhibits referenced herein shall be incorporated and made a part of this Contract.

27. PROVISIONS REQUIRED BY LAW DEEMED INSERTED

Each and every provision of law and clause required by law to be inserted in this contract shall be deemed to be inserted herein and the contract shall be read and enforced as though it were so inserted and included.

28. RECORD RETENTION AND INSPECTION

District/School agrees that LACOE shall have access to and the right to examine, audit, excerpt, copy or transcribe any pertinent records pertaining to this Contract. All records shall be kept and maintained by District/School and made available to LACOE during the entire term of this Contract and for a period not less than five (5) years after final payment hereunder by LACOE.

29. NO THIRD-PARTY OBLIGATIONS

The execution and delivery of this Contract shall not be deemed to confer any rights upon, nor obligate any parties thereto, to any person or entity other than the parties hereto.

30. LACOE BUDGET/GRANT FUNDS CONTINGENCY

If any portion(s) of LACOE's financial budget affecting the contractual time period of this agreement does not appropriate sufficient funds for these contracted services and/or related programs, or if grant funds related to these contracted services and/or related programs are not available for any reason whatsoever, this agreement shall be of no further force and effect. In this event, LACOE shall have

no liability to pay any funds to District/School under this agreement, and the District/School shall not be obligated to perform any provisions of this agreement.

In such instances, particularly when partial funding remains available, LACOE shall have the option to either terminate this agreement with no liability occurring to LACOE, or LACOE may offer an amendment to this agreement to reflect the reduced availability of funds.

31. NON-DISCRIMINATION AND NON-SEGREGATION

During the performance of this Contract, both parties hereby agrees to comply with all Federal, state and local laws respecting non-discrimination in employment and non-segregation of facilities including, but not limited to requirements set out in 41 CFR 60-1.4, 60-250.4 and 60-741.4, which equal opportunity clauses are hereby incorporated by reference.

32. TOBACCO AND MARIJUANA-FREE WORKPLACE

When at LACOE-owned or LACOE–leased buildings, both parties hereby agree to comply with the Los Angeles County Board of Education's Policy 3513.3 which states: The Los Angeles County Board of Education recognizes the health hazards associated with smoking and the use of tobacco and marijuana products, including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff. The County Board prohibits the use of tobacco and marijuana products at any time in Los Angeles County Office of Education-owned or leased buildings, on LACOE property and in LACOE vehicles.

33. ALCOHOL AND DRUG-FREE WORKPLACE

Both parties hereby certify under penalty of perjury under the laws of the State of California that District/School will comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code Section 8350 et. seq.), and the Los Angeles County Board of Education's Alcohol and Drug-Free Workplace Policy 4020.

34. CERTIFICATION REGARDING DEBARMENT, SUSPENSION OR OTHER INELIGIBILITY (Federal Executive Order 12549)

By executing this contractual instrument, District/School certifies to the best of its knowledge and belief that it and its principals:

34.1 Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or Agency;

34.2 Have not, within a three (3) year period preceding the execution of this contractual instrument, been convicted of, or had a civil judgment rendered against them, for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction

(Federal, State or Local) or contract under a public transaction; or violation of Federal or State antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

34.3 Are not presently indicted for, or otherwise criminally or civilly charged by any government entity (Federal, State or Local), with commission of any of the offenses enumerated in Section 34.2 above, of this certification; and,

34.4 Have not, within a three (3) year period preceding the execution of this contractual instrument, had one or more public transactions (Federal, State or Local) terminated for cause of default.

35. EXECUTION REQUIREMENTS

Proper signatures required for execution of this instrument may be by original signature; photocopy; fax/facsimile copy; valid, encrypted, electronic transmission/signature; and/or other commonly accepted, widely used, commercially acceptable signature methods. This instrument may be executed in counter-parts by each party on a separate copy thereof with the same force and effect as though all parties had executed a single original copy. The Parties represent and warrant that those persons signing this Agreement are authorized to execute this Agreement.

| | |
|---|---|
| LOS ANGELES COUNTY<br>OFFICE OF EDUCATION | BURBANK UNIFIED SCHOOL DISTRICT |
| By _____<br>Terri Lyttaker<br>Controller | By _____<br>_____<br>Typed or Printed Name<br>Title_____ |
| Date _____ | Date_____ |

mc 3/11
Report 3/14/2022

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

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Paulette Koss, Director of Special Education and Psychological Services |
| PREPARED BY: | Paulette Koss, Director of Special Education and Psychological Services |
| SUBMITTED BY: | Sandra Shearer, Administrative Secretary |
| DATE: | April 21, 2022 |
| SUBJECT: | Ratification of Agreement for Professional Services (Special Education) |

**Background:**

The Board of Education is being asked to ratify an agreement for professional services to provide a Psychological-Educational Evaluation IEE for Special Education Student 960013960, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

**Discussion/Issues:**

When a parent of a student with a disability does not agree with the results of a special education assessment of their student, as conducted by the school team, they have the right to obtain an Independent Educational Evaluation (IEE), at no cost to the parent (§300.502).

**Fiscal Impact:**

Not to exceed $6,500.

**Recommendation:**

Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Dr. Karen Epport, to provide an Independent Educational Evaluation (IEE) and attend an IEP meeting for Special Education Student 960013960, not to exceed $6,500 (01.0-65000.0-57602-11900-5850-7440000), effective March 4, 2022 through June 30, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
1900 West Olive Avenue, Burbank, 91506
Tel: (818) 729-4473
Fax: (818) 729-4573
www.burbankusd.org

**RATIFIED CONSULTANT AGREEMENT**

**TERM OF AGREEMENT**

**This Agreement,** made and entered into this 8th day of March 2022 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Karen Lynn Epport hereinafter referred to as "Consultant."

Payee's Name: Karen Lynn Epport Daytime Phone Number: 310-503-7880

Mailing Address: 7933 Flight Place, Los Angeles, CA 90045 Email Address: karenepportphd@gmail.com

Sponsoring Administrator: Matt Hill (Print Name) Superintendent (Title) _____ (Signature) Special Education (Location)

Board Approval: 04/21/2022 Account Code: 01.0-65000.0-57602-11900-5850-7440000

The District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants.

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

**The parties mutually agree as follows:**

1. The Consultant agrees to perform the following services for the District, at a total not to exceed **$6,500**
2. The term of the Agreement shall be the period commencing on: 04/04/2022 and terminating on: 06/30/2022.
3. Payment Terms: Net 45 Days
4. District desires to enter into an Agreement in which Karen Lynn Epport who will provide a Psychological-Educational Evaluation IEE for Special Education Student 960013960. This cost includes the following: review of all educational documents, interviews with educational staff, observations, direct assessment of the student (this usually involves multiple assessment sessions), scoring/interpretation of data, report writing, travel time to Burbank from Westchester and attendance at the IEP meeting to review the report/discuss findings.
6. The Consultant shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
7. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
8. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.

9. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should the Consultant breach this agreement or fail to perform the required services in a satisfactory manner.

10. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.

11. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

12. District and Consultant will communicate and send in writing all information received by the District regarding any work-related injury to Personnel within twenty-four hours of the injury.

13. Communicate within twenty-four hours to Karen Lynn Epport the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

14. The District agrees to indemnify, defend and hold harmless Karen Lynn Epport from any and all negligence and all liabilities, claims, losses, costs, damages and expenses resulting or arising from or connected with the services rendered by the District, its agents, independent contractors, employees or servants pursuant to this contract.

15. This Agreement shall constitute the entire Agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

16. It is mutually agreed that both parties shall not discriminate against any individual in the performance of their obligations under this Agreement, on the basis of race, color, religion, national origin, sex, age or disability. Both parties further certify compliance with the applicable provisions of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, and the Americans with Disabilities Act and State anti-discrimination laws.

**INDEMNIFICATION**

Karen Lynn Epport shall save and hold the District harmless from and against and shall indemnify District for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of Karen Lynn Epport or any of its agents, subcontractors, employees or other representatives. If District is sued in any court for damages by reason of any of the acts of Karen Lynn Epport, its agents, subcontractors, employees or other representatives referred to in this Agreement, Karen Lynn Epport shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If Karen Lynn Epport fails or neglects to so defend said action, District may defend the same and any expenses, including reasonable Attorney fees, which District may pay or incur in defending said action and the amount of any judgment which District may be required to pay shall be promptly reimbursed by Karen Lynn Epport demand.

District shall save and hold Karen Lynn Epport, harmless from and against and shall indemnify Karen Lynn Epport for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of District, or any of its agents, subcontractors, employees or other representatives. If Karen Lynn Epport is sued in any court for damages by reason of any of the acts of the District, its agents, subcontractors, employees or other representatives referred to in this Agreement, District shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If District fails or neglects to so defend said action, Karen Lynn Epport may defend the same and any expenses, including reasonable attorney's fees, which Karen Lynn Epport may pay or incur in defending said action and the amount of any judgment which Karen Lynn Epport may be required to pay shall be promptly reimbursed by District upon demand.

**ARBITRATION**

Any controversy or claim arising out of or relating to this Agreement, or the performance or breach thereof, shall be settled by means of binding arbitration in accordance with the rules of the American Arbitration Association, at Los Angeles, California.

If either party to this Agreement institutes any legal action or proceeding against the other party to the Agreement arising out of the Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees and costs from the non-prevailing party.

| | |
|---|---|
| ACKNOWLEDGED AND AGREED TO | ACKNOWLEDGED AND AGREED TO |
| District: | Consultant: |
| Burbank Unified School District | Karen Lynn Epport |
| District/Company Name | Consultant/Company |
| Paulette Koss | |
| Print Representative Name | Print Representative Name |
| Director of Special Education | |
| Title | Title |
| | |
| Signature | Signature |
| | |
| Date | Date |

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

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Paulette Koss, Director of Special Education and Psychological Services |
| PREPARED BY: | Paulette Koss, Director of Special Education and Psychological Services |
| SUBMITTED BY: | Sandra Shearer, Administrative Secretary |
| DATE: | April 21, 2022 |
| SUBJECT: | Ratification of Agreement for Professional Services (Special Education) |

**Background:**

The Board of Education is being asked to ratify an agreement for professional services to provide a Psychological Educational Evaluation IEE for Special Education Student 960036644, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

**Discussion/Issues:**

When a parent of a student with a disability does not agree with the results of a special education assessment of their student, as conducted by the school team, they have the right to obtain an Independent Educational Evaluation (IEE), at no cost to the parent (§300.502).

**Fiscal Impact:**

Not to exceed $6,500.

**Recommendation:**

Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Simun Psychological Assessment Group PC DBA Neuropsychology Partners, to provide an Independent Educational Evaluation (IEE) and attend an IEP meeting for Special Education Student 960036644, not to exceed $6,500 (01.0-65000.0-57602-11900-5850-7440000), effective April 1, 2022 through December 31, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
1900 West Olive Avenue, Burbank, 91506
Tel: (818) 729-4473
Fax: (818) 729-4573
www.burbankusd.org

**RATIFIED CONSULTANT AGREEMENT**

**TERM OF AGREEMENT**

**This Agreement,** made and entered into this 1st day of April 2022 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Simun Psychological Assessment Group PC DBA Neuropsychology Partners hereinafter referred to as "Consultant."

Payee's Name: Simun Psychological Assessment Group PC DBA Neuropsychology Partners

Daytime Phone Number: 310-478-8888 Email Address: info@drsimun.com

Mailing Address: 2001 S. Barrington Ave. Suite 214, Los Angeles, CA 90025

Sponsoring Administrator: Matt Hill Superintendent Special Education
Print Name Title Signature Location

Board Approval: 04/21/2022 Account Code: 01.0-65000.0-57602-11900-5850-7440000

The District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants.

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

**The parties mutually agree as follows:**

1. The Consultant agrees to perform the following services for the District, at a total not to exceed **$6,500**

2. The term of the Agreement shall be the period commencing 04/01/2022 and terminating 12/31/2022.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Simun Psychological Assessment Group PC DBA Neuropsychology Partners will provide a psycho-educational assessment (IEE) for Special Education Student 960036644. Assessment includes 6 hours of testing, one on-site observation, records review (up to 2 hours), written report of findings and the attendance to one IEP not to exceed 2 hours.

6. The Consultant shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.

7. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.

8. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.

9. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should the Consultant breach this agreement or fail to perform the required services in a satisfactory manner.

10. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.

11. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

12. District and Consultant will communicate and send in writing all information received by the District regarding any work-related injury to Personnel within twenty-four hours of the injury.

13. Communicate within twenty-four hours to Simun Psychological Assessment Group PC DBA Neuropsychology Partners the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

14. The District agrees to indemnify, defend and hold harmless Simun Psychological Assessment Group PC DBA Neuropsychology Partners from any and all negligence and all liabilities, claims, losses, costs, damages and expenses resulting or arising from or connected with the services rendered by the District, its agents, independent contractors, employees or servants pursuant to this contract.

15. This Agreement shall constitute the entire Agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

16. It is mutually agreed that both parties shall not discriminate against any individual in the performance of their obligations under this Agreement, on the basis of race, color, religion, national origin, sex, age or disability. Both parties further certify compliance with the applicable provisions of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, and the Americans with Disabilities Act and State anti-discrimination laws.

**INDEMNIFICATION**

Simun Psychological Assessment Group PC DBA Neuropsychology Partners shall save and hold the District harmless from and against and shall indemnify District for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of Simun Psychological Assessment Group PC DBA Neuropsychology Partners or any of its agents, subcontractors, employees or other representatives. If District is sued in any court for damages by reason of any of the acts of Simun Psychological Assessment Group PC DBA Neuropsychology Partners, its agents, subcontractors, employees or other representatives referred to in this Agreement, Simun Psychological Assessment Group PC DBA Neuropsychology Partners shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If Simun Psychological Assessment Group PC DBA Neuropsychology Partners fails or neglects to so defend said action, District may defend the same and any expenses, including reasonable Attorney fees, which District may pay or incur in defending said action and the amount of any judgment which District may be required to pay shall be promptly reimbursed by Simun Psychological Assessment Group PC DBA Neuropsychology Partners demand.

District shall save and hold Simun Psychological Assessment Group PC DBA Neuropsychology Partners, harmless from and against and shall indemnify Simun Psychological Assessment Group PC DBA Neuropsychology Partners for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of District, or any of its agents, subcontractors, employees or other representatives. If Simun Psychological Assessment Group PC DBA Neuropsychology Partners is sued in any court for damages by reason of any of the acts of the District, its agents, subcontractors, employees or other

representatives referred to in this Agreement, District shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If District fails or neglects to so defend said action, Simun Psychological Assessment Group PC DBA Neuropsychology Partners may defend the same and any expenses, including reasonable attorney's fees, which Simun Psychological Assessment Group PC DBA Neuropsychology Partners may pay or incur in defending said action and the amount of any judgment which Simun Psychological Assessment Group PC DBA Neuropsychology Partners may be required to pay shall be promptly reimbursed by District upon demand.

**ARBITRATION**

Any controversy or claim arising out of or relating to this Agreement, or the performance or breach thereof, shall be settled by means of binding arbitration in accordance with the rules of the American Arbitration Association, at Los Angeles, California.

If either party to this Agreement institutes any legal action or proceeding against the other party to the Agreement arising out of the Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees and costs from the non-prevailing party.

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District

District/Company Name

[redacted]

Paulette Koss

Print Representative Name

[redacted]

Director of Special Education

Title

[redacted]

Signature

[redacted]

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Simun Psychological Assessment Group PC DBA Neuropsychology Partners

Consultant/Company

[redacted]

Simun Psychological Assessment Group PC DBA Neuropsychology Partners

Print Representative Name

[redacted]

Title

[redacted]

Signature

[redacted]

Date

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

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Paulette Koss, Director of Special Education and Psychological Services |
| PREPARED BY: | Paulette Koss, Director of Special Education and Psychological Services |
| SUBMITTED BY: | Sandra Shearer, Administrative Secretary |
| DATE: | April 21, 2021 |
| SUBJECT: | Amended Agreement for Professional Services (Special Education) |

**Background:**

The Board of Education is being asked to amend the agreement for professional services to conduct an Occupational Therapy Evaluation for the Special Education Student 960027933.

**Discussion/Issues:**

The District is obligated to provide assessments and implement Individualized Education Plans (IEP's) for students who attend non-public schools through IEPs with the District.

**Fiscal Impact:**

Not to exceed $1,600.

**Recommendation:**

Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education amend an agreement between the Burbank Unified School District and Therapy In Action., to provide an Occupational Therapy Evaluation and attend an IEP meeting for Special Education Student 960027933, not to exceed $1,600, (01.0-65000.0-57602-11900-5850-7440000), effective October 1, 2021 through December 31, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

**Note: The original approval date was October 21, 2021 for a total not to exceed $1,600. This amendment extends the end date from May 31, 2022 to December 31, 2022.**

Burbank Unified School District
1900 West Olive Avenue, Burbank, 91506
Tel: (818) 729-4473
Fax: (818) 729-4573
www.burbankusd.org

**RATIFIED CONSULTANT AGREEMENT**

**TERM OF AGREEMENT**

**This Agreement,** made and entered into this 29th day of September 2021 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Therapy In Action hereinafter referred to as "Consultant."

Payee's Name: Therapy In Action Daytime Phone Number: 818-708-2292 X105

Mailing Address: 18522 Oxnard St. Tarzana, CA 91356 Email Address: Emily@therapyinaction.com

Sponsoring Administrator: Matt Hill Superintendent Special Education
Print Name Title Signature Location

Board Approval: 10/21/2021 Account Code: 01.0-65000.0-57602-11900-5850-7440000

The District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants.

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

**The parties mutually agree as follows:**

1. The Consultant agrees to perform the following services for the District, for a total not to exceed **$1,600** **Amount to include speaking fee, mileage and any additional fees.

2. The term of the Agreement shall be the period commencing on: 10/01/2021 and terminating on: 05/31/2022.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Therapy In Action will provide an Occupational Therapy Assessment IEE for Student 960027933. The assessment includes evaluation, report, travel and attendance to the IEP meeting (up to 2 hours).

6. The Consultant shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.

7. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.

8. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.

9. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should the Consultant breach this agreement or fail to perform the required services in a satisfactory manner.

10. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.

11. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

12. District and Consultant will communicate and send in writing all information received by the District regarding any work-related injury to Personnel within twenty-four hours of the injury.

13. Communicate within twenty-four hours to Therapy In Action the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

14. The District agrees to indemnify, defend and hold harmless Therapy In Action from any and all negligence and all liabilities, claims, losses, costs, damages and expenses resulting or arising from or connected with the services rendered by the District, its agents, independent contractors, employees or servants pursuant to this contract.

15. This Agreement shall constitute the entire Agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

16. It is mutually agreed that both parties shall not discriminate against any individual in the performance of their obligations under this Agreement, on the basis of race, color, religion, national origin, sex, age or disability. Both parties further certify compliance with the applicable provisions of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, and the Americans with Disabilities Act and State anti-discrimination laws.

**INDEMNIFICATION**

Therapy In Action shall save and hold the District harmless from and against and shall indemnify District for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of Therapy In Action or any of its agents, subcontractors, employees or other representatives. If District is sued in any court for damages by reason of any of the acts of Therapy In Action, its agents, subcontractors, employees or other representatives referred to in this Agreement, Therapy In Action shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If Therapy In Action fails or neglects to so defend said action, District may defend the same and any expenses, including reasonable Attorney fees, which District may pay or incur in defending said action and the amount of any judgment which District may be required to pay shall be promptly reimbursed by Therapy In Action demand.

District shall save and hold Therapy In Action, harmless from and against and shall indemnify Therapy In Action for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of District, or any of its agents, subcontractors, employees or other representatives. If Therapy In Action is sued in any court for damages by reason of any of the acts of the District, its agents, subcontractors, employees or other representatives referred to in this Agreement, District shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If District fails or neglects to so defend said action, Therapy In Action may defend the same and any expenses, including reasonable attorney's fees, which Therapy In Action may pay or incur in defending said action and the amount of any judgment which Therapy In Action may be required to pay shall be promptly reimbursed by District upon demand.

**ARBITRATION**

Any controversy or claim arising out of or relating to this Agreement, or the performance or breach thereof, shall be settled by means of binding arbitration in accordance with the rules of the American Arbitration Association, at Los Angeles, California.

If either party to this Agreement institutes any legal action or proceeding against the other party to the Agreement arising out of the Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees and costs from the non-prevailing party.

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

Paulette Koss
Print Representative Name

Director of Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Therapy In Action
Consultant/Company

Print Representative Name

Emily Dassow OTR/L

Coordinator of School Based Services
Title

Signature

4/5/2022
Date

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

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Paulette Koss, Director of Special Education and Psychological Services |
| PREPARED BY: | Paulette Koss, Director of Special Education and Psychological Services |
| SUBMITTED BY: | Sandra Shearer, Administrative Secretary |
| DATE: | April 21, 2022 |
| SUBJECT: | Amended Agreement for Professional Services (Special Education) |

**Background:**

The Board of Education is being asked to amend an agreement for professional services to provide Speech and Language services for Special Education Student 960001099, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

**Discussion/Issues:**

The District is obligated to provide services for students who attend our schools, even if the District doesn't have the staff to do so and, therefore, is required to contract with an agency to remain in compliance with IEP regulations and/or settlement agreements.

**Fiscal Impact:**

Not to exceed $2,850.

**Recommendation:**

Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education amend an agreement between the Burbank Unified School District and Joy Young, to provide Speech and Language services for Special Education Student 960001099, not to exceed $2,850 (01.0-65000.0-57602-11900-5850-7440000), effective October 27, 2021 through May, 26, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

**Note: The original approval date was December 16, 2021 for a total not to exceed $1,330. This amendment adds an additional $1,520 to the agreement for a total not to exceed $2,850. This amendment also extends the end date from January 31, 2022 to May 26, 2022.**

Burbank Unified School District
1900 West Olive Avenue, Burbank, 91506
Tel: (818) 729-4473
Fax: (818) 729-4573
www.burbankusd.org

**AMENDED CONSULTANT AGREEMENT**

**TERM OF AGREEMENT**

**This Agreement,** made and entered into this 16th day of March 2022 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Joy Young hereinafter referred to as "Consultant."

Payee's Name: Joy Young Daytime Phone Number: [redacted]

Mailing Address: [redacted]

Email Address: [redacted]

| Sponsoring Administrator: Matt Hill | Superintendent | | Special Education |
|---|---|---|---|
| Print Name | Title | Signature | Location |

Board Approval: ~~12/16/2021~~ 04/21/2022 Account Code: 01.0-65000.0-57602-11900-5850-7440000

The District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants.

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

**The parties mutually agree as follows:**

1. The Consultant agrees to perform the following services for the District, at a total not to exceed **~~$1,330~~ $2,850**

2. The term of the Agreement shall be the period commencing on: 10/27/2021 and terminating on: ~~01/31/2022~~ 05/26/2022.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Joy Young will provide speech and language services for Special Education Student 960001099. Services are once a week ~~for 14 weeks~~ up to a total of 30 weeks.

6. The Consultant shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.

7. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.

8. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.

9. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should the Consultant breach this agreement or fail to perform the required services in a satisfactory manner.

10. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.

11. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

12. District and Consultant will communicate and send in writing all information received by the District regarding any work-related injury to Personnel within twenty-four hours of the injury.

13. Communicate within twenty-four hours to Joy Young the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

14. The District agrees to indemnify, defend and hold harmless Joy Young from any and all negligence and all liabilities, claims, losses, costs, damages and expenses resulting or arising from or connected with the services rendered by the District, its agents, independent contractors, employees or servants pursuant to this contract.

15. This Agreement shall constitute the entire Agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

16. It is mutually agreed that both parties shall not discriminate against any individual in the performance of their obligations under this Agreement, on the basis of race, color, religion, national origin, sex, age or disability. Both parties further certify compliance with the applicable provisions of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, and the Americans with Disabilities Act and State anti-discrimination laws.

**INDEMNIFICATION**

Joy Young shall save and hold the District harmless from and against and shall indemnify District for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of Joy Young or any of its agents, subcontractors, employees or other representatives. If District is sued in any court for damages by reason of any of the acts of Joy Young, its agents, subcontractors, employees or other representatives referred to in this Agreement, Joy Young shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If Joy Young fails or neglects to so defend said action, District may defend the same and any expenses, including reasonable Attorney fees, which District may pay or incur in defending said action and the amount of any judgment which District may be required to pay shall be promptly reimbursed by Joy Young demand.

District shall save and hold Joy Young, harmless from and against and shall indemnify Joy Young for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of District, or any of its agents, subcontractors, employees or other representatives. If Joy Young is sued in any court for damages by reason of any of the acts of the District, its agents, subcontractors, employees or other representatives referred to in this Agreement, District shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If District fails or neglects to so defend said action, Joy Young may defend the same and any expenses, including reasonable attorney's fees, which Joy Young may pay or incur in defending said action and the amount of any judgment which Joy Young may be required to pay shall be promptly reimbursed by District upon demand.

**ARBITRATION**

Any controversy or claim arising out of or relating to this Agreement, or the performance or breach thereof, shall be settled by means of binding arbitration in accordance with the rules of the American Arbitration Association, at Los Angeles, California.

If either party to this Agreement institutes any legal action or proceeding against the other party to the Agreement arising out of the Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees and costs from the non-prevailing party.

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

Paulette Koss
Print Representative Name

Director of Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Joy Young
Consultant/Company

Joy Young
Print Representative Name

**Speech Language Pathologist**
Title

Signature

**3/16/2022**
Date

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

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Paulette Koss, Director of Special Education and Psychological Services |
| PREPARED BY: | Paulette Koss, Director of Special Education and Psychological Services |
| SUBMITTED BY: | Sandra Shearer, Administrative Secretary |
| DATE: | April 21, 2022 |
| SUBJECT: | Ratification of Agreement for Professional Services (Special Education) |

**Background:**

The purpose of the ratification of agreement for professional services is to hire an outside credentialed special education teacher (as a consultant) to provide support with assessments and Resource Support Program (RSP) services to teachers whose caseloads are over 28 students. The consultant will assist with providing services, as specified in students' IEPs, assessments, writing the assessment reports and attending IEP's of Special Education Students.

**Discussion/Issues:**

The District is obligated to provide specialized academic instruction and assessments for students who attend our schools. The District has been unable to secure a qualified temporary teacher or substitute. The District does not have current staff able to support the current caseload and is, therefore, contracting with one to remain in compliance with IEP and Ed Code regulations.

**Fiscal Impact:**

Not to exceed $22,272.

**Recommendation:**

Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Ausin Texan Learning Group LLC, to provide support to students and teachers, not to exceed $22,272 (01.0-65000.0-57602-11900-5850-7440000), effective April 13, 2022 through May 26, 2022 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
1900 West Olive Avenue, Burbank, 91506
Tel: (818) 729-4473
Fax: (818) 729-4573
www.burbankusd.org

**RATIFIED CONSULTANT AGREEMENT**

**TERM OF AGREEMENT**

**This Agreement,** made and entered into this 6th day of April 2022 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Ausin Texas Learning Group LLC hereinafter referred to as "Consultant."

Payee's Name: Ausin Texas Learning Group LLC ,Daytime Phone Number: 800-846-5120 X114

Mailing Address: 10821 Red Run Blvd. #407 Owings Mills, MD 21117 .

Email Address: sean.hasan@atxlearning.com

Sponsoring Administrator: Matt Hill (Print Name) Superintendent (Title) (Signature) Special Education (Location)

Board Approval: 04/21/2022 Account Code: 01.0-65000.0-57602-11900-5850-7440000

The District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants.

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

**The parties mutually agree as follows:**

1. The Consultant agrees to perform the following services for the District, at a rate of $87.00 per hour for a total not to exceed **$22,272.00**

2. The term of the Agreement shall be the period commencing 04/13/2022 and terminating 05/26/2022.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Ausin Texas Learning Group LLC will provide a credentialed special education teacher for BUSD to provide support with assessments and RSP services to students of teachers whose caseloads are over 28.

6. The Consultant shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.

7. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.

8. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.

9. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should the Consultant breach this agreement or fail to perform the required services in a satisfactory manner.

10. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.

11. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

12. District and Consultant will communicate and send in writing all information received by the District regarding any work-related injury to Personnel within twenty-four hours of the injury.

13. Communicate within twenty-four hours to Ausin Texas Learning Group LLC the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

14. The District agrees to indemnify, defend and hold harmless Ausin Texas Learning Group LLC from any and all negligence and all liabilities, claims, losses, costs, damages and expenses resulting or arising from or connected with the services rendered by the District, its agents, independent contractors, employees or servants pursuant to this contract.

15. This Agreement shall constitute the entire Agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

16. It is mutually agreed that both parties shall not discriminate against any individual in the performance of their obligations under this Agreement, on the basis of race, color, religion, national origin, sex, age or disability. Both parties further certify compliance with the applicable provisions of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, and the Americans with Disabilities Act and State anti-discrimination laws.

**INDEMNIFICATION**

Ausin Texas Learning Group LLC shall save and hold the District harmless from and against and shall indemnify District for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of Ausin Texas Learning Group LLC or any of its agents, subcontractors, employees or other representatives. If District is sued in any court for damages by reason of any of the acts of Ausin Texas Learning Group LLC, its agents, subcontractors, employees or other representatives referred to in this Agreement, Ausin Texas Learning Group LLC shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If Ausin Texas Learning Group LLC fails or neglects to so defend said action, District may defend the same and any expenses, including reasonable Attorney fees, which District may pay or incur in defending said action and the amount of any judgment which District may be required to pay shall be promptly reimbursed by Ausin Texas Learning Group LLC demand.

District shall save and hold Ausin Texas Learning Group LLC, harmless from and against and shall indemnify Ausin Texas Learning Group LLC for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of District, or any of its agents, subcontractors, employees or other representatives. If Ausin Texas Learning Group LLC is sued in any court for damages by reason of any of the acts of the District, its agents, subcontractors, employees or other representatives referred to in this Agreement, District shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If District fails or neglects to so defend said action, Ausin Texas Learning Group LLC may defend the same and any expenses, including reasonable attorney's fees, which Ausin Texas Learning Group LLC may pay or incur in defending said action and the amount of any judgment which Ausin Texas Learning Group LLC may be required to pay shall be promptly reimbursed by District upon demand.

**ARBITRATION**

Any controversy or claim arising out of or relating to this Agreement, or the performance or breach thereof, shall be settled by means of binding arbitration in accordance with the rules of the American Arbitration Association, at Los Angeles, California.

If either party to this Agreement institutes any legal action or proceeding against the other party to the Agreement arising out of the Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees and costs from the non-prevailing party.

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

[redacted]
Paulette Koss
Print Representative Name

[redacted]
Director of Special Education
Title

[redacted]
Signature

[redacted]
Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Ausin Texas Learning Group LLC
Consultant/Company

[redacted]
Ausin Texas Learning Group LLC
Print Representative Name

[redacted]
Title

[redacted]
Signature

[redacted]
Date

**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: | Stephanie Jones, Building Services Secretary |
| DATE: | April 21, 2022 |
| SUBJECT: | Acceptance of Notice of Completion, Premier Pipe, Repair Pipe Burst and Tie In To City Sewer Connection at George Washington Elementary School (Deferred Maintenance Fund) |

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**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 2021-2022:**

4.1 Work with the Superintendent's Budget Advisory Committees to identify efficiencies, identify cost-saving opportunities, and develop a system or process to provide increased transparency about the District's financial and budget information.

4.2 Continue construction/modernization projects according to the General Obligation Bond Implementation Plan (Measure S).

4.3 Develop a long-term facilities maintenance plan to ensure our school facilities are and will be cared for appropriately.

4.4 Evaluate the ongoing role and responsibility of the School Facilities Oversight Committee as the last major bond project is underway, and Measure S bond funds will soon be exhausted.

**Discussion/Issues:**

Premier Pipe repaired a burst pipe and completed a tie in to the city sewer connection at George Washington Elementary School.

This work is completed at George Washington Elementary School and has been accepted by the District.

**Fiscal Impact:**
$31,740.00

**Recommendation:**

Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept a notice of completion, Premier Pipe, George Washington Elementary School, not to exceed $31,740.00 PO #22000511 (010-81500-0-00000-85000-6170-752-3100-0000) Deferred Maintenance Fund, as presented.

**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: | April 21, 2022 |
| SUBJECT: | Approval of the Outreach and Technical Assistance Network (OTAN) at the Sacramento County Office of Education (SCOE) Memorandum of Understanding (MOU) (Adult Ed Fund) |

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**Background:**

The Outreach and Technical Assistance Network (OTAN) at the Sacramento County Office of Education (SCOE) provides digital collaboration and information, and support for instructional technology and distance learning to adult education providers in California. Canvas is a web-based learning management system (LMS) that is used by a wide range of educational institutions. Canvas allows instructors to manage digital learning with a platform for teachers to create and add content, including lessons and assessments. BUSD participated in Canvas Pilot during the 2021-2022 school year. Canvas was primarily used in Burbank Adult School's Career Technical Education (CTE) courses.

**Discussion/Issues:**

OTAN has developed a Canvas Trust Agreement with Instructure to leverage statewide pricing for Canvas instances, licenses, and professional learning and support services (CANVAS) for adult education agencies throughout California.

Canvas licensing and related supports are allowable expenditures for both CAEP (California Adult Education Program) and WIOA (Workforce Innovation and Opportunity Act) Title II funds. Access includes the following services:

1. Access to Canvas – K-12 Subscription, limited to maximum number of users provided to the Adult School. The initial 50 licenses will be provided by OTAN.
2. Access to Canvas – Tier 1 24x7 Support per user – applies to instructors and adult learners
3. Access to Canvas Training Subscription – unlimited use for all users to instructor led online training
4. Access to Studio Subscription – limited to number of users provided to the Adult School
5. Access to Canvas learning management system – limited to one Adult School access

**Fiscal Impact:**

OTAN will waive a one-time fee of $2600 to establish Adult School access to Canvas. BUSD Adult School will pay an annual $5.50 per user license fee for all access levels for a total of 200 licenses; 50 provided by

OTAN and 150 paid for by the Adult School, totaling $825. Additionally, an annual 14% LMS management fee will be applied for the processing of all licenses. (CAEP and WIOA II funds may be used for these fees.)

**Recommendation:**

Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the Memorandum of Understanding (MOU) between Burbank Unified School District and the Outreach and Technical Assistance Network (OTAN) at the Sacramento County Office of Education (SCOE), not to exceed $1,000 (25% = 11.0-63910.0-41102-10000-5840-5330000, 50% = 11.0-63910.0-41104-10000-5840-5330000, 25% = 11.0-63910.0-41106-10000-5840-5330000), effective, April 22, 2022 through June 30, 2023, and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.




MEMORANDUM OF UNDERSTANDING

This memorandum of understanding (MOU) is made and entered into as of the **(day/month/year)** April 22, 2022 by and between **(adult education agency name)** Burbank Unified School District / Burbank Adult School, an adult education agency or consortium, referred to herein as **AGENCY**, and the Outreach and Technical Assistance Network at the Sacramento County Office of Education (SCOE), referred to herein as **OTAN**.

WHEREAS, OTAN has developed a Canvas Trust Agreement with Instructure to leverage statewide pricing for Canvas instances, licenses, and professional learning and support services (CANVAS) for adult education agencies throughout California.

WHEREAS, AGENCY seeks and OTAN desires to give access to and use of the CANVAS learning management system (LMS); and the purpose of this MOU is to define the respective roles and responsibilities of AGENCY and OTAN to allow this access.

AGENCY and OTAN hereby agree as follows:

A. Duration of MOU. This MOU is in effect from the date of execution to June 30, 2023.

B. AGENCY Access to CANVAS LMS. Canvas licensing and related supports are allowable expenditures for both CAEP (California Adult Education Program) and WIOA (Workforce Innovation and Opportunity Act) Title II funds. Access includes the following services:
    1. Access to Canvas – K-12 Subscription, limited to maximum number of users provided to the AGENCY. The initial 50 licenses will be provided by OTAN.
    2. Access to Canvas – Tier 1 24x7 Support per user – applies to instructors and adult learners
    3. Access to Canvas Training Subscription – unlimited use for all users to instructor led online training
    4. Access to Studio Subscription – limited to number of users provided to the AGENCY
    5. Access to Canvas learning management system – limited to one AGENCY access

C. AGENCY Fees. OTAN will waive a one-time fee of $2600 to establish one AGENCY access to CANVAS LMS. Agency will pay an annual $5.50 per user license fee for all access levels. Additionally, an annual 14% LMS management fee will be applied for the processing of all ***licenses***. (CAEP and WIOA II funds may be used for these fees.)

Indicate the additional number of licenses needed above the 50 provided by OTAN for 2022-2023. The annual fee is $5.50 per user. (For example, if AGENCY needs 150 total licenses and OTAN is providing the initial 50, the requested licenses would be 100.)

_____ licenses

D. AGENCY Deadlines. AGENCY shall submit to OTAN a signed MOU with a purchase order for the amount of the fees as outlined in Paragraph C above no later than May 31, 2022. Notifications for payment will be sent out by OTAN prior to the invoice due date, and full payment will be due by June 30, 2022. AGENCY will be responsible for full payment of any commitment made as of May 31, 2022. If AGENCY fails to timely pay by June 30, 2022, access to CANVAS LMS will be turned off until the next contract year or until an amendment window opens allowing more licenses to be purchased. Some agencies may have end-of-year purchase dates that require payment earlier than June 30, 2022. Please check with your fiscal department about fiscal deadlines. Agencies that join during the program year will work directly with OTAN to determine pre-paid due dates and pro-rated costs for access to CANVAS LMS.

E. OTAN Support. OTAN shall maintain the Canvas Trust agreement with Instructure on behalf of adult agencies within California. OTAN will be responsible for negotiating statewide leveraged pricing for Canvas instances, licensing, and support services. In addition to 24x7 support provided by Canvas, OTAN will support AGENCY with OTAN shared courses, professional development, and technical support for successful implementation. OTAN, with support from AGENCY, will provide no less than annual reports to the California Department of Education Adult Education Office on the success of Canvas implementation for adult education agencies.

F. Miscellaneous Provisions
   1. Entire Agreement. This MOU, including any exhibits or schedules to which it refers, constitutes the final, complete, and exclusive statement of the terms of the MOU between AGENCY and OTAN pertaining to the subject matter of this MOU. It supersedes all prior and contemporaneous understandings or agreements of the parties. No party has been induced to enter into this MOU by, nor is any party relying on, any representation or warranty outside those expressly set forth in this MOU.
   2. Amendment. The provisions of this MOU may be modified only by mutual agreement of the parties in writing. No modification shall be binding unless it is in writing and signed by the party against whom enforcement of the modification is sought.
   3. Waiver. Any of the terms or conditions of this MOU may be waived at any time by the party entitled to the benefit of the term or condition, but no such waiver shall affect or impair the right of the waiving party to require observance, performance, or satisfaction either of that term or condition as it applies on a subsequent occasion or any other term or condition of this MOU.
   4. Assignment. Neither party may assign any rights or benefits or delegate any duties under this MOU without the written consent of the other party. Any purported assignment without written consent shall be void.
   5. Parties in Interest. Nothing in this MOU, whether express or implied, is intended to confer any rights or remedies under or by reason of this MOU on any person other than the parties to it and their respective successors and assigns, nor is anything in this MOU intended to

relieve or discharge the obligation or liability of any third person to any party to this MOU, nor shall any provision give any third party any right of subrogation or action against any party to this MOU.

6. Severability. If any provision of this MOU is held by an arbitrator or court of competent jurisdiction to be invalid or unenforceable, the remainder of the MOU shall continue in full for force and effect and shall in no way be impaired or invalidated.
7. Governing Law. The rights and obligations of the parties and the interpretation and performance of this MOU shall be governed by the laws of California, excluding any statute which directs application of the laws of another jurisdiction.
8. Notices. Any notice under this MOU shall be in writing, and any written notice or other document shall be deemed to have been duly given on the date of personal service on the parties or on the second business day after mailing if the document is mailed by registered or certified mail, addressed to the parties at the addresses listed on the signature page, or at the most recent address specified by the addressee through written notice under this provision. Failure to conform to the requirement that mailings be registered or certified shall not defeat the effectiveness of notice actually received by the addressee.
9. Authority to Enter into MOU. Each party to this MOU represents and warrants that it has the full power and authority to enter into this MOU and to carry out the transactions contemplated by it and has taken all action necessary to authorize the execution, delivery, and performance of the MOU.
10. Independent Contractor. Each party to this MOU is an independent contractor, and it an its officers, employees, and agents are not, and shall not represent themselves as, officers, employees, or agents of the other party.
11. Mutual Indemnification. Each party shall indemnify, defend and hold the other harmless from all liabilities, costs and expenses (including, without limitation, attorney fees) that such party may suffer, sustain or become subject to as a result any misrepresentation or breach of warranty, covenant or agreement of the indemnifying party in performance of its obligations under this MOU.
12. Conflict of Interest. The parties to this MOU have read and are aware of the provisions of Section 1090 and following and 87100 and following of the California Government Code relating to conflict of interest of public officers and employees. Each party represents that it is aware of no financial or economic interest of any officer or employee of contractor relating to this MOU.
13. Nondiscrimination. Neither party, nor any officer, agent, employee, or subcontractor of a party, shall discriminate in the treatment or employment of any individual or groups of individuals on any ground prohibited by law, nor shall any of them harass any person in the course of performing this MOU based on gender or any other basis prohibited by applicable law.
14. Counterparts. This MOU may be executed in any number of counterparts with the same effect as if the parties had all signed the same document. All counterparts shall be construed together and shall constitute one agreement.

AGENCY: Burbank Unified School District/Burbank Adult School _____

By _____

Authorized Signatory: Debbie Kukta, Assistant Superintendent _____

Name of ***AGENCY***: Burbank Unified School District/Burbank Adult School _____

Signatory Print Name and Title:

Debbie Kukta, Assistant Superintendent _____

Address: 3811 W Allan Avenue _____

Burbank, CA 91505 _____

Date: 04/22/2022 _____

Outreach and Technical Assistance Network

By _____

Signatory Name: _____

Title: _____

OTAN Address: 10474 Mather Blvd. Mather, CA 95655

Date: _____

**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: | Larry Cross, Director of Facilities |
| SUBMITTED BY: | Crystal Cozakos, Facilities, Operations and Construction Technician |
| DATE: | April 21, 2022 |
| SUBJECT: | Approval of Additive Change No.1 for the Agreement with Dude Solutions for Work Order Software, District-Wide (Restricted Routine Maintenance) |

---

**Background:**
The District is currently utilizing a web-based work order system that allows District staff to submit Maintenance and Operations requests while they are also able to request assistance from the Technology Department with technology issues. The Facilities department needs a software that is geared towards building maintenance, trade repairs, and the ability to provide reports to track performance and reoccurring issues.

**District-Wide Goals for 2021-2022:**
4.1 Work with the Superintendent's Budget Advisory Committee to identify efficiencies, identify cost-saving opportunities, and develop a system or process to provide increased transparency about the District's financial ad budget information

4.3 Develop a long-term facilities maintenance plan to ensure our school facilities are and will be cared for appropriately.

4.6 Review and prioritize strategies with the Communications Plan.

**Discussion/Issues:**
On March 18, 2021, the Board of Education approved the agreement with Dude Solution for the work order software, utilized by Facilities, to provide a more efficient work order system that focuses on Maintenance and Operations' needs. This software can also schedule and track vehicle repairs as well as inventory and is expandable for future needs in the District.

**Financial Impact:**
$11,251.66 Increase for a Revised total of $41,535.04 (Restricted Routine Maintenance)

**Recommendation:**
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve additive change order No.1 to the agreement with Dude Solutions for a Work Order Software, District-Wide, not to exceed $41,535.04 (010-81500-0-00000-82000-5890-752-3100) Restricted Routine Maintenance, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: The increased amount of $11,251.66, bringing the not to exceed amount to $41,535.04, is to add on the implementation of the Asset Essential Enterprises service to the software which will allow the District

to have more access to customization in order to fit the needs for Maintenance and Operations. This additional amount covers the term from April 1, 2022 through June 30, 2022 in which all the services will be included in the renewal for the new fiscal year.

Dude Solutions

Software for Smarter Operations

## PREPARED FOR

Burbank Unified School District ("Subscriber")

Larry Cross
510 South Shelton
Burbank, CA 91506-2818

## PREPARED BY

Dude Solutions

11000 Regency Parkway, Suite 400

Cary, NC 27518

## PUBLISHED ON

March 02, 2022

Q-285914

Larry Cross
Burbank Unified School District
510 South Shelton
Burbank, CA
91506-2818

Dear Larry,

Thank you for your interest in our market leading solutions for improving educational operations. We at Dude Solutions are excited about providing you with online tools that will help you save money, increase efficiency and improve services. Dude Solutions is dedicated to providing best in class solutions that are built exclusively for the unique needs of educational institutions, including the following for Burbank Unified School District:

**Services Term: 3 months (04/01/2022 - 06/30/2022)**

| **Services** | |
|---|---|
| Asset Essentials Enterprise | 7,953.66 USD |
| Dude Analytics | 0.00 USD |
| **Subscription Term**: 3 months | **Subtotal:** 7,953.66 USD |
| **Professional Services** | |
| Asset Essentials Standard Implementation | 1,649.00 USD |
| AE Parts Standard Implementation | 1,649.00 USD |
| | **Subtotal:** 3,298.00 USD |
| **Total Initial Investment** | **11,251.66 USD** |

Pricing for the First Renewal Services Term is 31,814.64 USD

# Asset Essentials Parts – Standard Implementation Service Statement of Work

**Purpose**

Dude Solutions' (DSI) Asset Essentials (AE) Parts with Standard Implementation Service is designed to provide our clients with a prescriptive 60-day project plan to ensure an effective and efficient implementation and a faster ROI. This includes access to DSI's World Class Implementation Tools – including an online Learning Management System (LMS), online Help content, an interactive project plan, and a dedicated Implementation Specialist to provide guidance and insight along the way.

**Value**

By partnering with Dude Solutions and taking advantage of our Standard Implementation Service, you will receive expert guidance in the best practice configuration and usage of Asset Essentials Parts. You will experience faster time to value. By following our focused project plan, clients who leverage our Standard Implementation Service can see their Parts configured and ready to use within 30 days, plus an additional 30 days of go-live support from your Implementation Specialist. Our Train-the-Trainer approach streamlines the implementation process and empowers the Client Project Lead to fully own and operationalize Asset Essentials Parts quickly within their organization.

**Deliverables**

- Project Kickoff Call with a DSI Project Coordinator
- 60-day access to an interactive project plan and an Implementation Specialist
- Optional template-based data imports for available Parts data during the project period
- Up to (4) 1x1 calls with a dedicated Implementation Specialist
- Go-Live Support for additional assistance during roll-out
- User Acceptance Testing (UAT) guidance during Go-Live Support period
- Train-the-trainer best practices and content
- Unlimited access to LMS and online Help content – during and after implementation

**Methodology and Approach**

With over 12,000 clients successfully using our software, we understand the importance of moving quickly to be able to configure a new system and drive adoption within your organization to facilitate a smooth transition from your current system to Asset Essentials Parts. Your Standard Implementation will begin with a Project Kickoff Call with one of our Project Coordinators. From there, a dedicated Implementation Specialist will guide and assist you through the implementation project.

Here's what a typical implementation timeline can look like:

| Project Kickoff Call – Day 1 |
|---|

| | |
|---|---|
| **Project Kick-Off** | • Confirm key participants with roles and responsibilities for both Client and DSI:<br>  • Client Project Lead = Individual on the client's side who will be directly involved with the implementation and primarily responsible for completing the project<br>  • DSI Implementation Specialist = AE SME who will be the client's primary resource during implementation, providing best practice guidance along the way<br>• Introduce Basecamp as our project collaboration tool<br>  • Includes the list of "To Do's" that constitute the project plan<br>  • As you complete To Do's, your Parts take shape!<br>• Establish the implementation timeline and key milestones, including the projected completion date |
| **Intro to Parts Inventory – Weeks 1-2** | |
| **Account Setup and Configuration** | • Learn about fundamental setup and configuration for Parts<br>  • Parts User Roles<br>  • Storage Locations<br>  • Parts<br>  • Parts Categories<br>  • Part Kits<br>  • Tracking Parts on Work Orders and Assets<br>• Schedule 1x1 call with your Implementation Specialist to prepare for importing available data<br>• Begin setting up Parts or filling out import template if Parts data is available |
| **Parts Configuration – Week 3 - 4** | |
| **Account Setup and Configuration** | • Continue configuration for Parts<br>• Complete Parts Import Template<br>• Schedule 1x1 call with Implementation Specialist to review Parts data prior to import |
| **Complete Parts Configuration – Week 4 -5** | |
| **Account Setup and Configuration** | • Complete Parts configuration<br>• Ensure users have correct roles assigned<br>• Schedule 1x1 call with Implementation Specialist to review Parts setup |

| User Acceptance Testing (UAT) – Week 5 | |
|---|---|
| **Use Case Testing and User Training** | • Complete specific use case tests with internal users to confirm expected functionality before rollout<br>• Schedule 1x1 call with your Implementation Specialist to review UAT results and confirm UAT passed |
| **User Training – Week 6** | |
| **Use Case Testing and User Training** | • Begin showing end-users the system so they can understand how to utilize Parts on work orders<br>• Leverage Help Documentation |
| **Go Live Support – Weeks 5-9** | |
| **Go Live Support** | • Wrap up UAT and user training<br>• Begin using Parts in daily workflow<br>• Provide internal support for basic usability questions<br>• Follow up weekly with your Implementation Specialist to review progress with UAT, User Training, and rollout |
| **Implementation Complete! – Day 60** | |
| **Implementation Complete and Project Close** | • Confirm goals defined during Kick-Off call have been met<br>• Confirm product readiness<br>• Introduce ongoing DSI resources<br>• Close project |

**Excluded from Standard Implementation**

For the avoidance of doubt, the following services are not included:

- Evaluation of your current practices, policies and procedures for the purposes of performance improvements
- Migration of data from other systems or locations
- Export of data to any other systems or third parties
- Troubleshooting any issues related to your IT infrastructure or mobile devices
- Role-based end-user trainings

**Completion Criteria**

The steps (To Do's) in the project plan represent the individual activities that constitute Standard Implementation for Asset Essentials. Upon completion of the required To Do's, the Standard Implementation Service will be deemed delivered and the project will be closed. Some To Do's may not be applicable to the Client's needs and may be waived from the project upon agreement between the Client and Implementation

Specialist. Some To Do's (data importing for example) are considered optional and may or may not be completed depending on the availability of data to be imported. Completion of optional To Do's is not required to complete delivery of Standard Implementation and close the project.

**Client Assumptions**

- The client will schedule time for the appropriate resources to be available to the Implementation Specialist for all scheduled and/or required activity. The success of this project is dependent on the attendance and full engagement of the key stakeholders
- The Client Project Lead shall be primarily responsible for providing access and training on Asset Essentials Parts to end-users
- Client will provide data to be imported in a timely manner and in the template format provided so the Implementation Specialist has an opportunity to import the data during the project period
- If there is no existing data or if data cannot be provided in a timely manner to be imported during the project period, the Implementation Specialist will guide the client to focus first on key parts to be manually entered into Asset Essentials Parts by the Client.

**Project Assumptions**

DSI has made the following general assumptions in this SOW to derive the estimated cost for this project. It is the responsibility of Client to validate these assumptions and responsibilities before signing the Acceptance. Deviations from these assumptions may impact DSI's ability to successfully complete the project. Any changes in scope, schedule, or costs will be documented by the Implementation Specialist, whether there is a cost impact or not.

- Standard Implementation is designed and resourced to be completed within 60 days of the Orientation Call. In the event additional time is required, there is a mechanism to purchase a Project Extension. Implementation Specialist will need to be notified that an extension is needed at least 10 days in advance.
- Without an extension, the implementation project will be closed after 60 days and the Implementation Specialist redirected, but the client will retain full access to Asset Essentials along with LMS, online Help Documentation, and our Legendary Support Team
- DSI is not responsible for delays caused by missing data or other configuration information that is required to be available prior to the Standard Implementation service. Having the requested data and configuration information available prior to implementation may minimize delays so progress can be made quickly.

**Change Controls**

Parties may agree to modify the Services through a written change order specifically referencing this applicable Statement of Work. Such change order will become part of the applicable Statement of Work when executed by both Parties, and the services described therein will become part of the Services.

You may request that DSI add services not in the Specifications by submitting a written proposed change order to DSI, in the form found here: https://www.dudesolutions.com/sites/default/files/documents/Professional%20Services%20Change%20Order%20Form.pdf (https://www.dudesolutions.com/sites/default/files/documents/Professional%20Services%20Change%20Order%20Form.pdf) (Change Order Form). Vendor shall negotiate in good faith regarding change order prices and shall not require rates higher than those set forth in Section __ (Service Rates). Such change order will become part of the applicable Statement of Work when executed by both Parties, and the services described therein will become part of the Services.

**Order Form terms**

- By accepting this Order Form, and notwithstanding anything to the contrary in any other purchasing agreement, Subscriber agrees to pay all relevant Fees for the full Services Term defined above.
- The "Effective Date" of the Agreement between Subscriber and DSI is the date Subscriber accepts this Order Form.
- This Order Form and its Services are governed by the terms of the Dude Solutions, Inc. Master Subscription Agreement found at https://www.dudesolutions.com/terms (https://www.dudesolutions.com/terms) ("Terms"), unless Subscriber has a separate written agreement executed by Dude Solutions, Inc. ("DSI") for the Services, in which case the separate written agreement will govern. Acceptance is expressly limited to these Terms. Any additional or different terms proposed by Subscriber (including, without limitation, any terms contained in any Subscriber purchase order) are objected to and rejected and will be deemed a material alteration hereof.
- To the extent professional services are included in the Professional Services section of this Order Form, the Professional Services Addendum found at https://www.dudesolutions.com/terms (https://www.dudesolutions.com/terms) is expressly incorporated into the Terms by reference.
- During the Term, DSI shall, as part of Subscriber's Subscription Fees, provide telephone and email support ("Support Services") during the hours of 8:00 AM and 6:00 PM EST, Monday through Friday, excluding New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve and Christmas Day ("Business Hours"), except Community Development Services, where Business Hours means 5:00 AM – 5:00 PM PST.
- Unless otherwise specified on this Order Form, DSI maintains the right to increase Subscription Fees within the Services Term by an amount not to exceed the greater of 6% or the applicable CPI and other applicable fees and charges every 12 months. Any additional or renewal Service Terms will be charged at the then-current rate.
- Acceptance of this Order Form on behalf of a company or legal entity represents that you have authority to bind such entity and its affiliates to the order, terms and conditions herein. If you do not have such authority, or you do not agree with the Terms set forth herein, you must not accept this Order Form and may not use the Service.
- Proposal expires in sixty (60) days

**Special Terms**

- Subscriber shall use reasonable efforts to obtain appropriation in the full amount required under this Order Form annually. If the Subscriber fails to appropriate funds sufficient to maintain the Service(s) described in this Order Form, then the Subscriber may terminate the Service(s) at no additional cost or penalty by giving prior written notice documenting such non-appropriation. Subscriber shall use reasonable efforts to provide at least thirty (30) days prior written notice of non-appropriation. Subscriber agrees non-appropriation is not a substitute for termination for convenience, and further agrees Service(s) terminated for non-appropriation may not be replaced with functionally similar products or services prior to the expiration of the Services Term set forth in this Order Form. Subscriber will not be entitled to a refund or offset of previously paid, but unused Fees.

**Additional information**

- Prices shown above do not include any taxes that may apply. Any such taxes are the responsibility of Subscriber. This is not an invoice. For customers based in the United States, any applicable taxes will be determined based on the laws and regulations of the taxing authority(ies) governing the "Ship To" location provided by Subscriber. Tax exemption certifications can be sent to accountsreceivable@dudesolutions.com (mailto:accountsreceivable@dudesolutions.com).
- Billing frequency other than annual is subject to additional processing fees.
- Please reference Q-285914 on any applicable purchase order and email to accountsreceivable@dudesolutions.com (mailto:accountsreceivable@dudesolutions.com)
- Dude Solutions, Inc. maintains the necessary liability coverage for its products and professional services. Proof of insurance can be provided upon request.

# Electronic Acceptance of Document

## Presented to:

Q-285914
March 02, 2022, 4:53:04 PM

## Accepted by:

Larry Cross
xcrew4@aol.com
March 15, 2022, 5:46:12 PM EDT
**IP Address: 10.45.32.23**

**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: Larry Cross, Director of Facilities

SUBMITTED BY: Crystal Cozakos, Facilities, Operations and Construction Technician

DATE: April 21, 2022

SUBJECT: Approval of Additive Change No.6, Santa Clarita Concrete, Site & Structural Concrete, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)

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**Background:**
Burbank Unified School District issued a Notice Inviting Bids for Bid 2021-003, a multi-prime contract for the Two-Story Modular Building Project at Walt Disney Elementary School. There were eight (8) big packages in total. The District and Lundgren Management, General Construction Manager, received and opened the bids on Thursday, February 18, 2021.
Qualifying Bids for Site & Structural Concrete, 2021-003-03, received were as follows:

| | Bid Proposal Amount | Alternate |
|---|---|---|
| Santa Clarita Concrete | $448,900 | $58,700 |
| Reyes Electrical Contractor Inc. | $488,988 | $100 |
| RCCI dba Ramirez Company | $500,000 | $36,000 |
| Inland Building Construction Companies Inc. | $505,800 | $-13,000 |
| MVC Enterprises Inc. | $621,000 | $94,000 |
| Toby B. Hayward Inc. | $648,784 | $7,500 |

**District-Wide Goals for 2021-2022:**

4.1 Work with the Superintendent's Budget Advisory Committee to identify efficiencies, identify cost-saving opportunities, and develop a system or process to provide increased transparency about the District's financial ad budget information

4.2 Continue construction/ modernization projects according to the General Obligation Bond Implementation Plan (Measure S).

4.3 Develop a long-term facilities maintenance plan to ensure our school facilities are and will be cared for appropriately.

4.4 Evaluate the ongoing role and responsibility of the School Facilities Oversight Committee as the last major bond project is underway, and Measure S bond funds will soon be exhausted.

**Discussion/Issues:**
On March 4, 2021, the Board of Education approved to award the contracts to the bids that were recommended by Lundgren Management; Santa Clarita Concrete was selected for the site concrete and structural concrete for the permanent modular classroom building and sitework project at Walt Disney Elementary School.

On October 7, 2021, the Board of Education approved additive change order No.1 to cover the slurry that was added to the restroom building to achieve the required elevation, that was not included in the initial scope.

On January 20, 2022, the Board of Education approved additive change order No.2-5 for the additional expenses due to the following: embed delays/delay of contract by SilverCreek; fabrication of missing stair bolt templates; installation of missing trim bars; and removal and reinstallations of incorrectly placed and non-compliant staircase bolts.

**Financial Impact:**
$4,879.57 increase for a revised total of $528,022.45 (Bond Fund)

**Recommendation:**
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve additive change order No.6 between Burbank Unified School District and Santa Clarita Concrete for the Site & Structural Concrete for the Two-Story Modular Building Project at Walt Disney Elementary School, not to exceed $528,022.45 (21.3-00000-0-91008-85000-6230-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: The increased amount of $4,879.57 for change order No.6, bringing the total not to exceed amount to $528,022.45, is for the placement of concrete under stairs in lieu of asphalt to provide SilverCreek with the area for installation of missing cane-detector railings prior to their demobilization.

# CHANGE ORDER

| PROJECT: Walt Disney ES, Permanent Modular Classroom Building and Sitework | Change Order No.: SCC - 006 | Date: 03/28/22 |
|---|---|---|

**CONTRACTOR:** Santa Clarita Concrete

| ITEM NO. | PCO NO. | CHANGE DESCRIPTION | AMOUNT |
|---|---|---|---|
| 01 | SCC 007 | Placement of concrete under stairs in lieu of asphalt to provide Silver Creek with the area for installation of missing cane-detector railings prior to their demobilization. | $ 4,879.57 |

## CONTRACT PRICE ADJUSTMENT

| | | |
|---|---|---|
| Original Contract Price | $ | 507,600.00 |
| Net Change by Previously Authorized Change Orders | $ | 15,542.88 |
| Adjusted Contract Price Prior to This Change Order | $ | 523,142.88 |
| Amount of This Change Order INCREASE | $ | 4,879.57 |
| Amount of This Change Order (DECREASE) | $ | - |
| New Adjusted Contract Price Including This Change Order | $ | 528,022.45 |

## CONTRACT TIME ADJUSTMENT

1. X No time adjustment.
2. ___ Add ___ compensable days.
3. ___ Deduct ___ compensable days.
4. ___ Add ___ non-compensable days.
5. ___ TBD: Critical path Analysis to be Submitted.
6. ADJUSTED CONTRACT TIME: _____

This Change Order is enforceable and binding only if: (i) executed on behalf of the Construction Manager, Architect, Contractor and District and (ii) approved by the District's Board of Trustees. The Contract TIme and Contract Price adjustments of Change Order are the full and final adjustments for the items/work subject to this Change Order. The Contractor releases any other right or claim to adjustment of the Contract Price or Contract TIme for the items/work subject to this Change Order; the foregoing includes waiver of rights under Civil Code §1542.

**Submitted By CONTRACTOR:**

| Signature | | Date |
|---|---|---|
| | | |
| **Printed Name** | **Title** | |
| | | |

**Reviewed By ARCHITECT:**

| Signature | | Date |
|---|---|---|
| *Albert Quesada* | *Architect of Records* | |
| **Printed Name** | **Title** | |

**Reviewed By CONSTRUCTION MANAGER:**

| Signature | | Date |
|---|---|---|
| | | 3/28/2022 |
| *Claudenice McCalister* | *Project Manager* | |
| **Printed Name** | **Title** | |

**Reviewed By DISTRICT:**

| Signature | | Date |
|---|---|---|
| Larry Cross | | 03/31/2022 |
| *Larry Cross* | *Dierector of Facilities* | |
| **Printed Name** | **Title** | |

**Approved Following Board of Trustees Approval:**

| Signature | | Date |
|---|---|---|
| | | |
| **Printed Name** | **Title** | |

# PROPOSED CHANGE ORDER (PCO)

| | | |
|---|---|---|
| **PROJECT:** Walt Disney ES, Permanent Modular Classroom Building and Sitework<br>**DSA PROJECT NO.:** 03-119964<br>**PROJECT REFERENCE NO.:** 2021-003<br>**BID PACKAGE NO.:** 2021 - 003-03 - Site Concrete & Structural Concrete | **PCO No.:** SCC-006<br><br>**CCD No.:** SCC-003 | **Date:** 03/28/22 |

| | |
|---|---|
| **OWNER:**<br>Burbank Unified School District<br>510 S Shelton Street<br>Burbank, CA 91506-2818<br>**Phone:** (818)-729-5503<br>**E-Mail:** larrycross@burbankusd.org | **CONTRACTOR:**<br>SantaClarita Concrete<br>16164 Sierra Highway<br>Santa Clarita, CA 91390<br>**Phone:** (661) 298-4585<br>**E-Mail:** curtis@santaclaritaconcrete.com |

**Summary of change(s) in the Work per the approved D-CCD:**

Placement of concrete flatwork underneath the 2 metal staircases at the new 2-story modular building to provide Silver Creek with the area for the installation of the cane-detector railing prior to their demobilization.

The concrete is replacing the asphalt. The cost proposal includes base, formwork, rebar, concrete, stripping of forms, labor for the execution of the work, overhead, profit, and bond costs.

**Final Contract Price Adjustment:** Inclusive of any/all estiamted costs directly associated with performance of the Change and all mark-up allowed by the Construction Agreement.

1. ___ Contract Price remains unchanged.
2. X Mutually agreed Lump Sum Price X Increase of $4,879.57 Decrease of $_____.
3. ___ Mutually agreed Lump Sum allocation of Allowance funds in the amount of $ _____.
4. ___ Unit Price ___ Increase of ___ Decrease of $ _____, Per Unit Price Bid Composite.
5. ___ T&M (Labor, Materials and Equipment) Price Not To Exceed $_____. Contractor must furnish detailed records of labor, material, and equipment utilization with allowable contractual mark-up to substantiate and finalize the Time and Materials increase.

6. ___ Contractor and District are unable to reach full agreement on an adjustment of the Contract Time and/or Contract Price on account of such Change. Upon completion of CCD work, if the Contractor and District have not agreed on the adjustment of Contract Time and/or Contract Price, the District shall issue a Unilatral Change Order for CCD work.

**Final Contract Price Adjustment Applied as Follows:**

1. ___ No Cost Adjustment. No Change Order will be issued.
2. ___ Contract Allowance of $_____. No Change Order will be issued.
3. X Project Contingency. Additive or Deductive Change Order will be issued of $4,879.57

**Final Contract Time Adjustment:**

1. ____ No time adjustment.
2. ___ Add _ compensable days.
3. ___ Deduct _ compensable days.
4. X Add 1 non-compensable days.
5. ___ TBD: Critical path Analysis to be Submitted.

| When signed by the CONTRACTOR, ARCHITECT, CONSTRUCTION MANAGER and OWNER, this document confirms the final contract price adjustment and the final contract time adjustment for the authorized work change(s). | | |
|---|---|---|
| **CONTRACTOR (Acknowledged and /Accepted)** | | |
| **Signature** | | **Date** |
| **Printed Name** | **Title** | |
| **ARCHITECT** | | |
| **Signature** | | **Date** |
| *Albert Quesada* | *Architect of Records* | |
| **Printed Name** | **Title** | |
| **CONSTRUCTION MANAGER** | | 3/28/2022 |
| **Signature** | | **Date** |
| *Claudenice McCalister* | *Project Manager* | |
| **Printed Name** | **Title** | |
| **DISTRICT** | | |
| **Signature** | | **Date** |
| *Larry Cross* | *Dierector of Facilities* | |
| **Printed Name** | **Title** | |

# DISTRICT - CONSTRUCTION CHANGE DIRECTIVE (D-CCD)

| | | |
|---|---|---|
| **PROJECT:** Walt Disney ES - Permanent Modular Classroom Building and Sitework<br>**DSA PROJECT NO.:** 03-119964<br>**PROJECT REFERENCE NO.:** 2021-003<br>**BID PACKAGE NO.:** 2021-003-03 - Site Concrete & Structural Concrete | **CCD No.:** SCC-003<br>**RFI No.'s:** | **Date:** 03/25/2022<br>**Submittals/Drawing/Spec.**<br>C4.02 / F-1.90<br>A-1.10 / A-1.30 / A-6.01 |

| | |
|---|---|
| **OWNER:**<br>Burbank Unified School District<br>510 S Shelton Street<br>Burbank, CA 91506-2818<br>**Phone:** (818)-729-5503<br>**E-Mail:** larrycross@burbankusd.org | **CONTRACTOR:**<br>Santa Clarita Concrete<br>16164 Sierra Highway<br>Santa Clarita, CA. 91390<br>**Phone:** (661) 298-4585<br>**E-Mail:** curtis@santaclaritaconcrete.com |

**Contractor is hereby directed to make the following change(s) in the Work:**

**ITEM DESCRIPTION**

*As discussed on 3/18/2022 site meeting witih the District, Santa Clarita Concrete, and Lundgren Management regarding a change in material from asphalt to concrete as recommended by Larry Cross of the BUSD.*

*Provide the necessary material, equipment and manpower to add new concrete flatwork underneath (2) metal stairs.*

_____ *D-CCD Continuation Sheet(s) Attached*

**When signed by the ARCHITECT, CONSTRUCTION MANAGER and OWNER, this document becomes effective IMMEDIATELY as a Construction Change Directive. Contractor shall proceed with the change work described above.**

**ARCHITECT**

| Signature | | Date |
|---|---|---|
| *Albert Quesada* | *Architect of Records* | |
| **Printed Name** | **Title** | |

**CONSTRUCTION MANAGER**

| | | |
|---|---|---|
| | | 3/28/2022 |
| **Signature** | | **Date** |
| *Claudenice McCalister* | *Project Manager* | |
| **Printed Name** | **Title** | |

**DISTRICT**

| Signature | | Date |
|---|---|---|
| *Larry Cross* | *Director of Facilities* | |
| **Printed Name** | **Title** | |

# CHANGE ORDER REQUEST

**COR NUMBER** SCC-008
**PROJECT** Walt Disney E.S.
**OWNER/REP** Lundgren Management
**AUTHORIZED BY** Claudenice McCalister
**COR DATE** 3/25/22
**REFERENCE** RFP LC/CM

*16164 Sierra Highway*
*Santa Clarita, CA 91390*
*Phone 661.252.2012*
*Fax 661.298.4585*
*CA License No. 381605*

**CHANGE ORDER REQUEST NARRATIVE**

*Provide labor, material and equipment to perform work as directed by the authorized person listed above; As requested by Larry at BUSD and Claudenice at LM, cost to add concrete underneath (2) metal stairs. Note there may be areas that are hard or impossible to finish due to fact that the stairs are already installed - these pads are typically placed prior to stair installation. Excludes grading, OEX/R or any other work than the place and finish of 302 sf of flatwork to be poured with the adjacent concrete in the first upcoming flatwork pour.*

**QUALIFICATIONS**

*This COR may not be all inclusive of all work in this particular scope and additional CORs/AWAs from SCC and its sub-tier contractors*
*This COR will extend the schedule by the number of days listed below and those days will be accounted for at the end of the project*
*This COR only includes items specifically listed below, any additional items for this work scope may be billed separately.*
*Additional costs for escalations, lost productivity and extended GC costs may be submitted once the work is complete and the schedule is analyzed.*

**AUTHORIZATION** *As Requested* **DATE** *3/25/22* **AREA** *Under both stair towers*

| SUB TIER | DESCRIPTION | SUB-TOTAL | MARKUP | TOTAL |
|---|---|---|---|---|
| New flatwork | add up to 302 sf flatwork poured concurrent with first flatwork pour | $3,805.20 | $190.26 | $3,995.46 |
| New flatwork | rebar required from sub-tier for above | $796.00 | $39.80 | $835.80 |
| | | | **TOTAL SUB TIER** | **$4,831.26** |
| | | | **TOTAL COST THIS TICKET** | **$4,831.26** |

***SUB TOTAL:*** ***$4,831.26***
***BOND:*** ***$48.31***
**COR TOTAL: $4,879.57**

***NUMBER OF WORKING DAYS ADDED TO THE SCHEDULE:*** ***1 WORKING DAY/S***

*CHANGE ORDER REQUESTS ARE DUE WITHIN THIRTY DAYS OF THIS CHANGE ORDER REQUEST OR PER THE CONTRACT CONDITIONS AND THE CALIFORNIA PUBLIC CONTACT CODE. FAILURE TO PROCESS CHANGE ORDER REQUESTS MAY RESULT IN ADDITIONAL COSTS INCLUDING BUT NOT LIMITED TO; INTEREST, PENALTIES, FILING FEES AND LEGAL FEES. COR PAYMENT DELAYS MAY ALSO CAUSE FUTURE TIME AND MATERIAL WORK TO BE DECLINED AND COULD CAUSE DELAYS TO CONSTRUCTION PERSUANT TO CALLFORNIA STATE PUBLIC CONTRACT CODE AND THE CONTRACT CONDITIONS. ALL COR WORK IS DONE AS REQUESTED AND IT IS ASSUMED THAT THE ENTITY MAKING THIS REQUEST HAS THE AUTHORITY AND/OR MEANS TO MAKE PAYMENT FOR ALL WORK LISTED ABOVE.*

**APPROVED:** _____ **Date:** _____
**Authorized Signer GC/CM/Owner/Owners Agent**

**Name:** _____ **Title:** _____

**APPROVED:** _____ **Date:** _____
**Santa Clarita Concrete**

**Name: Curtis Marzinzik** **Title: Project 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: | Larry Cross, Director of Facilities |
| SUBMITTED BY: | Crystal Cozakos, Facilities, Operations and Construction Technician |
| DATE: | April 21, 2022 |
| SUBJECT: | Approval of Additive Change No.4, H&S Electric Inc., Electrical & Low Voltage, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund) |

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**Background:**
Burbank Unified School District issued a Notice Inviting Bids for Bid 2021-003, a multi-prime contract for the Two-Story Modular Building Project at Walt Disney Elementary School. There were eight (8) bid packages in total. The District and Lundgren Management, General Construction Manager, received and opened the bids on Thursday, February 18, 2021.
Qualifying Bids for Electrical & Low Voltage, 2021-003-05, received were as follows:

| | |
|---|---|
| H&S Electric Inc. | $263,805 |
| Reyes & Sons Electric Inc. | $309,500 |
| Reyes Electrical Contractor Inc. | $358,630 |
| Chalmers Construction Services Inc. | $379,000 |

On March 4, 2021, the Board of Education approved to award the contracts to the bids that Lundgren Management recommended; H&S Electric Inc. was selected for the electrical and low voltage for the permanent modular classroom building and sitework project at Walt Disney Elementary School.

**District-Wide Goals for 2021-2022:**
4.1 Work with the Superintendent's Budget Advisory Committee to identify efficiencies, identify cost-saving opportunities, and develop a system or process to provide increased transparency about the District's financial ad budget information

4.2 Continue construction/ modernization projects according to the General Obligation Bond Implementation Plan (Measure S).

4.3 Develop a long-term facilities maintenance plan to ensure our school facilities are and will be cared for appropriately.

4.4 Evaluate the ongoing role and responsibility of the School Facilities Oversight Committee as the last major bond project is underway, and Measure S bond funds will soon be exhausted.

**Discussion/Issues:**
On June 17, 2021, the Board of Education approved Change Order No.1 due to the need to remove the existing power and low voltage lines from the perimeter of the building and install temporary overhead power and low voltage lines to existing buildings that were not included in the initial scope.

Pursuant to Article 20137 (b) of the California Public Contract Code (PCC), the District request approval of the change orders for the Walt Disney Elementary School – Permanent Modular Classroom Building and Sitework Project and authorization to proceed with the approval of change orders that have exceeded the 10% threshold set forth by the code caused by unforeseen conditions and omissions.

On October 7, 2021, the Board of Education approved Change Order No.2 due to the following that wasn't included in the initial scope: relocation of power, low voltage, and data lines not marked on the existing plans overhead to facilitate the completion of the footing work for the building; provide power to a temporary construction office when existing classrooms become unavailable for use as an office; provide power to the elevator equipment room and separate circuit for lighting and service outlet due to missing, omitted, or unclear design elements; and the increase of costs and supplies (copper wire). This approval included an increase that exceeded the 10% allowed change order threshold, pursuant to Article 20137 (b) of the California Public Contract Code (PCC).

On February 17, 2022, the Board of Education approved the amendment to Change Order No.2 to accurately reflect Change Order No.2 that is a total of $15,198, not $28,590 which is the total combined of No.1 and No.2. This amendment also notes that Change Order No.2 includes Change Orders No.2-4 per vendor. Deductive Change Order No.1 was approved as well, for credit given for elimination of pull boxes and associated work. This change order corresponds with change order No.5, per vendor. Also, additive Change Order No.3 was approved for the removal of temporary overhead power and low-voltage feeds to existing modular building and installation of new underground that was not included in the initial scope. This change order corresponds with change order No.6, per vendor.

**Financial Impact:**
$7,266 Increase for a Revised Total of $305,963 (Bond Fund)

**Recommendation:**
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve additive change order No.4 to the agreement between Burbank Unified School District and H&S Electric Inc. for Electrical & Low Voltage for the Two-Story Modular Building Project at Walt Disney Elementary School, not to exceed $305,963 (21.3-00000-0-91008-85000-6230-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: The increased amount of $7,266 brings the not to exceed amount to $305,963 due to an additional directive as requested by the District to install a sump-pump 20 AMP WP Breaker, WP GFI receptacles, and circuits at two building vents located at the new two-story modular building.

# DISTRICT - CONSTRUCTION CHANGE DIRECTIVE (D-CCD)

| | | |
|---|---|---|
| **PROJECT:** Walt Disney ES, Permanent Modular Classroom Building and Sitework<br>**DSA PROJECT NO.:** 03-119964<br>**PROJECT REFERENCE NO.:** 2021-003<br>**BID PACKAGE NO.:** 2021 - 003-05 - Electrical & Low Voltage | **CCD No.:** H&S-005<br>**RFI No.'s:** | **Date:** 03/28/22<br>**Submittals/Drawing/Spec.** |

| | |
|---|---|
| **OWNER:**<br>Burbank Unified School District<br>510 S Shelton Street<br>Burbank, CA 91506-2818<br>**Phone:** (818)-729-5503<br>**E-Mail:** larrycross@burbankusd.org | **CONTRACTOR:**<br>H&S Electric, Inc.<br>27895 Smyth Drive, Unit #6A<br>Valencia, CA 91355<br>**Phone:** (661) 295-7705<br>**E-Mail:** paul@hs-electric.com |

**Contractor is hereby directed to make the following change(s) in the Work:**

**ITEM DESCRIPTION**

As requested by the District, this is a directive for the installation of the sump-pump 20 AMP WP Breaker, WP GFI receptacles and circuits at two building vents located at the new 2-story modular building.

Based on meetinfg dated 3/9/22, the 20 Amp breaker will be added to the work at no additional cost.

Provide the necessary material, equipment, and manpower to add the above mentioned work.

_____ *D-CCD Continuation Sheet(s) Attached*

**When signed by the ARCHITECT, CONSTRUCTION MANAGER and OWNER, this document becomes effective IMMEDIATELY as a Construction Change Directive. Contractor shall proceed with the change work described above.**

**ARCHITECT**

| Signature | | Date |
|---|---|---|
| *Albert Quesada* | *Architect of Records* | |
| **Printed Name** | **Title** | |

**CONSTRUCTION MANAGER**

| Signature | | Date |
|---|---|---|
| | | 3/28/2022 |
| *Claudenice McCalister* | *Project Manager* | |
| **Printed Name** | **Title** | |

**DISTRICT**

| Signature | | Date |
|---|---|---|
| Larry Cross | | 03/31/2022 |
| *Larry Cross* | *Director of Facilities* | |
| **Printed Name** | **Title** | |

# CHANGE ORDER

| PROJECT: Walt Disney ES, Permanent Modular Classroom Building and Sitework | Change Order No.: H&S - 006 | Date: 3/28/22 |
|---|---|---|

**CONTRACTOR:**

| ITEM NO. | PCO NO. | CHANGE DESCRIPTION | AMOUNT |
|---|---|---|---|
| 01 | H&S - 007 | Installation of sump-pump 20AMP Braker, WP GFI receptacles and circuits at two building vents located at the 2-story modular building. | $ 7,266.00 |
| | | (Owner Directed Change) | |

## CONTRACT PRICE ADJUSTMENT

| | |
|---|---|
| Original Contract Price | $ 263,805.00 |
| Net Change by Previously Authorized Change Orders | $ 34,892.00 |
| Adjusted Contract Price Prior to This Change Order | $ 298,697.00 |
| Amount of This Change Order INCREASE | $ 7,266.00 |
| Amount of This Change Order (DECREASE) | |
| Change Order Networth | $ 7,266.00 |
| New Adjusted Contract Price Including This Change Order | $ 305,963.00 |

## CONTRACT TIME ADJUSTMENT

1. ___ No time adjustment.
2. ___ Add 0 compensable days.
3. ___ Deduct 0 compensable days.
4. X Add 1 non-compensable days.
5. ___ TBD: Critical path Analysis to be Submitted.
6. ADJUSTED CONTRACT TIME: _____

This Change Order is enforceable and binding only if: (i) executed on behalf of the Construction Manager, Architect, Contractor and District and (ii) approved by the District's Board of Trustees. The Contract TIme and Contract Price adjustments of Change Order are the full and final adjustments for the items/work subject to this Change Order. The Contractor releases any other right or claim to adjustment of the Contract Price or Contract TIme for the items/work subject to this Change Order; the foregoing includes waiver of rights under Civil Code §1542.

**Submitted By CONTRACTOR:**

| Signature | Date |
|---|---|
| | |
| **Printed Name** | **Title** |

**Reviewed By ARCHITECT:**

| Signature | Date |
|---|---|
| *Alberto Quesada* | |
| **Printed Name** | **Title** |
| | *Architect of Records* |

**Reviewed By CONSTRUCTION MANAGER:**

| Signature | Date |
|---|---|
| | 3/28/2022 |
| *Claudenice McCalister* | |
| **Printed Name** | **Title** |
| | *Project Manager* |

**Reviewed By DISTRICT:**

| Signature | Date |
|---|---|
| *Larry Cross* | |
| **Printed Name** | **Title** |
| | *Dierector of Facilities* |

**Approved Following Board of Trustees Approval:**

| Signature | Date |
|---|---|
| | |
| **Printed Name** | **Title** |

# PROPOSED CHANGE ORDER (PCO)

| | | |
|---|---|---|
| **PROJECT:** Walt Disney ES, Permanent Modular Classroom Building and Sitework<br>**DSA PROJECT NO.:** 03-119964<br>**PROJECT REFERENCE NO.:** 2021-003<br>**BID PACKAGE NO.:** 2021 - 003-05 - Electrical & Low Voltage | **PCO No.:** H&S-007<br><br>**CCD No.:** H&S-005 | **Date:** 03/28/2022 |

| | |
|---|---|
| **OWNER:**<br>Burbank Unified School District<br>510 S Shelton Street<br>Burbank, CA 91506-2818<br>**Phone:** (818)-729-5503<br>**E-Mail:** larrycross@burbankusd.org | **CONTRACTOR:**<br>H&S Electric, Inc.<br>27895 Smyth Drive, Unit #6A<br>Valencia, CA 91355<br>**Phone:** (661) 295-7705<br>**E-Mail:** paul@hs-electric.com |

**Summary of change(s) in the Work per the approved D-CCD:**

Installation of sump-pump 20AMP WP Breaker, WP GFI receptacles and circuits at two building vents located at the new 2-story modular building. (According to discussion at meeting dated 3/9/2022.)

The service should include:

1) Labor and material to install the breaker, receptacles and circuit.

**Final Contract Price Adjustment:** Inclusive of any/all estiamted costs directly associated with performance of the Change and all mark-up allowed by the Construction Agreement.

1. ___ Contract Price remains unchanged.
2. _X_ Mutually agreed Lump Sum Price _X_ Increase of $ __7,266.00_____ Decrease of $ _____.
3. ___ Mutually agreed Lump Sum allocation of Allowance funds in the amount of $ _____.
4. ___ Unit Price ___ Increase of ___ Decrease of $ _____, Per Unit Price Bid Composite.
5. ___ T&M (Labor, Materials and Equipment) Price Not To Exceed $___. Contractor must furnish detailed records of labor, material, and equipment utilization with allowable contractual mark-up to substantiate and finalize the Time and Materials increase.

6. ___ Contractor and District are unable to reach full agreement on an adjustment of the Contract Time and/or Contract Price on account of such Change. Upon completion of CCD work, if the Contractor and District have not agreed on the adjustment of Contract Time and/or Contract Price, the District shall issue a Unilatral Change Order for CCD work.

**Final Contract Price Adjustment Applied as Follows:**

1. ___ No Cost Adjustment. No Change Order will be issued.
2. ___ Contract Allowance of $_____. No Change Order will be issued.
3. _X_ Project Contingency. Additive or Deductive Change Order will be issued of $__7,266.00_____.

**Final Contract Time Adjustment:**

1. _X_ No time adjustment.
2. ___ Add _ compensable days.
3. ___ Deduct _ compensable days.
4. ___ Add _ non-compensable days.
5. ___ TBD: Critical path Analysis to be Submitted.

| When signed by the CONTRACTOR, ARCHITECT, CONSTRUCTION MANAGER and OWNER, this document confirms the final contract price adjustment and the final contract time adjustment for the authorized work change(s). | |
|---|---|
| **CONTRACTOR (Acknowledged and /Accepted)** | |
| **Signature** | **Date** |
| **Printed Name** | **Title** |
| **ARCHITECT** | |
| **Signature**<br>*Albert Quesada* | **Date**<br>*Architect of Records* |
| **Printed Name** | **Title** |
| **CONSTRUCTION MANAGER**  | **3/28/2022** |
| **Signature**<br>*Claudenice McCalister* | **Date**<br>*Project Manager* |
| **Printed Name** | **Title** |
| **DISTRICT** | |
| **Signature**<br>*Larry Cross* | **Date**<br>*Director of Facilities* |
| **Printed Name** | **Title** |

## Change Order Form

**Prime Contractor (Work self-performed by Prime Contractor)** (H&S Electric RFCO No. 08 )

| | | | |
|---|---|---|---|
| 1. | Labor | Attached itemized hours and rates. Rates per prevailing scale of work classifications, including Fringe Benefits. | 4,357.44 |
| 2. | Labor Burden | Add Prime's actual Liability and Property Damage Ins., Worker's Comp. Ins., Social Security, Unemployment Taxes, not to exceed 30% of item 1. | 716.64 |
| 3. | Material | Attached actual, itemized quantity and unit cost Excluding sales tax. | 1,023.22 |
| 4. | Equipment | Attach invoices. | |
| 5. | Subtotal (cost only) | Subtotal of items 1, 2, 3 & 4. | 6,097.30 |
| 6. | O & P | Add Prime's Overhead & Profit, not to exceed 15% of item 5. | 929.18 |
| 7. | Sales Tax | Add sales tax for item 3. Material. | 97.21 |
| 8. | Subtotal | Subtotal of items 5, 6 & 7. | 7,123.69 |

**Subcontractor** (Work performed by a Subcontractor)

| | | | |
|---|---|---|---|
| 9. | Labor | Attached itemized hours and rates. Rates per Prevailing scale of work classifications, including Fringe Benefits. | |
| 10. | Labor Burden | Add Prime's actual Liability and Property Damage Ins., Worker's Comp. Ins., Social Security, Unemployment Taxes, not to exceed 30% of item 9. | |
| 11. | Material | Attach actual itemized quantity and unit cost Excluding sales tax. | |
| 12. | Equipment | Attached invoices. | |
| 13. | Subtotal (cost Only) | Subtotal of items 9, 10, 11 & 12. | 0.00 |

| | | | |
|---|---|---|---|
| 14. | O&P | Add Subcontractor's Overhead & Profit to portions Performed by Subcontractor, not to exceed 10% of Item 13. | |
| 15. | Sales Tax | Add sales tax for item 10. Material. | |
| 16. | Subtotal | Subtotal of items 13, 14 and 15 | 0.00 |
| 17. | Prime's O&P | If any work is performed by Subcontractors, add Prime's Overhead & Profit, not to exceed 5% of Item 16. | |
| 18. | Subtotal | Subtotal of items 16 & 17. | 0.00 |

**Combined Totals**

| | | | |
|---|---|---|---|
| 19. | SUBTOTAL | Items 8 & 18. | 7,123.69 |
| 20. | BOND | Actual Bond Cost, not to exceed **2%** of item 19. | 142.47 |
| 21. | **TOTAL** | Items 19 and 20. | 7,266.16 |



Attachment F

H&S ELECTRIC INC.
CONTRACTORS · ENGINEERS · COMMERCIAL · INDUSTRIAL

February 17, 2022

**Ms. Claudenice McCalister**
BURBANK UNIFIED SCHOOL DISTRICT
1900 WEST OLIVE AVENUE
BURBANK, CA 91506

Re: **BURBANK USD - WALT DISNEY ES - MODULAR BUILDING**
**Our Job No. 21067 PC**
Our Change Order Request No.: 08
Reference: Sump pump WP GFI receptacles and circuits

Dear Ms. McCalister,

**The following is our cost breakdown for:**

Provide (2) Weatherproof GFI receptacles & circuits for sump pumps.

**TOTAL NET CHANGE TO CONTRACT…….. $ 7,266.00**

This change proposal is based on the usual cost elements such as labor, materials, and normal markup allowed under the specifications and does not include any amount for interference, disruptions, rescheduling, change in the sequence of work, delays and/or associated acceleration. We expressly reserve the right to submit our request for any of these items should we be faced with performing our work under any of these conditions.

Unless otherwise stated, this Change Order is commensurate to the terms and conditions of the contractual agreement for this project. This change proposal is limited to modifications involving our original scope of work. This cost proposal supersedes all previously submitted cost proposals relating to this same work.

Work which may be required to complete this change order, which is the work of other trades, is not a part of this change proposal.

**No work or material orders with regard to this change order can proceed without written directive to do so. Such directive must include complete acknowledgement of this change order.**

This quote is valid for 30 calendar days from the above date and void thereafter. After the 30 days the quotation will have to be re-evaluated.

Sincerely,
**H&S ELECTRIC, INC.**

Paul E. Cornelius, Jr.
Director of Operations

**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: | Larry Cross, Director of Facilities |
| SUBMITTED BY: | Crystal Cozakos, Facilities, Operations and Construction Technician |
| DATE: | April 21, 2022 |
| SUBJECT: | Notice of Completion, Reliable Floor Covering Inc., Furnish and Install Flooring in Ten Classrooms, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund) |

**Background:**
The District is in the process of constructing a two-story modular building (the "Disney Project"), including related site improvements at the Walt Disney Elementary School site.

**District-Wide Goals for 2021-2022:**
4.1 Work with the Superintendent's Budget Advisory Committee to identify efficiencies, identify cost-saving opportunities, and develop a system or process to provide increased transparency about the District's financial ad budget information

4.2 Continue construction/ modernization projects according to the General Obligation Bond Implementation Plan (Measure S).

4.3 Develop a long-term facilities maintenance plan to ensure our school facilities are and will be cared for appropriately.

4.4 Evaluate the ongoing role and responsibility of the School Facilities Oversight Committee as the last major bond project is underway, and Measure S bond funds will soon be exhausted.

**Discussion/Issues:**
The District received a proposal dated December 22, 2021 from Reliable Floor Covering Inc., to furnish and install flooring in ten (10) classrooms in the new classroom building at Disney Elementary School.

**Fiscal Impact:**
$68,134 (Bond Fund)

**Recommendation:**
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: furnish and install flooring for ten new classrooms for the Two-Story Modular Building Project at Walt Disney Elementary School, PO# 22002584, not to exceed $68,134 (213-00000.0-91008-85000-6250-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.