BURBANK UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
REGULAR MEETING

Thursday, May 05, 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/dQ6xruAVKRxbrgsdA before 3pm on Wednesday, May 4. 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, May 4, 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 Public Employee Performance Evaluation Pursuant to Government Code §54957
Title: Superintendent of Schools

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

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

5. REPORTING ON CLOSED SESSION

6. ADJUSTMENTS TO THE AGENDA

The Board President will announce any requests for adjustments to the meeting agenda.

7. ITEMS FOR FUTURE AGENDAS

8. REPORTS FROM THE BOARD

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

9. PUBLIC HEARINGS - Approximately 7:30 p.m.

9.a Public Disclosure in Accordance with AB 1200, (Chapter 1213/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5, and the Agreement between the Burbank Unified School District and the California School Employees Association (CSEA) - Job Study
The Board of Education will hold a Public Hearing, in compliance with provisions of AB 1200 (Chapter 1213/Statutes 1992), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5, to allow the public an opportunity to comment regarding the Agreement between the Burbank Unified School District and the California School Employees Association (CSEA) - Job Study

Public Hearing - AB1200 Job Study.pdf

9.b Public Disclosure in Accordance with AB 1200, (Chapter 1213/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5, and the Agreement between the Burbank Unified School District and the California School Employees Association (CSEA)
The Board of Education will hold a Public Hearing, in compliance with provisions of AB 1200 (Chapter 1213/Statutes 1992), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5, to allow the public an opportunity to comment regarding the Agreement between the Burbank Unified School District and the California School Employees Association (CSEA).

AB1200 CSEA -Public Hearing 5% Increase.pdf

9.c Public Disclosure in Accordance with AB 1200 (Chapter 1213/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5, and the Agreement Between the Burbank Unified School District and the Burbank Association of School Administrators (BASA)
The Board of Education will hold a Public Hearing, in compliance with provisions of AB 1200 (Chapter 1213/Statutes 1992), AB 2756 (Chapter 52/Statutes 2004) GC 3547.5 to allow the public an opportunity to comment regarding the Agreement between the Burbank Unified School District and the Burbank Association of School Administrators, as presented.

Public Hearing AB1200 - BASA.pdf

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 on the Diversity, Equity, and Inclusion (DEI) Committee
Matt Hill, Superintendent, and Stefani McCoy, DEI Consultant, will report on the progress of the Diversity, Equity, and Inclusion (DEI) Committee, as presented.

Facilities and Technology PowerPoint_552022.pdf

11.b Report on Senate Bill (SB) 830
Matt Hill, Superintendent, will provide an update to the Board on Senate Bill (SB) 830.

11.c First Reading of Elementary School Social Science Textbook (Lottery Textbook Fund)
Peter Knapik, Director, Elementary Education, will facilitate the first reading of the proposed Social Science textbook, as presented.

First Reading SS Text 05052022.pdf

11.d 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_552022.pdf

12. NEW AND/OR UNFINISHED BUSINESS

12.a Adoption of Resolution 41 Proclaiming the Week of May 15, 2022 through May 21, 2022 as Classified Employee Week
Sarah Niemann, Assistant Superintendent, Human Resources, recommends that the Board of Education adopt Resolution 41 proclaiming the week of May 15, 2022 through May 21, 2022 as Classified Employee Week, as presented.

Resolution 41- CSEA Week_2022.pdf

12.b Adoption of Resolution 42 for the Elimination of Services for Classified Positions
Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt Resolution 42 for the Elimination of Services for Classified positions,

as presented.

Resolution 42 - Reduction in Force.pdf

12.c Approval of Results of Job Study Agreed to Between the Burbank Unified School District and the California School Employees Association

Sarah Niemann, Assistant Superintendent, Human Resources, recommends that the Board of Education approve the results of the Job Study agreed to between the Burbank Unified School District and the California School Employees Association effective retroactive to January 1, 2020, as presented.

Approval - AB1200 Job Study.pdf

12.d Approval of the Agreement between the Burbank Unified School District and the California School Employees Association (CSEA), in Accordance with AB 1200 (Chapter 1213/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5

Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the Agreement between the Burbank Unified School District and the California School Employees Association (CSEA), in Accordance with AB1200 (Chapter 1213/Statutes 1994), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5, as presented.

AB1200 CSEA - Approval 5% Increase.pdf

12.e Approval of the 2021-2022 Negotiated Agreement between the Burbank Unified School District and the Burbank Association of School Administrators (BASA) in Accordance with AB 1200 (Chapter 1213/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5

Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the negotiated 2021-2022 Agreement between the Burbank Unified School District and the Burbank Association of School Administrators (BASA), in Accordance with AB 1200 (Chapter 1213/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5, as presented.

Approval AB1200 - BASA.pdf

12.f Approval of Salary Modification to the Employee Contracts for the Assistant Superintendent of Instructional Services, Assistant Superintendent of Educational Services, Assistant Superintendent of Human Resources, and Assistant Superintendent of Administrative Services

Matt Hill, Superintendent, recommends that the Board of Education approve the Salary Modification to the Employee Contracts for the Assistant Superintendent of Instructional Services, Assistant Superintendent of Educational Services, Assistant Superintendent of Human Resources, and Assistant Superintendent of Administrative Services retroactive to July 1, 2021, as presented.

Approval - Employee Contracts.pdf

12.g Approval of Employment Contract for the Superintendent of Schools

Charlene Tabet, President, Board of Education, recommends that the Board of Education approve the employment contract with Matthew R. Hill, as Superintendent of Schools, effective July 1, 2022 through June 30, 2026, as presented.

Employee Contract - Superintendent of Schools.pdf

12.h Adoption of the Proposed 2022-2023 Instructional Calendars for Burbank Adult School
Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt the proposed 2022-2023 Instructional Calendars for Burbank Adult School, as presented.

Instructional Calendar - Adult School.pdf

12.i Amendment of Declaration of Need for Emergency Crosscultural, Language, and Academic Development (CLAD) Permit, Emergency Bilingual, Crosscultural, Language, and Academic Development (BCLAD) Permit, Special Education Limited Assignment Permit (SELAP) Request for Certificated Staff
Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education amend the Declaration of Need for Emergency Crosscultural, Language, and Academic Development (CLAD) Permit and Emergency Bilingual, Crosscultural, Language, and Academic Development (BCLAD) Permit, and Special Education Limited Assignment Permit (SELAP) Requests for Certificated Staff, as presented.

Declaration of Need 2021-2022.pdf

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

13.a Approval of Minutes
Matt Hill, Superintendent, recommends that the Board of Education approve the minutes of the Regular Board of Education Meeting of April 21, 2022, as presented.

Minutes.04.21.22.pdf

13.b Approval of Personnel Report Number 21-22-16
Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Personnel Report number 21-22-16, covering Certificated and Classified personnel, and consisting of Pages 1 to 16 inclusive, as presented.

Personnel Report.pdf

13.c 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 April 11, 2022, as presented.

2021-2022 Purchase Order Report.pdf

13.d Approval of Warrants
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve payroll warrants in the total amount of $10,725,507.48 and commercial warrants in the total amount of $3,585,717.69, as presented.

Warrants.pdf

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

Instructional Consultants 05052022_Redacted.pdf

13.f 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 05052022_Redacted.pdf

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

Ratification Inst Consultant 05052022.pdf

13.h Approval of Agreement for Professional Services (Human Resources)
Sarah Niemann, Assistant Superintendent, Human Resources Services recommends that the Board of Education approve the Agreement between the Burbank Unified School District and Vic Pallos, to provide assistance with the preparation of the District's Teacher of the Year, not to exceed $3,000 (01.0-00000.0-72000-5850-7551000), effective May 6, 2022 through August 31, 2022 and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented.

Agreement - Pallos.pdf

13.i 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 Hayutin & Associations, Inc., to provide educational services for Special Education Student 960031425, through a ADR grant not to exceed $7,000, (01.0-65360.0-57602-11900-5850-7440000), effective April 18, 2022 through August 31, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960031425 Hayutin & Assoc_Ratification.pdf

13.j 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 Gary D Stromberg & Associates, LLC, to provide speech and language support and assessments, not

to exceed $13,920 (01.0-65000.0-57602-11901-5850-7440000), effective April 25, 2022 through May 27, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Gary D Stromberg & Associates_Ratification.pdf

13.k 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 for Special Education Student 960007911, not to exceed $6,500 (01.0-65000.0-57602-11900-5850-7440000), effective April 20, 2022 through May 26, 2022, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960007911 Karen Epport_Ratification.pdf

13.l Ratification of Agreement for Transportation (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 HopSkipDrive, Inc. for transportation services for Special Education Students on an as needed basis, effective April 13, 2022, through June 30, 2022, not to exceed $75,000 (01.0-07240.0-50010-36000-5812-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Transportation HopSkipDrive, Inc._Ratification.pdf

13.m Ratification of Master Contract for Nonpublic, Nonsectarian Agency (Special Education)
Paulette Koss, Director, Special Education, recommends that the Board of Education ratify the Master Contract for special education students, to be provided by Discovery Ranch, Nonpublic, Nonsectarian Agency, effective April 18, 2022 through June 30, 2022 (01.0-65000.0-57500-11800-5810-7440000, 01.0-65000.0-57500-11804-5810-7440000, 01.0-65120.0-57500-11800-5110-7440000, 01.0-65120.0-57500-11800-5810-7440000, 01.0-33270.0-57500-11800-5810-7440000, 01.0-33270.0-57500-11800-5110-7440000, 01.0-65000.0-57500-11801-5810-7440000), and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original Master Contract for Nonpublic, Nonsectarian Schools and Agencies, effective July 1, 2021 through June 30, 2022, was approved by the Board of Education June 3, 2021.

SPED Master Contract Discovery Ranch_Ratification.pdf

13.n 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 Burbank Unified School District and Zarik Hacopian, School Psychologist, to provide assessments, written reports and attend student IEP meetings, not to exceed $57,000 (01.0-32120.0-57602-11100-5850-7449000), effective September 21, 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 October 7, 2021 for a total not to exceed $47,000. This amendment adds an additional $10,000 to the agreement for a total not to exceed $57,000.

SPED Professional Services Zarik Hacopian_Amended.pdf

13.o Approval of Additive Change No.3, MPI Miller Plumbing Inc., Underground (UG) Site Utilities & Plumbing, 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.3 to the agreement between Burbank Unified School District and MPI Miller Plumbing Inc. for the UG Site Utilities & Plumbing for the Two-Story Modular Building Project at Walt Disney Elementary School, not to exceed $246,229.92 (21.3-00000-0-91008-85000-6230-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: The increased amount of $6,852 brings the not to exceed amount to $246,229.92 to add the renewal of Pollution Liability Insurance that was not included in the initial scope.

5-5 CO3_MPI Miller Plumbing_Disney_Bond.pdf

13.p Approval of Additive Change No.5-9, 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.5-9 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 $307,962 (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 $ 44,157.00 brings the not to exceed amount to $307,962 due to an additional directive as requested by the District to install a phone from the elevator to the school's phone central panel using existing conduits, as indicated on the response to RFI #CC-052.

5-5 CO5_HS Electric_Disney_Bond.pdf

13.q Approval for Additional 10Gb Port to the Corporation for Education Network Initiatives in California (CENIC) (General Fund)

Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the additional 10Gb port to the Corporation for Education Network Initiatives in California (CENIC), not to exceed $5,342.39, (01.0-00000.0-00000-77000-4410/5916-7401000) (General Fund), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Approval_Additional 10GB Port_CENIC_050522.pdf

14. REQUESTS TO ADDRESS THE BOARD

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

An individual or group representative may address the Board of Education on any subject

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

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

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

15. ADJOURNMENT

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 Services
PREPARED BY:	Cindy Quiterio, Executive Assistant, Human Resources
SUBMITTED BY:	Cindy Quiterio, Executive Assistant, Human Resources
DATE:	May 5, 2022
SUBJECT:	Public Disclosure in Accordance with AB 1200, (Chapter 1213/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5, and the Agreement between the Burbank Unified School District and the California School Employees Association (CSEA) – Job Study

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Background:
In 2014, the District and the CSEA entered into an Agreement with Ewing Consulting, Inc. to perform a job study. Ewing concluded their study of job descriptions and recommended individualized modifications as well as salary adjustments for various positions. In an effort to align salary ranges amongst Burbank and other surrounding districts similar in size, CSEA and the District met to negotiate the effects of Ewing's recommendations. As part of the negotiations process, $390,000 were allocated to be utilized for salary alignment since some of Burbank's salaries fell under the 30th percentile.

Throughout the six-year negotiations process, minimum wage increased. When minimum wage increased to $13.00 per hour in January of 2020, it was agreed through negotiations that a .12 cent increase would be applied to all hourly rates to minimize salary compaction.

The District and the CSEA continue to negotiate salary for classified staff as minimum wage has caused further impact to salary compaction since the initial $13.00 increase in January of 2020.

Discussion/Issues:
In accordance with the AB 1200, the District has submitted a budget forecast to the Los Angeles County Office of Education to demonstrate that the negotiated items do not negatively impact the District's financial condition.

Fiscal Impact:
The financial implications to this Agreement are stated on the AB 1200.

Recommendation:
The Board of Education will hold a Public Hearing, in compliance with provisions of AB 1200 (Chapter 1213/Statutes 1992), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5, to allow the public an opportunity to comment regarding the Agreement between the Burbank Unified School District and the California School Employees Association (CSEA)

Los Angeles County Office of Education
Business Advisory Services

PUBLIC DISCLOSURE OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
in accordance with AB 1200 (Chapter 1213/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5

Name of School District:	BurbankUnified School District
Name of Bargaining Unit:	California School Employee Association Chapter 674
Certificated, Classified, Other:	Classified - Job Study

The proposed agreement covers the period beginning: January 1, 2020 (date) and ending: June 30, 2022 (date)

The Governing Board will act upon this agreement on: May 5, 2022 (date)

Note: This form, along with a copy of the proposed agreement, must be submitted to the County Office at least ten (10) working days prior to the date the Governing Board will take action.

A. Proposed Change in Compensation

	Bargaining Unit Compensation **All Funds - Combined**		**Fiscal Impact of Proposed Agreement** (Complete Years 2 and 3 for multiyear and overlapping agreements only)		
		Annual Cost Prior to Proposed Settlement	Year 1 Increase/(Decrease) **2021-22**	Year 2 Increase/(Decrease) **2022-23**	Year 3 Increase/(Decrease) **2023-24**
1.	**Salary Schedule** Including Step and Column	$ 32,389,150	$ 910,978	$ (546,587)	
			2.81%	-1.64%	0.00%
2.	**Other Compensation** Stipends, Bonuses, Longevity, Overtime, Differential, Callback or Standby Pay, etc.				
	Description of Other Compensation				
3.	**Statutory Benefits** - STRS, PERS, FICA, WC, UI, Medicare, etc.	$ 11,158,062	$ 313,934	$ (188,354)	
			2.81%	-1.64%	0.00%
4.	**Health/Welfare Plans**				
5.	**Total Bargaining Unit Compensation** Add Items 1 through 4 to equal 5	$ 43,547,212	$ 1,224,912	$ (734,941)	$ -
			2.81%	-1.64%	0.00%
6.	**Total Number of Bargaining Unit Employees** (Use FTEs if appropriate)	671.60			
7.	**Total Compensation Average Cost per Bargaining Unit Employee**	$ 64,841	$ 1,824	$ (1,094)	$ -
			2.81%	-1.64%	0.00%

8. What was the negotiated percentage change? For example, if the change in "Year 1" was for less than a full year, what is the annualized percentage of that change for "Year 1"?

This is a job study ratification from January 1, 2020. The retroactive increase for six months from January 1, 2020-June 30, 2020, then the full cost of the job study in 2020-21 and 2021-22 impact the 2021-22 fiscal year. The retro is reduced in the outyear-Year 2, with only the ongoing cost of the job study remaining.

9. Were any additional steps, columns, or ranges added to the salary schedules? (If yes, please explain.)

No new steps, columns or ranges were added. The only movement is of job classifications moving from one range to another range per the job study.

10. Please include comments and explanations as necessary. (If more room is necessary, please attach an additional sheet.)

Please see attached MOU and back up documentation

11. Does this bargaining unit have a negotiated cap for Health and Welfare benefits? Yes [X] No [ ]
    If yes, please describe the cap amount.

$12,000

B. Proposed negotiated changes in noncompensation items (i.e., class size adjustments, staff development days, teacher prep time, classified staffing ratios, etc.)

N/A

C. What are the specific impacts (positive or negative) on instructional and support programs to accommodate the settlement? Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (i.e., counselors, librarians, custodial staff, etc.)

N/A

D. What contingency language is included in the proposed agreement (e.g., reopeners, etc.)?

N/A

E. Identify other major provisions that do not directly affect the district's costs, such as binding arbitrations, grievance procedures, etc.

N/A

F. Source of Funding for Proposed Agreement:

1. Current Year

General, Adult, Child, and Cafeteria Fund

2. If this is a single year agreement, how will the ongoing cost of the proposed agreement be funded in subsequent years?

General, Adult, Child, and Cafeteria Fund

3. If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)

N/A

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Unrestricted General Fund

Bargaining Unit: California School Employee Association Chapter 674

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 3/17/22)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ 145,662,245		$ -	$ 145,662,245
Federal Revenue	8100-8299	$ -		$ -	$ -
Other State Revenue	8300-8599	$ 2,972,044		$ -	$ 2,972,044
Other Local Revenue	8600-8799	$ 2,056,020		$ -	$ 2,056,020
TOTAL REVENUES		$ 150,690,309		$ -	$ 150,690,309
EXPENDITURES					
Certificated Salaries	1000-1999	$ 56,167,664			$ 56,167,664
Classified Salaries	2000-2999	$ 16,642,780	$ 436,300		$ 17,079,080
Employee Benefits	3000-3999	$ 26,931,151	$ 150,349		$ 27,081,500
Books and Supplies	4000-4999	$ 4,511,044		$ -	$ 4,511,044
Services and Other Operating Expenditures	5000-5999	$ 10,714,534		$ -	$ 10,714,534
Capital Outlay	6000-6999	$ 101,334		$ -	$ 101,334
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 1,609,086		$ -	$ 1,609,086
Transfers of Indirect Costs	7300-7399	$ (2,365,658)		$ -	$ (2,365,658)
TOTAL EXPENDITURES		$ 114,311,935	$ 586,649	$ -	$ 114,898,584
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 354,062	$ -	$ -	$ 354,062
Contributions	8980-8999	$ (27,030,511)	$ (329,250)	$ -	$ (27,359,761)
OPERATING SURPLUS (DEFICIT)*		$ 8,993,801	$ (915,899)	$ -	$ 8,077,902
BEGINNING FUND BALANCE	9791	$ 18,421,717			$ 18,421,717
Audit Adjustments/Other Restatements	9793/9795				$ -
ENDING FUND BALANCE		$ 27,415,518	$ (915,899)	$ -	$ 26,499,619
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ 100,060	$ -	$ -	$ 100,060
Restricted	9740				
Committed	9750-9760	$ 13,928,222	$ -	$ -	$ 13,928,222
Assigned	9780	$ -	$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ 12,471,337	$ -	$ -	$ 12,471,337
Unassigned/Unappropriated Amount	9790	$ 915,899	$ (915,899)	$ -	$ (0)

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Restricted General Fund

Bargaining Unit: California School Employee Association Chapter 674

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 3/17/22)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ -		$ -	$ -
Federal Revenue	8100-8299	$ 26,676,638		$ -	$ 26,676,638
Other State Revenue	8300-8599	$ 28,374,738		$ -	$ 28,374,738
Other Local Revenue	8600-8799	$ 6,072,856		$ -	$ 6,072,856
TOTAL REVENUES		$ 61,124,232		$ -	$ 61,124,232
EXPENDITURES					
Certificated Salaries	1000-1999	$ 19,933,871	$ -	$ -	$ 19,933,871
Classifted Salaries	2000-2999	$ 13,768,416	$ 244,868	$ -	$ 14,013,284
Employee Benefits	3000-3999	$ 12,769,947	$ 84,382	$ -	$ 12,854,329
Books and Supplies	4000-4999	$ 17,762,627		$ -	$ 17,762,627
Services and Other Operating Expenditures	5000-5999	$ 21,996,075		$ -	$ 21,996,075
Capital Outlay	6000-6999	$ 1,012,354		$ -	$ 1,012,354
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 1,052,542		$ -	$ 1,052,542
Transfers of Indirect Costs	7300-7399	$ 1,853,793		$ -	$ 1,853,793
TOTAL EXPENDITURES		$ 90,149,625	$ 329,250	$ -	$ 90,478,875
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -	$ -
Contributions	8980-8999	$ 27,030,511	$ 329,250	$ -	$ 27,359,761
OPERATING SURPLUS (DEFICIT)*		$ (1,994,882)	$ -	$ -	$ (1,994,882)
BEGINNING FUND BALANCE	9791	$ 9,899,359			$ 9,899,359
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 7,904,477	$ -	$ -	$ 7,904,477
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 7,904,477	$ -	$ -	$ 7,904,477
Committed	9750-9760				
Assigned Amounts	9780				
Reserve for Economic Uncertainties	9789		$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ -	$ -	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

Public Disclosure of Proposed Collective Bargaining Agreement

BurbankUnified School District

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Combined General Fund

Bargaining Unit: California School Employee Association Chapter 674

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 3/17/22)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ 145,662,245		$ -	$ 145,662,245
Federal Revenue	8100-8299	$ 26,676,638		$ -	$ 26,676,638
Other State Revenue	8300-8599	$ 31,346,782		$ -	$ 31,346,782
Other Local Revenue	8600-8799	$ 8,128,876		$ -	$ 8,128,876
TOTAL REVENUES		$ 211,814,541		$ -	$ 211,814,541
EXPENDITURES					
Certificated Salaries	1000-1999	$ 76,101,535	$ -	$ -	$ 76,101,535
Classified Salaries	2000-2999	$ 30,411,196	$ 681,168	$ -	$ 31,092,364
Employee Benefits	3000-3999	$ 39,701,098	$ 234,731	$ -	$ 39,935,829
Books and Supplies	4000-4999	$ 22,273,671		$ -	$ 22,273,671
Services and Other Operating Expenditures	5000-5999	$ 32,710,609		$ -	$ 32,710,609
Capital Outlay	6000-6999	$ 1,113,688		$ -	$ 1,113,688
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 2,661,628		$ -	$ 2,661,628
Transfers of Indirect Costs	7300-7399	$ (511,865)		$ -	$ (511,865)
TOTAL EXPENDITURES		$ 204,461,560	$ 915,899	$ -	$ 205,377,459
OTHER FINANCING SOURCES/USES					
Transfer In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 354,062	$ -	$ -	$ 354,062
Contributions	8980-8999	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ 6,998,919	$ (915,899)	$ -	$ 6,083,020
BEGINNING FUND BALANCE	9791	$ 28,321,076			$ 28,321,076
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 35,319,995	$ (915,899)	$ -	$ 34,404,096
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ 100,060	$ -	$ -	$ 100,060
Restricted	9740	$ 7,904,477	$ -	$ -	$ 7,904,477
Committed	9750-9760	$ 13,928,222	$ -	$ -	$ 13,928,222
Assigned	9780	$ -	$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ 12,471,337	$ -	$ -	$ 12,471,337
Unassigned/Unappropriated Amount	9790	$ 915,899	$ (915,899)	$ -	$ (0)

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Fund 11 - Adult Education Fund

Bargaining Unit: California School Employee Association Chapter 674

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 3/17/22)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
Federal Revenue	8100-8299	$ 268,139		$ -	$ 268,139
Other State Revenue	8300-8599	$ 3,891,484		$ -	$ 3,891,484
Other Local Revenue	8600-8799	$ 165,912		$ -	$ 165,912
TOTAL REVENUES		$ 4,325,535		$ -	$ 4,325,535
EXPENDITURES					
Certificated Salaries	1000-1999	$ 1,540,993	$ -	$ -	$ 1,540,993
Classified Salaries	2000-2999	$ 588,980	$ 8,913	$ -	$ 597,893
Employee Benefits	3000-3999	$ 737,834	$ 3,081	$ -	$ 740,915
Books and Supplies	4000-4999	$ 308,586		$ -	$ 308,586
Services and Other Operating Expenditures	5000-5999	$ 190,750		$ -	$ 190,750
Capital Outlay	6000-6999	$ 95,400		$ -	$ 95,400
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ -		$ -	$ -
Transfers of Indirect Costs	7300-7399	$ 160,287		$ -	$ 160,287
TOTAL EXPENDITURES		$ 3,622,830	$ 11,994	$ -	$ 3,634,824
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ 702,705	$ (11,994)	$ -	$ 690,711
BEGINNING FUND BALANCE	9791	$ 3,219,530			$ 3,219,530
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 3,922,235	$ (11,994)	$ -	$ 3,910,241
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 1,341,350	$ -	$ -	$ 1,341,350
Committed	9750-9760	$ 2,568,891	$ -	$ -	$ 2,568,891
Assigned	9780	$ -	$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ 11,994	$ (11,994)	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Fund 12 - Child Development Fund

Bargaining Unit: California School Employee Association Chapter 674

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 3/17/22)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
Federal Revenue	8100-8299	$ 261,523		$ -	$ 261,523
Other State Revenue	8300-8599	$ 694,523		$ -	$ 694,523
Other Local Revenue	8600-8799	$ 2,715,201		$ -	$ 2,715,201
TOTAL REVENUES		$ 3,671,247		$ -	$ 3,671,247
EXPENDITURES					
Certificated Salaries	1000-1999	$ 1,209,903	$ -	$ -	$ 1,209,903
Classified Salaries	2000-2999	$ 1,015,096	$ 14,300	$ -	$ 1,029,396
Employee Benefits	3000-3999	$ 991,873	$ 4,928	$ -	$ 996,801
Books and Supplies	4000-4999	$ 184,874		$ -	$ 184,874
Services and Other Operating Expenditures	5000-5999	$ (104,866)		$ -	$ (104,866)
Capital Outlay	6000-6999	$ -		$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ -		$ -	$ -
Transfers of Indirect Costs	7300-7399	$ 205,817		$ -	$ 205,817
TOTAL EXPENDITURES		$ 3,502,697	$ 19,228	$ -	$ 3,521,925
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ 354,062	$ -	$ -	$ 354,062
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ 522,612	$ (19,228)	$ -	$ 503,384
BEGINNING FUND BALANCE	9791	$ 137,207			$ 137,207
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 659,819	$ (19,228)	$ -	$ 640,591
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 640,591	$ -	$ -	$ 640,591
Committed	9750-9760	$ -	$ -	$ -	$ -
Assigned	9780	$ -	$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ 19,228	$ (19,228)	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Fund 13/61 - Cafeteria Fund

Bargaining Unit: California School Employee Association Chapter 674

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 3/17/22)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ -		$ -	$ -
Federal Revenue	8100-8299	$ 3,858,398		$ -	$ 3,858,398
Other State Revenue	8300-8599	$ 124,000		$ -	$ 124,000
Other Local Revenue	8600-8799	$ 763,200		$ -	$ 763,200
TOTAL REVENUES		$ 4,745,598		$ -	$ 4,745,598
EXPENDITURES					
Certificated Salaries	1000-1999	$ -	$ -	$ -	$ -
Classified Salaries	2000-2999	$ 1,638,272	$ 206,598	$ -	$ 1,844,870
Employee Benefits	3000-3999	$ 708,005	$ 71,193	$ -	$ 779,198
Books and Supplies	4000-4999	$ 1,557,100		$ -	$ 1,557,100
Services and Other Operating Expenditures	5000-5999	$ 151,938		$ -	$ 151,938
Capital Outlay	6000-6999	$ 30,562		$ -	$ 30,562
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ -		$ -	$ -
Transfers of Indirect Costs	7300-7399	$ 145,761		$ -	$ 145,761
TOTAL EXPENDITURES		$ 4,231,638	$ 277,791	$ -	$ 4,509,429
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ 513,960	$ (277,791)	$ -	$ 236,169
BEGINNING FUND BALANCE	9791	$ 167,901			$ 167,901
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 681,861	$ (277,791)	$ -	$ 404,070
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 404,070	$ -	$ -	$ 404,070
Committed	9750-9760	$ -	$ -	$ -	$ -
Assigned	9780	$ -	$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ 277,791	$ (277,791)	$ -	$ (0)

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

Public Disclosure of Proposed Collective Bargaining Agreement

BurbankUnified School District

California School Employee Association Chapter 674

Explanations for Column 3 "Other Revisions" entered on Pages 4a through 4h:

Page 4a: Unrestricted General Fund	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Page 4b: Restricted General Fund	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Page 4d: Fund 11 - Adult Education Fund	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Page 4e: Fund 12 - Child Development Fund	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Page 4f: Fund 13/61 - Cafeteria Fund	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Page 4g: Other	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Page 4h: Other	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Additional Comments:

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Unrestricted General Fund MYP

Bargaining Unit: California School Employee Association Chapter 674

	Object Code	2021-22 Total Revised Budget After Settlement	2022-23 First Subsequent Year After Settlement	2023-24 Second Subsequent Year After Settlement
REVENUES				
LCFF Revenue	8010-8099	$ 145,662,245	$ 147,150,894	$ 149,248,159
Federal Revenue	8100-8299	$ -	$ -	$ -
Other State Revenue	8300-8599	$ 2,972,044	$ 3,059,359	$ 3,047,392
Other Local Revenue	8600-8799	$ 2,056,020	$ 257,987	$ 257,987
TOTAL REVENUES		$ 150,690,309	$ 150,468,240	$ 152,553,538
EXPENDITURES				
Certificated Salaries	1000-1999	$ 56,167,664	$ 58,896,067	$ 60,935,331
Classified Salaries	2000-2999	$ 17,079,080	$ 17,059,934	$ 17,559,940
Employee Benefits	3000-3999	$ 27,081,500	$ 29,827,063	$ 30,793,125
Books and Supplies	4000-4999	$ 4,511,044	$ 2,183,327	$ 2,066,643
Services and Other Operating Expenditures	5000-5999	$ 10,714,534	$ 9,348,148	$ 9,369,235
Capital Outlay	6000-6999	$ 101,334	$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 1,609,086	$ 1,680,086	$ 1,751,086
Transfers of Indirect Costs	7300-7399	$ (2,365,658)	$ (1,215,117)	$ (1,162,666)
Other Adjustments				$ (4,500,000)
TOTAL EXPENDITURES		$ 114,898,584	$ 117,779,508	$ 116,812,694
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 354,062	$ 150,000	$ 150,000
Contributions	8980-8999	$ (27,359,761)	$ (28,998,079)	$ (30,379,859)
OPERATING SURPLUS (DEFICIT)*		$ 8,077,902	$ 3,540,653	$ 5,210,985
BEGINNING FUND BALANCE	9791	$ 18,421,717	$ 26,499,619	$ 30,040,272
Audit Adjustments/Other Restatements	9793/9795	$ -		
ENDING FUND BALANCE		$ 26,499,619	$ 30,040,272	$ 35,251,257
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable	9711-9719	$ 100,060	$ 100,060	$ 100,060
Restricted	9740			
Committed	9750-9760	$ 13,928,222	$ 19,794,310	$ 30,069,008
Assigned	9780	$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ 12,471,337	$ 10,145,902	$ 5,082,189
Unassigned/Unappropriated Amount	9790	$ (0)	$ (0)	$ (0)

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Restricted General Fund MYP

Bargaining Unit: California School Employee Association Chapter 674

	Object Code	2021-22 Total Revised Budget After Settlement	2022-23 First Subsequent Year After Settlement	2023-24 Second Subsequent Year After Settlement
REVENUES				
LCFF Revenue	8010-8099	$ -	$ -	$ -
Federal Revenue	8100-8299	$ 26,676,638	$ 5,862,240	$ 5,862,240
Other State Revenue	8300-8599	$ 28,374,738	$ 13,692,263	$ 14,032,960
Other Local Revenue	8600-8799	$ 6,072,856	$ 1,952,867	$ 1,952,867
TOTAL REVENUES		$ 61,124,232	$ 21,507,370	$ 21,848,067
EXPENDITURES				
Certificated Salaries	1000-1999	$ 19,933,871	$ 14,657,459	$ 12,271,504
Classified Salaries	2000-2999	$ 14,013,284	$ 11,583,655	$ 11,860,665
Employee Benefits	3000-3999	$ 12,854,329	$ 11,163,113	$ 10,923,996
Books and Supplies	4000-4999	$ 17,762,627	$ 5,596,507	$ 2,643,181
Services and Other Operating Expenditures	5000-5999	$ 21,996,075	$ 13,653,398	$ 12,825,236
Capital Outlay	6000-6999	$ 1,012,354	$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 1,052,542	$ 1,052,542	$ 1,052,543
Transfers of Indirect Costs	7300-7399	$ 1,853,793	$ 703,252	$ 650,801
Other Adjustments			$ -	$ -
TOTAL EXPENDITURES		$ 90,478,875	$ 58,409,926	$ 52,227,926
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -
Contributions	8980-8999	$ 27,359,761	$ 28,998,079	$ 30,379,859
OPERATING SURPLUS (DEFICIT)*		$ (1,994,882)	$ (7,904,477)	$ -
BEGINNING FUND BALANCE	9791	$ 9,899,359	$ 7,904,477	$ -
Audit Adjustments/Other Restatements	9793/9795	$ -		
ENDING FUND BALANCE		$ 7,904,477	$ -	$ -
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable	9711-9719	$ -	$ -	$ -
Restricted	9740	$ 7,904,477	$ -	$ -
Committed	9750-9760			
Assigned	9780			
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ -	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Combined General Fund MYP

Bargaining Unit: California School Employee Association Chapter 674

	Object Code	2021-22 Total Revised Budget After Settlement	2022-23 First Subsequent Year After Settlement	2023-24 Second Subsequent Year After Settlement
REVENUES				
LCFF Revenue	8010-8099	$ 145,662,245	$ 147,150,894	$ 149,248,159
Federal Revenue	8100-8299	$ 26,676,638	$ 5,862,240	$ 5,862,240
Other State Revenue	8300-8599	$ 31,346,782	$ 16,751,622	$ 17,080,352
Other Local Revenue	8600-8799	$ 8,128,876	$ 2,210,854	$ 2,210,854
TOTAL REVENUES		$ 211,814,541	$ 171,975,610	$ 174,401,605
EXPENDITURES				
Certificated Salaries	1000-1999	$ 76,101,535	$ 73,553,526	$ 73,206,835
Classified Salaries	2000-2999	$ 31,092,364	$ 28,643,589	$ 29,420,605
Employee Benefits	3000-3999	$ 39,935,829	$ 40,990,176	$ 41,717,121
Books and Supplies	4000-4999	$ 22,273,671	$ 7,779,834	$ 4,709,824
Services and Other Operating Expenditures	5000-5999	$ 32,710,609	$ 23,001,546	$ 22,194,471
Capital Outlay	6000-6999	$ 1,113,688	$ -	$ -
Other Outgo (excuding Indirect Costs)	7100-7299 7400-7499	$ 2,661,628	$ 2,732,628	$ 2,803,629
Transfers of Indirect Costs	7300-7399	$ (511,865)	$ (511,865)	$ (511,865)
Other Adjustments			$ -	$ (4,500,000)
TOTAL EXPENDITURES		$ 205,377,459	$ 176,189,434	$ 169,040,620
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 354,062	$ 150,000	$ 150,000
Contributions	8980-8999	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ 6,083,020	$ (4,363,824)	$ 5,210,985
BEGINNING FUND BALANCE	9791	$ 28,321,076	$ 34,404,096	$ 30,040,272
Audit Adjustments/Other Restatements	9793/9795	$ -		
ENDING FUND BALANCE		$ 34,404,096	$ 30,040,272	$ 35,251,257
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable	9711-9719	$ 100,060	$ 100,060	$ 100,060
Restricted	9740	$ 7,904,477	$ -	$ -
Committed	9750-9760	$ 13,928,222	$ 19,794,310	$ 30,069,008
Assigned	9780	$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ 12,471,337	$ 10,145,902	$ 5,082,189
Unassigned/Unappropriated Amount	9790	$ (0)	$ (0)	$ (0)

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

I. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES

1. State Reserve Standard

		2021-22	2022-23	2023-24
a.	Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	$ 205,731,521	$ 176,339,434	$ 169,190,620
b.	Less: Special Education Pass-Through Funds	$ -	$ -	$ -
c.	Net Expenditures, Transfers Out, and Uses	$ 205,731,521	$ 176,339,434	$ 169,190,620
d.	State Standard Minimum Reserve Percentage for this District **Enter percentage** →	3.00%	3.00%	3.00%
e.	State Standard Minimum Reserve Amount for this District (For districts with less than 1,001 ADA, this is the greater of Line a, times Line b, or $50,000)	$ 6,171,946	$ 5,290,183	$ 5,075,719

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a.	General Fund Budgeted Unrestricted Designated for Economic Uncertainties (9789)	$ 12,471,337	$ 10,145,902	$ 5,082,189
b.	General Fund Budgeted Unrestricted Unassigned/Unappropriated Amount (9790)	$ (0)	$ (0)	$ (0)
c.	Special Reserve Fund (Fund 17) Budgeted Designated for Economic Uncertainties (9789)	$ -	$ -	$ -
d.	Special Reserve Fund (Fund 17) Budgeted Unassigned/Unappropriated Amount (9790)	$ -	$ -	$ -
e.	Total Available Reserves	$ 12,471,337	$ 10,145,902	$ 5,082,189
f.	Reserve for Economic Uncertainties Percentage	6.06%	5.75%	3.00%

3. Do unrestricted reserves meet the state minimum reserve amount?

2021-22	Yes	X	No	
2022-23	Yes	X	No	
2023-24	Yes	X	No	

4. If no, how do you plan to restore your reserves?

5. **Does the Total Compensation Increase/(Decrease) on Page 1, Section A, #5 agree with the Total Increase/(Decrease) for all funds as a result of the settlement(s)? Please explain any variance.**

Total Compensation Increase/(Decrease) on Page 1, Section A, #5	$	1,224,912
General Fund balance Increase/(Decrease), Page 4c, Column 2	$	(915,899)
Adult Education Fund balance Increase/(Decrease), Page 4d, Column 2	$	(11,994)
Child Development Fund balance Increase/(Decrease), Page 4e, Column 2	$	(19,228)
Cafeteria Fund balance Increase/(Decrease), Page 4f, Column 2	$	(277,791)
Other Fund balance Increase/(Decrease), Page 4g, Column 2	$	-
Other Fund balance Increase/(Decrease), Page 4h, Column 2	$	-
Total all fund balances Increase/(Decrease) as a result of the settlement(s)	$	(1,224,912)
Variance	$	-

Variance Explanation:

6. **Will this agreement create or increase deficit financing in the current or subsequent years?**
"Deficit Financing" is defined to exist when a fund's expenditures and other financing uses exceed its revenues and other financing sources in a given year. If a deficit is shown below, provide an explanation and any deficit reduction plan, as necessary.

General Fund Combined	Surplus/ (Deficit)	(Deficit) %	Deficit primarily due to:
Current FY Surplus/(Deficit) before settlement(s)?	$ 6,998,919	3.4%	
Current FY Surplus/(Deficit) after settlement(s)?	$ 6,083,020	3.0%	
1st Subsequent FY Surplus/(Deficit) after settlement(s)?	$ (4,363,824)	(2.5%)	Special Education & STRS/PERS
2nd Subsequent FY Surplus/(Deficit) after settlement(s)?	$ 5,210,985	3.1%	

Deficit Reduction Plan (as necessary):
We will continue to monitor and review Special Education costs, our declining enrollment and STRS & PERS increases each year. We have a plan in place that, depending on the governors budget and trailer bills, will be implemented.

7. **Were "Other Adjustments" amount(s) entered in the multiyear projections (pages 5a and 5b) for 1st and 2nd Subsequent FY?**

"Other Adjustments" could indicate that a budget reduction plan was/is being developed to address deficit spending, and to rebuild reserves. Any amount shown below must have an explanation. If additional space is needed, attach a separate sheet, or use page 8a.

MYP	Amount	"Other Adjustments" Explanation
1st Subsequent FY Unrestricted, Page 5a	$ -	
1st Subsequent FY Restricted, Page 5b	$ -	
2nd Subsequent FY Unrestricted, Page 5a	$ (4,500,000)	Part of our Fiscal Stabilization plan pending May Revise
2nd Subsequent FY Restricted, Page 5b	$ -	

J. CERTIFICATION NO. 1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF THE COLLECTIVE BARGAINING AGREEMENT

This certification page must be signed by the district's Superintendent and Chief Business Official at the time of public disclosure and is intended to assist the district's Governing Board in determining whether the district can meet the costs incurred under the tentative Collective Bargaining Agreement in the current and subsequent years. The absence of a certification signature or if "I am unable to certify" is checked should serve as a "red flag" to the district's Governing Board.

In accordance with the requirements of Government Code Sections 3540.2 and 3547.5, the Superintendent and Chief Business Official of the Burbank Unified School District, hereby certify that the District can meet the costs incurred under this Collective Bargaining Agreement during the term of the agreement from January 1, 2020 to June 30, 2022.

Board Actions

The board actions necessary to meet the cost of the agreement in each year of its term are as follows:

Current Year

Budget Adjustment Categories:	Budget Adjustment Increase/(Decrease)
Revenues/Other Financing Sources	$ -
Expenditures/Other Financing Uses	$ 1,224,912
Ending Balance(s) Increase/(Decrease)	$ (1,224,912)

Subsequent Years

Budget Adjustment Categories:	Budget Adjustment Increase/(Decrease)
Revenues/Other Financing Sources	$ -
Expenditures/Other Financing Uses	$ -
Ending Balance(s) Increase/(Decrease)	$ -

Budget Revisions

If the district does not adopt and submit within 45 days all of the revisions to its budget needed in the current year to meet the costs of the agreement at the time of the approval of the proposed collective bargaining agreement, the county superintendent of schools is required to issue a qualified or negative certification for the district on its next interim report.

Assumptions

See attached page for a list of the assumptions upon which this certification is based.

Certifications

✓ I hereby certify ____ I am unable to certify

District Superintendent (Signature) — **Date** 4/22/22

✓ I hereby certify ____ I am unable to certify

Chief Business Official (Signature) — **Date** 4/22/22

Special Note: The Los Angeles County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.

Public Disclosure of Proposed Collective Bargaining Agreement

BurbankUnified School District

California School Employee Association Chapter 674

Assumptions and Explanations (enter or attach documentation)

The assumptions upon which this certification is made are as follows:

Please see attached MYP and Narrative from Second Interim 2021-22 which sets aside the job study costs

Concerns regarding affordability of agreement in subsequent years (if any):

K. CERTIFICATION NO. 2

The disclosure document must be signed by the district Superintendent at the time of public disclosure and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Sections 3540.2(a) and 3547.5.

Burbank Unified School District
District Name

District Superintendent
(Signature)

Date

Alyssa Low - Director of Fiscal Services
Contact Person

818-729-4450
Phone

After public disclosure of the major provisions contained in this summary, the Governing Board at its meeting on May 5, 2022, took action to approve the proposed agreement with the California School Employee Association Chapter 674 Bargaining Unit.

President (or Clerk), Governing Board
(Signature)

Date

Special Note: The Los Angeles County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.

Description	Object Code	Unaudited Actuals 2020-21			Adopted Budget 2021-22			First Interim 2021-22			Second Interim 2021-22			Projected Year 2022-23			Projected Year 2023-24		
		Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined
A. Revenues																			
LCFF Sources	8010-8099	135,594,258	-	135,594,258	145,444,297	-	145,444,297	145,662,245	-	145,662,245	145,662,245	-	145,662,245	147,150,894	-	147,150,894	149,248,159		149,248,159
Federal Revenue	8100-8299	-	15,965,273	15,965,273	-	5,857,589	5,857,589	-	23,966,725	23,966,725	-	26,676,638	26,676,638	-	5,862,240	5,862,240	-	5,862,240	5,862,240
Other State Revenues	8300-8599	3,229,066	29,200,053	32,429,119	2,958,598	13,108,083	16,066,681	2,972,044	27,851,380	30,823,424	2,972,044	28,374,738	31,346,782	3,059,359	13,692,263	16,751,621	3,047,392	14,032,960	17,080,352
Other Local Revenues	8600-8799	949,233	2,492,609	3,441,842	797,987	1,680,558	2,478,545	257,987	5,634,224	5,892,211	2,056,020	6,072,856	8,128,876	257,987	1,952,867	2,210,854	257,987	1,952,867	2,210,854
Total Revenue		139,772,557	47,657,935	187,430,491	149,200,882	20,646,230	169,847,112	148,892,276	57,452,329	206,344,605	150,690,309	61,124,232	211,814,541	150,468,240	21,507,370	171,975,609	152,553,538	21,848,067	174,401,605
B. Expenditures																			-
Certificated Salaries	1000-1999	56,868,208	17,455,754	74,323,962	55,987,852	19,667,685	75,655,537	56,029,554	20,074,984	76,104,538	56,167,664	19,933,871	76,101,535	58,896,067	14,657,458	73,553,525	60,935,331	12,271,504	73,206,835
Classified Salaries	2000-2999	14,766,709	14,236,758	29,003,467	17,286,480	13,404,473	30,690,953	16,725,817	14,253,554	30,979,371	16,642,780	13,768,416	30,411,196	16,885,414	11,485,708	28,371,122	17,036,380	11,566,825	28,603,204
Employee Benefits	3000-3999	24,970,684	17,958,392	42,929,076	29,034,927	12,505,802	41,540,729	27,594,502	13,296,712	40,891,214	26,931,151	12,769,947	39,701,098	29,857,133	11,179,989	41,037,122	30,672,846	10,856,491	41,529,337
Books and Supplies	4000-4999	722,113	5,671,910	6,394,023	1,527,746	4,249,652	5,777,398	3,760,482	17,988,873	21,749,355	4,511,044	17,762,627	22,273,671	2,183,327	5,596,507	7,779,834	2,066,643	2,643,181	4,709,824
Services and Other Operating Expenditures	5000-5999	6,151,473	13,263,913	19,415,386	9,709,234	11,324,858	21,034,092	10,287,205	18,319,151	28,606,356	10,714,534	21,996,075	32,710,609	9,348,148	13,653,398	23,001,546	9,369,235	12,825,236	22,194,471
Capital Outlay/Depreciation	6000-6999	77,134	144,630	221,764	170,999	1,056,316	1,227,315	101,334	649,997	751,331	101,334	1,012,354	1,113,688	-	-	-	-	-	-
Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	1,688,728	940,885	2,629,613	1,867,726	1,128,470	2,996,196	1,563,063	1,052,542	2,615,605	1,609,086	1,052,542	2,661,628	1,680,086	1,052,542	2,732,628	1,751,086	1,052,542	2,803,628
Other Outgo - Transfers of Indirect Costs	7300-7399	(1,587,562)	1,048,424	(539,138)	(1,983,119)	1,411,385	(571,734)	(2,493,017)	1,957,656	(535,361)	(2,365,658)	1,853,793	(511,865)	(1,215,117)	703,252	(511,865)	(1,162,666)	650,801	(511,865)
Other Adjustments - Expenditures										-			-				(4,500,000)		(4,500,000)
Total Expenditures		103,657,487	70,720,666	174,378,154	113,601,845	64,748,641	178,350,486	113,563,940	87,593,469	201,162,409	114,311,935	90,149,625	204,461,560	117,635,056	58,328,855	175,963,912	116,168,854	51,866,581	168,035,435
C. Excess (Deficiency) of Revenues over Expenditures before Other Financing Sources and Uses		36,115,069	##########	13,052,338	35,599,037	(44,102,411)	(8,503,374)	35,328,336	(30,141,140)	5,187,196	36,378,374	(29,025,393)	7,352,981	32,833,183	(36,821,486)	(3,988,302)	36,384,684	(30,018,514)	6,366,170
D. Other Financing Sources/Uses																			-
Interfund Transfers																			-
Transfers In	8900-8929													-	-	-	-	-	-
Transfers Out	7600-7629	(1,077,674)		(1,077,674)	(376,513)		(376,513)	(30,476)		(30,476)	(354,062)		(354,062)	(150,000)		(150,000)	(150,000)		(150,000)
Other Sources/Uses																			-
Sources	8930-8979													-	-	-	-	-	-
Uses	7630-7699													-	-	-	-	-	-
Other Adjustments - Other Financing Uses																-			-
Contributions	8980-8999	(25,792,032)	25,792,032		(26,948,531)	26,948,531	-	(27,252,626)	27,252,626	-	(27,030,511)	27,030,511	-	(28,917,008)	28,917,008	-	(30,018,514)	30,018,514	-
Total Other Financing Sources/Uses		(26,869,706)	25,792,032	(1,077,674)	(27,325,044)	26,948,531	(376,513)	(27,283,102)	27,252,626	(30,476)	(27,384,573)	27,030,511	(354,062)	(29,067,008)	28,917,008	(150,000)	(30,168,514)	30,018,514	(150,000)
Balance/Net Position		9,245,364	2,729,300	11,974,664	8,273,993	(17,153,880)	(8,879,887)	8,040,234	(2,888,514)	5,151,720	8,993,801	(1,904,882)	6,998,919	3,766,175	(7,904,479)	(4,138,302)	6,216,169	0	6,216,170
F. Fund Balance, Reserves/Net Position													-						-
Beginning Fund Balance/Net Position													-						-
As of July 1 - Unaudited	9791	9,176,353	7,170,060	16,346,413	19,196,359	21,375,615	40,571,974	18,421,717	9,899,360	28,321,077	18,421,717	9,899,360	28,321,077	27,415,518	7,904,478	35,319,996	31,181,693	(0)	31,181,693
Audit Adjustments	9793												-	-	-	-	-	-	-
As of July 1- Audited													-						-
Other Restatements	9795												-	-	-	-	-	-	-
Adjusted Beginning Balance													-						-
Ending Balance/Net Position, June 30		18,421,717	9,899,360	28,321,077	27,470,352	4,221,735	31,692,087	26,461,951	7,010,846	33,472,797	27,415,518	7,904,478	35,319,996	31,181,693	(0)	31,181,694	37,397,863	(0)	37,397,863
Components of Ending Fund Balance																			-
Nonspendable (Revolving Cash / Stores)	9710-9719	38,396		38,396	100,060		100,060	100,060		100,060	100,060		100,060	100,060	-	100,060	100,060	-	100,060
Restricted	9740			-			-			-			-	-		-	-		-
Committed				-			-			-			-			-			-
Stabilization Arrangements	9750			-			-			-			-	-	-	-	-	-	-
Other Commitments	9760			-			-			-			-	-	-	-	-	-	-
Site Carry Over		421,772		421,772			-			-			-			-			-
Projected Computed Average ADA														6,740,212		6,740,212	11,465,467		11,465,467
Restricted Gift Carry Over			3,817,728	3,817,728			-			-			-		-	-		-	-
Assigned LCAP Supplemental Cumulative		3,540,074		3,540,074	2,593,999		2,593,999			-			-			-	-		-
Restricted Carry-Over			4,388,259	4,388,259						-			-						
Restricted One time State & Federal Funding			1,693,372	1,693,372		4,221,735	4,221,735		7,010,846	7,010,846		7,904,478	7,904,478			-			
CSEA Job Study		390,000		390,000	390,000		390,000	390,000		390,000	1,087,500		1,087,500	870,000	-	870,000	1,305,000	-	1,305,000
Vacation Liability		272,000		272,000	1,441,606		1,441,606	272,000		272,000	272,000		272,000	272,000	-	272,000	272,000	-	272,000
BTA 5%											3,833,320		3,833,320	7,666,640		7,666,640	11,499,959		11,499,959
CSEA 5%											1,638,811		1,638,811	3,277,622		3,277,622	4,916,433		4,916,433
BASA 5%					441,136		441,136			-	736,518		736,518	1,473,036		1,473,036	2,209,554		2,209,554
H&W 1% Increase											182,400		182,400	364,800		364,800	547,200		547,200
Fiscal Stability Assigned		3,232,125		3,232,125	11,779,931		11,779,931	13,628,317		13,628,317	7,275,972		7,275,972		-	-		-	-
Other Assignments	9780			-			-			-			-			-			-
Unassigned/Unappropriated				-			-			-			-			-			-
Reserve for Economic Uncertainties	9789	5,263,675		5,263,675	5,361,810		5,361,810	6,035,787		6,035,787	6,144,469		6,144,469	5,283,417		5,283,417	5,045,563		5,045,563
Board Approved Reserve	9790	5,263,675	(0)	5,263,675	5,361,810	-	5,361,810	6,035,787	0	6,035,787	6,144,469	0	6,144,469	5,133,906	(0)	5,133,906	36,626	(0)	36,626

BURBANK UNIFIED SCHOOL DISTRICT

Equity and Excellence

Office of Administrative Services
2021-22 Second Interim Budget

Revenue Assumptions

ADA projection is based on Education Code Section (EC§) 43502(b), which requires the California Department of Education (CDE) to use *actual attendance reported at the 2019-20 Second Principal Apportionment (P2) and Annual Apportionment reporting periods as the basis for funding for 2020-21.*[1] EC § 43502(b) allows all districts for the 2020-21 school year to be held harmless from the effects of enrollment loss due to COVID-19. The assumption for 2021-22 takes the greater of the current year or prior year P2 ADA for its LCFF calculation, which would be the 2019-2020 P2 submission since 2020-21 Fiscal Year was held harmless and able to use its 2019-20 P2 data for its apportionment calculation. This provision allows districts to review their budgets and make necessary assumptions and adjustments given declining enrollment. In the fiscal year 2022-23, BUSD will no longer receive the benefit of EC§ 43502(b) and will be funded on its ADA at that time, which currently reflects a significant decline due to families moving out of Burbank and students transferring to private and home-schooling options due to COVID-19.

At the January presentation of the Governor's Proposed 2022-23 budget, the Governor included a proposal to the significant decline in enrollment schools across the State are experiencing. Rather than being funded on Ed Code (EC 42238.05(a)(1), he proposed that funding would be based on the greater of current year ADA, prior year ADA or computed average ADA using the previous three years' ADA. This change is to turn the ADA cliff into an ADA softer landing. This proposed solution to the way districts would be funded in the fiscal Year 2022-23 and 2023-24 is based on the actual current projections and prior year ADA averaged out, with the hold harmless provision sunsetting in 2021-22. The difference in revenue the District would receive with this 'softer landing' approach is set aside in the ending fund balance of the multi-year projection since it is not guaranteed legislation as of Second Interim.

Projected Computed Average ADA – based on Proposed Trailer Bill Language

2021-22	2022-23	2023-24
14,728.68	14,163.15	13,955.42

Combined Unrestricted and Restricted Overview:

	Adopted Budget 2021-22	First Interim 2021-22	Second Interim 2021-22	Projected Budget 2022-23	Projected Budget 2023-24
LCFF Source Revenues	$145,444,297	$145,662,245	$145,662,245	$147,150,894	$149,248,159
Federal Revenues	5,857,589	23,966,725	26,676,638	5,862,240	5,862,240
Other State Revenues	16,066,681	30,823,424	31,346,782	16,751,621	17,080,352
Other Local Revenues	2,478,545	5,892,211	8,128,876	2,210,854	2,210,854
Total	**$169,847,112**	**$206,344,605**	**$211,814,541**	**$171,975,609**	**$174,401,605**

Combined Unrestricted and Restricted Changes from First Interim to Second Interim

Revenue	First Interim	Second Interim	Changes
LCFF Source Revenues	$145,662,245	$145,662,245	$-0-
Federal Revenues	23,966,725	26,676,638	2,709,913
Other State Revenues	30,823,424	31,346,782	523,358
Other Local Revenues	5,892,211	8,128,876	2,236,665
Total	**$206,344,605**	**$211,814,541**	**$5,469,936**

[1]Phillips, Matt; García, Brianna. "Hold Harmless does not translate to flat funding" *School Services of California*, July 29, 2020

Details of changes from First Interim to Second Interim Revenues:

- **LCFF Revenues** – No change
- **Federal and State Revenues** – the continued allocation of COVID One-Time Funding (detailed on page 4)
- **Local revenue** – increase in gift and donation revenue & COVID One-Time Funding (detailed on page 4)

The details of revenue projections are as follows:
Local Control Funding Formula Revenue (LCFF) comprises State Aid, Property Taxes, and EPA. Below is the chart that details how our LCFF funding is allocated by grade span per ADA – average daily attendance:

Grade	2021-22 Base Grant with Adjustment Rate per ADA COLA – 5.07%	2022-23 Base Grant Rate with Adjustment Per ADA COLA – 5.33%	2023-24 Base Grant Rate with Adjustment Per ADA COLA – 3.61%
K-3	8,934	9,410	9,750
4-6	8,214	8,652	8,964
7-8	8,458	8,909	9,231
9-12	10,057	10,592	10,975

- Property Taxes and other local revenue
  - Projected Property and other local revenue for 2021-22, 2022-23, 2023-24
    - $55,926,114
- Education Protection Account (EPA) is received quarterly in September, December, March, and June and is a component of the total LCFF entitlement. The District pays certificated salaries and related benefits, as the appropriate use of this funding, according to Section 36 of Article XIII of the California Constitution.
  - EPA funding for 2021-22, 2022-23, 2023-24
    - $21,839,586
- Supplemental and Concentration Grant Funding is received for:
  - Students who are English Learners
  - Students who receive free or reduced-price meals
  - Foster Youth
- To receive Supplemental Grant Funding, Districts need to have an unduplicated pupil count of 20%. Districts need to have an unduplicated pupil count of 50% or greater to receive Concentration Grants Funding. Burbank USD only receives Supplemental Grant Funding. It is important to note that Burbank USD, in addition to its decline in overall enrollment, is also experiencing a drop in the percentage of English Learners, families whose income allows eligibility for free or reduced-priced meals, and foster youth pupils. This decline in projected unduplicated pupil count is as follows:

Projected 2021-22 38.55% Unduplicated	Projected 2022-23 37.17% Unduplicated	Projected 2023-24 33.75% Unduplicated
$10,342,368	$10,100,762	$9,362,774

- Lottery Projections are projected below with funding multiplied by amount per ADA, and an enrollment factor of 1.04446:

Fiscal Year	2021-22	2022-23	2023-24
Unrestricted @ $163 per ADA	$2,331,559	$2,411,557	$2,376,187
Restricted @ $65 per ADA	$747,100	$961,664	$947,559

Restricted Revenue
One-Time Funding

- Due to COVID-19, Districts across the State received one-time emergency funding from Federal and State sources to help mitigate learning loss and address health and safety concerns such as the procurement of personal protective equipment (PPE) supplies for sanitizing and cleaning facilities. Below is a chart of Burbank's one-time funds since March 2020 and the deadline to be spent. Important to note is that Burbank does not receive all of the funding at once. The funds apportioned are on schedules based upon restrictions and reporting requirements of each grant or program detailed in the table.
- The funds can also be used for current expenditures of staff who are being utilized for learning loss interventions and those who are being used for a substantially different use due to the pandemic. Subsequently, using these restricted funds instead of unrestricted general funds provides relief of general fund expenditures, where personnel, materials, supplies, and services were charged. This relief is detailed on page 10.

Funding Sources	Resource Code	Allocation	Balance to Spend	Date to be Spent / Expended
Learning Loss Mitigation Funds (LLM)				
SB117 – COVID 19 LEA Response Fund	73880.0	$254,618	-0-	Expended
LLM – Coronavirus Relief Fund (CRF)	32200.0	6,840,423	-0-	Expended
LLM – Prop 98 General Fund	74200.0	1,181,661	-0-	Expended
AB 86 – In Person Learning (IPI)	74220.0	4,994,543	388,636	9/30/2024
AB 86 – Expanded Learning Opportunities Grant (ELO-G)	74250.0	8,655,995	1,731,554	9/30/2024
AB 86 – Expanded Learning Opportunities Grant– Para-Professionals	74260.0	961,777	-0-	9/30/2024
AB 86 – Expanded Learning Opportunities Grant– Homeless	74250.0	76,000	-0-	9/30/2024
AB 130 - Expanded Learning Opportunities Program (ELO-P)	26000.0	1,859,471	1,859,471	TBD
LLM - Governor's Emergency Education Relief (GEER)	32150.0	$909,442	80,249	9/30/2022
CARES - Elementary and Secondary Emergency Relief Fund – ESSERF I	32100.0	1,413,761	213,660	9/30/2022
CRSSA - Elementary and Secondary Emergency Relief Fund – ESSERF - II	32120.0	5,594,954	241,721	9/30/2023
ARP - Elementary and Secondary Emergency Relief Fund – ESSERF - III	32130.0 & 32140.0	12,597,155	2,615,145	9/30/2024
ARP – Homeless Children & Youth II	56320.0	39,095	39,095	9/30/2024
FEMA – Federal Emergency Management Agency	56500.0	2,452,351	-0-	6/30/2022
School-Based COVID-19 Testing Grant	58700.0	2,383,784	985,100	7/1/2022
Emergency Connectivity Fund (ECF)	00000.0	1,798,033	-0-	6/30/2022
Total		**$52,013,063**	**$8,154,631**	

Federal funding

Below are BUSD's projected restricted general fund allocations. The only change from First Interim to Second Interim is the increase of $201,719 for ESSA CSI funding, specifically for Monterey High School.

	First Interim 2021-22	Second Interim 2021-22	Projected 2022-23	Projected 2023-24
Title I	$1,980,109	$1,980,109	$1,676,909	$1,676,909
Title II	$450,092	$450,092	$300,432	$300,432
Title III IE	$27,271	$27,271	$0	$0
Title III EL	$273,873	$273,873	$175,500	$175,500
Title IV	$205,025	$205,025	$123,678	$123,678
Perkins	$74,956	$78,268	$74,806	$74,806
ESSA CSI MHS	$112,159	$313,878	$0	$0

Restricted Grant Funding:

- **CTIEG – Career Technical Education Incentive Grant Program – 63870.0**
  - The California Career Technical Education Incentive Grant (CTEIG) program is a state education, economic, and workforce development initiative to provide kindergarten through grade twelve students with the knowledge and skills necessary to transition to employment and postsecondary education.
  - We apply for and receive these funds on an annual basis. The revenue and expenditures will be removed from the multi-year projection if we do not receive the grant.
- **Governor's Career Technical Education Initiative – CTEI – 63850.0**
  - Project funding is awarded on a non-competitive basis to agencies with the appropriate expertise needed to address the career technical education (CTE) Arts, Media, and Entertainment (AME) Pathways Program related to the CTE plan.
  - We apply for and receive these funds on an annual basis. The revenue and expenditures will be removed from the multi-year projection if we do not receive the grant.
- **ASES – After School Education and Safety Grant – 60100.0**
  - Provides funds to districts that collaborate with community partners to provide safe and educationally enriching alternatives for students after school. BUSD partners with Burbank's Boys and Girls Club and Greater East Valley who offer this service.
  - We apply for and receive an ASES allocation annually.
- **Educator Effectiveness – 62660.0**
  - One-time funding is provided to COEs, school districts, charter schools, and state special schools to provide professional learning for teachers, administrators, paraprofessionals, and classified staff to promote educator equity, quality, and effectiveness.
  - This funding is due to be expended by September 30, 2026.
- **Classified School Employee Summer Assistance Grant – 74150.0**
  - The Classified School Employee Summer Assistance Program (CSESAP) provides up to a dollar for dollar match on amounts withheld from BUSD participating classified school employees' monthly paychecks. The classified employees' pay withheld and the state matching funds will be paid to the District's participating and eligible employees in the summer months following the 2021-22 school year.
  - BUSD can elect to apply each year the grant is offered. 2019-20 was the first year of the program. BUSD elected to participate again, and the new grant award is shown below for 2021-22. In the multi-year projection for 2022-23 forward, this grant revenue and expense is removed since it is unknown how many employees each year will participate and what funds the District expects.
- **K12 Strong Workforce Pathways Grant – 63880.0**
  - The Strong Workforce Program is an education, economic, and workforce development initiative to expand the availability of high-quality, industry-valued career technical education and workforce development courses, programs, pathways, credentials, certificates, and degrees.

- We apply for and receive these funds on an annual basis. The revenue and expenditures will be removed from the multi-year projection if we do not receive the grant.
  - At Second Interim, BUSD has a carry-over balance from the prior year and a new Chancellors grant of $130,000.

Each grant at Second Interim has the base grant allocation plus any additional allowable carry over from the prior 2020-21 fiscal year.

Program	First Interim 2021-22	Second Interim 2021-22	Projected 2022-23	Projected 2023-24
CTIEG	$957,669	$957,669	$500,000	$500,000
CTEI	$30,000	$30,000	$-0-	$-0-
ASES	$661,720	$661,720	$603,835	$603,835
Educator Effectiveness	$3,324,018	$3,324,018	$-0-	$-0-
CSEA Summer Assistance Grant	$521,009	$521,009	$-0-	$ -0-
K12 Strong Workforce Pathways	$1,400,152	$1,400,152	$570,482	$570,482

Mandated Costs Block Grant Revenue

The District, authorized by the Board of Education, continues to participate in the Mandated Block Grant offered by the State, which will reimburse by ADA rather than actual forms for each mandate. The following is a chart of assumptions used per ADA for budget second interim and projected budgets in the multi-year projection:

Fiscal Year	Total Projected Allocation
First Interim 2021-22	$640,485
Second Interim 2021-22	$640,485
Projected 2022-23	$647,802
Projected 2023-24	$671,205

Special Education Federal and State AB602 Funding

The District assumes Special Education flat funding except for AB602, and a projected COLA assumption is included. Districts throughout the State continue to be underfunded, which requires contributions from the unrestricted general fund to restricted Special Ed funding to meet student needs.

For the 2021-22 fiscal year, Special Ed received one-time COVID funding, which resulted in an additional $1,347,774.

Program	First Interim 2021-22	Second Interim 2021-22	Projected 2022-23	Projected 2023-24
Federal SPED funding	$3,137,334	$3,137,334	$3,137,334	$3,137,334
State SPED Funding	$10,549,740	$10,548,940	$11,047,082	$11,401,884

Expenditure Assumptions

The following expenditure assumptions are for Second Interim 2021-22 and the multi-year projection 2022-23 and 2023-24.

Combined Unrestricted and Restricted Overview:

EXPENDITURE CATEGORIES	Adopted Budget 2021-22	First Interim 2021-22	Second Interim 2021-22	Projected Budget 2022-23	Projected Budget 2023-24
Certificated Salaries	$75,655,537	$76,104,538	76,101,535	73,553,525	73,206,835
Classified Salaries	30,690,953	30,979,371	30,411,196	28,371,122	28,603,204
Employee Benefits	41,540,729	40,891,214	39,701,098	41,037,122	41,529,337
Books & Supplies	5,777,398	21,749,355	22,273,671	7,779,834	4,709,824
Services/Other Operations	21,034,092	28,606,356	32,710,609	23,001,546	22,194,471
Capital Outlay	1,227,315	751,331	1,113,688	-	-
Other Outgo (excluding indirect)	2,996,196	2,615,605	2,661,628	2,732,628	2,803,628
Other Outgo (Transfers of Indirect Costs)	(571,734)	(535,361)	(511,865)	(511,865)	(511,865)
*Other Adjustments					(4,500,000)
Total	**$178,350,486**	**$201,162,409**	**$204,461,560**	**$175,963,912**	**$168,035,434**

**See final page of assumptions*

Differences from First Interim to Second Interim

EXPENDITURE CATEGORIES	First Interim 2021-22	Second Interim 2021-22	Difference
Certificated Salaries	$76,104,538	76,101,535	($3,003)
Classified Salaries	30,979,371	30,411,196	(568,175)
Employee Benefits	40,891,214	39,701,098	(1,190,116)
Books & Supplies	21,749,355	22,273,671	524,316
Services/Other Operations	28,606,356	32,710,609	4,104,253
Capital Outlay	751,331	1,113,688	362,357
Other Outgo (excluding indirect)	2,615,605	2,661,628	46,023
Other Outgo (Transfers of Indirect Costs)	(535,361)	(511,865)	23,496
Total	**$201,162,409**	**$204,461,560**	**$3,299,151**

Expenditure Differences:

Certificated Salaries

- Changes in substitute costs

Classified Salaries

- Support staff paid out of one-time COVID funding
- Minimum Wage increase from $14 to $15 an hour

Benefits

- Associated changes with Certificated and Classified changes
- Change in OPEB withholding

Materials and Supplies

- Expenditures to match gifts and donations revenue
- One-Time COVID funding expenditures

Services

- Contracted Services for Special Education needs
- One-Time COVID funding expenditures
    - COVID testing $3,000,000
    - Contribution from COVID funds to Fund 12 – Child Development Fund of $264,000 due to audit adjustment
    - Contracted services for COVID contact tracing and wraparound services $818,000

Capital Outlay

- Reduced to match actuals and changes in projected HVAC assessment costs

Salary step and column – Each employee is hired at a specific salary range known as step and column. Depending on experience & degrees held, employees move within that negotiated salary step and column. The amounts below are the estimated costs of step and column movement for First Interim and the multi-year projection:

	First Interim 2021-22	Second Interim 2021-22	Projected 2022-23	Projected 2023-24
BTA Step Increase	$860,993	$860,993	$860,993	$860,993
CSEA Step Increase	$386,680	$386,680	$386,680	$386,680
BASA Step Increase	$86,077	$86,077	$86,077	$86,077
BTA Column	$100,000	$100,000	$100,000	$100,000

Employee Salary, Benefits, and Statutory Benefits

- Health and welfare are calculated for Second Interim. For the multi-year projection, an increase of 2% is included.
- The District will continue to pay current and eligible retiree benefits up to the district cap of $12,000.

The following table represents the contribution obligation to statutory benefits. The Governor's 2020-May 21 Revise Budget reduced the CALPERS and CALSTRS rates to provide districts with increased fiscal relief during the pandemic. That relief is in its final year for the 2021-22 fiscal year. The District's multi-year projection reflects the percentages for STRS and PERS contributions returning to their previous rates in 2022-23 and forward. This results in a 3.19% rate increase in PERS and a 2.18% increase in STRS:

	First Interim 2021-22	Second Interim 2021-22	Projected 2022-23	Projected 2023-24
PERS	22.91%	22.91%	26.10%	27.10%
STRS	16.92%	16.92%	19.10%	19.10%
OASDI	6.20%	6.20%	6.20%	6.20%
SUI	0.50%	0.50%	0.50%	0.20%
APPLE	3.75%	3.75%	3.75%	3.75%
MEDICARE	1.45%	1.45%	1.45%	1.45%
W/C	2.05%	2.20%	2.87%	2.87%

With the rise in unemployment, the State raised its unemployment rate from 0.05% to 1.23%. This steep increase resulted in an additional $1,300,000 the District must pay out of the general fund. However, the State re-projected the change, which reduces the percentage from 1.23% to .50%. This change results in an expense of $530,000 rather than $1,300,000. The rate is projected to decrease to .20% in the following years. To help districts afford this obligation, the State has allowed one-time ESSER funds to be utilized in the 2021-22 fiscal year. BUSD will be taking advantage of this allowance and paying for the state unemployment obligation with this provision.

Consumer Price Index (CPI) is applied to unrestricted supplies (object code 4000-4999) and Services (object code 5000-5999). This includes utilities, water, electricity, and gas. Below is the annual percentage:

2021-22	2022-23	2023-24
5.78%	3.69%	2.90%

Minimum Wage increased in January 2022. The January - June expense is included in Second Interim. Below is the assumption representing the additional cost for salaries and benefits for the projected 2022-23 fiscal year since the expense is only for January – June. This assumption is included in Second Interim's multi-year projection:

2022-23 - $15
$223,000

Other Expenditures

- The 2022-23 fiscal year projection reflects the additional $150,000 in anticipation of election costs.

General Fund Contributions

Program contributions from General Fund Unrestricted to Restricted:

	First Interim 2021-22	Second Interim 2021-22	Projected 2022-23	Projected 2023-24
Special Education	($21,673,017)	($21,422,781)	($22,908,685)	($23,820,398)
Routine Restricted Maintenance	(5,894,334)	(5,894,334)	(6,323,049)	(6,512,841)
District Rentals Revenue	314,725	286,604	314,725	314,725
Totals:	**($27,252,626)**	**($27,030,511)**	**($28,917,009)**	**($30,018,514)**

Differences between First Interim and Second Interim

- **Special Ed**
  - Slight reduction due to staffing adjustments to meet actuals
- **Routine Restricted Maintenance (RRM)**
  - The RRM contribution is calculated on 3% of total unrestricted and restricted expenditures less specific COVID-19 resources.

Transfers In/Out

This amount is a contribution from the General Fund to other funds/programs. The chart below explains the transfers in/out from General Fund to the following programs:

	First Interim 2021-22	Second Interim 2021-22	Projected 2022-23	Projected 2023-24
Fund 12 – Monterey High Infant Program – Self Support & ATB	$30,476	$354,062	$-0-	$-0-
Fund 12 – Child Development Fund /State Preschool- LCAP Supplemental			150,000	150,000
Totals:	$30,476	$354,062	$150,000	$150,000

Fund 12 – ATB

- There was an audit finding in where revenue had been accounted for twice, however, it was only received once, thus overstating its income. Therefore, a transfer of funds into Fund 12 to cover the cost of the audit finding was necessary. Part of the transfer of funds is allowable from COVID one-time funding to

Fund 12 totaling $264,000. This amount covers the program that provided tutoring and after-school programs to help mitigate learning loss.

- The balance of the audit adjustment is a contribution from the general fund to Fund 12.
- In the projected 2022-23 and 2023-24 fiscal year, with the LCAP supplemental contribution, Fund 12 is projected to be self-sustaining.

Local Control Accountability Plan (LCAP):

- The revised three-year LCAP plan was presented in June alongside the adopted 2021-22 Budget. The LCAP is fully funded in the Second Interim budget for 2021-22 and projected 2022-23 and 2023-24 budgets.

Operational Site Budgets

- Elementary Schools receive $53.50, Middle Schools receive $62.00, and High Schools receive $90.00 per enrolled student. The allocation is based on projected enrollment.

Some of the costs of personnel who are typically part of unrestricted expenditures could be paid from COVID one-time funds per State and Federal guidelines in Second Interim 2021-22 and Projected 2022-23. This movement of expenses from unrestricted to restricted provides relief to the General Fund. It is important to note that this relief is one-time. Once the one-time funds are expended, personnel, materials, and service expenses that utilize these one-time COVID funds return to the unrestricted general fund represented in the Multi-Year Projection.

One-Time COVID Funding Overview	2021-22	2022-23
Certificated personnel such as additional hours for staff for extended learning and stipends	$7,072,470	$1,927,472
Classified personnel such as additional hours for staff for extended learning and stipends	1,767,591	85,430
Benefits for the personnel above	2,790,218	423,312
Books and Supplies such as additional curriculum, materials, and technology to meet the Board of Education and District's goal of one to one technology, personal protective equipment, MERV-13 filters, and facility supplies to repair window and ventilation	4,712,577	-0-
Services such as facilities HVAC, window and ventilation repairs, Instructional contracted services and consultants used for professional development for help students with learning loss, Special Education services for student supports and interventions due to learning loss, COVID testing services, and contracted nursing support	7,852,828	-0-
Indirect	1,067,156	17,475
Total	**$25,262,840**	**$2,453,689**

Fiscal Stabilization Plan

To remain fiscally stable in 2021-22, 2022-23, and 2023-24, budget reductions must be made to meet the required 3% Reserve for Economic Uncertainty (REU) in the fiscal year 2023-24. The reductions required are due to several factors:

- The rise in STRS/PERS percentage increase from 2021-22 to 2022-23
  - Districts saw relief in the PERS/STRS contribution percentage provided by the State due to COVID-19. That relief sunsets in 2022-23.
- Declining enrollment before COVID and now significant decline due to COVID.
- The continued cost of operations with step and column adjustments, health and welfare costs continuing to rise, and the continued rise of Special Education.

With all of these factors, the District could not meet the 3% reserve for economic uncertainty in 2023-24 at First Interim. The District had put a place holder of "other adjustments" of ($6,250,000) in reductions that needed to be addressed. This assumption has been updated for Second Interim ($4,500,000). Along with this placeholder of other adjustments, the following changes and reductions are proposed for the fiscal stabilization plan.

As stated on page 1 of this report, at the January presentation of the Governor's Proposed 2022-23 budget, the Governor included a proposal to aid the significant decline in enrollment schools across the State are experiencing. Rather than being funded on Ed Code (EC 42238.05(a)(1), he proposed that funding would be based on the greater of current year average daily attendance (ADA), prior year ADA or *computed average ADA* using the previous three years' ADA. This change is to turn the steep ADA decline, which is a decline in funding, into an ADA softer landing. This proposed solution to the way districts would be funded in the fiscal Year 2022-23 and 2023-24 is based on the actual current projections and prior year ADA averaged out. The difference in revenue the District would receive with this 'softer landing' approach is set aside in the ending fund balance of the multi-year projection since it is not guaranteed legislation as of Second Interim.

- This results in additional in LCFF funding
  - 2022-23 $6,740,212 in additional LCFF funding
  - 2023-24 $4,725,255 in additional LCFF funding
  - The additional funding is set aside in the ending fund balance until the proposed trailer bill is approved on July 1. More information will be forthcoming once the Governor's May Revision to his proposed budget is presented.
- Should this proposed computed average ADA bill pass, the District can remove its "other adjustments" of ($4,500,000) and will meet its 3% REU.

In 2022-23 and 2023-24, the general fund was to resume paying for the cost of OPEB as it has spent down the Board approved $3.5M allowable withdrawal from Fund 71. However, as part of the Fiscal Stabilization Plan, the District is proposing the Board approve to continue to draw down Fund 71.

- Savings would be $1,300,000 each fiscal year for a total savings of $2,600,000.
  - It is projected that the general fund will need to resume its contribution in the 2024-25 fiscal year.

The Governor's projected 2022-23 budget presented this past January provided new assumptions that now affect the 2022-23 and 2023-24 fiscal year. The cost of living adjustment (COLA) changed:

- Changes in COLA from First Interim to Second Interim
  - 2022-23 2.48%
    - 2022-23 5.33%
      - Additional $3,700,000 in LCFF funding
  - 2023-24 3.11%
    - 2023-24 3.64%
      - Additional $4,600,000 in LCFF funding
  - This resulted in additional $8,300,000 in LCFF funding

Along with the changes in COLA, LCFF revenue, and OPEB, the table below are proposed reductions additionally in place within the multi-year projection to remain fiscally solvent:

Proposed Fiscal Stability Plan	2022-23	2023-24
Management		
Frozen Positions		
• Emergency Planning/Safety Coordinator	64,000	64,000
• Supervisor M&O		85,430
• Technology Services Manager	84,300	84,300
• Assistant Principal	122,000	122,000
Certificated		
• Teachers – 18.0 FTE due to declining enrollment	1,216,000	1,216,000
• Teachers – 10.0 FTE due to declining enrollment		675,740
Frozen Positions		
• TOSA – 2.0 FTE	144,000	144,000
• Intervention	45,000	45,000
Benefits associated with the listed positions	567,400	852,500
OPEB Savings	1,300,000	1,300,000
Further reductions should ADA average not pass		4,500,000
Total Proposed Reductions	**$3,542,700**	**$9,088,970**

Memorandum of Understanding
between the
Burbank Unified School District
and the
California School Employees Association and its Burbank Chapter #674
May 5, 2021

The Burbank Unified School District (District) and the California School Employees Association and its Burbank Chapter #674 (CSEA) have undergone a multi-year job study process to bring bargaining unit job descriptions and salary allocations up to date. The parties agree to the following:

1) That the Job Study package includes the following contents:
   a) The February 27, 2020 Tentative Agreement (Attachment A) memorializing an updated salary schedule and Salary Range Allocations with budgetary considerations; this agreement resulted in a 12-cent raise for the classified bargaining unit retroactive to January 1, 2020. However, due to the January 2021 increase in California minimum wage, to honor the 12-cent increase and remain compliant with the law, Range 30 shall be increased to $14 and Range 31 shall be increased to $14.12.
   b) A master Job Study Summary (Attachment B) that tracks changes in titles, merging of positions, splitting of positions, eliminations, and new salary range allocations where applicable.
   c) A key to updated bargaining unit job descriptions (Attachment C)
   d) Updated bargaining unit job descriptions organized by classification (Attachments C.1-C.9)
   e) That all existing bargaining unit job descriptions have been altered, with exceptions and/or special circumstances described in Sections 2-5 of this agreement.

2) That the following positions are newly created and vacant:
   a) Utility Custodian
   b) Systems Support Specialist

3) To keep the following bargaining unit job descriptions status quo:
   a) Personnel Clerk
   b) Volunteer Coordinator
   c) Office Occupations Adult Education
   d) Payroll Technician/Benefits Assistant
   e) Adult ELD/Office Specialist II

4) That upon ratification of this agreement, the following vacant bargaining unit positions will be eliminated:

Accounting Series:
- Accounting Clerk II
- Budget Technician
- Business Technician
- Design Review Analyst
- Lead Payroll Technician
- Payroll Clerk

Clerical Series:
- Administrative Typist Clerk
- Attendance/Workers' Compensation Technician

Technology Series:
- Business Division Clerk
- Business Services Secretary
- Fiscal Services Assistant
- Senior Administrative Secretary

Maintenance Series:
- Electrical Leadperson
- Mechanical Leadperson
- Building Maintenance Leadperson
- Lead Tradesperson
- Electronics Technician
- Office Machine Technician
- District Technology Hardware Specialist

- Technology Infrastructure Technician
- Communications Support Specialist
- Technology Office Technician

Food Service Series:

- Senior Food Service Assistant – Canteen
- Food Service Cook I
- Vending Machine Attendant/Food Service Assistant

Instructional Series:

- Educational Interpreter II – Deaf and Hard of Hearing
- Educational Interpreter I – Deaf and Hard of Hearing

Auxiliary Series:

- JTPA Job Developer
- Guidance Advisor for SAR
- Library Technician
- Library Clerk
- Library Assistant
- Senior Instructional Media Specialist
- Instructional Media Specialist/Library Coordinator
- Offset Duplicating Equipment Operator
- Library Coordinator – Middle School
- Instructional Media Specialist
- Senior Library Clerk
- Pupil Residency Verification Worker

5) The following bargaining unit job descriptions were merged to create new job descriptions and will be eliminated:

- **Accounting Clerk III** – merged with Accounts Payable – new title **Accounting Assistant II**
- **Accounting Clerk III – Accounts Payable** – merged with Accounting Clerk III – new title **Accounting Assistant II**
- **School Finance Clerk** – merged with Senior School Finance Clerk – new title **Senior School Finance Technician**
- **Senior School Finance Clerk** – merged with School Finance Clerk – new title **Senior School Finance Technician**
- **Secretary** – merged with Senior Secretary-new title **Senior Secretary**
- **Lead Custodian Secondary** – merged with Senior Custodian – new title **Lead Custodian**
- **Senior Custodian** – merged with Lead Custodian Secondary– new title **Lead Custodian**
- **Campus Supervision Assistant** – merged with Middle School Aide – new title **Campus Supervisor**
- **Middle School Aide** – merged with Campus Supervision Assistant – new title **Campus Supervisor**
- **Sr. F.S. Assist Cent. Kitchen** – merged with **Food Service Assistant**

For the District:

For CSEA:

John Uribe

Maria Jimenez Uribe

Esperanza Diaz

Robert Martinez

Ciara Chilton Labor Relations Representative

Tentative Agreement

Between

Burbank Unified School District ("District")

To the

California School Employees Association and its Chapter 674 (CSEA)

February 27, 2020

Effective retroactive to January 1, 2020, the District and CSEA mutually agree to utilize up to $250,000 of the job study allocation to implement a new salary schedule (see attached) and an updated Salary Range Allocations for Classified Bargaining Unit Members which reflects the job titles and corresponding salary ranges.

Starting with the 2020-2021 budget, the $390,000 previously negotiated into the job study account will be ongoing and included in the General Fund budget. The job study salary allocations for job classifications that serve Adult School, Food Services, Grounds and Maintenance will be paid from Adult School, Food Services and Routine Restricted Maintenance funds.

For CSEA

For the District

Date: March 4, 2020

SCHEDULE OF CLASSIFIED MONTHLY SALARY

EFFECTIVE JANUARY 1, 2020

Range Number	I	II	III	IV	V	VI	Step I Hourly Equivalent
16	2254	2366	2482	2609	2738	2878	13.00
17	2254	2366	2482	2609	2738	2878	13.00
18	2254	2366	2482	2609	2738	2878	13.00
19	2254	2366	2482	2609	2738	2878	13.00
20	2254	2366	2482	2609	2738	2878	13.00
21	2254	2366	2482	2609	2738	2878	13.00
22	2254	2366	2482	2609	2738	2878	13.00
23	2254	2366	2482	2609	2738	2878	13.00
24	2254	2366	2482	2609	2738	2878	13.00
25	2254	2366	2482	2609	2738	2878	13.00
26	2254	2366	2482	2609	2738	2878	13.00
27	2254	2366	2482	2609	2738	2878	13.00
28	2254	2366	2482	2609	2738	2878	13.00
29	2307	2426	2543	2680	2808	2950	13.31
30	2366	2482	2609	2738	2878	3023	13.65
31	2426	2543	2680	2808	2950	3095	14.00
32	2482	2609	2738	2878	3023	3174	14.32
33	2543	2680	2808	2950	3095	3248	14.67
34	2609	2738	2878	3023	3174	3335	15.05
35	2680	2808	2950	3095	3248	3410	15.46
36	2738	2878	3023	3174	3335	3499	15.80
37	2808	2950	3095	3248	3410	3589	16.20
38	2878	3023	3174	3335	3499	3681	16.60
39	2950	3095	3248	3410	3589	3767	17.02
40	3023	3174	3335	3499	3681	3863	17.44
41	3095	3248	3410	3589	3767	3960	17.86
42	3174	3335	3499	3681	3863	4061	18.31
43	3248	3410	3589	3767	3960	4156	18.74
44	3335	3499	3681	3863	4061	4257	19.24
45	3410	3589	3767	3960	4156	4363	19.67
46	3499	3681	3863	4061	4257	4473	20.19
47	3589	3767	3960	4156	4363	4592	20.71
48	3681	3863	4061	4257	4473	4706	21.24
49	3767	3960	4156	4363	4592	4817	21.73
50	3863	4061	4257	4473	4706	4937	22.29
51	3960	4156	4363	4592	4817	5057	22.85

52	4061	4257	4473	4706	4937	5186	23.43
53	4156	4363	4592	4817	5057	5316	23.98
54	4257	4473	4706	4937	5186	5452	24.56
55	4363	4592	4817	5057	5316	5585	25.17
56	4473	4706	4937	5186	5452	5719	25.81
57	4592	4817	5057	5316	5585	5863	26.49
58	4706	4937	5186	5452	5719	6012	27.15
59	4817	5057	5316	5585	5863	6156	27.79
60	4937	5186	5452	5719	6012	6320	28.48
61	5057	5316	5585	5863	6156	6472	29.18
62	5186	5452	5719	6012	6320	6633	29.92
63	5316	5585	5863	6156	6472	6803	30.67
64	5452	5719	6012	6320	6633	6964	31.45
65	5585	5863	6156	6472	6803	7141	32.22
66	5719	6012	6320	6633	6964	7326	32.99
67	5863	6156	6472	6803	7141	7502	33.83
68	6012	6320	6633	6964	7326	7690	34.68
69	6156	6472	6803	7141	7502	7880	35.52
70	6320	6633	6964	7326	7690	8076	36.46
71	6472	6803	7141	7502	7880	8282	37.34
72	6812	7160	7516	7895	8294	8717	39.30

Printed 3/6/2020

EFFECTIVE ~~JULY 1, 2018~~ **JANUARY 1, 2020**

SALARY RANGE ALLOCATIONS FOR CLASSIFIED BARGAINING UNIT MEMBERS

CLASSIFICATION	RANGE	BASIS
Accounting Series		
Project Accounting Analyst	66	A
Financial Analyst	60	A
Benefits Analyst	56	A
Budget/Accounting Technician	48	A
Project Accounting Technician	48	A
Accounting ~~Technician~~ **Assistant IV**	47	A
Budget Technician	47	A
Lead Payroll Technician	47	A
Payroll Technician/ Benefits Assistant	~~45~~ 49	A
~~Accounting Clerk IV~~ **Accounting Assistant III**	44 **45**	A
Payroll Technician	~~43~~ **47**	A
Employee Benefits Technician	~~42~~ **47**	A
Business Technician	42	A
Design Review Analyst	41	A
~~Accounting Clerk III – Accounts Payable~~	40	A
~~Accounting Clerk III~~ **Accounting Assistant II**	40 **42**	A
Senior School Finance ~~Clerk~~ **Technician**	40	A, B, **E**
~~School Finance Clerk~~	~~38~~	A, B, E
~~Payroll Clerk~~	~~37~~	~~A~~
~~Accounting Clerk II~~	~~35~~	A
~~Budget/Data Entry Clerk I~~	~~30 (31)~~	~~A~~
Accounting Assistant I	**33**	A
Clerical Series		
Use of Facilities Coordinator/ **Senior** Administrative Assistant	60	A
Assessment and Accountability Technician	56	A
Administrative Secretary II	56	A
~~Senior Administrative Secretary~~	~~55~~	~~A~~
School Office Manager-High School	43 ~~(46)~~	A
School Office Manager-Middle School	43 ~~(45)~~	A
Budget/Program Technician	45	A
~~Personnel Technician II-Certificated~~	~~47~~	~~A~~
Human Resources Analyst – Certificated	**50**	**A**
~~Personnel Technician II – Classified~~	~~47~~	~~A~~
Human Resources Analyst – Classified	**48**	**A**
Special Education Technician	45	A
Food Service Operations Technician	44	A
Administrative Secretary **I**	44 **45**	A
~~Fiscal Services Assistant~~	~~44~~	~~A~~
~~Building Services Secretary~~ **Facilities Services Assistant**	44	A
School Office Manager-Elementary	43	C
School Office Manager-Cont	43	B, C
School Office Manager – Adult School	43	A
School Office Manager-Children's Center	43	A
School Office Manager-Alternative School	43	C
~~Attendance/Workers' Compensation Technician~~	~~42~~	~~A~~
District Attendance Technician	42	A
Guidance/Program Technician II	~~42~~ 44	B, C
Construction & Operations Secretary	41	A
Senior Secretary	~~40~~ **42**	A, B
~~Business Services Secretary~~	~~40~~	~~A~~
Registrar	~~40~~ **42**	A
Guidance/Program Technician I	40 **41**	B, C
School Office Manager-Satellite School	40	C
College/Career Center Technician	~~39~~ **41**	B, C
~~Personnel Technician I – Substitute~~		A
Human Resources Technician	~~41~~ **43**	
Senior Attendance Technician	39	A, B
~~Administrative Typist Clerk~~	~~36~~	~~A~~
Office Occupations – Adult Ed	36	D
~~ROP~~ **CTE** Technician	~~36~~ **38**	B, C
Office Technician-Continuation	~~35~~ **37**	C
Counseling Assistant	~~35~~ **37**	B
~~Secretary~~	~~35~~	~~A, B, C~~
~~Typist Clerk III~~	~~35~~	~~A, C, D~~
Secretary III	**37**	**A, C, D**

Office Assistant- Adult Education	~~34~~ 37	C
Office Assistant-Elementary	~~34~~ 36	C
Personnel Clerk	~~34~~ 37	A
Attendance ~~Clerk~~ **Technician**	33 **35**	C
~~Business Division Clerk~~	~~31~~	~~A~~
~~Typist Clerk~~ **Secretary II**	~~30 (32)~~ **33**	A, C, D
~~Typist Clerk~~ **Secretary I**	~~28~~ 31	A

CLASSIFICATION	RANGE	BASIS
Food Service Series		
Food Service Utility Driver	~~33~~ **38**	A, C
Food Service Cook ~~III~~ – **Central Kitchen**	~~33~~ **38**	D
~~F.S.~~ Serving Kitchen Operator	~~32~~ **37**	D
Food Service Cook ~~II~~	31 **32**	A, D
~~Sr. Food Service Assist Canteen~~	~~29~~	~~D~~
~~Sr.~~ Food.Service.Assistant ~~–Cent. Kitchen~~	~~29~~ **30**	D
~~Food Service Cook I~~	~~29~~	~~D~~
Barbecue Cook	29 **30**	D
~~Vending Machine Attendant/~~ ~~Food Service Assistant~~	~~28~~	~~D~~
~~Food Service Assistant~~	~~27~~	~~D~~
Food Service Cashier-Elementary	~~17~~ **30**	D
Instructional Series		
Educational Interpreter ~~IV~~ **II** Deaf and Hard of Hearing	61	D
Educational Interpreter ~~III~~ **I**- Deaf and Hard of Hearing	54	D
~~Instructional Assistant~~ **Paraeducator-** Environmental Science Park	45	D
~~Educational Interpreter II~~ ~~–Deaf and Hard of Hearing~~	~~45~~	~~D~~
~~Instructional Assistant~~ **Paraeducator -** Severe Behavioral II	45	D
~~Special Education~~ Assistive Technology Technician	45	B
Educational Reader- Visually Impaired	42	D
~~Instructional Assistant~~ **Paraeducator -** Severe Behavioral I	40	D
~~Diserete Trial Facilitator~~ **Behavior Intervention Assistant**	40	D
~~Educational Interpreter I~~ ~~–Deaf and Hard of Hearing~~	~~38~~	~~D~~
~~Health Care/Instructional Assistant~~ ~~–For the Severely Impaired~~	~~37~~	~~D~~
Paraeducator – Health Care ~~Instructional Assistant~~	**37**	**D**
Paraeducator- At Risk Youth ~~Instructional Assistant~~	36	D
Paraeducator - Severely Impaired ~~Instructional Assistant~~	35	D
Paraeducator -CC II	34	D
~~Instructional Assistant-~~ ~~Translator (Deaf)~~	~~33~~	~~D~~
Paraeducator - Deaf and Hard **Of Hearing (DHH)**	**33**	**D**
~~Instructional Assistant-English~~ ~~–Language Development~~	~~32~~	~~D~~
Paraeducator – English **Language Learner**	**32**	**D**
~~Instructional Assistant~~ **Paraeducator** - Adult English Language Development	32	E
~~Instructional Assistant~~ **Paraeducator –** **Special Education**	**32**	**C, D**
~~Elementary Physical Education~~ Assistant	32	D
Community Resource Assistant	31	D
~~Instructional Assistant~~ **Paraeducator -** **Primary Language Support**	**31**	**D**
~~Instructional Assistant~~ **Paraeducator -** Children's Center	32	A, C, D
~~Instructional Assistant~~ **Paraeducator** -Parent Ed	31	E
~~Instructional Assistant~~ ~~Resource Lab~~	~~31~~	~~D~~
Instructional Resources **Assistant**	**31**	**D**
~~Instructional Assistant~~ **Paraeducator**	30	D
Volunteer Coordinator	30	D
~~Instructional Assistant~~ **Paraeducator** - Adult Ed/ **Learning Center**	30	E
Auxiliary Services		
Student Services and Attendance Specialist	57	A, C
Student Services and Attendance Specialist for Homeless and Foster Youth	57	A
~~JTPA Job Developer~~	~~54~~	~~A~~
~~Guidance Advisor for SAR~~	~~53~~	~~D~~
Certified Occupational		

Therapy Assistant	53	C
Intervention Specialist for At-Risk Students	53	C, D
Speech Language Pathology Assistant	53	D
Health Services Assistant-LVN/RN	48	D
CC Health Technician	45	A
~~Library Technician~~	~~41~~	~~A~~
~~Sr. Instructional Media Specialist~~	~~41~~	~~A~~
Career Vocational Assistant	40	D
Instructional Media Specialist-Middle School	39 **41**	B, C
Adult ELL~~D~~/Office Specialist III	39	A, B, E
Library Coordinator	39	C
~~Instructional Media Specialist/ Library Coordinator~~	~~38~~	~~C~~
~~Sr. Library Clerk/Coordinator~~		
Senior Textbook Coordinator	**38**	**A**
Adult ELD/Office Specialist II	37	A, E
~~Offset Duplicating Operator~~	~~37~~	~~A~~
~~Library Coordinator Middle School~~	~~36~~	~~C~~
Library Coordinator-Elementary	36	C, D
Health Services Assistant	36	D
~~Instructional Media Specialist~~	~~36~~	~~C~~
~~Senior Library Clerk~~	~~36~~	~~A, C~~
Adult ELL~~D~~/Office Specialist I	35	E
ELD/Office Specialist I	35	D
Adult School Learning Center Technician	35	E
Campus Supervision Assistant	35 **36**	A, D,E
~~Pupil Residency Verification Worker~~	~~35~~	
~~Library Clerk~~	~~31~~	~~C~~
~~Library Assistant~~	~~30~~	~~D~~
~~Cent.~~ **District** Office Receptionist	~~30~~ **36**	A
~~Middle School Aide~~	~~34~~	~~D~~
~~Elementary School Aide~~	~~27~~	~~D~~
Campus Supervisor – Elementary School	**30**	**D**

Purchasing Series

~~Senior~~ **Lead** Buyer	49 **51**	A
Buyer	~~45~~ **47**	A
Purchasing Technician	~~43~~ **45**	A
Purchasing Clerk	~~38~~ **40**	A

Operations Series

1-Grounds Group

Grounds Leadperson	56	A
Irrigation Specialist	48	A
~~Senior Grounds Technician~~		
Integrated Pest Control/ Grounds Technician	**47**	**A**
Grounds Technician	40	A

2-Custodian Group

Swimming Pool Custodian	42	A
Lead Custodian ~~Secondary Continuation High School/ CDS Senior Custodian~~	40 ~~36~~	A ~~A~~
Senior Custodian/Campus Supervision Assistant MHS/CDS	**36**	**A**
~~Senior Custodian~~	~~36~~	~~A~~
Custodian	35	A
Utility Custodian	**35**	**A**
School Safety/Utility Custodian	35	A, C
Children's Center Service Worker	~~33~~ **35**	A

3-Warehouse Group

Reprographics Technician	45	A
~~Sr.~~ **Lead** Warehouse Worker	40	A
Utility Driver	38	A
Warehouse Worker	~~37~~ **38**	A

Maintenance Series

Maintenance Leadperson	58	A
Facilities Services Leadperson	61	A
Electrician	57	A
HVAC Mechanic	56	A
~~Electrical Leadperson~~	~~54~~	~~A~~
~~Mechanical Leadperson~~	~~53~~	~~A~~
~~Building Maintenance Leadperson~~	~~52~~	~~A~~
Low-Voltage Electrician	52	A
Plant Engineer	56	A
Glazier/Carpenter	52	A
~~Lead Tradesperson~~	~~50~~	~~A~~
Vehicle & Equipment Mechanic	52	A
Plumber	~~50~~ **53**	A
Carpenter	~~48~~ **51**	A
Locksmith	~~50~~ **51**	A
Painter	~~48~~ **51**	A
Sheet Metal Mechanic	~~48~~ **51**	A
~~Electronics Technician~~	~~48~~	~~A~~
Senior Facilities Worker - Plasterer/Cement ~~Finisher~~	~~50~~ **51**	A
~~Office Machine Technician~~	~~45~~	~~A~~
Facilities Worker	~~44~~ **45**	A

Technology Series

Lead Information Technology Systems Analyst	72	A
Network Analyst	66	A
Systems Analyst	66	A
Information Technology Systems Analyst	63	A

Lead Technology Support Specialist	61	A
~~Technology Operation Specialist~~	~~57~~	~~A~~
System Support Specialist	**57**	A
Student Information Systems Analyst	57	A
Technology Support Specialist II	57	A
Adult School Technology Support Specialist II	57	B
User Support Specialist	54	A
~~District Technology Hardware Specialist~~	~~49~~	~~A~~
Technology Support Specialist I	49	A
~~Technology Infrastructure Technician~~	~~49~~	~~A~~
~~Communications Support Specialist~~	~~49~~	~~A~~
~~Technology Office Technician~~	~~40~~	~~A~~
Instructional Technology Media Specialist – **Elementary**	~~38~~ **40**	A, C, D

( ) Employees in positions recommended for reduction at time of implementation will be grandfathered in at salary range indicated with ( ).

Addendum: The probationary period for a promoted employee shall be six (6) months after the effective date of promotion.

Original Job Title	Status - Updated unless stated otherwise	New Job Title	New Rang
Accounting Clerk II	Eliminated		
Accounting Clerk III	Merged with Accounts Payable	Accounting Assistant II	42
Accounting Clerk III - Accounts Payable	Merged with Acct. Clerk III	Accounting Assistant II	42
Accounting Clerk IV		Accounting Assistant III	45
Accounting Technician		Accounting Assistant IV	
Benefits Analyst			
Budget Technician	Eliminated		
Budget/Accounting Technician			
Budget/Data Entry Clerk		Accounting Assistant I	33
Business Technician	Eliminated		
Design Review Analyst	Eliminated		
Employee Benefits Technician			47
Financial Analyst			
Lead Payroll Technician	Eliminated		
Payroll Clerk	Eliminated		
Payroll Technician			47
Payroll Technician/Benefits Technician			49
Project Accounting Analyst			
Project Accounting Technician			
School Finance Clerk	Merged with Senior School Finance Clerk	Senior School Finance Technician	
Senior School Finance Clerk	Merged with School Finance Clerk	Senior School Finance Technician	
Administrative Secretary		Administrative Secretary I	45
Administrative Secretary II	Reclassified outside of job study		
Administrative Typist Clerk	Eliminated		
Assessment and Accountability Technician			
Attendance Clerk		Attendance Technician	35
Attendance/ Workers' Compensation Technician	Eliminated		
Budget/Program Technician			
Building Services Secretary		Facilities Services Assistant	
Business Division Clerk	Eliminated		
Business Services Secretary	Eliminated		
Career Center Technician		College Career Center Technician	41
Construction & Operations Secretary			
Counseling Assistant			37

District Attendance Technician			
Fiscal Services Assistant	Eliminated		
Food Service Operations Technician			
Guidance/Program Technician I			41
Guidance/Program Technician II			44
Office Assistant - Adult Education			37
Office Occupations Adult Ed	Status quo		
Office Technician - Continuation			37
Office Assistant - Elementary			36
Personnel Clerk	Status quo		37
Personnel Technician I - Substitute		Human Resources Technician	43
Personnel Technician II - Certificated		Human Resources Analyst - Certificated	50
Personnel Technician II - Classified		Human Resources Analyst - Classified	48
Registrar			42
ROP Technician		CTE Technician	38
School Office Manager - Alternative School	Newly created, flown, and filled		
School Office Manager - Children's Center			
School Office Manager - Cont.			
School Office Manager - Elementary			
School Office Manager - Satellite School			
School Office Manager - High School			
School office Manager - Middle School			
Secretary	Merged with Senior Secretary	Senior Secretary	42
Senior Administrative Secretary	Eliminated		
Senior Attendance Technician			
Senior Secretary	Merged with Secretary	Senior Secretary	
Special Education Technician			
Typist Clerk I		Secretary I	31
Typist Clerk II		Secretary II	33
Typist Clerk III		Secretary III	37
Use of Facilities Coordinator - Senior Admin. Assistant	Reclassified outside of job study		
Grounds Leadperson	Reclassified outside of job study		
Irrigation Specialist			
Senior Grounds Technician		Integrated Pest Control/Grounds Technician	
Grounds Technician			
Swimming Pool Custodian	Reclassified outside of job study		

Lead Custodian Secondary	Merged with Senior Custodian	Lead Custodian	
Continuation High School/CDS Senior Custodian		Senior Custodian/Campus Supervision Ass	36
Senior Custodian	Merged with Lead Custodian Secondary	Lead Custodian	
Custodian			
School Safety/Utility Custodian			
Utility Driver			
Children's Center Service Worker			35
Senior Warehouse Worker		Lead Warehouse Worker	
Warehouse Worker			38
Utility Custodian	Newly created		35
Senior Buyer		Lead Buyer	51
Buyer			47
Purchasing Technician			45
Purchasing Clerk			40
Maintenance Leadperson			
Facilities Services Leadperson			
Electrician	Reclassified outside of job study		
HVAC Mechanic	Reclassified outside of job study		
Electrical Leadperson	Eliminated		
Mechanical Leadperson	Eliminated		
Building Maintenance Leadperson	Eliminated		
Plant Engineer	Reclassified outside of job study		
Glazier/Carpenter			
Lead Tradesperson	Eliminated		
Plumber			53
Carpenter			51
Locksmith			51
Painter			51
Sheet Metal Mechanic			51
Electronics Technician	Eliminated		
Plasterer/Cement Finisher	Reclassified outside of job study	Senior Facilities Worker - Plaster/Cement	51
Office Machine Technician	Eliminated		
Facilities Worker			45

Lead Information Technology Systems Analyst			
Network Analyst			
Systems Analyst	Reclassified outside of job study		
Information Technology Analyst			
Lead Technology Support Specialist			
Technology Operation Specialist		Systems Support Specialist	57
Technology Support Specialist			
Adult School Technology			
Support Specialist II			
User Support Specialist			
District Technology Hardware Specialist	Eliminated		
Technology Support Specialist I			
Technology Infrastructure Technician	Eliminated		
Communications Support Specialist	Eliminated		
Technology Office Technician	Eliminated		
Instructional Technology - Media Specialist		Instructional Technology Media Specialist	40
Student Information Systems Analyst			
Food Service Utility Driver			38
Food Service Cook III		Food Service Cook - Central Kitchen	38
Food Service Serving Kitchen Operator		Serving Kitchen Operator	37
Food Service Cook II		Food Service Cook	32
Senior Food Service Assistant - Canteen	Eliminated		
Senior Food Service Assistant - Central Kitchen		Food Service Assistant	30
Food Service Cook I	Eliminated		
Barbeque Cook			30
Vending Machine Attendant/Food Service Assistant	Eliminated		
Food Service Assistant	Eliminated		
Food Service Cashier - Elementary			30
Educational Interpreter IV - Deaf and Hard of Hearing		Educational Interpreter II - Deaf and Hard of Hearing	
Educational Interpreter III - Deaf and Hard of Hearing		Educational Interpreter I - Deaf and Hard of Hearing	
Instructional Assistant - Environmental Park			
Educational Interpreter II - Deaf and Hard of Hearing	Eliminated		
Instructional Assistant - Severe Behavioral II		Paraeducator - Severe Behavioral II	
Special Education Assistive Technology Technician		Assistive Technology Technician	
Educational Reader - Visually Impaired	Newly created, flown, and filled		

Instructional Assistant Severe Behavioral I		Paraeducator - Severe Behavioral I	
Discrete Trial Facilitator		Behavioral Intervention Assistant	
Educational Interpreter I - Deaf and Hard of Hearing	Eliminated		
Health Care/Instructional Assistant for the Severely Impaired		Paraeducator - Health Care	37
Instructional Assistant - At Risk Youth		Paraeducator - At Risk Youth	
Instructional Assistant - Severely Impaired		Paraeducator - Severely Impaired	
Instructional Assistant - CC II		Paraeducator - Children's Center II	
Instructional Assistant Translator (Deaf)		Paraeducator - Deaf and Hard of Hearing (	33
Instructional Assistant - English Language Development		Paraeducator - English Language Learner	32
Instructional Assistant - Adult English Language Development			
Instructional Assistant - Special Ed		Paraeducator - Special Education	32
Elementary Physical Education Assistant			
Community Resource Assistant			
Instructional Assistant - Primary Language Support		Paraeducator - Primary Language Support	31
Instructional Assistant - Children's Center		Paraeducator - Children's Center	
Instructional Assistant - Parent Ed		Paraeducator - Parent Education	
Instructional Assistant - Resource Lab		Instructional Resources Assistant	31
Instructional Assistant		Paraeducator	
Volunteer Coordinator	Status quo		
Instructional Assistant - Adult Ed		Paraeducator - Adult Education/Learning Center	
Student Services and Attendance Specialist for Homeless and	Newly created, flown, and filled		
Student Services and Attendance Specialist			
JTPA Job Developer	Eliminated		
guidance Advisor for SAR	Eliminated		
Occupational Therapy Assistant		Certified Occupational Therapy Assistant	
Intervention Specialist for At Risk Youth			
Speech Language Pathology Assistant			
Health Services Assistant - LVN/RN	Reclassified outside of job study		
Reprographics Technician			
CC Health Technician			
Library Technician	Eliminated		
Senior Instructional Media Specialist	Eliminated		
Career Vocational Assistant			
Instructional Media Specialist - Middle School			41
Adult ELD/Office Specialist III		Adult ELL - Office Specialist III	
Library Coordinator			

Instructional Media Specialist/Library Coordinator	Eliminated		
Senior Library Clerk/Coordinator		Senior Textbook Coordinator	38
Adult ELD/Office Specialist II			
Offset Duplicating Operator	Eliminated		
Library Coordinator - Middle School	Eliminated		
Library Coordinator - Elementary	Reclassified outside of job study		
Health Services Assistant			
Instructional Media Specialist	Eliminated		
Senior Library Clerk	Eliminated		
Adult ELD/Office Specialist I		Adult ELL - Office Specialist I	
ELD/Office Specialist I			
Adult School Learning Center Technician			
Campus Supervisor Assistant	Merged with MS Aide	Campus Supervisor	36
Pupil Residency Verification Worker	Eliminated		
Library Clerk	Eliminated		
Library Assistant	Eliminated		
Central Office Receptionist		District Office Receptionist	36
Middle School Aide	Merged with Campus Supervision Assistant	Campus Supervisor	
Elementary School Aide		Campus Supervisor - Elementary School	30

SCHEDULE OF CLASSIFIED MONTHLY SALARY

EFFECTIVE JANUARY 1, 2020

Range Number	I	II	III	IV	V	VI	Step I Hourly Equivalent
16	2254	2366	2482	2609	2738	2878	13.00
17	2254	2366	2482	2609	2738	2878	13.00
18	2254	2366	2482	2609	2738	2878	13.00
19	2254	2366	2482	2609	2738	2878	13.00
20	2254	2366	2482	2609	2738	2878	13.00
21	2254	2366	2482	2609	2738	2878	13.00
22	2254	2366	2482	2609	2738	2878	13.00
23	2254	2366	2482	2609	2738	2878	13.00
24	2254	2366	2482	2609	2738	2878	13.00
25	2254	2366	2482	2609	2738	2878	13.00
26	2254	2366	2482	2609	2738	2878	13.00
27	2254	2366	2482	2609	2738	2878	13.00
28	2254	2366	2482	2609	2738	2878	13.00
29	2307	2426	2543	2680	2808	2950	13.31
30	2366	2482	2609	2738	2878	3023	13.65
31	2426	2543	2680	2808	2950	3095	14.00
32	2482	2609	2738	2878	3023	3174	14.32
33	2543	2680	2808	2950	3095	3248	14.67
34	2609	2738	2878	3023	3174	3335	15.05
35	2680	2808	2950	3095	3248	3410	15.46
36	2738	2878	3023	3174	3335	3499	15.80
37	2808	2950	3095	3248	3410	3589	16.20
38	2878	3023	3174	3335	3499	3681	16.60
39	2950	3095	3248	3410	3589	3767	17.02
40	3023	3174	3335	3499	3681	3863	17.44
41	3095	3248	3410	3589	3767	3960	17.86
42	3174	3335	3499	3681	3863	4061	18.31
43	3248	3410	3589	3767	3960	4156	18.74
44	3335	3499	3681	3863	4061	4257	19.24
45	3410	3589	3767	3960	4156	4363	19.67
46	3499	3681	3863	4061	4257	4473	20.19
47	3589	3767	3960	4156	4363	4592	20.71
48	3681	3863	4061	4257	4473	4706	21.24
49	3767	3960	4156	4363	4592	4817	21.73
50	3863	4061	4257	4473	4706	4937	22.29
51	3960	4156	4363	4592	4817	5057	22.85

52	4061	4257	4473	4706	4937	5186	23.43
53	4156	4363	4592	4817	5057	5316	23.98
54	4257	4473	4706	4937	5186	5452	24.56
55	4363	4592	4817	5057	5316	5585	25.17
56	4473	4706	4937	5186	5452	5719	25.81
57	4592	4817	5057	5316	5585	5863	26.49
58	4706	4937	5186	5452	5719	6012	27.15
59	4817	5057	5316	5585	5863	6156	27.79
60	4937	5186	5452	5719	6011	6320	28.48
61	5057	5316	5585	5863	6156	6472	29.18
62	5186	5452	5719	6012	6320	6633	29.92
63	5316	5585	5863	6156	6472	6803	30.67
64	5452	5719	6012	6320	6633	6964	31.45
65	5585	5863	6156	6472	6803	7141	32.22
66	5719	6012	6320	6633	6964	7326	32.99
67	5863	6156	6472	6803	7141	7502	33.83
68	6012	6320	6633	6964	7326	7690	34.68
69	6156	6472	6803	7141	7502	7880	35.52
70	6320	6633	6964	7326	7690	8076	36.46
71	6472	6803	7141	7502	7880	8282	37.34
72	6812	7160	7516	7895	8294	8717	39.30

*This hourly rate is established in order to hire temporary hourly employees and to figure overtime rates. It is based on 173.333 hours per month.

REVISED DUE TO JOB STUDY-2
INCREASE RANGE 31 TO $14.12

SCHEDULE OF CLASSIFIED MONTHLY SALARY

EFFECTIVE JANUARY 1, 2021

Range Number	I	II	III	IV	V	VI	Step I Hourly Equivalent
16	2427	2549	2677	2811	2952	3100	14.00
17	2427	2549	2677	2811	2952	3100	14.00
18	2427	2549	2677	2811	2952	3100	14.00
19	2427	2549	2677	2811	2952	3100	14.00
20	2427	2549	2677	2811	2952	3100	14.00
21	2427	2549	2677	2811	2952	3100	14.00
22	2427	2549	2677	2811	2952	3100	14.00
23	2427	2549	2677	2811	2952	3100	14.00
24	2427	2549	2677	2811	2952	3100	14.00
25	2427	2549	2677	2811	2952	3100	14.00
26	2427	2549	2677	2811	2952	3100	14.00
27	2427	2549	2677	2811	2952	3100	14.00
28	2427	2549	2677	2811	2952	3100	14.00
29	2427	2549	2677	2811	2952	3100	14.00
30	2427	2549	2677	2811	2952	3100	14.00
31	**2447**	**2569**	**2697**	**2832**	**2974**	**3123**	**14.12**
32	2482	2609	2738	2878	3023	3174	14.32
33	2543	2680	2808	2950	3095	3248	14.67
34	2609	2738	2878	3023	3174	3335	15.05
35	2680	2808	2950	3095	3248	3410	15.46
36	2738	2878	3023	3174	3335	3499	15.80
37	2808	2950	3095	3248	3410	3589	16.20
38	2878	3023	3174	3335	3499	3681	16.60
39	2950	3095	3248	3410	3589	3767	17.02
40	3023	3174	3335	3499	3681	3863	17.44
41	3095	3248	3410	3589	3767	3960	17.86
42	3174	3335	3499	3681	3863	4061	18.31
43	3248	3410	3589	3767	3960	4156	18.74
44	3335	3499	3681	3863	4061	4257	19.24
45	3410	3589	3767	3960	4156	4363	19.67
46	3499	3681	3863	4061	4257	4473	20.19
47	3589	3767	3960	4156	4363	4592	20.71
48	3681	3863	4061	4257	4473	4706	21.24
49	3767	3960	4156	4363	4592	4817	21.73
50	3863	4061	4257	4473	4706	4937	22.29
51	3960	4156	4363	4592	4817	5057	22.85

REVISED DUE TO JOB STUDY-2
INCREASE RANGE 31 TO $14.12

52	4061	4257	4473	4706	4937	5186	23.43
53	4156	4363	4592	4817	5057	5316	23.98
54	4257	4473	4706	4937	5186	5452	24.56
55	4363	4592	4817	5057	5316	5585	25.17
56	4473	4706	4937	5186	5452	5719	25.81
57	4592	4817	5057	5316	5585	5863	26.49
58	4706	4937	5186	5452	5719	6012	27.15
59	4817	5057	5316	5585	5863	6156	27.79
60	4937	5186	5452	5719	6011	6320	28.48
61	5057	5316	5585	5863	6156	6472	29.18
62	5186	5452	5719	6012	6320	6633	29.92
63	5316	5585	5863	6156	6472	6803	30.67
64	5452	5719	6012	6320	6633	6964	31.45
65	5585	5863	6156	6472	6803	7141	32.22
66	5719	6012	6320	6633	6964	7326	32.99
67	5863	6156	6472	6803	7141	7502	33.83
68	6012	6320	6633	6964	7326	7690	34.68
69	6156	6472	6803	7141	7502	7880	35.52
70	6320	6633	6964	7326	7690	8076	36.46
71	6472	6803	7141	7502	7880	8282	37.34
72	6812	7160	7516	7895	8294	8717	39.30

*This hourly rate is established in order to hire temporary hourly employees and to figure overtime rates. It is based on 173.333 hours per month.

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 Services
PREPARED BY:	Cindy Quiterio, Executive Assistant, Human Resources
SUBMITTED BY:	Cindy Quiterio, Executive Assistant, Human Resources
DATE:	May 5, 2022
SUBJECT:	Public Disclosure in Accordance with AB 1200, (Chapter 1213/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5, and the Agreement between the Burbank Unified School District and the California School Employees Association (CSEA)

Background:
The California School Employees Association and the District have tentatively agreed to a 2021-2024 Successor to the current Agreement. The Association and the District have agreed to the attached signed Articles. CSEA has informed the District that the Association will be ratifying the Agreement upon completion of their chapter 610 review.

Effective retroactive to July 1, 2021, the bargaining unit member salary schedule will be increased by 5%, along with the stipends stipulated in Article 8. To assist with the increases in Health and Welfare Benefits, the District shall contribute up to $12,120 per plan year toward the cost of Health and Welfare benefits retroactive to January 1, 2022. Additionally, commencing January 1, 2023, and the following two years thereafter, the maximum annual employer contribution shall be increased by 1% over the maximum contribution from the previous year.

Discussion/Issues:
In accordance with the AB 1200, the District has submitted a budget forecast to the Los Angeles County Office of Education to demonstrate that the negotiated items do not negatively impact the District's financial condition.

Fiscal Impact:
The financial implications to this Agreement are stated on the AB 1200.

Recommendation:
The Board of Education will hold a Public Hearing, in compliance with provisions of AB 1200 (Chapter 1213/Statutes 1992), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5, to allow the public an opportunity to comment regarding the Agreement between the Burbank Unified School District and the California School Employees Association (CSEA).

Los Angeles County Office of Education
Business Advisory Services

PUBLIC DISCLOSURE OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
in accordance with AB 1200 (Chapter 1213/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5

Name of School District:	Burbank Unified School District
Name of Bargaining Unit:	California School Employee Association Chapter 674
Certificated, Classified, Other:	Classified

The proposed agreement covers the period beginning: July 1, 2021 (date) and ending: June 30, 2024 (date)

The Governing Board will act upon this agreement on: May 5, 2022 (date)

Note: This form, along with a copy of the proposed agreement, must be submitted to the County Office at least ten (10) working days prior to the date the Governing Board will take action.

A. Proposed Change in Compensation

	Bargaining Unit Compensation All Funds - Combined		Fiscal Impact of Proposed Agreement (Complete Years 2 and 3 for multiyear and overlapping agreements only)		
		Annual Cost Prior to Proposed Settlement	Year 1 Increase/(Decrease) 2021-22	Year 2 Increase/(Decrease) 2022-23	Year 3 Increase/(Decrease) 2023-24
1.	**Salary Schedule** Including Step and Column	$ 27,090,659	$ 1,354,533		
			5.00%	0.00%	0.00%
2.	**Other Compensation** Stipends, Bonuses, Longevity, Overtime, Differential, Callback or Standby Pay, etc.	$ 499,826	$ 29,299		
			5.86%	0.00%	0.00%
	Description of Other Compensation				
3.	**Statutory Benefits** - STRS, PERS, FICA, WC, UI, Medicare, etc.	$ 9,335,441	$ 466,772		
			5.00%	0.00%	0.00%
4.	**Health/Welfare Plans**	$ 423,046	$ 87,480		
			20.68%	0.00%	0.00%
5.	**Total Bargaining Unit Compensation** Add Items 1 through 4 to equal 5	$ 37,348,972	$ 1,938,084	$ -	$ -
			5.19%	0.00%	0.00%
6.	**Total Number of Bargaining Unit Employees** (Use FTEs if appropriate)	750.39			
7.	**Total Compensation Average Cost per Bargaining Unit Employee**	$ 49,773	$ 2,583	$ -	$ -
			5.19%	0.00%	0.00%

8. What was the negotiated percentage change? For example, if the change in "Year 1" was for less than a full year, what is the annualized percentage of that change for "Year 1"?

The negotiated percentage change was an on schedule 5% compensation increase in year 1.

9. Were any additional steps, columns, or ranges added to the salary schedules? (If yes, please explain.)

N/A

10. Please include comments and explanations as necessary. (If more room is necessary, please attach an additional sheet.)

N/A

11. Does this bargaining unit have a negotiated cap for Health and Welfare benefits? Yes [X] No [ ]
If yes, please describe the cap amount.

The cap was $12,000. It was negotiated and now the cap is $12,120. The following two years thereafter, the maximum annual employer contribution shall be increased by 1% over the maximum contribution from the

B. Proposed negotiated changes in noncompensation items (i.e., class size adjustments, staff development days, teacher prep time, classified staffing ratios, etc.)

Please see attached article 8 - Compensation. Longevity pay was increased. Each year was increased by $10. Translating - oral stipend was increased by $3. writing stipend - $3. Health Care Stipend increasd by $14. Severly Impaired Stipend increased by $8. Asbestos stipend increased by $9.60. Notary Stipend increased by $63. Technology Stipend increased by $110

C. What are the specific impacts (positive or negative) on instructional and support programs to accommodate the settlement? Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (i.e., counselors, librarians, custodial staff, etc.)

No impact

D. What contingency language is included in the proposed agreement (e.g., reopeners, etc.)?

E. Identify other major provisions that do not directly affect the district's costs, such as binding arbitrations, grievance procedures, etc.

N/A

F. Source of Funding for Proposed Agreement:

1. Current Year

General Fund - Unrestricted and Restricted, Fund 11, Fund 12, Fund 13

2. If this is a single year agreement, how will the ongoing cost of the proposed agreement be funded in subsequent years?

General Fund - Unrestricted and Restricted, Fund 11, Fund 12, Fund 13

3. If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)

Not a multi-year agreement

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Unrestricted General Fund

Bargaining Unit: California School Employee Association Chapter 674

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 3/17/22)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ 145,662,245		$ -	$ 145,662,245
Federal Revenue	8100-8299			$ -	$ -
Other State Revenue	8300-8599	$ 2,972,044		$ -	$ 2,972,044
Other Local Revenue	8600-8799	$ 2,056,020		$ -	$ 2,056,020
TOTAL REVENUES		$ 150,690,309		$ -	$ 150,690,309
EXPENDITURES					
Certificated Salaries	1000-1999	$ 56,167,664			$ 56,167,664
Classified Salaries	2000-2999	$ 16,642,780	$ 686,756		$ 17,329,536
Employee Benefits	3000-3999	$ 26,931,151	$ 314,040		$ 27,245,191
Books and Supplies	4000-4999	$ 4,511,044		$ -	$ 4,511,044
Services and Other Operating Expenditures	5000-5999	$ 10,714,534		$ -	$ 10,714,534
Capital Outlay	6000-6999	$ 101,334		$ -	$ 101,334
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 1,609,086		$ -	$ 1,609,086
Transfers of Indirect Costs	7300-7399	$ (2,365,658)		$ -	$ (2,365,658)
TOTAL EXPENDITURES		$ 114,311,935	$ 1,000,796	$ -	$ 115,312,731
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 354,062	$ -	$ -	$ 354,062
Contributions	8980-8999	$ (27,030,511)	$ (754,794)	$ -	$ (27,785,305)
OPERATING SURPLUS (DEFICIT)*		$ 8,993,801	$ (1,755,590)	$ -	$ 7,238,211
BEGINNING FUND BALANCE	9791	$ 18,421,717			$ 18,421,717
Audit Adjustments/Other Restatements	9793/9795				$ -
ENDING FUND BALANCE		$ 27,415,518	$ (1,755,590)	$ -	$ 25,659,928
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ 100,060	$ -	$ -	$ 100,060
Restricted	9740				
Committed	9750-9760		$ -	$ -	$ -
Assigned	9780		$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ 25,559,868	$ -	$ -	$ 25,559,868
Unassigned/Unappropriated Amount	9790	$ 1,755,590	$ (1,755,590)	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Restricted General Fund

Bargaining Unit: California School Employee Association Chapter 674

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 3/17/22)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ -		$ -	$ -
Federal Revenue	8100-8299	$ 26,676,638		$ -	$ 26,676,638
Other State Revenue	8300-8599	$ 28,374,738		$ -	$ 28,374,738
Other Local Revenue	8600-8799	$ 6,072,856		$ -	$ 6,072,856
TOTAL REVENUES		$ 61,124,232		$ -	$ 61,124,232
EXPENDITURES					
Certificated Salaries	1000-1999	$ 19,933,871	$ -	$ -	$ 19,933,871
Classified Salaries	2000-2999	$ 13,768,416	$ 561,352	$ -	$ 14,329,768
Employee Benefits	3000-3999	$ 12,769,947	$ 193,442	$ -	$ 12,963,389
Books and Supplies	4000-4999	$ 17,762,627		$ -	$ 17,762,627
Services and Other Operating Expenditures	5000-5999	$ 21,996,075		$ -	$ 21,996,075
Capital Outlay	6000-6999	$ 1,012,354		$ -	$ 1,012,354
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 1,052,542		$ -	$ 1,052,542
Transfers of Indirect Costs	7300-7399	$ 1,853,793		$ -	$ 1,853,793
TOTAL EXPENDITURES		$ 90,149,625	$ 754,794	$ -	$ 90,904,419
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -	$ -
Contributions	8980-8999	$ 27,030,511	$ 754,794	$ -	$ 27,785,305
OPERATING SURPLUS (DEFICIT)*		$ (1,994,882)	$ -	$ -	$ (1,994,882)
BEGINNING FUND BALANCE	9791	$ 9,899,360			$ 9,899,360
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 7,904,478	$ -	$ -	$ 7,904,478
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 7,904,478	$ -	$ -	$ 7,904,478
Committed	9750-9760				
Assigned Amounts	9780				
Reserve for Economic Uncertainties	9789		$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ -	$ -	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Combined General Fund

Bargaining Unit: California School Employee Association Chapter 674

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 3/17/22)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ 145,662,245		$ -	$ 145,662,245
Federal Revenue	8100-8299	$ 26,676,638		$ -	$ 26,676,638
Other State Revenue	8300-8599	$ 31,346,782		$ -	$ 31,346,782
Other Local Revenue	8600-8799	$ 8,128,876		$ -	$ 8,128,876
TOTAL REVENUES		$ 211,814,541		$ -	$ 211,814,541
EXPENDITURES					
Certificated Salaries	1000-1999	$ 76,101,535	$ -	$ -	$ 76,101,535
Classified Salaries	2000-2999	$ 30,411,196	$ 1,248,108	$ -	$ 31,659,304
Employee Benefits	3000-3999	$ 39,701,098	$ 507,482	$ -	$ 40,208,580
Books and Supplies	4000-4999	$ 22,273,671		$ -	$ 22,273,671
Services and Other Operating Expenditures	5000-5999	$ 32,710,609		$ -	$ 32,710,609
Capital Outlay	6000-6999	$ 1,113,688		$ -	$ 1,113,688
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 2,661,628		$ -	$ 2,661,628
Transfers of Indirect Costs	7300-7399	$ (511,865)		$ -	$ (511,865)
TOTAL EXPENDITURES		$ 204,461,560	$ 1,755,590	$ -	$ 206,217,150
OTHER FINANCING SOURCES/USES					
Transfer In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 354,062	$ -	$ -	$ 354,062
Contributions	8980-8999	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ 6,998,919	$ (1,755,590)	$ -	$ 5,243,329
BEGINNING FUND BALANCE	9791	$ 28,321,077			$ 28,321,077
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 35,319,996	$ (1,755,590)	$ -	$ 33,564,406
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ 100,060	$ -	$ -	$ 100,060
Restricted	9740	$ 7,904,478	$ -	$ -	$ 7,904,478
Committed	9750-9760	$ -	$ -	$ -	$ -
Assigned	9780	$ -	$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ 25,559,868	$ -	$ -	$ 25,559,868
Unassigned/Unappropriated Amount	9790	$ 1,755,590	$ (1,755,590)	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Fund 11 - Adult Education Fund

Bargaining Unit: California School Employee Association Chapter 674

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 3/17/22)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
Federal Revenue	8100-8299	$ 268,139		$ -	$ 268,139
Other State Revenue	8300-8599	$ 3,891,484		$ -	$ 3,891,484
Other Local Revenue	8600-8799	$ 165,912		$ -	$ 165,912
TOTAL REVENUES		$ 4,325,535		$ -	$ 4,325,535
EXPENDITURES					
Certificated Salaries	1000-1999	$ 1,540,993	$ -	$ -	$ 1,540,993
Classified Salaries	2000-2999	$ 588,980	$ 29,449	$ -	$ 618,429
Employee Benefits	3000-3999	$ 737,834	$ 10,148	$ -	$ 747,982
Books and Supplies	4000-4999	$ 308,586		$ -	$ 308,586
Services and Other Operating Expenditures	5000-5999	$ 190,750		$ -	$ 190,750
Capital Outlay	6000-6999	$ 95,400		$ -	$ 95,400
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ -		$ -	$ -
Transfers of Indirect Costs	7300-7399	$ 160,287		$ -	$ 160,287
TOTAL EXPENDITURES		$ 3,622,830	$ 39,597	$ -	$ 3,662,427
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ 702,705	$ (39,597)	$ -	$ 663,108
BEGINNING FUND BALANCE	9791	$ 3,219,530			$ 3,219,530
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 3,922,235	$ (39,597)	$ -	$ 3,882,638
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 3,882,638	$ -	$ -	$ 3,882,638
Committed	9750-9760		$ -	$ -	$ -
Assigned	9780	$ -	$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ 39,597	$ (39,597)	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Fund 12 - Child Development Fund

Bargaining Unit: California School Employee Association Chapter 674

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 3/17/22)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
Federal Revenue	8100-8299	$ 261,523		$ -	$ 261,523
Other State Revenue	8300-8599	$ 694,523		$ -	$ 694,523
Other Local Revenue	8600-8799	$ 2,715,201		$ -	$ 2,715,201
TOTAL REVENUES		$ 3,671,247		$ -	$ 3,671,247
EXPENDITURES					
Certificated Salaries	1000-1999	$ 1,209,903	$ -	$ -	$ 1,209,903
Classified Salaries	2000-2999	$ 1,015,096	$ 50,755	$ -	$ 1,065,851
Employee Benefits	3000-3999	$ 991,873	$ 17,490	$ -	$ 1,009,363
Books and Supplies	4000-4999	$ 184,874		$ -	$ 184,874
Services and Other Operating Expenditures	5000-5999	$ (104,866)		$ -	$ (104,866)
Capital Outlay	6000-6999	$ -		$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ -		$ -	$ -
Transfers of Indirect Costs	7300-7399	$ 205,817		$ -	$ 205,817
TOTAL EXPENDITURES		$ 3,502,697	$ 68,245	$ -	$ 3,570,942
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ 354,062	$ -	$ -	$ 354,062
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ 522,612	$ (68,245)	$ -	$ 454,367
BEGINNING FUND BALANCE	9791	$ 137,207			$ 137,207
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 659,819	$ (68,245)	$ -	$ 591,574
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 591,574	$ -	$ -	$ 591,574
Committed	9750-9760	$ -	$ -	$ -	$ -
Assigned	9780	$ -	$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ 68,245	$ (68,245)	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Fund 13/61 - Cafeteria Fund

Bargaining Unit: California School Employee Association Chapter 674

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 3/17/22)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ -		$ -	$ -
Federal Revenue	8100-8299	$ 3,858,398		$ -	$ 3,858,398
Other State Revenue	8300-8599	$ 124,000		$ -	$ 124,000
Other Local Revenue	8600-8799	$ 763,200		$ -	$ 763,200
TOTAL REVENUES		$ 4,745,598		$ -	$ 4,745,598
EXPENDITURES					
Certificated Salaries	1000-1999	$ -	$ -	$ -	$ -
Classified Salaries	2000-2999	$ 1,638,272	$ 55,520	$ -	$ 1,693,792
Employee Benefits	3000-3999	$ 708,005	$ 19,132	$ -	$ 727,137
Books and Supplies	4000-4999	$ 1,557,100		$ -	$ 1,557,100
Services and Other Operating Expenditures	5000-5999	$ 151,938		$ -	$ 151,938
Capital Outlay	6000-6999	$ 30,562		$ -	$ 30,562
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ -		$ -	$ -
Transfers of Indirect Costs	7300-7399	$ 145,761		$ -	$ 145,761
TOTAL EXPENDITURES		$ 4,231,638	$ 74,652	$ -	$ 4,306,290
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ 513,960	$ (74,652)	$ -	$ 439,308
BEGINNING FUND BALANCE	9791	$ 167,901			$ 167,901
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 681,861	$ (74,652)	$ -	$ 607,209
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 607,209	$ -	$ -	$ 607,209
Committed	9750-9760	$ -	$ -	$ -	$ -
Assigned	9780	$ -	$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ 74,652	$ (74,652)	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

Burbank Unified School District
California School Employee Association Chapter 674

Explanations for Column 3 "Other Revisions" entered on Pages 4a through 4h:

Page 4a: Unrestricted General Fund	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Page 4b: Restricted General Fund	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Page 4d: Fund 11 - Adult Education Fund	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Page 4e: Fund 12 - Child Development Fund	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Page 4f: Fund 13/61 - Cafeteria Fund	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Page 4g: Other	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Page 4h: Other	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Additional Comments:

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Unrestricted General Fund MYP

Bargaining Unit: California School Employee Association Chapter 674

	Object Code	2021-22 Total Revised Budget After Settlement	2022-23 First Subsequent Year After Settlement	2023-24 Second Subsequent Year After Settlement
REVENUES				
LCFF Revenue	8010-8099	$ 145,662,245	$ 147,150,894	$ 149,248,159
Federal Revenue	8100-8299	$ -	$ -	$ -
Other State Revenue	8300-8599	$ 2,972,044	$ 3,059,359	$ 3,047,392
Other Local Revenue	8600-8799	$ 2,056,020	$ 257,987	$ 257,987
TOTAL REVENUES		$ 150,690,309	$ 150,468,240	$ 152,553,538
EXPENDITURES				
Certificated Salaries	1000-1999	$ 56,167,664	$ 58,896,067	$ 60,935,331
Classified Salaries	2000-2999	$ 17,329,536	$ 18,914,114	$ 21,066,750
Employee Benefits	3000-3999	$ 27,245,191	$ 30,397,732	$ 32,255,718
Books and Supplies	4000-4999	$ 4,511,044	$ 2,183,327	$ 2,066,643
Services and Other Operating Expenditures	5000-5999	$ 10,714,534	$ 9,348,148	$ 9,369,235
Capital Outlay	6000-6999	$ 101,334	$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 1,609,086	$ 1,680,086	$ 1,751,086
Transfers of Indirect Costs	7300-7399	$ (2,365,658)	$ (1,215,117)	$ (1,162,666)
Other Adjustments				$ (4,500,000)
TOTAL EXPENDITURES		$ 115,312,731	$ 120,204,357	$ 121,782,097
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 354,062	$ 150,000	$ 150,000
Contributions	8980-8999	$ (27,785,305)	$ (30,171,388)	$ (33,537,275)
OPERATING SURPLUS (DEFICIT)*		$ 7,238,211	$ (57,505)	$ (2,915,834)
BEGINNING FUND BALANCE	9791	$ 18,421,717	$ 25,659,928	$ 25,602,423
Audit Adjustments/Other Restatements	9793/9795	$ -		
ENDING FUND BALANCE		$ 25,659,928	$ 25,602,423	$ 22,686,589
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable	9711-9719	$ 100,060	$ 100,060	$ 100,060
Restricted	9740			
Committed	9750-9760	$ -	$ 14,829,894	$ 17,267,006
Assigned	9780	$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ 25,559,868	$ 10,672,469	$ 5,319,523
Unassigned/Unappropriated Amount	9790	$ -	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Restricted General Fund MYP

Bargaining Unit: California School Employee Association Chapter 674

	Object Code	2021-22 Total Revised Budget After Settlement	2022-23 First Subsequent Year After Settlement	2023-24 Second Subsequent Year After Settlement
REVENUES				
LCFF Revenue	8010-8099	$ -	$ -	$ -
Federal Revenue	8100-8299	$ 26,676,638	$ 5,862,240	$ 5,862,240
Other State Revenue	8300-8599	$ 28,374,738	$ 13,692,263	$ 14,032,960
Other Local Revenue	8600-8799	$ 6,072,856	$ 1,952,867	$ 1,952,867
TOTAL REVENUES		$ 61,124,232	$ 21,507,370	$ 21,848,067
EXPENDITURES				
Certificated Salaries	1000-1999	$ 19,933,871	$ 14,657,459	$ 12,271,504
Classified Salaries	2000-2999	$ 14,329,768	$ 12,159,764	$ 13,924,936
Employee Benefits	3000-3999	$ 12,963,389	$ 11,760,314	$ 12,017,142
Books and Supplies	4000-4999	$ 17,762,627	$ 5,596,507	$ 2,643,181
Services and Other Operating Expenditures	5000-5999	$ 21,996,075	$ 13,653,398	$ 12,825,236
Capital Outlay	6000-6999	$ 1,012,354	$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 1,052,542	$ 1,052,542	$ 1,052,542
Transfers of Indirect Costs	7300-7399	$ 1,853,793	$ 703,252	$ 650,801
Other Adjustments			$ -	$ -
TOTAL EXPENDITURES		$ 90,904,419	$ 59,583,236	$ 55,385,342
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -
Contributions	8980-8999	$ 27,785,305	$ 30,171,388	$ 33,537,275
OPERATING SURPLUS (DEFICIT)*		$ (1,994,882)	$ (7,904,478)	$ -
BEGINNING FUND BALANCE	9791	$ 9,899,360	$ 7,904,478	$ -
Audit Adjustments/Other Restatements	9793/9795	$ -		
ENDING FUND BALANCE		$ 7,904,478	$ -	$ -
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable	9711-9719	$ -	$ -	$ -
Restricted	9740	$ 7,904,478	$ -	$ -
Committed	9750-9760			
Assigned	9780			
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ -	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Combined General Fund MYP

Bargaining Unit: California School Employee Association Chapter 674

	Object Code	2021-22 Total Revised Budget After Settlement	2022-23 First Subsequent Year After Settlement	2023-24 Second Subsequent Year After Settlement
REVENUES				
LCFF Revenue	8010-8099	$ 145,662,245	$ 147,150,894	$ 149,248,159
Federal Revenue	8100-8299	$ 26,676,638	$ 5,862,240	$ 5,862,240
Other State Revenue	8300-8599	$ 31,346,782	$ 16,751,622	$ 17,080,352
Other Local Revenue	8600-8799	$ 8,128,876	$ 2,210,854	$ 2,210,854
TOTAL REVENUES		$ 211,814,541	$ 171,975,610	$ 174,401,605
EXPENDITURES				
Certificated Salaries	1000-1999	$ 76,101,535	$ 73,553,526	$ 73,206,835
Classified Salaries	2000-2999	$ 31,659,304	$ 31,073,878	$ 34,991,686
Employee Benefits	3000-3999	$ 40,208,580	$ 42,158,046	$ 44,272,860
Books and Supplies	4000-4999	$ 22,273,671	$ 7,779,834	$ 4,709,824
Services and Other Operating Expenditures	5000-5999	$ 32,710,609	$ 23,001,546	$ 22,194,471
Capital Outlay	6000-6999	$ 1,113,688	$ -	$ -
Other Outgo (excuding Indirect Costs)	7100-7299 7400-7499	$ 2,661,628	$ 2,732,628	$ 2,803,628
Transfers of Indirect Costs	7300-7399	$ (511,865)	$ (511,865)	$ (511,865)
Other Adjustments			$ -	$ (4,500,000)
TOTAL EXPENDITURES		$ 206,217,150	$ 179,787,593	$ 177,167,439
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 354,062	$ 150,000	$ 150,000
Contributions	8980-8999	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ 5,243,329	$ (7,961,983)	$ (2,915,834)
BEGINNING FUND BALANCE	9791	$ 28,321,077	$ 33,564,406	$ 25,602,423
Audit Adjustments/Other Restatements	9793/9795	$ -		
ENDING FUND BALANCE		$ 33,564,406	$ 25,602,423	$ 22,686,589
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable	9711-9719	$ 100,060	$ 100,060	$ 100,060
Restricted	9740	$ 7,904,478	$ -	$ -
Committed	9750-9760	$ -	$ 14,829,894	$ 17,267,006
Assigned	9780	$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ 25,559,868	$ 10,672,469	$ 5,319,523
Unassigned/Unappropriated Amount	9790	$ -	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

I. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES

1. State Reserve Standard

		2021-22	2022-23	2023-24
a.	Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	$ 206,571,212	$ 179,937,593	$ 177,317,439
b.	Less: Special Education Pass-Through Funds	$ -	$ -	$ -
c.	Net Expenditures, Transfers Out, and Uses	$ 206,571,212	$ 179,937,593	$ 177,317,439
d.	State Standard Minimum Reserve Percentage for this District **Enter percentage** →	3.00%	3.00%	3.00%
e.	State Standard Minimum Reserve Amount for this District (For districts with less than 1,001 ADA, this is the greater of Line a, times Line b, or $50,000)	$ 6,197,136	$ 5,398,128	$ 5,319,523

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a.	General Fund Budgeted Unrestricted Designated for Economic Uncertainties (9789)	$ 25,559,868	$ 10,672,469	$ 5,319,523
b.	General Fund Budgeted Unrestricted Unassigned/Unappropriated Amount (9790)	$ -	$ -	$ -
c.	Special Reserve Fund (Fund 17) Budgeted Designated for Economic Uncertainties (9789)	$ -	$ -	$ -
d.	Special Reserve Fund (Fund 17) Budgeted Unassigned/Unappropriated Amount (9790)	$ -	$ -	$ -
e.	Total Available Reserves	$ 25,559,868	$ 10,672,469	$ 5,319,523
f.	Reserve for Economic Uncertainties Percentage	12.37%	5.93%	3.00%

3. Do unrestricted reserves meet the state minimum reserve amount?

2021-22	Yes	X	No	
2022-23	Yes	X	No	
2023-24	Yes	X	No	

4. If no, how do you plan to restore your reserves?

5. **Does the Total Compensation Increase/(Decrease) on Page 1, Section A, #5 agree with the Total Increase/(Decrease) for all funds as a result of the settlement(s)? Please explain any variance.**

Total Compensation Increase/(Decrease) on Page 1, Section A, #5	$	1,938,084
General Fund balance Increase/(Decrease), Page 4c, Column 2	$	(1,755,590)
Adult Education Fund balance Increase/(Decrease), Page 4d, Column 2	$	(39,597)
Child Development Fund balance Increase/(Decrease), Page 4e, Column 2	$	(68,245)
Cafeteria Fund balance Increase/(Decrease), Page 4f, Column 2	$	(74,652)
Other Fund balance Increase/(Decrease), Page 4g, Column 2	$	-
Other Fund balance Increase/(Decrease), Page 4h, Column 2	$	-
Total all fund balances Increase/(Decrease) as a result of the settlement(s)	$	(1,938,084)
Variance	$	-

Variance Explanation:

6. **Will this agreement create or increase deficit financing in the current or subsequent years?**
"Deficit Financing" is defined to exist when a fund's expenditures and other financing uses exceed its revenues and other financing sources in a given year. If a deficit is shown below, provide an explanation and any deficit reduction plan, as necessary.

General Fund Combined	Surplus/ (Deficit)	(Deficit) %	Deficit primarily due to:
Current FY Surplus/(Deficit) before settlement(s)?	$ 6,998,919	3.4%	
Current FY Surplus/(Deficit) after settlement(s)?	$ 5,243,329	2.5%	
1st Subsequent FY Surplus/(Deficit) after settlement(s)?	$ (7,961,983)	(4.4%)	Special Education & STRS/PERS
2nd Subsequent FY Surplus/(Deficit) after settlement(s)?	$ (2,915,834)	(1.6%)	Special Education & STRS/PERS

Deficit Reduction Plan (as necessary):
We will continue to monitor and review Special Education costs, our declining enrollment and STRS & PERS increases each year. We have a plan in place that, depending on the governors budget and trailer bills, will be implemented.

7. **Were "Other Adjustments" amount(s) entered in the multiyear projections (pages 5a and 5b) for 1st and 2nd Subsequent FY?**

"Other Adjustments" could indicate that a budget reduction plan was/is being developed to address deficit spending, and to rebuild reserves. Any amount shown below must have an explanation. If additional space is needed, attach a separate sheet, or use page 8a.

MYP	Amount	"Other Adjustments" Explanation
1st Subsequent FY Unrestricted, Page 5a	$ -	
1st Subsequent FY Restricted, Page 5b	$ -	
2nd Subsequent FY Unrestricted, Page 5a	$ (4,500,000)	Part of our Fiscal Stabilization plan pending May Revise
2nd Subsequent FY Restricted, Page 5b	$ -	

J. CERTIFICATION NO. 1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF THE COLLECTIVE BARGAINING AGREEMENT

This certification page must be signed by the district's Superintendent and Chief Business Official at the time of public disclosure and is intended to assist the district's Governing Board in determining whether the district can meet the costs incurred under the tentative Collective Bargaining Agreement in the current and subsequent years. The absence of a certification signature or if "I am unable to certify" is checked should serve as a "red flag" to the district's Governing Board.

In accordance with the requirements of Government Code Sections 3540.2 and 3547.5, the Superintendent and Chief Business Official of the Burbank Unified School District District, hereby certify that the District can meet the costs incurred under this Collective Bargaining Agreement during the term of the agreement from July 1, 2021 to June 30, 2022.

Board Actions

The board actions necessary to meet the cost of the agreement in each year of its term are as follows:

Current Year

Budget Adjustment Categories:	Budget Adjustment Increase/(Decrease)
Revenues/Other Financing Sources	$ -
Expenditures/Other Financing Uses	$ 1,938,084
Ending Balance(s) Increase/(Decrease)	$ (1,938,084)

Subsequent Years

Budget Adjustment Categories:	Budget Adjustment Increase/(Decrease)
Revenues/Other Financing Sources	$ -
Expenditures/Other Financing Uses	$ -
Ending Balance(s) Increase/(Decrease)	$ -

Budget Revisions

If the district does not adopt and submit within 45 days all of the revisions to its budget needed in the current year to meet the costs of the agreement at the time of the approval of the proposed collective bargaining agreement, the county superintendent of schools is required to issue a qualified or negative certification for the district on its next interim report.

Assumptions

See attached page for a list of the assumptions upon which this certification is based.

Certifications

✓ I hereby certify ____ I am unable to certify

District Superintendent (Signature) — Date: 4/22/22

✓ I hereby certify ____ I am unable to certify

Chief Business Official (Signature) — Date: 4/22/22

Special Note: The Los Angeles County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.

Public Disclosure of Proposed Collective Bargaining Agreement

Burbank Unified School District
California School Employee Association Chapter 674

Assumptions and Explanations (enter or attach documentation)

The assumptions upon which this certification is made are as follows:
Please see attached MYP and narrative from second interim 2021-22 detailing assumptions and showing the set aside for CSEA 5% and health and welfare increase

Concerns regarding affordability of agreement in subsequent years (if any):

K. CERTIFICATION NO. 2

The disclosure document must be signed by the district Superintendent at the time of public disclosure and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Sections 3540.2(a) and 3547.5.

Burbank Unified School District
District Name

District Superintendent
(Signature)

Date

Alyssa Low Director of Fiscal Services
Contact Person

818-729-4450
Phone

After public disclosure of the major provisions contained in this summary, the Governing Board at its meeting on May 5, 2022, took action to approve the proposed agreement with the California School Employee Association Chapter 674 Bargaining Unit.

President (or Clerk), Governing Board
(Signature)

Date

Special Note: The Los Angeles County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.

Description	Object Code	Unaudited Actuals 2020-21			Adopted Budget 2021-22			First Interim 2021-22			Second Interim 2021-22			Projected Year 2022-23			Projected Year 2023-24		
		Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined
A. Revenues																			
LCFF Sources	8010-8099	135,594,258	-	135,594,258	145,444,297	-	145,444,297	145,662,245	-	145,662,245	145,662,245	-	145,662,245	147,150,894	-	147,150,894	149,248,159		149,248,159
Federal Revenue	8100-8299	-	15,965,273	15,965,273	-	5,857,589	5,857,589	-	23,966,725	23,966,725	-	26,676,638	26,676,638	-	5,862,240	5,862,240	-	5,862,240	5,862,240
Other State Revenues	8300-8599	3,229,066	29,200,053	32,429,119	2,958,598	13,108,083	16,066,681	2,972,044	27,851,380	30,823,424	2,972,044	28,374,738	31,346,782	3,059,359	13,692,263	16,751,621	3,047,392	14,032,960	17,080,352
Other Local Revenues	8600-8799	949,233	2,492,609	3,441,842	797,987	1,680,558	2,478,545	257,987	5,634,224	5,892,211	2,056,020	6,072,856	8,128,876	257,987	1,952,867	2,210,854	257,987	1,952,867	2,210,854
Total Revenue		139,772,557	47,657,935	187,430,491	149,200,882	20,646,230	169,847,112	148,892,276	57,452,329	206,344,605	150,690,309	61,124,232	211,814,541	150,468,240	21,507,370	171,975,609	152,553,538	21,848,067	174,401,605
B. Expenditures																			-
Certificated Salaries	1000-1999	56,868,208	17,455,754	74,323,962	55,987,852	19,667,685	75,655,537	56,029,554	20,074,984	76,104,538	56,167,664	19,933,871	76,101,535	58,896,067	14,657,459	73,553,525	60,935,331	12,271,504	73,206,835
Classified Salaries	2000-2999	14,766,709	14,236,758	29,003,467	17,286,480	13,404,473	30,690,953	16,725,817	14,253,554	30,979,371	16,642,780	13,768,416	30,411,196	16,885,414	11,485,708	28,371,122	17,036,380	11,566,825	28,603,204
Employee Benefits	3000-3999	24,970,684	17,958,392	42,929,076	28,034,927	12,505,802	41,540,729	27,594,502	13,296,712	40,891,214	26,931,151	12,769,947	39,701,098	29,857,133	11,179,989	41,037,122	30,672,846	10,856,491	41,529,337
Books and Supplies	4000-4999	722,113	5,671,910	6,394,023	1,527,746	4,249,652	5,777,398	3,760,482	17,988,873	21,749,355	4,511,044	17,762,627	22,273,671	2,183,327	5,596,507	7,779,834	2,066,643	2,643,181	4,709,824
Services and Other Operating Expenditures	5000-5999	6,151,473	13,263,913	19,415,386	9,709,234	11,324,858	21,034,092	10,287,205	18,319,151	28,606,356	10,714,534	21,996,075	32,710,609	9,348,148	13,653,398	23,001,546	9,369,235	12,825,236	22,194,471
Capital Outlay/Depreciation	6000-6999	77,134	144,630	221,764	170,999	1,056,316	1,227,315	101,334	649,997	751,331	101,334	1,012,354	1,113,688	-	-	-	-	-	-
Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	1,688,728	940,885	2,629,613	1,867,726	1,128,470	2,996,196	1,563,063	1,052,542	2,615,605	1,609,086	1,052,542	2,661,628	1,680,086	1,052,542	2,732,628	1,751,086	1,052,542	2,803,628
Other Outgo - Transfers of Indirect Costs	7300-7399	(1,587,562)	1,048,424	(539,138)	(1,983,119)	1,411,385	(571,734)	(2,493,017)	1,957,656	(535,361)	(2,365,658)	1,853,793	(511,865)	(1,215,117)	703,252	(511,865)	(1,162,666)	650,801	(511,865)
Other Adjustments - Expenditures																	(4,500,000)		(4,500,000)
Total Expenditures		103,657,487	70,720,666	174,378,154	113,601,845	64,748,641	178,350,486	113,568,940	87,593,469	201,162,409	114,311,935	90,149,625	204,461,560	117,695,056	58,328,855	175,963,912	116,166,854	51,856,581	168,035,435
C. Excess (Deficiency) of Revenues over Expenditures before Other Financing Sources and Uses		36,115,069	##########	13,052,338	35,599,037	(44,102,411)	(8,503,374)	35,323,336	(30,141,140)	5,182,196	36,378,374	(29,025,393)	7,352,981	32,833,183	(36,821,486)	(3,988,302)	36,384,684	(30,018,514)	6,366,170
D. Other Financing Sources/Uses																			-
Interfund Transfers																			-
Transfers In	8900-8929													-	-	-	-	-	-
Transfers Out	7600-7629	(1,077,674)		(1,077,674)	(376,513)		(376,513)	(30,476)		(30,476)	(354,062)		(354,062)	(150,000)		(150,000)	(150,000)		(150,000)
Other Sources/Uses																			-
Sources	8930-8979													-	-	-	-	-	-
Uses	7630-7699													-	-	-	-	-	-
Other Adjustments - Other Financing Uses																-			-
Contributions	8980-8999	(25,792,032)	25,792,032		(26,948,531)	26,948,531	-	(27,252,626)	27,252,626	-	(27,030,511)	27,030,511	-	(28,917,008)	28,917,008	-	(30,018,514)	30,018,514	-
Total Other Financing Sources/Uses		(26,869,705)	25,792,032	(1,077,674)	(27,325,044)	26,948,531	(376,513)	(27,283,102)	27,252,626	(30,476)	(27,384,573)	27,030,511	(354,062)	(29,067,008)	28,917,008	(150,000)	(30,168,514)	30,018,514	(150,000)
Balance/Net Position		9,245,364	2,729,300	11,974,664	8,273,993	(17,153,880)	(8,879,887)	8,040,234	(2,888,514)	5,151,720	8,993,801	(1,994,882)	6,998,919	3,766,175	(7,904,479)	(4,138,302)	6,216,169	0	6,216,170
F. Fund Balance, Reserves/Net Position													-				-		-
Beginning Fund Balance/Net Position													-						-
As of July 1 - Unaudited	9791	9,176,353	7,170,060	16,346,413	19,196,359	21,375,615	40,571,974	18,421,717	9,899,360	28,321,077	18,421,717	9,899,360	28,321,077	27,415,518	7,904,478	35,319,996	31,181,693	(0)	31,181,693
Audit Adjustments	9793												-	-	-	-	-	-	-
As of July 1 - Audited													-						-
Other Restatements	9795												-	-	-	-	-	-	-
Adjusted Beginning Balance													-						-
Ending Balance/Net Position, June 30		18,421,717	9,899,360	28,321,077	27,470,352	4,221,735	31,692,087	26,461,951	7,010,846	33,472,797	27,415,518	7,904,478	35,319,996	31,181,693	(0)	31,181,694	37,397,863	(0)	37,397,863
Components of Ending Fund Balance																			-
Nonspendable (Revolving Cash / Stores)	9710-9719	38,396		38,396	100,060		100,060	100,060		100,060	100,060		100,060	100,060	-	100,060	100,060	-	100,060
Restricted	9740			-			-			-			-	-		-	-		-
Committed				-			-			-			-			-			-
Stabilization Arrangements	9750			-			-			-			-	-	-	-	-	-	-
Other Commitments	9760			-			-			-			-		-	-		-	-
Site Carry Over		421,772		421,772			-			-			-			-			-
Projected Computed Average ADA														6,740,212		6,740,212	11,465,467		11,465,467
Restricted Gift Carry Over			3,817,728	3,817,728			-			-			-		-	-		-	-
Assigned LCAP Supplemental Cumulative		3,540,074		3,540,074	2,593,999		2,593,999			-			-			-	-		-
Restricted Carry-Over			4,388,259	4,388,259						-			-						
Restricted One time State & Federal Funding			1,693,372	1,693,372		4,221,735	4,221,735		7,010,846	7,010,846		7,904,478	7,904,478			-			
CSEA Job Study		390,000		390,000	390,000		390,000	390,000		390,000	1,087,500		1,087,500	870,000	-	870,000	1,305,000	-	1,305,000
Vacation Liability		272,000		272,000	1,441,606		1,441,606	272,000		272,000	272,000		272,000	272,000	-	272,000	272,000	-	272,000
BTA 5%											3,833,320		3,833,320	7,666,640		7,666,640	11,499,959		11,499,959
CSEA 5%											1,638,811		1,638,811	3,277,622		3,277,622	4,916,433		4,916,433
BASA 5%					441,136		441,136			-	736,518		736,518	1,473,036		1,473,036	2,209,554		2,209,554
H&W 1% Increase											182,400		182,400	364,800		364,800	547,200		547,200
Fiscal Stability Assigned		3,232,125		3,232,125	11,779,931		11,779,931	13,628,317		13,628,317	7,275,972		7,275,972		-	-		-	-
Other Assignments	9780			-			-			-			-			-			-
Unassigned/Unappropriated				-			-			-			-			-			-
Reserve for Economic Uncertainties	9789	5,263,675		5,263,675	5,361,810		5,361,810	6,035,787		6,035,787	6,144,469		6,144,469	5,283,417		5,283,417	5,045,563		5,045,563
Board Approved Reserve	9790	5,263,675	(0)	5,263,675	5,361,810	-	5,361,810	6,035,787	0	6,035,787	6,144,469	0	6,144,469	5,133,906	(0)	5,133,906	36,626	(0)	36,626

BURBANK UNIFIED SCHOOL DISTRICT

Equity and Excellence

Office of Administrative Services
2021-22 Second Interim Budget

Revenue Assumptions

ADA projection is based on Education Code Section (EC§) 43502(b), which requires the California Department of Education (CDE) to use *actual attendance reported at the 2019-20 Second Principal Apportionment (P2) and Annual Apportionment reporting periods as the basis for funding for 2020-21.*[1] EC § 43502(b) allows all districts for the 2020-21 school year to be held harmless from the effects of enrollment loss due to COVID-19. The assumption for 2021-22 takes the greater of the current year or prior year P2 ADA for its LCFF calculation, which would be the 2019-2020 P2 submission since 2020-21 Fiscal Year was held harmless and able to use its 2019-20 P2 data for its apportionment calculation. This provision allows districts to review their budgets and make necessary assumptions and adjustments given declining enrollment. In the fiscal year 2022-23, BUSD will no longer receive the benefit of EC§ 43502(b) and will be funded on its ADA at that time, which currently reflects a significant decline due to families moving out of Burbank and students transferring to private and home-schooling options due to COVID-19.

At the January presentation of the Governor's Proposed 2022-23 budget, the Governor included a proposal to the significant decline in enrollment schools across the State are experiencing. Rather than being funded on Ed Code (EC 42238.05(a)(1), he proposed that funding would be based on the greater of current year ADA, prior year ADA or computed average ADA using the previous three years' ADA. This change is to turn the ADA cliff into an ADA softer landing. This proposed solution to the way districts would be funded in the fiscal Year 2022-23 and 2023-24 is based on the actual current projections and prior year ADA averaged out, with the hold harmless provision sunsetting in 2021-22. The difference in revenue the District would receive with this 'softer landing' approach is set aside in the ending fund balance of the multi-year projection since it is not guaranteed legislation as of Second Interim.

Projected Computed Average ADA – based on Proposed Trailer Bill Language

2021-22	2022-23	2023-24
14,728.68	14,163.15	13,955.42

Combined Unrestricted and Restricted Overview:

	Adopted Budget 2021-22	First Interim 2021-22	Second Interim 2021-22	Projected Budget 2022-23	Projected Budget 2023-24
LCFF Source Revenues	$145,444,297	$145,662,245	$145,662,245	$147,150,894	$149,248,159
Federal Revenues	5,857,589	23,966,725	26,676,638	5,862,240	5,862,240
Other State Revenues	16,066,681	30,823,424	31,346,782	16,751,621	17,080,352
Other Local Revenues	2,478,545	5,892,211	8,128,876	2,210,854	2,210,854
Total	**$169,847,112**	**$206,344,605**	**$211,814,541**	**$171,975,609**	**$174,401,605**

Combined Unrestricted and Restricted Changes from First Interim to Second Interim

Revenue	First Interim	Second Interim	Changes
LCFF Source Revenues	$145,662,245	$145,662,245	$-0-
Federal Revenues	23,966,725	26,676,638	2,709,913
Other State Revenues	30,823,424	31,346,782	523,358
Other Local Revenues	5,892,211	8,128,876	2,236,665
Total	**$206,344,605**	**$211,814,541**	**$5,469,936**

[1] Phillips, Matt; García, Brianna. "Hold Harmless does not translate to flat funding" *School Services of California*, July 29, 2020

Details of changes from First Interim to Second Interim Revenues:

- **LCFF Revenues** – No change
- **Federal and State Revenues** – the continued allocation of COVID One-Time Funding (detailed on page 4)
- **Local revenue** – increase in gift and donation revenue & COVID One-Time Funding (detailed on page 4)

The details of revenue projections are as follows:
Local Control Funding Formula Revenue (LCFF) comprises State Aid, Property Taxes, and EPA. Below is the chart that details how our LCFF funding is allocated by grade span per ADA – average daily attendance:

Grade	2021-22 Base Grant with Adjustment Rate per ADA COLA – 5.07%	2022-23 Base Grant Rate with Adjustment Per ADA COLA – 5.33%	2023-24 Base Grant Rate with Adjustment Per ADA COLA – 3.61%
K-3	8,934	9,410	9,750
4-6	8,214	8,652	8,964
7-8	8,458	8,909	9,231
9-12	10,057	10,592	10,975

- Property Taxes and other local revenue
  - Projected Property and other local revenue for 2021-22, 2022-23, 2023-24
    - $55,926,114
- Education Protection Account (EPA) is received quarterly in September, December, March, and June and is a component of the total LCFF entitlement. The District pays certificated salaries and related benefits, as the appropriate use of this funding, according to Section 36 of Article XIII of the California Constitution.
  - EPA funding for 2021-22, 2022-23, 2023-24
    - $21,839,586
- Supplemental and Concentration Grant Funding is received for:
  - Students who are English Learners
  - Students who receive free or reduced-price meals
  - Foster Youth
- To receive Supplemental Grant Funding, Districts need to have an unduplicated pupil count of 20%. Districts need to have an unduplicated pupil count of 50% or greater to receive Concentration Grants Funding. Burbank USD only receives Supplemental Grant Funding. It is important to note that Burbank USD, in addition to its decline in overall enrollment, is also experiencing a drop in the percentage of English Learners, families whose income allows eligibility for free or reduced-priced meals, and foster youth pupils. This decline in projected unduplicated pupil count is as follows:
-

Projected 2021-22 38.55% Unduplicated	Projected 2022-23 37.17% Unduplicated	Projected 2023-24 33.75% Unduplicated
$10,342,368	$10,100,762	$9,362,774

- Lottery Projections are projected below with funding multiplied by amount per ADA, and an enrollment factor of 1.04446:

Fiscal Year	2021-22	2022-23	2023-24
Unrestricted @ $163 per ADA	$2,331,559	$2,411,557	$2,376,187
Restricted @ $65 per ADA	$747,100	$961,664	$947,559

Restricted Revenue

One-Time Funding

- Due to COVID-19, Districts across the State received one-time emergency funding from Federal and State sources to help mitigate learning loss and address health and safety concerns such as the procurement of personal protective equipment (PPE) supplies for sanitizing and cleaning facilities. Below is a chart of Burbank's one-time funds since March 2020 and the deadline to be spent. Important to note is that Burbank does not receive all of the funding at once. The funds apportioned are on schedules based upon restrictions and reporting requirements of each grant or program detailed in the table.
- The funds can also be used for current expenditures of staff who are being utilized for learning loss interventions and those who are being used for a substantially different use due to the pandemic. Subsequently, using these restricted funds instead of unrestricted general funds provides relief of general fund expenditures, where personnel, materials, supplies, and services were charged. This relief is detailed on page 10.

Funding Sources	Resource Code	Allocation	Balance to Spend	Date to be Spent / Expended
Learning Loss Mitigation Funds (LLM)				
SB117 – COVID 19 LEA Response Fund	73880.0	$254,618	-0-	Expended
LLM – Coronavirus Relief Fund (CRF)	32200.0	6,840,423	-0-	Expended
LLM – Prop 98 General Fund	74200.0	1,181,661	-0-	Expended
AB 86 – In Person Learning (IPI)	74220.0	4,994,543	388,636	9/30/2024
AB 86 – Expanded Learning Opportunities Grant (ELO-G)	74250.0	8,655,995	1,731,554	9/30/2024
AB 86 – Expanded Learning Opportunities Grant– Para-Professionals	74260.0	961,777	-0-	9/30/2024
AB 86 – Expanded Learning Opportunities Grant– Homeless	74250.0	76,000	-0-	9/30/2024
AB 130 - Expanded Learning Opportunities Program (ELO-P)	26000.0	1,859,471	1,859,471	TBD
LLM - Governor's Emergency Education Relief (GEER)	32150.0	$909,442	80,249	9/30/2022
CARES - Elementary and Secondary Emergency Relief Fund – ESSERF I	32100.0	1,413,761	213,660	9/30/2022
CRSSA - Elementary and Secondary Emergency Relief Fund – ESSERF - II	32120.0	5,594,954	241,721	9/30/2023
ARP - Elementary and Secondary Emergency Relief Fund – ESSERF - III	32130.0 & 32140.0	12,597,155	2,615,145	9/30/2024
ARP – Homeless Children & Youth II	56320.0	39,095	39,095	9/30/2024
FEMA – Federal Emergency Management Agency	56500.0	2,452,351	-0-	6/30/2022
School-Based COVID-19 Testing Grant	58700.0	2,383,784	985,100	7/1/2022
Emergency Connectivity Fund (ECF)	00000.0	1,798,033	-0-	6/30/2022
Total		**$52,013,063**	**$8,154,631**	

Federal funding

Below are BUSD's projected restricted general fund allocations. The only change from First Interim to Second Interim is the increase of $201,719 for ESSA CSI funding, specifically for Monterey High School.

	First Interim 2021-22	Second Interim 2021-22	Projected 2022-23	Projected 2023-24
Title I	$1,980,109	$1,980,109	$1,676,909	$1,676,909
Title II	$450,092	$450,092	$300,432	$300,432
Title III IE	$27,271	$27,271	$0	$0
Title III EL	$273,873	$273,873	$175,500	$175,500
Title IV	$205,025	$205,025	$123,678	$123,678
Perkins	$74,956	$78,268	$74,806	$74,806
ESSA CSI MHS	$112,159	$313,878	$0	$0

Restricted Grant Funding:

- **CTIEG – Career Technical Education Incentive Grant Program – 63870.0**
  - The California Career Technical Education Incentive Grant (CTEIG) program is a state education, economic, and workforce development initiative to provide kindergarten through grade twelve students with the knowledge and skills necessary to transition to employment and postsecondary education.
  - We apply for and receive these funds on an annual basis. The revenue and expenditures will be removed from the multi-year projection if we do not receive the grant.
- **Governor's Career Technical Education Initiative – CTEI – 63850.0**
  - Project funding is awarded on a non-competitive basis to agencies with the appropriate expertise needed to address the career technical education (CTE) Arts, Media, and Entertainment (AME) Pathways Program related to the CTE plan.
  - We apply for and receive these funds on an annual basis. The revenue and expenditures will be removed from the multi-year projection if we do not receive the grant.
- **ASES – After School Education and Safety Grant – 60100.0**
  - Provides funds to districts that collaborate with community partners to provide safe and educationally enriching alternatives for students after school. BUSD partners with Burbank's Boys and Girls Club and Greater East Valley who offer this service.
  - We apply for and receive an ASES allocation annually.
- **Educator Effectiveness – 62660.0**
  - One-time funding is provided to COEs, school districts, charter schools, and state special schools to provide professional learning for teachers, administrators, paraprofessionals, and classified staff to promote educator equity, quality, and effectiveness.
  - This funding is due to be expended by September 30, 2026.
- **Classified School Employee Summer Assistance Grant – 74150.0**
  - The Classified School Employee Summer Assistance Program (CSESAP) provides up to a dollar for dollar match on amounts withheld from BUSD participating classified school employees' monthly paychecks. The classified employees' pay withheld and the state matching funds will be paid to the District's participating and eligible employees in the summer months following the 2021-22 school year.
  - BUSD can elect to apply each year the grant is offered. 2019-20 was the first year of the program. BUSD elected to participate again, and the new grant award is shown below for 2021-22. In the multi-year projection for 2022-23 forward, this grant revenue and expense is removed since it is unknown how many employees each year will participate and what funds the District expects.
- **K12 Strong Workforce Pathways Grant – 63880.0**
  - The Strong Workforce Program is an education, economic, and workforce development initiative to expand the availability of high-quality, industry-valued career technical education and workforce development courses, programs, pathways, credentials, certificates, and degrees.

- We apply for and receive these funds on an annual basis. The revenue and expenditures will be removed from the multi-year projection if we do not receive the grant.
    - At Second Interim, BUSD has a carry-over balance from the prior year and a new Chancellors grant of $130,000.

Each grant at Second Interim has the base grant allocation plus any additional allowable carry over from the prior 2020-21 fiscal year.

Program	First Interim 2021-22	Second Interim 2021-22	Projected 2022-23	Projected 2023-24
CTIEG	$957,669	$957,669	$500,000	$500,000
CTEI	$30,000	$30,000	$-0-	$-0-
ASES	$661,720	$661,720	$603,835	$603,835
Educator Effectiveness	$3,324,018	$3,324,018	$-0-	$-0-
CSEA Summer Assistance Grant	$521,009	$521,009	$-0-	$ -0-
K12 Strong Workforce Pathways	$1,400,152	$1,400,152	$570,482	$570,482

Mandated Costs Block Grant Revenue

The District, authorized by the Board of Education, continues to participate in the Mandated Block Grant offered by the State, which will reimburse by ADA rather than actual forms for each mandate. The following is a chart of assumptions used per ADA for budget second interim and projected budgets in the multi-year projection:

Fiscal Year	Total Projected Allocation
First Interim 2021-22	$640,485
Second Interim 2021-22	$640,485
Projected 2022-23	$647,802
Projected 2023-24	$671,205

Special Education Federal and State AB602 Funding

The District assumes Special Education flat funding except for AB602, and a projected COLA assumption is included. Districts throughout the State continue to be underfunded, which requires contributions from the unrestricted general fund to restricted Special Ed funding to meet student needs.

For the 2021-22 fiscal year, Special Ed received one-time COVID funding, which resulted in an additional $1,347,774.

Program	First Interim 2021-22	Second Interim 2021-22	Projected 2022-23	Projected 2023-24
Federal SPED funding	$3,137,334	$3,137,334	$3,137,334	$3,137,334
State SPED Funding	$10,549,740	$10,548,940	$11,047,082	$11,401,884

Expenditure Assumptions

The following expenditure assumptions are for Second Interim 2021-22 and the multi-year projection 2022-23 and 2023-24.

Combined Unrestricted and Restricted Overview:

EXPENDITURE CATEGORIES	Adopted Budget 2021-22	First Interim 2021-22	Second Interim 2021-22	Projected Budget 2022-23	Projected Budget 2023-24
Certificated Salaries	$75,655,537	$76,104,538	76,101,535	73,553,525	73,206,835
Classified Salaries	30,690,953	30,979,371	30,411,196	28,371,122	28,603,204
Employee Benefits	41,540,729	40,891,214	39,701,098	41,037,122	41,529,337
Books & Supplies	5,777,398	21,749,355	22,273,671	7,779,834	4,709,824
Services/Other Operations	21,034,092	28,606,356	32,710,609	23,001,546	22,194,471
Capital Outlay	1,227,315	751,331	1,113,688	-	-
Other Outgo (excluding indirect)	2,996,196	2,615,605	2,661,628	2,732,628	2,803,628
Other Outgo (Transfers of Indirect Costs)	(571,734)	(535,361)	(511,865)	(511,865)	(511,865)
*Other Adjustments					(4,500,000)
Total	**$178,350,486**	**$201,162,409**	**$204,461,560**	**$175,963,912**	**$168,035,434**

**See final page of assumptions*

Differences from First Interim to Second Interim

EXPENDITURE CATEGORIES	First Interim 2021-22	Second Interim 2021-22	Difference
Certificated Salaries	$76,104,538	76,101,535	($3,003)
Classified Salaries	30,979,371	30,411,196	(568,175)
Employee Benefits	40,891,214	39,701,098	(1,190,116)
Books & Supplies	21,749,355	22,273,671	524,316
Services/Other Operations	28,606,356	32,710,609	4,104,253
Capital Outlay	751,331	1,113,688	362,357
Other Outgo (excluding indirect)	2,615,605	2,661,628	46,023
Other Outgo (Transfers of Indirect Costs)	(535,361)	(511,865)	23,496
Total	**$201,162,409**	**$204,461,560**	**$3,299,151**

Expenditure Differences:

Certificated Salaries

- Changes in substitute costs

Classified Salaries

- Support staff paid out of one-time COVID funding
- Minimum Wage increase from $14 to $15 an hour

Benefits

- Associated changes with Certificated and Classified changes
- Change in OPEB withholding

Materials and Supplies

- Expenditures to match gifts and donations revenue
- One-Time COVID funding expenditures

Services

- Contracted Services for Special Education needs
- One-Time COVID funding expenditures
    - COVID testing $3,000,000
    - Contribution from COVID funds to Fund 12 – Child Development Fund of $264,000 due to audit adjustment
    - Contracted services for COVID contact tracing and wraparound services $818,000

Capital Outlay

- Reduced to match actuals and changes in projected HVAC assessment costs

Salary step and column – Each employee is hired at a specific salary range known as step and column. Depending on experience & degrees held, employees move within that negotiated salary step and column. The amounts below are the estimated costs of step and column movement for First Interim and the multi-year projection:

	First Interim 2021-22	Second Interim 2021-22	Projected 2022-23	Projected 2023-24
BTA Step Increase	$860,993	$860,993	$860,993	$860,993
CSEA Step Increase	$386,680	$386,680	$386,680	$386,680
BASA Step Increase	$86,077	$86,077	$86,077	$86,077
BTA Column	$100,000	$100,000	$100,000	$100,000

Employee Salary, Benefits, and Statutory Benefits

- Health and welfare are calculated for Second Interim. For the multi-year projection, an increase of 2% is included.
- The District will continue to pay current and eligible retiree benefits up to the district cap of $12,000.

The following table represents the contribution obligation to statutory benefits. The Governor's 2020-May 21 Revise Budget reduced the CALPERS and CALSTRS rates to provide districts with increased fiscal relief during the pandemic. That relief is in its final year for the 2021-22 fiscal year. The District's multi-year projection reflects the percentages for STRS and PERS contributions returning to their previous rates in 2022-23 and forward. This results in a 3.19% rate increase in PERS and a 2.18% increase in STRS:

	First Interim 2021-22	Second Interim 2021-22	Projected 2022-23	Projected 2023-24
PERS	22.91%	22.91%	26.10%	27.10%
STRS	16.92%	16.92%	19.10%	19.10%
OASDI	6.20%	6.20%	6.20%	6.20%
SUI	0.50%	0.50%	0.50%	0.20%
APPLE	3.75%	3.75%	3.75%	3.75%
MEDICARE	1.45%	1.45%	1.45%	1.45%
W/C	2.05%	2.20%	2.87%	2.87%

With the rise in unemployment, the State raised its unemployment rate from 0.05% to 1.23%. This steep increase resulted in an additional $1,300,000 the District must pay out of the general fund. However, the State re-projected the change, which reduces the percentage from 1.23% to .50%. This change results in an expense of $530,000 rather than $1,300,000. The rate is projected to decrease to .20% in the following years. To help districts afford this obligation, the State has allowed one-time ESSER funds to be utilized in the 2021-22 fiscal year. BUSD will be taking advantage of this allowance and paying for the state unemployment obligation with this provision.

Consumer Price Index (CPI) is applied to unrestricted supplies (object code 4000-4999) and Services (object code 5000-5999). This includes utilities, water, electricity, and gas. Below is the annual percentage:

2021-22	2022-23	2023-24
5.78%	3.69%	2.90%

Minimum Wage increased in January 2022. The January - June expense is included in Second Interim. Below is the assumption representing the additional cost for salaries and benefits for the projected 2022-23 fiscal year since the expense is only for January – June. This assumption is included in Second Interim's multi-year projection:

2022-23 - $15
$223,000

Other Expenditures

- The 2022-23 fiscal year projection reflects the additional $150,000 in anticipation of election costs.

General Fund Contributions

Program contributions from General Fund Unrestricted to Restricted:

	First Interim 2021-22	Second Interim 2021-22	Projected 2022-23	Projected 2023-24
Special Education	($21,673,017)	($21,422,781)	($22,908,685)	($23,820,398)
Routine Restricted Maintenance	(5,894,334)	(5,894,334)	(6,323,049)	(6,512,841)
District Rentals Revenue	314,725	286,604	314,725	314,725
Totals:	**($27,252,626)**	**($27,030,511)**	**($28,917,009)**	**($30,018,514)**

Differences between First Interim and Second Interim

- **Special Ed**
  - Slight reduction due to staffing adjustments to meet actuals
- **Routine Restricted Maintenance (RRM)**
  - The RRM contribution is calculated on 3% of total unrestricted and restricted expenditures less specific COVID-19 resources.

Transfers In/Out

This amount is a contribution from the General Fund to other funds/programs. The chart below explains the transfers in/out from General Fund to the following programs:

	First Interim 2021-22	Second Interim 2021-22	Projected 2022-23	Projected 2023-24
Fund 12 – Monterey High Infant Program – Self Support & ATB	$30,476	$354,062	$-0-	$-0-
Fund 12 – Child Development Fund /State Preschool- LCAP Supplemental			150,000	150,000
Totals:	$30,476	$354,062	$150,000	$150,000

Fund 12 – ATB

- There was an audit finding in where revenue had been accounted for twice, however, it was only received once, thus overstating its income. Therefore, a transfer of funds into Fund 12 to cover the cost of the audit finding was necessary. Part of the transfer of funds is allowable from COVID one-time funding to

Fund 12 totaling $264,000. This amount covers the program that provided tutoring and after-school programs to help mitigate learning loss.

- The balance of the audit adjustment is a contribution from the general fund to Fund 12.
- In the projected 2022-23 and 2023-24 fiscal year, with the LCAP supplemental contribution, Fund 12 is projected to be self-sustaining.

Local Control Accountability Plan (LCAP):

- The revised three-year LCAP plan was presented in June alongside the adopted 2021-22 Budget. The LCAP is fully funded in the Second Interim budget for 2021-22 and projected 2022-23 and 2023-24 budgets.

Operational Site Budgets

- Elementary Schools receive $53.50, Middle Schools receive $62.00, and High Schools receive $90.00 per enrolled student. The allocation is based on projected enrollment.

Some of the costs of personnel who are typically part of unrestricted expenditures could be paid from COVID one-time funds per State and Federal guidelines in Second Interim 2021-22 and Projected 2022-23. This movement of expenses from unrestricted to restricted provides relief to the General Fund. It is important to note that this relief is one-time. Once the one-time funds are expended, personnel, materials, and service expenses that utilize these one-time COVID funds return to the unrestricted general fund represented in the Multi-Year Projection.

One-Time COVID Funding Overview	2021-22	2022-23
Certificated personnel such as additional hours for staff for extended learning and stipends	$7,072,470	$1,927,472
Classified personnel such as additional hours for staff for extended learning and stipends	1,767,591	85,430
Benefits for the personnel above	2,790,218	423,312
Books and Supplies such as additional curriculum, materials, and technology to meet the Board of Education and District's goal of one to one technology, personal protective equipment, MERV-13 filters, and facility supplies to repair window and ventilation	4,712,577	-0-
Services such as facilities HVAC, window and ventilation repairs, Instructional contracted services and consultants used for professional development for help students with learning loss, Special Education services for student supports and interventions due to learning loss, COVID testing services, and contracted nursing support	7,852,828	-0-
Indirect	1,067,156	17,475
Total	**$25,262,840**	**$2,453,689**

Fiscal Stabilization Plan

To remain fiscally stable in 2021-22, 2022-23, and 2023-24, budget reductions must be made to meet the required 3% Reserve for Economic Uncertainty (REU) in the fiscal year 2023-24. The reductions required are due to several factors:

- The rise in STRS/PERS percentage increase from 2021-22 to 2022-23
  - Districts saw relief in the PERS/STRS contribution percentage provided by the State due to COVID-19. That relief sunsets in 2022-23.
- Declining enrollment before COVID and now significant decline due to COVID.
- The continued cost of operations with step and column adjustments, health and welfare costs continuing to rise, and the continued rise of Special Education.

With all of these factors, the District could not meet the 3% reserve for economic uncertainty in 2023-24 at First Interim. The District had put a place holder of "other adjustments" of ($6,250,000) in reductions that needed to be addressed. This assumption has been updated for Second Interim ($4,500,000). Along with this placeholder of other adjustments, the following changes and reductions are proposed for the fiscal stabilization plan.

As stated on page 1 of this report, at the January presentation of the Governor's Proposed 2022-23 budget, the Governor included a proposal to aid the significant decline in enrollment schools across the State are experiencing. Rather than being funded on Ed Code (EC 42238.05(a)(1), he proposed that funding would be based on the greater of current year average daily attendance (ADA), prior year ADA or *computed average ADA* using the previous three years' ADA. This change is to turn the steep ADA decline, which is a decline in funding, into an ADA softer landing. This proposed solution to the way districts would be funded in the fiscal Year 2022-23 and 2023-24 is based on the actual current projections and prior year ADA averaged out. The difference in revenue the District would receive with this 'softer landing' approach is set aside in the ending fund balance of the multi-year projection since it is not guaranteed legislation as of Second Interim.

- This results in additional in LCFF funding
  - 2022-23 $6,740,212 in additional LCFF funding
  - 2023-24 $4,725,255 in additional LCFF funding
  - The additional funding is set aside in the ending fund balance until the proposed trailer bill is approved on July 1. More information will be forthcoming once the Governor's May Revision to his proposed budget is presented.
- Should this proposed computed average ADA bill pass, the District can remove its "other adjustments" of ($4,500,000) and will meet its 3% REU.

In 2022-23 and 2023-24, the general fund was to resume paying for the cost of OPEB as it has spent down the Board approved $3.5M allowable withdrawal from Fund 71. However, as part of the Fiscal Stabilization Plan, the District is proposing the Board approve to continue to draw down Fund 71.

- Savings would be $1,300,000 each fiscal year for a total savings of $2,600,000.
  - It is projected that the general fund will need to resume its contribution in the 2024-25 fiscal year.

The Governor's projected 2022-23 budget presented this past January provided new assumptions that now affect the 2022-23 and 2023-24 fiscal year. The cost of living adjustment (COLA) changed:

- Changes in COLA from First Interim to Second Interim
  - 2022-23 2.48%
    - 2022-23 5.33%
      - Additional $3,700,000 in LCFF funding
  - 2023-24 3.11%
    - 2023-24 3.64%
      - Additional $4,600,000 in LCFF funding
  - This resulted in additional $8,300,000 in LCFF funding

Along with the changes in COLA, LCFF revenue, and OPEB, the table below are proposed reductions additionally in place within the multi-year projection to remain fiscally solvent:

Proposed Fiscal Stability Plan	2022-23	2023-24
Management		
Frozen Positions		
• Emergency Planning/Safety Coordinator	64,000	64,000
• Supervisor M&O		85,430
• Technology Services Manager	84,300	84,300
• Assistant Principal	122,000	122,000
Certificated		
• Teachers – 18.0 FTE due to declining enrollment	1,216,000	1,216,000
• Teachers – 10.0 FTE due to declining enrollment		675,740
Frozen Positions		
• TOSA – 2.0 FTE	144,000	144,000
• Intervention	45,000	45,000
Benefits associated with the listed positions	567,400	852,500
OPEB Savings	1,300,000	1,300,000
Further reductions should ADA average not pass		4,500,000
Total Proposed Reductions	**$3,542,700**	**$9,088,970**

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Tentative Agreement
Between the
Burbank Unified School District
From the
California School Employees Association and its Burbank Chapter #674

ARTICLE I: AGREEMENT

This Agreement is made and entered into ~~this 18th day of October 2018,~~ between the Burbank Unified School District (hereafter "District") and the California School Employees Association~~,~~ and its Burbank Chapter 674, (hereafter "CSEA" or "Association").

Due to the COVID-19 pandemic, the parties agreed to a term extension for the period of July 1, 2020 through June 30, 2021.

This ~~Amendment to the~~ Successor Agreement shall remain in full force and effect for a period from July 1, 2021~~17~~ through June 30, 2024~~20~~.

For the District:

For CSEA:

TA 2/18/22

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Tentative Agreement
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ARTICLE 3: ~~MANAGEMENT~~ DISTRICT RIGHTS ~~AND DISTRICT POWERS~~

3.1 It is understood and agreed that the District retains all of its powers and authority to direct, manage, and control to the full extent of the law. ~~This includes, but is not limited to, those duties and powers and the exclusive right to determine its organization, determine the kinds and levels of services to be provided, and the methods and means of providing them, determine staffing patterns and determine the number and kinds of personnel required in accordance with State law.~~ Included in but not limited to these duties and powers are the rights in:

1. Determine its organization.
2. Direct the work of its employees.
3. Determine the times and hours of operations.
4. Determine the kinds and levels of services to be performed, and the methods and means of providing them.
5. Establish its educational policies, goals, and objectives.
6. Ensure the rights and educational opportunities of students.
7. Determine staffing patterns.
8. Determine the numbers and kinds of personnel required.
9. Maintain the efficiency of District operations.
10. Determine the curriculum.
11. Build, move, or modify facilities.
12. Establish budget procedures and determine budgetary allocations.
13. Determine the methods of raising revenues.
14. Contracting out work to be in accordance with the California Education Code and Article 7 of this agreement. Any contracting out shall not cause or result in the layoff of bargaining unit members.
15. **Declare an emergency** ~~**Suspend the provisions of this Agreement**~~ and take action on any matter in the event of an emergency. Emergency is defined as **a** ~~**an act of God or other**~~ crisis of serious magnitude, which within the judgment of the Board of Education, Superintendent, or Acting Superintendent, cannot be ignored

3.2 In addition, the Board of Education retains the right to hire, classify, assign, evaluate, promote, terminate, and discipline employees.

3.3 The exercises of the foregoing powers, rights, authority, duties and responsibilities by the District; the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement, and then only to the extent such specific and express terms are in conformance with the law.

3.4 **Notwithstanding any other provisions, this Agreement shall not constitute a general or specific waiver of any right of CSEA or unit members, nor shall it be applied to**

reduce or restrict any right or privilege of CSEA or unit members derived from other provisions of this Agreement or from law.

District

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CSEA

Nicole Knoop

M'Lynn MacLaren

Roberto Villalta.

Andrea McCord

CiCA LRR

L McBauman

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12/15/21 2/18/22

Tentative Agreement
Between the
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ARTICLE 4: ORGANIZATIONAL RIGHTS

Workplace Civility

It is the intent of the District that its employees be treated with respect and treats other employees with respect in accordance with the Burbank Unified School District Board of Education's policy on respectful treatment of all persons (Board Policy 4119.21).

An employee claiming to be treated unfairly, disrespectful, or uncivil by a supervisor or other District administrator must first attempt informally to resolve the dispute by presenting the complaint orally to his/her immediate supervisor and discussing the complaint with the supervisor.

At meetings conducted under Board Policy 4119.21 and the District employee handbook, the employee is entitled to be accompanied and/or represented by a CSEA representative if the employee so chooses, and similarly, the supervisor and/or administrator is entitled to be accompanied and/or represented by another supervisor and/or administrator or District representative.

~~4.1~~ It is understood and agreed that CSEA shall have the right to conduct business, discussions and activities on school premises. **When meetings are held outside of the work hours, the following conditions need to be met:** ~~outside the work hours of bargaining unit members when the following conditions have been met:~~

~~A. CSEA shall submit a written request to the Superintendent (or designee) toobtain prior approval for the use of buildings and facilities during times which do not interrupt or interfere with District and school operations and employment duties of bargaining unit members or other District employees.~~

B. Utilize district procedures for use of facilities and pay any applicable fees.

~~C. Payment, if requested by the District, of a reasonable fee for actual expenses related to the use of public utilities, security costs, clean-up costs, unusual wear or damage to District facilities.~~

~~D. Meetings are voluntary.~~

4.2 It is understood and agreed that CSEA has the right to use the District's mail service, employee mailboxes and District Email for communication to bargaining unit members. **It is further understood and agreed that CSEA has the right to use the classified employee organization bulletin boards located in each school building and District department to post notices of activities and matters of concern to bargaining unitmembers. In the event of a union-wide newsletter,**

the District may request a copy. ~~will be emailed to the Superintendent at the time of distribution.~~ Mailings or communications shall not defame or ridicule the Board of Education, its members, the District or District personnel.

~~4.2.1 All mailings by CSEA for distribution throughout the schools and departments of the District shall begin with placement of such materials in the school or department mailboxes located at the Central Office.~~

~~4.2.2 A copy of such mailings shall be delivered to the Office of the Superintendent prior to such distribution. The mailings shall then be distributed via the District's mail truck.~~

~~4.2.3 Mailings pursuant to this Article shall not defame, or ridicule the Board of Education, its members, the District or District personnel.~~

~~4.3 It is understood and agreed that CSEA has the right to use the classified employee organization bulletin boards located in each school building and District department to post notices of activities and matters of concern to bargaining unit members. Communications shall not defame, or ridicule the Board of Education, its members, The District or District Personnel.~~

~~4.3.1 A copy of all postings shall be delivered to the Office of the Superintendent of Schools prior to posting.~~

~~4.3.2 CSEA shall not post or cause to be posted any material that is derogatory or defamatory of the Board, its members, the District or its personnel.~~

4.4 CSEA shall have the right to address the Board of Education at any regular meeting. CSEA shall have the right to agendize a matter for a regular meeting of the Board of Education provided that not less than eight (8) days prior to the date of such Board meeting, the matters to be brought before the Board have been revealed and explained to the Superintendent or his designated representative, so they may be properly placed on the Board agenda.

4.5 The District agrees to furnish CSEA with a copy of the Board agenda for each regular and special School Board meeting (except for meetings called under Government Code Section 3549.1).

4.5.1 The District agrees to furnish CSEA with copies of the supporting data at the same time, or as soon thereafter as reasonably possible, as the Members of the Board of Education.

4.6 It is further understood and agreed that CSEA shall have the right to receive reasonable periods of release time when meeting and negotiating and for the processing of grievances. **A minimum of** two unit members shall be granted reasonable release time for the purposes of operating the voting polls for ratification of agreements. The Head of Human Resources shall be notified of the amount of release time required prior to the day the polls are to be operated.

4.6.1 Officially designated delegates to the Association's annual conference, based on one (1) delegate for each one hundred members or major portion thereof, shall be given release time without loss of pay, up to a maximum of five days, to attend the conference. Delegates elected by the Association who are not scheduled to work during the dates of the Annual Conference shall not be eligible for any reimbursement from the District. The Association shall supply the names of the delegates and dates of attendance to the Superintendent or his designee not less than 10 working days prior to the beginning of the conference. The District will not provide substitute coverage for association members annual conference release time, except in cases where coverage is absolutely necessary for safety or program reason.

4.6.2 With the prior approval of the Head of Human Resources or designee, the Association, shall be afforded reasonable release time to meet and confer with management personnel during work hours for the purpose of discussing and resolving concerns of bargaining unit members and when serving as a committee member at district committee meetings.

4.6.3 The District agrees that CSEA members whose regularly assigned work schedules would prohibit attendance at regular monthly CSEA Chapter 674 meetings, may receive release time for the actual attendance at the regular monthly meeting, travel time to and from work-site, for maximum of one hour forty-five minutes (1 hour 45 minutes) with prior approval ofthe immediate supervisor. Only ~~two~~ **three** employees per site shall be given such release time, with no more than two per classification, **unless otherwise ~~additional release time is previously~~ approved by the supervisor(s). Supervisors shall be as permissible as possible when granting release time to additional employees.** The amount of release time given will be worked by the employee at a time mutually agreed to with the immediate supervisor.

~~4.6.4 Should a bargaining unit member's regular working hours coincide with chapter polling hours, If CSEA voting polls are only open during an employee's work hours, the unit member shall be granted 30 minutes of release time to cast their vote.~~

4.6.5 The District agrees that CSEA Chapter President and CSEA Vice President, or designee, shall be given up to 40 hours collectively of release time per school year without loss of pay to meet and confer with their CSEA Labor Representative during work hours for the purpose of discussing and resolving concerns of bargaining unit members and for the purpose of negotiations preparation. The President of the Association may request the Superintendent or designee to consider granting additional release time should unusual circumstances arise.

4.7 The District shall provide CSEA notice of any newly hired employee, within ten (10) days of date of hire, via an electronic mail. Please include the followinginformation: full legal name, date of hire, classification, and site.

4.7.1 "Newly hired employee" or "new hire" means any employee, whether permanent, full time, part time, hired by the District, and who is still employed as of the date of the new employee orientation. It also

includes all employees who are or have been previously employed by the District and whose current position has placed them in the bargaining unit represented by CSEA. For those latter employees, for purposes of this article only, the "date of hire" is the date upon which the employee's employee status changed such that the employee was placed in the CSEA unit.

4.7.2 Except for employees who have submitted written requests pursuant to Government Code section 6254.3(c) prohibiting the disclosure of their home address, home telephone number, personal cellular telephone number, personal email address, or birth date, the District shall provide CSEA with contact information on the new hires. The information will be provided to CSEA electronically via a mutually agreeable secure FTP site or service, within thirty (30) days from the date of hire. This contact information shall include the following items, if they are included in the Districts records, with each field in its own column:

a. First Name;
b. Middle initial;
c. Last name;
d. Suffix (e.g. Jr., III)
e. Job Title;
f. Department;
g. Primary worksite name;
h. Work telephone number;
i. Work Extension;
j. Home Street address (incl. apartment #)
k. City
l. State
m. ZIP Code (5 or 9 digits)
n. Home telephone number (10 digits);
o. Personal cellular telephone number (10 digits);
p. Personal email address of the employee;
~~q. District email address of the employee;~~
r. Last four numbers of the social security number;
s. Birth date;
t. Hire date.
u. CalPERS status ("Y" if in CalPERS; "N" if not in CalPERS);

This information shall be provided to CSEA regardless of whether the newly hired employee was previously employed by the District. In the event no one is hired in any particular month, the District shall send an e-mail to CSEA confirming they did not hire any new staff that month.

4.7.3 Periodic Update of Contact Information: The District shall provide CSEA with a list of all bargaining unit members' names and contact information on the last working day of September, January, and May. ~~Former bargaining unit members who are no longer employed shall be~~

~~removed from the full file of bargaining unit data.~~ The information will be provided to CSEA electronically via a mutually agreeable secure FTP site or service.

4.7.4 NEW EMPLOYEE ORIENTATION

A. "New employee orientation" means the onboarding process of a newly hired public employee, whether in person, online, or through other means or mediums, in which employees are advised of their employment status, rights, benefits, duties and responsibilities, or any other employment-related matters. The orientation shall be held on District property during the workday of the employee(s) who shall be on paid time. During CSEA's orientation session, no District manager or supervisor or non-unit employee shall be available.

B. District Scheduled New Employee Group Orientations: The District shall provide CSEA mandatory access to its new employee orientations. CSEA shall receive not less than ten (10) days' notice in advance of an orientation, except that a shorter notice may be provided in a specific instance where there is an urgent need critical to the District's operations that was not reasonably foreseeable. During these scheduled orientations, CSEA shall have thirty (30) minutes of paid release time for one CSEArepresentative to conduct the orientation session. The CSEA Labor Relations Representative may also attend the orientation session. CSEAshall provide the District with the contact information (email and cell phone number) of the designated CSEA representatives.

C. In the event the District conducts a group orientation, CSEA shall have one (1) hour of paid release time for two (2) CSEA representatives, including the Chapter President or designee, to conduct the orientation session. Said release time shall not be counted against the total release time contained elsewhere in the collective bargaining agreement. The CSEA Labor Relations Representative may also attend the orientation session.

D. Individual Orientations: In the event the District conducts one-on-one orientations with new employees, CSEA shall have thirty (30) minutes of paid release time for one (1) CSEA representative to conduct the orientation session. Said release time shall not be counted against the total release time contained elsewhere in the collective bargaining agreement. The CSEA Labor Relations Representative may also attend the orientation session.

4.7.5 The District shall include the CSEA membership application and/or a CSEA provided link for an electronic application, in any employee orientation packetof District materials provided to any newly hired employee. CSEA shall provide the copies of the CSEA membership applications to the District for distribution.

4.7.6 In the event the district does not conduct an orientation, CSEA shall have

thirty (30) minutes, one time per month of paid release time to conduct the orientation to new CSEA bargaining unit members, except when no new members have been hired.

4.7.7 VIOLATIONS OF AGREEMENT

Any alleged violation, misinterpretation, or misapplication of the terms of this Article shall be subject to the grievance and arbitration provisions of Article 17 in the current classified Collective Bargaining agreement, except only CSEA has the ability to grieve this section.

4.8 The District and CSEA mutually recognize the need and mutually affirm the right of CSEA to designate Job Representatives from among employees in the bargaining unit. CSEA affirms that in appointing such representatives it does so for the purpose of promoting an effective relationship between the District and bargaining unit members by effectively representing CSEA and its bargaining unit members to assist in the resolution of problems and difficulties.

4.9 It is mutually agreed and understood that all matters not specifically enumerated in Section 3543.2 of the California Government Code and not dealt with in this Agreement are reserved to the public employer and may not be a subject of meeting and negotiations except by mutual agreement, provided, however, that Nothing contained in this Agreement may be construed as limiting the right of the District to consult with CSEA representatives on any matter outside the scope of representation.

4.10 After this Agreement or any Amendment to this Agreement becomes effective, the District shall provide without charge a copy of this Agreement and any Amendments hereto to every employee in the bargaining unit within 90 calendar days of when the Association has submitted their final page proofs to the District. Any employee who subsequently becomes a bargaining unit member shall be provided by the District, without charge, a copy of the Agreement and any Amendments.

4.10.1 The District shall place this Agreement and any Amendment to this Agreement on the District's web site.

4.10.2 The District shall provide a copy of this Agreement and any Amendment to this Agreement to each work site within the District and to all supervisors and/or managers who have responsibility in any way for bargaining unit members.

4.10.3 The District shall also provide four (4) copies of this Agreement or Amendment to this Agreement to the CSEA Labor Relations Representative.

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Tentative Agreement
Between the
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ARTICLE 5: ORGANIZATIONAL SECURITY

5.1 ~~Except as expressly exempted herein, all bargaining unit employees who do not maintain membership in CSEA are required as a condition of employment to payservice fees to CSEA.~~

5.1 CSEA has the exclusive right to have employee organization membership dues ~~and service fees~~ deducted by the District from the wages or salary of employees in the bargaining unit in accordance with the provisions of this Article.

A) The District shall cause payroll deductions to be made in accordance with the District's procedures. ~~and CSEA's dues and service fees schedule or payments to adesignated charitable fund in lieu of service fees in case of an employee's bona fidereligious objection.~~

B) Employees, in lieu of payroll deductions, may pay dues ~~or service fees~~ directly to CSEA ~~or, in the case of bona fide religious objection, proof of payment to a designated charitable fund.~~

C) In the event an employee does not pay dues ~~or service fees~~ directly to CSEA or through voluntary payroll deduction, the District shall begin automatic payroll deductions after receipt of written notice from CSEA specifying the names of the unit employees and the amount of the dues ~~or service fees~~ for each employee. Payroll deductions shall be processed in accordance with the standard District operating procedures from the first day of the month following 45 calendar days after receipt by the District of the written notice directing dues~~/service fees~~ by payroll deduction.

D) CSEA may specify a change in the amount of dues ~~or service fees~~ provided an authorized CSEA officer submits a written notice to the District for such an adjustment. The processing of revised deductions will be in accordance with the dues schedule provided in the agreement.

E) The District shall, without charge, transmit to CSEA the sums deducted under this Article.

~~F) Any employee who has a bona fide religious objection, as defined in Government Code Section 3546.3 to the payment of service fees in support of an "employeeorganization," as defined in Government Code section 3540.1(d), shall not berequired to join, maintain membership in, or pay dues or service fees requires as acondition of employment. However, such employee shall be required, in lieu ofservice fees required by this Article, to pay sums equal to such service fees directlyto any nonreligious, non labor, charitable funds exempt from taxation undersection 501(c) (3) of Title 26 of the United States Internal Revenue Code. Theemployee shall then submit proof of service fee payment directly to CSEA.~~

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From the
California School Employees Association and its Burbank Chapter #674

~~G) Any employee claiming this religious exemption shall, as a condition of continued exemption, furnish to CSEA a written statement of objection alongwith verifiable evidence of membership in a religious body whose traditionaltenets or teaching set forth objections to joining or financially supporting employee organizations.~~

F) CSEA agrees to indemnify and financially hold harmless the District, its Governing Board, officers and administrators against any and all claims, demands, costs, lawsuits, actions, including attorney fees incurred in defendingsaid persons or District, or any other form of liability or expense, including butnot limited to, all court administrative agency costs, expenses, fees, settlementsand judgments that may arise out of or by reason of action taken by the Districtfor the purpose of complying with the Article. The District shall promptly notify CSEA of any civil, administration or other action taken against the District æa result of its compliance with this Article.

For the District:

For CSEA:

LHR

BUSD to CSEA
2/18/2022
10:10AM

TA LMB JW CC, LKR N.K. MC R.V AM 0.0 is le

ARTICLE 18: EVALUATION PROCEDURES

18.1 The District retains the right to evaluate and assess the performance of each bargaining unit member, subject only to the procedural requirements of this Article. Accordingly, no grievance arising under this Article shall challenge the substantive objectives, standards, or criteria determined by the evaluator or District. Any grievance under this Article shall be limited to the procedural aspects of this Article.

18.2 An employee's immediate supervisor shall be the employee's evaluator. The immediate supervisor, for the purpose of evaluation, shall be designated by the District in writing to CSEA by October 15 of each year. Another evaluator may be designated with the employee's consent.

18.3 Probationary unit members are evaluated during their probationary year as stated in Exhibit J – Evaluation Form. The Probationary period is ~~one year~~ six months from date of hire. The evaluator shall meet with the unit member during the first two (2) months of employment to provide assistance to the unit member and to supervise closely the unit member's work. Eight, nine, and ten month unit members shall be formally evaluated at the beginning of the third ~~fourth~~ and fifth ~~seventh~~ months of employment. Eleven and twelve month unit members shall be formally evaluated at the beginning of the third and fifth ~~fourth, seventh, and tenth~~ months of employment. The probationary period of a unit member shall be extended by the period of time the unit member is absent from duty during the probationary period.

18.4 Promoted bargaining unit members serving a six-month period of probation shall be evaluated formally by their evaluator no less than two (2) times during the probationary period as stated in Exhibit J – Evaluation Form. These evaluations shall occur normally at the third ~~second~~ and fifth ~~fourth~~ months of the probationary period.

18.5 Permanent unit members shall be evaluated formally by their evaluator at least every other year. Unit members who receive a rating of unacceptable shall be formally evaluated annually as stated in Exhibit J – Evaluation Form until the unit member either successfully remediates the poor job performance or until the unit member's service is severed from the District.

18.6 Evaluators of all permanent unit members shall have an informal evaluation conference with the unit member during January, February or March of each year following the year a formal evaluation is completed. The informal evaluation may or may not be written, and if written, shall not be placed in the unit member's personnel file in Human Resources. The purpose of this informal conference is to provide unit members with information regarding their job performance.

18.7 Formal evaluations shall be prepared in writing by the evaluator on District evaluation forms, and shall be discussed with the unit member in a private meeting. The forms shall be signed by both the evaluator and the unit member. The unit member's signature does not necessarily mean that the unit member agrees with the evaluation, but only that the unit member has received a copy of it and has had the opportunity to discuss it. One copy of the written evaluation shall be given to the evaluator, one to the unit member, and one copy shall be placed in the unit member's personnel file, pursuant to the provisions of Article 6 of this Agreement. If a unit member disagrees with the evaluation, the unit member may submit within ten (10) working days a written rebuttal to the evaluation. Such written rebuttal shall be placed in the unit member's personnel file, and a copy given to the evaluator.

18.8 When an evaluator finds the performance of a unit member to be unacceptable, an Assistance Plan shall be developed to remediate unacceptable performance. The Assistance Plan Form shall be used by the evaluator with suggestions for improvement of performance and correction actions as outlined in Exhibit J. An Assistance Plan may include, but not be limited to, the following: timelines for improvement; dates for completion of assignments/projects, visitations/observations/demonstrations; designation of a mentor; applicable guidelines, rules and regulations to read; specific oral and written directives; progress meetings; memoranda regarding progress of performance; review of procedures; and feedback. The evaluator may prepare any other written progress reports or written statements, or deliver oral reports on unit member's performance as deemed necessary to fulfill the requirements of the assistance plan.

18.9 Evaluations should be based upon the evaluator's direct observation and knowledge and not on unsubstantiated charges or rumors. The evaluator may request input from other unit members who have direct supervisory responsibilities over the unit member. Any negative information received by the evaluator from any source regarding the unit member must be investigated by the evaluator in order to substantiate the negative comments prior to incorporating negative comments in the evaluation.

18.10 The provisions in this article supersede any contradictory terms or statements in the Classified Employees Performance Evaluation Handbook.

PERFORMANCE EVALUATION FORM FOR CLASSIFIED PERSONNEL
BURBANK UNIFIED SCHOOL DISTRICT

☐ Probationary
☐ Month of Evaluation
☐ 3th ☐ 5th

☐ Permanent
☐ 11 or 12 Month Assignment
☐ 9 or 10 Month Assignment

☐ Promoted
☐ 3 Month
☐ 5 Month

Employee _____ Job Position _____ Site _____ Evaluator _____

Rating Scale:

* (1) **Outstanding**
(2) **Above Standard**
(3) **Standard**
* (4) **Below Standard**
* (5) **Unacceptable**
N/A Not Applicable

Definition

1. Consistently exceeds job requirements.
2. Often exceeds job requirements.
3. Meets job requirements.
4. Needs to improve: Specific suggestions will be made and included on this form to assist employee performance.
5. Unsatisfactory: Assistance plan must be developed to remediate any unacceptable performance. Plan must be submitted to Human Resources Services.

N/A Not Applicable

Directions:

Evaluators are to rate each item outlined in the four areas of evaluation. Personal Factors, Interpersonal Skills, Job Knowledge, and Job Skill. The ratings, 1-5, are described on this form. All ratings require that an evaluator's comment on the rating substantiating the mark. Evaluators are to provide the employee with an overall rating which best describes the overall work performance of the employee.

Personal Factors
Employee

_____ Maintains strict confidence
_____ Complies with work instructions; accepts and uses constructive criticism.
_____ Complies with work hours.
_____ Has regular attendance.
_____ Presents positive personal image.
_____ Wears clothing appropriate to job responsibility.
_____ Is flexible and adaptive.
_____ Is dependable and able to work independently.
_____ Demonstrates ability to perform the physical requirements of the job.
_____ Other _____

Interpersonal Skills
Employee is able to work cooperatively and effectively

_____ With coworkers.
_____ With students.
_____ With supervisors.
_____ With public.

EVALUATOR'S COMMENTS: (Personal Factors and Interpersonal Skills)

EMPLOYEE'S COMMENTS: (Optional) Additional written response may be attached

BUSD to CSEA
11/10/21 2/18/22
10 am

Tentative Agreement
Between the
Burbank Unified School District
From the
California School Employees Association and its Burbank Chapter #674

ARTICLE 28: CONCLUSIVENESS OF AGREEMENT

28.1 ~~During the term of this Agreement both parties expressly waive and relinquish the right to meet and negotiate and agree that neither party shall be obliged to meet and negotiate with respect to any subject or matter, whether referred to or covered in this Agreement or not, but with the following exceptions noted below in 28.1.1, 28.1.2, and 28.1.3. This section shall not operate to deny the right of the Association to negotiate concerning any change in working conditions whichare within the scope of bargaining and affect bargaining unit members.~~

~~28.1.1 Before or during the month of January 2018, either the District or the Association maynotify the other party by written submission of an initial proposal, by certified mail or hand-delivery, of its desire to re-open negotiations for the 2015-16 contract year concerning and limited to Article 8, Article 9, and one (1) other Article.~~

~~28.1.2 Before or during the month of January 2019, either the District or the Association maynotify the other party by written submission of an initial proposal, by certified mail or hand-delivery, of its desire to re-open negotiations for the 2016-17 contract year concerning and limited to Article 8, Article 9, and one (1) other Article.~~

~~28.1.3 Before or during the month of January 2020, either the District or the Association maynotify the other party by written submission of an initial proposal, by certified mail or hand-delivery, notification of its desire to negotiate a Successor Agreement.~~

28.2 ~~The District and Association agree that, should the District implement a year-round schoolcalendar, the parties shall meet to negotiate the impact and implications.~~

28.3 Pending the conclusion of negotiations, this Agreement shall remain in full force and effect.

28.4 ~~The District shall submit the initial proposals from both parties to the Board of Education at its first Board meeting on or before March.~~

28.5 ~~The District and the Association may reopen this Agreement or any portion thereof during theterm of the Agreement by mutual agreement in writing by both parties to this Agreement.~~

28.1 ~~This agreement shall remain in full force and effect during its term agreed to in Article 1.~~

28.2 The parties agree that initial proposals for successor agreement must be given in writing at least ninety calendar days but not more than one hundred twenty calendar days prior to expiration date.

BUSD to CSEA
11/10/21
10 am

Tentative Agreement
Between the
Burbank Unified School District
From the
California School Employees Association and its Burbank Chapter #674

28.3 Reopener negotiations shall commence upon request and initial proposals to be initiated by either party.

28.4 ~~The Association shall have the right to negotiate concerning any change in hours, wages, or working conditions within the scope of bargaining.~~

28.5 The District and the Association may reopen this Agreement or any portion thereof during the term by mutual written agreement.

For the District:

For CSEA:

CLA LRR

Tentative Agreement

Between the

Burbank Unified School District

And the

California School Employees Association and its Burbank Chapter #674

Successor Agreement 2021-2024

April 20, 2022

The Burbank Unified School District (District) and the California School Employees Association and its Burbank Chapter #674 (CSEA) conclude 2021-2022 successor negotiations. All articles and provisions of the parties' agreement shall remain the same, except as modified in the attached articles: Article 1: Agreement, Article 3: District Rights, Article 4: Organizational Rights, Article 5: Organizational Security, Article 7: Contracting Out, Article 8: Compensation, Article 9: Health and Welfare Benefits, Article 10: Hours of Employment, Article 16: Disciplinary Procedures, Article 18: Evaluation Procedures, Article 20: Safety Conditions of Employment, Article 28: Conclusiveness of Agreement.

For the District:

For CSEA:

CSEA LRD

CC

ARTICLE 7: CONTRACTING OUT BARGAINING UNIT WORK~~: PAY AND ALLOWANCES~~

1. **The District shall not contract out work which has been customarily and routinely performed by bargaining unit members, except as authorized by Education Code section 45103.1 or as required by law. Per Government Code Section 3543.2, contracting out, when within the scope of representation, is subject to decision and effects bargaining. Contracting out, or subcontracting, and the transferring out of bargaining unit work, where there may be a direct impact on employee wages, working conditions, and hours, shall not occur except where agreed to between the parties. The decision to contract out or receive services outside of the scope of the classified bargaining unit is not negotiable.**
2. **Prior to contracting out any bargaining unit work, and subject to section 1, the District shall notify CSEA, both the Chapter President and Labor Relations Representative, in writing of its intention to contract out bargaining unit work as soon as practicable, but not less than ten (10) days before service would be due.**
3. **When a genuine emergency arises that threatens to halt District operations and/or the safety of District sites, and it is not feasible for bargaining unit members to perform the work due to availability, qualification, and/or scope, the District shall notify CSEA of its immediate need to contract out. Should contracting out proceed under this provision, it shall be on a one-time basis and non-precedent setting. The District shall redirect work to bargaining unit members once the emergency is under control.**
4. **No contracting out shall result in the layoff, reduction in hours, displacement, transfer, or reassignment of bargaining unit members.**

~~7.1 REGULAR RATE OF PAY~~

~~The regular rate of pay for each position in the bargaining unit shall be in accordance with the rates established for each class as provided for in Exhibit A, B, and C attached.~~

~~7.2 WARRANTS~~

~~All regular warrants of bargaining unit members shall be itemized to include voluntary and involuntary deductions to the extent that the payroll service of the County Superintendent of Schools provides.~~

~~7.3 PAYROLL PROCEDURES~~

~~All hourly salary rate bargaining unit members shall be paid once a month on the tenth (10th) calendar day following the end of the month. If the normal pay day falls on a Saturday, Sunday, or holiday, the warrant shall be issued on the preceding workday.~~

~~7.3.1 Year-round Education Program at Monterey High School: With the exception of the Senior Custodian and food service staff who shall be paid on the tenth (10th) and twenty-fifth (25th) of each month, all monthly classified employees shall be paid on the tenth (10th) of each month.~~

~~7.3.2 The District shall utilize a twenty-two (22) working day County Payroll option for the purpose of making salary payments to bargaining unit members. It is understood that absences (including but not limited to sick~~

leave, vacation, bereavement, and industrial accident) will be charged on an actual day basis. New employees will receive pay based on actual days worked during the first month of employment and terminating employees will receive pay based on the actual days worked during the last month of employment. When an employee is absent without pay for an entire month, there shall be no salary payment. When an employee is absent without pay for a partial month, pay for that month will be based on twenty-two (22) days, less days not compensated during the month. However, an employee working one day in a twenty-three (23) day month would receive pay for that day. Lump sum vacation payments will be computed on a twenty-two (22) day basis.

7.3.3 The District and CSEA recognize and acknowledge that these provisions are subject to normal operating circumstances and exceptions may occur in the event of circumstances beyond the District's control.

7.4 PAYROLL ERRORS

7.4.1 Insufficient Pay: Any payroll error resulting in insufficient payment for a bargaining unit member shall be corrected, and a supplemental warrant issued, not later than five (5) working days after the bargaining unit member provides notice to the Payroll Department. When a payroll error occurs where the original monthly warrant(s) cannot be given to the bargaining unit member on his/her regularly scheduled pay day, the member shall have the option to request and receive a salary advance check from the District in the amount of ninety percent (90%) of the employee's estimated net salary.

7.4.2 Overpayment: Should a member be overpaid, the amount of the overpayment shall be repaid to the District. In every case, the affected employee shall be contacted first, and the repayment plan including repayment timelines shall be negotiated and agreed to in writing before any action to recapture the overpayment.

7.5 LOST WARRANTS

If a warrant to a bargaining unit member is mailed, and if the warrant is not delivered within five (5) days of date of mailing, the member may request and then shall receive a salary advance check from the District in the amount of the lost warrant. Such check shall be issued within five (5) working days of the bargaining unit member's notification to the Payroll Department. If the warrant is lost after receipt, the bargaining unit member shall notify the Payroll Department and the process for replacing the lost warrant shall commence. There can be no guarantee of the time required to replace such lost warrant.

7.6 COMPENSATION FOR WORKING OUT OF CLASSIFICATION

Bargaining unit members who are required to perform duties at a higher level not reasonably related to those fixed and prescribed in the unit member's job classification (including substituting for absent employees) shall be temporarily compensated at the appropriate salary schedule subject to the following conditions:

7.6.1 The assignment of the higher level duties must exceed or be expected to exceed five working days in any fifteen (15) calendar day period.

7.6.2 The unit member shall be temporarily compensated at the next higher dollar amount of the appropriate salary range as it compares to the unit member's regular salary, but not less than five percent (5%) nor more than Step VI.

7.6.3 The higher rate shall be retroactive to the first day of the assignment to new

~~duties in all cases in which such assignments exceed five (5) working days.~~

~~7.6.4 The higher rate shall terminate on the first working day that the unit member is no longer required to work at the higher level.~~

~~7.6.5 Determination as to when a unit member is required to work out of classification will be made by the Superintendent subject to the approval of the Board of Education.~~

~~7.6.6 Where there is no existing job description covering more complex responsibilities that employees are performing on a regular and on-going basis, and these responsibilities are not reasonably related to a bargaining~~

unit member's job classification, the unit member shall be temporarily compensated in the following manner:

a. The unit member shall be temporarily compensated an additional five percent (5%) of the employee's current rate of pay.

b. An application must be made on a District developed form and signed by the unit member and his/her supervisor, and shall be submitted to Human Resources.

c. The stipend shall remain in effect as long as the employee is determined to be continuing the more complex responsibilities.

d. The Head of Human Resources (or designee) and a representative appointed by CSEA shall review and either approve or deny the request for compensation. The decision shall be final when an agreement is reached between CSEA and the Head of Human Resources (or designee). In the event that CSEA and the Head of Human Resources (or designee) cannot reach agreement, the Superintendent shall make the decision and his/her decision shall be final.

7.7 PAYMENTS AFTER SEPARATION FROM EMPLOYMENT

7.7.1 Any bargaining unit member who terminates employment with the District due to resignation, retirement, termination due to disciplinary action, or for any other reason, shall receive payment for all salaries owed to the employee no later than the next scheduled pay day and in any event no later than fifteen work days after the employee is officially separated from employment.

7.7.2 Payment of accrued vacation or any other applicable benefit shall be handled following the same provisions in Article 7.7.1.

7.7.3 If separation from employment is a result of resignation or retirement, the bargaining unit member must submit copies of his/her letter of resignation / retirement to his/her immediate supervisor and Human Resources in order for the provisions of Article 7.7 to apply.

7.7.4 If separation from employment is a result of termination, the provisions of Article 7.7 shall automatically apply.

7.8 WORK CLOTHING

7.8.1 The cost of the purchase, lease, or rental of work clothing, identification badges, emblems, and cards required for District designated Facilities Services personnel, Food Services and Campus Supervision Assistants shall be borne by the District. Depending on the requirements of the job, work clothing may include at the discretion of the District, any or all of the following items of apparel: shirts, pants, coveralls, coats and rain gear.

If, through the employee's negligence (carelessness), clothing supplied by the District is destroyed, lost, or damaged, the District shall provide for the repair or replacement, but the costs shall be borne by the employee.

~~7.8.2 An Advisory Committee shall be established and shall meet at least once annually to assist in the implementation of Article 7.8.1 and shall consist of three (3) representatives appointed by the District and three representatives appointed by the Association.~~

Note: The changes proposed below are intended to streamline and clarify provisions throughout the Article. It is not the District's intent that any bargaining unit member's current entitlement to health and welfare benefits be adversely impacted by these changes.

ARTICLE 9: HEALTH AND WELFARE BENEFITS

9.0 Unit members shall be eligible for the health and welfare benefits herein described in accordance with the following provisions.

9.1. ELIGIBIILTY

9.1.1 Full-Time. All bargaining unit members employed full time shall be eligible for the health and welfare benefits as set forth herein

9.1.2 Part-Time. All bargaining unit members employed part-time shall be entitled to all health and welfare benefits for which they meet the eligibility requirements on a pro-rated premium basis in the same ratio as the regular work hours per day, days per week, weeks per month, months per year of such part-time employee bear to eight (8) hours per day, forty (40) hours per calendar week, four (4) calendar weeks per month, or twelve (12) calendar months during the school year. ~~For the purpose of PERS eligibility only, hours of employment shall also include hours in paid status as Playground/Recess / Noon Aide.~~ The District contribution shall be based upon hours employed in a bargaining unit position as defined in Article 2 of this Agreement. The employee shall pay by payroll deduction the balance to equal the total premiums. ~~Note: Formerly Article 9.4.1~~

9.1.3 Deductions for payment of any health and welfare premiums shall be made in ten (10) equal salary deductions.

9.1.4 For those employees not eligible for PERS (those employees who work less than 20 hours per week or less than six months in duration), the District shall contribute on a prorated basis, for an Individual Health Plan. ~~Note: Formerly Article 9.4.4~~

9.1.5 A bargaining unit member who becomes eligible and enrolls during the open enrollment period of each year for coverage under this Agreement shall be deemed to meet the eligibility requirement for that year. The proration of benefits for bargaining unit members employed part-time shall be based upon the employee's assignment as of September 1 of each year. **If a bargaining unit member's position is increased on a continuous basis over a month period, the proration of benefits shall be adjusted upwards the following month.** If a bargaining unit member's assignment for any full month thereafter is ~~**increased by two hours or more on a continuous basis over a one month period or is**~~ decreased by two hoursor more on a continuous basis over a one month period, the proration of benefits shall be adjusted ~~upward or~~ downward the following month. ~~Note: Formerly Article 9.4.2~~

9.1.6 All bargaining unit members employed prior to July 1, 1972, who were receiving full District contributions of premiums, shall continue to receive those benefits regardless of the number of hours employed. Such "full District contributions" shall mean the maximum District contribution of $12~~1~~,000 per year toward medicalinsurance only. This maximum annual contribution shall include the PERS minimum base contribution provided in section 9.2.1 below. ~~Note: Formerly Article 9.4.3~~

9.2 DISTRICT CONTRIBUTIONS
Contributions shall be made towards health and welfare benefits as follows.

9.2.1 Minimum PERS Base Contribution. During the term of this Agreement, the District shall contribute the minimum base contribution per year for health

benefits for active and eligible unit members to the Public Employees' Retirement System (PERS) Health Benefits Program.
~~Note: Formerly Article 9.1~~

9.2.2 Maximum District Medical Insurance Contribution. ~~The maximum annual contribution for each eligible unit member shall not exceed $121,000 towards PERS medical insurance for the contract year of July 1, 2015 to June 30, 2016. The maximum annual contribution shall include the PERS minimum base contribution provided in section 9.2.1. above.~~ **Effective January 1, 2022, the District shall contribute up to $12,120 per plan year ["District Contribution"] toward the cost of health and welfare benefits for eligible unit members. Commencing January 1, 2023, and the following two years thereafter, the maximum annual employer contribution shall be increased by 1% over the maximum contribution from the previous year.**

9.2.2 District Dental, Vision, and Life Contribution. The District shall provide for each eligible unit member a maximum annual contribution not to exceed the cost for employee only coverage or, if applicable, a lesser super composite rate (PMI), toward the following District insurance plans: Delta Dental Plan or PMI Dental Plan, Mutual of Omaha (life), and Vision Service Plan as listed in Exhibit I. ~~Note: Formerly Article 9.1.3~~

9.2.3 An employee may choose to enroll in either the Delta Dental Plan or PMI Dental Plan but not both. Enrollment or any change in enrollment with respect to said plans shall be performed by an employee in accordance with terms and conditions of said plans, including the limitations of the open enrollment period. ~~Note: Formerly Article 9.1.4~~

9.2.4 The District shall contribute the full premium for the Employee Assistance Plan (EAP) through CIGNA for all bargaining unit members. ~~Note: Formerly Article 9.1.5~~

9.2.5 An active unit member whose spouse is also an employee of the District, and eligible to receive a District contribution toward medical insurance, may combine benefit contributions to purchase any PERS medical insurance plan provided that only one employee is identified as the subscriber and the District contribution for each individual employee does not exceed the premium for such medical insurance plan. ~~Note: Formerly Article 9.2~~

9.2.6 The rates as presented in Exhibit I remain in effect until the benefits providers notify the District of a change in rates, at which time the parties will meet to negotiate the rates in Exhibit I. The District contribution shall remain in effect until negotiated otherwise. ~~Note: Formerly Article 9.3~~

9.2.7 Administrative Fee. Effective January 1, 2011, the CalPers medical insurance rates as presented in Exhibit I shall reflect the actual regional rates published by CalPers and shall not be increased by the administrative fees imposed by CalPers. Any such administrative fees shall be borne by the District on and after January 1, 2011.

9.3 BENEFITS ADMINISTRATION

The Association and the District agree to the continuation of a committee to be known as the "Joint Benefits Committee." It shall be composed equally of District representatives appointed by the District and bargaining unit members appointed by the Association, and other District recognized employee organizations, should they choose to be a party to the committee. This committee shall meet ~~periodically~~ monthly ~~on an as needed basis~~ during the six (6) months prior to the insurance contract renewal dates to research and review proposed and existing programs to ensure that quality and cost effectiveness criteria are maintained; and periodically thereafter. The committee shall meet periodically with

insurance providers to determine that benefits and premiums are being accorded as required by the various benefits programs. Anytime the District meets with other employee groups to discuss benefits, excluding negotiations, the parties agree that the Association shall be invited to such meetings for information purposes. **The Parties agree that there may be some years where the timelines for convening a JBC may be mutually waived or modified.** Any changes recommended by this committee would be ~~the~~ **the subject ~~of~~ to negotiations.** ~~the collective bargaining procedure with each individual bargaining unit. Note: Formerly Article 9.5~~

9.4 CONTINUATION - DISABILITY

Subject to approval by the benefit carriers, a bargaining unit member may be allowed to continue participation in any or all programs provided in this Article during absence on an unpaid disability leave for a period not to exceed thirty-nine (39) months. Dental and vision premium payments by the unit member must be made in a timely fashion directly to the District. Medical premium payments by the unit member must be made in a timely fashion directly to the carrier. ~~Note: Formerly Article 9.6~~

9.5 CONTINUATION OF BENEFITS

The District will act to ensure conformity with the provisions of and the regulation adopted pursuant to Title XXII of the Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA"). COBRA currently provides for the temporary health plan coverage (vision, dental, and health only) for employees, spouses and dependents under certain circumstances. This article shall not be construed to give any rights beyond those provided in COBRA. ~~Note: Formerly Article 9.7~~

9.6 CONTINUATION - LAYOFF

Based on approval by the carrier, the bargaining unit member who is laid off for lack of work or lack of funds may continue participation in any or all programs provided in this Article for a period of twelve (12) months by making timely dental and vision premium payments directly to the District and medical premium payments directly to the carrier. Any bargaining unit member laid off for lack of work or lack of funds shall be concurrently eligible for coverage provided by COBRA. ~~Note: Formerly Article 9.8~~

9.7 RETIREMENT HEALTH BENEFITS-EMPLOYEES HIRED ON OR BEFORE JULY 31, 2004

The following provisions shall apply to unit members hired on or before July 31, 2004.

9.7.1 Based on approval by the carrier, the District agrees to allow all bargaining unit members who retire to maintain their health insurance plan, remaining on the group plan by making timely payments directly to the carrier. A member of the bargaining unit who retires after fifteen (15) years of service~~, as defined in Education Code 45309,~~ to the District under the provisions of the Public Employees' Retirement System (PERS) and has attained at least the age of fifty-five (55) may, at the retiree's option, elect for the District to pay one hundred percent (100%) for employee only, medical insurance only, for either: 1) any continuous five (5) year period after date of retirement, or 2) until age 65. Coverage is subject to the conditions and provisions of the District's insurance program, and is limited to group medical plans. After the period of District paid benefits expires, based on approval of the carrier, a retiree bargaining unit member may maintain the medical insurance plan, group only, by making timely payments directly to the carrier. ~~Note: Formerly Article 9.9.1.1~~

9.7.2 A member of the bargaining unit who retires after fifteen (15) years of service~~, as defined in Education Code 45309~~, to the District under the provisions of the

Public Employees' Retirement system (PERS) and has attained at least the age of fifty-five (55) may, at the retiree's option, elect for the District to pay one hundred percent (100%) of the annual contribution being paid for the employee for employee only, vision insurance only, for either: 1) any continuous five (5) year period after date of retirement, or 2) until age 65. Coverage is subject to the conditions and provisions of the District's insurance program, and is limited to the vision plan. After the period of District paid benefits expires, based on approval of the carrier, a retiree bargaining unit member may maintain the vision insurance plan by making timely payments directly to the District under the provisions of COBRA. ~~Note: Formerly Article 9.9.1.2~~

9.7.3 If there is no fully insured indemnity fee for service health care plan and only an HMO health care plan and/or a managed care plan, the district shall pay one hundred percent (100%) of the contribution currently being paid for current employees, employee only. The maximum amount to be contributed by the District shall be one hundred percent (100%) of the contribution currently being paid for employee only for the highest HMO in the PERS Health Plan. If there is no indemnity fee for service health care plan, each eligible retiree will be giventhe opportunity to enroll in the managed care plan or receive an annual payment equal to one hundred **percent** (100%) of the contribution currently being paid for employee only for the highest HMO in the PERS Health Plan. Each retiree will be given only one opportunity to select either option, and the one-time selection shall be irrevocable. ~~Note: Formerly Article 9.9.1.3~~

9.7.4 After exhaustion of retiree health benefits under this Article and for retirees who do not qualify for benefits under this Article, the District shall contribute the minimum base contribution provided for in Section 9.2.1 per year towards employee only, medical only, benefits. If the retiree chooses to participate in this health benefits plan, the retiree shall be responsible for the costs of the health plan selected in excess of the District's annual minimum base contribution per year. The District's contribution to such benefit shall be provided so long as the District continues to participate in the PERS health benefits plan. Upon termination of the District's participation in the PERS health benefits plan, the District's obligation for payment of its contribution shall cease.
~~Note: Formerly Article 9.9.1.4~~

9.8 RETIREMENT HEALTH BENEFITS-EMPLOYEES HIRED ON OR AFTER August 1, 2004.

The following provisions shall apply to unit members hired on or after August 1, 2004: Note: Formerly Article 9.9.2

9.8.1 The District shall provide the minimum base contributions required by the Public Employees' Retirement System (PERS) towards PERS medical insurance for eligible retirees. The District PERS medical benefit options are listed in EXHIBIT I. Note: Formerly Article 9.9.2.1

9.8.2 The District shall provide a maximum supplemental annual contribution for each eligible unit member not to exceed $3,468 towards PERS, employee only, medical insurance. This maximum supplemental contribution shall include the PERS minimum base contribution provided in Section 9.2.1 above. Note: Formerly Article 9.9.2.2

9.8.3 To be eligible for retiree medical insurance, the retiring unit member must have retired after fifteen (15) years of service to the District under the provisions of the Public Employees' Retirement system, (PERS) and attained at least the age of fifty-five (55). Unit members who meet these requirements shall be eligible to

receive the maximum annual contribution provided in Section 9.8.2 above, until age 65. Note: Formerly Article 9.9.2.3

9.8.4 The District's maximum contribution shall be pro-rated for part-time unit members based on their regularly assigned hours at the time of retirement. Note: Formerly Article 9.9.2.4

9.9 BENEFIT PLAN PAYMENTS

The District agrees to provide bargaining unit members payroll deductions for benefit programs authorized by the District and shall remit this money along with other regular payments to benefit providers with the exception of those bargaining unit membersenrolled in the non-PERS Health Individual Plan who make their medical premium payments directly to the carrier and are then reimbursed the appropriate pro-ratedpercentage by the District. ~~Note: Formerly Article 9.10~~

9.10 PRE-TAX EARNINGS ~~Note: Formerly Article 9.11~~

9.10.1 Employee contributions for health and welfare benefits provided pursuant to Section 125 (Flexible Benefits) of the IRS Code are to be paid at employee's option with pre-tax earnings. Employee selection of this option shall be made available during the open enrollment period. Unit members shall submit all required written authorizations by the deadline.

9.10.2 All bargaining unit member's health and welfare benefits contributions shall be deducted as pre-tax dollars from employee earnings upon submission by the unit member of all required written authorizations by the deadline. The bargaining unit member may be required to submit such authorization no more than twice within the first two years of employment.

9.11 CalPERS 457 DEFERRED COMPENSATION PROGRAM

~~Note: Formerly Article 9.12~~

Unit members will be allowed to participate in CalPERS 457 Deferred Compensation Program as established pursuant to Sections 21670 through 21685 of the Government Code of the State and is intended to constitute an "eligible deferred compensation plan" within the meaning of Section 457 of the Federal Internal Revenue Code. Unit members electing to participate shall fill out the required documents and forms and submit them to the District for processing. Unit member participation will be limited to the Deferred Compensation Program Plan Document and all State and Federal tax laws.

ARTICLE 10: HOURS OF EMPLOYMENT AND OVERTIME

10.1 WORKDAY

The workday for all bargaining unit members shall be established and fixed by the District. Each bargaining unit member shall be assigned a fixed, regular, and ascertainable minimum number of hours which shall be not less than an average of five (5) hours per workweek. Any changes to an employee's fixed and regular work schedule shall be referred to the District and Association to negotiate.

10.2 WORKWEEK

The normal workweek for full-time bargaining unit members shall be 40 hours, normally rendered in units of eight (8) hours per day, exclusive of a duty-free lunch period, but inclusive of any rest periods prescribed by the District. The District may establish a flexible work week, such as a ten (10) hour per day, 40-hour, four consecutive day work week or an 80-hour 9 day two week work period, for certain bargaining unit members when such a workweek is deemed appropriate by the District, and is voluntarily agreed to by the employee. Disagreements as to the implementation of flexible work week schedules shall be referred to the Head of Human Resource Services or Superintendent, whose decision shall be final. **If the District seeks to change a flexible workweek schedule to an eight hour per day, 5 day work week for any bargaining unit position, they shall notify CSEA and the parties shall meet to negotiate. If the position is vacant, the District maintains the right to modify the schedule.**

The District retains the right, in an emergency, to extend the regular workday or workweek. An emergency is defined as an event that could not be planned, including, but not limited to, earthquake, fire, flood, vandalism, and pipe breaks.

10.3 LUNCH PERIOD

Bargaining unit members regularly scheduled to work more than four (4) hours daily shall be entitled to a daily duty-free lunch period of not less than one-half (1/2) hour and not more than one (1) hour during the day. Instructional Assistants and Clerical staff scheduled to work more than four (4) hours per day and who are assigned to a school site **shall be entitled** ~~may take up to~~ a ninety (90) minute duty-free lunch period on pupil-free staff development days. **The lunch break of any employee entitled to a lunch break shall be duty-free and continuous.** In the event that an employee is required to work during their lunch break, they shall be appropriately compensated ~~and~~ **or their lunch break shall be taken as soon as practical.** Scheduling of the lunch break shall be within the discretion of the District.

10.4 REST PERIOD

Bargaining unit members regularly scheduled to work six (6) hours to eight (8) hours per day shall be entitled to a fifteen (15) minute rest period during the first half of their workday and to a fifteen (15) minute rest period during the second half of their workday. Bargaining unit members scheduled to work four (4) or more hours daily, but less than six (6) hours, shall be entitled to one fifteen (15) minute rest period

during their workday. The rest period herein described shall be taken at the appropriate time designated by the immediate supervisor. **Bargaining unit members regularly scheduled to work ten (10) hours per day shall be entitled to a twenty (20) minute rest period during the first half of their workday and to a seventeen (17) minute rest period during the second half of their workday.**

10.5 OVERTIME

10.5.1 Overtime is defined to include any time worked, whether required or voluntary, in excess of eight (8) hours in any one day or in excess of forty (40) hours in any calendar week, **not to run concurrently with regular work time absent an agreement between the parties.**

Authorized overtime compensation shall be provided **to** bargaining unit members upon prior approval of the immediate supervisor to work in excess of eight (8) hours in any one day, or in excess of forty (40) hours in any calendar week. The bargaining unit member shall receive cash compensation or compensatory time off, equal to time and one-half of the regular rate of pay. Overtime shall be paid to each unit member compensatory time for time worked, it shall be by mutual agreement between the employee and immediate supervisor.

Employees will be notified forty-eight (48) hours in advance if they are to be considered for overtime, except where circumstances preclude such advance notice. The workweek shall consist of not more than five (5) consecutive working days for any bargaining unit member having an average workday of four (4) hours or more during the workweek. The bargaining unit member shall be compensated for any work required to be performed on the sixth or seventh day following the commencement of the workweek at the rate equal to time and one-half of the regularrate of pay of the bargaining unit member designated and authorized to perform the work. Nothing herein shall be construed to limit the ability of the District to require overtime or extended hour service of a bargaining unit member in an emergency (asdefined in Article 10.2).

~~10.6~~ OVERTIME ASSIGNMENTS. Overtime shall be assigned at the discretion of the District subject to the agreement of the employee. For the purpose of overtime only, seniority will be based on time served in the classification. ~~Seniority is defined as all regular time in a class plus time in higher related classes. The employee may reject overtime except in cases of an emergency as defined in Article 10.2.~~

~~Overtime assignments shall be distributed by seniority within the job classification at each work site. Such overtime shall be awarded by site, based upon a continuous rotation system pursuant to the seniority list within the relevant classification, provided that the unit employees are qualified to perform the additional work as required by the overtime.~~

Immediate supervisors shall assign overtime assignments by seniority on a continuous rotational basis within a job class by work site. This overtime rotation list shall be available to on-site employees. If and only when no employees are available using this list, the District may move through the following lists to fill the overtime assignment.

10.6.1 **By seniority by work site based relevant experience.**

10.6.2 **By seniority within job class District wide.**

10.6.3 **If no one is available after 1 and 2 have been exhausted, unit members who have previously served in that classification District-wide may volunteer for overtime.**

When a District department/group, **agency, governmental entity, program,** or any other outside group uses any district Facility and such event involves any work normally performed by the bargaining unit that work shall be offered to the bargaining unit in accordance ~~to~~ **with** 10.6, **Overtime Assignments.**

The following are allowable exceptions to the seniority overtime assignment process:
When overtime is authorized for completion of a specific assignment, project, or work in progress.
When the District determines it is necessary to consider special skills and training of employees to perform particular work.
~~No substitute shall be offered overtime until all permanent employees who qualify for the task to be performed, have declined the overtime assignment.~~

10.7 COMPENSATORY TIME OFF IN LIEU OF CASH COMPENSATION
The District may offer compensatory time off in lieu of cash compensation for overtime work by mutual agreement between the employee and immediate supervisor. The District shall provide for such compensatory time off at a rate equal to the overtime rate of pay of the bargaining unit member designated and authorized to perform the overtime. Such compensatory time off shall be granted and taken **within 60 working days** ~~before the end of the calendar month following the month in which the overtime was worked~~ and without impairing the services rendered by the District. With approval ofthe employee's immediate supervisor, such compensatory time off may be granted beyond **the 60 working days** ~~end of the calendar month following the month to which the overtime wasworked,~~ not to exceed twelve calendar months. In the event that an employee is prevented by his/her supervisor from using their compensatory time prior to 12 months from the date it was earned, the employee shall be paid for that time.

10.8 ~~CALL BACK TIME~~ **MINIMUM HOURS**
Any bargaining unit member called ~~back~~ to work, either after normal working hours, ~~on a weekend~~, or on a day not worked, shall be paid not less than three (3) hours of work at the overtime pay rate, irrespective of the actual time less than that required to work.

~~10.9 INSTRUCTIONAL ASSISTANT IN-SERVICE~~
~~Instructional Assistants shall be paid their hourly equivalent for any mandatory in-service training program held other than during regularly scheduled working hours, except where trainings extend work time over 8 hours per day, 40 hours per week, or beyond 5 consecutive days wherein Instructional Assistants shall be compensated at the overtime rate.~~

10.10 REDUCTION IN ASSIGNED TIME
Any reduction in assigned time shall be accomplished in accordance with Education

Code, Section 45117 (See Exhibit G) **and the layoff and reemployment procedures pursuant to Article 15 of this agreement. This clause does not waive CSEA's rights under Government Code Section 3543.2 that requires the District to notify and bargain the decision and effects of reductions with the exclusive representative upon request.**

10.11 ADJUSTMENT IN TIME – PART-TIME EMPLOYEES
A bargaining unit member who is assigned to work a minimum of thirty (30) minutes per day in excess of his/her part-time assignment for a period of twenty (20) consecutive working days or more, shall have his/her basic assignment changed to reflect the longer hours in order to acquire vacation and sick leave on a prorated basis. Any return to the original assigned hours would constitute a layoff. (See 10.10) The District, at its sole discretion, in any one six (6) month period of time, also may increase the length of the work day for part-time positions by not more than **1.5 hours** ~~**one hour, thirty minutes per day**~~, not to exceed 7.5 ~~seven and one-half~~ hours per week, without posting the vacancy. Instructional Assistants – Special Education who are assigned to work on a one-to-one basis with a student shall not be restricted to this ~~**one hour, thirty minute**~~ **1.5 hour** per day limitation on extension of the work day since a change in the student's instructional day and the services to be provided are dependent upon the student's Individual Education Plan (IEP). The incumbent employee may accept the change in position hours or request transfer to an available vacant position at an equal or lower classification for which he/she is qualified.

10.12 **SUMMER WORKWEEK. The District may establish a flexible work week, such as a ten (10) hour per day, 40-hour, four consecutive day work week or an 80-hour 9 day two week work period, for certain bargaining unit members during summer when such a workweek is deemed appropriate by the District, and is voluntarily agreed to by the employee.**

10.13 ASSIGNMENTS AT TIMES OTHER THAN REGULAR ACADEMIC YEAR. For the purpose of this Article every classified bargaining unit member shallbe deemed to be employed for twelve (12) months during each school year regardless of the number of months in which he/she is normally in paid status. **The District may maintain school sessions outside of the regular academic year and shall recruit classified employees to apply and fill such assignments. No employee whose regular assignment excludes any part of the summer shall be required to perform services during such period.** ~~When the District maintains school sessions at times other than during the regular academic calendar year and it is necessary to assign classified bargaining unit members not regularly assigned to serve between the end of one academic year and the commencement of another.~~ **Consideration for such assignment shall be made on the basis of eachapplicant meeting minimum qualifications per job description in each classification of service which is required.** ~~No classified bargaining unit member whose regular yearly assignment for service excludes all, or anypart of, the period between the end of the academic calendar year to the beginning of the next academic calendar year, shall be required to perform services during such period.~~ A classified bargaining unit member shall, for

services performed as herein provided, receive, on a prorated basis, not less than the compensation and benefits which are applicable to that classification during the regular academic year.

~~10.13.1 Any off-track extra work in the year-round education program at Monterey High School shall first be offered to employees currently working at that site if the work is in their job classification. If two or more Monterey High School classified employees apply for the extra work, the employee with the greatest seniority shall receive the assignment. The rate of pay for this extra work shall be the employee's regular hourly rate of pay.~~

10.14 HOURS WORKED

For the purposes of computing the number of hours worked, all time during which a bargaining unit member is in paid status, except overtime, shall be construed as hours worked.

10.15 REST FACILITIES

The District shall make available all existing employee lunchroom, restroom, and lavatory facilities at each work site for the use of bargaining unit members.

10.16 COMPLIANCE WITH APPLICABLE LAW ~~FAIR LABOR STANDARDS ACT~~

Nothing in this Agreement shall be construed as **a waiver of CSEA's bargaining rights under Government Code Section 3543.2.** ~~a violation of the Federal Fair Labor Standards Act.~~ The District shall comply with the Federal Fair Labor Standards Act and the Education Code with regards to overtime.

~~DAYS IN PAID STATUS IN THE YEAR ROUND EDUCATION PROGRAM AT MONTEREY HIGH SCHOOL~~

~~School Office Manager Continuation: There shall be 240 days in paid status for the School Office Manager Continuation. For eleven (11) month employees, sick days, vacation days and seniority accrual shall remain the same as other eleven (11) month employees in the District.~~

~~Office Technician Continuation: There shall be 218 days in paid status for Office Technician Continuation assigned to Monterey High School. These 218 days include nine (9) pre-assigned vacation days, 14 paid holidays, and 195 work days. Sick days, vacation days, and seniority accrual shall be earned in the same manner as other (10) month employees with no sick days or vacation earned during January and April.~~

~~Instructional Assistants – Special Ed. At Risk Youth: There shall be 205 days in paid status for Instructional Assistants assigned to Monterey High School. These 205 days include nine (9) pre-assigned vacation days, 14 paid holidays, and 182 work days. Sick days, vacation days, and seniority accrual shall be earned in the same manner as other nine (9) month employees with no sick days or vacation earned during January and April.~~

~~Instructional Assistants-Children's Center:~~

~~The number of days in paid status and the accrual of sick days, vacation days, and~~

~~seniority for the Instructional Assistant-Children's Center assigned to Monterey High School shall remain the same as other 12 month Instructional Assistants-Children Center, in the District.~~

~~There shall be 218 days in paid status for Instructional Assistants-Children's Center assigned to Monterey High School. These 218 days include nine (9) pre-assigned vacation days, 14 paid holidays, and 195 work days. Sick days, vacation days, and seniority accrual shall be earned in the same manner as other (10) month employees with no sick days or vacation earned during January and April.~~

~~Food Service Staff: There shall be 205 days in paid status for the Food Service Staff assigned to Monterey High School. These 205 days include nine (9) pre-assigned vacation days, 14 paid holidays, and 182 work days. Sick days, vacation days, and seniority accrual shall be earned in the same manner as other nine (9) month employees with no sick days or vacation earned during January and April.~~

~~Senior Custodian: The number of days in paid status and the accrual of sick days, vacation days, and seniority for the Senior Custodian assigned to Monterey High School shall remain the same as other 12 month Senior Custodians in the District.~~

10.17 BURBANK ADULT EDUCATION CALENDAR

As it applies to the Burbank Adult Education program and all other work calendars, the actual start and end dates for each fiscal year shall be negotiated annually between the District and Association no later than May 30 of the preceding year.

ENGLISH-AS-A-SECOND-LANGUAGE OFFICE STAFF: Instructional staff in this program shall be assigned five (5) days a week (Monday-Friday) and shall be subject to a work year of 200 days in paid status. These paid days reflect 177 work days, the nine (9) pre-assigned vacation days, and the fourteen (14) paid holidays. Sick days, vacation days, and seniority accrual shall be earned in the same manner as other nine (9) month employees with no sick days or vacation earned during July and August unless the bargaining unit member works in those months.

Office staff in this program shall be assigned five (5) days a week (Monday-Friday) and shall be subject to a work year of 200 days in paid status. These paid days reflect 177 work days, the nine (9) pre-assigned vacation days, and the fourteen (14) paid holidays. Sick days, vacation days, and seniority accrual shall be earned in the same manner as other nine (9) month employees with no sick days or vacation earned during July and August unless the bargaining unit member works in those months.

ACADEMIC PROGRAM STAFF: All staff shall be assigned five (5) days a week (Monday-Friday). All staff in this program shall be subject to 205 days in paid status. These paid days reflect 182 work days, the nine (9) pre-assigned vacation days, and the fourteen (14) paid holidays. Sick days, vacation days, and seniority accrual shall be earned in the same manner as other nine (9) month employees with

no sick days or vacation earned during June, July, and August unless the bargaining unit member works in those months.

PARENT EDUCATION PROGRAM STAFF: All staff shall be assigned five (5) days a week (Monday-Friday). All staff in this program (except for office and custodial employees) shall be subject to a work year of 185 days in paid status. These paid days reflect 163 work days, the nine (9) pre-assigned vacation days, and the thirteen (13) paid holidays. Sick days, vacation days, and seniority accrual shall be earned in the same manner as other eight (8) month employees with no sick days or vacation earned during June, July, and August unless the bargaining unit member works in those months.

EMPLOYEES WORKING LESS THAN FIVE (5) DAYS A WEEK: Employees in the three (3) Burbank Adult Education programs identified above who are assigned less than five days a week shall be subject to the number of work days that is derived by multiplying the number of work days required of five day a week employees for their assigned program times the following fraction: number of days assigned to work each week divided by five.

WINTER AND SPRING BREAKS: A three-week winter break and one week spring break shall be observed by staff assigned to the three programs identified above. Employees may use available vacation balances to convert unpaid days to paid days during these breaks.

NON-WORK DAYS: The ESL Instructional staff shall be subject to five (5) additional non-work days as identified in the negotiated ESL instructional calendar.

10.18 REASONABLE ACCOMMODATIONS ON "HEAT DAYS" AND UNHEALTHY AIR QUALITY

The parties agree that the ~~if the temperature in Burbank, as reported by the United States Weather Service, reaches 95 degrees by noon on any work day,~~ **Superintendent or designee shall designate "heat days" or "unhealthy air quality days"** and that reasonable accommodations shall be provided for classified employees who work in non-air conditioned environments. **If reasonably possibly, bargaining unit members shall be notified electronically of such designation within one hour.** Such accommodations shall be determined by the employee's supervisor and shall not negatively affect the operation of the District or the educational program or conflict with scheduled activities such as testing, instruction, supervision of or services to students, scheduled assemblies, or scheduled meetings. For the purposes of this section, reasonable accommodations might include, but not be limited to: relocation to an air conditioned or cooler work environment; modification of work shift; more frequent breaks; temporary discontinuance of use of the barbeque grill; or, by mutual agreement of the supervisor and employee, use of accrued vacation time or use of personal necessity or personal business leave. The supervisor of each department and the principal or designee of each school site, shall obtain input from his/her classified staff for the purpose of developing a list of

suggested reasonable accommodations. No student or parent shall be negatively impacted by any accommodations provided as a result of implementation of this section.

Heat days and unhealthy air quality days are defined by and shall be subject to Board Policy 3514.11.

CSEA TO BUSD
4/6/22
1PM

ARTICLE 16: DISCIPLINARY ACTION

16.1 "Disciplinary action" includes any action whereby a bargaining unit member is deprived of any classification or any incident of any classification in which ~~he/she has~~ **they have** permanence, including dismissal, suspension, or demotion without ~~his~~ **their** voluntary consent, except a layoff for lack of work or lack of funds.

~~16.1.1 Progressive Discipline Procedures for Permanent Employees – Except in those situations where immediate discipline is justified due to the serious nature of the conduct, due to personnel safety concerns, or when mandated by law, the following steps will be followed: (moved)~~

~~1. Verbal warning~~

~~2. Written reprimand~~

~~3. Suspension without pay or demotion~~

~~4. Dismissal~~

16.2 **The probationary period of a bargaining unit member shall be a period of six (6)** ~~twelve (12)~~ **calendar months, and shall commence from the hire date of a particular position excluding time served under temporary or substitute employment. The probationary period shall include all work months of the unit member's assignment (i.e., if an employee is not assigned for summer months, those months shall not count as part of the probationary period).** ~~Time spent on leave of absence shall not apply toward completion of the probationary period.~~ A probationary employee may be terminated at the discretion of the governing board. Each employee shall be deemed permanent on the first day following the completion of the established probationary period.

16.3 **Just Cause/Due Process:** No permanent bargaining unit member shall be suspended ~~for more than 5 days without pay~~, demoted, or dismissed ~~except for reasonable cause designated by these rules as detrimental to the efficiency of the service or welfare of the District, disciplined~~ **without just cause.** ~~The governing board's determination of the sufficiency of the cause for disciplinary action shall be conclusive.~~

16.3.1 Nothing in these rules shall be construed to prevent layoffs for lack of work or lack of funds. (See Article 15: Layoff and Reemployment)

16.3.2 In no case shall an employee be disciplined without having been afforded all due process rights to which the employee may be entitled pursuant to this agreement or law.

16.4 No disciplinary action shall be taken for any cause which arose prior to the bargaining unit member becoming permanent, **or for any cause which arose more than two years preceding the date of the notice unless such cause was concealed or purposefully not disclosed.** ~~nor for any cause which arose more than two years preceding the date of the filing of the notice of cause unless such cause was concealed or not disclosed by such employee when it could be reasonably assumed that the employee should have disclosed the facts to the District.~~

16.5 **Verbal Counseling: Supervisors shall make sincere efforts to counsel bargaining unit**

members prior to progressive discipline or disciplinary action. **Instances of verbal counseling shall not be placed in a unit member's personnel file. Instances of counseling may be followed up in writing only for record-keeping purposes.** ~~A notice of disciplinary action shall contain a statement in ordinary and concise language of the specific acts and omissions upon which the disciplinary action is based, a statement of the cause for the action taken and, if it is claimed that an employee has violated a rule or regulation of the District, such rule or regulation shall be set forth in said notice.~~

~~16.6 A notice of disciplinary action stating one or more causes or grounds for disciplinary action established by a rule, regulation, or statute in the language of the rule, regulations, or statute, is insufficient for any purpose.~~

~~16.7 A proceeding may be brought by, or on behalf of, the employee to restrain any further proceedings under any notice of disciplinary action violative of this provision.~~

~~16.8 The definitions of suspension, demotion, and dismissal are as follows:~~

~~16.8.1 Suspension means either temporary removal of an employee from his/her position with loss of pay as disciplinary measure, or his/her removal without loss of pay preliminary to investigation of charge pending demotion or dismissal.~~

~~16.8.2 Demotion means assignment to an inferior position or salary status, without the employee's written consent.~~

~~16.8.3 Dismissal means separation, discharge, or permanent removal of an employee from his/her position for cause in accordance with the provisions of the Education Code and the rules in Section 16.9 of this Agreement.~~

16.9 **Progressive Discipline Procedures for Permanent Employees: The following progressive discipline steps shall normally be utilized, except where the serious nature of the offence, including but not limited to, a safety threat or when mandated by law, requires bypassing steps in progressive discipline.**

16.9.1 **Conference Memorandum: After verbal counseling, supervisors shall meet with a unit member and counsel them in writing. The supervisor shall provide the unit member with a Conference Memorandum. The Conference Memorandum shall not be placed in the unit member's personnel file~~, nor be used to pursue discipline~~.**

16.9.2 **Written Reprimand: Written reprimands will not be used unless the unit member has received a Conference Memorandum about similar actions within the last twelve (12) months. The unit member will sign the reprimand to acknowledge receipt and a copy may be placed in the unit member's personnel file. Upon entry of a Written Reprimand into the personnel file, all documentation of prior verbal counseling and Conference Memoranda about similar actions may also be placed in the personnel file.**

16.9.3 **Suspension without pay, demotion, dismissal: Suspension, demotion, dismissal will not be used unless the unit member has received a written reprimand about similar actions within the last twelve (12) months.**

16.5.4.1 Suspension means ~~either~~ **the** temporary removal of an employee from his/her position with loss of pay as a disciplinary measure~~, or~~

~~his/her removal without loss of pay preliminary to investigation of charge pending demotion or dismissal. No unit member will be suspended more than five (5) working days during a school year. In all instances, however, the length of a suspension will relate to the severity of the action.~~

16.5.4.2 Demotion means assignment to an **lower classification** or salary status, without the employee's written consent.

16.5.4.3 Dismissal means separation, discharge, or permanent removal of an employee from his/her position, **without the employee's written consent.** ~~for cause in accordance with the provisions of the Education Code and the rules in Section 16.12 of this Agreement.~~

~~16.10 When an administrative decision is made to recommend that a permanent member of the bargaining unit be suspended, demoted, or dismissed, and prior to the presentation of the matter for action to the governing board, the employee shall be given a written notice of the proposed action including the proposed date it will be effective and the reasons forthe proposed action. This written notice of proposed disciplinary action shall be served by mail or personal delivery to the employee and the Association at least ten (10) work days prior to the date of an administrative review. As part of due process, the employee shall also be afforded an administrative review prior to the imposition of discipline. The purpose of the administrative review is to provide the employee with an opportunity to present information relative to the charge for consideration by the administrative review officer. Service by certified mail to the last known address on file in Human Resources shall be deemed completed on the date of mailing.~~

~~Upon completion of the administrative review, the administrative review officer's decision will be forwarded to the Head of Human Resources, the employee, and the Association.~~

~~16.10.1 The employee shall be provided access to any material upon which the proposed action is based. The notice shall also advise the employee of the right to request ahearing before the governing board and/or the right to respond orally or in writingwithin five working days from receipt of the notice. The response (oral or in writing) and/or the request for a hearing, in writing, shall be directed to the Superintendent, who shall document the employee's choice.~~

~~16.11 If a request for a hearing is filed, the employee shall be given notification of the hearing date at least ten (10) working days prior to the hearing. This written notice shall be served by mail or personal delivery to the employee. Service by certified mail to the last known address on file in Human Resources shall be deemed completed on the date of mailing. If the Board of Education chooses to use the services of legal counsel to advise it in the hearing process, that legal counsel shall not be the same legal counsel that within the previous two years has assisted or is currently assisting the District with matters involving the discipline of bargaining unit members or Association negotiations.~~

~~At the conclusion of the hearing the decision to sustain, reject, or modify the proposed discipline shall be made by the Board of Education in accordance with applicable laws. The decision of the Board of Education shall not be subject to the grievance process outlined in~~

~~Article 17 of this agreement.~~

~~Unless not permitted under law or permitted by Article 16.12, the employee shall remain in paid status pending the final decision of the Board of Education.~~

16.12 **Notice of Proposed Disciplinary Action: Notice of Proposed Disciplinary Action will be made in writing and served in person or by certified mail upon the unit member by the superintendent or designee. The notice of disciplinary action will contain:**

16.12.1 **A statement of the specific acts or omissions upon which the action is based;**

16.12.2 **A statement of the cause(s) for which the action is recommended;**

16.12.3 **The Education Code section, policy, rule, regulation, or directive violated;**

16.12.4 **The penalty proposed and effective date;**

16.12.5 **Copies of the documentary evidence upon which the recommendation is based;**

16.12.6 **A statement of the unit member's right to challenge the proposed action by requesting a Skelly Conference and/or arbitration pursuant to Article 17, Grievance Procedures, subject to 16.11 below.**

16.12.7 **Information about the employee's right to present information relative to the causes and charges for disciplinary action at a Skelly Conference which shall take place as soon as possible after receipt of the notice.**

16.12.8 **The date, time, and place of the Skelly Conference and notice that failure to appear at a scheduled conference shall be deemed a waiver of the employee's right to a Skelly Conference.**

16.12.9 **The employee's right to contact CSEA concerning representation and to be accompanied by a representative of the employee's choice.**

16.13 **Causes for Disciplinary Action:** One or more of the following causes may be grounds for suspension, demotion, ordismissal of any bargaining unit member who is a permanent employee of the District:

16.13.1 Incompetency or inefficiency in the performance of the duties of his/her position.

16.13.2 Insubordination (including, but not limited to, refusal to do assigned work).

16.13.3 Carelessness or negligence in the performance of duty or in the care or use ofDistrict property.

16.13.4 Discourteous, offensive, or abusive conduct or language toward other employees,pupils, or the public.

16.13.5 Dishonesty.

16.13.6 Drinking alcoholic beverage on the job, or reporting to work while intoxicated.

16.13.7 Arrest or conviction of the possession or use of controlled substances, as definedin Education Code Section 44011.

16.13.8 Personal conduct unbecoming an officer or employee of the District.

16.13.9 Engaging in political activity during assigned hours of employment.

16.13.10 Conviction of any crime involving moral turpitude.

16.13.11 Arrest for a sex offense as defined in Education Code Section 44010.

16.13.12 Repeated and unexcused absence or tardiness.

16.13.13 Abuse of illness leave privileges.

16.13.14 Falsifying any information supplied to the School District, including, but not limited to, information supplied on application forms, employment records, or anyother School District records.

16.13.15 Persistent violation or refusal to obey safety rules and regulations made applicable to public schools by the governing board or by an appropriate federal, state, or local governmental agency.

16.13.16 Offering of anything of value or offering any service in exchange for special treatment in connection with the employee's job or employment, or the accepting of anything of value or any service in exchange for granting any special treatment to another employee or to any member of the public.

16.13.17 Willful or persistent violation of the Education Code or rules of the governing board.

16.13.18 Any willful failure of good conduct tending to injure the public service.

16.13.19 Abandonment of position,.

16.13.20 Advocacy of overthrow of federal, state, or local government by force, violence or other unlawful means.

16.13.21 Unlawful sexual intercourse with a minor.

16.14 **Skelly Conference: The employee shall be provided an opportunity to respond to the Notice of Proposed Disciplinary Action to the Skelly Officer in a meeting or in writing. An employee shall have the right to representation at any such meeting. The Skelly conference is informal and not a formal evidentiary hearing.**

16.14.1 **After the employee has had an opportunity to respond to the Notice of Proposed Disciplinary Action or has waived the opportunity to respond, .**

16.14.2 **The Skelly Officer's recommendation and the administration's decision whether to proceed with the proposed decision shall be provided to the employee no later than five (5) business days following the Skelly Conference.**

16.15 **Notice of Recommended Disciplinary Action: A Notice of Recommended Disciplinary Action will contain:**

16.15.1 **a statement in ordinary and concise language of the specific acts and omissions upon which the disciplinary action is based;**

16.15.2 **a statement of the cause(s) for the action taken;**

16.15.3 **notice of the Education Code section, policy, rule, regulation, or directive violated;**

16.15.4 **The penalty recommended and effective date;**

16.15.5 **Copies of the documentary evidence upon which the recommendation is based;**

16.15.6 **A statement of the unit member's right to challenge the recommended action by submitting a request for hearing to the Superintendent or designee no later than five (5) business days after service of the Notice on the unit member;**

16.15.7 **A card or paper, the signing and filing of which shall constitute a request for hearing and a denial of all charges; and**

16.15.8 **The employee's right to representation through the discipline process.**

16.16 **Hearing Procedures: If a request for hearing is timely filed, t~~T~~he** Hearing will be conducted in the following manner:

16.16.1 **Representatives of the employee and the Board of Education shall select a hearing officer. The District and ~~CSEA~~ the employee's representative** shall each obtain/maintain a list of five hearing officers from the American Arbitration Association or the California Mediation and Conciliation Board. Selection shall be made by mutual agreement of by alternately striking one name from the list until only one name remains. The hearing officer shall be considered the designee of the Board of Education to conduct the hearing and report findings, conclusions and recommendations to the Board of Education and **the employee's representative** ~~CSEA~~.

16.16.2 **The employee shall appear in person on his/her own behalf and may be represented by a designee of CSEA, the exclusive representative, or an employee may elect to seek representation outside of CSEA.** The District and ~~CSEA~~ **the employee's representative** shall have the right to call witnesses, to cross examine witnesses, to present such exhibits and/or other evidence as may be ruled relevant to the case. Technical rules of evidence shall not apply. Counsel/representative for the respective parties shall exchange witness lists at least five (5) working days prior to the hearing.

16.16.3 The hearing shall be held at the earliest convenient date, considering the established schedule of the hearing officer and availability of counsel and witnesses. **The employee shall be given notification of the hearing date at least ten (10) working days prior to the hearing.** ~~The parties shall be notified of the date, time and place of the hearing~~

16.16.4 ~~The District, as the moving party of the Disciplinary process, shall be responsible for the Hearing Officer costs.~~

~~16.16.5 Each party is responsible for their own respective costs and expenses associated with their side.~~

16.16.6 ~~. The hearing will be conducted at a District provided location, free of charge. This location shall afford confidentiality for all participants.~~

16.16.7 ~~The provisions outlined in 16.10 and 16.11 above do not preclude the immediate suspension of an employee if, in the judgment of the District, the employee is in clear andpresent danger to himself, herself, or others.~~

16.16.8 **At the conclusion of a hearing, the hearing officer shall provide to the Board of Education a proposed decision to sustain, reject, or modify the proposed discipline based on the preponderance of the evidence.** ~~At the conclusion of the hearing the decision to sustain, reject, or modify the proposed discipline shall be made by the Board of Education in accordance with applicable laws.~~

16.16.9 The decision of the Board of Education **as to the sufficiency of the cause for disciplinary action, as well as the level of discipline imposed, shall be conclusive and** shall not be subject to the grievance process outlined in Article 17 of this agreement.

16.16.10 No disciplinary action shall be implemented prior to action by the Board of Education.

16.17 **Employment Status Pending Hearing:**

An employee who has requested a hearing regarding a recommendation of disciplinary action shall remain on paid administrative leave or in ~~active duty~~ **status and shall remain responsible for fulfilling the duties of the position pending the hearing. Active duty may, at the District's discretion, include a special or changed assignment.** ~~Unless not permitted under law or permitted by Article 16.12, the employee shall remain in paid status pending the final decision of the Board of Education.~~

Notwithstanding Section 16.14.1, a unit member may be immediately suspended without pay, pending dismissal, if, in the judgment of the District, ~~he/she~~**/they pose a clear and present threat of harm to self or others.**

TA
4/6/22
12pm

ARTICLE 20: SAFETY CONDITIONS OF EMPLOYMENT

20.1 **Employees shall not be required to perform tasks in facilities that endanger anyone's life, safety, and/or welfare unless deemed an emergency as defined in Article 10.**

20.2 **No employees shall be in any way discriminated against as a result of reporting any condition believed to be in violation of Article 20.1. Upon notification, the District shall investigate and determine if there is a correction needed.**

20.1 Safety Requirements:

The District and unit members shall conform to and comply with health, safety, and sanitation requirements imposed by Board of Education policy, state or federal laws, orders,and regulations, **and local departments of public health.** ~~**adopted under State or Federal laws which are applicable to the District.**~~

20.2 Injury & Illness Prevention Policy:

The District **is** ~~**and CSEA are**~~ committed to providing a safe and healthful workplace for all of its employees and to providing a safe and healthful facility for students and school site visitors. ~~**To fulfill its obligation the District and CSEA haveincorporated an Injury and Illness Prevention Program.**~~ **The state-mandated Injury and Illness Prevention Program (IIPP) addresses responsibility, communication, compliance, hazard assessment, accident/exposure investigation, hazard correction, training and instruction, and record keeping with regard to workplace safety and wellness.** The intent of this program is to prevent and/or minimize the probability of injuries and illnesses to workers, students and visitors, and to comply with applicable State, Federal and local health and safety codes, standards and regulations. **To increase the efficacy of the IIPP, all employee groups shall be involved in its ongoing development and annual update, in identifying specific workplace hazards, correcting those hazards, and shall receive regular and effective training.** ~~**The District and CSEA have pledged to support this program to ensure that it remains a viable method of protecting all employees and all other site occupants. The District policy is to promote an active and aggressive Risk Control program with the reduction and/or control of safetyand health risks a priority in all District plans and budgets.**~~

20.3 **Emergency Safety Procedures**

20.3.1 **In the case of fire, flood, epidemic, earthquake, or other natural or human-caused disaster, the District and CSEA will meet to negotiate as soon as possible. The demand to bargain will not interfere with the superintendent's ability to make decisions in an emergency.**

20.3.2 **The District shall provide, at minimum, one informal update per day to the Chapter President and Labor Relations Representative during such an emergency until it is mutually agreed that the situation does not warrant daily communication.**

20.3.3 **In the event any District facility is closed, or any District operations are curtailed due to any of the events in 20.6.1 , unit members will not suffer any loss of pay or benefits relative to their regular schedules for the period of closure or curtailment** unless otherwise negotiated.

20.4 **Infectious Disease Prevention:**

20.4.1 **Personal protective equipment shall be made readily available to bargaining unit members as soon as is possible and within reason for the safety crisis.,** ~~**including but not limited to masks, gloves, and hand sanitizer or hand-washing supplies.**~~

20.4.2 ~~**Students, visitors, and other employee groups shall be held to the same standards as CSEA bargaining unit members.**~~

20.5 Safety Committee:

A District Safety Committee has been established which includes representation from management and all employee groups. The Committee shall include at least **three (3)** ~~**two (2)**~~ members appointed by **CSEA** ~~**the Association.**~~ The Committee is responsible for determining the minimum number of attendees to have a quorum. Safety Committee members who willfully neglect their duties or repeatedly fail to attend meetings may be subject to dismissal from the Committee. The Safety Committee will ensure that at least the following are met:

20.5.1 The Committee may meet monthly**, but no less than three** ~~**four**~~ **times a year. The first meeting shall occur before September 30. A schedule shall be established for school year meetings during the first meeting. The program coordinator shall be the Director of Student Services or their designee and shall be responsible for scheduling the first meeting.**

20.5.2 Minutes or written records are prepared for each meeting showing the safety and health issues discussed. These records shall be made available **to bargaining unit members** ~~**all affected employees**~~ through the use of postings, newsletters or other appropriate written materials. Records of the meetings will be kept on file with theprogram coordinator for at least three years.

20.5.3 **The program coordinator shall furnish a summary of safety issue reports collected via We Tip to the Safety Committee.**

20.5.4 Minutes or records of Safety Committee meetings will be madeavailable to the California Division of Industrial Safety should they be requested.

20.5.5 ~~**The Committee shall establish its own an anonymous reporting form for employees to utilize (e.g., Google Docs or Microsoft Forms). Reports shall be anonymous and confidential. The Committee shall review reports each meeting.**~~

20.5.6 ~~**The District shall regularly schedule workplace inspections and provide advance notice of all workplace inspections to the Committee. CSEA appointees to the committee shall have the opportunity to participate in workplace inspections.**~~ The Committee will review the results of all periodic scheduledworkplace inspections.

20.5.7 The Committee will review reports of investigations ofoccupational accidents and causes of any incidents resulting in injury, illness or exposure to hazardous substances. ~~**Where necessary or appropriate,**~~ ~~**t**~~The Committee will submit suggestions to management ~~**and labor partners**~~ for the prevention of future incidents.

20.5.8 The Committee will review investigations of alleged hazardousconditions brought to the attention of any Committee member.

20.5.9 When deemed necessary by the Committee, it will conduct its own inspection and/or investigation to assist in remedial solutions for hazardous conditions made known to anyCommittee member.

20.5.10 Submit recommendations to assist in the evaluation of employee safety

suggestions.

20.5.11 Communicate with the California State Division of Industrial Safety when requested by the Division to verify abatement action taken by the District pursuant to Division citations.

20.5.12 Employees selected for membership on the Safety Committee shall be informed that they or the Committee will not be held liable for any action or omission in connection with the Safety Committee.

~~20.6 The District, in accordance and consistent with the following provisions, shall reimburse employees for any verified loss, damage or destruction of personal property suffered while performing services to the District or while such personal property is on District premises. Reimbursement shall be conditioned upon the absence of negligence by the employee. The value of any item lost, damaged or destroyed without fault of the employee shall be determined as of the time of the verified loss, damage or destruction and shall include normal allowance for depreciation.~~

~~20.7 Reimbursement to employees for any verified loss, damage or destruction of personal property suffered while performing services for the District or while such personal property is on District premises shall be made only if the value is morethan $25.00. The maximum reimbursement for any one incident shall be $700.00, except in the case of vehicles where maximum reimbursement shall be $1,250 orthe insurance deductible, whichever is less. The total reimbursement for all loss, damage or destruction of personal property for all employees and/or all incidents under these provisions shall not exceed $7,500 in any fiscal year.~~

~~20.8 A written request for reimbursement must be filed by the employee within five (5) calendar days of the incident with Fiscal Services. Fiscal Services shall conduct such investigation as may be necessary. The burden of proof in all cases is with the employee seeking reimbursement.~~

~~20.9 Reimbursement for verified loss, damage or destruction of personal property suffered while performing services for the District or while such personal propertyis on District premises is provided only when approval for the use of the personal property in the schools was given before the personal property was brought on District premises or before use while performing services for the District. All such prior approval shall be in writing. Exceptions to such prior approval shall be eyeglasses, hearing aids, dentures, watches, or articles of clothing necessarily worn or carried by the employee, or vehicles.~~

~~20.10 Reimbursement for verified loss, damage or destruction of vehicles shall be absolutely limited to payment for verified loss, damage or destruction resultingfrom malicious acts of others. Where reimbursement involves a vehicle, a report shall be made by the employee to the police, and a copy of the police report shall beprovided to Fiscal Services. If there is damage or destruction of a vehicle, two (2) written estimates from licensed repair facilities of repair cost shall be provided to Fiscal Services. The District payment shall be limited to the amount of the lowest estimate and shall be paid directly to the repair facility upon verification of satisfactory completion~~

~~of repair.~~

~~20.11 If an employee receives any payment from an insurance carrier for any loss, damage or destruction for which the District gave reimbursement, the employee shall repay the District if such payment from an insurance carrier covers the same loss damage or destruction covered by the District. The District shall, in addition, have all rights of subrogation; and the employee shall execute all assignments and other documents, and cooperate and perform all other acts as required by theDistrict in pursuing such rights of subrogation.~~

LMB CC LC DK

ARTICLE 8: COMPENSATION

8.1 Employees covered by this Agreement shall be paid salaries, wages, and pay rates as provided in the attached EXHIBITS A and B as included in the Appendices of this Agreement. EXHIBIT B, the Classified Salary Schedule, shall be amended in as follows:

8.1.1 **Effective July 1, 2021, the Classified Salary Schedule shall be increased by 5%.**

8.2 In the event the District intends to take to the Board of Education aresolution for layoffs/reductions affecting more than 20 unit members between thedate of ratification of this Agreement and June 30, 202~~14~~, the District and Association shall meet in advance to explore options and alternatives to those layoffs/reductions. This does not affect any rights found elsewhere in the Agreement or in law.

8.3 LONGEVITY PAY

Effective July 1, 202~~118~~, unit members will receive longevity pay for creditable service as follows:

10 years - $ ~~115~~ $125 per month
15 years - $ ~~148~~ $158 per month
20 years - $ ~~197~~ $207 per month
25 years - $ ~~238~~ $248 per month
30 years - $ ~~277~~ $287 per month

This amount will be prorated for any employee with a daily assignment of less than six (6) hours.

8.3.1 Longevity pay for all bargaining unit members shall be computed and paid based on each unit member's original date of employment as defined in EXHIBIT C of this Agreement.

8.4 TRANSLATING STIPEND

8.4.1 Provided he/she passes the District's basic bilingual and oral proficiency test, an employee who is annually designated by his/her supervisor(s), who agrees to provide interpreting and/or translating services, and who does not have bilingual responsibilities as part of his/her official job description, shall be entitled to a stipend for oral translation within one's own department or in another office or department (with approval of his/her immediate supervisor). He/she shall be compensated at a flat ~~$43~~ 46 per month for the remainder of that school year.

8.4.2 Provided he/she passes the District's basic bilingual written proficiency test, an employee who is annually designated by his/her supervisor(s), who agrees to provide interpreting and/or translating services, and who does not have bilingual responsibilities as part of his/her official job description, shall be entitled to a stipend for written translation within one's own department or in another office or department (with approval of his/her immediate supervisor). He/she shall be compensated an additional flat ~~$53~~56 per month for the remainder of that school year.

8.4.2.1 Written translation, for purposes of this article, does not include Special Education, medical, discipline, or Student Study Team-related issues, where knowledge of technical or legal terminology is required.

8.4.3 Any part-time employee who provides interpreting and/or translation, shall be given additional time at his/her hourly rate, up to eight (8) hours per day/forty (40) hours per week in order to not negatively impact his/her regularly assigned duties.

8.4.4 Any full-time employee who provides interpreting and/or translation shall be given additional time in order not to negatively impact his/her regularly assigned duties.

8.4.5 If translating causes an employee to work more than eight (8) hours in one day, or forty (40) hours in one week, he/she shall be paid the standard overtime rate.

8.4.6 An employee whose job description includes interpreting and/or translation in his/her particular program shall receive a flat ~~$63~~67 per month if designated and required by the immediate supervisor to serve the site in general for the remainder of that school year.

8.5 HEALTH CARE STIPEND

When a student has been identified as having a severe health care need that has been determined by a physician and an IEP committee to be non-life threatening and/or not requiring one-to-one attention, then a stipend in the amount of $275~~261~~ permonth will be paid to a current classified employee assigned to perform any or all of the following services: gastrostomy tube feeding, catheterization, oxygen administration and care of related equipment, administering medication as directed, providing basic emergency care as needed, including but not limited to first aid, cardio pulmonary resuscitation, or other life sustaining efforts until medical assistance arrives. An employee earning the stipend may be required to provide these services for more than one student. No more than one health care stipend may be earned by an employee at one time. This stipend shall not apply to employees who have the above stated responsibilities as part of their official job description.

8.6 FIRST AID STIPEND

Employees who volunteer and are designated by their supervisor to provide first aid in the absence of the school nurse on a regular or frequent basis, and who do not have these responsibilities as part of their official job description, shall be entitled to a stipend equivalent to 5% of their base salary. Once designated by their supervisor and Director of Human Resources to provide these services, employee(s) shall receive the stipend for the remainder of that semester. The employee(s) shall receive official notification of their designation from Human Resources.

First Aid Certificates shall be required for the following positions:

Campus Supervision Assistant
Health Care/Instructional Assistant for the Severely Impaired
Health Services Assistant
Instructional Assistant – Severely Impaired
Office Assistant – Elementary
Sr. Attendance Technician
Senior Custodian
School Office Manager – Elementary
School Office Manager – Continuation
Typist Clerk III – Children Centers

All positions listed above have first aid responsibilities as part of their official job description and compensation for this responsibility has been included in the base salary with the exception of Typist Clerk II's at the elementary school level who shall be paid an additional 5% stipend above and beyond their base salary.

New employees and employees designated by their supervisors to provide first aid services, shall obtain a First Aid certificate within six months of employment or designation.

First Aid training and the First Aid Certificate shall be provided at District expense and training shall occur during working hours. Renewal of the First Aid Certificate shall be accomplished at the District's expense and training shall occur during working hours.

8.7 SEVERELY IMPAIRED STIPEND

When a student has been identified as having a severely impaired need, determined by a physician and an IEP committee to be non-life-threatening, then a stipend in the amount of ~~$152~~ 160 per month will be paid to a current classified employee assigned to perform any of all of the following services: toileting, eating, washing, personal hygiene, assisting with physical aid appliances, assisting lifting in/out of wheelchair, assisting students to and from school bus or other transportation and/or in moving to and from activities on school site, basic first aid, administering medication as directed. An employee earning this stipend may be required to provide these services for more than one student. No more than one severely impaired stipend may be earned by an employee at one time. This stipend shall not apply to employees who have the above stated responsibilities as part of their official job description.

8.8 GROUNDS TECHNICIANS

Grounds Technicians who obtain a pest control certification (Cat. A & B) at their own expense and during their own time shall receive a monthly stipend of 2.5% of the salary for the duration of that license. Continuation of the stipend will be dependent upon successful renewal of the pest control certification (Cat. A & B) which will be at District expense and on District time.

8.9 ASBESTOS
Employees who have been designated by their supervisor to provide asbestos removal and who hold a valid National Environmental Training for Hazardous Materials, Asbestos and Lead certification shall receive a stipend ~~of $173.40~~ $183 per month for the duration of the license.

8.10 GOVERNMENTAL LICENSES
New hires or employees who transfer to positions requiring the following governmental licenses as a condition of employment as set forth in the District's job description shall be granted a one-time payment upon hire or transfer of ~~$261.00~~ $275 for each such license held when a copy of such license is presented to theDistrict: Back Flow License, Fire Extinguisher License, and Bureau of Automotive Inspection Certificate.

8.11 NOTARY PUBLIC STIPEND
The District and CSEA agree that an annual stipend of $1,104 ~~1,041~~ shall be provided for possession and use in the District of a Notary Public Commission Certificate. For those employees working less than 12 months/year, this stipend shall be prorated to the equivalent monthly amount of ~~$85.83~~ $92. The person receiving this stipend shall provide notary services for any site or department for the sole purpose of District business related activities.

8.12 TECHNOLOGY STIPEND
The District and CSEA agree that an annual stipend of $2,294 ~~2,184~~ shall be paid to the designated Site Technician. The unit member receiving this stipend shall provide basic technology support for the assigned site. Payment shall be ~~$1,092~~ $1147 per semester.

PAY AND ALLOWANCES: (Sections 8.13 through 8.21 shall only be opened by mutual agreement)

8.13 REGULAR RATE OF PAY
The regular rate of pay for each position in the bargaining unit shall be in accordancewith the rates established for each class as provided for in Exhibit A, B, and C attached.

8.14 WARRANTS
All regular warrants of bargaining unit members shall be itemized to include voluntary and involuntary deductions to the extent that the payroll service of the County Superintendent of Schools provides.

8.15 PAYROLL PROCEDURES
All hourly salary rate bargaining unit members shall be paid once a month on thetenth (10^{th}) calendar day following the end of the month. If the normal pay day falls on a Saturday, Sunday, or holiday, the warrant shall be issued on the preceding workday.

~~8.15.1 Year-round Education Program at Monterey High School: With the exception of the Senior Custodian and food service staff who shall~~

~~be paidon the tenth (10th) and twenty-fifth (25th) of each month, all monthly classified employees shall be paid on the tenth (10th) of each month.~~

8.15.2 The District shall utilize a twenty-two (22) working day County Payroll option for the purpose of making salary payments to bargaining unit members. It is understood that absences (including but not limited to sick leave, vacation, bereavement, and industrial accident) will be charged on an actual day basis. New employees will receive pay based on actual days worked during the first month of employment and terminating employees will receive pay based on the actual days worked during the last month of employment. When an employee is absent without pay for an entire month, there shall be no salary payment. When an employee is absent without pay for a partial month, pay for that month will be based on twenty-two (22) days, less days not compensated during the month. However, an employee working one day in a twenty-three (23) day month would receive pay forthat day. Lump sum vacation payments will be computed on a twenty-two (22) day basis.

8.15.3 The District and CSEA recognize and acknowledge that these provisions aresubject to normal operating circumstances and exceptions may occur in the event of circumstances beyond the District's control.

8.16 PAYROLL ERRORS.

8.16.1 Insufficient Pay: Any payroll error resulting in insufficient payment for a bargaining unit member shall be corrected, and a supplemental warrant issued, not later than five (5) working days after the bargaining unit memberprovides notice to the Payroll Department. When a payroll error occurs where the original monthly warrant(s) cannot be given to the bargaining unitmember on his/her regularly scheduled pay day, the member shall have the option to request and receive a salary advance check from the District in the amount of ninety percent (90%) of the employee's estimated net salary.

8.16.2 Overpayment: Should a member be overpaid, the amount of the overpayment shall be repaid to the District. In every case, the affected employee shall be contacted first, and the repayment plan including repayment timelines shall be negotiated and agreed to in writing before any action to recapture the overpayment.

8.17 LOST WARRANTS

If a warrant to a bargaining unit member is mailed, and if the warrant is not deliveredwithin five (5) days of date of mailing, the member may request and then shall receive a salary advance check from the District in the amount of the lost warrant. Such check shall be issued within five (5) working days of the bargaining unit member's notification to the Payroll Department. If the warrant is lost after receipt, the bargaining unit member shall notify the Payroll Department and the process for replacing the lost warrant shall commence. There can be no guarantee of the time required to replace such lost warrant.

8.18 COMPENSATION FOR WORKING OUT OF CLASSIFICATION

Bargaining unit members who are required to perform duties at a higher level not reasonably related to those fixed and prescribed in the unit member's job

classification (including substituting for absent employees) shall be temporarily compensated at the appropriate salary schedule subject to the following conditions:

8.18.1 The assignment of the higher level duties must exceed or be expected to exceed five working days in any fifteen (15) calendar day period.

8.18.2 The unit member shall be temporarily compensated at the next higher dollar amount of the appropriate salary range as it compares to the unit member's regular salary, but not less than five percent (5%) nor more than Step VI.

8.18.3 The higher rate shall be retroactive to the first day of the assignment to new duties in all cases in which such assignments exceed five (5) working days.

8.18.4 The higher rate shall terminate on the first working day that the unit memberis no longer required to work at the higher level.

8.18.5 Determination as to when a unit member is required to work out of classification will be made by the Superintendent subject to the approval of the Board of Education.

8.18.6 Where there is no existing job description covering more complex responsibilities that employees are performing on a regular and on-going basis, and these responsibilities are not reasonably related to a bargaining unit member's job classification, the unit member shall be temporarily compensated in the following manner:

8.18.6.1 The unit member shall be temporarily compensated an additional five percent (5%) of the employee's current rate of pay.

8.18.6.2 An application must be made on a District developed form and signedby the unit member and his/her supervisor, and shall be submitted to Human Resources.

8.18.6.3 The stipend shall remain in effect as long as the employee is determined to be continuing the more complex responsibilities.

8.18.6.4 The Head of Human Resources (or designee) and a representative appointed by CSEA shall review and either approve or deny the request for compensation. The decision shall be final when an agreement is reached between CSEA and the Head of Human Resources (or designee). In the event that CSEA and the Head of Human Resources (ordesignee) cannot reach agreement, the Superintendent shall make the decision and his/her decision shall be final.

8.19 PAYMENTS AFTER SEPARATION FROM EMPLOYMENT

8.19.1 Any bargaining unit member who terminates employment with the District due to resignation, retirement, termination due to disciplinary action, or for any other reason, shall receive payment for all salaries owed to the employee no later than the next scheduled pay day and in any event no later than fifteen work days after the employee is officially separated from employment.

8.19.2 Payment of accrued vacation or any other applicable benefit shall be handled following the same provisions in Article **8.18.1** ~~7.7.1~~.

8.19.3 If separation from employment is a result of resignation or retirement, the

bargaining unit member must submit copies of his/her letter of resignation / retirement to his/her immediate supervisor and Human Resources in order for the provisions of Article 8.18 to apply.

8.19.4 If separation from employment is a result of termination, the provisions of Article **8.18** ~~7.7~~ shall automatically apply.

8.20 WORK CLOTHING

8.20.1 The cost of the purchase, lease, or rental of work clothing, identification badges, emblems, and cards required for District designated Facilities Services personnel, Food Services and Campus Supervision Assistants shall be borne by the District. Depending on the requirements of the job, work clothing may include at the discretion of the District, any or all of the following items of apparel: shirts, pants, coveralls, coats and rain gear.

If, through the employee's negligence (carelessness), clothing supplied by the District is destroyed, lost, or damaged, the District shall provide for the repair or replacement, but the costs shall be borne by the employee.

8.20.2 An Advisory Committee shall be established and shall meet at least once annually to assist in the implementation of Article **8.19.1** ~~7.8.1~~ and shall consist of three (3) representatives appointed by the District and three representatives appointed by the Association.

8.21 **REIMBURSEMENT FOR LOSS, DAMAGE, DESTRUCTION OF PERSONAL PROPERTY**

8.21.1 **The District shall reimburse employees for any verified loss, damage or destruction of personal property suffered while performing services to the District or while such personal property is on District premises in accordance with the following provisions:**

8.21.1.1 **Loss, damage, or destruction shall have occurred without fault of the employee.**

8.21.1.2 **Evidence of written pre-approval for the use of the personal property on District premises shall be provided in order to seek reimbursement for loss, damage, or destruction. No prior approval is needed for eyeglasses, hearing aids, dentures, watches, articles of clothing necessarily worn or carried by the employee, or vehicles.**

8.21.1.3 **The value of any item lost, damaged, or destroyed shall be determined as of the time of the verified loss, damage, or destruction and shall include normal allowance for depreciation.**

8.21.1.4 **Property claimed for reimbursement shall be valued at more than $25**

8.21.1.5 **Maximum reimbursement for any one incident shall be $700, except for vehicles.**

8.21.1.6 **The maximum reimbursement for all loss, damage, or destruction of personal property shall not exceed $7,500 in any fiscal year.**

8.21.1.7 **A written request for reimbursement must be filed by the employee within five (5) calendar days of the incident with Fiscal Services. Fiscal Services may conduct an investigation.**

The burden of proof in all cases is with the employee seeking reimbursement.

8.21.2 **Reimbursement for loss, damage, destruction of vehicles.**

8.21.2.1 **The maximum reimbursement for vehicle loss, damage, or destruction shall be $1,250 or the insurance deductible, whichever is less.**

8.21.2.2 **Reimbursement is limited to payment for verified loss, damage, or destruction resulting from malicious acts of others.**

8.21.2.3 **A report shall be made by the employee to the police, and a copy of the police report shall beprovided to Fiscal Services. If there is damage or destruction of a vehicle, two (2) written estimates from licensed repair facilities of repair cost shall be provided to Fiscal Services. The District payment shall be limited to the amount of the lowest estimate and shall be paid directly to the repair facility upon verification of satisfactory completion of repair.**

8.21.2.4 **If an employee receives any payment from an insurance carrier for any loss, damage or destruction for which the District gave reimbursement, the employee shall repay the District if such payment from an insurance carrier covers the same loss damage or destruction covered by the District. The District shall, in addition, have all rights of subrogation. Subrogation means the District may seek to recoup the cost of reimbursement to the employee directly from the insurance carrier. The employee shall execute all assignments and other documents and cooperate and perform all other acts as required by the District in pursuing such rights of subrogation.**

Negotiated 5% Salary Increase

SCHEDULE OF CLASSIFIED MONTHLY SALARY

EFFECTIVE JULY 1, 2021

Range Number	I	II	III	IV	V	VI	Step I Hourly Equivalent
16	2549	2677	2811	2952	3100	3255	14.71
17	2549	2677	2811	2952	3100	3255	14.71
18	2549	2677	2811	2952	3100	3255	14.71
19	2549	2677	2811	2952	3100	3255	14.71
20	2549	2677	2811	2952	3100	3255	14.71
21	2549	2677	2811	2952	3100	3255	14.71
22	2549	2677	2811	2952	3100	3255	14.71
23	2549	2677	2811	2952	3100	3255	14.71
24	2549	2677	2811	2952	3100	3255	14.71
25	2549	2677	2811	2952	3100	3255	14.71
26	2549	2677	2811	2952	3100	3255	14.71
27	2549	2677	2811	2952	3100	3255	14.71
28	2549	2677	2811	2952	3100	3255	14.71
29	2549	2677	2811	2952	3100	3255	14.71
30	2549	2677	2811	2952	3100	3255	14.71
31	2570	2698	2832	2974	3123	3280	14.83
32	2607	2740	2875	3022	3175	3333	15.04
33	2671	2814	2949	3098	3250	3411	15.41
34	2740	2875	3022	3175	3333	3502	15.81
35	2814	2949	3098	3250	3411	3581	16.23
36	2875	3022	3175	3333	3502	3674	16.59
37	2949	3098	3250	3411	3581	3769	17.01
38	3022	3175	3333	3502	3674	3866	17.43
39	3098	3250	3411	3581	3769	3956	17.87
40	3175	3333	3502	3674	3866	4057	18.32
41	3250	3411	3581	3769	3956	4158	18.75
42	3333	3502	3674	3866	4057	4265	19.23
43	3411	3581	3769	3956	4158	4364	19.68
44	3502	3674	3866	4057	4265	4470	20.20
45	3581	3769	3956	4158	4364	4582	20.66
46	3674	3866	4057	4265	4470	4697	21.20
47	3769	3956	4158	4364	4582	4822	21.74
48	3866	4057	4265	4470	4697	4942	22.30
49	3956	4158	4364	4582	4822	5058	22.82
50	4057	4265	4470	4697	4942	5184	23.41
51	4158	4364	4582	4822	5058	5310	23.99

Negotiated 5% Salary Increase

52	4265	4470	4697	4942	5184	5446	24.61
53	4365	4582	4822	5058	5310	5582	25.18
54	4470	4697	4942	5184	5446	5725	25.79
55	4582	4822	5058	5310	5582	5865	26.43
56	4697	4942	5184	5446	5725	6005	27.10
57	4822	5058	5310	5582	5865	6157	27.82
58	4942	5184	5446	5725	6005	6313	28.51
59	5058	5310	5582	5865	6157	6464	29.18
60	5184	5446	5725	6005	6312	6636	29.91
61	5310	5582	5865	6157	6464	6796	30.63
62	5446	5725	6005	6313	6636	6965	31.42
63	5582	5865	6157	6464	6796	7144	32.20
64	5725	6005	6313	6636	6965	7313	33.03
65	5865	6157	6464	6796	7144	7499	33.84
66	6005	6313	6636	6965	7313	7693	34.64
67	6157	6464	6796	7144	7499	7878	35.52
68	6313	6636	6965	7313	7693	8075	36.42
69	6464	6796	7144	7499	7878	8274	37.29
70	6636	6965	7313	7693	8075	8480	38.28
71	6796	7144	7499	7878	8274	8697	39.21
72	7153	7518	7892	8290	8709	9153	41.27

*This hourly rate is established in order to hire temporary hourly employees and to figure overtime rates. It is based on 173.333 hours per month.

SCHEDULE OF CLASSIFIED MONTHLY SALARY

EFFECTIVE JANUARY 1, 2022

Range Number	I	II	III	IV	V	VI	Step I Hourly Equivalent
16	2600	2677	2811	2952	3100	3255	15.00
17	2600	2677	2811	2952	3100	3255	15.00
18	2600	2677	2811	2952	3100	3255	15.00
19	2600	2677	2811	2952	3100	3255	15.00
20	2600	2677	2811	2952	3100	3255	15.00
21	2600	2677	2811	2952	3100	3255	15.00
22	2600	2677	2811	2952	3100	3255	15.00
23	2600	2677	2811	2952	3100	3255	15.00
24	2600	2677	2811	2952	3100	3255	15.00
25	2600	2677	2811	2952	3100	3255	15.00
26	2600	2677	2811	2952	3100	3255	15.00
27	2600	2677	2811	2952	3100	3255	15.00
28	2600	2677	2811	2952	3100	3255	15.00
29	2600	2677	2811	2952	3100	3255	15.00
30	2600	2677	2811	2952	3100	3255	15.00
31	2600	2698	2832	2974	3123	3280	15.00
32	2607	2740	2875	3022	3175	3333	15.04
33	2671	2814	2949	3098	3250	3411	15.41
34	2740	2875	3022	3175	3333	3502	15.81
35	2814	2949	3098	3250	3411	3581	16.23
36	2875	3022	3175	3333	3502	3674	16.59
37	2949	3098	3250	3411	3581	3769	17.01
38	3022	3175	3333	3502	3674	3866	17.43
39	3098	3250	3411	3581	3769	3956	17.87
40	3175	3333	3502	3674	3866	4057	18.32
41	3250	3411	3581	3769	3956	4158	18.75
42	3333	3502	3674	3866	4057	4265	19.23
43	3411	3581	3769	3956	4158	4364	19.68
44	3502	3674	3866	4057	4265	4470	20.20
45	3581	3769	3956	4158	4364	4582	20.66
46	3674	3866	4057	4265	4470	4697	21.20
47	3769	3956	4158	4364	4582	4822	21.74
48	3866	4057	4265	4470	4697	4942	22.30
49	3956	4158	4364	4582	4822	5058	22.82
50	4057	4265	4470	4697	4942	5184	23.41
51	4158	4364	4582	4822	5058	5310	23.99

							Minimum Wage Increase
52	4265	4470	4697	4942	5184	5446	24.61
53	4365	4582	4822	5058	5310	5582	25.18
54	4470	4697	4942	5184	5446	5725	25.79
55	4582	4822	5058	5310	5582	5865	26.43
56	4697	4942	5184	5446	5725	6005	27.10
57	4822	5058	5310	5582	5865	6157	27.82
58	4942	5184	5446	5725	6005	6313	28.51
59	5058	5310	5582	5865	6157	6464	29.18
60	5184	5446	5725	6005	6312	6636	29.91
61	5310	5582	5865	6157	6464	6796	30.63
62	5446	5725	6005	6313	6636	6965	31.42
63	5582	5865	6157	6464	6796	7144	32.20
64	5725	6005	6313	6636	6965	7313	33.03
65	5865	6157	6464	6796	7144	7499	33.84
66	6005	6313	6636	6965	7313	7693	34.64
67	6157	6464	6796	7144	7499	7878	35.52
68	6313	6636	6965	7313	7693	8075	36.42
69	6464	6796	7144	7499	7878	8274	37.29
70	6636	6965	7313	7693	8075	8480	38.28
71	6796	7144	7499	7878	8274	8697	39.21
72	7153	7518	7892	8290	8709	9153	41.27

*This hourly rate is established in order to hire temporary hourly employees and to figure overtime rates. It is based on 173.333 hours per month.

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 Services
PREPARED BY:	Cindy Quiterio, Executive Assistant, Human Resources
SUBMITTED BY:	Cindy Quiterio, Executive Assistant, Human Resources
DATE:	May 5, 2022
SUBJECT:	Public Disclosure in Accordance with AB 1200 (Chapter 1213/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5, and the Agreement Between the Burbank Unified School District and the Burbank Association of School Administrators (BASA)

Background:
Classified and Certificated management employees of the Burbank Unified School District are unrepresented by a bargaining unit and belong to an association of managers, the Burbank Association of School Administrators (BASA). BASA and the District have tentatively agreed to a 5% salary increase retroactive to July 1, 2021.

To assist with the increases in Health and Welfare Benefits, the District shall contribute up to $12,120 per plan year toward the cost of Health and Welfare benefits retroactive to January 1, 2022. Additionally, commencing January 1, 2023, and the following two years thereafter, the maximum annual employer contribution shall be increased by 1% over the maximum contribution from the previous year.

Rules and Regulations governing the employment of Certificated Supervisors and Managers and Classified Supervisors and Managers reflect the 5% salary increase for longevity stipends. Additionally, some stipends reflect an alignment with current payroll practices which are mirrored with bargaining unit stipends and amounts.

Discussion/Issues:
Sarah Niemann, Assistant Superintendent, Human Resources Services, will discuss the Agreement between the Burbank Unified School District and BASA. In accordance with the AB 1200, the District has submitted to the Los Angeles County of Education a budget forecast for the current and subsequent two fiscal years to demonstrate that the Agreement does not negatively impact the District's financial condition.

The public will have an opportunity for input at a Public Hearing held prior to the Board of Education approval vote.

Fiscal Impact:
The financial implications to this Agreement are stated on the AB 1200.

Recommendation:
The Board of Education will hold a Public Hearing, in compliance with provisions of AB 1200 (Chapter 1213/Statutes 1992), AB 2756 (Chapter 52/Statutes 2004) GC 3547.5 to allow the public an opportunity to comment regarding the the Agreement between the Burbank Unified School District and the Burbank Association of School Administrators, as presented.

Los Angeles County Office of Education
Business Advisory Services

PUBLIC DISCLOSURE OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
in accordance with AB 1200 (Chapter 1213/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5

Name of School District:	Burbank Unified School District
Name of Bargaining Unit:	Burbank Association of School Administrators
Certificated, Classified, Other:	Management / Confidential

The proposed agreement covers the period beginning: July 1, 2021 (date) and ending: June 30, 2024 (date)

The Governing Board will act upon this agreement on: May 5, 2022 (date)

Note: This form, along with a copy of the proposed agreement, must be submitted to the County Office at least ten (10) working days prior to the date the Governing Board will take action.

A. Proposed Change in Compensation

Bargaining Unit Compensation All Funds - Combined		Fiscal Impact of Proposed Agreement (Complete Years 2 and 3 for multiyear and overlapping agreements only)			
	Annual Cost Prior to Proposed Settlement	Year 1 Increase/(Decrease) 2021-22	Year 2 Increase/(Decrease) 2022-23	Year 3 Increase/(Decrease) 2023-24
1. **Salary Schedule** Including Step and Column	$ 12,632,914	$ 631,646		
		5.00%	0.00%	0.00%
2. **Other Compensation** Stipends, Bonuses, Longevity, Overtime, Differential, Callback or Standby Pay, etc.				
Description of Other Compensation				
3. **Statutory Benefits** - STRS, PERS, FICA, WC, UI, Medicare, etc.	$ 4,353,302	$ 217,665		
		5.00%	0.00%	0.00%
4. **Health/Welfare Plans**	$ 100,608	$ 12,120		
		12.05%	0.00%	0.00%
5. **Total Bargaining Unit Compensation** Add Items 1 through 4 to equal 5	$ 17,086,824	$ 861,431	$ -	$ -
		5.04%	0.00%	0.00%
6. **Total Number of Bargaining Unit Employees** (Use FTEs if appropriate)	108.50			
7. **Total Compensation Average Cost per Bargaining Unit Employee**	$ 157,482	$ 7,939	$ -	$ -
		5.04%	0.00%	0.00%

8. What was the negotiated percentage change? For example, if the change in "Year 1" was for less than a full year, what is the annualized percentage of that change for "Year 1"?

The negotiated percentage change was an on schedule 5% compensation increase in year 1.

9. Were any additional steps, columns, or ranges added to the salary schedules? (If yes, please explain.)

N/A

10. Please include comments and explanations as necessary. (If more room is necessary, please attach an additional sheet.)

N/A

11. Does this bargaining unit have a negotiated cap for Health and Welfare benefits? Yes [X] No [ ]
If yes, please describe the cap amount.

The cap was $12,000. It was negotiated and now the cap is $12,120. The following two years thereafter, the maximum annual employer contribution shall be increased by 1% over the maximum contribution from the

B. Proposed negotiated changes in noncompensation items (i.e., class size adjustments, staff development days, teacher prep time, classified staffing ratios, etc.)

N/A

C. What are the specific impacts (positive or negative) on instructional and support programs to accommodate the settlement? Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (i.e., counselors, librarians, custodial staff, etc.)

No impact

D. What contingency language is included in the proposed agreement (e.g., reopeners, etc.)?

E. Identify other major provisions that do not directly affect the district's costs, such as binding arbitrations, grievance procedures, etc.

N/A

F. Source of Funding for Proposed Agreement:

1. Current Year

General Fund - Unrestricted and Restricted, Fund 11, Fund 12, Fund 13

2. If this is a single year agreement, how will the ongoing cost of the proposed agreement be funded in subsequent years?

General Fund - Unrestricted and Restricted, Fund 11, Fund 12, Fund 13

3. If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)

Not a multi-year agreement

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Unrestricted General Fund

Bargaining Unit: Burbank Association of School Administrators

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 3/17/22)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ 145,662,245		$ -	$ 145,662,245
Federal Revenue	8100-8299			$ -	$ -
Other State Revenue	8300-8599	$ 2,972,044		$ -	$ 2,972,044
Other Local Revenue	8600-8799	$ 2,056,020		$ -	$ 2,056,020
TOTAL REVENUES		$ 150,690,309		$ -	$ 150,690,309
EXPENDITURES					
Certificated Salaries	1000-1999	$ 56,167,664	$ 368,292		$ 56,535,956
Classified Salaries	2000-2999	$ 16,642,780	$ 95,249		$ 16,738,029
Employee Benefits	3000-3999	$ 26,931,151	$ 171,856		$ 27,103,007
Books and Supplies	4000-4999	$ 4,511,044		$ -	$ 4,511,044
Services and Other Operating Expenditures	5000-5999	$ 10,714,534		$ -	$ 10,714,534
Capital Outlay	6000-6999	$ 101,334		$ -	$ 101,334
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 1,609,086		$ -	$ 1,609,086
Transfers of Indirect Costs	7300-7399	$ (2,365,658)		$ -	$ (2,365,658)
TOTAL EXPENDITURES		$ 114,311,935	$ 635,397	$ -	$ 114,947,332
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 354,062	$ -	$ -	$ 354,062
Contributions	8980-8999	$ (27,030,511)	$ (165,890)	$ -	$ (27,196,401)
OPERATING SURPLUS (DEFICIT)*		$ 8,993,801	$ (801,287)	$ -	$ 8,192,514
BEGINNING FUND BALANCE	9791	$ 18,421,717			$ 18,421,717
Audit Adjustments/Other Restatements	9793/9795				$ -
ENDING FUND BALANCE		$ 27,415,518	$ (801,287)	$ -	$ 26,614,231
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ 100,060	$ -	$ -	$ 100,060
Restricted	9740				
Committed	9750-9760	$ 14,225,233	$ -	$ -	$ 14,225,233
Assigned	9780		$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ 12,288,938	$ -	$ -	$ 12,288,938
Unassigned/Unappropriated Amount	9790	$ 801,287	$ (801,287)	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Restricted General Fund

Bargaining Unit: Burbank Association of School Administrators

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 3/17/22)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ -		$ -	$ -
Federal Revenue	8100-8299	$ 26,676,638		$ -	$ 26,676,638
Other State Revenue	8300-8599	$ 28,374,738		$ -	$ 28,374,738
Other Local Revenue	8600-8799	$ 6,072,856		$ -	$ 6,072,856
TOTAL REVENUES		$ 61,124,232		$ -	$ 61,124,232
EXPENDITURES					
Certificated Salaries	1000-1999	$ 19,933,871	$ 54,968	$ -	$ 19,988,839
Classified Salaries	2000-2999	$ 13,768,416	$ 68,407	$ -	$ 13,836,823
Employee Benefits	3000-3999	$ 12,769,947	$ 42,515	$ -	$ 12,812,462
Books and Supplies	4000-4999	$ 17,762,627		$ -	$ 17,762,627
Services and Other Operating Expenditures	5000-5999	$ 21,996,075		$ -	$ 21,996,075
Capital Outlay	6000-6999	$ 1,012,354		$ -	$ 1,012,354
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 1,052,542		$ -	$ 1,052,542
Transfers of Indirect Costs	7300-7399	$ 1,853,793		$ -	$ 1,853,793
TOTAL EXPENDITURES		$ 90,149,625	$ 165,890	$ -	$ 90,315,515
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -	$ -
Contributions	8980-8999	$ 27,030,511	$ 165,890	$ -	$ 27,196,401
OPERATING SURPLUS (DEFICIT)*		$ (1,994,882)	$ -	$ -	$ (1,994,882)
BEGINNING FUND BALANCE	9791	$ 9,899,360			$ 9,899,360
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 7,904,478	$ -	$ -	$ 7,904,478
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 7,904,478	$ -	$ -	$ 7,904,478
Committed	9750-9760				
Assigned Amounts	9780				
Reserve for Economic Uncertainties	9789		$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ -	$ -	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Combined General Fund

Bargaining Unit: Burbank Association of School Administrators

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 3/17/22)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ 145,662,245		$ -	$ 145,662,245
Federal Revenue	8100-8299	$ 26,676,638		$ -	$ 26,676,638
Other State Revenue	8300-8599	$ 31,346,782		$ -	$ 31,346,782
Other Local Revenue	8600-8799	$ 8,128,876		$ -	$ 8,128,876
TOTAL REVENUES		$ 211,814,541		$ -	$ 211,814,541
EXPENDITURES					
Certificated Salaries	1000-1999	$ 76,101,535	$ 423,260	$ -	$ 76,524,795
Classified Salaries	2000-2999	$ 30,411,196	$ 163,656	$ -	$ 30,574,852
Employee Benefits	3000-3999	$ 39,701,098	$ 214,371	$ -	$ 39,915,469
Books and Supplies	4000-4999	$ 22,273,671		$ -	$ 22,273,671
Services and Other Operating Expenditures	5000-5999	$ 32,710,609		$ -	$ 32,710,609
Capital Outlay	6000-6999	$ 1,113,688		$ -	$ 1,113,688
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 2,661,628		$ -	$ 2,661,628
Transfers of Indirect Costs	7300-7399	$ (511,865)		$ -	$ (511,865)
TOTAL EXPENDITURES		$ 204,461,560	$ 801,287	$ -	$ 205,262,847
OTHER FINANCING SOURCES/USES					
Transfer In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 354,062	$ -	$ -	$ 354,062
Contributions	8980-8999	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ 6,998,919	$ (801,287)	$ -	$ 6,197,632
BEGINNING FUND BALANCE	9791	$ 28,321,077			$ 28,321,077
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 35,319,996	$ (801,287)	$ -	$ 34,518,709
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ 100,060	$ -	$ -	$ 100,060
Restricted	9740	$ 7,904,478	$ -	$ -	$ 7,904,478
Committed	9750-9760	$ 14,225,233	$ -	$ -	$ 14,225,233
Assigned	9780	$ -	$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ 12,288,938	$ -	$ -	$ 12,288,938
Unassigned/Unappropriated Amount	9790	$ 801,287	$ (801,287)	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Fund 11 - Adult Education Fund

Bargaining Unit: Burbank Association of School Administrators

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 3/17/22)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
Federal Revenue	8100-8299	$ 268,139		$ -	$ 268,139
Other State Revenue	8300-8599	$ 3,891,484		$ -	$ 3,891,484
Other Local Revenue	8600-8799	$ 165,912		$ -	$ 165,912
TOTAL REVENUES		$ 4,325,535		$ -	$ 4,325,535
EXPENDITURES					
Certificated Salaries	1000-1999	$ 1,540,993	$ 9,644	$ -	$ 1,550,637
Classified Salaries	2000-2999	$ 588,980		$ -	$ 588,980
Employee Benefits	3000-3999	$ 737,834	$ 3,323	$ -	$ 741,157
Books and Supplies	4000-4999	$ 308,586		$ -	$ 308,586
Services and Other Operating Expenditures	5000-5999	$ 190,750		$ -	$ 190,750
Capital Outlay	6000-6999	$ 95,400		$ -	$ 95,400
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ -		$ -	$ -
Transfers of Indirect Costs	7300-7399	$ 160,287		$ -	$ 160,287
TOTAL EXPENDITURES		$ 3,622,830	$ 12,967	$ -	$ 3,635,797
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ 702,705	$ (12,967)	$ -	$ 689,738
BEGINNING FUND BALANCE	9791	$ 3,219,530			$ 3,219,530
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 3,922,235	$ (12,967)	$ -	$ 3,909,268
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 3,909,268	$ -	$ -	$ 3,909,268
Committed	9750-9760		$ -	$ -	$ -
Assigned	9780	$ -	$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ 12,967	$ (12,967)	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Fund 12 - Child Development Fund

Bargaining Unit: Burbank Association of School Administrators

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 3/17/22)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
Federal Revenue	8100-8299	$ 261,523		$ -	$ 261,523
Other State Revenue	8300-8599	$ 694,523		$ -	$ 694,523
Other Local Revenue	8600-8799	$ 2,715,201		$ -	$ 2,715,201
TOTAL REVENUES		$ 3,671,247		$ -	$ 3,671,247
EXPENDITURES					
Certificated Salaries	1000-1999	$ 1,209,903	$ 8,693	$ -	$ 1,218,596
Classified Salaries	2000-2999	$ 1,015,096	$ -	$ -	$ 1,015,096
Employee Benefits	3000-3999	$ 991,873	$ 2,995	$ -	$ 994,868
Books and Supplies	4000-4999	$ 184,874		$ -	$ 184,874
Services and Other Operating Expenditures	5000-5999	$ (104,866)		$ -	$ (104,866)
Capital Outlay	6000-6999	$ -		$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ -		$ -	$ -
Transfers of Indirect Costs	7300-7399	$ 205,817		$ -	$ 205,817
TOTAL EXPENDITURES		$ 3,502,697	$ 11,688	$ -	$ 3,514,385
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ 354,062	$ -	$ -	$ 354,062
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ 522,612	$ (11,688)	$ -	$ 510,924
BEGINNING FUND BALANCE	9791	$ 137,207			$ 137,207
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 659,819	$ (11,688)	$ -	$ 648,131
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 648,131	$ -	$ -	$ 648,131
Committed	9750-9760	$ -	$ -	$ -	$ -
Assigned	9780	$ -	$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ 11,688	$ (11,688)	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Fund 13/61 - Cafeteria Fund

Bargaining Unit: Burbank Association of School Administrators

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 3/17/22)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ -		$ -	$ -
Federal Revenue	8100-8299	$ 3,858,398		$ -	$ 3,858,398
Other State Revenue	8300-8599	$ 124,000		$ -	$ 124,000
Other Local Revenue	8600-8799	$ 763,200		$ -	$ 763,200
TOTAL REVENUES		$ 4,745,598		$ -	$ 4,745,598
EXPENDITURES					
Certificated Salaries	1000-1999	$ -	$ -	$ -	$ -
Classified Salaries	2000-2999	$ 1,638,272	$ 26,394	$ -	$ 1,664,666
Employee Benefits	3000-3999	$ 708,005	$ 9,095	$ -	$ 717,100
Books and Supplies	4000-4999	$ 1,557,100		$ -	$ 1,557,100
Services and Other Operating Expenditures	5000-5999	$ 151,938		$ -	$ 151,938
Capital Outlay	6000-6999	$ 30,562		$ -	$ 30,562
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ -		$ -	$ -
Transfers of Indirect Costs	7300-7399	$ 145,761		$ -	$ 145,761
TOTAL EXPENDITURES		$ 4,231,638	$ 35,489	$ -	$ 4,267,127
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ 513,960	$ (35,489)	$ -	$ 478,471
BEGINNING FUND BALANCE	9791	$ 167,901			$ 167,901
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 681,861	$ (35,489)	$ -	$ 646,372
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 646,372	$ -	$ -	$ 646,372
Committed	9750-9760	$ -	$ -	$ -	$ -
Assigned	9780	$ -	$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ 35,489	$ (35,489)	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

Public Disclosure of Proposed Collective Bargaining Agreement

Burbank Unified School District
Burbank Association of School Administrators

Explanations for Column 3 "Other Revisions" entered on Pages 4a through 4h:

Page 4a: Unrestricted General Fund	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Page 4b: Restricted General Fund	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Page 4d: Fund 11 - Adult Education Fund	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Page 4e: Fund 12 - Child Development Fund	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Page 4f: Fund 13/61 - Cafeteria Fund	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Page 4g: Other	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Page 4h: Other	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Additional Comments:

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Unrestricted General Fund MYP

Bargaining Unit: Burbank Association of School Administrators

	Object Code	2021-22 Total Revised Budget After Settlement	2022-23 First Subsequent Year After Settlement	2023-24 Second Subsequent Year After Settlement
REVENUES				
LCFF Revenue	8010-8099	$ 145,662,245	$ 147,150,894	$ 149,248,159
Federal Revenue	8100-8299	$ -	$ -	$ -
Other State Revenue	8300-8599	$ 2,972,044	$ 3,059,359	$ 3,047,392
Other Local Revenue	8600-8799	$ 2,056,020	$ 257,987	$ 257,987
TOTAL REVENUES		$ 150,690,309	$ 150,468,240	$ 152,553,538
EXPENDITURES				
Certificated Salaries	1000-1999	$ 56,535,956	$ 59,632,651	$ 62,040,208
Classified Salaries	2000-2999	$ 16,738,029	$ 17,075,912	$ 17,322,127
Employee Benefits	3000-3999	$ 27,103,007	$ 30,188,726	$ 31,495,768
Books and Supplies	4000-4999	$ 4,511,044	$ 2,183,327	$ 2,066,643
Services and Other Operating Expenditures	5000-5999	$ 10,714,534	$ 9,348,148	$ 9,369,235
Capital Outlay	6000-6999	$ 101,334	$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 1,609,086	$ 1,680,086	$ 1,751,086
Transfers of Indirect Costs	7300-7399	$ (2,365,658)	$ (1,215,117)	$ (1,162,666)
Other Adjustments				$ (4,500,000)
TOTAL EXPENDITURES		$ 114,947,332	$ 118,893,733	$ 118,382,401
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 354,062	$ 150,000	$ 150,000
Contributions	8980-8999	$ (27,196,401)	$ (29,303,420)	$ (31,409,754)
OPERATING SURPLUS (DEFICIT)*		$ 8,192,514	$ 2,121,087	$ 2,611,383
BEGINNING FUND BALANCE	9791	$ 18,421,717	$ 26,614,231	$ 28,735,318
Audit Adjustments/Other Restatements	9793/9795	$ -		
ENDING FUND BALANCE		$ 26,614,231	$ 28,735,318	$ 31,346,701
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable	9711-9719	$ 100,060	$ 100,060	$ 100,060
Restricted	9740			
Committed	9750-9760	$ 14,225,233	$ 17,969,718	$ 26,092,934
Assigned	9780	$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ 12,288,938	$ 10,665,540	$ 5,153,707
Unassigned/Unappropriated Amount	9790	$ -	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Restricted General Fund MYP

Bargaining Unit: Burbank Association of School Administrators

	Object Code	2021-22 Total Revised Budget After Settlement	2022-23 First Subsequent Year After Settlement	2023-24 Second Subsequent Year After Settlement
REVENUES				
LCFF Revenue	8010-8099	$ -	$ -	$ -
Federal Revenue	8100-8299	$ 26,676,638	$ 5,862,240	$ 5,862,240
Other State Revenue	8300-8599	$ 28,374,738	$ 13,692,263	$ 14,032,960
Other Local Revenue	8600-8799	$ 6,072,856	$ 1,952,867	$ 1,952,867
TOTAL REVENUES		$ 61,124,232	$ 21,507,370	$ 21,848,067
EXPENDITURES				
Certificated Salaries	1000-1999	$ 19,988,839	$ 14,767,395	$ 12,436,408
Classified Salaries	2000-2999	$ 13,836,823	$ 11,622,521	$ 11,827,740
Employee Benefits	3000-3999	$ 12,812,462	$ 11,319,653	$ 11,821,913
Books and Supplies	4000-4999	$ 17,762,627	$ 5,596,507	$ 2,643,181
Services and Other Operating Expenditures	5000-5999	$ 21,996,075	$ 13,653,398	$ 12,825,236
Capital Outlay	6000-6999	$ 1,012,354	$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 1,052,542	$ 1,052,542	$ 1,052,542
Transfers of Indirect Costs	7300-7399	$ 1,853,793	$ 703,252	$ 650,801
Other Adjustments			$ -	$ -
TOTAL EXPENDITURES		$ 90,315,515	$ 58,715,268	$ 53,257,821
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -
Contributions	8980-8999	$ 27,196,401	$ 29,303,420	$ 31,409,754
OPERATING SURPLUS (DEFICIT)*		$ (1,994,882)	$ (7,904,478)	$ -
BEGINNING FUND BALANCE	9791	$ 9,899,360	$ 7,904,478	$ -
Audit Adjustments/Other Restatements	9793/9795	$ -		
ENDING FUND BALANCE		$ 7,904,478	$ -	$ -
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable	9711-9719	$ -	$ -	$ -
Restricted	9740	$ 7,904,478	$ -	$ -
Committed	9750-9760			
Assigned	9780			
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ -	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Combined General Fund MYP

Bargaining Unit: Burbank Association of School Administrators

	Object Code	2021-22 Total Revised Budget After Settlement	2022-23 First Subsequent Year After Settlement	2023-24 Second Subsequent Year After Settlement
REVENUES				
LCFF Revenue	8010-8099	$ 145,662,245	$ 147,150,894	$ 149,248,159
Federal Revenue	8100-8299	$ 26,676,638	$ 5,862,240	$ 5,862,240
Other State Revenue	8300-8599	$ 31,346,782	$ 16,751,622	$ 17,080,352
Other Local Revenue	8600-8799	$ 8,128,876	$ 2,210,854	$ 2,210,854
TOTAL REVENUES		$ 211,814,541	$ 171,975,610	$ 174,401,605
EXPENDITURES				
Certificated Salaries	1000-1999	$ 76,524,795	$ 74,400,046	$ 74,476,616
Classified Salaries	2000-2999	$ 30,574,852	$ 28,698,433	$ 29,149,867
Employee Benefits	3000-3999	$ 39,915,469	$ 41,508,379	$ 43,317,681
Books and Supplies	4000-4999	$ 22,273,671	$ 7,779,834	$ 4,709,824
Services and Other Operating Expenditures	5000-5999	$ 32,710,609	$ 23,001,546	$ 22,194,471
Capital Outlay	6000-6999	$ 1,113,688	$ -	$ -
Other Outgo (excuding Indirect Costs)	7100-7299 7400-7499	$ 2,661,628	$ 2,732,628	$ 2,803,628
Transfers of Indirect Costs	7300-7399	$ (511,865)	$ (511,865)	$ (511,865)
Other Adjustments			$ -	$ (4,500,000)
TOTAL EXPENDITURES		$ 205,262,847	$ 177,609,001	$ 171,640,222
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 354,062	$ 150,000	$ 150,000
Contributions	8980-8999	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ 6,197,632	$ (5,783,391)	$ 2,611,383
BEGINNING FUND BALANCE	9791	$ 28,321,077	$ 34,518,709	$ 28,735,318
Audit Adjustments/Other Restatements	9793/9795	$ -		
ENDING FUND BALANCE		$ 34,518,709	$ 28,735,318	$ 31,346,701
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable	9711-9719	$ 100,060	$ 100,060	$ 100,060
Restricted	9740	$ 7,904,478	$ -	$ -
Committed	9750-9760	$ 14,225,233	$ 17,969,718	$ 26,092,934
Assigned	9780	$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ 12,288,938	$ 10,665,540	$ 5,153,707
Unassigned/Unappropriated Amount	9790	$ -	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

Burbank Unified School District
Burbank Association of School Administrators

I. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES

1. State Reserve Standard

		2021-22	2022-23	2023-24
a.	Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	$ 205,616,909	$ 177,759,001	$ 171,790,222
b.	Less: Special Education Pass-Through Funds	$ -	$ -	$ -
c.	Net Expenditures, Transfers Out, and Uses	$ 205,616,909	$ 177,759,001	$ 171,790,222
d.	State Standard Minimum Reserve Percentage for this District **Enter percentage** →	3.00%	3.00%	3.00%
e.	State Standard Minimum Reserve Amount for this District (For districts with less than 1,001 ADA, this is the greater of Line a, times Line b, or $50,000)	$ 6,168,507	$ 5,332,770	$ 5,153,707

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a.	General Fund Budgeted Unrestricted Designated for Economic Uncertainties (9789)	$ 12,288,938	$ 10,665,540	$ 5,153,707
b.	General Fund Budgeted Unrestricted Unassigned/Unappropriated Amount (9790)	$ -	$ -	$ -
c.	Special Reserve Fund (Fund 17) Budgeted Designated for Economic Uncertainties (9789)	$ -	$ -	$ -
d.	Special Reserve Fund (Fund 17) Budgeted Unassigned/Unappropriated Amount (9790)	$ -	$ -	$ -
e.	Total Available Reserves	$ 12,288,938	$ 10,665,540	$ 5,153,707
f.	Reserve for Economic Uncertainties Percentage	5.98%	6.00%	3.00%

3. Do unrestricted reserves meet the state minimum reserve amount?

2021-22	Yes	X	No	
2022-23	Yes	X	No	
2023-24	Yes	X	No	

4. If no, how do you plan to restore your reserves?

5. **Does the Total Compensation Increase/(Decrease) on Page 1, Section A, #5 agree with the Total Increase/(Decrease) for all funds as a result of the settlement(s)? Please explain any variance.**

Total Compensation Increase/(Decrease) on Page 1, Section A, #5	$	861,431
General Fund balance Increase/(Decrease), Page 4c, Column 2	$	(801,287)
Adult Education Fund balance Increase/(Decrease), Page 4d, Column 2	$	(12,967)
Child Development Fund balance Increase/(Decrease), Page 4e, Column 2	$	(11,688)
Cafeteria Fund balance Increase/(Decrease), Page 4f, Column 2	$	(35,489)
Other Fund balance Increase/(Decrease), Page 4g, Column 2	$	-
Other Fund balance Increase/(Decrease), Page 4h, Column 2	$	-
Total all fund balances Increase/(Decrease) as a result of the settlement(s)	$	(861,431)
Variance	$	-

Variance Explanation:

6. **Will this agreement create or increase deficit financing in the current or subsequent years?**
"Deficit Financing" is defined to exist when a fund's expenditures and other financing uses exceed its revenues and other financing sources in a given year. If a deficit is shown below, provide an explanation and any deficit reduction plan, as necessary.

General Fund Combined	Surplus/ (Deficit)	(Deficit) %	Deficit primarily due to:
Current FY Surplus/(Deficit) before settlement(s)?	$ 6,998,919	3.4%	
Current FY Surplus/(Deficit) after settlement(s)?	$ 6,197,632	3.0%	
1st Subsequent FY Surplus/(Deficit) after settlement(s)?	$ (5,783,391)	(3.3%)	Special Education & STRS/PERS
2nd Subsequent FY Surplus/(Deficit) after settlement(s)?	$ 2,611,383	1.5%	Special Education & STRS/PERS

Deficit Reduction Plan (as necessary):
We will continue to monitor and review Special Education costs, our declining enrollment and STRS & PERS increases each year. We have a plan in place that, depending on the governors budget and trailer bills, will be implemented.

7. **Were "Other Adjustments" amount(s) entered in the multiyear projections (pages 5a and 5b) for 1st and 2nd Subsequent FY?**

"Other Adjustments" could indicate that a budget reduction plan was/is being developed to address deficit spending, and to rebuild reserves. Any amount shown below must have an explanation. If additional space is needed, attach a separate sheet, or use page 8a.

MYP	Amount	"Other Adjustments" Explanation
1st Subsequent FY Unrestricted, Page 5a	$ -	
1st Subsequent FY Restricted, Page 5b	$ -	
2nd Subsequent FY Unrestricted, Page 5a	$ (4,500,000)	Part of our Fiscal Stabilization plan pending May Revise
2nd Subsequent FY Restricted, Page 5b	$ -	

J. CERTIFICATION NO. 1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF THE COLLECTIVE BARGAINING AGREEMENT

This certification page must be signed by the district's Superintendent and Chief Business Official at the time of public disclosure and is intended to assist the district's Governing Board in determining whether the district can meet the costs incurred under the tentative Collective Bargaining Agreement in the current and subsequent years. The absence of a certification signature or if "I am unable to certify" is checked should serve as a "red flag" to the district's Governing Board.

In accordance with the requirements of Government Code Sections 3540.2 and 3547.5, the Superintendent and Chief Business Official of the Burbank Unified School District District, hereby certify that the District can meet the costs incurred under this Collective Bargaining Agreement during the term of the agreement from July 1, 2021 to June 30, 2022.

Board Actions

The board actions necessary to meet the cost of the agreement in each year of its term are as follows:

Current Year

Budget Adjustment Categories:	Budget Adjustment Increase/(Decrease)
Revenues/Other Financing Sources	$ -
Expenditures/Other Financing Uses	$ 861,431
Ending Balance(s) Increase/(Decrease)	$ (861,431)

Subsequent Years

Budget Adjustment Categories:	Budget Adjustment Increase/(Decrease)
Revenues/Other Financing Sources	$ -
Expenditures/Other Financing Uses	$ -
Ending Balance(s) Increase/(Decrease)	$ -

Budget Revisions

If the district does not adopt and submit within 45 days all of the revisions to its budget needed in the current year to meet the costs of the agreement at the time of the approval of the proposed collective bargaining agreement, the county superintendent of schools is required to issue a qualified or negative certification for the district on its next interim report.

Assumptions

See attached page for a list of the assumptions upon which this certification is based.

Certifications

✓ I hereby certify ___ I am unable to certify

District Superintendent (Signature) — Date: 4/22/22

✓ I hereby certify ___ I am unable to certify

Chief Business Official (Signature) — Date: 4/22/22

Special Note: The Los Angeles County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.

Burbank Unified School District
Burbank Association of School Administrators

Assumptions and Explanations (enter or attach documentation)

The assumptions upon which this certification is made are as follows:
Please see attached MYP and narrative from second interim 2021-22 detailing assumptions and showing the set aside for BASA 5% and health and welfare increase

Concerns regarding affordability of agreement in subsequent years (if any):

K. CERTIFICATION NO. 2

The disclosure document must be signed by the district Superintendent at the time of public disclosure and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Sections 3540.2(a) and 3547.5.

Burbank Unified School District
District Name

District Superintendent
(Signature)

Date

Alyssa Low Director of Fiscal Services
Contact Person

818-729-4450
Phone

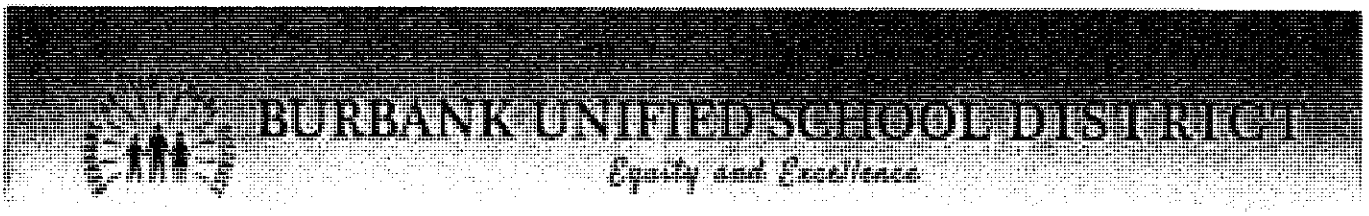
After public disclosure of the major provisions contained in this summary, the Governing Board at its meeting on May 5, 2022, took action to approve the proposed agreement with the Burbank Association of School Administrators.

President (or Clerk), Governing Board
(Signature)

Date

Special Note: The Los Angeles County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.

Description	Object Code	Unaudited Actuals 2020-21			Adopted Budget 2021-22			First Interim 2021-22			Second Interim 2021-22			Projected Year 2022-23			Projected Year 2023-24		
		Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined
A. Revenues																			
LCFF Sources	8010-8099	135,594,258	-	135,594,258	145,444,297	-	145,444,297	145,662,245	-	145,662,245	145,662,245	-	145,662,245	147,150,894	-	147,150,894	149,248,159		149,248,159
Federal Revenue	8100-8299	-	15,965,273	15,965,273	-	5,857,589	5,857,589	-	23,966,725	23,966,725	-	26,676,638	26,676,638	-	5,862,240	5,862,240	-	5,862,240	5,862,240
Other State Revenues	8300-8599	3,229,066	29,200,053	32,429,119	2,958,598	13,108,083	16,066,681	2,972,044	27,851,380	30,823,424	2,972,044	28,374,738	31,346,782	3,059,359	13,692,263	16,751,621	3,047,392	14,032,960	17,080,352
Other Local Revenues	8600-8799	949,233	2,492,609	3,441,842	797,987	1,680,558	2,478,545	257,987	5,634,224	5,892,211	2,056,020	6,072,856	8,128,876	257,987	1,952,867	2,210,854	257,987	1,952,867	2,210,854
Total Revenue		139,772,557	47,657,935	187,430,491	149,200,882	20,646,230	169,847,112	148,892,276	57,452,329	206,344,605	150,690,309	61,124,232	211,814,541	150,468,240	21,507,370	171,975,609	152,553,538	21,848,067	174,401,605
B. Expenditures																			-
Certificated Salaries	1000-1999	56,868,208	17,455,754	74,323,962	55,987,852	19,667,685	75,655,537	56,029,554	20,074,984	76,104,538	56,167,864	19,933,671	76,101,535	58,896,067	14,657,459	73,553,525	60,935,381	12,271,504	73,206,885
Classified Salaries	2000-2999	14,766,709	14,236,758	29,003,467	17,286,480	13,404,473	30,690,953	16,725,817	14,253,554	30,979,371	16,642,780	13,768,416	30,411,196	16,885,414	11,485,708	28,371,122	17,036,380	11,566,825	28,603,204
Employee Benefits	3000-3999	24,970,864	17,958,392	42,929,076	29,034,927	12,505,802	41,540,729	27,594,502	13,296,712	40,891,214	26,931,151	12,769,947	39,701,098	29,857,193	11,179,989	41,037,122	30,672,846	10,856,491	41,529,337
Books and Supplies	4000-4999	722,113	5,671,910	6,394,023	1,527,746	4,249,652	5,777,398	3,760,482	17,988,873	21,749,355	4,511,044	17,762,627	22,273,671	2,183,327	5,596,507	7,779,834	2,066,643	2,643,181	4,709,824
Services and Other Operating Expenditures	5000-5999	6,151,473	13,263,913	19,415,386	9,709,234	11,324,858	21,034,092	10,287,205	18,319,151	28,606,356	10,714,534	21,996,075	32,710,609	9,348,148	13,653,398	23,001,546	9,369,235	12,825,236	22,194,471
Capital Outlay/Depreciation	6000-6999	77,134	144,630	221,764	170,999	1,056,316	1,227,315	101,334	649,997	751,331	101,334	1,012,354	1,113,688	-	-	-	-	-	-
Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	1,688,728	940,885	2,629,613	1,867,726	1,128,470	2,996,196	1,563,068	1,052,542	2,615,605	1,609,086	1,052,542	2,661,628	1,680,086	1,052,542	2,732,628	1,751,086	1,052,542	2,803,628
Other Outgo - Transfers of Indirect Costs	7300-7399	(1,587,562)	1,048,424	(539,138)	(1,983,119)	1,411,385	(571,734)	(2,493,017)	1,957,656	(535,361)	(2,365,658)	1,853,793	(511,865)	(1,215,117)	703,252	(511,865)	(1,162,666)	650,801	(511,865)
Other Adjustments - Expenditures										-			-				(4,500,000)		(4,500,000)
Total Expenditures		103,657,487	70,720,666	174,378,154	113,601,845	64,748,641	178,350,486	113,568,940	87,593,469	201,162,409	114,311,935	90,149,625	204,461,560	117,635,056	58,328,855	175,963,912	116,168,854	51,866,581	168,035,435
C. Excess (Deficiency) of Revenues over Expenditures before Other Financing Sources and Uses		36,115,069	##########	13,052,338	35,599,037	(44,102,411)	(8,503,374)	35,323,336	(30,141,140)	5,182,196	36,378,374	(29,025,393)	7,352,981	32,833,183	(36,821,486)	(3,988,302)	36,384,684	(30,018,514)	6,366,170
D. Other Financing Sources/Uses																			-
Interfund Transfers																			-
Transfers In	8900-8929													-	-	-	-	-	-
Transfers Out	7600-7629	(1,077,674)		(1,077,674)	(376,513)		(376,513)	(30,476)		(30,476)	(354,062)		(354,062)	(150,000)		(150,000)	(150,000)		(150,000)
Other Sources/Uses																			-
Sources	8930-8979													-	-	-	-	-	-
Uses	7630-7699													-	-	-	-	-	-
Other Adjustments - Other Financing Uses																-			-
Contributions	8980-8999	(25,792,032)	25,792,032		(26,948,531)	26,948,531	-	(27,252,626)	27,252,626	-	(27,030,511)	27,030,511	-	(28,917,008)	28,917,008	-	(30,018,514)	30,018,514	-
Total Other Financing Sources/Uses		(26,869,705)	25,792,032	(1,077,674)	(27,325,044)	26,948,531	(376,513)	(27,283,102)	27,252,626	(30,476)	(27,384,573)	27,030,511	(354,062)	(29,067,008)	28,917,008	(150,000)	(30,168,514)	30,018,514	(150,000)
Balance/Net Position		9,245,364	2,729,300	11,974,664	8,273,993	(17,153,880)	(8,879,887)	8,040,234	(2,888,514)	5,151,720	8,993,801	(1,994,882)	6,998,919	3,766,175	(7,904,479)	(4,138,302)	6,216,169	0	6,216,170
F. Fund Balance, Reserves/Net Position													-						-
Beginning Fund Balance/Net Position													-						-
As of July 1 - Unaudited	9791	9,176,353	7,170,060	16,346,413	19,196,359	21,375,615	40,571,974	18,421,717	9,899,360	28,321,077	18,421,717	9,899,360	28,321,077	27,415,518	7,904,478	35,319,996	31,181,693	(0)	31,181,693
Audit Adjustments	9793												-	-	-	-	-	-	-
As of July 1- Audited													-						-
Other Restatements	9795												-	-	-	-	-	-	-
Adjusted Beginning Balance													-						-
Ending Balance/Net Position, June 30		18,421,717	9,899,360	28,321,077	27,470,352	4,221,735	31,692,087	26,461,951	7,010,846	33,472,797	27,415,518	7,904,478	35,319,996	31,181,693	(0)	31,181,694	37,397,863	(0)	37,397,863
Components of Ending Fund Balance																			-
Nonspendable (Revolving Cash / Stores)	9710-9719	38,396		38,396	100,060		100,060	100,060		100,060	100,060		100,060	100,060	-	100,060	100,060	-	100,060
Restricted	9740			-			-			-			-	-		-	-		-
Committed				-			-			-			-			-			-
Stabilization Arrangements	9750			-			-			-			-	-	-	-	-	-	-
Other Commitments	9760			-			-			-			-		-	-		-	-
Site Carry Over		421,772		421,772			-			-			-			-			-
Projected Computed Average ADA														6,740,212		6,740,212	11,465,467		11,465,467
Restricted Gift Carry Over			3,817,728	3,817,728			-			-			-		-	-		-	-
Assigned LCAP Supplemental Cumulative		3,540,074		3,540,074	2,593,999		2,593,999			-			-			-	-		-
Restricted Carry-Over			4,388,259	4,388,259						-			-						
Restricted One time State & Federal Funding			1,693,372	1,693,372		4,221,735	4,221,735		7,010,846	7,010,846		7,904,478	7,904,478			-			
CSEA Job Study		390,000		390,000	390,000		390,000	390,000		390,000	1,087,500		1,087,500	870,000	-	870,000	1,305,000	-	1,305,000
Vacation Liability		272,000		272,000	1,441,606		1,441,606	272,000		272,000	272,000		272,000	272,000	-	272,000	272,000	-	272,000
BTA 5%											3,833,320		3,833,320	7,666,640		7,666,640	11,499,959		11,499,959
CSEA 5%											1,638,811		1,638,811	3,277,622		3,277,622	4,916,433		4,916,433
BASA 5%					441,136		441,136			-	736,518		736,518	1,473,036		1,473,036	2,209,554		2,209,554
H&W 1% Increase											182,400		182,400	364,800		364,800	547,200		547,200
Fiscal Stability Assigned		3,232,125		3,232,125	11,779,931		11,779,931	13,628,317		13,628,317	7,275,972		7,275,972		-	-		-	-
Other Assignments	9780			-			-			-			-			-			-
Unassigned/Unappropriated				-			-			-			-			-			-
Reserve for Economic Uncertainties	9789	5,263,675		5,263,675	5,361,810		5,361,810	6,035,787		6,035,787	6,144,469		6,144,469	5,283,417		5,283,417	5,045,563		5,045,563
Board Approved Reserve	9790	5,263,675	(0)	5,263,675	5,361,810	-	5,361,810	6,035,787	0	6,035,787	6,144,469	0	6,144,469	5,138,906	(0)	5,138,906	36,626	(0)	36,626



Office of Administrative Services
2021-22 Second Interim Budget

Revenue Assumptions

ADA projection is based on Education Code Section (EC§) 43502(b), which requires the California Department of Education (CDE) to use *actual attendance reported at the 2019-20 Second Principal Apportionment (P2) and Annual Apportionment reporting periods as the basis for funding for 2020-21.*[1] EC § 43502(b) allows all districts for the 2020-21 school year to be held harmless from the effects of enrollment loss due to COVID-19. The assumption for 2021-22 takes the greater of the current year or prior year P2 ADA for its LCFF calculation, which would be the 2019-2020 P2 submission since 2020-21 Fiscal Year was held harmless and able to use its 2019-20 P2 data for its apportionment calculation. This provision allows districts to review their budgets and make necessary assumptions and adjustments given declining enrollment. In the fiscal year 2022-23, BUSD will no longer receive the benefit of EC§ 43502(b) and will be funded on its ADA at that time, which currently reflects a significant decline due to families moving out of Burbank and students transferring to private and home-schooling options due to COVID-19.

At the January presentation of the Governor's Proposed 2022-23 budget, the Governor included a proposal to the significant decline in enrollment schools across the State are experiencing. Rather than being funded on Ed Code (EC 42238.05(a)(1), he proposed that funding would be based on the greater of current year ADA, prior year ADA or computed average ADA using the previous three years' ADA. This change is to turn the ADA cliff into an ADA softer landing. This proposed solution to the way districts would be funded in the fiscal Year 2022-23 and 2023-24 is based on the actual current projections and prior year ADA averaged out, with the hold harmless provision sunsetting in 2021-22. The difference in revenue the District would receive with this 'softer landing' approach is set aside in the ending fund balance of the multi-year projection since it is not guaranteed legislation as of Second Interim.

Projected Computed Average ADA – based on Proposed Trailer Bill Language

2021-22	2022-23	2023-24
14,728.68	14,163.15	13,955.42

Combined Unrestricted and Restricted Overview:

	Adopted Budget 2021-22	First Interim 2021-22	Second Interim 2021-22	Projected Budget 2022-23	Projected Budget 2023-24
LCFF Source Revenues	$145,444,297	$145,662,245	$145,662,245	$147,150,894	$149,248,159
Federal Revenues	5,857,589	23,966,725	26,676,638	5,862,240	5,862,240
Other State Revenues	16,066,681	30,823,424	31,346,782	16,751,621	17,080,352
Other Local Revenues	2,478,545	5,892,211	8,128,876	2,210,854	2,210,854
Total	**$169,847,112**	**$206,344,605**	**$211,814,541**	**$171,975,609**	**$174,401,605**

Combined Unrestricted and Restricted Changes from First Interim to Second Interim

Revenue	First Interim	Second Interim	Changes
LCFF Source Revenues	$145,662,245	$145,662,245	$-0-
Federal Revenues	23,966,725	26,676,638	2,709,913
Other State Revenues	30,823,424	31,346,782	523,358
Other Local Revenues	5,892,211	8,128,876	2,236,665
Total	**$206,344,605**	**$211,814,541**	**$5,469,936**

[1]Phillips, Matt; García, Brianna. "Hold Harmless does not translate to flat funding" *School Services of California*, July 29, 2020

Details of changes from First Interim to Second Interim Revenues:

- **LCFF Revenues** – No change
- **Federal and State Revenues** – the continued allocation of COVID One-Time Funding (detailed on page 4)
- **Local revenue** – increase in gift and donation revenue & COVID One-Time Funding (detailed on page 4)

The details of revenue projections are as follows:
Local Control Funding Formula Revenue (LCFF) comprises State Aid, Property Taxes, and EPA. Below is the chart that details how our LCFF funding is allocated by grade span per ADA – average daily attendance:

Grade	2021-22 Base Grant with Adjustment Rate per ADA COLA – 5.07%	2022-23 Base Grant Rate with Adjustment Per ADA COLA – 5.33%	2023-24 Base Grant Rate with Adjustment Per ADA COLA – 3.61%
K-3	8,934	9,410	9,750
4-6	8,214	8,652	8,964
7-8	8,458	8,909	9,231
9-12	10,057	10,592	10,975

- Property Taxes and other local revenue
  - Projected Property and other local revenue for 2021-22, 2022-23, 2023-24
    - $55,926,114
- Education Protection Account (EPA) is received quarterly in September, December, March, and June and is a component of the total LCFF entitlement. The District pays certificated salaries and related benefits, as the appropriate use of this funding, according to Section 36 of Article XIII of the California Constitution.
  - EPA funding for 2021-22, 2022-23, 2023-24
    - $21,839,586
- Supplemental and Concentration Grant Funding is received for:
  - Students who are English Learners
  - Students who receive free or reduced-price meals
  - Foster Youth
- To receive Supplemental Grant Funding, Districts need to have an unduplicated pupil count of 20%. Districts need to have an unduplicated pupil count of 50% or greater to receive Concentration Grants Funding. Burbank USD only receives Supplemental Grant Funding. It is important to note that Burbank USD, in addition to its decline in overall enrollment, is also experiencing a drop in the percentage of English Learners, families whose income allows eligibility for free or reduced-priced meals, and foster youth pupils. This decline in projected unduplicated pupil count is as follows:

Projected 2021-22 38.55% Unduplicated	Projected 2022-23 37.17% Unduplicated	Projected 2023-24 33.75% Unduplicated
$10,342,368	$10,100,762	$9,362,774

- Lottery Projections are projected below with funding multiplied by amount per ADA, and an enrollment factor of 1.04446:

Fiscal Year	2021-22	2022-23	2023-24
Unrestricted @ $163 per ADA	$2,331,559	$2,411,557	$2,376,187
Restricted @ $65 per ADA	$747,100	$961,664	$947,559

Restricted Revenue

One-Time Funding

- Due to COVID-19, Districts across the State received one-time emergency funding from Federal and State sources to help mitigate learning loss and address health and safety concerns such as the procurement of personal protective equipment (PPE) supplies for sanitizing and cleaning facilities. Below is a chart of Burbank's one-time funds since March 2020 and the deadline to be spent. Important to note is that Burbank does not receive all of the funding at once. The funds apportioned are on schedules based upon restrictions and reporting requirements of each grant or program detailed in the table.
- The funds can also be used for current expenditures of staff who are being utilized for learning loss interventions and those who are being used for a substantially different use due to the pandemic. Subsequently, using these restricted funds instead of unrestricted general funds provides relief of general fund expenditures, where personnel, materials, supplies, and services were charged. This relief is detailed on page 10.

Funding Sources	Resource Code	Allocation	Balance to Spend	Date to be Spent / Expended
Learning Loss Mitigation Funds (LLM)				
SB117 – COVID 19 LEA Response Fund	73880.0	$254,618	-0-	Expended
LLM – Coronavirus Relief Fund (CRF)	32200.0	6,840,423	-0-	Expended
LLM – Prop 98 General Fund	74200.0	1,181,661	-0-	Expended
AB 86 – In Person Learning (IPI)	74220.0	4,994,543	388,636	9/30/2024
AB 86 – Expanded Learning Opportunities Grant (ELO-G)	74250.0	8,655,995	1,731,554	9/30/2024
AB 86 – Expanded Learning Opportunities Grant– Para-Professionals	74260.0	961,777	-0-	9/30/2024
AB 86 – Expanded Learning Opportunities Grant– Homeless	74280.0	76,000	-0-	9/30/2024
AB 130 - Expanded Learning Opportunities Program (ELO-P)	26000.0	1,859,471	1,859,471	TBD
LLM - Governor's Emergency Education Relief (GEER)	32150.0	$909,442	80,249	9/30/2022
CARES - Elementary and Secondary Emergency Relief Fund – ESSERF I	32100.0	1,413,761	213,660	9/30/2022
CRSSA - Elementary and Secondary Emergency Relief Fund – ESSERF - II	32120.0	5,594,954	241,721	9/30/2023
ARP - Elementary and Secondary Emergency Relief Fund – ESSERF - III	32130.0 & 32140.0	12,597,155	2,615,145	9/30/2024
ARP – Homeless Children & Youth II	56320.0	39,095	39,095	9/30/2024
FEMA – Federal Emergency Management Agency	56500.0	2,452,351	-0-	6/30/2022
School-Based COVID-19 Testing Grant	58700.0	2,383,784	985,100	7/1/2022
Emergency Connectivity Fund (ECF)	00000.0	1,798,033	-0-	6/30/2022
Total		**$52,013,063**	**$8,154,631**	

Federal funding

Below are BUSD's projected restricted general fund allocations. The only change from First Interim to Second Interim is the increase of $201,719 for ESSA CSI funding, specifically for Monterey High School.

	First Interim 2021-22	Second Interim 2021-22	Projected 2022-23	Projected 2023-24
Title I	$1,980,109	$1,980,109	$1,676,909	$1,676,909
Title II	$450,092	$450,092	$300,432	$300,432
Title III IE	$27,271	$27,271	$0	$0
Title III EL	$273,873	$273,873	$175,500	$175,500
Title IV	$205,025	$205,025	$123,678	$123,678
Perkins	$74,956	$78,268	$74,806	$74,806
ESSA CSI MHS	$112,159	$313,878	$0	$0

Restricted Grant Funding:

- **CTIEG – Career Technical Education Incentive Grant Program – 63870.0**
  - The California Career Technical Education Incentive Grant (CTEIG) program is a state education, economic, and workforce development initiative to provide kindergarten through grade twelve students with the knowledge and skills necessary to transition to employment and postsecondary education.
  - We apply for and receive these funds on an annual basis. The revenue and expenditures will be removed from the multi-year projection if we do not receive the grant.
- **Governor's Career Technical Education Initiative – CTEI – 63850.0**
  - Project funding is awarded on a non-competitive basis to agencies with the appropriate expertise needed to address the career technical education (CTE) Arts, Media, and Entertainment (AME) Pathways Program related to the CTE plan.
  - We apply for and receive these funds on an annual basis. The revenue and expenditures will be removed from the multi-year projection if we do not receive the grant.
- **ASES – After School Education and Safety Grant – 60100.0**
  - Provides funds to districts that collaborate with community partners to provide safe and educationally enriching alternatives for students after school. BUSD partners with Burbank's Boys and Girls Club and Greater East Valley who offer this service.
  - We apply for and receive an ASES allocation annually.
- **Educator Effectiveness – 62660.0**
  - One-time funding is provided to COEs, school districts, charter schools, and state special schools to provide professional learning for teachers, administrators, paraprofessionals, and classified staff to promote educator equity, quality, and effectiveness.
  - This funding is due to be expended by September 30, 2026.
- **Classified School Employee Summer Assistance Grant – 74150.0**
  - The Classified School Employee Summer Assistance Program (CSESAP) provides up to a dollar for dollar match on amounts withheld from BUSD participating classified school employees' monthly paychecks. The classified employees' pay withheld and the state matching funds will be paid to the District's participating and eligible employees in the summer months following the 2021-22 school year.
  - BUSD can elect to apply each year the grant is offered. 2019-20 was the first year of the program. BUSD elected to participate again, and the new grant award is shown below for 2021-22. In the multi-year projection for 2022-23 forward, this grant revenue and expense is removed since it is unknown how many employees each year will participate and what funds the District expects.
- **K12 Strong Workforce Pathways Grant – 63880.0**
  - The Strong Workforce Program is an education, economic, and workforce development initiative to expand the availability of high-quality, industry-valued career technical education and workforce development courses, programs, pathways, credentials, certificates, and degrees.

- We apply for and receive these funds on an annual basis. The revenue and expenditures will be removed from the multi-year projection if we do not receive the grant.
    - At Second Interim, BUSD has a carry-over balance from the prior year and a new Chancellors grant of $130,000.

Each grant at Second Interim has the base grant allocation plus any additional allowable carry over from the prior 2020-21 fiscal year.

Program	First Interim 2021-22	Second Interim 2021-22	Projected 2022-23	Projected 2023-24
CTIEG	$957,669	$957,669	$500,000	$500,000
CTEI	$30,000	$30,000	$-0-	$-0-
ASES	$661,720	$661,720	$603,835	$603,835
Educator Effectiveness	$3,324,018	$3,324,018	$-0-	$-0-
CSEA Summer Assistance Grant	$521,009	$521,009	$-0-	$ -0-
K12 Strong Workforce Pathways	$1,400,152	$1,400,152	$570,482	$570,482

Mandated Costs Block Grant Revenue

The District, authorized by the Board of Education, continues to participate in the Mandated Block Grant offered by the State, which will reimburse by ADA rather than actual forms for each mandate. The following is a chart of assumptions used per ADA for budget second interim and projected budgets in the multi-year projection:

Fiscal Year	Total Projected Allocation
First Interim 2021-22	$640,485
Second Interim 2021-22	$640,485
Projected 2022-23	$647,802
Projected 2023-24	$671,205

Special Education Federal and State AB602 Funding

The District assumes Special Education flat funding except for AB602, and a projected COLA assumption is included. Districts throughout the State continue to be underfunded, which requires contributions from the unrestricted general fund to restricted Special Ed funding to meet student needs.

For the 2021-22 fiscal year, Special Ed received one-time COVID funding, which resulted in an additional $1,347,774.

Program	First Interim 2021-22	Second Interim 2021-22	Projected 2022-23	Projected 2023-24
Federal SPED funding	$3,137,334	$3,137,334	$3,137,334	$3,137,334
State SPED Funding	$10,549,740	$10,548,940	$11,047,082	$11,401,884

Expenditure Assumptions

The following expenditure assumptions are for Second Interim 2021-22 and the multi-year projection 2022-23 and 2023-24.

Combined Unrestricted and Restricted Overview:

EXPENDITURE CATEGORIES	Adopted Budget 2021-22	First Interim 2021-22	Second Interim 2021-22	Projected Budget 2022-23	Projected Budget 2023-24
Certificated Salaries	$75,655,537	$76,104,538	76,101,535	73,553,525	73,206,835
Classified Salaries	30,690,953	30,979,371	30,411,196	28,371,122	28,603,204
Employee Benefits	41,540,729	40,891,214	39,701,098	41,037,122	41,529,337
Books & Supplies	5,777,398	21,749,355	22,273,671	7,779,834	4,709,824
Services/Other Operations	21,034,092	28,606,356	32,710,609	23,001,546	22,194,471
Capital Outlay	1,227,315	751,331	1,113,688	-	-
Other Outgo (excluding Indirect)	2,996,196	2,615,605	2,661,628	2,732,628	2,803,628
Other Outgo (Transfers of Indirect Costs)	(571,734)	(535,361)	(511,865)	(511,865)	(511,865)
*Other Adjustments					(4,500,000)
Total	**$178,350,486**	**$201,162,409**	**$204,461,560**	**$175,963,912**	**$168,035,434**

See final page of assumptions

Differences from First Interim to Second Interim

EXPENDITURE CATEGORIES	First Interim 2021-22	Second Interim 2021-22	Difference
Certificated Salaries	$76,104,538	76,101,535	($3,003)
Classified Salaries	30,979,371	30,411,196	(568,175)
Employee Benefits	40,891,214	39,701,098	(1,190,116)
Books & Supplies	21,749,355	22,273,671	524,316
Services/Other Operations	28,606,356	32,710,609	4,104,253
Capital Outlay	751,331	1,113,688	362,357
Other Outgo (excluding Indirect)	2,615,605	2,661,628	46,023
Other Outgo (Transfers of Indirect Costs)	(535,361)	(511,865)	23,496
Total	**$201,162,409**	**$204,461,560**	**$3,299,151**

Expenditure Differences:

Certificated Salaries

- Changes in substitute costs

Classified Salaries

- Support staff paid out of one-time COVID funding
- Minimum Wage increase from $14 to $15 an hour

Benefits

- Associated changes with Certificated and Classified changes
- Change in OPEB withholding

Materials and Supplies

- Expenditures to match gifts and donations revenue
- One-Time COVID funding expenditures

Services

- Contracted Services for Special Education needs
- One-Time COVID funding expenditures
  - COVID testing $3,000,000
  - Contribution from COVID funds to Fund 12 – Child Development Fund of $264,000 due to audit adjustment
  - Contracted services for COVID contact tracing and wraparound services $818,000

Capital Outlay

- Reduced to match actuals and changes in projected HVAC assessment costs

Salary step and column – Each employee is hired at a specific salary range known as step and column. Depending on experience & degrees held, employees move within that negotiated salary step and column. The amounts below are the estimated costs of step and column movement for First Interim and the multi-year projection:

	First Interim 2021-22	Second Interim 2021-22	Projected 2022-23	Projected 2023-24
BTA Step Increase	$860,993	$860,993	$860,993	$860,993
CSEA Step Increase	$386,680	$386,680	$386,680	$386,680
BASA Step Increase	$86,077	$86,077	$86,077	$86,077
BTA Column	$100,000	$100,000	$100,000	$100,000

Employee Salary, Benefits, and Statutory Benefits

- Health and welfare are calculated for Second Interim. For the multi-year projection, an increase of 2% is included.
- The District will continue to pay current and eligible retiree benefits up to the district cap of $12,000.

The following table represents the contribution obligation to statutory benefits. The Governor's 2020-May 21 Revise Budget reduced the CALPERS and CALSTRS rates to provide districts with increased fiscal relief during the pandemic. That relief is in its final year for the 2021-22 fiscal year. The District's multi-year projection reflects the percentages for STRS and PERS contributions returning to their previous rates in 2022-23 and forward. This results in a 3.19% rate increase in PERS and a 2.18% increase in STRS:

	First Interim 2021-22	Second Interim 2021-22	Projected 2022-23	Projected 2023-24
PERS	22.91%	22.91%	26.10%	27.10%
STRS	16.92%	16.92%	19.10%	19.10%
OASDI	6.20%	6.20%	6.20%	6.20%
SUI	0.50%	0.50%	0.50%	0.20%
APPLE	3.75%	3.75%	3.75%	3.75%
MEDICARE	1.45%	1.45%	1.45%	1.45%
W/C	2.05%	2.20%	2.87%	2.87%

With the rise in unemployment, the State raised its unemployment rate from 0.05% to 1.23%. This steep increase resulted in an additional $1,300,000 the District must pay out of the general fund. However, the State re-projected the change, which reduces the percentage from 1.23% to .50%. This change results in an expense of $530,000 rather than $1,300,000. The rate is projected to decrease to .20% in the following years. To help districts afford this obligation, the State has allowed one-time ESSER funds to be utilized in the 2021-22 fiscal year. BUSD will be taking advantage of this allowance and paying for the state unemployment obligation with this provision.

Consumer Price Index (CPI) is applied to unrestricted supplies (object code 4000-4999) and Services (object code 5000-5999). This includes utilities, water, electricity, and gas. Below is the annual percentage:

2021-22	2022-23	2023-24
5.78%	3.69%	2.90%

Minimum Wage increased in January 2022. The January - June expense is included in Second Interim. Below is the assumption representing the additional cost for salaries and benefits for the projected 2022-23 fiscal year since the expense is only for January – June. This assumption is included in Second Interim's multi-year projection:

2022-23 - $15
$223,000

Other Expenditures

- The 2022-23 fiscal year projection reflects the additional $150,000 in anticipation of election costs.

General Fund Contributions

Program contributions from General Fund Unrestricted to Restricted:

	First Interim 2021-22	Second Interim 2021-22	Projected 2022-23	Projected 2023-24
Special Education	($21,673,017)	($21,422,781)	($22,908,685)	($23,820,398)
Routine Restricted Maintenance	(5,894,334)	(5,894,334)	(6,323,049)	(6,512,841)
District Rentals Revenue	314,725	286,604	314,725	314,725
Totals:	**($27,252,626)**	**($27,030,511)**	**($28,917,009)**	**($30,018,514)**

Differences between First Interim and Second Interim

- **Special Ed**
  - Slight reduction due to staffing adjustments to meet actuals
- **Routine Restricted Maintenance (RRM)**
  - The RRM contribution is calculated on 3% of total unrestricted and restricted expenditures less specific COVID-19 resources.

Transfers In/Out

This amount is a contribution from the General Fund to other funds/programs. The chart below explains the transfers in/out from General Fund to the following programs:

	First Interim 2021-22	Second Interim 2021-22	Projected 2022-23	Projected 2023-24
Fund 12 – Monterey High Infant Program – Self Support & ATB	$30,476	$354,062	$-0-	$-0-
Fund 12 – Child Development Fund /State Preschool- LCAP Supplemental			150,000	150,000
Totals:	$30,476	$354,062	$150,000	$150,000

Fund 12 – ATB

- There was an audit finding in where revenue had been accounted for twice, however, it was only received once, thus overstating its income. Therefore, a transfer of funds into Fund 12 to cover the cost of the audit finding was necessary. Part of the transfer of funds is allowable from COVID one-time funding to

Fund 12 totaling $264,000. This amount covers the program that provided tutoring and after-school programs to help mitigate learning loss.

- The balance of the audit adjustment is a contribution from the general fund to Fund 12.
- In the projected 2022-23 and 2023-24 fiscal year, with the LCAP supplemental contribution, Fund 12 is projected to be self-sustaining.

Local Control Accountability Plan (LCAP):

- The revised three-year LCAP plan was presented in June alongside the adopted 2021-22 Budget. The LCAP is fully funded in the Second Interim budget for 2021-22 and projected 2022-23 and 2023-24 budgets.

Operational Site Budgets

- Elementary Schools receive $53.50, Middle Schools receive $62.00, and High Schools receive $90.00 per enrolled student. The allocation is based on projected enrollment.

Some of the costs of personnel who are typically part of unrestricted expenditures could be paid from COVID one-time funds per State and Federal guidelines in Second Interim 2021-22 and Projected 2022-23. This movement of expenses from unrestricted to restricted provides relief to the General Fund. It is important to note that this relief is one-time. Once the one-time funds are expended, personnel, materials, and service expenses that utilize these one-time COVID funds return to the unrestricted general fund represented in the Multi-Year Projection.

One-Time COVID Funding Overview	2021-22	2022-23
Certificated personnel such as additional hours for staff for extended learning and stipends	$7,072,470	$1,927,472
Classified personnel such as additional hours for staff for extended learning and stipends	1,767,591	85,430
Benefits for the personnel above	2,790,218	423,312
Books and Supplies such as additional curriculum, materials, and technology to meet the Board of Education and District's goal of one to one technology, personal protective equipment, MERV-13 filters, and facility supplies to repair window and ventilation	4,712,577	-0-
Services such as facilities HVAC, window and ventilation repairs, Instructional contracted services and consultants used for professional development for help students with learning loss, Special Education services for student supports and interventions due to learning loss, COVID testing services, and contracted nursing support	7,852,828	-0-
Indirect	1,067,156	17,475
Total	**$25,262,840**	**$2,453,689**

Fiscal Stabilization Plan

To remain fiscally stable in 2021-22, 2022-23, and 2023-24, budget reductions must be made to meet the required 3% Reserve for Economic Uncertainty (REU) in the fiscal year 2023-24. The reductions required are due to several factors:

- The rise in STRS/PERS percentage increase from 2021-22 to 2022-23
  - Districts saw relief in the PERS/STRS contribution percentage provided by the State due to COVID-19. That relief sunsets in 2022-23.
- Declining enrollment before COVID and now significant decline due to COVID.
- The continued cost of operations with step and column adjustments, health and welfare costs continuing to rise, and the continued rise of Special Education.

With all of these factors, the District could not meet the 3% reserve for economic uncertainty in 2023-24 at First Interim. The District had put a place holder of "other adjustments" of ($6,250,000) in reductions that needed to be addressed. This assumption has been updated for Second Interim ($4,500,000). Along with this placeholder of other adjustments, the following changes and reductions are proposed for the fiscal stabilization plan.

As stated on page 1 of this report, at the January presentation of the Governor's Proposed 2022-23 budget, the Governor included a proposal to aid the significant decline in enrollment schools across the State are experiencing. Rather than being funded on Ed Code (EC 42238.05(a)(1), he proposed that funding would be based on the greater of current year average daily attendance (ADA), prior year ADA or *computed average ADA* using the previous three years' ADA. This change is to turn the steep ADA decline, which is a decline in funding, into an ADA softer landing. This proposed solution to the way districts would be funded in the fiscal Year 2022-23 and 2023-24 is based on the actual current projections and prior year ADA averaged out. The difference in revenue the District would receive with this 'softer landing' approach is set aside in the ending fund balance of the multi-year projection since it is not guaranteed legislation as of Second Interim.

- This results in additional in LCFF funding
  - 2022-23 $6,740,212 in additional LCFF funding
  - 2023-24 $4,725,255 in additional LCFF funding
  - The additional funding is set aside in the ending fund balance until the proposed trailer bill is approved on July 1. More information will be forthcoming once the Governor's May Revision to his proposed budget is presented.
- Should this proposed computed average ADA bill pass, the District can remove its "other adjustments" of ($4,500,000) and will meet its 3% REU.

In 2022-23 and 2023-24, the general fund was to resume paying for the cost of OPEB as it has spent down the Board approved $3.5M allowable withdrawal from Fund 71. However, as part of the Fiscal Stabilization Plan, the District is proposing the Board approve to continue to draw down Fund 71.

- Savings would be $1,300,000 each fiscal year for a total savings of $2,600,000.
  - It is projected that the general fund will need to resume its contribution in the 2024-25 fiscal year.

The Governor's projected 2022-23 budget presented this past January provided new assumptions that now affect the 2022-23 and 2023-24 fiscal year. The cost of living adjustment (COLA) changed:

- Changes in COLA from First Interim to Second Interim
  - 2022-23 2.48%
    - 2022-23 5.33%
      - Additional $3,700,000 in LCFF funding
  - 2023-24 3.11%
    - 2023-24 3.64%
      - Additional $4,600,000 in LCFF funding
  - This resulted in additional $8,300,000 in LCFF funding

Along with the changes in COLA, LCFF revenue, and OPEB, the table below are proposed reductions additionally in place within the multi-year projection to remain fiscally solvent:

Proposed Fiscal Stability Plan	2022-23	2023-24
Management		
Frozen Positions		
• Emergency Planning/Safety Coordinator	64,000	64,000
• Supervisor M&O		85,430
• Technology Services Manager	84,300	84,300
• Assistant Principal	122,000	122,000
Certificated		
• Teachers – 18.0 FTE due to declining enrollment	1,216,000	1,216,000
• Teachers – 10.0 FTE due to declining enrollment		675,740
Frozen Positions		
• TOSA – 2.0 FTE	144,000	144,000
• Intervention	45,000	45,000
Benefits associated with the listed positions	567,400	852,500
OPEB Savings	1,300,000	1,300,000
Further reductions should ADA average not pass		4,500,000
Total Proposed Reductions	**$3,542,700**	**$9,088,970**

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A	Director, Secondary Education	220	~~118,104~~	~~123,720~~	~~129,616~~	~~135,808~~	~~142,308~~	~~149,135~~	~~156,301~~	~~163,827~~
		Per Diem	~~536.84~~	~~562.36~~	~~589.16~~	~~617.31~~	~~646.85~~	~~677.89~~	~~710.46~~	~~744.67~~
			124,010	**129,906**	**136,097**	**142,599**	**149,424**	**156,592**	**164,117**	**172,019**
			563.69	**590.49**	**618.63**	**648.18**	**679.20**	**711.79**	**745.99**	**781.91**
B	Director, Special Education and Psychological Services Director, Pupil Personnel Services Director, Student Services Director of Instruction and Accountability High School Principal Director, Elementary Education Director of Wellness Director of Adult School, ILA and FACTS	220	~~112,310~~	~~117,928~~	~~123,821~~	~~130,015~~	~~136,515~~	~~143,341~~	~~150,508~~	~~158,032~~
		Per Diem	~~510.50~~	~~536.04~~	~~562.82~~	~~590.98~~	~~620.52~~	~~651.55~~	~~684.13~~	~~718.33~~
			117,926	**123,825**	**130,013**	**136,516**	**143,341**	**150,509**	**158,034**	**165,934**
			536.03	**562.85**	**590.97**	**620.53**	**651.55**	**684.14**	**718.34**	**754.25**
C	Principal, Middle School Coordinator of Alternative Educational Programs/ Principal, Continuation High School	220	~~100,032~~	~~105,034~~	~~110,283~~	~~115,799~~	~~121,588~~	~~127,668~~	~~134,051~~	~~140,755~~
		Per Diem	~~454.69~~	~~477.43~~	~~501.29~~	~~526.36~~	~~552.67~~	~~580.31~~	~~609.32~~	~~639.80~~
			105,034	**110,286**	**115,798**	**121,589**	**127,668**	**134,052**	**140,754**	**147,793**
			477.43	**501.30**	**526.36**	**552.68**	**580.31**	**609.33**	**639.80**	**671.79**
D	Principal, Adult Education	220	~~97,659~~	~~102,542~~	~~107,670~~	~~113,052~~	~~118,705~~	~~124,640~~	~~130,872~~	~~137,413~~
		Per Diem	~~443.90~~	~~466.10~~	~~489.41~~	~~513.87~~	~~539.57~~	~~566.55~~	~~594.87~~	~~624.60~~
			102,542	**107,670**	**113,054**	**118,705**	**124,641**	**130,872**	**137,416**	**144,284**
			466.10	**489.41**	**513.89**	**539.57**	**566.55**	**594.88**	**624.62**	**655.84**
E	Principal, Elementary Coordinator, Special Education Coordinator of Instructional Technology Arts and Career Technical Education Coordinator	215	~~96,462~~	~~101,284~~	~~106,348~~	~~111,664~~	~~117,250~~	~~123,113~~	~~129,268~~	~~135,733~~
		Per Diem	~~448.66~~	~~471.09~~	~~494.64~~	~~519.37~~	~~545.35~~	~~572.62~~	~~601.25~~	~~631.32~~
			101,286	**106,349**	**111,666**	**117,248**	**123,113**	**129,269**	**135,732**	**142,520**
			471.10	**494.65**	**519.38**	**545.34**	**572.62**	**601.26**	**631.32**	**662.89**
F	Assistant Principal, High School	218	~~94,558~~	~~99,285~~	~~104,250~~	~~109,462~~	~~114,934~~	~~120,682~~	~~126,714~~	~~133,053~~
		Per Diem	~~433.75~~	~~455.44~~	~~478.21~~	~~502.12~~	~~527.22~~	~~553.59~~	~~581.26~~	~~610.33~~
			99,286	**104,250**	**109,463**	**114,936**	**120,681**	**126,717**	**133,050**	**139,706**
			455.45	**478.22**	**502.13**	**527.23**	**553.59**	**581.28**	**610.33**	**640.86**

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G	Assistant Principal, High School	215	~~93,256~~	~~97,920~~	~~102,812~~	~~107,955~~	~~113,353~~	~~119,023~~	~~124,972~~	~~131,221~~
	(hired after 7/1/13)	Per Diem	~~433.75~~	~~455.44~~	~~478.20~~	~~502.12~~	~~527.22~~	~~553.60~~	~~581.27~~	~~610.33~~
			97,919	**102,816**	**107,953**	**113,353**	**119,021**	**124,975**	**131,221**	**137,783**
			455.44	**478.22**	**502.11**	**527.23**	**553.59**	**581.28**	**610.34**	**640.86**
H	Alternative Education Administrator	210	~~92,322~~	~~96,934~~	~~101,781~~	~~106,869~~	~~112,213~~	~~117,824~~	~~123,714~~	~~129,900~~
		Per Diem	~~439.63~~	~~461.59~~	~~484.67~~	~~508.90~~	~~534.35~~	~~561.07~~	~~589.11~~	~~618.57~~
			96,939	**101,781**	**106,871**	**112,213**	**117,824**	**123,716**	**129,900**	**136,395**
			461.62	**484.68**	**508.91**	**534.35**	**561.07**	**589.13**	**618.58**	**649.50**
HH	Program Specialist II	215	~~85,365~~	~~89,636~~	~~94,115~~	~~98,821~~	~~103,761~~	~~108,951~~	~~114,397~~	~~120,117~~
	(hired after 7/1/21)	Per Diem	~~397.05~~	~~416.91~~	~~437.74~~	~~459.63~~	~~482.61~~	~~506.75~~	~~532.08~~	~~558.68~~
			89,634	**94,118**	**98,821**	**103,763**	**108,950**	**114,399**	**120,117**	**126,123**
			416.91	**437.76**	**459.64**	**482.62**	**506.75**	**532.09**	**558.69**	**586.62**
I	Program Specialist II *	220	~~87,350~~	~~91,721~~	~~96,304~~	~~101,120~~	~~106,175~~	~~111,484~~	~~117,057~~	~~122,911~~
		Per Diem	~~397.05~~	~~416.91~~	~~437.75~~	~~459.64~~	~~482.61~~	~~506.75~~	~~532.08~~	~~558.69~~
			91,718	**96,308**	**101,120**	**106,176**	**111,484**	**117,059**	**122,910**	**129,057**
			416.90	**437.77**	**459.64**	**482.62**	**506.75**	**532.09**	**558.69**	**586.63**
J	Psychologist II	215	~~86,889~~	~~91,234~~	~~95,795~~	~~100,583~~	~~105,613~~	~~110,892~~	~~116,436~~	~~122,258~~
		Per Diem	~~404.13~~	~~424.34~~	~~445.56~~	~~467.83~~	~~491.22~~	~~515.78~~	~~541.56~~	~~568.64~~
			91,234	**95,796**	**100,585**	**105,613**	**110,894**	**116,437**	**122,258**	**128,371**
			424.35	**445.57**	**467.84**	**491.23**	**515.79**	**541.57**	**568.65**	**597.08**
K	Assistant Principal, Middle School	213	~~86,620~~	~~90,951~~	~~95,498~~	~~100,272~~	~~105,286~~	~~110,549~~	~~116,079~~	~~121,882~~
		Per Diem	~~406.67~~	~~427.00~~	~~448.35~~	~~470.76~~	~~494.30~~	~~519.01~~	~~544.97~~	~~572.22~~
			90,951	**95,499**	**100,273**	**105,286**	**110,551**	**116,077**	**121,883**	**127,977**
			427.00	**448.36**	**470.77**	**494.31**	**519.02**	**544.97**	**572.23**	**600.84**

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L	Assistant Principal, Middle School (hired after 7/1/12)	210	~~85,400~~	~~89,669~~	~~94,153~~	~~98,860~~	~~103,803~~	~~108,992~~	~~114,443~~	~~120,165~~
		Per Diem	~~406.67~~	~~427.00~~	~~448.35~~	~~470.76~~	~~494.30~~	~~519.01~~	~~544.97~~	~~572.21~~
			89,670	**94,153**	**98,861**	**103,803**	**108,994**	**114,442**	**120,166**	**126,174**
			427.00	**448.35**	**470.77**	**494.30**	**519.02**	**544.97**	**572.22**	**600.83**
M	Adult Education Assistant Principal Coordinator of Child Development Programs	220	~~83,693~~	~~87,880~~	~~92,272~~	~~96,885~~	~~101,730~~	~~106,815~~	~~112,157~~	~~117,765~~
		Per Diem	~~380.42~~	~~399.45~~	~~419.42~~	~~440.39~~	~~462.41~~	~~485.52~~	~~509.80~~	~~535.30~~
			87,878	**92,274**	**96,886**	**101,730**	**106,817**	**112,156**	**117,765**	**123,654**
			399.45	**419.43**	**440.40**	**462.41**	**485.54**	**509.80**	**535.30**	**562.07**
N	Assistant Principal, Elementary	205	~~82,848~~	~~86,992~~	~~91,341~~	~~95,907~~	~~100,700~~	~~105,737~~	~~111,024~~	~~116,575~~
		Per Diem	~~404.14~~	~~424.35~~	~~445.57~~	~~467.84~~	~~491.22~~	~~515.79~~	~~541.58~~	~~568.66~~
			86,991	**91,342**	**95,909**	**100,703**	**105,735**	**111,024**	**116,576**	**122,404**
			424.35	**445.58**	**467.85**	**491.24**	**515.79**	**541.59**	**568.67**	**597.1**
O	Program Specialist I Psychologist I	200	~~79,413~~	~~83,381~~	~~87,550~~	~~91,927~~	~~96,522~~	~~101,348~~	~~106,415~~	~~111,735~~
		Per Diem	~~397.07~~	~~416.91~~	~~437.75~~	~~459.64~~	~~482.61~~	~~506.74~~	~~532.08~~	~~558.68~~
			83,384	**87,551**	**91,928**	**96,524**	**101,349**	**106,416**	**111,736**	**117,322**
			416.92	**437.76**	**459.64**	**482.62**	**506.75**	**532.08**	**558.68**	**586.61**
P	Educational Audiologist	187	~~76,864~~	~~80,704~~	~~84,741~~	~~88,975~~	~~93,424~~	~~98,095~~	~~102,998~~	~~108,149~~
		per diem	~~411.04~~	~~431.57~~	~~453.16~~	~~475.80~~	~~499.59~~	~~524.57~~	~~550.79~~	~~578.34~~
			80,708	**84,740**	**88,979**	**93,424**	**98,096**	**103,000**	**108,148**	**113,557**
			431.60	**453.16**	**475.83**	**499.60**	**524.58**	**550.81**	**578.34**	**607.26**
Q	Supervisor III, Child Development Centers Covering 2 Sites	220	~~63,785~~	~~66,977~~	~~70,324~~	~~73,840~~	~~77,531~~	~~81,410~~	~~85,479~~	~~89,754~~
		Per Diem	~~289.93~~	~~304.44~~	~~319.65~~	~~335.64~~	~~352.41~~	~~370.05~~	~~388.54~~	~~407.97~~
			66,975	**70,326**	**73,841**	**77,532**	**81,408**	**85,481**	**89,753**	**94,242**
			304.44	**319.67**	**335.65**	**352.42**	**370.04**	**388.55**	**407.97**	**428.38**

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Effective July 1, ~~2018~~ 2021

RANGE		DAYS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
R	Supervisor III, Child Development Centers	220 Per Diem	~~60,798~~ ~~273.62~~ **63,838** **290.18**	~~63,787~~ ~~287.07~~ **66,977** **304.45**	~~66,976~~ ~~301.42~~ **70,325** **319.66**	~~70,324~~ ~~316.49~~ **73,841** **335.65**	~~73,840~~ ~~332.31~~ **77,532** **352.42**	~~77,534~~ ~~348.94~~ **81,411** **370.05**	~~81,409~~ ~~366.37~~ **85,480** **388.55**	~~85,479~~ ~~384.69~~ **89,753** **407.97**
S	Supervisor II, Child Development Centers Covering 2 Sites	220 Per Diem	~~57,988~~ ~~263.58~~ **60,888** **276.77**	~~60,887~~ ~~276.76~~ **63,932** **290.60**	~~63,932~~ ~~290.60~~ **67,129** **305.14**	~~67,128~~ ~~305.13~~ **70,485** **320.39**	~~70,483~~ ~~320.38~~ **74,008** **336.40**	~~74,008~~ ~~336.40~~ **77,709** **353.23**	~~77,708~~ ~~353.22~~ **81,594** **370.89**	~~81,594~~ ~~370.88~~ **85,674** **389.43**
T	Supervisor II, Child Development Centers	220 Per Diem	~~55,226~~ ~~253.55~~ **57,988** **263.59**	~~57,988~~ ~~266.22~~ **60,888** **276.77**	~~60,887~~ ~~279.53~~ **63,932** **290.60**	~~63,932~~ ~~293.51~~ **67,129** **305.14**	~~67,128~~ ~~308.19~~ **70,485** **320.39**	~~70,483~~ ~~323.59~~ **74,008** **336.40**	~~74,007~~ ~~339.77~~ **77,708** **353.22**	~~77,707~~ ~~356.75~~ **81,593** **370.88**
U	Supervisor I, Child Development Centers	220 Per Diem	~~50,447~~ ~~229.31~~ **52,970** **240.78**	~~52,968~~ ~~240.77~~ **55,617** **252.81**	~~55,617~~ ~~252.81~~ **58,398** **265.45**	~~58,396~~ ~~265.44~~ **61,316** **278.71**	~~61,318~~ ~~278.72~~ **64,384** **292.66**	~~64,382~~ ~~292.65~~ **67,602** **307.29**	~~67,602~~ ~~307.29~~ **70,983** **322.65**	~~70,980~~ ~~322.64~~ **74,529** **338.77**
V	Assistant Child Development Centers Supervisor	220 Per Diem	~~39,861~~ ~~181.19~~ **41,855** **190.25**	~~41,918~~ ~~190.54~~ **44,014** **200.07**	~~43,986~~ ~~199.94~~ **46,186** **209.94**	~~46,207~~ ~~210.03~~ **48,518** **220.54**	~~48,469~~ ~~220.31~~ **50,893** **231.34**	~~50,915~~ ~~231.43~~ **53,461** **243.01**	~~53,508~~ ~~243.22~~ **56,184** **255.39**	~~56,149~~ ~~255.22~~ **58,957** **267.99**

* Grandfathered

Adopted: 01/16/86

Revised: 05/02/91; 06/06/91; 08/15/91; 10/17/91; 05/21/92; 06/18/92; 10/01/92; 08/05/93; 07/21/94; 08/04/94; 09/15/94; 11/17/94; 01/05/95; 05/04/95; 08/17/95; 01/18/96; 05/16/96; 09/05/96; 09/19/96; 01/16/97; 07/03/97; 10/16/97; 02/19/98; 04/02/98; 08/20/98; 10/01/98; 11/05/98; 12/10/98; '02/18/99; 03/04/99; 06/24/99; 08/05/99; 08/17/00; 05/15/02; 11/07/02; 07/17/03; 03/18/04; 07/07/05; 4/20/06; 06/04/07; 3/20/08; 5/1/08; 6/24/10; 09/09/10; 11/8/10; 4/7/2011; 4/21/11; 09/15/11; 11/3/11; 02/16/12; 03/15/12; 06/07/12; 07/05/12; 08/02/12, 08/16/12; 02/07/13; 05/16/13; 3/20/14; 6/19/14; 02/05/15, 6/4/15, 10/15/15; 5/19/16; 10/20/16; 8/3/17; 12/21/17;10/18/18;2/4/21;6/3/21;9/2/21**,5/5/22**

BURBANK UNIFIED SCHOOL DISTRICT

CLASSIFIED SUPERVISORS AND MANAGERS
SCHEDULE B
Effective July 1, ~~2018~~2021

RANGE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
A	Director, Fiscal Services Director of Information Technology and Education St Director, Facilities	~~106,966~~ **112,315**	~~112,310~~ **117,926**	~~117,928~~ **123,825**	~~123,821~~ **130,013**	~~130,015~~ **136,516**	~~136,515~~ **143,341**	~~143,340~~ **150,507**
B	Supervisor, Budget and Finance Assistant Director, Information Technology Director, Food Services Project Manager	~~91,031~~ **95,583**	~~95,582~~ **100,362**	~~100,360~~ **105,378**	~~105,378~~ **110,647**	~~110,647~~ **116,180**	~~116,180~~ **121,989**	~~121,989~~ **128,089**
C	Technology Services Manager	~~84,619~~ **88,850**	~~88,848~~ **93,291**	~~93,292~~ **97,957**	~~97,955~~ **102,853**	~~102,852~~ **107,995**	~~107,996~~ **113,396**	~~113,395~~ **119,065**
D	Coordinator, Occupational Therapy	~~83,253~~ **87,416**	~~87,418~~ **91,789**	~~91,785~~ **96,375**	~~96,378~~ **101,197**	~~101,194~~ **106,254**	~~106,256~~ **111,569**	~~111,566~~ **117,145**
E	Occupational Therapist Supervisor, Maintenance & Operations Supervisor, Trades	~~78,671~~ **82,605**	~~82,604~~ **86,735**	~~86,735~~ **91,072**	~~91,070~~ **95,624**	~~95,624~~ **100,406**	~~100,405~~ **105,426**	~~105,425~~ **110,697**
F	Assistant Supervisor of Budget and Finance	~~76,710~~ **80,546**	~~80,544~~ **84,572**	~~84,570~~ **88,799**	~~88,800~~ **93,240**	~~93,241~~ **97,904**	~~97,901~~ **102,797**	~~102,796~~ **107,936**
G	Supervisor, Payroll Supervisor, Human Resources	~~64,795~~ **68,035**	~~68,034~~ **71,436**	~~71,436~~ **75,008**	~~75,008~~ **78,759**	~~78,757~~ **82,695**	~~82,698~~ **86,833**	~~86,832~~ **91,174**
H	Food Service Field Supervisor Food Service Operations Coordinator Reprographics/District Warehouse Manager Emergency Planning and Safety Coordinator	~~62,428~~ **65,550**	~~65,549~~ **68,827**	~~68,827~~ **72,269**	~~72,268~~ **75,882**	~~75,883~~ **79,678**	~~79,674~~ **83,658**	~~83,660~~ **87,843**

CLASSIFIED SUPERVISORS AND MANAGERS
SCHEDULE B
Effective July 1, ~~2018~~**2021**

RANGE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
I	Supervisor, Custodial	~~57,535~~	~~60,413~~	~~63,434~~	~~66,606~~	~~69,936~~	~~73,434~~	~~77,103~~
		60,412	**63,434**	**66,606**	**69,937**	**73,433**	**77,106**	**80,959**
J	Mental Health Specialist	~~55,490~~	~~58,263~~	~~61,178~~	~~64,236~~	~~67,448~~	~~70,821~~	~~74,363~~
		58,265	**61,177**	**64,237**	**67,448**	**70,821**	**74,363**	**78,082**
K	Print Center Supervisor	~~50,768~~	~~53,305~~	~~55,970~~	~~58,769~~	~~61,706~~	~~64,792~~	~~68,032~~
		53,307	**55,971**	**58,769**	**61,708**	**64,792**	**68,032**	**71,434**
L	Behavior Interventionist	~~45,749~~	~~48,036~~	~~50,437~~	~~52,958~~	~~55,606~~	~~58,387~~	~~61,306~~
		48,037	**50,438**	**52,959**	**55,606**	**58,387**	**61,307**	**64,372**
M	No Position in this Classification	~~44,279~~	~~46,493~~	~~48,820~~	~~51,259~~	~~53,819~~	~~56,511~~	~~59,336~~
		46,493	**48,818**	**51,261**	**53,822**	**56,510**	**59,337**	**62,303**
N	No Position in this Classification							
		~~44,181~~	~~46,390~~	~~48,708~~	~~51,152~~	~~53,700~~	~~56,386~~	~~59,205~~
		46,391	**48,710**	**51,144**	**53,710**	**56,385**	**59,206**	**62,166**
O	No Position in this Classification							
		~~42,707~~	~~44,842~~	~~47,086~~	~~49,436~~	~~51,910~~	~~54,505~~	~~57,230~~
		44,843	**47,085**	**49,441**	**51,908**	**54,506**	**57,231**	**60,092**
P	No Position in this Classification							
		~~42,225~~	~~44,334~~	~~46,553~~	~~48,878~~	~~51,325~~	~~53,890~~	~~56,585~~
		44,337	**46,551**	**48,881**	**51,322**	**53,892**	**56,585**	**59,415**
Q	No Position in this Classification	~~41,260~~	~~43,323~~	~~45,493~~	~~47,766~~	~~50,152~~	~~52,659~~	~~55,294~~
		43,323	**45,490**	**47,768**	**50,155**	**52,660**	**55,292**	**58,059**
R	Supervisor III, Food Service							
		~~39,864~~	~~41,857~~	~~43,950~~	~~46,146~~	~~48,454~~	~~50,877~~	~~53,421~~
		41,858	**43,950**	**46,148**	**48,454**	**50,877**	**53,421**	**56,093**

CLASSIFIED SUPERVISORS AND MANAGERS
SCHEDULE B
Effective July 1, ~~2018~~**2021**

RANGE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
S	Supervisor II, Food Service							
		~~35,884~~	~~37,679~~	~~39,562~~	~~41,539~~	~~43,617~~	~~45,797~~	~~48,087~~
		37,679	**39,563**	**41,541**	**43,616**	**45,798**	**48,087**	**50,492**
T	No position in this classification							
		~~34,150~~	~~35,858~~	~~37,649~~	~~39,532~~	~~41,508~~	~~43,584~~	~~45,763~~
		35,858	**37,651**	**39,532**	**41,509**	**43,584**	**45,764**	**48,052**

Adopted: 4/3/86

Revised: 12/06/90; 05/02/91; 02/20/92; 10/01/92; 09/19/93; 10/07/93; 04/07/94; 08/04/94; 11/17/94; 05/04/95; 07/06/95; 09/21/95; 01/18/96; 04/18/96; 08/02/96; 09/05/96; 01/16/97; 10/16/97; 02/19/98; 06/25/98; 02/04/99; 02/18/99; 06/24/99; 08/05/99; 08/19/99; 10/21/99; 11/04/99; 05/18/00; 08/17/00; 10/04/01; 02/21/02; 02/20/03; 03/18/04; 06/24/04; 08/05/04, 07/07/05;4/20/06, 06/04/07, 3/20/08,12/16/10; 4/7/11, 4/21/11, 11/03/11, 12/15/11, 2/16/12, 3/15/12, 3/20/14; 6/19/14; 11/6/14; 02/19/15, 6/4/15,6/18/15, 7/16/15, 3/3/16, 10/20/16, 11/3/16, 3/15/18 8; 3/7/19;9/2/21;**5/5/22**

Burbank Unified School District

CONFIDENTIAL EMPLOYEES
SCHEDULE C
Effective July 1, ~~2018~~ **2021**

RANGE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
A	Executive Assistant/Public Information	~~71,759~~	~~75,346~~	~~79,116~~	~~83,071~~	~~87,224~~	~~91,587~~	~~96,166~~
		75,347	**79,114**	**83,072**	**87,225**	**91,586**	**96,167**	**100,975**
AA	Executive Assistant - Human Resources	~~61,237~~	~~64,032~~	~~67,512~~	~~70,888~~	~~74,431~~	~~78,151~~	~~82,060~~
		64,299	**67,234**	**70,888**	**74,433**	**78,153**	**82,059**	**86,163**
B	Superintendent's Office Assistant Senior Administrative Secretary (Confidential) Senior Administrative Secretary-Administrative Services	~~56,701~~	~~59,289~~	~~62,510~~	~~65,637~~	~~68,918~~	~~72,361~~	~~75,981~~
		59,537	**62,254**	**65,636**	**68,919**	**72,364**	**75,980**	**79,781**
C	Employee Injury and Illness Prevention Technician	~~51,542~~	~~53,999~~	~~56,701~~	~~59,535~~	~~62,510~~	~~65,637~~	~~68,918~~
		54,120	**56,699**	**59,537**	**62,512**	**65,636**	**68,919**	**72,364**

Rules and Regulations for Implementation of Salary Schedule C for Confidential Employees is the same as those adopted for employees on the Classified Supervisors and Managers Salary Schedule B.

Adopted: 1/16/86

Revised: 8/7/86, 12/18/86, 10/1/87, 2/4/88, 4/7/88, 8/18/88, 9/1/88, 3/16/89, 10/19/89, 6/15/89, 12/7/89, 1/4/90, 12/6/90, 5/2/91, 6/6/91, 8/15/91, 10/17/91, 5/18/92, 7/21/94, 8/4/94, 11/17/94, 5/4/95, 1/18/96, 3/21/96, 1/16/97, 2/18/98,6/25/98, 11/5/98, 12/10/98, 2/18/99, 8/5/99, 8/17/00, 11/7/02, 3/18/04, 07/07/05, 08/18/05, 12/15/05:4/20/06, 6/4/07:3/20/08, 12/16/10, 4/21/11, 2/16/12, 3/15/12, 3/20/14, 6/19/14, 6/4/15, 10/20/16; 12/21/17;10/18/18;9/2/21;**5/5/22**

BURBANK UNIFIED SCHOOL DISTRICT

MANAGEMENT PERSONNEL
RULES AND REGULATIONS FOR IMPLEMENTATION OF
CERTIFICATED SUPERVISORS AND MANAGERS SALARY SCHEDULE A

Effective July 1, ~~2018~~ **2021**

1. Method of Payment

   Employees will receive twelve monthly payments.

2. Minimum Requirement for Increment Credit; Midyear Employment

   A. An employee who has *satisfactorily served as a supervisor or manager for at least seventy-five percent (75%) of his/her assigned workdays during the preceding year shall qualify for a salary increment on July 1 of the following year.

   B. An employee who commences employment on or after January 1, shall qualify for a salary increment on the following January 1, provided, however, that during the preceding twelve months period he/she has rendered *satisfactory service as a supervisor or manager for at least seventy-five (75%) of the workdays assigned.

*No salary increment shall be granted for a supervisor or manager who is on a professional growth plan requiring improvement.

3. Schedule Progress

   Progress across the steps of an appropriate range shall be in annual increments to Step 8.

4. Regular Assignment Beyond Contract Pay Period

   An employee shall be paid the appropriate daily rate of pay based on the annual salary schedule when assigned to work beyond the approved work year.

5. Placement on Promotion

   The promotion of a certificated employee to a position covered by this schedule shall be accompanied by advancement on the salary schedule equal to not less than three percent (3%) more than the annual salary earned by the promoted employee in the position occupied immediately preceding promotion, but only to the extend that placement on the appropriate range of the schedule will permit. To determine the employee's appropriate placement on this range, a daily rate of pay shall be computed, based on the number of workdays required in the employee's regular contract work year (excluding extra assignments) while serving in the position immediately preceding such promotion.

6. Initial Placement

   The initial salary placement of a candidate from outside this District who is elected to a position covered by this schedule shall be approved by the Superintendent.

7. Stipend for Masters and Doctorate Degrees

A supervisor or manager who files or has on file with Human Resources official verification of an earned Master's Degree shall be paid an annual stipend of ~~$1345~~ **1,413**. A supervisor or manager who files or has on file with Human Resources official verification of an earned Doctorate Degree shall be paid an annual stipend of ~~$2,690~~ **2,825**. Only one earned Master's Degree and only one earned Doctorate Degree will be recognized for this additional remuneration. Such payment to be prorated and added to the employee's regular salary payments.

8. Longevity Pay for Creditable District Service

Eligibility for a longevity stipend will be determined on the basis of total consecutive years of service as a certificated supervisor or manager within the Burbank Unified School District, plus up to five (5) years credit for service as a non-management employee within the Burbank Unified School District. A monthly stipend in the amount of ~~$204~~ **215** shall begin on the first day of the month following nine (9) consecutive years of service; a monthly stipend in the amount of ~~$271~~ **285** shall begin on the first day of the month following fourteen (14) consecutive years of service; a monthly stipend in the amount of ~~$338~~ **355** shall begin on the first day of the month following nineteen (19) consecutive years of service; a monthly stipend in the amount of ~~$403~~ **424** shall begin on the first day of the month following twenty five (25) consecutive years of service, and a monthly stipend in the amount of ~~$469~~ **493** shall begin on the first day of the month following thirty (30) consecutive years of service.

9. Incentive to Delay Jury Duty Service

As an incentive for certificated supervisors and managers to serve or delay jury duty service until vacation periods or other non-work days rather than serving during the regular school year, the District shall compensate certificated supervisors and managers $100 per day for each day of jury duty actually served during vacation or other non-work days. A jury duty receipt of actual attendance must be submitted to Personnel Services by the employee to be eligible for the compensation provided by this section.

10. Crosscultural, Language, and Academic Development Certificate, Language Development Specialist Certificate, and SB 1969 Certificate

Certificated supervisors and managers shall receive a one-time only stipend in the amount of $500 for completion and submission of a copy of the earned certificate to the District, of the District-approved Crosscultural, Language, and Academic Development (CLAD) Certificate, Language Development Specialist (LDS) Certificate, or SB 1969 Certificate.

11. Cell Phone Stipend

At the discretion of the Board of Education, a monthly cell phone stipend shall be paid to designated certificated supervisors and managers. The monthly amounts to be paid can be $17, $20, $25, $33, $50, $60 or $67.

Adopted: 6/5/87
Revised: 12/6/90; 1/18/96; 1/16/97; 2/19/98; 2/18/99; 3/18/99; 8/5/99; 8/17/00; 3/18/04: 7/7/05, 11/17/05; 4/20/06, 6/4/07:3/20/08, 8/2/12, 3/20/14; 5/1/14, 6/4/15, 10/20/16; 6/15/17,10/18/18,9/2/21

BURBANK UNIFIED SCHOOL DISTRICT

MANAGEMENT PERSONNEL

RULES AND REGULATIONS FOR IMPLEMENTATION OF CLASSIFIED SUPERVISORS AND MANAGERS AND CONFIDENTIAL EMPLOYEES SALARY SCHEDULES B AND C

Effective July 1, ~~2018~~ **2021**

1. Work Year

Unless otherwise designated, all assignments shall be 12-month assignments, inclusive of vacation and holiday leaves.

* Basic assignment is 224 days exclusive of vacation days and holidays.

** Basic assignment is 9 calendar months, inclusive of vacation leave. Salary will be prorated monthly. For additional time beyond assignment as required by Director of Food Services, salary will be prorated hourly.

2. Method of Payment

Employees are paid by the month in two warrants, an Earned Salary Advance and a Final Monthly Pay Warrant.

3. Procedures for Increment Step Advancement

Classified Supervisors, Managers and Confidential personnel hired or promoted after July 1, 1980, shall receive increment step advancement on Salary Schedule B based on each employee's original date of employment. (Employees hired or promoted prior to July 1, 1980, shall receive increment step advancement according to rules in effect on those dates.)

4. Placement on Promotion

Placement on any range of Schedule B as a result of promotion shall be on a step that will be no less than 3% greater than the employee's current placement on any salary schedule in the Classified Service but not greater than Step 8.

If, as a result of promotion, placement is on Step 1 of the Salary Schedule, and if step advancement would not occur within six (6) months, placement at the time of promotion shall automatically be adjusted to Step 2.

The original date of employment shall be established as the first day of the first creditable calendar month of employment. A calendar month of employment is one in which compensation payable for such month is equal to one-half or more of the month's salary.

5. Initial Placement

Initial placement on Salary Schedule B or C shall be approved by the Superintendent.

First advancement for a new employee on Salary Schedule B or C shall be made six (6) months from the original date of employment. The second advancement on the salary schedule shall be made one year from the original date of employment. Subsequent advancement through Step 8 shall be made each year on the anniversary of the original date

of employment. No advancement on the salary schedule shall be granted for management personnel on a professional growth plan requiring improvement.

6. Hourly Pay Rate

Salaries shall be prorated monthly. The monthly rate divided by 173.333 establishes the hourly pay rate.

7. Stipend for Masters and Doctorate Degrees

An earned Master's Degree or earned Doctorate Degree is recognized with ~~$1,345~~ **1,413** added to the base salary. Only one earned Master's Degree and only one earned Doctorate Degree will be recognized for this additional remuneration. The maximum amount for any employee for the Master's Degree and Doctorate Degree is ~~$2,689~~ **2,825**.

8. Longevity Pay for Creditable District Service

Eligibility for longevity pay for Classified Supervisors, Managers and Confidential positions will be determined on the basis of total consecutive years of service as a regular employee in the Burbank Unified School District. A monthly stipend in the amount of ~~$204~~ **215** shall begin on the first day of the month following nine (9) consecutive years of service; a monthly stipend in the amount of ~~$271~~ **285** shall begin on the first day of the month following fourteen (14) consecutive years of service; a monthly stipend in the amount of ~~$338~~ **355** shall begin on the first day of the month following nineteen (19) consecutive years of service; a monthly stipend in the amount of ~~$403~~ **424** shall begin on the first day of the month following twenty five (25) consecutive years of service, and a monthly stipend in the amount of ~~$469~~ **493** shall begin on the first day of the month following thirty (30) consecutive years of service.

9. Vacation

Classified Supervisors, Managers and Confidential personnel who work a 12-calendar-month year earn 22 days of vacation annually. Vacation earned will be prorated for personnel who are assigned on other than a 12-calendar-month basis.

10. Holidays

Holidays shall be as defined in the adopted calendar for each school year or as otherwise defined by the Board of Education. Classified Supervisors, Managers and Confidential employees shall be paid for any designated holidays which occur within the inclusive dates of their assignments.

11. Exempted Salaried Positions

Positions on Ranges A, B, C, D, E, F, G, H, I J, K and L on Classified Supervisors and Managers Salary Schedule B are exempted salaried positions and are not eligible for overtime pay.

12. Stipend for State Building Inspector's Certification

An annual stipend of $2,500 shall be provided for possession and use in the District of a State Building Inspector's Certification. Such payment to be prorated and added to the employee's regular salary payment.

13. Stipend for Asbestos Removal Certification

An annual stipend of $2,000 shall be provided for possession and use in the District of an Asbestos Removal Certification. Such payment to be prorated and added to the employee's regular salary payment.

14. Stipend for Notary Public Commission Certificate

An annual stipend of ~~$1,040~~ **1,104** shall be provided for possession and use in the District of a Notary Public Commission Certificate. Such payment to be prorated and added to the employee's regular salary *payment.*

15. Incentive to Delay Jury Duty Service

As an incentive for classified supervisors and managers, and confidential employees, to serve or delay jury duty service until vacation periods or other non-work days rather than serving during the regular school year, the District shall compensate classified supervisors and managers, and confidential employees, $100 per day for each day of jury duty actually served during vacation or other non-work days. A jury duty receipt of actual attendance must be submitted to Personnel Services by the employee to be eligible for the compensation provided by this section.

16. Travel Stipend

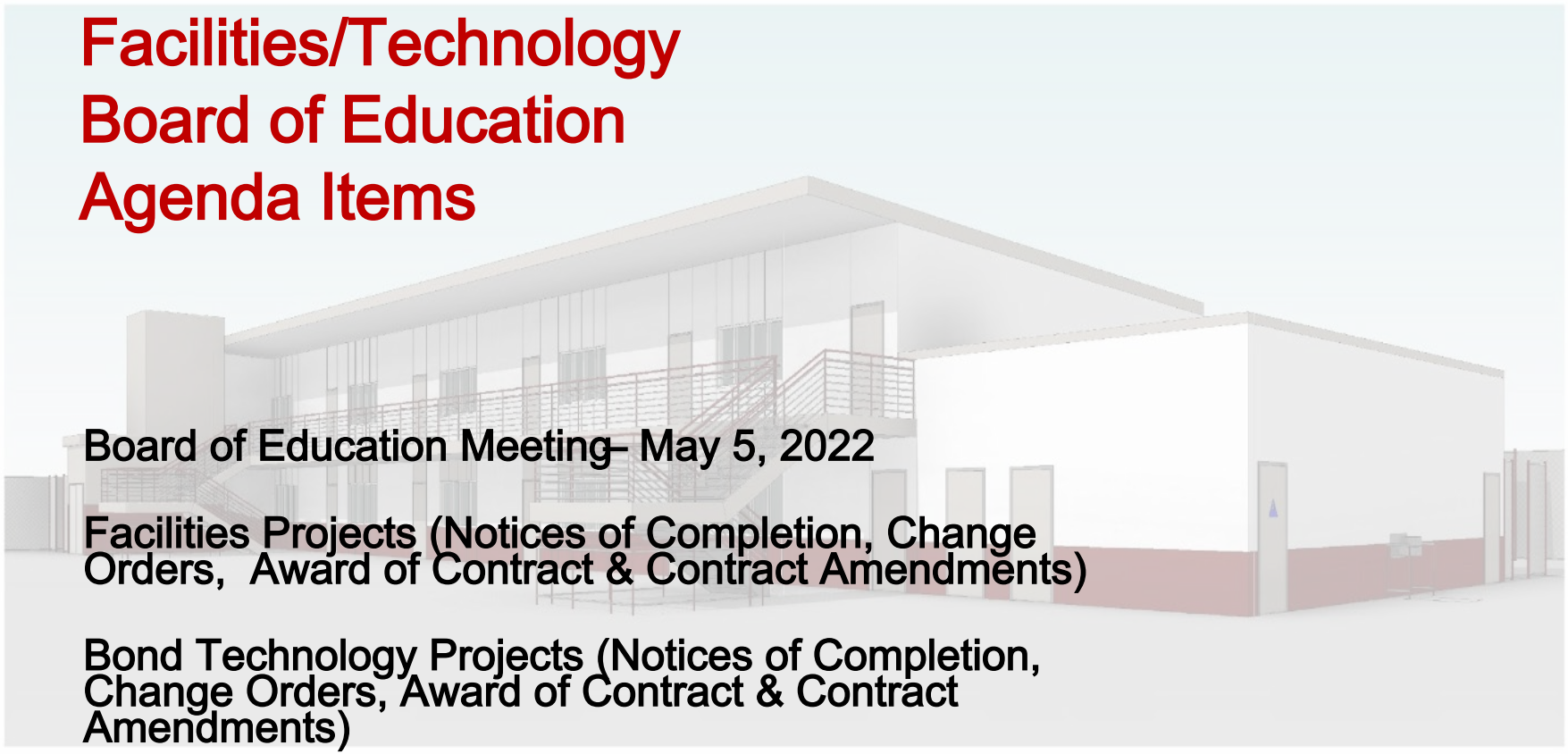
In lieu of mileage reimbursement, a monthly stipend in the amount of $29.00 shall be paid to Food Service Supervisors as compensation for travel to the District Office to count daily deposits.

17. Cell Phone Stipend

At the discretion of the Board of Education, a monthly cell phone stipend shall be paid to designated classified supervisors and managers and confidential employees. The monthly amounts to be paid can be $17, $20, $25, $33, $50, $60 or $67.

Adopted: 6/5/84
Revised: 6/6/85; 12/5/85; 2/6/86; 8/7/86; 2/4/88; 3/16/89;4/19/90; 10/7/93; 1/18/96; 1/16/97;11/6/97;2/19/98;3/5/98;2/18/99;3/18/99;8/5/99;8/19/99;5/18/00;8/17/00;9/5/02;11/07/02;3/18/04;7/7/05;11/17/05;4/20/06,6/4/07:3/20/08;12/16/10,6/16/11,3/15/12,8/2/12, 3/20/14; 5/1/14, 6/4/15, 10/20/16,10/18/18;9/2/21**;5/5/22**

Facilities/Technology
Board of Education
Agenda Items



Board of Education Meeting– May 5, 2022

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

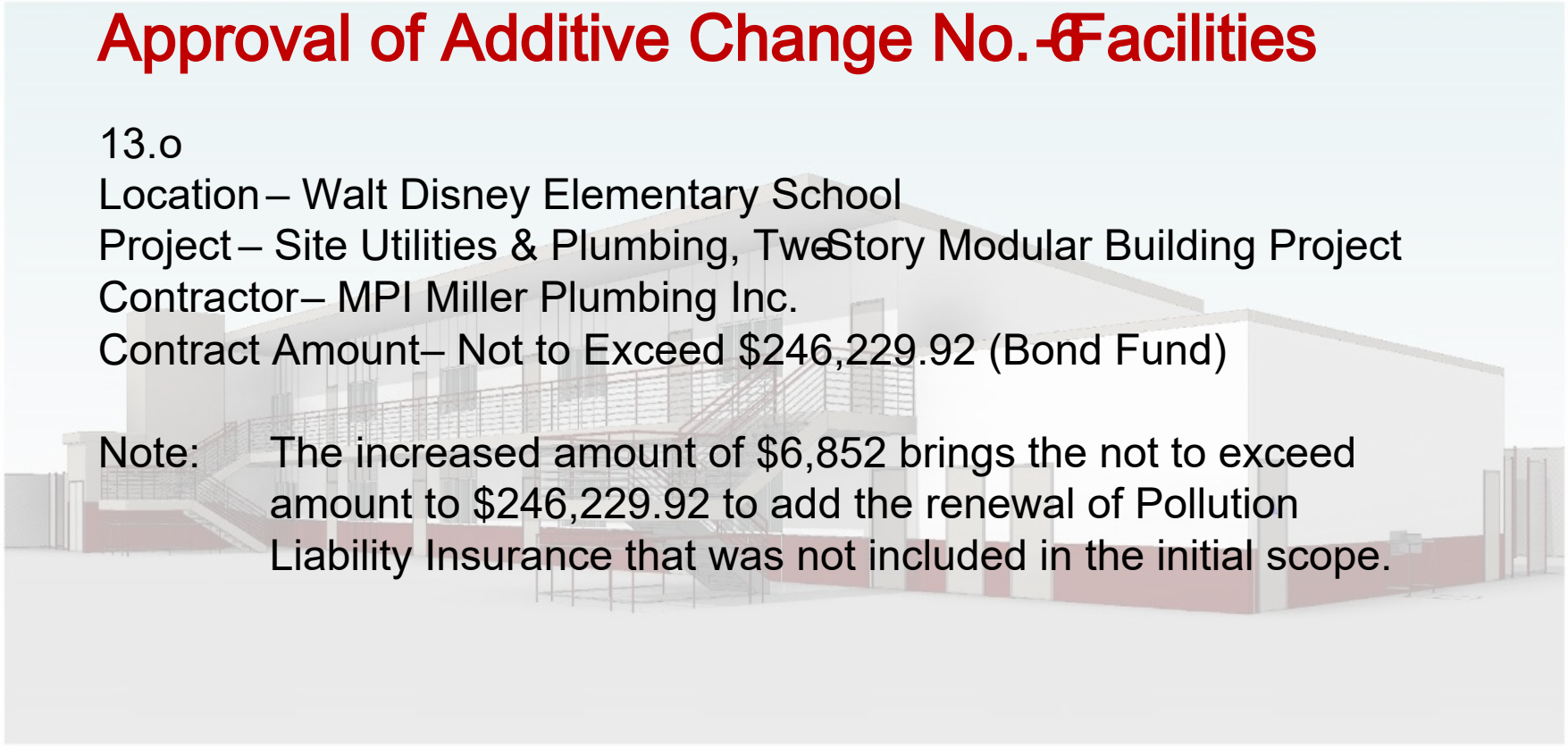
Bond Technology Projects (Notices of Completion, Change Orders, Award of Contract & Contract Amendments)

NEW CLASSROOM BUILDING
WALT DISNEY ELEMENTARY SCHOOL

Approval of Additive Change No. 6 – Facilities

13.o
Location – Walt Disney Elementary School
Project – Site Utilities & Plumbing, Two-Story Modular Building Project
Contractor – MPI Miller Plumbing Inc.
Contract Amount – Not to Exceed $246,229.92 (Bond Fund)

Note: The increased amount of $6,852 brings the not to exceed amount to $246,229.92 to add the renewal of Pollution Liability Insurance that was not included in the initial scope.



Approval of Additive Change No. 4 – Facilities

13.p
Location – Walt Disney Elementary School
Project – Electrical & Low Voltage, Two-Story Modular Building Project
Contractor – H&S Electric Inc.
Contract Amount – Not to Exceed $307,962 (Bond Fund)

Note: The increased amount of $ 44,157.00 brings the not to exceed amount to $307,962 due to an additional directive as requested by the District to install a phone from the elevator to the school's phone central panel using existing conduits, as indicated on the response to RFI #C-052

NEW CLASSROOM BUILDING
WALT DISNEY ELEMENTARY SCHOOL

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:	May 5, 2022
SUBJECT:	First Reading of Elementary School Social Science Textbook (Lottery Textbook Fund)

Background:

During the 2020-2021 school year, the Burbank Unified School District began the process of reviewing State-approved social science textbooks for elementary schools. The process started with a group of elementary teachers and site administrators participating in publisher presentations for the textbooks that were up for consideration. The adoption team selected two series to pilot.

Teachers volunteered to pilot the textbooks during the fall semester of the 2021-2022 school year. Along the way, meetings were held to check in on pilot teachers and included the publishers who were available to answer questions.

There were teacher representatives from each of the elementary schools. Similarly, there was a fair representation of general education teachers, special education teachers, and English Language Development teachers. All of the teachers piloted McGraw Hill California Social Studies Impact and Teachers' Curriculum Institute Social Studies Alive! California Series. This provided for an authentic evaluation as each teacher experienced the materials from both textbooks.

Collectively, the teachers shared their experiences with both series, textbook organization, alignment to State Standards, assessment practices, online access, support to special populations, and best practices to accommodate for the new curriculum.

District-Wide Goals 2021-22

1. Students will be career/college ready via high-quality instruction
2. Students will be physically, emotionally, and mentally healthy

Discussion and Issues:

Every piloting teacher completed an evaluation of both McGraw Hill and Teachers' Curriculum Institute materials. The evaluations were tallied and the data was compiled and shared with teachers in an adoption team meeting. While there are strengths and weaknesses for both textbooks, the evaluation scores are overwhelmingly in favor of the Teachers' Curriculum Institute textbook. The Teacher's Curriculum Institute textbook series is a State Board of Education approved series.

The piloting teachers have requested that all TK-5 teachers be trained on the new textbook series, even if it is done virtually due to the pandemic. This training is scheduled for August Preservice week.

Based on the current budget constraints, the Board will decide if the district can move forward with the adoption as the funds allotted for the adoption might need to be reallocated to balance the budget or augment other instructional needs.

Fiscal Impact:

The fiscal impact of the Elementary School Social Science Textbook Adoption:

Product Code	Product Name	Product Type	List Price	Customer Price	Quantity	Extended Price
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	18	$0.00
000-9	SSA! Me and My World: Lesson Guide	Print	$149.00	$0.00	2	$0.00
036-8	SSA! Me and My World: Spanish Lesson Guide	Print	$149.00	$0.00	1	$0.00
037-1	SSA! Me and My World: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-0340-8	SSA! Me and My World: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	48	$4,368.00
TB-8445-8	SSA! Me and My World: Spanish Student Bundle (8 Yrs)	Bundle	$91.00	$91.00	24	$2,184.00
001-6	SSA! My School and Family: Lesson Guide	Print	$149.00	$0.00	2	$0.00
037-5	SSA! My School and Family: Spanish Lesson Guide	Print	$149.00	$0.00	1	$0.00
092-0	SSA! My School and Family: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-0890-8	SSA! My School and Family: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	48	$4,368.00
TB-8452-8	SSA! My School and Family: Spanish Student Bundle (8 Yrs)	Bundle	$91.00	$91.00	24	$2,184.00
002-3	SSA! My Community: Lesson Guide	Print	$149.00	$0.00	2	$0.00
038-2	SSA! My Community: Spanish Lesson Guide	Print	$149.00	$0.00	1	$0.00
099-9	SSA! My Community: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-0968-8	SSA! My Community: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	48	$4,368.00
TB-8469-8	SSA! My Community: Spanish Student Bundle (8 Yrs)	Bundle	$91.00	$91.00	24	$2,184.00
006-1	SSA! California's Communities: Lesson Guide	Print	$149.00	$0.00	3	$0.00

Product Code	Product Name	Product Type	List Price	Customer Price	Quantity	Extended Price
039-9	SSA! California's Communities: Spanish Lesson Guide	Print	$149.00	$0.00	1	$0.00
477-5	SSA! California's Communities: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-4751-8	SSA! California's Communities: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	48	$4,752.00
TB-4805-8	SSA! California's Communities: Spanish Student Bundle (8 Yrs)	Bundle	$99.00	$99.00	24	$2,376.00
007-8	SSA! California's Promise: Lesson Guide	Print	$149.00	$0.00	3	$0.00
040-5	SSA! California's Promise: Spanish Lesson Guide	Print	$149.00	$0.00	1	$0.00
484-3	SSA! California's Promise: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-4829-8	SSA! California's Promise: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	48	$4,752.00
TB-4867-8	SSA! California's Promise: Spanish Student Bundle (8 Yrs)	Bundle	$99.00	$99.00	24	$2,376.00
005-4	SSA! America's Past: Lesson Guide	Print	$149.00	$0.00	3	$0.00
041-2	SSA! America's Past: Spanish Lesson Guide	Print	$149.00	$149.00	1	$149.00
997-8	SSA! America's Past: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-9947-8	SSA! America's Past: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	48	$4,752.00
TB-8490-8	SSA! America's Past: Spanish Student Bundle (8 Yrs)	Bundle	$99.00	$99.00	24	$2,376.00
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	1	$0.00
ISN-0357-8	SSA! Me and My World: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	48	$2,688.00
ISN-0364-8	SSA! Me and My World: Spanish Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	24	$1,344.00
ISN-0906-8	SSA! My School and Family: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	48	$2,688.00
ISN-0913-8	SSA! My School and Family: Spanish Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	24	$1,344.00
ISN-0975-8	SSA! My Community: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	48	$2,688.00
ISN-0982-8	SSA! My Community: Spanish Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	24	$1,344.00
Disney Elementary TOTAL:						$53,285.00

Product Code	Product Name	Product Type	List Price	Customer Price	Quantity	Extended Price
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	19	$0.00
000-9	SSA! Me and My World: Lesson Guide	Print	$149.00	$0.00	4	$0.00
037-1	SSA! Me and My World: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-0340-8	SSA! Me and My World: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	96	$8,736.00
001-6	SSA! My School and Family: Lesson Guide	Print	$149.00	$0.00	3	$0.00
092-0	SSA! My School and Family: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-0890-8	SSA! My School and Family: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	72	$6,552.00
002-3	SSA! My Community: Lesson Guide	Print	$149.00	$0.00	3	$0.00
099-9	SSA! My Community: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-0968-8	SSA! My Community: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	72	$6,552.00
006-1	SSA! California's Communities: Lesson Guide	Print	$149.00	$0.00	3	$0.00
477-5	SSA! California's Communities: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-4751-8	SSA! California's Communities: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	72	$7,128.00
007-8	SSA! California's Promise: Lesson Guide	Print	$149.00	$0.00	3	$0.00
484-3	SSA! California's Promise: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-4829-8	SSA! California's Promise: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	72	$7,128.00
005-4	SSA! America's Past: Lesson Guide	Print	$149.00	$0.00	3	$0.00
997-8	SSA! America's Past: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-9947-8	SSA! America's Past: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	72	$7,128.00
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	1	$0.00
ISN-0357-8	SSA! Me and My World: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	96	$5,376.00
ISN-0906-8	SSA! My School and Family: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	72	$4,032.00
ISN-0975-8	SSA! My Community: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	72	$4,032.00
				Edison Elementary School TOTAL:		$56,664.00

Product Code	Product Name	Product Type	List Price	Customer Price	Quantity	Extended Price
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	23	$0.00
000-9	SSA! Me and My World: Lesson Guide	Print	$149.00	$0.00	5	$0.00
037-1	SSA! Me and My World: Picture Cards	Print	$149.00	$0.00	5	$0.00
CA-0340-8	SSA! Me and My World: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	120	$10,920.00
001-6	SSA! My School and Family: Lesson Guide	Print	$149.00	$0.00	4	$0.00
092-0	SSA! My School and Family: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-0890-8	SSA! My School and Family: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	96	$8,736.00
002-3	SSA! My Community: Lesson Guide	Print	$149.00	$0.00	4	$0.00
099-9	SSA! My Community: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-0968-8	SSA! My Community: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	96	$8,736.00
006-1	SSA! California's Communities: Lesson Guide	Print	$149.00	$0.00	4	$0.00
477-5	SSA! California's Communities: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-4751-8	SSA! California's Communities: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	96	$9,504.00
007-8	SSA! California's Promise: Lesson Guide	Print	$149.00	$0.00	3	$0.00
484-3	SSA! California's Promise: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-4829-8	SSA! California's Promise: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	100	$9,900.00
005-4	SSA! America's Past: Lesson Guide	Print	$149.00	$0.00	3	$0.00
997-8	SSA! America's Past: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-9947-8	SSA! America's Past: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	100	$9,900.00
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	4	$0.00
ISN-0357-8	SSA! Me and My World: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	120	$6,720.00
ISN-0906-8	SSA! My School and Family: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	96	$5,376.00
ISN-0975-8	SSA! My Community: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	96	$5,376.00
Emerson Elementary TOTAL:						$75,168.00

Product Code	Product Name	Product Type	List Price	Customer Price	Quantity	Extended Price
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	23	$0.00
000-9	SSA! Me and My World: Lesson Guide	Print	$149.00	$0.00	5	$0.00
037-1	SSA! Me and My World: Picture Cards	Print	$149.00	$0.00	5	$0.00
CA-0340-8	SSA! Me and My World: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	124	$11,284.00
001-6	SSA! My School and Family: Lesson Guide	Print	$149.00	$0.00	4	$0.00
092-0	SSA! My School and Family: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-0890-8	SSA! My School and Family: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	96	$8,736.00
002-3	SSA! My Community: Lesson Guide	Print	$149.00	$0.00	4	$0.00
099-9	SSA! My Community: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-0968-8	SSA! My Community: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	96	$8,736.00
006-1	SSA! California's Communities: Lesson Guide	Print	$149.00	$0.00	4	$0.00
477-5	SSA! California's Communities: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-4751-8	SSA! California's Communities: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	96	$9,504.00
007-8	SSA! California's Promise: Lesson Guide	Print	$149.00	$0.00	3	$0.00
484-3	SSA! California's Promise: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-4829-8	SSA! California's Promise: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	96	$9,504.00
005-4	SSA! America's Past: Lesson Guide	Print	$149.00	$0.00	3	$0.00
997-8	SSA! America's Past: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-9947-8	SSA! America's Past: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	96	$9,504.00
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	5	$0.00
ISN-0357-8	SSA! Me and My World: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	120	$6,720.00
ISN-0906-8	SSA! My School and Family: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	96	$5,376.00
ISN-0975-8	SSA! My Community: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	96	$5,376.00
Harte Elementary TOTAL:						$74,740.00

Product Code	Product Name	Product Type	List Price	Customer Price	Quantity	Extended Price
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	29	$0.00
000-9	SSA! Me and My World: Lesson Guide	Print	$149.00	$0.00	6	$0.00
037-1	SSA! Me and My World: Picture Cards	Print	$149.00	$0.00	6	$0.00
CA-0340-8	SSA! Me and My World: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	144	$13,104.00
001-6	SSA! My School and Family: Lesson Guide	Print	$149.00	$0.00	5	$0.00
092-0	SSA! My School and Family: Picture Cards	Print	$149.00	$0.00	5	$0.00
CA-0890-8	SSA! My School and Family: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	120	$10,920.00
002-3	SSA! My Community: Lesson Guide	Print	$149.00	$0.00	5	$0.00
099-9	SSA! My Community: Picture Cards	Print	$149.00	$0.00	5	$0.00
CA-0968-8	SSA! My Community: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	120	$10,920.00
006-1	SSA! California's Communities: Lesson Guide	Print	$149.00	$0.00	5	$0.00
477-5	SSA! California's Communities: Picture Cards	Print	$149.00	$0.00	5	$0.00
CA-4751-8	SSA! California's Communities: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	120	$11,880.00
007-8	SSA! California's Promise: Lesson Guide	Print	$149.00	$0.00	4	$0.00
484-3	SSA! California's Promise: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-4829-8	SSA! California's Promise: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	120	$11,880.00
005-4	SSA! America's Past: Lesson Guide	Print	$149.00	$0.00	4	$0.00
997-8	SSA! America's Past: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-9947-8	SSA! America's Past: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	120	$11,880.00
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	3	$0.00
ISN-0357-8	SSA! Me and My World: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	144	$8,064.00
ISN-0906-8	SSA! My School and Family: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	120	$6,720.00
ISN-0975-8	SSA! My Community: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	120	$6,720.00
Jefferson Elementary TOTAL:						$92,088.00

Product Code	Product Name	Product Type	List Price	Customer Price	Quantity	Extended Price
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	19	$0.00
000-9	SSA! Me and My World: Lesson Guide	Print	$149.00	$0.00	3	$0.00
036-8	SSA! Me and My World: Spanish Lesson Guide	Print	$149.00	$0.00	1	$0.00
037-1	SSA! Me and My World: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-0340-8	SSA! Me and My World: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	72	$6,552.00
TB-8445-8	SSA! Me and My World: Spanish Student Bundle (8 Yrs)	Bundle	$91.00	$91.00	24	$2,184.00
001-6	SSA! My School and Family: Lesson Guide	Print	$149.00	$0.00	2	$0.00
037-5	SSA! My School and Family: Spanish Lesson Guide	Print	$149.00	$0.00	1	$0.00
092-0	SSA! My School and Family: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-0890-8	SSA! My School and Family: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	48	$4,368.00
TB-8452-8	SSA! My School and Family: Spanish Student Bundle (8 Yrs)	Bundle	$91.00	$91.00	24	$2,184.00
002-3	SSA! My Community: Lesson Guide	Print	$149.00	$0.00	2	$0.00
038-2	SSA! My Community: Spanish Lesson Guide	Print	$149.00	$0.00	1	$0.00
099-9	SSA! My Community: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-0968-8	SSA! My Community: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	48	$4,368.00
TB-8469-8	SSA! My Community: Spanish Student Bundle (8 Yrs)	Bundle	$91.00	$91.00	24	$2,184.00
006-1	SSA! California's Communities: Lesson Guide	Print	$149.00	$0.00	3	$0.00
039-9	SSA! California's Communities: Spanish Lesson Guide	Print	$149.00	$0.00	1	$0.00
477-5	SSA! California's Communities: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-4751-8	SSA! California's Communities: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	48	$4,752.00
TB-4805-8	SSA! California's Communities: Spanish Student Bundle (8 Yrs)	Bundle	$99.00	$99.00	24	$2,376.00
007-8	SSA! California's Promise: Lesson Guide	Print	$149.00	$0.00	3	$0.00
040-5	SSA! California's Promise: Spanish Lesson Guide	Print	$149.00	$0.00	1	$0.00
484-3	SSA! California's Promise: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-4829-8	SSA! California's Promise: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	48	$4,752.00
Product Code	Product Name	Product Type	List Price	Customer Price	Quantity	Extended Price

TB-4867-8	SSA! California's Promise: Spanish Student Bundle (8 Yrs)	Bundle	$99.00	$99.00	24	$2,376.00
005-4	SSA! America's Past: Lesson Guide	Print	$149.00	$0.00	3	$0.00
041-2	SSA! America's Past: Spanish Lesson Guide	Print	$149.00	$149.00	1	$149.00
997-8	SSA! America's Past: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-9947-8	SSA! America's Past: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	48	$4,752.00
TB-8490-8	SSA! America's Past: Spanish Student Bundle (8 Yrs)	Bundle	$99.00	$99.00	24	$2,376.00
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	4	$0.00
ISN-0357-8	SSA! Me and My World: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	72	$4,032.00
ISN-0364-8	SSA! Me and My World: Spanish Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	24	$1,344.00
ISN-0906-8	SSA! My School and Family: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	48	$2,688.00
ISN-0913-8	SSA! My School and Family: Spanish Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	24	$1,344.00
ISN-0975-8	SSA! My Community: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	48	$2,688.00
ISN-0982-8	SSA! My Community: Spanish Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	24	$1,344.00
McKinley Elementary TOTAL:						$56,813.00

Product Code	**Product Name**	**Product Type**	**List Price**	**Customer Price**	**Quantity**	**Extended Price**
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	29	$0.00
000-9	SSA! Me and My World: Lesson Guide	Print	$149.00	$0.00	6	$0.00
037-1	SSA! Me and My World: Picture Cards	Print	$149.00	$0.00	6	$0.00
CA-0340-8	SSA! Me and My World: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	144	$13,104.00
001-6	SSA! My School and Family: Lesson Guide	Print	$149.00	$0.00	5	$0.00
092-0	SSA! My School and Family: Picture Cards	Print	$149.00	$0.00	5	$0.00
CA-0890-8	SSA! My School and Family: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	120	$10,920.00
002-3	SSA! My Community: Lesson Guide	Print	$149.00	$0.00	5	$0.00
Product Code	Product Name	Product Type	List Price	Customer Price	Quantity	Extended Price
099-9	SSA! My Community: Picture Cards	Print	$149.00	$0.00	5	$0.00

CA-0968-8	SSA! My Community: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	120	$10,920.00
006-1	SSA! California's Communities: Lesson Guide	Print	$149.00	$0.00	5	$0.00
477-5	SSA! California's Communities: Picture Cards	Print	$149.00	$0.00	5	$0.00
CA-4751-8	SSA! California's Communities: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	120	$11,880.00
007-8	SSA! California's Promise: Lesson Guide	Print	$149.00	$0.00	4	$0.00
484-3	SSA! California's Promise: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-4829-8	SSA! California's Promise: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	120	$11,880.00
005-4	SSA! America's Past: Lesson Guide	Print	$149.00	$0.00	4	$0.00
997-8	SSA! America's Past: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-9947-8	SSA! America's Past: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	120	$11,880.00
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	3	$0.00
ISN-0357-8	SSA! Me and My World: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	144	$8,064.00
ISN-0906-8	SSA! My School and Family: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	120	$6,720.00
ISN-0975-8	SSA! My Community: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	120	$6,720.00
Miller Elementary TOTAL:						$92,088.00

Product Code	**Product Name**	**Product Type**	**List Price**	**Customer Price**	**Quantity**	**Extended Price**
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	17	$0.00
000-9	SSA! Me and My World: Lesson Guide	Print	$149.00	$0.00	4	$0.00
037-1	SSA! Me and My World: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-0340-8	SSA! Me and My World: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	96	$8,736.00
001-6	SSA! My School and Family: Lesson Guide	Print	$149.00	$0.00	3	$0.00
092-0	SSA! My School and Family: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-0890-8	SSA! My School and Family: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	72	$6,552.00
Product Code	Product Name	Product Type	List Price	Customer Price	Quantity	Extended Price
002-3	SSA! My Community: Lesson Guide	Print	$149.00	$0.00	3	$0.00
099-9	SSA! My Community: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-0968-8	SSA! My Community: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	72	$6,552.00
006-1	SSA! California's Communities: Lesson Guide	Print	$149.00	$0.00	3	$0.00
477-5	SSA! California's Communities: Picture Cards	Print	$149.00	$0.00	3	$0.00

CA-4751-8	SSA! California's Communities: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	72	$7,128.00
007-8	SSA! California's Promise: Lesson Guide	Print	$149.00	$0.00	2	$0.00
484-3	SSA! California's Promise: Picture Cards	Print	$149.00	$0.00	2	$0.00
CA-4829-8	SSA! California's Promise: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	72	$7,128.00
005-4	SSA! America's Past: Lesson Guide	Print	$149.00	$0.00	2	$0.00
997-8	SSA! America's Past: Picture Cards	Print	$149.00	$0.00	2	$0.00
CA-9947-8	SSA! America's Past: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	72	$7,128.00
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	4	$0.00
ISN-0357-8	SSA! Me and My World: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	96	$5,376.00
ISN-0906-8	SSA! My School and Family: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	72	$4,032.00
ISN-0975-8	SSA! My Community: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	72	$4,032.00
Providencia Elementary TOTAL:						$56,664.00

Product Code	**Product Name**	**Product Type**	**List Price**	**Customer Price**	**Quantity**	**Extended Price**
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	23	$0.00
000-9	SSA! Me and My World: Lesson Guide	Print	$149.00	$0.00	5	$0.00
037-1	SSA! Me and My World: Picture Cards	Print	$149.00	$0.00	5	$0.00
CA-0340-8	SSA! Me and My World: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	120	$10,920.00
001-6	SSA! My School and Family: Lesson Guide	Print	$149.00	$0.00	4	$0.00
092-0	SSA! My School and Family: Picture Cards	Print	$149.00	$0.00	4	$0.00
Product Code	Product Name	Product Type	List Price	Customer Price	Quantity	Extended Price
CA-0890-8	SSA! My School and Family: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	96	$8,736.00
002-3	SSA! My Community: Lesson Guide	Print	$149.00	$0.00	4	$0.00
099-9	SSA! My Community: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-0968-8	SSA! My Community: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	96	$8,736.00
006-1	SSA! California's Communities: Lesson Guide	Print	$149.00	$0.00	4	$0.00

477-5	SSA! California's Communities: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-4751-8	SSA! California's Communities: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	96	$9,504.00
007-8	SSA! California's Promise: Lesson Guide	Print	$149.00	$0.00	3	$0.00
484-3	SSA! California's Promise: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-4829-8	SSA! California's Promise: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	96	$9,504.00
005-4	SSA! America's Past: Lesson Guide	Print	$149.00	$0.00	3	$0.00
997-8	SSA! America's Past: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-9947-8	SSA! America's Past: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	96	$9,504.00
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	4	$0.00
ISN-0357-8	SSA! Me and My World: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	120	$6,720.00
ISN-0906-8	SSA! My School and Family: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	96	$5,376.00
ISN-0975-8	SSA! My Community: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	96	$5,376.00
Roosevelt Elementary TOTAL:						$74,376.00

Product Code	**Product Name**	**Product Type**	**List Price**	**Customer Price**	**Quantity**	**Extended Price**
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	23	$0.00
000-9	SSA! Me and My World: Lesson Guide	Print	$149.00	$0.00	5	$0.00
037-1	SSA! Me and My World: Picture Cards	Print	$149.00	$0.00	5	$0.00
CA-0340-8	SSA! Me and My World: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	120	$10,920.00
001-6	SSA! My School and Family: Lesson Guide	Print	$149.00	$0.00	4	$0.00
Product Code	Product Name	Product Type	List Price	Customer Price	Quantity	Extended Price
092-0	SSA! My School and Family: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-0890-8	SSA! My School and Family: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	96	$8,736.00
002-3	SSA! My Community: Lesson Guide	Print	$149.00	$0.00	4	$0.00
099-9	SSA! My Community: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-0968-8	SSA! My Community: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	96	$8,736.00

006-1	SSA! California's Communities: Lesson Guide	Print	$149.00	$0.00	4	$0.00
477-5	SSA! California's Communities: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-4751-8	SSA! California's Communities: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	96	$9,504.00
007-8	SSA! California's Promise: Lesson Guide	Print	$149.00	$0.00	3	$0.00
484-3	SSA! California's Promise: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-4829-8	SSA! California's Promise: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	96	$9,504.00
005-4	SSA! America's Past: Lesson Guide	Print	$149.00	$0.00	3	$0.00
997-8	SSA! America's Past: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-9947-8	SSA! America's Past: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	96	$9,504.00
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	4	$0.00
ISN-0357-8	SSA! Me and My World: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	120	$6,720.00
ISN-0906-8	SSA! My School and Family: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	96	$5,376.00
ISN-0975-8	SSA! My Community: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	96	$5,376.00
Stevenson Elementary TOTAL:						$74,376.00

Product Code	**Product Name**	**Product Type**	**List Price**	**Customer Price**	**Quantity**	**Extended Price**
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	17	$0.00
000-9	SSA! Me and My World: Lesson Guide	Print	$149.00	$0.00	4	$0.00
037-1	SSA! Me and My World: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-0340-8	SSA! Me and My World: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	96	$8,736.00
Product Code	Product Name	Product Type	List Price	Customer Price	Quantity	Extended Price
001-6	SSA! My School and Family: Lesson Guide	Print	$149.00	$0.00	3	$0.00
092-0	SSA! My School and Family: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-0890-8	SSA! My School and Family: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	72	$6,552.00
002-3	SSA! My Community: Lesson Guide	Print	$149.00	$0.00	3	$0.00

099-9	SSA! My Community: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-0968-8	SSA! My Community: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	72	$6,552.00
006-1	SSA! California's Communities: Lesson Guide	Print	$149.00	$0.00	3	$0.00
477-5	SSA! California's Communities: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-4751-8	SSA! California's Communities: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	72	$7,128.00
007-8	SSA! California's Promise: Lesson Guide	Print	$149.00	$0.00	2	$0.00
484-3	SSA! California's Promise: Picture Cards	Print	$149.00	$0.00	2	$0.00
CA-4829-8	SSA! California's Promise: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	72	$7,128.00
005-4	SSA! America's Past: Lesson Guide	Print	$149.00	$0.00	2	$0.00
997-8	SSA! America's Past: Picture Cards	Print	$149.00	$0.00	2	$0.00
CA-9947-8	SSA! America's Past: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	72	$7,128.00
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	5	$0.00
ISN-0357-8	SSA! Me and My World: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	96	$5,376.00
ISN-0906-8	SSA! My School and Family: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	72	$4,032.00
ISN-0975-8	SSA! My Community: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	72	$4,032.00
Washington Elementary TOTAL:						$56,664.00

Product Code	Product Name	Product Type	List Price	Customer Price	Quantity	Extended Price
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	11	$0.00
				Burbank Unified School Dist TOTAL:		$0.00

TOTAL:	$762,926.00
Sales Tax (10.25%)	$78,199.92
Shipping (5%)	$38,146.30
Service Fee (%)	$0.00
Grand Total	**$879,272.22**

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WORLD HISTORY	$	180,210.50
US HISTORY	$	171,468.75
GOVERNMENT	$	138,358.00
ECONOMICS	$	148,744.00
PROFESSIONAL DEV.	$	1,400.00
SHIPPING & HANDLING	$	38,326.88
SALES TAX	$	69,403.60
GRAND TOTAL	**$**	**747,911.73**

The cost will be paid from appropriation number, 01.0-63000-0-11100-10000-4110-742-9000 (lottery textbook funds)

Recommendation:

Peter Knapik, Director, Elementary Education, will facilitate the first reading of the proposed Social Science textbook, as presented.

Quote #: Q-06426-2
Date: 3/8/2022 1:16 PM
Expires On: 7/25/2022
Prepared By: Christy Sanders
Email: csanders@teachtci.com
Phone: (800) 497-6138

Quote for:
Burbank Unified School Dist
PETER KNAPIK
peterknapik@burbankusd.org

Ship to:
Burbank Unified School Dist
1900 W Olive Ave
Burbank, CA 91506

Disney Elementary
1220 W Orange Ave
Burbank, CA 91506

Product Code	Product Name	Product Type	List Price	Customer Price	Quantity	Extended Price
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	18	$0.00
000-9	SSA! Me and My World: Lesson Guide	Print	$149.00	$0.00	2	$0.00
036-8	SSA! Me and My World: Spanish Lesson Guide	Print	$149.00	$0.00	1	$0.00
037-1	SSA! Me and My World: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-0340-8	SSA! Me and My World: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	48	$4,368.00
TB-8445-8	SSA! Me and My World: Spanish Student Bundle (8 Yrs)	Bundle	$91.00	$91.00	24	$2,184.00
001-6	SSA! My School and Family: Lesson Guide	Print	$149.00	$0.00	2	$0.00
037-5	SSA! My School and Family: Spanish Lesson Guide	Print	$149.00	$0.00	1	$0.00
092-0	SSA! My School and Family: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-0890-8	SSA! My School and Family: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	48	$4,368.00
TB-8452-8	SSA! My School and Family: Spanish Student Bundle (8 Yrs)	Bundle	$91.00	$91.00	24	$2,184.00
002-3	SSA! My Community: Lesson Guide	Print	$149.00	$0.00	2	$0.00
038-2	SSA! My Community: Spanish Lesson Guide	Print	$149.00	$0.00	1	$0.00
099-9	SSA! My Community: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-0968-8	SSA! My Community: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	48	$4,368.00
TB-8469-8	SSA! My Community: Spanish Student Bundle (8 Yrs)	Bundle	$91.00	$91.00	24	$2,184.00
006-1	SSA! California's Communities: Lesson Guide	Print	$149.00	$0.00	3	$0.00

Product Code	Product Name	Product Type	List Price	Customer Price	Quantity	Extended Price
039-9	SSA! California's Communities: Spanish Lesson Guide	Print	$149.00	$0.00	1	$0.00
477-5	SSA! California's Communities: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-4751-8	SSA! California's Communities: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	48	$4,752.00
TB-4805-8	SSA! California's Communities: Spanish Student Bundle (8 Yrs)	Bundle	$99.00	$99.00	24	$2,376.00
007-8	SSA! California's Promise: Lesson Guide	Print	$149.00	$0.00	3	$0.00
040-5	SSA! California's Promise: Spanish Lesson Guide	Print	$149.00	$0.00	1	$0.00
484-3	SSA! California's Promise: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-4829-8	SSA! California's Promise: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	48	$4,752.00
TB-4867-8	SSA! California's Promise: Spanish Student Bundle (8 Yrs)	Bundle	$99.00	$99.00	24	$2,376.00
005-4	SSA! America's Past: Lesson Guide	Print	$149.00	$0.00	3	$0.00
041-2	SSA! America's Past: Spanish Lesson Guide	Print	$149.00	$149.00	1	$149.00
997-8	SSA! America's Past: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-9947-8	SSA! America's Past: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	48	$4,752.00
TB-8490-8	SSA! America's Past: Spanish Student Bundle (8 Yrs)	Bundle	$99.00	$99.00	24	$2,376.00
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	1	$0.00
ISN-0357-8	SSA! Me and My World: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	48	$2,688.00
ISN-0364-8	SSA! Me and My World: Spanish Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	24	$1,344.00
ISN-0906-8	SSA! My School and Family: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	48	$2,688.00
ISN-0913-8	SSA! My School and Family: Spanish Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	24	$1,344.00
ISN-0975-8	SSA! My Community: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	48	$2,688.00
ISN-0982-8	SSA! My Community: Spanish Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	24	$1,344.00
					Disney Elementary TOTAL:	$53,285.00

Edison Elementary School 2110 W Chestnut St

Burbank, CA 91506

Product Code	Product Name	Product Type	List Price	Customer Price	Quantity	Extended Price
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	19	$0.00
000-9	SSA! Me and My World: Lesson Guide	Print	$149.00	$0.00	4	$0.00
037-1	SSA! Me and My World: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-0340-8	SSA! Me and My World: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	96	$8,736.00
001-6	SSA! My School and Family: Lesson Guide	Print	$149.00	$0.00	3	$0.00
092-0	SSA! My School and Family: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-0890-8	SSA! My School and Family: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	72	$6,552.00
002-3	SSA! My Community: Lesson Guide	Print	$149.00	$0.00	3	$0.00
099-9	SSA! My Community: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-0968-8	SSA! My Community: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	72	$6,552.00
006-1	SSA! California's Communities: Lesson Guide	Print	$149.00	$0.00	3	$0.00
477-5	SSA! California's Communities: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-4751-8	SSA! California's Communities: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	72	$7,128.00
007-8	SSA! California's Promise: Lesson Guide	Print	$149.00	$0.00	3	$0.00
484-3	SSA! California's Promise: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-4829-8	SSA! California's Promise: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	72	$7,128.00
005-4	SSA! America's Past: Lesson Guide	Print	$149.00	$0.00	3	$0.00
997-8	SSA! America's Past: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-9947-8	SSA! America's Past: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	72	$7,128.00
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	1	$0.00
ISN-0357-8	SSA! Me and My World: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	96	$5,376.00
ISN-0906-8	SSA! My School and Family: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	72	$4,032.00
ISN-0975-8	SSA! My Community: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	72	$4,032.00
					Edison Elementary School TOTAL:	$56,664.00

Emerson Elementary 720 E Cypress St

Product Code	Product Name	Product Type	List Price	Customer Price	Quantity	Extended Price
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	23	$0.00
000-9	SSA! Me and My World: Lesson Guide	Print	$149.00	$0.00	5	$0.00
037-1	SSA! Me and My World: Picture Cards	Print	$149.00	$0.00	5	$0.00
CA-0340-8	SSA! Me and My World: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	120	$10,920.00
001-6	SSA! My School and Family: Lesson Guide	Print	$149.00	$0.00	4	$0.00
092-0	SSA! My School and Family: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-0890-8	SSA! My School and Family: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	96	$8,736.00
002-3	SSA! My Community: Lesson Guide	Print	$149.00	$0.00	4	$0.00
099-9	SSA! My Community: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-0968-8	SSA! My Community: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	96	$8,736.00
006-1	SSA! California's Communities: Lesson Guide	Print	$149.00	$0.00	4	$0.00
477-5	SSA! California's Communities: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-4751-8	SSA! California's Communities: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	96	$9,504.00
007-8	SSA! California's Promise: Lesson Guide	Print	$149.00	$0.00	3	$0.00
484-3	SSA! California's Promise: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-4829-8	SSA! California's Promise: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	100	$9,900.00
005-4	SSA! America's Past: Lesson Guide	Print	$149.00	$0.00	3	$0.00
997-8	SSA! America's Past: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-9947-8	SSA! America's Past: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	100	$9,900.00
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	4	$0.00
ISN-0357-8	SSA! Me and My World: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	120	$6,720.00
ISN-0906-8	SSA! My School and Family: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	96	$5,376.00
ISN-0975-8	SSA! My Community: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	96	$5,376.00
					Emerson Elementary TOTAL:	$75,168.00

Harte Elementary 3200 W Jeffries Ave

Burbank, CA 91505

Product Code	Product Name	Product Type	List Price	Customer Price	Quantity	Extended Price
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	23	$0.00
000-9	SSA! Me and My World: Lesson Guide	Print	$149.00	$0.00	5	$0.00
037-1	SSA! Me and My World: Picture Cards	Print	$149.00	$0.00	5	$0.00
CA-0340-8	SSA! Me and My World: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	124	$11,284.00
001-6	SSA! My School and Family: Lesson Guide	Print	$149.00	$0.00	4	$0.00
092-0	SSA! My School and Family: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-0890-8	SSA! My School and Family: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	96	$8,736.00
002-3	SSA! My Community: Lesson Guide	Print	$149.00	$0.00	4	$0.00
099-9	SSA! My Community: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-0968-8	SSA! My Community: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	96	$8,736.00
006-1	SSA! California's Communities: Lesson Guide	Print	$149.00	$0.00	4	$0.00
477-5	SSA! California's Communities: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-4751-8	SSA! California's Communities: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	96	$9,504.00
007-8	SSA! California's Promise: Lesson Guide	Print	$149.00	$0.00	3	$0.00
484-3	SSA! California's Promise: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-4829-8	SSA! California's Promise: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	96	$9,504.00
005-4	SSA! America's Past: Lesson Guide	Print	$149.00	$0.00	3	$0.00
997-8	SSA! America's Past: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-9947-8	SSA! America's Past: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	96	$9,504.00
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	5	$0.00
ISN-0357-8	SSA! Me and My World: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	120	$6,720.00
ISN-0906-8	SSA! My School and Family: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	96	$5,376.00
ISN-0975-8	SSA! My Community: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	96	$5,376.00
					Harte Elementary TOTAL:	$74,740.00

Jefferson Elementary 1900 N Sixth Ave

Burbank, CA 91504

Product Code	Product Name	Product Type	List Price	Customer Price	Quantity	Extended Price
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	29	$0.00
000-9	SSA! Me and My World: Lesson Guide	Print	$149.00	$0.00	6	$0.00
037-1	SSA! Me and My World: Picture Cards	Print	$149.00	$0.00	6	$0.00
CA-0340-8	SSA! Me and My World: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	144	$13,104.00
001-6	SSA! My School and Family: Lesson Guide	Print	$149.00	$0.00	5	$0.00
092-0	SSA! My School and Family: Picture Cards	Print	$149.00	$0.00	5	$0.00
CA-0890-8	SSA! My School and Family: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	120	$10,920.00
002-3	SSA! My Community: Lesson Guide	Print	$149.00	$0.00	5	$0.00
099-9	SSA! My Community: Picture Cards	Print	$149.00	$0.00	5	$0.00
CA-0968-8	SSA! My Community: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	120	$10,920.00
006-1	SSA! California's Communities: Lesson Guide	Print	$149.00	$0.00	5	$0.00
477-5	SSA! California's Communities: Picture Cards	Print	$149.00	$0.00	5	$0.00
CA-4751-8	SSA! California's Communities: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	120	$11,880.00
007-8	SSA! California's Promise: Lesson Guide	Print	$149.00	$0.00	4	$0.00
484-3	SSA! California's Promise: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-4829-8	SSA! California's Promise: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	120	$11,880.00
005-4	SSA! America's Past: Lesson Guide	Print	$149.00	$0.00	4	$0.00
997-8	SSA! America's Past: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-9947-8	SSA! America's Past: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	120	$11,880.00
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	3	$0.00
ISN-0357-8	SSA! Me and My World: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	144	$8,064.00
ISN-0906-8	SSA! My School and Family: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	120	$6,720.00
ISN-0975-8	SSA! My Community: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	120	$6,720.00
					Jefferson Elementary TOTAL:	$92,088.00

McKinley Elementary 349 W Valencia Ave

Product Code	Product Name	Product Type	List Price	Customer Price	Quantity	Extended Price
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	19	$0.00
000-9	SSA! Me and My World: Lesson Guide	Print	$149.00	$0.00	3	$0.00
036-8	SSA! Me and My World: Spanish Lesson Guide	Print	$149.00	$0.00	1	$0.00
037-1	SSA! Me and My World: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-0340-8	SSA! Me and My World: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	72	$6,552.00
TB-8445-8	SSA! Me and My World: Spanish Student Bundle (8 Yrs)	Bundle	$91.00	$91.00	24	$2,184.00
001-6	SSA! My School and Family: Lesson Guide	Print	$149.00	$0.00	2	$0.00
037-5	SSA! My School and Family: Spanish Lesson Guide	Print	$149.00	$0.00	1	$0.00
092-0	SSA! My School and Family: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-0890-8	SSA! My School and Family: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	48	$4,368.00
TB-8452-8	SSA! My School and Family: Spanish Student Bundle (8 Yrs)	Bundle	$91.00	$91.00	24	$2,184.00
002-3	SSA! My Community: Lesson Guide	Print	$149.00	$0.00	2	$0.00
038-2	SSA! My Community: Spanish Lesson Guide	Print	$149.00	$0.00	1	$0.00
099-9	SSA! My Community: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-0968-8	SSA! My Community: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	48	$4,368.00
TB-8469-8	SSA! My Community: Spanish Student Bundle (8 Yrs)	Bundle	$91.00	$91.00	24	$2,184.00
006-1	SSA! California's Communities: Lesson Guide	Print	$149.00	$0.00	3	$0.00
039-9	SSA! California's Communities: Spanish Lesson Guide	Print	$149.00	$0.00	1	$0.00
477-5	SSA! California's Communities: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-4751-8	SSA! California's Communities: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	48	$4,752.00
TB-4805-8	SSA! California's Communities: Spanish Student Bundle (8 Yrs)	Bundle	$99.00	$99.00	24	$2,376.00
007-8	SSA! California's Promise: Lesson Guide	Print	$149.00	$0.00	3	$0.00
040-5	SSA! California's Promise: Spanish Lesson Guide	Print	$149.00	$0.00	1	$0.00
484-3	SSA! California's Promise: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-4829-8	SSA! California's Promise: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	48	$4,752.00

Product Code	Product Name	Product Type	List Price	Customer Price	Quantity	Extended Price
TB-4867-8	SSA! California's Promise: Spanish Student Bundle (8 Yrs)	Bundle	$99.00	$99.00	24	$2,376.00
005-4	SSA! America's Past: Lesson Guide	Print	$149.00	$0.00	3	$0.00
041-2	SSA! America's Past: Spanish Lesson Guide	Print	$149.00	$149.00	1	$149.00
997-8	SSA! America's Past: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-9947-8	SSA! America's Past: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	48	$4,752.00
TB-8490-8	SSA! America's Past: Spanish Student Bundle (8 Yrs)	Bundle	$99.00	$99.00	24	$2,376.00
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	4	$0.00
ISN-0357-8	SSA! Me and My World: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	72	$4,032.00
ISN-0364-8	SSA! Me and My World: Spanish Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	24	$1,344.00
ISN-0906-8	SSA! My School and Family: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	48	$2,688.00
ISN-0913-8	SSA! My School and Family: Spanish Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	24	$1,344.00
ISN-0975-8	SSA! My Community: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	48	$2,688.00
ISN-0982-8	SSA! My Community: Spanish Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	24	$1,344.00
					McKinley Elementary TOTAL:	$56,813.00

Miller Elementary

720 E Providence
Burbank, CA 91501

Product Code	Product Name	Product Type	List Price	Customer Price	Quantity	Extended Price
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	29	$0.00
000-9	SSA! Me and My World: Lesson Guide	Print	$149.00	$0.00	6	$0.00
037-1	SSA! Me and My World: Picture Cards	Print	$149.00	$0.00	6	$0.00
CA-0340-8	SSA! Me and My World: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	144	$13,104.00
001-6	SSA! My School and Family: Lesson Guide	Print	$149.00	$0.00	5	$0.00
092-0	SSA! My School and Family: Picture Cards	Print	$149.00	$0.00	5	$0.00
CA-0890-8	SSA! My School and Family: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	120	$10,920.00
002-3	SSA! My Community: Lesson Guide	Print	$149.00	$0.00	5	$0.00

Product Code	Product Name	Product Type	List Price	Customer Price	Quantity	Extended Price
099-9	SSA! My Community: Picture Cards	Print	$149.00	$0.00	5	$0.00
CA-0968-8	SSA! My Community: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	120	$10,920.00
006-1	SSA! California's Communities: Lesson Guide	Print	$149.00	$0.00	5	$0.00
477-5	SSA! California's Communities: Picture Cards	Print	$149.00	$0.00	5	$0.00
CA-4751-8	SSA! California's Communities: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	120	$11,880.00
007-8	SSA! California's Promise: Lesson Guide	Print	$149.00	$0.00	4	$0.00
484-3	SSA! California's Promise: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-4829-8	SSA! California's Promise: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	120	$11,880.00
005-4	SSA! America's Past: Lesson Guide	Print	$149.00	$0.00	4	$0.00
997-8	SSA! America's Past: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-9947-8	SSA! America's Past: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	120	$11,880.00
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	3	$0.00
ISN-0357-8	SSA! Me and My World: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	144	$8,064.00
ISN-0906-8	SSA! My School and Family: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	120	$6,720.00
ISN-0975-8	SSA! My Community: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	120	$6,720.00
					Miller Elementary TOTAL:	$92,088.00

Providencia Elementary

1919 N Ontario St
Burbank, CA 91505

Product Code	Product Name	Product Type	List Price	Customer Price	Quantity	Extended Price
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	17	$0.00
000-9	SSA! Me and My World: Lesson Guide	Print	$149.00	$0.00	4	$0.00
037-1	SSA! Me and My World: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-0340-8	SSA! Me and My World: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	96	$8,736.00
001-6	SSA! My School and Family: Lesson Guide	Print	$149.00	$0.00	3	$0.00
092-0	SSA! My School and Family: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-0890-8	SSA! My School and Family: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	72	$6,552.00

Product Code	Product Name	Product Type	List Price	Customer Price	Quantity	Extended Price
002-3	SSA! My Community: Lesson Guide	Print	$149.00	$0.00	3	$0.00
099-9	SSA! My Community: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-0968-8	SSA! My Community: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	72	$6,552.00
006-1	SSA! California's Communities: Lesson Guide	Print	$149.00	$0.00	3	$0.00
477-5	SSA! California's Communities: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-4751-8	SSA! California's Communities: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	72	$7,128.00
007-8	SSA! California's Promise: Lesson Guide	Print	$149.00	$0.00	2	$0.00
484-3	SSA! California's Promise: Picture Cards	Print	$149.00	$0.00	2	$0.00
CA-4829-8	SSA! California's Promise: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	72	$7,128.00
005-4	SSA! America's Past: Lesson Guide	Print	$149.00	$0.00	2	$0.00
997-8	SSA! America's Past: Picture Cards	Print	$149.00	$0.00	2	$0.00
CA-9947-8	SSA! America's Past: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	72	$7,128.00
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	4	$0.00
ISN-0357-8	SSA! Me and My World: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	96	$5,376.00
ISN-0906-8	SSA! My School and Family: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	72	$4,032.00
ISN-0975-8	SSA! My Community: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	72	$4,032.00
					Providencia Elementary TOTAL:	$56,664.00

Roosevelt Elementary

850 E Cypress Ave
Burbank, CA 91501

Product Code	Product Name	Product Type	List Price	Customer Price	Quantity	Extended Price
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	23	$0.00
000-9	SSA! Me and My World: Lesson Guide	Print	$149.00	$0.00	5	$0.00
037-1	SSA! Me and My World: Picture Cards	Print	$149.00	$0.00	5	$0.00
CA-0340-8	SSA! Me and My World: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	120	$10,920.00
001-6	SSA! My School and Family: Lesson Guide	Print	$149.00	$0.00	4	$0.00
092-0	SSA! My School and Family: Picture Cards	Print	$149.00	$0.00	4	$0.00

Product Code	Product Name	Product Type	List Price	Customer Price	Quantity	Extended Price
CA-0890-8	SSA! My School and Family: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	96	$8,736.00
002-3	SSA! My Community: Lesson Guide	Print	$149.00	$0.00	4	$0.00
099-9	SSA! My Community: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-0968-8	SSA! My Community: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	96	$8,736.00
006-1	SSA! California's Communities: Lesson Guide	Print	$149.00	$0.00	4	$0.00
477-5	SSA! California's Communities: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-4751-8	SSA! California's Communities: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	96	$9,504.00
007-8	SSA! California's Promise: Lesson Guide	Print	$149.00	$0.00	3	$0.00
484-3	SSA! California's Promise: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-4829-8	SSA! California's Promise: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	96	$9,504.00
005-4	SSA! America's Past: Lesson Guide	Print	$149.00	$0.00	3	$0.00
997-8	SSA! America's Past: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-9947-8	SSA! America's Past: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	96	$9,504.00
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	4	$0.00
ISN-0357-8	SSA! Me and My World: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	120	$6,720.00
ISN-0906-8	SSA! My School and Family: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	96	$5,376.00
ISN-0975-8	SSA! My Community: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	96	$5,376.00
					Roosevelt Elementary TOTAL:	$74,376.00

Stevenson Elementary

3333 Oak St
Burbank, CA 91505

Product Code	Product Name	Product Type	List Price	Customer Price	Quantity	Extended Price
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	23	$0.00
000-9	SSA! Me and My World: Lesson Guide	Print	$149.00	$0.00	5	$0.00
037-1	SSA! Me and My World: Picture Cards	Print	$149.00	$0.00	5	$0.00
CA-0340-8	SSA! Me and My World: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	120	$10,920.00
001-6	SSA! My School and Family: Lesson Guide	Print	$149.00	$0.00	4	$0.00

Product Code	Product Name	Product Type	List Price	Customer Price	Quantity	Extended Price
092-0	SSA! My School and Family: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-0890-8	SSA! My School and Family: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	96	$8,736.00
002-3	SSA! My Community: Lesson Guide	Print	$149.00	$0.00	4	$0.00
099-9	SSA! My Community: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-0968-8	SSA! My Community: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	96	$8,736.00
006-1	SSA! California's Communities: Lesson Guide	Print	$149.00	$0.00	4	$0.00
477-5	SSA! California's Communities: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-4751-8	SSA! California's Communities: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	96	$9,504.00
007-8	SSA! California's Promise: Lesson Guide	Print	$149.00	$0.00	3	$0.00
484-3	SSA! California's Promise: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-4829-8	SSA! California's Promise: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	96	$9,504.00
005-4	SSA! America's Past: Lesson Guide	Print	$149.00	$0.00	3	$0.00
997-8	SSA! America's Past: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-9947-8	SSA! America's Past: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	96	$9,504.00
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	4	$0.00
ISN-0357-8	SSA! Me and My World: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	120	$6,720.00
ISN-0906-8	SSA! My School and Family: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	96	$5,376.00
ISN-0975-8	SSA! My Community: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	96	$5,376.00
					Stevenson Elementary TOTAL:	$74,376.00

Washington Elementary

2322 N Lincoln St
Burbank, CA 91504

Product Code	Product Name	Product Type	List Price	Customer Price	Quantity	Extended Price
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	17	$0.00
000-9	SSA! Me and My World: Lesson Guide	Print	$149.00	$0.00	4	$0.00
037-1	SSA! Me and My World: Picture Cards	Print	$149.00	$0.00	4	$0.00
CA-0340-8	SSA! Me and My World: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	96	$8,736.00

Product Code	Product Name	Product Type	List Price	Customer Price	Quantity	Extended Price
001-6	SSA! My School and Family: Lesson Guide	Print	$149.00	$0.00	3	$0.00
092-0	SSA! My School and Family: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-0890-8	SSA! My School and Family: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	72	$6,552.00
002-3	SSA! My Community: Lesson Guide	Print	$149.00	$0.00	3	$0.00
099-9	SSA! My Community: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-0968-8	SSA! My Community: Student Materials (8 Yrs)	Bundle	$91.00	$91.00	72	$6,552.00
006-1	SSA! California's Communities: Lesson Guide	Print	$149.00	$0.00	3	$0.00
477-5	SSA! California's Communities: Picture Cards	Print	$149.00	$0.00	3	$0.00
CA-4751-8	SSA! California's Communities: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	72	$7,128.00
007-8	SSA! California's Promise: Lesson Guide	Print	$149.00	$0.00	2	$0.00
484-3	SSA! California's Promise: Picture Cards	Print	$149.00	$0.00	2	$0.00
CA-4829-8	SSA! California's Promise: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	72	$7,128.00
005-4	SSA! America's Past: Lesson Guide	Print	$149.00	$0.00	2	$0.00
997-8	SSA! America's Past: Picture Cards	Print	$149.00	$0.00	2	$0.00
CA-9947-8	SSA! America's Past: Student Materials (8 Yrs)	Bundle	$99.00	$99.00	72	$7,128.00
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	5	$0.00
ISN-0357-8	SSA! Me and My World: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	96	$5,376.00
ISN-0906-8	SSA! My School and Family: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	72	$4,032.00
ISN-0975-8	SSA! My Community: Notebook Subscription (8 Yrs)	Print	$56.00	$56.00	72	$4,032.00
					Washington Elementary TOTAL:	$56,664.00

Burbank Unified School Dist 1900 W Olive Ave Burbank, CA 91506

Product Code	Product Name	Product Type	List Price	Customer Price	Quantity	Extended Price
EL-SS-TL-08	Elementary (K-5) Social Studies: Teacher License (8 Yrs)	Digital	$488.00	$0.00	11	$0.00
					Burbank Unified School Dist TOTAL:	$0.00

TOTAL:	$762,926.00

Sales Tax (10.25%)	$78,199.92
Shipping (5%)	$38,146.30
Service Fee (%)	$0.00
Grand Total	**$879,272.22**

Gratis
Gratis offer and/or customer pricing are valid for this quote only and contingent upon purchase order total matching or exceeding the quote total. Gratis items must be included on your purchase order.

Gratis Total	$214,042.00

Terms and Conditions

Business Terms
TCI's Business Terms apply to all orders. View details at https://www.teachtci.com/tci-business-terms

How to Order
To expedite your order and ensure you receive the pricing quoted above, please include a copy of this quote with your purchase order. Adjustments cannot be made after the order has been fulfilled. Place orders online at https://shop.teachtci.com or send using one of the following options:

- Email: info@teachtci.com
- Fax: 800-343-6828
- Address: 1049 El Monte Ave Ste C #607, Mountain View CA 94040 (***New as of November 2021***)

License Contact
Set up information for all licenses purchased will be sent to the contact email above unless otherwise noted.

Shipping
Shipping and handling fees do not apply to teacher and student license-only products.

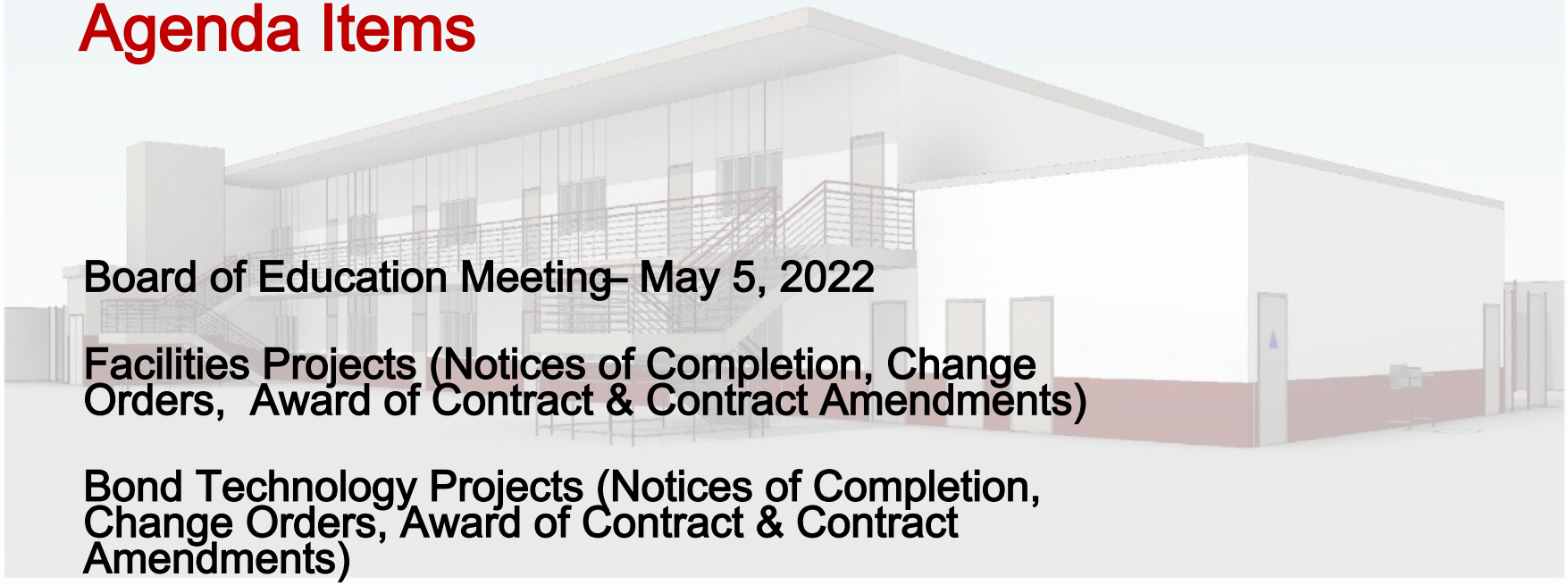
Print Subscriptions
If your order includes multi-year subscriptions to print materials, you must receive delivery of the full annual quantity for the duration of your subscription. Any adjustments below the annual quantity cannot be used as a credit for future year shipments. Changes that exceed the original annual quantity must be accompanied by a new purchase order.

Student Journal Bundles
If your order contains fewer than 20 multi-year student journal bundles for any program, journals for the entire duration of the bundle will be shipped to you upfront.

Sales Tax
Sales tax provided is an estimate only. Actual amount will be calculated and added to the invoice based on the delivery address.

Possible Shipping Delays
Due to COVID-19 school shutdowns and enhanced safety procedures, customers should be prepared for extended shipping delays. Thank you for your understanding as we work to protect the logistics workers who help bring TCI to schools across the country.

Facilities/Technology
Board of Education
Agenda Items



Board of Education Meeting– May 5, 2022

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

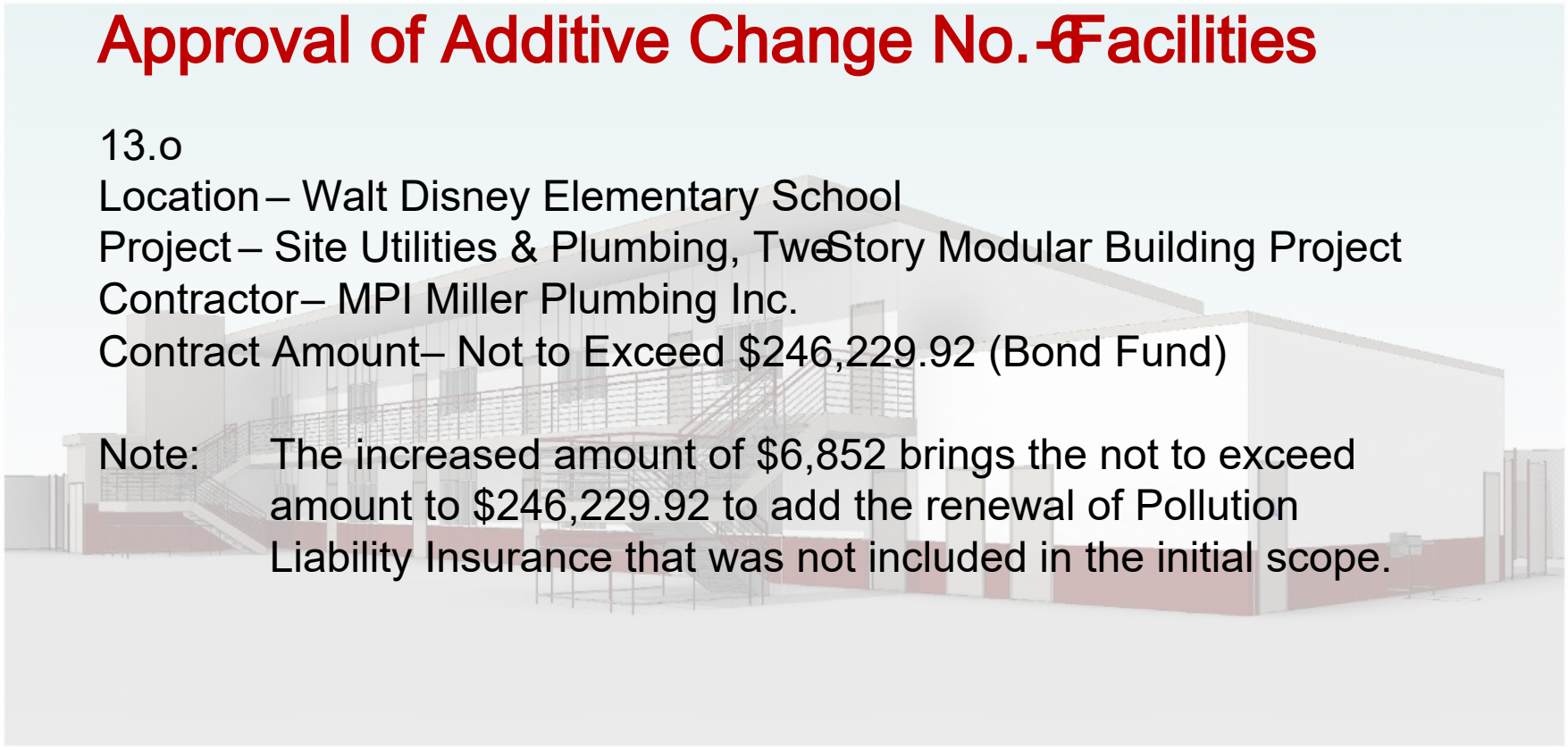
Bond Technology Projects (Notices of Completion, Change Orders, Award of Contract & Contract Amendments)

NEW CLASSROOM BUILDING
WALT DISNEY ELEMENTARY SCHOOL

Approval of Additive Change No. 6 – Facilities

13.o
Location – Walt Disney Elementary School
Project – Site Utilities & Plumbing, Two-Story Modular Building Project
Contractor – MPI Miller Plumbing Inc.
Contract Amount – Not to Exceed $246,229.92 (Bond Fund)

Note: The increased amount of $6,852 brings the not to exceed amount to $246,229.92 to add the renewal of Pollution Liability Insurance that was not included in the initial scope.



Approval of Additive Change No. 4 – Facilities

13.p
Location – Walt Disney Elementary School
Project – Electrical & Low Voltage, Two-Story Modular Building Project
Contractor – H&S Electric Inc.
Contract Amount – Not to Exceed $307,962 (Bond Fund)

Note: The increased amount of $ 44,157.00 brings the not to exceed amount to $307,962 due to an additional directive as requested by the District to install a phone from the elevator to the school's phone central panel using existing conduits, as indicated on the response to RFI #C-052

NEW CLASSROOM BUILDING
WALT DISNEY ELEMENTARY SCHOOL

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:	May 5, 2022
SUBJECT:	Adoption of Resolution 41 Proclaiming the Week of May 15, 2022, through May 21, 2022, as Classified Employee Week

Background
The California Legislature adopted the third full week of May of each year as Classified Employee Week, by passage of SB 1552 (Campbell) in 1986. There are over 230,000 classified employees represented by the California School Employees Association statewide. The week of May 15–21, 2022 will be celebrated by school districts and school workers across the state in recognition of the many contributions classified professionals make to the education community.

Discussion/Issues
The Burbank Unified School District honors its outstanding classified employees. 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 Classified Employees have on students and the entire community. On behalf of more than 800 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 the week of May 15–21, 2022 as Classified Employee Week.

Fiscal Impact
None

Recommendation
Sarah Niemann, Assistant Superintendent, Human Resources, recommends that the Board of Education adopt Resolution 41 proclaiming the week of May 15, 2022, through May 21, 2022, as Classified Employee Week, as presented.

RESOLUTION 41 PROCLAIMING MAY 15-21, 2022
AS CLASSIFIED EMPLOYEE WEEK

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

Whereas: The many contributions made by classified employees should be publicly recognized; and

Whereas: Classified employees serve the community of Burbank through their support of students in the classrooms, offices, and facilities of the District; and

Whereas: Classified employees contribute to the establishment and promotion of a positive instructional environment; and

Whereas: Classified employees provide knowledge, skills, and expertise that are relied upon throughout the District on a daily basis; and

Whereas: Classified employees serve a vital role in providing for the welfare and safety of the Burbank Unified School District's students; and

Whereas: Classified employees of the Burbank Unified School District strive for excellence in all areas relative to the educational community; and

Whereas: Classified employees, often unrecognized, deserve special recognition for their contributions to our children in the City of Burbank, the State of California, and the nation; and

NOW, THEREFORE, BE IT RESOLVED, That the Board of Education extends its sincere appreciation to the classified employees of the Burbank Unified School District and encourages the community to recognize and honor their contribution to a quality education and celebrate the accomplishments of the District's classified staff, and hereby proclaims the Week of May 15, 2022 through May 22, 2022, Classified Employee Week

I HEREBY CERTIFY that Resolution 41 was approved and adopted by the Board of Education of the Burbank Unified School District at a regular meeting held on the 5th day of May, 2022.

Ayes:
Noes:
Abstain:
Absent:

_____
Clerk, Board of Education

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 Services
PREPARED BY:	Leticia Castillo, Supervisor, Human Resources
SUBMITTED BY:	Leticia Castillo, Supervisor, Human Resources
DATE:	May 5, 2022
SUBJECT:	Adoption of Resolution 42 for the Elimination of Services for Classified Positions

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Background:
When it becomes necessary to eliminate classified bargaining unit positions due to expiration of funds, the Board of Education must approve such eliminations pursuant to California Education Codes 45103 (d) 2 and 47117 (g). Subsequent to the Board's approval, employees must be notified not less than 60 days prior to the effective date of the elimination of their positions.

Discussion/Issues:
These recommendations have been shared with a representative from the California School Employees Association (CSEA), Chapter 674.

There are five positions being recommended for elimination:

- There is one 6 hr/day Campus Supervision Assistant position at Luther Middle School being recommended for elimination due to lack of funds. This position is funded through the following appropriation number, 01.0-742600-00000-83000-2210-7429000. The elimination of this position may involve bumping.
- There is one 6 hr/day Campus Supervision Assistant position at Muir Middle School being recommended for elimination due to lack of funds. This position is funded through the following appropriation number, 01.0-742600-00000-83000-2210-7429000. The elimination of this position may involve bumping.
- There is one 6 hr/day Campus Supervision Assistant position at Dolores Huerta Middle School being recommended for elimination due to lack of funds. This position is funded through the following appropriation number, 01.0-742600-00000-83000-2210-7429000. The elimination of this position may involve bumping.
- There is one 6 hr/day Campus Supervision Assistant position at Burroughs High School being recommended for elimination due to lack of funds. This position is funded through the following appropriation number, 01.0-742600-00000-83000-2210-7429000. The elimination of this position may involve bumping.
- There is one 6 hr/day Campus Supervision Assistant position at Burbank High School being recommended for elimination due to lack of funds. This position is funded through the following appropriation number, 01.0-742600-00000-83000-2210-7429000. The elimination of this position may involve bumping.

Fiscal Impact:
None

Recommendation:
Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt Resolution 42 for the Elimination of Services for Classified positions, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
May 5, 2022

In the Matter of Layoff of
Classified Employees **RESOLUTION 42**

WHEREAS, The following positions were hired short term and the funds for these programs will expire, the Board herby finds that it is in the best interest of the Burbank Unified School District to eliminate classified positions pursuant to provisions in the California Education Code 45103(d)2 and Education Code 45117(g) and consistent with Article 15 in the Agreement with CSEA, Chapter 674, to the following extent:

	FTE
Eliminate five Campus Supervision Assistants	.75

BE IT FURTHER RESOLVED, That the Superintendent is hereby authorized and directed to investigate any bumping or displacement rights of affected classified employees and to give appropriate layoff notices to the affected employees pursuant to provisions in the California Education Code and consistent with Article 15 in the Agreement with CSEA, Chapter 674, not less than 60 days prior to the effective date of layoff subject to negotiations to the extent required by law and the CSEA agreement.

ADOPTED, the 5th day of May 2022, by the Governing Board of the Burbank Unified School District.

_____
Clerk

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 Services
PREPARED BY:	Cindy Quiterio, Executive Assistant, Human Resources
SUBMITTED BY:	Cindy Quiterio, Executive Assistant, Human Resources
DATE:	May 5, 2022
SUBJECT:	Approval of Results of Job Study Agreed to Between the Burbank Unified School District and the California School Employees Association

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Background:
In 2014, the District and the CSEA entered into an Agreement with Ewing Consulting, Inc. to perform a job study. Ewing concluded their study of job descriptions and recommended individualized modifications as well as salary adjustments for various positions. In an effort to align salary ranges amongst Burbank and other surrounding districts similar in size, CSEA and the District met to negotiate the effects of Ewing's recommendations. As part of the negotiations process, $390,000 were allocated to be utilized for salary alignment since some of Burbank's salaries fell under the 30th percentile.

Throughout the six-year negotiations process, minimum wage increased. When minimum wage increased to $13.00 per hour in January of 2020, it was agreed through negotiations that a .12 cent increase would be applied to all hourly rates to minimize salary compaction.

The District and the CSEA continue to negotiate salary for classified staff as minimum wage has caused further impact to salary compaction since the initial $13.00 increase in January of 2020.

Discussion/Issues:
In accordance with the AB 1200, the District has submitted a budget forecast to the Los Angeles County Office of Education to demonstrate that the negotiated items do not negatively impact the District's financial condition.

Fiscal Impact:
The financial implications to this Agreement are stated on the AB 1200.

Recommendation:
Sarah Niemann, Assistant Superintendent, Human Resources, recommends that the Board of Education approve the results of the Job Study agreed to between the Burbank Unified School District and the California School Employees Association effective retroactive to January 1, 2020, as presented.

Los Angeles County Office of Education
Business Advisory Services

PUBLIC DISCLOSURE OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
in accordance with AB 1200 (Chapter 1213/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5

Name of School District:	BurbankUnified School District
Name of Bargaining Unit:	California School Employee Association Chapter 674
Certificated, Classified, Other:	Classified - Job Study

The proposed agreement covers the period beginning: January 1, 2020 (date) and ending: June 30, 2022 (date)

The Governing Board will act upon this agreement on: May 5, 2022 (date)

Note: This form, along with a copy of the proposed agreement, must be submitted to the County Office at least ten (10) working days prior to the date the Governing Board will take action.

A. Proposed Change in Compensation

Bargaining Unit Compensation All Funds - Combined		Fiscal Impact of Proposed Agreement (Complete Years 2 and 3 for multiyear and overlapping agreements only)			
	Annual Cost Prior to Proposed Settlement	Year 1 Increase/(Decrease) 2021-22	Year 2 Increase/(Decrease) 2022-23	Year 3 Increase/(Decrease) 2023-24
1. **Salary Schedule** Including Step and Column	$ 32,389,150	$ 910,978	$ (546,587)	
		2.81%	-1.64%	0.00%
2. **Other Compensation** Stipends, Bonuses, Longevity, Overtime, Differential, Callback or Standby Pay, etc.				
Description of Other Compensation				
3. **Statutory Benefits** - STRS, PERS, FICA, WC, UI, Medicare, etc.	$ 11,158,062	$ 313,934	$ (188,354)	
		2.81%	-1.64%	0.00%
4. **Health/Welfare Plans**				
5. **Total Bargaining Unit Compensation** Add Items 1 through 4 to equal 5	$ 43,547,212	$ 1,224,912	$ (734,941)	$ -
		2.81%	-1.64%	0.00%
6. **Total Number of Bargaining Unit Employees** (Use FTEs if appropriate)	671.60			
7. **Total Compensation Average Cost per Bargaining Unit Employee**	$ 64,841	$ 1,824	$ (1,094)	$ -
		2.81%	-1.64%	0.00%

8. What was the negotiated percentage change? For example, if the change in "Year 1" was for less than a full year, what is the annualized percentage of that change for "Year 1"?

This is a job study ratification from January 1, 2020. The retroactive increase for six months from January 1, 2020-June 30, 2020, then the full cost of the job study in 2020-21 and 2021-22 impact the 2021-22 fiscal year. The retro is reduced in the outyear-Year 2, with only the ongoing cost of the job study remaining.

9. Were any additional steps, columns, or ranges added to the salary schedules? (If yes, please explain.)

No new steps, columns or ranges were added. The only movement is of job classifications moving from one range to another range per the job study.

10. Please include comments and explanations as necessary. (If more room is necessary, please attach an additional sheet.)

Please see attached MOU and back up documentation

11. Does this bargaining unit have a negotiated cap for Health and Welfare benefits? Yes [X] No [ ]
If yes, please describe the cap amount.

$12,000

B. Proposed negotiated changes in noncompensation items (i.e., class size adjustments, staff development days, teacher prep time, classified staffing ratios, etc.)

N/A

C. What are the specific impacts (positive or negative) on instructional and support programs to accommodate the settlement? Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (i.e., counselors, librarians, custodial staff, etc.)

N/A

D. What contingency language is included in the proposed agreement (e.g., reopeners, etc.)?

N/A

E. Identify other major provisions that do not directly affect the district's costs, such as binding arbitrations, grievance procedures, etc.

N/A

F. Source of Funding for Proposed Agreement:

1. Current Year

General, Adult, Child, and Cafeteria Fund

2. If this is a single year agreement, how will the ongoing cost of the proposed agreement be funded in subsequent years?

General, Adult, Child, and Cafeteria Fund

3. If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)

N/A

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Unrestricted General Fund

Bargaining Unit: California School Employee Association Chapter 674

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 3/17/22)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ 145,662,245		$ -	$ 145,662,245
Federal Revenue	8100-8299	$ -		$ -	$ -
Other State Revenue	8300-8599	$ 2,972,044		$ -	$ 2,972,044
Other Local Revenue	8600-8799	$ 2,056,020		$ -	$ 2,056,020
TOTAL REVENUES		$ 150,690,309		$ -	$ 150,690,309
EXPENDITURES					
Certificated Salaries	1000-1999	$ 56,167,664			$ 56,167,664
Classified Salaries	2000-2999	$ 16,642,780	$ 436,300		$ 17,079,080
Employee Benefits	3000-3999	$ 26,931,151	$ 150,349		$ 27,081,500
Books and Supplies	4000-4999	$ 4,511,044		$ -	$ 4,511,044
Services and Other Operating Expenditures	5000-5999	$ 10,714,534		$ -	$ 10,714,534
Capital Outlay	6000-6999	$ 101,334		$ -	$ 101,334
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 1,609,086		$ -	$ 1,609,086
Transfers of Indirect Costs	7300-7399	$ (2,365,658)		$ -	$ (2,365,658)
TOTAL EXPENDITURES		$ 114,311,935	$ 586,649	$ -	$ 114,898,584
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 354,062	$ -	$ -	$ 354,062
Contributions	8980-8999	$ (27,030,511)	$ (329,250)	$ -	$ (27,359,761)
OPERATING SURPLUS (DEFICIT)*		$ 8,993,801	$ (915,899)	$ -	$ 8,077,902
BEGINNING FUND BALANCE	9791	$ 18,421,717			$ 18,421,717
Audit Adjustments/Other Restatements	9793/9795				$ -
ENDING FUND BALANCE		$ 27,415,518	$ (915,899)	$ -	$ 26,499,619
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ 100,060	$ -	$ -	$ 100,060
Restricted	9740				
Committed	9750-9760	$ 13,928,222	$ -	$ -	$ 13,928,222
Assigned	9780	$ -	$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ 12,471,337	$ -	$ -	$ 12,471,337
Unassigned/Unappropriated Amount	9790	$ 915,899	$ (915,899)	$ -	$ (0)

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Restricted General Fund

Bargaining Unit: California School Employee Association Chapter 674

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 3/17/22)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ -		$ -	$ -
Federal Revenue	8100-8299	$ 26,676,638		$ -	$ 26,676,638
Other State Revenue	8300-8599	$ 28,374,738		$ -	$ 28,374,738
Other Local Revenue	8600-8799	$ 6,072,856		$ -	$ 6,072,856
TOTAL REVENUES		$ 61,124,232		$ -	$ 61,124,232
EXPENDITURES					
Certificated Salaries	1000-1999	$ 19,933,871	$ -	$ -	$ 19,933,871
Classifted Salaries	2000-2999	$ 13,768,416	$ 244,868	$ -	$ 14,013,284
Employee Benefits	3000-3999	$ 12,769,947	$ 84,382	$ -	$ 12,854,329
Books and Supplies	4000-4999	$ 17,762,627		$ -	$ 17,762,627
Services and Other Operating Expenditures	5000-5999	$ 21,996,075		$ -	$ 21,996,075
Capital Outlay	6000-6999	$ 1,012,354		$ -	$ 1,012,354
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 1,052,542		$ -	$ 1,052,542
Transfers of Indirect Costs	7300-7399	$ 1,853,793		$ -	$ 1,853,793
TOTAL EXPENDITURES		$ 90,149,625	$ 329,250	$ -	$ 90,478,875
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -	$ -
Contributions	8980-8999	$ 27,030,511	$ 329,250	$ -	$ 27,359,761
OPERATING SURPLUS (DEFICIT)*		$ (1,994,882)	$ -	$ -	$ (1,994,882)
BEGINNING FUND BALANCE	9791	$ 9,899,359			$ 9,899,359
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 7,904,477	$ -	$ -	$ 7,904,477
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 7,904,477	$ -	$ -	$ 7,904,477
Committed	9750-9760				
Assigned Amounts	9780				
Reserve for Economic Uncertainties	9789		$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ -	$ -	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

Public Disclosure of Proposed Collective Bargaining Agreement

BurbankUnified School District

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Combined General Fund

Bargaining Unit: California School Employee Association Chapter 674

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 3/17/22)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ 145,662,245		$ -	$ 145,662,245
Federal Revenue	8100-8299	$ 26,676,638		$ -	$ 26,676,638
Other State Revenue	8300-8599	$ 31,346,782		$ -	$ 31,346,782
Other Local Revenue	8600-8799	$ 8,128,876		$ -	$ 8,128,876
TOTAL REVENUES		$ 211,814,541		$ -	$ 211,814,541
EXPENDITURES					
Certificated Salaries	1000-1999	$ 76,101,535	$ -	$ -	$ 76,101,535
Classified Salaries	2000-2999	$ 30,411,196	$ 681,168	$ -	$ 31,092,364
Employee Benefits	3000-3999	$ 39,701,098	$ 234,731	$ -	$ 39,935,829
Books and Supplies	4000-4999	$ 22,273,671		$ -	$ 22,273,671
Services and Other Operating Expenditures	5000-5999	$ 32,710,609		$ -	$ 32,710,609
Capital Outlay	6000-6999	$ 1,113,688		$ -	$ 1,113,688
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 2,661,628		$ -	$ 2,661,628
Transfers of Indirect Costs	7300-7399	$ (511,865)		$ -	$ (511,865)
TOTAL EXPENDITURES		$ 204,461,560	$ 915,899	$ -	$ 205,377,459
OTHER FINANCING SOURCES/USES					
Transfer In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 354,062	$ -	$ -	$ 354,062
Contributions	8980-8999	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ 6,998,919	$ (915,899)	$ -	$ 6,083,020
BEGINNING FUND BALANCE	9791	$ 28,321,076			$ 28,321,076
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 35,319,995	$ (915,899)	$ -	$ 34,404,096
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ 100,060	$ -	$ -	$ 100,060
Restricted	9740	$ 7,904,477	$ -	$ -	$ 7,904,477
Committed	9750-9760	$ 13,928,222	$ -	$ -	$ 13,928,222
Assigned	9780	$ -	$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ 12,471,337	$ -	$ -	$ 12,471,337
Unassigned/Unappropriated Amount	9790	$ 915,899	$ (915,899)	$ -	$ (0)

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Fund 11 - Adult Education Fund

Bargaining Unit: California School Employee Association Chapter 674

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 3/17/22)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
Federal Revenue	8100-8299	$ 268,139		$ -	$ 268,139
Other State Revenue	8300-8599	$ 3,891,484		$ -	$ 3,891,484
Other Local Revenue	8600-8799	$ 165,912		$ -	$ 165,912
TOTAL REVENUES		$ 4,325,535		$ -	$ 4,325,535
EXPENDITURES					
Certificated Salaries	1000-1999	$ 1,540,993	$ -	$ -	$ 1,540,993
Classified Salaries	2000-2999	$ 588,980	$ 8,913	$ -	$ 597,893
Employee Benefits	3000-3999	$ 737,834	$ 3,081	$ -	$ 740,915
Books and Supplies	4000-4999	$ 308,586		$ -	$ 308,586
Services and Other Operating Expenditures	5000-5999	$ 190,750		$ -	$ 190,750
Capital Outlay	6000-6999	$ 95,400		$ -	$ 95,400
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ -		$ -	$ -
Transfers of Indirect Costs	7300-7399	$ 160,287		$ -	$ 160,287
TOTAL EXPENDITURES		$ 3,622,830	$ 11,994	$ -	$ 3,634,824
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ 702,705	$ (11,994)	$ -	$ 690,711
BEGINNING FUND BALANCE	9791	$ 3,219,530			$ 3,219,530
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 3,922,235	$ (11,994)	$ -	$ 3,910,241
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 1,341,350	$ -	$ -	$ 1,341,350
Committed	9750-9760	$ 2,568,891	$ -	$ -	$ 2,568,891
Assigned	9780	$ -	$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ 11,994	$ (11,994)	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Fund 12 - Child Development Fund

Bargaining Unit: California School Employee Association Chapter 674

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 3/17/22)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
Federal Revenue	8100-8299	$ 261,523		$ -	$ 261,523
Other State Revenue	8300-8599	$ 694,523		$ -	$ 694,523
Other Local Revenue	8600-8799	$ 2,715,201		$ -	$ 2,715,201
TOTAL REVENUES		$ 3,671,247		$ -	$ 3,671,247
EXPENDITURES					
Certificated Salaries	1000-1999	$ 1,209,903	$ -	$ -	$ 1,209,903
Classified Salaries	2000-2999	$ 1,015,096	$ 14,300	$ -	$ 1,029,396
Employee Benefits	3000-3999	$ 991,873	$ 4,928	$ -	$ 996,801
Books and Supplies	4000-4999	$ 184,874		$ -	$ 184,874
Services and Other Operating Expenditures	5000-5999	$ (104,866)		$ -	$ (104,866)
Capital Outlay	6000-6999	$ -		$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ -		$ -	$ -
Transfers of Indirect Costs	7300-7399	$ 205,817		$ -	$ 205,817
TOTAL EXPENDITURES		$ 3,502,697	$ 19,228	$ -	$ 3,521,925
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ 354,062	$ -	$ -	$ 354,062
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ 522,612	$ (19,228)	$ -	$ 503,384
BEGINNING FUND BALANCE	9791	$ 137,207			$ 137,207
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 659,819	$ (19,228)	$ -	$ 640,591
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 640,591	$ -	$ -	$ 640,591
Committed	9750-9760	$ -	$ -	$ -	$ -
Assigned	9780	$ -	$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ 19,228	$ (19,228)	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Fund 13/61 - Cafeteria Fund

Bargaining Unit: California School Employee Association Chapter 674

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 3/17/22)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ -		$ -	$ -
Federal Revenue	8100-8299	$ 3,858,398		$ -	$ 3,858,398
Other State Revenue	8300-8599	$ 124,000		$ -	$ 124,000
Other Local Revenue	8600-8799	$ 763,200		$ -	$ 763,200
TOTAL REVENUES		$ 4,745,598		$ -	$ 4,745,598
EXPENDITURES					
Certificated Salaries	1000-1999	$ -	$ -	$ -	$ -
Classified Salaries	2000-2999	$ 1,638,272	$ 206,598	$ -	$ 1,844,870
Employee Benefits	3000-3999	$ 708,005	$ 71,193	$ -	$ 779,198
Books and Supplies	4000-4999	$ 1,557,100		$ -	$ 1,557,100
Services and Other Operating Expenditures	5000-5999	$ 151,938		$ -	$ 151,938
Capital Outlay	6000-6999	$ 30,562		$ -	$ 30,562
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ -		$ -	$ -
Transfers of Indirect Costs	7300-7399	$ 145,761		$ -	$ 145,761
TOTAL EXPENDITURES		$ 4,231,638	$ 277,791	$ -	$ 4,509,429
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ 513,960	$ (277,791)	$ -	$ 236,169
BEGINNING FUND BALANCE	9791	$ 167,901			$ 167,901
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 681,861	$ (277,791)	$ -	$ 404,070
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 404,070	$ -	$ -	$ 404,070
Committed	9750-9760	$ -	$ -	$ -	$ -
Assigned	9780	$ -	$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ 277,791	$ (277,791)	$ -	$ (0)

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

Public Disclosure of Proposed Collective Bargaining Agreement

BurbankUnified School District

California School Employee Association Chapter 674

Explanations for Column 3 "Other Revisions" entered on Pages 4a through 4h:

Page 4a: Unrestricted General Fund	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Page 4b: Restricted General Fund	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Page 4d: Fund 11 - Adult Education Fund	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Page 4e: Fund 12 - Child Development Fund	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Page 4f: Fund 13/61 - Cafeteria Fund	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Page 4g: Other	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Page 4h: Other	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Additional Comments:

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Unrestricted General Fund MYP

Bargaining Unit: California School Employee Association Chapter 674

	Object Code	2021-22 Total Revised Budget After Settlement	2022-23 First Subsequent Year After Settlement	2023-24 Second Subsequent Year After Settlement
REVENUES				
LCFF Revenue	8010-8099	$ 145,662,245	$ 147,150,894	$ 149,248,159
Federal Revenue	8100-8299	$ -	$ -	$ -
Other State Revenue	8300-8599	$ 2,972,044	$ 3,059,359	$ 3,047,392
Other Local Revenue	8600-8799	$ 2,056,020	$ 257,987	$ 257,987
TOTAL REVENUES		$ 150,690,309	$ 150,468,240	$ 152,553,538
EXPENDITURES				
Certificated Salaries	1000-1999	$ 56,167,664	$ 58,896,067	$ 60,935,331
Classified Salaries	2000-2999	$ 17,079,080	$ 17,059,934	$ 17,559,940
Employee Benefits	3000-3999	$ 27,081,500	$ 29,827,063	$ 30,793,125
Books and Supplies	4000-4999	$ 4,511,044	$ 2,183,327	$ 2,066,643
Services and Other Operating Expenditures	5000-5999	$ 10,714,534	$ 9,348,148	$ 9,369,235
Capital Outlay	6000-6999	$ 101,334	$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 1,609,086	$ 1,680,086	$ 1,751,086
Transfers of Indirect Costs	7300-7399	$ (2,365,658)	$ (1,215,117)	$ (1,162,666)
Other Adjustments				$ (4,500,000)
TOTAL EXPENDITURES		$ 114,898,584	$ 117,779,508	$ 116,812,694
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 354,062	$ 150,000	$ 150,000
Contributions	8980-8999	$ (27,359,761)	$ (28,998,079)	$ (30,379,859)
OPERATING SURPLUS (DEFICIT)*		$ 8,077,902	$ 3,540,653	$ 5,210,985
BEGINNING FUND BALANCE	9791	$ 18,421,717	$ 26,499,619	$ 30,040,272
Audit Adjustments/Other Restatements	9793/9795	$ -		
ENDING FUND BALANCE		$ 26,499,619	$ 30,040,272	$ 35,251,257
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable	9711-9719	$ 100,060	$ 100,060	$ 100,060
Restricted	9740			
Committed	9750-9760	$ 13,928,222	$ 19,794,310	$ 30,069,008
Assigned	9780	$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ 12,471,337	$ 10,145,902	$ 5,082,189
Unassigned/Unappropriated Amount	9790	$ (0)	$ (0)	$ (0)

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Restricted General Fund MYP

Bargaining Unit: California School Employee Association Chapter 674

	Object Code	2021-22 Total Revised Budget After Settlement	2022-23 First Subsequent Year After Settlement	2023-24 Second Subsequent Year After Settlement
REVENUES				
LCFF Revenue	8010-8099	$ -	$ -	$ -
Federal Revenue	8100-8299	$ 26,676,638	$ 5,862,240	$ 5,862,240
Other State Revenue	8300-8599	$ 28,374,738	$ 13,692,263	$ 14,032,960
Other Local Revenue	8600-8799	$ 6,072,856	$ 1,952,867	$ 1,952,867
TOTAL REVENUES		$ 61,124,232	$ 21,507,370	$ 21,848,067
EXPENDITURES				
Certificated Salaries	1000-1999	$ 19,933,871	$ 14,657,459	$ 12,271,504
Classified Salaries	2000-2999	$ 14,013,284	$ 11,583,655	$ 11,860,665
Employee Benefits	3000-3999	$ 12,854,329	$ 11,163,113	$ 10,923,996
Books and Supplies	4000-4999	$ 17,762,627	$ 5,596,507	$ 2,643,181
Services and Other Operating Expenditures	5000-5999	$ 21,996,075	$ 13,653,398	$ 12,825,236
Capital Outlay	6000-6999	$ 1,012,354	$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 1,052,542	$ 1,052,542	$ 1,052,543
Transfers of Indirect Costs	7300-7399	$ 1,853,793	$ 703,252	$ 650,801
Other Adjustments			$ -	$ -
TOTAL EXPENDITURES		$ 90,478,875	$ 58,409,926	$ 52,227,926
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -
Contributions	8980-8999	$ 27,359,761	$ 28,998,079	$ 30,379,859
OPERATING SURPLUS (DEFICIT)*		$ (1,994,882)	$ (7,904,477)	$ -
BEGINNING FUND BALANCE	9791	$ 9,899,359	$ 7,904,477	$ -
Audit Adjustments/Other Restatements	9793/9795	$ -		
ENDING FUND BALANCE		$ 7,904,477	$ -	$ -
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable	9711-9719	$ -	$ -	$ -
Restricted	9740	$ 7,904,477	$ -	$ -
Committed	9750-9760			
Assigned	9780			
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ -	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Combined General Fund MYP

Bargaining Unit: California School Employee Association Chapter 674

	Object Code	2021-22 Total Revised Budget After Settlement	2022-23 First Subsequent Year After Settlement	2023-24 Second Subsequent Year After Settlement
REVENUES				
LCFF Revenue	8010-8099	$ 145,662,245	$ 147,150,894	$ 149,248,159
Federal Revenue	8100-8299	$ 26,676,638	$ 5,862,240	$ 5,862,240
Other State Revenue	8300-8599	$ 31,346,782	$ 16,751,622	$ 17,080,352
Other Local Revenue	8600-8799	$ 8,128,876	$ 2,210,854	$ 2,210,854
TOTAL REVENUES		$ 211,814,541	$ 171,975,610	$ 174,401,605
EXPENDITURES				
Certificated Salaries	1000-1999	$ 76,101,535	$ 73,553,526	$ 73,206,835
Classified Salaries	2000-2999	$ 31,092,364	$ 28,643,589	$ 29,420,605
Employee Benefits	3000-3999	$ 39,935,829	$ 40,990,176	$ 41,717,121
Books and Supplies	4000-4999	$ 22,273,671	$ 7,779,834	$ 4,709,824
Services and Other Operating Expenditures	5000-5999	$ 32,710,609	$ 23,001,546	$ 22,194,471
Capital Outlay	6000-6999	$ 1,113,688	$ -	$ -
Other Outgo (excuding Indirect Costs)	7100-7299 7400-7499	$ 2,661,628	$ 2,732,628	$ 2,803,629
Transfers of Indirect Costs	7300-7399	$ (511,865)	$ (511,865)	$ (511,865)
Other Adjustments			$ -	$ (4,500,000)
TOTAL EXPENDITURES		$ 205,377,459	$ 176,189,434	$ 169,040,620
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 354,062	$ 150,000	$ 150,000
Contributions	8980-8999	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ 6,083,020	$ (4,363,824)	$ 5,210,985
BEGINNING FUND BALANCE	9791	$ 28,321,076	$ 34,404,096	$ 30,040,272
Audit Adjustments/Other Restatements	9793/9795	$ -		
ENDING FUND BALANCE		$ 34,404,096	$ 30,040,272	$ 35,251,257
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable	9711-9719	$ 100,060	$ 100,060	$ 100,060
Restricted	9740	$ 7,904,477	$ -	$ -
Committed	9750-9760	$ 13,928,222	$ 19,794,310	$ 30,069,008
Assigned	9780	$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ 12,471,337	$ 10,145,902	$ 5,082,189
Unassigned/Unappropriated Amount	9790	$ (0)	$ (0)	$ (0)

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

I. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES

1. State Reserve Standard

		2021-22	2022-23	2023-24
a.	Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	$ 205,731,521	$ 176,339,434	$ 169,190,620
b.	Less: Special Education Pass-Through Funds	$ -	$ -	$ -
c.	Net Expenditures, Transfers Out, and Uses	$ 205,731,521	$ 176,339,434	$ 169,190,620
d.	State Standard Minimum Reserve Percentage for this District **Enter percentage** →	3.00%	3.00%	3.00%
e.	State Standard Minimum Reserve Amount for this District (For districts with less than 1,001 ADA, this is the greater of Line a, times Line b, or $50,000)	$ 6,171,946	$ 5,290,183	$ 5,075,719

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a.	General Fund Budgeted Unrestricted Designated for Economic Uncertainties (9789)	$ 12,471,337	$ 10,145,902	$ 5,082,189
b.	General Fund Budgeted Unrestricted Unassigned/Unappropriated Amount (9790)	$ (0)	$ (0)	$ (0)
c.	Special Reserve Fund (Fund 17) Budgeted Designated for Economic Uncertainties (9789)	$ -	$ -	$ -
d.	Special Reserve Fund (Fund 17) Budgeted Unassigned/Unappropriated Amount (9790)	$ -	$ -	$ -
e.	Total Available Reserves	$ 12,471,337	$ 10,145,902	$ 5,082,189
f.	Reserve for Economic Uncertainties Percentage	6.06%	5.75%	3.00%

3. Do unrestricted reserves meet the state minimum reserve amount?

2021-22	Yes	X	No	
2022-23	Yes	X	No	
2023-24	Yes	X	No	

4. If no, how do you plan to restore your reserves?

5. **Does the Total Compensation Increase/(Decrease) on Page 1, Section A, #5 agree with the Total Increase/(Decrease) for all funds as a result of the settlement(s)? Please explain any variance.**

Total Compensation Increase/(Decrease) on Page 1, Section A, #5	$	1,224,912
General Fund balance Increase/(Decrease), Page 4c, Column 2	$	(915,899)
Adult Education Fund balance Increase/(Decrease), Page 4d, Column 2	$	(11,994)
Child Development Fund balance Increase/(Decrease), Page 4e, Column 2	$	(19,228)
Cafeteria Fund balance Increase/(Decrease), Page 4f, Column 2	$	(277,791)
Other Fund balance Increase/(Decrease), Page 4g, Column 2	$	-
Other Fund balance Increase/(Decrease), Page 4h, Column 2	$	-
Total all fund balances Increase/(Decrease) as a result of the settlement(s)	$	(1,224,912)
Variance	$	-

Variance Explanation:

6. **Will this agreement create or increase deficit financing in the current or subsequent years?**
"Deficit Financing" is defined to exist when a fund's expenditures and other financing uses exceed its revenues and other financing sources in a given year. If a deficit is shown below, provide an explanation and any deficit reduction plan, as necessary.

General Fund Combined	Surplus/ (Deficit)	(Deficit) %	Deficit primarily due to:
Current FY Surplus/(Deficit) before settlement(s)?	$ 6,998,919	3.4%	
Current FY Surplus/(Deficit) after settlement(s)?	$ 6,083,020	3.0%	
1st Subsequent FY Surplus/(Deficit) after settlement(s)?	$ (4,363,824)	(2.5%)	Special Education & STRS/PERS
2nd Subsequent FY Surplus/(Deficit) after settlement(s)?	$ 5,210,985	3.1%	

Deficit Reduction Plan (as necessary):
We will continue to monitor and review Special Education costs, our declining enrollment and STRS & PERS increases each year. We have a plan in place that, depending on the governors budget and trailer bills, will be implemented.

7. **Were "Other Adjustments" amount(s) entered in the multiyear projections (pages 5a and 5b) for 1st and 2nd Subsequent FY?**

"Other Adjustments" could indicate that a budget reduction plan was/is being developed to address deficit spending, and to rebuild reserves. Any amount shown below must have an explanation. If additional space is needed, attach a separate sheet, or use page 8a.

MYP	Amount	"Other Adjustments" Explanation
1st Subsequent FY Unrestricted, Page 5a	$ -	
1st Subsequent FY Restricted, Page 5b	$ -	
2nd Subsequent FY Unrestricted, Page 5a	$ (4,500,000)	Part of our Fiscal Stabilization plan pending May Revise
2nd Subsequent FY Restricted, Page 5b	$ -	

J. CERTIFICATION NO. 1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF THE COLLECTIVE BARGAINING AGREEMENT

This certification page must be signed by the district's Superintendent and Chief Business Official at the time of public disclosure and is intended to assist the district's Governing Board in determining whether the district can meet the costs incurred under the tentative Collective Bargaining Agreement in the current and subsequent years. The absence of a certification signature or if "I am unable to certify" is checked should serve as a "red flag" to the district's Governing Board.

In accordance with the requirements of Government Code Sections 3540.2 and 3547.5, the Superintendent and Chief Business Official of the Burbank Unified School District, hereby certify that the District can meet the costs incurred under this Collective Bargaining Agreement during the term of the agreement from January 1, 2020 to June 30, 2022.

Board Actions

The board actions necessary to meet the cost of the agreement in each year of its term are as follows:

Current Year

Budget Adjustment Categories:	Budget Adjustment Increase/(Decrease)
Revenues/Other Financing Sources	$ -
Expenditures/Other Financing Uses	$ 1,224,912
Ending Balance(s) Increase/(Decrease)	$ (1,224,912)

Subsequent Years

Budget Adjustment Categories:	Budget Adjustment Increase/(Decrease)
Revenues/Other Financing Sources	$ -
Expenditures/Other Financing Uses	$ -
Ending Balance(s) Increase/(Decrease)	$ -

Budget Revisions

If the district does not adopt and submit within 45 days all of the revisions to its budget needed in the current year to meet the costs of the agreement at the time of the approval of the proposed collective bargaining agreement, the county superintendent of schools is required to issue a qualified or negative certification for the district on its next interim report.

Assumptions

See attached page for a list of the assumptions upon which this certification is based.

Certifications

✓ I hereby certify ____ I am unable to certify

District Superintendent (Signature) — Date: 4/22/22

✓ I hereby certify ____ I am unable to certify

Chief Business Official (Signature) — Date: 4/22/22

Special Note: The Los Angeles County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.

Public Disclosure of Proposed Collective Bargaining Agreement

BurbankUnified School District

California School Employee Association Chapter 674

Assumptions and Explanations (enter or attach documentation)

The assumptions upon which this certification is made are as follows:

Please see attached MYP and Narrative from Second Interim 2021-22 which sets aside the job study costs

Concerns regarding affordability of agreement in subsequent years (if any):

K. CERTIFICATION NO. 2

The disclosure document must be signed by the district Superintendent at the time of public disclosure and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Sections 3540.2(a) and 3547.5.

Burbank Unified School District
District Name

District Superintendent
(Signature)

Date

Alyssa Low - Director of Fiscal Services
Contact Person

818-729-4450
Phone

After public disclosure of the major provisions contained in this summary, the Governing Board at its meeting on May 5, 2022, took action to approve the proposed agreement with the California School Employee Association Chapter 674 Bargaining Unit.

President (or Clerk), Governing Board
(Signature)

Date

Special Note: The Los Angeles County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.

Description	Object Code	Unaudited Actuals 2020-21			Adopted Budget 2021-22			First Interim 2021-22			Second Interim 2021-22			Projected Year 2022-23			Projected Year 2023-24		
		Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined
A. Revenues																			
LCFF Sources	8010-8099	135,594,258	-	135,594,258	145,444,297	-	145,444,297	145,662,245	-	145,662,245	145,662,245	-	145,662,245	147,150,894	-	147,150,894	149,248,159		149,248,159
Federal Revenue	8100-8299	-	15,965,273	15,965,273	-	5,857,589	5,857,589	-	23,966,725	23,966,725	-	26,676,638	26,676,638	-	5,862,240	5,862,240	-	5,862,240	5,862,240
Other State Revenues	8300-8599	3,229,066	29,200,053	32,429,119	2,958,598	13,108,083	16,066,681	2,972,044	27,851,380	30,823,424	2,972,044	28,374,738	31,346,782	3,059,359	13,692,263	16,751,621	3,047,392	14,032,960	17,080,352
Other Local Revenues	8600-8799	949,233	2,492,609	3,441,842	797,987	1,680,558	2,478,545	257,987	5,634,224	5,892,211	2,056,020	6,072,856	8,128,876	257,987	1,952,867	2,210,854	257,987	1,952,867	2,210,854
Total Revenue		139,772,557	47,657,935	187,430,491	149,200,882	20,646,230	169,847,112	148,892,276	57,452,329	206,344,605	150,690,309	61,124,232	211,814,541	150,468,240	21,507,370	171,975,609	152,553,538	21,848,067	174,401,605
B. Expenditures																			-
Certificated Salaries	1000-1999	56,868,208	17,455,754	74,323,962	55,987,852	19,667,685	75,655,537	56,029,554	20,074,984	76,104,538	56,167,664	19,933,871	76,101,535	58,896,067	14,657,458	73,553,525	60,935,331	12,271,504	73,206,835
Classified Salaries	2000-2999	14,766,709	14,236,758	29,003,467	17,286,480	13,404,473	30,690,953	16,725,817	14,253,554	30,979,371	16,642,780	13,768,416	30,411,196	16,885,414	11,485,708	28,371,122	17,036,380	11,566,825	28,603,204
Employee Benefits	3000-3999	24,970,684	17,958,392	42,929,076	29,034,927	12,505,802	41,540,729	27,594,502	13,296,712	40,891,214	26,931,151	12,769,947	39,701,098	29,857,133	11,179,989	41,037,122	30,672,846	10,856,491	41,529,337
Books and Supplies	4000-4999	722,113	5,671,910	6,394,023	1,527,746	4,249,652	5,777,398	3,760,482	17,988,873	21,749,355	4,511,044	17,762,627	22,273,671	2,183,327	5,596,507	7,779,834	2,066,643	2,643,181	4,709,824
Services and Other Operating Expenditures	5000-5999	6,151,473	13,263,913	19,415,386	9,709,234	11,324,858	21,034,092	10,287,205	18,319,151	28,606,356	10,714,534	21,996,075	32,710,609	9,348,148	13,653,398	23,001,546	9,369,235	12,825,236	22,194,471
Capital Outlay/Depreciation	6000-6999	77,134	144,630	221,764	170,999	1,056,316	1,227,315	101,334	649,997	751,331	101,334	1,012,354	1,113,688	-	-	-	-	-	-
Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	1,688,728	940,885	2,629,613	1,867,726	1,128,470	2,996,196	1,563,063	1,052,542	2,615,605	1,609,086	1,052,542	2,661,628	1,680,086	1,052,542	2,732,628	1,751,086	1,052,542	2,803,628
Other Outgo - Transfers of Indirect Costs	7300-7399	(1,587,562)	1,048,424	(539,138)	(1,983,119)	1,411,385	(571,734)	(2,493,017)	1,957,656	(535,361)	(2,365,658)	1,853,793	(511,865)	(1,215,117)	703,252	(511,865)	(1,162,666)	650,801	(511,865)
Other Adjustments - Expenditures										-			-				(4,500,000)		(4,500,000)
Total Expenditures		103,657,487	70,720,666	174,378,154	113,601,845	64,748,641	178,350,486	113,563,940	87,593,469	201,162,409	114,311,935	90,149,625	204,461,560	117,635,056	58,328,855	175,963,912	116,168,854	51,866,581	168,035,435
C. Excess (Deficiency) of Revenues over Expenditures before Other Financing Sources and Uses		36,115,069	##########	13,052,338	35,599,037	(44,102,411)	(8,503,374)	35,328,336	(30,141,140)	5,187,196	36,378,374	(29,025,393)	7,352,981	32,833,183	(36,821,486)	(3,988,302)	36,384,684	(30,018,514)	6,366,170
D. Other Financing Sources/Uses																			-
Interfund Transfers																			-
Transfers In	8900-8929													-	-	-	-	-	-
Transfers Out	7600-7629	(1,077,674)		(1,077,674)	(376,513)		(376,513)	(30,476)		(30,476)	(354,062)		(354,062)	(150,000)		(150,000)	(150,000)		(150,000)
Other Sources/Uses																			-
Sources	8930-8979													-	-	-	-	-	-
Uses	7630-7699													-	-	-	-	-	-
Other Adjustments - Other Financing Uses																-			-
Contributions	8980-8999	(25,792,032)	25,792,032		(26,948,531)	26,948,531	-	(27,252,626)	27,252,626	-	(27,030,511)	27,030,511	-	(28,917,008)	28,917,008	-	(30,018,514)	30,018,514	-
Total Other Financing Sources/Uses		(26,869,706)	25,792,032	(1,077,674)	(27,325,044)	26,948,531	(376,513)	(27,283,102)	27,252,626	(30,476)	(27,384,573)	27,030,511	(354,062)	(29,067,008)	28,917,008	(150,000)	(30,168,514)	30,018,514	(150,000)
Balance/Net Position		9,245,364	2,729,300	11,974,664	8,273,993	(17,153,880)	(8,879,887)	8,040,234	(2,888,514)	5,151,720	8,993,801	(1,904,882)	6,998,919	3,766,175	(7,904,479)	(4,138,302)	6,216,169	0	6,216,170
F. Fund Balance, Reserves/Net Position													-						-
Beginning Fund Balance/Net Position													-						-
As of July 1 - Unaudited	9791	9,176,353	7,170,060	16,346,413	19,196,359	21,375,615	40,571,974	18,421,717	9,899,360	28,321,077	18,421,717	9,899,360	28,321,077	27,415,518	7,904,478	35,319,996	31,181,693	(0)	31,181,693
Audit Adjustments	9793												-	-	-	-	-	-	-
As of July 1- Audited													-						-
Other Restatements	9795												-	-	-	-	-	-	-
Adjusted Beginning Balance													-						-
Ending Balance/Net Position, June 30		18,421,717	9,899,360	28,321,077	27,470,352	4,221,735	31,692,087	26,461,951	7,010,846	33,472,797	27,415,518	7,904,478	35,319,996	31,181,693	(0)	31,181,694	37,397,863	(0)	37,397,863
Components of Ending Fund Balance																			-
Nonspendable (Revolving Cash / Stores)	9710-9719	38,396		38,396	100,060		100,060	100,060		100,060	100,060		100,060	100,060	-	100,060	100,060	-	100,060
Restricted	9740			-			-			-			-	-		-	-		-
Committed				-			-			-			-			-			-
Stabilization Arrangements	9750			-			-			-			-	-	-	-	-	-	-
Other Commitments	9760			-			-			-			-	-	-	-	-	-	-
Site Carry Over		421,772		421,772			-			-			-			-			-
Projected Computed Average ADA														6,740,212		6,740,212	11,465,467		11,465,467
Restricted Gift Carry Over			3,817,728	3,817,728			-			-			-		-	-		-	-
Assigned LCAP Supplemental Cumulative		3,540,074		3,540,074	2,593,999		2,593,999			-			-			-	-		-
Restricted Carry-Over			4,388,259	4,388,259						-			-						
Restricted One time State & Federal Funding			1,693,372	1,693,372		4,221,735	4,221,735		7,010,846	7,010,846		7,904,478	7,904,478			-			
CSEA Job Study		390,000		390,000	390,000		390,000	390,000		390,000	1,087,500		1,087,500	870,000	-	870,000	1,305,000	-	1,305,000
Vacation Liability		272,000		272,000	1,441,606		1,441,606	272,000		272,000	272,000		272,000	272,000	-	272,000	272,000	-	272,000
BTA 5%											3,833,320		3,833,320	7,666,640		7,666,640	11,499,959		11,499,959
CSEA 5%											1,638,811		1,638,811	3,277,622		3,277,622	4,916,433		4,916,433
BASA 5%					441,136		441,136			-	736,518		736,518	1,473,036		1,473,036	2,209,554		2,209,554
H&W 1% Increase											182,400		182,400	364,800		364,800	547,200		547,200
Fiscal Stability Assigned		3,232,125		3,232,125	11,779,931		11,779,931	13,628,317		13,628,317	7,275,972		7,275,972		-	-		-	-
Other Assignments	9780			-			-			-			-			-			-
Unassigned/Unappropriated				-			-			-			-			-			-
Reserve for Economic Uncertainties	9789	5,263,675		5,263,675	5,361,810		5,361,810	6,035,787		6,035,787	6,144,469		6,144,469	5,283,417		5,283,417	5,045,563		5,045,563
Board Approved Reserve	9790	5,263,675	(0)	5,263,675	5,361,810	-	5,361,810	6,035,787	0	6,035,787	6,144,469	0	6,144,469	5,133,906	(0)	5,133,906	36,626	(0)	36,626

BURBANK UNIFIED SCHOOL DISTRICT

Equity and Excellence

Office of Administrative Services
2021-22 Second Interim Budget

Revenue Assumptions

ADA projection is based on Education Code Section (EC§) 43502(b), which requires the California Department of Education (CDE) to use *actual attendance reported at the 2019-20 Second Principal Apportionment (P2) and Annual Apportionment reporting periods as the basis for funding for 2020-21.*[1] EC § 43502(b) allows all districts for the 2020-21 school year to be held harmless from the effects of enrollment loss due to COVID-19. The assumption for 2021-22 takes the greater of the current year or prior year P2 ADA for its LCFF calculation, which would be the 2019-2020 P2 submission since 2020-21 Fiscal Year was held harmless and able to use its 2019-20 P2 data for its apportionment calculation. This provision allows districts to review their budgets and make necessary assumptions and adjustments given declining enrollment. In the fiscal year 2022-23, BUSD will no longer receive the benefit of EC§ 43502(b) and will be funded on its ADA at that time, which currently reflects a significant decline due to families moving out of Burbank and students transferring to private and home-schooling options due to COVID-19.

At the January presentation of the Governor's Proposed 2022-23 budget, the Governor included a proposal to the significant decline in enrollment schools across the State are experiencing. Rather than being funded on Ed Code (EC 42238.05(a)(1), he proposed that funding would be based on the greater of current year ADA, prior year ADA or computed average ADA using the previous three years' ADA. This change is to turn the ADA cliff into an ADA softer landing. This proposed solution to the way districts would be funded in the fiscal Year 2022-23 and 2023-24 is based on the actual current projections and prior year ADA averaged out, with the hold harmless provision sunsetting in 2021-22. The difference in revenue the District would receive with this 'softer landing' approach is set aside in the ending fund balance of the multi-year projection since it is not guaranteed legislation as of Second Interim.

Projected Computed Average ADA – based on Proposed Trailer Bill Language

2021-22	2022-23	2023-24
14,728.68	14,163.15	13,955.42

Combined Unrestricted and Restricted Overview:

	Adopted Budget 2021-22	First Interim 2021-22	Second Interim 2021-22	Projected Budget 2022-23	Projected Budget 2023-24
LCFF Source Revenues	$145,444,297	$145,662,245	$145,662,245	$147,150,894	$149,248,159
Federal Revenues	5,857,589	23,966,725	26,676,638	5,862,240	5,862,240
Other State Revenues	16,066,681	30,823,424	31,346,782	16,751,621	17,080,352
Other Local Revenues	2,478,545	5,892,211	8,128,876	2,210,854	2,210,854
Total	**$169,847,112**	**$206,344,605**	**$211,814,541**	**$171,975,609**	**$174,401,605**

Combined Unrestricted and Restricted Changes from First Interim to Second Interim

Revenue	First Interim	Second Interim	Changes
LCFF Source Revenues	$145,662,245	$145,662,245	$-0-
Federal Revenues	23,966,725	26,676,638	2,709,913
Other State Revenues	30,823,424	31,346,782	523,358
Other Local Revenues	5,892,211	8,128,876	2,236,665
Total	**$206,344,605**	**$211,814,541**	**$5,469,936**

[1]Phillips, Matt; García, Brianna. "Hold Harmless does not translate to flat funding" *School Services of California*, July 29, 2020

Details of changes from First Interim to Second Interim Revenues:

- **LCFF Revenues** – No change
- **Federal and State Revenues** – the continued allocation of COVID One-Time Funding (detailed on page 4)
- **Local revenue** – increase in gift and donation revenue & COVID One-Time Funding (detailed on page 4)

The details of revenue projections are as follows:
Local Control Funding Formula Revenue (LCFF) comprises State Aid, Property Taxes, and EPA. Below is the chart that details how our LCFF funding is allocated by grade span per ADA – average daily attendance:

Grade	2021-22 Base Grant with Adjustment Rate per ADA COLA – 5.07%	2022-23 Base Grant Rate with Adjustment Per ADA COLA – 5.33%	2023-24 Base Grant Rate with Adjustment Per ADA COLA – 3.61%
K-3	8,934	9,410	9,750
4-6	8,214	8,652	8,964
7-8	8,458	8,909	9,231
9-12	10,057	10,592	10,975

- Property Taxes and other local revenue
    - Projected Property and other local revenue for 2021-22, 2022-23, 2023-24
        - $55,926,114
- Education Protection Account (EPA) is received quarterly in September, December, March, and June and is a component of the total LCFF entitlement. The District pays certificated salaries and related benefits, as the appropriate use of this funding, according to Section 36 of Article XIII of the California Constitution.
    - EPA funding for 2021-22, 2022-23, 2023-24
        - $21,839,586
- Supplemental and Concentration Grant Funding is received for:
    - Students who are English Learners
    - Students who receive free or reduced-price meals
    - Foster Youth
- To receive Supplemental Grant Funding, Districts need to have an unduplicated pupil count of 20%. Districts need to have an unduplicated pupil count of 50% or greater to receive Concentration Grants Funding. Burbank USD only receives Supplemental Grant Funding. It is important to note that Burbank USD, in addition to its decline in overall enrollment, is also experiencing a drop in the percentage of English Learners, families whose income allows eligibility for free or reduced-priced meals, and foster youth pupils. This decline in projected unduplicated pupil count is as follows:

Projected 2021-22 38.55% Unduplicated	Projected 2022-23 37.17% Unduplicated	Projected 2023-24 33.75% Unduplicated
$10,342,368	$10,100,762	$9,362,774

- Lottery Projections are projected below with funding multiplied by amount per ADA, and an enrollment factor of 1.04446:

Fiscal Year	2021-22	2022-23	2023-24
Unrestricted @ $163 per ADA	$2,331,559	$2,411,557	$2,376,187
Restricted @ $65 per ADA	$747,100	$961,664	$947,559

Restricted Revenue

One-Time Funding

- Due to COVID-19, Districts across the State received one-time emergency funding from Federal and State sources to help mitigate learning loss and address health and safety concerns such as the procurement of personal protective equipment (PPE) supplies for sanitizing and cleaning facilities. Below is a chart of Burbank's one-time funds since March 2020 and the deadline to be spent. Important to note is that Burbank does not receive all of the funding at once. The funds apportioned are on schedules based upon restrictions and reporting requirements of each grant or program detailed in the table.
- The funds can also be used for current expenditures of staff who are being utilized for learning loss interventions and those who are being used for a substantially different use due to the pandemic. Subsequently, using these restricted funds instead of unrestricted general funds provides relief of general fund expenditures, where personnel, materials, supplies, and services were charged. This relief is detailed on page 10.

Funding Sources	Resource Code	Allocation	Balance to Spend	Date to be Spent / Expended
Learning Loss Mitigation Funds (LLM)				
SB117 – COVID 19 LEA Response Fund	73880.0	$254,618	-0-	Expended
LLM – Coronavirus Relief Fund (CRF)	32200.0	6,840,423	-0-	Expended
LLM – Prop 98 General Fund	74200.0	1,181,661	-0-	Expended
AB 86 – In Person Learning (IPI)	74220.0	4,994,543	388,636	9/30/2024
AB 86 – Expanded Learning Opportunities Grant (ELO-G)	74250.0	8,655,995	1,731,554	9/30/2024
AB 86 – Expanded Learning Opportunities Grant– Para-Professionals	74260.0	961,777	-0-	9/30/2024
AB 86 – Expanded Learning Opportunities Grant– Homeless	74250.0	76,000	-0-	9/30/2024
AB 130 - Expanded Learning Opportunities Program (ELO-P)	26000.0	1,859,471	1,859,471	TBD
LLM - Governor's Emergency Education Relief (GEER)	32150.0	$909,442	80,249	9/30/2022
CARES - Elementary and Secondary Emergency Relief Fund – ESSERF I	32100.0	1,413,761	213,660	9/30/2022
CRSSA - Elementary and Secondary Emergency Relief Fund – ESSERF - II	32120.0	5,594,954	241,721	9/30/2023
ARP - Elementary and Secondary Emergency Relief Fund – ESSERF - III	32130.0 & 32140.0	12,597,155	2,615,145	9/30/2024
ARP – Homeless Children & Youth II	56320.0	39,095	39,095	9/30/2024
FEMA – Federal Emergency Management Agency	56500.0	2,452,351	-0-	6/30/2022
School-Based COVID-19 Testing Grant	58700.0	2,383,784	985,100	7/1/2022
Emergency Connectivity Fund (ECF)	00000.0	1,798,033	-0-	6/30/2022
Total		**$52,013,063**	**$8,154,631**	

Federal funding

Below are BUSD's projected restricted general fund allocations. The only change from First Interim to Second Interim is the increase of $201,719 for ESSA CSI funding, specifically for Monterey High School.

	First Interim 2021-22	Second Interim 2021-22	Projected 2022-23	Projected 2023-24
Title I	$1,980,109	$1,980,109	$1,676,909	$1,676,909
Title II	$450,092	$450,092	$300,432	$300,432
Title III IE	$27,271	$27,271	$0	$0
Title III EL	$273,873	$273,873	$175,500	$175,500
Title IV	$205,025	$205,025	$123,678	$123,678
Perkins	$74,956	$78,268	$74,806	$74,806
ESSA CSI MHS	$112,159	$313,878	$0	$0

Restricted Grant Funding:

- **CTIEG – Career Technical Education Incentive Grant Program – 63870.0**
  - The California Career Technical Education Incentive Grant (CTEIG) program is a state education, economic, and workforce development initiative to provide kindergarten through grade twelve students with the knowledge and skills necessary to transition to employment and postsecondary education.
  - We apply for and receive these funds on an annual basis. The revenue and expenditures will be removed from the multi-year projection if we do not receive the grant.
- **Governor's Career Technical Education Initiative – CTEI – 63850.0**
  - Project funding is awarded on a non-competitive basis to agencies with the appropriate expertise needed to address the career technical education (CTE) Arts, Media, and Entertainment (AME) Pathways Program related to the CTE plan.
  - We apply for and receive these funds on an annual basis. The revenue and expenditures will be removed from the multi-year projection if we do not receive the grant.
- **ASES – After School Education and Safety Grant – 60100.0**
  - Provides funds to districts that collaborate with community partners to provide safe and educationally enriching alternatives for students after school. BUSD partners with Burbank's Boys and Girls Club and Greater East Valley who offer this service.
  - We apply for and receive an ASES allocation annually.
- **Educator Effectiveness – 62660.0**
  - One-time funding is provided to COEs, school districts, charter schools, and state special schools to provide professional learning for teachers, administrators, paraprofessionals, and classified staff to promote educator equity, quality, and effectiveness.
  - This funding is due to be expended by September 30, 2026.
- **Classified School Employee Summer Assistance Grant – 74150.0**
  - The Classified School Employee Summer Assistance Program (CSESAP) provides up to a dollar for dollar match on amounts withheld from BUSD participating classified school employees' monthly paychecks. The classified employees' pay withheld and the state matching funds will be paid to the District's participating and eligible employees in the summer months following the 2021-22 school year.
  - BUSD can elect to apply each year the grant is offered. 2019-20 was the first year of the program. BUSD elected to participate again, and the new grant award is shown below for 2021-22. In the multi-year projection for 2022-23 forward, this grant revenue and expense is removed since it is unknown how many employees each year will participate and what funds the District expects.
- **K12 Strong Workforce Pathways Grant – 63880.0**
  - The Strong Workforce Program is an education, economic, and workforce development initiative to expand the availability of high-quality, industry-valued career technical education and workforce development courses, programs, pathways, credentials, certificates, and degrees.

- We apply for and receive these funds on an annual basis. The revenue and expenditures will be removed from the multi-year projection if we do not receive the grant.
  - At Second Interim, BUSD has a carry-over balance from the prior year and a new Chancellors grant of $130,000.

Each grant at Second Interim has the base grant allocation plus any additional allowable carry over from the prior 2020-21 fiscal year.

Program	First Interim 2021-22	Second Interim 2021-22	Projected 2022-23	Projected 2023-24
CTIEG	$957,669	$957,669	$500,000	$500,000
CTEI	$30,000	$30,000	$-0-	$-0-
ASES	$661,720	$661,720	$603,835	$603,835
Educator Effectiveness	$3,324,018	$3,324,018	$-0-	$-0-
CSEA Summer Assistance Grant	$521,009	$521,009	$-0-	$ -0-
K12 Strong Workforce Pathways	$1,400,152	$1,400,152	$570,482	$570,482

Mandated Costs Block Grant Revenue

The District, authorized by the Board of Education, continues to participate in the Mandated Block Grant offered by the State, which will reimburse by ADA rather than actual forms for each mandate. The following is a chart of assumptions used per ADA for budget second interim and projected budgets in the multi-year projection:

Fiscal Year	Total Projected Allocation
First Interim 2021-22	$640,485
Second Interim 2021-22	$640,485
Projected 2022-23	$647,802
Projected 2023-24	$671,205

Special Education Federal and State AB602 Funding

The District assumes Special Education flat funding except for AB602, and a projected COLA assumption is included. Districts throughout the State continue to be underfunded, which requires contributions from the unrestricted general fund to restricted Special Ed funding to meet student needs.

For the 2021-22 fiscal year, Special Ed received one-time COVID funding, which resulted in an additional $1,347,774.

Program	First Interim 2021-22	Second Interim 2021-22	Projected 2022-23	Projected 2023-24
Federal SPED funding	$3,137,334	$3,137,334	$3,137,334	$3,137,334
State SPED Funding	$10,549,740	$10,548,940	$11,047,082	$11,401,884

Expenditure Assumptions

The following expenditure assumptions are for Second Interim 2021-22 and the multi-year projection 2022-23 and 2023-24.

Combined Unrestricted and Restricted Overview:

EXPENDITURE CATEGORIES	Adopted Budget 2021-22	First Interim 2021-22	Second Interim 2021-22	Projected Budget 2022-23	Projected Budget 2023-24
Certificated Salaries	$75,655,537	$76,104,538	76,101,535	73,553,525	73,206,835
Classified Salaries	30,690,953	30,979,371	30,411,196	28,371,122	28,603,204
Employee Benefits	41,540,729	40,891,214	39,701,098	41,037,122	41,529,337
Books & Supplies	5,777,398	21,749,355	22,273,671	7,779,834	4,709,824
Services/Other Operations	21,034,092	28,606,356	32,710,609	23,001,546	22,194,471
Capital Outlay	1,227,315	751,331	1,113,688	-	-
Other Outgo (excluding indirect)	2,996,196	2,615,605	2,661,628	2,732,628	2,803,628
Other Outgo (Transfers of Indirect Costs)	(571,734)	(535,361)	(511,865)	(511,865)	(511,865)
*Other Adjustments					(4,500,000)
Total	**$178,350,486**	**$201,162,409**	**$204,461,560**	**$175,963,912**	**$168,035,434**

**See final page of assumptions*

Differences from First Interim to Second Interim

EXPENDITURE CATEGORIES	First Interim 2021-22	Second Interim 2021-22	Difference
Certificated Salaries	$76,104,538	76,101,535	($3,003)
Classified Salaries	30,979,371	30,411,196	(568,175)
Employee Benefits	40,891,214	39,701,098	(1,190,116)
Books & Supplies	21,749,355	22,273,671	524,316
Services/Other Operations	28,606,356	32,710,609	4,104,253
Capital Outlay	751,331	1,113,688	362,357
Other Outgo (excluding indirect)	2,615,605	2,661,628	46,023
Other Outgo (Transfers of Indirect Costs)	(535,361)	(511,865)	23,496
Total	**$201,162,409**	**$204,461,560**	**$3,299,151**

Expenditure Differences:

Certificated Salaries

- Changes in substitute costs

Classified Salaries

- Support staff paid out of one-time COVID funding
- Minimum Wage increase from $14 to $15 an hour

Benefits

- Associated changes with Certificated and Classified changes
- Change in OPEB withholding

Materials and Supplies

- Expenditures to match gifts and donations revenue
- One-Time COVID funding expenditures

Services

- Contracted Services for Special Education needs
- One-Time COVID funding expenditures
  - COVID testing $3,000,000
  - Contribution from COVID funds to Fund 12 – Child Development Fund of $264,000 due to audit adjustment
  - Contracted services for COVID contact tracing and wraparound services $818,000

Capital Outlay

- Reduced to match actuals and changes in projected HVAC assessment costs

Salary step and column – Each employee is hired at a specific salary range known as step and column. Depending on experience & degrees held, employees move within that negotiated salary step and column. The amounts below are the estimated costs of step and column movement for First Interim and the multi-year projection:

	First Interim 2021-22	Second Interim 2021-22	Projected 2022-23	Projected 2023-24
BTA Step Increase	$860,993	$860,993	$860,993	$860,993
CSEA Step Increase	$386,680	$386,680	$386,680	$386,680
BASA Step Increase	$86,077	$86,077	$86,077	$86,077
BTA Column	$100,000	$100,000	$100,000	$100,000

Employee Salary, Benefits, and Statutory Benefits

- Health and welfare are calculated for Second Interim. For the multi-year projection, an increase of 2% is included.
- The District will continue to pay current and eligible retiree benefits up to the district cap of $12,000.

The following table represents the contribution obligation to statutory benefits. The Governor's 2020-May 21 Revise Budget reduced the CALPERS and CALSTRS rates to provide districts with increased fiscal relief during the pandemic. That relief is in its final year for the 2021-22 fiscal year. The District's multi-year projection reflects the percentages for STRS and PERS contributions returning to their previous rates in 2022-23 and forward. This results in a 3.19% rate increase in PERS and a 2.18% increase in STRS:

	First Interim 2021-22	Second Interim 2021-22	Projected 2022-23	Projected 2023-24
PERS	22.91%	22.91%	26.10%	27.10%
STRS	16.92%	16.92%	19.10%	19.10%
OASDI	6.20%	6.20%	6.20%	6.20%
SUI	0.50%	0.50%	0.50%	0.20%
APPLE	3.75%	3.75%	3.75%	3.75%
MEDICARE	1.45%	1.45%	1.45%	1.45%
W/C	2.05%	2.20%	2.87%	2.87%

With the rise in unemployment, the State raised its unemployment rate from 0.05% to 1.23%. This steep increase resulted in an additional $1,300,000 the District must pay out of the general fund. However, the State re-projected the change, which reduces the percentage from 1.23% to .50%. This change results in an expense of $530,000 rather than $1,300,000. The rate is projected to decrease to .20% in the following years. To help districts afford this obligation, the State has allowed one-time ESSER funds to be utilized in the 2021-22 fiscal year. BUSD will be taking advantage of this allowance and paying for the state unemployment obligation with this provision.

Consumer Price Index (CPI) is applied to unrestricted supplies (object code 4000-4999) and Services (object code 5000-5999). This includes utilities, water, electricity, and gas. Below is the annual percentage:

2021-22	2022-23	2023-24
5.78%	3.69%	2.90%

Minimum Wage increased in January 2022. The January - June expense is included in Second Interim. Below is the assumption representing the additional cost for salaries and benefits for the projected 2022-23 fiscal year since the expense is only for January – June. This assumption is included in Second Interim's multi-year projection:

2022-23 - $15
$223,000

Other Expenditures

- The 2022-23 fiscal year projection reflects the additional $150,000 in anticipation of election costs.

General Fund Contributions

Program contributions from General Fund Unrestricted to Restricted:

	First Interim 2021-22	Second Interim 2021-22	Projected 2022-23	Projected 2023-24
Special Education	($21,673,017)	($21,422,781)	($22,908,685)	($23,820,398)
Routine Restricted Maintenance	(5,894,334)	(5,894,334)	(6,323,049)	(6,512,841)
District Rentals Revenue	314,725	286,604	314,725	314,725
Totals:	**($27,252,626)**	**($27,030,511)**	**($28,917,009)**	**($30,018,514)**

Differences between First Interim and Second Interim

- **Special Ed**
  - Slight reduction due to staffing adjustments to meet actuals
- **Routine Restricted Maintenance (RRM)**
  - The RRM contribution is calculated on 3% of total unrestricted and restricted expenditures less specific COVID-19 resources.

Transfers In/Out

This amount is a contribution from the General Fund to other funds/programs. The chart below explains the transfers in/out from General Fund to the following programs:

	First Interim 2021-22	Second Interim 2021-22	Projected 2022-23	Projected 2023-24
Fund 12 – Monterey High Infant Program – Self Support & ATB	$30,476	$354,062	$-0-	$-0-
Fund 12 – Child Development Fund /State Preschool- LCAP Supplemental			150,000	150,000
Totals:	$30,476	$354,062	$150,000	$150,000

Fund 12 – ATB

- There was an audit finding in where revenue had been accounted for twice, however, it was only received once, thus overstating its income. Therefore, a transfer of funds into Fund 12 to cover the cost of the audit finding was necessary. Part of the transfer of funds is allowable from COVID one-time funding to

Fund 12 totaling $264,000. This amount covers the program that provided tutoring and after-school programs to help mitigate learning loss.

- The balance of the audit adjustment is a contribution from the general fund to Fund 12.
- In the projected 2022-23 and 2023-24 fiscal year, with the LCAP supplemental contribution, Fund 12 is projected to be self-sustaining.

Local Control Accountability Plan (LCAP):

- The revised three-year LCAP plan was presented in June alongside the adopted 2021-22 Budget. The LCAP is fully funded in the Second Interim budget for 2021-22 and projected 2022-23 and 2023-24 budgets.

Operational Site Budgets

- Elementary Schools receive $53.50, Middle Schools receive $62.00, and High Schools receive $90.00 per enrolled student. The allocation is based on projected enrollment.

Some of the costs of personnel who are typically part of unrestricted expenditures could be paid from COVID one-time funds per State and Federal guidelines in Second Interim 2021-22 and Projected 2022-23. This movement of expenses from unrestricted to restricted provides relief to the General Fund. It is important to note that this relief is one-time. Once the one-time funds are expended, personnel, materials, and service expenses that utilize these one-time COVID funds return to the unrestricted general fund represented in the Multi-Year Projection.

One-Time COVID Funding Overview	2021-22	2022-23
Certificated personnel such as additional hours for staff for extended learning and stipends	$7,072,470	$1,927,472
Classified personnel such as additional hours for staff for extended learning and stipends	1,767,591	85,430
Benefits for the personnel above	2,790,218	423,312
Books and Supplies such as additional curriculum, materials, and technology to meet the Board of Education and District's goal of one to one technology, personal protective equipment, MERV-13 filters, and facility supplies to repair window and ventilation	4,712,577	-0-
Services such as facilities HVAC, window and ventilation repairs, Instructional contracted services and consultants used for professional development for help students with learning loss, Special Education services for student supports and interventions due to learning loss, COVID testing services, and contracted nursing support	7,852,828	-0-
Indirect	1,067,156	17,475
Total	**$25,262,840**	**$2,453,689**

Fiscal Stabilization Plan

To remain fiscally stable in 2021-22, 2022-23, and 2023-24, budget reductions must be made to meet the required 3% Reserve for Economic Uncertainty (REU) in the fiscal year 2023-24. The reductions required are due to several factors:

- The rise in STRS/PERS percentage increase from 2021-22 to 2022-23
  - Districts saw relief in the PERS/STRS contribution percentage provided by the State due to COVID-19. That relief sunsets in 2022-23.
- Declining enrollment before COVID and now significant decline due to COVID.
- The continued cost of operations with step and column adjustments, health and welfare costs continuing to rise, and the continued rise of Special Education.

With all of these factors, the District could not meet the 3% reserve for economic uncertainty in 2023-24 at First Interim. The District had put a place holder of "other adjustments" of ($6,250,000) in reductions that needed to be addressed. This assumption has been updated for Second Interim ($4,500,000). Along with this placeholder of other adjustments, the following changes and reductions are proposed for the fiscal stabilization plan.

As stated on page 1 of this report, at the January presentation of the Governor's Proposed 2022-23 budget, the Governor included a proposal to aid the significant decline in enrollment schools across the State are experiencing. Rather than being funded on Ed Code (EC 42238.05(a)(1), he proposed that funding would be based on the greater of current year average daily attendance (ADA), prior year ADA or *computed average ADA* using the previous three years' ADA. This change is to turn the steep ADA decline, which is a decline in funding, into an ADA softer landing. This proposed solution to the way districts would be funded in the fiscal Year 2022-23 and 2023-24 is based on the actual current projections and prior year ADA averaged out. The difference in revenue the District would receive with this 'softer landing' approach is set aside in the ending fund balance of the multi-year projection since it is not guaranteed legislation as of Second Interim.

- This results in additional in LCFF funding
  - 2022-23 $6,740,212 in additional LCFF funding
  - 2023-24 $4,725,255 in additional LCFF funding
  - The additional funding is set aside in the ending fund balance until the proposed trailer bill is approved on July 1. More information will be forthcoming once the Governor's May Revision to his proposed budget is presented.
- Should this proposed computed average ADA bill pass, the District can remove its "other adjustments" of ($4,500,000) and will meet its 3% REU.

In 2022-23 and 2023-24, the general fund was to resume paying for the cost of OPEB as it has spent down the Board approved $3.5M allowable withdrawal from Fund 71. However, as part of the Fiscal Stabilization Plan, the District is proposing the Board approve to continue to draw down Fund 71.

- Savings would be $1,300,000 each fiscal year for a total savings of $2,600,000.
  - It is projected that the general fund will need to resume its contribution in the 2024-25 fiscal year.

The Governor's projected 2022-23 budget presented this past January provided new assumptions that now affect the 2022-23 and 2023-24 fiscal year. The cost of living adjustment (COLA) changed:

- Changes in COLA from First Interim to Second Interim
  - 2022-23 2.48%
    - 2022-23 5.33%
      - Additional $3,700,000 in LCFF funding
  - 2023-24 3.11%
    - 2023-24 3.64%
      - Additional $4,600,000 in LCFF funding
  - This resulted in additional $8,300,000 in LCFF funding

Along with the changes in COLA, LCFF revenue, and OPEB, the table below are proposed reductions additionally in place within the multi-year projection to remain fiscally solvent:

Proposed Fiscal Stability Plan	2022-23	2023-24
Management		
Frozen Positions		
• Emergency Planning/Safety Coordinator	64,000	64,000
• Supervisor M&O		85,430
• Technology Services Manager	84,300	84,300
• Assistant Principal	122,000	122,000
Certificated		
• Teachers – 18.0 FTE due to declining enrollment	1,216,000	1,216,000
• Teachers – 10.0 FTE due to declining enrollment		675,740
Frozen Positions		
• TOSA – 2.0 FTE	144,000	144,000
• Intervention	45,000	45,000
Benefits associated with the listed positions	567,400	852,500
OPEB Savings	1,300,000	1,300,000
Further reductions should ADA average not pass		4,500,000
Total Proposed Reductions	**$3,542,700**	**$9,088,970**

Memorandum of Understanding
between the
Burbank Unified School District
and the
California School Employees Association and its Burbank Chapter #674
May 5, 2021

The Burbank Unified School District (District) and the California School Employees Association and its Burbank Chapter #674 (CSEA) have undergone a multi-year job study process to bring bargaining unit job descriptions and salary allocations up to date. The parties agree to the following:

1) That the Job Study package includes the following contents:
   a) The February 27, 2020 Tentative Agreement (Attachment A) memorializing an updated salary schedule and Salary Range Allocations with budgetary considerations; this agreement resulted in a 12-cent raise for the classified bargaining unit retroactive to January 1, 2020. However, due to the January 2021 increase in California minimum wage, to honor the 12-cent increase and remain compliant with the law, Range 30 shall be increased to $14 and Range 31 shall be increased to $14.12.
   b) A master Job Study Summary (Attachment B) that tracks changes in titles, merging of positions, splitting of positions, eliminations, and new salary range allocations where applicable.
   c) A key to updated bargaining unit job descriptions (Attachment C)
   d) Updated bargaining unit job descriptions organized by classification (Attachments C.1-C.9)
   e) That all existing bargaining unit job descriptions have been altered, with exceptions and/or special circumstances described in Sections 2-5 of this agreement.

2) That the following positions are newly created and vacant:
   a) Utility Custodian
   b) Systems Support Specialist

3) To keep the following bargaining unit job descriptions status quo:
   a) Personnel Clerk
   b) Volunteer Coordinator
   c) Office Occupations Adult Education
   d) Payroll Technician/Benefits Assistant
   e) Adult ELD/Office Specialist II

4) That upon ratification of this agreement, the following vacant bargaining unit positions will be eliminated:

Accounting Series:
- Accounting Clerk II
- Budget Technician
- Business Technician
- Design Review Analyst
- Lead Payroll Technician
- Payroll Clerk

Clerical Series:
- Administrative Typist Clerk
- Attendance/Workers' Compensation Technician

Technology Series:
- Business Division Clerk
- Business Services Secretary
- Fiscal Services Assistant
- Senior Administrative Secretary

Maintenance Series:
- Electrical Leadperson
- Mechanical Leadperson
- Building Maintenance Leadperson
- Lead Tradesperson
- Electronics Technician
- Office Machine Technician
- District Technology Hardware Specialist

- Technology Infrastructure Technician
- Communications Support Specialist
- Technology Office Technician

Food Service Series:

- Senior Food Service Assistant – Canteen
- Food Service Cook I
- Vending Machine Attendant/Food Service Assistant

Instructional Series:

- Educational Interpreter II – Deaf and Hard of Hearing
- Educational Interpreter I – Deaf and Hard of Hearing

Auxiliary Series:

- JTPA Job Developer
- Guidance Advisor for SAR
- Library Technician
- Library Clerk
- Library Assistant
- Senior Instructional Media Specialist
- Instructional Media Specialist/Library Coordinator
- Offset Duplicating Equipment Operator
- Library Coordinator – Middle School
- Instructional Media Specialist
- Senior Library Clerk
- Pupil Residency Verification Worker

5) The following bargaining unit job descriptions were merged to create new job descriptions and will be eliminated:

- **Accounting Clerk III** – merged with Accounts Payable – new title **Accounting Assistant II**
- **Accounting Clerk III – Accounts Payable** – merged with Accounting Clerk III – new title **Accounting Assistant II**
- **School Finance Clerk** – merged with Senior School Finance Clerk – new title **Senior School Finance Technician**
- **Senior School Finance Clerk** – merged with School Finance Clerk – new title **Senior School Finance Technician**
- **Secretary** – merged with Senior Secretary-new title **Senior Secretary**
- **Lead Custodian Secondary** – merged with Senior Custodian – new title **Lead Custodian**
- **Senior Custodian** – merged with Lead Custodian Secondary– new title **Lead Custodian**
- **Campus Supervision Assistant** – merged with Middle School Aide – new title **Campus Supervisor**
- **Middle School Aide** – merged with Campus Supervision Assistant – new title **Campus Supervisor**
- **Sr. F.S. Assist Cent. Kitchen** – merged with **Food Service Assistant**

For the District:

For CSEA:

John Uribe

Maria Jimenez Uribe

Esperanza Diaz

Robert Martinez

Ciara Chilton Labor Relations Representative

Tentative Agreement

Between

Burbank Unified School District ("District")

To the

California School Employees Association and its Chapter 674 (CSEA)

February 27, 2020

Effective retroactive to January 1, 2020, the District and CSEA mutually agree to utilize up to $250,000 of the job study allocation to implement a new salary schedule (see attached) and an updated Salary Range Allocations for Classified Bargaining Unit Members which reflects the job titles and corresponding salary ranges.

Starting with the 2020-2021 budget, the $390,000 previously negotiated into the job study account will be ongoing and included in the General Fund budget. The job study salary allocations for job classifications that serve Adult School, Food Services, Grounds and Maintenance will be paid from Adult School, Food Services and Routine Restricted Maintenance funds.

For CSEA

For the District

Date: March 4, 2020

SCHEDULE OF CLASSIFIED MONTHLY SALARY

EFFECTIVE JANUARY 1, 2020

Range Number	I	II	III	IV	V	VI	Step I Hourly Equivalent
16	2254	2366	2482	2609	2738	2878	13.00
17	2254	2366	2482	2609	2738	2878	13.00
18	2254	2366	2482	2609	2738	2878	13.00
19	2254	2366	2482	2609	2738	2878	13.00
20	2254	2366	2482	2609	2738	2878	13.00
21	2254	2366	2482	2609	2738	2878	13.00
22	2254	2366	2482	2609	2738	2878	13.00
23	2254	2366	2482	2609	2738	2878	13.00
24	2254	2366	2482	2609	2738	2878	13.00
25	2254	2366	2482	2609	2738	2878	13.00
26	2254	2366	2482	2609	2738	2878	13.00
27	2254	2366	2482	2609	2738	2878	13.00
28	2254	2366	2482	2609	2738	2878	13.00
29	2307	2426	2543	2680	2808	2950	13.31
30	2366	2482	2609	2738	2878	3023	13.65
31	2426	2543	2680	2808	2950	3095	14.00
32	2482	2609	2738	2878	3023	3174	14.32
33	2543	2680	2808	2950	3095	3248	14.67
34	2609	2738	2878	3023	3174	3335	15.05
35	2680	2808	2950	3095	3248	3410	15.46
36	2738	2878	3023	3174	3335	3499	15.80
37	2808	2950	3095	3248	3410	3589	16.20
38	2878	3023	3174	3335	3499	3681	16.60
39	2950	3095	3248	3410	3589	3767	17.02
40	3023	3174	3335	3499	3681	3863	17.44
41	3095	3248	3410	3589	3767	3960	17.86
42	3174	3335	3499	3681	3863	4061	18.31
43	3248	3410	3589	3767	3960	4156	18.74
44	3335	3499	3681	3863	4061	4257	19.24
45	3410	3589	3767	3960	4156	4363	19.67
46	3499	3681	3863	4061	4257	4473	20.19
47	3589	3767	3960	4156	4363	4592	20.71
48	3681	3863	4061	4257	4473	4706	21.24
49	3767	3960	4156	4363	4592	4817	21.73
50	3863	4061	4257	4473	4706	4937	22.29
51	3960	4156	4363	4592	4817	5057	22.85

52	4061	4257	4473	4706	4937	5186	23.43
53	4156	4363	4592	4817	5057	5316	23.98
54	4257	4473	4706	4937	5186	5452	24.56
55	4363	4592	4817	5057	5316	5585	25.17
56	4473	4706	4937	5186	5452	5719	25.81
57	4592	4817	5057	5316	5585	5863	26.49
58	4706	4937	5186	5452	5719	6012	27.15
59	4817	5057	5316	5585	5863	6156	27.79
60	4937	5186	5452	5719	6012	6320	28.48
61	5057	5316	5585	5863	6156	6472	29.18
62	5186	5452	5719	6012	6320	6633	29.92
63	5316	5585	5863	6156	6472	6803	30.67
64	5452	5719	6012	6320	6633	6964	31.45
65	5585	5863	6156	6472	6803	7141	32.22
66	5719	6012	6320	6633	6964	7326	32.99
67	5863	6156	6472	6803	7141	7502	33.83
68	6012	6320	6633	6964	7326	7690	34.68
69	6156	6472	6803	7141	7502	7880	35.52
70	6320	6633	6964	7326	7690	8076	36.46
71	6472	6803	7141	7502	7880	8282	37.34
72	6812	7160	7516	7895	8294	8717	39.30

Printed 3/6/2020

EFFECTIVE ~~JULY 1, 2018~~ **JANUARY 1, 2020**

SALARY RANGE ALLOCATIONS FOR CLASSIFIED BARGAINING UNIT MEMBERS

CLASSIFICATION	RANGE	BASIS
Accounting Series		
Project Accounting Analyst	66	A
Financial Analyst	60	A
Benefits Analyst	56	A
Budget/Accounting Technician	48	A
Project Accounting Technician	48	A
Accounting ~~Technician~~ **Assistant IV**	47	A
Budget Technician	47	A
Lead Payroll Technician	47	A
Payroll Technician/ Benefits Assistant	~~45~~ 49	A
~~Accounting Clerk IV~~ **Accounting Assistant III**	44 **45**	A
Payroll Technician	~~43~~ **47**	A
Employee Benefits Technician	~~42~~ **47**	A
Business Technician	42	A
Design Review Analyst	41	A
~~Accounting Clerk III – Accounts Payable~~	40	A
~~Accounting Clerk III~~ **Accounting Assistant II**	40 **42**	A
Senior School Finance ~~Clerk~~ **Technician**	40	A, B, **E**
~~School Finance Clerk~~	~~38~~	A, B, E
~~Payroll Clerk~~	~~37~~	~~A~~
~~Accounting Clerk II~~	~~35~~	A
~~Budget/Data Entry Clerk I~~	~~30 (31)~~	~~A~~
Accounting Assistant I	**33**	A
Clerical Series		
Use of Facilities Coordinator/ **Senior** Administrative Assistant	60	A
Assessment and Accountability Technician	56	A
Administrative Secretary II	56	A
~~Senior Administrative Secretary~~	~~55~~	~~A~~
School Office Manager-High School	43 ~~(46)~~	A
School Office Manager-Middle School	43 ~~(45)~~	A
Budget/Program Technician	45	A
~~Personnel Technician II-Certificated~~	~~47~~	~~A~~
Human Resources Analyst – Certificated	**50**	**A**
~~Personnel Technician II – Classified~~	~~47~~	~~A~~
Human Resources Analyst – Classified	**48**	**A**
Special Education Technician	45	A
Food Service Operations Technician	44	A
Administrative Secretary **I**	44 **45**	A
~~Fiscal Services Assistant~~	~~44~~	~~A~~
~~Building Services Secretary~~ **Facilities Services Assistant**	44	A
School Office Manager-Elementary	43	C
School Office Manager-Cont	43	B, C
School Office Manager – Adult School	43	A
School Office Manager-Children's Center	43	A
School Office Manager-Alternative School	43	C
~~Attendance/Workers' Compensation Technician~~	~~42~~	~~A~~
District Attendance Technician	42	A
Guidance/Program Technician II	~~42~~ 44	B, C
Construction & Operations Secretary	41	A
Senior Secretary	~~40~~ **42**	A, B
~~Business Services Secretary~~	~~40~~	~~A~~
Registrar	~~40~~ **42**	A
Guidance/Program Technician I	40 **41**	B, C
School Office Manager-Satellite School	40	C
College/Career Center Technician	~~39~~ **41**	B, C
~~Personnel Technician I – Substitute~~		A
Human Resources Technician	~~41~~ **43**	
Senior Attendance Technician	39	A, B
~~Administrative Typist Clerk~~	~~36~~	~~A~~
Office Occupations – Adult Ed	36	D
~~ROP~~ **CTE** Technician	~~36~~ **38**	B, C
Office Technician-Continuation	~~35~~ **37**	C
Counseling Assistant	~~35~~ **37**	B
~~Secretary~~	~~35~~	~~A, B, C~~
~~Typist Clerk III~~	~~35~~	~~A, C, D~~
Secretary III	**37**	**A, C, D**

Office Assistant- Adult Education	~~34~~ 37	C
Office Assistant-Elementary	~~34~~ 36	C
Personnel Clerk	~~34~~ 37	A
Attendance ~~Clerk~~ **Technician**	33 **35**	C
~~Business Division Clerk~~	~~31~~	~~A~~
~~Typist Clerk~~ **Secretary II**	~~30 (32)~~ **33**	A, C, D
~~Typist Clerk~~ **Secretary I**	~~28~~ 31	A

CLASSIFICATION	RANGE	BASIS
Food Service Series		
Food Service Utility Driver	~~33~~ **38**	A, C
Food Service Cook ~~III~~ – **Central Kitchen**	~~33~~ **38**	D
~~F.S.~~ Serving Kitchen Operator	~~32~~ **37**	D
Food Service Cook ~~II~~	31 **32**	A, D
~~Sr. Food Service Assist Canteen~~	~~29~~	~~D~~
~~Sr.~~ Food.Service.Assistant ~~–Cent. Kitchen~~	~~29~~ **30**	D
~~Food Service Cook I~~	~~29~~	~~D~~
Barbecue Cook	29 **30**	D
~~Vending Machine Attendant/~~ ~~Food Service Assistant~~	~~28~~	~~D~~
~~Food Service Assistant~~	~~27~~	~~D~~
Food Service Cashier-Elementary	~~17~~ **30**	D
Instructional Series		
Educational Interpreter ~~IV~~ **II** Deaf and Hard of Hearing	61	D
Educational Interpreter ~~III~~ **I**- Deaf and Hard of Hearing	54	D
~~Instructional Assistant~~ **Paraeducator-** Environmental Science Park	45	D
~~Educational Interpreter II~~ ~~–Deaf and Hard of Hearing~~	~~45~~	~~D~~
~~Instructional Assistant~~ **Paraeducator -** Severe Behavioral II	45	D
~~Special Education~~ Assistive Technology Technician	45	B
Educational Reader- Visually Impaired	42	D
~~Instructional Assistant~~ **Paraeducator -** Severe Behavioral I	40	D
~~Diserete Trial Facilitator~~ **Behavior Intervention Assistant**	40	D
~~Educational Interpreter I~~ ~~–Deaf and Hard of Hearing~~	~~38~~	~~D~~
~~Health Care/Instructional Assistant~~ ~~–For the Severely Impaired~~	~~37~~	~~D~~
Paraeducator – Health Care ~~Instructional Assistant~~	**37**	**D**
Paraeducator- At Risk Youth ~~Instructional Assistant~~	36	D
Paraeducator - Severely Impaired ~~Instructional Assistant~~	35	D
Paraeducator -CC II	34	D
~~Instructional Assistant-~~ ~~Translator (Deaf)~~	~~33~~	~~D~~
Paraeducator - Deaf and Hard **Of Hearing (DHH)**	**33**	**D**
~~Instructional Assistant English~~ ~~–Language Development~~	~~32~~	~~D~~
Paraeducator – English **Language Learner**	**32**	**D**
~~Instructional Assistant~~ **Paraeducator** - Adult English Language Development	32	E
~~Instructional Assistant~~ **Paraeducator –** **Special Education**	**32**	**C, D**
~~Elementary Physical Education~~ Assistant	32	D
Community Resource Assistant	31	D
~~Instructional Assistant~~ **Paraeducator -** **Primary Language Support**	**31**	**D**
~~Instructional Assistant~~ **Paraeducator -** Children's Center	32	A, C, D
~~Instructional Assistant~~ **Paraeducator** -Parent Ed	31	E
~~Instructional Assistant~~ ~~Resource Lab~~	~~31~~	~~D~~
Instructional Resources **Assistant**	**31**	**D**
~~Instructional Assistant~~ **Paraeducator**	30	D
Volunteer Coordinator	30	D
~~Instructional Assistant~~ **Paraeducator** - Adult Ed/ **Learning Center**	30	E
Auxiliary Services		
Student Services and Attendance Specialist	57	A, C
Student Services and Attendance Specialist for Homeless and Foster Youth	57	A
~~JTPA Job Developer~~	~~54~~	~~A~~
~~Guidance Advisor for SAR~~	~~53~~	~~D~~
Certified Occupational		

Therapy Assistant	53	C
Intervention Specialist for At-Risk Students	53	C, D
Speech Language Pathology Assistant	53	D
Health Services Assistant-LVN/RN	48	D
CC Health Technician	45	A
~~Library Technician~~	~~41~~	~~A~~
~~Sr. Instructional Media Specialist~~	~~41~~	~~A~~
Career Vocational Assistant	40	D
Instructional Media Specialist-Middle School	39 **41**	B, C
Adult ELL~~D~~/Office Specialist III	39	A, B, E
Library Coordinator	39	C
~~Instructional Media Specialist/ Library Coordinator~~	~~38~~	~~C~~
~~Sr. Library Clerk/Coordinator~~		
Senior Textbook Coordinator	**38**	**A**
Adult ELD/Office Specialist II	37	A, E
~~Offset Duplicating Operator~~	~~37~~	~~A~~
~~Library Coordinator Middle School~~	~~36~~	~~C~~
Library Coordinator-Elementary	36	C, D
Health Services Assistant	36	D
~~Instructional Media Specialist~~	~~36~~	~~C~~
~~Senior Library Clerk~~	~~36~~	~~A, C~~
Adult ELL~~D~~/Office Specialist I	35	E
ELD/Office Specialist I	35	D
Adult School Learning Center Technician	35	E
Campus Supervision Assistant	35 **36**	A, D,E
~~Pupil Residency Verification Worker~~	~~35~~	
~~Library Clerk~~	~~31~~	~~C~~
~~Library Assistant~~	~~30~~	~~D~~
~~Cent.~~ **District** Office Receptionist	~~30~~ **36**	A
~~Middle School Aide~~	~~34~~	~~D~~
~~Elementary School Aide~~	~~27~~	~~D~~
Campus Supervisor – Elementary School	**30**	**D**

Purchasing Series

~~Senior~~ **Lead** Buyer	49 **51**	A
Buyer	~~45~~ **47**	A
Purchasing Technician	~~43~~ **45**	A
Purchasing Clerk	~~38~~ **40**	A

Operations Series

1-Grounds Group

Grounds Leadperson	56	A
Irrigation Specialist	48	A
~~Senior Grounds Technician~~		
Integrated Pest Control/ Grounds Technician	**47**	**A**
Grounds Technician	40	A

2-Custodian Group

Swimming Pool Custodian	42	A
Lead Custodian ~~Secondary Continuation High School/ CDS Senior Custodian~~	40 ~~36~~	A ~~A~~
Senior Custodian/Campus Supervision Assistant MHS/CDS	**36**	**A**
~~Senior Custodian~~	~~36~~	~~A~~
Custodian	35	A
Utility Custodian	**35**	**A**
School Safety/Utility Custodian	35	A, C
Children's Center Service Worker	~~33~~ **35**	A

3-Warehouse Group

Reprographics Technician	45	A
~~Sr.~~ **Lead** Warehouse Worker	40	A
Utility Driver	38	A
Warehouse Worker	~~37~~ **38**	A

Maintenance Series

Maintenance Leadperson	58	A
Facilities Services Leadperson	61	A
Electrician	57	A
HVAC Mechanic	56	A
~~Electrical Leadperson~~	~~54~~	~~A~~
~~Mechanical Leadperson~~	~~53~~	~~A~~
~~Building Maintenance Leadperson~~	~~52~~	~~A~~
Low-Voltage Electrician	52	A
Plant Engineer	56	A
Glazier/Carpenter	52	A
~~Lead Tradesperson~~	~~50~~	~~A~~
Vehicle & Equipment Mechanic	52	A
Plumber	~~50~~ **53**	A
Carpenter	~~48~~ **51**	A
Locksmith	~~50~~ **51**	A
Painter	~~48~~ **51**	A
Sheet Metal Mechanic	~~48~~ **51**	A
~~Electronics Technician~~	~~48~~	~~A~~
Senior Facilities Worker - Plasterer/Cement ~~Finisher~~	~~50~~ **51**	A
~~Office Machine Technician~~	~~45~~	~~A~~
Facilities Worker	~~44~~ **45**	A

Technology Series

Lead Information Technology Systems Analyst	72	A
Network Analyst	66	A
Systems Analyst	66	A
Information Technology Systems Analyst	63	A

Lead Technology Support Specialist	61	A
~~Technology Operation Specialist~~	~~57~~	~~A~~
System Support Specialist	**57**	A
Student Information Systems Analyst	57	A
Technology Support Specialist II	57	A
Adult School Technology Support Specialist II	57	B
User Support Specialist	54	A
~~District Technology Hardware Specialist~~	~~49~~	~~A~~
Technology Support Specialist I	49	A
~~Technology Infrastructure Technician~~	~~49~~	~~A~~
~~Communications Support Specialist~~	~~49~~	~~A~~
~~Technology Office Technician~~	~~40~~	~~A~~
Instructional Technology Media Specialist – **Elementary**	~~38~~ **40**	A, C, D

( ) Employees in positions recommended for reduction at time of implementation will be grandfathered in at salary range indicated with ( ).

Addendum: The probationary period for a promoted employee shall be six (6) months after the effective date of promotion.

Original Job Title	Status - Updated unless stated otherwise	New Job Title	New Rang
Accounting Clerk II	Eliminated		
Accounting Clerk III	Merged with Accounts Payable	Accounting Assistant II	42
Accounting Clerk III - Accounts Payable	Merged with Acct. Clerk III	Accounting Assistant II	42
Accounting Clerk IV		Accounting Assistant III	45
Accounting Technician		Accounting Assistant IV	
Benefits Analyst			
Budget Technician	Eliminated		
Budget/Accounting Technician			
Budget/Data Entry Clerk		Accounting Assistant I	33
Business Technician	Eliminated		
Design Review Analyst	Eliminated		
Employee Benefits Technician			47
Financial Analyst			
Lead Payroll Technician	Eliminated		
Payroll Clerk	Eliminated		
Payroll Technician			47
Payroll Technician/Benefits Technician			49
Project Accounting Analyst			
Project Accounting Technician			
School Finance Clerk	Merged with Senior School Finance Clerk	Senior School Finance Technician	
Senior School Finance Clerk	Merged with School Finance Clerk	Senior School Finance Technician	
Administrative Secretary		Administrative Secretary I	45
Administrative Secretary II	Reclassified outside of job study		
Administrative Typist Clerk	Eliminated		
Assessment and Accountability Technician			
Attendance Clerk		Attendance Technician	35
Attendance/ Workers' Compensation Technician	Eliminated		
Budget/Program Technician			
Building Services Secretary		Facilities Services Assistant	
Business Division Clerk	Eliminated		
Business Services Secretary	Eliminated		
Career Center Technician		College Career Center Technician	41
Construction & Operations Secretary			
Counseling Assistant			37

District Attendance Technician			
Fiscal Services Assistant	Eliminated		
Food Service Operations Technician			
Guidance/Program Technician I			41
Guidance/Program Technician II			44
Office Assistant - Adult Education			37
Office Occupations Adult Ed	Status quo		
Office Technician - Continuation			37
Office Assistant - Elementary			36
Personnel Clerk	Status quo		37
Personnel Technician I - Substitute		Human Resources Technician	43
Personnel Technician II - Certificated		Human Resources Analyst - Certificated	50
Personnel Technician II - Classified		Human Resources Analyst - Classified	48
Registrar			42
ROP Technician		CTE Technician	38
School Office Manager - Alternative School	Newly created, flown, and filled		
School Office Manager - Children's Center			
School Office Manager - Cont.			
School Office Manager - Elementary			
School Office Manager - Satellite School			
School Office Manager - High School			
School office Manager - Middle School			
Secretary	Merged with Senior Secretary	Senior Secretary	42
Senior Administrative Secretary	Eliminated		
Senior Attendance Technician			
Senior Secretary	Merged with Secretary	Senior Secretary	
Special Education Technician			
Typist Clerk I		Secretary I	31
Typist Clerk II		Secretary II	33
Typist Clerk III		Secretary III	37
Use of Facilities Coordinator - Senior Admin. Assistant	Reclassified outside of job study		
Grounds Leadperson	Reclassified outside of job study		
Irrigation Specialist			
Senior Grounds Technician		Integrated Pest Control/Grounds Technician	
Grounds Technician			
Swimming Pool Custodian	Reclassified outside of job study		

Lead Custodian Secondary	Merged with Senior Custodian	Lead Custodian	
Continuation High School/CDS Senior Custodian		Senior Custodian/Campus Supervision Ass	36
Senior Custodian	Merged with Lead Custodian Secondary	Lead Custodian	
Custodian			
School Safety/Utility Custodian			
Utility Driver			
Children's Center Service Worker			35
Senior Warehouse Worker		Lead Warehouse Worker	
Warehouse Worker			38
Utility Custodian	Newly created		35
Senior Buyer		Lead Buyer	51
Buyer			47
Purchasing Technician			45
Purchasing Clerk			40
Maintenance Leadperson			
Facilities Services Leadperson			
Electrician	Reclassified outside of job study		
HVAC Mechanic	Reclassified outside of job study		
Electrical Leadperson	Eliminated		
Mechanical Leadperson	Eliminated		
Building Maintenance Leadperson	Eliminated		
Plant Engineer	Reclassified outside of job study		
Glazier/Carpenter			
Lead Tradesperson	Eliminated		
Plumber			53
Carpenter			51
Locksmith			51
Painter			51
Sheet Metal Mechanic			51
Electronics Technician	Eliminated		
Plasterer/Cement Finisher	Reclassified outside of job study	Senior Facilities Worker - Plaster/Cement	51
Office Machine Technician	Eliminated		
Facilities Worker			45

Lead Information Technology Systems Analyst			
Network Analyst			
Systems Analyst	Reclassified outside of job study		
Information Technology Analyst			
Lead Technology Support Specialist			
Technology Operation Specialist		Systems Support Specialist	57
Technology Support Specialist			
Adult School Technology			
Support Specialist II			
User Support Specialist			
District Technology Hardware Specialist	Eliminated		
Technology Support Specialist I			
Technology Infrastructure Technician	Eliminated		
Communications Support Specialist	Eliminated		
Technology Office Technician	Eliminated		
Instructional Technology - Media Specialist		Instructional Technology Media Specialist	40
Student Information Systems Analyst			
Food Service Utility Driver			38
Food Service Cook III		Food Service Cook - Central Kitchen	38
Food Service Serving Kitchen Operator		Serving Kitchen Operator	37
Food Service Cook II		Food Service Cook	32
Senior Food Service Assistant - Canteen	Eliminated		
Senior Food Service Assistant - Central Kitchen		Food Service Assistant	30
Food Service Cook I	Eliminated		
Barbeque Cook			30
Vending Machine Attendant/Food Service Assistant	Eliminated		
Food Service Assistant	Eliminated		
Food Service Cashier - Elementary			30
Educational Interpreter IV - Deaf and Hard of Hearing		Educational Interpreter II - Deaf and Hard of Hearing	
Educational Interpreter III - Deaf and Hard of Hearing		Educational Interpreter I - Deaf and Hard of Hearing	
Instructional Assistant - Environmental Park			
Educational Interpreter II - Deaf and Hard of Hearing	Eliminated		
Instructional Assistant - Severe Behavioral II		Paraeducator - Severe Behavioral II	
Special Education Assistive Technology Technician		Assistive Technology Technician	
Educational Reader - Visually Impaired	Newly created, flown, and filled		

Instructional Assistant Severe Behavioral I		Paraeducator - Severe Behavioral I	
Discrete Trial Facilitator		Behavioral Intervention Assistant	
Educational Interpreter I - Deaf and Hard of Hearing	Eliminated		
Health Care/Instructional Assistant for the Severely Impaired		Paraeducator - Health Care	37
Instructional Assistant - At Risk Youth		Paraeducator - At Risk Youth	
Instructional Assistant - Severely Impaired		Paraeducator - Severely Impaired	
Instructional Assistant - CC II		Paraeducator - Children's Center II	
Instructional Assistant Translator (Deaf)		Paraeducator - Deaf and Hard of Hearing (	33
Instructional Assistant - English Language Development		Paraeducator - English Language Learner	32
Instructional Assistant - Adult English Language Development			
Instructional Assistant - Special Ed		Paraeducator - Special Education	32
Elementary Physical Education Assistant			
Community Resource Assistant			
Instructional Assistant - Primary Language Support		Paraeducator - Primary Language Support	31
Instructional Assistant - Children's Center		Paraeducator - Children's Center	
Instructional Assistant - Parent Ed		Paraeducator - Parent Education	
Instructional Assistant - Resource Lab		Instructional Resources Assistant	31
Instructional Assistant		Paraeducator	
Volunteer Coordinator	Status quo		
Instructional Assistant - Adult Ed		Paraeducator - Adult Education/Learning Center	
Student Services and Attendance Specialist for Homeless and	Newly created, flown, and filled		
Student Services and Attendance Specialist			
JTPA Job Developer	Eliminated		
guidance Advisor for SAR	Eliminated		
Occupational Therapy Assistant		Certified Occupational Therapy Assistant	
Intervention Specialist for At Risk Youth			
Speech Language Pathology Assistant			
Health Services Assistant - LVN/RN	Reclassified outside of job study		
Reprographics Technician			
CC Health Technician			
Library Technician	Eliminated		
Senior Instructional Media Specialist	Eliminated		
Career Vocational Assistant			
Instructional Media Specialist - Middle School			41
Adult ELD/Office Specialist III		Adult ELL - Office Specialist III	
Library Coordinator			

Instructional Media Specialist/Library Coordinator	Eliminated		
Senior Library Clerk/Coordinator		Senior Textbook Coordinator	38
Adult ELD/Office Specialist II			
Offset Duplicating Operator	Eliminated		
Library Coordinator - Middle School	Eliminated		
Library Coordinator - Elementary	Reclassified outside of job study		
Health Services Assistant			
Instructional Media Specialist	Eliminated		
Senior Library Clerk	Eliminated		
Adult ELD/Office Specialist I		Adult ELL - Office Specialist I	
ELD/Office Specialist I			
Adult School Learning Center Technician			
Campus Supervisor Assistant	Merged with MS Aide	Campus Supervisor	36
Pupil Residency Verification Worker	Eliminated		
Library Clerk	Eliminated		
Library Assistant	Eliminated		
Central Office Receptionist		District Office Receptionist	36
Middle School Aide	Merged with Campus Supervision Assistant	Campus Supervisor	
Elementary School Aide		Campus Supervisor - Elementary School	30

SCHEDULE OF CLASSIFIED MONTHLY SALARY

EFFECTIVE JANUARY 1, 2020

Range Number	I	II	III	IV	V	VI	Step I Hourly Equivalent
16	2254	2366	2482	2609	2738	2878	13.00
17	2254	2366	2482	2609	2738	2878	13.00
18	2254	2366	2482	2609	2738	2878	13.00
19	2254	2366	2482	2609	2738	2878	13.00
20	2254	2366	2482	2609	2738	2878	13.00
21	2254	2366	2482	2609	2738	2878	13.00
22	2254	2366	2482	2609	2738	2878	13.00
23	2254	2366	2482	2609	2738	2878	13.00
24	2254	2366	2482	2609	2738	2878	13.00
25	2254	2366	2482	2609	2738	2878	13.00
26	2254	2366	2482	2609	2738	2878	13.00
27	2254	2366	2482	2609	2738	2878	13.00
28	2254	2366	2482	2609	2738	2878	13.00
29	2307	2426	2543	2680	2808	2950	13.31
30	2366	2482	2609	2738	2878	3023	13.65
31	2426	2543	2680	2808	2950	3095	14.00
32	2482	2609	2738	2878	3023	3174	14.32
33	2543	2680	2808	2950	3095	3248	14.67
34	2609	2738	2878	3023	3174	3335	15.05
35	2680	2808	2950	3095	3248	3410	15.46
36	2738	2878	3023	3174	3335	3499	15.80
37	2808	2950	3095	3248	3410	3589	16.20
38	2878	3023	3174	3335	3499	3681	16.60
39	2950	3095	3248	3410	3589	3767	17.02
40	3023	3174	3335	3499	3681	3863	17.44
41	3095	3248	3410	3589	3767	3960	17.86
42	3174	3335	3499	3681	3863	4061	18.31
43	3248	3410	3589	3767	3960	4156	18.74
44	3335	3499	3681	3863	4061	4257	19.24
45	3410	3589	3767	3960	4156	4363	19.67
46	3499	3681	3863	4061	4257	4473	20.19
47	3589	3767	3960	4156	4363	4592	20.71
48	3681	3863	4061	4257	4473	4706	21.24
49	3767	3960	4156	4363	4592	4817	21.73
50	3863	4061	4257	4473	4706	4937	22.29
51	3960	4156	4363	4592	4817	5057	22.85

52	4061	4257	4473	4706	4937	5186	23.43
53	4156	4363	4592	4817	5057	5316	23.98
54	4257	4473	4706	4937	5186	5452	24.56
55	4363	4592	4817	5057	5316	5585	25.17
56	4473	4706	4937	5186	5452	5719	25.81
57	4592	4817	5057	5316	5585	5863	26.49
58	4706	4937	5186	5452	5719	6012	27.15
59	4817	5057	5316	5585	5863	6156	27.79
60	4937	5186	5452	5719	6011	6320	28.48
61	5057	5316	5585	5863	6156	6472	29.18
62	5186	5452	5719	6012	6320	6633	29.92
63	5316	5585	5863	6156	6472	6803	30.67
64	5452	5719	6012	6320	6633	6964	31.45
65	5585	5863	6156	6472	6803	7141	32.22
66	5719	6012	6320	6633	6964	7326	32.99
67	5863	6156	6472	6803	7141	7502	33.83
68	6012	6320	6633	6964	7326	7690	34.68
69	6156	6472	6803	7141	7502	7880	35.52
70	6320	6633	6964	7326	7690	8076	36.46
71	6472	6803	7141	7502	7880	8282	37.34
72	6812	7160	7516	7895	8294	8717	39.30

*This hourly rate is established in order to hire temporary hourly employees and to figure overtime rates. It is based on 173.333 hours per month.

REVISED DUE TO JOB STUDY-2
INCREASE RANGE 31 TO $14.12

SCHEDULE OF CLASSIFIED MONTHLY SALARY

EFFECTIVE JANUARY 1, 2021

Range Number	I	II	III	IV	V	VI	Step I Hourly Equivalent
16	2427	2549	2677	2811	2952	3100	14.00
17	2427	2549	2677	2811	2952	3100	14.00
18	2427	2549	2677	2811	2952	3100	14.00
19	2427	2549	2677	2811	2952	3100	14.00
20	2427	2549	2677	2811	2952	3100	14.00
21	2427	2549	2677	2811	2952	3100	14.00
22	2427	2549	2677	2811	2952	3100	14.00
23	2427	2549	2677	2811	2952	3100	14.00
24	2427	2549	2677	2811	2952	3100	14.00
25	2427	2549	2677	2811	2952	3100	14.00
26	2427	2549	2677	2811	2952	3100	14.00
27	2427	2549	2677	2811	2952	3100	14.00
28	2427	2549	2677	2811	2952	3100	14.00
29	2427	2549	2677	2811	2952	3100	14.00
30	2427	2549	2677	2811	2952	3100	14.00
31	**2447**	**2569**	**2697**	**2832**	**2974**	**3123**	**14.12**
32	2482	2609	2738	2878	3023	3174	14.32
33	2543	2680	2808	2950	3095	3248	14.67
34	2609	2738	2878	3023	3174	3335	15.05
35	2680	2808	2950	3095	3248	3410	15.46
36	2738	2878	3023	3174	3335	3499	15.80
37	2808	2950	3095	3248	3410	3589	16.20
38	2878	3023	3174	3335	3499	3681	16.60
39	2950	3095	3248	3410	3589	3767	17.02
40	3023	3174	3335	3499	3681	3863	17.44
41	3095	3248	3410	3589	3767	3960	17.86
42	3174	3335	3499	3681	3863	4061	18.31
43	3248	3410	3589	3767	3960	4156	18.74
44	3335	3499	3681	3863	4061	4257	19.24
45	3410	3589	3767	3960	4156	4363	19.67
46	3499	3681	3863	4061	4257	4473	20.19
47	3589	3767	3960	4156	4363	4592	20.71
48	3681	3863	4061	4257	4473	4706	21.24
49	3767	3960	4156	4363	4592	4817	21.73
50	3863	4061	4257	4473	4706	4937	22.29
51	3960	4156	4363	4592	4817	5057	22.85

REVISED DUE TO JOB STUDY-2
INCREASE RANGE 31 TO $14.12

52	4061	4257	4473	4706	4937	5186	23.43
53	4156	4363	4592	4817	5057	5316	23.98
54	4257	4473	4706	4937	5186	5452	24.56
55	4363	4592	4817	5057	5316	5585	25.17
56	4473	4706	4937	5186	5452	5719	25.81
57	4592	4817	5057	5316	5585	5863	26.49
58	4706	4937	5186	5452	5719	6012	27.15
59	4817	5057	5316	5585	5863	6156	27.79
60	4937	5186	5452	5719	6011	6320	28.48
61	5057	5316	5585	5863	6156	6472	29.18
62	5186	5452	5719	6012	6320	6633	29.92
63	5316	5585	5863	6156	6472	6803	30.67
64	5452	5719	6012	6320	6633	6964	31.45
65	5585	5863	6156	6472	6803	7141	32.22
66	5719	6012	6320	6633	6964	7326	32.99
67	5863	6156	6472	6803	7141	7502	33.83
68	6012	6320	6633	6964	7326	7690	34.68
69	6156	6472	6803	7141	7502	7880	35.52
70	6320	6633	6964	7326	7690	8076	36.46
71	6472	6803	7141	7502	7880	8282	37.34
72	6812	7160	7516	7895	8294	8717	39.30

*This hourly rate is established in order to hire temporary hourly employees and to figure overtime rates. It is based on 173.333 hours per month.

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 Services
PREPARED BY:	Cindy Quiterio, Executive Assistant, Human Resources
SUBMITTED BY:	Cindy Quiterio, Executive Assistant, Human Resources
DATE:	May 5, 2022
SUBJECT:	Approval of the Agreement between the Burbank Unified School District and the California School Employees Association (CSEA), in Accordance with AB 1200 (Chapter 1213/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5

Background:
The California School Employees Association and the District have tentatively agreed to a 2021-2024 Successor to the current Agreement. The Association and the District have agreed to the attached signed Articles. CSEA has informed the District that the Association will be ratifying the Agreement upon completion of their chapter 610 review.

Effective retroactive to July 1, 2021, the bargaining unit member salary schedule will be increased by 5%, along with the stipends stipulated in Article 8. To assist with the increases in Health and Welfare Benefits, the District shall contribute up to $12,120 per plan year toward the cost of Health and Welfare benefits retroactive to January 1, 2022. Additionally, commencing January 1, 2023, and the following two years thereafter, the maximum annual employer contribution shall be increased by 1% over the maximum contribution from the previous year.

Discussion/Issues:
In accordance with the AB 1200, the District has submitted a budget forecast to the Los Angeles County Office of Education to demonstrate that the negotiated items do not negatively impact the District's financial condition.

Fiscal Impact:
The financial implications to this Agreement are stated on the AB 1200.

Recommendation:
Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the Agreement between the Burbank Unified School District and the California School Employees Association (CSEA), in Accordance with AB1200 (Chapter 1213/Statutes 1994), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5, as presented.

Los Angeles County Office of Education
Business Advisory Services

PUBLIC DISCLOSURE OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
in accordance with AB 1200 (Chapter 1213/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5

Name of School District:	Burbank Unified School District
Name of Bargaining Unit:	California School Employee Association Chapter 674
Certificated, Classified, Other:	Classified

The proposed agreement covers the period beginning: July 1, 2021 (date) and ending: June 30, 2024 (date)

The Governing Board will act upon this agreement on: May 5, 2022 (date)

Note: This form, along with a copy of the proposed agreement, must be submitted to the County Office at least ten (10) working days prior to the date the Governing Board will take action.

A. Proposed Change in Compensation

	Bargaining Unit Compensation All Funds - Combined		Fiscal Impact of Proposed Agreement (Complete Years 2 and 3 for multiyear and overlapping agreements only)		
		Annual Cost Prior to Proposed Settlement	Year 1 Increase/(Decrease) 2021-22	Year 2 Increase/(Decrease) 2022-23	Year 3 Increase/(Decrease) 2023-24
1.	**Salary Schedule** Including Step and Column	$ 27,090,659	$ 1,354,533		
			5.00%	0.00%	0.00%
2.	**Other Compensation** Stipends, Bonuses, Longevity, Overtime, Differential, Callback or Standby Pay, etc.	$ 499,826	$ 29,299		
			5.86%	0.00%	0.00%
	Description of Other Compensation				
3.	**Statutory Benefits** - STRS, PERS, FICA, WC, UI, Medicare, etc.	$ 9,335,441	$ 466,772		
			5.00%	0.00%	0.00%
4.	**Health/Welfare Plans**	$ 423,046	$ 87,480		
			20.68%	0.00%	0.00%
5.	**Total Bargaining Unit Compensation** Add Items 1 through 4 to equal 5	$ 37,348,972	$ 1,938,084	$ -	$ -
			5.19%	0.00%	0.00%
6.	**Total Number of Bargaining Unit Employees** (Use FTEs if appropriate)	750.39			
7.	**Total Compensation Average Cost per Bargaining Unit Employee**	$ 49,773	$ 2,583	$ -	$ -
			5.19%	0.00%	0.00%

8. What was the negotiated percentage change? For example, if the change in "Year 1" was for less than a full year, what is the annualized percentage of that change for "Year 1"?

The negotiated percentage change was an on schedule 5% compensation increase in year 1.

9. Were any additional steps, columns, or ranges added to the salary schedules? (If yes, please explain.)

N/A

10. Please include comments and explanations as necessary. (If more room is necessary, please attach an additional sheet.)

N/A

11. Does this bargaining unit have a negotiated cap for Health and Welfare benefits? Yes [X] No [ ]
If yes, please describe the cap amount.

The cap was $12,000. It was negotiated and now the cap is $12,120. The following two years thereafter, the maximum annual employer contribution shall be increased by 1% over the maximum contribution from the

B. Proposed negotiated changes in noncompensation items (i.e., class size adjustments, staff development days, teacher prep time, classified staffing ratios, etc.)

Please see attached article 8 - Compensation. Longevity pay was increased. Each year was increased by $10. Translating - oral stipend was increased by $3. writing stipend - $3. Health Care Stipend increasd by $14. Severly Impaired Stipend increased by $8. Asbestos stipend increased by $9.60. Notary Stipend increased by $63. Technology Stipend increased by $110

C. What are the specific impacts (positive or negative) on instructional and support programs to accommodate the settlement? Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (i.e., counselors, librarians, custodial staff, etc.)

No impact

D. What contingency language is included in the proposed agreement (e.g., reopeners, etc.)?

E. Identify other major provisions that do not directly affect the district's costs, such as binding arbitrations, grievance procedures, etc.

N/A

F. Source of Funding for Proposed Agreement:

1. Current Year

General Fund - Unrestricted and Restricted, Fund 11, Fund 12, Fund 13

2. If this is a single year agreement, how will the ongoing cost of the proposed agreement be funded in subsequent years?

General Fund - Unrestricted and Restricted, Fund 11, Fund 12, Fund 13

3. If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)

Not a multi-year agreement

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Unrestricted General Fund

Bargaining Unit: California School Employee Association Chapter 674

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 3/17/22)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ 145,662,245	$ -	$ -	$ 145,662,245
Federal Revenue	8100-8299			$ -	$ -
Other State Revenue	8300-8599	$ 2,972,044		$ -	$ 2,972,044
Other Local Revenue	8600-8799	$ 2,056,020		$ -	$ 2,056,020
TOTAL REVENUES		$ 150,690,309		$ -	$ 150,690,309
EXPENDITURES					
Certificated Salaries	1000-1999	$ 56,167,664			$ 56,167,664
Classified Salaries	2000-2999	$ 16,642,780	$ 686,756		$ 17,329,536
Employee Benefits	3000-3999	$ 26,931,151	$ 314,040		$ 27,245,191
Books and Supplies	4000-4999	$ 4,511,044		$ -	$ 4,511,044
Services and Other Operating Expenditures	5000-5999	$ 10,714,534		$ -	$ 10,714,534
Capital Outlay	6000-6999	$ 101,334		$ -	$ 101,334
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 1,609,086		$ -	$ 1,609,086
Transfers of Indirect Costs	7300-7399	$ (2,365,658)		$ -	$ (2,365,658)
TOTAL EXPENDITURES		$ 114,311,935	$ 1,000,796	$ -	$ 115,312,731
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 354,062	$ -	$ -	$ 354,062
Contributions	8980-8999	$ (27,030,511)	$ (754,794)	$ -	$ (27,785,305)
OPERATING SURPLUS (DEFICIT)*		$ 8,993,801	$ (1,755,590)	$ -	$ 7,238,211
BEGINNING FUND BALANCE	9791	$ 18,421,717			$ 18,421,717
Audit Adjustments/Other Restatements	9793/9795				$ -
ENDING FUND BALANCE		$ 27,415,518	$ (1,755,590)	$ -	$ 25,659,928
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ 100,060	$ -	$ -	$ 100,060
Restricted	9740				
Committed	9750-9760		$ -	$ -	$ -
Assigned	9780		$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ 25,559,868	$ -	$ -	$ 25,559,868
Unassigned/Unappropriated Amount	9790	$ 1,755,590	$ (1,755,590)	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Restricted General Fund

Bargaining Unit: California School Employee Association Chapter 674

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 3/17/22)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ -		$ -	$ -
Federal Revenue	8100-8299	$ 26,676,638		$ -	$ 26,676,638
Other State Revenue	8300-8599	$ 28,374,738		$ -	$ 28,374,738
Other Local Revenue	8600-8799	$ 6,072,856		$ -	$ 6,072,856
TOTAL REVENUES		$ 61,124,232		$ -	$ 61,124,232
EXPENDITURES					
Certificated Salaries	1000-1999	$ 19,933,871	$ -	$ -	$ 19,933,871
Classified Salaries	2000-2999	$ 13,768,416	$ 561,352	$ -	$ 14,329,768
Employee Benefits	3000-3999	$ 12,769,947	$ 193,442	$ -	$ 12,963,389
Books and Supplies	4000-4999	$ 17,762,627		$ -	$ 17,762,627
Services and Other Operating Expenditures	5000-5999	$ 21,996,075		$ -	$ 21,996,075
Capital Outlay	6000-6999	$ 1,012,354		$ -	$ 1,012,354
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 1,052,542		$ -	$ 1,052,542
Transfers of Indirect Costs	7300-7399	$ 1,853,793		$ -	$ 1,853,793
TOTAL EXPENDITURES		$ 90,149,625	$ 754,794	$ -	$ 90,904,419
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -	$ -
Contributions	8980-8999	$ 27,030,511	$ 754,794	$ -	$ 27,785,305
OPERATING SURPLUS (DEFICIT)*		$ (1,994,882)	$ -	$ -	$ (1,994,882)
BEGINNING FUND BALANCE	9791	$ 9,899,360			$ 9,899,360
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 7,904,478	$ -	$ -	$ 7,904,478
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 7,904,478	$ -	$ -	$ 7,904,478
Committed	9750-9760				
Assigned Amounts	9780				
Reserve for Economic Uncertainties	9789		$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ -	$ -	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Combined General Fund

Bargaining Unit: California School Employee Association Chapter 674

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 3/17/22)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ 145,662,245		$ -	$ 145,662,245
Federal Revenue	8100-8299	$ 26,676,638		$ -	$ 26,676,638
Other State Revenue	8300-8599	$ 31,346,782		$ -	$ 31,346,782
Other Local Revenue	8600-8799	$ 8,128,876		$ -	$ 8,128,876
TOTAL REVENUES		$ 211,814,541		$ -	$ 211,814,541
EXPENDITURES					
Certificated Salaries	1000-1999	$ 76,101,535	$ -	$ -	$ 76,101,535
Classified Salaries	2000-2999	$ 30,411,196	$ 1,248,108	$ -	$ 31,659,304
Employee Benefits	3000-3999	$ 39,701,098	$ 507,482	$ -	$ 40,208,580
Books and Supplies	4000-4999	$ 22,273,671		$ -	$ 22,273,671
Services and Other Operating Expenditures	5000-5999	$ 32,710,609		$ -	$ 32,710,609
Capital Outlay	6000-6999	$ 1,113,688		$ -	$ 1,113,688
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 2,661,628		$ -	$ 2,661,628
Transfers of Indirect Costs	7300-7399	$ (511,865)		$ -	$ (511,865)
TOTAL EXPENDITURES		$ 204,461,560	$ 1,755,590	$ -	$ 206,217,150
OTHER FINANCING SOURCES/USES					
Transfer In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 354,062	$ -	$ -	$ 354,062
Contributions	8980-8999	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ 6,998,919	$ (1,755,590)	$ -	$ 5,243,329
BEGINNING FUND BALANCE	9791	$ 28,321,077			$ 28,321,077
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 35,319,996	$ (1,755,590)	$ -	$ 33,564,406
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ 100,060	$ -	$ -	$ 100,060
Restricted	9740	$ 7,904,478	$ -	$ -	$ 7,904,478
Committed	9750-9760	$ -	$ -	$ -	$ -
Assigned	9780	$ -	$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ 25,559,868	$ -	$ -	$ 25,559,868
Unassigned/Unappropriated Amount	9790	$ 1,755,590	$ (1,755,590)	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Fund 11 - Adult Education Fund

Bargaining Unit: California School Employee Association Chapter 674

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 3/17/22)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
Federal Revenue	8100-8299	$ 268,139		$ -	$ 268,139
Other State Revenue	8300-8599	$ 3,891,484		$ -	$ 3,891,484
Other Local Revenue	8600-8799	$ 165,912		$ -	$ 165,912
TOTAL REVENUES		$ 4,325,535		$ -	$ 4,325,535
EXPENDITURES					
Certificated Salaries	1000-1999	$ 1,540,993	$ -	$ -	$ 1,540,993
Classified Salaries	2000-2999	$ 588,980	$ 29,449	$ -	$ 618,429
Employee Benefits	3000-3999	$ 737,834	$ 10,148	$ -	$ 747,982
Books and Supplies	4000-4999	$ 308,586		$ -	$ 308,586
Services and Other Operating Expenditures	5000-5999	$ 190,750		$ -	$ 190,750
Capital Outlay	6000-6999	$ 95,400		$ -	$ 95,400
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ -		$ -	$ -
Transfers of Indirect Costs	7300-7399	$ 160,287		$ -	$ 160,287
TOTAL EXPENDITURES		$ 3,622,830	$ 39,597	$ -	$ 3,662,427
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ 702,705	$ (39,597)	$ -	$ 663,108
BEGINNING FUND BALANCE	9791	$ 3,219,530			$ 3,219,530
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 3,922,235	$ (39,597)	$ -	$ 3,882,638
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 3,882,638	$ -	$ -	$ 3,882,638
Committed	9750-9760		$ -	$ -	$ -
Assigned	9780	$ -	$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ 39,597	$ (39,597)	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Fund 12 - Child Development Fund

Bargaining Unit: California School Employee Association Chapter 674

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 3/17/22)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
Federal Revenue	8100-8299	$ 261,523		$ -	$ 261,523
Other State Revenue	8300-8599	$ 694,523		$ -	$ 694,523
Other Local Revenue	8600-8799	$ 2,715,201		$ -	$ 2,715,201
TOTAL REVENUES		$ 3,671,247		$ -	$ 3,671,247
EXPENDITURES					
Certificated Salaries	1000-1999	$ 1,209,903	$ -	$ -	$ 1,209,903
Classified Salaries	2000-2999	$ 1,015,096	$ 50,755	$ -	$ 1,065,851
Employee Benefits	3000-3999	$ 991,873	$ 17,490	$ -	$ 1,009,363
Books and Supplies	4000-4999	$ 184,874		$ -	$ 184,874
Services and Other Operating Expenditures	5000-5999	$ (104,866)		$ -	$ (104,866)
Capital Outlay	6000-6999	$ -		$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ -		$ -	$ -
Transfers of Indirect Costs	7300-7399	$ 205,817		$ -	$ 205,817
TOTAL EXPENDITURES		$ 3,502,697	$ 68,245	$ -	$ 3,570,942
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ 354,062	$ -	$ -	$ 354,062
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ 522,612	$ (68,245)	$ -	$ 454,367
BEGINNING FUND BALANCE	9791	$ 137,207			$ 137,207
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 659,819	$ (68,245)	$ -	$ 591,574
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 591,574	$ -	$ -	$ 591,574
Committed	9750-9760	$ -	$ -	$ -	$ -
Assigned	9780	$ -	$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ 68,245	$ (68,245)	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Fund 13/61 - Cafeteria Fund

Bargaining Unit: California School Employee Association Chapter 674

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 3/17/22)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ -		$ -	$ -
Federal Revenue	8100-8299	$ 3,858,398		$ -	$ 3,858,398
Other State Revenue	8300-8599	$ 124,000		$ -	$ 124,000
Other Local Revenue	8600-8799	$ 763,200		$ -	$ 763,200
TOTAL REVENUES		$ 4,745,598		$ -	$ 4,745,598
EXPENDITURES					
Certificated Salaries	1000-1999	$ -	$ -	$ -	$ -
Classified Salaries	2000-2999	$ 1,638,272	$ 55,520	$ -	$ 1,693,792
Employee Benefits	3000-3999	$ 708,005	$ 19,132	$ -	$ 727,137
Books and Supplies	4000-4999	$ 1,557,100		$ -	$ 1,557,100
Services and Other Operating Expenditures	5000-5999	$ 151,938		$ -	$ 151,938
Capital Outlay	6000-6999	$ 30,562		$ -	$ 30,562
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ -		$ -	$ -
Transfers of Indirect Costs	7300-7399	$ 145,761		$ -	$ 145,761
TOTAL EXPENDITURES		$ 4,231,638	$ 74,652	$ -	$ 4,306,290
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ 513,960	$ (74,652)	$ -	$ 439,308
BEGINNING FUND BALANCE	9791	$ 167,901			$ 167,901
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 681,861	$ (74,652)	$ -	$ 607,209
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 607,209	$ -	$ -	$ 607,209
Committed	9750-9760	$ -	$ -	$ -	$ -
Assigned	9780	$ -	$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ 74,652	$ (74,652)	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

Burbank Unified School District
California School Employee Association Chapter 674

Explanations for Column 3 "Other Revisions" entered on Pages 4a through 4h:

Page 4a: Unrestricted General Fund	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Page 4b: Restricted General Fund	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Page 4d: Fund 11 - Adult Education Fund	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Page 4e: Fund 12 - Child Development Fund	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Page 4f: Fund 13/61 - Cafeteria Fund	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Page 4g: Other	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Page 4h: Other	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Additional Comments:

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Unrestricted General Fund MYP

Bargaining Unit: California School Employee Association Chapter 674

	Object Code	2021-22 Total Revised Budget After Settlement	2022-23 First Subsequent Year After Settlement	2023-24 Second Subsequent Year After Settlement
REVENUES				
LCFF Revenue	8010-8099	$ 145,662,245	$ 147,150,894	$ 149,248,159
Federal Revenue	8100-8299	$ -	$ -	$ -
Other State Revenue	8300-8599	$ 2,972,044	$ 3,059,359	$ 3,047,392
Other Local Revenue	8600-8799	$ 2,056,020	$ 257,987	$ 257,987
TOTAL REVENUES		$ 150,690,309	$ 150,468,240	$ 152,553,538
EXPENDITURES				
Certificated Salaries	1000-1999	$ 56,167,664	$ 58,896,067	$ 60,935,331
Classified Salaries	2000-2999	$ 17,329,536	$ 18,914,114	$ 21,066,750
Employee Benefits	3000-3999	$ 27,245,191	$ 30,397,732	$ 32,255,718
Books and Supplies	4000-4999	$ 4,511,044	$ 2,183,327	$ 2,066,643
Services and Other Operating Expenditures	5000-5999	$ 10,714,534	$ 9,348,148	$ 9,369,235
Capital Outlay	6000-6999	$ 101,334	$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 1,609,086	$ 1,680,086	$ 1,751,086
Transfers of Indirect Costs	7300-7399	$ (2,365,658)	$ (1,215,117)	$ (1,162,666)
Other Adjustments				$ (4,500,000)
TOTAL EXPENDITURES		$ 115,312,731	$ 120,204,357	$ 121,782,097
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 354,062	$ 150,000	$ 150,000
Contributions	8980-8999	$ (27,785,305)	$ (30,171,388)	$ (33,537,275)
OPERATING SURPLUS (DEFICIT)*		$ 7,238,211	$ (57,505)	$ (2,915,834)
BEGINNING FUND BALANCE	9791	$ 18,421,717	$ 25,659,928	$ 25,602,423
Audit Adjustments/Other Restatements	9793/9795	$ -		
ENDING FUND BALANCE		$ 25,659,928	$ 25,602,423	$ 22,686,589
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable	9711-9719	$ 100,060	$ 100,060	$ 100,060
Restricted	9740			
Committed	9750-9760	$ -	$ 14,829,894	$ 17,267,006
Assigned	9780	$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ 25,559,868	$ 10,672,469	$ 5,319,523
Unassigned/Unappropriated Amount	9790	$ -	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Restricted General Fund MYP

Bargaining Unit: California School Employee Association Chapter 674

	Object Code	2021-22 Total Revised Budget After Settlement	2022-23 First Subsequent Year After Settlement	2023-24 Second Subsequent Year After Settlement
REVENUES				
LCFF Revenue	8010-8099	$ -	$ -	$ -
Federal Revenue	8100-8299	$ 26,676,638	$ 5,862,240	$ 5,862,240
Other State Revenue	8300-8599	$ 28,374,738	$ 13,692,263	$ 14,032,960
Other Local Revenue	8600-8799	$ 6,072,856	$ 1,952,867	$ 1,952,867
TOTAL REVENUES		$ 61,124,232	$ 21,507,370	$ 21,848,067
EXPENDITURES				
Certificated Salaries	1000-1999	$ 19,933,871	$ 14,657,459	$ 12,271,504
Classified Salaries	2000-2999	$ 14,329,768	$ 12,159,764	$ 13,924,936
Employee Benefits	3000-3999	$ 12,963,389	$ 11,760,314	$ 12,017,142
Books and Supplies	4000-4999	$ 17,762,627	$ 5,596,507	$ 2,643,181
Services and Other Operating Expenditures	5000-5999	$ 21,996,075	$ 13,653,398	$ 12,825,236
Capital Outlay	6000-6999	$ 1,012,354	$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 1,052,542	$ 1,052,542	$ 1,052,542
Transfers of Indirect Costs	7300-7399	$ 1,853,793	$ 703,252	$ 650,801
Other Adjustments			$ -	$ -
TOTAL EXPENDITURES		$ 90,904,419	$ 59,583,236	$ 55,385,342
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -
Contributions	8980-8999	$ 27,785,305	$ 30,171,388	$ 33,537,275
OPERATING SURPLUS (DEFICIT)*		$ (1,994,882)	$ (7,904,478)	$ -
BEGINNING FUND BALANCE	9791	$ 9,899,360	$ 7,904,478	$ -
Audit Adjustments/Other Restatements	9793/9795	$ -		
ENDING FUND BALANCE		$ 7,904,478	$ -	$ -
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable	9711-9719	$ -	$ -	$ -
Restricted	9740	$ 7,904,478	$ -	$ -
Committed	9750-9760			
Assigned	9780			
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ -	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Combined General Fund MYP

Bargaining Unit: California School Employee Association Chapter 674

	Object Code	2021-22 Total Revised Budget After Settlement	2022-23 First Subsequent Year After Settlement	2023-24 Second Subsequent Year After Settlement
REVENUES				
LCFF Revenue	8010-8099	$ 145,662,245	$ 147,150,894	$ 149,248,159
Federal Revenue	8100-8299	$ 26,676,638	$ 5,862,240	$ 5,862,240
Other State Revenue	8300-8599	$ 31,346,782	$ 16,751,622	$ 17,080,352
Other Local Revenue	8600-8799	$ 8,128,876	$ 2,210,854	$ 2,210,854
TOTAL REVENUES		$ 211,814,541	$ 171,975,610	$ 174,401,605
EXPENDITURES				
Certificated Salaries	1000-1999	$ 76,101,535	$ 73,553,526	$ 73,206,835
Classified Salaries	2000-2999	$ 31,659,304	$ 31,073,878	$ 34,991,686
Employee Benefits	3000-3999	$ 40,208,580	$ 42,158,046	$ 44,272,860
Books and Supplies	4000-4999	$ 22,273,671	$ 7,779,834	$ 4,709,824
Services and Other Operating Expenditures	5000-5999	$ 32,710,609	$ 23,001,546	$ 22,194,471
Capital Outlay	6000-6999	$ 1,113,688	$ -	$ -
Other Outgo (excuding Indirect Costs)	7100-7299 7400-7499	$ 2,661,628	$ 2,732,628	$ 2,803,628
Transfers of Indirect Costs	7300-7399	$ (511,865)	$ (511,865)	$ (511,865)
Other Adjustments			$ -	$ (4,500,000)
TOTAL EXPENDITURES		$ 206,217,150	$ 179,787,593	$ 177,167,439
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 354,062	$ 150,000	$ 150,000
Contributions	8980-8999	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ 5,243,329	$ (7,961,983)	$ (2,915,834)
BEGINNING FUND BALANCE	9791	$ 28,321,077	$ 33,564,406	$ 25,602,423
Audit Adjustments/Other Restatements	9793/9795	$ -		
ENDING FUND BALANCE		$ 33,564,406	$ 25,602,423	$ 22,686,589
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable	9711-9719	$ 100,060	$ 100,060	$ 100,060
Restricted	9740	$ 7,904,478	$ -	$ -
Committed	9750-9760	$ -	$ 14,829,894	$ 17,267,006
Assigned	9780	$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ 25,559,868	$ 10,672,469	$ 5,319,523
Unassigned/Unappropriated Amount	9790	$ -	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

I. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES

1. State Reserve Standard

		2021-22	2022-23	2023-24
a.	Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	$ 206,571,212	$ 179,937,593	$ 177,317,439
b.	Less: Special Education Pass-Through Funds	$ -	$ -	$ -
c.	Net Expenditures, Transfers Out, and Uses	$ 206,571,212	$ 179,937,593	$ 177,317,439
d.	State Standard Minimum Reserve Percentage for this District **Enter percentage** →	3.00%	3.00%	3.00%
e.	State Standard Minimum Reserve Amount for this District (For districts with less than 1,001 ADA, this is the greater of Line a, times Line b, or $50,000)	$ 6,197,136	$ 5,398,128	$ 5,319,523

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a.	General Fund Budgeted Unrestricted Designated for Economic Uncertainties (9789)	$ 25,559,868	$ 10,672,469	$ 5,319,523
b.	General Fund Budgeted Unrestricted Unassigned/Unappropriated Amount (9790)	$ -	$ -	$ -
c.	Special Reserve Fund (Fund 17) Budgeted Designated for Economic Uncertainties (9789)	$ -	$ -	$ -
d.	Special Reserve Fund (Fund 17) Budgeted Unassigned/Unappropriated Amount (9790)	$ -	$ -	$ -
e.	Total Available Reserves	$ 25,559,868	$ 10,672,469	$ 5,319,523
f.	Reserve for Economic Uncertainties Percentage	12.37%	5.93%	3.00%

3. Do unrestricted reserves meet the state minimum reserve amount?

2021-22	Yes	X	No	
2022-23	Yes	X	No	
2023-24	Yes	X	No	

4. If no, how do you plan to restore your reserves?

5. **Does the Total Compensation Increase/(Decrease) on Page 1, Section A, #5 agree with the Total Increase/(Decrease) for all funds as a result of the settlement(s)? Please explain any variance.**

Total Compensation Increase/(Decrease) on Page 1, Section A, #5	$	1,938,084
General Fund balance Increase/(Decrease), Page 4c, Column 2	$	(1,755,590)
Adult Education Fund balance Increase/(Decrease), Page 4d, Column 2	$	(39,597)
Child Development Fund balance Increase/(Decrease), Page 4e, Column 2	$	(68,245)
Cafeteria Fund balance Increase/(Decrease), Page 4f, Column 2	$	(74,652)
Other Fund balance Increase/(Decrease), Page 4g, Column 2	$	-
Other Fund balance Increase/(Decrease), Page 4h, Column 2	$	-
Total all fund balances Increase/(Decrease) as a result of the settlement(s)	$	(1,938,084)
Variance	$	-

Variance Explanation:

6. **Will this agreement create or increase deficit financing in the current or subsequent years?**
"Deficit Financing" is defined to exist when a fund's expenditures and other financing uses exceed its revenues and other financing sources in a given year. If a deficit is shown below, provide an explanation and any deficit reduction plan, as necessary.

General Fund Combined		Surplus/ (Deficit)	(Deficit) %	Deficit primarily due to:
Current FY Surplus/(Deficit) before settlement(s)?	$	6,998,919	3.4%	
Current FY Surplus/(Deficit) after settlement(s)?	$	5,243,329	2.5%	
1st Subsequent FY Surplus/(Deficit) after settlement(s)?	$	(7,961,983)	(4.4%)	Special Education & STRS/PERS
2nd Subsequent FY Surplus/(Deficit) after settlement(s)?	$	(2,915,834)	(1.6%)	Special Education & STRS/PERS

Deficit Reduction Plan (as necessary):
We will continue to monitor and review Special Education costs, our declining enrollment and STRS & PERS increases each year. We have a plan in place that, depending on the governors budget and trailer bills, will be implemented.

7. **Were "Other Adjustments" amount(s) entered in the multiyear projections (pages 5a and 5b) for 1st and 2nd Subsequent FY?**

"Other Adjustments" could indicate that a budget reduction plan was/is being developed to address deficit spending, and to rebuild reserves. Any amount shown below must have an explanation. If additional space is needed, attach a separate sheet, or use page 8a.

MYP		Amount	"Other Adjustments" Explanation
1st Subsequent FY Unrestricted, Page 5a	$	-	
1st Subsequent FY Restricted, Page 5b	$	-	
2nd Subsequent FY Unrestricted, Page 5a	$	(4,500,000)	Part of our Fiscal Stabilization plan pending May Revise
2nd Subsequent FY Restricted, Page 5b	$	-	

J. CERTIFICATION NO. 1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF THE COLLECTIVE BARGAINING AGREEMENT

This certification page must be signed by the district's Superintendent and Chief Business Official at the time of public disclosure and is intended to assist the district's Governing Board in determining whether the district can meet the costs incurred under the tentative Collective Bargaining Agreement in the current and subsequent years. The absence of a certification signature or if "I am unable to certify" is checked should serve as a "red flag" to the district's Governing Board.

In accordance with the requirements of Government Code Sections 3540.2 and 3547.5, the Superintendent and Chief Business Official of the Burbank Unified School District District, hereby certify that the District can meet the costs incurred under this Collective Bargaining Agreement during the term of the agreement from July 1, 2021 to June 30, 2022.

Board Actions

The board actions necessary to meet the cost of the agreement in each year of its term are as follows:

Current Year

Budget Adjustment Categories:	Budget Adjustment Increase/(Decrease)
Revenues/Other Financing Sources	$ -
Expenditures/Other Financing Uses	$ 1,938,084
Ending Balance(s) Increase/(Decrease)	$ (1,938,084)

Subsequent Years

Budget Adjustment Categories:	Budget Adjustment Increase/(Decrease)
Revenues/Other Financing Sources	$ -
Expenditures/Other Financing Uses	$ -
Ending Balance(s) Increase/(Decrease)	$ -

Budget Revisions

If the district does not adopt and submit within 45 days all of the revisions to its budget needed in the current year to meet the costs of the agreement at the time of the approval of the proposed collective bargaining agreement, the county superintendent of schools is required to issue a qualified or negative certification for the district on its next interim report.

Assumptions

See attached page for a list of the assumptions upon which this certification is based.

Certifications

✓ I hereby certify ____ I am unable to certify

District Superintendent (Signature) — Date: 4/22/22

✓ I hereby certify ____ I am unable to certify

Chief Business Official (Signature) — Date: 4/22/22

Special Note: The Los Angeles County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.

Burbank Unified School District
California School Employee Association Chapter 674

Assumptions and Explanations (enter or attach documentation)

The assumptions upon which this certification is made are as follows:
Please see attached MYP and narrative from second interim 2021-22 detailing assumptions and showing the set aside for CSEA 5% and health and welfare increase

Concerns regarding affordability of agreement in subsequent years (if any):

K. CERTIFICATION NO. 2

The disclosure document must be signed by the district Superintendent at the time of public disclosure and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Sections 3540.2(a) and 3547.5.

Burbank Unified School District
District Name

District Superintendent
(Signature)

Date

Alyssa Low Director of Fiscal Services
Contact Person

818-729-4450
Phone

After public disclosure of the major provisions contained in this summary, the Governing Board at its meeting on May 5, 2022, took action to approve the proposed agreement with the California School Employee Association Chapter 674 Bargaining Unit.

President (or Clerk), Governing Board
(Signature)

Date

Special Note: The Los Angeles County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.

Description	Object Code	Unaudited Actuals 2020-21			Adopted Budget 2021-22			First Interim 2021-22			Second Interim 2021-22			Projected Year 2022-23			Projected Year 2023-24		
		Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined
A. Revenues																			
LCFF Sources	8010-8099	135,594,258	-	135,594,258	145,444,297	-	145,444,297	145,662,245	-	145,662,245	145,662,245	-	145,662,245	147,150,894	-	147,150,894	149,248,159		149,248,159
Federal Revenue	8100-8299	-	15,965,273	15,965,273	-	5,857,589	5,857,589	-	23,966,725	23,966,725	-	26,676,638	26,676,638	-	5,862,240	5,862,240	-	5,862,240	5,862,240
Other State Revenues	8300-8599	3,229,066	29,200,053	32,429,119	2,958,598	13,108,083	16,066,681	2,972,044	27,851,380	30,823,424	2,972,044	28,374,738	31,346,782	3,059,359	13,692,263	16,751,621	3,047,392	14,032,960	17,080,352
Other Local Revenues	8600-8799	949,233	2,492,609	3,441,842	797,987	1,680,558	2,478,545	257,987	5,634,224	5,892,211	2,056,020	6,072,856	8,128,876	257,987	1,952,867	2,210,854	257,987	1,952,867	2,210,854
Total Revenue		139,772,557	47,657,935	187,430,491	149,200,882	20,646,230	169,847,112	148,892,276	57,452,329	206,344,605	150,690,309	61,124,232	211,814,541	150,468,240	21,507,370	171,975,609	152,553,538	21,848,067	174,401,605
B. Expenditures																			-
Certificated Salaries	1000-1999	56,868,208	17,455,754	74,323,962	55,987,852	19,667,685	75,655,537	56,029,554	20,074,984	76,104,538	56,167,664	19,933,871	76,101,535	58,896,067	14,657,459	73,553,525	60,935,331	12,271,504	73,206,835
Classified Salaries	2000-2999	14,766,709	14,236,758	29,003,467	17,286,480	13,404,473	30,690,953	16,725,817	14,253,554	30,979,371	16,642,780	13,768,416	30,411,196	16,885,414	11,485,708	28,371,122	17,036,380	11,566,825	28,603,204
Employee Benefits	3000-3999	24,970,684	17,958,392	42,929,076	28,034,927	12,505,802	41,540,729	27,594,502	13,296,712	40,891,214	26,931,151	12,769,947	39,701,098	29,857,133	11,179,989	41,037,122	30,672,846	10,856,491	41,529,337
Books and Supplies	4000-4999	722,113	5,671,910	6,394,023	1,527,746	4,249,652	5,777,398	3,760,482	17,988,873	21,749,355	4,511,044	17,762,627	22,273,671	2,183,327	5,596,507	7,779,834	2,066,643	2,643,181	4,709,824
Services and Other Operating Expenditures	5000-5999	6,151,473	13,263,913	19,415,386	9,709,234	11,324,858	21,034,092	10,287,205	18,319,151	28,606,356	10,714,534	21,996,075	32,710,609	9,348,148	13,653,398	23,001,546	9,369,235	12,825,236	22,194,471
Capital Outlay/Depreciation	6000-6999	77,134	144,630	221,764	170,999	1,056,316	1,227,315	101,334	649,997	751,331	101,334	1,012,354	1,113,688	-	-	-	-	-	-
Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	1,688,728	940,885	2,629,613	1,867,726	1,128,470	2,996,196	1,563,063	1,052,542	2,615,605	1,609,086	1,052,542	2,661,628	1,680,086	1,052,542	2,732,628	1,751,086	1,052,542	2,803,628
Other Outgo - Transfers of Indirect Costs	7300-7399	(1,587,562)	1,048,424	(539,138)	(1,983,119)	1,411,385	(571,734)	(2,493,017)	1,957,656	(535,361)	(2,365,658)	1,853,793	(511,865)	(1,215,117)	703,252	(511,865)	(1,162,666)	650,801	(511,865)
Other Adjustments - Expenditures										-			-			-			(4,500,000)
Total Expenditures		103,657,487	70,720,666	174,378,154	113,601,845	64,748,641	178,350,486	113,568,940	87,593,469	201,162,409	114,311,935	90,149,625	204,461,560	117,695,056	58,328,855	175,963,912	116,166,854	51,856,581	168,035,435
C. Excess (Deficiency) of Revenues over Expenditures before Other Financing Sources and Uses		36,115,069	##########	13,052,338	35,599,037	(44,102,411)	(8,503,374)	35,323,336	(30,141,140)	5,182,196	36,378,374	(29,025,393)	7,352,981	32,833,183	(36,821,486)	(3,988,302)	36,384,684	(30,018,514)	6,366,170
D. Other Financing Sources/Uses																			
Interfund Transfers																			-
Transfers In	8900-8929													-	-	-	-	-	-
Transfers Out	7600-7629	(1,077,674)		(1,077,674)	(376,513)		(376,513)	(30,476)		(30,476)	(354,062)		(354,062)	(150,000)		(150,000)	(150,000)		(150,000)
Other Sources/Uses																			-
Sources	8930-8979													-	-	-	-	-	-
Uses	7630-7699													-	-	-	-	-	-
Other Adjustments - Other Financing Uses																-			-
Contributions	8980-8999	(25,792,032)	25,792,032		(26,948,531)	26,948,531	-	(27,252,626)	27,252,626	-	(27,030,511)	27,030,511	-	(28,917,008)	28,917,008	-	(30,018,514)	30,018,514	-
Total Other Financing Sources/Uses		(26,869,705)	25,792,032	(1,077,674)	(27,325,044)	26,948,531	(376,513)	(27,283,102)	27,252,626	(30,476)	(27,384,573)	27,030,511	(354,062)	(29,067,008)	28,917,008	(150,000)	(30,168,514)	30,018,514	(150,000)
Balance/Net Position		9,245,364	2,729,300	11,974,664	8,273,993	(17,153,880)	(8,879,887)	8,040,234	(2,888,514)	5,151,720	8,993,801	(1,994,882)	6,998,919	3,766,175	(7,904,479)	(4,138,302)	6,216,169	0	6,216,170
F. Fund Balance, Reserves/Net Position													-				-		-
Beginning Fund Balance/Net Position													-						-
As of July 1 - Unaudited	9791	9,176,353	7,170,060	16,346,413	19,196,359	21,375,615	40,571,974	18,421,717	9,899,360	28,321,077	18,421,717	9,899,360	28,321,077	27,415,518	7,904,478	35,319,996	31,181,693	(0)	31,181,693
Audit Adjustments	9793												-	-	-	-	-	-	-
As of July 1 - Audited													-						-
Other Restatements	9795												-	-	-	-	-	-	-
Adjusted Beginning Balance													-						-
Ending Balance/Net Position, June 30		18,421,717	9,899,360	28,321,077	27,470,352	4,221,735	31,692,087	26,461,951	7,010,846	33,472,797	27,415,518	7,904,478	35,319,996	31,181,693	(0)	31,181,694	37,397,863	(0)	37,397,863
Components of Ending Fund Balance																			-
Nonspendable (Revolving Cash / Stores)	9710-9719	38,396		38,396	100,060		100,060	100,060		100,060	100,060		100,060	100,060	-	100,060	100,060	-	100,060
Restricted	9740			-			-			-			-	-		-	-		-
Committed				-			-			-			-			-			-
Stabilization Arrangements	9750			-			-			-			-	-	-	-	-	-	-
Other Commitments	9760			-			-			-			-		-	-		-	-
Site Carry Over		421,772		421,772			-			-			-			-			-
Projected Computed Average ADA														6,740,212		6,740,212	11,465,467		11,465,467
Restricted Gift Carry Over			3,817,728	3,817,728			-			-			-		-	-		-	-
Assigned LCAP Supplemental Cumulative		3,540,074		3,540,074	2,593,999		2,593,999			-			-			-	-		-
Restricted Carry-Over			4,388,259	4,388,259						-			-						
Restricted One time State & Federal Funding			1,693,372	1,693,372		4,221,735	4,221,735		7,010,846	7,010,846		7,904,478	7,904,478			-			
CSEA Job Study		390,000		390,000	390,000		390,000	390,000		390,000	1,087,500		1,087,500	870,000	-	870,000	1,305,000	-	1,305,000
Vacation Liability		272,000		272,000	1,441,606		1,441,606	272,000		272,000	272,000		272,000	272,000	-	272,000	272,000	-	272,000
BTA 5%											3,833,320		3,833,320	7,666,640		7,666,640	11,499,959		11,499,959
CSEA 5%											1,638,811		1,638,811	3,277,622		3,277,622	4,916,433		4,916,433
BASA 5%					441,136		441,136			-	736,518		736,518	1,473,036		1,473,036	2,209,554		2,209,554
H&W 1% Increase											182,400		182,400	364,800		364,800	547,200		547,200
Fiscal Stability Assigned		3,232,125		3,232,125	11,779,931		11,779,931	13,628,317		13,628,317	7,275,972		7,275,972		-	-		-	-
Other Assignments	9780			-			-			-			-			-			-
Unassigned/Unappropriated				-			-			-			-			-			-
Reserve for Economic Uncertainties	9789	5,263,675		5,263,675	5,361,810		5,361,810	6,035,787		6,035,787	6,144,469		6,144,469	5,283,417		5,283,417	5,045,563		5,045,563
Board Approved Reserve	9790	5,263,675	(0)	5,263,675	5,361,810	-	5,361,810	6,035,787	0	6,035,787	6,144,469	0	6,144,469	5,133,906	(0)	5,133,906	36,626	(0)	36,626

BURBANK UNIFIED SCHOOL DISTRICT

Equity and Excellence

Office of Administrative Services
2021-22 Second Interim Budget

Revenue Assumptions

ADA projection is based on Education Code Section (EC§) 43502(b), which requires the California Department of Education (CDE) to use *actual attendance reported at the 2019-20 Second Principal Apportionment (P2) and Annual Apportionment reporting periods as the basis for funding for 2020-21.*[1] EC § 43502(b) allows all districts for the 2020-21 school year to be held harmless from the effects of enrollment loss due to COVID-19. The assumption for 2021-22 takes the greater of the current year or prior year P2 ADA for its LCFF calculation, which would be the 2019-2020 P2 submission since 2020-21 Fiscal Year was held harmless and able to use its 2019-20 P2 data for its apportionment calculation. This provision allows districts to review their budgets and make necessary assumptions and adjustments given declining enrollment. In the fiscal year 2022-23, BUSD will no longer receive the benefit of EC§ 43502(b) and will be funded on its ADA at that time, which currently reflects a significant decline due to families moving out of Burbank and students transferring to private and home-schooling options due to COVID-19.

At the January presentation of the Governor's Proposed 2022-23 budget, the Governor included a proposal to the significant decline in enrollment schools across the State are experiencing. Rather than being funded on Ed Code (EC 42238.05(a)(1), he proposed that funding would be based on the greater of current year ADA, prior year ADA or computed average ADA using the previous three years' ADA. This change is to turn the ADA cliff into an ADA softer landing. This proposed solution to the way districts would be funded in the fiscal Year 2022-23 and 2023-24 is based on the actual current projections and prior year ADA averaged out, with the hold harmless provision sunsetting in 2021-22. The difference in revenue the District would receive with this 'softer landing' approach is set aside in the ending fund balance of the multi-year projection since it is not guaranteed legislation as of Second Interim.

Projected Computed Average ADA – based on Proposed Trailer Bill Language

2021-22	2022-23	2023-24
14,728.68	14,163.15	13,955.42

Combined Unrestricted and Restricted Overview:

	Adopted Budget 2021-22	First Interim 2021-22	Second Interim 2021-22	Projected Budget 2022-23	Projected Budget 2023-24
LCFF Source Revenues	$145,444,297	$145,662,245	$145,662,245	$147,150,894	$149,248,159
Federal Revenues	5,857,589	23,966,725	26,676,638	5,862,240	5,862,240
Other State Revenues	16,066,681	30,823,424	31,346,782	16,751,621	17,080,352
Other Local Revenues	2,478,545	5,892,211	8,128,876	2,210,854	2,210,854
Total	**$169,847,112**	**$206,344,605**	**$211,814,541**	**$171,975,609**	**$174,401,605**

Combined Unrestricted and Restricted Changes from First Interim to Second Interim

Revenue	First Interim	Second Interim	Changes
LCFF Source Revenues	$145,662,245	$145,662,245	$-0-
Federal Revenues	23,966,725	26,676,638	2,709,913
Other State Revenues	30,823,424	31,346,782	523,358
Other Local Revenues	5,892,211	8,128,876	2,236,665
Total	**$206,344,605**	**$211,814,541**	**$5,469,936**

[1] Phillips, Matt; García, Brianna. "Hold Harmless does not translate to flat funding" *School Services of California*, July 29, 2020

Details of changes from First Interim to Second Interim Revenues:

- **LCFF Revenues** – No change
- **Federal and State Revenues** – the continued allocation of COVID One-Time Funding (detailed on page 4)
- **Local revenue** – increase in gift and donation revenue & COVID One-Time Funding (detailed on page 4)

The details of revenue projections are as follows:
Local Control Funding Formula Revenue (LCFF) comprises State Aid, Property Taxes, and EPA. Below is the chart that details how our LCFF funding is allocated by grade span per ADA – average daily attendance:

Grade	2021-22 Base Grant with Adjustment Rate per ADA COLA – 5.07%	2022-23 Base Grant Rate with Adjustment Per ADA COLA – 5.33%	2023-24 Base Grant Rate with Adjustment Per ADA COLA – 3.61%
K-3	8,934	9,410	9,750
4-6	8,214	8,652	8,964
7-8	8,458	8,909	9,231
9-12	10,057	10,592	10,975

- Property Taxes and other local revenue
    - Projected Property and other local revenue for 2021-22, 2022-23, 2023-24
        - $55,926,114
- Education Protection Account (EPA) is received quarterly in September, December, March, and June and is a component of the total LCFF entitlement. The District pays certificated salaries and related benefits, as the appropriate use of this funding, according to Section 36 of Article XIII of the California Constitution.
    - EPA funding for 2021-22, 2022-23, 2023-24
        - $21,839,586
- Supplemental and Concentration Grant Funding is received for:
    - Students who are English Learners
    - Students who receive free or reduced-price meals
    - Foster Youth
- To receive Supplemental Grant Funding, Districts need to have an unduplicated pupil count of 20%. Districts need to have an unduplicated pupil count of 50% or greater to receive Concentration Grants Funding. Burbank USD only receives Supplemental Grant Funding. It is important to note that Burbank USD, in addition to its decline in overall enrollment, is also experiencing a drop in the percentage of English Learners, families whose income allows eligibility for free or reduced-priced meals, and foster youth pupils. This decline in projected unduplicated pupil count is as follows:
-

Projected 2021-22 38.55% Unduplicated	Projected 2022-23 37.17% Unduplicated	Projected 2023-24 33.75% Unduplicated
$10,342,368	$10,100,762	$9,362,774

- Lottery Projections are projected below with funding multiplied by amount per ADA, and an enrollment factor of 1.04446:

Fiscal Year	2021-22	2022-23	2023-24
Unrestricted @ $163 per ADA	$2,331,559	$2,411,557	$2,376,187
Restricted @ $65 per ADA	$747,100	$961,664	$947,559

Restricted Revenue

One-Time Funding

- Due to COVID-19, Districts across the State received one-time emergency funding from Federal and State sources to help mitigate learning loss and address health and safety concerns such as the procurement of personal protective equipment (PPE) supplies for sanitizing and cleaning facilities. Below is a chart of Burbank's one-time funds since March 2020 and the deadline to be spent. Important to note is that Burbank does not receive all of the funding at once. The funds apportioned are on schedules based upon restrictions and reporting requirements of each grant or program detailed in the table.
- The funds can also be used for current expenditures of staff who are being utilized for learning loss interventions and those who are being used for a substantially different use due to the pandemic. Subsequently, using these restricted funds instead of unrestricted general funds provides relief of general fund expenditures, where personnel, materials, supplies, and services were charged. This relief is detailed on page 10.

Funding Sources	Resource Code	Allocation	Balance to Spend	Date to be Spent / Expended
Learning Loss Mitigation Funds (LLM)				
SB117 – COVID 19 LEA Response Fund	73880.0	$254,618	-0-	Expended
LLM – Coronavirus Relief Fund (CRF)	32200.0	6,840,423	-0-	Expended
LLM – Prop 98 General Fund	74200.0	1,181,661	-0-	Expended
AB 86 – In Person Learning (IPI)	74220.0	4,994,543	388,636	9/30/2024
AB 86 – Expanded Learning Opportunities Grant (ELO-G)	74250.0	8,655,995	1,731,554	9/30/2024
AB 86 – Expanded Learning Opportunities Grant– Para-Professionals	74260.0	961,777	-0-	9/30/2024
AB 86 – Expanded Learning Opportunities Grant– Homeless	74250.0	76,000	-0-	9/30/2024
AB 130 - Expanded Learning Opportunities Program (ELO-P)	26000.0	1,859,471	1,859,471	TBD
LLM - Governor's Emergency Education Relief (GEER)	32150.0	$909,442	80,249	9/30/2022
CARES - Elementary and Secondary Emergency Relief Fund – ESSERF I	32100.0	1,413,761	213,660	9/30/2022
CRSSA - Elementary and Secondary Emergency Relief Fund – ESSERF - II	32120.0	5,594,954	241,721	9/30/2023
ARP - Elementary and Secondary Emergency Relief Fund – ESSERF - III	32130.0 & 32140.0	12,597,155	2,615,145	9/30/2024
ARP – Homeless Children & Youth II	56320.0	39,095	39,095	9/30/2024
FEMA – Federal Emergency Management Agency	56500.0	2,452,351	-0-	6/30/2022
School-Based COVID-19 Testing Grant	58700.0	2,383,784	985,100	7/1/2022
Emergency Connectivity Fund (ECF)	00000.0	1,798,033	-0-	6/30/2022
Total		**$52,013,063**	**$8,154,631**	

Federal funding

Below are BUSD's projected restricted general fund allocations. The only change from First Interim to Second Interim is the increase of $201,719 for ESSA CSI funding, specifically for Monterey High School.

	First Interim 2021-22	Second Interim 2021-22	Projected 2022-23	Projected 2023-24
Title I	$1,980,109	$1,980,109	$1,676,909	$1,676,909
Title II	$450,092	$450,092	$300,432	$300,432
Title III IE	$27,271	$27,271	$0	$0
Title III EL	$273,873	$273,873	$175,500	$175,500
Title IV	$205,025	$205,025	$123,678	$123,678
Perkins	$74,956	$78,268	$74,806	$74,806
ESSA CSI MHS	$112,159	$313,878	$0	$0

Restricted Grant Funding:

- **CTIEG – Career Technical Education Incentive Grant Program – 63870.0**
  - The California Career Technical Education Incentive Grant (CTEIG) program is a state education, economic, and workforce development initiative to provide kindergarten through grade twelve students with the knowledge and skills necessary to transition to employment and postsecondary education.
  - We apply for and receive these funds on an annual basis. The revenue and expenditures will be removed from the multi-year projection if we do not receive the grant.
- **Governor's Career Technical Education Initiative – CTEI – 63850.0**
  - Project funding is awarded on a non-competitive basis to agencies with the appropriate expertise needed to address the career technical education (CTE) Arts, Media, and Entertainment (AME) Pathways Program related to the CTE plan.
  - We apply for and receive these funds on an annual basis. The revenue and expenditures will be removed from the multi-year projection if we do not receive the grant.
- **ASES – After School Education and Safety Grant – 60100.0**
  - Provides funds to districts that collaborate with community partners to provide safe and educationally enriching alternatives for students after school. BUSD partners with Burbank's Boys and Girls Club and Greater East Valley who offer this service.
  - We apply for and receive an ASES allocation annually.
- **Educator Effectiveness – 62660.0**
  - One-time funding is provided to COEs, school districts, charter schools, and state special schools to provide professional learning for teachers, administrators, paraprofessionals, and classified staff to promote educator equity, quality, and effectiveness.
  - This funding is due to be expended by September 30, 2026.
- **Classified School Employee Summer Assistance Grant – 74150.0**
  - The Classified School Employee Summer Assistance Program (CSESAP) provides up to a dollar for dollar match on amounts withheld from BUSD participating classified school employees' monthly paychecks. The classified employees' pay withheld and the state matching funds will be paid to the District's participating and eligible employees in the summer months following the 2021-22 school year.
  - BUSD can elect to apply each year the grant is offered. 2019-20 was the first year of the program. BUSD elected to participate again, and the new grant award is shown below for 2021-22. In the multi-year projection for 2022-23 forward, this grant revenue and expense is removed since it is unknown how many employees each year will participate and what funds the District expects.
- **K12 Strong Workforce Pathways Grant – 63880.0**
  - The Strong Workforce Program is an education, economic, and workforce development initiative to expand the availability of high-quality, industry-valued career technical education and workforce development courses, programs, pathways, credentials, certificates, and degrees.

- We apply for and receive these funds on an annual basis. The revenue and expenditures will be removed from the multi-year projection if we do not receive the grant.
  - At Second Interim, BUSD has a carry-over balance from the prior year and a new Chancellors grant of $130,000.

Each grant at Second Interim has the base grant allocation plus any additional allowable carry over from the prior 2020-21 fiscal year.

Program	First Interim 2021-22	Second Interim 2021-22	Projected 2022-23	Projected 2023-24
CTIEG	$957,669	$957,669	$500,000	$500,000
CTEI	$30,000	$30,000	$-0-	$-0-
ASES	$661,720	$661,720	$603,835	$603,835
Educator Effectiveness	$3,324,018	$3,324,018	$-0-	$-0-
CSEA Summer Assistance Grant	$521,009	$521,009	$-0-	$ -0-
K12 Strong Workforce Pathways	$1,400,152	$1,400,152	$570,482	$570,482

Mandated Costs Block Grant Revenue

The District, authorized by the Board of Education, continues to participate in the Mandated Block Grant offered by the State, which will reimburse by ADA rather than actual forms for each mandate. The following is a chart of assumptions used per ADA for budget second interim and projected budgets in the multi-year projection:

Fiscal Year	Total Projected Allocation
First Interim 2021-22	$640,485
Second Interim 2021-22	$640,485
Projected 2022-23	$647,802
Projected 2023-24	$671,205

Special Education Federal and State AB602 Funding

The District assumes Special Education flat funding except for AB602, and a projected COLA assumption is included. Districts throughout the State continue to be underfunded, which requires contributions from the unrestricted general fund to restricted Special Ed funding to meet student needs.

For the 2021-22 fiscal year, Special Ed received one-time COVID funding, which resulted in an additional $1,347,774.

Program	First Interim 2021-22	Second Interim 2021-22	Projected 2022-23	Projected 2023-24
Federal SPED funding	$3,137,334	$3,137,334	$3,137,334	$3,137,334
State SPED Funding	$10,549,740	$10,548,940	$11,047,082	$11,401,884

Expenditure Assumptions

The following expenditure assumptions are for Second Interim 2021-22 and the multi-year projection 2022-23 and 2023-24.

Combined Unrestricted and Restricted Overview:

EXPENDITURE CATEGORIES	Adopted Budget 2021-22	First Interim 2021-22	Second Interim 2021-22	Projected Budget 2022-23	Projected Budget 2023-24
Certificated Salaries	$75,655,537	$76,104,538	76,101,535	73,553,525	73,206,835
Classified Salaries	30,690,953	30,979,371	30,411,196	28,371,122	28,603,204
Employee Benefits	41,540,729	40,891,214	39,701,098	41,037,122	41,529,337
Books & Supplies	5,777,398	21,749,355	22,273,671	7,779,834	4,709,824
Services/Other Operations	21,034,092	28,606,356	32,710,609	23,001,546	22,194,471
Capital Outlay	1,227,315	751,331	1,113,688	-	-
Other Outgo (excluding indirect)	2,996,196	2,615,605	2,661,628	2,732,628	2,803,628
Other Outgo (Transfers of Indirect Costs)	(571,734)	(535,361)	(511,865)	(511,865)	(511,865)
*Other Adjustments					(4,500,000)
Total	**$178,350,486**	**$201,162,409**	**$204,461,560**	**$175,963,912**	**$168,035,434**

**See final page of assumptions*

Differences from First Interim to Second Interim

EXPENDITURE CATEGORIES	First Interim 2021-22	Second Interim 2021-22	Difference
Certificated Salaries	$76,104,538	76,101,535	($3,003)
Classified Salaries	30,979,371	30,411,196	(568,175)
Employee Benefits	40,891,214	39,701,098	(1,190,116)
Books & Supplies	21,749,355	22,273,671	524,316
Services/Other Operations	28,606,356	32,710,609	4,104,253
Capital Outlay	751,331	1,113,688	362,357
Other Outgo (excluding indirect)	2,615,605	2,661,628	46,023
Other Outgo (Transfers of Indirect Costs)	(535,361)	(511,865)	23,496
Total	**$201,162,409**	**$204,461,560**	**$3,299,151**

Expenditure Differences:

Certificated Salaries

- Changes in substitute costs

Classified Salaries

- Support staff paid out of one-time COVID funding
- Minimum Wage increase from $14 to $15 an hour

Benefits

- Associated changes with Certificated and Classified changes
- Change in OPEB withholding

Materials and Supplies

- Expenditures to match gifts and donations revenue
- One-Time COVID funding expenditures

Services

- Contracted Services for Special Education needs
- One-Time COVID funding expenditures
    - COVID testing $3,000,000
    - Contribution from COVID funds to Fund 12 – Child Development Fund of $264,000 due to audit adjustment
    - Contracted services for COVID contact tracing and wraparound services $818,000

Capital Outlay

- Reduced to match actuals and changes in projected HVAC assessment costs

Salary step and column – Each employee is hired at a specific salary range known as step and column. Depending on experience & degrees held, employees move within that negotiated salary step and column. The amounts below are the estimated costs of step and column movement for First Interim and the multi-year projection:

	First Interim 2021-22	Second Interim 2021-22	Projected 2022-23	Projected 2023-24
BTA Step Increase	$860,993	$860,993	$860,993	$860,993
CSEA Step Increase	$386,680	$386,680	$386,680	$386,680
BASA Step Increase	$86,077	$86,077	$86,077	$86,077
BTA Column	$100,000	$100,000	$100,000	$100,000

Employee Salary, Benefits, and Statutory Benefits

- Health and welfare are calculated for Second Interim. For the multi-year projection, an increase of 2% is included.
- The District will continue to pay current and eligible retiree benefits up to the district cap of $12,000.

The following table represents the contribution obligation to statutory benefits. The Governor's 2020-May 21 Revise Budget reduced the CALPERS and CALSTRS rates to provide districts with increased fiscal relief during the pandemic. That relief is in its final year for the 2021-22 fiscal year. The District's multi-year projection reflects the percentages for STRS and PERS contributions returning to their previous rates in 2022-23 and forward. This results in a 3.19% rate increase in PERS and a 2.18% increase in STRS:

	First Interim 2021-22	Second Interim 2021-22	Projected 2022-23	Projected 2023-24
PERS	22.91%	22.91%	26.10%	27.10%
STRS	16.92%	16.92%	19.10%	19.10%
OASDI	6.20%	6.20%	6.20%	6.20%
SUI	0.50%	0.50%	0.50%	0.20%
APPLE	3.75%	3.75%	3.75%	3.75%
MEDICARE	1.45%	1.45%	1.45%	1.45%
W/C	2.05%	2.20%	2.87%	2.87%

With the rise in unemployment, the State raised its unemployment rate from 0.05% to 1.23%. This steep increase resulted in an additional $1,300,000 the District must pay out of the general fund. However, the State re-projected the change, which reduces the percentage from 1.23% to .50%. This change results in an expense of $530,000 rather than $1,300,000. The rate is projected to decrease to .20% in the following years. To help districts afford this obligation, the State has allowed one-time ESSER funds to be utilized in the 2021-22 fiscal year. BUSD will be taking advantage of this allowance and paying for the state unemployment obligation with this provision.

Consumer Price Index (CPI) is applied to unrestricted supplies (object code 4000-4999) and Services (object code 5000-5999). This includes utilities, water, electricity, and gas. Below is the annual percentage:

2021-22	2022-23	2023-24
5.78%	3.69%	2.90%

Minimum Wage increased in January 2022. The January - June expense is included in Second Interim. Below is the assumption representing the additional cost for salaries and benefits for the projected 2022-23 fiscal year since the expense is only for January – June. This assumption is included in Second Interim's multi-year projection:

2022-23 - $15
$223,000

Other Expenditures

- The 2022-23 fiscal year projection reflects the additional $150,000 in anticipation of election costs.

General Fund Contributions

Program contributions from General Fund Unrestricted to Restricted:

	First Interim 2021-22	Second Interim 2021-22	Projected 2022-23	Projected 2023-24
Special Education	($21,673,017)	($21,422,781)	($22,908,685)	($23,820,398)
Routine Restricted Maintenance	(5,894,334)	(5,894,334)	(6,323,049)	(6,512,841)
District Rentals Revenue	314,725	286,604	314,725	314,725
Totals:	**($27,252,626)**	**($27,030,511)**	**($28,917,009)**	**($30,018,514)**

Differences between First Interim and Second Interim

- **Special Ed**
  - Slight reduction due to staffing adjustments to meet actuals
- **Routine Restricted Maintenance (RRM)**
  - The RRM contribution is calculated on 3% of total unrestricted and restricted expenditures less specific COVID-19 resources.

Transfers In/Out

This amount is a contribution from the General Fund to other funds/programs. The chart below explains the transfers in/out from General Fund to the following programs:

	First Interim 2021-22	Second Interim 2021-22	Projected 2022-23	Projected 2023-24
Fund 12 – Monterey High Infant Program – Self Support & ATB	$30,476	$354,062	$-0-	$-0-
Fund 12 – Child Development Fund /State Preschool- LCAP Supplemental			150,000	150,000
Totals:	$30,476	$354,062	$150,000	$150,000

Fund 12 – ATB

- There was an audit finding in where revenue had been accounted for twice, however, it was only received once, thus overstating its income. Therefore, a transfer of funds into Fund 12 to cover the cost of the audit finding was necessary. Part of the transfer of funds is allowable from COVID one-time funding to

Fund 12 totaling $264,000. This amount covers the program that provided tutoring and after-school programs to help mitigate learning loss.

- The balance of the audit adjustment is a contribution from the general fund to Fund 12.
- In the projected 2022-23 and 2023-24 fiscal year, with the LCAP supplemental contribution, Fund 12 is projected to be self-sustaining.

Local Control Accountability Plan (LCAP):

- The revised three-year LCAP plan was presented in June alongside the adopted 2021-22 Budget. The LCAP is fully funded in the Second Interim budget for 2021-22 and projected 2022-23 and 2023-24 budgets.

Operational Site Budgets

- Elementary Schools receive $53.50, Middle Schools receive $62.00, and High Schools receive $90.00 per enrolled student. The allocation is based on projected enrollment.

Some of the costs of personnel who are typically part of unrestricted expenditures could be paid from COVID one-time funds per State and Federal guidelines in Second Interim 2021-22 and Projected 2022-23. This movement of expenses from unrestricted to restricted provides relief to the General Fund. It is important to note that this relief is one-time. Once the one-time funds are expended, personnel, materials, and service expenses that utilize these one-time COVID funds return to the unrestricted general fund represented in the Multi-Year Projection.

One-Time COVID Funding Overview	2021-22	2022-23
Certificated personnel such as additional hours for staff for extended learning and stipends	$7,072,470	$1,927,472
Classified personnel such as additional hours for staff for extended learning and stipends	1,767,591	85,430
Benefits for the personnel above	2,790,218	423,312
Books and Supplies such as additional curriculum, materials, and technology to meet the Board of Education and District's goal of one to one technology, personal protective equipment, MERV-13 filters, and facility supplies to repair window and ventilation	4,712,577	-0-
Services such as facilities HVAC, window and ventilation repairs, Instructional contracted services and consultants used for professional development for help students with learning loss, Special Education services for student supports and interventions due to learning loss, COVID testing services, and contracted nursing support	7,852,828	-0-
Indirect	1,067,156	17,475
Total	**$25,262,840**	**$2,453,689**

Fiscal Stabilization Plan

To remain fiscally stable in 2021-22, 2022-23, and 2023-24, budget reductions must be made to meet the required 3% Reserve for Economic Uncertainty (REU) in the fiscal year 2023-24. The reductions required are due to several factors:

- The rise in STRS/PERS percentage increase from 2021-22 to 2022-23
  - Districts saw relief in the PERS/STRS contribution percentage provided by the State due to COVID-19. That relief sunsets in 2022-23.
- Declining enrollment before COVID and now significant decline due to COVID.
- The continued cost of operations with step and column adjustments, health and welfare costs continuing to rise, and the continued rise of Special Education.

With all of these factors, the District could not meet the 3% reserve for economic uncertainty in 2023-24 at First Interim. The District had put a place holder of "other adjustments" of ($6,250,000) in reductions that needed to be addressed. This assumption has been updated for Second Interim ($4,500,000). Along with this placeholder of other adjustments, the following changes and reductions are proposed for the fiscal stabilization plan.

As stated on page 1 of this report, at the January presentation of the Governor's Proposed 2022-23 budget, the Governor included a proposal to aid the significant decline in enrollment schools across the State are experiencing. Rather than being funded on Ed Code (EC 42238.05(a)(1), he proposed that funding would be based on the greater of current year average daily attendance (ADA), prior year ADA or *computed average ADA* using the previous three years' ADA. This change is to turn the steep ADA decline, which is a decline in funding, into an ADA softer landing. This proposed solution to the way districts would be funded in the fiscal Year 2022-23 and 2023-24 is based on the actual current projections and prior year ADA averaged out. The difference in revenue the District would receive with this 'softer landing' approach is set aside in the ending fund balance of the multi-year projection since it is not guaranteed legislation as of Second Interim.

- This results in additional in LCFF funding
  - 2022-23 $6,740,212 in additional LCFF funding
  - 2023-24 $4,725,255 in additional LCFF funding
  - The additional funding is set aside in the ending fund balance until the proposed trailer bill is approved on July 1. More information will be forthcoming once the Governor's May Revision to his proposed budget is presented.
- Should this proposed computed average ADA bill pass, the District can remove its "other adjustments" of ($4,500,000) and will meet its 3% REU.

In 2022-23 and 2023-24, the general fund was to resume paying for the cost of OPEB as it has spent down the Board approved $3.5M allowable withdrawal from Fund 71. However, as part of the Fiscal Stabilization Plan, the District is proposing the Board approve to continue to draw down Fund 71.

- Savings would be $1,300,000 each fiscal year for a total savings of $2,600,000.
  - It is projected that the general fund will need to resume its contribution in the 2024-25 fiscal year.

The Governor's projected 2022-23 budget presented this past January provided new assumptions that now affect the 2022-23 and 2023-24 fiscal year. The cost of living adjustment (COLA) changed:

- Changes in COLA from First Interim to Second Interim
  - 2022-23 2.48%
    - 2022-23 5.33%
      - Additional $3,700,000 in LCFF funding
  - 2023-24 3.11%
    - 2023-24 3.64%
      - Additional $4,600,000 in LCFF funding
  - This resulted in additional $8,300,000 in LCFF funding

Along with the changes in COLA, LCFF revenue, and OPEB, the table below are proposed reductions additionally in place within the multi-year projection to remain fiscally solvent:

Proposed Fiscal Stability Plan	2022-23	2023-24
Management		
Frozen Positions		
• Emergency Planning/Safety Coordinator	64,000	64,000
• Supervisor M&O		85,430
• Technology Services Manager	84,300	84,300
• Assistant Principal	122,000	122,000
Certificated		
• Teachers – 18.0 FTE due to declining enrollment	1,216,000	1,216,000
• Teachers – 10.0 FTE due to declining enrollment		675,740
Frozen Positions		
• TOSA – 2.0 FTE	144,000	144,000
• Intervention	45,000	45,000
Benefits associated with the listed positions	567,400	852,500
OPEB Savings	1,300,000	1,300,000
Further reductions should ADA average not pass		4,500,000
Total Proposed Reductions	**$3,542,700**	**$9,088,970**

BUSD to CSEA
11/10/21 5/18/22
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Tentative Agreement
Between the
Burbank Unified School District
From the
California School Employees Association and its Burbank Chapter #674

ARTICLE I: AGREEMENT

This Agreement is made and entered into ~~this 18th day of October 2018,~~ between the Burbank Unified School District (hereafter "District") and the California School Employees Association~~,~~ and its Burbank Chapter 674, (hereafter "CSEA" or "Association").

Due to the COVID-19 pandemic, the parties agreed to a term extension for the period of July 1, 2020 through June 30, 2021.

This ~~Amendment to the~~ Successor Agreement shall remain in full force and effect for a period from July 1, 202~~17~~ through June 30, 202~~420~~.

For the District:

For CSEA:

320

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12/15/21

Tentative Agreement
Between the
Burbank Unified School District
From the
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ARTICLE 3: ~~MANAGEMENT~~ DISTRICT RIGHTS ~~AND DISTRICT POWERS~~

3.1 It is understood and agreed that the District retains all of its powers and authority to direct, manage, and control to the full extent of the law. ~~This includes, but is not limited to, those duties and powers and the exclusive right to determine its organization, determine the kinds and levels of services to be provided, and the methods and means of providing them, determine staffing patterns and determine the number and kinds of personnel required in accordance with State law.~~ Included in but not limited to these duties and powers are the rights in:

1. Determine its organization.
2. Direct the work of its employees.
3. Determine the times and hours of operations.
4. Determine the kinds and levels of services to be performed, and the methods and means of providing them.
5. Establish its educational policies, goals, and objectives.
6. Ensure the rights and educational opportunities of students.
7. Determine staffing patterns.
8. Determine the numbers and kinds of personnel required.
9. Maintain the efficiency of District operations.
10. Determine the curriculum.
11. Build, move, or modify facilities.
12. Establish budget procedures and determine budgetary allocations.
13. Determine the methods of raising revenues.
14. Contracting out work to be in accordance with the California Education Code and Article 7 of this agreement. Any contracting out shall not cause or result in the layoff of bargaining unit members.
15. **Declare an emergency** ~~**Suspend the provisions of this Agreement**~~ and take action on any matter in the event of an emergency. Emergency is defined as **a** ~~**an act of God or other**~~ crisis of serious magnitude, which within the judgment of the Board of Education, Superintendent, or Acting Superintendent, cannot be ignored

3.2 In addition, the Board of Education retains the right to hire, classify, assign, evaluate, promote, terminate, and discipline employees.

3.3 The exercises of the foregoing powers, rights, authority, duties and responsibilities by the District; the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement, and then only to the extent such specific and express terms are in conformance with the law.

3.4 **Notwithstanding any other provisions, this Agreement shall not constitute a general or specific waiver of any right of CSEA or unit members, nor shall it be applied to**

reduce or restrict any right or privilege of CSEA or unit members derived from other provisions of this Agreement or from law.

District

SH2

CSEA

Nicole Knoop

M'Lynn MacLaren

Roberto Villalta.

Andrea McCarthy

CiCA LRR

L McBauman

BUSD to CSEA
12/15/21 2/18/22

Tentative Agreement
Between the
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ARTICLE 4: ORGANIZATIONAL RIGHTS

Workplace Civility

It is the intent of the District that its employees be treated with respect and treats other employees with respect in accordance with the Burbank Unified School District Board of Education's policy on respectful treatment of all persons (Board Policy 4119.21).

An employee claiming to be treated unfairly, disrespectful, or uncivil by a supervisor or other District administrator must first attempt informally to resolve the dispute by presenting the complaint orally to his/her immediate supervisor and discussing the complaint with the supervisor.

At meetings conducted under Board Policy 4119.21 and the District employee handbook, the employee is entitled to be accompanied and/or represented by a CSEA representative if the employee so chooses, and similarly, the supervisor and/or administrator is entitled to be accompanied and/or represented by another supervisor and/or administrator or District representative.

~~4.1~~ It is understood and agreed that CSEA shall have the right to conduct business, discussions and activities on school premises. **When meetings are held outside of the work hours, the following conditions need to be met:** ~~outside the work hours of bargaining unit members when the following conditions have been met:~~

~~A. CSEA shall submit a written request to the Superintendent (or designee) toobtain prior approval for the use of buildings and facilities during times which do not interrupt or interfere with District and school operations and employment duties of bargaining unit members or other District employees.~~

B. Utilize district procedures for use of facilities and pay any applicable fees.

~~C. Payment, if requested by the District, of a reasonable fee for actual expenses related to the use of public utilities, security costs, clean-up costs, unusual wear or damage to District facilities.~~

~~D. Meetings are voluntary.~~

4.2 It is understood and agreed that CSEA has the right to use the District's mail service, employee mailboxes and District Email for communication to bargaining unit members. **It is further understood and agreed that CSEA has the right to use the classified employee organization bulletin boards located in each school building and District department to post notices of activities and matters of concern to bargaining unitmembers. In the event of a union-wide newsletter,**

the District may request a copy. ~~will be emailed to the Superintendent at the time of distribution.~~ Mailings or communications shall not defame or ridicule the Board of Education, its members, the District or District personnel.

~~4.2.1 All mailings by CSEA for distribution throughout the schools and departments of the District shall begin with placement of such materials in the school or department mailboxes located at the Central Office.~~

~~4.2.2 A copy of such mailings shall be delivered to the Office of the Superintendent prior to such distribution. The mailings shall then be distributed via the District's mail truck.~~

~~4.2.3 Mailings pursuant to this Article shall not defame, or ridicule the Board of Education, its members, the District or District personnel.~~

~~4.3 It is understood and agreed that CSEA has the right to use the classified employee organization bulletin boards located in each school building and District department to post notices of activities and matters of concern to bargaining unit members. Communications shall not defame, or ridicule the Board of Education, its members, The District or District Personnel.~~

~~4.3.1 A copy of all postings shall be delivered to the Office of the Superintendent of Schools prior to posting.~~

~~4.3.2 CSEA shall not post or cause to be posted any material that is derogatory or defamatory of the Board, its members, the District or its personnel.~~

4.4 CSEA shall have the right to address the Board of Education at any regular meeting. CSEA shall have the right to agendize a matter for a regular meeting of the Board of Education provided that not less than eight (8) days prior to the date of such Board meeting, the matters to be brought before the Board have been revealed and explained to the Superintendent or his designated representative, so they may be properly placed on the Board agenda.

4.5 The District agrees to furnish CSEA with a copy of the Board agenda for each regular and special School Board meeting (except for meetings called under Government Code Section 3549.1).

4.5.1 The District agrees to furnish CSEA with copies of the supporting data at the same time, or as soon thereafter as reasonably possible, as the Members of the Board of Education.

4.6 It is further understood and agreed that CSEA shall have the right to receive reasonable periods of release time when meeting and negotiating and for the processing of grievances. **A minimum of** two unit members shall be granted reasonable release time for the purposes of operating the voting polls for ratification of agreements. The Head of Human Resources shall be notified of the amount of release time required prior to the day the polls are to be operated.

4.6.1 Officially designated delegates to the Association's annual conference, based on one (1) delegate for each one hundred members or major portion thereof, shall be given release time without loss of pay, up to a maximum of five days, to attend the conference. Delegates elected by the Association who are not scheduled to work during the dates of the Annual Conference shall not be eligible for any reimbursement from the District. The Association shall supply the names of the delegates and dates of attendance to the Superintendent or his designee not less than 10 working days prior to the beginning of the conference. The District will not provide substitute coverage for association members annual conference release time, except in cases where coverage is absolutely necessary for safety or program reason.

4.6.2 With the prior approval of the Head of Human Resources or designee, the Association, shall be afforded reasonable release time to meet and confer with management personnel during work hours for the purpose of discussing and resolving concerns of bargaining unit members and when serving as a committee member at district committee meetings.

4.6.3 The District agrees that CSEA members whose regularly assigned work schedules would prohibit attendance at regular monthly CSEA Chapter 674 meetings, may receive release time for the actual attendance at the regular monthly meeting, travel time to and from work-site, for maximum of one hour forty-five minutes (1 hour 45 minutes) with prior approval ofthe immediate supervisor. Only ~~two~~ **three** employees per site shall be given such release time, with no more than two per classification, **unless otherwise ~~additional release time is previously~~ approved by the supervisor(s). Supervisors shall be as permissible as possible when granting release time to additional employees.** The amount of release time given will be worked by the employee at a time mutually agreed to with the immediate supervisor.

~~4.6.4 Should a bargaining unit member's regular working hours coincide with chapter polling hours, If CSEA voting polls are only open during an employee's work hours, the unit member shall be granted 30 minutes of release time to cast their vote.~~

4.6.5 The District agrees that CSEA Chapter President and CSEA Vice President, or designee, shall be given up to 40 hours collectively of release time per school year without loss of pay to meet and confer with their CSEA Labor Representative during work hours for the purpose of discussing and resolving concerns of bargaining unit members and for the purpose of negotiations preparation. The President of the Association may request the Superintendent or designee to consider granting additional release time should unusual circumstances arise.

4.7 The District shall provide CSEA notice of any newly hired employee, within ten (10) days of date of hire, via an electronic mail. Please include the followinginformation: full legal name, date of hire, classification, and site.

4.7.1 "Newly hired employee" or "new hire" means any employee, whether permanent, full time, part time, hired by the District, and who is still employed as of the date of the new employee orientation. It also

includes all employees who are or have been previously employed by the District and whose current position has placed them in the bargaining unit represented by CSEA. For those latter employees, for purposes of this article only, the "date of hire" is the date upon which the employee's employee status changed such that the employee was placed in the CSEA unit.

4.7.2 Except for employees who have submitted written requests pursuant to Government Code section 6254.3(c) prohibiting the disclosure of their home address, home telephone number, personal cellular telephone number, personal email address, or birth date, the District shall provide CSEA with contact information on the new hires. The information will be provided to CSEA electronically via a mutually agreeable secure FTP site or service, within thirty (30) days from the date of hire. This contact information shall include the following items, if they are included in the Districts records, with each field in its own column:

a. First Name;
b. Middle initial;
c. Last name;
d. Suffix (e.g. Jr., III)
e. Job Title;
f. Department;
g. Primary worksite name;
h. Work telephone number;
i. Work Extension;
j. Home Street address (incl. apartment #)
k. City
l. State
m. ZIP Code (5 or 9 digits)
n. Home telephone number (10 digits);
o. Personal cellular telephone number (10 digits);
p. Personal email address of the employee;
~~q. District email address of the employee;~~
r. Last four numbers of the social security number;
s. Birth date;
t. Hire date.
u. CalPERS status ("Y" if in CalPERS; "N" if not in CalPERS);

This information shall be provided to CSEA regardless of whether the newly hired employee was previously employed by the District. In the event no one is hired in any particular month, the District shall send an e-mail to CSEA confirming they did not hire any new staff that month.

4.7.3 Periodic Update of Contact Information: The District shall provide CSEA with a list of all bargaining unit members' names and contact information on the last working day of September, January, and May. ~~Former bargaining unit members who are no longer employed shall be~~

~~removed from the full file of bargaining unit data.~~ The information will be provided to CSEA electronically via a mutually agreeable secure FTP site or service.

4.7.4 NEW EMPLOYEE ORIENTATION

A. "New employee orientation" means the onboarding process of a newly hired public employee, whether in person, online, or through other means or mediums, in which employees are advised of their employment status, rights, benefits, duties and responsibilities, or any other employment-related matters. The orientation shall be held on District property during the workday of the employee(s) who shall be on paid time. During CSEA's orientation session, no District manager or supervisor or non-unit employee shall be available.

B. District Scheduled New Employee Group Orientations: The District shall provide CSEA mandatory access to its new employee orientations. CSEA shall receive not less than ten (10) days' notice in advance of an orientation, except that a shorter notice may be provided in a specific instance where there is an urgent need critical to the District's operations that was not reasonably foreseeable. During these scheduled orientations, CSEA shall have thirty (30) minutes of paid release time for one CSEArepresentative to conduct the orientation session. The CSEA Labor Relations Representative may also attend the orientation session. CSEAshall provide the District with the contact information (email and cell phone number) of the designated CSEA representatives.

C. In the event the District conducts a group orientation, CSEA shall have one (1) hour of paid release time for two (2) CSEA representatives, including the Chapter President or designee, to conduct the orientation session. Said release time shall not be counted against the total release time contained elsewhere in the collective bargaining agreement. The CSEA Labor Relations Representative may also attend the orientation session.

D. Individual Orientations: In the event the District conducts one-on-one orientations with new employees, CSEA shall have thirty (30) minutes of paid release time for one (1) CSEA representative to conduct the orientation session. Said release time shall not be counted against the total release time contained elsewhere in the collective bargaining agreement. The CSEA Labor Relations Representative may also attend the orientation session.

4.7.5 The District shall include the CSEA membership application and/or a CSEA provided link for an electronic application, in any employee orientation packetof District materials provided to any newly hired employee. CSEA shall provide the copies of the CSEA membership applications to the District for distribution.

4.7.6 In the event the district does not conduct an orientation, CSEA shall have

thirty (30) minutes, one time per month of paid release time to conduct the orientation to new CSEA bargaining unit members, except when no new members have been hired.

4.7.7 VIOLATIONS OF AGREEMENT

Any alleged violation, misinterpretation, or misapplication of the terms of this Article shall be subject to the grievance and arbitration provisions of Article 17 in the current classified Collective Bargaining agreement, except only CSEA has the ability to grieve this section.

4.8 The District and CSEA mutually recognize the need and mutually affirm the right of CSEA to designate Job Representatives from among employees in the bargaining unit. CSEA affirms that in appointing such representatives it does so for the purpose of promoting an effective relationship between the District and bargaining unit members by effectively representing CSEA and its bargaining unit members to assist in the resolution of problems and difficulties.

4.9 It is mutually agreed and understood that all matters not specifically enumerated in Section 3543.2 of the California Government Code and not dealt with in this Agreement are reserved to the public employer and may not be a subject of meeting and negotiations except by mutual agreement, provided, however, that Nothing contained in this Agreement may be construed as limiting the right of the District to consult with CSEA representatives on any matter outside the scope of representation.

4.10 After this Agreement or any Amendment to this Agreement becomes effective, the District shall provide without charge a copy of this Agreement and any Amendments hereto to every employee in the bargaining unit within 90 calendar days of when the Association has submitted their final page proofs to the District. Any employee who subsequently becomes a bargaining unit member shall be provided by the District, without charge, a copy of the Agreement and any Amendments.

4.10.1 The District shall place this Agreement and any Amendment to this Agreement on the District's web site.

4.10.2 The District shall provide a copy of this Agreement and any Amendment to this Agreement to each work site within the District and to all supervisors and/or managers who have responsibility in any way for bargaining unit members.

4.10.3 The District shall also provide four (4) copies of this Agreement or Amendment to this Agreement to the CSEA Labor Relations Representative.

District

CSEA

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BUSD to CSEA
11/10/21 2/18/22
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Tentative Agreement
Between the
Burbank Unified School District
From the
California School Employees Association and its Burbank Chapter #674

ARTICLE 5: ORGANIZATIONAL SECURITY

5.1 ~~Except as expressly exempted herein, all bargaining unit employees who do not maintain membership in CSEA are required as a condition of employment to payservice fees to CSEA.~~

5.1 CSEA has the exclusive right to have employee organization membership dues ~~and service fees~~ deducted by the District from the wages or salary of employees in the bargaining unit in accordance with the provisions of this Article.

A) The District shall cause payroll deductions to be made in accordance with the District's procedures. ~~and CSEA's dues and service fees schedule or payments to adesignated charitable fund in lieu of service fees in case of an employee's bona fidereligious objection.~~

B) Employees, in lieu of payroll deductions, may pay dues ~~or service fees~~ directly to CSEA ~~or, in the case of bona fide religious objection, proof of payment to a designated charitable fund.~~

C) In the event an employee does not pay dues ~~or service fees~~ directly to CSEA or through voluntary payroll deduction, the District shall begin automatic payroll deductions after receipt of written notice from CSEA specifying the names of the unit employees and the amount of the dues ~~or service fees~~ for each employee. Payroll deductions shall be processed in accordance with the standard District operating procedures from the first day of the month following 45 calendar days after receipt by the District of the written notice directing dues~~/service fees~~ by payroll deduction.

D) CSEA may specify a change in the amount of dues ~~or service fees~~ provided an authorized CSEA officer submits a written notice to the District for such an adjustment. The processing of revised deductions will be in accordance with the dues schedule provided in the agreement.

E) The District shall, without charge, transmit to CSEA the sums deducted under this Article.

~~F) Any employee who has a bona fide religious objection, as defined in Government Code Section 3546.3 to the payment of service fees in support of an "employeeorganization," as defined in Government Code section 3540.1(d), shall not berequired to join, maintain membership in, or pay dues or service fees requires as acondition of employment. However, such employee shall be required, in lieu ofservice fees required by this Article, to pay sums equal to such service fees directlyto any nonreligious, non labor, charitable funds exempt from taxation undersection 501(c) (3) of Title 26 of the United States Internal Revenue Code. Theemployee shall then submit proof of service fee payment directly to CSEA.~~

BUSD to CSEA
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~~G) Any employee claiming this religious exemption shall, as a condition of continued exemption, furnish to CSEA a written statement of objection alongwith verifiable evidence of membership in a religious body whose traditionaltenets or teaching set forth objections to joining or financially supporting employee organizations.~~

F) CSEA agrees to indemnify and financially hold harmless the District, its Governing Board, officers and administrators against any and all claims, demands, costs, lawsuits, actions, including attorney fees incurred in defendingsaid persons or District, or any other form of liability or expense, including butnot limited to, all court administrative agency costs, expenses, fees, settlementsand judgments that may arise out of or by reason of action taken by the Districtfor the purpose of complying with the Article. The District shall promptly notify CSEA of any civil, administration or other action taken against the District æa result of its compliance with this Article.

For the District:

For CSEA:

LHR

BUSD to CSEA
2/18/2022
10:10AM

TA LMB JU CC, LKR N.K. MC R.V AM 0.0 ls le

ARTICLE 18: EVALUATION PROCEDURES

18.1 The District retains the right to evaluate and assess the performance of each bargaining unit member, subject only to the procedural requirements of this Article. Accordingly, no grievance arising under this Article shall challenge the substantive objectives, standards, or criteria determined by the evaluator or District. Any grievance under this Article shall be limited to the procedural aspects of this Article.

18.2 An employee's immediate supervisor shall be the employee's evaluator. The immediate supervisor, for the purpose of evaluation, shall be designated by the District in writing to CSEA by October 15 of each year. Another evaluator may be designated with the employee's consent.

18.3 Probationary unit members are evaluated during their probationary year as stated in Exhibit J – Evaluation Form. The Probationary period is ~~one year~~ six months from date of hire. The evaluator shall meet with the unit member during the first two (2) months of employment to provide assistance to the unit member and to supervise closely the unit member's work. Eight, nine, and ten month unit members shall be formally evaluated at the beginning of the third ~~fourth~~ and fifth ~~seventh~~ months of employment. Eleven and twelve month unit members shall be formally evaluated at the beginning of the third and fifth ~~fourth, seventh, and tenth~~ months of employment. The probationary period of a unit member shall be extended by the period of time the unit member is absent from duty during the probationary period.

18.4 Promoted bargaining unit members serving a six-month period of probation shall be evaluated formally by their evaluator no less than two (2) times during the probationary period as stated in Exhibit J – Evaluation Form. These evaluations shall occur normally at the third ~~second~~ and fifth ~~fourth~~ months of the probationary period.

18.5 Permanent unit members shall be evaluated formally by their evaluator at least every other year. Unit members who receive a rating of unacceptable shall be formally evaluated annually as stated in Exhibit J – Evaluation Form until the unit member either successfully remediates the poor job performance or until the unit member's service is severed from the District.

18.6 Evaluators of all permanent unit members shall have an informal evaluation conference with the unit member during January, February or March of each year following the year a formal evaluation is completed. The informal evaluation may or may not be written, and if written, shall not be placed in the unit member's personnel file in Human Resources. The purpose of this informal conference is to provide unit members with information regarding their job performance.

18.7 Formal evaluations shall be prepared in writing by the evaluator on District evaluation forms, and shall be discussed with the unit member in a private meeting. The forms shall be signed by both the evaluator and the unit member. The unit member's signature does not necessarily mean that the unit member agrees with the evaluation, but only that the unit member has received a copy of it and has had the opportunity to discuss it. One copy of the written evaluation shall be given to the evaluator, one to the unit member, and one copy shall be placed in the unit member's personnel file, pursuant to the provisions of Article 6 of this Agreement. If a unit member disagrees with the evaluation, the unit member may submit within ten (10) working days a written rebuttal to the evaluation. Such written rebuttal shall be placed in the unit member's personnel file, and a copy given to the evaluator.

18.8 When an evaluator finds the performance of a unit member to be unacceptable, an Assistance Plan shall be developed to remediate unacceptable performance. The Assistance Plan Form shall be used by the evaluator with suggestions for improvement of performance and correction actions as outlined in Exhibit J. An Assistance Plan may include, but not be limited to, the following: timelines for improvement; dates for completion of assignments/projects, visitations/observations/demonstrations; designation of a mentor; applicable guidelines, rules and regulations to read; specific oral and written directives; progress meetings; memoranda regarding progress of performance; review of procedures; and feedback. The evaluator may prepare any other written progress reports or written statements, or deliver oral reports on unit member's performance as deemed necessary to fulfill the requirements of the assistance plan.

18.9 Evaluations should be based upon the evaluator's direct observation and knowledge and not on unsubstantiated charges or rumors. The evaluator may request input from other unit members who have direct supervisory responsibilities over the unit member. Any negative information received by the evaluator from any source regarding the unit member must be investigated by the evaluator in order to substantiate the negative comments prior to incorporating negative comments in the evaluation.

18.10 The provisions in this article supersede any contradictory terms or statements in the Classified Employees Performance Evaluation Handbook.

PERFORMANCE EVALUATION FORM FOR CLASSIFIED PERSONNEL
BURBANK UNIFIED SCHOOL DISTRICT

☐ Probationary
☐ Month of Evaluation
☐ 3th ☐ 5th

☐ Permanent
☐ 11 or 12 Month Assignment
☐ 9 or 10 Month Assignment

☐ Promoted
☐ 3 Month
☐ 5 Month

Employee _____ Job Position _____ Site _____ Evaluator _____

Rating Scale:

* (1) **Outstanding**
(2) **Above Standard**
(3) **Standard**
* (4) **Below Standard**
* (5) **Unacceptable**
N/A Not Applicable

Definition

1. Consistently exceeds job requirements.
2. Often exceeds job requirements.
3. Meets job requirements.
4. Needs to improve: Specific suggestions will be made and included on this form to assist employee performance.
5. Unsatisfactory: Assistance plan must be developed to remediate any unacceptable performance. Plan must be submitted to Human Resources Services.

N/A Not Applicable

Directions:

Evaluators are to rate each item outlined in the four areas of evaluation. Personal Factors, Interpersonal Skills, Job Knowledge, and Job Skill. The ratings, 1-5, are described on this form. All ratings require that an evaluator's comment on the rating substantiating the mark. Evaluators are to provide the employee with an overall rating which best describes the overall work performance of the employee.

Personal Factors
Employee

_____ Maintains strict confidence
_____ Complies with work instructions; accepts and uses constructive criticism.
_____ Complies with work hours.
_____ Has regular attendance.
_____ Presents positive personal image.
_____ Wears clothing appropriate to job responsibility.
_____ Is flexible and adaptive.
_____ Is dependable and able to work independently.
_____ Demonstrates ability to perform the physical requirements of the job.
_____ Other _____

Interpersonal Skills
Employee is able to work cooperatively and effectively

_____ With coworkers.
_____ With students.
_____ With supervisors.
_____ With public.

EVALUATOR'S COMMENTS: (Personal Factors and Interpersonal Skills)

EMPLOYEE'S COMMENTS: (Optional) Additional written response may be attached

BUSD to CSEA
11/10/21 2/18/22
10 am

Tentative Agreement
Between the
Burbank Unified School District
From the
California School Employees Association and its Burbank Chapter #674

ARTICLE 28: CONCLUSIVENESS OF AGREEMENT

28.1 ~~During the term of this Agreement both parties expressly waive and relinquish the right to meet and negotiate and agree that neither party shall be obliged to meet and negotiate with respect to any subject or matter, whether referred to or covered in this Agreement or not, but with the following exceptions noted below in 28.1.1, 28.1.2, and 28.1.3. This section shall not operate to deny the right of the Association to negotiate concerning any change in working conditions whichare within the scope of bargaining and affect bargaining unit members.~~

~~28.1.1 Before or during the month of January 2018, either the District or the Association maynotify the other party by written submission of an initial proposal, by certified mail or hand-delivery, of its desire to re-open negotiations for the 2015-16 contract year concerning and limited to Article 8, Article 9, and one (1) other Article.~~

~~28.1.2 Before or during the month of January 2019, either the District or the Association maynotify the other party by written submission of an initial proposal, by certified mail or hand-delivery, of its desire to re-open negotiations for the 2016-17 contract year concerning and limited to Article 8, Article 9, and one (1) other Article.~~

~~28.1.3 Before or during the month of January 2020, either the District or the Association maynotify the other party by written submission of an initial proposal, by certified mail or hand-delivery, notification of its desire to negotiate a Successor Agreement.~~

28.2 ~~The District and Association agree that, should the District implement a year-round schoolcalendar, the parties shall meet to negotiate the impact and implications.~~

28.3 Pending the conclusion of negotiations, this Agreement shall remain in full force and effect.

28.4 ~~The District shall submit the initial proposals from both parties to the Board of Education at its first Board meeting on or before March.~~

28.5 ~~The District and the Association may reopen this Agreement or any portion thereof during theterm of the Agreement by mutual agreement in writing by both parties to this Agreement.~~

28.1 ~~This agreement shall remain in full force and effect during its term agreed to in Article 1.~~

28.2 The parties agree that initial proposals for successor agreement must be given in writing at least ninety calendar days but not more than one hundred twenty calendar days prior to expiration date.

BUSD to CSEA
11/10/21
10 am

Tentative Agreement
Between the
Burbank Unified School District
From the
California School Employees Association and its Burbank Chapter #674

28.3 Reopener negotiations shall commence upon request and initial proposals to be initiated by either party.

28.4 ~~The Association shall have the right to negotiate concerning any change in hours, wages, or working conditions within the scope of bargaining.~~

28.5 The District and the Association may reopen this Agreement or any portion thereof during the term by mutual written agreement.

For the District:

For CSEA:

CLA LRR

Tentative Agreement

Between the

Burbank Unified School District

And the

California School Employees Association and its Burbank Chapter #674

Successor Agreement 2021-2024

April 20, 2022

The Burbank Unified School District (District) and the California School Employees Association and its Burbank Chapter #674 (CSEA) conclude 2021-2022 successor negotiations. All articles and provisions of the parties' agreement shall remain the same, except as modified in the attached articles: Article 1: Agreement, Article 3: District Rights, Article 4: Organizational Rights, Article 5: Organizational Security, Article 7: Contracting Out, Article 8: Compensation, Article 9: Health and Welfare Benefits, Article 10: Hours of Employment, Article 16: Disciplinary Procedures, Article 18: Evaluation Procedures, Article 20: Safety Conditions of Employment, Article 28: Conclusiveness of Agreement.

For the District:

For CSEA:

CSEA LRR

CC

ARTICLE 7: CONTRACTING OUT BARGAINING UNIT WORK~~: PAY AND ALLOWANCES~~

1. **The District shall not contract out work which has been customarily and routinely performed by bargaining unit members, except as authorized by Education Code section 45103.1 or as required by law. Per Government Code Section 3543.2, contracting out, when within the scope of representation, is subject to decision and effects bargaining. Contracting out, or subcontracting, and the transferring out of bargaining unit work, where there may be a direct impact on employee wages, working conditions, and hours, shall not occur except where agreed to between the parties. The decision to contract out or receive services outside of the scope of the classified bargaining unit is not negotiable.**
2. **Prior to contracting out any bargaining unit work, and subject to section 1, the District shall notify CSEA, both the Chapter President and Labor Relations Representative, in writing of its intention to contract out bargaining unit work as soon as practicable, but not less than ten (10) days before service would be due.**
3. **When a genuine emergency arises that threatens to halt District operations and/or the safety of District sites, and it is not feasible for bargaining unit members to perform the work due to availability, qualification, and/or scope, the District shall notify CSEA of its immediate need to contract out. Should contracting out proceed under this provision, it shall be on a one-time basis and non-precedent setting. The District shall redirect work to bargaining unit members once the emergency is under control.**
4. **No contracting out shall result in the layoff, reduction in hours, displacement, transfer, or reassignment of bargaining unit members.**

~~7.1 REGULAR RATE OF PAY~~

~~The regular rate of pay for each position in the bargaining unit shall be in accordance with the rates established for each class as provided for in Exhibit A, B, and C attached.~~

~~7.2 WARRANTS~~

~~All regular warrants of bargaining unit members shall be itemized to include voluntary and involuntary deductions to the extent that the payroll service of the County Superintendent of Schools provides.~~

~~7.3 PAYROLL PROCEDURES~~

~~All hourly salary rate bargaining unit members shall be paid once a month on the tenth (10th) calendar day following the end of the month. If the normal pay day falls on a Saturday, Sunday, or holiday, the warrant shall be issued on the preceding workday.~~

~~7.3.1 Year-round Education Program at Monterey High School: With the exception of the Senior Custodian and food service staff who shall be paid on the tenth (10th) and twenty-fifth (25th) of each month, all monthly classified employees shall be paid on the tenth (10th) of each month.~~

~~7.3.2 The District shall utilize a twenty-two (22) working day County Payroll option for the purpose of making salary payments to bargaining unit members. It is understood that absences (including but not limited to sick~~

leave, vacation, bereavement, and industrial accident) will be charged on an actual day basis. New employees will receive pay based on actual days worked during the first month of employment and terminating employees will receive pay based on the actual days worked during the last month of employment. When an employee is absent without pay for an entire month, there shall be no salary payment. When an employee is absent without pay for a partial month, pay for that month will be based on twenty-two (22) days, less days not compensated during the month. However, an employee working one day in a twenty-three (23) day month would receive pay for that day. Lump sum vacation payments will be computed on a twenty-two (22) day basis.

7.3.3 The District and CSEA recognize and acknowledge that these provisions are subject to normal operating circumstances and exceptions may occur in the event of circumstances beyond the District's control.

7.4 PAYROLL ERRORS

7.4.1 Insufficient Pay: Any payroll error resulting in insufficient payment for a bargaining unit member shall be corrected, and a supplemental warrant issued, not later than five (5) working days after the bargaining unit member provides notice to the Payroll Department. When a payroll error occurs where the original monthly warrant(s) cannot be given to the bargaining unit member on his/her regularly scheduled pay day, the member shall have the option to request and receive a salary advance check from the District in the amount of ninety percent (90%) of the employee's estimated net salary.

7.4.2 Overpayment: Should a member be overpaid, the amount of the overpayment shall be repaid to the District. In every case, the affected employee shall be contacted first, and the repayment plan including repayment timelines shall be negotiated and agreed to in writing before any action to recapture the overpayment.

7.5 LOST WARRANTS

If a warrant to a bargaining unit member is mailed, and if the warrant is not delivered within five (5) days of date of mailing, the member may request and then shall receive a salary advance check from the District in the amount of the lost warrant. Such check shall be issued within five (5) working days of the bargaining unit member's notification to the Payroll Department. If the warrant is lost after receipt, the bargaining unit member shall notify the Payroll Department and the process for replacing the lost warrant shall commence. There can be no guarantee of the time required to replace such lost warrant.

7.6 COMPENSATION FOR WORKING OUT OF CLASSIFICATION

Bargaining unit members who are required to perform duties at a higher level not reasonably related to those fixed and prescribed in the unit member's job classification (including substituting for absent employees) shall be temporarily compensated at the appropriate salary schedule subject to the following conditions:

7.6.1 The assignment of the higher level duties must exceed or be expected to exceed five working days in any fifteen (15) calendar day period.

7.6.2 The unit member shall be temporarily compensated at the next higher dollar amount of the appropriate salary range as it compares to the unit member's regular salary, but not less than five percent (5%) nor more than Step VI.

7.6.3 The higher rate shall be retroactive to the first day of the assignment to new

~~duties in all cases in which such assignments exceed five (5) working days.~~

~~7.6.4 The higher rate shall terminate on the first working day that the unit member is no longer required to work at the higher level.~~

~~7.6.5 Determination as to when a unit member is required to work out of classification will be made by the Superintendent subject to the approval of the Board of Education.~~

~~7.6.6 Where there is no existing job description covering more complex responsibilities that employees are performing on a regular and on-going basis, and these responsibilities are not reasonably related to a bargaining~~

unit member's job classification, the unit member shall be temporarily compensated in the following manner:

a. The unit member shall be temporarily compensated an additional five percent (5%) of the employee's current rate of pay.

b. An application must be made on a District developed form and signed by the unit member and his/her supervisor, and shall be submitted to Human Resources.

c. The stipend shall remain in effect as long as the employee is determined to be continuing the more complex responsibilities.

d. The Head of Human Resources (or designee) and a representative appointed by CSEA shall review and either approve or deny the request for compensation. The decision shall be final when an agreement is reached between CSEA and the Head of Human Resources (or designee). In the event that CSEA and the Head of Human Resources (or designee) cannot reach agreement, the Superintendent shall make the decision and his/her decision shall be final.

7.7 PAYMENTS AFTER SEPARATION FROM EMPLOYMENT

7.7.1 Any bargaining unit member who terminates employment with the District due to resignation, retirement, termination due to disciplinary action, or for any other reason, shall receive payment for all salaries owed to the employee no later than the next scheduled pay day and in any event no later than fifteen work days after the employee is officially separated from employment.

7.7.2 Payment of accrued vacation or any other applicable benefit shall be handled following the same provisions in Article 7.7.1.

7.7.3 If separation from employment is a result of resignation or retirement, the bargaining unit member must submit copies of his/her letter of resignation / retirement to his/her immediate supervisor and Human Resources in order for the provisions of Article 7.7 to apply.

7.7.4 If separation from employment is a result of termination, the provisions of Article 7.7 shall automatically apply.

7.8 WORK CLOTHING

7.8.1 The cost of the purchase, lease, or rental of work clothing, identification badges, emblems, and cards required for District designated Facilities Services personnel, Food Services and Campus Supervision Assistants shall be borne by the District. Depending on the requirements of the job, work clothing may include at the discretion of the District, any or all of the following items of apparel: shirts, pants, coveralls, coats and rain gear.

If, through the employee's negligence (carelessness), clothing supplied by the District is destroyed, lost, or damaged, the District shall provide for the repair or replacement, but the costs shall be borne by the employee.

~~7.8.2 An Advisory Committee shall be established and shall meet at least once annually to assist in the implementation of Article 7.8.1 and shall consist of three (3) representatives appointed by the District and three representatives appointed by the Association.~~

BUSD-CSEA
TA
4/6/22

Note: The changes proposed below are intended to streamline and clarify provisions throughout the Article. It is not the District's intent that any bargaining unit member's current entitlement to health and welfare benefits be adversely impacted by these changes.

ARTICLE 9: HEALTH AND WELFARE BENEFITS

9.0 Unit members shall be eligible for the health and welfare benefits herein described in accordance with the following provisions.

9.1. ELIGIBIILTY

9.1.1 Full-Time. All bargaining unit members employed full time shall be eligible for the health and welfare benefits as set forth herein

9.1.2 Part-Time. All bargaining unit members employed part-time shall be entitled to all health and welfare benefits for which they meet the eligibility requirements on a pro-rated premium basis in the same ratio as the regular work hours per day, days per week, weeks per month, months per year of such part-time employee bear to eight (8) hours per day, forty (40) hours per calendar week, four (4) calendar weeks per month, or twelve (12) calendar months during the school year. ~~For the purpose of PERS eligibility only, hours of employment shall also include hours in paid status as Playground/Recess / Noon Aide.~~ The District contribution shall be based upon hours employed in a bargaining unit position as defined in Article 2 of this Agreement. The employee shall pay by payroll deduction the balance to equal the total premiums. ~~Note: Formerly Article 9.4.1~~

9.1.3 Deductions for payment of any health and welfare premiums shall be made in ten (10) equal salary deductions.

9.1.4 For those employees not eligible for PERS (those employees who work less than 20 hours per week or less than six months in duration), the District shall contribute on a prorated basis, for an Individual Health Plan. ~~Note: Formerly Article 9.4.4~~

9.1.5 A bargaining unit member who becomes eligible and enrolls during the open enrollment period of each year for coverage under this Agreement shall be deemed to meet the eligibility requirement for that year. The proration of benefits for bargaining unit members employed part-time shall be based upon the employee's assignment as of September 1 of each year. **If a bargaining unit member's position is increased on a continuous basis over a month period, the proration of benefits shall be adjusted upwards the following month.** If a bargaining unit member's assignment for any full month thereafter is ~~**increased by two hours or more on a continuous basis over a one month period or is**~~ decreased by two hoursor more on a continuous basis over a one month period, the proration of benefits shall be adjusted ~~upward or~~ downward the following month. ~~Note: Formerly Article 9.4.2~~

9.1.6 All bargaining unit members employed prior to July 1, 1972, who were receiving full District contributions of premiums, shall continue to receive those benefits regardless of the number of hours employed. Such "full District contributions" shall mean the maximum District contribution of $12~~1~~,000 per year toward medicalinsurance only. This maximum annual contribution shall include the PERS minimum base contribution provided in section 9.2.1 below. ~~Note: Formerly Article 9.4.3~~

9.2 DISTRICT CONTRIBUTIONS
Contributions shall be made towards health and welfare benefits as follows.

9.2.1 Minimum PERS Base Contribution. During the term of this Agreement, the District shall contribute the minimum base contribution per year for health

benefits for active and eligible unit members to the Public Employees' Retirement System (PERS) Health Benefits Program.
~~Note: Formerly Article 9.1~~

9.2.2 Maximum District Medical Insurance Contribution. ~~The maximum annual contribution for each eligible unit member shall not exceed $121,000 towards PERS medical insurance for the contract year of July 1, 2015 to June 30, 2016. The maximum annual contribution shall include the PERS minimum base contribution provided in section 9.2.1. above.~~ **Effective January 1, 2022, the District shall contribute up to $12,120 per plan year ["District Contribution"] toward the cost of health and welfare benefits for eligible unit members. Commencing January 1, 2023, and the following two years thereafter, the maximum annual employer contribution shall be increased by 1% over the maximum contribution from the previous year.**

9.2.2 District Dental, Vision, and Life Contribution. The District shall provide for each eligible unit member a maximum annual contribution not to exceed the cost for employee only coverage or, if applicable, a lesser super composite rate (PMI), toward the following District insurance plans: Delta Dental Plan or PMI Dental Plan, Mutual of Omaha (life), and Vision Service Plan as listed in Exhibit I. ~~Note: Formerly Article 9.1.3~~

9.2.3 An employee may choose to enroll in either the Delta Dental Plan or PMI Dental Plan but not both. Enrollment or any change in enrollment with respect to said plans shall be performed by an employee in accordance with terms and conditions of said plans, including the limitations of the open enrollment period. ~~Note: Formerly Article 9.1.4~~

9.2.4 The District shall contribute the full premium for the Employee Assistance Plan (EAP) through CIGNA for all bargaining unit members. ~~Note: Formerly Article 9.1.5~~

9.2.5 An active unit member whose spouse is also an employee of the District, and eligible to receive a District contribution toward medical insurance, may combine benefit contributions to purchase any PERS medical insurance plan provided that only one employee is identified as the subscriber and the District contribution for each individual employee does not exceed the premium for such medical insurance plan. ~~Note: Formerly Article 9.2~~

9.2.6 The rates as presented in Exhibit I remain in effect until the benefits providers notify the District of a change in rates, at which time the parties will meet to negotiate the rates in Exhibit I. The District contribution shall remain in effect until negotiated otherwise. ~~Note: Formerly Article 9.3~~

9.2.7 Administrative Fee. Effective January 1, 2011, the CalPers medical insurance rates as presented in Exhibit I shall reflect the actual regional rates published by CalPers and shall not be increased by the administrative fees imposed by CalPers. Any such administrative fees shall be borne by the District on and after January 1, 2011.

9.3 BENEFITS ADMINISTRATION

The Association and the District agree to the continuation of a committee to be known as the "Joint Benefits Committee." It shall be composed equally of District representatives appointed by the District and bargaining unit members appointed by the Association, and other District recognized employee organizations, should they choose to be a party to the committee. This committee shall meet ~~periodically~~ monthly ~~on an as needed basis~~ during the six (6) months prior to the insurance contract renewal dates to research and review proposed and existing programs to ensure that quality and cost effectiveness criteria are maintained; and periodically thereafter. The committee shall meet periodically with

insurance providers to determine that benefits and premiums are being accorded as required by the various benefits programs. Anytime the District meets with other employee groups to discuss benefits, excluding negotiations, the parties agree that the Association shall be invited to such meetings for information purposes. **The Parties agree that there may be some years where the timelines for convening a JBC may be mutually waived or modified.** Any changes recommended by this committee would be ~~the~~ **the subject ~~of~~ to negotiations.** ~~the collective bargaining procedure with each individual bargaining unit. Note: Formerly Article 9.5~~

9.4 CONTINUATION - DISABILITY

Subject to approval by the benefit carriers, a bargaining unit member may be allowed to continue participation in any or all programs provided in this Article during absence on an unpaid disability leave for a period not to exceed thirty-nine (39) months. Dental and vision premium payments by the unit member must be made in a timely fashion directly to the District. Medical premium payments by the unit member must be made in a timely fashion directly to the carrier. ~~Note: Formerly Article 9.6~~

9.5 CONTINUATION OF BENEFITS

The District will act to ensure conformity with the provisions of and the regulation adopted pursuant to Title XXII of the Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA"). COBRA currently provides for the temporary health plan coverage (vision, dental, and health only) for employees, spouses and dependents under certain circumstances. This article shall not be construed to give any rights beyond those provided in COBRA. ~~Note: Formerly Article 9.7~~

9.6 CONTINUATION - LAYOFF

Based on approval by the carrier, the bargaining unit member who is laid off for lack of work or lack of funds may continue participation in any or all programs provided in this Article for a period of twelve (12) months by making timely dental and vision premium payments directly to the District and medical premium payments directly to the carrier. Any bargaining unit member laid off for lack of work or lack of funds shall be concurrently eligible for coverage provided by COBRA. ~~Note: Formerly Article 9.8~~

9.7 RETIREMENT HEALTH BENEFITS-EMPLOYEES HIRED ON OR BEFORE JULY 31, 2004

The following provisions shall apply to unit members hired on or before July 31, 2004.

9.7.1 Based on approval by the carrier, the District agrees to allow all bargaining unit members who retire to maintain their health insurance plan, remaining on the group plan by making timely payments directly to the carrier. A member of the bargaining unit who retires after fifteen (15) years of service~~, as defined in Education Code 45309,~~ to the District under the provisions of the Public Employees' Retirement System (PERS) and has attained at least the age of fifty-five (55) may, at the retiree's option, elect for the District to pay one hundred percent (100%) for employee only, medical insurance only, for either: 1) any continuous five (5) year period after date of retirement, or 2) until age 65. Coverage is subject to the conditions and provisions of the District's insurance program, and is limited to group medical plans. After the period of District paid benefits expires, based on approval of the carrier, a retiree bargaining unit member may maintain the medical insurance plan, group only, by making timely payments directly to the carrier. ~~Note: Formerly Article 9.9.1.1~~

9.7.2 A member of the bargaining unit who retires after fifteen (15) years of service~~, as defined in Education Code 45309~~, to the District under the provisions of the

Public Employees' Retirement system (PERS) and has attained at least the age of fifty-five (55) may, at the retiree's option, elect for the District to pay one hundred percent (100%) of the annual contribution being paid for the employee for employee only, vision insurance only, for either: 1) any continuous five (5) year period after date of retirement, or 2) until age 65. Coverage is subject to the conditions and provisions of the District's insurance program, and is limited to the vision plan. After the period of District paid benefits expires, based on approval of the carrier, a retiree bargaining unit member may maintain the vision insurance plan by making timely payments directly to the District under the provisions of COBRA. ~~Note: Formerly Article 9.9.1.2~~

9.7.3 If there is no fully insured indemnity fee for service health care plan and only an HMO health care plan and/or a managed care plan, the district shall pay one hundred percent (100%) of the contribution currently being paid for current employees, employee only. The maximum amount to be contributed by the District shall be one hundred percent (100%) of the contribution currently being paid for employee only for the highest HMO in the PERS Health Plan. If there is no indemnity fee for service health care plan, each eligible retiree will be giventhe opportunity to enroll in the managed care plan or receive an annual payment equal to one hundred **percent** (100%) of the contribution currently being paid for employee only for the highest HMO in the PERS Health Plan. Each retiree will be given only one opportunity to select either option, and the one-time selection shall be irrevocable. ~~Note: Formerly Article 9.9.1.3~~

9.7.4 After exhaustion of retiree health benefits under this Article and for retirees who do not qualify for benefits under this Article, the District shall contribute the minimum base contribution provided for in Section 9.2.1 per year towards employee only, medical only, benefits. If the retiree chooses to participate in this health benefits plan, the retiree shall be responsible for the costs of the health plan selected in excess of the District's annual minimum base contribution per year. The District's contribution to such benefit shall be provided so long as the District continues to participate in the PERS health benefits plan. Upon termination of the District's participation in the PERS health benefits plan, the District's obligation for payment of its contribution shall cease.
~~Note: Formerly Article 9.9.1.4~~

9.8 RETIREMENT HEALTH BENEFITS-EMPLOYEES HIRED ON OR AFTER August 1, 2004.

The following provisions shall apply to unit members hired on or after August 1, 2004: Note: Formerly Article 9.9.2

9.8.1 The District shall provide the minimum base contributions required by the Public Employees' Retirement System (PERS) towards PERS medical insurance for eligible retirees. The District PERS medical benefit options are listed in EXHIBIT I. Note: Formerly Article 9.9.2.1

9.8.2 The District shall provide a maximum supplemental annual contribution for each eligible unit member not to exceed $3,468 towards PERS, employee only, medical insurance. This maximum supplemental contribution shall include the PERS minimum base contribution provided in Section 9.2.1 above. Note: Formerly Article 9.9.2.2

9.8.3 To be eligible for retiree medical insurance, the retiring unit member must have retired after fifteen (15) years of service to the District under the provisions of the Public Employees' Retirement system, (PERS) and attained at least the age of fifty-five (55). Unit members who meet these requirements shall be eligible to

receive the maximum annual contribution provided in Section 9.8.2 above, until age 65. Note: Formerly Article 9.9.2.3

9.8.4 The District's maximum contribution shall be pro-rated for part-time unit members based on their regularly assigned hours at the time of retirement. Note: Formerly Article 9.9.2.4

9.9 BENEFIT PLAN PAYMENTS

The District agrees to provide bargaining unit members payroll deductions for benefit programs authorized by the District and shall remit this money along with other regular payments to benefit providers with the exception of those bargaining unit membersenrolled in the non-PERS Health Individual Plan who make their medical premium payments directly to the carrier and are then reimbursed the appropriate pro-ratedpercentage by the District. ~~Note: Formerly Article 9.10~~

9.10 PRE-TAX EARNINGS ~~Note: Formerly Article 9.11~~

9.10.1 Employee contributions for health and welfare benefits provided pursuant to Section 125 (Flexible Benefits) of the IRS Code are to be paid at employee's option with pre-tax earnings. Employee selection of this option shall be made available during the open enrollment period. Unit members shall submit all required written authorizations by the deadline.

9.10.2 All bargaining unit member's health and welfare benefits contributions shall be deducted as pre-tax dollars from employee earnings upon submission by the unit member of all required written authorizations by the deadline. The bargaining unit member may be required to submit such authorization no more than twice within the first two years of employment.

9.11 CalPERS 457 DEFERRED COMPENSATION PROGRAM

~~Note: Formerly Article 9.12~~

Unit members will be allowed to participate in CalPERS 457 Deferred Compensation Program as established pursuant to Sections 21670 through 21685 of the Government Code of the State and is intended to constitute an "eligible deferred compensation plan" within the meaning of Section 457 of the Federal Internal Revenue Code. Unit members electing to participate shall fill out the required documents and forms and submit them to the District for processing. Unit member participation will be limited to the Deferred Compensation Program Plan Document and all State and Federal tax laws.

ARTICLE 10: HOURS OF EMPLOYMENT AND OVERTIME

10.1 WORKDAY

The workday for all bargaining unit members shall be established and fixed by the District. Each bargaining unit member shall be assigned a fixed, regular, and ascertainable minimum number of hours which shall be not less than an average of five (5) hours per workweek. Any changes to an employee's fixed and regular work schedule shall be referred to the District and Association to negotiate.

10.2 WORKWEEK

The normal workweek for full-time bargaining unit members shall be 40 hours, normally rendered in units of eight (8) hours per day, exclusive of a duty-free lunch period, but inclusive of any rest periods prescribed by the District. The District may establish a flexible work week, such as a ten (10) hour per day, 40-hour, four consecutive day work week or an 80-hour 9 day two week work period, for certain bargaining unit members when such a workweek is deemed appropriate by the District, and is voluntarily agreed to by the employee. Disagreements as to the implementation of flexible work week schedules shall be referred to the Head of Human Resource Services or Superintendent, whose decision shall be final. **If the District seeks to change a flexible workweek schedule to an eight hour per day, 5 day work week for any bargaining unit position, they shall notify CSEA and the parties shall meet to negotiate. If the position is vacant, the District maintains the right to modify the schedule.**

The District retains the right, in an emergency, to extend the regular workday or workweek. An emergency is defined as an event that could not be planned, including, but not limited to, earthquake, fire, flood, vandalism, and pipe breaks.

10.3 LUNCH PERIOD

Bargaining unit members regularly scheduled to work more than four (4) hours daily shall be entitled to a daily duty-free lunch period of not less than one-half (1/2) hour and not more than one (1) hour during the day. Instructional Assistants and Clerical staff scheduled to work more than four (4) hours per day and who are assigned to a school site **shall be entitled** ~~may take up to~~ a ninety (90) minute duty-free lunch period on pupil-free staff development days. **The lunch break of any employee entitled to a lunch break shall be duty-free and continuous.** In the event that an employee is required to work during their lunch break, they shall be appropriately compensated ~~and~~ **or their lunch break shall be taken as soon as practical.** Scheduling of the lunch break shall be within the discretion of the District.

10.4 REST PERIOD

Bargaining unit members regularly scheduled to work six (6) hours to eight (8) hours per day shall be entitled to a fifteen (15) minute rest period during the first half of their workday and to a fifteen (15) minute rest period during the second half of their workday. Bargaining unit members scheduled to work four (4) or more hours daily, but less than six (6) hours, shall be entitled to one fifteen (15) minute rest period

during their workday. The rest period herein described shall be taken at the appropriate time designated by the immediate supervisor. **Bargaining unit members regularly scheduled to work ten (10) hours per day shall be entitled to a twenty (20) minute rest period during the first half of their workday and to a seventeen (17) minute rest period during the second half of their workday.**

10.5 OVERTIME

10.5.1 Overtime is defined to include any time worked, whether required or voluntary, in excess of eight (8) hours in any one day or in excess of forty (40) hours in any calendar week, **not to run concurrently with regular work time absent an agreement between the parties.**

Authorized overtime compensation shall be provided **to** bargaining unit members upon prior approval of the immediate supervisor to work in excess of eight (8) hours in any one day, or in excess of forty (40) hours in any calendar week. The bargaining unit member shall receive cash compensation or compensatory time off, equal to time and one-half of the regular rate of pay. Overtime shall be paid to each unit member compensatory time for time worked, it shall be by mutual agreement between the employee and immediate supervisor.

Employees will be notified forty-eight (48) hours in advance if they are to be considered for overtime, except where circumstances preclude such advance notice. The workweek shall consist of not more than five (5) consecutive working days for any bargaining unit member having an average workday of four (4) hours or more during the workweek. The bargaining unit member shall be compensated for any work required to be performed on the sixth or seventh day following the commencement of the workweek at the rate equal to time and one-half of the regularrate of pay of the bargaining unit member designated and authorized to perform the work. Nothing herein shall be construed to limit the ability of the District to require overtime or extended hour service of a bargaining unit member in an emergency (asdefined in Article 10.2).

~~10.6~~ OVERTIME ASSIGNMENTS. Overtime shall be assigned at the discretion of the District subject to the agreement of the employee. For the purpose of overtime only, seniority will be based on time served in the classification. ~~Seniority is defined as all regular time in a class plus time in higher related classes. The employee may reject overtime except in cases of an emergency as defined in Article 10.2.~~

~~Overtime assignments shall be distributed by seniority within the job classification at each work site. Such overtime shall be awarded by site, based upon a continuous rotation system pursuant to the seniority list within the relevant classification, provided that the unit employees are qualified to perform the additional work as required by the overtime.~~

Immediate supervisors shall assign overtime assignments by seniority on a continuous rotational basis within a job class by work site. This overtime rotation list shall be available to on-site employees. If and only when no employees are available using this list, the District may move through the following lists to fill the overtime assignment.

10.6.1 **By seniority by work site based relevant experience.**

10.6.2 **By seniority within job class District wide.**

10.6.3 **If no one is available after 1 and 2 have been exhausted, unit members who have previously served in that classification District-wide may volunteer for overtime.**

When a District department/group, **agency, governmental entity, program,** or any other outside group uses any district Facility and such event involves any work normally performed by the bargaining unit that work shall be offered to the bargaining unit in accordance ~~to with~~ 10.6, **Overtime Assignments.**

The following are allowable exceptions to the seniority overtime assignment process:
When overtime is authorized for completion of a specific assignment, project, or work in progress.
When the District determines it is necessary to consider special skills and training of employees to perform particular work.
~~No substitute shall be offered overtime until all permanent employees who qualify for the task to be performed, have declined the overtime assignment.~~

10.7 COMPENSATORY TIME OFF IN LIEU OF CASH COMPENSATION
The District may offer compensatory time off in lieu of cash compensation for overtime work by mutual agreement between the employee and immediate supervisor. The District shall provide for such compensatory time off at a rate equal to the overtime rate of pay of the bargaining unit member designated and authorized to perform the overtime. Such compensatory time off shall be granted and taken **within 60 working days** ~~before the end of the calendar month following the month in which the overtime was worked~~ and without impairing the services rendered by the District. With approval ofthe employee's immediate supervisor, such compensatory time off may be granted beyond **the 60 working days** ~~end of the calendar month following the month to which the overtime wasworked,~~ not to exceed twelve calendar months. In the event that an employee is prevented by his/her supervisor from using their compensatory time prior to 12 months from the date it was earned, the employee shall be paid for that time.

10.8 ~~CALL BACK TIME~~ **MINIMUM HOURS**
Any bargaining unit member called ~~back~~ to work, either after normal working hours, ~~on a weekend~~, or on a day not worked, shall be paid not less than three (3) hours of work at the overtime pay rate, irrespective of the actual time less than that required to work.

~~10.9 INSTRUCTIONAL ASSISTANT IN-SERVICE~~
~~**Instructional Assistants shall be paid their hourly equivalent for any mandatory in-service training program held other than during regularly scheduled working hours, except where trainings extend work time over 8 hours per day, 40 hours per week, or beyond 5 consecutive days wherein Instructional Assistants shall be compensated at the overtime rate.**~~

10.10 REDUCTION IN ASSIGNED TIME
Any reduction in assigned time shall be accomplished in accordance with Education

Code, Section 45117 (See Exhibit G) **and the layoff and reemployment procedures pursuant to Article 15 of this agreement. This clause does not waive CSEA's rights under Government Code Section 3543.2 that requires the District to notify and bargain the decision and effects of reductions with the exclusive representative upon request.**

10.11 ADJUSTMENT IN TIME – PART-TIME EMPLOYEES
A bargaining unit member who is assigned to work a minimum of thirty (30) minutes per day in excess of his/her part-time assignment for a period of twenty (20) consecutive working days or more, shall have his/her basic assignment changed to reflect the longer hours in order to acquire vacation and sick leave on a prorated basis. Any return to the original assigned hours would constitute a layoff. (See 10.10) The District, at its sole discretion, in any one six (6) month period of time, also may increase the length of the work day for part-time positions by not more than **1.5 hours** ~~**one hour, thirty minutes per day**~~, not to exceed 7.5 ~~seven and one-half~~ hours per week, without posting the vacancy. Instructional Assistants – Special Education who are assigned to work on a one-to-one basis with a student shall not be restricted to this ~~**one hour, thirty minute**~~ **1.5 hour** per day limitation on extension of the work day since a change in the student's instructional day and the services to be provided are dependent upon the student's Individual Education Plan (IEP). The incumbent employee may accept the change in position hours or request transfer to an available vacant position at an equal or lower classification for which he/she is qualified.

10.12 **SUMMER WORKWEEK. The District may establish a flexible work week, such as a ten (10) hour per day, 40-hour, four consecutive day work week or an 80-hour 9 day two week work period, for certain bargaining unit members during summer when such a workweek is deemed appropriate by the District, and is voluntarily agreed to by the employee.**

10.13 ASSIGNMENTS AT TIMES OTHER THAN REGULAR ACADEMIC YEAR. For the purpose of this Article every classified bargaining unit member shallbe deemed to be employed for twelve (12) months during each school year regardless of the number of months in which he/she is normally in paid status. **The District may maintain school sessions outside of the regular academic year and shall recruit classified employees to apply and fill such assignments. No employee whose regular assignment excludes any part of the summer shall be required to perform services during such period.** ~~When the District maintains school sessions at times other than during the regular academic calendar year and it is necessary to assign classified bargaining unit members not regularly assigned to serve between the end of one academic year and the commencement of another.~~ **Consideration for such assignment shall be made on the basis of eachapplicant meeting minimum qualifications per job description in each classification of service which is required.** ~~No classified bargaining unit member whose regular yearly assignment for service excludes all, or anypart of, the period between the end of the academic calendar year to the beginning of the next academic calendar year, shall be required to perform services during such period.~~ A classified bargaining unit member shall, for

services performed as herein provided, receive, on a prorated basis, not less than the compensation and benefits which are applicable to that classification during the regular academic year.

~~10.13.1 Any off-track extra work in the year-round education program at Monterey High School shall first be offered to employees currently working at that site if the work is in their job classification. If two or more Monterey High School classified employees apply for the extra work, the employee with the greatest seniority shall receive the assignment. The rate of pay for this extra work shall be the employee's regular hourly rate of pay.~~

10.14 HOURS WORKED

For the purposes of computing the number of hours worked, all time during which a bargaining unit member is in paid status, except overtime, shall be construed as hours worked.

10.15 REST FACILITIES

The District shall make available all existing employee lunchroom, restroom, and lavatory facilities at each work site for the use of bargaining unit members.

10.16 COMPLIANCE WITH APPLICABLE LAW ~~FAIR LABOR STANDARDS ACT~~

Nothing in this Agreement shall be construed as **a waiver of CSEA's bargaining rights under Government Code Section 3543.2.** ~~a violation of the Federal Fair Labor Standards Act.~~ The District shall comply with the Federal Fair Labor Standards Act and the Education Code with regards to overtime.

~~DAYS IN PAID STATUS IN THE YEAR ROUND EDUCATION PROGRAM AT MONTEREY HIGH SCHOOL~~

~~School Office Manager Continuation: There shall be 240 days in paid status for the School Office Manager Continuation. For eleven (11) month employees, sick days, vacation days and seniority accrual shall remain the same as other eleven (11) month employees in the District.~~

~~Office Technician Continuation: There shall be 218 days in paid status for Office Technician Continuation assigned to Monterey High School. These 218 days include nine (9) pre-assigned vacation days, 14 paid holidays, and 195 work days. Sick days, vacation days, and seniority accrual shall be earned in the same manner as other (10) month employees with no sick days or vacation earned during January and April.~~

~~Instructional Assistants – Special Ed. At Risk Youth: There shall be 205 days in paid status for Instructional Assistants assigned to Monterey High School. These 205 days include nine (9) pre-assigned vacation days, 14 paid holidays, and 182 work days. Sick days, vacation days, and seniority accrual shall be earned in the same manner as other nine (9) month employees with no sick days or vacation earned during January and April.~~

~~Instructional Assistants-Children's Center:~~

~~The number of days in paid status and the accrual of sick days, vacation days, and~~

~~seniority for the Instructional Assistant-Children's Center assigned to Monterey High School shall remain the same as other 12 month Instructional Assistants-Children Center, in the District.~~

~~There shall be 218 days in paid status for Instructional Assistants-Children's Center assigned to Monterey High School. These 218 days include nine (9) pre-assigned vacation days, 14 paid holidays, and 195 work days. Sick days, vacation days, and seniority accrual shall be earned in the same manner as other (10) month employees with no sick days or vacation earned during January and April.~~

~~Food Service Staff: There shall be 205 days in paid status for the Food Service Staff assigned to Monterey High School. These 205 days include nine (9) pre-assigned vacation days, 14 paid holidays, and 182 work days. Sick days, vacation days, and seniority accrual shall be earned in the same manner as other nine (9) month employees with no sick days or vacation earned during January and April.~~

~~Senior Custodian: The number of days in paid status and the accrual of sick days, vacation days, and seniority for the Senior Custodian assigned to Monterey High School shall remain the same as other 12 month Senior Custodians in the District.~~

10.17 BURBANK ADULT EDUCATION CALENDAR

As it applies to the Burbank Adult Education program and all other work calendars, the actual start and end dates for each fiscal year shall be negotiated annually between the District and Association no later than May 30 of the preceding year.

ENGLISH-AS-A-SECOND-LANGUAGE OFFICE STAFF: Instructional staff in this program shall be assigned five (5) days a week (Monday-Friday) and shall be subject to a work year of 200 days in paid status. These paid days reflect 177 work days, the nine (9) pre-assigned vacation days, and the fourteen (14) paid holidays. Sick days, vacation days, and seniority accrual shall be earned in the same manner as other nine (9) month employees with no sick days or vacation earned during July and August unless the bargaining unit member works in those months.

Office staff in this program shall be assigned five (5) days a week (Monday-Friday) and shall be subject to a work year of 200 days in paid status. These paid days reflect 177 work days, the nine (9) pre-assigned vacation days, and the fourteen (14) paid holidays. Sick days, vacation days, and seniority accrual shall be earned in the same manner as other nine (9) month employees with no sick days or vacation earned during July and August unless the bargaining unit member works in those months.

ACADEMIC PROGRAM STAFF: All staff shall be assigned five (5) days a week (Monday-Friday). All staff in this program shall be subject to 205 days in paid status. These paid days reflect 182 work days, the nine (9) pre-assigned vacation days, and the fourteen (14) paid holidays. Sick days, vacation days, and seniority accrual shall be earned in the same manner as other nine (9) month employees with

no sick days or vacation earned during June, July, and August unless the bargaining unit member works in those months.

PARENT EDUCATION PROGRAM STAFF: All staff shall be assigned five (5) days a week (Monday-Friday). All staff in this program (except for office and custodial employees) shall be subject to a work year of 185 days in paid status. These paid days reflect 163 work days, the nine (9) pre-assigned vacation days, and the thirteen (13) paid holidays. Sick days, vacation days, and seniority accrual shall be earned in the same manner as other eight (8) month employees with no sick days or vacation earned during June, July, and August unless the bargaining unit member works in those months.

EMPLOYEES WORKING LESS THAN FIVE (5) DAYS A WEEK: Employees in the three (3) Burbank Adult Education programs identified above who are assigned less than five days a week shall be subject to the number of work days that is derived by multiplying the number of work days required of five day a week employees for their assigned program times the following fraction: number of days assigned to work each week divided by five.

WINTER AND SPRING BREAKS: A three-week winter break and one week spring break shall be observed by staff assigned to the three programs identified above. Employees may use available vacation balances to convert unpaid days to paid days during these breaks.

NON-WORK DAYS: The ESL Instructional staff shall be subject to five (5) additional non-work days as identified in the negotiated ESL instructional calendar.

10.18 REASONABLE ACCOMMODATIONS ON "HEAT DAYS" AND UNHEALTHY AIR QUALITY

The parties agree that the ~~if the temperature in Burbank, as reported by the United States Weather Service, reaches 95 degrees by noon on any work day,~~ **Superintendent or designee shall designate "heat days" or "unhealthy air quality days"** and that reasonable accommodations shall be provided for classified employees who work in non-air conditioned environments. **If reasonably possibly, bargaining unit members shall be notified electronically of such designation within one hour.** Such accommodations shall be determined by the employee's supervisor and shall not negatively affect the operation of the District or the educational program or conflict with scheduled activities such as testing, instruction, supervision of or services to students, scheduled assemblies, or scheduled meetings. For the purposes of this section, reasonable accommodations might include, but not be limited to: relocation to an air conditioned or cooler work environment; modification of work shift; more frequent breaks; temporary discontinuance of use of the barbeque grill; or, by mutual agreement of the supervisor and employee, use of accrued vacation time or use of personal necessity or personal business leave. The supervisor of each department and the principal or designee of each school site, shall obtain input from his/her classified staff for the purpose of developing a list of

suggested reasonable accommodations. No student or parent shall be negatively impacted by any accommodations provided as a result of implementation of this section.

Heat days and unhealthy air quality days are defined by and shall be subject to Board Policy 3514.11.

CSEA TO BUSD
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ARTICLE 16: DISCIPLINARY ACTION

16.1 "Disciplinary action" includes any action whereby a bargaining unit member is deprived of any classification or any incident of any classification in which ~~he/she has~~ **they have** permanence, including dismissal, suspension, or demotion without ~~his~~ **their** voluntary consent, except a layoff for lack of work or lack of funds.

~~16.1.1 Progressive Discipline Procedures for Permanent Employees – Except in those situations where immediate discipline is justified due to the serious nature of the conduct, due to personnel safety concerns, or when mandated by law, the following steps will be followed: (moved)~~

~~1. Verbal warning~~

~~2. Written reprimand~~

~~3. Suspension without pay or demotion~~

~~4. Dismissal~~

16.2 **The probationary period of a bargaining unit member shall be a period of six (6)** ~~twelve (12)~~ **calendar months, and shall commence from the hire date of a particular position excluding time served under temporary or substitute employment. The probationary period shall include all work months of the unit member's assignment (i.e., if an employee is not assigned for summer months, those months shall not count as part of the probationary period).** ~~Time spent on leave of absence shall not apply toward completion of the probationary period.~~ A probationary employee may be terminated at the discretion of the governing board. Each employee shall be deemed permanent on the first day following the completion of the established probationary period.

16.3 **Just Cause/Due Process:** No permanent bargaining unit member shall be suspended ~~for more than 5 days without pay~~, demoted, or dismissed ~~except for reasonable cause designated by these rules as detrimental to the efficiency of the service or welfare of the District, disciplined~~ **without just cause.** ~~The governing board's determination of the sufficiency of the cause for disciplinary action shall be conclusive.~~

16.3.1 Nothing in these rules shall be construed to prevent layoffs for lack of work or lack of funds. (See Article 15: Layoff and Reemployment)

16.3.2 In no case shall an employee be disciplined without having been afforded all due process rights to which the employee may be entitled pursuant to this agreement or law.

16.4 No disciplinary action shall be taken for any cause which arose prior to the bargaining unit member becoming permanent, **or for any cause which arose more than two years preceding the date of the notice unless such cause was concealed or purposefully not disclosed.** ~~nor for any cause which arose more than two years preceding the date of the filing of the notice of cause unless such cause was concealed or not disclosed by such employee when it could be reasonably assumed that the employee should have disclosed the facts to the District.~~

16.5 **Verbal Counseling: Supervisors shall make sincere efforts to counsel bargaining unit**

members prior to progressive discipline or disciplinary action. **Instances of verbal counseling shall not be placed in a unit member's personnel file. Instances of counseling may be followed up in writing only for record-keeping purposes.** ~~A notice of disciplinary action shall contain a statement in ordinary and concise language of the specific acts and omissions upon which the disciplinary action is based, a statement of the cause for the action taken and, if it is claimed that an employee has violated a rule or regulation of the District, such rule or regulation shall be set forth in said notice.~~

~~16.6 A notice of disciplinary action stating one or more causes or grounds for disciplinary action established by a rule, regulation, or statute in the language of the rule, regulations, or statute, is insufficient for any purpose.~~

~~16.7 A proceeding may be brought by, or on behalf of, the employee to restrain any further proceedings under any notice of disciplinary action violative of this provision.~~

~~16.8 The definitions of suspension, demotion, and dismissal are as follows:~~

~~16.8.1 Suspension means either temporary removal of an employee from his/her position with loss of pay as disciplinary measure, or his/her removal without loss of pay preliminary to investigation of charge pending demotion or dismissal.~~

~~16.8.2 Demotion means assignment to an inferior position or salary status, without the employee's written consent.~~

~~16.8.3 Dismissal means separation, discharge, or permanent removal of an employee from his/her position for cause in accordance with the provisions of the Education Code and the rules in Section 16.9 of this Agreement.~~

16.9 **Progressive Discipline Procedures for Permanent Employees: The following progressive discipline steps shall normally be utilized, except where the serious nature of the offence, including but not limited to, a safety threat or when mandated by law, requires bypassing steps in progressive discipline.**

16.9.1 **Conference Memorandum: After verbal counseling, supervisors shall meet with a unit member and counsel them in writing. The supervisor shall provide the unit member with a Conference Memorandum. The Conference Memorandum shall not be placed in the unit member's personnel file~~, nor be used to pursue discipline~~.**

16.9.2 **Written Reprimand: Written reprimands will not be used unless the unit member has received a Conference Memorandum about similar actions within the last twelve (12) months. The unit member will sign the reprimand to acknowledge receipt and a copy may be placed in the unit member's personnel file. Upon entry of a Written Reprimand into the personnel file, all documentation of prior verbal counseling and Conference Memoranda about similar actions may also be placed in the personnel file.**

16.9.3 **Suspension without pay, demotion, dismissal: Suspension, demotion, dismissal will not be used unless the unit member has received a written reprimand about similar actions within the last twelve (12) months.**

16.5.4.1 Suspension means ~~either~~ **the** temporary removal of an employee from his/her position with loss of pay as a disciplinary measure~~, or~~

~~his/her removal without loss of pay preliminary to investigation of charge pending demotion or dismissal. No unit member will be suspended more than five (5) working days during a school year. In all instances, however, the length of a suspension will relate to the severity of the action.~~

16.5.4.2 Demotion means assignment to an **lower classification** or salary status, without the employee's written consent.

16.5.4.3 Dismissal means separation, discharge, or permanent removal of an employee from his/her position, **without the employee's written consent.** ~~for cause in accordance with the provisions of the Education Code and the rules in Section 16.12 of this Agreement.~~

~~16.10 When an administrative decision is made to recommend that a permanent member of the bargaining unit be suspended, demoted, or dismissed, and prior to the presentation of the matter for action to the governing board, the employee shall be given a written notice of the proposed action including the proposed date it will be effective and the reasons forthe proposed action. This written notice of proposed disciplinary action shall be served by mail or personal delivery to the employee and the Association at least ten (10) work days prior to the date of an administrative review. As part of due process, the employee shall also be afforded an administrative review prior to the imposition of discipline. The purpose of the administrative review is to provide the employee with an opportunity to present information relative to the charge for consideration by the administrative review officer. Service by certified mail to the last known address on file in Human Resources shall be deemed completed on the date of mailing.~~

~~Upon completion of the administrative review, the administrative review officer's decision will be forwarded to the Head of Human Resources, the employee, and the Association.~~

~~16.10.1 The employee shall be provided access to any material upon which the proposed action is based. The notice shall also advise the employee of the right to request ahearing before the governing board and/or the right to respond orally or in writingwithin five working days from receipt of the notice. The response (oral or in writing) and/or the request for a hearing, in writing, shall be directed to the Superintendent, who shall document the employee's choice.~~

~~16.11 If a request for a hearing is filed, the employee shall be given notification of the hearing date at least ten (10) working days prior to the hearing. This written notice shall be served by mail or personal delivery to the employee. Service by certified mail to the last known address on file in Human Resources shall be deemed completed on the date of mailing. If the Board of Education chooses to use the services of legal counsel to advise it in the hearing process, that legal counsel shall not be the same legal counsel that within the previous two years has assisted or is currently assisting the District with matters involving the discipline of bargaining unit members or Association negotiations.~~

~~At the conclusion of the hearing the decision to sustain, reject, or modify the proposed discipline shall be made by the Board of Education in accordance with applicable laws. The decision of the Board of Education shall not be subject to the grievance process outlined in~~

~~Article 17 of this agreement.~~

~~Unless not permitted under law or permitted by Article 16.12, the employee shall remain in paid status pending the final decision of the Board of Education.~~

16.12 **Notice of Proposed Disciplinary Action: Notice of Proposed Disciplinary Action will be made in writing and served in person or by certified mail upon the unit member by the superintendent or designee. The notice of disciplinary action will contain:**

16.12.1 **A statement of the specific acts or omissions upon which the action is based;**

16.12.2 **A statement of the cause(s) for which the action is recommended;**

16.12.3 **The Education Code section, policy, rule, regulation, or directive violated;**

16.12.4 **The penalty proposed and effective date;**

16.12.5 **Copies of the documentary evidence upon which the recommendation is based;**

16.12.6 **A statement of the unit member's right to challenge the proposed action by requesting a Skelly Conference and/or arbitration pursuant to Article 17, Grievance Procedures, subject to 16.11 below.**

16.12.7 **Information about the employee's right to present information relative to the causes and charges for disciplinary action at a Skelly Conference which shall take place as soon as possible after receipt of the notice.**

16.12.8 **The date, time, and place of the Skelly Conference and notice that failure to appear at a scheduled conference shall be deemed a waiver of the employee's right to a Skelly Conference.**

16.12.9 **The employee's right to contact CSEA concerning representation and to be accompanied by a representative of the employee's choice.**

16.13 **Causes for Disciplinary Action:** One or more of the following causes may be grounds for suspension, demotion, ordismissal of any bargaining unit member who is a permanent employee of the District:

16.13.1 Incompetency or inefficiency in the performance of the duties of his/her position.

16.13.2 Insubordination (including, but not limited to, refusal to do assigned work).

16.13.3 Carelessness or negligence in the performance of duty or in the care or use ofDistrict property.

16.13.4 Discourteous, offensive, or abusive conduct or language toward other employees,pupils, or the public.

16.13.5 Dishonesty.

16.13.6 Drinking alcoholic beverage on the job, or reporting to work while intoxicated.

16.13.7 Arrest or conviction of the possession or use of controlled substances, as definedin Education Code Section 44011.

16.13.8 Personal conduct unbecoming an officer or employee of the District.

16.13.9 Engaging in political activity during assigned hours of employment.

16.13.10 Conviction of any crime involving moral turpitude.

16.13.11 Arrest for a sex offense as defined in Education Code Section 44010.

16.13.12 Repeated and unexcused absence or tardiness.

16.13.13 Abuse of illness leave privileges.

16.13.14 Falsifying any information supplied to the School District, including, but not limited to, information supplied on application forms, employment records, or anyother School District records.

16.13.15 Persistent violation or refusal to obey safety rules and regulations made applicable to public schools by the governing board or by an appropriate federal, state, or local governmental agency.

16.13.16 Offering of anything of value or offering any service in exchange for special treatment in connection with the employee's job or employment, or the accepting of anything of value or any service in exchange for granting any special treatment to another employee or to any member of the public.

16.13.17 Willful or persistent violation of the Education Code or rules of the governing board.

16.13.18 Any willful failure of good conduct tending to injure the public service.

16.13.19 Abandonment of position,.

16.13.20 Advocacy of overthrow of federal, state, or local government by force, violence or other unlawful means.

16.13.21 Unlawful sexual intercourse with a minor.

16.14 **Skelly Conference: The employee shall be provided an opportunity to respond to the Notice of Proposed Disciplinary Action to the Skelly Officer in a meeting or in writing. An employee shall have the right to representation at any such meeting. The Skelly conference is informal and not a formal evidentiary hearing.**

16.14.1 **After the employee has had an opportunity to respond to the Notice of Proposed Disciplinary Action or has waived the opportunity to respond, .**

16.14.2 **The Skelly Officer's recommendation and the administration's decision whether to proceed with the proposed decision shall be provided to the employee no later than five (5) business days following the Skelly Conference.**

16.15 **Notice of Recommended Disciplinary Action: A Notice of Recommended Disciplinary Action will contain:**

16.15.1 **a statement in ordinary and concise language of the specific acts and omissions upon which the disciplinary action is based;**

16.15.2 **a statement of the cause(s) for the action taken;**

16.15.3 **notice of the Education Code section, policy, rule, regulation, or directive violated;**

16.15.4 **The penalty recommended and effective date;**

16.15.5 **Copies of the documentary evidence upon which the recommendation is based;**

16.15.6 **A statement of the unit member's right to challenge the recommended action by submitting a request for hearing to the Superintendent or designee no later than five (5) business days after service of the Notice on the unit member;**

16.15.7 **A card or paper, the signing and filing of which shall constitute a request for hearing and a denial of all charges; and**

16.15.8 **The employee's right to representation through the discipline process.**

16.16 **Hearing Procedures: If a request for hearing is timely filed, t~~T~~he** Hearing will be conducted in the following manner:

16.16.1 **Representatives of the employee and the Board of Education shall select a hearing officer. The District and ~~CSEA~~ the employee's representative** shall each obtain/maintain a list of five hearing officers from the American Arbitration Association or the California Mediation and Conciliation Board. Selection shall be made by mutual agreement of by alternately striking one name from the list until only one name remains. The hearing officer shall be considered the designee of the Board of Education to conduct the hearing and report findings, conclusions and recommendations to the Board of Education and **the employee's representative** ~~CSEA~~.

16.16.2 **The employee shall appear in person on his/her own behalf and may be represented by a designee of CSEA, the exclusive representative, or an employee may elect to seek representation outside of CSEA.** The District and ~~CSEA~~ **the employee's representative** shall have the right to call witnesses, to cross examine witnesses, to present such exhibits and/or other evidence as may be ruled relevant to the case. Technical rules of evidence shall not apply. Counsel/representative for the respective parties shall exchange witness lists at least five (5) working days prior to the hearing.

16.16.3 The hearing shall be held at the earliest convenient date, considering the established schedule of the hearing officer and availability of counsel and witnesses. **The employee shall be given notification of the hearing date at least ten (10) working days prior to the hearing.** ~~The parties shall be notified of the date, time and place of the hearing~~

16.16.4 ~~The District, as the moving party of the Disciplinary process, shall be responsible for the Hearing Officer costs.~~

~~16.16.5 Each party is responsible for their own respective costs and expenses associated with their side.~~

16.16.6 ~~. The hearing will be conducted at a District provided location, free of charge. This location shall afford confidentiality for all participants.~~

16.16.7 ~~The provisions outlined in 16.10 and 16.11 above do not preclude the immediate suspension of an employee if, in the judgment of the District, the employee is in clear andpresent danger to himself, herself, or others.~~

16.16.8 **At the conclusion of a hearing, the hearing officer shall provide to the Board of Education a proposed decision to sustain, reject, or modify the proposed discipline based on the preponderance of the evidence.** ~~At the conclusion of the hearing the decision to sustain, reject, or modify the proposed discipline shall be made by the Board of Education in accordance with applicable laws.~~

16.16.9 The decision of the Board of Education **as to the sufficiency of the cause for disciplinary action, as well as the level of discipline imposed, shall be conclusive and** shall not be subject to the grievance process outlined in Article 17 of this agreement.

16.16.10 No disciplinary action shall be implemented prior to action by the Board of Education.

16.17 **Employment Status Pending Hearing:**

An employee who has requested a hearing regarding a recommendation of disciplinary action shall remain on paid administrative leave or in ~~active duty~~ **status and shall remain responsible for fulfilling the duties of the position pending the hearing. Active duty may, at the District's discretion, include a special or changed assignment.** ~~Unless not permitted under law or permitted by Article 16.12, the employee shall remain in paid status pending the final decision of the Board of Education.~~

Notwithstanding Section 16.14.1, a unit member may be immediately suspended without pay, pending dismissal, if, in the judgment of the District, ~~he/she~~**/they pose a clear and present threat of harm to self or others.**

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12pm

ARTICLE 20: SAFETY CONDITIONS OF EMPLOYMENT

20.1 **Employees shall not be required to perform tasks in facilities that endanger anyone's life, safety, and/or welfare unless deemed an emergency as defined in Article 10.**

20.2 **No employees shall be in any way discriminated against as a result of reporting any condition believed to be in violation of Article 20.1. Upon notification, the District shall investigate and determine if there is a correction needed.**

20.1 Safety Requirements:

The District and unit members shall conform to and comply with health, safety, and sanitation requirements imposed by Board of Education policy, state or federal laws, orders,and regulations, **and local departments of public health.** ~~**adopted under State or Federal laws which are applicable to the District.**~~

20.2 Injury & Illness Prevention Policy:

The District **is** ~~**and CSEA are**~~ committed to providing a safe and healthful workplace for all of its employees and to providing a safe and healthful facility for students and school site visitors. ~~**To fulfill its obligation the District and CSEA haveincorporated an Injury and Illness Prevention Program.**~~ **The state-mandated Injury and Illness Prevention Program (IIPP) addresses responsibility, communication, compliance, hazard assessment, accident/exposure investigation, hazard correction, training and instruction, and record keeping with regard to workplace safety and wellness.** The intent of this program is to prevent and/or minimize the probability of injuries and illnesses to workers, students and visitors, and to comply with applicable State, Federal and local health and safety codes, standards and regulations. **To increase the efficacy of the IIPP, all employee groups shall be involved in its ongoing development and annual update, in identifying specific workplace hazards, correcting those hazards, and shall receive regular and effective training.** ~~**The District and CSEA have pledged to support this program to ensure that it remains a viable method of protecting all employees and all other site occupants. The District policy is to promote an active and aggressive Risk Control program with the reduction and/or control of safetyand health risks a priority in all District plans and budgets.**~~

20.3 **Emergency Safety Procedures**

20.3.1 **In the case of fire, flood, epidemic, earthquake, or other natural or human-caused disaster, the District and CSEA will meet to negotiate as soon as possible. The demand to bargain will not interfere with the superintendent's ability to make decisions in an emergency.**

20.3.2 **The District shall provide, at minimum, one informal update per day to the Chapter President and Labor Relations Representative during such an emergency until it is mutually agreed that the situation does not warrant daily communication.**

20.3.3 **In the event any District facility is closed, or any District operations are curtailed due to any of the events in 20.6.1 , unit members will not suffer any loss of pay or benefits relative to their regular schedules for the period of closure or curtailment** unless otherwise negotiated.

20.4 **Infectious Disease Prevention:**

20.4.1 **Personal protective equipment shall be made readily available to bargaining unit members as soon as is possible and within reason for the safety crisis.,** ~~**including but not limited to masks, gloves, and hand sanitizer or hand-washing supplies.**~~

20.4.2 ~~**Students, visitors, and other employee groups shall be held to the same standards as CSEA bargaining unit members.**~~

20.5 Safety Committee:

A District Safety Committee has been established which includes representation from management and all employee groups. The Committee shall include at least **three (3)** ~~**two (2)**~~ members appointed by **CSEA** ~~**the Association.**~~ The Committee is responsible for determining the minimum number of attendees to have a quorum. Safety Committee members who willfully neglect their duties or repeatedly fail to attend meetings may be subject to dismissal from the Committee. The Safety Committee will ensure that at least the following are met:

20.5.1 The Committee may meet monthly**, but no less than three** ~~**four**~~ **times a year. The first meeting shall occur before September 30. A schedule shall be established for school year meetings during the first meeting. The program coordinator shall be the Director of Student Services or their designee and shall be responsible for scheduling the first meeting.**

20.5.2 Minutes or written records are prepared for each meeting showing the safety and health issues discussed. These records shall be made available **to bargaining unit members** ~~**all affected employees**~~ through the use of postings, newsletters or other appropriate written materials. Records of the meetings will be kept on file with theprogram coordinator for at least three years.

20.5.3 **The program coordinator shall furnish a summary of safety issue reports collected via We Tip to the Safety Committee.**

20.5.4 Minutes or records of Safety Committee meetings will be madeavailable to the California Division of Industrial Safety should they be requested.

20.5.5 ~~**The Committee shall establish its own an anonymous reporting form for employees to utilize (e.g., Google Docs or Microsoft Forms). Reports shall be anonymous and confidential. The Committee shall review reports each meeting.**~~

20.5.6 ~~**The District shall regularly schedule workplace inspections and provide advance notice of all workplace inspections to the Committee. CSEA appointees to the committee shall have the opportunity to participate in workplace inspections.**~~ The Committee will review the results of all periodic scheduledworkplace inspections.

20.5.7 The Committee will review reports of investigations ofoccupational accidents and causes of any incidents resulting in injury, illness or exposure to hazardous substances. ~~**Where necessary or appropriate,**~~ ~~**t**~~The Committee will submit suggestions to management ~~**and labor partners**~~ for the prevention of future incidents.

20.5.8 The Committee will review investigations of alleged hazardousconditions brought to the attention of any Committee member.

20.5.9 When deemed necessary by the Committee, it will conduct its own inspection and/or investigation to assist in remedial solutions for hazardous conditions made known to anyCommittee member.

20.5.10 Submit recommendations to assist in the evaluation of employee safety

suggestions.

20.5.11 Communicate with the California State Division of Industrial Safety when requested by the Division to verify abatement action taken by the District pursuant to Division citations.

20.5.12 Employees selected for membership on the Safety Committee shall be informed that they or the Committee will not be held liable for any action or omission in connection with the Safety Committee.

~~20.6 The District, in accordance and consistent with the following provisions, shall reimburse employees for any verified loss, damage or destruction of personal property suffered while performing services to the District or while such personal property is on District premises. Reimbursement shall be conditioned upon the absence of negligence by the employee. The value of any item lost, damaged or destroyed without fault of the employee shall be determined as of the time of the verified loss, damage or destruction and shall include normal allowance for depreciation.~~

~~20.7 Reimbursement to employees for any verified loss, damage or destruction of personal property suffered while performing services for the District or while such personal property is on District premises shall be made only if the value is morethan $25.00. The maximum reimbursement for any one incident shall be $700.00, except in the case of vehicles where maximum reimbursement shall be $1,250 orthe insurance deductible, whichever is less. The total reimbursement for all loss, damage or destruction of personal property for all employees and/or all incidents under these provisions shall not exceed $7,500 in any fiscal year.~~

~~20.8 A written request for reimbursement must be filed by the employee within five (5) calendar days of the incident with Fiscal Services. Fiscal Services shall conduct such investigation as may be necessary. The burden of proof in all cases is with the employee seeking reimbursement.~~

~~20.9 Reimbursement for verified loss, damage or destruction of personal property suffered while performing services for the District or while such personal propertyis on District premises is provided only when approval for the use of the personal property in the schools was given before the personal property was brought on District premises or before use while performing services for the District. All such prior approval shall be in writing. Exceptions to such prior approval shall be eyeglasses, hearing aids, dentures, watches, or articles of clothing necessarily worn or carried by the employee, or vehicles.~~

~~20.10 Reimbursement for verified loss, damage or destruction of vehicles shall be absolutely limited to payment for verified loss, damage or destruction resultingfrom malicious acts of others. Where reimbursement involves a vehicle, a report shall be made by the employee to the police, and a copy of the police report shall beprovided to Fiscal Services. If there is damage or destruction of a vehicle, two (2) written estimates from licensed repair facilities of repair cost shall be provided to Fiscal Services. The District payment shall be limited to the amount of the lowest estimate and shall be paid directly to the repair facility upon verification of satisfactory completion~~

~~of repair.~~

~~20.11 If an employee receives any payment from an insurance carrier for any loss, damage or destruction for which the District gave reimbursement, the employee shall repay the District if such payment from an insurance carrier covers the same loss damage or destruction covered by the District. The District shall, in addition, have all rights of subrogation; and the employee shall execute all assignments and other documents, and cooperate and perform all other acts as required by theDistrict in pursuing such rights of subrogation.~~

LMB CC LC DK

ARTICLE 8: COMPENSATION

8.1 Employees covered by this Agreement shall be paid salaries, wages, and pay rates as provided in the attached EXHIBITS A and B as included in the Appendices of this Agreement. EXHIBIT B, the Classified Salary Schedule, shall be amended in as follows:

8.1.1 **Effective July 1, 2021, the Classified Salary Schedule shall be increased by 5%.**

8.2 In the event the District intends to take to the Board of Education aresolution for layoffs/reductions affecting more than 20 unit members between thedate of ratification of this Agreement and June 30, 20~~14~~24, the District and Association shall meet in advance to explore options and alternatives to those layoffs/reductions. This does not affect any rights found elsewhere in the Agreement or in law.

8.3 LONGEVITY PAY

Effective July 1, 20~~18~~21, unit members will receive longevity pay for creditable service as follows:

10 years - $ ~~115~~ $125 per month
15 years - $ ~~148~~ $158 per month
20 years - $ ~~197~~ $207 per month
25 years - $ ~~238~~ $248 per month
30 years - $ ~~277~~ $287 per month

This amount will be prorated for any employee with a daily assignment of less than six (6) hours.

8.3.1 Longevity pay for all bargaining unit members shall be computed and paid based on each unit member's original date of employment as defined in EXHIBIT C of this Agreement.

8.4 TRANSLATING STIPEND

8.4.1 Provided he/she passes the District's basic bilingual and oral proficiency test, an employee who is annually designated by his/her supervisor(s), who agrees to provide interpreting and/or translating services, and who does not have bilingual responsibilities as part of his/her official job description, shall be entitled to a stipend for oral translation within one's own department or in another office or department (with approval of his/her immediate supervisor). He/she shall be compensated at a flat ~~$43~~ 46 per month for the remainder of that school year.

8.4.2 Provided he/she passes the District's basic bilingual written proficiency test, an employee who is annually designated by his/her supervisor(s), who agrees to provide interpreting and/or translating services, and who does not have bilingual responsibilities as part of his/her official job description, shall be entitled to a stipend for written translation within one's own department or in another office or department (with approval of his/her immediate supervisor). He/she shall be compensated an additional flat ~~$53~~56 per month for the remainder of that school year.

8.4.2.1 Written translation, for purposes of this article, does not include Special Education, medical, discipline, or Student Study Team-related issues, where knowledge of technical or legal terminology is required.

8.4.3 Any part-time employee who provides interpreting and/or translation, shall be given additional time at his/her hourly rate, up to eight (8) hours per day/forty (40) hours per week in order to not negatively impact his/her regularly assigned duties.

8.4.4 Any full-time employee who provides interpreting and/or translation shall be given additional time in order not to negatively impact his/her regularly assigned duties.

8.4.5 If translating causes an employee to work more than eight (8) hours in one day, or forty (40) hours in one week, he/she shall be paid the standard overtime rate.

8.4.6 An employee whose job description includes interpreting and/or translation in his/her particular program shall receive a flat ~~$63~~67 per month if designated and required by the immediate supervisor to serve the site in general for the remainder of that school year.

8.5 HEALTH CARE STIPEND

When a student has been identified as having a severe health care need that has been determined by a physician and an IEP committee to be non-life threatening and/or not requiring one-to-one attention, then a stipend in the amount of $275~~261~~ permonth will be paid to a current classified employee assigned to perform any or all of the following services: gastrostomy tube feeding, catheterization, oxygen administration and care of related equipment, administering medication as directed, providing basic emergency care as needed, including but not limited to first aid, cardio pulmonary resuscitation, or other life sustaining efforts until medical assistance arrives. An employee earning the stipend may be required to provide these services for more than one student. No more than one health care stipend may be earned by an employee at one time. This stipend shall not apply to employees who have the above stated responsibilities as part of their official job description.

8.6 FIRST AID STIPEND

Employees who volunteer and are designated by their supervisor to provide first aid in the absence of the school nurse on a regular or frequent basis, and who do not have these responsibilities as part of their official job description, shall be entitled to a stipend equivalent to 5% of their base salary. Once designated by their supervisor and Director of Human Resources to provide these services, employee(s) shall receive the stipend for the remainder of that semester. The employee(s) shall receive official notification of their designation from Human Resources.

First Aid Certificates shall be required for the following positions:

Campus Supervision Assistant
Health Care/Instructional Assistant for the Severely Impaired
Health Services Assistant
Instructional Assistant – Severely Impaired
Office Assistant – Elementary
Sr. Attendance Technician
Senior Custodian
School Office Manager – Elementary
School Office Manager – Continuation
Typist Clerk III – Children Centers

All positions listed above have first aid responsibilities as part of their official job description and compensation for this responsibility has been included in the base salary with the exception of Typist Clerk II's at the elementary school level who shall be paid an additional 5% stipend above and beyond their base salary.

New employees and employees designated by their supervisors to provide first aid services, shall obtain a First Aid certificate within six months of employment or designation.

First Aid training and the First Aid Certificate shall be provided at District expense and training shall occur during working hours. Renewal of the First Aid Certificate shall be accomplished at the District's expense and training shall occur during working hours.

8.7 SEVERELY IMPAIRED STIPEND

When a student has been identified as having a severely impaired need, determined by a physician and an IEP committee to be non-life-threatening, then a stipend in the amount of ~~$152~~ 160 per month will be paid to a current classified employee assigned to perform any of all of the following services: toileting, eating, washing, personal hygiene, assisting with physical aid appliances, assisting lifting in/out of wheelchair, assisting students to and from school bus or other transportation and/or in moving to and from activities on school site, basic first aid, administering medication as directed. An employee earning this stipend may be required to provide these services for more than one student. No more than one severely impaired stipend may be earned by an employee at one time. This stipend shall not apply to employees who have the above stated responsibilities as part of their official job description.

8.8 GROUNDS TECHNICIANS

Grounds Technicians who obtain a pest control certification (Cat. A & B) at their own expense and during their own time shall receive a monthly stipend of 2.5% of the salary for the duration of that license. Continuation of the stipend will be dependent upon successful renewal of the pest control certification (Cat. A & B) which will be at District expense and on District time.

8.9 ASBESTOS
Employees who have been designated by their supervisor to provide asbestos removal and who hold a valid National Environmental Training for Hazardous Materials, Asbestos and Lead certification shall receive a stipend ~~of $173.40~~ $183 per month for the duration of the license.

8.10 GOVERNMENTAL LICENSES
New hires or employees who transfer to positions requiring the following governmental licenses as a condition of employment as set forth in the District's job description shall be granted a one-time payment upon hire or transfer of ~~$261.00~~ $275 for each such license held when a copy of such license is presented to theDistrict: Back Flow License, Fire Extinguisher License, and Bureau of Automotive Inspection Certificate.

8.11 NOTARY PUBLIC STIPEND
The District and CSEA agree that an annual stipend of $1,104 ~~1,041~~ shall be provided for possession and use in the District of a Notary Public Commission Certificate. For those employees working less than 12 months/year, this stipend shall be prorated to the equivalent monthly amount of ~~$85.83~~ $92. The person receiving this stipend shall provide notary services for any site or department for the sole purpose of District business related activities.

8.12 TECHNOLOGY STIPEND
The District and CSEA agree that an annual stipend of $2,294 ~~2,184~~ shall be paid to the designated Site Technician. The unit member receiving this stipend shall provide basic technology support for the assigned site. Payment shall be ~~$1,092~~ $1147 per semester.

PAY AND ALLOWANCES: (Sections 8.13 through 8.21 shall only be opened by mutual agreement)

8.13 REGULAR RATE OF PAY
The regular rate of pay for each position in the bargaining unit shall be in accordancewith the rates established for each class as provided for in Exhibit A, B, and C attached.

8.14 WARRANTS
All regular warrants of bargaining unit members shall be itemized to include voluntary and involuntary deductions to the extent that the payroll service of the County Superintendent of Schools provides.

8.15 PAYROLL PROCEDURES
All hourly salary rate bargaining unit members shall be paid once a month on thetenth (10th) calendar day following the end of the month. If the normal pay day falls on a Saturday, Sunday, or holiday, the warrant shall be issued on the preceding workday.

~~8.15.1 Year-round Education Program at Monterey High School: With the exception of the Senior Custodian and food service staff who shall~~

~~be paidon the tenth (10th) and twenty-fifth (25th) of each month, all monthly classified employees shall be paid on the tenth (10th) of each month.~~

8.15.2 The District shall utilize a twenty-two (22) working day County Payroll option for the purpose of making salary payments to bargaining unit members. It is understood that absences (including but not limited to sick leave, vacation, bereavement, and industrial accident) will be charged on an actual day basis. New employees will receive pay based on actual days worked during the first month of employment and terminating employees will receive pay based on the actual days worked during the last month of employment. When an employee is absent without pay for an entire month, there shall be no salary payment. When an employee is absent without pay for a partial month, pay for that month will be based on twenty-two (22) days, less days not compensated during the month. However, an employee working one day in a twenty-three (23) day month would receive pay forthat day. Lump sum vacation payments will be computed on a twenty-two (22) day basis.

8.15.3 The District and CSEA recognize and acknowledge that these provisions aresubject to normal operating circumstances and exceptions may occur in the event of circumstances beyond the District's control.

8.16 PAYROLL ERRORS.

8.16.1 Insufficient Pay: Any payroll error resulting in insufficient payment for a bargaining unit member shall be corrected, and a supplemental warrant issued, not later than five (5) working days after the bargaining unit memberprovides notice to the Payroll Department. When a payroll error occurs where the original monthly warrant(s) cannot be given to the bargaining unitmember on his/her regularly scheduled pay day, the member shall have the option to request and receive a salary advance check from the District in the amount of ninety percent (90%) of the employee's estimated net salary.

8.16.2 Overpayment: Should a member be overpaid, the amount of the overpayment shall be repaid to the District. In every case, the affected employee shall be contacted first, and the repayment plan including repayment timelines shall be negotiated and agreed to in writing before any action to recapture the overpayment.

8.17 LOST WARRANTS

If a warrant to a bargaining unit member is mailed, and if the warrant is not deliveredwithin five (5) days of date of mailing, the member may request and then shall receive a salary advance check from the District in the amount of the lost warrant. Such check shall be issued within five (5) working days of the bargaining unit member's notification to the Payroll Department. If the warrant is lost after receipt, the bargaining unit member shall notify the Payroll Department and the process for replacing the lost warrant shall commence. There can be no guarantee of the time required to replace such lost warrant.

8.18 COMPENSATION FOR WORKING OUT OF CLASSIFICATION

Bargaining unit members who are required to perform duties at a higher level not reasonably related to those fixed and prescribed in the unit member's job

classification (including substituting for absent employees) shall be temporarily compensated at the appropriate salary schedule subject to the following conditions:

8.18.1 The assignment of the higher level duties must exceed or be expected to exceed five working days in any fifteen (15) calendar day period.

8.18.2 The unit member shall be temporarily compensated at the next higher dollar amount of the appropriate salary range as it compares to the unit member's regular salary, but not less than five percent (5%) nor more than Step VI.

8.18.3 The higher rate shall be retroactive to the first day of the assignment to new duties in all cases in which such assignments exceed five (5) working days.

8.18.4 The higher rate shall terminate on the first working day that the unit memberis no longer required to work at the higher level.

8.18.5 Determination as to when a unit member is required to work out of classification will be made by the Superintendent subject to the approval of the Board of Education.

8.18.6 Where there is no existing job description covering more complex responsibilities that employees are performing on a regular and on-going basis, and these responsibilities are not reasonably related to a bargaining unit member's job classification, the unit member shall be temporarily compensated in the following manner:

8.18.6.1 The unit member shall be temporarily compensated an additional five percent (5%) of the employee's current rate of pay.

8.18.6.2 An application must be made on a District developed form and signedby the unit member and his/her supervisor, and shall be submitted to Human Resources.

8.18.6.3 The stipend shall remain in effect as long as the employee is determined to be continuing the more complex responsibilities.

8.18.6.4 The Head of Human Resources (or designee) and a representative appointed by CSEA shall review and either approve or deny the request for compensation. The decision shall be final when an agreement is reached between CSEA and the Head of Human Resources (or designee). In the event that CSEA and the Head of Human Resources (ordesignee) cannot reach agreement, the Superintendent shall make the decision and his/her decision shall be final.

8.19 PAYMENTS AFTER SEPARATION FROM EMPLOYMENT

8.19.1 Any bargaining unit member who terminates employment with the District due to resignation, retirement, termination due to disciplinary action, or for any other reason, shall receive payment for all salaries owed to the employee no later than the next scheduled pay day and in any event no later than fifteen work days after the employee is officially separated from employment.

8.19.2 Payment of accrued vacation or any other applicable benefit shall be handled following the same provisions in Article **8.18.1** ~~7.7.1~~.

8.19.3 If separation from employment is a result of resignation or retirement, the

bargaining unit member must submit copies of his/her letter of resignation / retirement to his/her immediate supervisor and Human Resources in order for the provisions of Article 8.18 to apply.

8.19.4 If separation from employment is a result of termination, the provisions of Article **8.18** ~~7.7~~ shall automatically apply.

8.20 WORK CLOTHING

8.20.1 The cost of the purchase, lease, or rental of work clothing, identification badges, emblems, and cards required for District designated Facilities Services personnel, Food Services and Campus Supervision Assistants shall be borne by the District. Depending on the requirements of the job, work clothing may include at the discretion of the District, any or all of the following items of apparel: shirts, pants, coveralls, coats and rain gear.

If, through the employee's negligence (carelessness), clothing supplied by the District is destroyed, lost, or damaged, the District shall provide for the repair or replacement, but the costs shall be borne by the employee.

8.20.2 An Advisory Committee shall be established and shall meet at least once annually to assist in the implementation of Article **8.19.1** ~~7.8.1~~ and shall consist of three (3) representatives appointed by the District and three representatives appointed by the Association.

8.21 **REIMBURSEMENT FOR LOSS, DAMAGE, DESTRUCTION OF PERSONAL PROPERTY**

8.21.1 **The District shall reimburse employees for any verified loss, damage or destruction of personal property suffered while performing services to the District or while such personal property is on District premises in accordance with the following provisions:**

8.21.1.1 **Loss, damage, or destruction shall have occurred without fault of the employee.**

8.21.1.2 **Evidence of written pre-approval for the use of the personal property on District premises shall be provided in order to seek reimbursement for loss, damage, or destruction. No prior approval is needed for eyeglasses, hearing aids, dentures, watches, articles of clothing necessarily worn or carried by the employee, or vehicles.**

8.21.1.3 **The value of any item lost, damaged, or destroyed shall be determined as of the time of the verified loss, damage, or destruction and shall include normal allowance for depreciation.**

8.21.1.4 **Property claimed for reimbursement shall be valued at more than $25**

8.21.1.5 **Maximum reimbursement for any one incident shall be $700, except for vehicles.**

8.21.1.6 **The maximum reimbursement for all loss, damage, or destruction of personal property shall not exceed $7,500 in any fiscal year.**

8.21.1.7 **A written request for reimbursement must be filed by the employee within five (5) calendar days of the incident with Fiscal Services. Fiscal Services may conduct an investigation.**

The burden of proof in all cases is with the employee seeking reimbursement.

8.21.2 **Reimbursement for loss, damage, destruction of vehicles.**

8.21.2.1 **The maximum reimbursement for vehicle loss, damage, or destruction shall be $1,250 or the insurance deductible, whichever is less.**

8.21.2.2 **Reimbursement is limited to payment for verified loss, damage, or destruction resulting from malicious acts of others.**

8.21.2.3 **A report shall be made by the employee to the police, and a copy of the police report shall beprovided to Fiscal Services. If there is damage or destruction of a vehicle, two (2) written estimates from licensed repair facilities of repair cost shall be provided to Fiscal Services. The District payment shall be limited to the amount of the lowest estimate and shall be paid directly to the repair facility upon verification of satisfactory completion of repair.**

8.21.2.4 **If an employee receives any payment from an insurance carrier for any loss, damage or destruction for which the District gave reimbursement, the employee shall repay the District if such payment from an insurance carrier covers the same loss damage or destruction covered by the District. The District shall, in addition, have all rights of subrogation. Subrogation means the District may seek to recoup the cost of reimbursement to the employee directly from the insurance carrier. The employee shall execute all assignments and other documents and cooperate and perform all other acts as required by the District in pursuing such rights of subrogation.**

Negotiated 5% Salary Increase

SCHEDULE OF CLASSIFIED MONTHLY SALARY

EFFECTIVE JULY 1, 2021

Range Number	I	II	III	IV	V	VI	Step I Hourly Equivalent
16	2549	2677	2811	2952	3100	3255	14.71
17	2549	2677	2811	2952	3100	3255	14.71
18	2549	2677	2811	2952	3100	3255	14.71
19	2549	2677	2811	2952	3100	3255	14.71
20	2549	2677	2811	2952	3100	3255	14.71
21	2549	2677	2811	2952	3100	3255	14.71
22	2549	2677	2811	2952	3100	3255	14.71
23	2549	2677	2811	2952	3100	3255	14.71
24	2549	2677	2811	2952	3100	3255	14.71
25	2549	2677	2811	2952	3100	3255	14.71
26	2549	2677	2811	2952	3100	3255	14.71
27	2549	2677	2811	2952	3100	3255	14.71
28	2549	2677	2811	2952	3100	3255	14.71
29	2549	2677	2811	2952	3100	3255	14.71
30	2549	2677	2811	2952	3100	3255	14.71
31	2570	2698	2832	2974	3123	3280	14.83
32	2607	2740	2875	3022	3175	3333	15.04
33	2671	2814	2949	3098	3250	3411	15.41
34	2740	2875	3022	3175	3333	3502	15.81
35	2814	2949	3098	3250	3411	3581	16.23
36	2875	3022	3175	3333	3502	3674	16.59
37	2949	3098	3250	3411	3581	3769	17.01
38	3022	3175	3333	3502	3674	3866	17.43
39	3098	3250	3411	3581	3769	3956	17.87
40	3175	3333	3502	3674	3866	4057	18.32
41	3250	3411	3581	3769	3956	4158	18.75
42	3333	3502	3674	3866	4057	4265	19.23
43	3411	3581	3769	3956	4158	4364	19.68
44	3502	3674	3866	4057	4265	4470	20.20
45	3581	3769	3956	4158	4364	4582	20.66
46	3674	3866	4057	4265	4470	4697	21.20
47	3769	3956	4158	4364	4582	4822	21.74
48	3866	4057	4265	4470	4697	4942	22.30
49	3956	4158	4364	4582	4822	5058	22.82
50	4057	4265	4470	4697	4942	5184	23.41
51	4158	4364	4582	4822	5058	5310	23.99

Negotiated 5% Salary Increase

52	4265	4470	4697	4942	5184	5446	24.61
53	4365	4582	4822	5058	5310	5582	25.18
54	4470	4697	4942	5184	5446	5725	25.79
55	4582	4822	5058	5310	5582	5865	26.43
56	4697	4942	5184	5446	5725	6005	27.10
57	4822	5058	5310	5582	5865	6157	27.82
58	4942	5184	5446	5725	6005	6313	28.51
59	5058	5310	5582	5865	6157	6464	29.18
60	5184	5446	5725	6005	6312	6636	29.91
61	5310	5582	5865	6157	6464	6796	30.63
62	5446	5725	6005	6313	6636	6965	31.42
63	5582	5865	6157	6464	6796	7144	32.20
64	5725	6005	6313	6636	6965	7313	33.03
65	5865	6157	6464	6796	7144	7499	33.84
66	6005	6313	6636	6965	7313	7693	34.64
67	6157	6464	6796	7144	7499	7878	35.52
68	6313	6636	6965	7313	7693	8075	36.42
69	6464	6796	7144	7499	7878	8274	37.29
70	6636	6965	7313	7693	8075	8480	38.28
71	6796	7144	7499	7878	8274	8697	39.21
72	7153	7518	7892	8290	8709	9153	41.27

*This hourly rate is established in order to hire temporary hourly employees and to figure overtime rates. It is based on 173.333 hours per month.

SCHEDULE OF CLASSIFIED MONTHLY SALARY

EFFECTIVE JANUARY 1, 2022

Range Number	I	II	III	IV	V	VI	Step I Hourly Equivalent
16	2600	2677	2811	2952	3100	3255	15.00
17	2600	2677	2811	2952	3100	3255	15.00
18	2600	2677	2811	2952	3100	3255	15.00
19	2600	2677	2811	2952	3100	3255	15.00
20	2600	2677	2811	2952	3100	3255	15.00
21	2600	2677	2811	2952	3100	3255	15.00
22	2600	2677	2811	2952	3100	3255	15.00
23	2600	2677	2811	2952	3100	3255	15.00
24	2600	2677	2811	2952	3100	3255	15.00
25	2600	2677	2811	2952	3100	3255	15.00
26	2600	2677	2811	2952	3100	3255	15.00
27	2600	2677	2811	2952	3100	3255	15.00
28	2600	2677	2811	2952	3100	3255	15.00
29	2600	2677	2811	2952	3100	3255	15.00
30	2600	2677	2811	2952	3100	3255	15.00
31	2600	2698	2832	2974	3123	3280	15.00
32	2607	2740	2875	3022	3175	3333	15.04
33	2671	2814	2949	3098	3250	3411	15.41
34	2740	2875	3022	3175	3333	3502	15.81
35	2814	2949	3098	3250	3411	3581	16.23
36	2875	3022	3175	3333	3502	3674	16.59
37	2949	3098	3250	3411	3581	3769	17.01
38	3022	3175	3333	3502	3674	3866	17.43
39	3098	3250	3411	3581	3769	3956	17.87
40	3175	3333	3502	3674	3866	4057	18.32
41	3250	3411	3581	3769	3956	4158	18.75
42	3333	3502	3674	3866	4057	4265	19.23
43	3411	3581	3769	3956	4158	4364	19.68
44	3502	3674	3866	4057	4265	4470	20.20
45	3581	3769	3956	4158	4364	4582	20.66
46	3674	3866	4057	4265	4470	4697	21.20
47	3769	3956	4158	4364	4582	4822	21.74
48	3866	4057	4265	4470	4697	4942	22.30
49	3956	4158	4364	4582	4822	5058	22.82
50	4057	4265	4470	4697	4942	5184	23.41
51	4158	4364	4582	4822	5058	5310	23.99

							Minimum Wage Increase
52	4265	4470	4697	4942	5184	5446	24.61
53	4365	4582	4822	5058	5310	5582	25.18
54	4470	4697	4942	5184	5446	5725	25.79
55	4582	4822	5058	5310	5582	5865	26.43
56	4697	4942	5184	5446	5725	6005	27.10
57	4822	5058	5310	5582	5865	6157	27.82
58	4942	5184	5446	5725	6005	6313	28.51
59	5058	5310	5582	5865	6157	6464	29.18
60	5184	5446	5725	6005	6312	6636	29.91
61	5310	5582	5865	6157	6464	6796	30.63
62	5446	5725	6005	6313	6636	6965	31.42
63	5582	5865	6157	6464	6796	7144	32.20
64	5725	6005	6313	6636	6965	7313	33.03
65	5865	6157	6464	6796	7144	7499	33.84
66	6005	6313	6636	6965	7313	7693	34.64
67	6157	6464	6796	7144	7499	7878	35.52
68	6313	6636	6965	7313	7693	8075	36.42
69	6464	6796	7144	7499	7878	8274	37.29
70	6636	6965	7313	7693	8075	8480	38.28
71	6796	7144	7499	7878	8274	8697	39.21
72	7153	7518	7892	8290	8709	9153	41.27

*This hourly rate is established in order to hire temporary hourly employees and to figure overtime rates. It is based on 173.333 hours per month.

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 Services
PREPARED BY:	Cindy Quiterio, Executive Assistant, Human Resources
SUBMITTED BY:	Cindy Quiterio, Executive Assistant, Human Resources
DATE:	May 5, 2022
SUBJECT:	Approval of the 2021-2022 Negotiated Agreement between the Burbank Unified School District and the Burbank Association of School Administrators (BASA) in Accordance with AB 1200 (Chapter 1213/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5

Background:
Classified and Certificated management employees of the Burbank Unified School District are unrepresented by a bargaining unit and belong to an association of managers, the Burbank Association of School Administrators (BASA). BASA and the District have tentatively agreed to a 5% salary increase retroactive to July 1, 2021.

To assist with the increases in Health and Welfare Benefits, the District shall contribute up to $12,120 per plan year toward the cost of Health and Welfare benefits retroactive to January 1, 2022. Additionally, commencing January 1, 2023, and the following two years thereafter, the maximum annual employer contribution shall be increased by 1% over the maximum contribution from the previous year.

Rules and Regulations governing the employment of Certificated Supervisors and Managers and Classified Supervisors and Managers reflect the 5% salary increase for longevity stipends. Additionally, some stipends reflect an alignment with current payroll practices which are mirrored with bargaining unit stipends and amounts.

Discussion/Issues:
Sarah Niemann, Assistant Superintendent, Human Resources Services, will discuss the Agreement between the Burbank Unified School District and BASA. In accordance with the AB 1200, the District has submitted to the Los Angeles County of Education a budget forecast for the current and subsequent two fiscal years to demonstrate that the Agreement does not negatively impact the District's financial condition.

Fiscal Impact:
The financial implications to this Agreement are stated on the AB 1200.

Recommendation:

Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve the negotiated 2021-2022 Agreement between the Burbank Unified School District and the Burbank Association of School Administrators (BASA), in Accordance with AB 1200 (Chapter 1213/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5, as presented.

Los Angeles County Office of Education
Business Advisory Services

PUBLIC DISCLOSURE OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
in accordance with AB 1200 (Chapter 1213/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5

Name of School District:	Burbank Unified School District
Name of Bargaining Unit:	Burbank Association of School Administrators
Certificated, Classified, Other:	Management / Confidential

The proposed agreement covers the period beginning: July 1, 2021 (date) and ending: June 30, 2024 (date)

The Governing Board will act upon this agreement on: May 5, 2022 (date)

Note: This form, along with a copy of the proposed agreement, must be submitted to the County Office at least ten (10) working days prior to the date the Governing Board will take action.

A. Proposed Change in Compensation

Bargaining Unit Compensation All Funds - Combined		Fiscal Impact of Proposed Agreement (Complete Years 2 and 3 for multiyear and overlapping agreements only)			
	Annual Cost Prior to Proposed Settlement	Year 1 Increase/(Decrease) 2021-22	Year 2 Increase/(Decrease) 2022-23	Year 3 Increase/(Decrease) 2023-24
1. **Salary Schedule** Including Step and Column	$ 12,632,914	$ 631,646		
		5.00%	0.00%	0.00%
2. **Other Compensation** Stipends, Bonuses, Longevity, Overtime, Differential, Callback or Standby Pay, etc.				
Description of Other Compensation				
3. **Statutory Benefits** - STRS, PERS, FICA, WC, UI, Medicare, etc.	$ 4,353,302	$ 217,665		
		5.00%	0.00%	0.00%
4. **Health/Welfare Plans**	$ 100,608	$ 12,120		
		12.05%	0.00%	0.00%
5. **Total Bargaining Unit Compensation** Add Items 1 through 4 to equal 5	$ 17,086,824	$ 861,431	$ -	$ -
		5.04%	0.00%	0.00%
6. **Total Number of Bargaining Unit Employees** (Use FTEs if appropriate)	108.50			
7. **Total Compensation Average Cost per Bargaining Unit Employee**	$ 157,482	$ 7,939	$ -	$ -
		5.04%	0.00%	0.00%

8. What was the negotiated percentage change? For example, if the change in "Year 1" was for less than a full year, what is the annualized percentage of that change for "Year 1"?

The negotiated percentage change was an on schedule 5% compensation increase in year 1.

9. Were any additional steps, columns, or ranges added to the salary schedules? (If yes, please explain.)

N/A

10. Please include comments and explanations as necessary. (If more room is necessary, please attach an additional sheet.)

N/A

11. Does this bargaining unit have a negotiated cap for Health and Welfare benefits? Yes [X] No [ ]
If yes, please describe the cap amount.

The cap was $12,000. It was negotiated and now the cap is $12,120. The following two years thereafter, the maximum annual employer contribution shall be increased by 1% over the maximum contribution from the

B. Proposed negotiated changes in noncompensation items (i.e., class size adjustments, staff development days, teacher prep time, classified staffing ratios, etc.)

N/A

C. What are the specific impacts (positive or negative) on instructional and support programs to accommodate the settlement? Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (i.e., counselors, librarians, custodial staff, etc.)

No impact

D. What contingency language is included in the proposed agreement (e.g., reopeners, etc.)?

E. Identify other major provisions that do not directly affect the district's costs, such as binding arbitrations, grievance procedures, etc.

N/A

F. Source of Funding for Proposed Agreement:

1. Current Year

General Fund - Unrestricted and Restricted, Fund 11, Fund 12, Fund 13

2. If this is a single year agreement, how will the ongoing cost of the proposed agreement be funded in subsequent years?

General Fund - Unrestricted and Restricted, Fund 11, Fund 12, Fund 13

3. If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)

Not a multi-year agreement

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Unrestricted General Fund

Bargaining Unit: Burbank Association of School Administrators

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 3/17/22)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ 145,662,245		$ -	$ 145,662,245
Federal Revenue	8100-8299			$ -	$ -
Other State Revenue	8300-8599	$ 2,972,044		$ -	$ 2,972,044
Other Local Revenue	8600-8799	$ 2,056,020		$ -	$ 2,056,020
TOTAL REVENUES		$ 150,690,309		$ -	$ 150,690,309
EXPENDITURES					
Certificated Salaries	1000-1999	$ 56,167,664	$ 368,292		$ 56,535,956
Classified Salaries	2000-2999	$ 16,642,780	$ 95,249		$ 16,738,029
Employee Benefits	3000-3999	$ 26,931,151	$ 171,856		$ 27,103,007
Books and Supplies	4000-4999	$ 4,511,044		$ -	$ 4,511,044
Services and Other Operating Expenditures	5000-5999	$ 10,714,534		$ -	$ 10,714,534
Capital Outlay	6000-6999	$ 101,334		$ -	$ 101,334
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 1,609,086		$ -	$ 1,609,086
Transfers of Indirect Costs	7300-7399	$ (2,365,658)		$ -	$ (2,365,658)
TOTAL EXPENDITURES		$ 114,311,935	$ 635,397	$ -	$ 114,947,332
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 354,062	$ -	$ -	$ 354,062
Contributions	8980-8999	$ (27,030,511)	$ (165,890)	$ -	$ (27,196,401)
OPERATING SURPLUS (DEFICIT)*		$ 8,993,801	$ (801,287)	$ -	$ 8,192,514
BEGINNING FUND BALANCE	9791	$ 18,421,717			$ 18,421,717
Audit Adjustments/Other Restatements	9793/9795				$ -
ENDING FUND BALANCE		$ 27,415,518	$ (801,287)	$ -	$ 26,614,231
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ 100,060	$ -	$ -	$ 100,060
Restricted	9740				
Committed	9750-9760	$ 14,225,233	$ -	$ -	$ 14,225,233
Assigned	9780		$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ 12,288,938	$ -	$ -	$ 12,288,938
Unassigned/Unappropriated Amount	9790	$ 801,287	$ (801,287)	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Restricted General Fund

Bargaining Unit: Burbank Association of School Administrators

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 3/17/22)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ -		$ -	$ -
Federal Revenue	8100-8299	$ 26,676,638		$ -	$ 26,676,638
Other State Revenue	8300-8599	$ 28,374,738		$ -	$ 28,374,738
Other Local Revenue	8600-8799	$ 6,072,856		$ -	$ 6,072,856
TOTAL REVENUES		$ 61,124,232		$ -	$ 61,124,232
EXPENDITURES					
Certificated Salaries	1000-1999	$ 19,933,871	$ 54,968	$ -	$ 19,988,839
Classified Salaries	2000-2999	$ 13,768,416	$ 68,407	$ -	$ 13,836,823
Employee Benefits	3000-3999	$ 12,769,947	$ 42,515	$ -	$ 12,812,462
Books and Supplies	4000-4999	$ 17,762,627		$ -	$ 17,762,627
Services and Other Operating Expenditures	5000-5999	$ 21,996,075		$ -	$ 21,996,075
Capital Outlay	6000-6999	$ 1,012,354		$ -	$ 1,012,354
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 1,052,542		$ -	$ 1,052,542
Transfers of Indirect Costs	7300-7399	$ 1,853,793		$ -	$ 1,853,793
TOTAL EXPENDITURES		$ 90,149,625	$ 165,890	$ -	$ 90,315,515
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -	$ -
Contributions	8980-8999	$ 27,030,511	$ 165,890	$ -	$ 27,196,401
OPERATING SURPLUS (DEFICIT)*		$ (1,994,882)	$ -	$ -	$ (1,994,882)
BEGINNING FUND BALANCE	9791	$ 9,899,360			$ 9,899,360
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 7,904,478	$ -	$ -	$ 7,904,478
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 7,904,478	$ -	$ -	$ 7,904,478
Committed	9750-9760				
Assigned Amounts	9780				
Reserve for Economic Uncertainties	9789		$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ -	$ -	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Combined General Fund

Bargaining Unit: Burbank Association of School Administrators

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 3/17/22)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ 145,662,245		$ -	$ 145,662,245
Federal Revenue	8100-8299	$ 26,676,638		$ -	$ 26,676,638
Other State Revenue	8300-8599	$ 31,346,782		$ -	$ 31,346,782
Other Local Revenue	8600-8799	$ 8,128,876		$ -	$ 8,128,876
TOTAL REVENUES		$ 211,814,541		$ -	$ 211,814,541
EXPENDITURES					
Certificated Salaries	1000-1999	$ 76,101,535	$ 423,260	$ -	$ 76,524,795
Classified Salaries	2000-2999	$ 30,411,196	$ 163,656	$ -	$ 30,574,852
Employee Benefits	3000-3999	$ 39,701,098	$ 214,371	$ -	$ 39,915,469
Books and Supplies	4000-4999	$ 22,273,671		$ -	$ 22,273,671
Services and Other Operating Expenditures	5000-5999	$ 32,710,609		$ -	$ 32,710,609
Capital Outlay	6000-6999	$ 1,113,688		$ -	$ 1,113,688
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 2,661,628		$ -	$ 2,661,628
Transfers of Indirect Costs	7300-7399	$ (511,865)		$ -	$ (511,865)
TOTAL EXPENDITURES		$ 204,461,560	$ 801,287	$ -	$ 205,262,847
OTHER FINANCING SOURCES/USES					
Transfer In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 354,062	$ -	$ -	$ 354,062
Contributions	8980-8999	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ 6,998,919	$ (801,287)	$ -	$ 6,197,632
BEGINNING FUND BALANCE	9791	$ 28,321,077			$ 28,321,077
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 35,319,996	$ (801,287)	$ -	$ 34,518,709
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ 100,060	$ -	$ -	$ 100,060
Restricted	9740	$ 7,904,478	$ -	$ -	$ 7,904,478
Committed	9750-9760	$ 14,225,233	$ -	$ -	$ 14,225,233
Assigned	9780	$ -	$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ 12,288,938	$ -	$ -	$ 12,288,938
Unassigned/Unappropriated Amount	9790	$ 801,287	$ (801,287)	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Fund 11 - Adult Education Fund

Bargaining Unit: Burbank Association of School Administrators

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 3/17/22)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
Federal Revenue	8100-8299	$ 268,139		$ -	$ 268,139
Other State Revenue	8300-8599	$ 3,891,484		$ -	$ 3,891,484
Other Local Revenue	8600-8799	$ 165,912		$ -	$ 165,912
TOTAL REVENUES		$ 4,325,535		$ -	$ 4,325,535
EXPENDITURES					
Certificated Salaries	1000-1999	$ 1,540,993	$ 9,644	$ -	$ 1,550,637
Classified Salaries	2000-2999	$ 588,980		$ -	$ 588,980
Employee Benefits	3000-3999	$ 737,834	$ 3,323	$ -	$ 741,157
Books and Supplies	4000-4999	$ 308,586		$ -	$ 308,586
Services and Other Operating Expenditures	5000-5999	$ 190,750		$ -	$ 190,750
Capital Outlay	6000-6999	$ 95,400		$ -	$ 95,400
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ -		$ -	$ -
Transfers of Indirect Costs	7300-7399	$ 160,287		$ -	$ 160,287
TOTAL EXPENDITURES		$ 3,622,830	$ 12,967	$ -	$ 3,635,797
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ 702,705	$ (12,967)	$ -	$ 689,738
BEGINNING FUND BALANCE	9791	$ 3,219,530			$ 3,219,530
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 3,922,235	$ (12,967)	$ -	$ 3,909,268
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 3,909,268	$ -	$ -	$ 3,909,268
Committed	9750-9760		$ -	$ -	$ -
Assigned	9780	$ -	$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ 12,967	$ (12,967)	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Fund 12 - Child Development Fund

Bargaining Unit: Burbank Association of School Administrators

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 3/17/22)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
Federal Revenue	8100-8299	$ 261,523		$ -	$ 261,523
Other State Revenue	8300-8599	$ 694,523		$ -	$ 694,523
Other Local Revenue	8600-8799	$ 2,715,201		$ -	$ 2,715,201
TOTAL REVENUES		$ 3,671,247		$ -	$ 3,671,247
EXPENDITURES					
Certificated Salaries	1000-1999	$ 1,209,903	$ 8,693	$ -	$ 1,218,596
Classified Salaries	2000-2999	$ 1,015,096	$ -	$ -	$ 1,015,096
Employee Benefits	3000-3999	$ 991,873	$ 2,995	$ -	$ 994,868
Books and Supplies	4000-4999	$ 184,874		$ -	$ 184,874
Services and Other Operating Expenditures	5000-5999	$ (104,866)		$ -	$ (104,866)
Capital Outlay	6000-6999	$ -		$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ -		$ -	$ -
Transfers of Indirect Costs	7300-7399	$ 205,817		$ -	$ 205,817
TOTAL EXPENDITURES		$ 3,502,697	$ 11,688	$ -	$ 3,514,385
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ 354,062	$ -	$ -	$ 354,062
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ 522,612	$ (11,688)	$ -	$ 510,924
BEGINNING FUND BALANCE	9791	$ 137,207			$ 137,207
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 659,819	$ (11,688)	$ -	$ 648,131
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 648,131	$ -	$ -	$ 648,131
Committed	9750-9760	$ -	$ -	$ -	$ -
Assigned	9780	$ -	$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ 11,688	$ (11,688)	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Fund 13/61 - Cafeteria Fund

Bargaining Unit: Burbank Association of School Administrators

	Object Code	Column 1 Latest Board-Approved Budget Before Settlement (As of 3/17/22)	Column 2 Adjustments as a Result of Settlement (compensation)	Column 3 Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i	Column 4 Total Revised Budget (Columns 1+2+3)
REVENUES					
LCFF Revenue	8010-8099	$ -		$ -	$ -
Federal Revenue	8100-8299	$ 3,858,398		$ -	$ 3,858,398
Other State Revenue	8300-8599	$ 124,000		$ -	$ 124,000
Other Local Revenue	8600-8799	$ 763,200		$ -	$ 763,200
TOTAL REVENUES		$ 4,745,598		$ -	$ 4,745,598
EXPENDITURES					
Certificated Salaries	1000-1999	$ -	$ -	$ -	$ -
Classified Salaries	2000-2999	$ 1,638,272	$ 26,394	$ -	$ 1,664,666
Employee Benefits	3000-3999	$ 708,005	$ 9,095	$ -	$ 717,100
Books and Supplies	4000-4999	$ 1,557,100		$ -	$ 1,557,100
Services and Other Operating Expenditures	5000-5999	$ 151,938		$ -	$ 151,938
Capital Outlay	6000-6999	$ 30,562		$ -	$ 30,562
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ -		$ -	$ -
Transfers of Indirect Costs	7300-7399	$ 145,761		$ -	$ 145,761
TOTAL EXPENDITURES		$ 4,231,638	$ 35,489	$ -	$ 4,267,127
OTHER FINANCING SOURCES/USES					
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ 513,960	$ (35,489)	$ -	$ 478,471
BEGINNING FUND BALANCE	9791	$ 167,901			$ 167,901
Audit Adjustments/Other Restatements	9793/9795	$ -			$ -
ENDING FUND BALANCE		$ 681,861	$ (35,489)	$ -	$ 646,372
COMPONENTS OF ENDING FUND BALANCE:					
Nonspendable	9711-9719	$ -	$ -	$ -	$ -
Restricted	9740	$ 646,372	$ -	$ -	$ 646,372
Committed	9750-9760	$ -	$ -	$ -	$ -
Assigned	9780	$ -	$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ 35,489	$ (35,489)	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts in Columns 1 and 4 must be positive

Public Disclosure of Proposed Collective Bargaining Agreement

Burbank Unified School District
Burbank Association of School Administrators

Explanations for Column 3 "Other Revisions" entered on Pages 4a through 4h:

Page 4a: Unrestricted General Fund	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Page 4b: Restricted General Fund	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Page 4d: Fund 11 - Adult Education Fund	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Page 4e: Fund 12 - Child Development Fund	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Page 4f: Fund 13/61 - Cafeteria Fund	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Page 4g: Other	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Page 4h: Other	Amount	Explanation
Revenues	$ -	
Expenditures	$ -	
Other Financing Sources/Uses	$ -	

Additional Comments:

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Unrestricted General Fund MYP

Bargaining Unit: Burbank Association of School Administrators

	Object Code	2021-22 Total Revised Budget After Settlement	2022-23 First Subsequent Year After Settlement	2023-24 Second Subsequent Year After Settlement
REVENUES				
LCFF Revenue	8010-8099	$ 145,662,245	$ 147,150,894	$ 149,248,159
Federal Revenue	8100-8299	$ -	$ -	$ -
Other State Revenue	8300-8599	$ 2,972,044	$ 3,059,359	$ 3,047,392
Other Local Revenue	8600-8799	$ 2,056,020	$ 257,987	$ 257,987
TOTAL REVENUES		$ 150,690,309	$ 150,468,240	$ 152,553,538
EXPENDITURES				
Certificated Salaries	1000-1999	$ 56,535,956	$ 59,632,651	$ 62,040,208
Classified Salaries	2000-2999	$ 16,738,029	$ 17,075,912	$ 17,322,127
Employee Benefits	3000-3999	$ 27,103,007	$ 30,188,726	$ 31,495,768
Books and Supplies	4000-4999	$ 4,511,044	$ 2,183,327	$ 2,066,643
Services and Other Operating Expenditures	5000-5999	$ 10,714,534	$ 9,348,148	$ 9,369,235
Capital Outlay	6000-6999	$ 101,334	$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 1,609,086	$ 1,680,086	$ 1,751,086
Transfers of Indirect Costs	7300-7399	$ (2,365,658)	$ (1,215,117)	$ (1,162,666)
Other Adjustments				$ (4,500,000)
TOTAL EXPENDITURES		$ 114,947,332	$ 118,893,733	$ 118,382,401
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 354,062	$ 150,000	$ 150,000
Contributions	8980-8999	$ (27,196,401)	$ (29,303,420)	$ (31,409,754)
OPERATING SURPLUS (DEFICIT)*		$ 8,192,514	$ 2,121,087	$ 2,611,383
BEGINNING FUND BALANCE	9791	$ 18,421,717	$ 26,614,231	$ 28,735,318
Audit Adjustments/Other Restatements	9793/9795	$ -		
ENDING FUND BALANCE		$ 26,614,231	$ 28,735,318	$ 31,346,701
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable	9711-9719	$ 100,060	$ 100,060	$ 100,060
Restricted	9740			
Committed	9750-9760	$ 14,225,233	$ 17,969,718	$ 26,092,934
Assigned	9780	$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ 12,288,938	$ 10,665,540	$ 5,153,707
Unassigned/Unappropriated Amount	9790	$ -	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Restricted General Fund MYP

Bargaining Unit: Burbank Association of School Administrators

	Object Code	2021-22 Total Revised Budget After Settlement	2022-23 First Subsequent Year After Settlement	2023-24 Second Subsequent Year After Settlement
REVENUES				
LCFF Revenue	8010-8099	$ -	$ -	$ -
Federal Revenue	8100-8299	$ 26,676,638	$ 5,862,240	$ 5,862,240
Other State Revenue	8300-8599	$ 28,374,738	$ 13,692,263	$ 14,032,960
Other Local Revenue	8600-8799	$ 6,072,856	$ 1,952,867	$ 1,952,867
TOTAL REVENUES		$ 61,124,232	$ 21,507,370	$ 21,848,067
EXPENDITURES				
Certificated Salaries	1000-1999	$ 19,988,839	$ 14,767,395	$ 12,436,408
Classified Salaries	2000-2999	$ 13,836,823	$ 11,622,521	$ 11,827,740
Employee Benefits	3000-3999	$ 12,812,462	$ 11,319,653	$ 11,821,913
Books and Supplies	4000-4999	$ 17,762,627	$ 5,596,507	$ 2,643,181
Services and Other Operating Expenditures	5000-5999	$ 21,996,075	$ 13,653,398	$ 12,825,236
Capital Outlay	6000-6999	$ 1,012,354	$ -	$ -
Other Outgo (excluding Indirect Costs)	7100-7299 7400-7499	$ 1,052,542	$ 1,052,542	$ 1,052,542
Transfers of Indirect Costs	7300-7399	$ 1,853,793	$ 703,252	$ 650,801
Other Adjustments			$ -	$ -
TOTAL EXPENDITURES		$ 90,315,515	$ 58,715,268	$ 53,257,821
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ -	$ -	$ -
Contributions	8980-8999	$ 27,196,401	$ 29,303,420	$ 31,409,754
OPERATING SURPLUS (DEFICIT)*		$ (1,994,882)	$ (7,904,478)	$ -
BEGINNING FUND BALANCE	9791	$ 9,899,360	$ 7,904,478	$ -
Audit Adjustments/Other Restatements	9793/9795	$ -		
ENDING FUND BALANCE		$ 7,904,478	$ -	$ -
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable	9711-9719	$ -	$ -	$ -
Restricted	9740	$ 7,904,478	$ -	$ -
Committed	9750-9760			
Assigned	9780			
Reserve for Economic Uncertainties	9789	$ -	$ -	$ -
Unassigned/Unappropriated Amount	9790	$ -	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Combined General Fund MYP

Bargaining Unit: Burbank Association of School Administrators

	Object Code	2021-22 Total Revised Budget After Settlement	2022-23 First Subsequent Year After Settlement	2023-24 Second Subsequent Year After Settlement
REVENUES				
LCFF Revenue	8010-8099	$ 145,662,245	$ 147,150,894	$ 149,248,159
Federal Revenue	8100-8299	$ 26,676,638	$ 5,862,240	$ 5,862,240
Other State Revenue	8300-8599	$ 31,346,782	$ 16,751,622	$ 17,080,352
Other Local Revenue	8600-8799	$ 8,128,876	$ 2,210,854	$ 2,210,854
TOTAL REVENUES		$ 211,814,541	$ 171,975,610	$ 174,401,605
EXPENDITURES				
Certificated Salaries	1000-1999	$ 76,524,795	$ 74,400,046	$ 74,476,616
Classified Salaries	2000-2999	$ 30,574,852	$ 28,698,433	$ 29,149,867
Employee Benefits	3000-3999	$ 39,915,469	$ 41,508,379	$ 43,317,681
Books and Supplies	4000-4999	$ 22,273,671	$ 7,779,834	$ 4,709,824
Services and Other Operating Expenditures	5000-5999	$ 32,710,609	$ 23,001,546	$ 22,194,471
Capital Outlay	6000-6999	$ 1,113,688	$ -	$ -
Other Outgo (excuding Indirect Costs)	7100-7299 7400-7499	$ 2,661,628	$ 2,732,628	$ 2,803,628
Transfers of Indirect Costs	7300-7399	$ (511,865)	$ (511,865)	$ (511,865)
Other Adjustments			$ -	$ (4,500,000)
TOTAL EXPENDITURES		$ 205,262,847	$ 177,609,001	$ 171,640,222
OTHER FINANCING SOURCES/USES				
Transfers In and Other Sources	8900-8979	$ -	$ -	$ -
Transfers Out and Other Uses	7600-7699	$ 354,062	$ 150,000	$ 150,000
Contributions	8980-8999	$ -	$ -	$ -
OPERATING SURPLUS (DEFICIT)*		$ 6,197,632	$ (5,783,391)	$ 2,611,383
BEGINNING FUND BALANCE	9791	$ 28,321,077	$ 34,518,709	$ 28,735,318
Audit Adjustments/Other Restatements	9793/9795	$ -		
ENDING FUND BALANCE		$ 34,518,709	$ 28,735,318	$ 31,346,701
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable	9711-9719	$ 100,060	$ 100,060	$ 100,060
Restricted	9740	$ 7,904,478	$ -	$ -
Committed	9750-9760	$ 14,225,233	$ 17,969,718	$ 26,092,934
Assigned	9780	$ -	$ -	$ -
Reserve for Economic Uncertainties	9789	$ 12,288,938	$ 10,665,540	$ 5,153,707
Unassigned/Unappropriated Amount	9790	$ -	$ -	$ -

*Net Increase (Decrease) in Fund Balance

NOTE: 9790 amounts must be positive

Burbank Unified School District
Burbank Association of School Administrators

I. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES

1. State Reserve Standard

		2021-22	2022-23	2023-24
a.	Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	$ 205,616,909	$ 177,759,001	$ 171,790,222
b.	Less: Special Education Pass-Through Funds	$ -	$ -	$ -
c.	Net Expenditures, Transfers Out, and Uses	$ 205,616,909	$ 177,759,001	$ 171,790,222
d.	State Standard Minimum Reserve Percentage for this District **Enter percentage** →	3.00%	3.00%	3.00%
e.	State Standard Minimum Reserve Amount for this District (For districts with less than 1,001 ADA, this is the greater of Line a, times Line b, or $50,000)	$ 6,168,507	$ 5,332,770	$ 5,153,707

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a.	General Fund Budgeted Unrestricted Designated for Economic Uncertainties (9789)	$ 12,288,938	$ 10,665,540	$ 5,153,707
b.	General Fund Budgeted Unrestricted Unassigned/Unappropriated Amount (9790)	$ -	$ -	$ -
c.	Special Reserve Fund (Fund 17) Budgeted Designated for Economic Uncertainties (9789)	$ -	$ -	$ -
d.	Special Reserve Fund (Fund 17) Budgeted Unassigned/Unappropriated Amount (9790)	$ -	$ -	$ -
e.	Total Available Reserves	$ 12,288,938	$ 10,665,540	$ 5,153,707
f.	Reserve for Economic Uncertainties Percentage	5.98%	6.00%	3.00%

3. Do unrestricted reserves meet the state minimum reserve amount?

2021-22	Yes	X	No	
2022-23	Yes	X	No	
2023-24	Yes	X	No	

4. If no, how do you plan to restore your reserves?

5. **Does the Total Compensation Increase/(Decrease) on Page 1, Section A, #5 agree with the Total Increase/(Decrease) for all funds as a result of the settlement(s)? Please explain any variance.**

Total Compensation Increase/(Decrease) on Page 1, Section A, #5	$	861,431
General Fund balance Increase/(Decrease), Page 4c, Column 2	$	(801,287)
Adult Education Fund balance Increase/(Decrease), Page 4d, Column 2	$	(12,967)
Child Development Fund balance Increase/(Decrease), Page 4e, Column 2	$	(11,688)
Cafeteria Fund balance Increase/(Decrease), Page 4f, Column 2	$	(35,489)
Other Fund balance Increase/(Decrease), Page 4g, Column 2	$	-
Other Fund balance Increase/(Decrease), Page 4h, Column 2	$	-
Total all fund balances Increase/(Decrease) as a result of the settlement(s)	$	(861,431)
Variance	$	-

Variance Explanation:

6. **Will this agreement create or increase deficit financing in the current or subsequent years?**
"Deficit Financing" is defined to exist when a fund's expenditures and other financing uses exceed its revenues and other financing sources in a given year. If a deficit is shown below, provide an explanation and any deficit reduction plan, as necessary.

General Fund Combined	Surplus/ (Deficit)	(Deficit) %	Deficit primarily due to:
Current FY Surplus/(Deficit) before settlement(s)?	$ 6,998,919	3.4%	
Current FY Surplus/(Deficit) after settlement(s)?	$ 6,197,632	3.0%	
1st Subsequent FY Surplus/(Deficit) after settlement(s)?	$ (5,783,391)	(3.3%)	Special Education & STRS/PERS
2nd Subsequent FY Surplus/(Deficit) after settlement(s)?	$ 2,611,383	1.5%	Special Education & STRS/PERS

Deficit Reduction Plan (as necessary):
We will continue to monitor and review Special Education costs, our declining enrollment and STRS & PERS increases each year. We have a plan in place that, depending on the governors budget and trailer bills, will be implemented.

7. **Were "Other Adjustments" amount(s) entered in the multiyear projections (pages 5a and 5b) for 1st and 2nd Subsequent FY?**

"Other Adjustments" could indicate that a budget reduction plan was/is being developed to address deficit spending, and to rebuild reserves. Any amount shown below must have an explanation. If additional space is needed, attach a separate sheet, or use page 8a.

MYP	Amount	"Other Adjustments" Explanation
1st Subsequent FY Unrestricted, Page 5a	$ -	
1st Subsequent FY Restricted, Page 5b	$ -	
2nd Subsequent FY Unrestricted, Page 5a	$ (4,500,000)	Part of our Fiscal Stabilization plan pending May Revise
2nd Subsequent FY Restricted, Page 5b	$ -	

J. CERTIFICATION NO. 1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF THE COLLECTIVE BARGAINING AGREEMENT

This certification page must be signed by the district's Superintendent and Chief Business Official at the time of public disclosure and is intended to assist the district's Governing Board in determining whether the district can meet the costs incurred under the tentative Collective Bargaining Agreement in the current and subsequent years. The absence of a certification signature or if "I am unable to certify" is checked should serve as a "red flag" to the district's Governing Board.

In accordance with the requirements of Government Code Sections 3540.2 and 3547.5, the Superintendent and Chief Business Official of the Burbank Unified School District District, hereby certify that the District can meet the costs incurred under this Collective Bargaining Agreement during the term of the agreement from July 1, 2021 to June 30, 2022.

Board Actions

The board actions necessary to meet the cost of the agreement in each year of its term are as follows:

Current Year

Budget Adjustment Categories:	Budget Adjustment Increase/(Decrease)
Revenues/Other Financing Sources	$ -
Expenditures/Other Financing Uses	$ 861,431
Ending Balance(s) Increase/(Decrease)	$ (861,431)

Subsequent Years

Budget Adjustment Categories:	Budget Adjustment Increase/(Decrease)
Revenues/Other Financing Sources	$ -
Expenditures/Other Financing Uses	$ -
Ending Balance(s) Increase/(Decrease)	$ -

Budget Revisions

If the district does not adopt and submit within 45 days all of the revisions to its budget needed in the current year to meet the costs of the agreement at the time of the approval of the proposed collective bargaining agreement, the county superintendent of schools is required to issue a qualified or negative certification for the district on its next interim report.

Assumptions

See attached page for a list of the assumptions upon which this certification is based.

Certifications

✓ I hereby certify ___ I am unable to certify

District Superintendent (Signature) — Date: 4/22/22

✓ I hereby certify ___ I am unable to certify

Chief Business Official (Signature) — Date: 4/22/22

Special Note: The Los Angeles County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.

Burbank Unified School District
Burbank Association of School Administrators

Assumptions and Explanations (enter or attach documentation)

The assumptions upon which this certification is made are as follows:
Please see attached MYP and narrative from second interim 2021-22 detailing assumptions and showing the set aside for BASA 5% and health and welfare increase

Concerns regarding affordability of agreement in subsequent years (if any):

K. CERTIFICATION NO. 2

The disclosure document must be signed by the district Superintendent at the time of public disclosure and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Sections 3540.2(a) and 3547.5.

Burbank Unified School District
District Name

District Superintendent
(Signature)

Date

Alyssa Low Director of Fiscal Services
Contact Person

818-729-4450
Phone

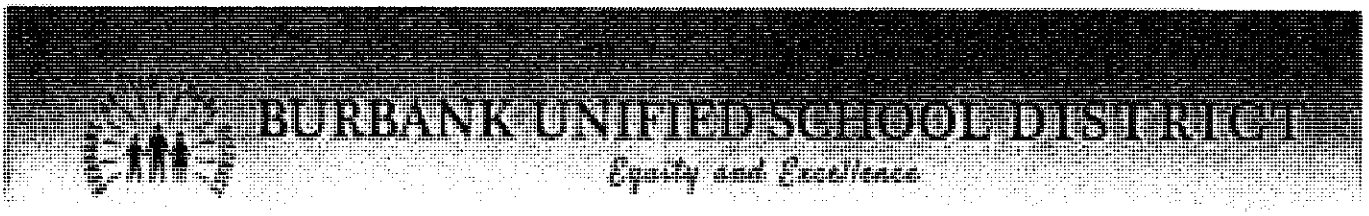
After public disclosure of the major provisions contained in this summary, the Governing Board at its meeting on May 5, 2022, took action to approve the proposed agreement with the Burbank Association of School Administrators.

President (or Clerk), Governing Board
(Signature)

Date

Special Note: The Los Angeles County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.

Description	Object Code	Unaudited Actuals 2020-21			Adopted Budget 2021-22			First Interim 2021-22			Second Interim 2021-22			Projected Year 2022-23			Projected Year 2023-24		
		Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined	Unrestricted	Restricted	Combined
A. Revenues																			
LCFF Sources	8010-8099	135,594,258	-	135,594,258	145,444,297	-	145,444,297	145,662,245	-	145,662,245	145,662,245	-	145,662,245	147,150,894	-	147,150,894	149,248,159		149,248,159
Federal Revenue	8100-8299	-	15,965,273	15,965,273	-	5,857,589	5,857,589	-	23,966,725	23,966,725	-	26,676,638	26,676,638	-	5,862,240	5,862,240	-	5,862,240	5,862,240
Other State Revenues	8300-8599	3,229,066	29,200,053	32,429,119	2,958,598	13,108,083	16,066,681	2,972,044	27,851,380	30,823,424	2,972,044	28,374,738	31,346,782	3,059,359	13,692,263	16,751,621	3,047,392	14,032,960	17,080,352
Other Local Revenues	8600-8799	949,233	2,492,609	3,441,842	797,987	1,680,558	2,478,545	257,987	5,634,224	5,892,211	2,056,020	6,072,856	8,128,876	257,987	1,952,867	2,210,854	257,987	1,952,867	2,210,854
Total Revenue		139,772,557	47,657,935	187,430,491	149,200,882	20,646,230	169,847,112	148,892,276	57,452,329	206,344,605	150,690,309	61,124,232	211,814,541	150,468,240	21,507,370	171,975,609	152,553,538	21,848,067	174,401,605
B. Expenditures																			-
Certificated Salaries	1000-1999	56,868,208	17,455,754	74,323,962	55,987,852	19,667,685	75,655,537	56,029,554	20,074,984	76,104,538	56,167,864	19,933,671	76,101,535	58,896,067	14,657,459	73,553,525	60,935,381	12,271,504	73,206,885
Classified Salaries	2000-2999	14,766,709	14,236,758	29,003,467	17,286,480	13,404,473	30,690,953	16,725,817	14,253,554	30,979,371	16,642,780	13,768,416	30,411,196	16,885,414	11,485,708	28,371,122	17,036,380	11,566,825	28,603,204
Employee Benefits	3000-3999	24,970,864	17,958,392	42,929,076	29,034,927	12,505,802	41,540,729	27,594,502	13,296,712	40,891,214	26,931,151	12,769,947	39,701,098	29,857,193	11,179,989	41,037,122	30,672,846	10,856,491	41,529,337
Books and Supplies	4000-4999	722,113	5,671,910	6,394,023	1,527,746	4,249,652	5,777,398	3,760,482	17,988,873	21,749,355	4,511,044	17,762,627	22,273,671	2,183,327	5,596,507	7,779,834	2,066,643	2,643,181	4,709,824
Services and Other Operating Expenditures	5000-5999	6,151,473	13,263,913	19,415,386	9,709,234	11,324,858	21,034,092	10,287,205	18,319,151	28,606,356	10,714,534	21,996,075	32,710,609	9,348,148	13,653,398	23,001,546	9,369,235	12,825,236	22,194,471
Capital Outlay/Depreciation	6000-6999	77,134	144,630	221,764	170,999	1,056,316	1,227,315	101,334	649,997	751,331	101,334	1,012,354	1,113,688	-	-	-	-	-	-
Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	1,688,728	940,885	2,629,613	1,867,726	1,128,470	2,996,196	1,563,068	1,052,542	2,615,605	1,609,086	1,052,542	2,661,628	1,680,086	1,052,542	2,732,628	1,751,086	1,052,542	2,803,628
Other Outgo - Transfers of Indirect Costs	7300-7399	(1,587,562)	1,048,424	(539,138)	(1,983,119)	1,411,385	(571,734)	(2,493,017)	1,957,656	(535,361)	(2,365,658)	1,853,793	(511,865)	(1,215,117)	703,252	(511,865)	(1,162,666)	650,801	(511,865)
Other Adjustments - Expenditures										-			-				(4,500,000)		(4,500,000)
Total Expenditures		103,657,487	70,720,666	174,378,154	113,601,845	64,748,641	178,350,486	113,568,940	87,593,469	201,162,409	114,311,935	90,149,625	204,461,560	117,635,056	58,328,855	175,963,912	116,168,854	51,866,581	168,035,435
C. Excess (Deficiency) of Revenues over Expenditures before Other Financing Sources and Uses		36,115,069	##########	13,052,338	35,599,037	(44,102,411)	(8,503,374)	35,323,336	(30,141,140)	5,182,196	36,378,374	(29,025,393)	7,352,981	32,833,183	(36,821,486)	(3,988,302)	36,384,684	(30,018,514)	6,366,170
D. Other Financing Sources/Uses																			-
Interfund Transfers																			-
Transfers In	8900-8929													-	-	-	-	-	-
Transfers Out	7600-7629	(1,077,674)		(1,077,674)	(376,513)		(376,513)	(30,476)		(30,476)	(354,062)		(354,062)	(150,000)		(150,000)	(150,000)		(150,000)
Other Sources/Uses																			-
Sources	8930-8979													-	-	-	-	-	-
Uses	7630-7699													-	-	-	-	-	-
Other Adjustments - Other Financing Uses																-			-
Contributions	8980-8999	(25,792,032)	25,792,032		(26,948,531)	26,948,531	-	(27,252,626)	27,252,626	-	(27,030,511)	27,030,511	-	(28,917,008)	28,917,008	-	(30,018,514)	30,018,514	-
Total Other Financing Sources/Uses		(26,869,705)	25,792,032	(1,077,674)	(27,325,044)	26,948,531	(376,513)	(27,283,102)	27,252,626	(30,476)	(27,384,573)	27,030,511	(354,062)	(29,067,008)	28,917,008	(150,000)	(30,168,514)	30,018,514	(150,000)
Balance/Net Position		9,245,364	2,729,300	11,974,664	8,273,993	(17,153,880)	(8,879,887)	8,040,234	(2,888,514)	5,151,720	8,993,801	(1,994,882)	6,998,919	3,766,175	(7,904,479)	(4,138,302)	6,216,169	0	6,216,170
F. Fund Balance, Reserves/Net Position													-				-		-
Beginning Fund Balance/Net Position													-						-
As of July 1 - Unaudited	9791	9,176,353	7,170,060	16,346,413	19,196,359	21,375,615	40,571,974	18,421,717	9,899,360	28,321,077	18,421,717	9,899,360	28,321,077	27,415,518	7,904,478	35,319,996	31,181,693	(0)	31,181,693
Audit Adjustments	9793												-	-	-	-	-	-	-
As of July 1- Audited													-						-
Other Restatements	9795												-	-	-	-	-	-	-
Adjusted Beginning Balance													-						-
Ending Balance/Net Position, June 30		18,421,717	9,899,360	28,321,077	27,470,352	4,221,735	31,692,087	26,461,951	7,010,846	33,472,797	27,415,518	7,904,478	35,319,996	31,181,693	(0)	31,181,694	37,397,863	(0)	37,397,863
Components of Ending Fund Balance																			-
Nonspendable (Revolving Cash / Stores)	9710-9719	38,396		38,396	100,060		100,060	100,060		100,060	100,060		100,060	100,060	-	100,060	100,060	-	100,060
Restricted	9740			-			-			-			-	-		-	-		-
Committed				-			-			-			-			-			-
Stabilization Arrangements	9750			-			-			-			-	-	-	-	-	-	-
Other Commitments	9760			-			-			-			-		-	-		-	-
Site Carry Over		421,772		421,772			-			-			-			-			-
Projected Computed Average ADA														6,740,212		6,740,212	11,465,467		11,465,467
Restricted Gift Carry Over			3,817,728	3,817,728			-			-			-		-	-		-	-
Assigned LCAP Supplemental Cumulative		3,540,074		3,540,074	2,593,999		2,593,999			-			-			-	-		-
Restricted Carry-Over			4,388,259	4,388,259						-			-						
Restricted One time State & Federal Funding			1,693,372	1,693,372		4,221,735	4,221,735		7,010,846	7,010,846		7,904,478	7,904,478			-			
CSEA Job Study		390,000		390,000	390,000		390,000	390,000		390,000	1,087,500		1,087,500	870,000	-	870,000	1,305,000	-	1,305,000
Vacation Liability		272,000		272,000	1,441,606		1,441,606	272,000		272,000	272,000		272,000	272,000	-	272,000	272,000	-	272,000
BTA 5%											3,833,320		3,833,320	7,666,640		7,666,640	11,499,959		11,499,959
CSEA 5%											1,638,811		1,638,811	3,277,622		3,277,622	4,916,433		4,916,433
BASA 5%					441,136		441,136			-	736,518		736,518	1,473,036		1,473,036	2,209,554		2,209,554
H&W 1% Increase											182,400		182,400	364,800		364,800	547,200		547,200
Fiscal Stability Assigned		3,232,125		3,232,125	11,779,931		11,779,931	13,628,317		13,628,317	7,275,972		7,275,972		-	-		-	-
Other Assignments	9780			-			-			-			-			-			-
Unassigned/Unappropriated				-			-			-			-			-			-
Reserve for Economic Uncertainties	9789	5,263,675		5,263,675	5,361,810		5,361,810	6,035,787		6,035,787	6,144,469		6,144,469	5,283,417		5,283,417	5,045,563		5,045,563
Board Approved Reserve	9790	5,263,675	(0)	5,263,675	5,361,810	-	5,361,810	6,035,787	0	6,035,787	6,144,469	0	6,144,469	5,138,906	(0)	5,138,906	36,626	(0)	36,626



Office of Administrative Services
2021-22 Second Interim Budget

Revenue Assumptions

ADA projection is based on Education Code Section (EC§) 43502(b), which requires the California Department of Education (CDE) to use *actual attendance reported at the 2019-20 Second Principal Apportionment (P2) and Annual Apportionment reporting periods as the basis for funding for 2020-21.*[1] EC § 43502(b) allows all districts for the 2020-21 school year to be held harmless from the effects of enrollment loss due to COVID-19. The assumption for 2021-22 takes the greater of the current year or prior year P2 ADA for its LCFF calculation, which would be the 2019-2020 P2 submission since 2020-21 Fiscal Year was held harmless and able to use its 2019-20 P2 data for its apportionment calculation. This provision allows districts to review their budgets and make necessary assumptions and adjustments given declining enrollment. In the fiscal year 2022-23, BUSD will no longer receive the benefit of EC§ 43502(b) and will be funded on its ADA at that time, which currently reflects a significant decline due to families moving out of Burbank and students transferring to private and home-schooling options due to COVID-19.

At the January presentation of the Governor's Proposed 2022-23 budget, the Governor included a proposal to the significant decline in enrollment schools across the State are experiencing. Rather than being funded on Ed Code (EC 42238.05(a)(1), he proposed that funding would be based on the greater of current year ADA, prior year ADA or computed average ADA using the previous three years' ADA. This change is to turn the ADA cliff into an ADA softer landing. This proposed solution to the way districts would be funded in the fiscal Year 2022-23 and 2023-24 is based on the actual current projections and prior year ADA averaged out, with the hold harmless provision sunsetting in 2021-22. The difference in revenue the District would receive with this 'softer landing' approach is set aside in the ending fund balance of the multi-year projection since it is not guaranteed legislation as of Second Interim.

Projected Computed Average ADA – based on Proposed Trailer Bill Language

2021-22	2022-23	2023-24
14,728.68	14,163.15	13,955.42

Combined Unrestricted and Restricted Overview:

	Adopted Budget 2021-22	First Interim 2021-22	Second Interim 2021-22	Projected Budget 2022-23	Projected Budget 2023-24
LCFF Source Revenues	$145,444,297	$145,662,245	$145,662,245	$147,150,894	$149,248,159
Federal Revenues	5,857,589	23,966,725	26,676,638	5,862,240	5,862,240
Other State Revenues	16,066,681	30,823,424	31,346,782	16,751,621	17,080,352
Other Local Revenues	2,478,545	5,892,211	8,128,876	2,210,854	2,210,854
Total	**$169,847,112**	**$206,344,605**	**$211,814,541**	**$171,975,609**	**$174,401,605**

Combined Unrestricted and Restricted Changes from First Interim to Second Interim

Revenue	First Interim	Second Interim	Changes
LCFF Source Revenues	$145,662,245	$145,662,245	$-0-
Federal Revenues	23,966,725	26,676,638	2,709,913
Other State Revenues	30,823,424	31,346,782	523,358
Other Local Revenues	5,892,211	8,128,876	2,236,665
Total	**$206,344,605**	**$211,814,541**	**$5,469,936**

[1]Phillips, Matt; García, Brianna. "Hold Harmless does not translate to flat funding" *School Services of California*, July 29, 2020

Details of changes from First Interim to Second Interim Revenues:

- **LCFF Revenues** – No change
- **Federal and State Revenues** – the continued allocation of COVID One-Time Funding (detailed on page 4)
- **Local revenue** – increase in gift and donation revenue & COVID One-Time Funding (detailed on page 4)

The details of revenue projections are as follows:
Local Control Funding Formula Revenue (LCFF) comprises State Aid, Property Taxes, and EPA. Below is the chart that details how our LCFF funding is allocated by grade span per ADA – average daily attendance:

Grade	2021-22 Base Grant with Adjustment Rate per ADA COLA – 5.07%	2022-23 Base Grant Rate with Adjustment Per ADA COLA – 5.33%	2023-24 Base Grant Rate with Adjustment Per ADA COLA – 3.61%
K-3	8,934	9,410	9,750
4-6	8,214	8,652	8,964
7-8	8,458	8,909	9,231
9-12	10,057	10,592	10,975

- Property Taxes and other local revenue
  - Projected Property and other local revenue for 2021-22, 2022-23, 2023-24
    - $55,926,114
- Education Protection Account (EPA) is received quarterly in September, December, March, and June and is a component of the total LCFF entitlement. The District pays certificated salaries and related benefits, as the appropriate use of this funding, according to Section 36 of Article XIII of the California Constitution.
  - EPA funding for 2021-22, 2022-23, 2023-24
    - $21,839,586
- Supplemental and Concentration Grant Funding is received for:
  - Students who are English Learners
  - Students who receive free or reduced-price meals
  - Foster Youth
- To receive Supplemental Grant Funding, Districts need to have an unduplicated pupil count of 20%. Districts need to have an unduplicated pupil count of 50% or greater to receive Concentration Grants Funding. Burbank USD only receives Supplemental Grant Funding. It is important to note that Burbank USD, in addition to its decline in overall enrollment, is also experiencing a drop in the percentage of English Learners, families whose income allows eligibility for free or reduced-priced meals, and foster youth pupils. This decline in projected unduplicated pupil count is as follows:

Projected 2021-22 38.55% Unduplicated	Projected 2022-23 37.17% Unduplicated	Projected 2023-24 33.75% Unduplicated
$10,342,368	$10,100,762	$9,362,774

- Lottery Projections are projected below with funding multiplied by amount per ADA, and an enrollment factor of 1.04446:

Fiscal Year	2021-22	2022-23	2023-24
Unrestricted @ $163 per ADA	$2,331,559	$2,411,557	$2,376,187
Restricted @ $65 per ADA	$747,100	$961,664	$947,559

Restricted Revenue

One-Time Funding

- Due to COVID-19, Districts across the State received one-time emergency funding from Federal and State sources to help mitigate learning loss and address health and safety concerns such as the procurement of personal protective equipment (PPE) supplies for sanitizing and cleaning facilities. Below is a chart of Burbank's one-time funds since March 2020 and the deadline to be spent. Important to note is that Burbank does not receive all of the funding at once. The funds apportioned are on schedules based upon restrictions and reporting requirements of each grant or program detailed in the table.
- The funds can also be used for current expenditures of staff who are being utilized for learning loss interventions and those who are being used for a substantially different use due to the pandemic. Subsequently, using these restricted funds instead of unrestricted general funds provides relief of general fund expenditures, where personnel, materials, supplies, and services were charged. This relief is detailed on page 10.

Funding Sources	Resource Code	Allocation	Balance to Spend	Date to be Spent / Expended
Learning Loss Mitigation Funds (LLM)				
SB117 – COVID 19 LEA Response Fund	73880.0	$254,618	-0-	Expended
LLM – Coronavirus Relief Fund (CRF)	32200.0	6,840,423	-0-	Expended
LLM – Prop 98 General Fund	74200.0	1,181,661	-0-	Expended
AB 86 – In Person Learning (IPI)	74220.0	4,994,543	388,636	9/30/2024
AB 86 – Expanded Learning Opportunities Grant (ELO-G)	74250.0	8,655,995	1,731,554	9/30/2024
AB 86 – Expanded Learning Opportunities Grant– Para-Professionals	74260.0	961,777	-0-	9/30/2024
AB 86 – Expanded Learning Opportunities Grant– Homeless	74280.0	76,000	-0-	9/30/2024
AB 130 - Expanded Learning Opportunities Program (ELO-P)	26000.0	1,859,471	1,859,471	TBD
LLM - Governor's Emergency Education Relief (GEER)	32150.0	$909,442	80,249	9/30/2022
CARES - Elementary and Secondary Emergency Relief Fund – ESSERF I	32100.0	1,413,761	213,660	9/30/2022
CRSSA - Elementary and Secondary Emergency Relief Fund – ESSERF - II	32120.0	5,594,954	241,721	9/30/2023
ARP - Elementary and Secondary Emergency Relief Fund – ESSERF - III	32130.0 & 32140.0	12,597,155	2,615,145	9/30/2024
ARP – Homeless Children & Youth II	56320.0	39,095	39,095	9/30/2024
FEMA – Federal Emergency Management Agency	56500.0	2,452,351	-0-	6/30/2022
School-Based COVID-19 Testing Grant	58700.0	2,383,784	985,100	7/1/2022
Emergency Connectivity Fund (ECF)	00000.0	1,798,033	-0-	6/30/2022
Total		**$52,013,063**	**$8,154,631**	

Federal funding

Below are BUSD's projected restricted general fund allocations. The only change from First Interim to Second Interim is the increase of $201,719 for ESSA CSI funding, specifically for Monterey High School.

	First Interim 2021-22	Second Interim 2021-22	Projected 2022-23	Projected 2023-24
Title I	$1,980,109	$1,980,109	$1,676,909	$1,676,909
Title II	$450,092	$450,092	$300,432	$300,432
Title III IE	$27,271	$27,271	$0	$0
Title III EL	$273,873	$273,873	$175,500	$175,500
Title IV	$205,025	$205,025	$123,678	$123,678
Perkins	$74,956	$78,268	$74,806	$74,806
ESSA CSI MHS	$112,159	$313,878	$0	$0

Restricted Grant Funding:

- **CTIEG – Career Technical Education Incentive Grant Program – 63870.0**
  - The California Career Technical Education Incentive Grant (CTEIG) program is a state education, economic, and workforce development initiative to provide kindergarten through grade twelve students with the knowledge and skills necessary to transition to employment and postsecondary education.
  - We apply for and receive these funds on an annual basis. The revenue and expenditures will be removed from the multi-year projection if we do not receive the grant.
- **Governor's Career Technical Education Initiative – CTEI – 63850.0**
  - Project funding is awarded on a non-competitive basis to agencies with the appropriate expertise needed to address the career technical education (CTE) Arts, Media, and Entertainment (AME) Pathways Program related to the CTE plan.
  - We apply for and receive these funds on an annual basis. The revenue and expenditures will be removed from the multi-year projection if we do not receive the grant.
- **ASES – After School Education and Safety Grant – 60100.0**
  - Provides funds to districts that collaborate with community partners to provide safe and educationally enriching alternatives for students after school. BUSD partners with Burbank's Boys and Girls Club and Greater East Valley who offer this service.
  - We apply for and receive an ASES allocation annually.
- **Educator Effectiveness – 62660.0**
  - One-time funding is provided to COEs, school districts, charter schools, and state special schools to provide professional learning for teachers, administrators, paraprofessionals, and classified staff to promote educator equity, quality, and effectiveness.
  - This funding is due to be expended by September 30, 2026.
- **Classified School Employee Summer Assistance Grant – 74150.0**
  - The Classified School Employee Summer Assistance Program (CSESAP) provides up to a dollar for dollar match on amounts withheld from BUSD participating classified school employees' monthly paychecks. The classified employees' pay withheld and the state matching funds will be paid to the District's participating and eligible employees in the summer months following the 2021-22 school year.
  - BUSD can elect to apply each year the grant is offered. 2019-20 was the first year of the program. BUSD elected to participate again, and the new grant award is shown below for 2021-22. In the multi-year projection for 2022-23 forward, this grant revenue and expense is removed since it is unknown how many employees each year will participate and what funds the District expects.
- **K12 Strong Workforce Pathways Grant – 63880.0**
  - The Strong Workforce Program is an education, economic, and workforce development initiative to expand the availability of high-quality, industry-valued career technical education and workforce development courses, programs, pathways, credentials, certificates, and degrees.

- We apply for and receive these funds on an annual basis. The revenue and expenditures will be removed from the multi-year projection if we do not receive the grant.
    - At Second Interim, BUSD has a carry-over balance from the prior year and a new Chancellors grant of $130,000.

Each grant at Second Interim has the base grant allocation plus any additional allowable carry over from the prior 2020-21 fiscal year.

Program	First Interim 2021-22	Second Interim 2021-22	Projected 2022-23	Projected 2023-24
CTIEG	$957,669	$957,669	$500,000	$500,000
CTEI	$30,000	$30,000	$-0-	$-0-
ASES	$661,720	$661,720	$603,835	$603,835
Educator Effectiveness	$3,324,018	$3,324,018	$-0-	$-0-
CSEA Summer Assistance Grant	$521,009	$521,009	$-0-	$ -0-
K12 Strong Workforce Pathways	$1,400,152	$1,400,152	$570,482	$570,482

Mandated Costs Block Grant Revenue

The District, authorized by the Board of Education, continues to participate in the Mandated Block Grant offered by the State, which will reimburse by ADA rather than actual forms for each mandate. The following is a chart of assumptions used per ADA for budget second interim and projected budgets in the multi-year projection:

Fiscal Year	Total Projected Allocation
First Interim 2021-22	$640,485
Second Interim 2021-22	$640,485
Projected 2022-23	$647,802
Projected 2023-24	$671,205

Special Education Federal and State AB602 Funding

The District assumes Special Education flat funding except for AB602, and a projected COLA assumption is included. Districts throughout the State continue to be underfunded, which requires contributions from the unrestricted general fund to restricted Special Ed funding to meet student needs.

For the 2021-22 fiscal year, Special Ed received one-time COVID funding, which resulted in an additional $1,347,774.

Program	First Interim 2021-22	Second Interim 2021-22	Projected 2022-23	Projected 2023-24
Federal SPED funding	$3,137,334	$3,137,334	$3,137,334	$3,137,334
State SPED Funding	$10,549,740	$10,548,940	$11,047,082	$11,401,884

Expenditure Assumptions

The following expenditure assumptions are for Second Interim 2021-22 and the multi-year projection 2022-23 and 2023-24.

Combined Unrestricted and Restricted Overview:

EXPENDITURE CATEGORIES	Adopted Budget 2021-22	First Interim 2021-22	Second Interim 2021-22	Projected Budget 2022-23	Projected Budget 2023-24
Certificated Salaries	$75,655,537	$76,104,538	76,101,535	73,553,525	73,206,835
Classified Salaries	30,690,953	30,979,371	30,411,196	28,371,122	28,603,204
Employee Benefits	41,540,729	40,891,214	39,701,098	41,037,122	41,529,337
Books & Supplies	5,777,398	21,749,355	22,273,671	7,779,834	4,709,824
Services/Other Operations	21,034,092	28,606,356	32,710,609	23,001,546	22,194,471
Capital Outlay	1,227,315	751,331	1,113,688	-	-
Other Outgo (excluding Indirect)	2,996,196	2,615,605	2,661,628	2,732,628	2,803,628
Other Outgo (Transfers of Indirect Costs)	(571,734)	(535,361)	(511,865)	(511,865)	(511,865)
*Other Adjustments					(4,500,000)
Total	**$178,350,486**	**$201,162,409**	**$204,461,560**	**$175,963,912**	**$168,035,434**

See final page of assumptions

Differences from First Interim to Second Interim

EXPENDITURE CATEGORIES	First Interim 2021-22	Second Interim 2021-22	Difference
Certificated Salaries	$76,104,538	76,101,535	($3,003)
Classified Salaries	30,979,371	30,411,196	(568,175)
Employee Benefits	40,891,214	39,701,098	(1,190,116)
Books & Supplies	21,749,355	22,273,671	524,316
Services/Other Operations	28,606,356	32,710,609	4,104,253
Capital Outlay	751,331	1,113,688	362,357
Other Outgo (excluding Indirect)	2,615,605	2,661,628	46,023
Other Outgo (Transfers of Indirect Costs)	(535,361)	(511,865)	23,496
Total	**$201,162,409**	**$204,461,560**	**$3,299,151**

Expenditure Differences:

Certificated Salaries

- Changes in substitute costs

Classified Salaries

- Support staff paid out of one-time COVID funding
- Minimum Wage increase from $14 to $15 an hour

Benefits

- Associated changes with Certificated and Classified changes
- Change in OPEB withholding

Materials and Supplies

- Expenditures to match gifts and donations revenue
- One-Time COVID funding expenditures

Services

- Contracted Services for Special Education needs
- One-Time COVID funding expenditures
    - COVID testing $3,000,000
    - Contribution from COVID funds to Fund 12 – Child Development Fund of $264,000 due to audit adjustment
    - Contracted services for COVID contact tracing and wraparound services $818,000

Capital Outlay

- Reduced to match actuals and changes in projected HVAC assessment costs

Salary step and column – Each employee is hired at a specific salary range known as step and column. Depending on experience & degrees held, employees move within that negotiated salary step and column. The amounts below are the estimated costs of step and column movement for First Interim and the multi-year projection:

	First Interim 2021-22	Second Interim 2021-22	Projected 2022-23	Projected 2023-24
BTA Step Increase	$860,993	$860,993	$860,993	$860,993
CSEA Step Increase	$386,680	$386,680	$386,680	$386,680
BASA Step Increase	$86,077	$86,077	$86,077	$86,077
BTA Column	$100,000	$100,000	$100,000	$100,000

Employee Salary, Benefits, and Statutory Benefits

- Health and welfare are calculated for Second Interim. For the multi-year projection, an increase of 2% is included.
- The District will continue to pay current and eligible retiree benefits up to the district cap of $12,000.

The following table represents the contribution obligation to statutory benefits. The Governor's 2020-May 21 Revise Budget reduced the CALPERS and CALSTRS rates to provide districts with increased fiscal relief during the pandemic. That relief is in its final year for the 2021-22 fiscal year. The District's multi-year projection reflects the percentages for STRS and PERS contributions returning to their previous rates in 2022-23 and forward. This results in a 3.19% rate increase in PERS and a 2.18% increase in STRS:

	First Interim 2021-22	Second Interim 2021-22	Projected 2022-23	Projected 2023-24
PERS	22.91%	22.91%	26.10%	27.10%
STRS	16.92%	16.92%	19.10%	19.10%
OASDI	6.20%	6.20%	6.20%	6.20%
SUI	0.50%	0.50%	0.50%	0.20%
APPLE	3.75%	3.75%	3.75%	3.75%
MEDICARE	1.45%	1.45%	1.45%	1.45%
W/C	2.05%	2.20%	2.87%	2.87%

With the rise in unemployment, the State raised its unemployment rate from 0.05% to 1.23%. This steep increase resulted in an additional $1,300,000 the District must pay out of the general fund. However, the State re-projected the change, which reduces the percentage from 1.23% to .50%. This change results in an expense of $530,000 rather than $1,300,000. The rate is projected to decrease to .20% in the following years. To help districts afford this obligation, the State has allowed one-time ESSER funds to be utilized in the 2021-22 fiscal year. BUSD will be taking advantage of this allowance and paying for the state unemployment obligation with this provision.

Consumer Price Index (CPI) is applied to unrestricted supplies (object code 4000-4999) and Services (object code 5000-5999). This includes utilities, water, electricity, and gas. Below is the annual percentage:

2021-22	2022-23	2023-24
5.78%	3.69%	2.90%

Minimum Wage increased in January 2022. The January - June expense is included in Second Interim. Below is the assumption representing the additional cost for salaries and benefits for the projected 2022-23 fiscal year since the expense is only for January – June. This assumption is included in Second Interim's multi-year projection:

2022-23 - $15
$223,000

Other Expenditures

- The 2022-23 fiscal year projection reflects the additional $150,000 in anticipation of election costs.

General Fund Contributions

Program contributions from General Fund Unrestricted to Restricted:

	First Interim 2021-22	Second Interim 2021-22	Projected 2022-23	Projected 2023-24
Special Education	($21,673,017)	($21,422,781)	($22,908,685)	($23,820,398)
Routine Restricted Maintenance	(5,894,334)	(5,894,334)	(6,323,049)	(6,512,841)
District Rentals Revenue	314,725	286,604	314,725	314,725
Totals:	**($27,252,626)**	**($27,030,511)**	**($28,917,009)**	**($30,018,514)**

Differences between First Interim and Second Interim

- **Special Ed**
  - Slight reduction due to staffing adjustments to meet actuals
- **Routine Restricted Maintenance (RRM)**
  - The RRM contribution is calculated on 3% of total unrestricted and restricted expenditures less specific COVID-19 resources.

Transfers In/Out

This amount is a contribution from the General Fund to other funds/programs. The chart below explains the transfers in/out from General Fund to the following programs:

	First Interim 2021-22	Second Interim 2021-22	Projected 2022-23	Projected 2023-24
Fund 12 – Monterey High Infant Program – Self Support & ATB	$30,476	$354,062	$-0-	$-0-
Fund 12 – Child Development Fund /State Preschool- LCAP Supplemental			150,000	150,000
Totals:	$30,476	$354,062	$150,000	$150,000

Fund 12 – ATB

- There was an audit finding in where revenue had been accounted for twice, however, it was only received once, thus overstating its income. Therefore, a transfer of funds into Fund 12 to cover the cost of the audit finding was necessary. Part of the transfer of funds is allowable from COVID one-time funding to

Fund 12 totaling $264,000. This amount covers the program that provided tutoring and after-school programs to help mitigate learning loss.

- The balance of the audit adjustment is a contribution from the general fund to Fund 12.
- In the projected 2022-23 and 2023-24 fiscal year, with the LCAP supplemental contribution, Fund 12 is projected to be self-sustaining.

Local Control Accountability Plan (LCAP):

- The revised three-year LCAP plan was presented in June alongside the adopted 2021-22 Budget. The LCAP is fully funded in the Second Interim budget for 2021-22 and projected 2022-23 and 2023-24 budgets.

Operational Site Budgets

- Elementary Schools receive $53.50, Middle Schools receive $62.00, and High Schools receive $90.00 per enrolled student. The allocation is based on projected enrollment.

Some of the costs of personnel who are typically part of unrestricted expenditures could be paid from COVID one-time funds per State and Federal guidelines in Second Interim 2021-22 and Projected 2022-23. This movement of expenses from unrestricted to restricted provides relief to the General Fund. It is important to note that this relief is one-time. Once the one-time funds are expended, personnel, materials, and service expenses that utilize these one-time COVID funds return to the unrestricted general fund represented in the Multi-Year Projection.

One-Time COVID Funding Overview	2021-22	2022-23
Certificated personnel such as additional hours for staff for extended learning and stipends	$7,072,470	$1,927,472
Classified personnel such as additional hours for staff for extended learning and stipends	1,767,591	85,430
Benefits for the personnel above	2,790,218	423,312
Books and Supplies such as additional curriculum, materials, and technology to meet the Board of Education and District's goal of one to one technology, personal protective equipment, MERV-13 filters, and facility supplies to repair window and ventilation	4,712,577	-0-
Services such as facilities HVAC, window and ventilation repairs, Instructional contracted services and consultants used for professional development for help students with learning loss, Special Education services for student supports and interventions due to learning loss, COVID testing services, and contracted nursing support	7,852,828	-0-
Indirect	1,067,156	17,475
Total	**$25,262,840**	**$2,453,689**

Fiscal Stabilization Plan

To remain fiscally stable in 2021-22, 2022-23, and 2023-24, budget reductions must be made to meet the required 3% Reserve for Economic Uncertainty (REU) in the fiscal year 2023-24. The reductions required are due to several factors:

- The rise in STRS/PERS percentage increase from 2021-22 to 2022-23
  - Districts saw relief in the PERS/STRS contribution percentage provided by the State due to COVID-19. That relief sunsets in 2022-23.
- Declining enrollment before COVID and now significant decline due to COVID.
- The continued cost of operations with step and column adjustments, health and welfare costs continuing to rise, and the continued rise of Special Education.

With all of these factors, the District could not meet the 3% reserve for economic uncertainty in 2023-24 at First Interim. The District had put a place holder of "other adjustments" of ($6,250,000) in reductions that needed to be addressed. This assumption has been updated for Second Interim ($4,500,000). Along with this placeholder of other adjustments, the following changes and reductions are proposed for the fiscal stabilization plan.

As stated on page 1 of this report, at the January presentation of the Governor's Proposed 2022-23 budget, the Governor included a proposal to aid the significant decline in enrollment schools across the State are experiencing. Rather than being funded on Ed Code (EC 42238.05(a)(1), he proposed that funding would be based on the greater of current year average daily attendance (ADA), prior year ADA or *computed average ADA* using the previous three years' ADA. This change is to turn the steep ADA decline, which is a decline in funding, into an ADA softer landing. This proposed solution to the way districts would be funded in the fiscal Year 2022-23 and 2023-24 is based on the actual current projections and prior year ADA averaged out. The difference in revenue the District would receive with this 'softer landing' approach is set aside in the ending fund balance of the multi-year projection since it is not guaranteed legislation as of Second Interim.

- This results in additional in LCFF funding
  - 2022-23 $6,740,212 in additional LCFF funding
  - 2023-24 $4,725,255 in additional LCFF funding
  - The additional funding is set aside in the ending fund balance until the proposed trailer bill is approved on July 1. More information will be forthcoming once the Governor's May Revision to his proposed budget is presented.
- Should this proposed computed average ADA bill pass, the District can remove its "other adjustments" of ($4,500,000) and will meet its 3% REU.

In 2022-23 and 2023-24, the general fund was to resume paying for the cost of OPEB as it has spent down the Board approved $3.5M allowable withdrawal from Fund 71. However, as part of the Fiscal Stabilization Plan, the District is proposing the Board approve to continue to draw down Fund 71.

- Savings would be $1,300,000 each fiscal year for a total savings of $2,600,000.
  - It is projected that the general fund will need to resume its contribution in the 2024-25 fiscal year.

The Governor's projected 2022-23 budget presented this past January provided new assumptions that now affect the 2022-23 and 2023-24 fiscal year. The cost of living adjustment (COLA) changed:

- Changes in COLA from First Interim to Second Interim
  - 2022-23 2.48%
    - 2022-23 5.33%
      - Additional $3,700,000 in LCFF funding
  - 2023-24 3.11%
    - 2023-24 3.64%
      - Additional $4,600,000 in LCFF funding
  - This resulted in additional $8,300,000 in LCFF funding

Along with the changes in COLA, LCFF revenue, and OPEB, the table below are proposed reductions additionally in place within the multi-year projection to remain fiscally solvent:

Proposed Fiscal Stability Plan	2022-23	2023-24
Management		
Frozen Positions		
• Emergency Planning/Safety Coordinator	64,000	64,000
• Supervisor M&O		85,430
• Technology Services Manager	84,300	84,300
• Assistant Principal	122,000	122,000
Certificated		
• Teachers – 18.0 FTE due to declining enrollment	1,216,000	1,216,000
• Teachers – 10.0 FTE due to declining enrollment		675,740
Frozen Positions		
• TOSA – 2.0 FTE	144,000	144,000
• Intervention	45,000	45,000
Benefits associated with the listed positions	567,400	852,500
OPEB Savings	1,300,000	1,300,000
Further reductions should ADA average not pass		4,500,000
Total Proposed Reductions	**$3,542,700**	**$9,088,970**

CERTIFICATED SUPERVISORS AND MANAGERS
SALARY SCHEDULE A
Effective July 1, ~~2018~~ 2021

RANGE		DAYS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
A	Director, Secondary Education	220	~~118,104~~	~~123,720~~	~~129,616~~	~~135,808~~	~~142,308~~	~~149,135~~	~~156,301~~	~~163,827~~
		Per Diem	~~536.84~~	~~562.36~~	~~589.16~~	~~617.31~~	~~646.85~~	~~677.89~~	~~710.46~~	~~744.67~~
			124,010	**129,906**	**136,097**	**142,599**	**149,424**	**156,592**	**164,117**	**172,019**
			563.69	**590.49**	**618.63**	**648.18**	**679.20**	**711.79**	**745.99**	**781.91**
B	Director, Special Education and Psychological Services Director, Pupil Personnel Services Director, Student Services Director of Instruction and Accountability High School Principal Director, Elementary Education Director of Wellness Director of Adult School, ILA and FACTS	220	~~112,310~~	~~117,928~~	~~123,821~~	~~130,015~~	~~136,515~~	~~143,341~~	~~150,508~~	~~158,032~~
		Per Diem	~~510.50~~	~~536.04~~	~~562.82~~	~~590.98~~	~~620.52~~	~~651.55~~	~~684.13~~	~~718.33~~
			117,926	**123,825**	**130,013**	**136,516**	**143,341**	**150,509**	**158,034**	**165,934**
			536.03	**562.85**	**590.97**	**620.53**	**651.55**	**684.14**	**718.34**	**754.25**
C	Principal, Middle School Coordinator of Alternative Educational Programs/ Principal, Continuation High School	220	~~100,032~~	~~105,034~~	~~110,283~~	~~115,799~~	~~121,588~~	~~127,668~~	~~134,051~~	~~140,755~~
		Per Diem	~~454.69~~	~~477.43~~	~~501.29~~	~~526.36~~	~~552.67~~	~~580.31~~	~~609.32~~	~~639.80~~
			105,034	**110,286**	**115,798**	**121,589**	**127,668**	**134,052**	**140,754**	**147,793**
			477.43	**501.30**	**526.36**	**552.68**	**580.31**	**609.33**	**639.80**	**671.79**
D	Principal, Adult Education	220	~~97,659~~	~~102,542~~	~~107,670~~	~~113,052~~	~~118,705~~	~~124,640~~	~~130,872~~	~~137,413~~
		Per Diem	~~443.90~~	~~466.10~~	~~489.41~~	~~513.87~~	~~539.57~~	~~566.55~~	~~594.87~~	~~624.60~~
			102,542	**107,670**	**113,054**	**118,705**	**124,641**	**130,872**	**137,416**	**144,284**
			466.10	**489.41**	**513.89**	**539.57**	**566.55**	**594.88**	**624.62**	**655.84**
E	Principal, Elementary Coordinator, Special Education Coordinator of Instructional Technology Arts and Career Technical Education Coordinator	215	~~96,462~~	~~101,284~~	~~106,348~~	~~111,664~~	~~117,250~~	~~123,113~~	~~129,268~~	~~135,733~~
		Per Diem	~~448.66~~	~~471.09~~	~~494.64~~	~~519.37~~	~~545.35~~	~~572.62~~	~~601.25~~	~~631.32~~
			101,286	**106,349**	**111,666**	**117,248**	**123,113**	**129,269**	**135,732**	**142,520**
			471.10	**494.65**	**519.38**	**545.34**	**572.62**	**601.26**	**631.32**	**662.89**
F	Assistant Principal, High School	218	~~94,558~~	~~99,285~~	~~104,250~~	~~109,462~~	~~114,934~~	~~120,682~~	~~126,714~~	~~133,053~~
		Per Diem	~~433.75~~	~~455.44~~	~~478.21~~	~~502.12~~	~~527.22~~	~~553.59~~	~~581.26~~	~~610.33~~
			99,286	**104,250**	**109,463**	**114,936**	**120,681**	**126,717**	**133,050**	**139,706**
			455.45	**478.22**	**502.13**	**527.23**	**553.59**	**581.28**	**610.33**	**640.86**

CERTIFICATED SUPERVISORS AND MANAGERS
SALARY SCHEDULE A
Effective July 1, ~~2018~~ 2021

RANGE		DAYS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
G	Assistant Principal, High School	215	~~93,256~~	~~97,920~~	~~102,812~~	~~107,955~~	~~113,353~~	~~119,023~~	~~124,972~~	~~131,221~~
	(hired after 7/1/13)	Per Diem	~~433.75~~	~~455.44~~	~~478.20~~	~~502.12~~	~~527.22~~	~~553.60~~	~~581.27~~	~~610.33~~
			97,919	**102,816**	**107,953**	**113,353**	**119,021**	**124,975**	**131,221**	**137,783**
			455.44	**478.22**	**502.11**	**527.23**	**553.59**	**581.28**	**610.34**	**640.86**
H	Alternative Education Administrator	210	~~92,322~~	~~96,934~~	~~101,781~~	~~106,869~~	~~112,213~~	~~117,824~~	~~123,714~~	~~129,900~~
		Per Diem	~~439.63~~	~~461.59~~	~~484.67~~	~~508.90~~	~~534.35~~	~~561.07~~	~~589.11~~	~~618.57~~
			96,939	**101,781**	**106,871**	**112,213**	**117,824**	**123,716**	**129,900**	**136,395**
			461.62	**484.68**	**508.91**	**534.35**	**561.07**	**589.13**	**618.58**	**649.50**
HH	Program Specialist II	215	~~85,365~~	~~89,636~~	~~94,115~~	~~98,821~~	~~103,761~~	~~108,951~~	~~114,397~~	~~120,117~~
	(hired after 7/1/21)	Per Diem	~~397.05~~	~~416.91~~	~~437.74~~	~~459.63~~	~~482.61~~	~~506.75~~	~~532.08~~	~~558.68~~
			89,634	**94,118**	**98,821**	**103,763**	**108,950**	**114,399**	**120,117**	**126,123**
			416.91	**437.76**	**459.64**	**482.62**	**506.75**	**532.09**	**558.69**	**586.62**
I	Program Specialist II *	220	~~87,350~~	~~91,721~~	~~96,304~~	~~101,120~~	~~106,175~~	~~111,484~~	~~117,057~~	~~122,911~~
		Per Diem	~~397.05~~	~~416.91~~	~~437.75~~	~~459.64~~	~~482.61~~	~~506.75~~	~~532.08~~	~~558.69~~
			91,718	**96,308**	**101,120**	**106,176**	**111,484**	**117,059**	**122,910**	**129,057**
			416.90	**437.77**	**459.64**	**482.62**	**506.75**	**532.09**	**558.69**	**586.63**
J	Psychologist II	215	~~86,889~~	~~91,234~~	~~95,795~~	~~100,583~~	~~105,613~~	~~110,892~~	~~116,436~~	~~122,258~~
		Per Diem	~~404.13~~	~~424.34~~	~~445.56~~	~~467.83~~	~~491.22~~	~~515.78~~	~~541.56~~	~~568.64~~
			91,234	**95,796**	**100,585**	**105,613**	**110,894**	**116,437**	**122,258**	**128,371**
			424.35	**445.57**	**467.84**	**491.23**	**515.79**	**541.57**	**568.65**	**597.08**
K	Assistant Principal, Middle School	213	~~86,620~~	~~90,951~~	~~95,498~~	~~100,272~~	~~105,286~~	~~110,549~~	~~116,079~~	~~121,882~~
		Per Diem	~~406.67~~	~~427.00~~	~~448.35~~	~~470.76~~	~~494.30~~	~~519.01~~	~~544.97~~	~~572.22~~
			90,951	**95,499**	**100,273**	**105,286**	**110,551**	**116,077**	**121,883**	**127,977**
			427.00	**448.36**	**470.77**	**494.31**	**519.02**	**544.97**	**572.23**	**600.84**

CERTIFICATED SUPERVISORS AND MANAGERS
SALARY SCHEDULE A
Effective July 1, ~~2018~~ 2021

RANGE		DAYS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
L	Assistant Principal, Middle School (hired after 7/1/12)	210	~~85,400~~	~~89,669~~	~~94,153~~	~~98,860~~	~~103,803~~	~~108,992~~	~~114,443~~	~~120,165~~
		Per Diem	~~406.67~~	~~427.00~~	~~448.35~~	~~470.76~~	~~494.30~~	~~519.01~~	~~544.97~~	~~572.21~~
			89,670	**94,153**	**98,861**	**103,803**	**108,994**	**114,442**	**120,166**	**126,174**
			427.00	**448.35**	**470.77**	**494.30**	**519.02**	**544.97**	**572.22**	**600.83**
M	Adult Education Assistant Principal Coordinator of Child Development Programs	220	~~83,693~~	~~87,880~~	~~92,272~~	~~96,885~~	~~101,730~~	~~106,815~~	~~112,157~~	~~117,765~~
		Per Diem	~~380.42~~	~~399.45~~	~~419.42~~	~~440.39~~	~~462.41~~	~~485.52~~	~~509.80~~	~~535.30~~
			87,878	**92,274**	**96,886**	**101,730**	**106,817**	**112,156**	**117,765**	**123,654**
			399.45	**419.43**	**440.40**	**462.41**	**485.54**	**509.80**	**535.30**	**562.07**
N	Assistant Principal, Elementary	205	~~82,848~~	~~86,992~~	~~91,341~~	~~95,907~~	~~100,700~~	~~105,737~~	~~111,024~~	~~116,575~~
		Per Diem	~~404.14~~	~~424.35~~	~~445.57~~	~~467.84~~	~~491.22~~	~~515.79~~	~~541.58~~	~~568.66~~
			86,991	**91,342**	**95,909**	**100,703**	**105,735**	**111,024**	**116,576**	**122,404**
			424.35	**445.58**	**467.85**	**491.24**	**515.79**	**541.59**	**568.67**	**597.1**
O	Program Specialist I Psychologist I	200	~~79,413~~	~~83,381~~	~~87,550~~	~~91,927~~	~~96,522~~	~~101,348~~	~~106,415~~	~~111,735~~
		Per Diem	~~397.07~~	~~416.91~~	~~437.75~~	~~459.64~~	~~482.61~~	~~506.74~~	~~532.08~~	~~558.68~~
			83,384	**87,551**	**91,928**	**96,524**	**101,349**	**106,416**	**111,736**	**117,322**
			416.92	**437.76**	**459.64**	**482.62**	**506.75**	**532.08**	**558.68**	**586.61**
P	Educational Audiologist	187	~~76,864~~	~~80,704~~	~~84,741~~	~~88,975~~	~~93,424~~	~~98,095~~	~~102,998~~	~~108,149~~
		per diem	~~411.04~~	~~431.57~~	~~453.16~~	~~475.80~~	~~499.59~~	~~524.57~~	~~550.79~~	~~578.34~~
			80,708	**84,740**	**88,979**	**93,424**	**98,096**	**103,000**	**108,148**	**113,557**
			431.60	**453.16**	**475.83**	**499.60**	**524.58**	**550.81**	**578.34**	**607.26**
Q	Supervisor III, Child Development Centers Covering 2 Sites	220	~~63,785~~	~~66,977~~	~~70,324~~	~~73,840~~	~~77,531~~	~~81,410~~	~~85,479~~	~~89,754~~
		Per Diem	~~289.93~~	~~304.44~~	~~319.65~~	~~335.64~~	~~352.41~~	~~370.05~~	~~388.54~~	~~407.97~~
			66,975	**70,326**	**73,841**	**77,532**	**81,408**	**85,481**	**89,753**	**94,242**
			304.44	**319.67**	**335.65**	**352.42**	**370.04**	**388.55**	**407.97**	**428.38**

CERTIFICATED SUPERVISORS AND MANAGERS
SALARY SCHEDULE A
Effective July 1, ~~2018~~ 2021

RANGE		DAYS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
R	Supervisor III, Child Development Centers	220 Per Diem	~~60,798~~ ~~273.62~~ **63,838** **290.18**	~~63,787~~ ~~287.07~~ **66,977** **304.45**	~~66,976~~ ~~301.42~~ **70,325** **319.66**	~~70,324~~ ~~316.49~~ **73,841** **335.65**	~~73,840~~ ~~332.31~~ **77,532** **352.42**	~~77,534~~ ~~348.94~~ **81,411** **370.05**	~~81,409~~ ~~366.37~~ **85,480** **388.55**	~~85,479~~ ~~384.69~~ **89,753** **407.97**
S	Supervisor II, Child Development Centers Covering 2 Sites	220 Per Diem	~~57,988~~ ~~263.58~~ **60,888** **276.77**	~~60,887~~ ~~276.76~~ **63,932** **290.60**	~~63,932~~ ~~290.60~~ **67,129** **305.14**	~~67,128~~ ~~305.13~~ **70,485** **320.39**	~~70,483~~ ~~320.38~~ **74,008** **336.40**	~~74,008~~ ~~336.40~~ **77,709** **353.23**	~~77,708~~ ~~353.22~~ **81,594** **370.89**	~~81,594~~ ~~370.88~~ **85,674** **389.43**
T	Supervisor II, Child Development Centers	220 Per Diem	~~55,226~~ ~~253.55~~ **57,988** **263.59**	~~57,988~~ ~~266.22~~ **60,888** **276.77**	~~60,887~~ ~~279.53~~ **63,932** **290.60**	~~63,932~~ ~~293.51~~ **67,129** **305.14**	~~67,128~~ ~~308.19~~ **70,485** **320.39**	~~70,483~~ ~~323.59~~ **74,008** **336.40**	~~74,007~~ ~~339.77~~ **77,708** **353.22**	~~77,707~~ ~~356.75~~ **81,593** **370.88**
U	Supervisor I, Child Development Centers	220 Per Diem	~~50,447~~ ~~229.31~~ **52,970** **240.78**	~~52,968~~ ~~240.77~~ **55,617** **252.81**	~~55,617~~ ~~252.81~~ **58,398** **265.45**	~~58,396~~ ~~265.44~~ **61,316** **278.71**	~~61,318~~ ~~278.72~~ **64,384** **292.66**	~~64,382~~ ~~292.65~~ **67,602** **307.29**	~~67,602~~ ~~307.29~~ **70,983** **322.65**	~~70,980~~ ~~322.64~~ **74,529** **338.77**
V	Assistant Child Development Centers Supervisor	220 Per Diem	~~39,861~~ ~~181.19~~ **41,855** **190.25**	~~41,918~~ ~~190.54~~ **44,014** **200.07**	~~43,986~~ ~~199.94~~ **46,186** **209.94**	~~46,207~~ ~~210.03~~ **48,518** **220.54**	~~48,469~~ ~~220.31~~ **50,893** **231.34**	~~50,915~~ ~~231.43~~ **53,461** **243.01**	~~53,508~~ ~~243.22~~ **56,184** **255.39**	~~56,149~~ ~~255.22~~ **58,957** **267.99**

* Grandfathered

Adopted: 01/16/86

Revised: 05/02/91; 06/06/91; 08/15/91; 10/17/91; 05/21/92; 06/18/92; 10/01/92; 08/05/93; 07/21/94; 08/04/94; 09/15/94; 11/17/94; 01/05/95; 05/04/95; 08/17/95; 01/18/96; 05/16/96; 09/05/96; 09/19/96; 01/16/97; 07/03/97; 10/16/97; 02/19/98; 04/02/98; 08/20/98; 10/01/98; 11/05/98; 12/10/98; '02/18/99; 03/04/99; 06/24/99; 08/05/99; 08/17/00; 05/15/02; 11/07/02; 07/17/03; 03/18/04; 07/07/05; 4/20/06; 06/04/07; 3/20/08; 5/1/08; 6/24/10; 09/09/10; 11/8/10; 4/7/2011; 4/21/11; 09/15/11; 11/3/11; 02/16/12; 03/15/12; 06/07/12; 07/05/12; 08/02/12, 08/16/12; 02/07/13; 05/16/13; 3/20/14; 6/19/14; 02/05/15, 6/4/15, 10/15/15; 5/19/16; 10/20/16; 8/3/17; 12/21/17;10/18/18;2/4/21;6/3/21;9/2/21**,5/5/22**

BURBANK UNIFIED SCHOOL DISTRICT

CLASSIFIED SUPERVISORS AND MANAGERS
SCHEDULE B
Effective July 1, ~~2018~~2021

RANGE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
A	Director, Fiscal Services Director of Information Technology and Education St Director, Facilities	~~106,966~~ **112,315**	~~112,310~~ **117,926**	~~117,928~~ **123,825**	~~123,821~~ **130,013**	~~130,015~~ **136,516**	~~136,515~~ **143,341**	~~143,340~~ **150,507**
B	Supervisor, Budget and Finance Assistant Director, Information Technology Director, Food Services Project Manager	~~91,031~~ **95,583**	~~95,582~~ **100,362**	~~100,360~~ **105,378**	~~105,378~~ **110,647**	~~110,647~~ **116,180**	~~116,180~~ **121,989**	~~121,989~~ **128,089**
C	Technology Services Manager	~~84,619~~ **88,850**	~~88,848~~ **93,291**	~~93,292~~ **97,957**	~~97,955~~ **102,853**	~~102,852~~ **107,995**	~~107,996~~ **113,396**	~~113,395~~ **119,065**
D	Coordinator, Occupational Therapy	~~83,253~~ **87,416**	~~87,418~~ **91,789**	~~91,785~~ **96,375**	~~96,378~~ **101,197**	~~101,194~~ **106,254**	~~106,256~~ **111,569**	~~111,566~~ **117,145**
E	Occupational Therapist Supervisor, Maintenance & Operations Supervisor, Trades	~~78,671~~ **82,605**	~~82,604~~ **86,735**	~~86,735~~ **91,072**	~~91,070~~ **95,624**	~~95,624~~ **100,406**	~~100,405~~ **105,426**	~~105,425~~ **110,697**
F	Assistant Supervisor of Budget and Finance	~~76,710~~ **80,546**	~~80,544~~ **84,572**	~~84,570~~ **88,799**	~~88,800~~ **93,240**	~~93,241~~ **97,904**	~~97,901~~ **102,797**	~~102,796~~ **107,936**
G	Supervisor, Payroll Supervisor, Human Resources	~~64,795~~ **68,035**	~~68,034~~ **71,436**	~~71,436~~ **75,008**	~~75,008~~ **78,759**	~~78,757~~ **82,695**	~~82,698~~ **86,833**	~~86,832~~ **91,174**
H	Food Service Field Supervisor Food Service Operations Coordinator Reprographics/District Warehouse Manager Emergency Planning and Safety Coordinator	~~62,428~~ **65,550**	~~65,549~~ **68,827**	~~68,827~~ **72,269**	~~72,268~~ **75,882**	~~75,883~~ **79,678**	~~79,674~~ **83,658**	~~83,660~~ **87,843**

CLASSIFIED SUPERVISORS AND MANAGERS
SCHEDULE B
Effective July 1, ~~2018~~**2021**

RANGE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
I	Supervisor, Custodial	~~57,535~~	~~60,413~~	~~63,434~~	~~66,606~~	~~69,936~~	~~73,434~~	~~77,103~~
		60,412	**63,434**	**66,606**	**69,937**	**73,433**	**77,106**	**80,959**
J	Mental Health Specialist	~~55,490~~	~~58,263~~	~~61,178~~	~~64,236~~	~~67,448~~	~~70,821~~	~~74,363~~
		58,265	**61,177**	**64,237**	**67,448**	**70,821**	**74,363**	**78,082**
K	Print Center Supervisor	~~50,768~~	~~53,305~~	~~55,970~~	~~58,769~~	~~61,706~~	~~64,792~~	~~68,032~~
		53,307	**55,971**	**58,769**	**61,708**	**64,792**	**68,032**	**71,434**
L	Behavior Interventionist	~~45,749~~	~~48,036~~	~~50,437~~	~~52,958~~	~~55,606~~	~~58,387~~	~~61,306~~
		48,037	**50,438**	**52,959**	**55,606**	**58,387**	**61,307**	**64,372**
M	No Position in this Classification	~~44,279~~	~~46,493~~	~~48,820~~	~~51,259~~	~~53,819~~	~~56,511~~	~~59,336~~
		46,493	**48,818**	**51,261**	**53,822**	**56,510**	**59,337**	**62,303**
N	No Position in this Classification							
		~~44,181~~	~~46,390~~	~~48,708~~	~~51,152~~	~~53,700~~	~~56,386~~	~~59,205~~
		46,391	**48,710**	**51,144**	**53,710**	**56,385**	**59,206**	**62,166**
O	No Position in this Classification							
		~~42,707~~	~~44,842~~	~~47,086~~	~~49,436~~	~~51,910~~	~~54,505~~	~~57,230~~
		44,843	**47,085**	**49,441**	**51,908**	**54,506**	**57,231**	**60,092**
P	No Position in this Classification							
		~~42,225~~	~~44,334~~	~~46,553~~	~~48,878~~	~~51,325~~	~~53,890~~	~~56,585~~
		44,337	**46,551**	**48,881**	**51,322**	**53,892**	**56,585**	**59,415**
Q	No Position in this Classification	~~41,260~~	~~43,323~~	~~45,493~~	~~47,766~~	~~50,152~~	~~52,659~~	~~55,294~~
		43,323	**45,490**	**47,768**	**50,155**	**52,660**	**55,292**	**58,059**
R	Supervisor III, Food Service							
		~~39,864~~	~~41,857~~	~~43,950~~	~~46,146~~	~~48,454~~	~~50,877~~	~~53,421~~
		41,858	**43,950**	**46,148**	**48,454**	**50,877**	**53,421**	**56,093**

CLASSIFIED SUPERVISORS AND MANAGERS
SCHEDULE B
Effective July 1, ~~2018~~**2021**

RANGE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
S	Supervisor II, Food Service							
		~~35,884~~	~~37,679~~	~~39,562~~	~~41,539~~	~~43,617~~	~~45,797~~	~~48,087~~
		37,679	**39,563**	**41,541**	**43,616**	**45,798**	**48,087**	**50,492**
T	No position in this classification							
		~~34,150~~	~~35,858~~	~~37,649~~	~~39,532~~	~~41,508~~	~~43,584~~	~~45,763~~
		35,858	**37,651**	**39,532**	**41,509**	**43,584**	**45,764**	**48,052**

Adopted: 4/3/86

Revised: 12/06/90; 05/02/91; 02/20/92; 10/01/92; 09/19/93; 10/07/93; 04/07/94; 08/04/94; 11/17/94; 05/04/95; 07/06/95; 09/21/95; 01/18/96; 04/18/96; 08/02/96; 09/05/96; 01/16/97; 10/16/97; 02/19/98; 06/25/98; 02/04/99; 02/18/99; 06/24/99; 08/05/99; 08/19/99; 10/21/99; 11/04/99; 05/18/00; 08/17/00; 10/04/01; 02/21/02; 02/20/03; 03/18/04; 06/24/04; 08/05/04, 07/07/05;4/20/06, 06/04/07, 3/20/08,12/16/10; 4/7/11, 4/21/11, 11/03/11, 12/15/11, 2/16/12, 3/15/12, 3/20/14; 6/19/14; 11/6/14; 02/19/15, 6/4/15,6/18/15, 7/16/15, 3/3/16, 10/20/16, 11/3/16, 3/15/18 8; 3/7/19;9/2/21;**5/5/22**

Burbank Unified School District

CONFIDENTIAL EMPLOYEES
SCHEDULE C
Effective July 1, ~~2018~~ **2021**

RANGE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
A	Executive Assistant/Public Information	~~71,759~~	~~75,346~~	~~79,116~~	~~83,071~~	~~87,224~~	~~91,587~~	~~96,166~~
		75,347	**79,114**	**83,072**	**87,225**	**91,586**	**96,167**	**100,975**
AA	Executive Assistant - Human Resources	~~61,237~~	~~64,032~~	~~67,512~~	~~70,888~~	~~74,431~~	~~78,151~~	~~82,060~~
		64,299	**67,234**	**70,888**	**74,433**	**78,153**	**82,059**	**86,163**
B	Superintendent's Office Assistant Senior Administrative Secretary (Confidential) Senior Administrative Secretary-Administrative Services	~~56,701~~ **59,537**	~~59,289~~ **62,254**	~~62,510~~ **65,636**	~~65,637~~ **68,919**	~~68,918~~ **72,364**	~~72,361~~ **75,980**	~~75,981~~ **79,781**
C	Employee Injury and Illness Prevention Technician	~~51,542~~	~~53,999~~	~~56,701~~	~~59,535~~	~~62,510~~	~~65,637~~	~~68,918~~
		54,120	**56,699**	**59,537**	**62,512**	**65,636**	**68,919**	**72,364**

Rules and Regulations for Implementation of Salary Schedule C for Confidential Employees is the same as those adopted for employees on the Classified Supervisors and Managers Salary Schedule B.

Adopted: 1/16/86

Revised: 8/7/86, 12/18/86, 10/1/87, 2/4/88, 4/7/88, 8/18/88, 9/1/88, 3/16/89, 10/19/89, 6/15/89, 12/7/89, 1/4/90, 12/6/90, 5/2/91, 6/6/91, 8/15/91, 10/17/91, 5/18/92, 7/21/94, 8/4/94, 11/17/94, 5/4/95, 1/18/96, 3/21/96, 1/16/97, 2/18/98,6/25/98, 11/5/98, 12/10/98, 2/18/99, 8/5/99, 8/17/00, 11/7/02, 3/18/04, 07/07/05, 08/18/05, 12/15/05:4/20/06, 6/4/07:3/20/08, 12/16/10, 4/21/11, 2/16/12, 3/15/12, 3/20/14, 6/19/14, 6/4/15, 10/20/16; 12/21/17;10/18/18;9/2/21;**5/5/22**

BURBANK UNIFIED SCHOOL DISTRICT

MANAGEMENT PERSONNEL
RULES AND REGULATIONS FOR IMPLEMENTATION OF
CERTIFICATED SUPERVISORS AND MANAGERS SALARY SCHEDULE A

Effective July 1, ~~2018~~ **2021**

1. Method of Payment

   Employees will receive twelve monthly payments.

2. Minimum Requirement for Increment Credit; Midyear Employment

   A. An employee who has *satisfactorily served as a supervisor or manager for at least seventy-five percent (75%) of his/her assigned workdays during the preceding year shall qualify for a salary increment on July 1 of the following year.

   B. An employee who commences employment on or after January 1, shall qualify for a salary increment on the following January 1, provided, however, that during the preceding twelve months period he/she has rendered *satisfactory service as a supervisor or manager for at least seventy-five (75%) of the workdays assigned.

*No salary increment shall be granted for a supervisor or manager who is on a professional growth plan requiring improvement.

3. Schedule Progress

   Progress across the steps of an appropriate range shall be in annual increments to Step 8.

4. Regular Assignment Beyond Contract Pay Period

   An employee shall be paid the appropriate daily rate of pay based on the annual salary schedule when assigned to work beyond the approved work year.

5. Placement on Promotion

   The promotion of a certificated employee to a position covered by this schedule shall be accompanied by advancement on the salary schedule equal to not less than three percent (3%) more than the annual salary earned by the promoted employee in the position occupied immediately preceding promotion, but only to the extend that placement on the appropriate range of the schedule will permit. To determine the employee's appropriate placement on this range, a daily rate of pay shall be computed, based on the number of workdays required in the employee's regular contract work year (excluding extra assignments) while serving in the position immediately preceding such promotion.

6. Initial Placement

   The initial salary placement of a candidate from outside this District who is elected to a position covered by this schedule shall be approved by the Superintendent.

7. Stipend for Masters and Doctorate Degrees

A supervisor or manager who files or has on file with Human Resources official verification of an earned Master's Degree shall be paid an annual stipend of ~~$1345~~ **1,413**. A supervisor or manager who files or has on file with Human Resources official verification of an earned Doctorate Degree shall be paid an annual stipend of ~~$2,690~~ **2,825**. Only one earned Master's Degree and only one earned Doctorate Degree will be recognized for this additional remuneration. Such payment to be prorated and added to the employee's regular salary payments.

8. Longevity Pay for Creditable District Service

Eligibility for a longevity stipend will be determined on the basis of total consecutive years of service as a certificated supervisor or manager within the Burbank Unified School District, plus up to five (5) years credit for service as a non-management employee within the Burbank Unified School District. A monthly stipend in the amount of ~~$204~~ **215** shall begin on the first day of the month following nine (9) consecutive years of service; a monthly stipend in the amount of ~~$271~~ **285** shall begin on the first day of the month following fourteen (14) consecutive years of service; a monthly stipend in the amount of ~~$338~~ **355** shall begin on the first day of the month following nineteen (19) consecutive years of service; a monthly stipend in the amount of ~~$403~~ **424** shall begin on the first day of the month following twenty five (25) consecutive years of service, and a monthly stipend in the amount of ~~$469~~ **493** shall begin on the first day of the month following thirty (30) consecutive years of service.

9. Incentive to Delay Jury Duty Service

As an incentive for certificated supervisors and managers to serve or delay jury duty service until vacation periods or other non-work days rather than serving during the regular school year, the District shall compensate certificated supervisors and managers $100 per day for each day of jury duty actually served during vacation or other non-work days. A jury duty receipt of actual attendance must be submitted to Personnel Services by the employee to be eligible for the compensation provided by this section.

10. Crosscultural, Language, and Academic Development Certificate, Language Development Specialist Certificate, and SB 1969 Certificate

Certificated supervisors and managers shall receive a one-time only stipend in the amount of $500 for completion and submission of a copy of the earned certificate to the District, of the District-approved Crosscultural, Language, and Academic Development (CLAD) Certificate, Language Development Specialist (LDS) Certificate, or SB 1969 Certificate.

11. Cell Phone Stipend

At the discretion of the Board of Education, a monthly cell phone stipend shall be paid to designated certificated supervisors and managers. The monthly amounts to be paid can be $17, $20, $25, $33, $50, $60 or $67.

Adopted: 6/5/87
Revised: 12/6/90; 1/18/96; 1/16/97; 2/19/98; 2/18/99; 3/18/99; 8/5/99; 8/17/00; 3/18/04: 7/7/05, 11/17/05; 4/20/06, 6/4/07:3/20/08, 8/2/12, 3/20/14; 5/1/14, 6/4/15, 10/20/16; 6/15/17,10/18/18,9/2/21

BURBANK UNIFIED SCHOOL DISTRICT

MANAGEMENT PERSONNEL

RULES AND REGULATIONS FOR IMPLEMENTATION OF CLASSIFIED SUPERVISORS AND MANAGERS AND CONFIDENTIAL EMPLOYEES SALARY SCHEDULES B AND C

Effective July 1, ~~2018~~ **2021**

1. Work Year

Unless otherwise designated, all assignments shall be 12-month assignments, inclusive of vacation and holiday leaves.

* Basic assignment is 224 days exclusive of vacation days and holidays.

** Basic assignment is 9 calendar months, inclusive of vacation leave. Salary will be prorated monthly. For additional time beyond assignment as required by Director of Food Services, salary will be prorated hourly.

2. Method of Payment

Employees are paid by the month in two warrants, an Earned Salary Advance and a Final Monthly Pay Warrant.

3. Procedures for Increment Step Advancement

Classified Supervisors, Managers and Confidential personnel hired or promoted after July 1, 1980, shall receive increment step advancement on Salary Schedule B based on each employee's original date of employment. (Employees hired or promoted prior to July 1, 1980, shall receive increment step advancement according to rules in effect on those dates.)

4. Placement on Promotion

Placement on any range of Schedule B as a result of promotion shall be on a step that will be no less than 3% greater than the employee's current placement on any salary schedule in the Classified Service but not greater than Step 8.

If, as a result of promotion, placement is on Step 1 of the Salary Schedule, and if step advancement would not occur within six (6) months, placement at the time of promotion shall automatically be adjusted to Step 2.

The original date of employment shall be established as the first day of the first creditable calendar month of employment. A calendar month of employment is one in which compensation payable for such month is equal to one-half or more of the month's salary.

5. Initial Placement

Initial placement on Salary Schedule B or C shall be approved by the Superintendent.

First advancement for a new employee on Salary Schedule B or C shall be made six (6) months from the original date of employment. The second advancement on the salary schedule shall be made one year from the original date of employment. Subsequent advancement through Step 8 shall be made each year on the anniversary of the original date

of employment. No advancement on the salary schedule shall be granted for management personnel on a professional growth plan requiring improvement.

6. Hourly Pay Rate

Salaries shall be prorated monthly. The monthly rate divided by 173.333 establishes the hourly pay rate.

7. Stipend for Masters and Doctorate Degrees

An earned Master's Degree or earned Doctorate Degree is recognized with ~~$1,345~~ **1,413** added to the base salary. Only one earned Master's Degree and only one earned Doctorate Degree will be recognized for this additional remuneration. The maximum amount for any employee for the Master's Degree and Doctorate Degree is ~~$2,689~~ **2,825**.

8. Longevity Pay for Creditable District Service

Eligibility for longevity pay for Classified Supervisors, Managers and Confidential positions will be determined on the basis of total consecutive years of service as a regular employee in the Burbank Unified School District. A monthly stipend in the amount of ~~$204~~ **215** shall begin on the first day of the month following nine (9) consecutive years of service; a monthly stipend in the amount of ~~$271~~ **285** shall begin on the first day of the month following fourteen (14) consecutive years of service; a monthly stipend in the amount of ~~$338~~ **355** shall begin on the first day of the month following nineteen (19) consecutive years of service; a monthly stipend in the amount of ~~$403~~ **424** shall begin on the first day of the month following twenty five (25) consecutive years of service, and a monthly stipend in the amount of ~~$469~~ **493** shall begin on the first day of the month following thirty (30) consecutive years of service.

9. Vacation

Classified Supervisors, Managers and Confidential personnel who work a 12-calendar-month year earn 22 days of vacation annually. Vacation earned will be prorated for personnel who are assigned on other than a 12-calendar-month basis.

10. Holidays

Holidays shall be as defined in the adopted calendar for each school year or as otherwise defined by the Board of Education. Classified Supervisors, Managers and Confidential employees shall be paid for any designated holidays which occur within the inclusive dates of their assignments.

11. Exempted Salaried Positions

Positions on Ranges A, B, C, D, E, F, G, H, I J, K and L on Classified Supervisors and Managers Salary Schedule B are exempted salaried positions and are not eligible for overtime pay.

12. Stipend for State Building Inspector's Certification

An annual stipend of $2,500 shall be provided for possession and use in the District of a State Building Inspector's Certification. Such payment to be prorated and added to the employee's regular salary payment.

13. Stipend for Asbestos Removal Certification

An annual stipend of $2,000 shall be provided for possession and use in the District of an Asbestos Removal Certification. Such payment to be prorated and added to the employee's regular salary payment.

14. Stipend for Notary Public Commission Certificate

An annual stipend of ~~$1,040~~ **1,104** shall be provided for possession and use in the District of a Notary Public Commission Certificate. Such payment to be prorated and added to the employee's regular salary *payment.*

15. Incentive to Delay Jury Duty Service

As an incentive for classified supervisors and managers, and confidential employees, to serve or delay jury duty service until vacation periods or other non-work days rather than serving during the regular school year, the District shall compensate classified supervisors and managers, and confidential employees, $100 per day for each day of jury duty actually served during vacation or other non-work days. A jury duty receipt of actual attendance must be submitted to Personnel Services by the employee to be eligible for the compensation provided by this section.

16. Travel Stipend

In lieu of mileage reimbursement, a monthly stipend in the amount of $29.00 shall be paid to Food Service Supervisors as compensation for travel to the District Office to count daily deposits.

17. Cell Phone Stipend

At the discretion of the Board of Education, a monthly cell phone stipend shall be paid to designated classified supervisors and managers and confidential employees. The monthly amounts to be paid can be $17, $20, $25, $33, $50, $60 or $67.

Adopted: 6/5/84
Revised: 6/6/85; 12/5/85; 2/6/86; 8/7/86; 2/4/88; 3/16/89;4/19/90; 10/7/93; 1/18/96; 1/16/97;11/6/97;2/19/98;3/5/98;2/18/99;3/18/99;8/5/99;8/19/99;5/18/00;8/17/00;9/5/02;11/07/02;3/18/04;7/7/05;11/17/05;4/20/06,6/4/07:3/20/08;12/16/10,6/16/11,3/15/12,8/2/12, 3/20/14; 5/1/14, 6/4/15, 10/20/16,10/18/18;9/2/21**;5/5/22**

BURBANK UNIFIED SCHOOL DISTRICT
Office of Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Matt Hill, Superintendent
PREPARED BY:	Cindy Quiterio, Executive Assistant, Human Resources
SUBMITTED BY:	Cindy Quiterio, Executive Assistant, Human Resources
DATE:	May 5, 2022
SUBJECT:	Approval of Salary Modification to the Employee Contracts for the Assistant Superintendent of Instructional Services, Assistant Superintendent of Educational Services, Assistant Superintendent of Human Resources, and Assistant Superintendent of Administrative Services

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Background:
Classified and Certificated contracted employees of the Burbank Unified School District are unrepresented by a bargaining unit and belong to an association of managers, the Burbank Association of School Administrators (BASA). BASA and the District have tentatively agreed to a 5% salary increase retroactive to July 1, 2021 for all management staff.

Discussion/Issues:
Sarah Niemann, Assistant Superintendent, Human Resources Services, will discuss the Agreement between the Burbank Unified School District and BASA. In accordance with the AB 1200, the District has submitted to the Los Angeles County of Education a budget forecast for the current and subsequent two fiscal years to demonstrate that the Agreement does not negatively impact the District's financial condition.

Fiscal Impact:
The financial implications to this Agreement are stated on the AB 1200.

Recommendation:
Matt Hill, Superintendent, recommends that the Board of Education approve the Salary Modification to the Employee Contracts for the Assistant Superintendent of Instructional Services, Assistant Superintendent of Educational Services, Assistant Superintendent of Human Resources, and Assistant Superintendent of Administrative Services retroactive to July 1, 2021 as presented.

CONTRACTED CLASSIFIED MANAGEMENT EMPLOYEES
SCHEDULE D
Effective July 1, ~~2018~~ **2021**

RANGE		Annual Salary	
A	Superintendent	**260,642**	
B	Assistant Superintendent, Administrative Services	**176,883**	

Longevity Pay for Creditable District Service

Eligibility for longevity pay for Classified Supervisors, Managers and Confidential positions will be determined on the basis of total consecutive years of service as a regular employee in the Burbank Unified School District. A monthly stipend in the amount of $~~204~~ **215** shall begin on the first day of the month following nine (9) consecutive years of service; a monthly stipend in the amount of $~~271~~ **285** shall begin on the first day of the month following fourteen (14) consecutive years of service; and a monthly stipend in the amount of $~~338~~ **355** shall begin on the first day of the month following nineteen (19) consecutive years of service; a monthly stipend in the amount of $~~403~~ **424** shall begin on the first day of the month following twenty five (25) consecutive years of service, and a monthly stipend in the amount of $~~469~~ **493** shall begin on the first day of the month following thirty (30) consecutive years of service.

Adopted: 7/21/2016
Revised: 10/20/2016, 2/2/17, 3/15/18,10/18/18,9/2/21**,5/5/22**

CONTRACT OF EMPLOYMENT

July 1, 2021 – June 30, 2024

BURBANK UNIFIED SCHOOL DISTRICT

AND

SHARON CUSEO

This Contract of Employment is entered into by and between the BURBANK UNIFIED SCHOOL DISTRICT (hereinafter referred to as "District") by and through its Board of Education (hereinafter referred to as "Board") and SHARON CUSEO (hereinafter referred to as "Assistant Superintendent of Instructional Services").

This Contract of Employment is entered into pursuant to Education Code Section 35031 and such other applicable and relevant law.

The Board and the Assistant Superintendent of Instructional Services hereby agree and promise as follows:

I. TERM

The Assistant Superintendent of Instructional Services is employed by the Board as a certificated management employee for a term commencing July 1, 2021 and ending June 30, 2024. The parties agree that the position of Assistant Superintendent of Instructional Services is a senior management position in the certificated service as defined by Education Code sections 45100.5 and 45108.5, and that the Assistant Superintendent of Instructional Services does not acquire permanent status in the position. The term of this employment agreement is for three (3) years, but is subject to review and renewal by Board action annually. There is no "evergreen" or "roll-over" clause and it is intended that through appropriate evaluation and due process, the termination of this contract can be exercised without obligating the district to any financial obligation beyond the natural conclusion of an employment contract year.

II. SALARY

The annual salary of the Assistant Superintendent of Instructional Services shall be ONE HUNDRED EIGHTY-FIVE THOUSAND, SEVEN HUNDRED TWENTY-NINE DOLLARS AND 00/100 ($185,729). The annual base salary is for twelve (12) months of service and shall be prorated for service of less than a full year. Notwithstanding the foregoing, the Board retains the right to adjust the salary of the Assistant Superintendent of Instructional Services from time to time during the term of this Contract in order to provide a competitive and attractive salary. Furthermore, the Board retains the right to consider the awarding of an annual stipend with consideration to performance and depending on the fiscal condition of the District.

III. DUTIES AND RESPONSIBILITIES

The Assistant Superintendent of Instructional Services is a certificated management employee of the District and is in charge of the Instructional department subject to the authority of the Board and/or the authority of the Superintendent of Schools. The Assistant Superintendent of Instructional Services shall report directly to the Superintendent who shall be the immediate supervisor. The Assistant Superintendent of Instructional Services shall faithfully and competently perform all duties and responsibilities required by the Board and/or Superintendent of Schools. The Assistant Superintendent of Instructional Services also shall faithfully and competently abide by all policies and directions from the Board, all directions from the Superintendent of Schools, and applicable and relevant law.

IV. MORAL CONDUCT

The Assistant Superintendent of Instructional Services shall conduct herself with due regard to the public conventions and morals. The Assistant Superintendent of Instructional Services shall not, either while rendering such services to the District, or in her private life, commit an offense involving moral turpitude under federal, state or local laws or ordinances. The Assistant Superintendent of Instructional Services shall not do or commit any act or thing that will tend to degrade her in society or bring her into public hatred, public disrepute, contempt, scorn, or ridicule, or that will tend to shock, insult, or offend the community or public morals or decency or prejudice the reputation of the District in the community.

V. WORK YEAR, HOLIDAYS AND SICK LEAVE

The Assistant Superintendent of Instructional Services agrees to devote her full time and efforts to the position of Assistant Superintendent of Instructional Services for the District. The Assistant Superintendent of Instructional Services is a certificated management employee who is exempt from all overtime and all compensatory time off in lieu of overtime. The Assistant Superintendent of Instructional Services shall be required to provide twelve months of full-time service to the District. The Assistant Superintendent of Instructional Services shall be entitled to twenty-seven (27) days of annual vacation per fiscal year that must be used each fiscal year, exclusive of holidays. Any unused vacation remaining at the end of a fiscal year will be paid out to the Assistant Superintendent of Instructional Services on or before June 30th. The Assistant Superintendent of Instructional Services' per diem rate will be calculated based on annual salary divided by 220 days. The Assistant Superintendent of Instructional Services shall be entitled to twelve (12) days of sick leave per year.

VI. HEALTH AND WELFARE BENEFITS

The Assistant Superintendent of Instructional Services shall be entitled to medical, dental, vision, and life insurance in the same amounts as granted by the Board generally to other certificated management employees of the District.

VII. LONGEVITY INCREASE

The Assistant Superintendent of Instructional Services will receive an increase in base salary equal to the same amount of longevity stipend granted by the Board of Education to other certificated management employees. When such an increase is granted, the employment contract and base salary will be amended and presented to the Board of Education for approval.

VIII. MASTERS DEGREE AND DOCTORATE DEGREE

The Assistant Superintendent of Instructional Services will receive an increase in base salary equal to the same amount of masters or doctorate stipend granted by the Board of Education to other certificated management employees. When such an increase is granted, the employment contract and base salary will be amended and presented to the Board of Education for approval.

IX. RETIREMENT BENEFITS

If the Assistant Superintendent of Instructional Services remains employed as a senior manager with the District for a consecutive total of five (5) years of satisfactory service, then upon retirement from active service from the District under the California State Teachers' Retirement System (CalSTRS), she may elect at her option, that the Board pay the premiums for medical, dental, vision and such other fringe benefits as are provided by the Board to other management employees. If the Assistant Superintendent of Instructional Services makes this election, the benefits shall be available until the Assistant Superintendent of Instructional Services reaches the age of 65.

X. EVALUATION

The Superintendent of Schools shall evaluate the Assistant Superintendent of Instructional Services at least annually and may do so at any time. A copy of any written evaluation shall be delivered to the Assistant Superintendent of Instructional Services who shall have the right to make a written reaction or response to the evaluation before it is placed in the Assistant Superintendent of Instructional Services' personnel file.

XI. PROFESSIONAL GROWTH

The District encourages the professional growth of the Assistant Superintendent of Instructional Services through participation, as mutually agreed to by the Superintendent of Schools, in:

1. Programs and other activities conducted or sponsored by local, state, and national school administrator associations;

2. Seminars and courses offered by public or private educational institutions;

3. Informational meetings with other persons whose skill or background would serve to improve the capacity of the Assistant Superintendent of Instructional Services to perform professional responsibilities.

The Superintendent of Schools may permit release time for the Assistant Superintendent of Instructional Services to attend such activities and pay the necessary, reasonable fees and expenses pursuant to established procedures of the District.

XII. DUES AND MEMBERSHIPS IN ASSOCIATIONS AND ORGANIZATIONS

The District shall make direct payment of dues for the Assistant Superintendent of Instructional Services's membership in up to three (3) professional or service associations or organizations.

XIII. TERMINATION OF CONTRACT

This Contract may be terminated under the following conditions.

A. Termination by Mutual Consent: The District and Assistant Superintendent of Instructional Services may by mutual agreement in writing terminate this Contract at any time.

B. Termination by District without Cause: The District may unilaterally and without cause terminate this contract and the Assistant Superintendent of Instructional Services' employment. In consideration of the District's right to terminate this Contract without cause, the District shall continue to pay the Assistant Superintendent of Instructional Services each month his/her then current salary for the remainder of this Contract, but not to exceed twelve (12) months. Upon termination of this Contract pursuant to this subparagraph, the Assistant Superintendent of Instructional Services shall continue to receive the fringe benefits to which she was previously entitled for the remainder of this Contract, but not to exceed twelve (12) months, or until the Assistant Superintendent of Instructional Services finds other employment, whichever occurs first. The intent of these provisions is to satisfy the requirements in Government Code sections 53260-53264, and shall be interpreted consistently with these statutes.

C. Termination by District for Cause: This Contract and the services of the Assistant Superintendent of Instructional Services may be terminated by the District at any time for breach of this Contract, for the failure of the Assistant Superintendent of Instructional Services to satisfactorily perform the duties of her position as determined in the evaluation process conducted by the Superintendent, for any ground enumerated in Education Code section 44932, or for the commission of any act of fraud, misrepresentation or moral turpitude. The District shall not terminate this Contract under this subparagraph until a written statement of unsatisfactory performance or grounds for termination has first been served upon the Assistant Superintendent of Instructional Services. The Assistant Superintendent of Instructional Services may then request (in writing) a conference with the Board. If a conference is granted by the Board the Assistant Superintendent of Instructional Services shall be given a reasonable opportunity to address the Board.

D. Termination by District Based upon Continuing Disability: This Contract and the services of the Assistant Superintendent of Instructional Services may be terminated because of the continuing disability of the Assistant Superintendent of Instructional Services. In such event, the

District shall give at least thirty (30) days prior written notice to the Assistant Superintendent of Instructional Services. No such notice shall be sent until there are no remaining days of paid leave available to the Assistant Superintendent of Instructional Services, and the Assistant Superintendent of Instructional Services is not able to perform the essential duties of her position with or without reasonable accommodation.

E. Termination by Assistant Superintendent of Instructional Services: Any termination by the Assistant Superintendent of Instructional Services shall be preceded by at least forty-five (45) days written notice to the Board.

XIV. MISCELLANEOUS PROVISIONS

1. This Contract is subject to all applicable laws of the State of California, titles and regulations of the State Board of Education, and Board Policies.

2. All promises and covenants contained herein are severable, and in the event any of them shall be held invalid by any court of competent jurisdiction, this Contract shall be interpreted as if such invalid promises or covenants were not contained herein.

3. This Contract is the full and complete agreement of the parties hereto. Any amendment, modifications, or variations from the terms of this Contract shall be in writing and shall be effective only upon written approval of such amendment, modification, or variation by the Board.

BURBANK UNIFIED SCHOOL DISTRICT

By: _____

Sharon Cuseo, Ed.D., Assistant Superintendent of Instructional Services Date

By:_____

Matt Hill, Ed.D., Superintendent of Schools Date

By: _____

Charlene Tabet, President of the Board of Education Date

May 5, 2022

_____

DATE APPROVED BY THE
BOARD OF EDUCATION

CONTRACT OF EMPLOYMENT

July 1, 2021– June 30, 2024

BURBANK UNIFIED SCHOOL DISTRICT

AND

DEBBIE KUKTA

This Contract of Employment is entered into by and between the BURBANK UNIFIED SCHOOL DISTRICT (hereinafter referred to as "District") by and through its Board of Education (hereinafter referred to as "Board") and DEBBIE KUKTA (hereinafter referred to as "Assistant Superintendent of Administrative Services").

This Contract of Employment is entered into pursuant to Education Code Section 35031 and such other applicable and relevant law.

The Board and the Assistant Superintendent of Administrative Services hereby agree and promise as follows:

I. TERM

The Assistant Superintendent of Administrative Services is employed by the Board as a classified management employee for a term commencing July 1, 2021 and ending June 30, 2024. The parties agree that the position of Assistant Superintendent of Administrative Services is a senior management position in the classified service as defined by Education Code sections 45100.5 and 45108.5, and that the Assistant Superintendent of Administrative Services does not acquire permanent status in the position. The term of this employment agreement is for three (3) years, but is subject to review and renewal by Board action annually. There is no "evergreen" or "roll-over" clause and it is intended that through appropriate evaluation and due process, the termination of this contract can be exercised without obligating the district to any financial obligation beyond the natural conclusion of an employment contract year.

II. SALARY

The annual base salary of the Assistant Superintendent of Administrative Services shall be ONE HUNDRED SEVENTY-SIX THOUSAND EIGHT HUNDRED EIGHTY-THREE DOLLARS AND 00/100 ($176,883). The annual base salary is for twelve (12) months of service and shall be prorated for service of less than a full year. Notwithstanding the foregoing, the Board retains the right to adjust the salary of the Assistant Superintendent of Administrative Services from time to time during the term of this Contract in order to provide a competitive and attractive salary. Furthermore, the Board retains the right to consider the awarding of an annual stipend with consideration to performance and depending on the fiscal condition of the District.

III. DUTIES AND RESPONSIBILITIES

The Assistant Superintendent of Administrative Services is a classified management employee of the District and is in charge of the Fiscal, Business Services and Facilities departments subject to the authority of the Board and/or the authority of the Superintendent of Schools. The

Assistant Superintendent of Administrative Services shall report directly to the Superintendent who shall be the immediate supervisor. The Assistant Superintendent of Administrative Services shall faithfully and competently perform all duties and responsibilities required by the Board and/or Superintendent of Schools. The Assistant Superintendent of Administrative Services also shall faithfully and competently abide by all policies and directions from the Board, all directions from the Superintendent of Schools, and applicable and relevant law.

IV. MORAL CONDUCT

The Assistant Superintendent of Administrative Services shall conduct herself with due regard to the public conventions and morals. The Assistant Superintendent of Administrative Services shall not, either while rendering such services to the District, or in her private life, commit an offense involving moral turpitude under federal, state or local laws or ordinances. The Assistant Superintendent of Administrative Services shall not do or commit any act or thing that will tend to degrade her in society or bring her into public hatred, public disrepute, contempt, scorn, or ridicule, or that will tend to shock, insult, or offend the community or public morals or decency or prejudice the reputation of the District in the community.

V. WORK YEAR, HOLIDAYS AND SICK LEAVE

The Assistant Superintendent of Administrative Services agrees to devote her full time and efforts to the position of Assistant Superintendent of Administrative Services for the District. The Assistant Superintendent of Administrative Services is a classified management employee who is exempt from all overtime and all compensatory time off in lieu of overtime. The Assistant Superintendent of Administrative Services shall be required to provide twelve months of full-time service to the District. The Assistant Superintendent of Administrative Services shall receive all legal holidays and such other holidays designated by the Board (15 days). The Assistant Superintendent of Administrative Services shall be entitled to twenty-two (22) days of annual vacation per fiscal year that must be used each fiscal year. Any unused vacation remaining at the end of a fiscal year will be paid out to the Assistant Superintendent of Administrative Services on or before June 30th. The Assistant Superintendent of Administrative Services per diem rate will be calculated based on annual salary divided by 262 days. The Assistant Superintendent of Administrative Services shall be entitled to twelve (12) days of sick leave per year.

VI. HEALTH AND WELFARE BENEFITS

The Assistant Superintendent shall receive medical, dental, vision, and such other fringe benefits as are provided by the Board to other classified management employees. The Assistant Superintendent shall participate in the health and welfare benefit plans in the same manner as other classified management employees.

VII. LONGEVITY STIPEND

The Assistant Superintendent of Administrative Services shall be entitled to a stipend for longevity in the same amount as granted by the Board generally to other classified management employees of the District. Computation of longevity shall include all time spent in a management or supervisory position within the District.

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VIII. MASTERS DEGREE AND DOCTORATE DEGREE

The Assistant Superintendent of Administrative Services shall be entitled to a stipend for an earned master's or doctorate degree in the same amount as granted by the Board of Education to other classified management employees.

IX. RETIREMENT BENEFITS

If the Assistant Superintendent of Administrative Services remains employed as the assistant superintendent with the District for a consecutive total of five (5) years of satisfactory service, then upon retirement from active service from the District under the Public Employees Retirement System, she may elect at her option, that the Board pay the premiums for medical, dental, vision and such other fringe benefits as are provided by the Board to other management employees. If the Assistant Superintendent makes this election, the benefits shall be available until the Assistant Superintendent reaches the age of 65.

X. EVALUATION

The Superintendent of Schools, or his or her designee, shall evaluate the Assistant Superintendent of Administrative Services at least annually and may do so at any time. A copy of any written evaluation shall be delivered to the Assistant Superintendent of Administrative Services who shall have the right to make a written reaction or response to the evaluation before it is placed in the personnel file of the Assistant Superintendent of Administrative Services.

XI. PROFESSIONAL GROWTH

The District encourages the professional growth of the Assistant Superintendent of Administrative Services through participation, as mutually agreed to by the Superintendent of Schools, in:

1. Programs and other activities conducted or sponsored by local, state, and national school administrator associations;

2. Seminars and courses offered by public or private educational institutions;

3. Informational meetings with other persons whose skill or background would serve to improve the capacity of the Assistant Superintendent of Administrative Services to perform professional responsibilities.

The Superintendent of Schools may permit release time for the Assistant Superintendent of Administrative Services to attend such activities and pay the necessary, reasonable fees and expenses pursuant to established procedures of the District.

XII. DUES AND MEMBERSHIPS IN ASSOCIATIONS AND ORGANIZATIONS

The District shall make direct payment of dues for the Assistant Superintendent of Administrative Services' membership in up to three (3) professional or service associations or organizations.

XIII. TERMINATION OF CONTRACT

This Contract may be terminated under the following conditions.

A. Termination by Mutual Consent: The District and Assistant Superintendent of Administrative Services may by mutual agreement in writing terminate this Contract at any time.

B. Termination by District without Cause: The District may unilaterally and without cause terminate this contract and the employment of the Assistant Superintendent of Administrative Services. In consideration of the District's right to terminate this Contract without cause, the District shall continue to pay the Assistant Superintendent of Administrative Services each month his/her then current salary for the remainder of this Contract, but not to exceed twelve (12) months. Upon termination of this Contract pursuant to this subparagraph, the Assistant Superintendent of Administrative Services shall continue to receive the fringe benefits to which she was previously entitled for the remainder of this Contract, but not to exceed twelve (12) months, or until the Assistant Superintendent of Administrative Services finds other employment, whichever occurs first. The intent of these provisions is to satisfy the requirements in Government Code sections 53260-53264, and shall be interpreted consistently with these statutes.

C. Termination by District for Cause: This Contract and the services of the Assistant Superintendent of Administrative Services may be terminated by the District at any time for breach of this Contract, for the failure of the Assistant Superintendent of Administrative Services to satisfactorily perform the duties of her position as determined in the evaluation process conducted by the Superintendent, for any ground enumerated in Education Code section 44932, or for the commission of any act of fraud, misrepresentation or moral turpitude. The District shall not terminate this Contract under this subparagraph until a written statement of unsatisfactory performance or grounds for termination has first been served upon the Assistant Superintendent of Administrative Services. The Assistant Superintendent of Administrative Services may then request (in writing) a conference with the Board. If a conference is granted by the Board, the Assistant Superintendent of Administrative Services shall be given a reasonable opportunity to address the Board.

D. Termination by District Based upon Continuing Disability: This Contract and the services of the Assistant Superintendent of Administrative Services may be terminated because of the continuing disability of the Assistant Superintendent of Administrative Services. In such event, the District shall give at least thirty (30) days prior written notice to the Assistant Superintendent of Administrative Services. No such notice shall be sent until there are no remaining days of paid leave available to the Assistant Superintendent of Administrative Services, and the Assistant Superintendent of Administrative Services is not able to perform the essential duties of her position with or without reasonable accommodation.

E. Termination by Assistant Superintendent of Administrative Services: Any termination by the Assistant Superintendent of Administrative Services shall be preceded by at least forty-five (45) days written notice to the Board.

XIV. MISCELLANEOUS PROVISIONS

1. This Contract is subject to all applicable laws of the State of California, titles and regulations of the State Board of Education, and Board Policies.

2. All promises and covenants contained herein are severable, and in the event any of them shall be held invalid by any court of competent jurisdiction, this Contract shall be interpreted as if such invalid promises or covenants were not contained herein.

3. This Contract is the full and complete agreement of the parties hereto. Any amendment, modifications, or variations from the terms of this Contract shall be in writing and shall be effective only upon written approval of such amendment, modification, or variation by the Board.

BURBANK UNIFIED SCHOOL DISTRICT

By: _____
Debbie Kukta, Assistant Superintendent, Administrative Services Date

By:_____
Matt Hill, Superintendent of Schools Date

By: _____
Charlene Tabet, President of the Board of Education Date

May 5, 2022

_____
DATE APPROVED BY THE
BOARD OF EDUCATION

CONTRACT OF EMPLOYMENT

July 1, 2021 – June 30, 2024

BURBANK UNIFIED SCHOOL DISTRICT

AND

DR. SARAH NIEMANN

This Contract of Employment is entered into by and between the BURBANK UNIFIED SCHOOL DISTRICT (hereinafter referred to as "District") by and through its Board of Education (hereinafter referred to as "Board") and DR. SARAH NIEMANN (hereinafter referred to as "Assistant Superintendent of Human Resources"), and dated, for reference purposes only, June 17, 2021 and supersedes the June 6, 2019 contract currently in force.

This Contract of Employment is entered into pursuant to Education Code Section 35031 and such other applicable and relevant law.

The Board and the Assistant Superintendent of Human Resources hereby agree and promise as follows:

I. TERM

The Assistant Superintendent of Human Resources is employed by the Board as a certificated management employee for a term commencing July 1, 2021 and ending June 30, 2024. The parties agree that the position of Assistant Superintendent of Human Resources is a senior management position in the certificated service as defined by Education Code sections 45100.5 and 45108.5, and that the Assistant Superintendent of Human Resources does not acquire permanent status in the position. The term of this employment agreement is for three (3) years, but is subject to review and renewal by Board action annually. There is no "evergreen" or "roll-over" clause and it is intended that through appropriate evaluation and due process, the termination of this contract can be exercised without obligating the district to any financial obligation beyond the natural conclusion of an employment contract year.

II. SALARY

The annual salary of the Assistant Superintendent of Human Resources shall be ONE HUNDRED SEVENTY-SIX THOUSAND EIGHT HUNDRED EIGHTY-THREE DOLLARS AND 00/100 ($176,883). The annual base salary is for twelve (12) months of service and shall be prorated for service of less than a full year. Notwithstanding the foregoing, the Board retains the right to adjust the salary of the Assistant Superintendent of Human Resources from time to time during the term of this Contract in order to provide a competitive and attractive salary. Furthermore, the Board retains the right to consider the awarding of an annual stipend with consideration to performance and depending on the fiscal condition of the District.

III. DUTIES AND RESPONSIBILITIES

The Assistant Superintendent of Human Resources is a certificated management employee of the District and is in charge of the Human Resources department subject to the authority of the

Board and/or the authority of the Superintendent of Schools. The Assistant Superintendent of Human Resources shall report directly to the Superintendent who shall be the immediate supervisor. The Assistant Superintendent of Human Resources shall faithfully and competently perform all duties and responsibilities required by the Board and/or Superintendent of Schools. The Assistant Superintendent of Human Resources also shall faithfully and competently abide by all policies and directions from the Board, all directions from the Superintendent of Schools, and applicable and relevant law.

IV. MORAL CONDUCT

The Assistant Superintendent of Human Resources shall conduct herself with due regard to the public conventions and morals. The Assistant Superintendent of Human Resources shall not, either while rendering such services to the District, or in her private life, commit an offense involving moral turpitude under federal, state or local laws or ordinances. The Assistant Superintendent of Human Resources shall not do or commit any act or thing that will tend to degrade her in society or bring her into public hatred, public disrepute, contempt, scorn, or ridicule, or that will tend to shock, insult, or offend the community or public morals or decency or prejudice the reputation of the District in the community.

V. WORK YEAR, HOLIDAYS AND SICK LEAVE

The Assistant Superintendent of Human Resources agrees to devote her full time and efforts to the position of Assistant Superintendent of Human Resources for the District. The Assistant Superintendent of Human Resources is a certificated management employee who is exempt from all overtime and all compensatory time off in lieu of overtime. The Assistant Superintendent of Human Resources shall be required to work a positive work year of a minimum of 220 work days excluding holidays required by applicable law and such other holidays designated by the Board. The Assistant Superintendent of Human Resources shall be shall be entitled to twenty-seven (27) days of annual vacation per fiscal year that must be used each fiscal year, exclusive of holidays. Any unused vacation remaining at the end of a fiscal year will be paid out to the Assistant Superintendent of Human Resources on or before June 30th. The Assistant Superintendent of Human Resources' per diem rate will be calculated based on annual salary divided by 220 days. The Assistant Superintendent of Human Resources shall be entitled to twelve (12) days of sick leave per year.

VI. HEALTH AND WELFARE BENEFITS

The Assistant Superintendent of Human Resources shall be entitled to medical, dental, vision, and life insurance in the same amounts as granted by the Board generally to other certificated management employees of the District.

VII. LONGEVITY INCREASE

The Assistant Superintendent of Human Resources will receive an increase in base salary equal to the same amount of longevity stipend granted by the Board of Education to other certificated management employees. When such an increase is granted, the employment contract and base salary will be amended and presented to the Board of Education for approval.

VIII. MASTERS DEGREE AND DOCTORATE DEGREE

The Assistant Superintendent of Human Resources will receive an increase in base salary equal to the same amount of masters or doctorate stipend granted by the Board of Education to other certificated management employees. When such an increase is granted, the employment contract and base salary will be amended and presented to the Board of Education for approval.

IX. RETIREMENT BENEFITS

If the Assistant Superintendent of Human Resources remains employed as an assistant superintendent with the District for a consecutive total of five (5) years of satisfactory service, then upon retirement from active service from the District under the California State Teachers' Retirement System (CalSTRS), she may elect at her option, that the Board pay the premiums for medical, dental, vision and such other fringe benefits as are provided by the Board to other management employees. If the Assistant Superintendent makes this election, the benefits shall be available until the Assistant Superintendent reaches the age of 65.

X. EVALUATION

The Superintendent of Schools shall evaluate the Assistant Superintendent of Human Resources at least annually and may do so at any time. A copy of any written evaluation shall be delivered to the Assistant Superintendent of Human Resources who shall have the right to make a written reaction or response to the evaluation before it is placed in the Assistant Superintendent of Human Resources' personnel file.

XI. PROFESSIONAL GROWTH

The District encourages the professional growth of the Assistant Superintendent of Human Resources through participation, as mutually agreed to by the Superintendent of Schools, in:

1. Programs and other activities conducted or sponsored by local, state, and national school administrator associations;

2. Seminars and courses offered by public or private educational institutions;

3. Informational meetings with other persons whose skill or background would serve to improve the capacity of the Assistant Superintendent of Human Resources to perform professional responsibilities.

The Superintendent of Schools may permit release time for the Assistant Superintendent of Human Resources to attend such activities and pay the necessary, reasonable fees and expenses pursuant to established procedures of the District.

XII. DUES AND MEMBERSHIPS IN ASSOCIATIONS AND ORGANIZATIONS

The District shall make direct payment of dues for the Assistant Superintendent of Human Resources' membership in up to three (3) professional or service associations or organizations.

XIII. TERMINATION OF CONTRACT

This Contract may be terminated under the following conditions.

A. Termination by Mutual Consent: The District and Assistant Superintendent of Human Resources may by mutual agreement in writing terminate this Contract at any time.

B. Termination by District without Cause: The District may unilaterally and without cause terminate this contract and the Assistant Superintendent of Human Resources' employment. In consideration of the District's right to terminate this Contract without cause, the District shall continue to pay the Assistant Superintendent of Human Resources each month his/her then current salary for the remainder of this Contract, but not to exceed twelve (12) months. Upon termination of this Contract pursuant to this subparagraph, the Assistant Superintendent of Human Resources shall continue to receive the fringe benefits to which she was previously entitled for the remainder of this Contract, but not to exceed twelve (12) months, or until the Assistant Superintendent of Human Resources finds other employment, whichever occurs first. The intent of these provisions is to satisfy the requirements in Government Code sections 53260-53264, and shall be interpreted consistently with these statutes.

C. Termination by District for Cause: This Contract and the services of the Assistant Superintendent of Human Resources may be terminated by the District at any time for breach of this Contract, for the failure of the Assistant Superintendent of Human Resources to satisfactorily perform the duties of her position as determined in the evaluation process conducted by the Superintendent, for any ground enumerated in Education Code section 44932, or for the commission of any act of fraud, misrepresentation or moral turpitude. The District shall not terminate this Contract under this subparagraph until a written statement of unsatisfactory performance or grounds for termination has first been served upon the Assistant Superintendent of Human Resources. The Assistant Superintendent of Human Resources may then request (in writing) a conference with the Board. If a conference is granted by the Board the Assistant Superintendent of Human Resources shall be given a reasonable opportunity to address the Board.

D. Termination by District Based upon Continuing Disability: This Contract and the services of the Assistant Superintendent of Human Resources may be terminated because of the continuing disability of the Assistant Superintendent of Human Resources. In such event, the District shall give at least thirty (30) days prior written notice to the Assistant Superintendent of Human Resources. No such notice shall be sent until there are no remaining days of paid leave available to the Assistant Superintendent of Human Resources, and the Assistant Superintendent of Human Resources is not able to perform the essential duties of her position with or without reasonable accommodation.

E. Termination by Assistant Superintendent of Human Resources: Any termination by the Assistant Superintendent of Human Resources shall be preceded by at least forty-five (45) days written notice to the Board.

XIV. MISCELLANEOUS PROVISIONS

1. This Contract is subject to all applicable laws of the State of California, titles and regulations of the State Board of Education, and Board Policies.

2. All promises and covenants contained herein are severable, and in the event any of them shall be held invalid by any court of competent jurisdiction, this Contract shall be interpreted as if such invalid promises or covenants were not contained herein.

3. This Contract is the full and complete agreement of the parties hereto. Any amendment, modifications, or variations from the terms of this Contract shall be in writing and shall be effective only upon written approval of such amendment, modification, or variation by the Board.

BURBANK UNIFIED SCHOOL DISTRICT

By: _____

Sarah Niemann, Ed.D., Assistant Superintendent, Human Resources Date

By:_____

Matt Hill, Ed.D., Superintendent of Schools Date

By: _____

Charlene Tabet, President of the Board of Education Date

May 5, 2022

_____

DATE APPROVED BY THE
BOARD OF EDUCATION

CONTRACT OF EMPLOYMENT

July 1, 2021 – June 30, 2024

BURBANK UNIFIED SCHOOL DISTRICT

AND

DR. JOHN PARAMO

This Contract of Employment is entered into by and between the BURBANK UNIFIED SCHOOL DISTRICT (hereinafter referred to as "District") by and through its Board of Education (hereinafter referred to as "Board") and DR. JOHN PARAMO (hereinafter referred to as "Assistant Superintendent of Educational Services").

This Contract of Employment is entered into pursuant to Education Code Section 35031 and such other applicable and relevant law.

The Board and the Assistant Superintendent of Educational Services hereby agree and promise as follows:

I. TERM

The Assistant Superintendent of Educational Services is employed by the Board as a certificated management employee for a term commencing July 1, 2021 and ending June 30, 2024. The parties agree that the position of Assistant Superintendent of Educational Services is a senior management position in the certificated service as defined by Education Code sections 45100.5 and 45108.5, and that the Assistant Superintendent of Educational Services does not acquire permanent status in the position. The term of this employment agreement is for three (3) years, but is subject to review and renewal by Board action annually. There is no "evergreen" or "roll-over" clause and it is intended that through appropriate evaluation and due process, the termination of this contract can be exercised without obligating the district to any financial obligation beyond the natural conclusion of an employment contract year.

II. SALARY

The annual salary of the Assistant Superintendent of Educational Services shall be ONE HUNDRED SEVENTY-SIX THOUSAND EIGHT HUNDRED EIGHTY THREE DOLLARS AND 00/100 ($176,883). The annual base salary is for twelve (12) months of service and shall be prorated for service of less than a full year. Notwithstanding the foregoing, the Board retains the right to adjust the salary of the Assistant Superintendent of Educational Services from time to time during the term of this Contract in order to provide a competitive and attractive salary. Furthermore, the Board retains the right to consider the awarding of an annual stipend with consideration to performance and depending on the fiscal condition of the District.

III. DUTIES AND RESPONSIBILITIES

The Assistant Superintendent of Educational Services is a certificated management employee of the District and is in charge of the Educational department subject to the authority of the Board and/or the authority of the Superintendent of Schools. The Assistant Superintendent of

Educational Services shall report directly to the Superintendent who shall be the immediate supervisor. The Assistant Superintendent of Educational Services shall faithfully and competently perform all duties and responsibilities required by the Board and/or Superintendent of Schools. The Assistant Superintendent of Educational Services also shall faithfully and competently abide by all policies and directions from the Board, all directions from the Superintendent of Schools, and applicable and relevant law.

IV. MORAL CONDUCT

The Assistant Superintendent of Educational Services shall conduct himself with due regard to the public conventions and morals. The Assistant Superintendent of Educational Services shall not, either while rendering such services to the District, or in his private life, commit an offense involving moral turpitude under federal, state or local laws or ordinances. The Assistant Superintendent of Educational Services shall not do or commit any act or thing that will tend to degrade him in society or bring him into public hatred, public disrepute, contempt, scorn, or ridicule, or that will tend to shock, insult, or offend the community or public morals or decency or prejudice the reputation of the District in the community.

V. WORK YEAR, HOLIDAYS AND SICK LEAVE

The Assistant Superintendent of Educational Services agrees to devote his full time and efforts to the position of Assistant Superintendent of Educational Services for the District. The Assistant Superintendent of Educational Services is a certificated management employee who is exempt from all overtime and all compensatory time off in lieu of overtime. The Assistant Superintendent of Educational Services shall be required to work a positive work year of a minimum of 220 week days excluding holidays required by applicable law and such other holidays designated by the Board. The Assistant Superintendent of Educational Services shall be entitled to twenty-seven (27) days of annual vacation per fiscal year that must be used each fiscal year, exclusive of holidays. Any unused vacation remaining at the end of a fiscal year will be paid out to the Assistant Superintendent of Educational Services on or before June 30th. The Assistant Superintendent of Educational Services' per diem rate will be calculated based on annual salary divided by 220 days. The Assistant Superintendent of Educational Services shall be entitled to twelve (12) days of sick leave per year.

VI. HEALTH AND WELFARE BENEFITS

The Assistant Superintendent of Educational Services shall be entitled to medical, dental, vision, and life insurance in the same amounts as granted by the Board generally to other certificated management employees of the District.

VII. LONGEVITY INCREASE

The Assistant Superintendent of Educational Services will receive an increase in base salary equal to the same amount of longevity stipend granted by the Board of Education to other certificated management employees. When such an increase is granted, the employment contract and base salary will be amended and presented to the Board of Education for approval.

VIII. MASTERS DEGREE AND DOCTORATE DEGREE

The Assistant Superintendent of Educational Services, will receive an increase in base salary equal to the same amount of masters or doctorate stipend granted by the Board of Education to other certificated management employees. When such an increase is granted, the employment contract and base salary will be amended and presented to the Board of Education for approval.

IX. RETIREMENT BENEFITS

If the Assistant Superintendent of Educational Services remains employed as an assistant superintendent with the District for a consecutive total of five (5) years of satisfactory service, then upon retirement from active service from the District under the California State Teachers' Retirement System (CalSTRS), she may elect at her option, that the Board pay the premiums for medical, dental, vision and such other fringe benefits as are provided by the Board to other management employees. If the Assistant Superintendent makes this election, the benefits shall be available until the Assistant Superintendent reaches the age of 65.

The Assistant Superintendent of Educational Services will automatically receive an increase in base salary equal to the same amount of longevity stipend granted by the Board of Education to other certificated management employees. When such an increase is granted, the employment contract and base salary will be amended and brought forward for Board approval.

X. EVALUATION

The Superintendent of Schools shall evaluate the Assistant Superintendent of Educational Services at least annually and may do so at any time. A copy of any written evaluation shall be delivered to the Assistant Superintendent of Educational Services who shall have the right to make a written reaction or response to the evaluation before it is placed in the Assistant Superintendent of Educational Services' personnel file.

XI. PROFESSIONAL GROWTH

The District encourages the professional growth of the Assistant Superintendent of Educational Services through participation, as mutually agreed to by the Superintendent of Schools, in:

1. Programs and other activities conducted or sponsored by local, state, and national school administrator associations;

2. Seminars and courses offered by public or private educational institutions;

3. Informational meetings with other persons whose skill or background would serve to improve the capacity of the Assistant Superintendent of Educational Services to perform professional responsibilities.

The Superintendent of Schools may permit release time for the Assistant Superintendent of Educational Services to attend such activities and pay the necessary, reasonable fees and expenses pursuant to established procedures of the District.

XII. DUES AND MEMBERSHIPS IN ASSOCIATIONS AND ORGANIZATIONS

The District shall make direct payment of dues for the Assistant Superintendent of Educational Services' membership in up to three (3) professional or service associations or organizations.

XIII. TERMINATION OF CONTRACT

This Contract may be terminated under the following conditions.

A. Termination by Mutual Consent: The District and Assistant Superintendent of Educational Services may by mutual agreement in writing terminate this Contract at any time.

B. Termination by District without Cause: The District may unilaterally and without cause terminate this contract and the Assistant Superintendent of Educational Services' employment. In consideration of the District's right to terminate this Contract without cause, the District shall continue to pay the Assistant Superintendent of Educational Services each month his/her then current salary for the remainder of this Contract, but not to exceed twelve (12) months. Upon termination of this Contract pursuant to this subparagraph, the Assistant Superintendent of Educational Services shall continue to receive the fringe benefits to which he was previously entitled for the remainder of this Contract, but not to exceed twelve (12) months, or until the Assistant Superintendent of Educational Services finds other employment, whichever occurs first. The intent of these provisions is to satisfy the requirements in Government Code sections 53260-53264, and shall be interpreted consistently with these statutes.

C. Termination by District for Cause: This Contract and the services of the Assistant Superintendent of Educational Services may be terminated by the District at any time for breach of this Contract, for the failure of the Assistant Superintendent of Educational Services to satisfactorily perform the duties of his position as determined in the evaluation process conducted by the Superintendent, for any ground enumerated in Education Code section 44932, or for the commission of any act of fraud, misrepresentation or moral turpitude. The District shall not terminate this Contract under this subparagraph until a written statement of unsatisfactory performance or grounds for termination has first been served upon the Assistant Superintendent of Educational Services. The Assistant Superintendent of Educational Services may then request (in writing) a conference with the Board. If a conference is granted by the Board the Assistant Superintendent of Educational Services shall be given a reasonable opportunity to address the Board.

D. Termination by District Based upon Continuing Disability: This Contract and the services of the Assistant Superintendent of Educational Services may be terminated because of the continuing disability of the Assistant Superintendent of Educational Services. In such event, the District shall give at least thirty (30) days prior written notice to the Assistant Superintendent of Educational Services. No such notice shall be sent until there are no remaining days of paid leave available to the Assistant Superintendent of Educational Services, and the Assistant Superintendent of Educational Services is not able to perform the essential duties of his position with or without reasonable accommodation.

E. Termination by Assistant Superintendent of Educational Services: Any termination by the Assistant Superintendent of Educational Services shall be preceded by at least forty-five (45) days written notice to the Board.

XIV. MISCELLANEOUS PROVISIONS

1. This Contract is subject to all applicable laws of the State of California, titles and regulations of the State Board of Education, and Board Policies.

2. All promises and covenants contained herein are severable, and in the event any of them shall be held invalid by any court of competent jurisdiction, this Contract shall be interpreted as if such invalid promises or covenants were not contained herein.

3. This Contract is the full and complete agreement of the parties hereto. Any amendment, modifications, or variations from the terms of this Contract shall be in writing and shall be effective only upon written approval of such amendment, modification, or variation by the Board.

BURBANK UNIFIED SCHOOL DISTRICT

By: _____
John Paramo, Ed.D., Assistant Superintendent, Educational Services Date

By:_____
Matt Hill, Ed.D., Superintendent of Schools Date

By: _____
Charlene Tabet, President of the Board of Education Date

May 5, 2022

_____
DATE APPROVED BY THE
BOARD OF EDUCATION

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Charlene Tabet, President of the Board of Education
PREPARED BY:	Cindy Quiterio, Executive Assistant, Human Resources
SUBMITTED BY:	Cindy Quiterio, Executive Assistant, Human Resources
DATE:	May 5, 2022
SUBJECT:	Approval of Employment Contract for the Superintendent of Schools

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Background
The Board of Education of the Burbank Unified School District maintains contracted employment agreements for superintendents in an effort to provide continuity and stability in district leadership. The current employment agreement for the Superintendent is scheduled to expire on June 30, 2023 with salary enhancements and term extension at the Board's discretion, contingent upon a positive employee evaluation.

Discussion/Issues
On June 6, 2019, the Board of Education approved a contract renewal for Matthew R. Hill to continue in his role as Superintendent of Schools with a contract end date of June 30, 2023. A new contract is being presented which supersedes the contract in force. The new contract extends the Term of the contract through June 30, 2025 and allows for the same 5% salary increase being afforded to all management staff.

Fiscal Impact
A 5% salary increase to the current annual base salary will be incorporated retroactive to July 1, 2021. The Superintendent shall be required to provide twelve (12) months of full-time service to the District. Health and welfare benefits are offered in accordance with Board policy and consistent with all other management employees in the District.

Recommendation
Charlene Tabet, President, Board of Education, recommends that the Board of Education approve the employment contract with Matthew R. Hill, as Superintendent of Schools, with a salary increase retroactive to July 1, 2021 through June 30, 2025, as presented.

CONTRACT OF EMPLOYMENT
BETWEEN
BURBANK UNIFIED SCHOOL DISTRICT
AND
MATTHEW R. HILL

This Contract of Employment ("Contract") is entered into by and between the BOARD OF EDUCATION of the BURBANK UNIFIED SCHOOL DISTRICT ("District") of Los Angeles County, California ("Board") and Matthew R. Hill ("Superintendent"), and dated, for reference purposes only, May 5, 2022 and supersedes the June 6, 2019 contract currently in force. The Board and the Superintendent hereby agree and promise as follows:

1. TERM

The Board hereby employs the Superintendent for the period beginning July 1, 2021 and ending on June 30, 2025, unless terminated earlier as provided by the terms of this Contract or as required by law.

2. RENEWAL/EXTENSION

The Contract may be renewed or extended in a manner consistent with Education Code section 35031 if the Superintendent receives a satisfactory evaluation. Such renew or extension shall be approved by the Board in an open session at a regular meeting of the Board.

3. SALARY

a. Base Salary. The Superintendent's annual salary shall be TWO HUNDRED AND SIXTY THOUSAND SIX HUNDRED FORTY TWO DOLLARS AND ZERO CENTS ($260,642.00) ("Base Salary") for twelve (12) months of full-time employment payable in twelve (12) equal installments, less all applicable deductions and withholdings required by law or authorized by the Superintendent. The Board reserves the right to increase the Superintendent's salary at any time and such increase shall be effective on any date ordered by the Board in accordance with Education Code section 35032 or, if no such date is ordered, then from the date of the duly held Board meeting at which the increase was approved. Any such increase shall be effective upon Board action at a regularly scheduled meeting of the Board.

4. DUTIES AND RESPONSIBILITIES

The Superintendent shall perform the duties of a public school district superintendent as prescribed by the laws of the State of California and District policies. The Superintendent shall act as Secretary to the Board as permitted in Education Code section 35035 and District policies. In addition to the powers and duties set forth in Education Code section 35035, the Superintendent shall have the powers and duties which are delegated to him by the Board. The Superintendent shall faithfully and competently perform all duties and responsibilities required by the Board and relevant laws.

The Superintendent shall be the Chief Executive Officer of the Board. As such, the Superintendent

shall have the primary responsibility for execution of Board policies, whereas the Board shall retain the primary responsibility for governance of the District through the delegation of duties and responsibilities of the Superintendent as well as for formulating and adopting Board policies.

The Board agrees to show appropriate consideration for the fact that the Superintendent is the Chief Executive Officer, and the Superintendent agrees to show appropriate consideration for the fact that the Board is the governing body of the District. The Board agrees that none of its individual members will direct the work of employees of the District or make decisions on behalf of the District.

5. MORAL CONDUCT

The Superintendent shall conduct himself with due regard to the public conventions and morals. The Superintendent shall not, either while rendering services to the District, or in his private life, commit an offense involving moral turpitude under federal, state, or local laws or ordinances. The Superintendent shall not do or commit any act or thing that will tend to degrade him in society or bring him into public hatred, public disrepute, contempt, scorn, or ridicule, or that will tend to shock, insult or offend the community or public morals or decency or prejudice the reputation of the District in the community.

6. WORK YEAR, HOLIDAYS AND SICK LEAVE

The Superintendent agrees to devote his full time and efforts to the position of Superintendent for the District. The Superintendent is a classified management employee who is exempt from all overtime and all compensatory time off in lieu of overtime. The Superintendent shall be required to provide twelve months of full-time service to the District. The Superintendent shall receive all legal holidays and such other holidays designated by the Board (15 days). The Superintendent shall be entitled to twenty-two (22) days of annual vacation per fiscal year that must be used each fiscal year. Any unused vacation remaining at the end of a fiscal year will be paid out to the Superintendent on or before June 30th. The Superintendent's per diem rate will be calculated based on annual salary divided by 262 days. The Superintendent shall be entitled to twelve (12) days of sick leave per year.

7. OUTSIDE PROFESSIONAL ACTIVITIES

With prior written notification to the Board President, the Superintendent may undertake outside professional activities for remuneration including consulting, speaking, teaching and writing provided that all such outside professional activities do not interfere with the Superintendent's ability to perform required duties under the Contract. In no case shall the Board be responsible for any expenses related to any outside professional activity. During the period of any such professional activity, the Superintendent shall not be acting as an employee of the District and shall not be covered by District workers' compensation or any legal indemnification by the District or Board.

8. PROFESSIONAL MEETINGS AND DEVELOPMENT

With prior Board approval, the Superintendent may attend professional conferences inside and outside of California. The Superintendent is not precluded from attending such professional conferences at his own expense. Prior approval is not required for California legislative and

finance/budgetary conferences, and conferences held by the Association of California School Administrators and the California City Superintendents, and the California School Boards Association in California. The District shall pay all necessary and reasonable business expenses related to such meetings and conferences including registration fees, travel, meals, and lodging.

The Superintendent shall endeavor to maintain and improve his professional competence by all available means. The Superintendent may subscribe to appropriate periodicals and journals at District expense, and may join and participate in appropriate professional organizations with prior approval of the Board unless otherwise specified in the Contract.

9. PERFORMANCE OBJECTIVES

Prior to September 30, the Board and the Superintendent shall meet to mutually develop and establish the Superintendent's performance objectives for the year. The Superintendent's performance objectives shall be based on duties referenced in the Contract, the goals and objectives of the Board, and such other criteria or indices of achievement which may be mutually agreed to by the Board and the Superintendent, or if they cannot mutually agree, then as determined by the Board.

The Board shall formally evaluate the Superintendent at least annually during the term of the Contract. This evaluation shall be in writing, and shall be based on the established goals and objectives. The Board shall devote a portion of at least one (1) meeting annually to the Superintendent's evaluation. On a date mutually agreed upon between the Board and the Superintendent, but in no event later than 30 calendar days from the Superintendent's receipt of the written evaluation, the Board shall devote a portion of a subsequent Board meeting to conduct a follow-up discussion of the written evaluation with the Superintendent. The Board, however, reserves the right to continuously evaluate the Superintendent on an informal basis.

In the event the Board determines that an area of the Superintendent's performance is unsatisfactory, the written evaluation shall indicate the reasons for the unsatisfactory evaluation, and shall make recommendations to give guidance and direction to the Superintendent so that he may improve his performance. If subsequently requested by the Superintendent in writing, a follow-up evaluation shall be held on a date mutually agreed upon by the Board and the Superintendent.

The Board and the Superintendent agree that the evaluation procedure contained in this provision fully satisfies all requirements of any laws or regulations applicable to the evaluation of certificated, classified and/or management employees. Nothing contained in this provision shall be interpreted as a waiver by the Board of any legal right it may have to terminate or non-renew the Contract. Nothing contained in this provision shall interfere with any legal right the Superintendent may have to contest the termination or non-renewal of the Contract.

10. HEALTH AND WELFARE BENEFITS

The Superintendent shall receive medical, dental, vision, and such other fringe benefits as are provided by the Board to other classified management employees. The Superintendent shall participate in the health and welfare benefit plans in the same manner as other classified management employees

11. RETIREMENT BENEFITS

Board policy states that any management level employee whom remains employed with the District for a consecutive total of five (5) years of satisfactory service in a classified management position, may, upon retirement from active service from the District under the Public Employees Retirement System, elect at their option, to have the Board pay the premiums for medical, dental, vision, and other fringe benefits as are provided by the Board to other classified management employees. If the employee makes this election, the benefits shall be available for either (1) any continuous five year period after date of retirement, or (2) until age 65.

12. DOCTORATE, MASTERS AND LONGEVITY STIPEND

The Superintendent shall be entitled to a stipend for an earned master's degree, a stipend for an earned doctorate degree, and a stipend for longevity in the same amounts as granted by the Board generally to other classified management employees of the District. Computation of longevity shall include all time spent in a management position within the District. The stipend for possessing a master's and/or doctorate degree as well as for longevity steps shall be as listed on the Contracted Classified Management Salary Schedule.

13. WAIVER OF CREDENTIAL

Pursuant to Education Code section 35029, the Board hereby waives any credential requirement applicable to the Superintendent while serving as Superintendent, including that set forth in Education Code Section 35028.

14. RELOCATION ASSISTANCE

If the Superintendent desires to relocate to a residence within the District's boundaries, the District agrees to reimburse the Superintendent up to $5,000.00 for moving and related relocation expenses. Documentation of expenses shall be submitted prior to reimbursement.

15. EXPENSE REIMBURSEMENT

Except for reimbursement expressly provided for in this Agreement in Section 8 above, the Superintendent knowingly and voluntarily waives the Superintendent's right to expense reimbursement as provided under Education Code sections 44032, 44033 and other applicable provisions of law. For expense reimbursement not authorized by Section 8, the Superintendent may seek approval for reimbursement from the Board. For all reimbursements, the Superintendent shall submit expense claims in writing with appropriate supporting documentation (e.g., receipts, registration forms, hotel folios, maps reflecting mileage).

16. PROFESSIONAL DUES

The Board shall pay membership dues for the Superintendent in up to three (3) professional associations, including the Association of California School Administrators (ACSA), The School Superintendents Association, (AASA) and a third association as approved by the Board.

17. PHYSICAL EXAMINATION

As a condition to the effectiveness of the initial Contract, the Superintendent underwent a medical examination by a physician licensed to practice in California and selected by the Superintendent. The Superintendent provided the physician with a copy of this Contract, the District's job description for the position of Superintendent and any other appropriate information related to the duties and responsibilities of the position.

The physician submitted a confidential written report to the Board and the Superintendent addressing the Superintendent's physical and mental fitness to perform the job. The report addressed whether the Superintendent had any physical or mental impairment that substantially limited the Superintendent's ability to perform the essential functions of the position with or without reasonable accommodation.

No confidential medical information, other than the report, was submitted to the Board, unless it was determined that the Superintendent was unable to perform the essential functions of the position and such information is directly related to such determination or the development of reasonable accommodations. The Superintendent executed a medical release authorizing the release of the report and other information reasonably necessary to develop, if necessary, reasonable accommodations.

The Superintendent submitted all costs for the examination to the District's insurance carrier. All non-insured costs were borne by the District up to a maximum not to exceed $500.

The Board encourages the Superintendent to have annual physical examinations in order to maintain the good health necessary to perform the job functions of his position. Notwithstanding the provision for an initial examination as stated previously, the Superintendent agrees to facilitate a comprehensive fitness for duty examination by a District-selected physician at any time in the future if so requested by the Board.

18. TERMINATION OF CONTRACT

The Contract may be terminated under the following conditions.

A. Mutual Consent. The Contract may be terminated at any time by mutual consent of the Board and the Superintendent.

B. Non-Renewal of Contract by District. The Board may elect not to renew the Contract upon its expiration by providing written notice to the Superintendent in accordance with Education Code section 35031 (currently 45-days prior notice), or other applicable provisions of law.

C. Disability of the Superintendent. If, as a result of a physical or mental disability, the Superintendent is unable to perform the essential functions of the position, even with reasonable accommodations, the Contract may, at the Board's election, be terminated six months from the date the Board issues a written notice of termination.

i. Physician's Report. Prior to terminating the Contract based upon the Superintendent's disability, the Board must receive a written report from a licensed physician, mutually

agreed to by the Superintendent and the Board, establishing that the Superintendent is unable to perform the essential functions of his position. If the Superintendent and Board cannot agree upon a physician to perform the examination within fifteen (15) calendar days of the Board's request for a fitness for duty examination, then the examination shall be performed by a physician selected by the Board in its sole discretion.

ii. Notice from Superintendent. If the Superintendent is informed by a physician that she is unable to perform the essential functions of the position, the Superintendent shall immediately request the physician to furnish the Board President with a written report containing such finding.

iii. CalPERS. If a physician issues a report indicating the Superintendent cannot perform the essential functions of his position, the Superintendent may apply for CalPERS disability benefits or CalPERS retirement.

iv. Leaves. If the Board elects to terminate the Contract as a result of the physician's report establishing that the Superintendent cannot perform the essential functions of the position, the Superintendent shall, at the Board's election, cease performing the duties of his position and he shall exhaust all in-lieu days, accumulated, unused sick leave days, and other paid leaves. If the Superintendent does not have sufficient leave to remain in paid status during the six month period, the Superintendent shall be entitled to a paid leave of absence for the balance of the period. During the six-month period, the Superintendent shall remain entitled to health and welfare benefits consistent with the terms of the Contract. Upon expiration of the six-month termination period, neither party shall have any further obligations to the other party.

D. Termination for Cause. The Board may terminate the Superintendent for: (1) acts done in bad faith to the detriment of the District; (2) refusals or failures to act in accordance with specific provisions of the Contract or lawful Board directives; (3) breach of the Contract; (4) unsatisfactory performance; (5) misconduct or dishonest behavior; or (6) conviction of a crime involving dishonesty, breach of trust, or physical or emotional harm to any person. The existence of such cause shall constitute a material breach of the Contract and shall extinguish all rights and duties of the parties under the Contract. If such cause exists, the Board shall meet with the Superintendent and shall submit a written statement of the grounds for termination and copies of written documents the Board believes support the termination. If the Superintendent disputes the charges, the Superintendent shall then be entitled to a conference before the Board in a closed session meeting. The Superintendent and the Board shall each have the right to be represented by counsel at their own expense. The Superintendent shall have a reasonable opportunity to respond to all matters raised in the charges. The conference with the Board shall not be an evidentiary hearing, but both parties shall have the opportunity to call witnesses, with reasonable mutually agreed upon limitations on the scope of inquiry or, if the parties are unable to agree, then as determined by the Board in its sole discretion. If the Board, after considering all evidence presented, decides to terminate the Contract, it shall provide the Superintendent with a written decision. The decision of the Board shall be final. The Superintendent's conference before the Board shall be deemed to satisfy the Superintendent's entitlement to due process of law and shall be the Superintendent's exclusive right to any conference or hearing otherwise required by law. The Superintendent waives any other rights that may be applicable to this termination for cause proceeding with the

understanding that completion of this hearing exhausts the Superintendent's administrative remedies and then authorizes the Superintendent to contest the Board's determination in a court of competent jurisdiction.

E. Termination without Cause. The Board may, for any reason, without cause or a hearing, terminate the Contract at any time. In consideration for the exercise of this right, the District shall pay to Superintendent a monthly sum equal to the difference between the Superintendent's salary in effect during his last month of service and the amount earned after the effective date of termination for the remainder of the Contract or 12 months, whichever is less. During this period, the Superintendent shall also remain entitled to health and welfare benefits consistent with the terms of the Contract. Payments to Superintendent shall be made on a monthly basis unless the Board agrees otherwise. As a condition of payment, the Superintendent must file a written statement with the Board no later than the tenth (10th) day of each month listing his earnings for the previous month. Failure to file the statement by the tenth (10th) day of each month shall result in the District having no duty to pay for that month.

For purposes of this termination without cause provision the term "salary" shall include only the Superintendent's regular monthly base salary and shall not include the value of any other form of compensation or benefit, or reimbursements received under the Contract. Payments made pursuant to this termination without cause provision may be subject to applicable payroll deductions and treated as compensation for state and federal tax purposes.

The parties agree that any damages to the Superintendent that may result from the Board's early termination of this Contract cannot be readily ascertained. Accordingly, the parties agree that the payments made pursuant to this termination without cause provision constitute reasonable liquidated damages for the Superintendent, fully compensate the Superintendent for all tort, contract and other damages of any nature whatsoever, whether in law or equity, and do not result in a penalty. The parties agree that the District's completion of its obligations under this provision constitutes the Superintendent's sole remedy to the fullest extent provided by law. Finally, the parties agree that this provision meets the requirements governing maximum cash settlements as set forth in Government Code sections 53260, et seq.

Notwithstanding any other provision of the Contract to the contrary, if the Board believes, and subsequently confirms through an independent audit, that the Superintendent has engaged in fraud, misappropriation of funds, or other illegal fiscal practices, then the Board may terminate the Superintendent and the Superintendent shall not be entitled to the cash, salary payments, health benefits or other non-cash settlement as set forth above. This provision is intended to implement the requirements of Government Code section 53260, subdivision (b).

In accordance with Government Code section 53243.2 and as a separate contractual obligation, any amounts received by the Superintendent under this termination without cause provision shall be fully reimbursed to the District if the Superintendent is convicted of a crime involving an abuse of the Superintendent's office or position. In addition, if the District funds the criminal defense of the Superintendent against charges involving abuse of office or position and the Superintendent is then convicted of such charges, the Superintendent shall fully reimburse the District all funds expended for the Superintendent's criminal defense.

19. TAX/RETIREMENT LIABILITY

Notwithstanding any other provision of this Contract, the District shall not be liable for any retirement or state/federal tax consequences to the Superintendent, any designated beneficiary, heirs, administrators, executors, successors or assigns of the Superintendent. The Superintendent shall assume sole responsibility and liability for all state and federal tax consequences of this Contract and all retirement consequences of this Contract. The Superintendent agrees to defend, indemnify and hold the District harmless from all such tax and retirement consequences.

20. MISCELLANEOUS

A. The Contract is subject to all applicable laws of the State of California, titles and regulations of the State Board of Education, and Board Policies, and its effectiveness is contingent upon approval by the Board in open session as required by law.

B. All promises and covenants contained herein are severable, and in the event any of them shall be held invalid by any court of competent jurisdiction, the Contract shall be interpreted as if such invalid promises or covenants were not contained herein.

C. The Contract is the full and complete agreement of the parties and supersedes all prior negotiations, understandings, or agreements. Any amendment, modification, or variation from the terms of the Contract shall be in writing and shall be effective only upon written approval of such amendment, modification, or variation by mutual consent of the Board and Superintendent.

D. A waiver of any breach of any term or provision of this Contract shall be in writing and shall not be construed to be a waiver any other breach of this Contract.

E. Each party has cooperated in the drafting and preparation of the Contract. In any construction to be made of the Contract, the same shall not be construed against any party on the basis that the party was the drafter.

F. This Contract may be executed in any number of counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument.

Date: May 5, 2022

_____
Matthew R. Hill, Superintendent

Date: May 5, 2022

_____
Charlene Tabet, President
Board of Education of the Burbank Unified School District

BOARD ADOPTED
Date: May 5, 2022

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:	May 5, 2022
SUBJECT:	Adoption of the Proposed 2022-2023 Instructional Calendars for Burbank Adult School

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Background
The 2022-2023 Burbank Adult School Calendar has been reviewed at the site level. The 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 Board of Education approved the 2022-2023 K-12 Instructional Calendar on April 21, 2022. The instructional programs at Burbank Adult School use the approved K-12 calendar as a guide in developing their respective instructional calendar.

Fiscal Impact
None

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

2022-2023 BUSD Adult School
Instructional Calendar

ESL Program

ESL Registration (Fall Session) ..... August 8 - 11
Instruction Begins ..... August 15
All Staff Meeting (12:00-3:00 p.m.) ..... August 19
Open House – Adult School ..... August 24
Labor Day Holiday (All offices and schools closed) ..... September 5
Back-to-School Night - High Schools (No Adult Classes at BHS & JBHS) ..... TBD
Veterans Day (All offices and schools closed) ..... November 11
Adult School – **No Classes** ..... November 23
Thanksgiving Holidays (All offices and schools closed) ..... November 24, 25, 26
Fall Semester Ends ..... December 17
Winter Recess (ESL) ..... December 19 – January 7
(All offices and school closed December 26, 27; January 2, 3)
School Reopens, ESL Registration (Spring Session) ..... January 9 - 12
Martin Luther King, Jr Day (All offices and schools closed) ..... January 16
Instruction Begins ..... January 17
Open House – Adult School ..... January 18
All Staff Meeting (12:00 – 3:00 p.m.) ..... January 20
Lincoln Holiday (All offices and schools closed) ..... February 13
Presidents' Day (All offices and schools closed) ..... February 20
Open House – High Schools (No Adult Classes at BHS & JBHS) ..... TBD
Spring Recess (All offices and schools closed) ..... March 20 – March 25
Spring Semester Ends (ESL) ..... May 13
Memorial Day (All offices and schools closed) ..... May 29

Academic Program

Instruction Begins (Learning Center) ..... August 8
Instruction (Academic/ABE) ..... August 15
All Staff Meeting (12:00-3:00 p.m.) ..... August 19
Open House – Adult School ..... August 24
Labor Day Holiday (All offices and schools closed) ..... September 5
Back-to-School Night - High Schools (No Adult Classes at BHS) ..... TBD
Veterans Day (All offices and schools closed) ..... November 11
Adult School – **No Classes** ..... November 23
Thanksgiving Holidays (All offices and schools closed) ..... November 24, 25, 26
Fall Semester Ends (ABE, Learning Center and Academic) ..... December 17
Winter Recess (Academic) ..... December 19 – January 6
(All offices and school closed December 26, 27; January 2, 3)
School Reopens, Spring Semester Instruction Begins (Learning Center/ABE) ..... January 9
Spring Semester Instruction Begins (Academic) ..... January 9
Martin Luther King, Jr Day (All offices and schools closed) ..... January 16
Open House – Adult School ..... January 18
All Staff Meeting (12:00 – 3:00 p.m.) ..... January 20
Lincoln Holiday (All offices and schools closed) ..... February 13
Presidents' Day (All offices and schools closed) ..... February 20
Open House – High Schools (No Adult Classes at BHS) ..... TBD
Spring Recess (All offices and schools closed) ..... March 20 – March 25
Graduation ..... May 17
Spring Semester Instruction Ends (Learning Center/ABE/Academic) ..... May 25
Memorial Day (All offices and schools closed) ..... May 29

2022-2023 BUSD Adult School
Instructional Calendar

Parent Education Program

Instruction Begins (Parent Ed) ..... August 15
All Staff Meeting (12:00-3:00 p.m.) ..... August 19
Open House – Adult School ..... August 24
Labor Day Holiday (All offices and schools closed) ..... September 5
Veterans Day (All offices and schools closed) ..... November 11
Adult School – **No Classes** ..... November 23
Thanksgiving Holidays (All offices and schools closed) ..... November 24, 25, 26
Fall Semester Ends (Parent Ed) ..... December 9
Winter Recess (Parent Ed) ..... December 12 – January 6
(All offices and school closed December 26, 27; January 2, 3)
School Reopens, Spring Semester Instruction Begins (Parent Ed) ..... January 9
Martin Luther King, Jr Day (All offices and schools closed) ..... January 16
Open House – Adult School ..... January 18
All Staff Meeting (12:00 – 3:00 p.m.) ..... January 20
Lincoln Holiday (All offices and schools closed) ..... February 13
Presidents' Day (All offices and schools closed) ..... February 20
Spring Recess (All offices and schools closed) ..... March 20 – March 25
Spring Semester Instruction Ends (Parent Ed) ..... May 12
Memorial Day (All offices and schools closed) ..... May 29

BURBANK UNIFIED SCHOOL DISTRICT
Office of Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Sarah Niemann, Assistant Superintendent, Human Resources
PREPARED BY:	Sarah Niemann, Assistant Superintendent, Human Resources
SUBMITTED BY:	Cindy Quiterio, Executive Assistant, Human Resources
DATE:	May 5, 2022
SUBJECT:	Amendment of Declaration of Need for Emergency Crosscultural, Language, and Academic Development (CLAD) Permit, Emergency Bilingual, Crosscultural, Language, and Academic Development (BCLAD) Permit, Special Education Limited Assignment Permit (SELAP) Request for Certificated Staff

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Background

Assembly Bill (AB) 1871 was signed by the Governor on September 30, 2008, providing for expanded options to meet the requirements for the Bilingual or English Learner Authorization/CLAD Certificate. The requirements to earn the permits will not change, nor will the scope and content of the authorization statements appearing on the permits. The purpose of the Emergency CLAD and BCLAD Permits is to allow qualified individuals to be employed while completing requirements for the CLAD Certificate or BCLAD authorization by either passing the appropriate California Teacher of English Learners (CTEL) examination and/or the California Subject Examinations for Teachers (CSET): Languages Other Than English (LOTE) examination or by completing a Commission-approved CTEL Program at a California college or university and showing progress toward the certificate or authorization with each renewal. Permits are valid for one year but may not exceed the expiration date of the prerequisite credential and may be renewed a maximum of four times, authorizing a maximum of five years of service.

Assembly Bill (AB) 2302 (Chap. 41, Stats. 2008) authorized local education agencies to use the local assignment option process to assign special education teachers with a Level I or Level II Education Specialist Credential in mild/moderate disabilities to provide special education instructional services to pupils with autism. AB 2160 (AB) (Chap. 134, Stats. 2010) extended the sunset date on this alternate route from August 1, 2011 to October 1, 2013. The purpose of these bills was to provide a local assignment option for employing agencies to temporarily address the shortage of special education teachers that are fully prepared and authorized to provide instruction to students with autism. This limited local assignment option was provided as a temporary measure by the Legislature to allow time for these educators to complete additional preparation in consistent, evidence-based educational services to support this student population. Permits are valid for one year but may not exceed the expiration date of the prerequisite credential and may be renewed a maximum of two times, authorizing a maximum of three years of service.

Discussion/Issues

On March 3, 2022, the Board of Education approved the Declaration of Need under the Consent agenda. The Certification Division from the Commission on Teacher credentialing has since indicated to the District that Board action is required outside of the Consent section of the agenda to allow for public comments or discussion prior to Board approval.

At present, BUSD has 8 additional teacher(s) who have not completed the CTEL/CLAD/BCLAD credential requirements and qualify for the Emergency CLAD/BCLAD Permit. The following certificated employees are applying for the Emergency CLAD/BCLAD Permit:

Name	School
Alpert, Madeline	BHS
Cafferty, Julianna	Jefferson
Kenny, Shelby	McKinley
Palermo, Kasey	McKinley
Schwartz, Samantha	Delores Huerta MS
Schwegman, Courtney	Muir MS
Warner, Jackson	Harte
Young, Amber D	McKinley

Financial Implications

There is no cost to the District associated with these requests for 8 Emergency CLAD permits.

Recommendation

Sarah Niemann, Assistant Superintendent, Human Resources Services, recommends that the Board of Education amend the Declaration of Need for Emergency Crosscultural, Language, and Academic Development (CLAD) Permit and Emergency Bilingual, Crosscultural, Language, and Academic Development (BCLAD) Permit, and Special Education Limited Assignment Permit (SELAP) Requests for Certificated Staff, as presented.

UNADOPTED MINUTES OF THE BOARD OF EDUCATION
BURBANK UNIFIED SCHOOL DISTRICT

April 21, 2022

Burbank City Hall
275 E. Olive Avenue
Burbank, California

MEMBERS PRESENT:
Charlene Tabet *(arrived 6:09 p.m.)*
Steve Ferguson
Emily Weisberg
Armond Aghakhanian

MEMBERS ABSENT:
Steve Frintner

STUDENT MEMBERS PRESENT:
Owen Vivado, Monterey High School
Shushanna Ter-Petrossyan, Burbank High School
Jule Reader, John Burroughs High School

Also present were Matt Hill, Superintendent (who participated remotely via Zoom); 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 6:01 p.m. by Vice President Ferguson. Superintendent Matt Hill participated remotely via Zoom.

2. REQUESTS TO ADDRESS THE BOARD

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

Barbara Perry, Special Education teacher at Burbank High School, was called to speak. Ms. Perry spoke about the SPED proposals to the BTA Contract. She said the SPED teachers are working extraordinarily hard and, while she is excited to be part of the team that is working to improve all SPED processes and services, she described the additional resources SPED teachers need such as smaller class sizes, more classroom help, and more planning time. She invited the Board Members to visit her room at BHS (2207 above the Auditorium).

2.b Staff Responses

No staff members wished to comment.

2.c Board Members' Responses

No Board Members wished to comment.

The Board adjourned to Closed Session at 6:10 p.m.

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 960031425, 960026513, 960030117, 960032574 and 110005348. (Confidential Exhibit, OF 29,363)

4. RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE

The Board reconvened in Public Session at 7:02 p.m. Diana Abasta, President, Burbank Teachers Association, led the Pledge of Allegiance. President Tabet announced the passing of former District teachers Sid Kolpas and Debbie Catello and said that the meeting would be adjourned in their memory.

5. REPORTING ON CLOSED SESSION

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

6. ADJUSTMENTS TO THE AGENDA

Vice President Ferguson made a motion that Item 15a. Public Communications on a Subject Within the Jurisdiction of the School Board be brought forward right after Item 10a. Public Communications on Agenda Items. Clerk Weisberg seconded. The motion passed unanimously.

7. ITEMS FOR FUTURE AGENDAS

Vice President Ferguson requested an update on SB 830 by the next meeting; an update on our Open Access Policy and its status; and a report on the Eco Council including what the group's focus and scope of work. He said he would like to make sure that the Eco Council is more than a political escape pod, and that we are actually looking at it and that there is guidance from District policymakers as to the direction.

He also requested an agenda item to discuss converting the Board of Education from an at-large Board to districted seats, to ensure equity in our elections, and a discussion regarding the drawing of District lines potentially for District Board Members to represent. He also requested an agenda item addressing potential conflicts of interest of Board Members running small businesses on school sites and including language that would prohibit any Board Member from operating a small business on a school site.

Clerk Weisberg asked for a report on the number of seniors who will not be allowed to walk across the stage for graduation due to attendance issues, who they are, the reasons, and what interventions have been put into place to make sure the District can remedy this situation. Following a discussion with Assistant Superintendent Niemann, she also requested that the District put on a future agenda a conversation to reexamine the concept of a District calendar to provide a listing of major events to help stakeholders avoid potential conflicts.

8. PRESENTATIONS / RECOGNITIONS

8.a Recognition of the 2021-2022 National Merit Scholar Finalists

John Paramo, Assistant Superintendent, Educational Services, introduced Matt Chambers, Principal of John Burroughs High School, and Thomas Crowther, Principal of Burbank High School, who facilitated 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

Polly Stenberg, parent and member of the Education Destiny Project, thanked Member Aghakhanian for speaking to her student's class on the Armenian Holocaust and thanked Clerk Weisberg for her attendance at the recent Destiny Education Project meeting. She spoke on behalf of her organization to express her support for Resolutions 33-39 on tonight's agenda. She said they would also be observing School Custodian Day, which is May 20. She said her group also supports SB 830. She would like the District to develop a steady stream of income to finance further diversity, equity, and inclusion (DEI) initiatives. She advocated for $2.9 million of the potential SB 830 funding to be spent on DEI.

The Board then moved to Item 15a. (Public Communications on a Subject Within the Jurisdiction of the School Board.

Melissa Walden, RSP teacher, spoke about the heavy workload of the District's Special Education teachers and the additional support they need.

Darla Gerharter, special day class teacher, said that several years ago she was on the Special Education Master Plan Committee and many of the requests and concerns that surfaced at that time, such as

caseloads, planning time, etc., still exist today. She advocated for support of BTA's proposal on article #31, which would mean more manageable class sizes, increased planning time, and more classroom assistance for the District's Special Education teachers and Speech Language Pathologists.

Crystal Miron, Stepping Stones TK-K teacher, spoke about her love of and experiences with teaching this diverse student population. She described the additional resources she and her fellow Special Education teachers need in order to adequately—and legally—meet the specialized needs of these students. She said the Stepping Stones program needs to be supported by the District; they are still understaffed despite the increased assistance that has recently been provided.

Amalia Hernandez, Speech Language Pathologist (SLP), spoke on behalf of herself and Shannon Arenal about the challenges they are facing and their heavy workload, much of which occurs after-hours. She also questioned why the District is saying that there is not enough money to fund their programs instead of making BUSD truly a District of "equity and excellence."

Cassidy Gavin spoke on behalf of District SLP Christine Rog, and read a statement written by Ms. Rog about the challenges facing District SLPs, the additional resources they need, and what she believes will be the positive impact of the current BTA proposals being put forward.

Nicole Drabecki, PE teacher, spoke on behalf of Special Education teacher Rachel Moran and read a statement written by Ms. Moran describing the manifold responsibilities and heavy workloads of Case Managers.

Heather Good, teacher, spoke on behalf of Special Education teacher Erin Berich and read a statement prepared by Ms. Berich regarding advocating for the District to ratify the SPED article in the new contract, most important of which she feels is establishing the CTA caseload cap of 6-8 students for moderate/severe Special Education teachers, especially considering the anticipated increase in this student population.

Barbara Perry, teacher, thanked the Special Education department for their support of SPED teachers. She spoke about her involvement with the Special Education department and advocated that the District accept the SPED proposals that BTA has put forward. She invited Board Members to visit her classroom. She said, for example, her 2nd period class is too large and there is currently no SPED student cap, yet she does not have a teaching assistant.

Kate Bailey, teacher, spoke about the lack of P.E. teachers for 4th and 5th grade teachers and how important P.E. teachers are for the District's students. She said that while she can learn and teach the P.E. standards, she is not a subject matter expert. She believes that physical education is vital for students' social-emotional health.

Tracy Sorenson, teacher, spoke on behalf of Dena Beal and read a statement written by Ms. Beal regarding the daily challenges encountered by Special Education teachers and her belief that they should have extra time or extra compensation for the extra work they do.

Shannon Arenal, spoke on behalf of Julie Levy and read a statement from Ms. Levy about the responsibilities and challenges District RSPs are facing.

Brian Zimmerman, community member and former District parent, spoke about how he and his wife have kept watch over Robert Louis Stevenson and tried to be good neighbors. He complained, however, about District vendor, Driftwood Dairy, making deliveries to the school late at night (after 10pm) which affects

their sleep as they are early risers. Former Food Services Director Kathy Sessinghaus wrote to the vendor and asked them to make deliveries prior to 8pm. He said this helped for a little while, but Driftwood Dairy has resumed making late deliveries and excessive noise.

Edward James Davis, community member and new parent, spoke about a BUSD student's recent op-ed essay, which appeared in the *New York Times*, and which he believes speaks to the great education that Burbank students receive. The student's essay addressed the removal of books such as *To Kill a Mockingbird* from the core curriculum and he asked the District to revisit this decision.

Patricia Godoy-Travieso, part-time District Nurse, spoke about how much she loves working for the District but lamented that she cannot join the staff on a full-time basis because of the low compensation. She said she has enormous respect for the nurses she works with on her Mondays at the District and said that although school nurses are the lowest paid nurses, they do the most work. She urged the Board to support our District nurses.

Diana Abasta, teacher and Burbank Teachers Association President, thanked the Board for adjusting the agenda so that the teachers could get home earlier to grade papers and prepare for tomorrow's workday. She said that while she appreciates the District passing tonight's Resolutions and the visits by some of the Board Members and senior staff, she feels there needs to be action, not just listening and passing resolutions.

10.b Staff Responses

Superintendent Hill thanked all of the speakers. He said he would address the concerns with Driftwood Dairy. He congratulated new parent Mr. Davis and explained that the books removed from the core curriculum are still available in the schools' libraries. He thanked Ms. Godoy-Travieso for acknowledging the hard work of District nurses. He spoke of his gratitude to the District's Special Education teachers and said District staff is visiting school sites and listening to their concerns. He said that Special Education Director, Paulette Koss, would be bringing forward a report on the Special Education department at the May 19, 2022, Board of Education meeting.

10.c Board Members' Responses

Member Aghakhanian spoke about his willingness to speak about his own struggles at any school site and talked about some of the District and community events he attended. He talked about his journey coming to the United States and how he struggled as an ESL student and said he encourages students to learn additional languages as it is a benefit not a disadvantage. He announced that John Burroughs High School teacher Shake Balian was recently honored by the Armenian National Committee. He announced the Eco Council's upcoming "Trashion Show" in support of the environment, which will be held at during this month's Magnolia Park Night Out.

Clerk Weisberg spoke about various classroom visits she has recently made and the community events she attended. She thanked all of the speakers for coming. She addressed Mr. Davis's concerns about the removal of several books from the core curriculum and said these books were traumatizing for many students. She said she is listening to the Special Education teachers and appreciates their advocacy and said she is committed to being supportive to their needs.

Vice President Ferguson congratulated Mr. Davis on the birth of his first child. He said he seconded Clerk Weisberg's comments regarding the needs of the District's Special Education teachers. He thanked Mr. Zimmerman for being a partner to the District and said that if Driftwood Dairy did not come into

compliance that District staff should include language regarding delivery expectations in their contract. He spoke about the hard work of our District nurses and said that people shouldn't have to sit in their cars to steal themselves to go into work. He feels that many of the proposals made with respect to Special Education are reasonable, but that the District is facing financial limitations. He asked that the Board be provided with an overview of the IEP process. He said that when there are Special Education issues, he feels Special Education leadership should be present. He feels the eight Resolutions on tonight's agenda are not enough and do nothing to solve these issues but that he looks forward to working with our employees, not just paying them lip service. He spoke about the return of the EdWalk and said that Clerk Weisberg would be joining him for the next EdWalk on May 7th.

President Tabet thanked all of the speakers for coming and said their comments resonated with her. She said many of their suggestions are necessary because they are good for kids and will make a difference for our students. She spoke about some of the community events she attended, including the Burbank Coordinating Council's Pancake Breakfast. She asked that the District bring forward the Arts for All plan which is now 10 years old. The Board discussed that this issue could be brought forward at the upcoming Special Board Meeting on setting District Goals for the 2022-2023 school year which is scheduled for May 3, 2022.

President Tabet declared a five-minute recess at 9:25.

The meeting resumed at 9:33 p.m. and the Board moved to Item 11b. Report on the Developer Fee Justification Study.

The Board then moved to Item 13h. Adoption of Resolution 40 – Increase of School Facilities (Developer) Fees

11. REPORTS TO THE BOARD

11.a Report to the Board on BUSD Youth in Transition and Foster Youth

Stacy Cashman, Director, Student Services, reported on the District's youth in transition and foster youth students, as presented; answered Board Members' questions; and offered to provide follow-up on items that might involve additional research.

BUSD YOUTH IN TRANSITION AND FOSTER STUDENTS REPORT TO THE BOARD.pdf (OF 29,364)

11.b Report on the Developer Fee Justification Study

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Debbie Kukta, Assistant Superintendent of Administrative Services, introduced Doug Floyd of Koppel & Gruber Public Finance who presented a report and showed a PowerPoint presentation highlighting the findings of his firm's study on the District's proposed increase in developer fees and offered to address any of the Board Members' questions.

Vice President Ferguson asked if District staff could share this report with City Council, and President Tabet suggested it would be a good topic for the upcoming Joint Meeting.

Developer Fee Study Report.pdf (OF 29,365)

The Board then moved to Item 12a. Public Hearing of Intent to Raise School Facilities (Developer) Fees

11.c Report on Facilities and Technology Projects

Debbie Kukta, Assistant Superintendent, Administrative Services, reported on Facilities and Technology Projects, as listed on the Consent Agenda, as presented.

Facilities and Technology PowerPoint_4212022.pdf (OF 29,366)

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

The Board of Education conducted a public hearing to receive input from 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.

No one was present who wished to address the Board regarding the Public Hearing.

12.a Public Hearing of Intent to Raise School Facilities (Developer) Fees

Developer Fees - Notice of Public Hearing.pdf (OF 29,367)

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

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 (OF 29,368)

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

13.b Adoption of Resolution 34 Proclaiming April 24 – May 1, 2022 as Burbank Unified School District's Days of Holocaust Remembrance

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 (OF 29,369)

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

13.c Adoption of Resolution 35 Proclaiming May 18, 2022 as Speech Pathologist Day

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 (OF 29,370)

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

13.d Adoption of Resolution 36 Proclaiming May 11, 2022 as School Nurse Day

That the Board of Education adopt Resolution 36 proclaiming May 11, 2022 as School Nurse Day, as presented.

Resolution 36 - Nurses.Week.pdf (OF 29,371)

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

13.e Adoption of Resolution 37 Proclaiming the Week of May 2, 2022 through May 6, 2022, Substitute Teacher Appreciation Week

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 (OF 29,372)

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

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

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 (OF 29,373)

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

13.g Adoption of Resolution 39 Proclaiming May 6, 2022, as School Lunch Hero Day

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 (OF 29,374)

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.

13.h Adoption of Resolution 40 – Increase of School Facilities (Developer) Fees

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 (OF 29,375)

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

13.i Adoption of the Proposed 2022-2023 Instructional Calendar

That the Board of Education adopt the proposed 2022-2023 Instructional Calendars, as presented.

2022-2023 Instructional Calendar.pdf (OF 29,376)

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

13.j Reappointment of Members to the School Facilities Oversight Committee (SFOC)

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 (OF 29,377)

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

13.k Approval of Designation of High School Representatives

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 (OF 29,378)

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

That the Board of Education approve an agreement between Burbank Unified School District and Total Compensation Systems, Inc. to perform an actuarial study, not to exceed $6,000 (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 (OF 29,379)

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

13.m Approval of the Second Amendment to the Lease Agreement with A & G, LLC (General Fund)

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 (OF 29,380)

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

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

That 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 (OF 29,381)

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

13.o Acceptance of Gifts

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

Gift Report 04-21-22.pdf (OF 29,382)

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

14. CONSENT AGENDA

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

That the Board of Education approve Final Settlement Agreement for Special Education Student 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 (Confidential Exhibit, OF 29,363)

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

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 (Confidential Exhibit, OF 29,363)

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

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 (Confidential Exhibit, OF 29,363)

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

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 (Confidential Exhibit, OF 29,363)

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

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 (Confidential Exhibit, OF 29,363)

14.f Approval of Minutes

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 (OF 29,383)

14.g Approval of Personnel Report Number 21-22-15

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

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 (OF 29,385)

14.i Approval of Warrants

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 (OF 29,386)

14.j 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 04212022_Redacted.pdf (OF 29,387)

14.k Ratification of Instructional Consultant Services

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

Ratification Inst Consultants 04212022_Redacted.pdf (OF 29,388)

14.l Approval of Amended Consultant Agreement for Luke Anderson

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 (OF 29,389)

14.m 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 04212022_Redacted.pdf (OF 29,390)

14.n Approval of Williams Lawsuit Settlement Quarterly Report on Uniform Complaints 2021-2022

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 (OF 29,391)

14.o Approval of Fee Increase for Around the Bell and Monterey Child Care

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 (OF 29,392)

14.p Ratification of Agreement with Boys & Girls Club of Burbank for the Use of District Facilities for the 2021-2022 School Year

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 (OF 29,393)

14.q Approval for California Department of Rehabilitation Service Contract

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 (OF 29,394)

14.r Approval of Amended Agreement for Professional Services - Protocol Nursing Agency

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 (OF 29,395)

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

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 (OF 29,396)

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

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 (OF 29,397)

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

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 (OF 29,398)

14.v Amended Agreement for Professional Services (Special Education)

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 (OF 29,399)

14.w Amended Agreement for Professional Services (Special Education)

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 (OF 29,400)

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

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 (OF 29,401)

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)

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 (OF 29,402)

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)

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 (OF 29,403)

14.aa Approval of Additive Change No.1 for the Agreement with Dude Solutions for Work Order Software, District-Wide (Restricted Routine Maintenance)

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 (OF 29,404)

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)

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 (OF 29,405)

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)

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 (OF 29,406)

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)

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 (OF 29,407)

It was moved by Steve Ferguson, and seconded by Armond Aghakhanian, that the Board of Education approve Consent Items 14a through 14ad, as recommended. The motion carried 4-0 with the following roll-call vote: AYES: Aghakhanian, Weisberg, Ferguson, and Tabet. ABSENT: Frintner.

15. REQUESTS TO ADDRESS THE BOARD

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

Diana Abasta, teacher and President of the Burbank Teachers Association, commented on some of the positive things happening around the District including the classroom activities Burbank High School

provided to commemorate the Holocaust and the Armenian Genocide. She spoke about a visit by former Burbank Mayor and current Water Board Member, Marsha Ramos, to an elementary classroom to talk about water conservation. Ms. Abasta urged a new approach to examining the District's budget. She asked about utilizing the 20-hour Facing History program to teach *To Kill a Mockingbird* in order to bring it back as a supplemental resource. She expressed her belief that it is time to get away from the trauma and approach this from a place of healing. She said that teachers are trained on this and she asked the Board and senior staff to try this for themselves, which she believes may change their minds.

15.b Superintendent's Comments and Responses

Superintendent Hill thanked Ms. Abasta for sharing her thoughts on the great work that is happening in our schools.

15.c Board Members' Comments and Responses

Clerk Weisberg said that she believes most people know why these books have been paused and said that they could continue the conversation offline. She said she wonders if all of the teachers who might be teaching the book [*To Kill a Mockingbird*] have gone through the associated Facing History study guide training (which she pointed out she helped to write) because of the time commitment involved. She said she was looking forward to future conversations with Ms. Abasta about this.

Vice President Ferguson said he would contact Ms. Abasta for more context on this issue.

Member Aghakhanian said he would like to work on initiatives that encourage students to read and that he wished the book displays on the fences of the elementary schools were there year-round.

President Tabet read out the retirements.

16. ADJOURNMENT

President Tabet adjourned the meeting at 11:01 p.m. in memory of Sid Kolpas and Debbie Catello.

MINUTES APPROVED:

_____
MATTHEW HILL, SUPERINTENDENT
SECRETARY OF THE BOARD

5/5/2022
_____
DATE

_____
EMILY WEISBERG, CLERK

TO: Board of Education / Superintendent Consent 5/5/2022

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

SUBJECT: Certificated Personnel - Report Number 21-22-16. 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.

RETIRING	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
MARTIN, NANCY John Muir Middle School	Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-3220000	100	RA:006 - ST:24 STP: $1345	Began service 9/3/92	5/27/2022

RESIGNATION	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
MC ZEAL, DIANA J Miller Elementary School	Special Ed Teacher - FTE:100%	01.0-65000.0-57602-11200-1110-2100000	100	STP: $2690	Began Service 7/1/2010	4/15/2022
ALSADI, JIMA Human Resources	Substitute Teacher Substitute Teacher	01.0-32130.0-11100-10000-1160-7559000	100		Began Service 12/3/2019	12/17/2021
GROSSI, TRAVIS Human Resources	Substitute Teacher Substitute Teacher	01.0-32130.0-11100-10000-1160-7559000	100		Began Service 1/30/2017	11/17/2021
ROBINSON-CALUYA, JUDI Human Resources	Substitute Teacher	01.0-32130.0-11100-10000-1160-7559000	100		Began Service 8/12/2019	4/12/2022

CHANGE OF END DATE	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
MCCOY, SEAN Burbank High School	Long Term Sub Teacher Counselor	01.0-00000.0-00000-31100-1260-7550000	100			1/18/2022 4/12/2022
SPARGUR, CONRAD Burroughs High School	Long Term Sub Teacher English	01.0-00000.0-11100-10000-1160-7550000	100			1/3/2022 4/21/2022
DIFRANCESCO, GINA Adult School	Teacher Ila Leave of Absence - FTE:100%	01.0-32130.0-11100-10000-1110-5759000	100		Catastrophic Leave of Absence	1/25/2022 5/27/2022

LEAVE OF ABSENCE	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
GRIMALDI, ALANNA Luther Middle School	Teacher Leave of Absence - FTE:100%	01.0-00000.0-11100-10000-1110-3200000	100	RA:006 - ST:07 STP: $1345	Child/Parental Bonding	4/18/2022 4/29/2022

ELECTION: SUBSTITUTE	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
BOOTCHK, ERICA Human Resources	Substitute Teacher Substitute Teacher	01.0-32130.0-11100-10000-1160-7559000	100	Salary Rate: $200/210		4/14/2022
JIMENEZ, BRANDON Human Resources	Substitute Teacher Substitute Teacher	01.0-32130.0-11100-10000-1160-7559000	100	Salary Rate: $200/210		4/13/2022
SMITH, ASHLEY Human Resources	Substitute Teacher Substitute Teacher	01.0-32130.0-11100-10000-1160-7559000	100	Salary Rate: $200/210		4/7/2022

STIPEND: LONGEVITY	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
APONIK, SHARON Special Education	Longevity 30 Yr Longevity	01.0-00000.0-00000-31200-1214-7440000	100	 STP: $464	30 Year Longevity	9/1/2021

ELECTION: LONG TERM SUBS	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
BOOTCHK, ERICA John Muir Middle School	Long Term Sub Teacher Art	01.0-32130.0-11100-10000-1160-7559000	100	Salary Rate: $250.00		4/15/2022 5/27/2022

RELEASED UNAVAILABLE	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
HARRIS, JULIE Health Services	Sub School Nurse	01.0-00000.0-00000-31400-1260-7720000	100		Began Service 8/17/2020	4/13/2022
ALDABA, BRENDA Human Resources	Substitute Teacher	01.0-32130.0-11100-10000-1160-7559000	100		Began Service 11/21/2018	4/12/2022
AXTHELM, MARY Human Resources	Substitute Teacher Substitute Teacher	01.0-32130.0-11100-10000-1160-7559000	100		Began Service 11/3/2014	4/13/2022
BARCELLO, STELLA Human Resources	Substitute Teacher	01.0-32130.0-11100-10000-1160-7559000	100		Began Service 11/1/2017	4/12/2022
CAVENDER, RACHEL Human Resources	Substitute Teacher	01.0-32130.0-11100-10000-1160-7559000	100		Began Service 1/23/2019	4/12/2022
FUNK, SHAUNA Human Resources	Substitute Teacher Substitute Teacher	01.0-32130.0-11100-10000-1160-7559000	100		Began Service 4/15/2005	4/13/2022
GLASS, TERESA Human Resources	Substitute Teacher	01.0-32130.0-11100-10000-1160-7559000	100		Began Service 8/4/2017	4/12/2022
HERRERA, MARCI Human Resources	Substitute Teacher Substitute Teacher	01.0-32130.0-11100-10000-1160-7559000	100		Began Service 8/29/2016	4/13/2022

MARCUS, REBECCA Human Resources	Substitute Teacher Substitute Teacher	01.0-32130.0-11100-10000-1160-7559000	100	Began Service 9/25/2017	4/13/2022
MEKHITARIAN, SAREEN Human Resources	Substitute Teacher Substitute Teacher	01.0-32130.0-11100-10000-1160-7559000	100	Began Service 11/25/2019	4/13/2022
NEUFELD, SARA Human Resources	Substitute Teacher	01.0-32130.0-11100-10000-1160-7559000	100	Began Service 11/16/2016	4/12/2022
O'CONNOR, ERIC Human Resources	Substitute Teacher Substitute Teacher	01.0-32130.0-11100-10000-1160-7559000	100	Began Servcie 1/13/2017	4/13/2022
OCHOA, ELIZABETH Human Resources	Substitute Teacher Substitute Teacher	01.0-32130.0-11100-10000-1160-7559000	100	Began Service 2/10/2017	1/31/2022
SCHIRO, LINDSAY Human Resources	Substitute Teacher Substitute Teacher	01.0-32130.0-11100-10000-1160-7559000	100	Began Service 1/17/2018	4/13/2022
STEELE, JOHN Human Resources	Substitute Teacher Substitute Teacher	01.0-32130.0-11100-10000-1160-7559000	100	Began Service 1/11/2018	4/13/2022
STRICKLAND, KELLY Human Resources	Substitute Teacher Substitute Teacher	01.0-32130.0-11100-10000-1160-7559000	100	Began Service 11/1/2016	4/13/2022
VOGEL, LIAM Human Resources	Substitute Teacher	01.0-32130.0-11100-10000-1160-7559000	100	Began Service 11/6/2017	4/12/2022
WOODLAND, JEREMY Human Resources	Substitute Teacher Substitute Teacher	01.0-32130.0-11100-10000-1160-7559000	100	Began Service 8/8/2014	4/13/2022

BURBANK UNIFIED SCHOOL DISTRICT
Personnel Report No. 21-22-16

May 5, 2022
Certificated - Hourly

Name	Program/Site	Task/Project	Type	Rate	Hour Cap	Applicable Payrolls
Adair, Nathan	Huerta	Intervention Planning	Hourly	$33.77	5	April - May
Anderson, Kimberly	Instr. Services	Intervention Planning	Hourly	$33.77	18.5	March
Arakelian, Taylor	JBHS	Intervention Planning	Hourly	$33.77	16.97	April
Baker, Ryan	CC	Add'l Duties Hourly	Hourly	$21.67	15	April – May
Baker, Ryan	CC	Add'l Duties Hourly	Hourly	$21.67	21	April
Berger, Robert	Emerson	Intervention Planning	Hourly	$33.77	20	February - May
Block, Olivia	Providencia	Intervention Planning Title 1	Hourly	$33.77	3.75	April – May
Block, Olivia	Providencia	Intervention Teaching LCAP	Hourly	$45.52	60	April – May
Block, Olivia	Providencia	Intervention Teaching Title 1	Hourly	$45.52	11.25	April - May
Bowne, Shelby	Stevenson	Intervention Planning	Hourly	$33.77	4	April – May
Bowne, Shelby	Stevenson	Intervention Teaching	Hourly	$45.52	25	April – May
Cera, Patricia	CC	Add'l Duties Hourly	Hourly	$20.63	125	March – May
Cera, Patricia	CC	Add'l Duties Hourly	Hourly	$20.63	15	December
Cera, Patricia	CC	Add'l Duties Hourly	Hourly	$20.63	8	February
Crespy, Amilyn	CC	Add'l Duties Hourly	Hourly	$26.33	1	April
Cruz, Morgan	Muir	Crossover Day	Daily	$200	6	March
Dekay, James	JBHS	Intervention Teaching	Hourly	$45.52	8	April
Esagholian, Mariet	CC	Add'l Duties Hourly	Hourly	$23.88	2	February
Gibson, Karen	Stevenson	Intervention Planning	Hourly	$33.77	4	April – May
Gibson, Karen	Stevenson	Intervention Teaching	Hourly	$45.52	33	April – May
Jennings, Brendan	JBHS	Intervention Planning	Hourly	$33.77	16.97	April
Kalachi, Monique	Instr. Services	Tchr Add'l Duties – Hourly	Hourly	$67.26	22	April - May
Kalachi, Monique	Inst. Services	To end .2 FTE Addtl. Assgnmt.	Stipend	$1,393.78	Monthly	March
Lee, Robert	Inst. Services	Intervention Planning	Hourly	$33.77	30	February - April
Leonard, Mark	Providencia	Intervention Teaching LCAP	Hourly	$45.52	16.5	April – May
Leonard, Mark	Providencia	Intervention Teaching Title 1	Hourly	$45.52	41.5	April - May
Levy, Jodi A.	JBHS	Dept.Chair Counseling Stipend	Stipend	$1,461.66	Monthly	May
Macias, Sandra	JBHS	Dept.Chair Voc. Ed. Stipend	Stipend	$1,477.00	Monthly	May
Myers, Guy	JBHS	Drama Stipend	Stipend	$1,214.00	4	August - June
Myers, Guy	JBHS	Intervention Planning	Hourly	$33.77	16.97	April
Nicol, Doug	Muir	Saturday School	Daily	$144.66	4	February – May

Nittis, Pascal	Adult	Intervention Planning	Hourly	$33.77	20	February - June
O'Keefe, Heather	Muir	Saturday School	Daily	$144.66	3	March – May
Perlis, Deborah	Spec Ed	Home Teacher	Hourly	$36.09	37	April – May
Perlis, Deborah	Spec Ed	Intervention Planning	Hourly	$33.77	11	April - June
Perlis, Deborah	Spec Ed	Intervention Teaching	Hourly	$44.52	108	April - June
Plascencia, Deana	BHS	Intervention Planning	Hourly	$33.77	4	July 2021
Rivera, Renee	Muir	Other Hourly	Hourly	$33.77	30	Jan – March
Saldana, Reginald	Adult	Adult Other Hourly	Hourly	$22.98	25	March - June
Scoville, Daniel	JBHS	Intervention Teaching	Hourly	$33.77	16.97	April
Silver, Shirley	CC	Add'l Duties Hourly	Hourly	$19.66	20	February - May
Spence, John	Stevenson	Intervention Planning	Hourly	$33.77	2	April – May
Spence, John	Stevenson	Intervention Teaching	Hourly	$45.52	22	April – May
Starleaf, Derek	Muir	Intervention Planning	Hourly	$33.77	1	March
Steinberg, Steven	CC	Add'l Duties Hourly	Hourly	$20.63	3.25	February
Walden, Melissa	Spec Ed	Home Teacher	Hourly	$36.09	71	March – May
Waters, Melissa	Instr. Services	Tchr Add'l Duties – Hourly	Hourly	$81.29	22	April – May
Waters, Melissa	Instr. Services	To end .2 FTE Addtl. Assgnmt.	Stipend	$1,437.72	Monthly	March
Wiebler, Megan	CC	Add'l Duties Hourly	Hourly	$26.33	20	January - May

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Retirement								
FOY, Susan	Instructional Assistant Severely Impaired	01.0-33150.0-573000-11100-2110-508000	.6875	35-VI	D	04-30-22		Horace Mann
Resignation								
BRUMIT, Melissa	At Risk Intervention Specialist	01.0-01500.0-00000-31100-2210-7420000	1.0	53-VI	D	05-26-22		Jefferson Elementary
EIHOLZER, Erin	Instructional Assistant – Special Education	01.0-74260.0-11100-10000-2110-7429000	.25	32-IV	D	04-19-22		Emerson Elementary
GONZALEZ, Maria	Discrete Trial Facilitator	01.0-65000.0-57601-11905-2110-7440000	.8125	40-IV	D	05-01-22		Special Education
HESSEL, Lily	Food Service Assistant	13.0-53100.0-00000-37000-2210-4320000	.2813	27-VI	D	04-14-22		Burroughs High School
HESSEL, Lily	Serving Kitchen Operator	13.0-53100.0-00000-37000-2210-5300000	.2813	32-VI	D	04-14-22		Monterey High School
LOURENCO, Amanda	Discrete Trial Facilitator	01.0-65000.0-57601-11905-2110-7440000	.8125	40-VI	D	04-20-22		Special Education
SALAS, Mercedes	Elementary School Aide	01.0-74260.0-11100-10009-2910-7429000	.25	27-V	D	04-12-22		Emerson Elementary
Leave								
ROMO, Brittany	Instructional Assistant Translator	01.0-65000.0-57601-11106-2110-5330044	.75	33-VI	D	08-15-22	09-09-22	Burbank Adult School
SAHAGUN, Lisa	Budget/Accounting Technician	01.0-00000.0-00000-72000-2410-7470000	1.0	48-VI	A	03-22-22	06-22-22	Fiscal Services
Additional Compensation for Longevity								
AGHABEGI, Ana	Instructional Assistant – Children's Center	12.0-90602.0-11100-10000-2110-2150000	.6250	32-VI	D	04-01-22		Stevenson Day Care 20 yrs./$123.13 month
ANGUINO, Anna	Instructional Assistant – Children's Center	12.0-90602.0-11100-10000-2110-2090000 01.0-00000.0-11100-10009-2910-3212000 01.0-74260.0-11100-10009-2910-7429000	.57 .14 .29	32-VI 34-VI 34-VI	D D D	04-01-22		McKinley Day Care Huerta Middle School Huerta Middle School 15 yrs./$148 month
DEMIRCHYAN, Goar	Instructional Assistant – Children's Center	12.0-90602.0-11100-10000-2110-2130000	.4375	32-VI	D	04-01-22		Providencia Day Care 15 yrs./$64.75 month

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Additional Compensation for Longevity (Continued)								
GALOUSTIAN, Anahid	Instructional Assistant – Children's Center	12.0-90602.0-11100-10000-2110-2150000	.5938	32-VI	D	04-01-22		Stevenson Day Care 20 yrs./$117.22
RODRIGUEZ, Jose J	Custodian	01.0-00100.0-00000-82100-2210-4310000	1.0	35-VI	A	04-01-22		Burbank High School 15 yrs./$148 month
SHULTZ, Sharon	Senior Secretary	01.0-00000.0-00000-31400-2410-7720000	.50	40-VI	A	04-01-22		Student Services 25 yrs./$119 month
TAMIMI, Tammy	Instructional Assistant – Special Education	01.0-33100.0-57602-11200-2110-3220000	.75	32-VI	D	04-01-22		Muir Middle School 15 yrs./$148 month
VELEZ, Anabel	Food Services Serving Kitchen Operator	13.0-53100.0-00000-37000-2210-2150000	.6250	32-VI	D	04-01-22		Stevenson Elementary 10 yrs./$71.88 month
Additional Compensation for Cell Phone								
INDERMILL, Sarah	Behavior Interventionist	01.0-65000.0-57601-31420-2980-7440000	1.0	L-7	D	08-02-21		Special Education $20/month
WILLIAMS, Teresa	Behavior Interventionist	01.0-65000.0-57601-31402-2980-7440000	1.0	L-2	D	08-02-21		Special Education $20/month
YANEZ, Mariana	Behavior Interventionist	01.0-65000.0-57601-31402-2980-7440000	1.0	L-7	D	08-02-21		Special Education $20/month
Change of Assignment – Classification/Location/FTE								
ELLIS, Pamela	Accounting Clerk III	01.0-00000.0-00000-72000-2410-7470000	.9375	40-VI	A	04-01-22		Fiscal Services
FLORES, Fernando	Children's Center Service Worker	12.0-61050.1-00000-82110-2210-2050000 12.0-90620.0-00000-82110-2210-2050000 12.0-61050.1-00000-82110-2210-2160000 12.0-61050.0-00000-82110-2210-2160000 12.0-90603.0-00000-82110-2210-5300000 12.0-61050.1-00000-82110-2210-5300000	.862 .862 .3448 .3448 .690 .690	33-VI	A	04-04-22		Children's Center
SALAS, Mercedes	Instructional Assistant – Severely Impaired	01.0-33100.0-57602-11100-2110-2033000	.75	35-VI	D	04-13-22		Emerson Elementary
Election – Monthly								
COLLIER, Jasmine	Elementary School Aide	01.0-00000.0-11100-10009-2910-2052000	.5063	27-I	D	04-25-22		Bret Harte Elementary

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Monthly (Continued)								
ERMINO, Gilda	Instructional Assistant – Severely Impaired	01.0-65000.0-57601-11100-2110-2050000	.75	35-I	D	04-12-22		Bret Harte Elementary
HANNA, Mariam	Elementary School Aide	01.0-00000.0-11100-10009-2910-2032000 01.0-00000.0-11100-10009-2910-2031000	.6940 .3060	27-I	D	04-12-22		Emerson Elementary
VAZQUEZ, Jasmine	Instructional Assistant Translator-DHH	01.0-65000.0-57602-11104-2110-3220000	.875	33-I	D	04-11-22		Muir Middle School
Election – Hourly								
ALEGRIA, Hector	School Safety/ Utility Custodian	01.0-00100.0-00000-82100-2260-7520000		35-V	A	04-02-22	04-02-22	Bret Harte Elementary
ALEGRIA, Hector	School Safety/ Utility Custodian	01.0-00100.0-00000-82100-2260-7520000		35-V	A	04-06-22	04-06-22	Bret Harte Elementary
ALEGRIA, Hector	School Safety/ Utility Custodian	01.0-00100.0-00000-82100-2260-7520000		35-V	A	04-08-22	04-08-22	Bret Harte Elementary
ALEGRIA, Hector	School Safety/ Utility Custodian	01.0-00100.0-00000-82100-2260-7520000		35-V	A	04-10-22	04-10-22	Bret Harte Elementary
ALEGRIA, Hector	School Safety/ Utility Custodian	01.0-00100.0-00000-82100-2260-7520000		35-V	A	04-11-22	04-11-22	Bret Harte Elementary
ALEGRIA, Hector	School Safety/ Utility Custodian	01.0-00100.0-00000-82100-2260-7520000		35-V	A	04-12-22	04-12-22	Bret Harte Elementary
ALVAREZ, Carlos	Custodian	01.0-00000.0-00000-82100-2240-4321000		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	03-20-22	03-20-22	Emerson Elementary
ALVAREZ, Carlos	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	03-26-22	03-26-22	Providencia Elementary
ALVAREZ, Carlos	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-VI	A	03-28-22	03-28-22	Burroughs High School
ALVAREZ, Carlos	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-VI	A	03-29-22	03-29-22	Burroughs High School
ALVAREZ, Carlos	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	04-01-22	04-01-22	Burroughs High School
ALVAREZ, Carlos	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	04-02-22	04-02-22	Burroughs High School
ALVAREZ, Carlos	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	04-03-22	04-03-22	Burroughs High School

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
ALVAREZ, Carlos	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	04-08-22	04-08-22	Burroughs High School
ALVAREZ, Carlos	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	04-09-22	04-09-22	Burroughs High School
ALVAREZ, Carlos	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-VI	A	04-10-22	04-10-22	McKinley Elementary
ALVAREZ, Carlos	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-VI	A	04-13-22	04-13-22	McKinley Elementary
ALVAREZ, Carlos	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-VI	A	04-15-22	04-15-22	McKinley Elementary
ALVAREZ, Carlos	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	04-15-22	04-15-22	McKinley Elementary
ALVAREZ, Guillermo	Plumber	01.0-81500.0-00000-81100-2240-7523100		50-V	A	04-02-22	04-02-22	Facilities Services
ALVAREZ, Guillermo	Plumber	01.0-81500.0-00000-81100-2240-7523100		50-V	A	04-16-22	04-16-22	Facilities Services
ALVAREZ, Luis	Painter	01.0-00100.0-00000-82100-2260-7520001		48-VI	A	04-09-22	04-09-22	Facilities Services
AIDINYANTA, Linda	Senior Secretary-11	01.0-00000.0-00000-27000-2430-4320000		40-VI	B	10-01-21	06-30-22	Burroughs High School
AMBROSE, Liliana	Campus Supervisor Assistant	01.0-90904.0-00000-83000-2240-4318600		35-VI	C	03-01-22	03-31-22	Burbank High School
ANGUINO, Annamarie	Instructional Assistant – Children's Center	12.0-90602.0-11100-10000-2130-2090000		32-VI	D	03-08-22	03-09-22	Children's Center
ARMENTA, Hugo	Painter	01.0-81500.0-00000-81100-2240-7523000		40-VI	A	03-12-22	03-12-22	Facilities Services
ARTERO, Sonia	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	04-09-22	04-09-22	Burroughs High School
AVINA, Manuel	Senior Custodian	01.0-00100.0-00000-82100-2260-7520001		36-VI	A	04-08-22	04-08-22	Providencia Elementary
AVINA, Manuel	Senior Custodian	01.0-90708.0-81000-50002-2240-7528000		36-VI	A	04-09-22	04-09-22	Providencia Elementary
AYALA, Jose	Senior Custodian	01.0-00100.0-00000-82100-2260-7520001		36-VI	A	04-16-22	04-16-22	Disney Elementary
BELTRAN, Guillermo	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-III	A	04-08-22	04-08-22	Muir Middle School
BITTO, Linda	Senior Attendance Technician	01.0-32100.0-00000-27000-2440-4319000		39-VI	A	03-01-22	03-31-22	Burbank High School\
BROOKS, Mary	Guidance/Program Technician II	01.0-00000.0-00000-27000-2460-7550000		42-VI	B	04-06-22	06-15-22	Burbank Adult School

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Election – Hourly (Continued)								
BUSTOS, Adriana	Bilingual Translator	01.0-65000.0-50010-21000-2950-7440000		16.24	G	03-01-22	03-30-22	Special Education
CARRASCO, Janel	Campus Supervisor Assistant	01.0-90904.0-00000-83000-2240-4318100		35-VI	D	03-01-22	03-31-22	Burbank High School
CARRASCO, Janel	Campus Supervisor Assistant	01.0-90904.0-00000-83000-2240-4318600		35-VI	D	03-01-22	03-31-22	Burbank High School
CARRASCO, Janel	Campus Supervisor Assistant	01.0-90904.0-00000-83000-2240-4318100		35-VI	D	04-01-22	04-30-22	Burbank High School
CASCOLAN, Maria	Senior Secretary-12	01.0-00000.0-00000-27000-2440-4320000		40-VI	A	10-01-21	06-30-22	Burroughs High School
CASCOLAN, Maria	Senior Secretary	01.0-00000.0-00000-27000-2440-4320000		40-VI	A	04-07-22	04-07-22	Burroughs High School
CASTILLO-CABRERA, Jose	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	04-03-22	04-03-22	Burbank High School
CELIS, Juan Carlos	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	04-01-22	04-01-22	Jefferson Elementary
CORDOVA, Oscar	Senior Custodian	01.0-00100.0-00000-82100-2260-7520001		36-VI	A	04-02-22	04-02-22	Stevenson Elementary
COVA, Jaime	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-VI	A	04-08-22	04-08-22	Bret Harte Elementary
COVA, Jaime	Custodian	01.0-907098.0-81000-50002-2240-752800		35-VI	A	04-09-22	04-09-22	Bret Harte Elementary
CRUZ-GOMEZ, Veronica	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-V	A	04-09-22	04-09-22	Burroughs High School
CUEVAS, Larisa	Discrete Trial Facilitator	01.0-65000.0-57601-11905-2140-7440000		40-VI	D	04-04-22	05-26-22	Special Education
CUEVAS, Larisa	Discrete Trial Facilitator	01.0-65000.0-57601-11905-2130-7440000		40-VI	D	04-04-22	05-26-22	Special Education
DAWADOOIAN, Armineh	Registrar	01.0-32100.0-00000-27000-2440-4319000		40-VI	A	03-01-22	03-31-22	Burbank High School
DE LA CRUZ, Johanna	Campus Supervisor Assistant	01.0-90904.0-00000-83000-2240-4318100		35-VI	D	03-01-22	03-31-22	Burbank High School
DE LA CRUZ, Johanna	Campus Supervisor Assistant	01.0-90904.0-00000-83000-2240-4318600		35-VI	D	03-01-22	03-31-22	Burbank High School
DE LA CRUZ, Johanna	Campus Supervisor Assistant	01.0-90904.0-00000-83000-2240-4318100		35-VI	D	04-01-22	04-30-22	Burbank High School
DE LEON, Juan	Senior Custodian	01.0-90708.0-81000-50002-2240-7528000		36-VI	A	04-02-22	04-02-22	Jefferson Elementary

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
DEMIRCHYAN, Goar	Instructional Assistant – Children's Center	12.0-90602.0-11100-10000-2130-2130000		32-VI	D	03-03-22	03-03-22	Children's Center
DIAZ, Basilio	Senior Custodian	01.0-00100.0-00000-82100-2260-7520001		36-V	A	03-19-22	03-19-22	Miller Elementary
DIAZ, Basilio	Senior Custodian	01.0-00100.0-00000-82100-2260-7520001		36-V	A	04-05-22	04-05-22	Miller Elementary
DUENAS, Christina	Middle School Aide	01.0-00000.0-11100-10009-2930-3201000		34-VI	D	04-01-22	06-3022	Luther Middle School
FELKNER, Ashley	Fee Based Teacher	11.0-00639.0-41120-10000-2130-5330000		29.51	F	04-11-22		Burbank Adult School
FERNANDEZ, Fernando	Campus Supervisor Assistant	01.0-00000.0-00000-83000-2240-4321000		35-II	C	12-01-21	04-30-22	Burroughs High School
FERRER, Tirza	Instructional Assistant Special Education	01.0-65000.0-57602-11100-2130-7440000		32-VI	D	03-09-22	05-26-22	Special Education
GONZALEZ, Juan	Low Voltage Electrician	01.0-81500.0-00000-81100-2240-7523000		54-VI	A	03-23-22	03-23-22	Facilities Services
GILMORE, Miles	Campus Supervisor Assistant	01.0-90904.0-00000-83000-2240-4318600		35-I	C	03-01-22	03-31-22	Burbank High School
HAMPEL, Kreigh	Fee Based Teacher	11.0-00639.0-41120-10000-2130-5330000		29.51	F	01-30-22		Burbank Adult School
HANNA, Mariam	Elementary School Aide	01.0-00000.0-11100-10009-2930-2031000		27-I	D	04-12022	05-26-22	Emerson Elementary
HARTOUN MARDIRSAN, Odet	Instructional Assistant – Children's Center	12.0-90602.0-11100-10000-2130-2140000		32-VI	D	04-01-22	04-30-22	Children's Center
HERRERA, Elena	Discrete Trial Facilitator	01.0-65000.0-57601-11905-2140-7440000		40-VI	D	05-20-22	05-20-22	Special Education
HERRERA, Elena	Discrete Trial Facilitator	01.0-65000.0-57601-11905-2130-7440000		40-VI	D	05-20-22	05-20-22	Special Education
ISAIAN, Helen	Instructional Assistant – Children's Center	12.0-90602.0-11100-10000-2130-2060000		32-D	D	04-01-22	05-27-22	Children's Center
JOHNSON, Kim	Campus Supervisor Assistant	01.0-90904.0-00000-83000-2240-4318600		35-VI	D	03-01-22	03-31-22	Burbank High School
JOHNSON, Kim	Campus Supervisor Assistant	01.0-90904.0-00000-83000-2240-4318100		35-VI	D	04-01-22	04-30-22	Burbank High School
LEDEZMA, Reina	Lead Custodian-Secondary	01.0-90708.0-81000-50002-2240-7528000		40-VI	A	04-02-22	04-02-22	Luther Middle School

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
LEDEZMA, Reina	Lead Custodian-Secondary	01.0-90708.0-81000-50002-2240-7528000		40-VI	A	04-02-22	04-02-22	Luther Middle School
LEDEZMA, Reina	Lead Custodian-Secondary	01.0-90708.0-81000-50002-2240-7528000		40-VI	A	04-09-22	04-09-22	Luther Middle School
LEDEZMA, Reina	Lead Custodian-Secondary	01.0-90708.0-81000-50002-2240-7528000		40-VI	A	04-09-22	04-09-22	Luther 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
LEYVA, Alonso	School Safety/ Utility Custodian	01.0-00100.0-00000-82100-2260-7520001		35-II	A	04-03-22	04-03-22	Burbank High School
LEYVA, Alonso	School Safety/ Utility Custodian	01.0-00100.0-00000-82100-2260-7520001		35-II	A	04-10-22	04-10-22	Burbank High School
LEON, Oscar	Lead Custodian-Secondary	01.0-90708.0-81000-50002-2240-7528000		40-VI	A	04-02-22	04-02-22	Burbank High School
LEON, Oscar	Lead Custodian-Secondary	01.0-90708.0-81000-50002-2240-7528000		40-VI	A	04-09-22	04-09-22	Burbank High School
LEON, Oscar	Lead Custodian-Secondary	01.0-90708.0-81000-50002-2240-7528000		40-VI	A	04-09-22	04-09-22	Burbank High School
LEON, Oscar	Lead Custodian-Secondary	01.0-00100.0-00000-82100-2260-7520001		40-VI	A	04-10-22	04-10-22	Burbank High School
LOPEZ, Perla	Food Service Assistant	13.0-53100.0-00000-37000-2260-7490000		27-I	G	03-15-22		Human Resources
MAGALLANES, Josephine	Campus Supervisor Assistant	01.0-00000.0-00000-83000-2240-4321000		35-VI	C	01-01-22	05-31-22	Burroughs High School
MC DONALD, Cheryl	Campus Supervisor Assistant	01.0-90904.0-00000-83000-2240-4318600		35-VI	C	03-01-22	03-31-22	Burbank High School
MENENDEZ, Juan	Campus Supervisor Assistant	01.0-90904.0-00000-83000-2240-4318100		35-VI	D	04-01-22	04-30-22	Burbank High School
MCCORKLE, Stephanie	Campus Supervisor Assistant	01.0-00000.0-00000-83000-2230-3201000		35-VI	D	04-01-22	06-30-22	Luther Middle School

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Election – Hourly (Continued)								
MEJIA-LORETO, Pedro	Irrigation Specialist	01.0-81500.0-00000-81100-2240-7523000		48-VI	A	03-19-22	03-19-22	Facilities Services
MEJIA-LORETO, Pedro	Irrigation Specialist	01.0-81500.0-00000-81100-2240-7523000		48-VI	A	04-03-22	04-03-22	Facilities Services
MERINO-RAMOS, Jasselt	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-VI	A	04-04-22	04-04-22	Burbank High School
MORGAN, Margaret	Senior Secretary-II	01.0-00000.0-00000-27000-2430-4320000		40-VI	B	10-01-21	06-30-22	Burroughs High School
NASSIM, Wahiba	Fee Based Teacher	11.0-00639-0-41120-10000-2130-5330000		29.51	F	01-31-22		Burbank Adult School
OHANIAN, Hermineh	Instructional Assistant Parent Education	11.0-00639.0-41103-10000-2160-5330000		33-I	G	02-17-22		Human Resources
PAIGE, Della	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	04-02-22	04-02-22	Burbank High School
PAIGE, Della	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	04-09-22	04-09-22	Burbank High School
PEREZ, Joseph	Lead Custodian Secondary	01.0-90708.0-81000-50002-2240-7528000		40-VI	A	04-02-22	04-02-22	Burbank High School
PEREZ, Joseph	Lead Custodian Secondary	01.0-00100.0-00000-82100-2260-7520001		40-VI	A	04-06-22	04-06-22	Burbank High School
PEREZ, Jovanny	Grounds Technician	01.0-81500.0-00000-81100-2240-7523000		40-VI	A	03-12-22	03-12-22	Facilities Services
PETRIE, Jon	Plaster/Cement Finisher	01.0-81500.0-00000-81100-2240-7523000		48-VI	A	03-19-22	03-19-22	Facilities Services
PONCE, Maria	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	04-02-22	04-02-22	Providencia Elementary
PONCE, Maria	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	04-09-22	04-09-22	Stevenson Elementary
RIVERA, Audrie	Food Service Assistant	13.0-53100.0-00000-37000-2230-2090000		27-I	D	04-01-22	05-26-22	McKinley Elementary
RODRIGUEZ, Sergio	Building Maintenance Leadsperson	01.0-81500.0-00000-81100-2240-7523100		58-VI	A	04-02-22	04-02-22	Facilities Services
RODRIGUEZ, Sergio	Building Maintenance Leadsperson	01.0-81500.0-00000-81100-2240-7523100		58-VI	A	04-15-22	04-15-22	Facilities Services
RODRIGUEZ, Sergio	Building Maintenance Leadsperson	01.0-81500.0-00000-81100-2240-7523100		58-VI	A	04-16-22	04-16-22	Facilities Services
ROMERO, Oscar	Senior Custodian	01.0-00100.0-00000-82100-2260-7520001		36-VI	A	04-01-22	04-01-22	Edison Elementary

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
ROSEN, Linda	Typist Clerk II-10	01.0-00000.0-00000-27000-2440-4320000		30-VI	C	10-01-21	06-30-22	Burroughs High School
SANDOVAL, Efren	Lead Custodian-Secondary	01.0-90708.0-81000-50002-2240-7528000		40-VI	A	04-01-22	04-01-22	Jefferson Elementary
SANDOVAL, Efren	Lead Custodian-Secondary	01.0-00100.0-00000-82100-2260-7520001		40-VI	A	04-15-22	04-15-22	Dolores Huerta Middle School\
SILVA, Maritza	Instructional Assistant English Language Development	01.0-30100.0-11100-10012-2130-3219000		32-VI	D	02-01-22	05-27-22	Dolores Huerta Middle School
TARVERDYAN, Nelli	Campus Supervisor Assistant	01.0-00000.0-00000-53000-2260-7550000		35-I	G	12.10-21	04-05-22	Human Resources
TORRES, Consuelo	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-VI	A	03-28-22	03-28-22	Providencia Elementary
TORRES, Consuelo	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-VI	A	03-31-22	03-31-22	Facilities Services
TORRES, Consuelo	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	04-01-22	04-01-22	Stevenson Elementary
TORRES, Consuelo	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-VI	A	04-05-22	04-05-22	Burbank High School
VALDEZ ORELLNA, Azael	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-II	A	04-01-22	04-01-22	Dolores Huerta Middle School
VALDEZ ORELLNA, Azael	Custodian	01.0-00100.0-00000-82100-2260-7520001		35-II	A	04-15-22	04-15-22	Dolores Huerta Middle School
VAZQUEZ, Isidoro	Custodian	01.0-90708.0-81000-50002-2240-7528000		35-VI	A	04-10-22	04-10-22	Burroughs High School
VAZQUEZ, Jasmine	Instructional Assistant - Translator (DHH)	01.0-65000.0-57601-11104-2140-7440000		33-I	D	05-20-22	05-20-22	Special Education
VAZQUEZ, Jasmine	Instructional Assistant - Translator (DHH)	01.0-65000.0-57601-11104-2130-7440000		33-I	D	05-20-22	05-20-22	Special Education
VIERA, Erin Marie	Fee Based Teacher	11.0-00639.0-41120-10000-2130-5330000		29.51	F	02-07-22		Burbank Adult School
WADE, Cheretta	Personnel Technician I	01.0-00000.0-00000-72000-2440-7551000		41-V	A	04-01-22	06-30-22	Human Resources
WADE, Debra	Senior Secretary II	01.0-00000.0-00000-27000-2230-4320000		40-VI	B	12-01-21	06-30-22	Burroughs High School
WHITE, Michelle	Senior School Finance Clerk II	01.0-00000.0-00000-27000-2440-4320000		40-III	B	03-15-22	04-30-22	Burroughs High School

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
ZELAYA, Raul	Lead Custodian-Secondary	01.0-90708.0-81000-50002-2240-7528000		40-VI	A	04-08-22	04-08-22	Muir Middle School
Election – Student Helpers								
ADDISON, Jayden	YETP Student Worker	01.0-58100.0-57602-11100-2933-7440000		15.00	F	03-10-22	06-30-22	Special Education
ALDANA-PERE, Kara	YETP Student Worker	01.0-58100.0-57602-11100-2933-7440000		15.00	F	03-10-22	06-30-22	Special Education
ALEVERDI, Evelyn	YETP Student Worker	01.0-58100.0-57602-11100-2933-7440000		15.00	F	03-10-22	06-30-22	Special Education
FERNANDEZ, Diana	YETP Student Worker	01.0-58100.0-57602-11100-2933-7440000		15.00	F	04-01-22	06-30-22	Special Education
JOVER, Magnus Atticus	YETP Student Worker	01.0-58100.0-57602-11100-2933-7440000		15.00	F	03-03-22	06-30-22	Special Education
LESCOT, Jeremy	YETP Student Worker	01.0-58100.0-57602-11100-2933-7440000		15.00	F	03-17-22	06-30-22	Special Education
MARQUEZ, Heaven	YETP Student Worker	01.0-58100.5-57602-11100-2933-7440000		15.00	F	03-28-22	06-30-22	Special Education
MERSON, Brynn	Student Helper	13.0-53100.0-00000-37000-3933-4320000		15.00	F	04-01-22	05-25-22	Burroughs High School
SALAS, Jordan	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		15.00	F	02-28-22	06-30-22	Special Education
SKIENDIEL, Tyler	YETP Student Worker	01.0-58100.0-57602-11100-2933-7440000		15.00	F	03-07-22	06-30-22	Special Education
WILKE, Daniel	YETP Student Worker	01.0-58100.0-57602-11100-2933-7440000		15.00	F	03-10-22	06-30-22	Special Education
ZAMORANO, Samantha	Student Helper	13.0-53100.0-00000-37000-2933-4320000		15.00	F	04-01-22	05-25-22	Burroughs High School
Election – Walk on Coach								
AGHAZARIAN, Melanie	Short Term Athletic	01.0-90904.0-15001-42000-2171-4310000		15.00	F	10-01-21	10-31-21	Burbank High School
AGUILAR, Andres	Short Term Athletic	01.0-00000.0-15001-42000-2171-4320000		15.00	F	11-01-21	01-31-22	Burroughs High School
ELLIS, Allan Jeremy	Short Term Athletic	01.0-90904.0-15001-42000-2171-4328100		15.00	F	02-01-22	05-31-22	Burroughs High School
FOURMY, Max	Short Term Athletic	01.0-90904.0-17006-41002-2171-4318100		15.00	F	03-01-22	03-31-22	Burbank High School
HENDERSON-DEANE, Cindy	Short Term Athletic	01.0-90904.0-17006-41002-2171-4318100		15.00	F	03-01-22	03-31-22	Burbank High School
LOGAN, Nicolina	Short Term Athletic	01.0-90904.0-17006-41002-2171-4318100		15.00	F	03-01-22	03-31-22	Burbank High School

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Walk on Coach (Continued)								
SHERRILL, Aaron	Short Term Athletic	01.0-90201.0-17006-41002-2171-4328500		15.00	F	03-01-22	03-31-22	Burroughs High School
SHIRTCLIFF, Michelle	Short Term Athletic	01.0-90904.0-17006-41002-2171-4318100		15.00	F	03-01-22	03-31-22	Burbank High School
SIMMONS, Bailey	Short Term Athletic	01.0-90904.0-15001-42000-2171-4310000		15.00	F	10-01-21	10-31-21	Burbank High School
STANLEY, Jennifer Marie	Short Term Athletic	01.0-90904.0-17005-41004-2171-4328100		15.00	F	03-01-22	03-31-22	Burroughs High School
UVAS, Ian	Short Term Athletic	01.0-90201.0-17006-41002-2171-4328500		15.00	F	02-01-22	02-28-22	Burroughs High School
UVAS, Ian	Short Term Athletic	01.0-90201.0-17006-41002-2171-4328500		15.00	F	03-01-22	03-31-22	Burroughs High School
UVAS, Ian	Short Term Athletic	01.0-90904.0-17006-41002-2171-4318100		15.00	F	03-01-22	03-31-22	Burroughs High School
VILLEGAS, Sandra	Short Term Athletic	01.0-90201.0-17006-41002-2171-4328500		15.00	F	02-01-22	02-28-22	Burroughs High School
VILLEGAS, Sandra	Short Term Athletic	01.0-90201.0-17006-41002-2171-4328500		15.00	F	03-01-22	03-31-22	Burroughs High School
WALTERS, Bob	Short Term Athletic	01.0-90904.0-17006-41002-2171-4318100		15.00	F	03-01-22	03-31-22	Burbank High School

Signature Sarah Niemann

Title: Assistant Superintendent, Human Resources Services

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BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 03/15/2022 & 04/11/2022

PO Number	Vendor	Description	Site	Fund	Total Amount
22000053	MOTION AND FLOW CONTROL PRODUCTS INC	C/O 3: INCREASE ORDER BY $750.00; 2021-22 BLANKET ORDER; EQUIPMENT REPAIR AND MAINTENANCE MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$1,550.00
22000086	DUNN EDWARDS CORPORATION/LA	C/O 1: INCREASE ORDER BY $3000.00; 2021-22 BLANKET ORDER; PAINTING SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$13,000.00
22000091	HYDRAULIC INDUSTRIAL PLUMBING SUPPLY	C/O 5: INCREASE ORDER BY $7,000.00; 2021-22 BLANKET ORDER; PLUMBING SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$27,000.00
22000092	INDUSTRIAL METAL SUPPLY	C/O 1: INCREASE ORDER BY $1,000.00; 2021-22 BLANKET ORDER; EQUIPMENT REPAIR AND MAINTENANCE MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$4,000.00
22000260	RUSSELL SIGLER INC	C/O 1: INCREASE ORDER BY $14,000.00; 2021-22 BLANKET ORDER; HVAC SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$34,000.00
22000274	WESTERN TIRE OF BURBANK INC	C/O 1: REDUCE ORDER BY $1,000.00: 2021-22 BLANKET ORDER; DISTRICT VEHICLE REPAIRS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$8,500.00
22000348	J.W. PEPPER & SONS, INC	C/O 2: INCREASE ORDER BY $300.00; 2021-22 BLANKET ORDER; INSTRUCTIONAL MATERIALS; MUSIC	BURBANK HIGH SCHOOL	010	$771.00
22000357	U.S. POSTAL SERVICE	C/O 1: INCREASE BY $500.00; POSTAGE FOR BULK MAILINGS; ADULT EDUCATION BLOCK GRANT	BURBANK ADULT SCHOOL	110	$16,500.00
22000389	STAPLES BUSINESS ADVANTAGE	C/O 1: INCREASE BY $500.00; 2021-22 BLANKET ORDER; PRINT CENTER SUPPLIES; DISTRICT PRINT SHOP FUNDS	FACILITIES SERVICES	010	$1,300.00
22000393	KELLY PAPER	C/O 1: REDUCE BY $500.00; 2021-22 BLANKET ORDER; PRINT CENTER SUPPLIES; DISTRICT PRINT SHOP FUNDS	FACILITIES SERVICES	010	$9,500.00
22000442	CROWN CASTLE FIBER LLC	C/O 2: INCREASE BY $8,833.20 - BD 3/3/22; BLANKET ORDER; DISTRICTWIDE HIGHSPEED BANDWIDTH INTERNET ACCESS; BOARD APPROVED 5/19/16	TECHNOLOGY SERVICES	010	$11,483.16
22000466	SONJA BIGGS EDUCATIONAL SERVICES, INC.	C/O 2: INCREASE ORDER BY $17,944.00 - BD 3/17/22; CONSULTANT AGREEMENT; INTERVENER SERVICES; SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/3/21 AND 7/15/21	SPECIAL EDUCATION	010	$116,627.30
22000670	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	C/O 2: INCREASE BY $3,000.00; 2021-22 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES	MILLER ELEMENTARY	010	$12,000.00

BOARD DETAIL REPORT

Printed between 03/15/2022 & 04/11/2022

PO Number	Vendor	Description	Site	Fund	Total Amount
22000673	UNITED SITE SERVICES	C/O 2: INCREASE BY $6,588.65 - BOARD 3/17/22; CARRYOVER OF PO 21003001; RENTAL OF PORTABLE RESTROOMS AND HAND WASHING STATIONS FOR DISNEY ES TWO-STORY MODULAR BUILDING PROJECT; BOND FUNDS; BOARD APPROVED 4/15/21	FACILITIES SERVICES	213	$22,376.65
22000679	LUNDGREN MANAGEMENT CORPORATION	C/O 2: INCREASE BY $236,285.00 - BD 3/17/22; CARRYOVER OF PO 21001405; RFPQ 1920-021 GENERAL CONSTRUCTION MANAGEMENT SERVICES FOR TWO-STORY MODULAR BUILDING @ DISNEY ES; BOND FUNDS; BOARD APPROVED 5/7/20	FACILITIES SERVICES	213	$580,853.75
22000700	CHILDCARE CAREERS LLC	C/O 3: INCREASE BY $3,000.00; 2021-2022 BLANKET ORDER; SUBSTITUTE SERVICES; ASES FUNDS	CHILD DEVELOPMENT SERVICES	010	$68,000.00
22001094	TRANSIT SYSTEMS UNLIMITED, INC	C/O 6: INCREASE BY $5,000.00; 2021-22 BLANKET ORDER; STUDENT TRANSPORTATION; ATHLETICS	BURBANK HIGH SCHOOL	010	$20,945.00
22001199	BERTRAND'S MUSIC	C/O 1: INCREASE ORDER BY $3,000.00: 2021-22 BLANKET ORDER; MUSICAL INSTRUMENT REPAIRS	BURBANK HIGH SCHOOL	010	$4,500.00
22001707	AIR CONDITIONING SOLUTIONS INC.	C/O 1: INCREASE BY $14,919.00; FC2122-016 SUPPLY AND RETURN REPAIR AT JBHS AUDITORIUM; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$23,514.00
22001813	LA CITY CAB LLC	C/O 1: INCREASE BY $150,000.00 - BD 3/3/22; TRANSPORTATION SERVICES; SPECIAL EDUCATION TRANSPORTATION FUNDS; BOARD APPROVED 10/7/21	SPECIAL EDUCATION	010	$250,000.00
22002278	SCHOOLDUDE.COM INC	C/O 1: INCREASE ORDER BY $13,902.88; SOFTWARE LICENSE; ON-GOING AND MAJOR MAINTENCE FUNDS; BOARD APPROVED 3/18/21	FACILITIES SERVICES	010	$15,125.08
22002391	SUPPLY SOLUTIONS	C/O 1: CANCEL ORDER; COVID TESTS	WAREHOUSE	010	$98,894.25
22002584	RELIABLE FLOOR COVERING, INC	C/O 1: INCREASE BY $2,492.00 - BD 3/17/22; 2122-012 FURNISH AND INSTALL FLOORING AT DISNEY ES MODULAR BUILDING; VENTURA COUNTY COMMUNITY COLLEGE DISTRICT PIGGYBACK BID 608; BOND FUNDS; BOARD APPROVED 1/20/22	FACILITIES SERVICES	213	$68,134.00
22002678	PARTS TOWN, LLC	FACILITY REPAIR MATERIAL	FACILITIES SERVICES	010	$268.31
22002679	AA1 GRAPHICS & SIGNS	FACILITY REPAIR MATERIAL	FACILITIES SERVICES	010	$716.63
22002711	AMAZON CAPITAL SERVICES	C/O 1: REORDER ITEM; CLASSROOM SUPPLIES; GIFT FUNDS	BRET HARTE ELEMENTARY	010	$477.68
22002780	AMAZON CAPITAL SERVICES	C/O 1: REORDER ITEM; CLASSROOM SUPPLIES & BOOKS	JOHN BURROUGHS HIGH SCHOOL	010	$425.12

BOARD DETAIL REPORT

Printed between 03/15/2022 & 04/11/2022

PO Number	Vendor	Description	Site	Fund	Total Amount
22002801	AMAZON CAPITAL SERVICES	C/O 1: CANCEL BACKORDER; CLASSROOM SUPPLIES; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$499.07
22002826	AMAZON CAPITAL SERVICES	C/O 1: REORDER ITEM; AUDIO VISUAL SUPPLIES; K12 STRONG WORKFORCE GRANT	BURBANK HIGH SCHOOL	010	$659.16
22002835	AMAZON CAPITAL SERVICES	C/O 1: REORDER ITEM; CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$307.15
22002845	AMAZON CAPITAL SERVICES	C/O 1: REORDER ITEM; BOOKS AND CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	WASHINGTON ELEMENTARY	010	$378.64
22002852	AMAZON CAPITAL SERVICES	C/O 1: REORDER ITEM; OFFICE FURNITURE	EMERSON ELEMENTARY	010	$704.49
22002910	AMAZON CAPITAL SERVICES	C/O 1: REORDER ITEMS; INSTRUCTIONAL SUPPLIES; SPECIAL EDUCATION FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$289.30
22002919	AV PARTY RENTAL INC	C/O 1: REVISE ACCOUNT STRING - ESSER II FUNDS; FURNITURE RENTAL	BRET HARTE ELEMENTARY	010	$444.00
22003021	AMAZON CAPITAL SERVICES	C/O 1: REORDER ITEM; CLASSROOM SUPPLIES; K12 STRONG WORKFORCE GRANT	BURBANK HIGH SCHOOL	010	$663.88
22003037	BENCHMARK EDUCATION COMPANY	INSTRUCTIONAL MATERIALS; TITLE I FUNDS	PROVIDENCIA ELEMENTARY	010	$474.99
22003038	FLINN SCIENTIFIC INC	INSTRUCTIONAL MATERIALS	JOHN BURROUGHS HIGH SCHOOL	010	$247.40
22003039	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; TITLE I FUNDS	WASHINGTON ELEMENTARY	010	$118.85
22003040	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	BURBANK HIGH SCHOOL	010	$269.06
22003041	AMAZON CAPITAL SERVICES	CLASSROOM FURNITURE; SPECIAL EDUCATION FUNDS	BURBANK HIGH SCHOOL	010	$110.23
22003042	MISSION SCHOOL TRANSPORTATION	STUDENT TRANSPORTATION; IMA; GENERAL UNRESTRICTED AND ACCOUNTS RECEIVABLE FUNDS	BURBANK HIGH SCHOOL	010	$1,875.16
22003043	FLINN SCIENTIFIC INC	INSTRUCTIONAL MATERIALS; K12 STRONG WORKFORCE GRANT	BURBANK HIGH SCHOOL	010	$851.59
22003044	AMAZON CAPITAL SERVICES	AUDIO VISUAL EQUIPMENT	BURBANK HIGH SCHOOL	010	$131.18
22003045	HOWITT, ELAYNE	REIMBURSEMENT TO TEACHER FOR INSTRUCTIONAL EQUIPMENT; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$600.00
22003046	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; STEM GRANT	MUIR MIDDLE SCHOOL	010	$320.41
22003047	1 SHINE YOUTH	CONSULTANT AGREEMENT; DANCE PERFORMANCE; GIFT FUNDS; BOARD APPROVED 2/17/22	ROOSEVELT ELEMENTARY	010	$1,500.00
22003048	JOSTENS, INC.	DIPLOMAS AND DIPLOMA COVERS; ACCOUNTS RECEIVABLE FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$4,349.64
22003049	JOSTENS, INC.	DIPLOMAS	JOHN BURROUGHS HIGH SCHOOL	010	$3,464.88
22003050	KULBERG, SHARI	REIMBURSEMENT TO SPEECH PATHOLOGIST FOR SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$77.53

BOARD DETAIL REPORT

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PO Number	Vendor	Description	Site	Fund	Total Amount
22003051	REFRIGERATION HARDWARE SUPPLY CORP	FOOD SERVICE REPAIR MATERIAL; CHILD NUTRITION SCHOOL PROGRAM FUNDS	FACILITIES PLANNING SERVICES	130	$390.08
22003052	PARTS TOWN, LLC	FOOD SERVICE REPAIR MATERIALS; CHILD NUTRITION SCHOOL PROGRAM FUNDS	FACILITIES PLANNING SERVICES	130	$511.20
22003053	REALLY GOOD STUFF LLC	CLASSROOM SUPPLIES	EMERSON ELEMENTARY	010	$132.26
22003054	AMAZON CAPITAL SERVICES	BOOKS; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$632.52
22003055	5D SPECTRUM	CONSULTANT AGREEMENT; EVENT LOGISTICS AND COMMUNICATION SERVICES; GIFT FUNDS; BOARD APPROVED 2/3/22	INSTRUCTIONAL SERVICES	010	$21,000.00
22003056	TOP YOUTH SPEAKERS	CONSULTANT AGREEMENT; WORKSHOP AND ASSEMBLY; GIFT FUNDS; BOARD APPROVED 3/3/22	MUIR MIDDLE SCHOOL	010	$3,000.00
22003057	COMPLETE BUSINESS SYSTEMS	OFFICE SUPPLIES	MUIR MIDDLE SCHOOL	010	$824.81
22003058	AMAZON CAPITAL SERVICES	ART SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$68.80
22003059	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLIES; TITLE I FUNDS	WASHINGTON ELEMENTARY	010	$1,269.99
22003060	MORREALE, KATELYN	REIMBURSEMENT TO TEACHER FOR SOFTWARE SUBSCRIPTION	JOHN BURROUGHS HIGH SCHOOL	010	$89.91
22003061	BEYNON SPORTS SURFACES INC	TRACK REPAIR AT BURBANK HIGH SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$3,979.00
22003062	ANDERSON, ERIKA	REIMBURSEMENT TO INTERVENTION SPECIALIST FOR OFFICE SUPPLY	JOHN BURROUGHS HIGH SCHOOL	010	$27.55
22003063	TRANSIT SYSTEMS UNLIMITED, INC	STUDENT TRANSPORTATION; ATHLETICS	JOHN BURROUGHS HIGH SCHOOL	010	$625.00
22003064	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; ATHLETICS	JOHN BURROUGHS HIGH SCHOOL	010	$2,935.00
22003065	WESTERN ALLIED CORPORATION	REMOVE AND REPLACE FAILED RELAY IN AUDITORIUM HVAC AT STEVENSON ELEMENTARY; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$466.66
22003066	AMAZON CAPITAL SERVICES	PLAYGROUND SUPPLIES; ASES FUNDS	WASHINGTON CHILDREN´S CENTER	010	$181.37
22003067	SCHOOL DATEBOOKS	STUDENT PLANNERS	EDISON ELEMENTARY	010	$746.09
22003068	GORDON, COURTNEY	REIMBURSEMENT TO TEACHER FOR SOFTWARE LICENSES	BURBANK HIGH SCHOOL	010	$259.95
22003069	AMAZON CAPITAL SERVICES	BOOKS	JOHN BURROUGHS HIGH SCHOOL	010	$303.86
22003070	SIGN GYPSIES LOS ANGELES	PROMOTION SUPPLIES; FILM LA FUNDS	WASHINGTON ELEMENTARY	010	$139.00
22003071	PRINTERSAURUS REX, INC.	CUSTOM SHIRTS; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$1,640.01
22003072	AMAZON CAPITAL SERVICES	AUDIO VISUAL SUPPLIES	EMERSON ELEMENTARY	010	$83.77

BOARD DETAIL REPORT

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PO Number	Vendor	Description	Site	Fund	Total Amount
22003073	REALLY GOOD STUFF LLC	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	MC KINLEY ELEMENTARY	010	$380.61
22003077	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	LUTHER BURBANK MIDDLE SCHOOL	010	$41.15
22003078	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2021-22 BLANKET ORDER; LCFF SUPPLEMENTAL FUNDS	BURBANK HIGH SCHOOL	010	$1,500.00
22003079	DUFFIELD, REBECCA	CONSULTANT AGREEMENT; PHOTOGRAPHY INSTRUCTION; GIFT FUNDS; BOARD APPROVED 10/7/21	EDISON ELEMENTARY	010	$960.00
22003080	KELLY, BREANNA RACHEL	CANCEL ORDER; CONSULTANT AGREEMENT; RHYTHM INSTRUCTION; GIFT FUNDS; BOARD APPROVED 10/7/21	EDISON ELEMENTARY	010	$900.00
22003081	REFRIGERATION SUPPLIES DIST	HVAC SUPPLIES; ESSER FUNDS	FACILITIES PLANNING SERVICES	010	$1,085.11
22003082	HIGH TRAILS INC.	CONSULTANT AGREEMENT; VIRTUAL SCIENCE EXPERIENCES; GIFT FUNDS; BOARD APPROVED 2/17/22	MILLER ELEMENTARY	010	$2,480.00
22003083	AMAZON CAPITAL SERVICES	FURNITURE	PERSONNEL SERVICES	010	$661.49
22003084	PIERCE, EMILY	REIMBURSEMENT TO TEACHER FOR SOFTWARE SUBSCRIPTIONS	JOHN BURROUGHS HIGH SCHOOL	010	$219.87
22003085	GRAINGER INC	HVAC SUPPLIES; ESSER FUNDS	FACILITIES PLANNING SERVICES	010	$8,007.64
22003086	BENTLEY, JAMES	REIMBURSEMENT TO TEACHER FOR PRINTING SERVICES	BURBANK HIGH SCHOOL	010	$8.67
22003087	KLEIN, JENNIFER	REIMBURSEMENT TO CURRICULUM SPECIALIST FOR CLASSROOM SUPPLIES	PROVIDENCIA ELEMENTARY	010	$170.24
22003088	TOPALIAN, TALAR	REIMBURSEMENT TO CURRICULUM SPECIALIST FOR TESTING SUPPLIES	PROVIDENCIA ELEMENTARY	010	$65.43
22003089	BERTRAND'S MUSIC	MUSICAL INSTRUMENT SUPPLIES	BURBANK HIGH SCHOOL	010	$527.68
22003090	GARRI DANCE STUDIO	CONSULTANT AGREEMENT; DANCE INSTRUCTION; GIFT FUNDS; BOARD APPROVED 3/3/22	PROVIDENCIA ELEMENTARY	010	$4,500.00
22003091	PEARSON ASSESSMENT	TESTING MATERIALS; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$467.46
22003092	AMAZON CAPITAL SERVICES	CANCEL ORDER; CLASSROOM SUPPLIES; TITLE I FUNDS	WASHINGTON ELEMENTARY	010	$198.34
22003093	AMAZON CAPITAL SERVICES	SOFTWARE LICENSE; GIFT FUNDS	BRET HARTE ELEMENTARY	010	$23.15
22003094	VARMA, ARTI	REIMBURSEMENT TO TEACHER FOR INSTRUCTIONAL MATERIALS; GIFT FUNDS	BRET HARTE ELEMENTARY	010	$153.75
22003095	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS; SPECIAL EDUCATION FUNDS	MILLER ELEMENTARY	010	$205.96
22003096	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	BRET HARTE ELEMENTARY	010	$343.69
22003097	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	BRET HARTE ELEMENTARY	010	$114.46
22003098	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLIES	EDISON ELEMENTARY	010	$154.13

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22003099	AMAZON CAPITAL SERVICES	CANCEL ORDER; BOOKS; TITLE I FUNDS	WASHINGTON ELEMENTARY	010	$671.38
22003100	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLIES; TITLE I FUNDS	DISNEY ELEMENTARY	010	$176.18
22003101	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES; GIFT FUNDS	BRET HARTE ELEMENTARY	010	$225.01
22003102	IPW PRODUCT DEVELOPMENT, INC.	CUSTOM TOTE BAGS; GIFT FUNDS	EMERSON ELEMENTARY	010	$1,990.49
22003103	GANDER PUBLISHING	INSTRUCTIONAL MATERIALS; SPECIAL EDUCATION FUNDS	MC KINLEY ELEMENTARY	010	$102.50
22003104	INSECT LORE PRODUCTS	INSTRUCTIONAL MATERIALS; TITLE I FUNDS	MILLER ELEMENTARY	010	$174.27
22003105	BERTRAND'S MUSIC	MUSICAL INSTRUMENT REPAIRS	MUIR MIDDLE SCHOOL	010	$391.37
22003106	HARRISON, LISA	REIMBURSEMENT TO SPEECH THERAPIST FOR INSTRUCTIONAL SUPPLIES AND BOOKS; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$199.58
22003107	TRAN, LISA	REIMBURSEMENT TO OCCUPATIONAL THERAPIST FOR INSTRUCTIONAL MATERIALS; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$200.00
22003111	REED, JOSEPH	REIMBURSEMENT TO CONSULTANT FOR INSTRUCTIONAL MATERIALS; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$310.62
22003115	MINASSIANS, ALEX	REIMBURSEMENT TO LIBRARY COORDINATOR FOR SUPPLIES; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$174.45
22003116	MCGUIRE, AMY	REIMBURSEMENT TO CURRICULUM ASSISTANT FOR CPR CLASS AND SUPPLIES; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$136.87
22003117	REFRIGERATION SUPPLIES DIST	FOOD SERVICE REPAIR MATERIAL; CHILD NUTRITION SCHOOL PROGRAM FUNDS	FACILITIES PLANNING SERVICES	130	$95.12
22003118	AMTECH ELEVATOR SERVICES	ELEVATOR REPAIRS AT BHS AND MUIR MS; ON-GOING & MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$858.75
22003119	UME FEDERAL CREDIT UNION	POSTERS; ARTS FOR ALL FUNDS	FISCAL SERVICES	010	$260.52
22003120	PITSCO EDUCATION	INSTRUCTIONAL MATERIALS; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$2,866.78
22003121	ABLENET, INC.	TECHNOLOGY SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$263.50
22003122	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	EDISON ELEMENTARY	010	$200.30
22003123	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS; SPECIAL EDUCATION FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$184.11
22003124	AMAZON CAPITAL SERVICES	TECHNOLOLGY SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$370.44
22003125	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$261.67
22003126	AMAZON CAPITAL SERVICES	ART SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$291.06

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22003127	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$152.66
22003128	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES AND BOOKS; GIFT FUNDS	MC KINLEY ELEMENTARY	010	$108.87
22003129	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; ATHLETICS	JOHN BURROUGHS HIGH SCHOOL	010	$425.00
22003130	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; ATHLETICS	JOHN BURROUGHS HIGH SCHOOL	010	$3,752.50
22003131	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; ATHLETICS	JOHN BURROUGHS HIGH SCHOOL	010	$3,855.00
22003132	SCHOOL NURSE SUPPLY INC	HEALTH SUPPLIES	PROVIDENCIA ELEMENTARY	010	$418.54
22003133	WILLIAM V MACGILL & COMPANY	HEALTH SUPPLIES	PROVIDENCIA ELEMENTARY	010	$57.25
22003134	WILLIAM V MACGILL & COMPANY	HEALTH SUPPLIES	LUTHER BURBANK MIDDLE SCHOOL	010	$163.24
22003135	DICK BLICK CO	ART SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$1,185.26
22003136	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	COMMUNITY DAY SCHOOL	010	$42.69
22003137	LAKESHORE CURRICULUM MATERIAL	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	MC KINLEY ELEMENTARY	010	$439.79
22003138	GARRI DANCE STUDIO	CONSULTANT AGREEMENT; DANCE INSTRUCTION; GIFT FUNDS; BOARD APPROVED 3/17/22	JEFFERSON ELEMENTARY	010	$7,200.00
22003139	REACH OUT CONSULTING LLC	CONSULTANT AGREEMENT; SCHOOL ASSEMBLY; TITLE I FUNDS; BOARD APPROVED 2/17/22	LUTHER BURBANK MIDDLE SCHOOL	010	$100.00
22003140	MAXIM HEALTHCARE STAFFING SERVICES, INC	PROFESSIONAL SERVICES; INSTRUCTIONAL AIDE; SPECIAL EDUCATION FUNDS; BOARD APPROVED 3/17/22	SPECIAL EDUCATION	010	$12,900.70
22003141	AMAZON CAPITAL SERVICES	CAFETERIA SUPPLIES; CHILD NUTRITION SCHOOL PROGRAM FUNDS	FOOD SERVICES	130	$232.74
22003142	KR NIDA CORPORATION	COMMUNICATIONS EQUIPMENT; SPECIAL EDUCATION FUNDS	BRET HARTE ELEMENTARY	010	$1,424.73
22003143	LA SPEECH PATHOLOGY SERVICES, INC.	PROFESSIONAL SERVICES; SPEECH AND LANGUAGE SERVICES; ALTERNATIVE DISPUTE RESOLUTION FUNDS; BOARD APPROVED 3/17/22	SPECIAL EDUCATION	010	$10,800.00
22003144	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; TITLE I FUNDS	MUIR MIDDLE SCHOOL	010	$36.58
22003145	BERTRAND'S MUSIC	MUSICAL INSTRUMENT REPAIRS	DOLORES HUERTA MIDDLE SCHOOL	010	$430.30
22003146	GORILLA ART STUDIO	CONSULTANT AGREEMENT; DRAWING INSTRUCTION; GIFT FUNDS; BOARD APPROVED 10/7/21	JEFFERSON ELEMENTARY	010	$6,290.00
22003147	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	PERSONNEL SERVICES	010	$208.04
22003148	NATIONAL ASSOCIATION OF ELEMENTARY SCHOOL PRINCIPA	STUDENT AWARDS	BURBANK HIGH SCHOOL	010	$825.10
22003149	AMAZON CAPITAL SERVICES	AUDIO VISUAL EQUIPMENT	TECHNOLOGY SERVICES	010	$1,464.26

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22003150	AMAZON CAPITAL SERVICES	PROMOTION SUPPLIES	LUTHER BURBANK MIDDLE SCHOOL	010	$299.99
22003151	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; TITLE III LEP FUNDS	EMERSON ELEMENTARY	010	$130.23
22003152	WRISTBAND RESOURCES	CUSTOM WRISTBANDS; GIFT FUNDS	BRET HARTE ELEMENTARY	010	$144.02
22003153	THE HOME DEPOT F/K/A SUPPLYWORKS	CLASSROOM SUPPLIES	BURBANK HIGH SCHOOL	010	$231.24
22003154	ARAKELIAN, TAYLOR	REIMBURSEMENT TO TEACHER FOR SUPPLIES AND MUSIC LICENSES	JOHN BURROUGHS HIGH SCHOOL	010	$488.45
22003155	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	STEVENSON ELEMENTARY	010	$283.02
22003156	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	STEVENSON ELEMENTARY	010	$334.06
22003157	SUNRISE TELECOM	2122-014 DATA CABLING INFRASTRUCTURE FOR DISNEY ELEMENTARY SCHOOL PERMANENT MODULAR CLASSROOM BUILDING; BOND FUNDS; BOARD APPROVED 3/17/22	TECHNOLOGY SERVICES	213	$46,649.03
22003158	NATIONAL ASSOCIATION OF ELEMENTARY SCHOOL PRINCIPA	STUDENT AWARDS	JEFFERSON ELEMENTARY	010	$279.90
22003159	IMAGINE LEARNING LLC	SOFTWARE LICENSE; TITLE III-LEP STUDENT PROGRAM FUNDS	EMERSON ELEMENTARY	010	$7,050.00
22003160	AMAZON CAPITAL SERVICES	PLAYGROUND SUPPLIES	WASHINGTON ELEMENTARY	010	$43.49
22003161	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	STEVENSON ELEMENTARY	010	$310.07
22003162	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	STEVENSON ELEMENTARY	010	$222.80
22003163	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	BRET HARTE ELEMENTARY	010	$450.38
22003164	UME FEDERAL CREDIT UNION	STUDENT AWARDS; FILM LA FUNDS	DISNEY ELEMENTARY	010	$84.14
22003165	UME FEDERAL CREDIT UNION	STUDENT AWARDS; GIFT FUNDS	BRET HARTE ELEMENTARY	010	$51.07
22003167	AV PARTY RENTAL INC	FURNITURE RENTAL FOR PROMOTION; ESSER II FUNDS	MC KINLEY ELEMENTARY	010	$699.00
22003168	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLY	WASHINGTON ELEMENTARY	010	$19.83
22003169	LAKESHORE CURRICULUM MATERIAL	INSTRUCTIONAL SUPPLIES; TITLE III LEP FUNDS	WASHINGTON ELEMENTARY	010	$246.30
22003170	SOUTHWEST SCHOOL & OFFICE SUPPLY	OFFICE SUPPLIES	MONTEREY HIGH SCHOOL	010	$104.12
22003171	SOUTHWEST SCHOOL & OFFICE SUPPLY	CLASSROOM SUPPLIES; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$512.00
22003172	LOS ANGELES DODGERS LLC	FIELD TRIP ADMISSION; GIFT FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$1,360.00
22003173	MASSENGALE, PAMELA	CONSULTANT AGREEMENT; SEWING INSTRUCTION; GIFT FUNDS; BOARD APPROVED 10/7/21	EDISON ELEMENTARY	010	$352.00

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22003174	LUDICROUS PRODUCTIONS	CONSULTANT AGREEMENT; ILLUSTRATION INSTRUCTION; GIFT FUNDS; BOARD APPROVED 10/7/21	EDISON ELEMENTARY	010	$1,700.00
22003175	KREISBERG, ROBYN	CONSULTANT AGREEMENT; VIRTUAL MUSIC LESSONS FOR EDISON AND DISNEY; GIFT FUNDS; BOARD APPROVED 1/20/22	VARIOUS SITES	010	$1,600.00
22003176	MOBILE ED PRODUCTIONS, INC.	CONSULTANT AGREEMENT; STEAM MUSEUM PRESENTATION; GIFT FUNDS; BOARD APPROVED 3/17/22	STEVENSON ELEMENTARY	010	$1,295.00
22003177	MOBILE ED PRODUCTIONS, INC.	CONSULTANT AGREEMENT; SKYE DOME PRESENTATION; GIFT FUNDS; BOARD APPROVED 3/17/22	STEVENSON ELEMENTARY	010	$1,095.00
22003178	AV PARTY RENTAL INC	FURNITURE RENTAL FOR PROMOTION; ESSER II FUNDS	MILLER ELEMENTARY	010	$460.00
22003179	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	MC KINLEY ELEMENTARY	010	$139.70
22003180	AMAZON CAPITAL SERVICES	CLASSROOM EQUIPMENT AND SUPPLIES; SPECIAL EDUCATION FUNDS	HORACE MANN CHILDREN´S CENTER	010	$483.61
22003181	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	MAGNOLIA PARK	010	$135.14
22003182	AMAZON CAPITAL SERVICES	OFFICE SUPPLY; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$13.22
22003183	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	MILLER ELEMENTARY	010	$152.03
22003184	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	MILLER ELEMENTARY	010	$29.13
22003185	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	MILLER ELEMENTARY	010	$45.84
22003186	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	MILLER ELEMENTARY	010	$211.54
22003187	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS; TITLE III LEP FUNDS	EMERSON ELEMENTARY	010	$76.40
22003188	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	HORACE MANN CHILDREN´S CENTER	010	$201.24
22003189	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	HORACE MANN CHILDREN´S CENTER	010	$195.95
22003190	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	MILLER ELEMENTARY	010	$30.86
22003191	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS; TITLE III LEP FUNDS	WASHINGTON ELEMENTARY	010	$317.21
22003192	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	CLASSROOM SUPPLIES; GIFT FUNDS	MILLER ELEMENTARY	010	$287.86
22003193	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	CLASSROOM SUPPLIES; GIFT FUNDS	MILLER ELEMENTARY	010	$202.30
22003194	LAKESHORE CURRICULUM MATERIAL	CLASSROOM SUPPLIES; GIFT FUNDS	MILLER ELEMENTARY	010	$206.60
22003195	BOOTCHK, ERICA	REIMBURSEMENT TO VOLUNTEER FOR MURAL SUPPLIES; FILM LA FUNDS	MUIR MIDDLE SCHOOL	010	$177.86

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22003196	MORECRAFT, LAYNE	REIMBURSEMENT TO OCCUPATIONAL THERAPIST FOR CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$142.54
22003197	SHIRTSPACE.COM	T-SHIRTS; GIFT FUNDS	EDISON ELEMENTARY	010	$2,182.89
22003198	NAVARRO, TRISTEN	REIMBURSEMENT TO OCCUPATIONAL THERAPIST FOR INSTRUCTIONAL MATERIALS; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$60.00
22003199	EINBINDER, SUE-ELLEN	REIMBURSEMENT TO OCCUPATIONAL THERAPIST FOR CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$200.00
22003200	AMERICAN RED CROSS	ADULT AND PEDIATRIC FIRST AID/CPR/AED TRAINING FOR EMPLOYEES	PERSONNEL SERVICES	010	$4,728.00
22003201	GARRI DANCE STUDIO	CONSULTANT AGREEMENT; DANCE INSTRUCTION; GIFT FUNDS; BOARD APPROVED 3/17/22	DISNEY ELEMENTARY	010	$5,750.00
22003202	SUNRISE TELECOM	2122-015 21ST CENTURY CLASSROOM INSTALLATIONS AT DISNEY ELEMENTARY SCHOOL PERMANENT MODULAR CLASSROOM BUILDING; BOND FUNDS; BOARD APPROVED 3/17/22	TECHNOLOGY SERVICES	213	$31,923.50
22003203	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS; SPECIAL EDUCATION FUNDS	MC KINLEY ELEMENTARY	010	$507.18
22003204	NATIONAL ASSOCIATION OF ELEMENTARY SCHOOL PRINCIPA	STUDENT AWARDS; ACCOUNTS RECEIVABLE FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$759.98
22003205	NATIONAL ASSOCIATION OF ELEMENTARY SCHOOL PRINCIPA	STUDENT AWARDS; GIFT FUNDS	STEVENSON ELEMENTARY	010	$160.29
22003206	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	JEFFERSON ELEMENTARY	010	$872.65
22003207	FITZGERALD, NANCY	REIMBURSEMENT TO TEACHER FOR STUDENT REWARDS; TITLE I FUNDS	WASHINGTON ELEMENTARY	010	$92.74
22003208	PADILLA, PATRICIA	REIMBURSEMENT TO FUNDRAISING COMMITTEE MEMBER FOR ART SUPPLIES; GIFT FUNDS	EDISON ELEMENTARY	010	$322.40
22003209	UME FEDERAL CREDIT UNION	METROLINK TRANSPORTATION FOR FAMILIES IN TRANSITION; TITLE I FUNDS	Student Services	010	$465.50
22003210	WILLIAM V MACGILL & COMPANY	HEALTH SUPPLIES	STEVENSON ELEMENTARY	010	$244.93
22003211	WILLIAM V MACGILL & COMPANY	HEALTH SUPPLIES	MUIR MIDDLE SCHOOL	010	$873.16
22003212	AMAZON CAPITAL SERVICES	HEALTH SUPPLIES	MONTEREY HIGH SCHOOL	010	$154.41
22003213	GOPHER SPORT	PLAYGROUND SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$486.32
22003214	CERVANTES, GREGORY	PROFESSIONAL SERVICES; DJ FOR DANCE; GIFT FUNDS	EMERSON ELEMENTARY	010	$775.00

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22003215	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLIES	MUIR MIDDLE SCHOOL	010	$106.15
22003216	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	CLASSROOM SUPPLIES	MUIR MIDDLE SCHOOL	010	$92.25
22003217	AREY JONES EDUCATIONAL SOLUTIONS	COMPUTER EQUIPMENT	COMMUNITY DAY SCHOOL	010	$1,031.71
22003218	AV PARTY RENTAL INC	FURNITURE RENTAL FOR PROMOTION; ESSER II FUNDS	STEVENSON ELEMENTARY	010	$982.50
22003219	UME FEDERAL CREDIT UNION	SOFTWARE LICENSE	COMMUNITY DAY SCHOOL	010	$50.00
22003220	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES AND BOOKS; GIFT FUNDS	STEVENSON ELEMENTARY	010	$227.89
22003221	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES AND BOOKS; GIFT FUNDS	STEVENSON ELEMENTARY	010	$279.94
22003222	CITY OF BURBANK	2021-22 BLANKET ORDER; BOARD MEETING VIDEOTAPING SERVICES	SUPERINTENDENT ´S OFFICE	010	$7,500.00
22003223	TEACHER SYNERGY LLC	INSTRUCTIONAL MATERIALS; TITLE I FUNDS	WASHINGTON ELEMENTARY	010	$50.00
22003224	PERMA-BOUND A DIV OF HERTZBERG-NEW METHOD	BOOKS; TITLE I FUNDS	MUIR MIDDLE SCHOOL	010	$6,641.74
22003225	CAROLINA BIOLOGICAL SUPPLY CO	CLASSROOM SUPPLIES; K12 STRONG WORKFORCE GRANT	BURBANK HIGH SCHOOL	010	$1,875.09
22003226	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	BURBANK HIGH SCHOOL	010	$97.68
22003227	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	STEVENSON ELEMENTARY	010	$350.11
22003228	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	BURBANK HIGH SCHOOL	010	$237.97
22003229	AMAZON CAPITAL SERVICES	CANCEL ORDER; MEDICAL EQUIPMENT	LUTHER BURBANK MIDDLE SCHOOL	010	$1,963.98
22003230	UME FEDERAL CREDIT UNION	BUS TRANSPORTATION FOR FAMILIES IN TRANSITION; TITLE I FUNDS	Student Services	010	$96.00
22003231	SCHOOL SPECIALTY, INC	ART SUPPLIES	BRET HARTE ELEMENTARY	010	$611.57
22003232	DURHAM SCHOOL SERVICES	STUDENT TRANSPORATION; FIELD TRIP; ACCOUNTS RECEIVABLE FUNDS	MUIR MIDDLE SCHOOL	010	$7,878.69
22003233	DURHAM SCHOOL SERVICES	STUDENT TRANSPORTATION; IMA; ACCOUNTS RECEIVABLE FUNDS	MUIR MIDDLE SCHOOL	010	$891.46
22003234	AMAZON CAPITAL SERVICES	PLAYGROUND SUPPLIES; CHILD DEVELOPMENT FUNDS	JEFFERSON ELEMENTARY	120	$50.70
22003235	SCHOOL NURSE SUPPLY INC	HEALTH SUPPLIES	MONTEREY HIGH SCHOOL	010	$494.69
22003236	MARENEM INC	INSTRUCTIONAL MATERIALS; GIFT FUNDS	MILLER ELEMENTARY	010	$131.07
22003237	AMAZON CAPITAL SERVICES	FURNITURE	EMERSON ELEMENTARY	010	$118.58
22003238	AV PARTY RENTAL INC	FURNITURE RENTAL FOR PROMOTION; ESSER II FUNDS	WASHINGTON ELEMENTARY	010	$477.00
22003239	AMAZON CAPITAL SERVICES	AUDITORIUM EQUIPMENT; GIFT FUNDS	MUIR MIDDLE SCHOOL	010	$2,020.61
22003240	AMAZON CAPITAL SERVICES	BOOKS; ADULT EDUCATION BLOCK GRANT	BURBANK ADULT SCHOOL	110	$80.53
22003241	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES; GIFT FUNDS	MC KINLEY ELEMENTARY	010	$90.33

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22003242	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES AND FURNITURE; GIFT FUNDS	STEVENSON ELEMENTARY	010	$641.73
22003243	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	COMMUNITY DAY SCHOOL	010	$60.63
22003244	AMAZON CAPITAL SERVICES	AUDIO VISUAL EQUIPMENT; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$77.16
22003245	SOUTHWEST SCHOOL & OFFICE SUPPLY	CLASSROOM SUPPLIES; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$151.04
22003246	ETTERBEEK, BRENDA	REIMBURSEMENT TO VOLUNTEER FOR INSTRUCTIONAL SUPPLIES; GIFT FUNDS	EDISON ELEMENTARY	010	$67.45
22003247	MILLER, GREG	REIMBURSEMENT TO PRINCIPAL FOR OFFICE SUPPLIES	MUIR MIDDLE SCHOOL	010	$76.17
22003248	BEAL, DENA	REIMBURSEMENT TO TEACHER FOR INSTRUCTIONAL SUPPLIES; SPECIAL EDUCATION FUNDS	MUIR MIDDLE SCHOOL	010	$62.81
22003249	VARGAS, WENDY	REIMBURSEMENT TO ASSISTANT PRINCIPAL FOR FOOD; MAA FUNDS	MUIR MIDDLE SCHOOL	010	$61.42
22003250	MILLER, GREG	REIMBURSEMENT TO PRINCIPAL FOR CUSTOM SHIRTS; GIFT FUNDS	MUIR MIDDLE SCHOOL	010	$1,436.50
22003251	JUNKERMEIER, JOSHUA	REIMBURSEMENT TO TEACHER FOR INSTRUCTIONAL SUPPLIES AND SOFTWARE	BURBANK HIGH SCHOOL	010	$617.15
22003252	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	COMMUNITY DAY SCHOOL	010	$18.73
22003253	NATIONAL ASSOCIATION OF ELEMENTARY SCHOOL PRINCIPA	STUDENT AWARDS; TITLE I FUNDS	WASHINGTON ELEMENTARY	010	$193.52
22003254	SCHOOL SPECIALTY, INC	PLAYGROUND SUPPLIES	STEVENSON ELEMENTARY	010	$186.00
22003255	DURAN, SHANA	REIMBURSEMENT TO COUNSELOR FOR MEETING SUPPLIES; MAA FUNDS	MUIR MIDDLE SCHOOL	010	$75.99
22003256	STARLEAF, DEREK	REIMBURSEMENT TO COUNSELOR FOR MEETING SUPPLIES; MAA FUNDS	MUIR MIDDLE SCHOOL	010	$44.87
22003257	WILLIAM V MACGILL & COMPANY	HEALTH SUPPLIES	MONTEREY HIGH SCHOOL	010	$57.25
22003259	PREMIER LIGHTING & PROD CO	LIGHTING SUPPLIES; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$213.77
22003260	PREMIER LIGHTING & PROD CO	LIGHTING SUPPLIES; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$203.43
22003261	TURF STAR, INC.	GROUNDS EQUIPMENT REPAIR; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$670.13
22003262	AMAZON CAPITAL SERVICES	ART SUPPLIES	DOLORES HUERTA MIDDLE SCHOOL	010	$568.27
22003263	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLIES	EDISON ELEMENTARY	010	$62.82
22003264	BMX FREESTYLE TEAM, LLC	CONSULTANT AGREEMENT; BMX FREESTYLE SHOW ASSEMBLY; GIFT FUNDS; BOARD APPROVED 3/17/22	EMERSON ELEMENTARY	010	$2,025.00
22003265	WILDLIFE LEARNING CENTER	CONSULTANT AGREEMENT; WILDLIFE PRESENTATION; GIFT FUNDS; BOARD APPROVED 3/17/22	ROOSEVELT ELEMENTARY	010	$900.00

Printed between 03/15/2022 & 04/11/2022

PO Number	Vendor	Description	Site	Fund	Total Amount
22003266	AV PARTY RENTAL INC	FURNITURE RENTAL FOR PROMOTION; ESSER II FUNDS	PROVIDENCIA ELEMENTARY	010	$467.30
22003267	BK ROGERS INC DBA KIDSREPTILEPARTIES.COM	CONSULTANT AGREEMENT; REPTILE PRESENTATION; GIFT FUNDS; BOARD APPROVED 3/17/22	STEVENSON ELEMENTARY	010	$1,375.00
22003268	HIGHTOUCH HIGHTECH INC	CONSULTANT AGREEMENT; SCIENCE INSTRUCTION; GIFT FUNDS; BOARD APPROVED 3/17/22	STEVENSON ELEMENTARY	010	$2,349.00
22003269	UME FEDERAL CREDIT UNION	CLASSROOM SUPPLIES; GIFT FUNDS	MILLER ELEMENTARY	010	$46.21
22003270	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	MILLER ELEMENTARY	010	$202.96
22003271	AMAZON CAPITAL SERVICES	HEALTH SUPPLIES	MONTEREY HIGH SCHOOL	010	$236.13
22003272	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	MILLER ELEMENTARY	010	$191.04
22003273	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES AND STORAGE; GIFT FUNDS	MILLER ELEMENTARY	010	$185.37
22003274	AMAZON CAPITAL SERVICES	OFFICE AND CLASSROOM SUPPLIES	COMMUNITY DAY SCHOOL	010	$184.91
22003275	AMAZON CAPITAL SERVICES	OFFICE AND CLASSROOM SUPPLIES	COMMUNITY DAY SCHOOL	010	$346.13
22003276	AMAZON CAPITAL SERVICES	ART SUPPLIES; SPECIAL EDUCATION FUNDS	MAGNOLIA PARK	010	$270.85
22003277	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	COMMUNITY DAY SCHOOL	010	$150.86
22003278	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	HORACE MANN CHILDREN´S CENTER	010	$359.55
22003279	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLIES	TECHNOLOGY SERVICES	010	$531.77
22003280	ALEMAN, RICHERE	HEALTH SUPPLIES	MUIR MIDDLE SCHOOL	010	$11.86
22003281	GRESHAM, JANICE	REIMBURSEMENT TO SPEECH THERAPIST FOR RESOURCES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$200.00
22003282	BOOTCHK, ERICA	REIMBURSEMENT TO VOLUNTEER FOR MURAL SUPPLIES; GIFT FUNDS	MUIR MIDDLE SCHOOL	010	$97.10
22003283	GARFIAZ, JOCELYN	REIMBURSEMENT TO ATB TEACHER FOR CLASSROOM SUPPLIES; CHILD DEVELOPMENT FUNDS	CHILD DEVELOPMENT SERVICES	120	$26.07
22003284	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	STEVENSON ELEMENTARY	010	$62.37
22003285	TRANSIT SYSTEMS UNLIMITED, INC	STUDENT TRANSPORTATION; FIELD TRIP; ACCOUNTS RECEIVABLE FUNDS	DOLORES HUERTA MIDDLE SCHOOL	010	$4,860.00
22003286	SIEGEL, SPENCER	CUSTOM STAFF CLOTHING; GIFT FUNDS	DOLORES HUERTA MIDDLE SCHOOL	010	$1,940.00
22003287	GILMORE, CARLY	REIMBURSEMENT TO CURRICULUM SPECIALIST FOR MEETING SUPPLIES; GIFT FUNDS	PROVIDENCIA ELEMENTARY	010	$58.88
22003288	TOPALIAN, TALAR	REIMBURSEMENT TO CURRICULUM SPECIALIST FOR INSTRUCTIONAL MATERIALS; ESSER II FUNDS	PROVIDENCIA ELEMENTARY	010	$66.65

Printed between 03/15/2022 & 04/11/2022

PO Number	Vendor	Description	Site	Fund	Total Amount
22003289	WILLIAM V MACGILL & COMPANY	HEALTH SUPPLIES; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$548.21
22003290	DICK BLICK CO	ART SUPPLIES	BURBANK HIGH SCHOOL	010	$1,493.67
22003291	LRP PUBLICATIONS	INSTRUCTIONAL MATERIALS; ADR-ALTERNATIVE DISPUTE RESOLUTION FUNDS	SPECIAL EDUCATION	010	$304.50
22003292	IMAGINE LEARNING LLC	SOFTWARE LICENSES; TITLE III IMMIGRANT EDUCATION FUNDS & TITLE III-LEP STUDENT PROGRAM FUNDS	JEFFERSON ELEMENTARY	010	$3,450.00
22003293	BRAINPOP	SOFTWARE LICENSE; TITLE III-LEP STUDENT PROGRAM FUNDS; BOARD APPROVED 6/17/21	JEFFERSON ELEMENTARY	010	$896.25
22003294	AMAZON CAPITAL SERVICES	OFFICE AND AUDIO EQUIPMENT	COMMUNITY DAY SCHOOL	010	$99.71
22003295	SANTOS, EDIN	FURNITURE RENTAL FOR PROMOTION; ESSER II FUNDS	ROOSEVELT ELEMENTARY	010	$1,087.50
22003296	SCIENCE FUN FOR EVERYONE INC	CONSULTANT AGREEMENT; VIRTUAL SCIENCE PRESENTATION; GIFT FUNDS; BOARD APPROVED 3/17/22	STEVENSON ELEMENTARY	010	$1,210.00
22003297	RICHARDSON, AMANDA	CONSULANT AGREEMENT; VMA CHOREOGRAPHY AND DANCE INSTRUCTION; ACCOUNTS RECEIVABLE FUNDS; BOARD APPROVED 11/4/21	DOLORES HUERTA MIDDLE SCHOOL	010	$5,000.00
22003298	AMAZON CAPITAL SERVICES	BOOKS	WASHINGTON ELEMENTARY	010	$629.91
22003299	CPM EDUCATIONAL PROGRAM	ADOPTED TEXTBOOKS; LOTTERY-INSTRUCTIONAL MATERIALS FUNDS; BOARD APPROVED 4/21/16	INSTRUCTIONAL SERVICES	010	$828.16
22003300	PEARSON ASSESSMENT	TESTING MATERIALS; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$917.37
22003301	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; TITLE III LEP FUNDS	JEFFERSON ELEMENTARY	010	$130.23
22003302	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLIES	BURBANK HIGH SCHOOL	010	$194.27
22003303	AMAZON CAPITAL SERVICES	CLASSROOM FURNITURE AND EQUIPMENT	BURBANK HIGH SCHOOL	010	$269.67
22003304	AMAZON CAPITAL SERVICES	INSTRUCTIONAL EQUIPMENT; ACCOUNTS RECEIVABLE FUNDS	BURBANK HIGH SCHOOL	010	$59.51
22003305	REALLY GREAT READING COMPANY, LLC	INSTRUCTIONAL MATERIALS; GIFT FUNDS	MILLER ELEMENTARY	010	$201.71
22003306	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; TITLE I FUNDS	DOLORES HUERTA MIDDLE SCHOOL	010	$160.62
22003307	B & H PHOTO-VIDEO	AUDIO VISUAL SUPPLIES; K12 STRONG WORKFORCE GRANT	JOHN BURROUGHS HIGH SCHOOL	010	$545.74
22003308	TOPALIAN, TALAR	REIMBURSEMENT TO CURRICULUM SPECIALIST FOR STORAGE SUPPLIES; GIFT FUNDS	PROVIDENCIA ELEMENTARY	010	$57.34
22003309	JUNIOR LIBRARY GUILD	BOOKS	DOLORES HUERTA MIDDLE SCHOOL	010	$249.87
22003310	WINSTEIN, DEBBIE	BTA REIMBURSEMENT CLAIM	FISCAL SERVICES	010	$1,441.86

BOARD DETAIL REPORT

Printed between 03/15/2022 & 04/11/2022

PO Number	Vendor	Description	Site	Fund	Total Amount
22003311	WESTERN PSYCHOLOGICAL SERVICES	TESTING MATERIALS; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$422.04
22003312	CAROLINA BIOLOGICAL SUPPLY CO	INSTRUCTIONAL MATERIALS; GIFT FUNDS-CHUCK LORRE FAMILY GRANT	JOHN BURROUGHS HIGH SCHOOL	010	$944.96
22003314	JOSTENS, INC.	DIPLOMAS	BURBANK ADULT SCHOOL	010	$362.65
22003315	CURRICULUM ASSOCIATES INC	INSTRUCTIONAL MATERIALS; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$418.60
22003316	MCGRAW HILL LLC	INSTRUCTIONAL MATERIALS; SPECIAL EDUCTION FUNDS	MONTEREY HIGH SCHOOL	010	$310.08
22003317	GRAINGER INC	CLASSROOM SUPPLIES; ADULT EDUCATION BLOCK GRANT	BURBANK ADULT SCHOOL	110	$815.79
22003318	S & S WORLDWIDE	PHYSICAL EDUCATION SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$393.90
22003319	DYSON, LISA J	CONSULTANT AGREEMENT; DRAMA INSTRUCTION; ACCOUNTS RECEIVABLE FUNDS; BOARD APPROVED 2/17/22	DOLORES HUERTA MIDDLE SCHOOL	010	$2,500.00
22003320	DISCOUNT SCHOOL SUPPLY	CLASSROOM SUPPLIES; CHILD DEVELOPMENT FUNDS	JEFFERSON ELEMENTARY	120	$116.38
22003321	OUTLOOK NEWSPAPERS	NEWSPAPER ADVERTISEMENT	FISCAL SERVICES	010	$500.00
22003322	UME FEDERAL CREDIT UNION	INSTRUCTIONAL SUPPLIES; TITLE I FUNDS	WASHINGTON ELEMENTARY	010	$343.96
22003323	NATIONAL ASSOCIATION OF ELEMENTARY SCHOOL PRINCIPA	STUDENT AWARDS	MILLER ELEMENTARY	010	$158.16
22003324	AMAZON CAPITAL SERVICES	FURNITURE; GIFT FUNDS	MILLER ELEMENTARY	010	$396.88
22003325	AMAZON CAPITAL SERVICES	PROMOTION SUPPLIES	MILLER ELEMENTARY	010	$59.44
22003326	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	MILLER ELEMENTARY	010	$121.99
22003327	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES AND EQUIPMENT	MONTEREY HIGH SCHOOL	010	$606.29
22003328	SCHOOL SPECIALTY, INC	STORAGE FURNITURE	MONTEREY HIGH SCHOOL	010	$726.55
22003329	BERTRAND'S MUSIC	2021-22 BLANKET ORDER; IMA SUPPLIES	BURBANK HIGH SCHOOL	010	$1,000.00
22003330	FIERRO, MAITE	PROMOTION SUPPLIES; FILM LA FUNDS	WASHINGTON ELEMENTARY	010	$250.00
22003331	MEDCO SUPPLY CO	ATHLETIC SUPPLIES; ACCOUNTS RECEIVABLE FUNDS	BURBANK HIGH SCHOOL	010	$704.75
22003332	AMAZON CAPITAL SERVICES	CLASSROOM STORAGE; ADULT ED GENERAL APPORTIONMENT	BURBANK ADULT SCHOOL	110	$312.53
22003333	GARCIA, HILDE	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; TITLE I FUNDS	DISNEY ELEMENTARY	010	$312.71
22003335	CALIFORNIA SCHOOL NUTRITION ASSOCIATION	2021-22 MEMBERSHIP DUES; CHILD NUTRITION SCHOOL PROGRAM FUNDS; BOARD APPROVED 6/3/21	FOOD SERVICES	130	$489.50
22003336	SCHOFIELD, ALBA JOHANNA	CONSULTANT AGREEMENT; ART INSTRUCTION; GIFT FUNDS; BOARD APPROVED 1/20/22	BRET HARTE ELEMENTARY	010	$4,000.00
22003337	CHARACTERSTRONG LLC	SOFTWARE SUBSCRIPTION; TITLE I FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$5,998.00

BOARD DETAIL REPORT

Printed between 03/15/2022 & 04/11/2022

PO Number	Vendor	Description	Site	Fund	Total Amount
22003339	BIO-RAD LABORATORIES, INC	INSTRUCTIONAL MATERIALS; GIFTS-CHUCK LORRE FAMILY GRANT	JOHN BURROUGHS HIGH SCHOOL	010	$6,074.09
22003340	AMAZON CAPITAL SERVICES	LIBRARY SUPPLIES; GIFT FUNDS	MC KINLEY ELEMENTARY	010	$95.32
22003341	BAUDVILLE INC	STUDENT AWARDS	MILLER ELEMENTARY	010	$179.07
22003342	FISHER SCIENCE EDUCATION	CLASSROOM SUPPLIES; GIFTS-CHUCK LORRE FAMILY GRANT	JOHN BURROUGHS HIGH SCHOOL	010	$3,611.79
22003343	CAROLINA BIOLOGICAL SUPPLY CO	INSTRUCTIONAL MATERIALS; GIFTS-CHUCK LORRE FAMILY GRANT	COMMUNITY DAY SCHOOL	010	$2,213.27
22003344	MACKIN EDUCATIONAL RESOURCES	BOOKS; GIFT FUNDS	MILLER ELEMENTARY	010	$914.39
22003345	EXPRESS READERS INC	INSTRUCTIONAL MATERIALS	MILLER ELEMENTARY	010	$1,807.39
22003346	JUNIOR LIBRARY GUILD	BOOKS; GIFT FUNDS	MILLER ELEMENTARY	010	$263.67
22003347	PLUMBERS DEPOT INC	PLUMBING REPAIR EQUIPMENT; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$15,264.62
22003348	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	LUTHER BURBANK MIDDLE SCHOOL	010	$336.43
		PO Count:	**333**	**Total:**	**$1,804,216.93**

Printed between 03/15/2022 & 04/11/2022

BOARD FUND SUMMARY

Fund	Description	PO Count	Total Fund Amount
010	General Fund - Unrestricted	316	$1,034,659.36
110	Adult Education Fund	4	$17,708.85
120	Child Development Fund	3	$193.15
130	Cafeteria Fund	5	$1,718.64
213	Building Fund - 3rd Issuance	5	$749,936.93
		Total:	**$1,804,216.93**

5/5/2022

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	
7245623	7245635		20444047	20444047	
7248662	7248665		20445261	20445299	
7253418	7253427		20446497	20446547	
7253753	7253881		20447507	20447543	
7256355	7256357		20448420	20448420	
7261952	7261993		20449352	20449353	
7263859	7263860		20453987	20454019	
7264855	7264886		20458318	20458393	
7266056	7266097		20459419	20459428	
7269091	7269223		20460443	20460499	
7271897	7271899		20461285	20461320	
7274525	7274617		20462651	20462667	
7279614	7279646		20463857	20463896	
7281632	7281682		20465148	20465183	
1571245	1571841		20466232	20466273	
1587168	1587173		20467188	20467201	
1598205	1598898		202203160056830	202204110060042	
1622180	1622269				
1649858	1650180				
1667522	1668120				
1683981	1683986				
1692274	1692327				

3/18/22 - 4/13/22	**$10,725,507.48**	**3/16/22 - 4/12/22**	**$ 3,585,717.69**

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:	May 5, 2022
SUBJECT:	Approval of Instructional Consultant Services

Background:

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

Discussion and Issues:

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

Fiscal Impact:

There is no fiscal impact.

Recommendation:

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

BURBANK UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES
APPROVAL OF INSTRUCTIONAL CONSULTANT SERVICES

Board Meeting Date: May 5, 2022

Site	Name	Purpose	Dates	Cost	Appropriation Number
Bret Harte Elementary	Ashley Erikson	Develop curriculum an deliver instruction for on-site Outdoor Science School	5/19/2022	$ 650	01.0-90201.0-11100-10000-5810-2058700
Bret Harte Elementary	Thousand Pines Outdoor Education	Provide five days of instruction of Outdoor Science School; provide room and board for approx. 99 students/9 adults	1/9/2023–1/13/2023	$36,888.90	01.0-90201.0-11100-10000-5810-2058700
Miller Elementary	Mad Science of Central Los Angeles	Family Science Night – Workshops for parents and students	5/17/2022	$1,908	01.0-42030.0-47600-24950-5810-7429000
Providencia Elementary	The Music Center	Music Center On Tour In Person Assembly	5/19/2022	$1,550	01.0-90201.0-11100-10000-5810-2138200
Providencia Elementary	Prismatic Magic	Lasers in Space Assembly	5/6/2022	$1,049	01.0-90201.0-11100-10000-5810-2138700
Stevenson Elementary	The Amazing Kid Company	5th Grade Field Day	5/24/2022	$ 930	01.0-90201.0-11100-10000-5810-2158800
Washington Elementary	Mad Science of Central LA	2 assemblies – “Gas Works” (3rd – 5th) & “Fire & Ice” (TK-2nd)	5/19/2022	$ 910	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 14 of April, 20 23 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 ashleyerikonmedia@gmail.com

Mailing Address [redacted] Street Burbank CA 91505

Sponsoring Administrator Martha Walter

Board Approval Date May 5, 2022

Account String 01.0-90201.0-11100-10000-5810-2058700

The assignment ☐ **will or** ☒ **will not** require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

Retired Employee: Please check if you belong to _____ calPERS _____ cal STRS Retirement Date _____

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ _____ per hour☐/ per day ☐/ per session☐ for a total not to exceed $ 650 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on May 19, 2022 and terminating on May 19, 2022.
3. Payment Terms: one time payment after services rendered
4. Consultant will provide the following services:

   Ms. Erikson is preparing curriculum for three presentations/lessons and will be delivering two of the lessons, She is also providing the supplies for the lessons.
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	4/17/22 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

ASHLEY ERIKSON

[redacted] | Burbank, CA 91505
[redacted] | ashleyeriksonmedia@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

PROFESSIONAL EXPERIENCE

Science Instructor – Edison Elementary – Burbank, CA 03/2022– Present

- Taught garden curriculum to first grade students on the topics of soil makeup while testing acidic levels through pH strips, worm ecosystem services, anatomy of seeds, and hands on gardening with seed sprouting and planting.
- Hired to teach fifth grade students the effects from human impact on biodiversity including water pollution, California's biodiversity hotspot, endangered animals, and the international wildlife trade.

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

Wilderness First Aid Certification Good from 3/2022-3/2025
Survival Med, LLC

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	2017-2019

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

MEDIA

-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 14 of April, 2022 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Thousand Pines Outdoor Education hereinafter referred to as "Consultant."

Payee's Name TPOE Daytime Phone Number 909 338 2705

Email Address rebecca.harden@thousandpinesoutdoored.com

Mailing Address PO Box 3288 Crestline CA 92325-3288

Sponsoring Administrator Martha Walter

Board Approval Date May 5, 2022

Account String 01.0-90201.0-11100-10000-5850-2058700

The assignment ■ **will or** ☐ **will not** require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

Retired Employee: Please check if you belong to _____ calPERS _____cal STRS Retirement Date _____

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ _____ per hour☐/ per day ☐/ per session☐ for a total not to exceed $36.888.90 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 1/9/23 and terminating on 1/12/23 .
3. Payment Terms: deposit of $3500 due 5/11/2022, final balance payment made after completion of camp
4. Consultant will provide the following services:

   Outdoor education instruction indoors and on trails; food and board for approximately 99 students, 9 adults,

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.

_____ _____ 4/19/22

BUSD Authorized Signature/Title Date Consultant housand Pines Outdoor Educatio 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.

LEARN, GROW, AND EXPERIENCE THE OUTDOORS

Thousand Pines Outdoor Science School is located in the mountain community of Crestline, in the San Bernardino Mountains. Thousand Pines offers your students an outdoor classroom — promoting an understanding of the natural world through hands-on experiences. Students will explore and experience the natural world at Thousand Pines on numerous hikes throughout the week practicing observation, collaboration and drawing conclusions. Students focus on subjects including Botany, Ecology, Geology, Astronomy, and Sustainability.

Students are also challenged by engaging in a variety of outdoor recreational activities including archery, rock climbing, wilderness survival, a night hike, and team building exercises. These are designed to help students achieve personal growth through their sense of accomplishment and increased self-confidence. Students are guided through their experience by trained outdoor education staff members where direct experience and observation provide unique learning opportunities.

Thousand Pines Outdoor Educators
PO Box 3288
Crestline, CA 92325-3288
(909) 338-2705

Invoice #:TPOE-0013619

TPOE Bret Harte 1/9-13/23

Expected Contract Minimum: $36888.9

Deposit Requirement: $3500.0

Deposit Due Date: 05/11/2022

Bret Harte Elementary
Billing Address:
3200 W. Jeffries
Burbank, CA
91505
(818) 558-5533
marthawalter@burbankusd.org

Reservation Start Date: Monday, January 9, 2023

Reservation End Date: Friday, January 13, 2023

Contract Information:

Product:	Quantity:	Unit Price:	Totals:
5 Day TPOE Program ()	95	$396.00	$37,620.00
5 Day Teacher/Aide ()	4	$150.00	$600.00
Processing Fee ()	99	$2.50	$247.50

Contract Product Subtotal:

Contract Discounts:

Discount:		Discount Amount:
Pay On Time Discount	3%	($1,128.60)
Free Teacher Discount (3)		($450.00)

Discounts Subtotal: $1,578.60

Contract Subtotal:	**$36,888.90**
Payments Subtotal:	**$0.00**
Estimated Balance:	**$36,888.90**

Actual Event information:

Product:	Quantity:	Unit Price:	Totals:
5 Day TPOE Program	95	$396.00	$37,620.00
5 Day Teacher/Aide	4	$150.00	$600.00
Processing Fee	99	$2.50	$247.50

Actual Product Subtotal: $38,467.50

Actual Discounts:

Discount:	Discount Amount	
Pay On Time Discount	3%	($1,128.60)
Free Teacher Discount (3)		($450.00)

Discounts Subtotal: $1,578.60

Incidentals & Adjustments:

Product:	Quantity:	Unit Price:	Totals

Adjustments Subtotal: $0.00

Actual Subtotal:	**$36,888.90**
Payments Subtotal:	**$0.00**
Actual Event Balance:	**$36,888.90**

Payment Information:

Date of Payment:	Payment Method:	Reference #:	Totals:

Payments Subtotal: $0.00

Event Reconciliation:

Account Balance: $36,888.90

The account balance due is calculated to be the larger amount of either the contractual obligation ("estimated balance") or the actual event cost

Payment Options: Cash, Check, eCheck, Credit Card (3.5% Credit Card Transaction Fee Applied)

Special Terms

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 20th of April, 20 22 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Mad Science Of Central Los Angeles hereinafter referred to as "Consultant."

Payee's Name Mad Science of Central Los Angeles Daytime Phone Number 818-909-6777

Email Address centrallosangeles.madscience.org

Mailing Address 27825 Avenue Hopkins #3, Valencia, CA 91355

Sponsoring Administrator Judy Hession, Principal at Miller Elementary School

Board Approval Date Thursday, May 5, 2022

Account String 01.0-42030.0-47600-24950-5810-7429000 (Title III for English Learner)

The assignment ☐ **will or** ■ **will not** require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

Retired Employee: Please check if you belong to _____ calPERS _____cal STRS Retirement Date _____

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ _____ per hour☐/ per day ☐/ per session☐ for a total not to exceed $ $1,908 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on May 17, 2022 and terminating on May 17, 2022 .
3. Payment Terms: Due after the completion of the Family Science Night
4. Consultant will provide the following services:

   To provide a Family Science Night for parents and students. Mad Science will teach and reinforce a variety of Science concepts through hands on and interactive activities and workshops.
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.

		Chloe Jones 4/25/22		
BUSD Authorized Signature/Title	Date	Consultant	Mad Science Of Central Los Angeles	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

MAD SCIENCE OF CENTRAL LOS ANGELES

Mad Science is a leading science enrichment provider.

We deliver unique, hands-on science experiences for children that are as entertaining as they are educational.

Mad Science Group Inc. has franchises located around the world, who bring science education to millions of children each year. Our innovative programs help children learn about science through our fun after-school programs, preschool programs, in-class workshops, camps, birthday parties and special events.

Mad Science programs encourage scientific literacy in children in an age when science is as vital as reading, writing and arithmetic and we don't stop there.

For over 30 years, we have invested in research and development and continue to do so. We believe in the importance of being at the forefront of our industry and continue to create hands-on science programming for kids. Our approach to teaching science invites children to pursue STEM careers.

Our Mission:

Mad Science is on a mission to spark the imagination and curiosity of children by providing them with fun, interactive and educational programs that instill a clear understanding of what science is, and how it affects their world. They have over 18 years of experience.

Mad Science currently offers activities at schools, community centers, and camps in over 140 locations in 15 countries around the world.

Company Website: centrallosangeles.madscience.org

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 5 of May, 2022 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and The Music Center hereinafter referred to as "Consultant."

Payee's Name The Music Center Daytime Phone Number 213-972-3397

Email Address MTurner@musiccenter.org

Mailing Address 135 North Grand Ave. Los Angeles, CA 90012

Sponsoring Administrator Jennifer Culbertson

Board Approval Date May 5, 2022

Account String Providencia PTA 01.0-90201.0-11000-10000-5810-2138200

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 $ 1,550 per hour☐/ per day ☐/ per session☐ for a total not to exceed $1,550 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 5-19-22 and terminating on 5-19-22.
3. Payment Terms: one payment upon completion from Providencia PTA
4. Consultant will provide the following services:

   Music Center will provide one in person assembly to all Providencia students.

5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

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

BUSD Authorized Signature/Title Date	Consultant: The Music Center Keith Wyffels 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

LULA WASHINGTON DANCE THEATRE

ART FORM: Dance
STYLE: Traditional
CULTURE: African American

MEET THE ARTIST:

The Lula Washington Dance Theatre communicates the vitality of the human spirit and gives voice to the emotions and experiences of African Americans. However, Artistic Director Lula Washington didn't start to dance until she was in her 20s and had a child. One day, walking through a park in Los Angeles with her daughter Tamica, she stopped to watch a dance class. The instructor invited her to join in– and, she was hooked! Then, her junior college dance teacher took her to see a campus performance of the Alvin Ailey American Dance Theatre. Inspired, she changed her focus from pursuing a nursing career to seriously studying dance. Applying to UCLA, she was turned down but, with the help of her husband Erwin, she appealed and was accepted. Fulfilling her dream, she received her degree, became a dancer and choreographer, and established The Lula Washington Dance Theatre. They perform diverse styles that range from West African, Afro-Caribbean and street-dance forms to abstract modern pieces. Lula is committed to telling about African American history, feelings, everyday occurrences and social issues through dance. Her career also includes choreography for film and musicals, including "The Lion King."

ABOUT THE PERFORMANCE:

Beauty, power, high energy and emotional expression are the cornerstones of this dynamic troupe. Three dancers immediately engage the interest of the audience by performing "Lift Every Voice and Sing" in which they toss and float brightly colored scarves. Ms. Washington introduces herself as a choreographer and shares highlights of her work as well as dances by other important black choreographers. Although the work is diverse, her dancers will demonstrate classical ballet, modern dance, jazz, tap, hip-hop, African and Caribbean dance forms. The repertoire will vary, but will draw from such works as: "The Movement" (about Rosa Parks and Dr. Martin Luther King); "Reign" by Rennie Harris; and "The Little Rock Nine." She often draws upon text and historical events.



PREPARING FOR THE EXPERIENCE:

The New York Times stated, "Washington is a gifted original, who offers an elegant and smoothly blended mix of styles." Although the company performs in a variety of styles, their dances are rooted in traditional African and modern dance. The history of African American culture began when Africans were forcibly brought to this country and sold as slaves. Their history of oppression was mixed with hope, courage, and spiritual strength. There were many social and political struggles to cope with during this long evolution and many of these issues became the focal point of expression for black artists. From the early part of the 20th century, social reform collided with the traditional attitudes of the dominant culture. As a result, African Americans were often cast into roles that prevented them from participating in society as equal citizens. Black artists addressed these themes during the Harlem Renaissance of the 1920s. In the Los Angeles Museum of Modern Art Magazine it states, "This was also the era in which the African American community liberated itself by creating art that affirmed its pride and identity . . ." In the 1960s when segregation was challenged, issues such as violence and inequality and roles of the victim and aggressor were often explored by black artists. Out of difficult times, many unique forms of artistic expression have been born, such as the music and dance styles featured in this program.

Writer Alex Haley, who researched and wrote the historical novel Roots, awakened an interest and need within many African Americans to return to Africa in search of their own roots. In Roots, Haley brought their history to life in the form of specific characters who played a variety of roles and scenarios. In so doing, it became possible to see the great African influence that has deeply touched the culture of blacks, as well as the American culture and others. This influence is often referred to as the "African Diaspora," which means that wherever black Africans were placed, they brought their living culture. Even when their language, music and dance were suppressed, they didn't disappear, but rather fused their culture with each new culture with which they came in contact. The Lula Washington Dance Theatre embodies this fusion through different forms of dance.

DISCUSSION QUESTIONS:

• What most impressed you about the performance? Give reasons.

• If given the chance, what style of dance would you choose? What would you most like to express in a dance?

• What movements or gestures do you remember from the performance? If you are brave enough, show it to the class. Combine a few ideas.

• Did you get any ideas of your own from watching these dances? If so, discuss what these ideas are. What would you like to communicate, or get people to think about? How might a dance achieve this?

• Can you think of a significant historical event that could inspire you to tell a story through dance?

FRAMEWORK FOCUS—LANGUAGE ARTS:

After discussing the performance and reviewing each of the dances, select one that impressed you. Working with a partner, or in a small group, describe the dance as you remember it. Have your partner, or group, retell the story you shared. Then, write a paragraph or two telling the story. Did telling the story first make it easier to write down? Why, or why not?

Select a specific dance from the performance. Then, write the name of the dance in the center of a piece of paper. Next, write all the words and images that come to your mind outside the circle. Make sure to include words that describe some of the movements and/or incorporate words from the vocabulary list. Select one or two of your ideas and develop them into a short written essay. The essay should have a good beginning, middle and end.

When you finish writing your essay, find a partner. Take turns reading your essays to each other. Then give each other positive feedback. Ask each other questions to learn more. If you wish, include the new ideas in your essay.

LEGEND

VISUAL AND PERFORMING ARTS CONTENT STANDARD STRANDS

★	Artistic perception
●	Creative expression
■	Historical & cultural context
◆	Aesthetic valuing
♦	Connections, Relations, Applications

ACTIVITIES TO ENHANCE THE EXPERIENCE:

★ Try to recall one or two of the gestures you remember from the performance. Translate your mental images into body movements and shapes. Show the movement to the best of your ability. Work with a partner and create two original gestures you can perform together. Combine them and share with another set of partners. If you are really ambitious, put all four ideas together, deciding the best sequence.

★ Review the following vocabulary terms related to dance:

choreographer	dancer
choreography	body parts
Gospel	modern dance
improvisation	gesture
tempo	

● Make a dance incorporating three or four movement ideas such as a walk, jump, fall or turn. Put your three movements together any way you want. Give your movements a specific emotion (happy, sad, angry, fearful, peaceful, etc.). Be aware of how this changes the way the movement looks and feels. Get into groups of four and share each person's idea. Take turns trying one or two of the ideas together as a group.

● Using paper and pencils, crayons or pens, draw some of the different positions of the dancers that you can remember. If you like, think about how you are placing the dancers in relationship to each other on the paper.

SUGGESTED RESOURCES:

Pinkney, Andrea Davis., and J. Brian Pinkney. *Alvin Ailey.* Hyperion Paperbacks for Children, 1995.

Museum, Albert, and Digital Media. "History of Black Dance: 20th-Century Black American Dance." *Introduction to 19th-Century Fashion,* Victoria and Albert Museum, London. www.vam.ac.uk/content/articles/h/history-of-black-dance-20th-century-black-american-dance/.

THE MUSIC CENTER

March 14, 2022

Jen Stanley, PTA Arts Chair
Providencia Elementary
1919 North Ontario Street
Burbank, CA 91505-1231

Dear Jen,

Thank you for contacting us to arrange a program with the Music Center. We applaud your commitment to quality arts education and are pleased to serve as your partner.

Listed below is a summary of the services you requested, which includes an itemized estimate of costs. Please review the dates and times for each artist. If you find a discrepancy, call me at (213) 972-4310 so that we can make any needed adjustments.

In order for us to confirm your project and begin services, we must receive verification of your funding. Please complete, sign and return the attached form to me within 14 days. Program dates will be released if we do not receive this document at the end of 14 days.

Lula Washington Dance Theatre $1,550.00
Single Assembly
May 19, 2022 9:30 am

Estimated Project Total	**$1,550.00**

- *This document is provided as an estimate of the total cost for this project and should be used for budgeting purposes. Applicable invoice(s) will be provided separately when services have been rendered.*
- *The majority of supplies necessary for this project are to be purchased independently by the school. Material charges outlined in this proposal refer only to additional supplies provided by the artist and/or the Music Center.*
- *Fees paid by schools and districts for Music Center education services cover only a portion of program production costs. Generous contributions from individuals, corporations, foundations and government agencies cover the balance.*
- *Events may be cancelled or rescheduled by the school with at least two business days' notice to Music Center's School Programs without penalty. The school will be charged for any event cancelled with less than two business days' notice.*
- *Music Center artists have agreed to share their talents with schools for rates far below their standard fees. These professional artists may occasionally find it necessary to initiate a change in scheduled events to accommodate a public engagement. Should this occur, we will work with you to reschedule your event as needed.*

We look forward to working with you this year. Please call me at any time should you have questions or need additional information.

Sincerely,

Monk Turner
Music Center on Tour

Project # 22OT6011993-2
Enclosure: Verification of Funding

THE MUSIC CENTER

VERIFICATION OF FUNDING

Attached is a budget estimate for the services that you requested. In order to confirm your project(s), please complete the following, then sign and return it to Music Center, attention Monk Turner, **within 14 days of receipt**. You may also click on the provided link to fill out the online Verification of Funding survey. Returning this form or the online form is a requisite for continuing with your program.

Date: March 14, 2022 **Project ID:** 22OT6011993-2

School/District: Providencia Elementary / Burbank Unified

The estimated total cost for this project is: **$1,550.00**

Funding source(s) that you will be using:

CHECK ONE

☐ **DISTRICT FUNDS [OUR DISTRICT WILL ISSUE A WARRANT]**

It is the responsibility of the school to comply with your district's requirements regarding services approval and financial arrangements, including obtaining consultant agreements and / or purchase orders when required.

PO #: _____

☐ **WE WILL WRITE A CHECK**

- ○ PTA/ PTO, Booster Club or other support group
- ○ School account
- ○ Student Body account

Other (or requested PO #): _____

The following Terms and Conditions will apply:

- The Performing Arts Center of Los Angeles County (Music Center) has agreed to supply and the above named Organization has agreed to purchase the service(s) described in the attached budget estimate, for the total amount shown.
- Events may be cancelled or rescheduled by the Organization with at least two business days' notice to Music Center's School Programs without penalty. The Organization will be charged for any event cancelled with less than two business days' notice.
- In the event that a program or workshop is canceled for any reason by the artist or by the Music Center, it is understood and agreed that the program or workshop will be rescheduled at a mutually convenient time and that the Performing Arts Center of Los Angeles County will not be liable for any financial consequences.
- Workshop and performance space, program equipment and/or materials are the responsibility of the Organization. Material charges referenced in the estimate refer only to additional material to be provided by the artist and/or the Music Center.

Signature of School Principal Date

Signature of School Project Coordinator or Responsible Party Date

March 14, 2022

Performing Arts Center of Los Angeles County 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 5 of May, 2022 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Prismatic Magic hereinafter referred to as "Consultant."

Payee's Name Prismatic Magic Daytime Phone Number 866-952-7376

Email Address info@prismaticmagic.com

Mailing Address PO Box 11678 Fort Worth, Texas 76110-0678

Sponsoring Administrator Jennifer Culbertson

Board Approval Date May 5, 2022

Account String 01.0-90201.0-11000-10000-5810-2138700

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 $ 1,049 per hour☐/ per day ☐/ per session☐ for a total not to exceed $1,049 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 5-6-22 and terminating on 5-6-22.
3. Payment Terms: one payment upon completion
4. Consultant will provide the following services:

   Prismatic Magic will provide one in person assembly to all 5th grade students & families.

5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

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

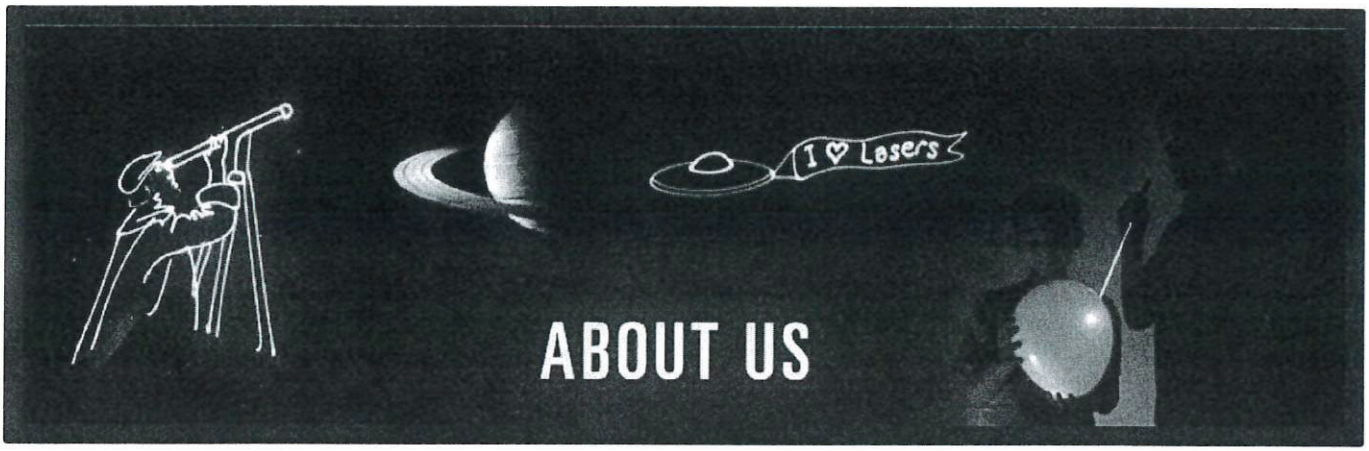
BUSD Authorized Signature/Title Date

Raleigh Ames 04/08/2022

Consultant: Prismatic Magic 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



About Prismatic Magic

Our Mission

Founded in 2002, we are laser scientists and teachers who have pooled our talents to develop revolutionary visual learning presentations by combining science, technology, art, and music. Our selection of school programs explores a wide range of topics – from science to character enrichment to history to culture – in an exciting and refreshing way.



Locations

We maintain seven bases of operation: *Baltimore, Boston, Chicago, Los Angeles, New York City, Philadelphia*, and *Wayne, NJ*. Besides serving the local metropolitan areas around these offices, we also tour all 50 States.

BOOK AN ASSEMBLY

EDUCATIONAL



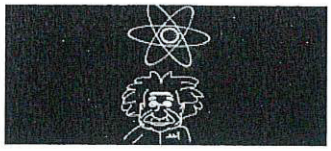
- Laser Team
- Black History
- Laser Reader
- Laser Space
- Laser Safari
- Science Spectacular I
- Science Spectacular II

SEASONAL



- American Pride
- Laser Safari
- Prismatica Celebration
- Halloween Spooktacular
- Winter Holiday
- Spring Jam
- Lasermania

INSPIRATIONAL



- Laser Team
- American Pride
- Black History
- Laser Reader
- Laser Space
- Prismatica Celebration
- Spring Jam



Prismatic Magic is a pioneer in educational and entertaining school assemblies. We are passionate about using fun to unlock children's desire to learn. We inspire them to learn about Kindness, Anti-Bullying, Reading, Science, Diversity.

Recent Posts

> How to Find the Best Virtual School Assemblies
> September 14, 2021

> Laser ANTI BULLYING

Contact Information

Kick off the 2021 school year with the most popular school assembly in the world! Contact us: 866-952-7376 Or send us a message



Laser Space School Assembly

Explore Space like NASA



Lasers Light Up Astronomy Assembly

Discover how lasers transform space exploration. Be amazed as our laser scientists teach about the planets and the sun, and learn why today's most advanced space probes carry laser-powered instruments. Humorous and educational live action skits, interspersed with music laser videos makes the show engaging in the classroom or at home.

Assembly Length: 40 minutes
Best Grade for School Assembly: PK – 8th

PRISMATIC MAGIC

The Agreement for the engagement is made on **April 4, 2022** between **Providencia Elementary School** (herein after *CLIENT*) and *Prismatic Magic LLC* (herein after *VENDOR*).

LOCATION of the engagement: **Providencia Elementary School**
1919 N Ontario Street
Burbank, CA 91505

DATE of the engagement: **May 6, 2022**

TIME(s) of the engagement: **6:30 - 7:10 PM; 7:20 - 8:00 PM**

PROGRAM THEME SELECTED: **LASERS IN SPACE**

EVENT FEE: **$1,049.00**

SPECIFICATIONS/GENERAL TERMS:

Vendor and Client are aware and agree that:

1) No deposit is required; payment made to **PRISMATIC MAGIC LLC** is due the date of the engagement unless special circumstances apply (BOCES, Purchase Orders, etc) or other arrangements have been made. Special circumstances must be prearranged and agreed to in advance by all parties.
2) It is the responsibility of Client to ensure the selected location has the required darkness for the engagement.
3) The minimum power requirement is two 15-amp 120-volt lines from a standard source.
4) Client will provide Vendor access to the location a minimum of 1.0 hour prior to the scheduled start time and 0.5 hours following the conclusion of the event.
5) Client is responsible to ensure that any and all fire occupancy limits for the host venue are adhered to, and that the attendees maintain safe and orderly conduct. If Client fails to do so, Vendor reserves the right to cancel the event at any time in order to ensure the safety of all participants. Client is liable for 100% of the contracted fee if cancellation is necessary under these circumstances.

6) Client understands that for some programs, latex balloons may be used during the laser demonstrations. If the Client does not want latex used, Client must notify vendor via email to info@prismaticmagic.com at least two weeks in advance of the performance.

7) Unilateral cancellation by Client within 30 days of the scheduled performance is subject to a $250 cancellation fee – i.e., cancellation prior to 30 days is without penalty. In the event of a cancellation by joint consent, each of the undersigned parties shall be solely responsible for its own incurred costs to that point and the Agreement is terminated.

8) Client understands that lasers are highly sophisticated and sensitive electronic equipment, and as such, may malfunction without warning. In the case of a major malfunction that results in the postponement of the performance, Vendor will make best effort to reschedule the performance. If Vendor fails to satisfy Client's schedule, Client may elect to terminate this agreement.

9) In the event of unforeseen acts of God or other natural events, Vendor reserves the right to terminate this Agreement without penalty. In the event of school closing or inability to travel due to weather, the Parties will reschedule the event before the end of the school year.

10) Waiver of any provision of this Agreement by a party shall not constitute a waiver of any other provision.

It is further understood that this Agreement contains the whole agreement between Client and Vendor and this document supersedes any other terms, obligations, representations, statements or conditions, oral or otherwise of any kind whatsoever concerning this contract, not expressly set forth herein. This Agreement shall be governed in accordance with the laws of the state of the performance.

Client's Signature	*Prismatic Magic LLC*
Tax Exempt Number (not needed for schools)	**06-1578786** *Prismatic Magic's FID / EIN*
Date	

Ref: Providencia Elementary School

SIGN AND EMAIL CONTRACT TO:
info@prismaticmagic.com
Or fax to: 866-779-7726
Or mail to: PRISMATIC MAGIC, LLC
PO BOX 11678
FORT WORTH, TX 76110

IF CONTRACT IS NOT SIGNED AND RETURNED, IT IS ASSUMED PROGRAM WILL BE PRESENTED AS SCHEDULED. IF PROGRAM NEEDS TO BE RESCHEDULED OR CANCELLED, PLEASE CALL OR EMAIL AT LEAST 30 DAYS IN ADVANCE TO AVOID CANCELLATION FEE.

PLEASE GIVE PAYMENT TO THE PRESENTER ON THE DAY OF THE PERFORMANCE UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE IN ADVANCE.

PRISMATIC MAGIC

Prismatic Magic
Administrative Office Address:
PO BOX 11678
Fort Worth, TX 76110-0678
(866) 952-7376

Invoice Number: 215975

April 4, 2022

Client
Providencia Elementary School
1919 N Ontario Street
Burbank CA 91505

DATE	PROGRAM and SHOW TIME(S)	FEE
May 6, 2022	LASERS IN SPACE 6:30 - 7:10 PM 7:20 - 8:00 PM	$1,049.00
	GLOW BRACELETS: 0	$0.00
	BALANCE DUE:	**$1,049.00**

* PLEASE PROVIDE PAYMENT AT THE PERFORMANCE *
(UNLESS OTHER ARRANGEMENTS, LIKE BOCES, PURCHASE ORDER, ETC, HAVE BEEN MADE)

THANK YOU!

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 29th of March, 20 22 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and The Amazing Kid Company hereinafter referred to as "Consultant."

Payee's Name Amazing Kid Company Daytime Phone Number

Email Address amazingkidcompany@gmail.com

Mailing Address 7056 Encino Ave. Lake Balboa CA 91406

Sponsoring Administrator Jill Johnson

Board Approval Date 5/5/22

Account String 01.0-90201.0-11100-10000-5810-2158800

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 $ 930.00 per hour☐/ per day ☐/ per session☒ for a total not to exceed $ 930.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 5/24/22 and terminating on 5/24/22.
3. Payment Terms: To be paid after program has concluded on 5/24/22
4. Consultant will provide the following services:

   5th Grade Field Day activities for 2 hours.

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.

Consultant The Amazing Kid Company Date 4/20/22

BUSD Authorized Signature/Title 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

THE AMAZING KID COMPANY

WHAT DON'T WE DO?

The Amazing Kid Company provides entertainment and more to events, parties, and camps throughout the greater Los Angeles area. **AKC** specializes in AMAZING FUN! We have the best entertainers in the business who bring high energy, patience, joy, and passion to any and every event.

The Amazing Kid Company works with children by really listening to them. Not only with our ears, but with our hearts! Our philosophy is to embrace and empower all kids: the shy ones, the ones that want all of the attention, the kids with the crazy-fun energy, and the kids that don't want to play. The Amazing Kid Company isn't just another LA based kids entertainment company. Instead, **The Amazing Kid Company** is a labor of love. We were founded on the idea that every kid should be able to have fun, learn, and experience the event while being authentically them. You can learn more about our philosophy and history in the History section.

The Amazing Kid Company entertainers are engaging and experienced. They have learned how to connect with kids of all ages, from 1 to 100! Not only does the Amazing Kid Company entertain, we also help with the flow of the party. We understand that there is a time to play, a time to eat, and a time to eat cake!

AKC SPECIALIZES IN THE ABILITY TO BE AMAZING!!!

The origin of **The Amazing Kid Company** goes back to 1998, when Eric Welch (owner and CEO) and Todd Sangster saw the sad state of kids entertainment and sports. They watched party entertainers talk down to kids, watched groups of kids devour a party entertainer, and cringed while seeing coaches care more about the "sport" than the kids. The two began brainstorming and determined that the way to a kid's attention and affection was not through telling them what to do, but through listening to them!

The philosophy behind the company was born: listening to kids with our ears, AND our hearts. Eric and Todd took action and put their new philosophy to work with the creation of the Party Animals (1998-2001), which turned into Amazing Parties (2001-2009), and ultimately became **The Amazing Kid Company**. Over the years, several aspects of the company have changed but what remains the same is the philosophy they developed almost 20 years ago. The Amazing Kid Company is not just another kids entertainment company; it is a labor of love. It is our passion to listen to kids, respect them and help giver them back what they already have.

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 5th of May, 2022 by and between the Burbank Unified School District, hereinafter referred to as "District", and Mad Science of Central LA hereinafter referred to as "Consultant."

Payee's Name Mad Science Daytime Phone Number (818)909-6777

Email Address Tanniss@madscience.org

Mailing Address 27825 Avenue Hopkins #3, Valencia, CA 91355

Sponsoring Administrator Brandi Young

Board Approval Date May 5, 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 $ 910.00 per hour☐/ per day ☐/ per session☒ for a total not to exceed $910.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on May 19, 2022 and terminating on May 19, 2022.
3. Payment Terms: Pay 10 days in advance in order to get early bird discount; pay on Mey 9, 2022
4. Consultant will provide the following services:

   TK-2nd grade students will participate in a "Fire and Ice" assembly. Grades 3-5 will participate in the assembly called, "How Gas Works".
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 Mad Science of Central LA 4/15/22 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

Mad Science of Central Los Angeles

Mad Science of Central Los Angeles is a leading science enrichment provider. We deliver unique, hands-on science experiences for children through after-school programs, birthday parties, workshops, special events, and summer camps. Our innovative programs are as entertaining as they are educational!



Our Story

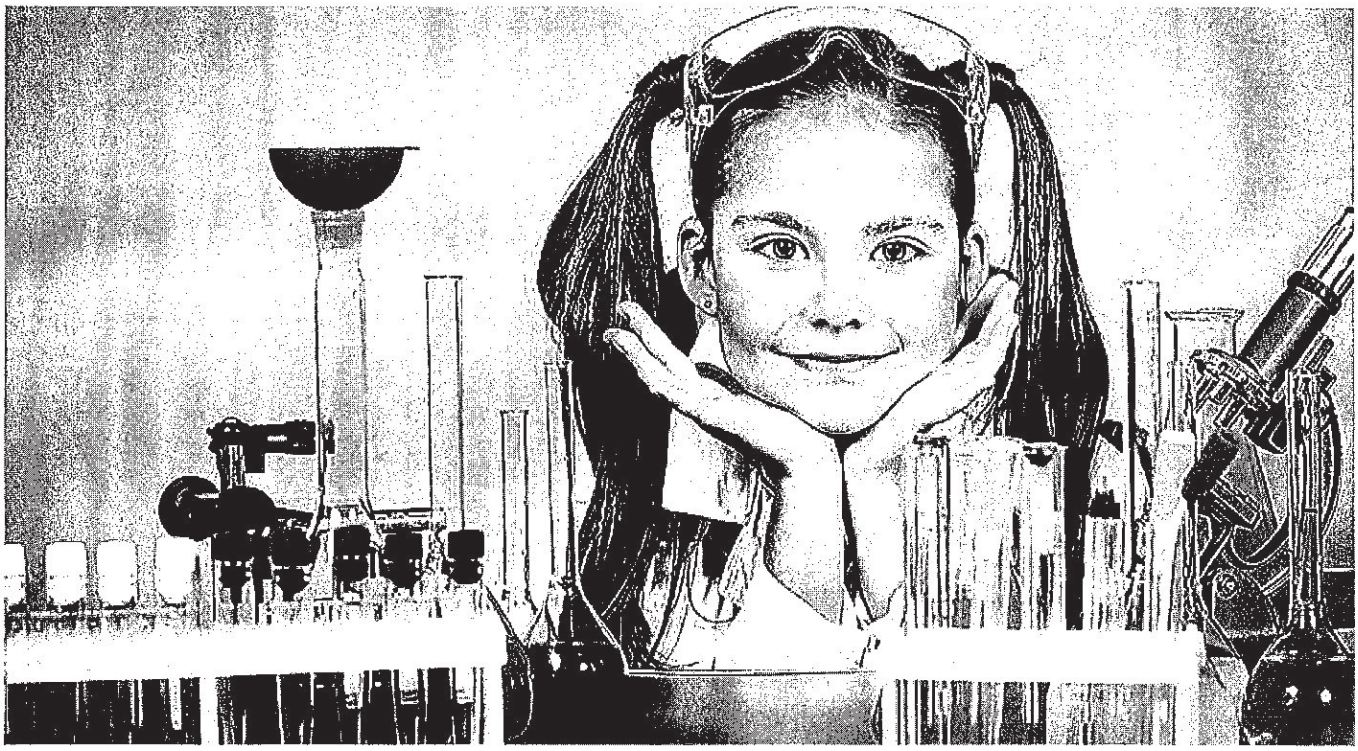
Mad Science was founded in 1985 in Montreal, Canada, by two brothers, Ariel and Ron Shlien. Their hobby of conducting spectacular science experiments, to the amazement of the children in their neighborhood, grew from a passion into a thriving business. Mad Science is now a global enrichment company that brings the love of science in a unique, hands-on way to millions of children every year!



By continuing to browse or by clicking 'Accept' you agree to the storing of cookies on your device to enhance this site experience. To learn more about how we use the cookies please see our cookie policy.

Accept

Our mission is to inspire children through science, sparking lifelong imagination and curiosity.



Our Vision

As the leading children's science enrichment provider we envision a world where every year, 5 million children experience Mad Science.

World Leading Science Provider

By continuing to browse or by clicking 'Accept' you agree to the storing of cookies on your device to enhance this site experience. To learn more about how we use the cookies please see our cookie policy.

Accept

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:	May 5, 2022
SUBJECT:	Approval of Non-Instructional Consultant Services

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: May 5, 2022

Site	Name	Purpose	Dates	Cost	Appropriation Number
Miller Elementary	In the Kiln	Provide materials and supplies and staff for a Tile Night	5/6/2022	$3,000	01.0-90201.0-11100-10000-5850-2108200
Miller Elementary	Dial M Productions	Facilitate Minute to Win It Games for Field Day Activities	5/20/2022	$1,200	01.0-90201.0-11100-10000-5850-2108700
Edison ATB Roosevelt ATB Harte ATB/CC Washington CC	Puppies and Reptiles for Parties	Reptile Show	6/15/2022– 8/5/2022	$1,380	01.0-90201.0-00000-00000-5850-7548000
Edison ATB Roosevelt ATB Harte ATB/CC Washington CC	Kona Ice	Kona Ice	6/7/2022	$800	01.0-90201.0-00000-00000-5850-7548000
Edison ATB Roosevelt ATB Harte ATB/CC Washington CC	Best Bubble Parties	Bubble Show	7/26/2022– 7/29/2022	$1,250	01.0-90201.0-00000-0000-5850-7548000
Edison ATB Roosevelt ATB Harte ATB/CC Washington CC	The Amazing Dave Magic Show	Magic Show	7/15/2022	$1,600	01.0-90201.0-00000-00000-5850-7548000

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 18th of April, 2022 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and In the Kiln hereinafter referred to as "Consultant."

Payee's Name In the Kiln Daytime Phone Number [redacted]

Email Address jfrancis@inthekiln.com

Mailing Address 402 West Arrow Highway Unit 7, San Dimas, California 91773

Sponsoring Administrator Judy Hession, Principal at Miller Elementary School

Board Approval Date Thursday, May 5, 2022

Account String 010-90201.0-11100-10000-5850-210[illegible]00-0000 (PTA Gift Account)

The assignment ☐ **will** or ■ **will not** require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

Retired Employee: Please check if you belong to _____ calPERS _____cal STRS Retirement Date _____

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ _____ per hour☐/ per day ☐/ per session☐ for a total not to exceed $$3,000 **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: Due after the completion of the Tile Night acitivity.
4. Consultant will provide the following services:

   In the Kiln will provide tiles, materials and supplies, and staff members for a Tile Night at Miller School for about 100 students and their families.

5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

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

BUSD Authorized Signature/Title	Date	Consultant	In the Kiln	2022-04-20 Date

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Req. Revised 06/19

In the Kiln

402 W. Arrow Highway, Unit 7, San Dimas, CA 91773

909-312-2379

In the Kiln offers instruction on creating low and mid-range pottery ceramics items since 2016. They visit schools throughout San Gabriel Valley and done over 50 events. The business provides the ceramics plus paints, brushes palettes, and other supplies for the event. At the end of the session, they take the painted products back to their studio to fire and glaze and then deliver the finished pieces to the school.

PARTY TIME – CERAMIC PAINTING PARTY

PARTY TIME INFORMATION

Birthday, baby shower, team celebration, **or any excuse to have a party**, this is the place for you. Our 2,000 sq. ft., **highly configurable studio in San Dimas** provides the perfect location for your party. We can help you create almost any atmosphere imaginable. We will instruct on ceramic painting. Your attendees will love attending your ceramic painting party.

WHY PARTY WITH US?

AWESOME SELECTION

We have over 10,000 ceramics pieces to choose from to make any theme a reality. Your ceramic painting party will include ceramic painting. We are centrally located in San Dimas.

AMPLE SPACE

Our studio is spacious and can hold up to 50 painters doing ceramic painting at a time. The ceramics your attendees will create can be kept for lifetime. We know you will enjoy a ceramic painting party with us at our studio in San Dimas.

LIFETIME MEMORY

Your ceramic painting party include a custom ceramic painting plate.

FUN INSTRUCTORS

Our team of ceramic painting party instructors will make your ceramic painting event special.

BURBANK UNIFIED SCHOOL DISTRICT

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

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 18th of April, 20 22 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Dial M Productions hereinafter referred to as "Consultant."

Payee's Name Dial M Productions Daytime Phone Number 818-731-4515

Email Address dialmproductions@yahoo.com

Mailing Address 438 South California Street, Burbank, CA 91505

Sponsoring Administrator Judy Hession, Principal at Miller Elementary School

Board Approval Date Thursday, May 5, 2022

Account String 010-90201.0-11100-10000-5850-2108700-0000 (Team Jaguar Fundraising Committee)

The assignment ☐ **will** or ■ **will not** require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

Retired Employee: Please check if you belong to _____ calPERS _____cal STRS Retirement Date _____

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ _____ per hour☐/ per day ☐/ per session☐ for a total not to exceed $ $1,200 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on May 20, 2022 and terminating on May 20, 2022 .
3. Payment Terms: Deposit of $600 after Board approval and remaining balance due 3 days proir to the event.
4. Consultant will provide the following services:

   Dial M Production will facilitate Minute to Win It Games for 120 - Grade 5 students as part of the end of the year Field Day activities.

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.

		P Hall	4.19.22	
BUSD Authorized Signature/Title	Date	Consultant	Dial M Productions	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

DIAL M PRODUCTIONS : CERTIFIED LOS ANGELES EVENT PLANNERS & TEAM BULDING EVENTS SINCE 1985

Certified Los Angeles CA Event Planners specializing in team building events & entertainment for private parties, corporate events & murder mystery dinners. From San Diego to Las Vegas, Beverly Hills to San Jose, we are the Los Angeles event planners who provide team building activities, team building game shows, lookalikes, celebrity impersonators and murder mysteries for the largest corporations in California and Nevada.
Dial M has five divisions of service: Event Planning, Team Building, Celebrity Lookalikes, Cover Bands/Musicians, and Entertainment. Our creativity, hands-on guidance, and professionalism have earned us the title of team building and corporate events planning specialists in Los Angeles, California and Las Vegas, Nevada.

Personalized event planners for interactive entertainment and team building events. Some favorite events are our murder mystery dinner shows, murder mystery team building activities, team building game shows, "meet and greet" stilt walkers, corporate picnic games and beach Olympic team building games.
Our cover bands, variety dance bands, and jazz musicians, combined with Los Angeles celebrity lookalikes and impersonators will give your clients that "Touch of Hollywood."

Event Planner web page: http://dialm.com/eventplanningcompany.html

TEAM BUILDING ACTIVITIES

TEAM BUILDING ACTIVITIES CALIFORNIA - NEVADA

Our team building activities offer employee motivation that will RECHARGE YOUR OFFICE. We work with you to create an employee motivation programs that will accomplish your goals. For employee motivation try Family Feud, Trivia Mania, Jeopardy or another one of one of our game shows. Let us organize and lead your employees through company picnic Olympic style games or Beach games. Our team building murder mystery dinners let your employees socialize as they bond together to solve the mystery. Drum circles and culinary cooking programs are fun team building activities that encourage everyone to work together while having a great time.

TEAM BUILDING ACTIVITIES IN LOS ANGELES & LAS VEGAS

It may be business, but that doesn't mean it can't be fun. The business event planners at Dial M Productions turn the mundane corporate occasions into powerhouse team building event. Since 1985, our business event planners have guided major corporations, creating unique and inspiring productions that bolster company team spirit.
We understand the special needs required for team building corporate events. We are a creative, experienced company who you can count on for all your corporate team building events. When you're working with Dial M Productions, you are working with the best. With **over 30 years of experience**. We are certified event planners with 1 million in liability insurance. Need to be added as an additionally insured? Not a problem.

MEETINGS CAN BE FUN AND INFORMATIVE

Drum Circles, Murder Mystery Dinners, Team Building Workshops and Culinary Cooking Team Bonding Challenges designed to accomplish your goals in an atmosphere where learning is fun! Our events are versatile enough to inspire new teams while boosting the morale of existing ones. Our activities build management skills, develop teamwork, and teach communication and listening skills while renewing company spirit and motivation. Our workshops create a risk-free environment where people learn "theory through practice", discovering their potential in a creative, non-threatening way. We ensure that participants will become fully involved in teamwork, communication and creative problem solving while having a great time. Let Dial M Productions get your message across!

Team Building web page: http://dialm.com/teambuildingactivities.html

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 5 of May, 20 22 by and between the Burbank Unified School District, hereinafter referred to as "District", and Puppies and Reptiles for Parties LLC hereinafter referred to as "Consultant."

Payee's Name Puppies and Reptiles for Parties LLC Daytime Phone Number 310-328-2040

Email Address Virgil Stewart <pupsandreps@abcglobal.net>

Mailing Address 1243 W. 225th Street, Torrance CA, 90502

Sponsoring Administrator Stephanie Fields, Coordinator Child Development

Board Approval Date May 5, 2022

Account String 012-00201.0-0-05850 7548000

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 $ 345 per hour☐/ per day ☐/ per session☒ for a total not to exceed $ 1,380 **Amount to include speaking fee, mileage and any additional fees
2. The term of the Agreement shall be the period commencing on 6/15/22 and terminating on _____
3. Payment Terms: Payment received in 4 seperate payments after each show.
4. Consultant will provide the following services:

   Consultant will provide 2-30 minumte reptiles shows for Washington CC, Harte CC/ATB, Edison ATB and Rossevelt ATB.

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.

Child Dev. Coor — 4/13/22

BUSD Authorized Signature/Title — Date — Consultant: Puppies and Reptiles for Parties — 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

Puppies and Reptiles For Parties, LLC
1243 w 225th st. Torrance, CA 90502
Tel 310-328-2040 **Fax** 310-328-2436

INVOICE 7300 — 4.13.2022

BILL TO	SHIP TO	INSTRUCTIONS
Washington Children Center 2207 W. Winona Ave Burbank, CA 91504		Check can be made out to Puppies and Reptiles for Parties LLC

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
6-15-22	1 hour reptile show		345.00

*reptiles are scheduled from 12:00-1:00

SUBTOTAL	
SALES TAX	
SHIPPING & HANDLING	
TOTAL DUE BY [SELECT DATE]	**345.00**

Thank you for your business!

Puppies and Reptiles For Parties, LLC
1243 w 225th st. Torrance, CA 90502
Tel 310-328-2040 **Fax** 310-328-2436

INVOICE 7301 **4.13.2022**

BILL TO	SHIP TO	INSTRUCTIONS
Edison Around the Bell 921 Keystone St. Burbank, CA 91506		Check can be made out to Puppies and Reptiles for Parties LLC

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
7-15-22	1 hour reptile show		345.00

*reptiles are scheduled from 12:00-1:00

SUBTOTAL	
SALES TAX	
SHIPPING & HANDLING	
TOTAL DUE BY [SELECT DATE]	**345.00**

Thank you for your business!

Puppies and Reptiles For Parties, LLC
1243 w 225th st. Torrance, CA 90502
Tel 310-328-2040 **Fax** 310-328-2436

INVOICE 7302 — 4.13.2022

BILL TO	SHIP TO	INSTRUCTIONS
Harte Around the Bell **1421 N. Ontario St.** **Burbank, CA** **91506**		Check can be made out to Puppies and Reptiles for Parties LLC

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
8-2-22	1 hour reptile show		345.00

*reptiles are scheduled from 12:00-1:00

SUBTOTAL	
SALES TAX	
SHIPPING & HANDLING	
TOTAL DUE BY [SELECT DATE]	**345.00**

Thank you for your business!

Puppies and Reptiles For Parties, LLC
1243 w 225th st. Torrance, CA 90502
Tel 310-328-2040 **Fax** 310-328-2436

INVOICE 7303 4-13-2022

BILL TO	SHIP TO	INSTRUCTIONS
Roosevelt Around the Bell 850 N. Cordova St. Burbank, CA 91505		Check can be made out to Puppies and Reptiles for Parties LLC

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
8-5-22	1 hour reptile show		345.00

*reptiles are scheduled from 12:00-1:00

SUBTOTAL	
SALES TAX	
SHIPPING & HANDLING	
TOTAL DUE BY [SELECT DATE]	**345.00**

Thank you for your business!

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 5th of May, 20 22 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Best Bubble Parties hereinafter referred to as "Consultant."

Payee's Name Best Bubble Parties Daytime Phone Number 818-350-2825

Email Address Info@bestbubblesparties.com

Mailing Address 13654 Victory Blvd # 545

Sponsoring Administrator Stephanie Fields, Coordinator Child Development

Board Approval Date May 5, 2022

Account String 01.2-90201.0-0-0-5850-7548000

~~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 $ 300 per hour☐/ per day ☐/ per session■ for a total not to exceed $ 1,250.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 7/26/22 and terminating on 7/29/22.
3. Payment Terms: Payment received at the time of service
4. Consultant will provide the following services:

   Outdoor Bubble Play time and Children will make their own amazing bubbles.

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.

Coordinator		Lyn Harper		4/20/22
BUSD Authorized Signature/Title	Date	Consultant	Best Bubble Parties	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



Best Bubble Parties / Best Bubble Learning
13654 Victory Blvd #545
Van Nuys, CA 91401

(818) 350-2825
info@bestbubbleparties.com

Bill to:
Stephanie Fields
Burbank USD

Party Location (if different):
Indicated Below

INVOICE / CONTRACT

Account Number 25948
Invoice Number 2594810882
Issue Date 4/20/2022
Due Date On or before day of event

Date	Service	QTY	Price	Total
7/26/2022	Best Bubble Learning:Assembly - Washington Child Care Center Interactive presentation on the fun science of bubbles. 7/26/2022 10:00 AM	1	300.00	300.00
7/26/2022	Add-On Outdoor Bubble Play Time - 30 minutes **Hands-on bubble play.** Everyone gets to make their own amazing bubbles! 7/26/2022	0.5	140.00	70.00
7/26/2022	Best Bubble Learning:Assembly - Bret Harte Children's Center Interactive presentation on the fun science of bubbles. 7/26/2022 12:30 PM	1	300.00	300.00
7/26/2022	Add-On Outdoor Bubble Play Time - 30 minutes **Hands-on bubble play.** Everyone gets to make their own amazing bubbles! 7/26/2022	0.5	140.00	70.00
7/29/2022	Best Bubble Learning:Assembly - Edison Childcare Interactive presentation on the fun science of bubbles. 7/29/2022 10:00 AM	1	300.00	300.00
7/29/2022	Add-On Outdoor Bubble Play Time - 30 minutes **Hands-on bubble play.** Everyone gets to make their own amazing bubbles! 7/29/2022	0.5	140.00	70.00
7/29/2022	Best Bubble Learning:Assembly - Roosevelt Elementary School (Childcare) Avon St entrance Interactive presentation on the fun science of bubbles. 7/29/2022 12:30 PM	1	300.00	300.00
7/29/2022	Add-On Outdoor Bubble Play Time - 30 minutes **Hands-on bubble play.** Everyone gets to make their own amazing bubbles! 7/29/2022	0.5	140.00	70.00

Sub-Total:	$1,480.00
Courtesy Discount	-230.00
Total:	**$1,250.00**
Total Payments:	$0.00
Balance Due:	$1,250.00

****Important****

Please note that you may take all the still photographs you want, but video recording bubble show is not allowed.

You MAY record kids going in bubbles at the end of the show

All balances due on the day of your event are due in:
*cash
*business check payable to Best Bubble Parties
*credit card on file
*credit card directly on our site
*Zelle (info@bestbubbleparties.com)
*Venmo (@Jordan-Monks) / Direct Venmo Link (4 digits if nec: 2187)
*or PayPal (info@bestbubbleparties.com or paypal.me/bubblefun).

Please note that our performers are on a very specific schedule. Please make sure the start time works for you. If it is possible for us to stay longer at your request, additional time is billed at $35/15 minutes.

**Parking must be provided to the bubblist. Please reimburse your bubblist directly for parking payments. Thank you.

Rain & Refund Policy

and all outdoor bubble play.

Thank you for your cooperation.

Have an awesome time!

Gratuities for your performers are never required, but always appreciated!

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 5th of May, 20 22 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and David DeVito hereinafter referred to as "Consultant."

Payee's Name David DeVito Daytime Phone Number 818-821-9714

Email Address The Amazing Dave <amazingdavemagic@gmail.com>

Mailing Address 11921 Weddington Street Apt # 209

Sponsoring Administrator Stephanie Fields, Coordinator Child Development Programs

Board Approval Date May 5, 2022

Account String 01.2-90201.0-0-0-5850-7548000

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 $ 400 per hour☐/ per day ☒/ per session☐ 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 July 12, 2022 and terminating on July 15, 2022.
3. Payment Terms: Payment received after services are completed.
4. Consultant will provide the following services:

   Magice show at Edison ATB, Harte CC/ATB, Roosevelt ATB, and Washington CC. Each site will recive 2 (30minute) sessions. Edison/Roosevelt on 7/12/22 and Harte CC/ATB and Washington on 7/15/22

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.

	4/12/22				4/12/22
BUSD Authorized Signature/Title	Date	Consultant	David DeVito		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



About

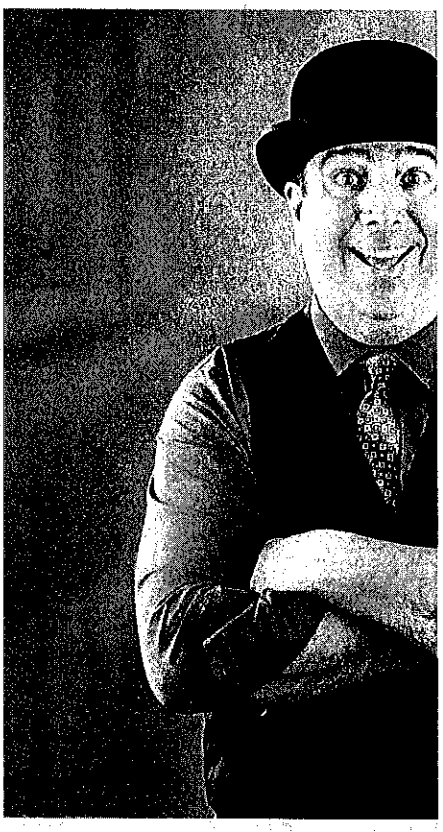
show when he was 10 years old. It was pretty bad, but he got better. And
e is one of the most popular family entertainers in Southern California!
tatement, but it's probably true. Lots of people hire him.)

ndreds of birthday parties and private events every year, Dave's show can
vals, preschools, elementary schools, camps, libraries, malls, museums,
and corporate events all over the state.

e largest cruise ships in the world for Royal Caribbean Cruise Lines and
show to the Edinburgh Fringe Festival in Scotland. A few years ago, he
nedy tour of Australia but was disappointed because he could not find
ere.

ngeles Comedy Festival, The San Luis Obispo Comedy Festival, and
es of Comedy in San Diego. Seriously! He's got the plastic trophies to
of the Governor's Award in Arts Education.

life, Dave also has a personal life.



d ©

Tel: (818)821-9714
Email: AmazingDaveMagic@gmail.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 5th of May, 20 22 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Kona Ice hereinafter referred to as "Consultant."

Payee's Name Kona Ice Daytime Phone Number 818-835-5662

Email Address gwong@kona-ice.com

Mailing Address 18017 Chatsworth Street # 270 Granada Hills, CA 91344

Sponsoring Administrator Stephanie Fields, Coordinator Child Development

Board Approval Date May 5, 2022

Account String 01 2-90201 0-0-0-5850 -7548000

The assignment ☐ will or ■ will not require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

Retired Employee: Please check if you belong to _____ calPERS _____ cal STRS Retirement Date _____

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ _____ per hour☐/ per day ■/ per session☐ for a total not to exceed $ 800.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 6/7/22 and terminating on 6/7/22.
3. Payment Terms: Payment due 5/30/22
4. Consultant will provide the following services:

   Kona Ice for all students.

5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement. limited to Insurance provided. HW
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.

Coordinator — 4/20/22

BUSD Authorized Signature/Title — Date

Consultant Kona Ice — 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

Stephanie Fields

From: Garvin Wong <gwong@kona-ice.com>
Sent: Wednesday, April 20, 2022 4:12 PM
To: Stephanie Fields
Subject: Fwd: An invoice was updated for Stephanie Fields (#001412)

Caution! This message was sent from outside of Burbank Unified School District.

Here is a copy that comes to me.
---------- Forwarded message ---------
From: **Square** <invoicing@messaging.squareup.com>
Date: Wed, Apr 20, 2022 at 4:10 PM
Subject: An invoice was updated for Stephanie Fields (#001412)
To: <jhall@kona-ice.com>



Invoice Updated

$800.00

Due on May 31, 2022

Kona Ice Event - Summer Visits Burbank USD Child Development Centers on Tuesday June 7, 2022 from 11am to 1pm
Invoice #001412
April 20, 2022

Customer
Stephanie Fields
Burbank Unified School District
StephanieFields@burbankusd.org
818-729-4424
Washington CC, Harte CC , Edison ATB and Roosevelt ATB

Burbank, CA 9150X

Message
We appreciate your business.

Edison Around the Bell

921 Keystone Street

Burbank 91506

Hart Around the Bell

1421 N. Ontario Street

Burbank 91505

Roosevelt Around the Bell – The entrance to the child care is on Avon Street. Look for a log cabin.

850 Cordova Street

Burbank 91505

Washington Children Center

2207 W. Winona Street

Burbank 91504

Invoice summary

2-hours 4 locations 40 t0 50 servings per location	**$1,000.00**
Multi location same day discount	-$200.00
Subtotal	$800.00
Total Due	**$800.00**

Square
1455 Market Street, Suite 600
San Francisco, CA 94103

Square Privacy Policy

--
Kona Ice NorthValleyLA
818-835-5662

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:	May 5, 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 site listed below was unable to submit their consultant agreement before the March 3, 2022 agenda deadline. Therefore the agreement is being presented as a ratification. If the Consultant assignment requires unsupervised contact with student(s) during the contract period, the Consultant will be required to provide Department of Justice fingerprint clearance through the District's Human Resources Services.

Fiscal Impact:

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: May 5, 2022

Site	Name	Purpose	Dates	Cost	Appropriation Number
Miller Elementary	High Touch High Tech West LA	Provide Hands-On Science Instruction to Students	3/14/2022–4/26/2022	$6,025	01.0-90201.0-11100-10000-5850-2108700

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 18th of April, 20 22 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and High Touch High Tech West LA hereinafter referred to as "Consultant."

Payee's Name High Touch High Tech West LA Daytime Phone Number 818-481-4911

Email Address info@scienceMadeFunwla.net

Mailing Address 21122 Nashville Street, Porter Ranch, CA 91326

Sponsoring Administrator Judy Hession, Principal at Miller Elementary School

Board Approval Date Thursday, May 5, 2022 (Ratification)

Account String 01.0-90201.0-11100-10000-5810-2108700 (Team Jaguar Fundraising Committee)

The assignment ☐ **will** or ☒ **will not** require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

Retired Employee: Please check if you belong to _____ calPERS _____ cal STRS Retirement Date _____

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ _____ per hour☐/ per day ☐/ per session☐ for a total not to exceed $ $6,025.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on March 14, 2022 and terminating on April 26, 2022.
3. Payment Terms: At the completion of the science instruction classes
4. Consultant will provide the following services:

   Hightouch Hightech will provide hands on science instruction to 750 students in Grades TK - 5 at Miller. These classes will reinforce the Science grade level standards taught to students by the classroom 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	High Touch High Tech West LA	Date
		Patrick L. Cruz		4/18/22

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

hightouch hightech
Science Made Fun!™
High Touch High Tech West LA
Regional Programming Office
6849 Vanscoy Ave
North Hollywood, CA 91605

"Fantastic! The lesson was not just educational, it was a lot of fun. My students want to do this every week now. Great program!"

Leaklana Ly, 5th Grade Lead Teacher
Gault St. Elementary
Van Nuys, 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, Grades 1 - 5,
Gault St. 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

"Students were completely engaged and participated actively in the program."

Carla Rivero Scott, SDC/SLD, Cohasset Elementary, Van Nuys, CA

ELEMENTARY PROGRAM GUIDE

hightouch hightech
Science Made Fun!

818.481.4911
www.ScienceMadeFunWLA.net

hightouch hightech
Science Made Fun!

ATTENTION!

Programs booked for September and August receive the discounted rate 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 at:

ph: 818.481.4911

E-mail: info@ScienceMadeFunWLA.net

In-School Science Workshops

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 align with curriculum for elementary education and offer elementary science in a totally hands-on and participatory manner while building science vocabulary and confidence for standardized testing. Students learn best when they are involved in first-hand exploration and investigation. Our hands-on science experiments allow students to make direct observations 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 materials are provided in this 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 from 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 other grade levels. Call us for more details.

High Touch High Tech is a licensed vendor with LAUSD, #217164.

* student minimums and travel charges apply. Visit website for details.

Grade Levels K - 2

Let's Make Sense ©

Discover our 5 senses one sense at a time. Learn how our pupils work, depth perception and 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 bird's nest to keep.

Chemfun ©

Find out how much fun chemistry can be. Learn how to safely identify chemicals, separate colors right before your very 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 Nutriants ©

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 a 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 the 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 Balls."

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 lightning 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/ shark 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 6 simple machines using the "Facilitator", our cool multi-personality compound machine.

Sounds Like Fun ©

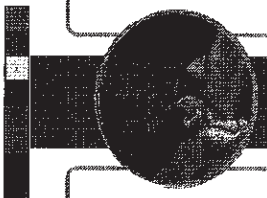
Discover what sounds actually are. Make a sound wave you can see and control. Learn about how we are able to hear and the main parts of our inner ear as we build our very own ear drum. Test your hearing as you try to identify different sounds made by objects you can't see.

Dig It ©

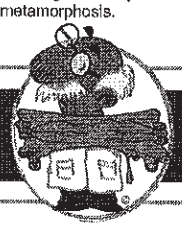
Become a geologist for a day! Learn about the layers of the earth and the formations of igneous, metamorphic and sedimentary rock. Then, go back in time to the age of the prospectors and go on your own gold dig. Learn how to classify all the gemstones you find, and them take them home.

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-the-dark constellation, 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 it's 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/ 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 field 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 oozing "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 your measurable 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 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 the water on land and our oceans. They'll learn about various water resources as they build their own aquafier to keep and experiment with water conservation.

What's The Matter ©

Dealing with matter has never been more fun. Learn the similarities and differences between solids, liquids and gasses as you mix them to create various chemical reactions. Separate a mixture using a solution, explore sublimation, chemically clean copper oxide and make your own polymer.

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 Services
PREPARED BY:	Cindy Quiterio, Executive Assistant, Human Resources
SUBMITTED BY:	Cindy Quiterio, Executive Assistant, Human Resources
DATE:	May 5, 2022
SUBJECT:	Approval of Agreement for Professional Services (Human Resources)

Background:
Pursuant to Board Policy 3312, the Board of Education's designee, may contract with consultants to provide services that District staff is not able to provide.

Discussion/Issues:
The District has contracted with Vic Pallos to provide assistance with the preparation of the District's Teacher of the Year for the Los Angeles County Teacher of the Year program. With the assistance of Vic Pallos, the District's Teachers of the Year have been selected as County finalists for various years. Mr. Pallos assists the Teacher of the Year candidate to prepare all documentation, portfolio and presentation of material to the LACOE panel who determines the finalist for the County.

Fiscal Impact:
The amount of the agreement is not to exceed $3,000.

Recommendation:
Sarah Niemann, Assistant Superintendent, Human Resources Services recommends that the Board of Education approve the Agreement between the Burbank Unified School District and Vic Pallos, to provide assistance with the preparation of the District's Teacher of the Year, not to exceed $3,000 (01.0-00000.0-72000-5850-7551000), effective May 6, 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

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

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 5th day of May, 2022 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and _____ hereinafter referred to as "Consultant."

Vic Pallos

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

Mailing Address: _____

City | State | Zip

Sponsoring Administrator: Sarah Niemann | Assistant Superintendent, HR | _____ | HR

Name | Title | Signature | Location

Board Approval Date: 5/5/22 Account Code: 01.0-00000.0-72000-5850-7551000

The assignment **will** ☐ **will not** ☒ require contact with student(s) unsupervised during the contract period stated. If it does, the Consultant will be contacted by HR and provided the DOJ form. **Consultant shall not begin service until HR receives clearance.**

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 50 per hour total not to exceed $ 3,000.00.
2. The term of the Agreement shall be the period commencing May 6th and terminating August 31, 2022.
3. Consultant will provide the following services:

To provide support in preparation of the District's Teacher of the Year for the Los Angeles County Teacher of theYear program.

4. The Consultant shall provide an invoice to the Assistant Superintendent, Business Services 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.
5. 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.
6. 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.
7. 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.
8. 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.

Burbank Unified School District of Los Angeles County

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

_____ _____

Fiscal Services Administrator Date | Consultant Date

Instructions: Consultant is to sign and return two copies to the sponsoring administrative site. After Board approval, return completed and signed forms to the Assistant Superintendent, Business Services for processing.

Revised 8/07

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:	May 5, 2022
SUBJECT:	Ratification of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to ratify the agreement to provide professional educational services for the Special Education Student 960031425, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

The District is obligated to provide services for students who attend our schools, even if the District doesn't have the staff to do so and, therefore, is required to contract with an agency to remain in compliance with IEP regulations and/or settlement agreements.

Fiscal Impact:

There is no fiscal impact to the District. The total not to exceed $7,000 will be paid for through an ADR grant.

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 Hayutin & Associations, Inc., to provide educational services for Special Education Student 960031425, through a ADR grant not to exceed $7,000, (01.0-65360.0-57602-11900-5850-7440000), effective April 18, 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
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 15th day of April 2022 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Hayutin & Associates, Inc. hereinafter referred to as "Consultant."

Payee's Name: Hayutin & Associates, Inc. Daytime Phone Number: 310-829-7505 X105

Mailing Address: 2500 Santa Monica Blvd., Ste. 100 Santa Monica CA 90404

Email Address: courtney@hayutin.biz

Sponsoring Administrator: Matt Hill Superintendent Special Education
Print Name Title Signature Location

Board Approval: 05/05/2022 Account Code: 01.0-65360.0-57602-11900-5850-7440000

The District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants.

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $175 per hour for a total not to exceed **$7,000**

2. The term of the Agreement shall be the period commencing on: 04/18/2022 and terminating on: 08/31/2022.

3. Payment Terms: Net 45 Days

4. **District desires to enter into an Agreement in which Hayutin & Associates, Inc. will provide 40 sessions of educational therapy for special education student 960031425.**

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 Hayutin & Associates, Inc. the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

14. The District agrees to indemnify, defend and hold harmless Hayutin & Associates, Inc. from any and all negligence and all liabilities, claims, losses, costs, damages and expenses resulting or arising from or connected with the services rendered by the District, its agents, independent contractors, employees or servants pursuant to this contract.

15. This Agreement shall constitute the entire Agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

16. It is mutually agreed that both parties shall not discriminate against any individual in the performance of their obligations under this Agreement, on the basis of race, color, religion, national origin, sex, age or disability. Both parties further certify compliance with the applicable provisions of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, and the Americans with Disabilities Act and State anti-discrimination laws.

INDEMNIFICATION

Hayutin & Associates, Inc. shall save and hold the District harmless from and against and shall indemnify District for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of Hayutin & Associates, Inc. or any of its agents, subcontractors, employees or other representatives. If District is sued in any court for damages by reason of any of the acts of Hayutin & Associates, Inc., its agents, subcontractors, employees or other representatives referred to in this Agreement, Hayutin & Associates, Inc. shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If Hayutin & Associates, Inc. fails or neglects to so defend said action, District may defend the same and any expenses, including reasonable Attorney fees, which District may pay or incur in defending said action and the amount of any judgment which District may be required to pay shall be promptly reimbursed by Hayutin & Associates, Inc. demand.

District shall save and hold Hayutin & Associates, Inc., harmless from and against and shall indemnify Hayutin & Associates, Inc. for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of District, or any of its agents, subcontractors, employees or other representatives. If Hayutin & Associates, Inc. is sued in any court for damages by reason of any of the acts of the District, its agents, subcontractors, employees or other representatives referred to in this Agreement, District shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If District fails or neglects to so defend said action, Hayutin & Associates, Inc. may defend the same and any expenses, including reasonable attorney's fees, which Hayutin & Associates, Inc. may pay or incur in defending said action and the amount of any judgment which Hayutin & Associates, Inc. may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

Any controversy or claim arising out of or relating to this Agreement, or the performance or breach thereof, shall be settled by means of binding arbitration in accordance with the rules of the American Arbitration Association, at Los Angeles, California.

If either party to this Agreement institutes any legal action or proceeding against the other party to the Agreement arising out of the Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees and costs from the non-prevailing party.

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

[redacted]
Paulette Koss
Print Representative Name

[redacted]
Director of Special Education
Title

[redacted]
Signature

[redacted]
Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Hayutin & Associates, Inc.
Consultant/Company

[redacted]
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:	May 5, 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 speech and language pathologist (as a consultant) to provide support and assessments to Special Education Students. The consultant will assist with assessments, writing the assessment reports and attending IEP's of Special Education Students.

Discussion/Issues:

The District is obligated to provide assessments and implement Individualized Education Plans (IEP's) for students who attend our schools. Due to COVID 19 and the closure of schools, assessments were unable to be completed in the spring of 2021. The District does not have current staff able to support the current caseload overage and is, therefore, contracting with one to remain in compliance with IEP and Ed Code regulations.

Fiscal Impact:

Not to exceed $13,920.

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 Gary D Stromberg & Associates, LLC, to provide speech and language support and assessments, not to exceed $13,920 (01.0-65000.0-57602-11901-5850-7440000), effective April 25, 2022 through May 27, 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 18th day of April 2022 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Gary D Stromberg & Associates, LLC hereinafter referred to as "Consultant."

Payee's Name: Gary D Stromberg & Associates, LLC Daytime Phone Number: 716-982-6556

Mailing Address: 3116 S. Mille Ave. #109, Tempe, AZ 85282

Email Address: louisstromberg@gmail.com

Sponsoring Administrator: Matt Hill Superintendent Special Education
Print Name Title Signature Location

Board Approval: 05/05/2022 Account Code: 01.0-65000.0-57602-11901-5850-7440000

The District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants.

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $87 per hour, 40 hours per week for 5 weeks at a total not to exceed **$13,920**

2. The term of the Agreement shall be the period commencing on: 04/25/2022 and terminating on: 05/27/2022.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Gary D Stromberg & Associates, LLC will provide a speech and language pathologist for support and assessments for special education students.

6. The Consultant shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.

7. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.

8. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.

9. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should the Consultant breach this agreement or fail to perform the required services in a satisfactory manner.

10. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.

11. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

12. District and Consultant will communicate and send in writing all information received by the District regarding any work-related injury to Personnel within twenty-four hours of the injury.

13. Communicate within twenty-four hours to Gary D Stromberg & Associates, LLC the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

14. The District agrees to indemnify, defend and hold harmless Gary D Stromberg & Associates, LLC from any and all negligence and all liabilities, claims, losses, costs, damages and expenses resulting or arising from or connected with the services rendered by the District, its agents, independent contractors, employees or servants pursuant to this contract.

15. This Agreement shall constitute the entire Agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

16. It is mutually agreed that both parties shall not discriminate against any individual in the performance of their obligations under this Agreement, on the basis of race, color, religion, national origin, sex, age or disability. Both parties further certify compliance with the applicable provisions of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, and the Americans with Disabilities Act and State anti-discrimination laws.

INDEMNIFICATION

Gary D Stromberg & Associates, LLC shall save and hold the District harmless from and against and shall indemnify District for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of Gary D Stromberg & Associates, LLC or any of its agents, subcontractors, employees or other representatives. If District is sued in any court for damages by reason of any of the acts of Gary D Stromberg & Associates, LLC, its agents, subcontractors, employees or other representatives referred to in this Agreement, Gary D Stromberg & Associates, LLC shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If Gary D Stromberg & Associates, LLC fails or neglects to so defend said action, District may defend the same and any expenses, including reasonable Attorney fees, which District may pay or incur in defending said action and the amount of any judgment which District may be required to pay shall be promptly reimbursed by Gary D Stromberg & Associates, LLC demand.

District shall save and hold Gary D Stromberg & Associates, LLC, harmless from and against and shall indemnify Gary D Stromberg & Associates, LLC for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of District, or any of its agents, subcontractors, employees or other representatives. If Gary D Stromberg & Associates, LLC is sued in any court for damages by reason of any of the acts of the District, its agents, subcontractors, employees or other representatives referred to in this Agreement, District shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If District fails or neglects to so defend said action, Gary D Stromberg & Associates, LLC may defend the same and any expenses, including reasonable attorney's fees, which Gary D Stromberg & Associates, LLC may pay or incur in defending said action and the amount of any judgment which Gary D Stromberg & Associates, LLC may be required to pay shall be

ARBITRATION

Any controversy or claim arising out of or relating to this Agreement, or the performance or breach thereof, shall be settled by means of binding arbitration in accordance with the rules of the American Arbitration Association, at Los Angeles, California.

If either party to this Agreement institutes any legal action or proceeding against the other party to the Agreement arising out of the Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees and costs from the non-prevailing party.

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

Paulette Koss
Print Representative Name

Director of Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Gary D Stromberg & Associates, LLC
Consultant/Company

Gary Stromberg

Print Representative Name

Owner

Title

Signature 4/18/22

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:	May 5, 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 conduct an Independent Educational Evaluation (IEE) for the Special Education Student 960007911, 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 for Special Education Student 960007911, not to exceed $6,500 (01.0-65000.0-57602-11900-5850-7440000), effective April 20, 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 20th day of April 2022 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Karen Lynn Epport hereinafter referred to as "Consultant."

Payee's Name: Karen Lynn Epport Daytime Phone Number: 310-503-7880

Mailing Address: 7933 Flight Place, Los Angeles, CA 90045 Email Address: karenepportphd@gmail.com

Sponsoring Administrator: Matt Hill Superintendent Special Education
Print Name Title Signature Location

Board Approval: 05/05/2022 Account Code: 01.0-65000.0-57602-11900-5850-7440000

The District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants.

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate not to exceed $6,500 **Amount to include speaking fee, mileage and any additional fees.

2. The term of the Agreement shall be the period commencing on: 04/20/2022 and terminating on: 05/26/2022.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Karen Lynn Epport will provide a transitional assessment for special education student 960007911.

6. The Consultant shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.

7. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.

8. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.

9. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should the Consultant breach this agreement or fail to perform the required services in a satisfactory manner.

10. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.

11. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

12. District and Consultant will communicate and send in writing all information received by the District regarding any work-related injury to Personnel within twenty-four hours of the injury.

13. Communicate within twenty-four hours to Karen Lynn Epport the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

14. The District agrees to indemnify, defend and hold harmless Karen Lynn Epport from any and all negligence and all liabilities, claims, losses, costs, damages and expenses resulting or arising from or connected with the services rendered by the District, its agents, independent contractors, employees or servants pursuant to this contract.

15. This Agreement shall constitute the entire Agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

16. It is mutually agreed that both parties shall not discriminate against any individual in the performance of their obligations under this Agreement, on the basis of race, color, religion, national origin, sex, age or disability. Both parties further certify compliance with the applicable provisions of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, and the Americans with Disabilities Act and State anti-discrimination laws.

INDEMNIFICATION

Karen Lynn Epport shall save and hold the District harmless from and against and shall indemnify District for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of Karen Lynn Epport or any of its agents, subcontractors, employees or other representatives. If District is sued in any court for damages by reason of any of the acts of Karen Lynn Epport, its agents, subcontractors, employees or other representatives referred to in this Agreement, Karen Lynn Epport shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If Karen Lynn Epport fails or neglects to so defend said action, District may defend the same and any expenses, including reasonable Attorney fees, which District may pay or incur in defending said action and the amount of any judgment which District may be required to pay shall be promptly reimbursed by Karen Lynn Epport demand.

District shall save and hold Karen Lynn Epport, harmless from and against and shall indemnify Karen Lynn Epport for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of District, or any of its agents, subcontractors, employees or other representatives. If Karen Lynn Epport is sued in any court for damages by reason of any of the acts of the District, its agents, subcontractors, employees or other representatives referred to in this Agreement, District shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If District fails or neglects to so defend said action, Karen Lynn Epport may defend the same and any expenses, including reasonable attorney's fees, which Karen Lynn Epport may pay or incur in defending said action and the amount of any judgment which Karen Lynn Epport may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

Any controversy or claim arising out of or relating to this Agreement, or the performance or breach thereof, shall be settled by means of binding arbitration in accordance with the rules of the American Arbitration Association, at Los Angeles, California.

If either party to this Agreement institutes any legal action or proceeding against the other party to the Agreement arising out of the Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees and costs from the non-prevailing party.

ACKNOWLEDGED AND AGREED TO

District:
Burbank Unified School District
District/Company Name

Paulette Koss
Print Representative Name

Director of Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Consultant:
Karen Lynn Epport
Consultant/Company

Print Representative Name

Title

Signature

4/20/2022
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:	May 5, 2022
SUBJECT:	Ratification of Agreement for Transportation (Special Education)

Background:

Special Education is required to provide transportation to students per their Individual Educational Program (IEP).

Discussion/Issues:

Special Education must provide transportation for students to its programs. On occasion, students are transported by HopSkipDrive, Inc.

Fiscal Impact:

Not to exceed $75,000.

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 HopSkipDrive, Inc. for transportation services for Special Education Students on an as needed basis, effective April 13, 2022, through June 30, 2022, not to exceed $75,000 (01.0-07240.0-50010-36000-5812-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

DocuSign Envelope ID: 2B2D69CC-3520-469A-9712-E2BFB2CD5A20

TRANSPORTATION COORDINATION LICENSE AND SERVICES AGREEMENT

THIS TRANSPORTATION COORDINATION LICENSE AND SERVICES AGREEMENT (the "***Agreement***") is entered into as of April 13, 2022 (the "***Effective Date***") by and between **HOPSKIPDRIVE, INC.**, a Delaware corporation (the "***Contractor***"), and BURBANK UNIFIED SCHOOL DISTRICT (the "***Organization***").

1. **Services.** During the term of this Agreement, Contractor will provide transportation coordination services (the "***Services***") to the Organization as described on Exhibit A attached to this Agreement by arranging transportation by HopSkipDrive drivers ("***Drivers***") for certain riders who attend the Organization. The Organization will use an application, available on a Software-as-a-Service basis, in order to utilize the Services.

2. **Compensation.** As consideration for the Services to be provided by Contractor and other obligations, the Organization shall pay to Contractor the amounts specified in Exhibit B attached to this Agreement at the times specified therein. Amounts required to be paid to Contractor under this Agreement may not include applicable taxes and other surcharges, including applicable charges imposed by a governmental entity. Such taxes and other surcharges, if applicable, will be the responsibility of Organization (except that Organization will not be responsible for any taxes on Contractor's income).

3. **Term and Termination.** This term of this Agreement shall commence on the Effective Date of this Agreement and shall continue in effect for a period of twelve (12) months (the "***Initial Term***"). Unless Organization notifies Contractor in writing of its desire to terminate this Agreement during the last thirty (30) days of the Initial Term, this Agreement shall renew for successive twelve (12) month terms (each a "***Renewal Term***") in accordance with the terms of this Agreement; provided that the pricing for each Renewal Term shall be determined prior to each Renewal Term by the parties, who shall use their best efforts to agree in writing upon such revised pricing to account for an annual cost of living increase for each Renewal Term as determined by t he Bureau of Labor Statistics for the Los Angeles area, in addition to an additional percentage increase as shall be agreed upon in writing by the parties.

4. **Independent Contractor.** The Contractor's relationship with the Organization will be that of an independent contractor.

(a) **Method of Provision of Services.** Contractor shall be solely responsible for determining the method, details and means of performing the Services.

(b) **No Benefits.** Contractor acknowledges and agrees that Contractor and its employees, subcontractors or affiliates will not be eligible for any Organization employee benefits and, to the extent Contractors or its employees, subcontractors or affiliates otherwise would be eligible for any Organization employee benefits but for the express terms of this Agreement, Contractor (on behalf of itself and its employees, subcontractors and affiliates) hereby expressly declines to participate in such Organization employee benefits.

(c) **Withholding.** Contractor shall have full responsibility for applicable withholding taxes for all compensation paid to Contractor, its partners, agents or its employees under this Agreement, and for compliance with all applicable labor and employment requirements

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with respect to Contractor's business organization and Contractor's partners, agents and employees, including state worker's compensation insurance coverage requirements and any US immigration visa requirements.

5. **Supervision of Contractor Services.** All of the Services to be performed by Contractor will be as agreed to between Contractor and the Organization in writing.

6. **Relationship between the Organization and its Families.**

(a) Contractor shall contact the adult parents and legal guardians of the Organization's riders (each, a "***Family***" and collectively, the "***Families***") regarding any material issues that may arise in connection with the Services. In the event of a serious incident in connection with the Services, including without limitation an accident, Contractor shall contact each of the following individuals, in the following order: (i) Gina Segura 818-729-4515, and (ii) Main Special Education (anyone can assist) at 818-729-4449.

(b) Organization acknowledges that Contractor's Terms of Use specifically indicates that minors are not permitted to use HopSkipDrive accounts. Organization shall communicate to Families and their riders that minors are not permitted to use the HopSkipDrive app or contact Contractor's Customer Support team to request changes to their rides.

(c) Organization acknowledges and agrees that Contractor may assess damage fees to Organization for damage to a Driver's vehicle caused by a rider, and Organization agrees to pay such damage fees in accordance with the terms set forth in Exhibit B. Damages include any actual physical damage or professional cleaning required as a result of a rider's actions. The damage fee imposed by Contractor will be based on Contractor's reasonable assessment of the damage and supported by written evidence such as receipts or photographs.

7. **Authority of Organization to Arrange Transportation.** Organization represents and warrants that it is legally authorized to arrange transportation using Contractor on behalf of the parents and guardians of Organization's riders.

8. **License.** Subject to all limitations and restrictions contained herein, Contractor grants Organization a limited, nonexclusive and nontransferable right to access and operate the object code form of the software made available to Organization on a Software-as-a-Service basis (the "Application"), solely to utilize the Services. In no event will Organization disassemble, decompile, or reverse engineer the Application or permit others to do so. By signing this Agreement, Organization irrevocably acknowledges that, subject to the licenses granted herein, Organization has no ownership interest in the software or related materials provided to Organization. Contractor will own all right, title, and interest in such software and related materials, subject to any limitations associated with intellectual property rights of third parties. Contractor reserves all rights not specifically granted herein.

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9. **Liability; Indemnity; Insurance**.

(a) EACH PARTY'S ENTIRE LIABILITY FOR ALL CLAIMS RELATED TO THIS AGREEMENT WILL NOT EXCEED THE AMOUNT OF ANY ACTUAL DIRECT DAMAGES INCURRED UP TO THE AMOUNTS PAID FOR THE SERVICE FOR THE TWELVE (12) MONTHS PRECEDING THE DATE ON WHICH THE CLAIM HAS ARISEN, REGARDLESS OF THE BASIS OF THE CLAIM. NEITHER PARTY WILL BE LIABLE UNDER THIS AGREEMENT FOR SPECIAL, INDIRECT, INCIDENTAL, EXEMPLARY, CONSEQUENTIAL OR PUNITIVE DAMAGES, REGARDLESS OF THE BASIS OF THE CLAIM AND IRRESPECTIVE OF WHETHER SUCH PARTY SHALL HAVE BEEN PREVIOUSLY ADVISED OF THE POSSIBILITY THEREOF.

(b) Contractor shall indemnify, defend and hold the Organization harmless from any third party demands, claims or losses, including but not limited to reasonable attorney's fees ("Losses"), to the extent caused by a material breach by Contractor of any of its obligations under this Agreement. Contractor will have no obligation to indemnify, defend and hold harmless to the extent that Losses have been caused by the Organization. Organization shall indemnify, defend and hold Contractor harmless from any third party Losses, to the extent caused by a material breach by Organization of any of its obligations under this Agreement. Organization will have no obligation to indemnify, defend and hold harmless to the extent that Losses have been caused by Contractor. This provision shall survive the termination or expiration of this Agreement.

(c) Contractor shall maintain minimum required insurance coverage as set forth on Exhibit C. Contractor agrees to furnish Organization with a Certificate of Insurance evidencing such insurance coverage and shall deliver to Organization, within five (5) days of the mutual execution of this Agreement, an endorsement reflecting Organization as an additional insured as to Contractor's policies set forth on Exhibit C.

Contractor Minimum Insurance:

Automobile Liability: $1,000,000 single limit/$1,000,000 UM/UIM

Worker's Comp: Statutory Limits

General Liability: $1,000,000 per occurrence/$2,000,000 aggregate

Sexual Misconduct: $1,000,000 limit/$2,000,000 aggregate

Employer's Liability: $2,000,000 plus Burbank Unified School District named as an additional insured

10. **Conflicts with this Agreement.** Except as set forth in Section 6(b), above, Contractor represents and warrants that neither Contractor nor any of Contractor's partners, employees or agents is under any pre-existing obligation in conflict or in any way inconsistent with the provisions of this Agreement. Organization represents and warrants that neither

Organization nor any of Organization's partners, employees or agents is under any pre-existing obligation in conflict or in any way inconsistent with the provisions of this Agreement.

11. **Miscellaneous.**

(a) **Amendments and Waivers.** Any term of this Agreement may be amended or waived only with the written consent of the parties.

(b) **Sole Agreement.** This Agreement, including the Exhibits hereto, constitutes the sole agreement of the parties and supersedes all oral negotiations and prior writings with respect to the subject matter hereof.

(c) **Notices.** Any notice required or permitted by this Agreement shall be in writing and shall be deemed sufficient upon receipt, when delivered personally or by courier, overnight delivery service or confirmed facsimile, 48 hours after being deposited in the regular mail as certified or registered mail (airmail if sent internationally) with postage prepaid, if such notice is addressed to the party to be notified at such party's address as set forth below, or as subsequently modified by written notice.

To Contractor:

HopSkipDrive, Inc.
1320 E. 7th Street, Suite 200
Los Angeles, CA 90021
Attn: Legal Department
Email: legal@hopskipdrive.com

To Organization:
Burbank Unified School District
1900 W. Olive Ave.
Burbank, CA 91506

(d) **Choice of Law.** The validity, interpretation, construction and performance of this Agreement shall be governed by the laws of the State of California, without giving effect to the principles of conflict of laws.

(e) **Severability.** If one or more provisions of this Agreement are held to be unenforceable under applicable law, the parties agree to renegotiate such provision in good faith. In the event that the parties cannot reach a mutually agreeable and enforceable replacement for such provision, then (i) such provision shall be excluded from this Agreement, (ii) the balance of the Agreement shall be interpreted as if such provision were so excluded and (iii) the balance of the Agreement shall be enforceable in accordance with its terms.

(f) **Counterparts.** This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together will constitute one and the same instrument.

(g) **Force Majeure.** Notwithstanding the payment obligations set forth in Exhibit B, neither the Organization nor Contractor is responsible for any failure to perform its obligations hereunder if it is prevented or delayed in performing those obligations by an event of force majeure, which events shall include without limitation natural disasters, endemics/pandemics, riots, wars, illness of a Driver, a Driver's mechanical problems, or any other similar cause.

(h) **Arbitration.** Any dispute or claim arising out of or in connection with any provision of this Agreement will be finally settled by binding arbitration in Los Angeles California, in accordance with the rules of the American Arbitration Association by one arbitrator appointed in accordance with said rules. The arbitrator shall apply California law, without reference to rules of conflicts of law or rules of statutory arbitration, to the resolution of any dispute. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. Notwithstanding the foregoing, the parties may apply to any court of competent jurisdiction for preliminary or interim equitable relief, or to compel arbitration in accordance with this paragraph, without breach of this arbitration provision.

(i) **Publicity.** Contractor shall have the right to publicize that it is a transportation services provider for the Organization.

(j) **Advice of Counsel.** EACH PARTY ACKNOWLEDGES THAT, IN EXECUTING THIS AGREEMENT, SUCH PARTY HAS HAD THE OPPORTUNITY TO SEEK THE ADVICE OF INDEPENDENT LEGAL COUNSEL, AND HAS READ AND UNDERSTOOD ALL OF THE TERMS AND PROVISIONS OF THIS AGREEMENT. THIS AGREEMENT SHALL NOT BE CONSTRUED AGAINST ANY PARTY BY REASON OF THE DRAFTING OR PREPARATION HEREOF.

[SIGNATURE PAGE FOLLOWS]

The parties have executed this Agreement on the respective dates set forth below.

HOPSKIPDRIVE, INC.

DocuSigned by:
By: Joanna McFarland
285B0FC513A8432...
Joanna McFarland, CEO

Address: 1320 E. 7th Street,
Suite 200
Los Angeles, CA 90021

Date: 4/15/2022

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BURBANK UNIFIED SCHOOL DISTRICT

By: _____
Debbie Kukta, Assistant Superintendent

Address: 1900 W. Olive Ave.
Burbank, CA 91506

Date: 4/15/22

EXHIBIT A

DESCRIPTION OF SERVICES

Organization may create an account on Contractor's platform and request rides for Organization's students through such accounts. Contractor shall arrange requested rides with Drivers as needed on an ongoing basis. Rides will be completed based on pricing outlined in Exhibit B of this Agreement.

Cancellation Policy: Rides cancelled more than eight (8) hours of the pickup time shall result in no charge to Organization. Rides cancelled between one (1) and eight (8) hours of the pickup time shall result in a charge equal to fifty percent (50%) of the estimated ride charge; rides cancelled within one (1) hour of the pickup time shall result in a charge equal to one hundred percent (100%) of the estimated ride charge. This charge is applicable to rides in which the rider is a 'no show' as well as rides cancelled by the ride organizer within the one (1) hour time period. **To ensure that Contractor is notified in the case of any Organization closures or delays, Organization is asked to add Contractor to its emergency contact lists using the following number: (213) 699-3380**

EXHIBIT B

FEE

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For Services rendered by Contractor under this Agreement, Organization shall pay Contractor the following fees (collectively, the "***Fee***") in addition to any damage fees imposed by Contractor pursuant to Section 6(c) of the Agreement:

- Twenty Eight Dollar ($28) Base Fee + Two Dollars and Fifty Cents ($2.50) Dollars per Mile + Ten Cents ($.10) per Ride California Access for All Fee

Contractor shall provide Organization with an invoice via email to Sandra Shearer at SandraShearer@Burbankusd.org, in a format consistent with the following Sample Invoice and Sample Supporting Documentation, within thirty (30) days of the end of each month during which Services were provided. Organization shall pay Contractor within thirty (30) days of Organization's receipt of such invoice. Any invoice that is not paid within the time set forth herein shall be subject to late fees at the rate of 1.5% per month or the maximum rate permitted by law, whichever is less, and such late fee shall be added to and payable on the overdue amount. Organization shall pay all collection costs, including without limitation reasonable attorney fees actually incurred by Contractor. In addition to any other right or remedy provided by law, Organization's failure to provide timely payment may be deemed a material breach of this Agreement and Contractor shall be entitled to terminate this Agreement, cease the Services, and seek any and all available legal remedies, notwithstanding the provision of late fees hereunder and without waiving any of its other rights and remedies for such breach. Contractor's failure to declare any late payment a breach shall not constitute a waiver of Contractor's rights hereunder to declare any subsequent late payment a breach.

Sample Invoice

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HopSkipDrive, Inc.
1933 S. Broadway, Ste. 1144
Los Angeles, CA 90007 US
accounting@hopskipdrive.com
hopskipdrive.com

HopSkipDrive

Invoice

BILL TO
ABC School District
123 Fake St.
Los Angeles, CA 90007

INVOICE # 1957
DATE 04/01/2019
DUE DATE 05/01/2019
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
4031.2 B2B Base plus miles Completed Trips Base plus miles Completed Trips	4	31.0925	124.37
4032.2 B2B Base plus miles Cancelled Trips Base plus miles Cancelled Trips	2	12.83	25.66

To pay your invoice by credit card or free bank transfer click "Review and Pay" on the invoice then click "Pay Now".

You can also pay via Bill.com at https://app.bill.com/Login.
(Payment Network ID 0160726151291838)

BALANCE DUE **$150.03**

SAMPLE

Sample Invoice Supporting Documentation

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Organizer Invoice 1957 Account #12345

April 1, 2019 to April 30, 2019

ABC School District

123 Fake St., Los Angeles, CA, 90007 USA

Invoice Total: $150.03

Scheduled Start	Trip ID	Trip State	Origin Address	Destination Address	Passengers or Cancelled Passengers	Est. Miles	Total Due
4/29/2019 12:15:00 PM	1489196	canceled	123 Fake St. Los Angeles, CA 90007 USA	456 ABC St. Sherman Oaks, CA 91403 USA	Passenger Four	9.23	$12.52
4/29/2019 10:30:00 AM	1489193	canceled	789 Test St. Sherman Oaks, CA 91403 USA	123 Fake St. Los Angeles, CA 90007 USA	Passenger One Passenger Three	7.81	$13.14
4/10/2019 2:15:00 PM	1449500	complete	789 Test St. Sherman Oaks, CA 91403 USA	456 ABC St. Sherman Oaks, CA 91403 USA	Passenger One Passenger Two	7.70	$33.05
4/10/2019 10:15:00 AM	1449496	complete	456 ABC St. Sherman Oaks, CA 91403 USA	123 Fake St. Los Angeles, CA 90007 USA	Passenger Four Passenger Three	7.81	$32.76
4/4/2019 12:30:00 PM	1437516	complete	123 Fake St. Los Angeles, CA 90007 USA	456 ABC St. Sherman Oaks, CA 91403 USA	Passenger Two Passenger Four	9.23	$25.58
4/4/2019 9:15:00 AM	1437498	complete	789 Test St. Sherman Oaks, CA 91403 USA	3123 Fake St. Los Angeles, CA 90007 USA	Passenger Three Passenger One	7.31	$32.98
Grand Total						49.59	$150.03

SAMPLE

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EXHIBIT C

MINIMUM INSURANCE COVERAGE

Contractor Minimum Insurance:

Automobile Liability: $1,000,000 single limit/$1,000,000 UM/UIM

General Liability: $1,000,000 per occurrence/$2,000,000 aggregate

Sexual Misconduct: $1,000,000 limit/$2,000,000 aggregate

Employer's Liability: $2,000,000

Burbank Unified School District
Business Services

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:	May 5, 2022
SUBJECT:	Ratification of Master Contract for Nonpublic, Nonsectarian Agency (Special Education)

Background:

The Special Education Department requests the following Master Contract be ratified by the Board of Education. Because the Burbank Unified School District has not contracted with this Nonpublic School/Agency in the past, it was not included on the list of Master Contract Renewals that were approved by the Board on June 3, 2021, effective July 1, 2021 through June 30, 2021.

Discussion/Issues:

The following Master Contract for special education services to be provided by a Nonpublic Agency (NPA).

Fiscal Impact:

Costs are included under the blanket order for service agreements for Nonpublic, Nonsectarian Schools and Agencies that was approved by the Board of Education on June 3, 2021.

Agency	Master Contract	Contract Period
Discovery Ranch	PS272	04/18/2022 - 06/30/2022

Recommendation:

Paulette Koss, Director, Special Education, recommends that the Board of Education ratify the Master Contract for special education students, to be provided by Discovery Ranch, Nonpublic, Nonsectarian Agency, effective April 18, 2022 through June 30, 2022 (01.0-65000.0-57500- 11800-5810-7440000, 01.0-65000.0-57500-11804-5810-7440000, 01.0-65120.0-57500-11800-5110-7440000, 01.0-65120.0-57500-11800-5810-7440000, 01.0-33270.0-57500-11800-5810-7440000, 01.0-33270.0-57500-11800-5110-7440000, 01.0-65000.0-57500-11801-5810-7440000), and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original Master Contract for Nonpublic, Nonsectarian Schools and Agencies, effective July 1, 2021 through June 30, 2022, was approved by the Board of Education June 3, 2021.

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:	May 5, 2022
SUBJECT:	Amended Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to amend an agreement for professional services for an outside psychologist (as a consultant) to provide assessments to Special Education Students. The consultant will assist with assessments, writing the assessment reports and attending IEP's of Special Education Students.

Discussion/Issues:

The District is obligated to provide assessments and implement Individualized Education Plans (IEP's) for students who attend our schools. Due to COVID 19 and the closure of schools, assessments were unable to be completed in the spring of 2021. The District does not have current staff able to support the current caseload overage and is, therefore, contracting with one to remain in compliance with IEP and Ed Code regulations.

Fiscal Impact:

Not to exceed $57,000.

Recommendation:

Paulette Koss, Director of Special Education and Psychological Services, recommends that the Board of Education amend an agreement between Burbank Unified School District and Zarik Hacopian, School Psychologist, to provide assessments, written reports and attend student IEP meetings, not to exceed $57,000 (01.0-32120.0-57602-11100-5850-7449000), effective September 21, 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 October 7, 2021 for a total not to exceed $47,000. This amendment adds an additional $10,000 to the agreement for a total not to exceed $57,000.

Burbank Unified School District
1900 West Olive Avenue, Burbank, 91506
Tel: (818) 729-4473
Fax: (818) 729-4573
www.burbankusd.org

AMENDED CONSULTANT AGREEMENT

TERM OF AGREEMENT

This Agreement, made and entered into this 21st day of September 2021 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Zarik Hacopian hereinafter referred to as "Consultant."

Payee's Name: Zarik Hacopian Daytime Phone Number: 818-427-1949

Mailing Address: 3206 Los Olivios Lane, La Crescenta, CA 91214

Email Address: zhacopian@yahoo.com

Sponsoring Administrator: Matt Hill (Print Name) Superintendent (Title) (Signature) Special Education (Location)

Board Approval: ~~10/07/2021~~ 05/05/2022 Account Code: 01.0-32120.0-57602-11100-5850-7449000

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 **~~$47,000~~ $57,000**
2. The term of the Agreement shall be the period commencing on: 09/21/2021 and terminating on: 05/26/2022.
3. Payment Terms: Net 45 Days
4. **District desires to enter into an Agreement in which Zarik Hacopian will provide ~~470~~ 570 hours of assessment and report writing for Special Education Students.**
6. The Consultant shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
7. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
8. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.

9. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should the Consultant breach this agreement or fail to perform the required services in a satisfactory manner.

10. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.

11. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

12. District and Consultant will communicate and send in writing all information received by the District regarding any work-related injury to Personnel within twenty-four hours of the injury.

13. Communicate within twenty-four hours to Zarik Hacopian 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 Zarik Hacopian 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

Zarik Hacopian 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 Zarik Hacopian 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 Zarik Hacopian, its agents, subcontractors, employees or other representatives referred to in this Agreement, Zarik Hacopian 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 Zarik Hacopian 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 Zarik Hacopian demand.

District shall save and hold Zarik Hacopian, harmless from and against and shall indemnify Zarik Hacopian 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 Zarik Hacopian 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, Zarik Hacopian may defend the same and any expenses, including reasonable attorney's fees, which Zarik Hacopian may pay or incur in defending said action and the amount of any judgment which Zarik Hacopian 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:

Zarik Hacopian
Consultant/Company

[redacted]
Zarik Hacopian
Print Representative Name

[redacted]
Psychologist
Title

[redacted]
Signature

[redacted]
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:	May 5, 2022
SUBJECT:	Approval of Additive Change No.3, MPI Miller Plumbing Inc., Underground (UG) Site Utilities & Plumbing, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)

Background:
Burbank Unified School District issued a Notice Inviting Bids for Bid 2021-003, a multi-prime contract for the Two-Story Modular Building Project at Walt Disney Elementary School. There were eight (8) big packages in total. The District and Lundgren Management, General Construction Manager, received and opened the bids on Thursday, February 18, 2021.
Qualifying Bids for UG Site Utilities & Plumbing, 2021-003-004, received were as follows:

MPI Miller Plumbing Inc.	$229,000
Reyes Electrical Contractor Inc.	$287,742
Pro-Craft Construction Inc.	$291,000
Ball Construction Inc.	$331,656
Chalmers Construction Services Inc.	$388,000

District-Wide Goals for 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; MPI Miller Plumbing Inc. was selected for the underground site utilities and plumbing for the permanent modular classroom building and sitework project at Walt Disney Elementary School.

On February 17, 2022, the Board of Education approved additive change No.1 and No.2 to include a temporary utility hookup to the construction trailer and the connection of the condensate drainage line to the new drywall that wasn't included in the initial scope.

Financial Impact:
$6,852 Increase for a Revised Total of $246,229.92 (Bond Fund)

Recommendation:
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve additive change order No.3 to the agreement between Burbank Unified School District and MPI Miller Plumbing Inc. for the UG Site Utilities & Plumbing for the Two-Story Modular Building Project at Walt Disney Elementary School, not to exceed $246,229.92 (21.3-00000-0-91008-85000-6230-201-0000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: The increased amount of $6,852 brings the not to exceed amount to $246,229.92 to add the renewal of Pollution Liability Insurance that was not included in the initial scope.

CHANGE ORDER

PROJECT: Walt Disney ES, Permanent Modular Classroom Building and Sitework	Change Order No.: MPI-002	Date: 04/11/22

CONTRACTOR:
MPI - Miller Plumbing, Inc. **Address:** 832 E. Edna Place, Covina, CA. 91723

ITEM NO.	PCO NO.	CHANGE DESCRIPTION	AMOUNT
01	MPI-003	Renewal of Pollution Liability Insurance	$ 6,852.00

CONTRACT PRICE ADJUSTMENT

Original Contract Price	$	229,000.00
Net Change by Previously Authorized Change Orders	$	10,377.92
Adjusted Contract Price Prior to This Change Order	$	239,377.92
Amount of This Change Order INCREASE	$	6,852.00
Amount of This Change Order (DECREASE)	$	-
New Adjusted Contract Price Including This Change Order	$	246,229.92

CONTRACT TIME ADJUSTMENT

1. _X_ No time adjustment.
2. ___ Add 0 compensable days.
3. ___ Deduct 0 compensable days.
4. ___ Add 0 non-compensable days.
5. ___ TBD: Critical path Analysis to be Submitted.
6. ADJUSTED CONTRACT TIME: _____

This Change Order is enforceable and binding only if: (i) executed on behalf of the Construction Manager, Architect, Contractor and District and (ii) approved by the District's Board of Trustees. The Contract TIme and Contract Price adjustments of Change Order are the full and final adjustments for the items/work subject to this Change Order. The Contractor releases any other right or claim to adjustment of the Contract Price or Contract TIme for the items/work subject to this Change Order; the foregoing includes waiver of rights under Civil Code §1542.

Submitted By CONTRACTOR: 4/11/22

Signature — Date

David Miller - President

Printed Name — Title

Reviewed By ARCHITECT: Albert Quesada 04/13/22

Signature — Date

Albert Quesada — *Architect of Records*

Printed Name — Title

Reviewed By CONSTRUCTION MANAGER: 4/11/2022

Signature — Date

Claudenice McCalister — *Project Manager*

Printed Name — Title

Reviewed By DISTRICT: Larry Cross 04/25/2022

Signature — Date

Larry Cross — *Dierector of Facilities*

Printed Name — Title

Approved Following Board of Trustees Approval:

Signature — Date

Printed Name — Title

PROPOSED CHANGE ORDER (PCO)

PROJECT: Walt Disney ES - Permanent Modular Classroom Building and Sitework **DSA PROJECT NO.:** 03-119964 **PROJECT REFERENCE NO.:** 2021-003 **BID PACKAGE NO.:** 2021-003-04 - Site Utilities & Plumbing	**PCO No.:** MPI-003 Pollution Liability Insurance Renewal **CCD No.:**	**Date:** 04/11/2022

OWNER: Burbank Unified School District 510 S Shelton Street Burbank, CA 91506-2818 **Phone:** (818) 729-5503 **E-Mail:** larrycross@burbankusd.org	**CONTRACTOR:** MPI - Miller Plumbing, Inc. 832 E. Edna Place Covina, CA 91723 **Phone:** (626) 372-3665 **E-Mail:** dave@mpiplumbing.com

Summary of change(s) in the Work per the approved D-CCD:

Renewal of Pollution Liability Insurance due to project schedule extension.

The service should include:

Renewal of Pollution Liability Insurance Policy in the amount of $2,000.000 foe Each Pollution Incident and $2,000,000 for Aggregate.

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 $ 6,852.00 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 $ 6,852.00.

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)		4/11/22
Signature		**Date**
David Miller - President		
Printed Name	**Title**	
ARCHITECT		
Albert Quesada		04/13/22
Signature		**Date**
Albert Quesada	***Architect of Records***	
Printed Name	**Title**	
CONSTRUCTION MANAGER		
		4/11/2022
Signature		**Date**
Claudenice McCalister	***Project Manager***	
Printed Name	**Title**	
DISTRICT		
Larry Cross		04/25/2022
Signature		**Date**
Larry Cross	***Director of Facilities***	
Printed Name	**Title**	

Change Order ***MPI - Miller Plumbing Inc***

4/4/22

CO #	3
Location	
Subject	Pollution Ins
Reference	
Total Cost	**$6,852**
Added Time	

Description:
Provide pollution insurance as directed for additional project duration

Labor Hours	Cost	Total	Equip/Other	Cost	Total
Totals					

Materials:	Quantity	Cost	Total
see attached			5870.25
Total Material Cost			5870.25

Profit and Overhead	Totals
Labor	
Materials	$5,870
Equipment	
Subtotal	$5,870
Overhead and Profit 15	$881
Bond	$101
Total	$6,852

EMAIL

Comprehensive Commercial Insurance Services, Inc.

Address: 41593 Winchester Road, #200, Temecula, California 92590-4857
License #: 0B36163
Phone: (951) 699-2968 Fax: (951) 699-2965
Web Site: www.thinkccis.com E-mail: marketing@thinkccis.com

Name: Dave
Organization: MPI – Miller Plumbing, Inc.
From: Matthew Spaid
Date: March 30, 2022
Subject: Pollution Liability Insurance – Job Specific
Pages: 16

Comments:

Attached are the documents necessary to renew your pollution liability insurance for the Walt Disney Elementary School job. Please review the documents and, if accurate, sign where indicated and return all of the pages to me along with a check, made payable to CCIS, for the $5870.25 total. Fax or email all of the pages back to me, along with a copy of the check, and mail the originals and check to me as soon as possible. Page 16 is for your use. Make certain that the paperwork you return to me has the original signatures (sign in blue if possible). There are 5 places where you should sign. Please retain a copy of the signed documents for your file. Do not hesitate to call me if you have any questions.

If it would be more convenient for you to sign electronically, let me know and I will send you a fillable pdf to sign.

Thank you for your business.

PS – We currently write your general liability, excess liability, commercial property, pollution liability (job specific) and workers compensation insurance and your ERISA bond. Please review the following page to see if there are any additional coverages that your business may need. If so, let me know and I will get you a quote.

COMPREHENSIVE COMMERCIAL INSURANCE SERVICES, INC.
COVERAGE PROPOSAL / BROKER AGREEMENT
LIC. #: OB36163

DATE: 03/30/2022

CLIENT: MPI – Miller Plumbing Inc.
832 East Edna Place, Covina, CA 91723

INSURANCE IS EFFECTED WITH: California Non-Admitted A+ XII Rated Company
BUSINESS OF THE NAMED INSURED: Plumbing Contractor
CONTACT: Matthew D. Spaid, President - (951) 699-2968

COVERAGE	LIMIT

THIS PROPOSAL CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED. THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT. THIS PROPOSAL IS NULL AND VOID IF THE CARRIER RESCINDS THEIR QUOTE. COVERAGE IS NOT BOUND UNTIL CONFIRMATION IS RECEIVED BY THE INSURANCE COMPANY.

POLLUTION LIABILITY – Site Specific Policy
Job Location: Walt Disney Elementary School
1220 W. Orange Grove Ave.
Burbank, CA 91506

Each Pollution Incident	$2,000,000
Aggregate	$2,000,000

Comments: Coverage for defense is in addition to the policy limits; Plumbing: Project Specific Premium is flat and based on $229,000 receipts. Coverage is occurrence. Transportation pollution coverage is provided in the policy. Mold coverage is provided by endorsement. Blanket Primary and Non Contributory, Blanket AI, and Blanket WOS included in the policy language. 25% Minimum Earned Premium/100% Fully Earned Fees; Premium is "Minimum and Advance". Please note, policy may be subject to inspection and/or audit. This may result in a change to premium, form or terms. The minimum term premium is the minimum premium for the policy period. Audit is auditable "upward" only. There will be no refund of the minimum term premium upon audit after expiration of the policy period. No Flat Cancellations. Deductible = $10,000 Per Claim. Please Note: The additional insured endorsement and special wording endorsements (if available) provided by the insurance company may not satisfy your client's requirements. You should review them with your clients to assure acceptability. CCIS is acting on behalf of the client. Commission is 10% of the premium. The additional premium for all Additional Insureds will be fully earned (whether added at inception or mid-term) and 100% of the premium will be collected upfront from the insured. This additional insured additional premium cannot be financed as none of this premium will be returned if the policy is canceled. **Warrant**: Subject to favorable inspection and compliance with recommendations. Certificates of insurance must be obtained from all independent contractors showing same limits and adding you as an additional insured, incorporating a hold harmless agreement in all contracts. Applicants must strictly comply with all applicable state and/or other governmental contractor licensing requirements and regulations. Any projects that do not meet state specified regulations or should an applicant's license become suspended, revoked or inactive at any time during the policy period, then NO coverage will be afforded under the policy. **Exclusions/Endorsements/Forms**: As per policy, and attached exclusion/endorsement sheet, including but not limited to: See Attached Forms List (Please review and advise if samples should be provided for review), Cancellation: California Notice (AB2404) - Premium Refunds - 10 % penalty, subject to retaining 100% of the Minimum earned premium, Standard endorsements/exclusions apply.

COST

ANNUAL COST $5,870.25

Please submit a check for the above amount, payable to CCIS. Included in this proposal are non-refundable inspection fees, brokerage fees ($500), company fees, and/or taxes totaling $770.25. The annual payment, which includes 25% of the annual premium plus taxes and fees, is fully-earned and cannot be refunded. All policy endorsements, including audits, will be subject to a 10% fee. The policy period is 12 months.

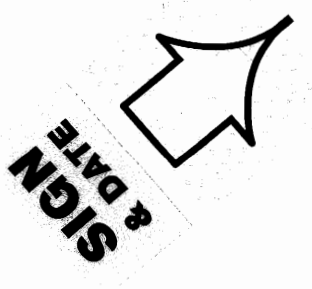
AGREEMENT

The parties to this agreement are the "CLIENT" listed above and the "BROKER", Comprehensive Commercial Insurance Services, Inc. (CA DOI License #0B36163). CLIENT appoints BROKER as CLIENT'S insurance broker of record as it pertains to the coverages described in this proposal/agreement. This agreement shall become operative on

the date of the CLIENT'S signature and shall continue in force until terminated, in writing, by either party. Actual coverage effective dates may differ from this date. BROKER agrees to represent CLIENT honestly and competently. CLIENT agrees to pay BROKER the previously stated broker fee and endorsement fee for BROKER'S services. The broker fee and endorsement fee are not refundable. As stated previously, there are additional fees and/or taxes that will be charged by entities other than the BROKER in connection with the current placement of the CLIENT'S insurance. These fees and/or taxes are not retained by the broker. **Standard Disclosures**: 1) Do not sign any broker fee agreement unless all of its blank lines and spaces have been filled-in and you have read this entire document and the agreement carefully. 2) BROKER represents you, the consumer, and is entitled to charge a broker fee if he/she chooses. This fee is not set by law, and may be negotiated between CLIENT and BROKER. 3) It is illegal or improper for BROKER to charge CLIENT a fee for placing coverage solely with the California Automobile Assigned Risk Plan or the California FAIR Plan. Fees may be charged for placement of other coverages. 4) Broker fees are non-refundable even if you cancel your coverage. Refer to your broker fee agreement to see if your broker fee is non-refundable. However, you may be entitled to a full refund of a broker fee if your broker acted incompetently or dishonestly. Unresolved disputes over non-refundable broker fees can be forwarded to the Department of Insurance for review. 5) CLIENT is entitled to obtain and keep a completed copy of this disclosure and any broker fee agreement you sign. 6) BROKER may receive commission from insurance company(ies) for placing CLIENT's insurance. This commission may be paid to BROKER by the insurance company(ies) in addition to any broker fee you pay.

By signing this document, I am acknowledging that I have read and understood all the coverages, costs, terms, and conditions included in this proposal/agreement. This agreement shall be effective when signed below or in counterpart, and photocopy, facsimile, electronic or other copies shall have the same effect for all purposes as an ink-signed original.

CLIENT Larry Cross **Date** 04/25/2022 **BROKER** _____ **Date** _____



30BURBANK 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:	May 5, 2022
SUBJECT:	Approval of Additive Change No.5-9, H&S Electric Inc., Electrical & Low Voltage, Two-Story Modular Building Project, Walt Disney Elementary School (Bond Fund)

Background:
Burbank Unified School District issued a Notice Inviting Bids for Bid 2021-003, a multi-prime contract for the Two-Story Modular Building Project at Walt Disney Elementary School. There were eight (8) bid packages in total. The District and Lundgren Management, General Construction Manager, received and opened the bids on Thursday, February 18, 2021.
Qualifying Bids for Electrical & Low Voltage, 2021-003-05, received were as follows:

H&S Electric Inc.	$263,805
Reyes & Sons Electric Inc.	$309,500
Reyes Electrical Contractor Inc.	$358,630
Chalmers Construction Services Inc.	$379,000

On March 4, 2021, the Board of Education approved to award the contracts to the bids that Lundgren Management recommended; H&S Electric Inc. was selected for the electrical and low voltage for the permanent modular classroom building and sitework project at Walt Disney Elementary School.

District-Wide Goals for 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.

On April 15, 2022, Additive Change Order #9 for a total of $1,999.00 was submitted to the District for installation of the phone line for the new elevator and related work in order to meet State Specifications and requirements.

Financial Impact:
$ 44,157.00 Increase for a Revised Total of $307,962 (Bond Fund)

Recommendation:
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve additive change order No.5- 9 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 $307,962 (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 $ 44,157.00 brings the not to exceed amount to $307,962 due to an additional directive as requested by the District to install a phone from the elevator to the school's phone central panel using existing conduits, as indicated on the response to RFI #CC-052.

Change Order Tracking Log

							TOTALS	$ 44,157.00	$ 42,158.00	$ 1,999.00	
C.O. No.	**Date**	**FM/ RFI No.**	**G/C No.**	**Description**	**Cost Impact Letter Sent**	**RCVD Auth for Work**	**Work Completed**	**Price Submitted**	**Approved C.O. $**	**Pending C.O. $**	**STATUS**
1	5/14/2021		CCD01	Temp LV & Power	N/A	Y	100%	$ 13,392.00	$ 13,392.00		CO #1 - 6/21/21
2	8/18/2021			Temp power to trailer	Y	Y	100%	$ 3,254.00	$ 3,254.00		PO update 10/26/21
3	8/24/2021		CC-015	Elevator work	Y	N	0%	$ 9,733.00	$ 9,733.00		PO update 10/26/21
4	9/9/2021			Material price increase - wire	Y	N	0%	$ 2,211.00	$ 2,211.00		PO update 10/26/21
5 REV1	12/2/2021			Bungalows - remote temp feed to permanent	Y	N	0%	$ 30,406.00	$ 30,406.00		PCO #006 - 1/28/22
6 REV1	12/6/2021		DCCD #04	Delete (2) 4x4 boxes	Y	Y	100%	$ (24,104.00)	$ (24,104.00)		PCO #005 - 1/28/22
7	12/21/2021			Material price increase - feeder cabling	Y	Y	100%	$ -	$ -	$ -	2/24/22 - VOID
8				Sump pump WP GFI receptacles and circuits	Y	N	0%	$ 7,266.00	$ 7,266.00		PCO #007 - 4/11/22
9			DCCD #06	Elevator phone line	Y	Y	100%	$ 1,999.00	$ -	$ 1,999.00	
10								$ -	$ -	$ -	

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:	May 5, 2022
SUBJECT:	Approval for Additional 10Gb Port to the Corporation for Education Network Initiatives in California (CENIC) (General Fund)

Background:
The District currently receives Internet Services via the Corporation for Education Network Initiatives in California (CENIC). The contract connecting the District to the CENIC expired last year and was awarded to AT&T in June 2021. Due to vendor complications, the District could not transfer to AT&T, and the District extended services with the current vendor. Progress has been made, and the District is close to transitioning to the new circuit.

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

Discussion/Issues:
CENIC staff is concerned transitioning to a new circuit may involve disruptions to District Internet services and has agreed to create a temporary secondary circuit for 30 days to limit any disruptions. The District can then thoroughly test the circuit's functionality before transitioning for minimal disruptions to students and staff.

If the transition to the new circuit exceeds 30 days, the CENIC will charge the District $5,342.39 for the connection. If the transition to the new circuit occurs before day 30, the District will not be charged, and this purchase order will be canceled.

Fiscal Impact:
The Fiscal Impact is a one-time cost of $5,342.39.

Recommendation:
Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the additional 10Gb port to the Corporation for Education Network Initiatives in California (CENIC), not to exceed $5,342.39, (01.0-00000.0-00000-77000-4410/5916-7401000) (General Fund), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

CENIC

Customer: Burbank USD

Budget Summary Description: Burbank USD - Additional 10Gb port to CENIC. Making this for 2x10Gb

Quote Date: 1/6/2022

Quote Expiration: 4/6/2022

Contract Number:

	Line Item	NRC Non-Recurring Cost	MRC Monthly Recurring Cost	ARC Annual Recurring Cost	Term Length
1	Equipment	$5,342.39			
2	Equipment Maintenance				
3	Installation				
4	Circuit				
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
	Total	$5,342.39	$0.00	$0.00	
	Total for first year of service	$5,342.39			
	Total for subsequent years of service	$0.00			

CENIC charges a 7.2% pass-through administration fee (PTAF) on costs from third-party vendors. This fee is subject to change annually by the CENIC Board of Directors. The PTAF will be applied on invoices and is not reflected in the above costs.

Pricing does not include applicable taxes, surcharges, and fees. These costs may vary and will be included in invoices at CENIC's ac

If out-of-band (OOB) access is required, customer must provide a phone line for OOB or allow CENIC to order one and be reimbursed for both the NRC and MRC, including the PTAF.

NRC items are one-time costs billed upon execution of contract. ARC items are billed at start of service, pro-rated from date of servi

Version: 1.9